



Agenda

Novi Public Library Board of Trustees
Thursday, October 8, 2026
at 7:00 p.m.
Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Welcome Student Representatives: Alayna Hong and Francesca "Frankie" Peavy

Approval of Agenda 1-3

Consent Agenda

1. Approve Minutes of: September 10, 2026 –Regular Board Meeting..... 4-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#667) 12-14

Presentations

1. Staff Recognitions for 2025-2026 50-54

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 Report 15-16
2. President's Report (Mark Sturing)
 - A. Updates from 9/10/26 Library Board Mtg. 17
 - B. MLA/ALA Updates 18-19
 - C. 2026-2027 Board Committee Assignments, as of 7/2/26 21
 - D. Challenged Book Reflections
 - E. Board Member Reflections
3. Treasurer's Report (Brian Bartlett)
 - A. 10 Year Financial Projection General Fund 271 22
 - B. 2026-2027 271 Approved Budget 23-26
 - C. 2026-2027 272 Approved Contributed Fund Budget 27
 - D. Financial Report September 2026 28
 - E. Library Fund 271 Revenue & Expenditure Report as of September 30, 2026 29-31
 - F. Library Contributed Fund 272 Report as of September 30, 2026 32-33
 - G. Balance Sheets for Funds 271 and 272 as of September 30, 2026 34-35
(* as of 10/4/26 audit is not completed by City of Novi)
4. Director's Report (Julie Farkas) 36-56
 - A. Door Count Usage Statistics – (Jeff Smith) 57-58
 - B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) 59

C. Information Technology Report (Jeff Smith)	60-63
D. Facilities Report (Keith Perfect)	63-64
E. Assistant Director of Public Services Report (Lori Lowery)	N/A
F. Information Services Report (Emily Brush and Rae Manela)	64-69
G. Marketing and Community Promotion Report (interim Amy Crockett)	69-70
H. Support Services Report (Sarah Mominee)	70-72
I. Library Usage Statistics	73-82
J. Friends of Novi Library –Updates	83
K. City of Novi Historical Commission – Agenda: 7/16/26	84-86

Public Comment – see language above to be recited

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Burke, Bartlett, Yu and Staff Liaison – Julie Farkas)
 - Meeting held: Scheduled for 10/7 by Zoom87-110
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Dooley, Halvangis, Sturing, Staff Liaisons – Julie Farkas and Kristen Sullivan, HR Specialist)
 - Meeting will be held: No meeting N/A
3. **HR/Finance Ad-hoc Committee: Committee approved on July 9, 2026 by Library Board**
(Chair: Sturing, Bartlett, Dooley; Staff Liaisons – Julie Farkas and Kristen Sullivan)
 - Meeting held on: September 23rd; Meeting Scheduled for: 10/7/26 110
4. **Building & Grounds Committee:** Review Building, Grounds and IT infrastructure needs
(Chair: Yu, Sturing, Halvangis; Staff Liaison – Julie Farkas, Maryann Zurmuehlen and Jeff Smith)
 - Meeting held: September 28th 111-113
5. **Finance Committee:** Financial assessment, review and planning for the Library
(Chair: Bartlett, Burke, Czekaj; Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held 114-116
6. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke, Yu; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: No meeting held N/A
 - Library Open House: September 20th 204pm
7. **Strategic Planning Committee:**
(Chair: Bartlett, Czekaj, Staff Liaisons – Julie Farkas and Lori Lowery)
 - Meeting held on: No meeting held N/A
8. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
 - Meeting held on: No meeting held N/A
9. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Halvangis, Dooley (Staff Liaison – Julie Farkas)
 - Meeting held: with the Staff DEI Committee on 9/17/26 116

Matters for Library Board Action

1. **(Policy Committee – 1st Draft):** Circulation Policy, Food in the Library, Hours of Operation, Drive-up Window Services, iCube, Information & Reference Services, Meeting Room Rental & Use, Mobile Hotspot Usage
.....87-110
2. **(Finance Committee Recommendation):** Approval for Director Farkas and Emily Brush, Youth and Teen Services Supervisor, to attend the out of state CORE Conference on November 18 – November 20, 2026 for opportunities to learn more about designing and building new youth spaces in public libraries
..... 114-116

3. **(Building & Grounds Committee Recommendation):** To approve a Snow Removal Services Contract with Brien's Services, Inc. for November 1, 2026 to April 30, 2028 with a not to exceed contract cost of \$6982.50. This does not include costs for salt, which is billed per application based on potentially fluctuating market values for salt. This also does not include any snow plowing or salting that is requested after less than the minimum snowfall depth per the contract or on an emergency basis, which is also billed per occurrence or application based on the pricing above..... 112-113

Communications

1. Email from: Jacqueline Green Re: Library Card for Display..... 117
2. Email from: Fenar Mayes Re: New Horizons' 62nd Annual Awards Ceremony & Banquet 118
3. Email from: Terry Rife Re: New front doors 118

Closed Session

1. None scheduled N/A

Adjournment

Supplemental Information

- Library Board Calendars: 2026 & 2027 119-120
- Library Closings 2026 & 2027 121-122

2026 Future Events:

- **10/4 – 10/10 Banned Book Week**
- 10/8: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- 10/14: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **10/18 – 10/24: National Friends of Libraries Week**
- 10/21: Novi Historical Commission Meeting, 7pm, Novi Public Library
- 11/11: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/12: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- 11/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **11/25: Library Closes at 5pm**
- **11/26 – 11/29 Library CLOSED for Thanksgiving holiday and weekend**
- **BUDGET MEETINGS FOR 2027/2028**
 - 1st Session: January 16th: 10am – 2pm (lunch at noon), Novi Public Library – Board Room
 - 2nd Session: February 4th: 5:30pm – 8pm (dinner at 5:00pm), Novi Public Library – Board Room
 - Budget Approval: February 11th 7:00pm – 9:00pm, City of Novi – Council Chambers

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

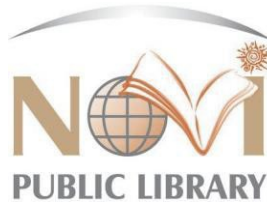
Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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

<http://www.novilibrary.org>

Initial Draft

MINUTES



**Library Board of Trustees – Regular Meeting
September 10, 2026, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by President, Mark Sturing

Novi Civic Center, Council Chambers

Called to order by **President Mark Sturing at 7:00 PM.**

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 7 board members were recorded present

Brian Bartlett, Treasurer

Kat Dooley, Vice President

Mark Sturing, President

Karla Halvangis, Secretary

Lori Burke, Board Member

Torry Yu, Board Member

Larry Czekaj, Board Member

Student Representatives

Positions not filled at this time

Library Staff

Julie Farkas, Director

Kirstin Kaufhold, Recording Secretary

Approval of Agenda 1-3

Motion: To approve the agenda with the amendment to matters of the board by adding moving the 2027 board monthly meeting from June 10th to June 27th

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

Motion passes – 6-0

Trustee Halvangis proposed moving the June 2027 Board meeting date from June 10, 2027, to June 24, 2027, due to the Community Fest.

Consent Agenda

1. Approve Minutes of: August 13, 2026 –Regular Board Meeting 4-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#666) 13-14

Motion: To approve the Consent Agenda with the correction of date for the approval of minutes

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

Motion passes – 6-0

Director Farkas noted an error in the Consent Agenda. The item should state "Approve Minutes of August 13" instead of "Approve Minutes of July 9."

Presentations

1. Summer Reading Annual Update by Lori Lowery, Asst. Director of Public Services N/A

Lori Lowery, Assistant Director of Public Services, reported on the Library's successful Summer Reading Program, which ran from June 1 through August 8. The 2026 theme was *Unearth a Story*. The Summer Reading Program is run by the state and the Library purchased materials through the program which included bookmarks, t-shirts, and other promotional items.

Participants tracked their reading using the Beanstack app or a paper Bingo card which was available at the Library. The program was open to patrons of all ages and abilities. Participants who completed one Bingo earned a completion prize, while those who completed the entire card were entered into the grand prize drawing.

A total of 1,157 participants completed the program, with 16,689 activities completed. Lowery thanked the Library's Summer Reading Program sponsors for their support.

Lowery also shared that the 2027 Summer Reading Program theme will be *Mysteries Await at Your Library*.

In addition to the summer program, the Library offers year-round reading challenges, including 1,000 Books Before Kindergarten, 500 Books Before Middle School, and 100 Books Before Graduation. The Library is currently hosting a Library Card Sign-Up Month reading challenge.

Trustee Czekaj asked whether a breakdown of participants by age group was available. Lowery stated that the largest group of participants was youth and teens in grades one through six. Director Farkas noted that a detailed breakdown could be provided to the Board.

Director Farkas also shared that the Library has a real dinosaur bone on display, which was highlighted during the summer program. She noted that sponsorship support reached its highest level this year, with many local businesses partnering with the Library. Farkas added that the Library experiences its highest patron usage during the summer months and thanked the staff for their efforts in making the program a success.

2. iCube Presentation by: Mary Robinson, Dominic Doot and Mallory Lindeman..... N/A

Mary Robinson, Dominic Doot, and Mallory Lindeman provided an update on the iCube Makerspace. As part of the Library's summer programming and Summer Reading Program Bingo activities, staff created and distributed small 3D-printed dinosaurs.

The iCube, located on the second floor, recently added several new pieces of equipment, including a high-efficiency, low-waste, multi-color 3D printer, two laser cutter and engravers, a Cricut Maker 4, an embroidery machine, and a Baby Lock serger. The embroidery machine and serger were donated by the Friends of the Library. Staff highlighted the capabilities of the new equipment, including the production of 150 mugs for the Veterans Day event, wood engraving projects, acrylic cutting made possible by a new air purification system, embroidery services, sewing projects, and custom vinyl creations. The Cricut Maker 4 is popular for greeting cards, banners, stickers, decals, and heat-transfer vinyl projects. The vinyl cutter remains the most popular green-level equipment in the iCube.

New programming initiatives included Teen Invasion, a summer crafting program for tweens and teens, and expanded beginner sewing classes.

The presenters also discussed the Library's participation in a 3D Assistive Devices initiative funded through the Friends of the Library. The program provides free adaptive devices to patrons through a statewide network in partnership with the Guild of Library Makers. Patrons may request one accessibility device per month, and participating libraries throughout Michigan can offer devices to their patrons for pickup through the network.

Additional updates included plans to add poster printing services and recent improvements to the Makerspace, including the addition of a visible staff welcome desk. It was noted there is a need for additional staffing hours,

particularly on Fridays. A review of staffing at comparable makerspaces found that many smaller facilities provide greater staff coverage.

The presenters discussed the continued relevance of library makerspaces, citing equitable access to technology, digital preservation, creative place making, sustainability efforts, support for makers and DIY enthusiasts, and the growing use of AI-assisted design tools.

Director Farkas noted that the Novi Public Library's Makerspace is widely recognized throughout the state, frequently receiving inquiries from other libraries seeking guidance on developing makerspaces. Team members have also been invited to present at conferences and share their expertise. Usage of the Makerspace continues to grow, with community members regularly utilizing its resources and services.

Public Comment

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No public comment

Reports

1. Teen Space Statistics 15-16
 - A. Student Representative Application began promotion on 9/1/26
 - B. Teen Space began on Monday, August 31st: Monday – Thursday 2:45pm – 5pm

Director Farkas reported that no applications have been received to date for the student representative positions. If applications are not received by the deadline, the application period may be extended. Staff have contacted teens that have visited the teen space last year, promoted the opportunity on social media, and will continue outreach efforts.

Director Farkas also reported that the Teen Space is currently not open on Fridays. To encourage positive behavior among teens, the Library has introduced "Frappuccino Fridays." When Café staff observe a teen demonstrating exceptional respect and behavior, they provide the teen with Julie Farkas' contact information, and she will personally purchase a Frappuccino for them.

Trustee Burke asked when the Teen Space is expected to return to a five-day schedule.

Director Farkas stated that a new staff member has recently been hired and is currently being trained. The goal is to have the Teen Space operating five days per week by the beginning of the new year.

2. President's Report (Mark Sturing)
 - A. Updates from 8/13/26 Library Board Mtg..... 17-18
 - B. MLA Updates..... 18-20
 - C. 2026-2027 Board Committee Assignments, as of 7/2/26..... 21
 - D. Reflections from Board Members

Trustee Sturing reported that Lisa Waskin, President-Elect of the Michigan Library Association, shared her priorities for her presidential year, which include connection and growth. Trustee Sturing also noted that the Michigan Library Association recently celebrated its 135th anniversary.

Director Farkas added that the Michigan Library Association has utilized four different logos throughout its history.

Trustee Sturing reported that there were no changes to Board committee assignments since the previous meeting.

Trustee Burke reported attending the August 20 Paradise Park concert and noted that it was well attended and enjoyable. Burke also observed that the Friends of the Library had a large presence at the event, including an informational table and raffle baskets. In addition, Burke visited the South Lyon Township Library with her granddaughter and commented on the interactive displays located at the ends of the bookshelves and the helpfulness of the staff.

Trustee Halvangis reminded the Board about the upcoming Human Library event scheduled for Saturday from 1:00 p.m. to 4:00 p.m. Trustee Halvangis shared that she participated in previous years, assisting with greeting attendees, distributing materials, and tracking attendance. She remarked that it was rewarding to hear patrons express their appreciation for the Library. Trustee Halvangis also noted Dolly Parton's significant contributions to literacy initiatives.

Trustee Dooley reported that a library-related documentary recently received an Emmy Award in a documentary category. She commented that the recognition helps bring attention to the importance of libraries and intellectual freedom. Trustee Dooley also noted that several books she has read have been challenged or banned at various times.

Trustee Bartlett reported attending the monthly Friends of the Library meeting, where discussion focused on the upcoming newsletter and annual report. Trustee Bartlett noted that the Friends are transitioning to a digital format for their communications.

Trustee Sturing reported attending several Songfest events and noted that they were well attended and enjoyable. He also had the opportunity to meet representatives from Detroit PBS, who expressed interest in partnering with libraries, including Novi Public Library. Trustee Sturing shared that Detroit PBS recently participated in an event at Eastern Market that attracted more than 3,000 children and families to receive books and educational information.

3. Treasurer's Report (Brian Bartlett)	
A. 10 Year Financial Projection General Fund 271	22
B. 2026-2027 271 Approved Budget	23-26
C. 2026-2027 272 Approved Contributed Fund Budget	27
D. Financial Report August 2026	28
E. Library Fund 271 Revenue & Expenditure Report as of August 31, 2026	29-31
F. Library Contributed Fund 272 Report as of August 31, 2026	32-33
G. Balance Sheets for Funds 271 and 272 as of August 31, 2026	34-35

Trustee Bartlett reported that the City is still in the process of auditing the Library's financial records. The audit is expected to be discussed further at the next meeting. Trustee Bartlett also noted that the City recently lost a member of its finance staff.

Referring to page 26, Trustee Bartlett explained that a comment from Katie McConnachie may have been confusing. The transaction was recorded this week but was backdated and posted as of June 30, 2026.

Trustee Sturing asked about the difference between the fourth-quarter figures and the year-end numbers. Trustee Bartlett explained that year-end figures must be submitted in January in order to receive approval in April as part of the annual budgeting process.

Trustee Bartlett further noted that the Board approves the projected year-end figures during the budget development process.

Trustee Sturing requested additional information showing budget-to-actual comparisons, including an explanation of significant variances and a summary comparing fourth-quarter budgeted amounts to actual results.

4. Director's Report (Julie Farkas)	36-50
A. Door Count Usage Statistics – (Jeff Smith)	51-53

B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	54
C. Information Technology Report (Jeff Smith)	55-57
D. Facilities Report (Keith Perfect)	N/A
E. Assistant Director of Public Services Report (Lori Lowery)	58
F. Information Services Report (Emily Brush and Rae Manela)	59-63
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 – Minutes: 8/12/26; Agenda. 9/9/26	77-80

Director Farkas recognized staff celebrating work anniversaries and announced that Pat Amierskandari will be retiring after 24 years of service to the Library.

Director Farkas reported that staff attended a Professional Development Day at the South Lyon Library focused on generational training. The training provided strategies for better serving patrons across generations. It was noted that within the Library's management team, every generation was represented.

Director Farkas reminded Trustees of the Library's Open House scheduled for September 20 and asked any Board members interested in volunteering to contact her.

Trustee Halvangis asked about the Community Reads program.

Director Farkas explained that Community Reads provides multiple copies of the same book for patrons to read and includes an opportunity to meet the author. She noted that the current event is fully booked.

Trustee Burke asked why the drive-up service numbers on page 69 were significantly higher in July and August 2026 compared to the same period in 2025.

Director Farkas explained that the Library's new camera system provides more accurate counts. The previous sensor system could record multiple counts for the same vehicle, resulting in less reliable data.

Trustee Dooley asked whether the lobby count cameras record both patrons entering and exiting the building.

Farkas confirmed that the cameras count both entries and exits, and the total is divided by two to estimate overall patron visits.

Trustee Yu noted that the building count by hour report on page 51 showed no data for August 14, 2026.

Director Farkas explained that the Library served as a polling location that day and opened at 5:00 a.m., while voting began at 7:00 a.m. She indicated that polling activity may not have been included in the Library usage statistics and stated that she would verify the data.

Trustee Sturing observed that the Library's computer login statistics appeared significantly different from those of other libraries and asked how the figures were being calculated. He also questioned whether hotspot usage could be affecting the numbers.

Director Farkas stated that she would provide the definition and methodology used for the computer login statistics.

Trustee Burke asked what was included in the public workstation count on page 70.

Director Farkas explained that public workstation usage reflects patrons using Library computers, while Wi-Fi access is available throughout the building, park, and parking lot on a 24/7 basis.

Trustee Halvangis asked about the costs associated with supplies for RIDES deliveries referenced in the fourth bullet point on page 65.

Director Farkas explained that RIDES is a state-run program and that materials borrowed through the system must be returned according to state requirements. She noted that interlibrary loans from institutions such as universities are also processed through the statewide system.

Trustee Czekaj asked whether patrons are charged for materials received through the state program.

Director Farkas stated that patrons are not charged. The Library pays a minimal annual fee, with much of the program funding provided through state support.

Trustee Yu asked about the Library's involvement with the Community Reads neighborhood association.

Farkas responded that the Library remains involved with Community Reads and continues to participate in the program. She added that the Library remains open to additional partnership opportunities as they arise.

Public Comment

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Citizens must state their first, last name and address.

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library (Chair: Burke, Bartlett, Yu and Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held.....N/A
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Dooley, Halvangis, Sturing, Staff Liaisons – Julie Farkas and Kristen Sullivan, HR Specialist)
 - Meeting will be held: 8/5/26..... 84
3. **HR/Finance Ad-hoc Committee: Committee approved on July 9, 2026 by Library Board**
 - Meeting held on: No meeting in AugustN/A

Trustee Burke noted that, according to page 89 of the report, this is the first year the Café has reported a profit.

Trustee Bartlett stated that the Library does not charge the Café rent because it provides a valuable service to Library patrons.

Director Farkas added that the Café has increased revenue by offering meeting room catering services and supporting a greater number of catered events.

4. **Building & Grounds Committee:** Review Building, Grounds and IT infrastructure needs (Chair: Yu, Sturing, Halvangis; Staff Liaison – Julie Farkas, Maryann Zurmuehlen and Jeff Smith)
 - Meeting held: Novi Schools Construction Update mtg. on 8/27/2684-88

Trustee Sturing reported that updates have been provided regarding changes to the school bus routes and traffic patterns. Some buses will continue to drop off at Taft Road, while others will utilize a new loop located near the tennis courts. Trustee Sturing noted that information about the changes appeared to have been communicated later than expected.

As a result of the changes, Library staff who previously parked in the school's parking lot will now park in the Library parking lot. Delivery procedures for the Library will remain unchanged.

Trustee Sturing also noted concerns regarding traffic flow and indicated that Oakland County should be contacted to evaluate signal timing, as the current traffic light cycle only allows one bus to exit at a time.

Director Farkas reported that she sent an email to the school principal regarding school employees parking in the Library staff parking area. She noted that if Library staff are unable to access designated staff parking, vehicles parked improperly may be subject to towing.

5. **Finance Committee:** Financial assessment, review and planning for the Library (Chair: Bartlett, Burke, Czekaj; Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held N/A
 - Café Financials 2025-2026 89
6. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities (Chair: Dooley, Burke, Yu; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: No meeting held N/A
 - Library Open House: September 20th 4pm
7. **Strategic Planning Committee:**
 (Chair: Bartlett, Czekaj, Staff Liaisons – Julie Farkas and Lori Lowery)
 - Meeting held on: No meeting held in August N/A
8. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
 - Meeting held on: No meeting held in August – members received new copy.....N/A
9. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Halvangis, Dooley (Staff Liaison – Julie Farkas)
 - Meeting held: Meeting scheduled with the Staff DEI Committee on 9/17/26..... 90

Matters for Library Board Action

1. To move the 2027 board meeting from June 10th to June 24th..... 92

Motion: To approve moving the 2027 board meeting from June 10th to June 24th.

Motion for Approval – 1st – Trustee Halvangis

2nd – Trustee Czekaj

Motion passes – 7-0

Communications

1.N/A

Closed Session

1.N/A

New Business Adjournment

Motion: To adjourn at 9:12

Motion for Approval – 1st – Trustee Bartlett

2nd – Trustee Burke

Motion passes – 7-0 Supplemental Information

- Library Board Calendars: 2026 & 2027..... 91-92
- Library Closings 2026 & 202793-94

2026 Future Events:

- 9/9: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- 9/10: Library Board of Trustee Regular Meeting at 7pm, City of Novi
- 9/16: City of Novi Historical Commission Meeting, 7pm, Novi Public Library
- 9/20: Library Open House: 2-4pm
- 10/4 -10/10 Banned Book Week
- 10/8: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- 10/14: Friends of Novi Library Regular Meeting at 7PM, Novi Public Library
- 10/18-10/24: National Friends of Libraries Week
- 10/21: Novi Historical Commission Meeting, 7pm, Novi Public Library

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WARRANTS (Provided by Bindhya Raja, Bookkeeper)**Please note: Year-end audit has not been completed as of 10/4/2026**

Warrant 667	271 Accounts	Oct 2026	
Payable to	Invoice #	Account number	Amount
Hub Stadium	Girls Night Out	271-000.00-674.289	\$ 3,421.00
Quill	copy paper	271-000.00-727.000	\$ 289.92
Stamps.com	Postage	271-000.00-728.000	\$ 100.00
Stamps.com	Service Charge - 8/22/26 - 9/22/26	271-000.00-728.000	\$ 20.99
Adobe	Creative Cloud - 9/10/26 - 10/9/26	271-000.00-734.000	\$ 104.97
Boss	7/1/26 - 6/30/27	271-000.00-734.000	\$ 6,564.00
Knight Technology	September	271-000.00-734.000	\$ 700.00
Techsoup	Microsoft 365 - 9/12/26 - 10/11/26	271-000.00-734.000	\$ 172.20
Amazon	IT & iCube supplies	271-000.00-734.500	\$ 904.51
The Library Network	Epson TM-L Lineless	271-000.00-734.500	\$ 1,832.50
Xtool Store	iCube Air Filtration	271-000.00-734.500	\$ 486.11
Amazon	Self-Seal bubble Mailers	271-000.00-740.000	\$ 166.41
Gordon Food Service	Sugar	271-000.00-740.000	\$ 53.96
image360	Wood Plaque	271-000.00-740.000	\$ 93.00
Playaway	One Time Lock	271-000.00-740.000	\$ 29.74
Quill	calendar	271-000.00-740.000	\$ 374.03
Sam's	Table Cloth, Clorox wipes	271-000.00-740.000	\$ 232.29
Showcases	Blu-Ray DVD Case	271-000.00-740.000	\$ 512.35
Actrace	Books	271-000.00-742.000	\$ 1,250.00
Amazon	Books	271-000.00-742.000	\$ 782.14
Brodart	Books	271-000.00-742.000	\$ 13,878.45
Cavendish Square	Books	271-000.00-742.000	\$ 204.44
Cengage/Gale	Books	271-000.00-742.000	\$ 320.90
Center Point	Books	271-000.00-742.000	\$ 302.64
Chicago Distribution/ALA	Books	271-000.00-742.000	\$ 64.14
Erasmus	Books	271-000.00-742.000	\$ 386.17
Kinokuniya	Books	271-000.00-742.000	\$ 234.53
Amazon	Lending Library	271-000.00-742.010	\$ 235.45
Brodart	Lending Library	271-000.00-742.010	\$ 215.41
Midwest Tape	Lending Library	271-000.00-742.010	\$ 22.49
Berkley Public Library	Lost Berkley item	271-000.00-742.100	\$ 29.00
Flat Rock Public Library	Lost item	271-000.00-742.100	\$ 27.00
Midwest Tape	Audio Visual Materials	271-000.00-744.000	\$ 3,317.62
Playaway	Audio Visual Materials	271-000.00-744.000	\$ 2,257.16
Overdrive	Ebook, Audiobook	271-000.00-745.200	\$ 2,273.95
ALA	IS Staff Membership	271-000.00-809.000	\$ 943.00

ABWA	Power of Releasing Regret	271-000.00-809.000	\$ 5.00
GDI	July	271-000.00-817.000	\$ 7,560.00
GDI	August	271-000.00-817.000	\$ 8,400.00
AT&T	Aug 14 - Sep 13,2026	271-000.00-851.000	\$ 47.33
Ooma	September	271-000.00-851.000	\$ 109.70
Ooma	August	271-000.00-851.000	\$ 109.70
T-Mobile	Aug 25 - Sep 24, 2026	271-000.00-851.000	\$ 1,453.16
Telnet	September	271-000.00-851.000	\$ 1,010.92
Verizon	8/2/26 - 9/1/26	271-000.00-851.000	\$ 508.24
Petty Cash	Mileage	271-000.00-862.000	\$ 39.36
Shannon O'Leary	MSSSB Board Meeting	271-000.00-862.000	\$ 95.30
ALA Chicago Distribution	Posters, Bookmark	271-000.00-880.000	\$ 236.82
Blake Farm	Library Open House	271-000.00-880.000	\$ 260.45
image360	Single User Booth	271-000.00-880.000	\$ 200.00
Ingstron - Muni web	August	271-000.00-880.000	\$ 880.00
Positive Promotion	EZ stick Calendar 2027	271-000.00-880.000	\$ 630.95
Amazon	Program AJ	271-000.00-880.268	\$ 1,417.26
Benito	Human Library	271-000.00-880.268	\$ 146.89
Freddy Cheeks	Silly Scarecrow Bubble Show	271-000.00-880.268	\$ 495.00
Gather and grow	Taste the Season	271-000.00-880.268	\$ 400.00
GFS	Human Library	271-000.00-880.268	\$ 41.76
Hungry Howie's	Social Connect	271-000.00-880.268	\$ 134.51
Marshall Allen	Senior Day	271-000.00-880.268	\$ 400.00
Open Spot Theater	Theater workshop	271-000.00-880.268	\$ 330.00
Sam's	Program GA	271-000.00-880.268	\$ 107.64
Sakura Japanese Instrumental	Japanese Yokai Festival	271-000.00-880.268	\$ 200.00
Staples	Outreach	271-000.00-880.268	\$ 16.29
Trent Sutherland	Spookiness unscripted	271-000.00-880.268	\$ 300.00
Walmart	Program TP	271-000.00-880.268	\$ 112.26
Petty Cash	Girls Night Out	271-000.00-880.271	\$ 34.72
Wharton/Breslin	Lansing Bus Trip	271-000.00-880.271	\$ 638.00
Canon	Print	271-000.00-900.000	\$ 604.42
Consumers Energy	7/8/26 - 8/5/26	271-000.00-921.000	\$ 327.01
Consumers Energy	8/6/26 - 9/2/26	271-000.00-921.000	\$ 342.56
DTE	8/25/26 - 9/22-26	271-000.00-922.000	\$ 11,735.10
Amazon	Toilet paper roll holder	271-000.00-934.000	\$ 6.99
Anago	September	271-000.00-934.000	\$ 440.00
Aunt flow	feminine products	271-000.00-934.000	\$ 760.00
Boynton	Fire/Sprinkler Inspection	271-000.00-934.000	\$ 965.00
North Star	August	271-000.00-934.000	\$ 144.64
Orkin	Extra treatment	271-000.00-934.000	\$ 108.34
Accurate Parking Lot	Parking lot sealing and stripe	271-000.00-936.300	\$ 5,917.50
Brien's	Lawn	271-000.00-936.300	\$ 2,242.00

SCA	Parking lot sweeping	271-000.00-936.300	\$ 64.60
Canon	Lease	271-000.00-942.000	\$ 1,010.00
Corrigan	September	271-000.00-942.100	\$ 29.18
MLA	IS Staff Annual Conf. Registration	271-000.00-956.000	\$ 745.00
TOTAL 271			\$ 94,566.07

Warrant 667	272 Accounts	Oct 2026	
Amazon	RAR	272-000.00-742.229	\$ 106.94
Amazon	MSUFCU Donation	272-000.00-742.232	\$ 99.99
Merritt Cieslak Design	Main entry doors	272-000.00-976.144	\$ 770.00
TOTAL 272			\$ 976.93

Teen Report

Provided by Alayna Hong and Francesca Peavy

Teen Space 2025-2026 (offered Monday – Thursday as of February 17, 2026)

Month	Monthly Total	Average Per Week	Average Per Day
August	153	153	38
September	956	209	50
October	871	198	48
November	694	174	53
December	631	210	53
January	633	158	49
February	566	133	44
March	549	137	37
April	502	125	33
May	299	85	23

Yearly Total
5,854

Teen Space 2026-2027 (offered Monday – Thursday)

Month	Monthly Total	Average Per Week	Average Per Day
August	55	55	55
September	650	162	40
October			
November			
December			
January			
February			
March			
April			
May			

Yearly Total
705

Welcome Alayna Hong and Francesca (Frankie) Peavy!

