



Agenda

Novi Public Library Board of Trustees
 Thursday, April 23, 2026
 at 7:00 p.m.
 Location: Novi Public Library

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

Call to Order by President, Mark Sturing

Acknowledgement of Trustee Kathy Crawford resigning from the Novi Public Library Board

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

Trustees: Bartlett, Burke, Dooley, Halvangis, Sturing and Yu

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minutes of: March 26, 2026–Regular Board Meeting4-12
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#661) 13-14

Presentations

- 1.N/A

Public Comment

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

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

Reports

- 1. Teen Space Statistics 16
- 2. President’s Report (Mark Sturing)
 - A. 4/11/26: Memo to City Council Re: Budget Questions for 26/27 17
 - B. 2026-2027 Draft Board Committee Assignments 18
 - C. Consideration of a rotating schedule for Trustees to attend the Friends of the Novi Library monthly meetings
 - D. Reflections from Board Members
- 3. Treasurer’s Report (Brian Bartlett)
 - A. 10 Year Financial Projection 19
 - B. 2025-2026 Library Fund Budget 271 20-23
 - C. 2025-2026 Contributed Fund Budget 272..... 24
 - D. Financial Report March 2026..... 25
 - E. Library Fund 271 Revenue & Expenditure Report as of March 31, 2026 26-29
 - F. Library Contributed Fund 272 Report as of March 31, 2026 30-31
 - G. Balance Sheets for Funds 271 and 272 as of March 31, 2026 32-33

4. Director's Report (Julie Farkas)	34-47
A. Door Count Usage Statistics – (Jeff Smith)	48-49
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	50
C. Information Technology Report (Jeff Smith)	51-55
D. Facilities Report (Keith Perfect)	56
E. Assistant Director of Public Services Report (Lori Lowery)	56-57
F. Information Services Report (Emily Brush and Rae Manela)	57-63
G. Marketing and Community Promotion Report (Dana VanOast)	64
H. Support Services Report (Sarah Mominee).....	65-66
I. Library Usage Statistics.....	67-76
J. Friends of Novi Library – April 2026 E-news; Agenda: 4/8/26; Minutes: 1/14/26.....	77-79
K. City of Novi Historical Commission – Minutes: 2/18/26	80

Public Comment – see language above to be recited

Committee Reports

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

 - Meeting held: Meeting scheduled for April 14th
 - 2nd Reading of Public Policies..... 81-95
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: X, Dooley, Halvangis, Staff Liaisons – Julie Farkas and Kristen Sullivan, HR Specialist)

 - Meeting held:N/A
- Building & Grounds Committee:**
 (Chair: Sturing, Halvangis (Staff Liaison – Julie Farkas)

 - Meeting held: Meeting held 3/19/26 96
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaison – Julie Farkas)

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

 - Meeting held: Meeting held 3/24/26 96-97
- Strategic Planning Committee:**
 (Chair: Bartlett, X, Staff Liaisons – Julie Farkas and Lori Lowery)

 - Meeting held:N/A
- Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)

 - Meeting held:N/A
- DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Halvangis, Dooley, X, Halvangis (Staff Liaison – Julie Farkas)

 - Meeting held:N/A

Matters for Library Board Action

1. Approve revisions to: Accommodations & Accessibility Policy (2nd Reading) 81-84
2. Approved revisions to: Circulation Policy (2nd Reading)..... 86-93
3. Approve revisions to: Closures Policy (2nd Reading) 94
4. Approve the recommendation from the Building & Grounds Committee for the Main Entrance Door project (Bids will be opened and reviewed on Monday, April 20, 2026 and sent to the Board by Wednesday, April 22, 2026 to review)
5. Approval to close at 5pm to the public on Thursday, October 29, 2026 for the Novi Public Library to host a private reception for the Michigan Library Association Conference

Communications

1.N/A

Closed Session

1. None

Adjournment

Supplemental Information

- Library Board Calendar 2026..... 99
- Library Closings 2026 100

2026 Future Events:

- 4/19-4/25: National Library Week – Find Your Joy!
- 4/23/26: Library Board of Trustees Meeting at 7pm, Novi Public Library (Rescheduled from 4/16/26)
- **5/10/26: LIBRARY CLOSED – MOTHER’S DAY**
- 5/13/26: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 5/14/26: Library Board of Trustees Meeting at 7pm, City of Novi
- 5/20/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **5/23 – 5/25: LIBRARY CLOSED – MEMORIAL DAY WEEKEND**
- 6/1 – 8/8: Library Summer Reading: Unearth a Story
- 6/10/26: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 6/11/26: Library Board of Trustees Meeting at 7pm, City of Novi
- 6/17/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **6/19/26: LIBRARY CLOSED – JUNETEENTH**
- **6/21/26: LIBRARY CLOSED – FATHER’S DAY**

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MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
March 26, 2026, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by Vice President, Kat Dooley

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

Welcome: Torry Yu was welcomed as Trustee to the board. This marks Trustee Yu third time serving the board.

Welcome: Kirstin Kaufhold was welcomed as Recording Secretary.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 5 board members were recorded present

- Torry Yu, Board Member
- Kat Dooley, Vice President
- Mark Sturing, President
- Karla Halvangis, Secretary
- Lori Burke, Board Member

Student Representatives

Positions not filled at this time

Library Staff

- Julie Farkas, Director
- Kirstin Kaufhold, Recording Secretary

Approval of Agenda.....1-4

Director Farkas pointed out edits: Page 4 under the February Minutes should state 2026 Future Events and not 2025 Future Events.

Motion: To approve the agenda with Director Farkas's changes

- Motion for Approval – 1st – Trustee Halvangis
- 2nd – Trustee Dooley

Motion passes – 5-0

Discussion from Trustee Burke of future removal of the DEI statement from the agenda format in favor of emphasizing the Library's Mission Statement.

Trustee Sturing agreed that the DEI statement has run its course and the mission takes priority over the DEI Statement.

Director Farkas stated that adding the DEI statement was part of the format that has been kept but no official update has been made to the agenda since November 2024.

It is agreed that the DEI statement will be removed from future agenda.

Consent Agenda

- 3. Approve Minutes of: February 12, 2026 –Regular Board Meeting5-13
- 4. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#660) 21-23

Motion: To approve the Consent Agenda as presented.

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Halvangis

Motion passes – 5-0

Presentations

No presentations

Public Comment

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No Public Comment

Reports

- 5. Teen Space Statistics24

Director Farkas stated the year-to-date total visits to Teen Space is 4,504.

Trustee Yu inquired if there has been any feedback since we reduced the Friday Teen Space offering.

Director Farkas confirmed that no feedback has been received.

- 6. President's Report (President – Mark Sturing)
 - A. Gov. Whitmer Proclaims March is Reading Month 18-20
 - B. New Executive Director MLA (Michigan Library Association) 21-22
 - C. 3/17/26 - Publisher's Weekly: Book Output Topped Four Million in 2025 22-23
 - D. Volunteer Appreciation: April 22, 2026 24
 - E. 2025-2026 Board Committee Assignments 25
 - F. Assignments for Board Committees at the April 16, 2026 meeting

Trustee Sturing noted several key updates and recognitions. He acknowledged March as Reading Month, as proclaimed by Governor Whitmer, and announced the appointment of Dillon Geshel as Executive Director of the Michigan Library Association. He also shared an industry update highlighting that over four million book titles were published in 2025. Trustee Sturing informed the Board of the upcoming Volunteer Appreciation Breakfast scheduled for April 22, 2026, and discussed current committee vacancies along with upcoming assignments. He further acknowledged Trustee Kathy Crawford's recent injury and extended well wishes for her recovery. Lastly, he recognized the passing of former Board member and President, Pat Burnett, honoring his service and contributions to the library.

7. Treasurer's Report (President - Mark Sturing)

A. 10 Year Financial Projection.....26
 B. 2025-2026 Library Fund Budget 271.....27-30
 C. 2025-2026 Contributed Fund Budget 272.....31
 D. Financial Report February 2026.....32
 E. Library Fund 271 Expenditure & Revenue Report as of February 28, 2026 33-35
 F. Library Fund 272 Contributed Fund as of February 28, 2026 36-37
 G. Balance Sheets for Funds 271 and 272 as of February 28, 2026.....38-39

Trustee Sturing reported that the Library is currently projecting a deficit of \$83,000. He noted that the information has been submitted to the City as part of the budget process; however, the most recent adjustments have not yet been reflected. He further stated that final refinements are expected to be incorporated into the 2026 budget by the following month.

Trustee Burke inquired about the tax revenue projections on page 26, specifically questioning why the revenue was presented at either 2% or 3%.

Director Farkas explained that the figures were provided directly by the Finance Department, noting that a recent personnel change has impacted the projections. She stated that both percentages were included to reflect this uncertainty and to keep the Board informed of the potential change. Director Farkas added that the 3% figure had been communicated to the City Manager and that it would remain as presented until further direction is received. She noted that the current figures are the most accurate based on data provided in the fall, and any updated numbers will be incorporated into the first quarter revisions.

Trustee Sturing clarified that the 2.0 millage rate, without reduction, accounts for the variance, which is why the difference appears in the second revenue category rather than in general revenue.

Trustee Halvangis requested clarification regarding the difference between the Crossbeam book sorting machine and the electrical book sorting machine accounts. It was explained that Crossbeam refers to the construction company associated with the project.

8. Director's Report (Julie Farkas) 40-52
 A. Door Count Usage Statistics – (Jeff Smith) 53-54
 B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) 55-56
 C. Information Technology Report (Jeff Smith) 57-60

D. Facilities Report (Keith Perfect)	60
E. Assistant Director of Public Services Report (Lori Lowery)	61
F. Information Services Report (Emily Brush and Rae Manela)	62-65
G. Marketing and Community Promotion Report (Dana VanOast)	66
H. Support Services Report (Sarah Mominee).....	67-68
I. Library Usage Statistics.....	69-78
J. Friends of Novi Library – Kaleidoscope 2026 Spring Series.....	79
K. City of Novi Historical Commission – Minutes: December 17, 2025	80-82

Director Farkas acknowledged one staff anniversary this month and congratulated the employee on her milestone.

She provided an update on the Library's fundraising campaign, noting that \$56,633.62 of the \$65,000 goal has been raised. One hundred letters were sent to businesses in the Novi community, and she encouraged Board members to share any additional businesses that could be contacted.

Director Farkas also mentioned plans to record a taping for National Library Month and noted an upcoming giving day, which will be promoted by the Library. She reported that staff participated in the National Book Packaging Day, held at a different location through TLN, with over 100 libraries participating. She noted that this initiative is being used to support youth programming.

She provided an update from the Staff Safety Committee and included information regarding upcoming book drives and future programming initiatives. Attention was given to library e-books and audiobooks, with a discussion of the high costs associated with providing them to patrons. Director Farkas explained that the cost of a single e-book is approximately equivalent to three physical books. Opportunities to negotiate lower prices with e-book providers were discussed, and she noted that she has a meeting next week with providers to address this issue. She also mentioned that several companies dominate the e-book market and that hold lists are currently very long. Director Farkas will attend a conference next week where AI developments related to e-books will be discussed.

Trustee Burke commented on department head reports, giving a shout-out to Maryann Zurmuehlen for her work with the automated handling materials system and floor maintenance, Lori Lowery for pitching a Money Minds program for teenagers.

Trustee Halvangis inquired more about implementing a job shadowing program that allows people to about different departments on a daily basis. It was noted that these initiatives have been very well received.

Trustee Yu expressed appreciation for the e-books infographic and mentioned a social media post about closing-time services, noting the Library's proactive communication with patrons.

Director Farkas explained that this ensures patrons are aware of available services during the last hour before closing and helps manage expectations.

Trustee Sturing acknowledged the Friends of the Novi Library for sponsoring the interesting upcoming events called the Kaleidoscope Series.

Public Comment

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However, it is an opportunity to voice your thoughts with the Library Board. Citizens must state their first, last name and address.

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No Public Comment

Committee Reports

9. **Policy Committee:** Review current public policies for the Library
(Chair: Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held: Meeting scheduled for April 14th.....N/A
 - 1st Reading of Public Policies 83-98

10. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - Meeting held: 3/9 Re: HR Holidays Policy 98-100

11. **Building & Grounds Committee:**
(Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: 3/19 Re: Review quotes for Lawn Maintenance 101-102

12. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held: No meeting held.....N/A
 - Approved 26/27 budget information was sent to the City of Novi on 2/12/26

13. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: Meeting scheduled for 3/24/26N/A

14. **Strategic Planning Committee:**
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
 - Meeting held: No meeting held.....N/A

15. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
 - Meeting held: No meeting heldN/A

16. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: No meeting heldN/A

Matters for Library Board Action

- 6. Election of Library Board Officers for 2026-2027, effective April 16, 2026

Slate Presented:
President – Mark Sturing
Vice President – Kat Dooley
Treasurer – Brian Bartlett
Secretary – Karla Halvangis

Motion: To approve the slate of the library board officers for 2026-2027 as presented

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

Motion passes – 5-0

- 7. 1st Reading: Accommodations & Accessibility Policy 83-86

Trustee Halvangis commented that the section regarding special accommodations should reflect the order of consideration following the accommodations already offered. She recommended that the second paragraph on page 83 be moved to precede the section on filing a grievance. Additionally, on page 86, the term “disability” on page 83 and the term “housebroken” on page 85 should not be bolded but should also only appear in quotation marks.

Motion: To approve the 1st reading: Accommodations & Accessibility policy with adjustments per Trustee Halvangis

Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Halvangis

Motion Withdrawn by Trustee Dooley due to being a 1st reading and wanting to review changes.

- 8. 1st Reading: Campaigning, Petitioning, Interviewing & Similar Activities Policy87

Motion: To approve 1st Reading: Campaigning, Petitioning, Interviewing & Similar Activities Policy with the changes presentation

Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Sturing

Motion passes – 5-0

- 9. 1st Reading: Changes to Policies Policy88

Motion: To approve the 1st Reading: Changes to Policies Policy as presented

Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Sturing

Motion passes – 5-0

- 10. 1st Reading: Circulation Policy 88-96

Trustee Halvangis provided detailed comments regarding the policy document, noting that on page 91, changes should be made to ensure consistency with the 90-day timeframe and that this standard should be applied throughout the policy wherever relevant. She also raised a question on page 93 regarding whether a second parent is automatically renewed and requested that the Director follow up and provide

clarification on this point. Additionally, she noted that the bottom of page 93 should be updated to reflect a period of 90 days.

On page 94, Trustee Halvangis questioned why the wording had been changed from "are" to "is" and requested that the Director double-check this modification for accuracy. On page 95, she pointed out that the terms "Circulation" and "Self-Check" do not need to be capitalized. Furthermore, she suggested that the fourth bullet, which contains a sub-bullet, be rephrased to read: "This may include highlighting, stamping, coloring, and liquid damage," and that the term "sticky" be revised to "stickiness" to ensure all nouns are consistent.

Trustee Halvangis concluded that these proposed edits and clarifications will be reviewed at the next meeting.

11. 1st Reading: Closures Policy 97-98

Trustee Burke expressed that she does not believe it is necessary to make Saturday a permanent part of the holiday closure policy. She stated that she does not agree with closing the library for three consecutive days and emphasized that staff should use PTO rather than adding additional closures to make them permanent.

Trustee Sturing acknowledged and expressed sympathy for the concerns regarding holiday closures.

Director Farkas clarified that there is an important distinction between a closure and a paid holiday, noting that employees do not receive pay during closures, and that staff are informed in advance of any such closures. She explained that the proposed change reflects current practices rather than previous written policy.

Trustee Dooley commented that during Memorial Day and Labor Day weekends, the library does not typically see high patron traffic, although Director Farkas noted that there is no data available to support this observation.

Trustee Halvangis suggested that the matter be referred to the Policy Committee for further review and recommended that a vote be taken when the full board is present.

Trustee Dooley also asked Director Farkas to provide statistics on the duration of closures for these holiday weekends for prior years.

Trustee Burke requested that Director Farkas investigate how the automated book returns function during Easter weekend to help determine library activity and volume during closures. She suggested that it might also be helpful to review data on how other local libraries handle similar holiday closures. Discussion to include the possibility of adjusting service hours to close on the Friday before a holiday rather than the day after, in consideration of patron usage patterns and terms of service.

12. Approve a universal change in policy terminology: To change "Board" to "Library Board of Trustees" when mentioned in a policy for the first time, then to "Board" for any subsequent mention within a policy.

Motion: To approve the Approve a universal change in policy terminology: To change "Board" to "Library Board of Trustees" when mentioned in a policy for the first time, then to "Board" for any subsequent mention within a policy.

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion passes – 5-0

- 13. Recommendation from HR Board Committee to approve revisions to the HR Policy: Holidays 99-100

Trustee Halvangis noted that on page 100 that the word doctor should not be capitalized.

Motion: To approve the Recommendation from HR Board Committee to approve revisions to the HR Policy: Holidays with the minor change of decapitalizing the word doctor.

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

Motion passes – 5-0

- 14. Recommendation from the Building and Grounds Committee to approve a one (1) year Landscaping and Lawn Care Services Contract with Brien's Services, Inc., with an option to renew two (2) additional years in one (1) year increments at the same prices, terms and conditions of the original contract. With a not to exceed annual cost of \$23,647.00, which includes regular landscaping and lawn care for \$20,378.00, spring cleanup for \$1,362.00, and fall cleanup for \$1,907.00..... 101-102

Trustee Burke noted that on pages 101–102, certain information appears to be missing and greyed out on the quotes, and asked for clarification on why this occurred.

Trustee Halvangis explained that the greyed-out sections are due to the information not being provided in the quotes, which makes them not directly comparable.

Trustee Sturing added that Brien's Services, Inc., is the Library's current service provider and stated that we are overall satisfied with the services they have received.

Motion: To approve the recommendation from the Building and Grounds Committee to approve a one (1) year Landscaping and Lawn Care Services Contract with Brien's Services, Inc., with an option to renew two (2) additional years in one (1) year increments at the same prices, terms and conditions of the original contract. With a not to exceed annual cost of \$23,647.00, which includes regular landscaping and lawn care for \$20,378.00, spring cleanup for \$1,362.00, and fall cleanup for \$1,907.00

Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Yu

Motion passes – 5-0

Communications

- 2. 2/11/26: Email from Connie Varana RE: Library Programming 103-104
- 3. 3/1/26: Email from Dhruva Patel RE: Book Drive 105

Closed Session

- 2. None

Trustee Lori Burke inquired about mailing library materials with return postage, specifically for elderly or disabled patrons, and asked whether any grants are available to cover postage costs.

Trustee Dooley asked if the Library qualifies for special postal rates as a nonprofit organization.

Director Farkas stated she will investigate eligibility for nonprofit postal rates and potential grant funding. She noted that typically, grants provide funding for program startup costs but not for ongoing postage, and that the Friends of the Library have contributed funds to support this initiative.

New Business

Trustee Sturing discussed holding a special meeting on April 23, 2026, at the Library to review and approve certain bids. This would allow the Board to address these items in a single additional meeting one week after the originally scheduled April meeting.

Motion: To approve the change the board meeting from April 16th to April 23rd at 7PM at the library.

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

Motion passes – 5-0

Adjournment

Motion: To adjourn at 8:18

Motion for Approval – 1st – Trustee Halvangis
 2nd – Trustee Yu

Motion passes – 5-0

Supplemental Information

- Library Board Calendar 2026.....106
- Library Closings 2026107

2026 Future Events:

- 4/4 and 4/5: Library CLOSED
- 4/8/26: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 4/15/26: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 4/16/26: Library Board Regular Meeting at 7pm, Novi Public Library
- 4/19 – 4/25: National LIBRARY WEEK

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<http://www.novilibrary.org>

WARRANTS (Provided by Bindhya Raja, Bookkeeper)

Warrant 661	271 Accounts	April 2026	
Payable to	Invoice #	Account number	Amount
Paavai Arumugam	Meeting Room Rental - refund	271-000.00-675.300	\$ 50.00
Lynn Miller	Meeting Room Rental - refund	271-000.00-675.300	\$ 380.00
Quill	Binder	271-000.00-727.000	\$ 443.36
Vista Print	Business Cards CC	271-000.00-727.000	\$ 76.95
Stamps.com	Postage CC	271-000.00-728.000	\$ 120.99
USPS	Permit to Mail CC	271-000.00-728.000	\$ 370.00
Envisionware	Annual maintenance/subscription	271-000.00-734.000	\$ 1,315.22
Hewlett Packard	Support for HPE ProLiant Server	271-000.00-734.000	\$ 3,117.36
Knight Technology	DATTO backups - March	271-000.00-734.000	\$ 700.00
OCLC	3/1/26 - 6/30/26	271-000.00-734.000	\$ 265.08
Petty Cash	Test Transaction	271-000.00-734.000	\$ 0.48
TechSoup	Microsoft 365 - 3/12/26 - 4/11/26	271-000.00-734.000	\$ 93.60
Wilcom International	icube - Embroidery Digitizer CC	271-000.00-734.000	\$ 899.00
Amazon	iCube	271-000.00-734.500	\$ 1,024.51
Bambu Lab	iCube - CC	271-000.00-734.500	\$ 2,796.88
CDW-G	UPS - Online Rack Tower	271-000.00-734.500	\$ 2,152.96
Knight Technology	Sorting Room Network Connections	271-000.00-734.500	\$ 97.50
LoVo Communications	Install cables - AST Room	271-000.00-734.500	\$ 1,115.08
Tel systems	Board Room Cooling System	271-000.00-734.500	\$ 738.00
Amazon	labels	271-000.00-740.000	\$ 96.13
image 360	Name Plates - Board Members	271-000.00-740.000	\$ 40.00
Sam's	supplies	271-000.00-740.000	\$ 85.36
Simply Stamps	Logo Embosser Seal CC	271-000.00-740.000	\$ 36.98
Demco	Cart	271-000.00-740.200	\$ 1,795.09
Amazon	Books	271-000.00-742.000	\$ 1,278.10
Bandi Books	Books	271-000.00-742.000	\$ 625.00
Brodart	Books	271-000.00-742.000	\$ 13,411.03
Cengage/Gale	Books	271-000.00-742.000	\$ 257.52
Center Point	Books	271-000.00-742.000	\$ 151.02
Amazon	Lending Library	271-000.00-742.010	\$ 101.45
Brodart	Lending Library	271-000.00-742.010	\$ 697.41
Midwest Tape	Lending Library	271-000.00-742.010	\$ 161.20
Wayne Public Library	Lost item	271-000.00-742.100	\$ 26.00
Petty Cash	Lost item	271-000.00-742.100	\$ 16.99
Redford Township District Library	Lost item	271-000.00-742.100	\$ 33.99
WT.COX	Periodicals	271-000.00-743.000	\$ 19,005.72
Library ideas	Audio Visual materials	271-000.00-744.000	\$ 723.20
Midwest Tape	Audio Visual materials	271-000.00-744.000	\$ 5,283.92
Playaway	Audio Visual materials	271-000.00-744.000	\$ 37.99
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 9,771.78

