



Agenda

Novi Public Library Board of Trustees
 Thursday, May 14, 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, Dooley, Halvangis, Sturing and Yu

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minutes of: April 23, 2026 –Regular Board Meeting4-12
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#662) 13-15

Presentations

- 1.N/A

Public Comment

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

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

Reports

- 1. Teen Space Statistics 16
- 2. President’s Report (Mark Sturing)
 - A. Closed Session requested by Director Farkas for Annual Review on June 11, 2026 (HR Committee will be sending out information shortly)
 - B. Board Invitation for: Read Japan Project 17
 - C. Michigan Library Advocacy Day 2026 18-21
 - D. 2026-2027 Draft Board Committee Assignments22
 - E. Schedule for Trustees to attend the Friends monthly meetings by Secretary Halvangis
 - F. Reflections from Board Members
- 3. Treasurer’s Report (Brian Bartlett)
 - A. 10 Year Financial Projection General Fund 27123
 - B. 2025-2026 Library Fund Budget 271 24-27
 - C. 2025-2026 Contributed Fund Budget 272.....28
 - D. Financial Report April 2026.....29
 - E. Library Fund 271 Revenue & Expenditure Report as of April 30, 2026 30-32
 - F. Library Contributed Fund 272 Report as of April 30, 2026 33-34
 - G. Balance Sheets for Funds 271 and 272 as of April 30, 2026 35-36

4. Director's Report (Julie Farkas)	37-42
A. Door Count Usage Statistics – (Jeff Smith)	43-44
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	45
C. Information Technology Report (Jeff Smith)	46-49
D. Facilities Report (Keith Perfect)	49
E. Assistant Director of Public Services Report (Lori Lowery)	50-51
F. Information Services Report (Emily Brush and Rae Manela)	51-57
G. Marketing and Community Promotion Report (Dana VanOast)	58
H. Support Services Report (Sarah Mominee).....	59-63
I. Library Usage Statistics.....	64-73
J. Friends of Novi Library –	N/A
K. City of Novi Historical Commission – Minutes:.....	N/A

Public Comment – see language above to be recited

Committee Reports

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

 - Meeting held: no meeting held; additional Sunday closure data and usage . 75-78
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: OPEN, Dooley, Halvangis, Staff Liaisons – Julie Farkas and Kristen Sullivan, HR Specialist)

 - Meeting held: April 29, 2026 by Zoom Re: Staff Shortage..... 78-80
 - Meeting held: May 12, 2026 Re: Staff Shortage
- Building & Grounds Committee:** Review Building, Grounds and IT infrastructure needs
 (Chair: Sturing, Halvangis, Yu (Staff Liaison – Julie Farkas, Maryann Zurmuehlen and Jeff Smith)

 - Meeting held: May 2, 2026 by Zoom Re: Main Door Entry Project81
- Finance Committee:** Financial assessment, review and planning for the Library
 (Chair: Bartlett, Burke, Sturing; Staff Liaison – Julie Farkas)

 - Meeting held: May 7, 2026 81-82
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke, Yu; Staff Liaisons – Julie Farkas and Dana VanOast)

 - Meeting held: April 22, 2026 by Zoom Re: Marketing Plan Review 83-92
- Strategic Planning Committee:**
 (Chair: Bartlett, OPEN, Staff Liaisons – Julie Farkas and Lori Lowery)

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

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

 - Meeting held: no meeting heldN/A

Matters for Library Board Action

1. From HR Committee: based on the current staff shortage at NPL and Sunday hour data from other libraries a consideration for reduced hours) 78-80
2. From Finance Committee: 1st draft review of the Financial Policy(to be sent in email)
3. From Finance Committee: a consideration for an increase in public printing costs from \$.20 to \$.25 for black and white copies effective July 1, 2026 due to service fee increases and rising supply costs (paper and toner82

Communications

1. 4/27/26: Email from Crystal Cannon Re: Library programming94

Closed Session

1. None

Adjournment

Supplemental Information

- Library Board Calendar 202695
- Library Closings 202696

2026 Future Events:

- 5/14/26: Library Board of Trustees Meeting at 7pm, City of Novi
- 5/20/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **5/23 – 5/25: LIBRARY CLOSED – MEMORIAL DAY WEEKEND**
- 6/1 – 8/8: Library Summer Reading: Unearth a Story
- 6/10/26: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 6/11/26: Library Board of Trustees Meeting at 7pm, City of Novi – Director Annual Review
- 6/17/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **6/19/26: LIBRARY CLOSED – JUNETEENTH**
- **6/21/26: LIBRARY CLOSED – FATHER’S DAY**

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>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
April 23, 2026, 7 PM
Novi Public Library**

Call to Order by Vice President, Kat Dooley

Novi Public Library

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

Acknowledgement of Trustee Kathy Crawford resignation from the Novi Public Library Board.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 5 board members were recorded present

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

Student Representatives

Positions not filled at this time

Library Staff

- Julie Farkas, Director
- Kirstin Kaufhold, Recording Secretary

Approval of Agenda.....1-3

Motion: To approve the agenda

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Dooley

Motion passes – 5-0

Consent Agenda

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

Motion: To approve the Consent Agenda

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Burke

Motion passes – 5-0

Trustee Burke complimented Director Farkas's transparency on the agenda, specifically with the context she provides.

Presentations

No presentations

Public Comment

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No Public Comment

Reports

5. Teen Space Statistics 16

Teen Space recorded 549 visits in March, with an average daily attendance of approximately 37 students. With two months remaining in the school year, participation continues to stay strong.

6. President's Report (President – Mark Sturing)
 G. 4/11/26: Memo to City Council Re: Budget Questions for 26/27 17
 H. 2026-2027 Draft Board Committee Assignments 18
 I. Consideration of a rotating schedule for Trustees to attend the Friends of the Novi Library monthly meetings
 J. Reflections from Board Members

The Board inquired about the fund balance policy for the Library Fund and was provided with a copy of the current financial policy. It was noted that the Board became familiar with the policy approximately one month prior to recent changes made by the City.

Under the existing policy, a fund balance below 28% triggers a cautionary review and prompts consideration of corrective actions. Unlike the City's revised policy, which includes both minimum and maximum thresholds, the Library currently does not have an upper limit for its fund balance.

In practice, the Board reviews the fund balance annually and evaluates both current and historical levels. Four primary action items were identified for consideration when fund balances exceed operational needs:

1. Restoration of programs
2. Pay down of long-term debt
3. Transfer of funds to contribution/designated funds
4. Maintenance of reserves

The Board made a verbal commitment to review and update the policy, including consideration of an upper fund balance threshold and guidance for escrow levels. The City has requested that a formal written policy be developed and presented to the full Board.

Director Farkas expressed appreciation to the Board and the Finance Committee for their thoughtful discussions regarding reserves and the budget noting a positive outlook moving forward. The matter was previously presented to City Council, where it received approval with a 7-0 vote. Continued support from the City was acknowledged.

Trustee Dooley also thanked the Finance Committee for their work and strategic planning efforts.

Regarding Board committee assignments, adjustments were required following Trustee Crawford's resignation. Trustee Yu was appointed as a replacement. An additional member is needed for the Strategic Planning Committee in advance of a meeting scheduled for late May.