Both students will begin their tenure with the Library Board this Thursday, October 8th. Their duties as Student Representatives will be from October 2026 – August 2028. Alayna is a Freshman at Green Hills High School in Ann Arbor and Frankie is a Sophomore at Novi High School. Both met with Director Farkas on Sunday, October 4th to go over their duties as Students Reps, take a tour of the library and review the information in the Library Board Bylaws. They even took signs for the Novi lawns!



Over the next few weeks, they are encouraged to drop into Teen Space to meet the Library Staff: Anna, Austin, Shannon and Taylor and they have been given the date of the next TAB meeting for Friday, October 16th at 3:30pm.

PRESIDENT'S REPORT

Updates from the board meeting on 9/10/26:

Summer Reading breakdown by ages: provided by Danielle Mazur

Adults -

491 registered

266 completed at least 1 BINGO

Teens -

326 registered

192 completed at least 1 BINGO

Youth/Tweens -

831 registered

518 completed at least 1 BINGO

Early Literacy (Birth-K)

340 registered

197 completed at least 1 BINGO

Trustee Yu asked about no numbers recorded on August 14, 2026 for the door usage:

This was our Professional Development Day and the Library was CLOSED there was no usage of the front doors, only the staff entrance.

President Sturing as about the process for the computer login statistics as they are much higher than other libraries: Director Farkas is working with IT on this question.

Update as of 10/4/26...Director Farkas is working on:

1. Dept. shadowing - will start with Support Services (for Library Board benefit) – Sarah Mominee is looking at November dates and will report back
2. iCube tour: date confirmed for – Monday, November 23rd from 6:30-8pm
3. 272 increasing the font on the report (currently working on this)

MLA/MeL/ALA Updates:



MeL Minute: Great News for Michigan Libraries: Core e-Resources Renewed for FY27!

We are thrilled to announce that the **Michigan eLibrary (MeL)** has officially renewed contracts with our major database vendors for **FY 2027**. This continuation of services will allow public libraries, K–12 schools, academic institutions, and all Michigan residents to retain 24/7 access to millions of high-quality, vetted online tools, articles, eBooks, and reference materials.

Whether your patrons are starting a business, conducting academic research, or helping young learners take their first steps in literacy, MeL continues to offer robust resources at no cost to local communities.



Featured Vendor Highlights & Descriptions

1. AtoZdatabases

- **Best For:** Business research, job seekers, and consumer directory searches.
- **Overview:** Premier directory and marketing database offering access to details on over 30 million businesses and executives, 220 million U.S. residents, healthcare professionals, and millions of real-time job listings. An invaluable tool for local entrepreneurs, sales outreach, and career development.

2. EBSCO

- **Best For:** General reference, student research, advanced learning, fiction recommendations, career and workforce development, and e-books.
- **Overview:** Houses popular resources including several **Research Materials** (academic journals, consumer guides, and reference books), **Explora** (user-friendly research portals for elementary, middle, high school students, and educators), **Learning Express Library** (test preparation materials, career resources, homework support, and skill building tutorials), **Novelist Plus** (reading recommendations and series guides), and **EBSCO eBooks** (spanning all genres of fiction and non-fiction).

3. Gale

- **Best For:** In-depth academic research, subject-specific eBooks, and current events.
- **Overview:** Provides access to **Opposing Viewpoints** (research database examining controversial topics, current events, and complex social issues), **National Geographic Virtual Library** (complete archive), and full-text magazines, newspapers, academic journals, e-books, and primary sources tailored for lifelong learners and researchers.

4. PebbleGo

- **Best For:** PreK–3 early literacy and foundational learning.
- **Overview:** An award-winning, highly visual research database designed specifically for emerging readers. Features audio read-aloud support, videos, and beginner-friendly modules covering animals and social studies.

5. Britannica (Britannica School & Fundamentals)

- **Best For:** Interactive encyclopedia research and differentiated learning across grade levels.
- **Overview:** Offers age-appropriate, trustworthy encyclopedic content with adjustable reading levels (including dyslexia support), interactive games, media galleries, and curriculum-aligned instructional tools for PreK through high school educators.

6. World Book

- **Best For:** Interactive discovery, elementary research projects, and STEM activities.
- **Overview:** Features engaging suites like **World Book Kids** and **World Book Early Learning**, offering easy-to-read articles, hands-on science experiments, illustrations, maps, and teacher resources built to spark curiosity in young scholars.



What This Means for Your Library

- **Uninterrupted Access:** No changes to your direct links, web buttons, or patron workflows.
- **Promotional Materials:** You can continue using the standard promotional flyers, logos, and materials currently available on **MeL.org** to share these resources with your community. Updated materials will be coming soon.
- **Training & Webinars:** Stay tuned for upcoming vendor-led training sessions throughout the coming months to help your staff get the most out of these renewed platforms.

Thank you for your ongoing commitment to sharing MeL e-resources with your communities!

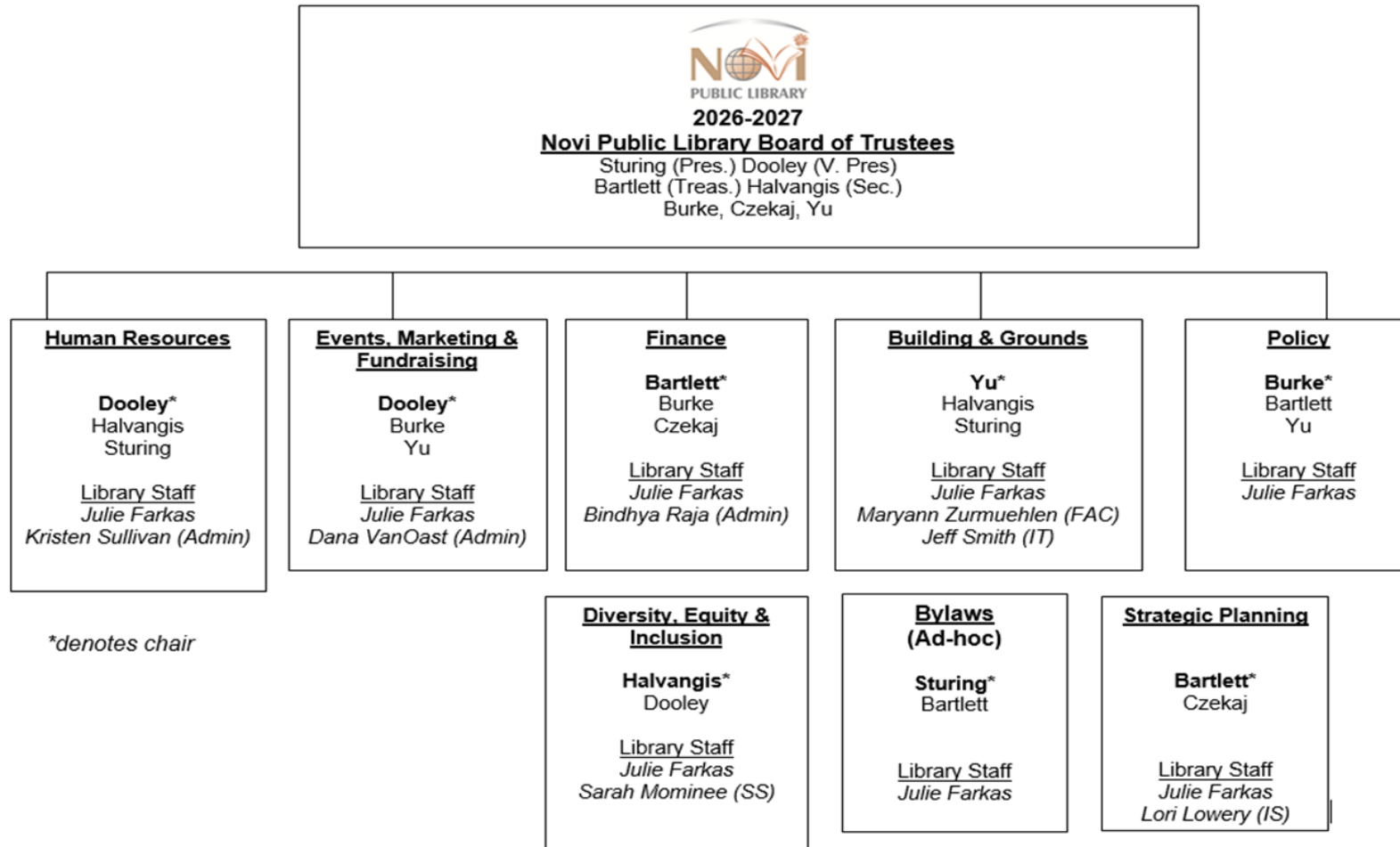
Questions or technical issues? Reach out to the MeL eResource Support Team at melerhelp@mcls.org.

Funding for MeL is provided in part by the Institute of Museum and Library Services through the Library of Michigan.

Snapshot of Usage for NPL Based on City Data Collected Annually:

Function/Program	2020	2021	2022	2023	2024	2025	2026	NOTES
Library								
Items circulated	719,842	952,505	822,947	836,089	855,872	844,079	842,634	*this number includes physical and digital check-outs (656,027 physical and 186,607 digital)
Book collections	138,683	141,928	141,503	137,566	131,909	133,132	133,017	
Audio/Video/CD collections	29,193	26,073	23,918	23,639	21,731	21,931	20,097	
Periodical subscriptions	167	166	152	129	123	117	106	
Requests of Information	88,345	67,245	65,317	62,322	81,142	82,158	82,160	
Youth Summer Reading	1,338	1,918	2,050	1,956	1,355	1,839	1,497	
Program participants	54,334	30,762	23,167	36,914	43,672	37,890	30,529	
Visitors	325,645	178,569	348,353	388,677	390,728	374,825	322,226	*more accurate car counter for the drive up usage/does not include Lakeshore usage
Interlibrary loans	74,748	129,224	89,439	90,016	94,113	94,052	91,508	

Library Board Committee Appointments 2026-2027



Updated: 7/2/2026

FINANCIALS**10 Year Projection (2026-2036) for General Account 271 as of 2/12/2026 with Additional 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

Account 271: 26/27 Budget: As of 10/8/2026 no quarter adjustments.

2026-2027 Library Budget 271		2024-2025	2025-2026	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029
Approved Budget as of February 12, 2026		Audited	Approved	Year End	4th Qtr.	Approved	Projected	Projected
Revenues		10/31/2025	9/11/2025	2/12/2026	6/11/2026	4/13/2026	4/13/2026	4/13/2026
Account	Description							
402.000	Tax Revenue - Current Levy	3,620,624.41	3,762,784.00	3,806,000.00	3,806,000.00	4,960,077.00	5,108,938.00	5,262,196.00
	City approved .2000 mills 4/13/26							
404.003	Tax Revenue - Brow nfield B1	0.00	-506.00	-560.00	-560.00	-587.00	-692.00	-713.00
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 17	-16,000.68	-28,232.00	-28,232.00	-28,232.00	-38,396.00	-47,995.00	-49,435.00
404.008	Tax Revenue - CIA Cap 2018	-35,898.98	-55,783.00	-55,783.00	-55,783.00	-75,307.00	-94,135.00	-96,959.00
404.009	Tax Revenue - Brow nfield B4 21	-440.12	-469.00	-469.00	-469.00	-544.00	-625.00	-644.00
404.010	Tax Revenue - Brow nfield B4X	-44.00	-124.00	-124.00	-124.00	-143.00	-164.00	-169.00
412.000	Tax Reveune - C/Y Del PPT	-7,986.56	-10,000.00	-10,000.00	-10,000.00	-12,000.00	-12,000.00	-12,000.00
414.000	Tax Revenue - Tax Tribunal Accr	-3,900.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,203.27	1,800.00	5,000.00	5,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	69,947.04	70,000.00	68,650.00	72,130.00	69,000.00	69,000.00	69,000.00
573.000	State Grants - Local Comm Stabilizatio	25,741.20	15,000.00	10,252.00	10,252.00	10,500.00	10,500.00	10,500.00
569.002	State Grants - SBTE				7,585.00			
658.000	State penal fines	91,226.15	98,967.71	98,967.71	98,967.71	93,000.00	93,000.00	93,000.00
659.000	Library book fees	8,858.67	8,000.00	6,600.00	8,500.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	138,007.28	100,000.00	65,000.00	70,600.00	65,000.00	100,000.00	100,000.00
669.500	Unrealized gain(loss) invest	43,492.21	10,000.00	44,292.00	44,292.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming (26/27	19,451.99	7,500.00	7,200.00	12,500.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and Donations	683.26	500.00	500.00	525.00	500.00	500.00	500.00
675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	77.94	100.00	300.00	400.00	300.00	300.00	300.00
675.100	Copier	14,062.26	8,500.00	12,000.00	14,000.00	9,800.00	9,800.00	9,800.00
675.300	Meeting Room	43,017.09	30,000.00	35,000.00	35,000.00	38,500.00	38,500.00	38,500.00
675.404	Novi Tow nship Assessment	8,228.00	7,850.00	8,524.00	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		4,025,544.32	4,027,387.71	4,074,617.71	4,100,607.71	5,156,479.00	5,311,970.00	5,461,196.00

2026-2027 Library Budget 271		2024-2025	2025-2026	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029
Expenditures		Audited	9/11/2025	Yr. End	4th Qtr.	Approved	Projected	Projected
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	1,422,713.26	1,530,000.00	1,507,200.00	1,495,000.00	1,531,880.00	1,577,800.00	1,625,200.00
704.100	Severance/Incentive Pay	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00
704.210	Vacation Payout	5,157.60	7,500.00	7,500.00	7,500.00	5,500.00	5,750.00	5,900.00
704.250	Final Payout	6,921.72	0.00	6,800.00	6,800.00	0.00	0.00	0.00
705.000	Temporary Salaries	680,970.00	808,500.00	768,000.00	755,000.00	802,514.00	826,600.00	851,400.00
706.000	Overtime	915.08	500.00	800.00	1,000.00	850.00	500.00	500.00
715.000	Social Security	159,320.48	178,900.00	174,053.00	174,053.00	178,600.00	184,000.00	189,500.00
716.000	Insurance	272,645.88	276,000.00	230,400.00	276,000.00	269,212.00	259,109.00	317,481.00
716.200	HSA - Employer Contribution	1,812.74	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-38,382.06	-41,400.00	-42,324.00	-42,324.00	-35,990.00	-38,866.00	-45,000.00
717.000	Workers' Comp	2,033.10	1,900.00	1,900.00	1,900.00	2,000.00	2,000.00	2,000.00
718.000	Pension DB Normal Cost	1,680.00	1,800.00	1,800.00	1,884.00	1,872.00	2,000.00	2,150.00
718.010	DB Unfunded Accrued Liability	92,196.00	108,192.00	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	112,273.59	120,000.00	120,000.00	124,300.00	137,412.00	156,580.00	145,781.00
719.000	Unemployment Ins	96.03	2,000.00	2,000.00	0.00	1,000.00	1,000.00	1,000.00
Total Personnel Services		2,720,353.42	2,996,892.00	2,901,321.00	2,924,305.00	3,020,454.00	3,110,473.00	3,239,392.00
Supplies and Materials								
Account	Description							
726.400	Supplies - Cash Over/Under	-8.38	100.00	50.00	50.00	50.00	50.00	50.00
727.000	Office supplies	7,804.48	10,000.00	8,000.00	8,000.00	8,000.00	8,500.00	9,000.00
728.000	Postage	2,035.09	3,500.00	2,000.00	2,000.00	2,500.00	3,000.00	3,500.00
734.000	Computer softw are/licensing	46,943.17	97,000.00	69,000.00	69,000.00	97,000.00	97,000.00	97,000.00
734.500	Computer supplies equip	44,721.95	52,000.00	52,000.00	52,000.00	40,000.00	52,000.00	52,000.00
740.000	Operating supplies	41,640.62	38,000.00	35,000.00	35,000.00	40,000.00	41,200.00	42,400.00
740.200	Supplies desk, chairs, cabinets	836.00	7,500.00	8,000.00	9,400.00	4,000.00	4,000.00	4,000.00
741.000	Supplies-Uniforms	1,176.64	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.000	Library Books	232,364.05	241,000.00	241,000.00	239,000.00	241,000.00	248,000.00	255,400.00
742.010	Library Books - Lending	7,815.27	15,400.00	13,000.00	13,000.00	13,000.00	13,400.00	14,000.00
742.100	Book Fines	118.98	200.00	200.00	650.00	200.00	200.00	200.00
743.000	Library Periodicals	16,749.33	18,000.00	19,100.00	19,100.00	19,100.00	19,600.00	21,100.00
744.000	Audio visual materials (CD/DVD)	50,869.75	52,000.00	52,000.00	52,000.00	50,000.00	50,000.00	50,000.00
745.200	Electronic media (Digital Books)	160,490.09	177,000.00	191,600.00	191,600.00	197,000.00	197,000.00	197,000.00
745.300	Electronic Resources - Online	80,376.53	80,000.00	65,400.00	65,400.00	66,000.00	66,000.00	66,000.00
Total Supplies & Materials		693,933.57	792,700.00	757,350.00	757,200.00	778,850.00	800,950.00	812,650.00

Total Supplies & Materials		693,933.57	792,700.00	757,350.00	757,200.00	778,850.00	800,950.00	812,650.00
2026-2027 Library Budget 271		2024-2025	2025-2026	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029
Services & Charges		Audited	Approved	Yr. End	4th Qtr.	Approved	Projected	Projected
Account	Description							
802.000	Data Processing - OnBase	891.07	1,600.00	900.00	900.00	1,000.00	1,000.00	1,000.00
802.100	Bank Service Charges	2,212.32	3,000.00	2,000.00	3,000.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	622.00	800.00	761.00	761.00	800.00	800.00	800.00
804.000	Medical Service	1,508.00	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	4,388.50	6,000.00	4,500.00	3,000.00	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	6,233.26	8,500.00	8,500.00	7,000.00	8,500.00	8,500.00	8,500.00
816.000	Professional services	15,888.11	20,000.00	15,000.00	15,000.00	10,000.00	10,000.00	10,000.00
817.000	Custodial Services	95,725.00	95,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	15,874.00	16,350.00	15,145.60	15,145.60	16,600.00	18,200.00	20,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
851.000	Telephone	42,972.95	54,100.00	44,000.00	36,000.00	43,000.00	44,300.00	45,600.00
855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	81,000.00	85,000.00	89,200.00	93,700.00
861.000	Gasoline and oil	316.40	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,536.19	1,700.00	1,200.00	800.00	1,400.00	1,500.00	1,600.00
880.000	Community Promotion	18,504.24	25,000.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.268	Library Programming	24,945.78	44,600.00	44,600.00	42,600.00	35,500.00	37,000.00	39,000.00
880.271	Adult Programming	9,424.83	10,000.00	10,000.00	12,500.00	10,000.00	10,000.00	10,000.00
882.200	Employee Assistance Program	506.94	1,000.00	1,000.00	1,800.00	1,000.00	1,000.00	1,000.00
900.000	Print, Graphic Design, Publish	22,970.79	26,000.00	26,000.00	26,000.00	25,000.00	25,000.00	25,000.00
921.000	Heat	13,139.86	15,700.00	15,700.00	21,000.00	16,000.00	16,800.00	17,600.00
922.000	Electricity	98,745.97	102,000.00	100,700.00	106,000.00	101,000.00	106,000.00	111,000.00
923.000	Water and Sewer	8,466.93	8,700.00	9,000.00	10,000.00	9,000.00	9,000.00	9,200.00
934.000	Building Maintenance	139,346.32	125,000.00	133,000.00	130,000.00	115,000.00	118,500.00	122,000.00
935.000	Vehicle Maintenance	426.22	500.00	500.00	3,600.00	500.00	1,000.00	1,000.00
936.300	Grounds Maint.	44,088.98	53,000.00	56,000.00	56,000.00	50,600.00	52,100.00	56,400.00
942.000	Office Equipment Lease	12,120.00	12,200.00	12,200.00	12,200.00	12,200.00	13,000.00	13,000.00
942.002	Copier Property Tax	621.90	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	328.08	500.00	400.00	400.00	500.00	500.00	500.00
956.000	Conferences & Workshops	18,822.29	26,700.00	26,700.00	12,600.00	16,050.00	16,500.00	17,100.00
957.000	Tuition and Other Reimbursements	0	7000	7000	6987.67	0	3500	0
Total Services & Charges		675,419.61	762,250.00	740,101.60	728,589.27	690,450.00	715,200.00	735,800.00

2026-2027 Library Budget 271		2024-2025 Audited	2025-2026 Approved	2025-2026 Yr. End	2025-2026 4th Qtr.	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							
976.100	Parking lot improvements							
976.140	Auto Return System							
983.000	Vehicles - Van							
986.000	Technology	29,275.44						
Total Capital Outlay		29,275.44	0.00	0.00	0.00	0.00	0.00	0.00
995.272	Transfer to 272 RESERVE					224,700.00	231,400.00	238,300.00
	Transfer to 271 from 272		241,377.00	241,377.00	241,377.00			
Total Expenditures		4,118,982.04	4,551,842.00	4,398,772.60	4,410,094.27	4,714,454.00	4,858,023.00	5,026,142.00
Total Revenues		4,025,544.32	4,268,764.71	4,315,994.71	4,341,984.71	5,156,479.00	5,311,970.00	5,461,196.00
Net Revenue		-93,437.72	-283,077.29	-82,777.89	-68,109.56	442,025.00	453,947.00	435,054.00
Current Fund Balance 271		2,503,231.71	2,220,154.42	2,420,453.82	2,435,122.15	2,862,478.82	3,316,425.82	3,751,479.82
FUND BALANCE TARGET 28% of Expenditures		1,153,315.00	1,274,516.00	1,231,656.00	1,234,826.00	1,320,047.00	1,360,246.00	1,407,320.00

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; **\$125,000 Main Entrance (as of 6/11/26)**

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

***As of 10/4/26: The City of Novi's audit has not been completed.

Account 272: 26/27 Budget

272 - Library Contributed Funds								
Revenues & Expenditures								
2026-2027 Budget as of 2/12/26								
		2024-2025 Audited	2025-2026 1st Qtr.	2025-2026 Year End	2025-2026 Year End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
		10/31/2025	9/11/2025	2/12/2026	6/11/2026	2/12/2026	2/12/2026	2/12/2026
Revenues								
Interest Income								
665.000	Interest on Investments	\$ 59,391.02	\$ 27,000.00	\$ 28,000.00	\$ 28,335.00	\$ 47,245.00	\$ 47,245.00	\$ 47,245.00
669.500	Unrealized gain (loss) Investments	23,750.68	(4,500.00)	27,000.00	27,000.00	-	-	-
TOTAL		\$ 83,141.70	\$ 22,500.00	\$ 55,000.00	\$ 55,335.00	\$ 47,245.00	\$ 47,245.00	\$ 47,245.00
699.271	Transfer from Library Fund 271 Reserve Study				-	224,700.00	231,400.00	238,300.00
Donations								
674.036	Diversity, Equity & Inclusion	0.00	500.00	500.00	0.00	500.00	500.00	500.00
674.046	Makerspace (iCube) Rev	5,177.55	1,000.00	1,476.10	3,748.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	-	1,000.00	1,000.00	-	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Rev	5,638.00	1,000.00	7,200.00	10,300.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Rev	4,068.72	1,000.00	1,000.00	275.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	14,597.75	2,000.00	9,500.00	10,500.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Rev	-	500.00	500.00	-	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	-	500.00	500.00	-	500.00	500.00	500.00
674.235	Marketing Sponsorships	7,700.00	5,000.00	5,000.00	11,000.00	5,000.00	5,000.00	5,000.00
674.277	Youth Area Reno - M. Marten	34,294.00		20,000.00	29,689.00	10,000.00		
TOTAL		\$71,476	\$12,500	\$46,676	\$65,512	\$22,500	\$12,500	\$12,500
TOTAL Revenues		\$ 154,617.72	\$ 35,000.00	\$ 101,676.10	\$ 120,847.00	\$ 294,445.00	\$ 291,145.00	\$ 298,045.00
		2024-2025 Audited	2025-2026 1st Qtr.	2025-2026 Year End	2025-2026 Year End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
		6/30/2025	9/11/2025	2/12/2026	6/11/2026	2/12/2026	2/12/2026	2/12/2026
Expenditures								
Supplies								
742.036	Diversity, Equity & Inclusion	454.57	500.00	500.00	250.00	500.00	500.00	500.00
742.046	Makerspace (iCube)	1,000.00	0.00	0.00	879.37	0.00	0.00	0.00
742.229	Raising a Reader	1,211.86	1,000.00	1,000.00	559.16	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials	5,975.24	1,000.00	7,200.00	10,300.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	715.70	25,000.00	25,000.00	500.00	25,000.00	25,000.00	25,000.00
742.232	Programming Expenditures	10,739.66	1,000.00	9,500.00	10,500.00	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.	108.54	500.00	500.00	24.11	500.00	500.00	500.00
742.236	Staff Recognition	1,579.29	2,500.00	2,500.00	3,000.00	4,000.00	4,000.00	4,000.00
820.001	Insurance deductible/Uninsured				5,000.00			
TOTAL		\$21,784	\$93,000	\$107,700	\$92,513	\$65,600	\$101,400	\$113,100
Capital Outlay								
976.000	Bldg. Improvements/Furniture/Carpet	79,452.67	115,000.00	90,100.00	90,100.00	28,000.00	-	200,000.00
976.002	Capital Outlay		37,300.00	-	-	-	-	-
976.277	Youth Renovation - Marten				-	-	30,000.00	265,000.00
976.044	Auto Lending Library (Friends)	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	-	-	-	-	-	-	-
976.140	Automated Return System (AST)	29,647.80	129,000.00	138,600.00	135,002.40	-	-	-
976.141	Main Entrance /Parking Lot	11,700.00	118,000.00	126,000.00	8,000.00	135,500.00	15,000.00	15,000.00
976.143	WiFi Upgrade; Firewall	13,235.89	-	-	-	-	-	-
976.144	Server & Camera Upgrade/Intercom System		-	10,500.00	10,500.00	-	-	-
TOTAL			\$399,300.00	\$65,200.00	\$243,602.40	\$163,500.00		
699.272	Transfer to 271 Account			241,377.00	241,377.00			
TOTAL		\$ 134,036.36	\$ 492,300.00	\$714,277.00	\$577,492.04	\$ 229,100.00	\$ 45,000.00	\$ 480,000.00
		2024-2025 Audited	2025-2026 1st Qtr.	2025-2026 Year End	2025-2026 Year End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
		6/30/2025	9/11/2025	2/12/2026	6/11/2026	2/12/2026	2/12/2026	2/12/2026
TOTAL Expenditures		\$155,821	\$492,300	\$714,277	\$577,492	229,100.00	\$ 146,400.00	\$ 593,100.00
	Beginning Fund Balance Yr. End	\$ 1,643,951.09	\$ 1,642,748.19	\$ 1,642,748.19	\$ 1,642,748.19	\$ 1,030,147.29	\$ 1,220,492.29	\$ 1,384,637.29
	Revenues	155,821.00	35,000.00	101,676.10	120,847.00	294,445.00	291,145.00	298,045.00
	Expenditures	(\$155,821)	(\$492,300)	(\$714,277)	(\$577,492)	(\$229,100.00)	(\$146,400.00)	(\$593,100.00)
	NET Revenues vs. Expenditures	(1,202.90)	(457,300.00)	(612,600.90)	(456,645.04)	65,345.00	144,745.00	(295,055.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,642,748.19	\$ 1,185,448.19	\$ 1,030,147.29	\$ 1,186,103.15	\$ 1,095,492.29	\$ 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 delayed to 9/26.