The Library Network	Tumble Book Library	271-000.00-745.300	\$ 559.30
The Library Network	Consumer Reports	271-000.00-745.300	\$ 2,593.54
Novi-ABWA	AI in Action CC	271-000.00-809.000	\$ 5.00
Novi-ABWA	Autumn Brunch with Auction	271-000.00-809.000	\$ 30.00
GDI	February	271-000.00-817.000	\$ 8,680.00
ATA&T	2/13/26 - 3/12/26	271-000.00-851.000	\$ 47.17
ATA&T	2/14/26 - 3/13/26	271-000.00-851.000	\$ 47.17
Ooma	3/1/26 - 3/31/ 26	271-000.00-851.000	\$ 109.70
T-Mobile	1/25/26 - 2/24/26	271-000.00-851.000	\$ 1,566.12
Telnet	March	271-000.00-851.000	\$ 1,016.50
Verizon	February	271-000.00-851.000	\$ 508.24
The Library Network	Jan - March 2026	271-000.00-855.000	\$ 1,985.25
Petty Cash	Mileage	271-000.00-862.000	\$ 36.03
Shannon O'Leary	Mileage	271-000.00-862.000	\$ 72.66
Chicago Distribution/ALA	National Library Week Poster	271-000.00-880.000	\$ 113.76
Collaborative Summer	stickers, bookmarks	271-000.00-880.000	\$ 220.68
Ingstron Corporation	Website February	271-000.00-880.000	\$ 592.00
Amazon	Programming	271-000.00-880.268	\$ 371.27
Busch's	Program CC	271-000.00-880.268	\$ 15.98
Demco	Programming	271-000.00-880.268	\$ 47.49
Fire Mountain	Programming CC	271-000.00-880.268	\$ 137.31
GFS	Programming CC	271-000.00-880.268	\$ 51.98
Harriet Hall	Evening of English	271-000.00-880.268	\$ 675.00
Hers Market	Programming TAB CC	271-000.00-880.268	\$ 49.90
Kroger	Programming CC	271-000.00-880.268	\$ 3.49
Larry Nelson	English Language Lessons	271-000.00-880.268	\$ 600.00
Oriental Trading	Youth Desk Stickers	271-000.00-880.268	\$ 89.67
Sam's	Programming	271-000.00-880.268	\$ 246.79
Vani Foods	TAB Meeting CC	271-000.00-880.268	\$ 21.99
Walmart	Programming TAB CC	271-000.00-880.268	\$ 22.48
Canon	Print - February	271-000.00-900.000	\$ 619.95
Consumers Energy	1/8/26 - 2/4/26	271-000.00-921.000	\$ 2,921.16
DTE	1/26/26 - 2/22/26	271.000.00-922.000	\$ 9,032.33
Allied Building	new compressor	271-000.00-934.000	\$ 9,395.13
Amazon	table legs	271-000.00-934.000	\$ 184.97
Anago	deep clean & disinfect restrooms	271-000.00-934.000	\$ 440.00
Dalton	Monthly Carpet Maint.	271-000.00-934.000	\$ 325.00
Grainger	cartridge seat washer	271-000.00-934.000	\$ 6.90
Home Depot	supplies	271-000.00-934.000	\$ 69.77
ImperialDade	hand cleaner credit	271-000.00-934.000	\$ 810.72
NorthStar	2/5/26 -2/25/26	271-000.00-934.000	\$ 257.96
Orkin	Extra Treatment - February	271-000.00-934.000	\$ 97.00
Petty Cash	Supplies	271-000.00-934.000	\$ 14.71

Redford	Steelcase Core	271-000.00-934.000	\$ 145.00
Solution Control Services	Damper issues on AHU1	271-000.00-934.000	\$ 645.00
Voss	Lights	271-000.00-934.000	\$ 397.44
Varsity Lincoln	Van Repair	271-000.00-935.000	\$ 2,019.08
Brien's	Shoveling, Salting, plowing	271-000.00-936.300	\$ 3,352.65
image360	Read Box signs	271-000.00-936.300	\$ 25.00
Canon	Lease - February	271-000.00-942.000	\$ 1,010.00
Corrigan	March	271-000.00-942.100	\$ 29.18
ALA	PLA Registration CC	271-000.00-956.000	\$ 70.00
Alliance for Housing	Annual retreat CC	271-000.00-956.000	\$ 17.85
D.Mazur	MIAEYC	271-000.00-956.000	\$ 281.37
Friends Michigan	FOML 2026 Annual Membership CC	271-000.00-956.000	\$ 35.00
Hilton	MIAEYC	271-000.00-956.000	\$ 651.36
Library Journal	Creating Sensory-Friendly Libraries	271-000.00-956.000	\$ 49.00
Merit Events	Conference CC	271-000.00-956.000	\$ 780.00
Petty Cash	Community Novi Cares	271-000.00-956.000	\$ 16.97
TOTAL 271			\$ 123,609.82

Warrant 661	272 Accounts	April 2026	
Bambu Lab	iCube Friends Accessibility	272-000.00-742.046	\$ 879.37
Amazon	Raising a Reader	272-000.00-742.229	\$ 162.46
Amazon	Youth International Donation	272-000.00-742.230	\$ 188.51
Bandi Books	Youth International Donation	272-000.00-742.230	\$ 1,032.92
Brodart	Youth International Donation	272-000.00-742.230	\$ 22.93
Red Olive	Celebrate America CC	272-000.00-742.232	\$ 350.00
Novi Community School	Japanese Delegates CC	272-000.00-742.234	\$ 24.11
Library Design Associates	Lori and Maryann - staff office	272-000.00-976.000	\$ 30,000.00
Lyngsoe Systems	Conveyor - Sorting Machine	272-000.00-976.140	\$ 71,707.55
TOTAL 272			\$ 104,367.85

Teen Space Statistics

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

Monthly Attendance in Teen Space August 2025 – May 2026:

Month	Total Attendance
August	153
September	956
October	871
November	694
December	631 * no Teen Space 12/10, 12/22/25 – 1/2/26
January	633
February	566
March	549
April	
May	
TOTAL to DATE	4504

Average visits per day in Teen Space: 37

PRESIDENT'S REPORT**Questions received by City Council for the 26/27 budget:**

What is the fund balance policy for the Library Fund?

a. Why are they approaching a 71% fund balance instead of moving additional funds to the Library Contribution Fund (their capital reserve fund) in FY2729?

Memo provided to City Council as of 4/11/26:


Memo

To: Novi City Council
From: Julie Farkas, Library Director and Mark Sturing, Library Board President
cc: Victor Cardenas, City Manager
Date: Saturday, April 11, 2026
Re: City Council FY26/27 Budget Questions – 1.0

Question: What is the fund balance policy for the Library Fund?

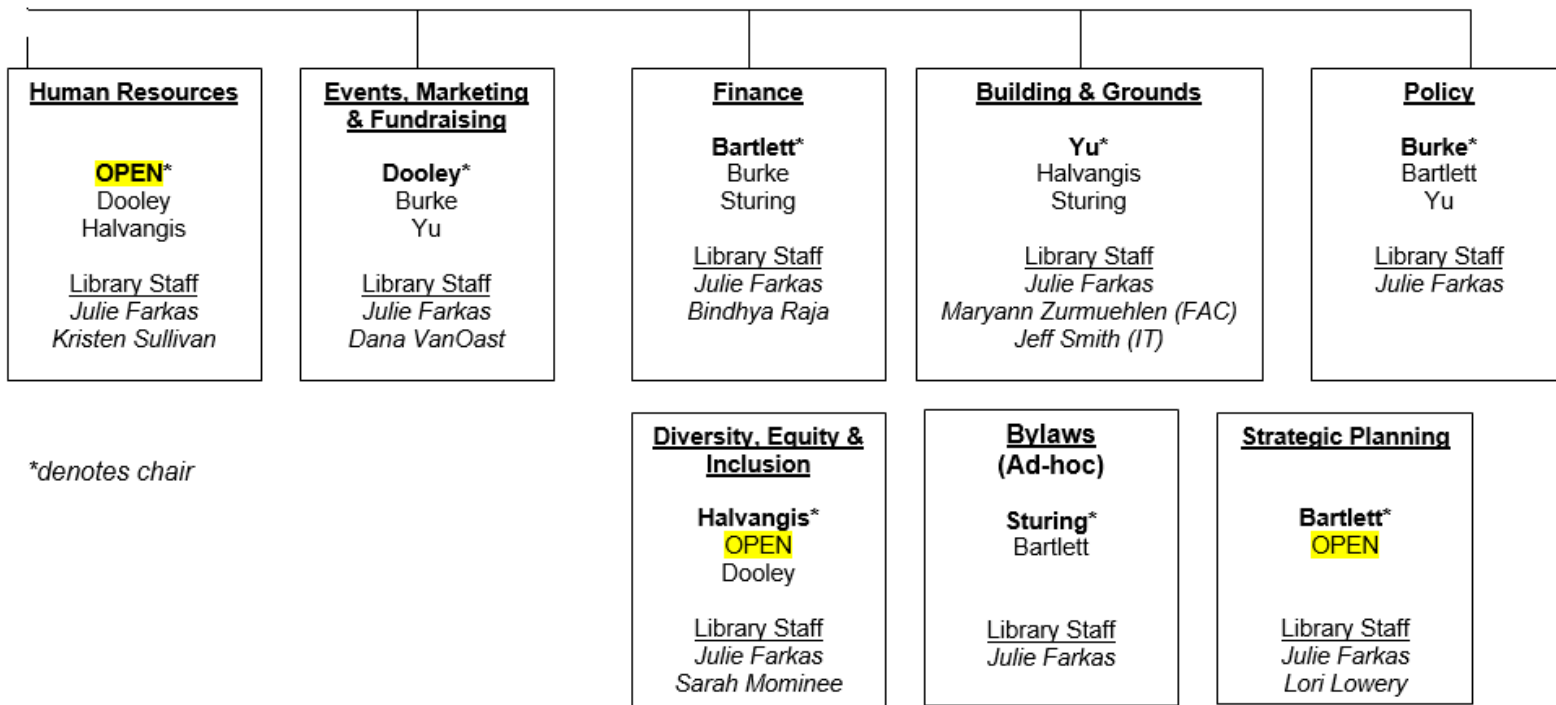
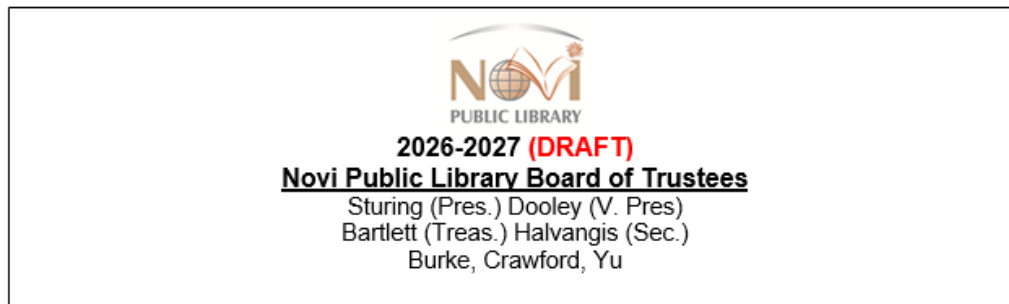
Answer: The policy for the Library Fund 271 is to retain a target minimum 28% of budgeted annual expenditures. (see page 2 of the Financial Policy).

Question: Why are they approaching 71% fund balance instead of moving additional funds to the Library Contribution Fund (their capital reserve fund) in FY 27-29?

Answer: Currently, the Library Board's Financial Policy has no maximum limit of reserves. The Library Board will take into consideration a maximum limit similar to the City of Novi. In practice at the year-end, the Library Board will review the escrow levels of the Library Fund 271 and will consider some of the following measures if the balance exceeds the recommended escrow levels:

- Restore any programs, services or collections that were reduced or terminated solely for financial reasons. (Example: Currently, the Library has suspended programming on Fridays and Sundays, including the Teen Space afterschool program on Fridays and family-related programs on Sundays).
- Pay down any long term debt
- Transfer funds to the Contribution Fund 272 for future capital needs
- Maintain funds in the Library Fund 271

Based on the Reserve Study (proposed to the Library Board in September 2025), funds are currently being budgeted annually to the Contribution Fund 272 during the Library Board's budget planning process. At the end of each fiscal year the Library Board reviews the Library Fund 271. If the Library Fund 271 exceeds budgeted requirements, the Board may in part or in whole transfer excess funds to the Contribution Fund 272.



FINANCIALS

10 Year Financial Projection for Account 271 with Millage Funding

Library Budget 271		2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
10 Year Projection 2026 - 2036		Year End Proposed	Proposed w/Add'l Millage									
Revenues		2/12/2026	2/12/2026									
Account	Description											
402.000	Tax Revenue - Current Levy (2% incr.)	3,806,000.00	3,875,668.00	3,991,938.00	4,111,696.00	4,193,929.92	4,277,808.52	4,363,364.69	4,450,632.00	4,539,644.62	4,630,437.51	4,723,046.26
	Additional Millage (incr. 3% annually)		1,084,409.00	1,117,000.00	1,150,500.00	1,185,015.00	1,220,565.45	1,257,182.41	1,294,897.89	1,333,744.82	1,373,757.17	1,414,969.88
Total Revenues		4,074,617.71	5,156,479.00	5,311,970.00	5,461,196.00	5,574,672.52	5,691,274.53	5,810,563.68	5,932,604.80	6,057,463.81	6,185,208.57	6,378,908.31
Total Personnel Services		2,901,321.00	3,020,454.00	3,110,473.00	3,239,392.00	3,350,667.83	3,466,359.93	3,586,800.82	3,712,241.04	3,842,945.82	3,979,198.54	4,121,301.76
Total Supplies & Materials		757,350.00	778,850.00	800,950.00	812,650.00	813,634.00	836,377.00	859,801.00	883,923.00	908,766.00	934,351.00	960,702.00
Total Services & Charges		740,101.60	690,450.00	715,200.00	735,800.00	761,670.00	760,802.00	780,835.00	783,864.00	806,062.00	806,673.00	831,571.00
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		4,398,772.60	4,714,454.00	4,858,023.00	5,026,142.00	5,171,371.83	5,316,338.93	5,487,836.82	5,648,228.04	5,833,973.82	6,004,722.54	6,206,574.76
995.272	Transfer to 272 RESERVE		224,700.00	231,400.00	238,300.00	245,400.00	252,800.00	260,400.00	268,200.00	276,200.00	284,500.00	293,000.00
	Transfer to 271 from 272	241,377.00										
Total Expenditures		4,398,772.60	4,714,454.00	4,858,023.00	5,026,142.00	5,171,371.83	5,316,338.93	5,487,836.82	5,648,228.04	5,833,973.82	6,004,722.54	6,206,574.76
Total Revenues		4,315,994.71	5,156,479.00	5,311,970.00	5,461,196.00	5,574,672.52	5,691,274.53	5,810,563.68	5,932,604.80	6,057,463.81	6,185,208.57	6,378,908.31
Net Revenue		-82,777.89	442,025.00	453,947.00	435,054.00	403,300.69	374,935.60	322,726.86	284,376.76	223,489.99	180,486.03	172,333.55
Current Fund Balance 271		2,420,453.82	2,862,478.82	3,316,425.82	3,751,479.82	4,154,780.51	4,529,716.11	4,852,442.97	5,136,819.73	5,360,309.72	5,540,795.75	5,713,129.30
FUND BALANCE TARGET 28% of Expenditures		1,231,656.00	1,314,284.44	1,347,293.44	1,401,235.36	1,447,984.11	1,488,574.90	1,536,594.31	1,581,503.85	1,633,512.67	1,681,322.31	1,737,840.93

10 year projections of Revenues and Expenses from 2026 - 2036 assuming 2% increase in revenues annually; 3% of additional millage rate annually; 3% incr. in most expenditures annually.

Account 271 25/26; Yr. End 2/12/26; Approved 26/27 Budget as of 2/12/26 (Budget Information shared with City of Novi 2/13/26)

2026-2027 Library Budget 271		2023-2024	2024-2025	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029
Approved Budget as of February 12, 2026		Audited	Audited	Approved 1st Qtr.	Year End Approved	Approved	Projected	Projected
Revenues		10/31/2024	10/31/2025	9/11/2025	2/12/2026	2/12/2026	2/12/2026	2/12/2026
Account	Description							
402.000	Tax Revenue - Current Levy	3,410,762.72	3,620,624.41	3,762,784.00	3,806,000.00	4,960,077.00	5,108,938.00	5,262,196.00
404.003	Tax Revenue - Brownfield B1	-376.24	0.00	-506.00	-560.00	-587.00	-692.00	-713.00
404.006	Tax Revenue - Brownfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brownfield B3 17	-15,263.59	-16,000.68	-28,232.00	-28,232.00	-38,396.00	-47,995.00	-49,435.00
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-35,898.98	-55,783.00	-55,783.00	-75,307.00	-94,135.00	-96,959.00
404.009	Tax Revenue - Brownfield B4 21	-354.57	-440.12	-469.00	-469.00	-544.00	-625.00	-644.00
404.010	Tax Revenue - Brownfield B4X	-44.00	-44.00	-124.00	-124.00	-143.00	-164.00	-169.00
412.000	Tax Revenue - C/Y Del PPT	-4,707.59	-7,986.56	-10,000.00	-10,000.00	-12,000.00	-12,000.00	-12,000.00
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
415.000	Tax Revenue - Cnty Chargebk	3,020.33	3,203.27	1,800.00	5,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	69,947.04	70,000.00	68,650.00	69,000.00	69,000.00	69,000.00
573.000	State Grants - Local Comm	17,786.09	25,741.20	15,000.00	10,252.00	10,500.00	10,500.00	10,500.00
658.000	State penal fines	89,070.72	91,226.15	98,967.71	98,967.71	93,000.00	93,000.00	93,000.00
659.000	Library book fees	9,341.82	8,858.67	8,000.00	6,600.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	118,788.12	138,007.28	100,000.00	65,000.00	65,000.00	100,000.00	100,000.00
669.500	Unrealized gain(loss) invest	92,415.46	43,492.21	10,000.00	44,292.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	19,451.99	7,500.00	7,200.00	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
674.400	Gifts and Donations	2,365.78	683.26	500.00	500.00	500.00	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
675.006	Car Charging	11.07	77.94	100.00	300.00	300.00	300.00	300.00
675.100	Copier	3,620.99	14,062.26	8,500.00	12,000.00	9,800.00	9,800.00	9,800.00
675.300	Meeting Room	37,477.41	43,017.09	30,000.00	35,000.00	38,500.00	38,500.00	38,500.00
675.404	Novi Township Assessment	7,701.00	8,228.00	7,850.00	8,524.00	8,779.00	9,043.00	9,320.00
675.650	Library Café	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
Total Revenues		3,827,332.74	4,025,544.32	4,027,387.71	4,074,617.71	5,156,479.00	5,311,970.00	5,461,196.00

2026-2027 Library Budget 271 Expenditures		2023-2024 Audited	2024-2025 Audited	2025-2026 9/11/2025	2025-2026 Yr. End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	1,268,177.70	1,422,713.26	1,530,000.00	1,507,200.00	1,531,880.00	1,577,800.00	1,625,200.00
704.100	Severance/Incentive Pay	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	3,538.40	5,157.60	7,500.00	7,500.00	5,500.00	5,750.00	5,900.00
704.250	Final Payout	0.00	6,921.72	0.00	6,800.00	0.00	0.00	0.00
705.000	Temporary Salaries	683,363.35	680,970.00	808,500.00	768,000.00	802,514.00	826,600.00	851,400.00
706.000	Overtime	38.82	915.08	500.00	800.00	850.00	500.00	500.00
715.000	Social Security	147,519.92	159,320.48	178,900.00	174,053.00	178,600.00	184,000.00	189,500.00
716.000	Insurance	230,346.09	272,645.88	276,000.00	230,400.00	269,212.00	259,109.00	317,481.00
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
716.999	Ins. Employee Reimbursement	-33,477.49	-38,382.06	-41,400.00	-42,324.00	-35,990.00	-38,866.00	-45,000.00
717.000	Workers' Comp	1,640.32	2,033.10	1,900.00	1,900.00	2,000.00	2,000.00	2,000.00
718.000	Pension DB Normal Cost	5,520.00	1,680.00	1,800.00	1,800.00	1,872.00	2,000.00	2,150.00
718.010	DB Unfunded Accrued Liability	73,488.00	92,196.00	108,192.00	108,192.00	122,604.00	131,000.00	140,480.00
718.050	Pension - add'l DB Contribution	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	120,000.00	120,000.00	137,412.00	156,580.00	145,781.00
719.000	Unemployment Ins	36.84	96.03	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00
Total Personnel Services		2,448,748.97	2,720,353.42	2,996,892.00	2,901,321.00	3,020,454.00	3,110,473.00	3,239,392.00
Supplies and Materials								
Account	Description							
726.400	Supplies - Cash Over/Under	36.72	-8.38	100.00	50.00	50.00	50.00	50.00
727.000	Office supplies	9,181.98	7,804.48	10,000.00	8,000.00	8,000.00	8,500.00	9,000.00
728.000	Postage	4,014.04	2,035.09	3,500.00	2,000.00	2,500.00	3,000.00	3,500.00
734.000	Computer software/licensing	61,936.23	46,943.17	97,000.00	69,000.00	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	40,000.00	52,000.00	52,000.00
740.000	Operating supplies	27,352.10	41,640.62	38,000.00	35,000.00	40,000.00	41,200.00	42,400.00
740.200	Supplies desk, chairs, cabinets	4,173.51	836.00	7,500.00	8,000.00	4,000.00	4,000.00	4,000.00
741.000	Supplies-Uniforms	0.00	1,176.64	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.000	Library Books	219,615.55	232,364.05	241,000.00	241,000.00	241,000.00	248,000.00	255,400.00
742.010	Library Books - Lending	10,641.12	7,815.27	15,400.00	13,000.00	13,000.00	13,400.00	14,000.00
742.100	Book Fines	91.97	118.98	200.00	200.00	200.00	200.00	200.00
743.000	Library Periodicals	17,561.82	16,749.33	18,000.00	19,100.00	19,100.00	19,600.00	21,100.00
744.000	Audio visual materials (CD/DVD)	60,196.64	50,869.75	52,000.00	52,000.00	50,000.00	50,000.00	50,000.00
745.200	Electronic media (Digital Books)	135,445.89	160,490.09	177,000.00	191,600.00	197,000.00	197,000.00	197,000.00
745.300	Electronic Resources - Online	67,776.44	80,376.53	80,000.00	65,400.00	66,000.00	66,000.00	66,000.00
Total Supplies & Materials		641,275.81	693,933.57	792,700.00	757,350.00	778,850.00	800,950.00	812,650.00