Director Farkas reported meeting with two residents as part of the strategic planning process. A community survey is currently underway, and results are expected to inform upcoming planning discussions.

Trustee Halvangis suggested considering a senior Board member for the Strategic Planning Committee. Trustee Burke recommended Trustee Dooley; however, Trustee Dooley has previously served in that capacity.

The Board discussed the importance of trustee representation at the Friends of the Library monthly meetings, held on the second Wednesday of each month (April through November). Trustee Halvangis will coordinate a sign-up schedule to ensure consistent Board presence.

Director Farkas noted the value of maintaining a strong relationship with the Friends of the Library, highlighting their contributions through fundraising and support of the Library's mission. Trustees were encouraged to verify their membership status with the Friends organization.

Trustees shared updates on recent community events:

- Trustee Sturing reported that the Volunteer Breakfast was successful and expressed appreciation for volunteer contributions. The Michigan-themed program hosted by the Historical Society was well attended, with strong community engagement and full attendance at events.
- Trustee Burke attended the State of the City event, describing it as informative and a valuable opportunity to connect with City Council members and express appreciation for their support.
- Trustee Bartlett noted that the Library was positively highlighted during the State of the City address, including mention of the upcoming millage.
- Trustee Halvangis participated in a jigsaw puzzle competition, where her team placed second. She also noted her cross stitch was displayed in the down stairs display case. She attended the Library Coalition Library training that occurred on March 12th. She also saw the movie *The Librarian* which is shown on PBS, it was not an uplifting movie but was very interesting.

7. Treasurer's Report (Trustee Brian Bartlett)

H. 10 Year Financial Projection.....	19
I. 2025-2026 Library Fund Budget 271.....	20-23
J. 2025-2026 Contributed Fund Budget 272.....	24
K. Financial Report February 2026.....	25
L. Library Fund 271 Expenditure & Revenue Report as of February 28, 2026	26-29
M. Library Fund 272 Contributed Fund as of February 28, 2026	30-31
N. Balance Sheets for Funds 271 and 272 as of February 28, 2026.....	32-33

The Library was positively highlighted during the State of the City address. It was noted that the City is unlikely to approve a three-year budget at this time and is instead targeting adoption of a one-year budget on May 4, due to ongoing challenges in balancing the budget.

The Board expressed confidence in the Library's ability to develop and submit a balanced budget for the upcoming fiscal year. It was also noted that the Library is not operating with an excessive fund balance and that current financial planning is sustainable over the long term, potentially extending up to ten years. Overall, there is confidence that the Library's budget will be approved and that financial operations will remain stable.

Director Farkas reported that the Library has received a \$10,000 contribution from MSU Federal Credit Union. Additional details will be provided as they become available.

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

Director Farkas recognized staff celebrating work anniversaries and expressed appreciation for their service.

In response to an inquiry from Trustee Burke at the last board meeting, Director Farkas reported that the average postage cost for the NPL @ Your Door program is \$13.44 per bag, which includes delivery to and return from patrons. Each bag typically holds 5–7 items.

Director Farkas extended thanks to Dick's Sporting Goods (Novi location) for hosting a book drive, noting a particular need for children's materials. Trustee Burke asked if we are not taking donations then why are we participating in drives? Director Farkas stated that we temporarily stopped donations as the library due to floor clearing but are always in the need of youth materials.

The Library will participate in Community Impact Day on May 13th, hosted by the Novi Chamber of Commerce, with volunteers assisting in book plating activities.

Director Farkas shared her perspective regarding the recent removal of the DEI statement from the Library Board agenda, noting she felt caught off guard and wished to provide input. Trustee Halvangis stated she had no concerns with its inclusion, viewing it as a statement rather than policy. Trustee Burke explained her initial question stemmed from whether the statement needed to appear on the agenda, and suggested greater visibility on the Library's website, such as placement on the homepage. Trustee Dooley supported revisiting placement to ensure visibility while maintaining alignment between the Board and Director, suggesting it could also reside within DEI committee on the agenda if space is a concern. Trustees discussed alternative placements, including at the beginning or end of the agenda. It was agreed that the DEI statement will be placed at the end of the Agenda.

Director Farkas reported that the Public Library Association (PLA) conference was wonderful. Two key focus areas she will be working on for 2026-2027:

1. Strengthening the Information Services team, including staffing, patron engagement, and return on investment for programs and services
2. Developing a progress report framework for staff development

Director Farkas noted the current staff development tool is cumbersome and carries a negative perception. She expressed interest in revising the performance review process to be more constructive and meaningful, with input from the HR Committee. Trustee Dooley offered to provide insights based on prior experience. Director Farkas emphasized the goal of ensuring employees feel valued through the process, noting that compensation is not directly tied to reviews unless expectations are not met.

Director Farkas acknowledged National Library Week and invited trustees to volunteer at the upcoming Novi Community Fest.

An update on the community survey indicated over 425 responses to date, supported by an email outreach campaign. In response to Trustee Dooley, Director Farkas confirmed that patron usage has not yet returned to pre-COVID levels. While door counts remain the most reliable metric, drive-up usage is less precise. Changes in digital programming and recent staffing shortages have contributed to reduced engagement. Two youth librarians have recently departed, and recruitment is underway, with anticipated hires around July 1. This staffing gap is expected to impact summer programming. Director Farkas noted that volunteers are not used for story time, as these programs rely on trained librarians to build engagement with children.

Trustee Burke requested that staff reports include full names. Director Farkas agreed to review this with staff and will provide an organizational chart.

Trustee Halvangis complimented creative programming ideas highlighted in the report, including themed displays such as "Blind Date with a Book." (Page 51)

Trustee Burke inquired about the Library's 3D printer; Director Farkas confirmed a new 3D printer is operational and the older unit will be removed due to disrepair. (Page 54)

Trustee Dooley noted a 35% email open rate as a strong performance metric and commended staff efforts in patron communications. (Page 64)

In response to a question from Trustee Burke, Director Farkas explained that staff recently completed training on homelessness de-escalation. The training covered interactions with patrons experiencing housing instability and included components related to mental health awareness. Director Farkas noted this is an increasingly relevant topic, as the Library continues to provide a safe, welcoming environment with access to essential resources.

Director Farkas will follow up with staff regarding preferences for inclusion of full names in reports.

Public Comment

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No Public Comment

Committee Reports

Need to add Torry to the committees and remove Halvangis from DEI committee as she is listed twice.

9. **Policy Committee:** Review current public policies for the Library
(Chair: Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held: Meeting scheduled for April 14th
 - 2nd Reading of Public Policies 81-95
10. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - Meeting held: No Meeting HeldN/A
11. **Building & Grounds Committee:**
(Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: Meeting held 3/19/26 96
12. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held: No meeting heldN/A
13. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: Meeting held 3/24/26 96-97

Trustee Dooley reported that the Marketing Committee reviewed the finalization of the three-year marketing plan, which is aligned with the Library's strategic plan. She noted that

Director Farkas and staff, particularly Dana, invested significant effort in its development. The plan will be included in the May Board packet. The Committee also discussed upcoming fundraising opportunities.

Trustee Burke inquired about the response rate from businesses regarding contributions toward the \$65,000 fundraising goal. Director Farkas reported that out of approximately 100 businesses contacted, three responses were received, totaling approximately \$1,000 in donations.