AMHS: (\$115,800 - 121,500); Retrofit of book return opening \$7500 (\$9,511 - construction, electrical and add piece from Lyngsoes);

26/27: Technology \$32,600; Parking Lot \$10,500; Concrete/Sidewalks \$25,000; Main Entr. Artwork MSURCU \$3,000; \$125,000 Main Entrance (scheduled 9/26)

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) – September 30, 2026**Budget for Fund 271 Fiscal Year 2026-2027**

	Original Budget
TOTAL REVENUES	\$ 5,156,479
TOTAL EXPENDITURES	\$ 4,714,454
NET OF REVENUES & EXPENDITURES	\$442,025

Budget for Fund 272 Fiscal Year 2026-2027

	Original Budget
TOTAL REVENUES	\$ 294,445
TOTAL EXPENDITURES	\$ 104,100
NET OF REVENUES & EXPENDITURES	\$ 190,345

Revenue & Expenditure Report for Fund 271

	YTD Aug 31, 2026	YTD Sep 30, 2026	Difference
TOTAL REVENUES	\$ 153,736	\$ 169,522	\$ 15,786
TOTAL EXPENDITURES	\$ 615,225	\$ 945,895	\$ 330,670
NET REVENUES & EXPENDITURES	(\$ 461,489)	(\$ 776,373)	

Revenue & Expenditure Report for Fund 272

	YTD Aug 31, 2026	YTD Sep 30, 2026	Difference
TOTAL REVENUES	\$ 2,672	\$ 2,835	\$ 163
TOTAL EXPENDITURES	\$ 660	\$ 1,568	\$ 908
NET REVENUES & EXPENDITURES	\$ 2,012	\$ 1,267	

Balance Report as of September 30, 2026

The ending fund balance for Fund 271 is: \$ 1,829,557.14

The ending fund balance for Fund 272 is: \$ 1,217,901.60

Revenues and Expenditures (Provided by Bindhya Raja) – as of September 30, 2026

10/02/2026		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
		PERIOD ENDING 09/30/2026								
		% Fiscal Year Completed: 25.21								
		END BALANCE		2026-27		MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2026	2025-26	ORIGINAL	2026-27	AUG 2026	SEP 2026	09/30/2026	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	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	3,808,054.00	3,806,000.00	4,960,077.00	4,960,077.00	0.00	0.00	0.00	4,960,077.00	0.00
271-000.00-404.003	Property Tax Revenue - Brown	0.00	(560.00)	(587.00)	(587.00)	0.00	0.00	0.00	(587.00)	0.00
271-000.00-404.007	Property Tax Revenue - Brown	(8,098.81)	(28,232.00)	(38,396.00)	(38,396.00)	0.00	0.00	0.00	(38,396.00)	0.00
271-000.00-404.008	Property Tax Revenue - CIA	(49,467.73)	(55,783.00)	(75,307.00)	(75,307.00)	0.00	0.00	0.00	(75,307.00)	0.00
271-000.00-404.009	Property Tax Revenue - Brown	(455.80)	(469.00)	(544.00)	(544.00)	0.00	0.00	0.00	(544.00)	0.00
271-000.00-404.010	Property Tax Revenue - Brown	(43.89)	(124.00)	(143.00)	(143.00)	0.00	0.00	0.00	(143.00)	0.00
271-000.00-412.000	Property Tax Revenue - C/Y	(5,450.10)	(10,000.00)	(12,000.00)	(12,000.00)	0.00	0.00	0.00	(12,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax	800.00	(1,000.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - Coun	8,356.60	5,000.00	2,000.00	2,000.00	0.00	64.37	809.94	1,190.06	40.50
Property tax revenue		3,753,694.27	3,714,832.00	4,834,100.00	4,834,100.00	0.00	64.37	809.94	4,833,290.06	0.02
State sources										
271-000.00-567.000	State aid	72,130.10	72,130.00	69,000.00	69,000.00	0.00	0.00	36,579.42	32,420.58	53.01
271-000.00-573.000	State Grants - Local Comm St	34,871.40	10,252.00	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	0.00
State sources		107,001.50	82,382.00	79,500.00	79,500.00	0.00	0.00	36,579.42	42,920.58	46.01
State grants										
271-000.00-569.002	Other State Grants - SBTE	12,420.98	7,585.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State grants		12,420.98	7,585.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fines and forfeitures										
271-000.00-658.000	State penal fines	98,967.71	98,968.00	93,000.00	93,000.00	102,682.91	0.00	102,682.91	(9,682.91)	110.41
271-000.00-659.000	Library book fees	9,301.74	8,500.00	7,000.00	7,000.00	373.59	789.54	1,501.39	5,498.61	21.45
Fines and forfeitures		108,269.45	107,468.00	100,000.00	100,000.00	103,056.50	789.54	104,184.30	(4,184.30)	104.18
Interest income										
271-000.00-665.000	Interest in investments	81,675.52	70,600.00	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.00
271-000.00-669.500	Gain (loss) on investments	58,383.24	44,292.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Interest income		140,058.76	114,892.00	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.00
Donations										
271-000.00-674.289	Adult programs	13,149.40	12,500.00	7,500.00	7,500.00	1,069.66	7,486.30	8,818.90	(1,318.90)	117.59
271-000.00-674.400	Gifts and donations	546.19	525.00	500.00	500.00	148.11	570.89	731.37	(231.37)	146.27
Donations		13,695.59	13,025.00	8,000.00	8,000.00	1,217.77	8,057.19	9,550.27	(1,550.27)	119.38
Other revenue										
271-000.00-675.000	Miscellaneous income	2,772.89	2,500.00	2,500.00	2,500.00	367.65	240.40	867.95	1,632.05	34.72
271-000.00-675.006	Car Charging Revenue	353.70	400.00	300.00	300.00	0.00	0.00	82.69	217.31	27.56
271-000.00-675.100	Copier	15,850.59	14,000.00	9,800.00	9,800.00	1,904.75	1,887.50	5,305.60	4,494.40	54.14
271-000.00-675.300	Meeting room	35,936.71	35,000.00	38,500.00	38,500.00	2,818.34	4,137.52	12,142.14	26,357.86	31.54
271-000.00-675.404	Novi Townshp Assessment	8,524.00	8,524.00	8,779.00	8,779.00	0.00	0.00	0.00	8,779.00	0.00
Other revenue		63,437.89	60,424.00	59,879.00	59,879.00	5,090.74	6,265.42	18,398.38	41,480.62	30.73
Unclassified										
271-000.00-699.272	Transfer from Library Contrib	241,377.00	241,377.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unclassified		241,377.00	241,377.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		4,439,955.44	4,341,985.00	5,156,479.00	5,156,479.00	109,365.01	15,176.52	169,522.31	4,986,956.69	3.29
TOTAL REVENUES		4,439,955.44	4,341,985.00	5,156,479.00	5,156,479.00	109,365.01	15,176.52	169,522.31	4,986,956.69	3.29

		END BALANCE		2026-27		MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2026	2025-26	ORIGINAL	2026-27	AUG 2026	SEP 2026	09/30/2026	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,484,666.16	1,495,000.00	1,531,880.00	1,531,880.00	110,829.66	112,956.87	293,985.31	1,237,894.69	19.19
271-000.00-704.200	Wages - Stipend	12,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	7,232.56	7,500.00	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.00
271-000.00-704.250	Final Payout	0.00	6,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	752,530.46	755,000.00	802,514.00	802,514.00	63,090.08	59,391.31	161,206.27	641,307.73	20.09
271-000.00-706.000	Overtime	858.12	1,000.00	850.00	850.00	94.95	0.00	163.96	686.04	19.29
271-000.00-715.000	Social security	170,039.84	174,053.00	178,600.00	178,600.00	13,021.54	12,893.74	34,085.40	144,514.60	19.08
271-000.00-716.000	Insurance	291,277.07	276,000.00	269,212.00	269,212.00	20,099.71	21,219.14	65,540.18	203,671.82	24.35
271-000.00-716.200	HSA - employer contribution	1,264.36	3,000.00	3,000.00	3,000.00	106.25	106.25	244.37	2,755.63	8.15
271-000.00-716.999	Insurance - Employee Reimbu	(42,294.26)	(42,324.00)	(35,990.00)	(35,990.00)	(3,851.34)	(3,851.34)	(10,118.12)	(25,871.88)	28.11
271-000.00-717.000	Workers compensation	1,573.82	1,900.00	2,000.00	2,000.00	145.59	144.07	380.07	1,619.93	19.00
271-000.00-718.000	Pension - DB Normal Cost	1,884.00	1,884.00	1,872.00	1,872.00	0.00	0.00	0.00	1,872.00	0.00
271-000.00-718.010	Pension - DB Unfunded Accru	108,192.00	108,192.00	122,604.00	122,604.00	0.00	0.00	0.00	122,604.00	0.00
271-000.00-718.200	Pension - defined contribution	131,860.90	124,300.00	137,412.00	137,412.00	9,974.71	10,166.16	26,458.78	110,953.22	19.26
271-000.00-719.000	Unemployment insurance	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Personnel services		2,921,085.03	2,924,305.00	3,020,454.00	3,020,454.00	213,511.15	213,026.20	571,946.22	2,448,507.78	18.94
Supplies										
271-000.00-726.400	Supplies - Cash over/short	8.41	50.00	50.00	50.00	(0.05)	(0.20)	1.24	48.76	2.48
271-000.00-727.000	Office supplies	5,551.84	8,000.00	8,000.00	8,000.00	232.94	0.00	388.90	7,611.10	4.86
271-000.00-728.000	Postage	1,896.85	2,000.00	2,500.00	2,500.00	120.99	0.00	241.98	2,258.02	9.68
271-000.00-734.000	Computer supplies, software	58,907.59	69,000.00	97,000.00	97,000.00	1,293.68	651.00	25,368.80	71,631.20	26.15
271-000.00-734.500	Computer supplies/equipment	46,827.78	52,000.00	40,000.00	40,000.00	2,457.71	2,267.05	6,640.87	33,359.13	16.60
271-000.00-740.000	Operating supplies	32,069.24	35,000.00	40,000.00	40,000.00	4,359.37	660.93	7,155.06	32,844.94	17.89
271-000.00-740.200	Supplies - Desk chairs and file	9,412.78	9,400.00	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	754.32	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-742.000	Library books	232,193.79	239,000.00	241,000.00	241,000.00	17,868.86	5,046.43	36,200.56	204,799.44	15.02
271-000.00-742.010	Library Books - Lending	9,218.50	13,000.00	13,000.00	13,000.00	1,486.77	134.44	2,139.38	10,860.62	16.46
271-000.00-742.100	Library Books - Fines	365.81	650.00	200.00	200.00	0.00	29.00	29.00	171.00	14.50
271-000.00-743.000	Library periodicals	19,005.72	19,100.00	19,100.00	19,100.00	18,539.26	0.00	18,539.26	560.74	97.06
271-000.00-744.000	Audio visual materials	50,607.40	52,000.00	50,000.00	50,000.00	2,665.10	1,695.44	7,893.39	42,106.61	15.79
271-000.00-745.200	Electronic media	189,195.41	191,600.00	197,000.00	197,000.00	4,664.99	0.00	68,346.61	128,653.39	34.69
271-000.00-745.300	Electronic resources (CD rom	61,633.43	65,400.00	66,000.00	66,000.00	1,325.00	0.00	50,080.77	15,919.23	75.88
Supplies		717,648.87	757,200.00	778,850.00	778,850.00	55,014.62	10,484.09	223,025.82	555,824.18	28.64

		END BALANCE		2026-27		MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2026	2025-26	ORIGINAL	2026-27	AUG 2026	SEP 2026	09/30/2026	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	1,053.71	900.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-802.100	Bank Service Charges	2,911.48	3,000.00	2,500.00	2,500.00	167.15	183.73	350.88	2,149.12	14.04
271-000.00-803.000	Independent audit	761.00	761.00	800.00	800.00	0.00	217.00	217.00	583.00	27.13
271-000.00-804.000	Medical service	1,106.00	1,000.00	1,000.00	1,000.00	0.00	128.00	128.00	872.00	12.80
271-000.00-806.000	Legal fees	3,195.50	3,000.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-809.000	Memberships and dues	6,360.26	7,000.00	8,500.00	8,500.00	372.00	0.00	3,825.00	4,675.00	45.00
271-000.00-816.000	Professional services	14,990.83	15,000.00	10,000.00	10,000.00	2,819.97	0.00	2,819.97	7,180.03	28.20
271-000.00-817.000	Custodial services	96,040.00	96,000.00	96,000.00	96,000.00	8,400.00	0.00	15,960.00	80,040.00	16.63
271-000.00-818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	15,145.60	15,146.00	16,600.00	16,600.00	0.00	0.00	16,600.00	0.00	100.00
271-000.00-851.000	Telephone	38,496.20	36,000.00	43,000.00	43,000.00	3,099.36	1,593.86	7,344.04	35,655.96	17.08
271-000.00-855.000	TLN Automation Services	74,294.61	81,000.00	85,000.00	85,000.00	0.00	0.00	17,751.68	67,248.32	20.88
271-000.00-861.000	Gasoline and oil	353.64	500.00	500.00	500.00	33.00	0.00	82.84	417.16	16.57
271-000.00-862.000	Mileage	999.32	800.00	1,400.00	1,400.00	113.49	0.00	151.04	1,248.96	10.79
271-000.00-880.000	Community promotion	20,161.15	22,500.00	22,500.00	22,500.00	2,092.70	1,080.00	7,691.52	14,808.48	34.18
271-000.00-880.268	Library programming	29,148.39	42,600.00	35,500.00	35,500.00	2,139.27	1,800.18	7,238.14	28,261.86	20.39
271-000.00-880.271	Adult programs	12,408.23	12,500.00	10,000.00	10,000.00	0.00	0.00	4,210.63	5,789.37	42.11
271-000.00-882.200	Employee assistance program	1,278.06	1,800.00	1,000.00	1,000.00	0.00	0.00	964.90	35.10	96.49
271-000.00-900.000	Printing, graphic design and p	25,756.59	26,000.00	25,000.00	25,000.00	79.14	604.42	683.56	24,316.44	2.73
271-000.00-921.000	Heat	20,334.55	21,000.00	16,000.00	16,000.00	327.01	342.56	1,136.89	14,863.11	7.11
271-000.00-922.000	Electricity	105,813.92	106,000.00	101,000.00	101,000.00	9,989.53	11,735.10	33,326.82	67,673.18	33.00
271-000.00-923.000	Water and sewer	9,763.92	10,000.00	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.00
Other services and charges Cont.										
271-000.00-934.000	Building maintenance	118,993.65	130,000.00	115,000.00	115,000.00	8,108.95	848.88	16,148.34	98,851.66	14.04
271-000.00-935.000	Vehicle maintenance	3,706.54	3,600.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	58,561.76	56,000.00	50,600.00	50,600.00	3,060.00	5,917.50	9,042.10	41,557.90	17.87
271-000.00-942.000	Office equipment lease	12,120.00	12,200.00	12,200.00	12,200.00	1,010.00	1,010.00	3,030.00	9,170.00	24.84
271-000.00-942.002	Copier Property Tax	619.87	800.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	341.20	400.00	500.00	500.00	29.18	29.18	87.54	412.46	17.51
271-000.00-956.000	Conferences and workshops	13,324.99	12,600.00	16,050.00	16,050.00	1,667.85	0.00	2,131.85	13,918.15	13.28
271-000.00-957.000	Tuition & other reimbursement	6,987.67	6,988.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other services and charges										
		698,523.64	728,590.00	690,450.00	690,450.00	43,508.60	25,490.41	150,922.74	539,527.26	21.86
Transfers out										
271-000.00-995.272	Transfer to Library Contributio	0.00	0.00	224,700.00	224,700.00	0.00	0.00	0.00	224,700.00	0.00
Transfers out										
		0.00	0.00	224,700.00	224,700.00	0.00	0.00	0.00	224,700.00	0.00
Total Dept 000.00 - TREASURY										
		4,337,257.54	4,410,095.00	4,714,454.00	4,714,454.00	312,034.37	249,000.70	945,894.78	3,768,559.22	20.06
TOTAL EXPENDITURES										
		4,337,257.54	4,410,095.00	4,714,454.00	4,714,454.00	312,034.37	249,000.70	945,894.78	3,768,559.22	20.06
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		4,439,955.44	4,341,985.00	5,156,479.00	5,156,479.00	109,365.01	15,176.52	169,522.31	4,986,956.69	(175.64)
TOTAL EXPENDITURES		4,337,257.54	4,410,095.00	4,714,454.00	4,714,454.00	312,034.37	249,000.70	945,894.78	3,768,559.22	(175.64)
NET OF REVENUES & EXPENDITURES		102,697.90	(68,110.00)	442,025.00	442,025.00	(202,669.36)	(233,824.18)	(776,372.47)	1,218,397.47	(175.64)
BEG. FUND BALANCE		2,503,231.71	2,503,231.71	2,503,231.71	2,503,231.71			2,503,231.71		(175.64)
NET OF REVENUES/EXPENDITURES - 2025-26								102,697.90	102,697.90	(175.64)
END FUND BALANCE		2,605,929.61	2,435,121.71	2,945,256.71	2,945,256.71			1,829,557.14		(175.64)

		END BALANCE		2026-27		MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2026	2025-26	ORIGINAL	2026-27	AUG 2026	SEP 2026	09/30/2026	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	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	33,977.19	28,335.00	47,245.00	47,245.00	0.00	0.00	0.00	47,245.00	0.00
272-000.00-669.500	Gain (loss) on investments	22,291.02	27,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest income		56,268.21	55,335.00	47,245.00	47,245.00	0.00	0.00	0.00	47,245.00	0.00
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Reve	4,154.75	3,748.00	1,000.00	1,000.00	835.80	286.50	1,431.75	(431.75)	143.18
272-000.00-674.229	Raising a Reader in Novi Spor	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	10,300.00	10,300.00	1,000.00	1,000.00	0.00	0.00	65.00	935.00	6.50
272-000.00-674.231	Buildings/Ground/Furniture Re	275.00	275.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	12,000.00	10,500.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
272-000.00-674.233	Technology Library Revenue	0.00	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	0.00	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	12,000.00	11,000.00	5,000.00	5,000.00	0.00	1,338.15	1,338.15	3,661.85	26.76
272-000.00-674.277	Youth Area Reno-M Marten R	30,706.00	29,689.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Donations		69,435.75	65,512.00	22,500.00	22,500.00	835.80	1,624.65	2,834.90	19,665.10	12.60
Transfers in										
272-000.00-699.271	Transfer From Library Fund	0.00	0.00	224,700.00	224,700.00	0.00	0.00	0.00	224,700.00	0.00
Transfers in		0.00	0.00	224,700.00	224,700.00	0.00	0.00	0.00	224,700.00	0.00
Total Dept 000.00 - TREASURY		125,703.96	120,847.00	294,445.00	294,445.00	835.80	1,624.65	2,834.90	291,610.10	0.96
TOTAL REVENUES		125,703.96	120,847.00	294,445.00	294,445.00	835.80	1,624.65	2,834.90	291,610.10	0.96
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	249.00	250.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,372.95	879.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	559.16	559.00	1,000.00	1,000.00	137.92	0.00	137.92	862.08	13.79
272-000.00-742.230	Collections/Materials Expense	10,166.29	10,300.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture E	516.93	500.00	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00
272-000.00-742.232	Programming Expense	7,962.03	10,500.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.233	Technology Library Expense	56,133.72	61,500.00	32,600.00	32,600.00	0.00	0.00	159.19	32,440.81	0.49
272-000.00-742.234	Undesignated Misc	109.11	24.00	500.00	500.00	0.00	0.00	99.99	400.01	20.00
272-000.00-742.236	Staff Recognition	2,787.58	3,000.00	4,000.00	4,000.00	369.96	0.00	400.94	3,599.06	10.02
Supplies		79,856.77	87,512.00	65,600.00	65,600.00	507.88	0.00	798.04	64,801.96	1.22
Other services and charges										
272-000.00-820.001	Insurance deductibles/Uninsu	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other services and charges		5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

		END BALANCE		2026-27		MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2026	2025-26	ORIGINAL	2026-27	AUG 2026	SEP 2026	09/30/2026	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Transfers out										
272-000.00-995.271	Transfer to Library Fund	241,377.00	241,377.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		241,377.00	241,377.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
272-000.00-976.000	Building improvements	83,585.00	90,100.00	28,000.00	28,000.00	0.00	0.00	0.00	28,000.00	0.00
272-000.00-976.140	Automated Return System	135,002.40	135,002.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.141	Main Entrance Design	6,996.24	8,000.00	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	0.00
272-000.00-976.144	Server & Camera Upgrade	0.00	10,500.00	0.00	0.00	0.00	770.00	770.00	(770.00)	100.00
Capital outlay		225,583.64	243,602.00	38,500.00	38,500.00	0.00	770.00	770.00	37,730.00	2.00
Total Dept 000.00 - TREASURY		551,817.41	577,491.00	104,100.00	104,100.00	507.88	770.00	1,568.04	102,531.96	1.51
TOTAL EXPENDITURES		551,817.41	577,491.00	104,100.00	104,100.00	507.88	770.00	1,568.04	102,531.96	1.51
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		125,703.96	120,847.00	294,445.00	294,445.00	835.80	1,624.65	2,834.90	291,610.10	0.67
TOTAL EXPENDITURES		551,817.41	577,491.00	104,100.00	104,100.00	507.88	770.00	1,568.04	102,531.96	0.67
NET OF REVENUES & EXPENDITURES		(426,113.45)	(456,644.00)	190,345.00	190,345.00	327.92	854.65	1,266.86	189,078.14	0.67
BEG. FUND BALANCE		1,642,748.19	1,642,748.19	1,642,748.19	1,642,748.19			1,642,748.19		0.67
NET OF REVENUES/EXPENDITURES - 2025-26								(426,113.45)	(426,113.45)	0.67
END FUND BALANCE		1,216,634.74	1,186,104.19	1,833,093.19	1,833,093.19			1,217,901.60		0.67
TOTAL REVENUES - ALL FUNDS		4,565,659.40	4,462,832.00	5,450,924.00	5,450,924.00	110,200.81	16,801.17	172,357.21	5,278,566.79	
TOTAL EXPENDITURES - ALL FUNDS		4,889,074.95	4,987,586.00	4,818,554.00	4,818,554.00	312,542.25	249,770.70	947,462.82	3,871,091.18	
NET OF REVENUES & EXPENDITURES		(323,415.55)	(524,754.00)	632,370.00	632,370.00	(202,341.44)	(232,969.53)	(775,105.61)	1,407,475.61	
BEG. FUND BALANCE - ALL FUNDS		4,145,979.90	4,145,979.90	4,145,979.90	4,145,979.90			4,145,979.90		
END FUND BALANCE - ALL FUNDS		3,822,564.35	3,621,225.90	4,778,349.90	4,778,349.90			3,047,458.74		

Financial Balance Sheets (Provided by Bindhya Raja) – as of September 30, 2026

10/02/2026	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 09/30/2026	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	4,237,462.98
271-000.00-004.000	Cash on Hand	600.00
271-000.00-017.000	Investments - Pooled	2,465,496.00
271-000.00-019.000	Current taxes receivable	(4,851,638.43)
271-000.00-072.100	DUE FROM COUNTY	745.57
	Total Assets	1,852,666.12
*** Liabilities ***		
271-000.00-202.000	Accounts payable	12,301.37
271-000.00-202.100	Accounts Payable - Manual	(49.00)
271-000.00-258.702	Accrued liabilities - tax	10,900.00
271-000.00-259.300	Accrued workers compensation	(43.39)
	Total Liabilities	23,108.98
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,503,231.71
	Total Fund Balance	2,503,231.71
	Beginning Fund Balance - 25-26	2,503,231.71
	Net of Revenues VS Expenditures - 25-26	102,697.90
	*25-26 End FB/26-27 Beg FB	2,605,929.61
	Net of Revenues VS Expenditures - Current Year	(776,372.47)
	Ending Fund Balance	1,829,557.14
	Total Liabilities And Fund Balance	1,852,666.12
* Year Not Closed		

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	2,497.24
272-000.00-017.000	Investments - Pooled	1,215,404.36
	Total Assets	1,217,901.60
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,191.88
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(33,299.89)
272-000.00-375.232	Fund Balance Programming	35,662.65
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,559,905.55
	Total Fund Balance	1,642,748.19
	Beginning Fund Balance - 25-26	1,642,748.19
	Net of Revenues VS Expenditures - 25-26	(426,113.45)
	*25-26 End FB/26-27 Beg FB	1,216,634.74
	Net of Revenues VS Expenditures - Current Year	1,266.86
	Ending Fund Balance	1,217,901.60
	Total Liabilities And Fund Balance	1,217,901.60
* Year Not Closed		

DIRECTOR'S REPORT



November Anniversaries – Years of Service



**Bill Bembeneck – 26 yrs.
Facilities**



**Julie Farkas – 19 yrs.
Administration**



**Lisa Rinkel – 10 yrs.
Support Services – Tech**



**Josefa Casas-Velazquez – 4 yrs.
Information Services**



**Mallory Lindeman – 3 yrs.
Information Technology**

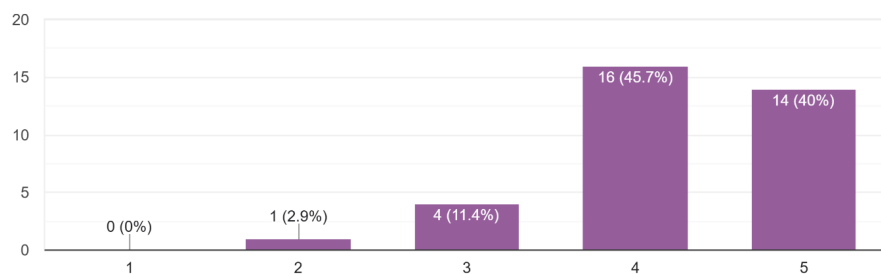


**Sidney Erickson – 3 yrs.
Support Services/Information Technology**

Professional Development Day 2026 – Survey Results

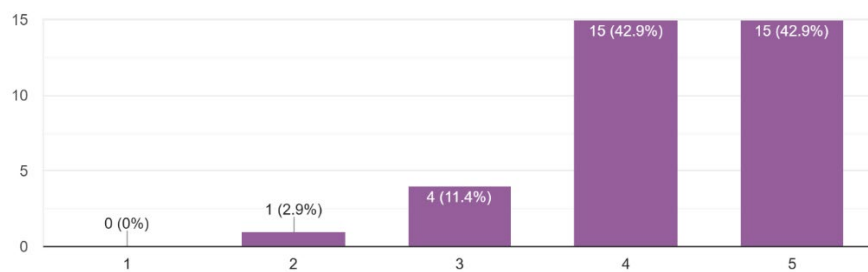
How would you rate your overall experience at this year's Professional Development Day?