2026-2027 Library Budget 271 Services & Charges		2023-2024 Audited	2024-2025 Audited	2025-2026 Approved	2025-2026 Yr. End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Account	Description							
802.000	Data Processing - OnBase	828.90	891.07	1,600.00	900.00	1,000.00	1,000.00	1,000.00
802.100	Bank Service Charges	3,666.52	2,212.32	3,000.00	2,000.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	800.00	622.00	800.00	761.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,508.00	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	19,931.70	4,388.50	6,000.00	4,500.00	5,000.00	5,000.00	5,000.00
808.100	Rubbish Monthly	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	8,500.00
816.000	Professional services	12,103.50	15,888.11	20,000.00	15,000.00	10,000.00	10,000.00	10,000.00
817.000	Custodial Services	83,332.60	95,725.00	95,000.00	96,000.00	96,000.00	96,000.00	96,000.00
818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	15,874.00	16,350.00	15,145.60	16,600.00	18,200.00	20,000.00
820.001	Ins deduct/Uninsured claims	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00
851.000	Telephone	40,560.37	42,972.95	54,100.00	44,000.00	43,000.00	44,300.00	45,600.00
855.000	TLN Automation Services	71,993.10	71,297.68	81,000.00	81,000.00	85,000.00	89,200.00	93,700.00
861.000	Gasoline and oil	334.00	316.40	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	1,536.19	1,700.00	1,200.00	1,400.00	1,500.00	1,600.00
880.000	Community Promotion	23,899.12	18,504.24	25,000.00	22,500.00	22,500.00	22,500.00	22,500.00
880.268	Library Programming	36,897.47	24,945.78	44,600.00	44,600.00	35,500.00	37,000.00	39,000.00
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
882.200	Employee Assistance Program		506.94	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
900.000	Print, Graphic Design, Publish	25,459.42	22,970.79	26,000.00	26,000.00	25,000.00	25,000.00	25,000.00
921.000	Heat	12,267.57	13,139.86	15,700.00	15,700.00	16,000.00	16,800.00	17,600.00
922.000	Electricity	102,779.81	98,745.97	102,000.00	100,700.00	101,000.00	106,000.00	111,000.00
923.000	Water and Sewer	8,065.10	8,466.93	8,700.00	9,000.00	9,000.00	9,000.00	9,200.00
934.000	Building Maintenance	101,144.38	139,346.32	125,000.00	133,000.00	115,000.00	118,500.00	122,000.00
935.000	Vehicle Maintenance	169.02	426.22	500.00	500.00	500.00	1,000.00	1,000.00
936.300	Grounds Maint.	51,938.72	44,088.98	53,000.00	56,000.00	50,600.00	52,100.00	56,400.00
942.000	Office Equipment Lease	11,350.94	12,120.00	12,200.00	12,200.00	12,200.00	13,000.00	13,000.00
942.002	Copier Property Tax	0.00	621.90	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	328.08	500.00	400.00	500.00	500.00	500.00
956.000	Conferences & Workshops	25,185.11	18,822.29	26,700.00	26,700.00	16,050.00	16,500.00	17,100.00
957.000	Tuition and Other Reimbursements	0	0	7000	7000	0	3500	0
Total Services & Charges		670,066.27	675,419.61	762,250.00	740,101.60	690,450.00	715,200.00	735,800.00

2026-2027 Library Budget 271		2023-2024 Audited	2024-2025 Audited	2025-2026 Approved	2025-2026 Yr. End	2026-2027 Approved	2027-2028 Projected	2028-2029 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
995.272	Transfer to 272 RESERVE	35,238.00				224,700.00	231,400.00	238,300.00
	Transfer to 271 from 272	0.00		241,377.00	241,377.00			
Total Expenditures		3,829,403.33	4,118,982.04	4,551,842.00	4,398,772.60	4,714,454.00	4,858,023.00	5,026,142.00
Total Revenues		3,827,332.74	4,025,544.32	4,268,764.71	4,315,994.71	5,156,479.00	5,311,970.00	5,461,196.00
Net Revenue		-2,070.59	-93,437.72	-283,077.29	-82,777.89	442,025.00	453,947.00	435,054.00
Current Fund Balance 271		2,596,669.43	2,503,231.71	2,220,154.42	2,420,453.82	2,862,478.82	3,316,425.82	3,751,479.82
FUND BALANCE TARGET 28% of Expenditure		1,072,233.00	1,153,315.00	1,274,516.00	1,231,656.00	1,314,284.44	1,347,293.44	1,401,235.36

NOTES: All Capital projects are expensed out of budget 272

26/27: 271 Not filling 2 PT Librarian positions in IS Dept. This results in not offering Teen Space on Fridays (only Monday - Thursday), no teen volunteer program, reducing staffed hours in iCube from 32-28 per/wk (keeping 9.5 on weekends).

Staff call-ins will result in a cancellation of the program/outreach (Effective 2/2026); No programming offered on Fridays and Sundays (Effective May 2026)

26/27: 272 Account: \$32,700 Technology; \$10,500 Parking Lot, \$25,000 Concrete and Sidewalk; Main Ent. Artwork (MSUFCU) \$3,000;

27/28: 272 Account: Youth Area Reno Architect Concepts \$30,000; Parking lot \$15,000; LLL Maint. \$20,000

28/29: 272 Account: Parking lot \$15,000; 1st Floor Carpeting \$200,000 (all public areas); Youth Area Renovation \$265,000 includes \$65,000 from Marten donations; LLL Maint.

272 - Library Contributed Funds									
Revenues & Expenditures									
2026-2027 Budget as of 2/12/26									
		2023-2024	2024-2025	2025-2026	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029
		Audited	Audited	Approved	1st Qtr.	Year End	Approved	Projected	Projected
		6/30/2024	6/30/2025	2/13/2025	9/11/2025	2/12/2026	2/12/2026	2/12/2026	2/12/2026
Revenues									
Interest Income									
665.000	Interest on Investments	\$ 52,873.99	\$ 59,391.02	\$ 27,000.00	\$ 27,000.00	\$ 28,000.00	\$ 47,245.00	\$ 47,245.00	\$ 47,245.00
669.500	Unrealized gain (loss) Investments	37,885.77	23,750.68	(4,500.00)	(4,500.00)	27,000.00	-	-	-
TOTAL		\$ 90,759.76	\$ 83,141.70	\$ 22,500.00	\$ 22,500.00	\$ 55,000.00	\$ 47,245.00	\$ 47,245.00	\$ 47,245.00
699.271	Transfer from Library Fund 271 Reserve Study	35,238.00					224,700.00	231,400.00	238,300.00
Donations									
674.036	Diversity, Equity & Inclusion	500.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00
674.046	Makerspace (iCube) Rev	8,216.55	5,177.55	1,000.00	1,000.00	1,476.10	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	29.66	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Rev	12,070.61	5,638.00	1,000.00	1,000.00	7,200.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Rev	625.00	4,068.72	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	4,098.70	14,597.75	2,000.00	2,000.00	9,500.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Rev	50.00	-	500.00	500.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	100.00	-	500.00	500.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	5,000.00	7,700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
674.277	Youth Area Reno - M. Marten		34,294.00			20,000.00	10,000.00		
TOTAL		\$30,691	\$71,476	\$12,500	\$12,500	\$46,676	\$22,500	\$12,500	\$12,500
TOTAL Revenues		\$ 156,688.28	\$ 154,617.72	\$ 35,000.00	\$ 35,000.00	\$ 101,676.10	\$ 294,445.00	\$ 291,145.00	\$ 298,045.00
Expenditures									
Supplies									
742.036	Diversity, Equity & Inclusion	0.00	454.57	500.00	500.00	500.00	500.00	500.00	500.00
742.046	Makerspace (iCube)	9,856.18	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
742.229	Raising a Reader	1,362.10	1,211.86	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials	10,904.06	5,975.24	1,000.00	1,000.00	7,200.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	66,001.70	715.70	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
742.232	Programming Expenditures	8,612.26	10,739.06	1,000.00	1,000.00	9,500.00	1,000.00	1,000.00	1,000.00
742.233	Technology	-	-	61,500.00	61,500.00	61,500.00	32,600.00	68,400.00	80,100.00
742.234	Undesignated Misc.	246.00	108.54	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	3,296.10	1,579.29	2,500.00	2,500.00	2,500.00	4,000.00	4,000.00	4,000.00
TOTAL		\$100,278	\$21,784	\$93,000	\$93,000	\$107,700	\$65,600	\$101,400	\$113,100
Capital Outlay									
976.000	Bldg. Improvements/Furniture/Carpet	-	79,452.67	111,500.00	115,000.00	90,100.00	28,000.00	-	200,000.00
976.277	Youth Renovation - Marten	-	-	-	-	-	-	30,000.00	265,000.00
976.044	Auto Lending Library (Friends)	-	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	(500.00)	-	-	-	-	-	-	-
976.140	Automated Return System (AST)	-	29,647.80	129,000.00	129,000.00	138,600.00	-	-	-
976.141	Main Entrance /Parking Lot	25,145.00	11,700.00	23,000.00	118,000.00	126,000.00	10,500.00	15,000.00	15,000.00
976.143	WiFi Upgrade; Firewall	17,562.89	13,235.89	-	-	-	-	-	-
976.144	Server & Camera Upgrade/Intercom System	68,838.00	-	-	-	10,500.00	-	-	-
	Unknown Capital Improvements	-	-	37,300.00	37,300.00	-	-	-	-
TOTAL					\$399,300.00	365,200.00	38,500.00		
699.272	Transfer to 271 Account					241,377.00			
TOTAL		\$ 111,045.89	\$ 134,036.36	\$ 300,800.00	\$ 492,300.00	\$714,277.00	\$ 104,100.00	\$ 45,000.00	\$ 480,000.00
TOTAL Expenditures									
		\$211,324	\$155,821	\$393,800	\$492,300	\$714,277	104,100.00	\$ 146,400.00	\$ 593,100.00
	Beginning Fund Balance Yr. End	\$ 1,698,587.10	\$ 1,643,951.09	\$ 1,516,217.00	\$ 1,642,748.19	\$ 1,642,748.19	\$ 1,030,147.29	\$ 1,220,492.29	\$ 1,384,637.29
	Revenues	156,688.28	155,821.00	35,000.00	35,000.00	101,676.10	294,445.00	291,145.00	298,045.00
	Expenditures	(211,324.29)	(155,821)	(393,800)	(492,300)	(714,277)	(104,100.00)	(146,400.00)	(593,100.00)
	NET Revenues vs. Expenditures	(54,636.01)	(1,202.90)	(358,800.00)	(457,300.00)	(612,600.90)	190,345.00	144,745.00	(295,055.00)
	Beginning Fund Balance								
	Ending Fund Balance Expected	\$ 1,643,951.09	\$ 1,642,748.19	\$ 1,157,417.00	\$ 1,185,448.19	\$ 1,030,147.29	\$ 1,220,492.29	\$ 1,365,237.29	\$ 1,089,582.29

Notes:

25/26: Bldg. Improvements/Furniture: Parking lot seal/crack \$23,000 (\$18,000)- done; Architect for design needs for main entry (\$8,000); NO youth area reno \$30,000; Add; Electric \$18,500 (6 locations) Staff chairs replacement (15 yrs.) \$36,000 (\$41,600); 2 Single Use Study Booths \$15,500 (Friends \$7,000); 2 Staff Office Re-designs \$30,000; Main entrance project estimation: \$100,000. AMHS: (\$115,800 - 121,500); Retrofit of book return opening \$7500 (\$9,511 - construction, electrical and add'l piece from Lyngsoes);

26/27: Technology \$32,600; Parking Lot \$10,500; Concrete/Sidewalks \$25,000; Main Ent. Artwork MSUFUCU \$3,000;

27/28: Architect planning for Youth Area Renovation (\$30,000); Parking lot (\$15,000) ; LLL Maint. (\$20,000 in Technology)

28/29: Parking Lot (\$15,000); 1st floor carpeting upgrade (20 years) - all public areas (\$200,000); Youth Area Renovation (\$265,000, includes \$65,000 Marten donation); LLL Maint. (\$20,000 Technology)

Financial Report (Provided by Bindhya Raja) – March 31, 2026**Budget for Fund 271 Fiscal Year 2025-2026**

	Original Budget	1st 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	1st 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 Feb 28, 2026	YTD Mar 31, 2026	Difference
TOTAL REVENUES	\$ 4,050,744	\$ 3,956,557	(\$ 94,187)
TOTAL EXPENDITURES	\$ 2,699,093	\$ 3,029,053	\$ 329,960
NET REVENUES & EXPENDITURES	\$ 1,351,651	\$ 927,504	

Revenue & Expenditure Report for Fund 272

	YTD Feb 28, 2026	YTD Mar 31, 2026	Difference
TOTAL REVENUES	\$ 77,540	\$ 98,710	\$ 21,170
TOTAL EXPENDITURES	\$ 262,778	\$ 114,556	(\$ 148,222)
NET REVENUES & EXPENDITURES	(\$ 185,238)	(\$ 15,846)	

Balance Sheet Report as of March 31, 2026

The ending fund balance for Fund 271 is: \$ 3,524,174.34

The ending fund balance for Fund 272 is: \$ 1,628,104.54

Revenues and Expenditures (Provided by Bindhya Raja) – as of March 31, 2026

04/14/2026 REVENUE AND EXPENDITURE REPORT FOR QTY OF NOVI										
PERIOD ENDING 03/31/2025										
% Fiscal Year Completed: 75.07										
		END BALANCE	2024-25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD 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	3,410,762.72	3,618,062.00	3,628,345.00	0.00	0.00	0.00	3,621,173.08	7,171.92	99.80
271-000.00-404.003	Property Tax Revenue - Brownfield	(376.24)	(436.00)	(432.00)	0.00	0.00	0.00	0.00	(432.00)	0.00
271-000.00-404.007	Property Tax Revenue - Brownfield	(15,263.59)	(20,759.00)	(16,001.00)	0.00	0.00	0.00	(16,000.68)	(0.32)	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap	(30,637.16)	(41,321.00)	(35,989.00)	0.00	0.00	0.00	(35,988.88)	(0.12)	100.00
271-000.00-404.009	Property Tax Revenue - Brownfield	(354.57)	(404.00)	(440.00)	0.00	0.00	0.00	(440.12)	0.12	100.03
271-000.00-404.010	Property Tax Revenue - Brownfield	(44.00)	(108.00)	(44.00)	0.00	0.00	0.00	(44.00)	0.00	100.00
271-000.00-412.000	Property Tax Revenue - CY Del	(4,707.59)	(8,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-414.000	Property Tax Revenue - Tax Trib	(1,800.00)	(1,000.00)	(3,112.00)	0.00	0.00	0.00	0.00	(3,112.00)	0.00
271-000.00-415.000	Property Tax Revenue - County	3,020.33	1,500.00	1,097.00	33.62	209.18	220.92	1,560.58	(463.58)	142.26
Property tax revenue		3,360,599.90	3,547,534.00	3,573,424.00	33.62	209.18	220.92	3,570,259.98	3,164.02	99.91
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	60,000.00	0.00	0.00	35,610.98	69,947.04	(9,947.04)	116.58
271-000.00-573.000	State Grants - Local Comm Stabl	17,786.09	15,000.00	15,000.00	0.00	0.00	0.00	8,101.99	6,898.01	54.01
State sources		85,123.49	65,000.00	75,000.00	0.00	0.00	35,610.98	78,049.03	(3,049.03)	104.07
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	91,226.00	0.00	0.00	0.00	91,226.15	(0.15)	100.00
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	1,388.25	535.47	536.23	6,425.43	1,574.57	80.32
Fines and forfeitures		98,412.54	88,000.00	99,226.00	1,388.25	535.47	536.23	97,651.58	1,574.42	98.41
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	100,000.00	14,058.21	8,539.06	10,692.18	108,167.91	(8,167.91)	108.17
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	20,172.00	2,077.12	6,634.48	3,015.80	34,830.27	(14,658.27)	172.67
Interest income		211,203.58	54,000.00	120,172.00	16,135.33	15,173.54	13,707.98	142,998.18	(22,826.18)	118.99
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	13,450.00	0.00	0.00	0.00	13,673.84	(223.84)	101.66
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	500.00	25.51	50.26	31.22	402.66	97.34	80.53
Donations		14,452.54	9,500.00	13,950.00	25.51	50.26	31.22	14,076.50	(126.50)	100.91
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	241.96	196.95	564.56	2,605.83	(105.83)	104.23
271-000.00-675.006	Car Charging Revenue	11.07	100.00	50.00	0.00	0.00	0.00	14.80	35.20	29.60
271-000.00-675.100	Copier	3,620.99	1,000.00	8,500.00	1,007.56	923.49	1,432.10	10,023.81	(1,523.81)	117.93
271-000.00-675.300	Meeting room	37,477.41	27,500.00	30,000.00	5,037.19	1,930.75	4,046.08	32,649.71	(2,649.71)	108.83
271-000.00-675.404	Novi Township Assessment	7,701.00	7,850.00	7,850.00	0.00	0.00	0.00	8,228.00	(378.00)	104.82
Other revenue		57,540.69	44,950.00	48,900.00	6,286.71	3,051.19	6,042.74	53,522.15	(4,622.15)	109.45
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,930,672.00	23,869.42	19,019.64	56,150.07	3,956,557.42	(25,885.42)	100.66
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,930,672.00	23,869.42	19,019.64	56,150.07	3,956,557.42	(25,885.42)	100.66

		END BALANCE	2024-25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services Cont.										
271-000.00-706.000	Overtime	38.82	500.00	1,000.00	26.84	34.79	0.00	579.00	421.00	57.90
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	12,461.08	12,378.43	12,490.08	113,264.82	54,735.18	67.42
271-000.00-716.000	Insurance	230,346.09	225,000.00	230,000.00	24,488.91	23,859.79	23,854.27	201,924.90	28,075.10	87.79
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	1,100.00	1,237.50	0.00	0.00	1,746.44	(646.44)	158.77
271-000.00-716.999	Insurance - Employee Reimburse	(33,477.49)	(32,200.00)	(34,000.00)	(3,496.95)	(3,502.30)	(3,223.62)	(28,064.83)	(5,935.17)	82.54
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	150.01	149.94	151.48	1,359.36	440.64	75.52
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	1,260.00	4,740.00	21.00
271-000.00-718.010	Pension - DB Unfunded Accrued	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	69,147.00	23,053.00	75.00
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	9,696.53	9,773.49	9,946.82	89,533.17	22,466.83	79.94
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	1,000.00	0.00	0.00	0.00	96.03	903.97	9.60
Personnel services		2,448,748.97	2,781,800.00	2,789,005.00	218,184.06	215,233.30	216,972.43	1,955,453.83	833,551.17	70.11
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	100.00	(0.50)	(18.05)	(0.01)	2.21	97.79	2.21
271-000.00-727.000	Office supplies	9,181.98	16,000.00	10,000.00	880.12	1,162.96	472.47	4,813.71	5,186.29	48.14
271-000.00-728.000	Postage	4,014.04	5,500.00	2,500.00	243.39	119.99	294.99	1,569.71	930.29	62.79
271-000.00-734.000	Computer supplies, software & l	61,936.23	83,000.00	83,000.00	3,876.03	731.19	5,521.84	30,842.30	52,157.70	37.16
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	1,859.55	2,013.34	3,048.20	29,829.29	22,170.71	57.36
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	38,000.00	20,096.33	3,384.78	671.27	34,873.99	3,126.01	91.77
271-000.00-740.200	Supplies - Desk chairs and file c	4,173.51	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	2,000.00	442.05	0.00	0.00	972.17	1,027.83	48.61
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	19,600.93	14,935.69	30,230.27	170,411.31	70,588.69	70.71
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	257.77	1,680.03	786.87	5,931.64	9,068.36	39.54
271-000.00-742.100	Library Books - Fines	91.97	500.00	100.00	30.00	0.00	0.00	58.98	41.02	58.98
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	0.00	0.00	0.00	16,749.33	1,250.67	93.05
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	3,570.73	4,128.19	3,454.77	32,906.79	19,393.21	62.92
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	11,287.43	6,418.87	23,409.57	133,813.73	26,886.27	83.27
271-000.00-745.300	Electronic resources (CD rom m	67,776.44	80,000.00	80,000.00	0.00	559.30	2,518.00	80,376.53	(376.53)	100.47
Supplies		641,275.81	774,300.00	759,700.00	62,143.83	35,116.29	70,408.24	543,151.69	216,548.31	71.50

		END BALANCE	2024-25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	1,600.00	0.00	0.00	0.00	891.07	708.93	55.69
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	2,500.00	142.26	125.14	137.18	1,324.48	1,175.52	52.98
271-000.00-803.000	Independent audit	800.00	800.00	622.00	0.00	0.00	0.00	622.00	0.00	100.00
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	0.00	0.00	116.00	1,160.00	340.00	77.33
271-000.00-806.000	Legal fees	19,931.70	9,000.00	4,500.00	402.50	1,475.50	250.00	3,955.00	545.00	87.89
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	271.00	0.00	77.00	6,031.26	1,968.74	75.39
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	1,850.00	2,600.00	500.00	9,038.11	13,961.89	39.30
271-000.00-817.000	Custodial services	83,332.60	92,000.00	100,000.00	8,120.00	7,560.00	8,645.00	71,925.00	28,075.00	71.93
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	15,874.00	0.00	0.00	0.00	15,874.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	45,000.00	3,592.82	3,560.12	4,583.74	31,213.20	13,786.80	69.36
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	15,280.08	0.00	2,158.74	52,602.83	23,397.17	69.21
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	32.06	0.00	34.35	255.44	244.56	51.09
271-000.00-862.000	Mileage	1,300.01	800.00	1,700.00	16.31	51.17	113.89	1,211.56	488.44	71.27
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	1,677.51	755.55	2,467.32	14,234.02	10,765.98	56.94
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	2,334.43	787.14	1,483.55	20,506.42	17,493.58	53.96
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	0.00	0.00	103.00	9,424.83	575.17	94.25
271-000.00-882.200	Employee assistance program	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-900.000	Printing, graphic design and pub	25,459.42	32,000.00	25,000.00	502.82	497.24	744.18	4,774.09	20,225.91	19.10
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	2,244.31	2,504.99	2,161.30	9,703.93	5,596.07	63.42
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	7,526.17	7,238.09	8,612.19	73,879.97	41,620.03	63.97
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,500.00	0.00	0.00	2,114.46	6,307.02	2,192.98	74.20
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	136,500.00	9,236.13	19,349.89	16,885.92	116,255.48	20,244.52	85.17
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	121.08	305.14	0.00	426.22	(226.22)	213.11
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	3,837.70	3,744.37	321.99	29,673.82	18,326.18	61.82
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	1,010.00	1,010.00	1,010.00	9,090.00	3,910.00	69.92
271-000.00-942.100	Records storage	315.36	450.00	450.00	26.98	26.98	28.06	243.90	206.10	54.20
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	626.39	102.75	565.00	15,844.90	4,155.10	79.22
Other services and charges		670,066.27	739,450.00	750,741.00	58,850.55	51,694.07	53,112.87	509,963.55	240,777.45	67.93