Trustee Dooley noted that response rates may be influenced by differing business fiscal year timelines. Director Farkas added that a final fundraising outreach effort is planned for September. She also noted that certain businesses were not contacted as they are already current supporters. Additionally, staff plan to promote donations at Fall Fest through informational takeaways to encourage community contributions.

14. Strategic Planning Committee:

(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)

- Meeting held: No meeting held.....N/A

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

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

- Meeting held: No meeting held.....N/A

16. DEI: Diversity, Equity and Inclusion Committee

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

- Meeting held: No meeting heldN/A

Matters for Library Board Action

4. Approve revisions to: Accommodations & Accessibility Policy (2nd Reading).....81-94

Motion: To approve the second reading of the Accommodations & Accessibility Policy, the Circulation Policy, and the Closure Policy, incorporating Trustee Halvangis's friendly amendments, including the addition of "service animal" language on page 84 and the corresponding friendly amendment to the Circulation Policy on page 86.

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Dooley

Motion passes – 5-0

Trustee Sturing inquired about the 14-day advance notice requirement for reasonable accommodation requests on page 84, noting that a 14-day timeframe may be reasonable in some cases but not others, and asked about the necessity of requiring advance forms.

Trustee Halvangis asked whether such requests occur frequently. Director Farkas responded that they do not occur often and are typically accommodated. She explained that the advance notice helps ensure appropriate arrangements can be made, such as securing an ASL interpreter. In cases of program attendance requests, staff may need to coordinate with external partners, including schools, to align schedules.

Trustee Bartlett noted that the policy includes flexibility if immediate accommodation cannot be provided.

Trustee Dooley asked whether live closed captioning technology is available. Director Farkas responded that while such technology does exist, it is not currently available at the Library.

Regarding the Closure Policy, Trustee Sturing commented on the Exhibit on page 95, noting that the comparator libraries listed were not consistent with the Library's typical peer group, as they appeared to be smaller institutions rather than Class 6 libraries. Director Farkas responded that comparator libraries were selected based on those most likely to be directly impacted by a closure, including nearby NLA neighborhood libraries. She noted that paid holidays were not broadly analyzed, and only City of Novi and Library closures were included. She added that Saturday closures are rare and have only occurred for special circumstances, such as parking lot reconstruction, with most closures limited to Sundays and Mondays.

Trustee Halvangis requested a correction on page 84 regarding the placement of "service animals," noting it should be referenced above. Director Farkas confirmed the edit to read "see service animals above."

Trustee Halvangis also noted that a bullet point on page 86 read awkwardly and suggested revising it to "denied for violations or failure to adhere."

5. Approve the recommendation from the Building & Grounds Committee for the Main Entrance Door project (Bids will be opened and reviewed on Monday, April 20, 2026 and sent to the Board by Wednesday, April 22, 2026 to review)

Motion: To approve the recommendation from the Building & Grounds Committee for the Main Entrance Door project not to exceed \$103,771 to be awarded to C.E. Door & Hardware.

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

Motion passes – 5-0

Only two contractors submitted bids, and the evaluations were completed by the City of Novi. The primary difference between the bids was that CE Door & Hardware submitted the lower-cost proposal. Based on the review, CE Door & Hardware was recommended for the project. The Grounds Committee agreed with the recommendation to award the contract to CE Door & Hardware, with a bid not to exceed \$103,771.

6. Approval to close at 5pm to the public on Thursday, October 29, 2026 for the Novi Public Library to host a private reception for the Michigan Library Association Conference reviewed at the next meeting.

Motion: To approve the closing at 5pm to the public on Thursday, October 29, 2026 for the Novi Public Library to host a private reception for the Michigan Library Association Conference.

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

Motion passes – 5-0

Trustee Dooley asked whether there would be an opportunity to raffle another library t shirt quilt.

Director Farkas responded that while a quilt could be assembled, there are currently no remaining library t-shirts available. She noted that the Friends of the Library may be able to help extend outreach to the broader community, beyond MLA, with a general "love of libraries and Michigan" theme, rather than specifically referencing the Novi Library.

Trustee Bartlett shared that there was a recent passing in his family and noted the availability of a wheelchair with brakes and a seat. He asked whether the item could be brought to the DEI Committee for consideration as a potential donation.

Communications

1. None

Closed Session

1. None

New Business

Adjournment

Motion: To adjourn at 8:32

Motion for Approval – 1st – Trustee Halvangis

2nd – Trustee Dooley

Motion passes – 5-0

Supplemental Information

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

2026 Future Events:

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

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<http://www.novilibrary.org>

WARRANTS (Provided by Bindhya Raja, Bookkeeper)

Warrant 662	271 Accounts	May 2026	
Payable to	Invoice #	Account number	Amount
Quill	Office Supplies	271-000.00-727.000	\$ 444.87
Stamps.com	Postage CC	271-000.00-728.000	\$ 220.99
Knight Technology	April	271-000.00-734.000	\$ 700.00
Lyngsoe Systems	Hotline support, service visits	271-000.00-734.000	\$ 2,346.00
Sawgrass Technologies	Annual Subscription CC	271-000.00-734.000	\$ 129.95
Spring Share	Jan - Mar 2026	271-000.00-734.000	\$ 1,266.90
TechSoup	Microsoft 365 - 4/12/26 - 5/11/2026	271-000.00-734.000	\$ 93.60
Amazon	iCube	271-000.00-734.500	\$ 760.54
American Button	iCube CC	271-000.00-734.500	\$ 293.81
Bambu lab	iCube filament CC	271-000.00-734.500	\$ 193.90
Hobby Lobby	iCube - Fabric CC	271-000.00-734.500	\$ 43.43
SSD Cabling	Staff/Delivery door intercom	271-000.00-734.500	\$ 5,589.65
Tel systems	adapter cable	271-000.00-734.500	\$ 630.00
Amazon	supplies	271-000.00-740.000	\$ 268.99
Auntflow	Feminine Products	271-000.00-740.000	\$ 760.00
Quill	IT & IS - toner cartridge	271-000.00-740.000	\$ 615.00
Amazon	Books	271-000.00-742.000	\$ 2,250.79
Brodart	Books	271-000.00-742.000	\$ 16,680.50
Cavendish Square	Books	271-000.00-742.000	\$ 186.03
Cengage	Books	271-000.00-742.000	\$ 607.83
Center Point	Books	271-000.00-742.000	\$ 225.93
Kinokuniya	Books	271-000.00-742.000	\$ 809.43
Amazon	Lending Library	271-000.00-742.010	\$ 229.13
Brodart	Lending Library	271-000.00-742.010	\$ 323.95
Midwest Tape	Lending Library	271-000.00-742.010	\$ 117.70
Library Ideas	Audio Visual materials	271-000.00-744.000	\$ 96.71
Midwest Tape	Audio Visual materials	271-000.00-744.000	\$ 2,907.73
Playaway	Audio Visual materials	271-000.00-744.000	\$ 7,069.56
Hoopla/Midwest Tape	Advance Digital Payment	271-000.00-745.200	\$ 15,000.00
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 5,688.78
Novi - ABWA	Burnout to Breakthrough CC	271-000.00-809.000	\$ 5.00
Novi Rotary	Apr - June 2026	271-000.00-809.000	\$ 180.00
GDI	March	271-000.00-817.000	\$ 8,120.00
AT&T	Mar 14 - Apr 13, 2026	271-000.00-851.000	\$ 47.11
Ooma	4/1/26 - 4/30/26	271-000.00-851.000	\$ 109.70
T-Mobile	due on 4/23/26	271-000.00-851.000	\$ 1,604.33
Telnet	April	271-000.00-851.000	\$ 965.90
Verizon	March	271-000.00-851.000	\$ 508.00