35 responses



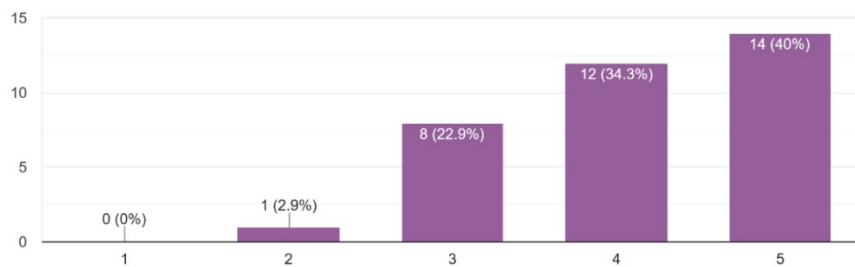
How would you rate the food provided throughout the day?

35 responses



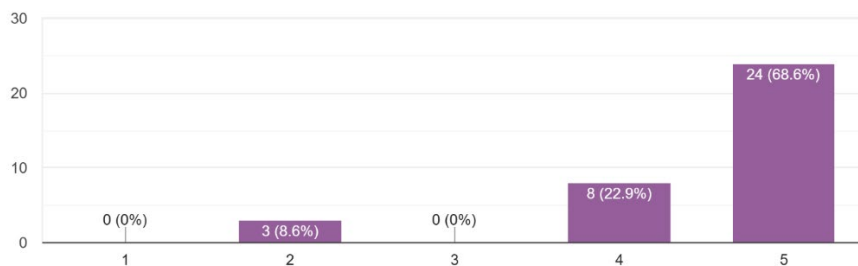
How would you rate the Active Threat Awareness training?

35 responses



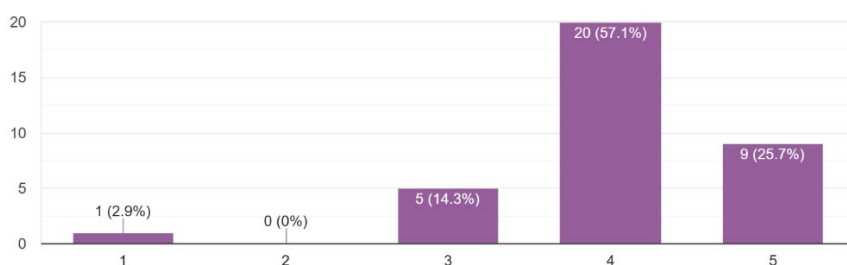
How would you rate the tour of Lyon Twp. Library?

35 responses



How would you rate the Communicating Across Generations training?

35 responses



Comments about Overall Experience

- I loved having a field trip component and would love to do that again. The safety training was very well done, and the presenter was very informative without making us anxious.
- I think that was one of the best ones I've been to
- I enjoyed getting out of the library but would like more content related directly to our library. I would like to see this time used for all of us to get together with our departments and go over topics that need addressing or use this as a time for training to go over new systems or ways of doing our jobs. It would be very beneficial to see everyone and have a time to talk about what we feel needs addressing.
- I think overall it was a great day, but as an introvert I think having a quiet designated area for people to go to/having 20 minutes where people can decompress from being around people for 8 hours is a good idea.
- The first half was great- library tour and active threat training. The afternoon dragged on. There wasn't a break built in. It would have been helpful to break into 2 groups for Japan or craft. Crafters could have gone upstairs while folks listened to the Japan presentation. And then switch.
- I loved how we had time to talk with each other and explore the new library
- It was a good mix of just sitting and listening with lots of time to interact with other staff members.
- I really enjoyed touring the Lyon Twp Library and would very much like to visit TLN next year.
- Take a staff photo at the beginning of the day. Love the info from the staff that traveled to Japan.
- It was fun and interesting.
- Things felt a bit rushed in the morning
- I really liked that the day felt split up because of the field trip. Out of all of the in services I've been at, this one was the best so far.
- I always enjoy getting the whole staff together and having a break from our normal routine. However, I do not necessarily feel like I got a ton out of it this year - I was too often left looking for the "why" or the "how". I think our time could've been used more effectively.

- I liked that we were introduced to a new library development, it put some fresh perspective about what could we apply at NPL in most economical ways.
- Although the Japanese presentation was thoughtful I believe it could have be a little more condensed.
- Much better than previous years.
- PLEASE have coffee available for breakfast!! Also, I would LOVE to see more libraries next year!
- craft placement mid day as oppose to last
- For heavier stuff, such as the safety/active threat presentation, I think it should be sandwiched between two "fun" activities- the group who went on the tour after the presentation did not ask a ton of questions and were likely still thinking about the previous presentation
- The best part was when we divided into 2 groups and the meeting room was far less crowded. Building on that, there wasn't enough time set aside for breathers. I felt like I was suffocating. The last half hour was especially stifling with too much going on. I couldn't enjoy working on the bookcase project so I didn't. Active shooter presentations need to just stop. Pop psychology presentations like the generations breakout are getting to be annoying. The Japan presentation was nice in theory but went on for waaaayyyy too long. The awards portion was also an endurance event.

Comments about food

- It would be a 5 if there was coffee. Could we please have coffee next year?
- Better options for breakfast. Muffins and cheese felt more snacky.
- LOVE.
- coffee please
- I believe some people did not get enough food that were at the end of the line, so ordering a bit more food would be a good idea. But the food was delicious and great quality.
- Having coffee and tea available
- First off- where was the coffee?! I purposely didn't make any at home, anticipating there would be coffee at the library. I heard lots of grumbles about this. I was excited for the Asian inspired food, but it ended up being very "meh." The egg rolls tasted funny and the Bok choy looked possibly that it had mold. The tofu was delicious, however, there wasn't enough to go around for those that needed it. Please order more tofu for all events. I have noticed it at other library functions where the tofu is gone almost right away. I was disappointed that there weren't any dairy free options for the Japanese ice cream (sherbet has dairy, maybe they weren't aware). I was not able to participate in it. The snacks were great though!
- Variety was decent, mochi ice cream was great, but the lunch was just okay
- Coffee :)
- such good food!
- The food was great, but it would have been nice to have coffee. Having the lunch set on long tables in the lobby would allow staff to serve themselves from each side so it doesn't take as long for everyone to get their food.
- it would be great if we had coffee or tea available first thing in the morning. I liked that snacks were left out all day. I think it would be nice to have a better variety of breakfast items
- muffins/bagels etc.
- Very good
- I am ready for pizza, salad and breadsticks
- Mediterranean or Italian
- There was no coffee. There is usually coffee. We like it when there is coffee!
- Lunch was amazing. I would totally vote for it again next year. Also having snacks throughout the day was very appreciated. I think if the first group had more time to get breakfast before heading to the bus, that would have been nice for them.
- It was advertised that breakfast would be provided, but there wasn't that much actual breakfast food out in the morning, it was mostly just snacks, and no coffee. (If you say you are providing breakfast, people expect coffee.) Otherwise, I enjoyed the snacks and lunch.

However, the afternoon snack was an issue because it took people a long time to get through the line and took up presentation time.

- The food was good, and it was nice to have some vegan option as well. Thank you!
- Picnic / BBQ type food
- I really liked it, but just a few more options within the Asian theme would have been better in case someone couldn't do fried food or spicy sauce.
- The food was excellent--loved the lunch and the ice cream! I would just like to have coffee available at breakfast.
- Fruit
- The bok choy was kind of undercooked but everything else was good
- What little was left by the time I got to the break room was good. Either people took too much or there simply wasn't enough. My lunch turned out to be a snack. Not fun.

Comments about the Active Threat Awareness training

- The presenter was very informative without making us anxious.
- I was thankful that we didn't do any live action events. It was scary but I felt the speaker did a great job with conveying the information so we could be prepared.
- I thought the experience would be more dedicated to fire drills and tornado drills. I'd like to see this in the future. I'm not always here when these events take place and when I voted for this option, I assumed that's what we would be doing. I don't think it's necessary to bring in guest speakers - we need to run it with the staff as if it were a real occurrence.
- I liked that it was a discussion rather than roleplay or watching very traumatic videos.
- This was the best active threat training we have ever had. Very informative!
- Liked that the training felt very tailored to the NPL, especially with the hypothetical scenarios
- I thought the video of watching what other libraries encountered while under a threat was helpful.
- I loved how it was not traumatizing
- It was nice to use our actual floor plan to discuss how to avoid a threat. Very informative presentation.
- I thought the presentation was great.
- I actually enjoyed that as well.
- I think this is the best Active Threat training we've had.
- Was well presented in a manner that got me to think about how I might actually respond in certain situations without being completely terrified.
- Wish the presenter didn't have GenAI images in his slideshow.
- Traumatizing but useful
- I loved it. I think that it helped me feel prepared without feeling anxious, and I didn't feel anxious during the presentation. I'm also appreciative that there wasn't any role playing involved, especially because I think that would have had negatively impacted staff.
- The presenter was very good and engaging. However, we do not need to spend the first half of the training with "remember when all these horrible things happened?". We all remember them. I would recommend skipping past that and getting to the "what to do" part more quickly so we have more time to focus on that, which will help us feel more prepared.
- Aaron mentioned that he used strictly FBI data, but I was not convinced about its accuracy. FBI has been under different administration, and I was afraid that the facts might have been

skewed. I liked however the scenarios that involved the interior and exterior of NPL regarding safety.

- I thought it was informative.
- I enjoyed the discussion and the animations. Thank you for the sensitivity.
- While the specific stuff that was shown at the end of the training was very informative, I wish less time had been spent on statistics.
- It is important but again having it sandwiched between two "fun" things would have flowed better
- The speaker was very informative, and I appreciated his theoretical examples of scenarios involving our actual building and grounds.
- The presenter was good, but I've really had enough of these active shooter/threat/preparedness/however they want to spin it training sessions. Please stop with these. We get it already.

Comments about the tour of Lyon Twp. Library

- I loved it!
- The library was nice but the bus was really hot.
- this was really informative. I'd love to do something like this again. It's really useful to get ideas on how to make things better at NPL
- I really liked this aspect and would enjoy touring other libraries in the future.
- Doing tours of other libraries is a great activity for professional development day
- It was so fun going to visit another library.
- We need the bird-friendly windows like them
- It was nice to visit the library as a group and made the day go faster.
- It was very interesting to see another Library and how they are set up.
- For being a small library, it was more than I expected.
- I love touring libraries! I would love to do more.
- I thought going on a field trip was a lot of fun!
- It was great to see all areas of the library, including those specifically for staff. I enjoyed hearing the director's explanation behind certain architectural/design choices.
- Loved it!
- It was fun to have a fieldtrip, maybe TLN next year?
- I would love to keep going on tours of other libraries in the area for future staff professional development days.
- Although I personally always enjoy seeing new & different libraries, this seemed like a waste of time for our 1 day together all year. Lyon Twp. is a completely different class size, as well as being a Township vs. City library, which affects how we are funded and governed, so it felt like comparing apples to oranges. I am sure there are some ideas we can take from them, but it also feels like we don't have any money to do anything. There also should've been some wrap-up time when we all got back to talk about ideas, but there wasn't, so I feel like nothing will ever actually come from this.
- Loved getting to see how other library are set up and seeing the behind the scenes. Fieldtrips to other libraries or TLN would always be a great way to spend a PD time. I think everyone can benefit from it.
- Very timely and informative. I think the staff enjoyed the bus ride.
- I'd love to do this with more libraries!!
- great walk thru and questions were answered

- It would have been fun to have a learning "activity" there to learn more rather than just a tour, but overall was very fun
- Beautiful building! That was really fun, I loved getting out of our building for a little while, it felt very nostalgic to go on a field trip, it was a nice change of pace.
- The bus ride was horrible. I'd rather have just driven myself there. The person giving the tour seemed rather disengaged throughout. My questions about their proposed maker space were met with vague answers. The building is nice, if bland, overall. The picture book sections with its category arrangement was baffling and out of place in a library. That's more of a bookstore thing.

Comments about the Communicating Across Generations training

- I liked that the training was interactive.
- It was learn about the other generations but I felt I didn't learn much on how to communicate better between the generations which is what I was hoping for. It was still a fun event.
- I wish we'd had more time with him talking and less time working on our sheets. I would have liked to see him tie all those sheets we created together and maybe elaborate a little bit on it.
- It was interesting, but not necessary. I don't think we "learned" how to "interact" with one another, it seemed more like a time to get together with others of our own age and chat. I'd like more interaction across the generations.
- I felt there wasn't enough time to have a good discussion between generations. It was good to see the presentations. I was curious how events and technology shaped Gen X and Boomer generations' communication and values, but I feel the presentations didn't really delve into that so having a discussion later might've helped.
- This was a fun exercise, but there wasn't actually a training component. It would have been nice to regroup and then talk about ways to improve working together.
- It was an eye opening exercise to hear the other groups and lots of fun to brainstorm within my group.
- It was a fun presentation and fun activity.
- LOVED this whole experience! Very applicable for interacting with fellow staff members and the public.
- It was interesting and very well done!
- It was interesting and thought provoking
- Would have been nice to have had time after the presentations to discuss the differences among generations, why they exist, the impact it has on our communication skills and relationships,
- The only issue I had was that I wish we had tied it to serving the community, or something along the lines of how we can better serve our patrons. I feel like we didn't really get the chance to hear about how we can communicate with other generations and instead it was about reminiscing about our childhoods?
- I think this is a really great training. However, I wish there had been a little less "intro" time and a little less "activity" time, so that there had actually been time after the group presentations to discuss HOW we can use what we learned about different generations to work with them more effectively. It seems like that should've been the whole point, but we didn't have time to get to it.
- It was very well done by Frank. I loved the enthusiasm that was brought by our staff regarding the categories that were presented. I realized that every generation at NPL works hard, and that is where the underlying sentiment is. We all work hard to keep NPL's doors open 7 days a week.

- I liked it, but I feel like the activity took up a lot of time, where I would have liked to hear or work on how we can better interact / relate with the different generations from our responses from the activity.
- We spent more time establishing the speakers credentials than we did learning actual content from the speaker. I did enjoy the discussion and the team presentations. 3 of the 4 groups were presented by Managers/Supervisors.
- I feel we need a second part where we learn how to apply the differences between generations in the workplace.
- While a very fun exercise, it would've been nice to hear more discussed about the similarities and differences between the generations, as opposed to just hearing people talk about what their generation was like.
- enjoyed learning about others but could have discussed how we could communicate better with patrons of different generations.
- I think we needed more time with this presentation
- I wish more time had been spent on discussing how the generations communicate with each other in the workplace as a whole group, instead of splitting us out into our generational groups so quickly, and then focusing on us presenting what we came up with to everyone. I would've liked to hear about what he'd observed from other workshops like this he'd facilitated, and then built discussion for the whole room off of that.
- Inherent flaws in categorizing people simply by their generational timelines felt clunky. Yuck.

Comments about the Bookcase Activity

- I appreciate all the work that staff put into the preparation!
- FUN!
- Fun but we needed more time and more tools. I would've preferred to have unwrapped books and pick titles that meant something to me. We didn't have the time to actually glue our cases together and listen to Julie at the same time.
- I liked all of the options and the it was a great fun idea, however I feel there should have been several tables of decorations so they weren't so crowded.
- I took it home to do later. It was ok.
- Liked the idea a lot, but it was a lot of pieces and very fiddly for something we crammed in as the last thing
- Fun addition to my cube! :)
- So cute!! And all the extras to decorate it were so generous!
- It was a lot of fun to pick out the non-book items for the bookcase. I wanted more time to concentrate on placement so I just picked out what I want to use and plan on finishing it at home.
- Loved it.
- I always enjoy the activities and it did not disappoint.
- Fun!
- Very enjoyable, but the setup made it difficult to get the materials.
- I saw some of the staff not participating in the craft. We might need to find something that would be enjoyed by ALL staff. Some of the guys looked unenthused.
- Very fun!
- I feel bad about not assembling mine. So many ways to build it left me with some major decision paralysis. Hopefully this won't be held against me.
- Loved it!!! So much fun!!!
- It was fun, but having it at the same time as awards and announcements was distracting.

- very fun!
- It was fun, but I would have preferred if we only focused on the craft and not had Board updates during it. I think it was too much coming at one time.
- Such a cute activity! However, it took too long for everyone to get their supplies, and then Julie talked through the rest of it with board updates and staff awards, so we didn't actually get a lot of time to focus on just doing the craft and interacting with our colleagues - which was supposed to be the fun part. I do not think this was the appropriate time to share lengthy board updates (that's what the monthly Director Q&A's are for), plus then the last few staff awards ended up being rushed because we were running out of time, which was not fair to the winners.
- It was lovely to see the creativity in each of us. I personally enjoyed it immensely.
- Loved - Maybe would have given out the craft supplies then had Japanese presentation while we worked on the craft and dessert.
- I had fun but it was a bit too crowded at the supply table. I never did get the glue to glue my project together. Maybe next time have tables on both sides of the room.
- It was very fun! I just wish more glue had been available.
- would like to have physically made more of the items like the books.
- It was fun, but I think we needed more time. I don't know that I would put staff awards with this again next year, since staff were in the middle of something during awards!
- It was okay - I sorted all my tiny books into alphabetical order by author and glued them on the bookcase in that order, because I could not bring myself to do it any other way, so it felt a lot like work. 100% that is a me problem though. I think it would have been more participatory if there had been paints and glue/decorations put at each table to encourage decorating. I feel like looking around, it seemed like a lot of people just took theirs home to work on.
- I couldn't enjoy it due to the information overload going on for the last hour. I just brought it home and haven't looked at it since.

Training ideas for next year

- It could connect to the youth remodel in some way.
- as long as it's not customer service being shoved down our throats, I'm flexible
- I've discussed this with other members of my department and heard ideas of pairing this with the holiday event put on by the city and I liked the idea of a half day here going over topics relevant to my department and using this time for departmental trainings and/or meetings and then using the city's holiday event for the "lunch/crafting" portion of the day. We could also use the AM to give out awards and go over budget/board sessions and gather pertinent information that way. I don't see the need to bring in guest speakers. I'd also like to see the day rotate weekends between the A/B crew. I'm on A and there has been/will be a lot of consecutive A weeks where in service is involved and I'll have to take on an extra day of work without the option to take a day off.
- AI use in libraries, combating disinformation, LGBTQ sensitivity training
- Maybe something about teaching technology to people?
- Another field trip,
- I would love to tour TLN.
- Could time be set aside for department meetings?
- First aid/CPR/AED/Narcan trainings
- Maybe a talk of helping patrons with different disabilities?
- Brining in Affirmations to do workshops on LGBTQ topics such as but not limited to pronouns
- I would, if possible, like to have something centered around teens in the library. Something maybe similar to the generations thing, but on how we can better understand our teen patrons.

- Something on mental health/stress relief/burnout. Bring back breakout sessions if possible.
- I am so grateful to the Professional Committee to pull this years In Service training. Maybe being in nature or a park.
- Communication & Teamwork such as: Effective communication between departments, Working as one library team, Managing workplace conflict, Giving and receiving constructive feedback, Building trust among coworker, Communication across different shifts. Emergency preparedness - there are so many staff that has never been working during fire or tornado drills Generational but build from this years activity and teach us how to relate or learn how to work within the different generations dynamics.
- The staff travel presentations were good - but a bit long. The Board Meeting Update was a bit too much info for this event.
- Would be cool to hear a presentation on censorship and libraries again like we had a few years ago.
- Resilience, longevity in careers, joy of reading and how to bring that to the public.
- The Japan presentation was fun, but I think it would have been better if it was more of a cultural experience/learning more about a culture we serve and how we can better serve them (or even those who have English as a second language). It was fun, but I am not planning on going to Japan anytime soon and it felt more like travel recommendations.
- There are still shelving staff who have never been offered the opportunity to participate in a fire drill, a tornado drill, or a lockdown drill, because they are held on days they do not work. We would not have to make it a huge production, with the full fire alarm, etc. Just station everyone where they would be on a typical work day, have some staff (who always are here for drills and have done a ton of them) be patrons, come over the intercom to say "fire in Youth Readers" or wherever you choose, and have everyone proceed as they would for that scenario, out of whatever exits they would to the parking lot rally point. Instead of using the front door, appoint the East Meeting Room Door as the proxy front door (since we're already in that room for the in-service anyways), so we don't get patrons getting any ideas we're open. Tornado and Lockdown would be even easier because it's fully contained to the building. That's the kind of thing I always wish in-service day was; a day to get practical, full-staff and departmental things done so everyone is on the same page while the building is closed to the public.
- Their was nothing that struck me as developing professional skills. How about breakout session showcasing more practical knowledge - Canva, for example.

Team-building ideas for next year

- This year, we separated by generation. Next year, it would be fun to have groups that are mixed ages.
- I like touring the Lyon Township public library and would be open to going to other libraries. I'd also like to learn more about the new machines the library has acquired in the iCube and get demonstrations on how they work and what they can do.
- Bad/silly art/book display, library escape room or scavenger hunt, video game tournament (e.g. wii bowling type game), trivia, wheel of fortune, board/tabletop games or puzzles
- scavenger hunt
- The True Colors done in a group is eye opening to the ways that others on your team think and communicate, <https://www.truecolorsintl.com/>
- Trivia
- Not an expert on these so I've got nothing.
- Improv, 'librarian olympics', Bring in a facilitator to oversee a Traitors or survival themed game.
- I'm going to say the two things I mention every year: Drag bingo and/or rage room.

- Team trivia
- I would be very happy if we went to a disc golf course :-)
- Trivia "Book Bingo" (Social & Interactive) The Premise: A classic human bingo game customized for library culture and personal quirks. How it works: Hand everyone a 5x5 grid sheet. Instead of numbers, the squares contain library-themed or fun personal facts (e.g., "Has read a book in a single sitting this year," "Can name 3 sci-fi authors in 5 seconds," "Works in a different branch/department than you," or "Prefers audiobooks over print"). The Action: Staff must walk around the room, talk to colleagues, and find people who match the descriptions to sign their squares. A person can only sign another's sheet once. Timing: 3 minutes to explain, 22 minutes to mingle and try to get a "Bingo" or fill the sheet, 5 minutes to hand out small prizes (like fun bookmarks or coffee cards) to the top finishers.
- Maybe some games? Family Feud? Trivial Pursuit? Pictionary? Wheel of Fortune?
- Doing a short board game may be fun.
- cooking class or decorate your dessert
- I think having a field day would be fun- games and stuff would help improve communication and team building and I think would naturally build a foundation to improve the communication between all departments.
- Something similar to an escape room (I know this has been explored and was too expensive?) - but maybe like a library mystery to solve? Break into teams to investigate clues throughout the building to try and solve a Clue style type of logic mystery? (I love logic-style puzzles)
- I'm not a fan of team-building activities (childhood trauma). I dread them. Not something introverts really enjoy. Having said that, I can;t really suggest anything for teams.