		END BALANCE	2024-25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	1,766.98	0.00	0.00	20,483.44	16,516.56	55.36
Capital outlay		34,074.28	37,000.00	37,000.00	1,766.98	0.00	0.00	20,483.44	16,516.56	55.36
Transfers out										
271-000.00-995.272	Transfer to Library Contribution	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	4,336,446.00	340,945.42	302,043.66	340,493.54	3,029,052.51	1,307,393.49	69.85
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,336,446.00	340,945.42	302,043.66	340,493.54	3,029,052.51	1,307,393.49	69.85
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,930,672.00	23,869.42	19,019.64	56,150.07	3,956,557.42	(25,885.42)	(228.58)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,336,446.00	340,945.42	302,043.66	340,493.54	3,029,052.51	1,307,393.49	(228.58)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(405,774.00)	(317,076.00)	(283,024.02)	(284,343.47)	927,504.91	(1,333,278.91)	(228.58)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(228.58)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,190,895.43				3,524,174.34		(228.58)

GL NUMBER	DESCRIPTION	END BALANCE	2024-25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	5,404.67	4,694.17	4,766.03	44,519.21	(17,519.21)	164.89
272-000.00-669.500	Gain (loss) on investments	37,885.77	(4,500.00)	(4,500.00)	798.55	3,351.03	1,344.29	19,038.91	(23,538.91)	(423.09)
Interest income										
		90,759.76	22,500.00	22,500.00	6,203.22	8,045.20	6,110.32	63,558.12	(41,058.12)	282.48
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	8,216.55	1,000.00	1,000.00	206.35	308.70	154.75	4,247.05	(3,247.05)	424.71
272-000.00-674.229	Raising a Reader in Novi Sponsc	29.66	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	12,070.61	1,000.00	1,000.00	5,570.00	0.00	0.00	5,588.00	(4,588.00)	558.80
272-000.00-674.231	Buildings/Ground/Furniture Reve	625.00	1,000.00	1,000.00	0.00	0.00	0.00	4,068.72	(3,068.72)	406.87
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	58.24	420.98	499.52	14,547.75	(11,547.75)	484.93
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	0.00	1,500.00	2,000.00	6,700.00	(6,700.00)	100.00
Donations										
		30,690.52	9,500.00	9,500.00	5,834.59	2,229.68	2,654.27	35,151.52	(25,651.52)	370.02
Transfers in										
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers in										
		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY										
		156,688.28	32,000.00	32,000.00	12,037.81	10,274.88	8,764.59	98,709.64	(66,709.64)	308.47
TOTAL REVENUES										
		156,688.28	32,000.00	32,000.00	12,037.81	10,274.88	8,764.59	98,709.64	(66,709.64)	308.47
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	249.00	334.60	165.40	66.92
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	0.00	119.10	31.13	881.52	118.48	88.15
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	1,614.91	1,942.19	1,106.61	4,877.65	(3,877.65)	487.77
272-000.00-742.231	Buildings/Ground/ Furniture Expe	66,001.70	0.00	0.00	0.00	0.00	0.00	715.70	(715.70)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	1,133.82	1,199.80	650.00	8,399.62	(5,399.62)	279.99
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	0.00	0.00	0.00	108.54	391.46	21.71
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	(1,000.00)	118.91	48.52	1,425.00	1,075.00	57.00
Supplies										
		100,278.40	8,500.00	8,500.00	1,748.73	3,380.00	2,085.26	17,742.63	(9,242.63)	208.74
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	0.00	0.00	33,709.67	73,577.67	27,622.33	72.71
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	30,000.00	0.00	0.00	10,000.00	10,000.00	20,000.00	33.33
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	13,235.89	0.00	13,235.89	(13,235.89)	100.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		111,045.89	247,000.00	247,000.00	0.00	13,235.89	43,709.67	96,813.56	150,186.44	39.20
Total Dept 000.00 - TREASURY										
		211,324.29	255,500.00	255,500.00	1,748.73	16,615.89	45,794.93	114,556.19	140,943.81	44.84
TOTAL EXPENDITURES										
		211,324.29	255,500.00	255,500.00	1,748.73	16,615.89	45,794.93	114,556.19	140,943.81	44.84
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	12,037.81	10,274.88	8,764.59	98,709.64	(66,709.64)	7.09
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	1,748.73	16,615.89	45,794.93	114,556.19	140,943.81	7.09
NET OF REVENUES & EXPENDITURES		(54,636.01)	(223,500.00)	(223,500.00)	10,289.08	(6,341.01)	(37,030.34)	(15,846.55)	(207,653.45)	7.09
BEG. FUND BALANCE		1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		7.09
END FUND BALANCE		1,643,951.09	1,420,451.09	1,420,451.09				1,628,104.54		7.09

GL NUMBER	DESCRIPTION	END BALANCE	2024-25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	
		NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
TOTAL REVENUES - ALL FUNDS		3,984,021.02	3,840,984.00	3,962,672.00	35,907.23	29,294.52	64,914.66	4,055,267.06	(92,595.06)	
TOTAL EXPENDITURES - ALL FUNDS		4,040,727.62	4,588,050.00	4,591,946.00	342,694.15	318,659.55	386,288.47	3,143,608.70	1,448,337.30	
NET OF REVENUES & EXPENDITURES		(56,706.60)	(747,066.00)	(629,274.00)	(306,786.92)	(289,365.03)	(321,373.81)	911,658.36	(1,540,932.36)	
BEG. FUND BALANCE - ALL FUNDS		4,297,327.12	4,240,620.52	4,240,620.52				4,240,620.52		
END FUND BALANCE - ALL FUNDS		4,240,620.52	3,493,554.52	3,611,346.52				5,152,278.88		

Financial Balance Sheets (Provided by Bindhya Raja) – as of March 31, 2026

04/14/2026		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 03/31/2025	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	10,371.16	
271-000.00-004.000	Cash on Hand	600.00	
271-000.00-017.000	Investments - Pooled	3,547,140.02	
271-000.00-019.000	Current taxes receivable	39,198.32	
271-000.00-123.400	Prepaid Expenditure	3,149.99	
271-000.00-123.677	Prepaid Insurance - Self-Insurance	47,122.92	
	Total Assets	3,647,582.41	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	115,497.82	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	110.25	
	Total Liabilities	123,408.07	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	927,504.91	
	Ending Fund Balance	3,524,174.34	
	Total Liabilities And Fund Balance	3,647,582.41	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	4,766.03
272-000.00-017.000	Investments - Pooled	1,627,809.64
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,645,888.67
*** Liabilities ***		
272-000.00-202.000	Accounts payable	17,784.13
	Total Liabilities	17,784.13
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	(15,846.55)
	Ending Fund Balance	1,628,104.54
	Total Liabilities And Fund Balance	1,645,888.67

DIRECTOR'S REPORT



May Anniversaries – Years of Service



**Dr. Gail Anderson – 10 yrs.
Programming Coordinator**



**Rachel Manela – 7 yrs.
Adult Services Supervisor**



**Jessica Holowicki – 5 yrs.
Technology Librarian**



**Jordan Ehrmann – 2 yrs.
Clerk - Technical Services**

Question from Trustee Burke:

How much does the Library spend on postage for the NPL @ Your Door Program per user?

Answer from Support Services Outreach: We use a media mail rate and the average postage total is \$13.44 per bag.

Donation Drive for Youth Materials by Dick's Sporting Goods of Novi



Thank you to Essence Beasley and Micaela Edlerbrock for hosting a donation drive with their employees to benefit our Read Box program.

Response to the DEI Statement removal on the Library Board agendas:

I was taken off guard by the question posed at the March 26, 2026, meeting to consider the removal of the DEI Statement from the Board's agendas. I have taken a few weeks to reflect on this. The agenda is owned by the Library Board and is compiled by the Library Director. I am assigned the duty of creating the monthly board packet, and I believe I have worked diligently and thoughtfully to provide the information that I consider to be useful in providing guidance to the board members as they move throughout the meeting, as well as compiling the informative reports and monthly statistics by a selection of staff. I use this packet as a tool for communicating what the Library is doing and how staff are interacting with the community.

I went back and reviewed both discussions that occurred in 2021 and 2024 when the statement was first being suggested to the Board and when it was being updated. What I noticed is that the statement was of great importance to many of the board members (Trustees Yu, Dooley, Halvangis and Crawford) and many staff that worked on the language. It helped provide clarification for people in our community that felt disconnected or marginalized from our Library. It also put parameters for the types of behavior that can be seen in our public setting in place. For me personally, the statement is a reminder to the work that I do for the Novi community and it helps me stay focused on serving all of our residents as best as I can, which is what I ask of the staff as well. When the statement was first approved in May 2021, I placed it under the Library's mission statement on every agenda following and as the mission changed, the DEI statement remained and then was revised. This was not a Board decision, but a Library Director decision. Having the statement on the agenda sends a message to those who are interacting with us, the Board and staff, that we will be "open" to those who wish to engage with us. The statement uses the words "dignity" and "respect" which, when seen in print, I hope resonates with all who read it. I would like to see the statement continue to be a part of the Library Board's agenda. For me, it further defines our mission and speaks directly to fostering inclusivity. Thank you for your consideration!

Diversity, Equity & Inclusion

The Novi Public Library (NPL) is committed to ensuring that every Novi community member, library patron, 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.

(Statement approved by the Board of Trustees, May 27, 2021; revised November 20, 2024)

Mission

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Vision

A vital community hub for enrichment, exploration and understanding.

Values

Welcoming and Inclusive Environment: We embrace all voices and value diverse perspectives.

Community Focus: We engage through spaces, programs and services to support our community.

Collaboration: We explore partnerships to better connect resources and serve beyond our walls.

Innovation: We evolve with changing needs and are open-minded and adaptable.

Learning: We empower lifelong learners as they discover and cultivate their passions.

Creativity: We encourage adventure and wonder in all we do.

How NPL Defines Diversity, Equity & Inclusion



Diversity

Acting with appreciation and respect for all and understanding that differences in race, ethnicity, language, gender, gender identity, sexual orientation, religion, ability, age, status and socioeconomic class provides the greatest insight into our community.



Equity

Considering practices that allow and encourage all patrons to access NPL's offerings - including materials, resources and programming - by removing barriers and/or making intentional efforts to provide necessary support as identified by each individual's needs.



Inclusion

Working together to help all patrons feel a sense of engagement and belonging at NPL, and that patrons feel heard and supported.



Cultivate Learning
Inspire Creativity
Foster Inclusivity

Notes from PLA (Public Library Association) Conference – March 31st – April 3rd

Opening Speaker: Bryan Stevenson

- Proximity - how do we get out? Look at those who need us. Who needs us in Novi? Be mission driven.
- Change Narratives- talk about the indifferences, presumptuous narratives
- An era of truth and democracy - truth telling; diagnosis = treatment, talk about the burdens; Librarians are obligated to be truth tellers (books & ideas)
- Stay hopeful- hope of knowledge, access,
- Reading & writing = freedom; power in books and education, learning and knowledge
- Willing to do uncomfortable and inconvenient things; don't let people take away the language and information

Libraries are institutions for truth telling

Improving Staff Engagement

- Engage regularly in employee surveys
- Ways to Improve: look at - work-place balance, pay & benefits, salaries in market, provide total compensation statement
- Staff want to be heard, seen and appreciated
- Middle management work (connected to Supervisors and Managers) not connected to the Leadership team – how to improve this?
- Spend time with front line staff

Compassionate Boundaries

- It's okay to say NO
- Boundary is a limit / they protect time, safety,
- Leveraging comfort- take on the discomfort; we don't want to call them out. Doesn't set you up for success
- Common: harassment, physical/intimidation and aggression
- Others:
 - Monopolizing a staff person's time- want to use equitably with all patrons
 - Over-familiarization- patron getting too friendly
 - Over-sharing (staff take on secondary trauma, privacy concerns)
 - Habitual line-stepping- push the limits for a reaction
- Okay to name the elephant in the room...
- What are your limits?
- Identify and name the issue/problem
- Be direct
- Focus on the "behavior" not nature, context
- Redirect with constraints (opportunity for self-correction)
- Consequences
- It's okay to practice
- "When you...come in and yell about your holds... I feel overwhelmed and uncomfortable with assisting you"
- "I need you to lower your voice or I am going to respectfully leave our conversation "
- I need to ensure I give the best help...refocus us what is the library task is and
- It's okay for a patron to be upset



It's Okay to Interrupt: Setting Compassionate Boundaries in the Library

Clancia Ambler, MSW
Jefferson County Public Library
Public Services Manager of Diversity, Equity,
and Inclusion and Edgewater Location

It's Okay To Say 'No'



- What is a boundary?
- Why are they important?
- Why do we often struggle with boundary setting?



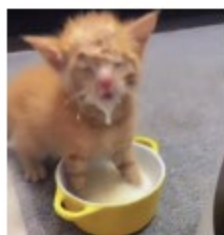
It's Okay To Prioritize Your Comfort



- Common boundary violations in the library
 - Harassment
 - Physical/verbal intimidation or aggression
 - Failure to follow policy
 - **Monopolizing an employee's time**
 - **Over-familiarization**
 - **Oversharing**
 - **Habitual line-stepping**



It's Okay To Name the Elephant



- So...How Do We Enforce Boundaries?
 - Identify and Name
 - Be Direct
 - Focus on the BEHAVIOR
 - Redirect with Constraints
 - Consequences

It's Okay to Practice



- "When you.....I need"
 - Behavior and Ask and/or Consequence
- "I need...if you"
 - Stated feeling/goal and Ask and/or Consequence
- When you yell at me about your holds, it makes it hard for me to understand you. I need you to lower your voice so I can help you.
- I need you to lower your voice; if you're unable to do that now, I'm going to end this conversation.



It's Okay To Fumble



- Oversharing: "I **need** to ensure I give you the best help I can, so I'm going to refocus us: **what is the library task** I can help you out with today?"
- Monopolization of Time: "I **want** to be respectful of my time and yours; tell me the **goal you want to accomplish** today so we can focus on that."
- Over-familiarization: "I appreciate that you see the library as a trusted space. It is important that **we maintain** a professional relationship so I can continue to provide you the best support within the **scope of my work.**"



It's Okay For a Patron to be Upset



- Habitual Line-Stepping: "I've mentioned before that isn't an appropriate question. **When you ask me personal questions, I feel** put on the spot. **I need you** to keep the conversation focused on library business."
 - "I need you to respect this boundary. If you're unable to do that, I'm going to **end this interaction**...ask you to leave for the day....etc, etc"
- Trauma-Dumping: "I'm **going to interrupt you**. I hear you are experiencing something really hard right now. **Out of respect for your time and your emotional energy**, I need to tell you that I'm **not the right person** to help you. **What I can do** is provide you with resources/connect you with a resource that can give you better support."

Bibliography



- A Trauma-Informed Framework for Supporting Patrons: *The PLA Workbook of Best Practices*. ALA Editions, 2022.
- Dudak, Leah T, et al. "you can't self-care your way out of a broken system": The 2022 urban libraries trauma forum." *Public Library Quarterly*, vol. 42, no. 6, 25Nov. 2022, pp. 650-664, <https://doi.org/10.1080/01616846.2022.2148828>.
- Dudak, Leah. "Working Toward Wellness: Exploring Trauma-Informed Librarianship." *Library Journal*, www.libraryjournal.com/story/Working-Toward-Wellness-Exploring-Trauma-Informed-Librarianship. Accessed 19 Aug. 2024.
- Ford, Anne. (2019). Other duties as assigned: Front-line librarians on the constant pressure to do more. *American Libraries*. <https://americanlibrariesmagazine.org/2019/01/02/mixon-creep-other-duties-as-assigned/>

Curiosity in Crisis

- Gwinnett - Norcross Library and Dracula
- Marginalized Groups: underserved and how do we offer connections
- Health Challenges:
- Stress response: fight or flight, repeated trauma, raise voice for an obstacle
- lack of resources: 18% incr. homelessness since 2024
- Learned helplessness: consistently hears NO, loss of hope, give up trying (affects staff due to them hearing NO), and they can't help.
- How to overcome:
- Why? Shows curiosity, why does this person act like they do.
- Gentle Response: focus on safety, don't mirror, build connection, establish boundaries (lower voice, open stance. Smile, - your words don't matter, calm body language only works). Do my best to help you
- Build Trust: Pennies in a Cup (Ryan Dowd). Don't start off ignoring the patron because of their behavior or past negative interactions, earn the penny and how do you do it? Build up courage to interact with the person to make a connection.
- Be Proactive: know your community, where to find help, vet local providers
- Originating Teen Specialist Role: steps away from library. Heavy teen traffic. High need for supervision and high tension moments. - stay curious with teens (be clear on the adolescent stage they are in - language is not always appropriate but they are learning, cognitive development and can't think far in the future, they can be manipulative and try to bend and negotiate. They have a desire of playfulness, big emotions, they are developmental.
- Tips... redirect them, and give consequences,
 - give food/snacks as a relationship and conversation building (they feel trust), having food related programs
 - Humor and presence- be aware of their conversations and roam often to show your smiles and your welcoming self, builds approachability
 - Flexibility as relationship-building: stay curious not rigid, not only there to enforce rules but get to know them by name. Perhaps they need something? A supply? Can you accommodate?
 - Conversations Build Connections- the power of their gossip builds relationships, ask about friends, hobbies and interests, etc. Participate in their conversations with sharing some personal thoughts. Maybe your hobbies, college experience, travel, but share brief and teen focused (not adult) for building the relationship.
- Search Institute: Developmental Relationships
- Program Ideas:
- Florist - making a bouquet
- Chef - food demos and tasting
- Yoga -
- Skin care-
- Stress/anxiety

- Go where the teens are!
- Don't take it personally
- You can't enforce peace if you are in high tension mode - you have to model it
- Establish boundaries
- Don't be afraid to start again
- Ask for collaboration- I want you to hear! can you help me with being quiet today.
- Our Staff: we are about "people"
- Staff are the backbone and need to be supported
- Make simple steps-
- What is a crisis??? Life-altering event that disrupts life, work or well-being or a level of pain and distress a person experiences
- Ways to give Staff Tools for Success:
- Code of Conduct/Patron Behavior Policy
- Employee Handbook
- Emergency Manual
- Incident Reporting
- Mandatory training
- How are the documents written that help the staff - staff supportive language and use the word staff (?); are staff involved in offering up suggestions for policy language since they could be the ones to enforce
- Zero tolerance for threats, harassment, bullying and...
- Means for staff reporting an incident and protecting themselves, look at camera footage, reflection, follow-up and engagement- thank staff for handling a situation (ask what was challenging?)
- Be curious with the staff and what they experienced
- De-Escalation training

Successful Productivity

Goal: successful employee development

Personality and productivity assessments

DISC, Colors, Meyers Briggs, Animals, Strengths Finder

Why it's important:

1. Team building, collaboration and communication
2. Stronger leadership, gaps in teams
3. Increased employee self-awareness - learning style, productivity style, prioritizing, reducing burnout
4. Supporting Change Management -
5. Enhancing training and professional development - sense of belonging

Strategic planning can drive this

Growing leaders to continue the organization

Team building

Idea: Every Supervisor comes together monthly with HR. Best preparing and providing skills

Six Working Genius:

Ideation- idea for how to meet it (wonder & invention - how can we do it better)

Activation - discernment & galvanizing

Implementation- enablement and tenacity

Certification for the tool and experts

Rules to Reflect Library Values

- Use a Welcome flyer/poster - for the Rules of Conduct
- Consistency is important
- Is rigid the answer? How does it affect the vulnerable?
- Are our practices out of sync with values?
- How does staff want to enforce rules?
- Asked community members to be a part of the process for their feedback. Community listening and engagement of staff.
- ROC too long, too complicated,
- Exclusion related to impacts
- Look at positive behavior and reinforcement
- ROC becomes The Community Use Agreement
- What's OUR mission as it relates to the rules we want
- Get rid of exclusion (changed to suspension)
- Rules should start a conversation - language to start a connection. Have it be an invitation. Staff invite a conversation and then translation
- Be safe with yourself and others. Be respectful of staff, one another and the space we share. Be aware that violence, intimidation, harassment and hateful speech directed at another patron or staff member will not be tolerated.
- Help staff with simplistic language
- Approach patrons with humility, curiosity, respect and concern for wellness

Safety strategies:

- active listening, empathy to build rapport
- look at situational awareness
- what's our mindset?
- who's making the contact, who is backing the person up
- how are we using words, tone and body language
- after care

Verbal Judo - book

1. See people as people, not problems
2. Collaboration
3. Remain curious in their story and how can I assist you (is someone bothering you?)

Goals for staff:

Confidence, safety

Reframing- it's exciting that the teens are here! They find us useful and perhaps you coming at a time before/after the teen timeframe maybe better suited for you.

Staff have the authority to ask them to leave with a day suspension.

Boundary Building with Patrons

- Clarity is kindness
- *Say the Thing Boundary-Setting Scripts and Phrases* by K. Orange
- Disrupter - Statement - Transition
- Private Later Script:
- Remind - Acknowledge- Express - Ask
- 66 ways to say NO

- How do we control our own actions?
- High Risk traits
- Boundary Audit
- UnF**k Your Boundaries – F*ck No! by Sarah Knight
- Do you have difficulty with:
 - gifts from patrons
 - patrons monopolizing staff time
 - patron behavior policy
 - harassment from patrons
 - disclosing work schedules
- Create popsicle stick incidents and talk about them at morning Jam

Two Areas that I will be working on for 26/27:

- Building the Information Services Team as it relates to staffing, patron interactions and ROI for programming and services
- Progress Report for Staff Development

NPL Updates:



Take our Patron Survey

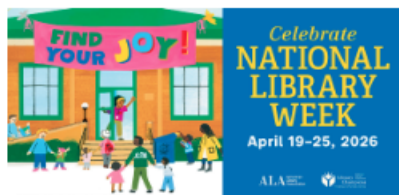
Your voice matters! To make sure we're providing the best services, programs and collections possible, we need your input. Help us stay a vital Novi resource by taking our quick patron survey.