The Library Network	April - June 2026	271-000.00-855.000	\$ 17,751.68
S.O'Leary	Mileage	271-000.00-862.000	\$ 90.19
4imprint	community promotions	271-000.00-880.000	\$ 1,800.79
Muniweb/Ingstron	March	271-000.00-880.000	\$ 535.00
Amazon	Program	271-000.00-880.268	\$ 2,335.74
Asian Mart	API Fest CC	271-000.00-880.268	\$ 45.76
Ben Christensen	Monday Magic	271-000.00-880.268	\$ 300.00
Chicago Books & Journal	Book Award Seals & Bookmarks	271-000.00-880.268	\$ 174.56
Demco	Program	271-000.00-880.268	\$ 200.96
Dodworth Saxhorn Band	Celebrate America 250	271-000.00-880.268	\$ 250.00
Hugh McDiarmid	Tales form Michigan Environment	271-000.00-880.268	\$ 50.00
Jen McArdle	Stamp It! Creative Art with stamps	271-000.00-880.268	\$ 64.97
Lakeshore learning	Youth program - DM	271-000.00-880.268	\$ 319.90
Sangdoe	API Fest CC	271-000.00-880.268	\$ 11.97
The Zekelman Holocaust center	Women & the Holocaust	271-000.00-880.268	\$ 50.00
Vani foods	API Fest - CC	271-000.00-880.268	\$ 11.97
Walmart	Program - CC	271-000.00-880.268	\$ 14.74
Yugo	API Fest - CC	271-000.00-880.268	\$ 14.85
Canon	print	271-000.00-900.000	\$ 530.43
Consumers Energy	2/5/26 - 3/6/26	271-000.00-921.000	\$ 4,080.88
DTE	2/23/26 - 3/24/26	271-000.00-922.000	\$ 10,790.46
Novi Water Department	12/22/26 - 3/23/26	271-000.00-923.000	\$ 2,484.72
Allied Building	Air curtain-front door	271-000.00-934.000	\$ 785.13
Amazon	supplies	271-000.00-934.000	\$ 70.15
Anago	April	271-000.00-934.000	\$ 440.00
Batteries Plus	DURPC 1500	271-000.00-934.000	\$ 110.88
Dalton	Quarterly carpet Maintenance	271-000.00-934.000	\$ 1,000.00
Imperial Dade	supplies	271-000.00-934.000	\$ 1,140.41
NorthStar	3/4/26 - 3/25/26	271-000.00-934.000	\$ 257.96
Orkin	additional treatment	271-000.00-934.000	\$ 125.00
Solution Control	AHU2, MB31, boilers & MB26	271-000.00-934.000	\$ 1,725.00
Voss	LED light	271-000.00-934.000	\$ 559.40
Brien's	Plowing, salting	271-000.00-936.300	\$ 1,143.30
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	April	271-000.00-942.100	\$ 29.18
American library Association	Marketing and Website Makeovers	271-000.00-956.000	\$ 236.95
Barrio	PLA Conference	271-000.00-956.000	\$ 88.00
Brits	PLA Conference	271-000.00-956.000	\$ 31.00
E.Brush	PLA Conference	271-000.00-956.000	\$ 99.01
FedEx	PLA Conference	271-000.00-956.000	\$ 79.97
Hyatt Regency	PLA Conference	271-000.00-956.000	\$ 1,488.97
J.Farkas	Mileage-PLA/Michigan Libraries	271-000.00-956.000	\$ 138.94
L.Lowery	PLA Conference	271-000.00-956.000	\$ 126.07

MCLS	Cataloging	271-000.00-956.000	\$ 200.00
Michigan Library Association	Webinar Professional Development	271-000.00-956.000	\$ 25.00
R.Manela	PLA Conference	271-000.00-956.000	\$ 122.47
The Newsroom	PLA Conference	271-000.00-956.000	\$ 184.00
The Nicollet Dine	PLA Conference	271-000.00-956.000	\$ 61.19
Uber	PLA Conference	271-000.00-956.000	\$ 93.77
TOTAL 271			\$ 131,373.06

Warrant 662	272 Accounts	May 2026	
Amazon	Youth International Donation	272-000.00-742.230	\$ 330.39
Brodart	International Donation	272-000.00-742.230	\$ 853.28
Kinokuniya	Youth International Donation	272-000.00-742.230	\$ 1,026.73
Dodworth Saxhorn Band	Celebrate America 250	272-000.00-742.232	\$ 650.00
Grand Flowers and Gift	Library Board to Kathy Crawford	272.000.00-742.234	\$ 85.00
MCD Architects	Architecture drawings/Main door	272-000.00-976.141	\$ 5,390.00
TOTAL 272			\$ 8,335.40


Teen Space Statistics

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


Monthly Attendance in Teen Space August 2025 – May 2026:

Month	Total Attendance
August	153
September	956
October	871
November	694
December	* no Teen Space 12/10, 12/22/25 – 1/2/26 631
January	633
February	*began no teen space on Fridays 566
March	549
April	*spring sports have started 502
May	
TOTAL to DATE	5,555


PRESIDENT'S REPORT



We cordially invite you to join us for the Read Japan Book Unveiling Ceremony. It is our privilege to welcome Deputy Consul General, Mr. Kentaro Yamane, as our distinguished guest at this event.

 **READ JAPAN PROJECT**

Mission: "The goal of the project is to provide readers around the world with an accurate understanding of Japan through the donation of outstanding books. The aim is not only to support the work of Japan specialists - such as researchers, opinion leaders, and intellectuals - but also to foster understanding among non-specialists."

Tuesday, May 26  **7-8pm**

**Novi Public Library
West Meeting Room
45255 W. Ten Mile Rd, Novi, MI, 48375**

Please RSVP by Wednesday, May 20.

Please join us as we honor the power of books to connect communities across the world.

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Michigan Library Advocacy Day 2026



LIBRARIES LIGHT THE WAY

STATE AID TO PUBLIC LIBRARIES

Michigan libraries need stable funding to provide the innovative and indispensable services our communities both need and demand.

In 1977, the State Aid to Public Libraries Act was enacted to provide for the establishment of library cooperatives and to provide State Aid for both public libraries and cooperatives. While the intended full funding level was established at \$0.50 per capita in 1977, the annual state budget determines how much money is appropriated each year. It wasn't until 2023, 46 years later, that State Aid reached \$0.50 per capita. Based on the rate of inflation, \$0.50 per capita in 1977 is equivalent to approximately \$2.75 per capita in 2026.