Final comments/suggestions

- Well done! Thank you!
- I wonder if we should keep doing awards? I wonder if it really goes with us being inclusive and diverse as our motto. I feel like there are some people who feel they will never win something and it doesn't feel fair to them. I just wonder if it's necessary or if something most people really want/care for anymore. I feel it wouldn't be a bad idea to send out a vote to staff members if they want to do it anymore.
- I feel the end of the day was rather chaotic and I couldn't concentrate on doing the activity with the amount of information given and movement happening. I think having a calm, quiet activity to end the long day would have been better and separating the awards/raffle/policy information from the activity would be best in the future.
- The morning was very hectic! I thought we would all gather for a few minutes in the meeting room and then head to the bus. It felt weird to be rushed out the door as soon as I walked in. I always struggle with the 8:30am start time. I think 9am would be better. Please remember to build a break into the afternoon. I ended up with a migraine because it was just too much- noise, people, lights, time ran late... Maybe just hand out the awards and email the nice blurbs later? Do the raffle drawings throughout the day.
- I like how the other library didn't have tilted bottom shelves. The books didn't get in each other's way if they fell over
- Thank you to all of the committee members, it was a very successful day.
- If we continue to have a half day Professional Development day prior to the Cities party, I think that would be plenty of time to cover the topics needed for our Professional Development. I don't like having the Professional Development day in August. It is generally our busiest month with returns and patrons in the building and closing for a day at this time makes it hard to get caught up.

- It was one of my favorite Professional Development Days
- It was a good day!
- I love getting together with everyone.
- Please have coffee next year :)
- No allergen or food preference survey went out this year
- Thanks to all who put this day together!
- Thanks for all of the hard work that went into this!
- I think some of the logistics/timing was not as well thought-out this year. We had too long of a break in the morning (20 minutes) and then no break in the afternoon - those could've been spaced out better. And the timing for the Japan presentation/craft/awards was all rushed because of the logistics of getting everyone through the lines.
- I truly loved its pace this year. Everything was organized impeccably. Thank you.
- Committee did a awesome job
- Thank you for the fun day of learning and the opportunities to get to know our staff.
- Thank you this was enjoyable!
- This year was very fun.
- I went home feeling exhausted, judged, traumatized, and hungry except for the snacks I had.

Final takeaways

- **FOOD:** Please have COFFEE! ☺ And more traditional breakfast items as opposed to grab-and-go snacks only. Order extra food for lunch, including more tofu. Set up lunch so that both sides of the table can be utilized for the line, which should help get people through the line more quickly.
- **ACTIVE THREAT AWARENESS TRAINING:** The presenter did a great job presenting useful, important information without making it too scary or causing anxiety.
- **LYON TWP. LIBRARY TOUR:** Staff loved getting out and seeing another library. It was suggested that we do this again in the future, but possibly with a library more similar to ours in class size, etc. Multiple people suggested a tour of TLN!
- **COMMUNICATING ACROSS GENERATIONS TRAINING:** Staff thought this training was interesting and fun but wished that we had spent more time learning how to apply the things we learned about generational differences and less time in our separate groups.
- **BOOKCASE ACTIVITY:** Staff loved the activity and thought it was great! Many people suggested keeping the activity on its own as opposed to grouping it in with awards and board updates, as they felt they couldn't fully enjoy the activity with so much going on at the same time.
- **OVERALL:** Many comments that this was the BEST professional development day yet! The main suggestion is that there was a LOT packed into the day...build in another break, try to avoid so much going on at the same time at the end of the day.



Novi Student Transition Program at NPL

We are fortunate to have four students participating in the program this school year 2026-2027. The students will be helping in the Administration Office, Facilities and Café.

Library Updates from the e-Newsletter: October 2026

Temporary Pause on Meeting Room Reservations

Public meeting room reservations are currently paused through **Jan 31, 2027**.

We appreciate your patience while we work through facility updates, staffing and operational improvements, and look forward to reopening reservations in February 2027.

Credit Card Minimum Starting December 1

To help offset rising transaction fees, NPL will implement a **\$2.00 minimum for credit card transactions** starting Dec 1. Please note: This does not apply when paying for printouts or copies at the print release station. We appreciate your understanding!



Check Out an Interactive Animal!

NPL now offers 2 interactive animals available to check out - a cat and a dog! Delight in soothing companionship as pets respond to your voice and touch with realistic sounds and behaviors through revolutionary technology. These furry friends check out for 14 days, with no renewals or holds.

[View Interactive Animals in Catalog](#)

692 Books Received for 2027 Read Boxes

September is Literacy Month

Novi Public Library is
**looking for youth/teen
new & gently used books**

Donations benefit the Read Box Project:

ITC Park • Pavilion Shore Park • Rotary Park • Brookfarm Park
Jessica's Splashpad • Sakura Novi

**Drop off donations at
Diversified Members Credit Union**
25880 Novi Rd
Novi, MI 48375

September 1st - 29th, 2026

Rotary
Club of Novi, Michigan

NOVI
PUBLIC LIBRARY
Cultivate Learning
Inspire Creativity
Foster Inclusivity

Diversified
MEMBERS CREDIT UNION
dmcu.com

Power Outage Usage at NPL on Friday, September 4, 2026

Due to the power outages in our area and Northville on Friday and Northville Library being closed due to no power, NPL was the spot to be on Friday, 9/4. Below is the door count for this past Friday of 1,012 attendees vs. an average Friday of 629.

Our Library is more than just books! Staff were amazing by pulling out extra chairs, opening up meeting room spaces, pulling out extra extension cords, etc.

Thank you,
Julie



2025-2026 Library Staff Award Winners

Above and Beyond Award

This award recognizes a staff member by the Library's Management Team who has been seen going Above & Beyond in their attempt to reach an annual goal OR has made a significant impact on a library service, collection or program for NPL that truly meets our Mission: Cultivate Learning, Inspire Creativity and Foster Inclusivity.

Sarah Mominee and Maryann Zurmuehlen (nominated by Julie Farkas)

Maryann Zurmuehlen and Sarah Mominee - I am nominating both of them as they worked very hard together on the planning, installation, training and now monitoring of the new Automated Material

Handling System. Both deserve kudos for the many hours of time for ensuring that this project was received very well by the community and was a seamless transition from the old system to the new. Our Library checks in hundreds of materials daily and by having this machine, it helps with accuracy of material records, staff time savings and is energy efficient. Both Maryann and Sara did an excellent job working with the Support Services team to ensure it was a smooth transition for all involved.

Kristin Abate and Eva Sabolcik (nominated by Sarah Mominee)

If possible, I would like to nominate Eva Sabolcik AND Kristin Abate. Both have done the library a huge service with their work on the Collection Inventory Project that has been years in the making, and started even before I got here. The hard work that the two of them have put into leading this project has shone throughout the library's collections. Staff in all departments have consistently stated that the positive effect of this project are noticeable and help staff and patrons in navigating the library. The project could not have been completed without their leadership of their teams, and I hope they are proud in what a huge task they have accomplished! I would like to recognize the shelving and tech services teams as well for their daily work that helps the library run from behind the scenes. Their work on this project was also instrumental in completing it and I hope that their hard work shows from staff and patron appreciation alike!

Amy Crockett (nominated by Dana VanOast)

Amy has made a great staff-related impact in 2026. She created and hosted a number of activities that have brought staff together in such a positive manner. These activities have brought smiles, laughs and memories to staff who participated. She has helped build camaraderie within the organization, and her creativity with these activities is greatly appreciated! Thank you for going above and beyond in finding ways for staff to bond outside of their daily routines!

Shannon O'Leary (nominated by Lori Lowery)

Shannon O'Leary met all parts of the NPL Mission this past year. She Cultivated Learning by presenting bilingual storytimes for Little Birds Montessori and at the Detroit Institute of Art. When a volunteer backed out she took over the ESL/ELL Book Club, running some of the sessions and finding back-ups when she was not available. She recruits volunteers for the numerous international language programs the Library offers. She Inspired Creativity by creating both desk and cabinet displays for monthly themes. Her relationship with the Japanese Consulate led to NPL being nominated for, and receiving, the Read Japan award. This led to the Library receiving 125 books for a deeper understanding of Japan. Everything Shannon does fosters inclusivity. Over 600 people attended the API Heritage Festival she presented at Novi High School. The Yokai Festival had an attendance of 350 people in the library. Shannon vetted a new language learning database, LinQ, which was rolled out in July of 2026. She attended both the Michigan Shiga Sister State and Hinoki Foundation Board Meetings. Shannon's accomplishments have been acknowledged both locally and internationally. In addition to receiving an Innovation Award from the City of Novi, Shannon was featured in the Chunichi Shimbun newspaper in Japan.

Keith Perfect (nominated by Jeffrey Smith)

By definition, much of Keith Perfect's job is the building infrastructure, and we know that a building is functioning when the infrastructure is not noticed. At a concert, nobody notices the sound booth unless there is no sound. Then they all turn around and stare at the technician. We want to be able to focus on the art, knowledge, programs and services at the library, not on the plumbing, lighting, heating, the ceiling tiles, or what's above the ceiling tiles. This year, I have seen Keith cleaning the cement of the sidewalks, using a crowbar on the patio, climbing a 20-foot ladder, building a wall, re-wiring a light fixture, vacuuming scum out of a drain, loading a truck, fixing a cart, climbing into the ceiling, not to mention dealing with many vendors, materials, procedures, and training us in safety. I also witnessed Keith sharing his knowledge of our building with my team and with other facilities staff. These things are all part of his job - but Keith knows how to go above and beyond - and when he does, it is often not noticed. Therefore, we don't always have the opportunity to show our appreciation to him. Thank you Keith.

Customer Service Award

This award recognizes a staff member that has provided the most consistent and most positive customer service to our NPL patrons or staff members over the past year. This person ALWAYS greets patrons with a smile. This staff person goes above and beyond to assist a patron or fellow NPL employee. This person is calm in chaotic situations.

Austin Webberly: I'm nominating Austin Webberly for the Customer Service Award. Watching Austin work the information desk is a joy — a friendly smile, a warm greeting, and inclusive language puts every visitor at ease. That's what anyone can expect at Novi Library when Austin's on the desk! He's just as steady with challenging tasks as well. He especially excels with reader advisory and can provide an extensive list of book recommendations with ease, especially for our tween and teen patrons. Just as memorable is watching him enthusiastically spring into the stacks to retrieve a beloved book, cardigan flapping behind him like a superhero's cape. Austin fields reference questions with the same competence and patience, whether it's a quick fact-check or a deep dive for into a research project. He is clear, calm and walks patrons, especially our older ones, through processes without making them feel left behind. He's the person a co-worker can rely on. Novi Public Library is lucky to have Austin — not just as a staff member, but as the face of the library on our front lines.

Honorable Mentions: Josefa Casas-Velazquez, Pat Cratty-Amireskandari, Emma DeCenso, Mary Robinson

Community Champion Award

This award recognizes a staff member that has put themselves out in the Novi community and has worked with a resident/a Novi group/a Novi business to champion library services and build library connections with NPL. How was the relationship formed? What impact was made for NPL with the resident/group/business connection with this staff person?

Shannon O'Leary: Shannon O'Leary has been a powerhouse as an NPL ambassador to the local AAPI community. Her hard work and dedication show a personal and professional commitment to the multicultural and diverse population NPL serves. Shannon's true demonstration as a community champion happens every day in many ways. Since our desks are close together, I can see her working every day with the community. She provides an annual Kamishibai Bilingual Storytime at the DIA, provides story times for ELL learners at Little Birds Montessori, hosted the Yokai Festival, organizes the NCSD ISTP program, hosted a library table at the Novi Japan Festival, and is in constant communication with the Japanese Consulate's office. She continues to forge new connections with local businesses and organizations and works tirelessly and with passion to serve our diverse community.

Honorable Mentions: Emma DeCenso, Mary Robinson

Always Growing Award

This award recognizes a staff member that is always looking to grow in new ways, both professionally and personally. Growth isn't limited to career performance, but also considers how a staff member has grown personally as a leader, coworker and individual. Also consider an employee who has just received a professional certification or has just graduated from a new field of study.

Emily Brush and Lori Mullins

Lori Mullins has demonstrated much growth as she has stepped into her role as a Circulation Supervisor. She has been quick to pick up her new duties and added responsibilities. Lori has proven herself to be an asset to our team and a valuable member of our staff and I have seen her growing into her new role wonderfully.

Emily Brush has always been a wonderful librarian, but this year she has stepped up as a supervisor in a big way. Emily has shown tremendous growth over the last year by taking on new responsibilities. She leads with confidence and advocates for her staff. Her years of experience as a librarian have helped

shape her into a great leader. We have seen her work to create smoother workflows and take charge as a leader in real time.

Honorable Mentions: Danielle Mazur, Sarah Mominee

Innovation & Creativity Award

This award recognizes a staff member who innovates or develops a creative solution to address new or existing problems, or who has significantly improved a process, system, operation, outcome, resource or service for internal or external use at the Library.

Mallory Lindeman

Mallory Lindeman brings so much to one of our most creative spaces, the iCube! Her sewing classes have been a big hit. Mallory spent so much time finding a new embroidery machine for the iCube, and has dedicated her time to learning how to use it, testing it, using it with patrons during appointments, and will eventually be training iCube staff on how to use it. She has also given demonstrations to staff members who have been interested in seeing how the new machine works. She is an iCube all-star.

Honorable Mentions: Kristin Abate, Eva Sabolcik, Denise Woods, Maryann Zurmuehlen

Helping Hand Award

This award recognizes a staff member who is always willing to step in and help out when necessary, whether it be filling in when a person is absent, being there to listen and give advice to another staff member about things they are working on or maybe offering help on a project or program.

Danielle Mazur

Danielle Mazur steps up when help is needed. She is using her background in art to take over the Masterpiece Monday programs. This provides participants with a trained art teacher to present the programs, while saving the library money by not having to pay an outsider. With staff shortages Danielle has stepped up to provide more storytimes so that the offerings did not need to be cut any further. Between desk displays, programs and collections I really don't know how she does it, but she always manages to find time to be a listening ear or give a hand to someone who needs it. Whenever someone has needed to swap desk time around Danielle is always willing to change things. She can always be counted on to help out when necessary and is a great team player. Her quiet, dependable presence and unfailing kindness are very appreciated.

Honorable Mentions: Kristin Abate, Josefa Casas-Velazquez, Mary Robinson

Inclusivity Award

This award recognizes a staff member who ALWAYS makes patrons and staff members feel included, welcomed, valued and appreciated. They give credit where credit is due and make others shine. Tell us how this person does this and what makes them unique to NPL.

Anna Jakubiec

Anna is an incredible advocate for our teen patrons at NPL. She is always suggesting ways to make teens feel welcomed and valued when they hang out in the Teen Lounge, drop into Teen Space or attend TAB meetings and other library programs. She offers alternative perspectives in conversations about what would resonate best with teens. I appreciate her expertise and contribution to teen services at NPL. Anna's "Libraries are for Everyone" displays throughout the year celebrate people of different cultures, beliefs, abilities, and interests, and help ensure that every person who walks through the door can see themselves in a book. Her Club Half-Blood and Novi Inklings Creative Writing Club programs help welcome a vulnerable age group, tweens, to the library and make them feel valued and included.

Honorable Mentions: Shang-Yeu Chang, Amy Crockett, Emma DeCenso, Austin Webberly

Exceptional Listener Award

This award recognizes a staff member for their ability to actively listen and demonstrate empathy, understanding and a willingness to engage with others of different perspectives. Whether it's a fellow staff member or patron, this individual's strong listening skills support effective communication, teamwork and problem-solving at NPL!

Kristen Sullivan: Kristen's open-door-policy and dedicated listening offer a vital sounding board for staff, which shows how much she cares about the organization and her colleagues. She balances her listening skills with transparent and consistent HR communication, which helps build trust and helps keep our organization connected and informed. Kristen Sullivan is our listener, supporter and encourager. I deeply appreciate her sense in connecting with our feelings of distress and insecurity. I am ever so grateful for her compassionate and kind nature. She has instilled confidence in me when I have second guessed myself in situations. It's really nice to have someone to go to when any problems arise.

Honorable Mentions: Dana VanOast, Maryann Zurmuehlen

Team Player Award

This award recognizes a staff member who holds the team together, offering support, fostering effective communication and recognizing the contributions of others. This individual celebrates and encourages collaboration and camaraderie across the organization, highlighting the importance of working together toward common goals.

Amy Bermingham and Denise Woods

Denise Woods is a valued team player in EVERY department. She is incredible in helping us all feel supported with her IT knowledge and is easy to talk to. She is self-motivated, but when given the opportunity, she is eager to team up with other staff to complete a common goal. For example, Denise has teamed up with iCube staff to reorganize and reconnect iCube hardware when needed. She has worked with the Customer Service Team to support the new cross-training program. And she has supported IT staff projects by teaming up on multiple occasions.

Amy Bermingham deserves this award because in the past year she has been a vital team player in Tech Services, especially with MeLCat. Amy has encouraged and supported others trying to learn more about MeLCat and has done a wonderful job communicating with other departments to ensure MeLCat runs smoothly. Amy is always cheering us on with the biggest and brightest smile. She is willing to collaborate with other staff on tasks that they need help with.

Honorable Mentions: Elizabeth Kopko, Rae Manela, Eva Sabolcik

Employee Milestones from FY 24-25

Danielle Mazur – celebrated 5 years with NPL on 8/26/25
 Anna Jakubiec – celebrated 5 years with NPL on 3/25/26
 Jess Holowicki – celebrated 5 years with NPL on 5/10/26
 Emily Brush – celebrated 10 years with NPL on 12/7/25
 Shannon O'Leary – celebrated 10 years with NPL on 12/7/25
 Eva Sabolcik – celebrated 10 years with NPL on 2/3/26
 Gail Anderson – celebrated 10 years with NPL on 5/19/26
 Maryann Zurmuehlen – celebrated 15 years with NPL on 8/4/25
 Elizabeth Kopko – celebrated 15 years with NPL on 8/16/25
 Mary Robinson – celebrated 20 years with NPL on 9/13/25



From the Desk of Director Farkas September 2026

CURRENT PROJECTS

- Front Door Main Entrance – project manager duties
- East door welcome duties for main door project
- HVAC Issues
- HR/Finance Committee – Salary Structure
- Back-up for Communication Manager – as of 9/25/26
- Attended many school, city, chamber and community events (14 events)
- Planning of winter Engage magazine
- HR mtgs. For staff needs
- Student Rep. postings, interviews and onboarding

STAFF & CITY MEETINGS

- Weekly leadership mtgs.
- Novi Rotary
- Novi Chamber

WEEKEND ROTATION

- 9/1: Library events 9/19 and 9/20

TRAINING & OFFICE DUTIES

- BossDesk
- Communications Manager duties
- City of Novi -

OUT of the OFFICE: Family Funeral (September 22 – 24); Vacation 9/4 and 9/18

Street SOUNDS
AT FOUNTAIN WALK

ENCORE!

**ONE MORE CONCERT.
ONE UNFORGETTABLE NIGHT!**

Join us for one more summer concert
before winter hits!

**FRIDAY, OCTOBER 9TH
7-9PM**

PRESENTED IN PARTNERSHIP BY
TWELVE MILE CROSSING
AT FOUNTAIN WALK
FRIENDS OF NOVI
PUBLIC LIBRARY

IN CASE OF INCLEMENT WEATHER,
THE CONCERT MOVES INDOORS TO THE HUB STADIUM

**FRIENDS OF NOVI LIBRARY
KALEIDOSCOPE
2026 FALL SERIES**

Tuesday, September 8, 7pm
The Colorful History of National League Baseball Parks
Paul R. Hinz, Director, Millrace Village
Join us in hearing from a well-informed baseball enthusiast about the evolution of baseball. Learn about teams and ball parks of the National League from the 1876 to 1960 era. A prolific and skilled model builder, Hinz will also have some of his work on display.

Tuesday, October 6, 7pm
Michigan's Venice: Voices from the Flats
Daniel Harrison, Ph.D., Maritime Archaeologist
Harrison is an award-winning archeologist who refers to himself as an "evidence-based storyteller." He reconstructs narratives around authentic artifacts that can be touched and can touch us in return. We welcome him back for this special presentation.

Wednesday, November 4, 7pm
Running Lights
Michael Lauchlan, Poet, author and teacher
What are the challenges when writing and publishing poetry? The author of four published books of poetry, Lauchlan has also contributed to many publications. He will share what he has experienced and will read some of his poems.

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

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

**Novi Historical Commission**
Fall 2026

Register: novilibrary.org



WED
Sep. 30
7pm

Forward Down the Field:
Detroit Lions 1934-1958

The story of the Lions catching on in Detroit doubles as the story of professional football finding its place in American popular culture.

TUE
Oct. 13
7pm

Secret Michigan

Discover the weird and Strange history of Michigan! From the only king who ruled in the United States to the only President who was also a king, you'll unearth the fascinating stories behind popular places.



WED
Nov. 11
7pm

Clara Ford and the Fairlane Mansion

Learn about the history of Clara Ford and the role she played in designing and managing the 1,300 acre estate.



Tornado Warning 3:47 p.m. to 4:15 p.m.

Entrance moved to Door #8 due to construction

Note: Door #8 Count shown is a staff manual tally

On 9/16 we used Door #8 until 5:30 p.m.
On 9/16 we used Door #1 from 5:30 p.m. to 9 p.m.

9/1/2026				
9-10am				0
10-11am				91
11am-12				46
12-1pm				61
1-2pm				78
2-3pm				117
3-4pm				130
4-5pm				107
5-6pm				82
6-7pm				99
7-8pm				78
8-9pm				31
9-10pm				0
				920

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

9/3/2026 -Tornado Warning				
9-10am				0
10-11am				155
11am-12				63
12-1pm				64
1-2pm				94
2-3pm				163
3-4pm				133
4-5pm				70
5-6pm				89
6-7pm				93
7-8pm				85
8-9pm				41
9-10pm				0
				1,050

9/4/2026				
9-10am				0
10-11am				69
11am-12				50
12-1pm				57
1-2pm				68
2-3pm				109
3-4pm				139
4-5pm				88
5-6pm				78
6-7pm				152
7-8pm				82
8-9pm				28
9-10pm				0
				920

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

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

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

9/8/2026				
9-10am				0
10-11am				89
11am-12				47
12-1pm				85
1-2pm				126
2-3pm				160
3-4pm				158
4-5pm				137
5-6pm				182
6-7pm				183
7-8pm				93
8-9pm				26
9-10pm				0
				1,286

9/9/2026				
9-10am				0
10-11am				90
11am-12				39
12-1pm				47
1-2pm				88
2-3pm				181
3-4pm				118
4-5pm				117
5-6pm				115
6-7pm				146
7-8pm				85
8-9pm				41
9-10pm				0
				1,067

9/10/2026				
9-10am				0
10-11am				90
11am-12				57
12-1pm				95
1-2pm				67
2-3pm				190
3-4pm				163
4-5pm				125
5-6pm				117
6-7pm				115
7-8pm				69
8-9pm				0
9-10pm				0
				1,088

9/11/2026				
9-10am				0
10-11am				78
11am-12				49
12-1pm				68
1-2pm				85
2-3pm				120
3-4pm				115
4-5pm				91
5-6pm				67
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				673

9/12/2026				
9-10am				0
10-11am				125
11am-12				52
12-1pm				82
1-2pm				99
2-3pm				102
3-4pm				102
4-5pm				98
5-6pm				87
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				747

9/13/2026				
9-10am				0
10-11am				0
11am-12				0
12-1pm				194
1-2pm				86
2-3pm				130
3-4pm				99
4-5pm				99
5-6pm				50
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				658

9/14/2026				
9-10am				0
10-11am				64
11am-12				39
12-1pm				75
1-2pm				66
2-3pm				153
3-4pm				184
4-5pm				157
5-6pm				123
6-7pm				107
7-8pm				67
8-9pm				22
9-10pm				0
				1,057

9/15/2026				
9-10am				0
10-11am				97
11am-12				66
12-1pm				43
1-2pm				88
2-3pm				142
3-4pm				93
4-5pm				120
5-6pm				86
6-7pm				121
7-8pm				82
8-9pm				28
9-10pm				0
				966

9/16/2026 -See Notes				
9-10am				0
10-11am				108
11am-12				81
12-1pm				50
1-2pm				75
2-3pm				145
3-4pm				115
4-5pm				109
5-6pm				105
6-7pm				94
7-8pm				73
8-9pm				14
9-10pm				0
				969

9/17/2026				
9-10am				0
10-11am				121
11am-12				59
12-1pm				59
1-2pm				71
2-3pm				117
3-4pm				118
4-5pm				99
5-6pm				103
6-7pm				122
7-8pm				79
8-9pm				38
9-10pm				0
				986

9/18/2026				
9-10am				0
10-11am				91
11am-12				54
12-1pm				60
1-2pm				56
2-3pm				95
3-4pm				96
4-5pm				79
5-6pm				64
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				595

9/19/2026				
9-10am				0
10-11am				96
11am-12				74
12-1pm				78
1-2pm				77
2-3pm				105
3-4pm				79
4-5pm				76
5-6pm				60
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				645

9/20/2026				
9-10am				0
10-11am				0
11am-12				0
12-1pm				153
1-2pm				110
2-3pm				124
3-4pm				80
4-5pm				91
5-6pm				44
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				602

9/21/2026				
9-10am				0
10-11am				74
11am-12				75
12-1pm				60
1-2pm				76
2-3pm				133
3-4pm				151
4-5pm				148
5-6pm				128
6-7pm				133
7-8pm				65
8-9pm				14
9-10pm				0
				1,057

9/22/2026				
9-10am				0
10-11am				95
11am-12				54
12-1pm				76
1-2pm				68
2-3pm				97
3-4pm				143
4-5pm				107
5-6pm				99
6-7pm				89
7-8pm				87
8-9pm				25
9-10pm				0
				940

9/23/2026				
9-10am				0
10-11am				104
11am-12				76
12-1pm				46
1-2pm				68
2-3pm				163
3-4pm				113
4-5pm				120
5-6pm				107
6-7pm				149
7-8pm				73
8-9pm				17
9-10pm				0
				1,036

9/24/2026				
9-10am				0
10-11am				75
11am-12				33
12-1pm				53
1-2pm				79
2-3pm				133
3-4pm				202
4-5pm				116
5-6pm				88
6-7pm				94
7-8pm				49
8-9pm				18
9-10pm				0
				940

9/25/2026 before hours event				
9-10am				23
10-11am				96
11am-12				55
12-1pm				50
1-2pm				63
2-3pm				107
3-4pm				98
4-5pm				63
5-6pm				36
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				591

9/26/2026				
9-10am				0
10-11am				93
11am-12				97
12-1pm				88
1-2pm				98
2-3pm				85
3-4pm				112
4-5pm				80
5-6pm				44
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				697

9/27/2026				
9-10am				0
10-11am				0
11am-12				0
12-1pm				147
1-2pm				96
2-3pm				117
3-4pm				142
4-5pm				101
5-6pm				45
6-7pm				0
7-8pm				0
8-9pm				0
9-10pm				0
				648

9/28/2026				
9-10am				0
10-11am				84
11am-12				65
12-1pm				70
1-2pm				61
2-3pm				145
3-4pm				194
4-5pm				142
5-6pm				111
6-7pm				129
7-8pm				80
8-9pm				13
9-10pm				0
				1,094

9/29/2026				
9-10am				0
10-11am				102
11am-12				57
12-1pm				47
1-2pm				69
2-3pm				129
3-4pm				97
4-5pm				105
5-6pm				55
6-7pm				144
7-8pm				96
8-9pm				13
9-10pm				0
				914

9/30/2026				
9-10am				0
10-11am				101
11am-12				83
12-1pm				50
1-2pm				85
2-3pm				144
3-4pm				197
4-5pm				111
5-6pm				97
6-7pm				177
7-8pm				88
8-9pm				17
9-10pm				0
				1,150

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

Meetings & Trainings

- 9/1: BOSSDesk Meeting with Director
- 9/1: Management Team Meeting (w/HR)
- 9/3: BOSSDesk Phase 2 Launch Admin Meeting
- 9/3: Public Policy Committee Meeting
- 9/4: Cataloging Meeting with Tech Services Supervisor
- 9/4, 9/11, 9/18, 9/24: "Welcome Teens" Duty 2:30pm - 5pm
- 9/5: Catchup Meeting with Keith Perfect
- 9/9: Strategic Plan Committee Meeting
- 9/9: Main Door Project/Staffing the East Mtg Room Door 2pm - 3pm
- 9/9: Facilities Dept Monthly Meeting
- 9/11: Main Door Project/Staffing the East Mtg Room Door 5pm - 6pm
- 9/11: Meet Matt from Midwest Construction with Keith Perfect
- 8/19: Catchup Meeting with Director
- 9/14: BOSSDesk Meeting with Director & Librarians
- 9/14: Main Door Project/Staffing the East Mtg Room Door 4pm - 6pm
- 9/15: Management Team Meeting
- 9/16: Main Door Project/Staffing the East Mtg Room Door 1pm - 2pm
- 9/17: Catchup Meeting with Head of IT
- Week of 9/22: Facilities Assistant I Interviews
- 9/22: Catchup Meeting with Head of Support Services
- 9/25: Main Door Project/Staffing the East Mtg Room Door 11am - 12pm
- 9/28: Board Building & Grounds Committee Zoom Meeting
- 9/28: Main Door Project/Staffing the East Mtg Room Door 6pm - 7pm
- 9/29: Main Door Project/Staffing the East Mtg Room Door 10am - 11am

Current Projects

1. Chair of the Public Policy Committee.
2. Project Manager for the Help Desk Ticket System Project (HDTS)
 - September 22:
 - BOSSDesk Phase 2 Launch of NPL Help Desk Ticket Form & Meeting Room Requests (Refreshments or Special Room Setups) Form
3. Working with a vendor to have a stairwell glass panel replaced.
4. Working with the State of MI to recertify our elevator licenses.
5. Obtained quotes for a new snow removal services contract and submitted a recommendation to the Board for approval.
6. Holding interviews to fill a Facilities Assistant I 20-hour position.
7. Preparing for non-carpeted floor cleaning in October.
8. Preparing for a Fire Drill in October.
9. Completing updates to the Emergency Manual.
10. Completing work on the DTE rebates project for the Director.
11. Attended "Conversations Worth Having" Trainer Certification on June 9 in Lansing. Will be completing training certification and required practicums through June 2027.
12. Researching purchase of new appliances for staff break room.
13. Research & Test Possibility of Changing Catalog Locations to Specific Floors
14. Preparing the Facilities Department Budget for FY 27-28.
15. Working on a Facilities Department Manual.
16. Organizing the Mechanical Room and other Facilities storage areas.