[Complete Patron Survey](#)



4th Annual Tiny Art Show

Come view our Tiny Art Show! Mini masterpieces created by your Novi friends and neighbors are being displayed at NPL throughout the month of April. Check out these works of art in the 1st and 2nd floor display cases!



National Library Week, Apr 19-25

National Library Week is an annual celebration highlighting the valuable role libraries and library professionals play in transforming lives and strengthening our communities.

This year's theme is "Find Your Joy" and we hope you will come visit us to discover all the joy NPL has to offer, from materials to programs to the iCube Makerspace and so much more!



May 13, 2026

COMMUNITY IMPACT DAY

NOVI CHAMBER of Commerce

Hi Everyone,

It's time to [SIGN UP to Volunteer](#) for Community Impact Day!

One day. One community. One powerful impact.

Community Impact Day is bringing businesses, nonprofits, schools, and residents together across Novi on May 13, and we would love for you and your team to be part of it.

Every volunteer who signs up will receive a Community Impact Day T-shirt to wear on May 13, creating a strong, visible sense of unity across our entire community as we serve together.

Volunteer Time: 1:00 PM to 4:00 PM

Community Celebration: 4:30 PM at Lakeshore Park Pavilion

We have a wide variety of projects across Novi, making it easy for every member, team or community member to find the right fit:

Community Beautification and Outdoor Projects

- ITC Park litter cleanup, mulching, and trail work
- Villa Barr Art Park garden planting
- Fuerst Park cleanup, weeding, and native plant installation
- Novi Rotary Park garden beds and debris removal
- Fox Run Senior Community landscaping and cleanup
- Novi Schools stadium and dugout beautification

Hands On Service and Community Support

- Packing meal kits and organizing at Hospitality House Food Pantry
- Assembling storage and deep cleaning spaces for community use
- Packing care bags for veterans at Waltonwood Twelve Oaks
- Food drive collection with Fox Run Senior Community

Creative and Skill Based Projects

- Community mural painting at Twelve Mile Crossing
- Painting and refreshing a kids' bike track at Little Mittens Autism Center
- Resume and interview coaching with Living and Learning Enrichment Center
- Resume and career support sessions at the Chamber office

Unique and Behind the Scenes Opportunities

- Book plating at Novi Public Library
- Summer camp setup at The Goddard School
- Paver replacement at the David Barr Obelisk
- Supporting microbusiness programs through candle making, tie dye, and artwork creation with PARClife Foundation
- Painting and priming at Escape Room Novi

No matter your industry, size, or experience, there is a place for you to jump in and make a difference.

You do not need to be a Chamber member to participate, so feel free to invite your team, coworkers, friends, or family to join you.

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

- 3/5, 3/12 Novi Rotary
- Novi Chamber – SHE-EO event
- 3/16 Meeting w/Ian Duncanson MSUFCU
- 3/17 Novi Youth Assistance mtg.
- 3/17 Rotary Foundation mtg.
- CLAIR welcome breakfast w/City of Novi
- 3/25 Novi Chamber Youth Collaboration mtg.

BOARD, COMMITTEE & FRIENDS MEETINGS

- 3/5 Onboarding meeting for Board Recording Secretary, Kirstin Kaufhold
- 3/11 Onboarding meeting for Board Trustee Yu
- 3/19 Building & Grounds mtg. by Zoom
- 3/19 Cultural Arts Committee mtg. w/City of Novi
- 3/24 Events, Marketing & Fundraising Board Committee mtg.
- 3/26 Library Board Meeting

CURRENT PROJECTS

- RFP for Main Door Entrance Project – review of documents/plans
- 26/27 Budget and Funding Information for City of Novi
- Community Fair mtg. for June 4th
- Read Box for Sakura Development
- Professional Development Day for August 14, 2026

STAFF & CITY MEETINGS

- 3/3, 3/10, 3/17 Leadership Meeting
- 3/10 Director Meeting with City Manager Cardenas
- 3/27 After action meeting w/City of Novi for water issue
- 3/9 Water Issue Debrief with Management Team
- 3/10 Hosted Novi Ambassador Academy
- 3/25 Hosted CLAIR tour of Library

WEEKEND ROTATION

- 3/1 and 3/8 (Water Issue with City of Novi)

TRAINING & OFFICE DUTIES

- 3/4 CPR Training – City of Novi Fire Dept.
- 3/18 Tornado Drill
- 3/29-4/3 PLA Conference

OUT of the OFFICE

- N/A

Read Box Book Drive

**Your generous donations will provide
free youth, tween & teen books
in NPL's Read Boxes this summer!**

Collecting April 4-30

**Donate your gently used
or new up to a 10th grade
reading level:**

- Youth board books
- Youth picture books
- Youth easy readers
- Youth chapter books
- Youth/tween/teen novels
 - Fiction & non-fiction

Drop-Off Location

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



Cultivate Learning
Inspire Creativity
Foster Inclusivity



FREE!

NOVI COMMUNITY FEST

CELEBRATING THE BEST OF NOVI!

THURSDAY, JUNE 4 | 4-8PM

NOVI CIVIC CENTER



COMMUNITY OPEN HOUSE | BUSINESS & CULTURAL EXPO

BUSINESS SHOWCASE
FOOD FOR PURCHASE

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

FAMILY ACTIVITIES
DJ DANCE PARTY
AND MORE!



CITYOFNOVI.ORG/NOVIFEST

YOUR DETROIT TIGERS

The Great, The Good, The Top 400

*In collaboration with Fox Run's Tiger's Now and Then Club, baseball beat writer, **Tom Gage**, will be at Fox Run's Belmont Clubhouse for an engaging discussion with baseball legend, **Alex Avila**.*

Monday, June 22, 11am

Longtime scribe Tom Gage teams up with retired catcher Alex Avila in this rigorous yet spirited dive into Detroit Tigers history!



Event will be held at Fox Run Belmont Clubhouse,
Performing Arts Center.

**Visit the Sign Up locations to register
at the Ascot & Belmont locations
and Rose Court Front Desk for Continuing Care.**



Daily use of the building by hour – March 2026 (Provided by Jeff Smith, Head of IT)

3/1/2026				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	59	171	115	
1-2pm	101	147	124	
2-3pm	128	140	134	
3-4pm	140	141	141	
4-5pm	132	148	140	
5-6pm	213	96	155	
6-7pm	0	7	4	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				812

3/2/2026				
9-10am	0	0	0	0
10-11am	35	98	67	
11am-12	62	67	65	
12-1pm	77	42	60	
1-2pm	58	65	62	
2-3pm	81	145	113	
3-4pm	110	155	133	
4-5pm	188	228	208	
5-6pm	185	121	153	
6-7pm	160	116	138	
7-8pm	106	102	104	
8-9pm	146	35	91	
9-10pm	0	0	0	
				1,191

3/3/2026				
9-10am	0	0	0	0
10-11am	34	133	84	
11am-12	69	48	59	
12-1pm	66	56	61	
1-2pm	52	52	52	
2-3pm	81	116	99	
3-4pm	144	163	154	
4-5pm	118	147	133	
5-6pm	158	113	136	
6-7pm	115	176	146	
7-8pm	157	92	125	
8-9pm	109	15	62	
9-10pm	0	0	0	
				1,107

3/4/2026				
9-10am	0	0	0	0
10-11am	33	124	79	
11am-12	83	58	71	
12-1pm	52	51	52	
1-2pm	61	62	62	
2-3pm	82	133	108	
3-4pm	144	170	157	
4-5pm	145	131	138	
5-6pm	129	105	117	
6-7pm	157	245	201	
7-8pm	137	84	111	
8-9pm	194	32	113	
9-10pm	0	0	0	
				1,206

3/5/2026				
9-10am	0	0	0	0
10-11am	42	90	66	
11am-12	68	43	56	
12-1pm	35	29	32	
1-2pm	37	57	47	
2-3pm	60	142	101	
3-4pm	158	142	150	
4-5pm	132	116	124	
5-6pm	129	86	108	
6-7pm	105	112	109	
7-8pm	88	37	63	
8-9pm	84	20	52	
9-10pm	0	0	0	
				906

3/6/2026				
9-10am	0	0	0	0
10-11am	23	77	50	
11am-12	46	60	53	
12-1pm	57	50	54	
1-2pm	46	64	55	
2-3pm	85	110	98	
3-4pm	99	103	101	
4-5pm	126	111	119	
5-6pm	152	70	111	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				640

3/7/2026 Closed -Boil Advisory				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	0	0	0	0
1-2pm	0	0	0	0
2-3pm	0	0	0	0
3-4pm	0	0	0	0
4-5pm	0	0	0	0
5-6pm	0	0	0	0
6-7pm	0	0	0	0
7-8pm	0	0	0	0
8-9pm	0	0	0	0
9-10pm	0	0	0	0
				0

3/8/2026 Closed -Boil Advisory				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	0	0	0	0
1-2pm	0	0	0	0
2-3pm	0	0	0	0
3-4pm	0	0	0	0
4-5pm	0	0	0	0
5-6pm	0	0	0	0
6-7pm	0	0	0	0
7-8pm	0	0	0	0
8-9pm	0	0	0	0
9-10pm	0	0	0	0
				0

3/9/2026				
9-10am	0	0	0	0
10-11am	29	68	49	
11am-12	50	47	49	
12-1pm	49	40	45	
1-2pm	62	87	75	
2-3pm	98	143	121	
3-4pm	139	143	141	
4-5pm	137	143	140	
5-6pm	170	147	159	
6-7pm	155	126	141	
7-8pm	85	101	93	
8-9pm	150	30	90	
9-10pm	0	0	0	
				1,100

3/10/2026				
9-10am	0	0	0	0
10-11am	34	89	62	
11am-12	65	54	60	
12-1pm	46	44	45	
1-2pm	59	90	75	
2-3pm	104	90	97	
3-4pm	127	147	137	
4-5pm	149	132	141	
5-6pm	130	133	132	
6-7pm	147	158	153	
7-8pm	137	85	111	
8-9pm	132	42	87	
9-10pm	0	0	0	
				1,097

3/11/2026				
9-10am	0	0	0	0
10-11am	44	90	67	
11am-12	73	66	70	
12-1pm	61	56	59	
1-2pm	47	60	54	
2-3pm	79	125	102	
3-4pm	127	147	137	
4-5pm	119	111	115	
5-6pm	166	105	136	
6-7pm	92	137	115	
7-8pm	75	60	68	
8-9pm	142	39	91	
9-10pm	0	0	0	
				1,011

3/12/2026				
9-10am	0	0	0	0
10-11am	32	83	58	
11am-12	50	51	51	
12-1pm	69	46	58	
1-2pm	64	67	66	
2-3pm	84	131	108	
3-4pm	119	179	149	
4-5pm	166	127	147	
5-6pm	150	110	130	
6-7pm	99	101	100	
7-8pm	87	109	98	
8-9pm	155	32	94	
9-10pm	0	0	0	
				1,056

3/13/2026				
9-10am	0	0	0	0
10-11am	28	96	62	
11am-12	57	68	63	
12-1pm	80	60	70	
1-2pm	52	70	61	
2-3pm	99	133	116	
3-4pm	120	147	134	
4-5pm	119	77	98	
5-6pm	162	75	119	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				722

3/14/2026				
9-10am	0	0	0	0
10-11am	45	123	84	
11am-12	104	115	110	
12-1pm	137	116	127	
1-2pm	83	131	107	
2-3pm	107	114	111	
3-4pm	128	120	124	
4-5pm	139	113	126	
5-6pm	190	66	128	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				916

3/15/2026				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	43	137	90	
1-2pm	80	154	117	
2-3pm	180	190	185	
3-4pm	172	121	147	
4-5pm	151	111	131	
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	
				783

3/16/2026				
9-10am	0	0	0	0
10-11am	25	67	46	
11am-12	45	119	82	
12-1pm	88	52	70	
1-2pm	77	66	72	
2-3pm	68	60	64	
3-4pm	55	63	59	
4-5pm	79	105	92	
5-6pm	118	116	117	
6-7pm	109	143	126	
7-8pm	109	88	99	
8-9pm	164	30	97	
9-10pm	0	0	0	
				923

3/17/2026				
9-10am	0	0	0	0
10-11am	30	105	68	
11am-12	70	42	56	
12-1pm	50	46	48	
1-2pm	47	53	50	
2-3pm	60	106	83	
3-4pm	122	183	153	
4-5pm	156	115	136	
5-6pm	148	132	140	
6-7pm	99	91	95	
7-8pm	85	82	84	
8-9pm	125	26	76	
9-10pm	0	0	0	
				987

3/18/2026				
9-10am	0	0	0	0
10-11am	45	106	76	
11am-12	55	61	58	
12-1pm	75	39	57	
1-2pm	33	48	41	
2-3pm	66	118	92	
3-4pm	126	161	144	
4-5pm	150	129	140	
5-6pm	149	114	132	
6-7pm	123	161	142	
7-8pm	126	88	107	
8-9pm	147	35	91	
9-10pm	0	0	0	
				1,078

3/19/2026				
9-10am	0	0	0	0
10-11am	37	103	70	
11am-12	57	54	56	
12-1pm	94	58	76	
1-2pm	40	44	42	
2-3pm	53	120	87	
3-4pm	119	128	12	4
4-5pm	160	171	16	6
5-6pm	159	107	13	3
6-7pm	91	78	85	
7-8pm	86	66	76	
8-9pm	65	17	41	
9-10pm	0	0	0	
				95 4

3/20/2026				
9-10am	0	0	0	0
10-11am	28	122	75	
11am-12	64	101	83	
12-1pm	119	38	79	
1-2pm	66	86	76	
2-3pm	77	89	83	
3-4pm				

3/22/2026			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	67	152	110
1-2pm	107	177	142
2-3pm	136	180	158
3-4pm	139	131	135
4-5pm	179	126	153
5-6pm	175	52	114
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			811

3/23/2026			
9-10am	0	0	0
10-11am	29	77	53
11am-12	53	64	59
12-1pm	54	45	50
1-2pm	52	50	51
2-3pm	51	110	81
3-4pm	143	166	155
4-5pm	108	142	125
5-6pm	190	138	164
6-7pm	148	179	164
7-8pm	149	126	138
8-9pm	202	52	127
9-10pm	0	0	0
			1,164

3/24/2026			
9-10am	0	0	0
10-11am	35	99	67
11am-12	77	64	71
12-1pm	67	45	56
1-2pm	56	64	60
2-3pm	71	111	91
3-4pm	124	151	138
4-5pm	98	106	102
5-6pm	153	135	144
6-7pm	112	109	111
7-8pm	109	59	84
8-9pm	103	25	64
9-10pm	0	0	0
			987

3/25/2026			
9-10am	0	0	0
10-11am	49	99	74
11am-12	53	61	57
12-1pm	57	47	52
1-2pm	63	66	65
2-3pm	62	116	89
3-4pm	145	175	160
4-5pm	121	97	109
5-6pm	139	113	126
6-7pm	114	115	115
7-8pm	110	71	91
8-9pm	114	38	76
9-10pm	0	0	0
			1,013

3/26/2026			
9-10am	0	0	0
10-11am	38	95	67
11am-12	45	50	48
12-1pm	84	54	69
1-2pm	51	39	45
2-3pm	63	140	102
3-4pm	130	158	144
4-5pm	154	136	145
5-6pm	118	63	91
6-7pm	86	97	92
7-8pm	88	117	103
8-9pm	138	16	77
9-10pm	0	0	0
			980

3/27/2026			
9-10am	0	0	0
10-11am	38	95	67
11am-12	45	50	48
12-1pm	84	54	69
1-2pm	51	39	45
2-3pm	63	140	102
3-4pm	130	158	144
4-5pm	154	136	145
5-6pm	118	63	91
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			709

3/28/2026			
9-10am	0	0	0
10-11am	39	118	79
11am-12	95	95	95
12-1pm	89	107	98
1-2pm	72	112	92
2-3pm	101	95	98
3-4pm	119	99	109
4-5pm	119	106	113
5-6pm	173	60	117
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			800

3/29/2026			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	47	118	83
1-2pm	95	204	150
2-3pm	72	122	97
3-4pm	226	124	175
4-5pm	115	98	107
5-6pm	174	65	120
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			730

3/30/2026			
9-10am	0	0	0
10-11am	30	84	57
11am-12	60	70	65
12-1pm	61	79	70
1-2pm	79	97	88
2-3pm	86	67	77
3-4pm	64	68	66
4-5pm	107	83	95
5-6pm	85	84	85
6-7pm	104	79	92
7-8pm	66	55	61
8-9pm	87	27	57
9-10pm	0	0	0
			811

3/31/2026			
9-10am	0	0	0
10-11am	51	155	103
11am-12	86	75	81
12-1pm	76	72	74
1-2pm	85	95	90
2-3pm	106	89	98
3-4pm	66	95	81
4-5pm	120	66	93
5-6pm	93	69	81
6-7pm	87	79	83
7-8pm	79	82	81
8-9pm	98	30	64
9-10pm	0	0	0
			927

Assistant Director of Building Operations Report by Maryann Zurmuehlen – March 2026

Meetings & Trainings

- 3/3: Leadership Meeting at Civic Center
- 3/3, 3/17, 3/26: Management Team Meeting
- 3/4: Facilities Department Meeting
- 3/9: Chaired a Public Policy Committee Meeting
- 3/9: Attended a Debriefing Meeting for the Water Main Break Closures
- 3/10, 3/18: Catchup Meeting with Director
- 3/10, 3/19: Catchup Meeting with Head of Support Services
- 3/11: Attended a Support Services Budget Meeting
- 3/16: Completed the "Homeless De-Escalation 201: Nonverbal Tools to Eliminate Conflict" training
- 3/17: Configuration Phone Meeting with Lyngsoe Systems for AMHS
- 3/18: Oversaw the Tornado/Severe Weather Procedure Drill for all staff/patrons
- 3/19: Attended a Zoom Board Building & Grounds Committee Meeting
- 3/19: Attended training for our new intercom system
- 3/23: Assisted with AMHS testing
- 3/24: Attended an IT Department Budget Meeting
- 3/25: Assistant Directors/Director Catchup Meeting

Current Projects

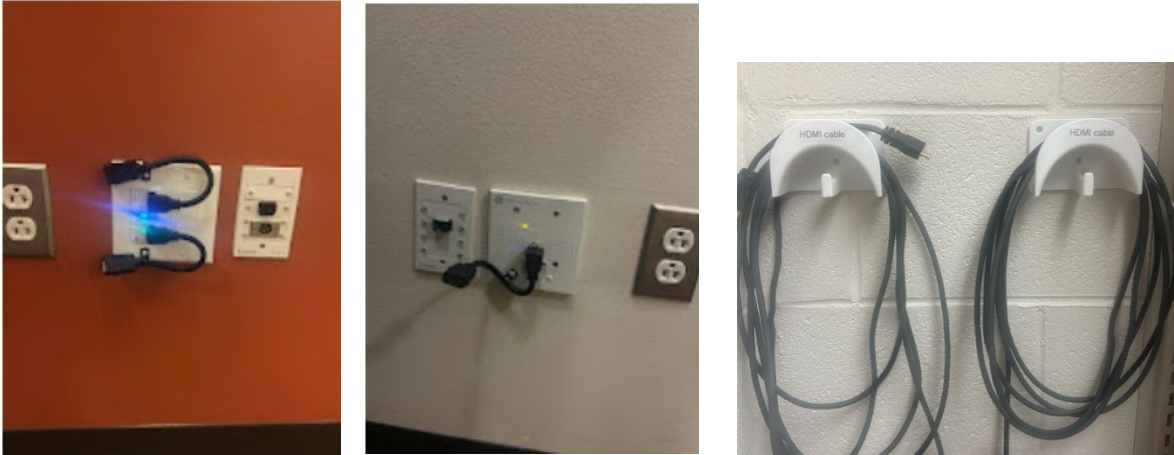
- Ongoing training of Head of Support Services, Sarah Mominee
- Chair of the Public Policy Committee
 - January - March: Organized staff review of 8 policies, consolidated feedback and reviewed with Committee, created revised drafts to present for Board approval, finalized approved policies and documents and distributed them to staff.
- Project Manager for the installation of the Automated Materials Handling System (AMHS):
 - Worked with vendor to configure hold receipt slip dates and other configuration adjustments
 - Assisted staff during non-schedule hours with minor downtime and restarting issues for the AMHS
 - Working with department head to review and edit a troubleshooting guide for staff
- Project Manager for the Office Renovation Project for the Assistant Directors
 - March: Oversaw the completion of the full project breakdown checklist of all internal construction and preparation tasks required to be completed by the Facilities, Information Services, Information Technology, and Support Services departments. All staff were in their new offices by March 9th.
- Project Manager for the Help Desk Ticket System Project (HDTS), including ongoing onboarding with vendor, initial setup/customization of software, creating training documentation, prepping for Winter 2026 staff training and launch
 - March: Preparing for launch of Phase 1 (Schedule Request Form) by updating training documentation and videos for approvers and staff based on changes that were implemented during beta testing. The project was delayed due to the priority of the AMHS Project & Office Renovation Project.
- Obtained quotes for a new Landscape and Lawn Services Contract and submitted recommendation for Board approval.
- Project Manager for updating all staff Safety Training for Spring 2026 to include a walkthrough, educational video of safety measures throughout the building, preparing in-person training for staff by Facilities for certain hands-on procedures, and preparing staff assessments of the Emergency Manual.
- A 20-hour Facilities Assistant position is posted for applications.
- Currently completing the HR Policy Manual review required by staff.
- Working with Image360 to create and install new meeting room signage for the Whole Meeting Room.
- Planning for non-carpeted floor cleaning throughout the building for April.

Information Technology Report by Dept. Head Jeff Smith – March 2026

General

We completed our first comprehensive PC inventory, which will help us know when we need to upgrade or replace our staff and public PCs. Thank you Denise and Mallory for your help with this.

On March 10, TelSystems installed two new HDMI Transmitter wall plates in the West Meeting Room. In addition, they installed pigtails on the adapters to help reduce wear on the wall plate connections. The connections will be much more reliable.



Left pictures: West and East Meeting Room HDMI wall plates with short pigtails

Right picture: HDMI Cable storage brackets installed by Geoff Frankling of the Facilities Dept. Thank you, Geoff!