One third of the State Aid allocation goes directly to public libraries for any library expenditure, including salaries, operations, and materials. The second third goes to the state's 11 library cooperatives to fund their operations. The final third goes to cooperatives to subsidize shared projects, programs, and services that benefit their member libraries, such as statewide interlibrary loan through the Michigan Electronic Library Catalog. The Library of Michigan, housed in the Department of Education, administers State Aid.

For FY26, the legislature adopted flat funding for State Aid at \$16.5 million, identical to the FY25 appropriation. These dollars make up approximately 5-10% of a public library's revenue. For smaller library systems, State Aid is a lifeline, as it makes up a disproportionate amount of their revenue. It allows rural communities to keep their libraries open, staffed, and available to meet the needs of their residents. For larger systems, cuts to State Aid or continued flat funding translate to fewer books on the shelf and fewer resources for early literacy programming or job skills training.

State Aid helps our library systems continue their mission to provide education, training, and resources to Michigan residents. Every Michigander needs convenient and timely access to the world of information – print, digital, and electronic. Public libraries are a lifeline when the cost of living is climbing, providing free access to essential services, technology, and educational resources that help Michiganders make ends meet. It is time to increase the state's financial investment to keep our nearly 400 public library systems viable and strong in each of our communities.

ASK: We respectfully request a \$500,000 increase in State Aid to Libraries for FY27.

Michigan Library Advocacy Day 2026



LIBRARIES LIGHT THE WAY

STATE SUPPORT FOR THE MICHIGAN ELIBRARY (MEL)

The Michigan eLibrary (MeL) is the state's free digital library, administered by the Library of Michigan, an agency of the Michigan Department of Education, in partnership with libraries statewide. MeL includes two key services: MeL Databases and MeLCat. MeL Databases include 80+ curated databases used by students, job seekers, and researchers. In 2025, Michiganders accessed over 24 million articles. MeLCat is a statewide interlibrary loan system that links 435+ libraries and provides access to more than 34 million books, films, and audio materials. In 2025, over 1 million items were loaned between libraries.

MeL is funded by both state appropriations and federal funds through the Institute of Museum and Library Services (IMLS). In 2025, both a federal executive order and the federal administration's executive budget attempted to shutter IMLS, which would effectively cut \$4.8 million in IMLS funds to Michigan, putting MeL at risk of severe service disruptions.

With this funding threat in mind, the Michigan legislature included a one-time increase of \$900,000 in the MeL General Fund budget for FY26. Those dollars allowed the Library of Michigan to renew contracts for databases and keep those resources available to Michiganders. While IMLS funding was eventually approved for FY26, the federal administration's FY27 budget draft calls for the permanent closing of the agency, eliminating federal support for MeL and MeLCat.

MeL saves schools, libraries, residents, and local communities millions by providing shared access to research articles, eBooks, career certifications, and other academic databases. By leveraging bulk purchasing power and statewide partnerships, MeL provides these resources at a fraction of individual costs. The current cost of MeL databases is \$2.5M annually. If each library were to purchase those resources independently, the total cost would skyrocket to \$61M. MeL ensures all Michiganders, regardless of zip code or income, have 24/7 access to educational resources, workforce development tools, and endless opportunities.

Every school district, public university, and community college in the state benefits from MeL resources. If students do not retain access to MeL's suite of digital databases, all of Michigan's educational institutions will reckon with a massive loss in curricular primary sources and struggle to meet high learning standards in their absence. Between these two flagship programs, they provide a hard return on investment of \$26.52 for every \$1 spent.

ASK: We respectfully request that the Michigan legislature include the FY26 one-time \$900,000 General Fund investment for MeL in the FY27 budget to sustain essential statewide services and reduce reliance on uncertain federal funding.

Michigan Library Advocacy Day 2026



TRIAL COURT FUNDING REFORM RECOMMENDATIONS DISASTROUS FOR PUBLIC LIBRARIES

Diverting penal and civil fines away from libraries would mean fewer educational opportunities and fewer essential services for communities across the state.

In 2017, the Michigan Legislature created the Trial Court Funding Commission and a subsequent workgroup that spent several years developing recommendations to help stabilize the court's funding system. The workgroup's final concept paper proposes that all revenue from penal fines and civil infractions be redirected away from police, libraries, and abuse victims, with no suggestion for replacement funding. Along with other essential community services, this would have a disastrous impact on Michigan's public libraries.

Since 1835, the Michigan Constitution has mandated that penal fines be allocated to libraries. Article VIII, section 9 of the State Constitution reads: *"All fines assessed and collected in the several counties, townships, and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and county law libraries as provided by law."*

Further, MCL 600.8831 provides that non-criminal-code fines, levied for violations of certain state laws, are designated as civil infractions that also go to public libraries. These include most traffic fines. Penal and civil fines provide nearly as much support for public libraries as the Michigan legislature does annually.

The Library of Michigan reported that total penal fines distributed to libraries in 2024 amounted to approximately \$16.8 million. In many libraries, particularly smaller and rural systems, penal fines make up a higher share of operating budgets. Changes to the flow of penal fines and civil infraction revenues would disproportionately affect these small, rural, and underfunded libraries. While we sympathize with the need to address challenges with trial court funding, siphoning those revenues away from libraries creates yet another funding crisis.

The Michigan Library Association is joined by many other organizations that oppose the trial court funding recommendations, including the Michigan Association of Counties, the Michigan Municipal League, the Michigan Townships Association, the Michigan Association of Chiefs of Police, and the Michigan Sheriffs' Association.

Public libraries provide access to early-literacy programs, digital resources, broadband and technology, workforce and small-business assistance, after-school learning, and trusted support in navigating information. For many residents, public libraries are the only place they can freely access those services. Redirecting these funds without a plan for stable replacement revenue would severely undermine the ability of public libraries to deliver these critical services and would harm the individuals and communities who rely on them most.

ASK: We respectfully ask that the legislature oppose funding models that divert funding away from libraries without a plan for replacement support.



Michigan Senate Passes FY27 Budget Bill, Strengthening Support for Libraries

After a busy month for Michigan's legislature, momentum is building to finalize a budget for the state's next fiscal year. With budget proposals now advanced by the House, Senate, and the Governor's office, the next phase of negotiations is officially underway. We thought it was a good time to share an update on where we stand with library funding.