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

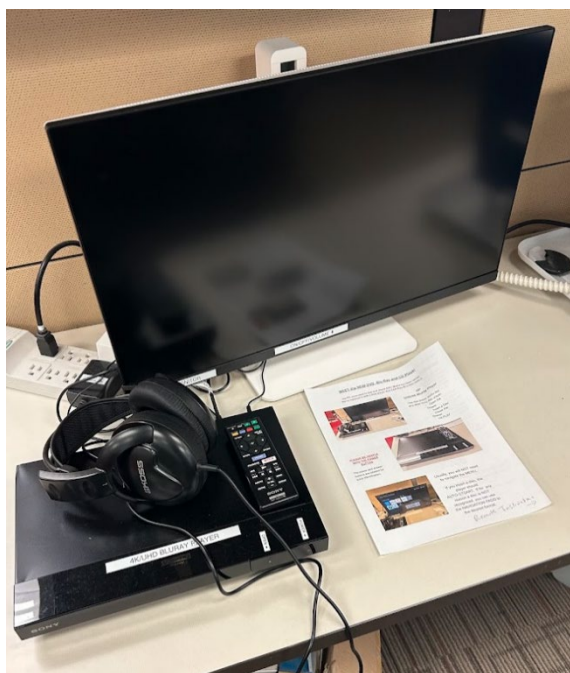
General

The whole IT Team contributed by serving several times at the Welcome Desk during the Front Door project.

Dom scheduled an e-Waste pickup. Bill Bembeneck was a great help in moving the items down to the loading dock. In addition to the old computer hardware were 4 old server UPS's that were well past their End of Service Life and the old Muse laser.

We had multiple false sensor alarms due to a Data Closet Water Puck that is failing. A new sensor has been ordered and will be installed by Knight Watch as soon as it comes in.

Denise installed a new Sony 4K/UHD Blu-ray player with a UHD screen and headphones in the 1FL IS/SS area for IS staff to use to test Blu-ray and other DVD media. The previous machine was only capable of testing standard Blu-ray discs and since we have UHD/4K discs in our collection, we needed a way to test them.



New 4K/UHD Blu-ray player installed by Denise in the IS/SS area for staff use

- Dominic led a *iCube Committee* meeting (Denise, Jeff, Mallory)
- Jeff attended a TLN Tech-Comm Committee meeting and met with the Tech-Comm chairman regarding assuming the chair position.
- Jeff attended Management meetings and an ADBO Update meeting
- Denise participated in a Customer Service Committee Meeting
- Jeff attended a Strategic Plan Committee meeting
- Denise and Jeff attended a BossDesk Phase 2 Launch Meeting
- Jeff led a Quarterly IT Update Meeting (Denise)
- Dom, Denise and Mallory attended the Guild of Library Makers (GoLM) Convention
-

Training

- Mallory held a "Embroidery Machine Showcase" class for the public.

iCube

We held 177 iCube appointments in September.

- 29 3D prints
- 0 3D scans
- 9 Adobe Creative Cloud projects
- 5 Cricut crafts
- 54 Creative Kits
- 23 Digital Conversions
- 9 Heat Press jobs
- 13 Laser projects
- 4 Photo Prints
- 18 Sewing/Embroidery projects
- 10 Sublimation prints

On September 10 Dom, Mary, and Mallory presented news and updates on the many iCube developments at the September NPL Board of Trustees Meeting. The presentation included samples of some of their recent projects and a slide show highlighting new equipment. Nice job, team!

On September 20, Dom staffed the iCube during the NPL Open House. He was assisted by Margaret (Mags) Beller, a member of the Friends of the Library. We had 71 visitors to the iCube during the Open House!

Sid checked in multiple creative kits and helped Emma with a project she was working on for Senior Day.

Dom resolved an issue with the AP2 Max Air Filter which uses Bluetooth to connect to the P3 laser software. The filter now activates automatically when called for by the app.

Jess worked with a patron who wanted to turn the handles of reclaimed weapons into art.

Dom reported that a team of High School students were using our archival scanner to create their High School yearbook.

On September 18, Dom, Denise and Mallory attended the GoLM Con which was held this year at Southfield Public Library. Denise won a 3D printer as the raffle grand prize and donated it to the Novi library for use in the iCube. The printer will be installed in the IT Office.

Mary also did a major cleaning of our Epson Photo Printer. As a test she printed a photo of a 16th Century mannerist painting titled "The Librarian" by Giuseppe Arcimboldo



Left: Bambu Lab A1 mini 3D printer donated by Denise

Right: "The Librarian" sample printed by Mary on the Epson Photo Printer.



A new Fellowes Laminating machine was ordered by Mary to replace the one that is used by patrons on the 2nd floor. Paid for from the IT Hardware budget.

Laminating Machine installed by Mary in the 2nd Floor Adult Public area

Sid answered a patron family's questions about our 3D printing process.

Dom had an appointment for wood cutting with the P3 laser.

Mallory "designed, cut and engraved some bookmarks for Shannon to give as gifts to the Yokai festival performers along with the tote bags we made yesterday." and "Shannon requested I make her some more acrylic bookmarks to take to Japan to give out as gifts. I have so much fun designing with acrylic!"



Left and Right: Bookmarks designed and made by Mallory for the Yokai Festival

Jess assisted multiple patrons including helping a patron make a shirt of their cat and helping another patron who wanted to learn how to use the Epson Archival Scanner to scan 35mm slides. They worked out a scanning method using two different versions of the scanning software.

Jess and Sid processed many 3D printing jobs for patrons.

Dom created multiple iCube Knowledge Based Articles and posted them to the BossDesk Help Desk. The articles give work instructions for iCube equipment, and also cover safety topics such as Safety Data Sheet (SDS) information.

Jess showed Mallory and Dom how to use the Offset tool in xTool Studio to add extra space around a design for cutting out

Mary worked out a method for engraving on Flagstone or Slate with the new P3 laser. This method will enable the team to take engraving appointments for engraving on Flagstone or Slate.



Flagstone engraved by Mary.



Left photo: Mallory had an appointment with a patron to embroider his gym logo on a hoodie. "He drew this himself and was really happy!" He said "thank you for helping me bring my design to life!" 😊



Left photo: First hat embroidered on the Bai Embroidery Machine by Mallory

Facilities Report by Keith Perfect – August & September 2026

August:

In the past month (August) the Facilities Department has closed 28 Facilities Maintenance tickets, 46 Meeting Room Requests/program set-ups and has completed approximately 320 Periodic Maintenance tickets.

- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- 1-large order of janitorial supplies were received.
- 2-Gaylord bins full of discarded and donated books have been sent to Thrift Books for re-sale or recycling.
- Several trips to the DPW yard were made to drop off recycled materials/boxes.
- Library Board Packets were delivered to Board members.
- The staff break room refrigerator has been defrosted and cleaned.
- Carpet spot cleaning was performed by Facilities staff.
- The disposable paper filters in both HVAC air-handlers were changed.
- A handful of carpet tiles were re-glued to the floor.
- 13-light ballasts were changed.
- Our landscaping vendor finished the landscaping around the new concrete work on the South end of the building. The grass has filled in and looks great!

- Safety tours were provided to new staff.
- The café sinks received new faucet washers and the faucets are working much better at this time.
- A quote was obtained for the replacement of the broken glass panel on the main stairwell. The quote was approved and the vendor is waiting on the new, custom glass panels.
- The Category 1 inspections of the elevators was scheduled with vendor.

September:

In the past month (September) the Facilities Department has closed 28 Facilities Maintenance tickets, 48 Meeting Room Requests/program set-ups and has completed approximately 350 Periodic Maintenance tickets.

- The main entrance door project was initiated by vendor and the project is near completion.
- The Category 1 inspection of the elevator was completed by vendor and the state has sent us our elevator certificates.
- The parking lot crack fill and striping project was completed by vendor.
- New decals displaying the Library's hours of operation were ordered and will be installed by the vendor when the main entrance project is completed.
- Some shelving and cabinets were moved and re-anchored to the wall in the iCube to make room for new equipment.
- The plumbing backflow testing was completed by vendor.
- The breakroom sink garbage disposal and plumbing was removed and re-assembled to snake the main drain in the wall to clear a blockage. The sink is now draining as well as it did fifteen years ago.
- A quote was requested from our concrete vendor for more concrete repairs around the property.
- 21-light ballasts were changed.

Assistant Director of Public Services – Lori Lowery – September 2026 – N/A

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

News and Notes

- The Information Services Department welcomed a new staff member in August!
 - Cat Tang - Youth Services Librarian
- Danielle hosted a Library Card Sign-Up Month Reading Challenge
- Emma hosted Novi Library's third annual Human Library event. Patrons had the opportunity to engage in conversations that challenged stereotypes and fostered understanding (9/12)

- Emily started acquiring seating and tools for inclusive and sensory story time programs at NPL through a donation from MSUFCU. These materials will be used during the monthly ECEC Special Education Class Visits Emily hosts and other upcoming library programs.



Photos: Assistive seating (Left: Cube seating, Right: Flex-Space Floor Seat)



Photos: Assistive tools (Left: Liquid Floor Tiles, Right: Easy-Squeeze Scissors)

North End News

- Sip & Read at HUB Stadium - Emma, Rae (9/3)
- Emma and Mary presented at Fox Run on digital services and promoted assistive devices created in the iCube (9/9)
- Girls Night out at HUB Stadium - Gail (9/11)

Professional Development

- All IS Staff participated in "Phase 2 Launch of BOSSDesk HDTS -- Training on the NPL Help Desk Ticket Form & Meeting Room Request"
- Emily and Rae completed the Novi Fire Department Adult and Child Heartsaver CPR course (9/2)
- Emily began professional reading - *Well-Being in the Library Workplace: A Handbook for Managers*
- Mary attended GOLMCON (Guild of Library Makers Annual Conference).
 - The GoLM Assistive Print Network was introduced at the conference. This is a program connecting library patrons with free 3D-printed assistive devices across the state of Michigan. Novi Public Library is serving as the sole Print Library during the pilot phase (9/18)
- Ryan Dowd Homeless Training - Kate, Cat
- Early Childhood Investigations Webinar - How to Talk to Infants and Toddlers While They Play: Language that Fosters Connection, Confidence and Creativity - Kate
- MLA Advocacy Hour: The Fight for Fair eBook Pricing: A Closer Look at Illinois eBook Legislation - Anna

- Situational Awareness: Reading the Room Before It Reads You webinar - Rae, Danielle, Stacy, Emma (9/11)
- Learned Behavior: How Youth Digital Life Shapes Moral Development webinar - Danielle, Kirsten (9/16)
- Refusal as Instruction: Talking to Patrons about AI -Emma
- Panel to Page: Fall Graphic Novels for all Ages - Part 1 webinar - Danielle (9/16)
- Joyful Reading Co: Programming with Comics Plus and Beanstack webinar - Danielle (9/16)
- Open Books, Open Minds: A celebration of reading and literacy day-long virtual event - Danielle (9/24)
- Attended Adaptive Umbrella Virtual Accessibility Workshop - Danielle (9/29)
- School Library Journal Teen Live! Virtual Conference (continued) - Austin
- Scream with Me: Confronting Social Injustice Through Horror webinar - Austin
- Knowledge Drop: Fall's Best Nonfiction Reads Part 2 - Kirsten
- TLN Webinars–Implicit Bias (1 hr) and Dealing with the Angry Public (1 hr) (9/19) - Stacy
- ALA's Developing the Adult Non-Fiction Collection (9/28) - Stacy
- ALA's Weeding Your Collection (9/28)-Stacy
- Customer service Cross-Departmental Shadowing: Lily, Austin, Stacy, Emma, Jess

Committee Work

NPL Committees

- iCube - Mary, Jess, Anna
- Customer Service - Lori, Stacy
- Public Policy - Anna, Rae
- DEI - Jess, Austin, Shannon
- Strategic Planning - Rae, Lori, Shannon
- Professional Development Day - Danielle, Kirsten, Gail
- HR Policy - Emily, Kirsten
- Safety - Mary

NPL Workgroups

- Senior Day - Gail, Jess, Emma, Lori, Rae

External Committees

- MLA Thumbs Up Award - Shannon, Austin (Austin - Vice Chair)
- MLA YouPer Award - Kirsten
- Novi Mental Health Alliance - Austin
- Novi Historical Commission - Rae
- eConent Policy Committee - Mary
- Michigan Shiga Sister State Board Meeting - Shannon

IS Staff Outreach

- Storypoint Book Club - Emma (9/8)
- Lakes of Novi - Emma (9/9)
- Rose outreach visit - Emma (9/15)
- Meadowbrook Book Book Club - Emma (9/16)

- Mary was a guest speaker for the LIS 5573 Makerspaces: Theory and Practice course at the University of Oklahoma School of Library and Information Studies on the topic of "Designing Inclusive Makerspaces for Youth with Disabilities." (9/16)
- For the Love of Poetry @ Sweetwaters Coffee and Tea - Emma (9/14)
- Summer Songfest @ Paradise Park (9/17) - Gail
- Novi Early Childhood Special Education Class Visit - Emily (9/18)
- Little Birds Montessori Story Time Visit - Shannon (9/24)
- NCSD ESL Tour - Shannon (9/25)
- Tour for new Michigan Shiga Sister State Rep - Shannon

Displays

- **1st Floor Displays**
 - **Display Case** - Hispanic Heritage Month (Shannon)
 - **Information Desk Display** - Library Card Sign-Up Month (Danielle)
 - **Libraries Are for Everyone** - Libraries are for Everyone: National Yoga Awareness Month, National Honey Month, Labor Day, Remembering Dolly Parton and Tim Curry (1946-2026), Rosh Hashanah & Yom Kippur, Hispanic Heritage Month, Sukkot, Mid-Autumn Festival
 - Teen Choice Display (TAB)



Photo: 1st Floor Information Desk Display - Library Card Sign-Up Month



Photos: (Left) September Libraries Are for Everyone (Right) Teen Choice Display (TAB)

- **2nd Floor Displays**
 - Information Desk Display: Hispanic Heritage Month (Shannon)
 - **Teen Lounge Book Display:** Books That Take You Places (Austin)
 - **Adult Book Displays:** Read a Book with Trees on the Cover (Rae); Celebrate Hispanic Latino Heritage Month (Emma); National Preparedness Month (Emma)



Photo: Read a Book with Trees on the Cover (Left); Celebrate Hispanic Latino Heritage Month (Center); National Preparedness Month (Right)

Programs

Adult Programs

- Japanese Conversation Group - Shannon (9/2)
- Knit 2gether Knitting Group - Mary (9/3, 9/10, 9/17, 9/24)
- Novi Mental Health Alliance Meeting & Book Club - Austin (9/14)
- Afternoon Read Book Club - Rae (9/15)
- Spanish Conversation Group - Shannon (9/15)
- Korean Conversation Group - Shannon (9/16)
- Compassionate Support Series: Caring for Someone with Dementia - Gail (9/21)
- Masterpiece Monday - Danielle (9/21)
- An Evening of English - Shannon (9/22)
- Craftastic Wednesday: Decorative Book Edges - Mary (9/23)
- Strange Lands Book Club - Jess (9/24)
- Embroidery Machine Showcase - Mallory (9/26)
- Novel Idea Book Club - Rae (9/28)
- NPL Adult Social Connections Game Day - Gail (9/29)



Photo: Craftastic Wednesday: Decorative Book Edges (9/23)

Early Literacy/Youth/Tween/Teen/Family Programs

- Time for Twos & Threes - Kate, Emily (9/15, 9/22, 9/29)
- Baby Time - Danielle, Kirsten (9/16, 9/23, 9/30)
- Tot Time - Danielle, Kirsten (9/16, 9/23, 9/30)
- Fun for Fours & Fives - Kirsten (9/17, 9/24)
- Lego Club - Kirsten (9/1)
- Club Half-Blood - Austin (9/10)
- Inklings Creative Writing Club Youth & Tween (2 sessions) - Anna (9/15)

- Fae Party - Youth - Taylor (9/16)
- Teen Advisory Board Meeting - Anna, Taylor (9/18)
- Sunset Stories - Emily (9/23)
- Breakfast for Dinner - Teen - Anna, Taylor (9/24)
- Family Story Time - Danielle (9/26)
- DIY Magic Wands - Tween - Taylor (9/29)
- Teen Space - Austin, Anna, Shannon, Taylor (Subs: Jess & Stacy) - (9/1-9/30) - **650 attendees**
 - Teen Space Craft: Beaded Succulents (9/17)

All Ages Programs

- Library Open House (9/20)

Marketing & Community Promotions Report – September 23, 2026 By Amy Crockett, Administrative Assist.

Webinars/Professional Development:

- September 29, 2026: BOSSDesk Training (Amy Crockett)

Committee/NPL Involvement:

- Amy attended a Customer Service Committee Meeting on September 10, 2026
- Amy helped organize a staff baby shower for Dana on September 10, 2026
- Amy and Dana both took several shifts staffing the temporary library entrance during front door construction

Outreach

- "I Love My Library" lawn signs available for Novi residents to pick up at the Library starting September 8, 2026

e-Newsletter:

- 23,850 emails sent on August 31; 8,869 read (37% read rate); 699 Unique Clicks

Meeting Room News & Notes:

- September totals: 41 rentals with 716 attendees (rentals limited due to front door construction)
- Feedback from renters this month:
 - "Everything was exceptional. All the way from inquiring during a short visit, to the communication with Amy through the booking and all the way down to executing it with Bill's assistance and accommodations."
 - "It was simple, easy and prompt"
 - "Thank you for all your help. It was much appreciated and we will absolutely be back soon."
 - "Overall very positive experience."
 - "It was great."

News Feature

Novi Note – September 24, 2026



NO-VI Chess Club: For ages 5 and older, includes lectures, practice games, analysis and other training, 7-8 p.m., Novi Public Library, 45255 10 Mile Road, registration required, (248) 349-0720, novilibrary.org



Photo by Charity Meier

IT'S A SIGN

Since 1987, the American Library Association has held an annual campaign to encourage people of all ages to get a library card to access the vast resources available to them there. The library card sign-up month is held every September, with various activities held at individual libraries.

In honor of the library card sign-up campaign, the Friends of the Novi Public Library are giving away "I love my library" yard signs. The signs are available on a first-come, first-served basis in the east meeting room of the library. People are limited to one sign per household.

'Forward Down the Field'

Football fans can enjoy a presentation on the history of the Detroit Lions and professional football at 7 p.m. Sept. 30 at the Novi Public Library. Jeremy Dimick, of the Detroit Historical Society, will explain how the Detroit Lions and the NFL came to Detroit, and how professional football found its place in American culture, according to a press release from the Novi Historical Commission. The presentation will examine the instability of the young NFL and how the Lions and professional football won the hearts of Detroiters. The historian will discuss the history of the team from its small-town roots through its golden age in the 1950s and into the present day, the release states. To register, go to novilibrary.org.

Library won't accept international language donations in October

The Novi Public Library will not be accepting donations for its international language collection during the month of October. The library will resume collecting international language materials in November.

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee – September 2026

Department Head/General

- Caught up with over 750 emails that came in while on vacation
- Helped with Welcoming Teens into the library on September 17, 23, and 25
- Gave a tour of the Support Services Department to the new youth librarian (Cat) on September 18
- Had my monthly 1:1 with Maryann Zurmuehlen on September 22
- Attended meetings to discuss applicants for the 3 positions that are open with HR and the direct supervisor on September 23 and 24
- Attended SASUG on September 24
- Assisted with greeting patrons and counting people at the temporary entrance on September 24, 26, 27 and 28
- Prepared business owner cards for Julie's meeting with a local Novi Business owner
- Completed BossDesk training

- Sent out emails, scheduled times, set up interview materials and coordinated with staff involved to conduct interviews for the last week of September and the first week of October for the 3 open positions in the department
- Adjusted the department budget based on new numbers from TLN for Julie
- Ran the DEI meeting featuring the Library Board DEI committee on September 28
- Answered calls from the alarm company about server room temperatures all 3 nights (typically around 2 am - 4:30 am) of the weekend I was on duty
- Provided statistics for Julie to provide to the City from my department
- Reached the 2-year milestone with Novi Public Library

Circulation & Shelves

- Circulation Clerk Pat's last day is on October 14th. Thank you for all your hard work over the past 24 years, Pat!
- There is currently a 19-hour outreach circulation clerk, 16-hour shelver, and 12-hour shelver position open in the department
- Supervisors worked diligently and effectively during my absence for vacation to ensure the department was running smoothly and all tasks were completed in addition to their already full daily workloads. Thank you Kristin, Shang-Yeu, Elizabeth, Lori M, Eva and Jill for your help in taking care of the department temporarily!
- Staff have been adjusting the TLN procedures for new delivery due to TLN's first AMHS and I have been communicating directly with TLN
- Circulation staff have been helping shelvees when they are able to due to the current shortage of about 4 hours a week. We are looking forward to the two open shelving positions to be filled

Tech Services

- Beyond their phenomenal daily work, Tech Services completed the following:
 - Arom Employee of the month
 - Completed shifts on door duty
 - Completed the Phase 2 BOSSDesk Training
 - MCLS Class - Cataloging Children's Materials (Jordan)
 - MCLS Class - Critical Thinking 9/21 (Kristin)
 - Met with new intern Lily to go over ordering procedures (Kristin)
 - Met with new librarian Cat to go over ordering procedures (Kristin)
 - Participated in cross department shadowing - Lisa shadowed by Lily
 - Participated in cross department shadowing - Arom shadowed by Kim
 - Participated in cross department shadowing- Kristin shadowed by Emma

TLN SASUG:

- Our system software is being updated to fix slowness issues that happened in August
- Password changes happened September 29th
- Holly is now LIVE in the Shared System
- TLN is looking into a long term extension of their contract with CARL
- CARL will have a booth at MLA!
- Two votes occurred:
 - A new chair elect and secretary were voted in
 - The TLN budget for technology and cataloging was approved

Statistics (September 2026)

Cards Issued: 478

- **Items Checked Out (NPL): 50,047**
- **Items Checked Out (LLL): 83**
- **Total Checkouts (NPL + LLL): 50,130**
- **Items Interloaned for NPL Patrons: 3,799 (99 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,197 (159 through MeLCat)**
- **Items Added to the Collection: 1,309**
- **Items Discarded from the Collection: 1,668**
- **Drive-Up Window & Locker Hold Pickups: 21**
- **MAP Checkouts: 66**
- **Online New Card Registrations: 20**
- **Outreach:**
 - **NPL @ Your Door: 6 Mailer Bags / 24 Items**
 - **7 Facilities Visits / 31 Items Provided**
 - **5 Book Discussions / 77 Items Provided**

Support Services Statistics 2026-2027													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	347	442	478										1,267
Of Which, Online Registrations Totaled	23	19	20										62
Checkouts (NPL)	60,069	58,850	50,047										168,966
Checkouts (Lakeshore Lending Library)	79	134	83										296
Total Checkouts (NPL + LLL)	60,148	58,984	50,130										169,262
Items Borrowed	4,436	3,667	3,898										12,001
Items Loaned	3,672	3,512	3,356										10,540
Hold Pickups (Drive-Up & Lockers)	16	21	21										58
MAP Pass Checkouts	117	111	66										294
Read Boxes	615	458	225										1,298
NPL @ Your Door (# of Bags)	5	7	6										18
NPL @ Your Door (# of Items)	19	19	24										62

Year-to-Year Comparison				Read Boxes								
					September Totals							
					2025			2026				
		SEP	SEP		Youth	Adult	Total	Youth	Adult	Total		
		2026	2025									
Cards Issued This Month		478	447	Pavilion	122	5	127	53	8	61		
				Rotary	50	0	50	15	2	17		
Total Checkouts (NPL + LLL)		50,130	53,672	ITC	126	7	133	65	6	71		
				Brook Farm	37	1	38	2	1	3		
Items Borrowed				Splash Pad	12	2	14	47	2	49		
	TLN	3,799	4,050	Sakura	0	0	0	19	5	24		
	MeL	99	97	All Combined	347	15	362	201	24	225		
		3,898	4,147	2026 is our twelfth season of Read Box Service in Novi. Sakura does not have 2025 numbers since this is its first season of Read Box availability.								
Items Loaned	TLN	3,197	3,487									
	MeL	159	180									
		3,356	3,667									