After librarian Jess H. reported that some patrons have been stacking our PC monitors on top of the computer CPUs, we decided to try to offer them some relief by installing an Extra Wide monitor stand at two of the adult computer tables. The stand is 2.4" high.



Extra Wide Monitor Stand - being tested in the Adult PC area

We had one of our data closet Uninterruptible Power Supplies (UPS) fail due to a depleted battery. Since the old GXT4 hardware was originally from 2017 and is no longer available, a replacement GXT5-2000 was ordered and installed.



Vertiv GXT5-2000 UPS installed in the 2FL data closet

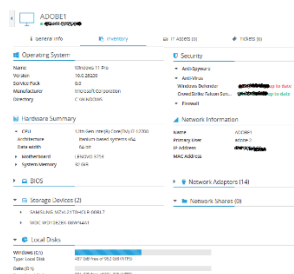
On March 11, SSD Cabling installed our new Staff/Delivery Door Video Intercom system. For more information about that system, please see the post-installation report that is attached to this packet.



- Image 1: Aiphone IX Welcome Station mounted near our Staff / Delivery Door
- Image 2: View of the Aiphone Mobile App which allows up to 8 mobile device users to see and talk to visitors requesting access at the "Welcome Station."
- Image 3: One of two Aiphone "Tenant Stations" that can be used by NPL staff to see and talk to visitors requesting access at the "Welcome Station."
- Image 4: Our Aiphone Gateway adapter (located in the 1FL Data Closet) which allows communication between our intercom system and the Aiphone Mobile App by using the Cellular Network.

Denise upgraded some of our staff and public PCs to Windows 11 this month. This was an important upgrade because Windows 10 is no longer supported by Microsoft, which would leave the older operating system in a more vulnerable state. 90% of our computers are now using Windows 11.

Denise also installed an Asset Management Remote Agent on all the NPL PCs. The agent reports information and status information to Boss Desk, our new Help Desk / Asset Manager tool. For example, which version of software the PC has and how much disk space is available on the PC.



Left image: Computer Screen showing Windows 11

Right image: Asset Manager report showing Disc storage, software versions, network information for one of our iCube PCs.

- An IT Department meeting was held.
- An iCube Committee meeting was led by Dominic
- 2 Management meetings, and a monthly catch-up meeting were attended by Jeff
- A Customer Service Committee meeting was attended by Denise
- A Professional Development Day Committee meeting was attended by Mallory
- A TLN Tech-Comm meeting was attended by Jeff
- HOA presentations were made to two Novi HOA organizations by Jeff

Training

- Jeff and Mallory attended "Cyber Security Alliance -Then & Now Volunteer Toolkit" webinar recommended by Shauna Quick, Library Technology Access Consultant for the Library of Michigan.
- Dominic and Jeff completed "Homeless De-Escalation 201: Nonverbal Tools to Eliminate Conflict" training
- Jeff attended Aiphone Video Intercom admin training
- Jeff provided Verifone T650 Credit Card Terminal training to Sarah Mominee
- Jeff attended "HPE -The Great VM Reset Webinar — What It Means for Your Virtualization Strategy" and "Best Practices for Securing Public PCs"

iCube

We held 166 iCube appointments in March.

- 55 3D prints
- 2 3D scans
- 5 Adobe Creative Cloud projects
- 7 Cricut crafts
- 0 Carvey projects
- 39 Creative Kits
- 20 Digital Conversions
- 6 Heat Press jobs
- 6 Laser projects
- 3 Photo Prints
- 18 Sewing/Embroidery projects
- 3 Sublimation prints

Dom installed a firmware update on the PS1 3D Printer, and assisted patrons with creative kits and school projects.

The iCube Committee, with the help of the Facilities staff re-arranged some desks and equipment to better use the iCube space and ended up setting up a staff welcome station just inside the door of the iCube room. The room configuration was designed in 3D by Jess.

Mary & Dom moved the VHS conversion station from the window next to the other station so now Digitizing is all along that counter in one convenient location!



Left: New Hi-Top Welcome Desk in the iCube



Right: Our Digitizing computers

Mary, Dom, and Sid unboxed the new "Big Bambu" 3D Printer

Mary also installed the AMH onto the Big Bambu printer



Left Image: Mary and Dom unboxing the new "Big" Bambu H2C 3D printer. Photo taken by Sid.

Right Image: AMS HT filament device installed by Mary

Jess removed the old Raise3D 3D Printer to prepare it for recycling. They also helped walk-in patrons with digitizing, 3D scanning, Cricut, Creative Kits, the Button Press and the sewing machine. Jess also replaced the MicroSD card on the Bambu P1S 3D Printer.

Sid assisted patrons by 3D printing several projects and learned how to replace the 3D Printer "Hot End", which is a regular maintenance task. They also checked in many Creative Kits and performed maintenance tasks on iCube computers.

Mary also "3D printed assistive devices for my visit to the ROAR Center (NCDS Adult Transition group)"

Mallory installed a new clear cover for the new Embroidery Machine

Mallory demonstrated the versatility of the Embroidery Machine and the 3D printers with "Pictures are of covered embroidery machine with sign and 3D printed fox, coaster, and embroidered Pokémon love ball!"



Left Image: Clear plastic cover and "Please Do Not Touch" sign on the embroidery machine.

Right Image: Embroidered Pokémon Love Ball and 3D printed multi-color coaster and black/white fox by Mallory



Tote Bags made by Mallory and International Librarian Shannon for the AAPI festival

Mary assisted a patron to test the settings required to engrave clear stemless wine glasses. She also worked out a method to print a multi-color "Capybara" with the new Big Bambu 3D printer.



Left: Clear Stemless Wine Glass engraved with the help of Mary.

Right: Capybara 3D printed by Mary - Photo by Dom

Facilities Report by Keith Perfect – March 2026

In the past month the Facilities Department has closed 10 Facilities Maintenance tickets, 45 Meeting Room Requests/program set-ups and has completed approximately 353 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good
- Office partition project was completed by vendor.
- The first floor data closet HVAC unit received a new compressor, installed by vendor.
- A janitors closet faucet was rebuilt with new rubber gaskets, O-rings and washers.
- A boil water advisory occurred due to the water main break on 14 Mile Rd. Warning signs were placed at all Fountains and faucets.
- The boil water advisory was lifted and all lines were flushed and water bottle filler filter was replaced. All signage was removed.
- A replacement door for a Read Box was built, painted and installed on a Read Box.
- Numerous light ballasts throughout the building were replaced.

Assistant Director of Public Services – Lori Lowery – February 2026

Professional Development –

- Looking Back, Looking Forward: Strategic Planning in 2026 webinar
- Homeless De-Escalation Core Training 201: Nonverbal Tools to Eliminate Conflict webinar
- Homeless De-Escalation Core Training 301: Preventing Conflict webinar

Committees –

- 3/18/2026 Customer Service Committee – Committee reviewed post-shadowing surveys. We also created a draft of scripts for staff to use if law enforcement agents are in the building.
- Strategic Planning Committee – No meeting this month. Members continue to make updates to the plan document as projects are completed.

Meetings –

- 3/3/2026 City of Novi Leadership Meeting
- 3/3/2026 Management Meeting with HR
- 3/3/2026 Discuss Accessibility Programming
- 3/3/2026 PLA Planning Meeting
- 3/12/2026 Summer Reading Program Planning Meeting
- 3/12/2-26 One-on-one meetings with Adult Services Supervisor
- 3/12/2-26 One-on-one meetings with Youth & Teen Services Supervisor
- 3/17/2026 Information Services Department Meeting
- 3/17/2026 Management Meeting
- 3/18/2026 Catch up meeting with Director
- 3/19/2026 Information Services Department Meeting
- 3/25/2026 Meeting with HR
- 3/25/2026 Assistant Directors/Director Meeting
- 3/25/2026 Meeting with both IS Supervisors
- 3/26/2026 Management Meeting

Projects –

- Moved into recently completed new office space, continuing to settle in
- Completed creation of 2026 Patron Survey, to be sent to patrons in April
- Planned for Public Library Association Conference
- Continuing to work on periodicals project
- Updating Information Services Staff manual

Other –

- Participated in tornado drill and shared feedback
- 1 second floor desk shift

Customer Service Committee: Short description of Shadowing Trial Run

The employee shadowing trial run was a success! There were twelve pairs of staff that completed the process. Interested staff submitted forms to participate as a 'shadowee' and/or a 'shadower.' While all staff were eligible to shadow, the trial run limited the 'shadowee' roles to Technical Services and Information Services. Shadowers selected three topics of interest, and all twelve individuals were matched with their top choice. Following the sessions, participants completed a short survey, with everyone expressing interest in participating again in the future.

Comments from some of the participants:

I think it went well. They seemed to have enjoyed the time and were able to ask questions and get a new perspective.

I really enjoyed it and would like to do it again.

The process was clear and effective and (the person being shadowed) was knowledgeable and detail oriented in her work, so I believe no further improvements are needed.

I felt that an hour was a good time, but I did ask what my shadower was most interested in learning about beforehand, so I was able to think about how to structure the time.

Information Services Department Report by Emily Brush and Rae Manela – March 2026

News and Notes

- Gail hosted Fun Friday concert for Adults with Developmental Disabilities with 103 attendees - 3/20
- Mary is currently working engraving tumblers for the upcoming Veterans Day give away with Madison LaChance from Older Adult Services.
- Shannon attended and performed the Kamishibai Bilingual Storytime at the Detroit Institute of Arts.
- Jen, Emma and Austin were featured in a Novi News article about March is Reading Month.
- Teen Advisory Board hosted a toy donation drive for Mott's Children's Hospital 3/2 - 4/3
- Danielle attended the Michigan Association for the Education of Young Children (MIAEYC) Annual Conference in Grand Rapids 3/4 - 3/7
- IS selectors and Tech Services staff worked together on a project highlighting the books that have received the Schneider Family Book Award. The Schneider Family Book Award honors an author or illustrator for a book that embodies an artistic expression of the disability experience for child and adolescent audiences. The winners and honors of this award will now carry the award seal and a spine label sticker.



Photo: Examples of Schneider Family Book Award winners and honors

North End News

- Emma hosted Michigan Fungi program at Fox Run - 3/19

Professional Development

- Understanding Healthcare Costs through City of Novi - Emma
- NMHA Community Conversations-Video gaming and well-being - Emma
- Niche Academy Homeless Webinar -Shannon
- LingQ webinar (language learning platform)- Shannon
- MiAEYC 2026 Annual Conference (March 4-7) in Grand Rapids (Danielle)
- Attended Random House Children's Books Summer 2026 Preview webinar on 3/10 (Danielle)
- Attended Readers' Advisory: Ideas & Practice 2026 workshop, presented by Booklist, on 3/18 (Danielle)
- Attended Navigating Misinformation in One-on-One Patron Interactions webinar (presented by Webjunction) on 3/19 (Danielle)
- Attended DK's Summer 2026 Librarian Preview webinar on 3/19 (Danielle)
- Attended From the Shadows: Discover Subversive Horror from Independent Presses webinar on 3/20 (Danielle)
- Attended The DIA and You: Exploring Offerings at the Detroit Institute of Arts webinar on 3/24 (Danielle)
- Attended HarperCollins Children's Books Summer 2026 Preview webinar on 3/26 (Danielle)
- Homeless De-Escalation 201: Nonverbal Tools to Eliminate Conflict (Anna)
- Read *Creating a Tween Collection: A Practical Guide for Librarians* (Anna)
- Booklist Spring 2026 Graphic Novels & Manga Preview webinar (Austin)
- Magnificent Middle Grade webinar (Austin)
- Disney Publishing Spring/Summer 2026 Preview webinar (Austin)
- The Real Reason Teens Aren't Reading (Hint: It's Not the Phone) webinar (Austin)
- Responding to ICE at the Library: Real World Approaches (PLA Webinar) (Jen)
- Emergency Preparedness for People with Disabilities (Jen)
- Webinar: Low Morale in Libraries: Impacts and Countermeasures (Kirsten)

Committee Work

NPL Committees

- iCube - Mary, Jess, Anna
- Customer Service - Lori, Lindsay
- Public Policy - Anna, Rae

- DEI - Jess, Austin, Shannon
- Strategic Planning - Rae, Lori, Shannon
- Professional Development Day - Danielle, Kirsten
- HR Policy - Emily, Kirsten
- Marketing - Jen
- Safety - Jen

NPL Workgroups

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

External Committees

- MLA Thumbs Up Award - Shannon, Austin
- Novi Mental Health Alliance - Austin, Emma
- Novi Historical Commission - Rae
- Youth Services Advisory Council (YSAC) - Jen
- Ready to Read Michigan - Jen
- eConent Policy Committee – Mary
- **IS Staff Outreach**
- Waltonwood Puzzle Tournament (Emma)
- StoryPoint Book Club (Emma)
- Lakes of Novi (Emma)
- For the Love of Poetry at Sweetwaters Cafe (Emma)
- Rose Senior Living (Emma)
- Meadowbrook (Emma)
- Guest speaker at Community Helpers presentation at NOVI4ALL Center (Mary)
- Kamishibai Bilingual Storytime at the Detroit Institute of Arts (Shannon)
- Goddard Story Time Visit (4 sessions) 3/2 (Lindsay)
- Novi ECEC Story Time Visits (6 sessions) 3/9-3/26 (Lindsay)
- Novi ECEC Special Education Class Family Activity Day 3/20 (Lindsay)



Photos: Waltonwood Puzzle Tournament

Adult Programs

- Business Book Club - Virtual 3/3 (Jen)
- Evening of English 3/3, 3/17 (Shannon)
- An Evening with Green Tea 3/4 (Shannon)

- Japanese Conversation Group 3/4 (Shannon)
- Business Book Club - In-Person 3/4 (Jen)
- Knit2gether Knitting Group 3/5, 3/12, 3/19 - Mary
- Homeschool Resources at Your Library 3/5 (Jen)
- Beginner and intermediate ESL/ELL Class 3/6, 3/13, 3/20 (Shannon)
- Afternoon Read Book Club 3/10 (Rae)
- Growing Early Literacy Skills Through Songs & Rhymes 3/11 (Jen)
- Celebrate America 250 Lunch & Learn: Paul Revere Rides Again 3/16 (Gail)
- Masterpiece Monday 3/16 (Danielle)
- Spanish Conversation Group 3/17 (Shannon)
- Korean Conversation Group 3/18 (Shannon)
- Craftastic Wednesday: Mini Masterpieces for the Tiny Art Show 3/18 (Mary)
- Michigan Fungi 3/19 (Emma)
- Fun Fridays for Adults with Developmental Disabilities 3/20 (Gail)
- Document Donation Day in the Local History Room 3/21 (Rae)
- Taste the Season - Great Lakes Cheese Trail 3/23 (Gail)
- Novel Idea Book Club 3/23 (Rae)
- Having the Talk with Your Aging Parents 3/24 (Gail)
- Tantrums: Navigating Big Emotions - Virtual 3/25 (Jen)
- Strange Lands Book Club 3/26 (Jess)
- Jigsaw Puzzle Tournament 3/28 (Emma)
- Swing into Spring with Dave Bennett, Grant Flick, and the Third Coast Swing Band 3/29 (Gail)



Photo: Masterpiece Monday, Topic: Georgia O'Keefe

Adult Displays

- **2nd Floor Adult**
 - 2nd Floor Information Desk: Women's History Month (Bailey)
 - 1st floor Cabinet Display: Hina Dolls (Shannon)
 - National Craft Month (Emma)
 - March is Reading Month (Jess)
 - Adult Reading Challenge: Read a Book Featuring a Horse (Rae)



Photos (left to right): National Craft Month, March is Reading Month, Read a Book Featuring a Horse



Photo: 2nd Floor Information Desk Display - Women's History Month

Early Literacy/Youth/Tween/Teen/Family Programs

- Baby Time 3/4, 3/11, 3/18 (Danielle, Kirsten)
- Tot Time 3/4, 3/11, 3/18 (Danielle, Kirsten)
- Time for Twos & Threes 3/3, 3/10, 3/17 (Jen)
- Fun for Fours & Fives 3/5, 3/12, 3/19 (Kirsten)
- Family Story Time (2 sessions) 3/14, 3/21 (Jen)
- Lego Club 3/3 (Kirsten)
- Club Half-Blood 3/5 (Anna, Austin)
- Create a Pocket Pet - Youth 3/10 (Taylor)
- Teen Advisory Board 3/13 (Anna, Taylor)
- Glow-In-The-Dark Party 3/15 (Danielle, Jen)
- Novia Inklings Creative Writing Club 3/17 (Anna)
- Story Explorers Book Club 3/18 (Jen)
- Low Sensory Storytime: Calm and Cozy 3/22 (Jen)
- High Sensory Storytime: Move and Explore 3/22 (Jen)

- Fact Finders Book Club 3/26 (Jen)
- Yoga Storytime 3/28 (Jen)
- Stamp It! Creative Art with Stamps 3/29 (Jen)
- Create a Pocket Pet - Tween 3/31 (Taylor)
- ISTP (x3) (Shannon)
- **Teen Space** (Austin, Anna, Taylor, Shannon) **549**
 - Teen Space Program - Tiny Art Show painting



Photo: Glow-in-the-Dark Party

Youth/Teen Displays

- **1st Floor Information Desk Display** - March is Women's History Month (Danielle)
- **Libraries Are for Everyone** - Women's History Month, Ramadan, Will Eisner Week, Purim, Holi, Crisis, Trauma, and Immigration, St. Patrick's Day, Spring, International Transgender Day of Visibility, Passover, Easter (Anna)
- **TAB Display:** Blind Date with a Book (Anna & Taylor)
- **Teen Lounge Display** - March is Reading Month (Staff Recommendations) (Austin)
- **Youth DVD/CD Book** - Women's History Month (Anna)



Photo: 1st Floor Information Desk Display - March is Women's History Month



Photos: Libraries are for Everyone (left & right)



Photo: TAB Display "Blind Date with a Book"

All Ages Programs

- NO-VI Chess Club 3/12, 3/26

Marketing & Community Promotions Report by Dana VanOast – March 2026

Webinars/Professional Development

- March 4, 2026: CPR Training through City of Novi (Dana VanOast)
- March 18, 2026: "Homeless De-Escalation 201: Nonverbal Tools to Eliminate Conflict" (Amy Crockett)
- March 19, 2026: MI PR Group March Meeting (Dana VanOast)

Outreach

- March 18, 2026: Filmed 4 Library Minute videos at Fox Run (Dana VanOast)

Committee Involvement

- Amy attended monthly Customer Service Committee meeting on March 19, 2026
- Dana attended Public Policy Committee meeting on March 9, 2026 and Board Events, Marketing & Fundraising Committee meeting on March 24, 2026

Email Marketing

- 23,463 eNewsletter emails sent on March 1; 8,400 read (35.8% read rate); 719 Unique Clicks

Meeting Room News & Notes

- March totals: 37 rentals with 831 attendees
- Updated meeting room set-up terms for better clarity
- Feedback from renters this month:
 - "Library staff are very helpful. Also library is very neat and clean including the parking lot."
 - "I always have a great experience when booking a meeting space through the Novi Public Library"
 - "The staff was so kind and friendly. I was worried about our noise level, and a small mess that needed vacuuming, but each front desk person I spoke with had nothing but smiles and affirmations. I would not hesitate to use your services again!"
 - "Overall excellent service provided by Rental team."
 - "Excellent interaction with Dana and Bindhya. Everyone is so positive and supportive. It's a joy to work with NPL."
 - "It was a wonderful experience"
 - "The space was perfect for the event and easy access as well."
 - "I love that you can rent the rooms other than by the full hour only, makes planning a meeting so much easier."

In the News

NOVI NOTE • MARCH 26, 2026

COMMUNITY BRIEF

Cemetery architecture

Architectural historian Dale Carlson, of Berkley, is scheduled to give a presentation on the cemetery architectural works of Albert Kahn as part of the Novi Friends of the Library's 2026 Kaleidoscope series at 7 p.m. April 1.

According to Carlson, there is a cross-over between traditional architecture and

gravestones and mausoleums, as they have a sculptural element.

"People think of Albert Kahn and architecture, buildings in downtown Detroit or around the country, and they wouldn't necessarily think of someone like that doing grave markers or gravestones," said Kathleen Mutch, who organizes the Kalidescope events for the Novi Friends of the Library. "We don't have any of them (in Novi), but learning more about what he did with them would give you a new perspective on what you might find at a local cemetery."