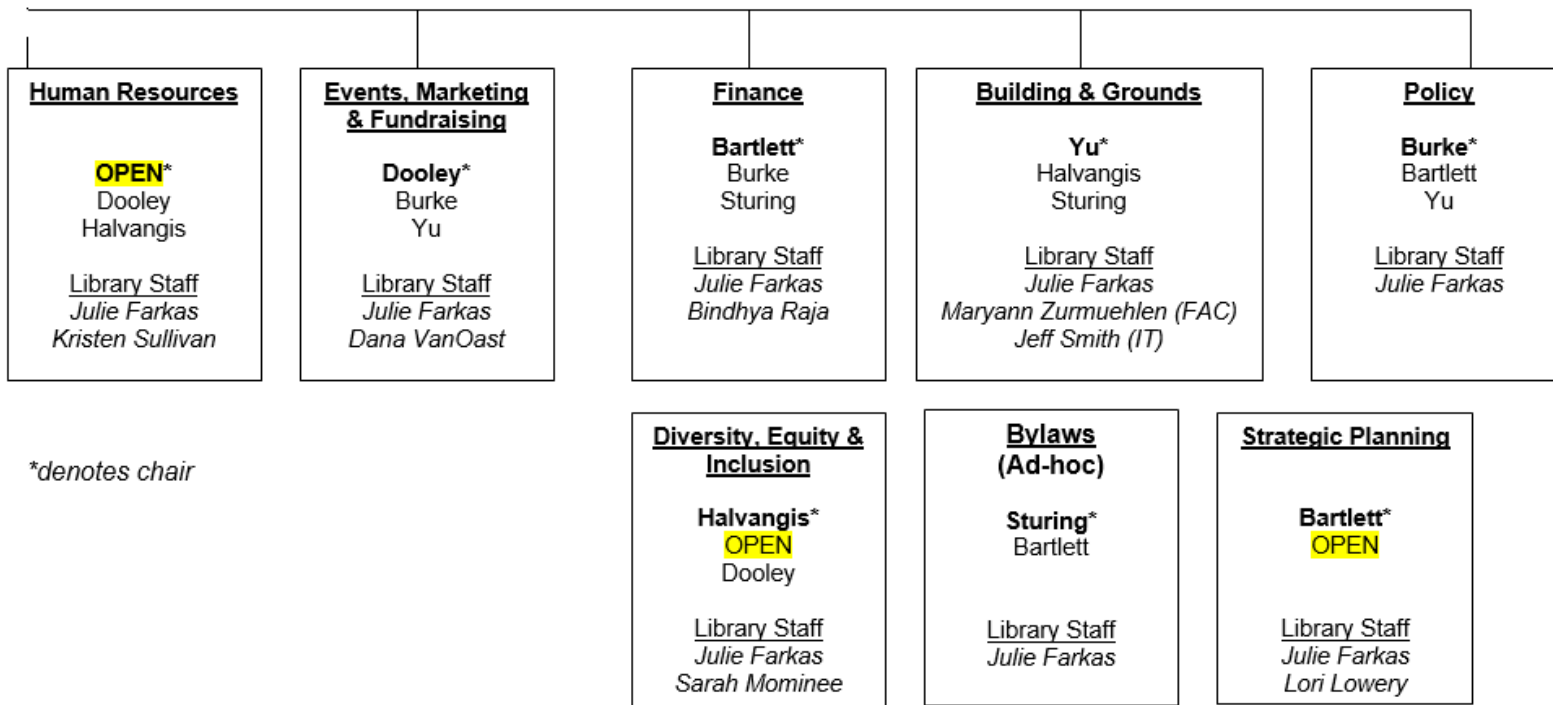
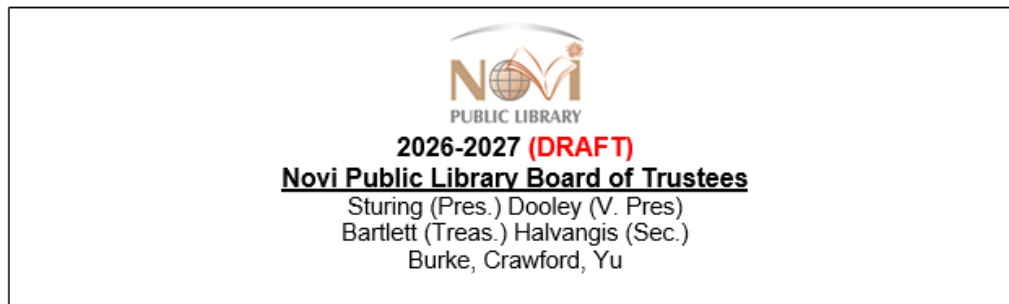
Just a few days ago, more than 130 library advocates came to Lansing to meet with legislators and discuss appropriation priorities for libraries in FY27. Across more than 100 meetings with elected leaders, we advocated for a \$500,000 increase in funding for State Aid to Libraries and a \$900,000 General Fund investment for the Michigan eLibrary (MeL).

The next day, on April 29, the Senate passed [Senate Bill 878](#), the omnibus appropriations bill for the FY27 state budget, which includes a one-time additional investment of \$500,000 for State Aid to Libraries and \$500,000 for the Michigan eLibrary (MeL). This additional funding support positions libraries well as the Senate begins negotiations with the House in the coming days and weeks.

Earlier in April, the House passed its version of the [FY27 budget \(House Bill 5619\)](#), which includes flat funding for State Aid to Libraries and no additional support for MeL. Governor Whitmer's executive budget, released in February, also recommended flat funding for both.

Now, the focus turns to negotiations between the chambers. The Governor, alongside House and Senate leadership, will work to reconcile these proposals into a final budget. MLA will continue working with partners and lawmakers to advocate for the needs of libraries throughout this process.

We're grateful for the role Michigan's library advocates played in getting us here. The inclusion of additional one-time funding for State Aid to Libraries and MeL in the Senate budget reflects the strength of your advocacy and the relationships you've built with elected leaders. We'll continue that work in the days ahead and keep Michigan libraries informed as the budget process progresses.



FINANCIALS

10 Year Financial Projection for Account 271 with Millage Funding

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

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

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

2026-2027 Library Budget 271		2023-2024	2024-2025	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029
Approved Budget as of February 12, 2026		Audited	Audited	Approved 1st Qtr.	Year End Approved	Approved	Projected	Projected
Revenues		10/31/2024	10/31/2025	9/11/2025	2/12/2026	2/12/2026	2/12/2026	2/12/2026
Account	Description							
402.000	Tax Revenue - Current Levy	3,410,762.72	3,620,624.41	3,762,784.00	3,806,000.00	4,960,077.00	5,108,938.00	5,262,196.00
404.003	Tax Revenue - Brownfield B1	-376.24	0.00	-506.00	-560.00	-587.00	-692.00	-713.00
404.006	Tax Revenue - Brownfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brownfield B3 17	-15,263.59	-16,000.68	-28,232.00	-28,232.00	-38,396.00	-47,995.00	-49,435.00
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-35,898.98	-55,783.00	-55,783.00	-75,307.00	-94,135.00	-96,959.00
404.009	Tax Revenue - Brownfield B4 21	-354.57	-440.12	-469.00	-469.00	-544.00	-625.00	-644.00
404.010	Tax Revenue - Brownfield B4X	-44.00	-44.00	-124.00	-124.00	-143.00	-164.00	-169.00
412.000	Tax Revenue - C/Y Del PPT	-4,707.59	-7,986.56	-10,000.00	-10,000.00	-12,000.00	-12,000.00	-12,000.00
414.000	Tax Revenue - Tax Tribunal Accr	-1,800.00	-3,900.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,020.33	3,203.27	1,800.00	5,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	69,947.04	70,000.00	68,650.00	69,000.00	69,000.00	69,000.00
573.000	State Grants - Local Comm	17,786.09	25,741.20	15,000.00	10,252.00	10,500.00	10,500.00	10,500.00
658.000	State penal fines	89,070.72	91,226.15	98,967.71	98,967.71	93,000.00	93,000.00	93,000.00
659.000	Library book fees	9,341.82	8,858.67	8,000.00	6,600.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	118,788.12	138,007.28	100,000.00	65,000.00	65,000.00	100,000.00	100,000.00
669.500	Unrealized gain(loss) invest	92,415.46	43,492.21	10,000.00	44,292.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	19,451.99	7,500.00	7,200.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and Donations	2,365.78	683.26	500.00	500.00	500.00	500.00	500.00
675.000	Miscellaneous income	8,730.22	3,193.89	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	11.07	77.94	100.00	300.00	300.00	300.00	300.00
675.100	Copier	3,620.99	14,062.26	8,500.00	12,000.00	9,800.00	9,800.00	9,800.00
675.300	Meeting Room	37,477.41	43,017.09	30,000.00	35,000.00	38,500.00	38,500.00	38,500.00
675.404	Novi Township Assessment	7,701.00	8,228.00	7,850.00	8,524.00	8,779.00	9,043.00	9,320.00
675.650	Library Café	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,827,332.74	4,025,544.32	4,027,387.71	4,074,617.71	5,156,479.00	5,311,970.00	5,461,196.00