Self-Check Totals 2026-27 Fiscal Year							
	Total Circulation	Self-check % of Total	Total	Self-Check	Self-Check	Self-Check	Youth #1
			Self-checks	#1	#2	#3	
July	60,148	45.71%	27,492	8,734	6,207	3,268	9,283
August	58,984	47.08%	27,772	8,341	6,770	3,983	8,678
September	50,130	42.36%	21,237	6,499	5,085	2,934	6,719
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	169,262	45.20%	76,501	23,574	18,062	10,185	24,680

Library Usage									
2025-2026 Fiscal Year					2026-2027 Fiscal Year				
	Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average		Lobby (Verkada Camera Analytics)	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,903	632	28,535	1,019	July	26,078	2,062	28,140	1,042
August	25,071	601	25,672	917	August	25,950	2,481	28,431	948
September	26,979	609	27,588	985	September	23,296	2,196	25,492	910
October	29,086	561	29,647	956	October				
November	24,451	1,823	26,274	1,051	November				
December	20,778	2,416	23,194	828	December				
January	24,496	262	24,758	917	January				
February	25,303	727	26,030	930	February				
March	27,136	2,176	29,312	1,011	March				
April	26,252	2,133	28,385	1,014	April				
May	23,506	1,644	25,150	931	May				
June	27,287	394	27,681	989	June				
FYTD Total	308,248	13,978	322,226	5,653	FYTD Total	75,324	6,739	82,063	965

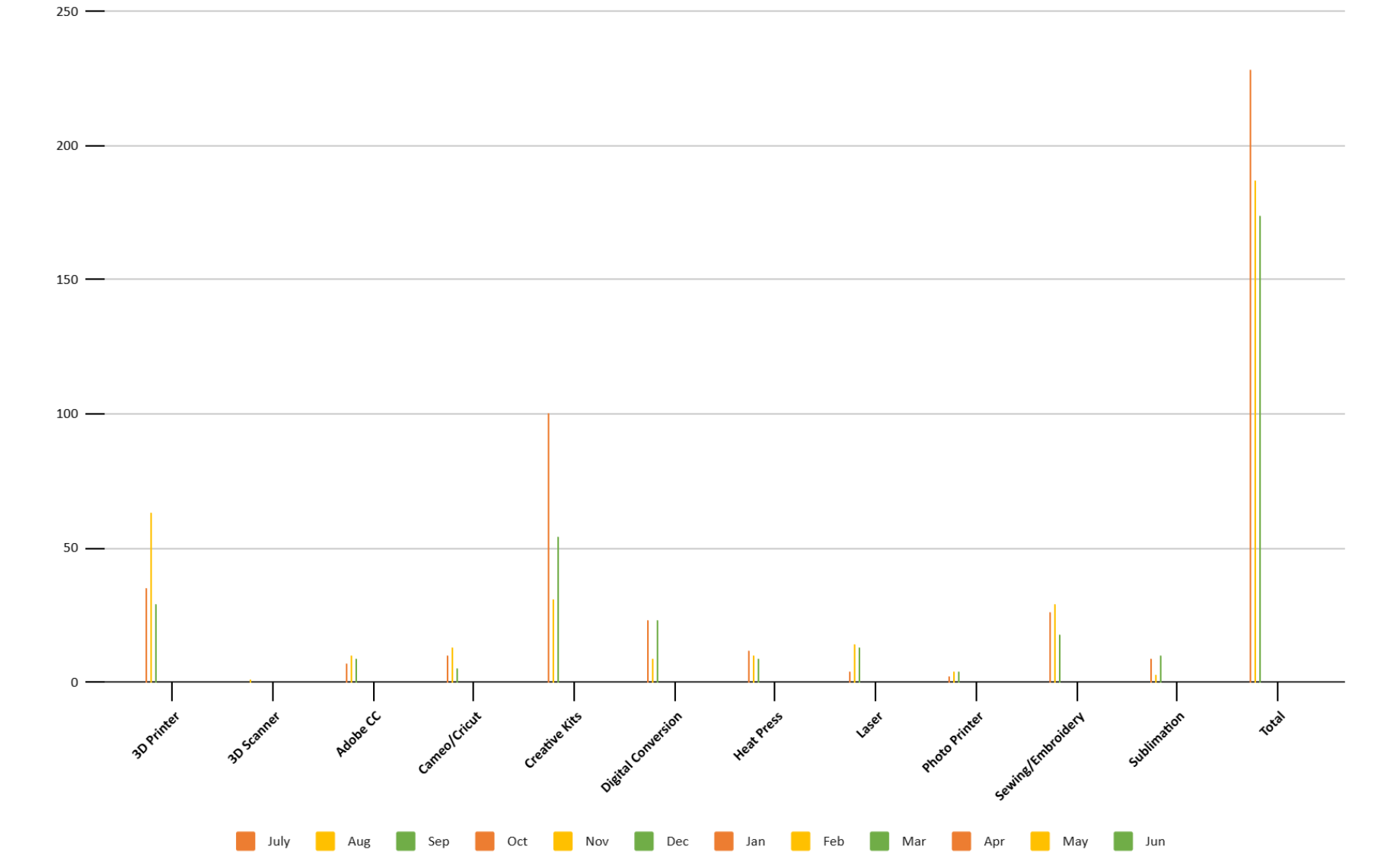
The September Lobby tally includes combined Door #1 (Verkada Camera Analytics) when in use and Door #8 (Staff Manual Count) when in use - due to Front Door Construction Project. See Door Count by Day report for details

Computer Logins											
2025-2026 Fiscal Year						2026-2027 Fiscal Year					
	Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,334	117,157	118,491	4,232	267	July	1,167	125,813	126,980	4,535	267
August	1,389	133,221	134,610	4,642	264	August	1,311	131,125	132,436	4,415	253
September	1,122	156,605	157,727	5,633	264	September	979	137,579	138,558	4,949	242
October	1,157	171,862	173,019	5,581	294	October					
November	968	150,195	151,163	5,599	242	November					
December	848	155,110	155,958	5,570	257	December					
January	987	160,646	161,633	5,574	262	January					
February	1,015	150,320	151,335	5,405	264	February					
March	1,099	161,167	162,266	5,234	278	March					
April	1,110	173,894	175,004	6,250	272	April					
May	939	161,385	162,324	6,012	255	May					
June	1,153	145,391	146,544	5,234	272	June					
FYTD Total	13,121	1,836,953	1,850,074	5,410	3,191	FYTD Total	3,457	394,517	397,974	4,628	762

Early Literacy Workstation Usage (Magic Desktop)							
2025-2026 Fiscal Year (Magic Desktop)				2026-2027 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	373	33,043	88.59	July	338	27,091	80.15
August	327	31,825	97.32	August	377	25,522	67.70
September	355	27,572	77.67	September	327	17,570	53.73
October	353	28,586	80.98	October			
November	268	20,589	76.82	November			
December	307	17,502	57.01	December			
January	314	16,830	53.60	January			
February	332	19,795	59.62	February			
March	346	19,713	56.97	March			
April	339	20,037	59.11	April			
May	360	19,890	55.25	May			
June	328	27,030	82.41	June			
FYTD Total	4,002	282,412	85	FYTD Total	1,042	70,183	67

Technology Training Sessions 2026-27 Fiscal Year													
Device/Software	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
3D Printer	35	63	29										127
3D Scanner	0	1	0										1
Adobe CC	7	10	9										26
Cameo/Cricut	10	13	5										28
Creative Kits	100	31	54										185
Digital Conversion	23	9	23										55
Heat Press	12	10	9										31
Laser	4	14	13										31
Photo Printer	2	4	4										10
Sewing/Embroidery	26	29	18										73
Sublimation	9	3	10										22
Staff Training	2	3	3										8
Total	230	190	177	0	0	0	0	0	0	0	0	0	597

Removed the Carvey CNC due to its **End of Service Life**



2026-2027 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,548	899	518	17	294
August	2,511	886	529	16	377
September	2,488	891	534	17	199
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	7,547	2,676	1,581	50	820

2026-2027 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	8,631	4,200	12,831	2,518	121
August	8,089	4,186	12,275	2,518	115
September	7,335	3,635	10,970	2,377	109
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	24,055	12,021	36,076	7,413	345

Meeting Room Rentals					
2025-26 Fiscal Year			2026-27 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	36	602	July	50	651
August	41	674	August	52	886
September	39	666	September	42	716
October	54	1,002	October		
November	34	588	November		
December	37	608	December		
January	34	691	January		
February	46	1045	February		
March	37	831	March		
April	48	863	April		
May	39	745	May		
June	53	977	June		
FYTD	498	9,292	FYTD	144	2,253

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

* Meeting room rentals down in Fall 25 and Spring 26 due to a staff shortage in the Facilities Dept. Rooms had to be made unavailable due to no facilities staff available.

As of July 1, 2026, there is a 20-hour shortage of staffing in the Facilities Dept.

Recite Me (Website Accessibility Toolbar)											
2025-2026 Fiscal Year						2026-2027 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	158	44	3.59	148	312	July	102			2	0
August	127	41	3.10	176	341	August	64			3	2
September	71	29	2.45	153	196	September					
October	126	47	2.68	353	521	October					
November	155	52	2.98	410	638	November					
December	151	47	3.21	226	979	December					
January	142	48	2.96	45	801	January					
February	76	29	2.62	21	276	February					
March	108	35	3.09	24	0	March					
April	94			28	268	April					
May	73			19	5	May					
June	98			2	1	June					
FYTD Total	1,379	372		1,605	4,338	FYTD Total	166			5	2

*Stat not available on new reporting system.

myLIBRO (Library App)															
2025-2026				2026-2027				2025-2026				2026-2027			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	4,861	24,524	6,548	July	6,601	22,793	6,833	January	5,729	23,015	6,811	January			
August	5,012	24,045	6,510	August	6,769	23,898	6,984	February	5,864	18,842	5,936	February			
September	5,164	24,479	6,841	September				March	6,008	22,263	6,583	March			
October	5,352	22,837	6,285	October				April	6,119	16,898	4,974	April			
November	5,409	21,115	5,850	November				May	6,236	20,787	6,297	May			
December	5,511	21,460	5,780	December				June	6,423	22,643	6,771	June			
								FYTD Tot.		262,908	75,180	FYTD Tot.		46,691	13,817

FRIENDS OF NOVI LIBRARY

Michigan-Made Gift Basket Raffle

The Friends of Novi Library are holding a drawing to win a beautiful basket full of Michigan-made products. Entry tickets are \$5 each (cash or check only) and can be purchased at the Circulation Desk, **Mon, Oct 5 - Sat, Dec 5 at 2pm**. All proceeds will benefit the Library.



National Friends of Libraries Week

Oct 18-24 is National Friends of Libraries Week! Visit the Library's lobby **Oct 19 or 20 from 12-4pm** to talk with Friends Board Members and get more info about joining this important group that supports NPL. If you sign up for a new membership (only \$10/year) or renew your current membership, you'll get entered into a raffle to win a prize! You can also sign up to become a Friend at novilibrary.org/friends.

Why become a Friend?

- Support Essential Library Services
- Make a Community Impact
- Enjoy Networking Opportunities

**Learn More About the
Friends of Novi Library**

CITY OF NOVI HISTORICAL COMMISSION

NOVI HISTORICAL COMMISSION AGENDA

Wednesday, July 16, 2026, at 7pm
Local History Room, Novi Library

CALL TO ORDER: 7:07**Chairperson:** Kim Nice**ATTENDANCE:** Debbie Wrobel, Kathy Crawford, Randy Van Wagnen, Sharon Larson**ABSENT:****INTRODUCTION OF GUESTS:** Rachel Manela, Sue Grifor**APPROVAL OF AGENDA:** APPROVED**APPROVAL OF MINUTES:** APPROVED**TREASURERS REPORT:** Sharon Larson

NOVI HISTORICAL COMMISSION				
YEAR-END FINANCIAL SUMMARY REPORT - 2025/2026 FISCAL YEAR				
		BUDGET	EXPENDITURES	
			Thru June 30, 2026	
Display Cabinet Exhibit		\$ 700.00	\$ (155.06)	
Marketing/Brochures/Engage/Name Badges		\$ 900.00	\$ (153.27)	
Equipment/Supplies/Office/Upgrades/Repairs		\$ 3,000.00	\$ (1,893.97)	
Program/Speaker Fees		\$ 1,700.00	\$ (1,803.03)	
Storage Unit		\$ 2,750.00	\$ (2,220.00)	
Acquisition (Books/Materials/Subscriptions)		\$ 2,800.00	\$ (400.00)	
Conference/Continuing Education		\$ 1,300.00	\$ (591.28)	
Legal Fees		\$ 700.00	\$ -	
Special Project Items				
Betty Lang Internships			\$ (3,000.00)	
Oral Histories			\$ -	
City/Community Event			\$ (2,676.79)	
Four Corners Project			\$ (277.03)	
Photography			\$ -	
Special Projects Total		\$ 5,500.00	\$ (5,953.82)	
	TOTAL:	\$ 19,350.00	\$ (13,170.43)	\$ 6,179.57
Equitable Projects		Expenditures	Revenue Rec'd	
Villa Barr Book Sales YTD			\$ 100.00	
Presentation for Wixom Historical Society			\$ 200.00	
Wreaths Across Novi Project		\$ 2,270.39	\$ 2,450.00	

LIBRARY LIAISON REPORT: Rachel Manela

- Large document/photo donation from the Simmons family ranging across the area and the last two centuries.
- Increased interest in genealogy
- Still doing research on the newspaper archive/access companies
- Everything is entered for Engage and Library Market
- September program is in West Only (front door repair moved to Sept)
- Constitution Day is Sept 17, requesting constitutions for the public

History Room Office Hours:

Monday, September 21st 6-8 pm Kathy, Kim, possibly Sharon

DISCUSSION ITEMS:

- Summer 2026 Pgm. – “Dig Up History” Sunday, July 12
 - Great success. High turnout (65ish) served.
 - Next year's theme is Mysteries Await
 - Discussion: the commission is interested in participating and went through several interesting ideas for display.
- August 13th – Commission Year in Review Presentation to Library Board
- Brian Walney Project – History Preservation Erwin Orchards Artifacts:
 - Meeting in August
- Donation from Simmons Family – Rae to update (see above)
- July 9th City Budget Review Update
 - Commission meant with the city to review current and future budget requirements.
- Project Idea – Grand River Buildings through the Decades – Kathy Crawford
 - Research has begun on some of the information, and we explored various ways to present it the public.
- Miniature Project, Part II – Kathy/Randy & Team (Schedule E/O Friday 1-4pm)
 - Resumes in August.
- Senior Day at NPL- Monday, October 5
 - Volunteers Needed
- Pumpkinfest at Tollgate Farm – October 3rd & 4th

Upcoming Events:

9-11-26 - Ladies Night Out at The Hub
 9-30-26 – Forward Down the Field – Detroit Lions Program at 7 pm

ONGOING PROJECTS

- Omeka – research is ongoing.
- Display Case – Sue/Kim
- By-Law Review – Ongoing process – next review June 2027.
- Villa Barr Book Sales New Sales and Front Desk

- Gravestone Photos – Kim & Rae
- Cemetery Sign Update for Knapp Sign – Kim & Kathy

NEW BUSINESS

PUBLIC COMMENT

NEXT MEETING: Wednesday, August 19, 2026, at 7pm ADJOURN: 8:38pm

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – Meeting scheduled for: no meeting held.

2026-2027 GOAL

1. Continued review of public policies by the staff committee – **ONGOING**



CIRCULATION POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/12/26; Reviewed by Board AUG 2026; Reviewed by NPL Employees; Library Board Committee OCT 2026

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 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.

- 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 or failure to adhere to NPL 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 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 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.

- **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.
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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.

Holds

- Patrons may reserve materials ("place a hold") in-person, by phone or through the Library's online catalog or app. Patrons will be notified when the hold is available and can view their holds and availability in their account through the online catalog 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.
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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 overdue materials are returned after they are considered lost and billed to the patron's account, the items will be removed from the patron's account and the fee for the replacement cost of the item will be waived so long as the replacement fee has not been paid.~~
 - ~~When an overdue material with a status of "lost" and which has been billed to a patron's account as is returned with a status of lost, and billed on a patron's account, the item is removed from the patron's account and the replacement fee is waived.~~
 - ~~Overdue materials that reach a "lost" status on a patron's account, and are where the replacement fee has not been paid or waived, will remain on the patron's account, automatically blocking the account. The patron will not be able to access library materials (physical or digital or otherwise) until either the item is returned in good condition and the replacement fee is waived, OR or the item replacement fee is paid in full.~~
 - ~~If a replacement fee has been paid for a lost item and the item is later found, a refund will not be issued. The item, once paid, Once a replacement fee has been paid, the lost item is property of the patron and cannot be returned.~~
 - ~~Replacement fee payments are allocated to the Library's materials fund to initiate replacement of the item at the discretion of the Library.~~
- 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.
- 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, coloring, writing, rips/torn pages, soiling, liquid damage, 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.

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- 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; **October 8, 2026**



FOOD IN THE LIBRARY POLICY

DRAFT—Reviewed by NPL Employees JUL 2026; Public Policy Committee SEP 2026; Board Policy Committee OCT 2026

- Patrons are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.
- For all patrons, **with the exception of meeting room renters (see the “Meeting Room Rental & Use Policy”)**:
 - Drinks are limited to re-sealable containers remaining covered/lid kept on and secure. No drinks are allowed in the Local History Room.
 - Food must be in enclosed containers or individually wrapped; no open plates of food. No food is allowed in the Quiet Study Room, **Single User Booths**, the Local History Room, the iCube or at public ~~access~~ computer tables on the second floor.
 - ~~Food and drink are permitted in meeting rooms, with Library Management approval, and must be contained to the meeting rooms.~~
 - Delivery of food cannot be accepted within 100 feet of the main doors, or in designated library emergency and accessible parking areas.
- Staff will not accept food items from delivery sources; therefore, when available, the Library encourages patrons to purchase food from the Café.
- The Library is not responsible for food items that have been delivered but not accepted by a patron and left unattended on Library property.
- With Library Management approval, groups hosting events in partnership with the Library may have food and drink restrictions waived.

The Library is aware that reaction of individuals to food allergies may result in serious medical conditions and reminds all persons with food allergies that:

- From time to time, food is served during library programs and activities.
- The Library is not responsible for allergens consumed at library events.
- Patrons with food allergies are responsible for monitoring food served by the Library.
- Responsibility for monitoring ~~Minors~~ **children** rests with the parent, guardian or caregiver.

The Library will attempt to make available a list of ingredients for food served at library programs. The Library does not monitor food brought in by outside groups.

The Café is a separate business entity of the Library. Questions/concerns pertaining to food items must be directed to the Café manager. The Library is not responsible for items sold and consumed from the Café.

Approved by the Novi Public Library Board of Trustees: February 16, 2011

Amended: June 22, 2017; October 27, 2022; May 25, 2023; **October 8, 2026**



HOURS OF OPERATION

DRAFT—Reviewed by NPL Employees JUL 2026; Public Policy Committee SEP 2026; Board Policy Committee OCT 2026

The ~~l~~obby is open to patrons ten (10) minutes prior to service hours to allow for weather conditions, restroom use and to avoid congestion in the Library vestibule.

Monday - Thursday	10:00am - 9:00pm
Friday & Saturday	10:00am - 6:00pm
Sunday	12:00pm - 6:00pm

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

Amended: July 17, 2013; June 22, 2017; May 25, 2023; March 21, 2024; **October 8, 2026**



~~LOCKER PICKUP & DRIVE-UP WINDOW SERVICES~~ POLICY

DRAFT—Reviewed by NPL Employees JUL 2026; Public Policy Committee SEP 2026; Board Policy Committee OCT 2026

The ~~locker pickups and~~ drive-up window provides fast and convenient service ~~when the Library is open during business hours~~ to patrons who do not have time for a full library visit ~~when the Library is open for business~~. Patrons must have a valid library card ~~to arrange holds pickup at either service point or~~ to complete drive-up window service transactions.

Locker Pickup Service

- ~~• Pickup must be prearranged by phoning the Library and determining with staff a mutually agreed upon pickup time with at least one (1) hour advance notice.~~

- ~~• Pickup times are available during designated hours when the Library is open.~~
- ~~• Reserved items must be retrieved from the locker by the end of the business day. Lockers will be cleared of items and items not retrieved will be removed from the patron's account.~~

Drive-Up Window Service

- The services provided at the drive-up window ~~will be~~ is limited to picking up prearranged holds ~~and paying of fines.~~
- Pickup must be prearranged by phoning the Library and determining with staff a mutually agreed upon pickup time with at least one (1) hour advance notice.
- Pickup times are available during designated hours when the Library is open.
- A patron will be asked to pull into a parking space and come into the building for any holds not prearranged to be picked up at the drive-up window.
- Items must be picked up from the drive-up window by the end of the business day. Items not retrieved will be removed from the patron's account at the start of the next business day.
- Transactions should be completed in less than two (2) minutes to minimize the wait time of other drive-up window patrons, ~~with the exception of accommodations approved by the Library Director or designee. Absent an accommodation for a disability,~~ Any patron requiring more staff interaction will be asked to pull into a parking space and come into the building.

Approved by the Novi Public Library Board of Trustees: May 1, 2010

Amended: November 18, 2015, June 22, 2017, April 28, 2022; **October 8, 2026**



ICUBE USAGE POLICY

DRAFT—Reviewed by NPL Employees JUL 2026; Public Policy Committee SEP 2026; Board Policy Committee OCT 2026

General

- All Library policies, including the "Patron Behavior Policy," apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in the loss of iCube or library privileges.
- Capacity limits in the iCube must be followed, unless otherwise approved by Library staff.
- Children eleven (11) years old and under must be accompanied by a parent, guardian or caregiver (ages 18 and older) while using the iCube.

- Food is not allowed in the iCube. Covered drinks are allowed (See the “Food in the Library Policy”).

Safety

- The patron agrees to follow the safety policies and procedures involved with the iCube, including the following:
 - Immediately report to a Library staff member any accident/incident that occurs.
 - Follow all equipment safety procedures as documented in the provided instructions, training session, program and/or as detailed in the available manufacturer’s manuals.
 - Discontinue use of the tool if the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify Library staff immediately.
 - Return items in the same condition as they were issued, barring normal wear and tear.
 - Take precautions to avoid causing unnecessary mess, agree to clean up the workspace following use and inform Library staff in the event that they are unable to return a work surface, tool or equipment to its original state.

Equipment Usage

- Equipment in the iCube is available for use on a first-come, first-served basis. Supplies, equipment, Creative Kits and other items must only be used within the iCube.
- Patrons are financially responsible for any and all damage done in the iCube and to its equipment resulting from misuse or from failure to follow all rules, policies, procedures and restrictions. Patrons agree to pay for the loss or damage to any items and further agree to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- Only designated Library staff and volunteers have hands-on access to red level equipment.
- Patrons must avoid wasting supplies and only use them for their indicated use.
- All equipment failures and accidents must be reported to Library staff immediately.
- Library staff reserve the right to:
 - Stop a request due to time or equipment capabilities.
 - Set a limit as to the maximum number of projects requested by a patron.
 - Close down the iCube at any time for programs, meetings or maintenance with little or no notice. Meetings too, maybe
 - Refuse any request/service. If denied, a patron may appeal that decision to deny the request/service to the Library Director by sending a written notice of appeal to the Library Director within ten (10) days of notice of the denial.
 - Review and approve all patrons' materials before using specific equipment in the iCube. Patrons are responsible for bringing their own materials unless otherwise noted. Some materials may be available for purchase. If there is a problem identified with designs and/or production, the patron will be informed. Library staff cannot guarantee a successful project or time frame of completion. Failed projects may be attempted up to two (2) more times.
- Library staff will provide limited assistance in using the equipment and software. Patrons are responsible for transporting their own supplies and equipment to and from the iCube.
- While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library.

- **No Liability**

- The Library assumes no responsibility for any damages to patron-provided devices, direct or indirect, arising from its connections to the Internet.
- Patrons use Library computer hardware and software at their own risk.
- The Library is not responsible for equipment malfunction, loss of data, any damages to patron-provided devices, the patron's disks, ~~or~~ data or electronic transactions of any type.
- The Library is not responsible for the loss of any portable media.
- The Library is not responsible for the possible interception of wireless connections, viruses or malware—nor the risks of transmitting personal data.
- The Library is not responsible for:
 - Any manufacturing defects, issues with quality of workmanship, safety or flaws or failures in materials associated with the use of the iCube's tools or equipment.
 - Any loss of digital data or damage to materials provided by patrons.
 - A project that is destroyed, does not print correctly or does not work.
 - Refunds for purchased materials.
 - Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.

- **Prohibited Uses**

Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this Policy or any other Library policy. The public is not permitted to use the equipment in the iCube to create material that is:

- Prohibited by local, state or federal law or regulation.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene, sexually explicit or harmful to ~~minors~~ children.
- Related to weapons, weapon parts or weapon replicas. Costume pieces or props may be evaluated on a case-by-case basis.
- Produced for commercial purposes or goods to be sold for profit.
- In violation of intellectual property rights. The patron is responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with patrons and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement.

Computer & Internet Usage

- Computers in the iCube are to be used for digital content creation and creative work only.

- **Data**

~~Patrons who wish to have a permanent record of their work must save data on their own portable media or cloud-based storage device.~~

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

- **File Deletion**

~~Patrons are responsible for deleting and/or removing any files (digital or print) from iCube computers and equipment. The Library is not responsible for equipment or files (digital or print) left behind by patrons.~~

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

- **Personal Software & System Modifications Prohibited**

~~Patrons will refrain from use of personal software or networks (desktop network connections are allowed, if available). Patrons should not open staff access panels to connect to non-public network jacks or control panels. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any public computer without authorization.~~

Patrons will refrain from use of personal software, the attachment of equipment to the public computers (patron-provided mouse, keyboard and headphones are allowed) or networks (desktop network connections are allowed, if available). Patrons should not open staff access panels to connect to non-public network jacks or control panels. Patrons are not permitted to change the security setup, operating systems, network configuration or any other configuration of any public computer without authorization.

Approved by the Novi Public Library Board of Trustees: May 23, 2019

Amended: May 25, 2023 (to combine P20: 3D Printer); January 8, 2026, **October 8, 2026**



INFORMATION & REFERENCE SERVICES POLICY

DRAFT—Reviewed by NPL Employees JUL 2026; Public Policy Committee SEP 2026; Library Board Committee OCT 2026

Forms of Inquiry

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Priority is given to in-person requests. Staff will, however, complete a telephone conversation in process before attending to in-person requests.