— CHARITY MEIER

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee - March 2026

General

- Attended weekly management meetings
- Had my monthly supervisor 1:1s
- Attended my monthly 1:1 meeting with Maryann Zurmuehlen
- Completed the desk schedules for each week in February
- Edited the opening and closing lists for the new AMHS machine
- Collected invoices from FY 25-26 thus far for learning budget maintenance
- Moved into my new cubicle
- Prepared for the CARL password changes from TLN
- Rewrote the AMHS manual for staff
- Read through the updated Emergency Manual and Building Operations Manual for Maryann Zurmuehlen
- Answered several patron questions and feedback emails throughout the month
- Finished updating all documentation on the Canon Printer for Support Services staff
- Was recertified in CPR with Julie Farkas and Dana VanOast on March 4
- Attended a debrief after the water boil closure on March 9
- Shadowed Mary Robinson on the second floor Information Services desk on March 10
- Met with Jeff Smith to discuss the new credit card machine for the circulation desk on March 10
- Attended a budget meeting with Julie Farkas and Maryann Zurmuehlen on March 11
- Met with Julie Farkas to discuss an AMHS overview on March 12
- Attended the TLN Circulation Committee meeting on March 12
- Completed an MCLS self-paced course titled "Introduction to Resilience in the Workplace" on March 13
- Watched the PLA ICE Webinar on March 13
- Presented about Novi Public Library to an HOA on March 16
- Met with Bindhya Raja and Jeff Smith to discuss the new credit card machine for the circulation desk as well as some changes to the cash register on March 17
- Participated in the Tornado drill on March 18
- Met with Michael Marciniak, an Envisionware representative with Jeff Smith and Denise Woods on March 18
- Reviewed the Library's AED with Julie Farkas and Dana VanOast on March 18
- Trained Lori Mullins on schedule making, schedule requests, and Holiday time for staff so that she is prepared to handle the schedule during my upcoming vacation throughout the month and on March 20 and March 24
- Tested manual bin capacity and texts/emails through the new machine with Maryann Zurmuehlen and Eva Sabolcik on March 23
- Prepared tasks for supervisors to complete during my vacation
- Prepared emails to go out in advance for staff during my vacation
- Completed the Homelessness De-escalation Training for Kristen Sullivan on March 25

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Lori Mullins has learned how to handle schedule making during the Head of the department's absence and as a backup
- Eva Sabolcik is leading shelving staff and currently working on a shifting project in the Adult Non-Fiction section

Tech Services

Beyond their phenomenal daily work, Tech Services completed the following:

- Amy was shadowed by Support Services Shelver Kit to learn about MeLCat
- Arom was shadowed by Aisar to learn about processing our new materials
- Attend MCLS workshop: Cataloging Graphic Novels and Formats (Amy and Jordan)
- Attended MCLS class Effective Communication Strategies for Managers (Kristin)

- Homeless De-Escalation 201 (Arom, Jordan)
- Jordan shadowed Danielle to learn about IS Youth Collection Development
- Jordan was shadowed by Austin to learn about book repairs and withdrawals
- Kristin shadowed Rae to learn about collection development
- Kristin was shadowed by Bindhya to learn about Acquisitions
- Lisa was shadowed by both Emma and Kristen S. to learn about cataloging
- Participated in Tornado Drill (Amy, Jordan, Arom, Kristin)
- Responding to ICE PLA Webinar (Arom)
- Reviewed the AMHS Troubleshooting Document (Jordan, Lisa, Kristin)
- Trained on the new intercom/doorbell (all Tech Services)

Statistics (March 2026)

- Cards Issued: 318
- Items Checked Out (NPL): 57,433
- Items Checked Out (LLL): 49
- Total Checkouts (NPL + LLL): 57,482
- Items Interloaned for NPL Patrons: 4,217 (116 through MeLCat)
- Items Interloaned to Other Libraries: 3,709 (181 through MeLCat)
- Items Added to the Collection: 970
- Items Discarded from the Collection: 1,272
- Drive-Up Window & Locker Hold Pickups: 16
- MAP Checkouts: 51
- Online New Card Registrations: 33
- Outreach:
 - NPL @ Your Door: 6 Mailer Bags / 15 Items
 - 6 Facilities Visits / 16 Items Provided
 - 5 Book Discussions / 75 Items Provided

Support Services Statistics 2025-2026													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	302	356	447	256	253	215	300	278	318				2,725
<i>↳Of Which, Online Registrations Totaled</i>	15	12	20	17	23	28	35	27	33				210
Checkouts (NPL)	64,301	59,557	53,597	54,544	51,380	49,108	55,370	51,061	57,433				496,351
Checkouts (Lakeshore Lending Library)	116	84	75	63	58	50	57	36	49				588
Total Checkouts (NPL + LLL)	64,417	59,641	53,672	54,607	51,438	49,158	55,427	51,097	57,482				496,939
Items Borrowed	4,739	3,934	4,147	4,056	3,347	3,532	4,584	4,453	4,217				37,009
Items Loaned	3,696	3,411	3,667	3,595	2,959	3,313	4,067	3,420	3,709				31,837
Hold Pickups (Drive-Up & Lockers)	28	21	20	24	28	22	1	10	16				170
MAP Pass Checkouts	106	97	64	70	32	23	24	36	51				503
Read Boxes	748	502	362	360	0	0	0	0	0				1,972
NPL @ Your Door (# of Bags)	10	8	9	9	5	8	7	8	6				70
NPL @ Your Door (# of Items)	53	21	31	21	18	18	26	32	15				235
January Hold Pickups Note: Drive-thru lane was unavailable due to closure for construction related to and installation of the new AMHS from Monday, January 5th through Saturday, January 31st.													

Year-to-Year Comparison				Read Boxes								
				May to October Totals								
				2024			2025					
		MAR 2026	MAR 2025	Youth	Adult	Total	Youth	Adult	Total			
Cards Issued This Month		318	293	Pavillion	777	55	832	844	76	920		
Total Checkouts (NPL + LLL)		57,482	61,454	Rotary	495	23	518	372	32	404		
Items Borrowed	TLN	4,101	4,031	ITC	1002	58	1060	969	35	1004		
	MeL	116	61	Brook Farm	164	24	188	107	9	116		
		4,217	4,092	Splash Pad	0	0	0	583	29	612		
Items Loaned	TLN	3,528	3,488	All Combined	2438	160	2382	2875	181	3056		
	MeL	181	201	<div style="border: 1px solid black; padding: 10px; text-align: center;"> 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 Pavilion Shore coming in second. </div>								
		3,709	3,689									

Self-Check Totals 2025-26 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,417	45.17%	29,100	6,995	6,424	3,972	11,709
August	53,672	48.76%	26,168	7,670	5,108	3,021	10,369
September	53,672	43.63%	23,419	7,653	5,039	2,433	8,294
October	54,607	44.81%	24,470	8,161	4,724	3,291	8,294
November	51,438	57.05%	29,347	8,406	6,255	6,392	8,294
December	49,158	56.63%	27,836	8,664	6,057	4,821	8,294
January	55,427	44.63%	24,735	4,780	8,852	7,578	3,525
February	51,097	39.04%	19,946	7,294	3,280	4,371	5,001
March	57,482	45.74%	26,291	8,535	6,392	3,898	7,466
April							
May							
June							
FYTD	490,970	47.11%	231,312	68,158	52,131	39,777	71,246
January Notes: Self-Check #1 was down Jan 1 to Jan 6 due to a screen issue. And from Jan 13 to 28 due to a USB touch-pad issue. Self-Check #2 was down Jan 1 through Jan 15 due to a USB touch-pad issue. Youth Self-Check also was down from Jan 1 through Jan 13 due to a USB touch-pad issue and was down Jan 13 to 14 due to an ILS configuration issue.							
December Notes: Self-Check #1 was down from Dec 18 to Dec 23 due to an RFID issue. Self-Check #2 stopped working on December 28 due to a touch screen issue. Stats shown are Dec 1 to Dec 27.							
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 29 due to a bad AIO PC and again on Oct 31 due to a power supply issue and again on Dec 18 due to an RFID pad issue. Due to these issues, the monthly statistics is not accessible at this time. Stat shown is estimated.							

Library Usage											
2024-2025 Fiscal Year							2025-2026 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	275	28	July	27,903	632	28,535	1,141
August	26,543	7,657	34,200	1,179	275	29	August	25,071	601	25,672	1,167
September	26,464	7,657	34,121	1,219	264	28	September	26,979	609	27,588	1,199
October	30,044	5,220	35,264	1,138	297	31	October	29,086	561	29,647	1,186
November	25,150	3,060	28,210	1,045	247	27	November	24,451	1,823	26,274	1,314
December	21,114	5,220	26,334	975	248	27	December	20,778	2,416	23,194	1,104
January	25,456	6,149	31,605	1,090	272	29	January	24,496	262	24,758	1,076
February	22,472	5,150	27,622	987	257	28	February	25,303	727	26,030	1,183
March	28,408	5,967	34,375	1,109	289	31	March	27,136	2,176	29,312	1,221
April	24,261	5,405	29,666	1,059	272	28	April				
May	24,466	4,237	28,703	1,063	260	27	May				
June	26,951	4,406	31,357	1,120	264	28	June				
FYTD Total	308,355	66,470	374,825	1,096		342	FYTD Total	231,203	9,807	241,010	1,176

Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.

Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.

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

Note: Items in Orange have been adjusted due to a tabulation error discovered in April 2026

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.

Note: Drive thru closed Jan 5 for construction and AST Installation. January Drive Thru number is 1/1 to 1/4

Note: Jan Drive-Up number was 42 -corrected to 262 due to a tabulating error

Feb Drive-up closed Feb 1 to Feb 17 due to AST installation

Note: Items in Orange have been adjusted due to a tabulation error discovered in April 2026

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	968	150,195	151,163	5,814	242
December	785	141,013	141,798	5,064	248	December	848	155,110	155,958	5,570	257
January	954	159,040	159,994	5,517	272	January	987	160,646	161,633	5,574	262
February	960	144,116	145,076	5,181	257	February	1,015	150,320	151,335	5,405	264
March	1,157	159,120	160,277	5,170	289	March	1,099	161,167	162,266	6,761	278
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	9,919	1,356,283	1,366,202	5,443	2,392

Early Literacy Workstation Usage (AWE Workstations and Magic Desktop)							
2024-2025 Fiscal Year (AWE Workstations)				2025-2026 Fiscal Year (Magic Desktop)			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	768	10,949	14	July	373	33,043	88.59
August	743	10,876	13	August	327	31,825	97.32
September	664	9,187	13	September	355	27,572	77.67
October	729	10,029	14	October	353	28,586	80.98
November	742	9,999	13	November	268	20,589	76.82
December	553	7,803	14	December	307	17,502	57.01
January	711	9,566	13	January	314	16,830	53.60
February	649	9,353	14	February	332	19,795	59.62
March	807	10,672	14	March	346	19,713	56.97
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	2,975	215,455	72
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.

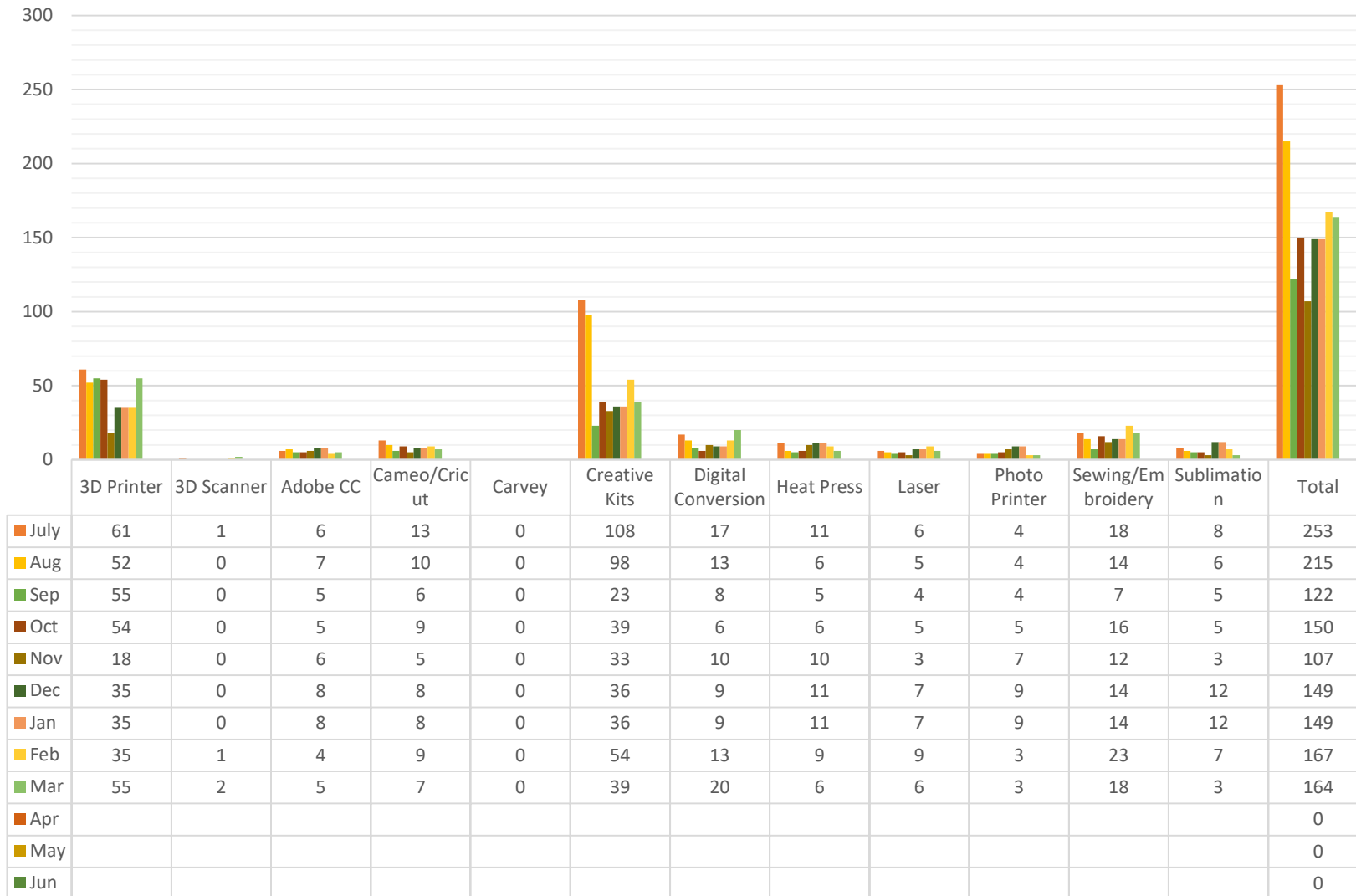
Also see the chart on the next page for June 2024 Magic Desktop totals.

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.

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	18	28	35	35	55				393
3D Scanner	1	0	0	0	0	1	0	1	2				5
Adobe CC	6	7	5	5	6	5	8	4	5				51
Cameo/Cricut	13	10	6	9	5	4	8	9	7				71
Carvey	0	0	0	0	0	0	0	0	0				0
Creative Kits	108	98	23	39	33	43	36	54	39				473
Digital Conversion	17	13	8	6	10	6	9	13	20				102
Heat Press	11	6	5	6	10	9	11	9	6				73
Laser	6	5	4	5	3	8	7	9	6				53
Photo Printer	4	4	4	5	7	3	9	3	3				42
Sewing/Embroidery	18	14	7	16	12	10	14	23	18				132
Sublimation	8	6	5	5	3	10	12	7	3				59
Staff Training	0	3	2	2	4	0	0	0	2				13
Total	253	218	124	152	111	127	149	167	166	0	0	0	1467
Removed the following items from this chart due to low patron use: Formbox, Virtual Reality													
Renamed the following items: 3D Printing > 3D Printer, Cricut/Silhouette > Cameo/Cricut, Sublimation Printer > Sublimation, Carvey CNC > Carvey, Muse Laser > Laser													

iCube Usage 2025- 2026



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

2025-2026 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,988	857	381	19	573
August	2,826	855	416	22	379
September	2,659	860	433	17	456
October	2,659	860	433	17	456
November	2,748	884	444	19	211
December	2,802	874	455	25	296
January	2,649	932	462	22	573
February	2,360	897	473	18	258
March	2,637	951	482	22	551
April					
May					
June					
FYTD Total	24,278	7,966	3,972	181	3,687

2026-2026 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	8,075	4,024	12,099	2,334	119
August	7,785	3,837	11,622	2,252	120
September	7,465	3,624	11,089	2,058	121
October	7,750	3,783	11,533	2,348	101
November	7,460	3,788	11,248	1,953	106
December	7,883	3,787	11,670	2,266	114
January	8,632	4,352	12,984	2,298	188
February	7,877	3,909	11,786	2,297	140
March	8,828	4,426	13,254	2,676	145
April					
May					
June					
FYTD Total	71,755	35,530	107,285	20,482	1,154

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*	34	588
December*	36	606
January	34	691
February	46	1,045
March	37	831
April		
May		
June		
FYTD	357	6,705

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

* Meeting room rentals down in Fall 25 due to a staff shortage in the Facilities Dept. Rooms had to be made unavailable due to no facilities staff available.

Recite Me (Website Accessibility Toolbar)											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	280	83	3.37	407	374	July	158	44	3.59	148	312
August	248	56	4.38	352	275	August	127	41	3.10	176	341
September	226	64	3.53	303	254	September	71	29	2.45	153	196
October	303	66	4.59	503	378	October	126	47	2.68	353	521
November	199	58	3.43	249	217	November	155	52	2.98	410	638
December	155	58	2.67	327	5,445	December	151	47	3.21	226	979
January	198	76	2.61	296	727	January	142	48	2.96	45	801
February	157	54	2.91	179	322	February	76	29	2.62	21	276
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	1,006	337		1,532	4,064

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

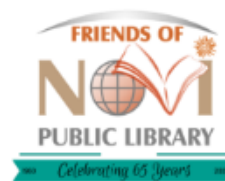
myLIBRO (Library App)															
2024-2025				2025-2026				2024-2025				2025-2026			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	2,977	92,994	5,011	July	4,861	24,524	6,548	January	3,906	23,811	6,671	January	5,729	23,015	6,811
August	3,157	109,022	4,585	August	5,012	24,045	6,510	February	4,047	21,252	5,875	February	5,864	18,842	5,936
September	3,321	59,591	4,515	September	5,164	24,479	6,841	March	4,227	23,854	6,587	March	6,008	22,263	6,583
October	3,475	16,383	4,300	October	5,352	22,837	6,285	April	4,375	21,613	5,908	April			
November	3,599	17,225	4,827	November	5,409	21,115	5,850	May	4,512	22,942	6,552	May			
December	3,729	19,227	5,098	December	5,511	21,460	5,780	June	4,682	24,418	6,720	June			
								FYTD Tot.		452,332	66,649	FYTD Tot.		202,580	57,144

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

FRIENDS OF NOVI LIBRARY

Friends of the Novi Library

April 2026



Book Nook News: In the first quarter of 2026, the Book Nook made over \$5,000, a wonderful testament to our patrons and to the dedicated volunteers who come in each and every day.

As we look back on the first 3 months of the year, I wonder how we're doing on our resolutions. Each year I resolve to increase my reading by at least one book. I keep a journal of all the books I have read. At the end of the year, I tally up and hope I have added one more. As I look at the numbers each year, I see the ups and downs of the books I've read and how they correspond to events in my life. Keeping a journal of all the books I have read is also an easy way to spot if I've read a book or not. The old adage "so many books...so little time" truly does apply and very often I start a book and question whether I have already read it, so I consult my trusty journal. If you are more digitally inclined, the app *Goodreads* is another way to keep track of your reading and share your reviews with others. Please come into the Nook. I'd love to see if you have recorded the same titles in your journal that I have in mine. --Carol Neumann

Second Single User Booth

The Library is purchasing a second single user booth for the 1st floor, courtesy of the Friends. Library Administration is currently finalizing its location.

Battle of the Books

Novi Meadows is hosting two Battle of the Books events for 5th and 6th grade. The Friends are proudly sponsoring the event by providing a notebook/pen gift for all readers and purchasing extra Battle books for the Library's collection!

Unearth a Story

The Library's 2026 Summer Reading Program begins Monday, June 1. All ages are invited to read and attend programs all summer long!
Register: novilibrary.beanstack.org.

From the President:

We certainly had a long, cold winter but the daffodils are in bloom and pansies are back in the grocery stores. April 19th -25th is Volunteer Appreciation Week. If you are in the Book Nook anytime during the month of April, stop in and thank our Friends volunteers for their service. We will hold our Volunteer Appreciation Breakfast for our volunteers on April 22nd. This year, Mary Angela Winter has put her card making skills to work and designed a lovely selection of greeting cards as a thank you.

You will see in the calendar that Gail Anderson, Programming Coordinator for the Library, has been hard at work putting the schedule together for Summer Songfest. Last year we made \$1500 from the raffle baskets. A big "Thank You" to all of you who donated a basket in 2025. If you would like to do another for 2026, we would really appreciate it. Just email friends@novilibrary.org with the date you can provide a basket and the basket theme. Who can forget the U of M verses State baskets at our final Songfest? Thanks to Julie Farkas and Brian Bartlett! The baskets were amazing!

Calendar of Events:

Kaleidoscope: Mapping Detroit's Buried Waterways
Thursday, May 7, 7pm, Joanne Coutts, Cartographer
Coutts has walked or biked along more than 260 miles of Detroit's buried waterways creating maps to show what was once there and what has survived. So many creeks, rivers and marshes have been lost or buried in the development of the city. Hear about ways maps help reveal unwritten history.

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

June 25 – Magic Bus

July 16 – Rick Leider Band

July 23 – David Landry & Do It Again Band

July 30 – Geff Phillips & Friends

August 6 – Motor City Soul

August 20 – The Phoenix Theory

August 27 – Dueling Pianos

Register: novilibrary.org/events.



**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – April 8, 2026**

- | | |
|--|--|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of January 14, 2026 Meeting * | Karen Schubert |
| III. Treasurer's Report* | Sue Johnson |
| <ul style="list-style-type: none"> • Prior month(s) Income and Expense • Statement Balances • CD Renewal – rate 3.7 • Approval of \$600 for downpayment of Dueling Pianos (money from Songfest raffles) | |
| IV. Reports | |
| <ul style="list-style-type: none"> • Library Liaison • Book Nook • Membership • Scholarships • President <ul style="list-style-type: none"> • Donations for Brunett's • Staff Lunch • Volunteer Appreciation Breakfast • Songfest 2026 – raffle baskets • Blue History Boards | Dana VanOast
Carol Hoffman
Sue Johnson
Megs Beller
Sue Johnson |
| V. Announcements | |
| VI. Calendar | |
| <u>Kaleidoscope</u> <ul style="list-style-type: none"> • May 7, 2026 - Mapping Detroit's Buried Waterways, Joanne Coutts | |
| <u>2024 Listen at the Library</u> | |
| <u>2024 Tuesday Tunes</u> | |
| <u>2024 Summer Music at Paradise Park – all events start at 6:30pm</u> <ul style="list-style-type: none"> • June 25, 2026 - The Magic Bus | |
| <u>Friends Events</u> <ul style="list-style-type: none"> • April 21, 2026 – Staff Luncheon • April 22, 2026 – Volunteer Appreciation Breakfast | |
| VII. Adjournment* | |
| *Requires Action | |

Friends of the Novi Public Library Meeting of the Board of Directors January 14, 2026

Call to order: Sue Johnson called the meeting to order at 12:30 p.m.

Present: Margaret (Megs) Beller, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert, Mary Angela Winter, and Dana VanOast, Library Liaison. Also in attending at our meeting and holiday lunch was Kathy Mutch.

President: Sue Johnson.

A suggestion was made by a Friends' member to donate \$500 to the program "Breaking the Cycle with Books". The motion to approve was made by Karen Schubert and seconded by Megs Beller. Motion was approved 6-0.

Dates were announced for the library staff lunch and the volunteer breakfast. Please note those shown below. These will be held during the National Library Week, April 19 - 25.

Sue also shared a few updates:

The fundraiser for the renovation of the Youth Activity room has received over \$50,000 towards the goal of \$65,000.

The Friends' Holiday Sale (December 6th) received \$1,000 in sales and \$166 from donations.

The Michigan Basket Raffle, made possible by Joyce Cherf, raised \$385. The winner this year is a very lucky guy since he also won last year's basket raffle. He generously donated the basket to the library and Julie gifted the items to staff through a random drawing.

Megs Beller: Megs has found a vendor to make a scholarship plaque which will list the winners by year. The cost is \$132. A donation of \$100 was received from a member who wanted to support our scholarship program. That will be used to cover most of the plaque cost.

Treasurer's Report: Sue Johnson. Our funding has been good.