2026-2027 Library Budget 271 Expenditures		2023-2024 Audited	2024-2025 Audited	2025-2026 9/11/2025	2025-2026 Yr. End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	1,268,177.70	1,422,713.26	1,530,000.00	1,507,200.00	1,531,880.00	1,577,800.00	1,625,200.00
704.100	Severance/Incentive Pay	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	3,538.40	5,157.60	7,500.00	7,500.00	5,500.00	5,750.00	5,900.00
704.250	Final Payout	0.00	6,921.72	0.00	6,800.00	0.00	0.00	0.00
705.000	Temporary Salaries	683,363.35	680,970.00	808,500.00	768,000.00	802,514.00	826,600.00	851,400.00
706.000	Overtime	38.82	915.08	500.00	800.00	850.00	500.00	500.00
715.000	Social Security	147,519.92	159,320.48	178,900.00	174,053.00	178,600.00	184,000.00	189,500.00
716.000	Insurance	230,346.09	272,645.88	276,000.00	230,400.00	269,212.00	259,109.00	317,481.00
716.200	HSA - Employer Contribution	1,138.25	1,812.74	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-33,477.49	-38,382.06	-41,400.00	-42,324.00	-35,990.00	-38,866.00	-45,000.00
717.000	Workers' Comp	1,640.32	2,033.10	1,900.00	1,900.00	2,000.00	2,000.00	2,000.00
718.000	Pension DB Normal Cost	5,520.00	1,680.00	1,800.00	1,800.00	1,872.00	2,000.00	2,150.00
718.010	DB Unfunded Accrued Liability	73,488.00	92,196.00	108,192.00	108,192.00	122,604.00	131,000.00	140,480.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	67,418.77	112,273.59	120,000.00	120,000.00	137,412.00	156,580.00	145,781.00
719.000	Unemployment Ins	36.84	96.03	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00
Total Personnel Services		2,448,748.97	2,720,353.42	2,996,892.00	2,901,321.00	3,020,454.00	3,110,473.00	3,239,392.00
Supplies and Materials								
Account	Description							
726.400	Supplies - Cash Over/Under	36.72	-8.38	100.00	50.00	50.00	50.00	50.00
727.000	Office supplies	9,181.98	7,804.48	10,000.00	8,000.00	8,000.00	8,500.00	9,000.00
728.000	Postage	4,014.04	2,035.09	3,500.00	2,000.00	2,500.00	3,000.00	3,500.00
734.000	Computer software/licensing	61,936.23	46,943.17	97,000.00	69,000.00	97,000.00	97,000.00	97,000.00
734.500	Computer supplies equip	23,251.80	44,721.95	52,000.00	52,000.00	40,000.00	52,000.00	52,000.00
740.000	Operating supplies	27,352.10	41,640.62	38,000.00	35,000.00	40,000.00	41,200.00	42,400.00
740.200	Supplies desk, chairs, cabinets	4,173.51	836.00	7,500.00	8,000.00	4,000.00	4,000.00	4,000.00
741.000	Supplies-Uniforms	0.00	1,176.64	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.000	Library Books	219,615.55	232,364.05	241,000.00	241,000.00	241,000.00	248,000.00	255,400.00
742.010	Library Books - Lending	10,641.12	7,815.27	15,400.00	13,000.00	13,000.00	13,400.00	14,000.00
742.100	Book Fines	91.97	118.98	200.00	200.00	200.00	200.00	200.00
743.000	Library Periodicals	17,561.82	16,749.33	18,000.00	19,100.00	19,100.00	19,600.00	21,100.00
744.000	Audio visual materials (CD/DVD)	60,196.64	50,869.75	52,000.00	52,000.00	50,000.00	50,000.00	50,000.00
745.200	Electronic media (Digital Books)	135,445.89	160,490.09	177,000.00	191,600.00	197,000.00	197,000.00	197,000.00
745.300	Electronic Resources - Online	67,776.44	80,376.53	80,000.00	65,400.00	66,000.00	66,000.00	66,000.00
Total Supplies & Materials		641,275.81	693,933.57	792,700.00	757,350.00	778,850.00	800,950.00	812,650.00

2026-2027 Library Budget 271 Services & Charges		2023-2024 Audited	2024-2025 Audited	2025-2026 Approved	2025-2026 Yr. End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Account	Description							
802.000	Data Processing - OnBase	828.90	891.07	1,600.00	900.00	1,000.00	1,000.00	1,000.00
802.100	Bank Service Charges	3,666.52	2,212.32	3,000.00	2,000.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	800.00	622.00	800.00	761.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,508.00	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	19,931.70	4,388.50	6,000.00	4,500.00	5,000.00	5,000.00	5,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	6,677.50	6,233.26	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
816.000	Professional services	12,103.50	15,888.11	20,000.00	15,000.00	10,000.00	10,000.00	10,000.00
817.000	Custodial Services	83,332.60	95,725.00	95,000.00	96,000.00	96,000.00	96,000.00	96,000.00
818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	15,874.00	16,350.00	15,145.60	16,600.00	18,200.00	20,000.00
820.001	Ins deduct/Uninsured claims	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00
851.000	Telephone	40,560.37	42,972.95	54,100.00	44,000.00	43,000.00	44,300.00	45,600.00
855.000	TLN Automation Services	71,993.10	71,297.68	81,000.00	81,000.00	85,000.00	89,200.00	93,700.00
861.000	Gasoline and oil	334.00	316.40	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	1,536.19	1,700.00	1,200.00	1,400.00	1,500.00	1,600.00
880.000	Community Promotion	23,899.12	18,504.24	25,000.00	22,500.00	22,500.00	22,500.00	22,500.00
880.268	Library Programming	36,897.47	24,945.78	44,600.00	44,600.00	35,500.00	37,000.00	39,000.00
880.271	Adult Programming	7,467.05	9,424.83	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
882.200	Employee Assistance Program		506.94	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
900.000	Print, Graphic Design, Publish	25,459.42	22,970.79	26,000.00	26,000.00	25,000.00	25,000.00	25,000.00
921.000	Heat	12,267.57	13,139.86	15,700.00	15,700.00	16,000.00	16,800.00	17,600.00
922.000	Electricity	102,779.81	98,745.97	102,000.00	100,700.00	101,000.00	106,000.00	111,000.00
923.000	Water and Sewer	8,065.10	8,466.93	8,700.00	9,000.00	9,000.00	9,000.00	9,200.00
934.000	Building Maintenance	101,144.38	139,346.32	125,000.00	133,000.00	115,000.00	118,500.00	122,000.00
935.000	Vehicle Maintenance	169.02	426.22	500.00	500.00	500.00	1,000.00	1,000.00
936.300	Grounds Maint.	51,938.72	44,088.98	53,000.00	56,000.00	50,600.00	52,100.00	56,400.00
942.000	Office Equipment Lease	11,350.94	12,120.00	12,200.00	12,200.00	12,200.00	13,000.00	13,000.00
942.002	Copier Property Tax	0.00	621.90	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	328.08	500.00	400.00	500.00	500.00	500.00
956.000	Conferences & Workshops	25,185.11	18,822.29	26,700.00	26,700.00	16,050.00	16,500.00	17,100.00
957.000	Tuition and Other Reimbursements	0	0	7000	7000	0	3500	0
Total Services & Charges		670,066.27	675,419.61	762,250.00	740,101.60	690,450.00	715,200.00	735,800.00