Responses to Requests for Assistance

Reference service is intended to be provided by trained staff during all hours the Library is open. When working at an ~~service desk~~ **Information Desk**, response to patron service needs, including reference inquiries, takes precedence over other staff duties.

Requests will generally be handled in the order in which they are received. ~~Reference staff members~~ will attempt to answer questions at the time the request is made and to work within the

patron's time requirements. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another ~~library or agency~~ organization.

Staff will offer their best professional opinion when providing reader's advisory or recommending the best source to answer a question. Staff will not give opinions, advice or interpretation beyond the scope of their expertise and training in library reference work. When answering a patron's reference question, reference staff will cite the resource(s) from which the information is obtained. The producers of that resource, not the Library itself, are responsible for that resource's accuracy. The librarian will decide when all reasonable resource options have been exhausted at the Library and when it is time to cease working on a question and refer the patron elsewhere.

If it proves to be both possible and practical to do so, staff will attempt to guide and instruct patrons in the use of library resources when responding to reference inquiries.

Staff will assist as they are able in helping patrons with computer applications or electronic reading/listening devices and may refer patrons to appropriate books, online tutorials or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.

Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the Library's service responsibilities:

- Interpretation, advice or personal recommendations in any area other than the use of Library resources. This includes, but is not limited to, legal, medical, tax, financial, political or religious advice.
- Critiquing or editing documents, including resumes for job seekers.
- Completing forms (including online forms) for patrons, or assisting patrons in completing such forms.
- Creating accounts for patrons, such as personal email, social media, banking, financial or online shopping accounts.

Approved by the Novi Public Library Board of Trustees: January 15, 1979

Amended: May 1, 2010; October 23, 2013; June 22, 2017; May 23, 2024; **October 8, 2026**



MEETING ROOM RENTAL & USE POLICY

DRAFT—Reviewed by NPL Employees JUL 2026; Public Policy Committee SEP 2026; Library Board Committee OCT 2026

General Regulations

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

Reservations & Fees

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

- Rental time may be extended at the discretion of Administration or Management if the room is available. Extensions must be requested at least fifteen (15) minutes before the previously scheduled end time. Renters exceeding their previously agreed upon rental time will be charged for additional time. Rental extensions, including clean-up, must end at least thirty (30) minutes before the Library's closing time.

Cancellation/Rescheduling

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

Use of Room

- Conduct
 - All renters and guests using meeting rooms must abide by all Novi Public Library policies, including but not limited to the "Patron Behavior Policy", "Unattended Child/Children Policy" and "Computer & Internet Usage Policy."
 - ~~Charging for admission is not allowed.~~ No solicitation, fundraising, raffles or financial transactions are allowed **within the meeting rooms or on Library property**. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
 - All renters and guests using the meeting rooms shall keep noise to a minimum so as not to disturb others in the Library. Renters and guests making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the meeting room.
 - The Novi Public Library is released and held harmless from any and all claims for personal injury or property damage. The renter shall acknowledge release as part of the reservation process.
- Set-Up
 - Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for the renter's own set-up and clean-up needs. **No early admittance will be allowed.**
 - The Library will not supply any storage space. Renters cannot drop off items at the Library ahead of their rental time.
 - The Library has five (5) standard set-up arrangements available to choose from for the East, West and Whole Meeting Rooms. Only minimal changes will be allowed to these standard set-ups (e.g. reducing the number of tables/chairs used, using tables for check-in/refreshments rather than seating) and these instructions must be given at the time of the reservation request. If renters wish to create a custom set-up arrangement outside of the five (5) standard set-up arrangements, they must work with staff to create a detailed diagram. This

diagram must be finalized and approved by staff at least ~~two (2) weeks forty-eight (48) hours~~ prior to the rental. A standard fee will be charged for all custom set-up arrangements.

- The 2nd Floor Meeting Room, Board Room and Youth Activity Room come in one (1) standard arrangement and cannot be changed.
- All set-ups will be performed by staff in accordance with the arrangement chosen by the renter, including any instructions given at the time of the reservation request. If the renter wishes to ~~make~~ changes to their previously agreed upon ~~standard~~ set-up arrangement, all changes must be approved by Library staff at least forty-eight (48) hours in advance of the rental. If staff is asked to change the set-up arrangement with less than 48-hours' notice, including upon renter arrival, a ~~standard~~ fee will be charged. Renters must not move tables and/or equipment themselves.
- If the renter wishes to change their previously agreed upon meeting room, all changes are dependent on availability and must be approved by staff at least forty-eight (48) hours in advance of the rental. ~~The renter will be charged the additional cost difference for the room upgrade.~~ If moving to a larger room, the renter will be charged the additional cost difference for the room upgrade. If moving to a smaller room, the cost difference for the room downgrade will not be refunded. Funds will be held and applied to a future rental that must take place ~~sixty (60) days from the original date.~~ If staff is asked to change the meeting room with less than 48-hours' notice, including upon renter arrival, a ~~standard~~ fee will be charged.
- Furniture is not allowed to be brought in by renters.
- Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or in a window or display that is facing the outside of the building.
- Do not affix or adhere anything to doors, walls, ceilings or light fixtures. Decorations must remain at least one (1) foot below light fixtures.

- Technology

- Rental fees for audio visual equipment will be set by Administration, and the list of current rental fees is included on the Library's website and on meeting room documents. Any equipment requested will be set up by staff prior to rental time.
- If a renter is planning to bring their own equipment, it is strongly recommended that they set up a time to test the equipment in the selected meeting room to ensure it works properly prior to their rental. The Novi Public Library is a PC-friendly environment and may not be able to accommodate the use of Apple products with the available projection system.
- Staff will only provide assistance with library equipment. They will not assist renters with accessing information on a library computer (such as logging into their email, accessing a presentation, setting up or running a Zoom meeting, etc.). Staff will not assist renters with their own personal equipment.
- If there is an issue with library equipment, staff will make every effort to resolve the issue. If it cannot be resolved in a timely manner, a rental may be moved to another meeting room with functioning equipment if one is available, or equipment rental fees may be refunded.
- Renters shall observe all federal intellectual property laws. Renters are prohibited from playing video recordings without proper licensing or viewing permissions.
- Meeting room laptops are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Renters using

-
- meeting room laptops are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII).
 - Library wireless internet access on meeting room laptops is filtered. If the laptop is connected to a different wireless network, the content may not be filtered to the same level that other public computers are. Please see the "Computer & Internet Usage Policy" for more information.
 - Renters are responsible for costs associated with damage or theft of a meeting room laptop and/or accompanying components, including the laptop, laptop charger, mouse and presentation remote.
 - Food & Beverage
 - Food and beverages must be contained within the meeting rooms.
 - The delivery of commercially prepared food is permitted. Renters must instruct delivery drivers to meet them in the Library's lobby. Someone from the group must be present in the lobby by the scheduled delivery time to accept the food. Staff will not accept food items from delivery sources. The Library is not responsible for food items that have been delivered but not accepted by a renter and left unattended on Library property.
 - No alcohol may be consumed at the Library or in its meeting rooms during regular business hours. Alcoholic beverages may be allowed at after-hours rentals with the proper license acquired ahead of time through the City of Novi. See the "City of Novi Alcohol Allowance Policy" and "Alcohol Use Application" for more information.
 - Lighters, candles, matches, Sterno and other flame-producing devices are not allowed and cannot be used inside the Library. Renters may bring electric slow cookers or hot plates to keep food warm.
 - Clean-Up
 - Reservation requests must include adequate time for the renter's own set-up and clean-up needs. Meeting room use, including clean-up, must end thirty (30) minutes before the Library's closing time.
 - Renters are responsible for leaving the meeting room space in the condition (including furniture arrangements) in which they found it.
 - Waste and recycling should be placed in the proper receptacles. If additional bags or receptacles are needed, please ask a staff member.
 - The Library will not supply any storage space. Renters must remove all personal items from the meeting room at the conclusion of the rental. **Items that are left behind will be moved to the Library's Lost & Found.**
 - Renters are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of any damages, necessary repairs or cleaning. The Library reserves the right to deny use or access to any renter that has violated this Policy.
 - Publicity
 - The name, address or phone number of the Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
 - Rental of the meeting room by a non-Library group must not be publicized in such a way as to imply Library sponsorship of the renter's activities, **such as using a photo of the Library's exterior, nor will the Library publicize the rental.** Renters must include a disclaimer on **all digital and physical** marketing materials, **including ads,**

stating that the Novi Public Library is in no way affiliated with, endorsing or sponsoring the renter's meeting or event.

- The Library will not publicize any meeting room rentals, including posting flyers in the building or sharing meeting information on our public calendar.
- The person completing the meeting room reservation request is the contact person for the rental and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
- Renters shall not distribute personal or group literature, brochures ~~or~~ and other materials to Library guests outside the meeting rooms. Users must not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library policy.
- A sign on or near the door will be provided by the Library for all rentals, including the name of the organization or event and date and time of rental. No additional signage is allowed outside the room. Do not affix or adhere anything to doors, walls, ceilings or light fixtures.

Disciplinary Process for Library Facilities

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

Incident Reports

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

Violation of the Policy – Suspension of Privileges

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

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

Violations that Affect Safety and Security

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

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

Reinstatement

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

Right of Appeal

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

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

Amended: May 1, 2010; July 17, 2013; June 22, 2017; September 28, 2023; June 27, 2024; December 11, 2025; **October 8, 2026**



MOBILE HOTSPOT USAGE POLICY

DRAFT—Reviewed by NPL Employees JUL 2026; Public Policy Committee SEP 2026, Library Board Committee OCT 2026

General Use

To promote equitable access to the Internet and online resources, the Library offers mobile hotspots as a part of its circulating collection. The collection is meant for temporary uses such as vacations, education, employment, special projects, etc. Mobile hotspots are not intended to provide patrons with a permanent solution to Internet access. A mobile hotspot is a device that can be used to create a wireless network so patrons can connect up to ~~ten (10)~~ twenty (20) Wi-Fi-enabled devices.

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

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

Borrowing a Mobile Hotspot

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

- Overdue mobile hotspots will be deactivated within **twenty-four (24)** hours of the due date.

Charges and Liability

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

Approved by the Novi Public Library Board of Trustees: August 14, 2025, **October 8, 2026**

HR Committee – Next meeting: no meeting held

2026-2027 GOALS:

1. TBD

HR/Finance Ad-hoc Committee: Committee approved on July 9, 2026 by Library Board

Meeting held on: September 1, 2026; September 23rd; Scheduled for 10/6/26

The following discussions continued:

1. Define the expenditures for the personnel % used by the 271 account for indicating how much personnel is attributed to the overall budget – still discussing
2. Define how to compare data (class VI, population of community, # of branches, etc.); proximity data for salary comparisons will be used by 10 libraries.

2026-2027 GOAL:

1. TBD

Building & Grounds Committee – Meeting held on: September 28, 2026**2026-2027 GOAL:**

1. TBD

Air Curtain Issues:

While assisting the vendor completing the main entrance construction it was discovered that the thermostat for the air-curtain is faulty. The display does not show any numbers, but the switches and air curtain seem to be working. The thermostat will be replaced once the project has been completed.

HVAC Issues with Chiller as of October 4, 2026

Building temps have been brought down since the vendor was out on Friday for some temporary fixes to the HVAC system. We have maintenance scheduled hopefully this week if the parts are received. Today, the heat is on in the building due to the cold temps outside and the building feels comfortable. Staff will use fans throughout the building as needed.

As soon as we have a date for the HVAC maintenance we will alert the Board and staff.

Main Doors Update: as of October 4, 2026

A few details to complete with NPL before sign off on the main door project and payment to occur. The doors are open and being used as of 8pm on Friday 10/2.

Things still to be completed by Midwest:

- ADA push button on outside of building is not working - they were having connectivity issues.
- sealing the new concrete outside the building (before winter weather elements begin)
- exposed wood piece on the inner doors
- blue tape on outer doors that I was told needed to stay there for now
- Can you confirm the City's inspection was done on the doors? I was told it was on Friday, but I need paperwork.
- There was a dent in a piece of door that was installed and Matt said it would need to be replaced, but they put the door in for now
- We have temporary keys for now and working with our key vendor for replacement
- We need contact info for the door company/vendor and who to call for any future maintenance. What is the warranty, etc.? We got a door manual, but nothing else.

Things NPL Staff/Contractor has to complete:

- Cut off electricity in the floor where the gates were located (electrical vendor); we have a circuit that cannot be used until this is done.
- Install new porcelain tile in the area where the inner security gates were located
- Install hours info on glass, address and door number
- Consider moving the donation bin to the staff entrance permanently
- Add motion for security to the front door area
- Air curtain needs to be coordinated with Allied
- Solution for cleaning crew to clean the vestibule nightly

Snow Removal Services Contract Quotes

Recommendation to the Board of Trustees — Presented by Maryann Zurmuehlen

Summary

Our current contract for Snow Removal Services with Brien's Services, Inc. ended on April 30, 2026. Quotes were requested for a new contract from five different local companies. Four quotes were received. The lowest quote was from Brien's Services, Inc., who we've contracted with for many years and feel confident about continuing to work with them.

Board Action

To approve a Snow Removal Services Contract with **Brien's Services, Inc.** for November 1, 2026 to April 30, 2028 **with a not to exceed contract cost of \$6982.50.** This does not include costs for salt, which is billed per application based on potentially fluctuating market values for salt. This also does not include any snow plowing or salting that is requested after less than the minimum snowfall depth per the contract or on an emergency basis, which is also billed per occurrence or application based on the pricing above.

		Current Contract	Quotes			
		Brien's Services, Inc.	Brien's Services, Inc.	Xpert Lawn & Snow	Troy Clogg Landscape Associates, LLC	Brian's Lawn Maintenance
Snow Plowing	Per Occurrence	\$ 327.00	\$ 347.00	\$ 1,035.00	1-3' \$390; 3-6' \$490; 6-9' \$610; Over 9' \$105/inch	\$ 416.55
	Qty	15	15	14	n/a	10
	Annual Cost	\$ 4,905.00	\$ 5,205.00	\$ 14,490.00	see Contract Pricing	\$ 4,165.50
Sidewalks	Per Occurrence	\$ 135.00	\$ 143.00	\$ 380.00	1-3' \$340; 3-6' \$420; 6-9' \$525; Over 9' \$100/inch	\$ 230.06
	Qty	15	15	14	n/a	10
	Annual Cost	\$ 2,025.00	\$ 2,145.00	\$ 5,320.00	see Contract Pricing	\$ 2,300.60
Salting Applications for Entrance, Drives, and Parking Spots	Price	\$ 309.00	\$ 327.00	\$ 300.00	LOT (Full \$305; Partial \$230; Touch Up \$185) WALKS (Full \$275; Partial \$205; Touch Up \$165)	\$ 379.22
	Charge Increment? (Per application, pound, etc.)	Per application	Per application	Per ton	n/a	(35 applications)
Calcium Chloride Applications for Entrance, Drives, and Parking Spots	Price	\$ 1.10	\$ 1.10	\$ 30.00	n/a	\$ 355.18
	Charge Increment? (Per application, pound, etc.)	Per Pound	Per Pound	Per bag	n/a	(35 applications)
Conditions	Is there a minimum depth the accumulation needs to reach before snow plowing commences?	2 inches	2 inches	1 inch	1 inch	2 inches
	If snow plowing is requested by the Library after less than the minimum snowfall depth accumulates, is there an additional charge?	\$ 327.00	\$ 347.00	No	No	One touch up service the following day is free (city plowed in areas, entrance touch ups, cars being moved from parking spots). Otherwise, core plowing events will count towards the 10 plow/visit total.
	Is there an extra charge for snow in excess of a certain depth?	Excess of 4 inches \$81.75 per inch	Excess of 4 inches \$86.75 per inch	Excess of 6 inches \$750.00	Excess of 9 inches \$190.00	No
Emergency Services (per application)	Snow Plowing	PREVIOUSLY NOT REQUESTED	\$ 347.00	n/a	n/a	Any service above and beyond the core contract will simply be billed a-la-carte.
	Parking Lot Salting		\$ 327.00	n/a	n/a	
	Sidewalk Shoveling		\$ 143.00	\$ 380.00	n/a	
	Sidewalk Salting		\$ 95.00	\$ 240.00	n/a	
Additional Charges/Notes		5% discount (\$346.50)	5% discount (\$367.50)			Provide 24/7 service for any event after 4" with return rounds being completed within 4-6 hr after initial service visit.
Contract Price		\$ 6,583.50	\$ 6,982.50	\$ 19,810.00	\$ 14,500.00	\$ 32,291.66
Monthly Payment		\$ 2,194.50	\$ 2,327.50	\$ 3,962.00	\$ 2,900.00	\$ 6,458.33

Finance Committee – Meeting held on: no meeting held.

2026 – 2027 GOALS:

Recommendation: Approval for Director Farkas and Emily Brush, Youth and Teen Services Supervisor, to attend the out of state CORE Conference on November 18 – November 20, 2026 for opportunities to learn more about designing and building new youth spaces in public libraries.

Wednesday, November 18

5:00pmEST: Opening Welcome Reception

Thursday, November 19

7:00amEST: Registration Open

8:30amEST

Opening General Session - Nick Laracuente - Bourbon Archaeology: Unearthing Spirited Stories
Nick Laracuente

10:00amEST

Morning Break with Vendors

10:30amEST

Interactive and Engaging Library Spaces for Kids and Teens Wendy Tressler • Julie Wheeler • Matt Brown • Deanna Jones

11:30amEST Lunch On Your Own

1:00pmEST

Beyond the Books: Sustainable Outdoor Spaces supporting Academic Libraries OR Learning in the Landscape: Sustainable Outdoor Spaces to support Academic Libraries Lisa Nickel • Heidi Greenberg • Michael Gutierrez
Building the Learning Hub: A Flexible Model for Equitably Supporting Library Learners Terry McQuown • Hillary Washburn

2:00pmEST Afternoon Break with Vendors

2:30pmEST

Why Retail Stores Learn Faster Than Libraries—and What Libraries Can Do About ItDavid Vinjamuri

3:30pmEST **Afternoon Break with Vendors**

3:45pmEST

Built to Move: Designing Active Play Spaces in the Modern Public LibraryPamela Jankowski • Aaron Hill • Annie Vedder
Designing for Inclusion: Creating Sensory Spaces for Neurodiverse Library UsersLauren Kehoe

Friday, November 20

7:30amEST **Registration Open**

8:30amEST

Opening General Session - Frank X Walker - Curious George Goes to the Library(and Gives Birth to a Poet)Frank X Walker

10:00amEST

Morning Break with Vendors and Poster Sessions

Beginning in Transition: Navigating Library Leadership during a major renovation

After the Architects Leave: Lessons from 25 Years of Library Resiliency and Adaptive UsePat Losinski • Randy Gibson

12:00pmEST **Lunch On Your Own**

1:30pmEST

Safe by Design: Moving Beyond Technology to Create Safer LibrariesWendy Tressler • Andrea Quillici

Unlocking the Library: Strategies for Creating an Open Access LibraryMegan Stuart • Allison McKenzie

2:30pmEST **Afternoon Break with Vendors**

3:00pmEST

ALA Core Best Furniture & Equipment: Trends, Innovation, and Smart Product Selection for Today's Libraries

Sponsored Session

4:00pmEST Afternoon Break with Vendors**4:15pmEST**

Designing for Behavior: How Space Planning Shapes Student Conduct Travis Goode
Librarian, Architect, and Community: A Cross-Stakeholder Conversation Assessing a Community-Engaged Public Library Project Alexandra (Alex) Hamby

Events/Marketing/Fundraising Committee – Meeting held on: no meeting held.

2026 – 2027 GOALS:

Strategic Planning Committee – Meeting held on: working on a date to discuss Re-Thinking Library proposal

Discussions through email and review of the current 25/26 progress report.

2026 – 2027 GOAL:

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

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

As of 9/1/26: Updated bylaws were sent to the Board

2026-2027 GOAL:

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

DEI Committee – Meeting held on: No meeting held

As of 8/9/26: Chair Halvangis met with Director Farkas to discuss a new opportunity for DEI engagement for library staff and the Board.

2026-2027 GOAL:

- Bring forth recommendations that amplify DEI in new NPL Strategic Plan
- Encouraging library staff and board members to read a Challenge Book and share

Banned Book Week Challenge

Email from: Trustee Halvangis
 To: Board of Trustees
 Date: September 28, 2026

Hello, everyone!

Our October meeting will include a discussion of the books we've read for our Banned Book Week Challenge. As a reminder, we'd like to consider the following questions:

1. What was your overall impression of the book?

2. Who is the target audience for the book?

Also, please reply to this email with the title(s) you've read from the various challenged book lists from the [ALA website](#). There are a number of different lists, including a menu of challenged books by category at the very bottom of the webpage. Julie and her staff are starting to assemble a display of books for Banned Book Week that have been read by the staff and by the Board. Please include any books that you've ever read from those lists — not just for this activity. The display will not include who read which book(s).

Please send me your title(s) by Friday (10/2) so I can compile a list for Julie for inclusion in the display.

COMMUNICATIONS

Email from: Jacquelyn Green

Date: Fri, Sep 11, 2026

Subject: A HEARTFELT THANK YOU...

Hello,

My name is Jacquelyn Green; I am the Circulation Coordinator for the Indianapolis Marion County Public Library in Indiana.

I reached out to many of you asking for a blank library card for a project I was working on for the upcoming Library Card Sign-up month and was extremely overjoyed with the responses.

On behalf of the entire Indianapolis Marion County Public Library (**along with the Circulation Manager and I**) we send a heartfelt thank you. This exhibit was able to come together because of you.

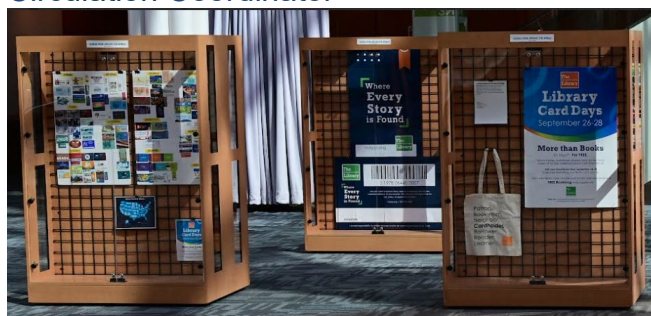
We hope you enjoy this preview of our display (**see attached**) as much as we have enjoyed displaying it.

Thank you!

Kind Regards! 😊

Jacquelyn Green

Circulation Coordinator



Email from: Fenar Mayes
To: Gail Anderson
Re: New Horizons' 62nd Annual Awards Ceremony & Banquet

Good Afternoon Gail,
Congratulations on your nomination and award recognition at New Horizons' 62nd Annual Awards Ceremony & Banquet!

Please note that this year's awards ceremony will take place on Thursday, October 15th, at the Rochester Hills Banquet Center. You should have received a formal invitation in the mail in mid-August. I have attached the event flyer to this email for your convenience.

As an award recipient, the **Novi Public Library is eligible for five complimentary seat reservations**. When you have a chance, please send me the first and last names of your guests by replying to this email. All seat reservations are due no later than **October 1st**.

Please don't hesitate to reach out if you have any questions. We look forward to celebrating with you and welcoming you to this special evening on October 15th!
Thank you and congratulations again!
Sincerely,

Fenar Mayes
Marketing & Social Media Manager
New Horizons Rehabilitation Services, Inc.

Email from: Terry Rife
To: Director Farkas
Date Sunday, October 4, 2026

Wow - great job on the new doors. Easy to open and quiet!!
Terry



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 Board Monthly Meetings

Meetings occur on the 2nd Thursday of the month

****Exceptions: March 25th (Board Elections) and April 15th (Director Conflict)**

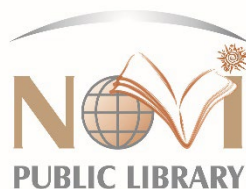
2027

January	<u>2 Budget Planning Sessions at Novi Public Library:</u> Saturday, January 16 ^h 10am-2pm Thursday, February 4 th 6pm-8pm (5:30pm dinner)
January 14	Library Board Regular Meeting, Council Chambers Library Director Mid-Year Review
February 11	Library Board Regular Meeting, Council Chambers 2026-2027 Budget Approval
March 25	**Library Board Regular Meeting, Novi Public Library Board Elections
April 11-17	National Library Week 2027
April 15	**Library Board Regular Meeting, Novi Public Library
May 13	Library Board Regular Meeting, Council Chambers
June 24	Library Board Regular Meeting, Council Chambers Library Director Annual Review – due to Community Fest on 6/10
July 8	Library Board Regular Meeting, Council Chambers
August 12	Library Board Regular Meeting, Council Chambers
September 9	Library Board Regular Meeting, Council Chambers
October 14	Library Board Regular Meeting, Council Chambers
November 11	Library Board Regular Meeting, Novi Public Library (Veteran's Day)
December 9	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: September 10, 2026



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**
- Sunday, July 5th
- Sunday, July 19th (Festival of Chariots)
- 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
- Friday, December 18th (Staff Professional Development 8:30am-12:30pm/City of Novi Staff Holiday Event 1-4pm)
- 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**

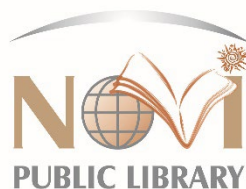
H – Paid Holiday for Employee (12 Total; 1 Floating Holiday for Veteran's Day in November)

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, Revised June 11, 2026



LIBRARY CLOSINGS 2027

- Friday, January 1st (New Year's Day) **H**
- Monday, January 18th (MLK Day) **H**
- Saturday, March 27th (Easter Weekend)
- Sunday, March 28th (Easter) **H**
- Sunday, May 9th (Mother's Day)
- Saturday, May 29th (Memorial Day Weekend)
- Sunday, May 30th
- Monday, May 31st (Memorial Day) **H**
- Saturday, June 19th (Juneteenth) **H**
- Sunday, June 20th (Father's Day)
- Saturday, July 3rd (Independence Day Weekend)
- Sunday, July 4th (Independence Day) **H**
- Friday, August 13th (Staff Professional Development Day)
- Saturday, September 4th (Labor Day Weekend)
- Sunday September 5th
- Monday, September 6th (Labor Day) **H**
- Wednesday, November 24th (Day before Thanksgiving, close at 5 p.m.)
- Thursday, November 25th (Thanksgiving Day) **H**
- Friday, November 26th (Thanksgiving Weekend)
- Saturday, November 27th
- Sunday, November 28th
- Thursday, December 23rd (Day before Christmas Eve, close at 5 p.m.)
- Friday, December 24th (Christmas Eve Day) **H**
- Saturday, December 25th (Christmas Day) **H**
- Sunday, December 26th (Weekend following Christmas holiday)
- Friday, December 31st (New Year's Eve Day) **H**
- Saturday, January 1st (New Year's Day) **H**

H – Paid Holiday for Employees (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 25th – 4th Thursday (Board Elections) and April 15th Director Conflict

Approved: June 11, 2026