Library Liaison: Dana VanOast. Plans for the staff lunch are in place for 4/21/26.

Membership: Sue Johnson.

Membership is doing well.

Upcoming events:

April 8, 7:00 pm: NPL Friends board meeting

April 19 - 25: National Library Week, theme this year is "Find Your Joy"

April 21, 12:00 - 1:00 pm. Library Staff Luncheon (this falls on National Workers Day)

April 22, 9:00 - 10:00 am. Volunteer Breakfast, Youth Activity Room

A motion to adjourn was made by Sue Johnson and seconded by Mary Angela. Passed 6-0.

Meeting adjourned at 1:30 pm

Respectfully submitted,
Karen Schubert

CITY OF NOVI HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION

**February Minutes
Wednesday, February 18, 2026
Novi Library Board Room**

CALL TO ORDER: 7:05 p.m.

ATTENDANCE: Kim Nice

ABSENT: Sharon Larson, Debbie Wrobel, Randy Van Wagnen, Kathy Crawford, Kelly Kasper

INTRODUCTION OF GUESTS: Rae Manela, Diane Jamrog

Plan was to wait 15 minutes if any members of the public were to come

A member of the public arrived: Diane Jamrog. She had questions about the Commission and what it does, is possibly interested in joining.

No Commission Business was discussed due to the majority of the commission being absent due to the fog

Due to no quorum the Meeting was concluded at 7:20pm

NEXT MEETING: Wednesday, Mar 18 at 7 p.m.

ADJOURN: 7:20 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – Meeting scheduled for: April 14, 2026

The Committee met by Zoom to review changes that were recommended at the Library Board meeting on 3/26/26, and is recommending for approval the following policies:

- Accommodations & Accessibility Policy (2nd Reading)
- Circulation Policy (2nd Reading)
- Closures Policy (2nd Reading)
-

2025 – 2026 GOAL

1. Continued review of public policies by the staff committee

The Committee will review the following policies at the April 14th committee meeting for approval at the May 14th meeting:

- Accommodations & Accessibility Policy
- Campaigning, Petitioning, Interviewing & Similar Activities Policy
- Changes to Policies Policy
- Circulation Policy
- Closures Policy

- Approve a universal change in policy terminology: To change "Board" to "Library Board of Trustees" when mentioned in a policy for the first time, then to "Board" for any subsequent mention within a policy.



2nd Reading

ACCOMMODATIONS & ACCESSIBILITY POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026; Board Policy Committee 4/14/26

The Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act (ADA) and the state of Michigan's Persons with Disabilities Civil Rights Act. The Library is committed to providing reasonable accommodations to ensure that patrons with disabilities have equal access to all services, programs and activities available to those without disabilities. A "**disability**" is defined as a physical or mental impairment that substantially limits one or more major life activities.

Accessibility of Materials & Library Information

Despite our best efforts, not all library materials are available in all formats.

- **Materials by Mail**
 - The Library provides home delivery of materials to Novi residents through USPS with the NPL @ Your Door service (see "NPL @ Your Door Usage Policy" for additional details).
- **The Library provides a Access to information and assistive devices in a variety of formats, such as:**
 - Audiobooks in multiple formats
 - Braille books
 - Large print materials
 - Multimedia kits
 - Online databases
 - Periodicals in multiple formats
 - Printed material
 - Video materials in multiple formats
 - Referrals to the Oakland Talking Book Service at Rochester Hills Public Library for a larger selection of materials and visual aids
 - Wide variety of magnifiers

Library staff are available to answer questions verbally or in writing, in person, by phone, by email or via the "Contact Us Form" on the Library's website.

Library Mobility Aids

The Library has ~~two (2)~~ a wheelchair available for patron use in the Library and on Library grounds, ~~one located on the first floor near the front entrance and one located on the second floor at the top of the main staircase.~~

Library staff are not permitted to assist patrons with using the wheelchairs or to operate the wheelchair for a patron, except in emergency situations such as a fire or severe weather.

Patron Mobility Aids

Library staff are available to retrieve any materials which are inaccessible to wheelchair users or others with mobility impairments. The Library provides space for ~~the~~ wheelchair users to study and work at desks, computers, tables, carrels and catalog stations.

Wheelchairs, Mobility Aids and Other Power Driven Mobility Devices ("OPDMDs") are only permitted by those who require them because of a disability. All other uses of OPDMDs inside the Library are prohibited. The Library is permitted to ask the person using the device to provide a "credible assurance" that the device is necessary because of a disability. The Library Director or their designee shall obtain such credible assurances if required.

OPDMDs shall be permitted in all areas where patron pedestrian traffic is permitted. When not in use, OPDMDs cannot block doors, entrances, walkways or aisles. OPDMDs shall be operated at the speed of walking pedestrian traffic, which is approximately ~~three~~ (3) miles per hour. OPDMDs that use a gas or combustion engine are prohibited from operating inside of the Library.

Restrooms

- The Library has a single use/family restroom, located on the first floor, for patrons who require additional space or privacy.

- Public restrooms, including the first and second floor men's and women's restrooms have automatic door activation switches.

Service Animals

Animals are not permitted in the Library other than trained Service Animals, including those in training, (as defined by the Americans with Disabilities Act (ADA) and Michigan law) for those patrons with disabilities, those used in law enforcement or for Library programming. Service Animals are permitted to accompany patrons with disabilities in all areas of the Library where the public is allowed to go.

Emotional support or comfort animals are not permitted in the Library building. Animals may not be left unattended on Library grounds. The Library is not responsible for animals, including those left unattended.

The Library is permitted to ask the person requiring a Service Animal the following questions:

- Is the animal a Service Animal required because of a disability?
- What work or task has the animal been individually trained to perform?

The Library may not ask about the individual's disability, require medical documentation, require a special identification card or ask that the Service Animal demonstrate its ability.

A Service Animal may be removed for either of the following reasons:

- The animal is out of control and the handler does not take effective action to control it.
- The animal is not housebroken. "**Housebroken**" is defined as a pet trained to urinate and defecate outside of a building or only in a special place.

Website & Mobile App Access

The Library's website has an accessibility toolbar that offers a screen reader, alternate fonts and text size, alternate background and text colors, a reading ruler, screen mask, dictionary, magnifier, language translation and plain text mode.

The Library designs its website and mobile app to meet or exceed the standards for accessibility required by law. To that end, the Library will follow Title II of the ADA and the federal rules regarding accessibility. The Library will ensure that its websites and any mobile apps meet the requirements of the Web Content Accessibility Guidelines (WCAG) at a minimum within the time as provided by the Department of Justice Federal Rule.

If any person has difficulty accessing the Library's website or mobile app, please contact the Library to explain the following:

- The specific access and accessibility problem
- The link to the portion of the website at issue or specific URL
- The reasonable accommodation or change you are requesting
- Your preferred contact information

To Request an Accommodation

All Library staff members have been instructed to be sensitive to all requests for accommodation by any patron with disabilities and to make reasonable effort to provide accommodation on an individual basis. To request an accommodation, a patron must complete and submit the

“Application for Accommodation Form” to the Library Director at least fourteen (14) days in advance of the date of accommodation. The reasonable accommodation offered by the Library may not be the accommodation that is requested. Examples of accommodations include:

- The Library has two (2) public elevators available for patrons to move between floors.
- The Library reserves front-row seating if requested.
- The Library provides a wheelchair for use in the Library
- The Library welcomes attendants to assist patrons with disabilities to enjoy the Library's programs and services. The Library provides adequate space for any attendants, including trained Service Animals, as defined by the ADA and Michigan law (see “Service Animals” below), as well as assistive devices that a person with disabilities may need to help them enjoy the Library's programs and services.

Filing a Grievance

A Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a grievance alleging discrimination on the basis of disability by the Library in the provision of its services, activities and programs. Please note that the policy applies to patrons and users of the Library.

A grievance should be in writing and contain information about the alleged discrimination such as name, address, phone number of the filer; and location, date and description of the problem. Alternative means for filing a grievance, such as personal interviews or an audio recording, will be made available for persons with disabilities upon request. A grievance should be submitted by the filer or their designee as soon as possible but no later than fourteen (14) business days after the date of the alleged violation to:

Library Director
45255 Ten Mile Rd
Novi, MI 48375

Within fourteen (14) business days after receipt of a grievance, the Library Director or designee will meet with the filer to discuss the grievance and possible resolutions. Within fourteen (14) business days of the meeting, the Library Director will respond in writing and, when appropriate, in a format accessible to the complainant, such as large print or audio recording. The response will explain the position of the Library and offer options for substantive resolution of the grievance.

If the response by the Library Director does not satisfactorily resolve the issue, the filer or their designee may appeal the decision within thirty (30) business days after receipt of the response to the Library Board ~~of Trustees~~. After receipt of the appeal, the Library Board shall hear the appeal and notify the filer in writing and, when appropriate, in a format accessible to the filer, with a final resolution of the grievance.

All written grievances received by the Library Director or the Library Board ~~of Trustees~~ will be retained by the Library for at least three (3) years.

Approved by the Novi Public Library Board of Trustees: October 24, 2024

Amended: April 23, 2026

APPLICATION FOR ACCOMMODATION

Date of Submission: _____

Name of Applicant: _____

Phone Number: _____ (home) _____ (cell) _____ (other)

Address: _____

Email: _____

Service, activity, meeting or program title for which accommodations are requested:

Preferred Date of Accommodation: _____

Please describe reason for the accommodation: _____

Please describe the accommodation requested: _____

By signing this Application, the Corporation, Organization or Individual ("Applicant") identified above agrees as follows:

- 1. The Applicant has a disability that is covered by the Americans with Disabilities Act ("ADA").**
- 2. The Applicant acknowledges the Library's "Accommodations and Accessibility Policy."**

Filer's Signature: _____ Date: _____

FOR LIBRARY USE ONLY

Department: _____ Approved: YES NO

Approved by (Print): _____ Date: _____

Approved by (Signature): _____

Filer Notified (Date): _____



2nd Reading

CIRCULATION POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026; Board Policy Committee 4/14/26

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

Library Card General Information

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

Patron Responsibility

- Patrons are responsible for all materials borrowed on their library card. In signing the card, they agree to abide by the Library's lending rules and all policies and regulations. Possession of a library card by someone other than its owner (when not reported as

lost) implies the consent of the individual named on the card for the holder's use of the card.

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

Acceptable Forms of Identification

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

Types of Library Cards & Eligibility

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

Standard Cards

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

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

A second parent, guardian or caregiver can be added to the child's account if they are present at registration with the registered primary parent, guardian or caregiver and the child in attendance. They must provide their valid picture ID and proof of Novi residency. If they have a valid scannable library card, it must not be blocked to be added to their child's account.

All parents, guardians or caregivers who sign the child's card or who are added to a child's account will have access to account information and are responsible for all materials borrowed.

- **Novi Resident Sponsor**

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

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

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

- **Novi Business Owner**

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

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

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

- **Non-Residents Employed in Novi (Excluding City of Novi Employees)**
Non-residents who are employed at a business located in Novi may register for a library card that is valid only at Novi Public Library. They must present a valid picture ID showing their current home address and either (a) an official business letter on company letterhead showing the Novi business address and signed by a company or Human Resources representative dated within the last ninety (90) days or (b) a paycheck showing the Novi business name and address dated within the last ninety (90) days. Non-residents employed in Novi whose home library is a member of TLN are not eligible for an NPL card.
- **Non-Resident Library Card (Purchased) (Excluding City of Novi Employees and Non-Residents Employed in Novi)**
NPL cards are available for purchase for a period of one (1) year based on the following criteria:
 - Non-Residents Whose Home Library is a Member of TLN
Non-residents whose home library is a member of TLN may choose to purchase an NPL card that is valid only at Novi Public Library for an annual fee instead, as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines" and must relinquish their home library card. They can only have one library card in the TLN shared system. Non-residents must present a valid picture ID showing their current home address.
 - Non-Residents Whose Home Library is ~~a~~ Not a Member of TLN
Non-residents whose home library is not a member of TLN may purchase an NPL card that is valid only at Novi Public Library for an annual fee as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines." Non-residents must present a valid picture ID showing their current home address.

Other Library Cards

- **Non-Residents Whose Home Library is a Member of TLN**
For a complete list of member libraries of TLN and their shared system or standalone classification, see TLN's website or the Library's TLN Phone Directory.
 - Shared System Library
Non-residents whose home library is a member of the TLN shared system can use their valid home library card at the Novi Public Library with limited access based on each home library's policies.
 - Standalone Library
Non-residents whose home library is a member of the TLN standalone system are eligible to register their valid home library card for limited access and guest privileges at Novi Public Library in the TLN shared system.

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

Library Card Renewal

Standard Cards

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

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

Non-Standard Cards

- **Novi Business Owner, Non-Resident City of Novi Employee or Non-Resident Employed in Novi library cards** must be renewed annually in-person. Cardholders must present a valid picture ID showing their current home address, their valid scannable library card and the valid documentation that was required at registration. All fees must be paid in full prior to renewal.
- **Non-Resident Library Card (Purchased)** is valid for one (1) year with no renewal. Cards must be repurchased each year to maintain privileges.

Non-Residents Whose Home Library is a Member of TLN

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

Borrowing, Renewing, Holds & Interloaned Materials

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

Borrowing Materials

- Any materials borrowed from the Library must be checked out and fully processed on a valid scannable library card, which is required for all services involving access to a patron account in the Library.
- Patrons whose library cards are used by others are responsible for all charges and fees that may result from that use.

Renewing Materials

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

Hold

- Patrons may reserve materials ("place a hold") in-person, by phone or through the Library's online catalog or app. Patrons will be notified when the hold is available and can view their holds and availability in their account through the online catalog [or app](#).
- The library card used to place a hold must be presented at checkout. Items will be held for pickup for seven (7) days.
- [Items are not checked out to the requesting patron prior to being placed on the hold shelf. When picking up an item from the hold shelf, the item must be checked out by the patron either at the Circulation Desk or one of the four \(4\) Self-Check stations in the Library.](#)

Materials From Other Libraries

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

Fees for Damaged, Destroyed or Lost Materials

- The Library is fine free. Due dates are meant to be followed and are intended to encourage patrons to bring back materials within a reasonable period of time.
- Patrons are charged fees for lost, damaged or destroyed materials, but not overdue fines on items returned past the due date. Overdue materials are considered lost and will be billed to the patron twenty-one (21) days after the due date.
- If a patron claims an item that is charged to their account has been returned, they should contact the Library. Staff will search for the item over a period of three (3) weeks. The patron should simultaneously search for the item, contact the Library if found and return the item. If the item is not located after three (3) weeks, the item will remain on the patron's account and the patron will be held responsible for the replacement cost of the item. [The replacement cost will be the original cost of the item as indicated in the Library's computer database.](#)

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- It is the responsibility of the patron to return materials in good condition. At the Library's discretion, if an item is lost or damaged/destroyed and deemed not to be shelf-worthy**, the patron must pay the replacement cost for the item. Replacement cost payments are non-refundable. If a lost item is found after the replacement cost is paid, it becomes the property of the patron.
 - **This may include highlighting, stamping, ~~or~~ coloring, writing, ~~tears~~ rips/torn pages, soiling, liquid damage by liquids, pet/child/insect damage, stickiness, excessive odors or any other obvious damage as determined by staff. This list is meant to give examples and is not exhaustive of all types of damage that may occur.
 - Once the replacement fee is paid, the destroyed/damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the Library will keep billed, destroyed/damaged materials for thirty (30) days from the date the charge is added to the patron account. The Library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any kind.
 - Interlibrary loan items that are lost, damaged or destroyed are subject to the policies of the owning library and/or the interlibrary loan network organization and must be addressed with the owning library.
 - Failure to pay these fees may result in the suspension of borrowing privileges. Cancellation or suspension of borrowing privileges may also result from abuse of library materials, policies and procedures; repeated late return of materials; damage to or loss of materials by result of neglect or deliberate misuse or nonpayment of loss charges.
 - All fees must be paid in full prior to library card renewal.
 - The Library accepts payment by cash, check, debit card, credit card and contactless payment for fees. Payment may be made in-person or in the patron's account through the Library's online catalog.
 - The Library requires a patron's signature for all card and contactless payment transactions at the Circulation Desk.
 - When paying with a card or contactless payment, patrons must provide a signature on the Library's copy of the receipt, even when the receipt states that "signature is not required."
 - Circulation Desk transactions involving contactless payments must be handled by patrons on the patron-facing PIN pad unit and finished by staff on the staff-facing main credit card unit.
 - If a patron requires the assistance of a staff member with contactless payment on a patron-provided device, staff must receive permission from the patron to use their device.

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

Amended: October 9, 2025; April 23, 2026



2nd Reading

CLOSURES POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026; Board Policy Committee 4/14/26

The Library will be closed on the following days **each year**:

**New Year's Day
 Martin Luther King Jr. Day
 Easter Sunday
 Mother's Day
~~Saturday of Memorial Day weekend~~
 Sunday of Memorial Day weekend
 Memorial Day
 Juneteenth
 Father's Day
 Independence Day
~~*Staff In-Service Day Professional Development Day~~
 Saturday of Labor Day weekend
 Sunday of Labor Day weekend
 Labor Day
 Wednesday before Thanksgiving (Library closes at 5pm)
 Thanksgiving Day
 Friday after Thanksgiving Day
 Day before Christmas Eve Day (Library closes at 5pm)
 Christmas Eve Day
 **Christmas Day
 New Year's Eve Day

Any other day may be ~~approved~~ **subject to change by approval of the Library Board** ~~from time to time.~~

~~*Staff In-Service Day Professional Development Day~~ is usually scheduled ~~for on the third~~ a Friday in August, but is subject to change at the discretion of the Library Director.

**Whenever Christmas Day or New Year's Day falls on a Sunday, the Library will be closed on the Friday before.

Notice of all closures ~~will be posted in the Library and on the website.~~ will be announced to the public in as many ways as possible, including the Library website, social media outlets, Library phone system and signage.

Approved by the Novi Public Library Board of Trustees: December 19, 2007

Amended: May 1, 2010; February 11, 2012; January 1, 2013; October 15, 2014; June 22, 2017; January 1, 2018; June 25, 2020; March 25, 2021; **April 23, 2026**

Closure Days	Novi As of 2021	City of Novi	Farmington	Lyon Twp.	Wixom	Walled Lake	Northville	Salem-South Lyon	Commerce
New Year's Day	X	X	X	X		X	X	X	X
Martin Luther King Jr. Day as of Jan. 2025	X	X		X	X		X		X
President's Day		X			X				X
Friday before Easter		X		X	X	X			
Saturday before Easter				X	X	X			
Easter Sunday	X	X	X	X	X	X	X	X	X
Mother's Day	X	X		X	X	X	X	X	
Friday of Memorial Day						X			
Saturday of Memorial Day			X	X	X	X		X	
Sunday of Memorial Day	X	X	X	X	X	X	X	X	X
Memorial Day	X	X	X	X	X	X	X	X	X
Juneteenth	X	X			X				
Father's Day	X	X		X	X	X	X	X	
Independence Day	X	X	3 rd , 4 th , 5 th	4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th	X		3 rd , 4 th
Staff In-Service Day	X								X
Saturday of Labor Day	X	X	X	X	X	X		X	
Sunday of Labor Day	X	X	X	X	X	X	X	X	X
Labor Day	X	X	X	X	X	X	X	X	X
Columbus Day, Veteran's Day, Early Voting Day	Floating day	X	X		X				X, X, X
Wednesday before T-Day (Library closes at 5pm)	X	Close at 5pm	Close at 3pm			Close at 4pm		Close at 5pm	Close at 5pm
Thanksgiving Day	X	X	X	X	X	X	X	X	X
Friday after T-Day	X	X		X	X	X		X	
Saturday after T-Day					X	X			
Christmas Eve Day	X	X	X	X	X	X	X	X	X
Christmas Day	X	X	X	X	X	X	X	X	X
New Year's Eve Day	X	X	X	X	X	X	X	X	X
Notes	Open 7 days	Closed Sat/Sun	Open 7 days Has AMHS	Closed Sun in summer	Closed Sun Year Round	Closed Sun Year Round		Closed Sun Year Round	

X – Closure X – Closure & Paid Holiday

HR Committee – Meeting held on: No meeting held

2025 – 2026 GOALS:

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

Building & Grounds Committee – Meeting held on: March 19, 2026

- Reviewed quotes for the lawn contract
- Main entrance door update

2025 – 2026 GOAL:

1. Review NPL's current Technology Plan

Finance Committee – Meeting held on: No meeting held

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: 3/24/26

The following was discussed:

- Marketing Plan updates and discussion
- 65th Anniversary fundraising update
- Sponsorship form updates
- Summer reading planning is in the works

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

The following letter for a solicitation of donations for the 65th Anniversary was sent out by Director Farkas as an email to 100 businesses in Novi



March 23, 2026

Dear X,

This past October, the Novi Public Library reached a landmark milestone: 65 years of serving as the heart of our community. It was a momentous occasion, but as we looked back at our history, we realized our most important work is actually what comes next.

Today, I'm inviting you to help us build a legacy for Novi's next generation.

To celebrate our anniversary, we have launched a campaign to raise \$65,000 specifically to transform our Youth Area on the first floor. This space serves our youngest patrons—ages zero to twelve—during their most critical years of development.

While our library has grown, our youth space hasn't been updated in over fifteen years. The way children learn and play has changed drastically since then. We aren't just looking for new carpet; we are building a world-class, interactive environment featuring:

- Modern play equipment & manipulatives to spark early literacy.
- Flexible programming spaces to double our capacity for youth events.
- Accessible design so every child in Novi, regardless of ability, can learn and explore.

Every dollar you contribute stays right here in Novi. Your support will turn a dated area into a vibrant hub of discovery that prepares our children for a lifetime of success.

Will you join us in reaching our \$65,000 goal?

To discuss how your business can leave a lasting mark on this project, reach out to me directly at jfarkas@novilibrary.org or 248-869-7233. To make a donation, visit the library's website at: <https://novilibrary.org/65years/>.

With gratitude for your partnership,

Julie Farkas

Strategic Planning Committee – No meeting held

2020 – 2026 GOAL:

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

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

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

DEI Committee – Meeting held on: No meeting held

2025-2026 GOAL:

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

COMMUNICATIONS – N/A



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month

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

2026

January	2 Budget Planning Sessions at Novi Public Library: 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, Council Chambers Board Elections
April 19-25	National Library Week 2026
April 23	Library Board Regular Meeting, Novi Public Library (instead of April 16)
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 in Council Chambers and April 16th (Director Conflict) at Novi Library

Approved: July 10, 2025