2026-2027 Library Budget 271		2023-2024 Audited	2024-2025 Audited	2025-2026 Approved	2025-2026 Yr. End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Capital Outlay								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance/Furn	0.00						
976.100	Parking lot improvements	0.00						
976.140	Auto Return System							
983.000	Vehicles - Van							
986.000	Technology	34,074.28	29,275.44					
Total Capital Outlay		34,074.28	29,275.44	0.00	0.00	0.00	0.00	0.00
995.272	Transfer to 272 RESERVE	35,238.00				224,700.00	231,400.00	238,300.00
	Transfer to 271 from 272	0.00		241,377.00	241,377.00			
Total Expenditures		3,829,403.33	4,118,982.04	4,551,842.00	4,398,772.60	4,714,454.00	4,858,023.00	5,026,142.00
Total Revenues		3,827,332.74	4,025,544.32	4,268,764.71	4,315,994.71	5,156,479.00	5,311,970.00	5,461,196.00
Net Revenue		-2,070.59	-93,437.72	-283,077.29	-82,777.89	442,025.00	453,947.00	435,054.00
Current Fund Balance 271		2,596,669.43	2,503,231.71	2,220,154.42	2,420,453.82	2,862,478.82	3,316,425.82	3,751,479.82
FUND BALANCE TARGET 28% of Expenditure		1,072,233.00	1,153,315.00	1,274,516.00	1,231,656.00	1,314,284.44	1,347,293.44	1,401,235.36

NOTES: All Capital projects are expensed out of budget 272

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

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

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

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

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

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

Notes:

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

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

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

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

Financial Report (Provided by Bindhya Raja) – April 30, 2026**Budget for Fund 271 Fiscal Year 2025-2026**

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

Budget for Fund 272 Fiscal Year 2025-2026

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

Revenue & Expenditure Report for Fund 271

	YTD Mar 31, 2026	YTD Apr 30, 2026	Difference
TOTAL REVENUES	\$ 3,956,557	\$ 4,122,895	\$ 166,338
TOTAL EXPENDITURES	\$ 3,029,053	\$ 3,415,876	\$ 386,823
NET REVENUES & EXPENDITURES	\$ 927,504	\$ 707,019	

Revenue & Expenditure Report for Fund 272

	YTD Mar 31, 2026	YTD Apr 30, 2026	Difference
TOTAL REVENUES	\$ 98,710	\$ 95,740	(\$ 2,970)
TOTAL EXPENDITURES	\$ 114,556	\$ 274,644	\$ 160,088
NET REVENUES & EXPENDITURES	(\$ 15,846)	(\$ 178,904)	

Balance Report as of April 30, 2026

The ending fund balance for Fund 271 is: \$ 3,203,837.03

The ending fund balance for Fund 272 is: \$ 1,630,571.54

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

05/06/2026 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 04/30/2026										
% Fiscal Year Completed: 83.29										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NM (ABNM)	2025-26 ORIGINAL BUDGET	2025-26 AMED BUDGET	MTH ACTY FEB 2026 INCR (DECR)	MTH ACTY MARCH 2026 INCR (DECR)	MTH ACTY APRIL 2026 INCR (DECR)	YTD BALANCE 04/30/2026 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BGD USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Curren	3,620,624.41	3,762,784.00	3,762,784.00	0.00	0.00	0.00	3,805,938.04	(43,154.04)	101.15
271-000.00-404.003	Property Tax Revenue - Brow n	0.00	(506.00)	(506.00)	0.00	0.00	0.00	0.00	(506.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brow nfl	(16,000.68)	(28,232.00)	(28,232.00)	0.00	0.00	0.00	(16,272.21)	(11,959.79)	57.64
271-000.00-404.008	Property Tax Revenue - CIA Ca	(35,898.98)	(55,783.00)	(55,783.00)	0.00	0.00	0.00	(49,467.73)	(6,315.27)	88.68
271-000.00-404.009	Property Tax Revenue-Brow nfl	(440.12)	(469.00)	(469.00)	0.00	0.00	0.00	(455.80)	(13.20)	97.19
271-000.00-404.010	Property Tax Revenue-Brow nfl	(44.00)	(124.00)	(124.00)	0.00	0.00	0.00	(43.89)	(80.11)	35.40
271-000.00-412.000	Property Tax Revenue - C/Y De	(7,986.56)	(10,000.00)	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tri	(3,900.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County	3,203.27	1,800.00	1,800.00	8.39	800.16	239.24	7,600.84	(5,800.84)	422.27
Property tax revenue		3,559,557.34	3,668,470.00	3,668,470.00	8.39	800.16	239.24	3,747,299.25	(78,829.25)	102.15
State sources										
271-000.00-567.000	State aid	69,947.04	66,000.00	70,000.00	0.00	0.00	35,599.04	72,130.10	(2,130.10)	103.04
271-000.00-573.000	State Grants - Local Comm Stat	25,741.20	15,000.00	15,000.00	0.00	0.00	0.00	10,252.03	4,747.97	68.35
State sources		95,688.24	81,000.00	85,000.00	0.00	0.00	35,599.04	82,382.13	2,617.87	96.92
State grants										
271-000.00-569.002	Other State Grants - SBTE	0.00	0.00	0.00	0.00	3,887.78	0.00	7,585.28	(7,585.28)	100.00
State grants		0.00	0.00	0.00	0.00	3,887.78	0.00	7,585.28	(7,585.28)	100.00
Fines and forfeitures										
271-000.00-658.000	State penal fines	91,226.15	85,000.00	98,968.00	0.00	0.00	0.00	98,967.71	0.29	100.00
271-000.00-659.000	Library book fees	8,858.67	8,000.00	8,000.00	489.78	3,098.20	752.62	8,088.73	(88.73)	101.11
Fines and forfeitures		100,084.82	93,000.00	106,968.00	489.78	3,098.20	752.62	107,056.44	(88.44)	100.08
Interest income										
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	100,000.00	8,445.02	3,418.64	0.00	63,784.73	36,215.27	63.78
271-000.00-669.500	Gain (loss) on investments	43,492.21	10,000.00	10,000.00	11,950.56	(5,682.65)	0.00	54,236.75	(44,236.75)	542.37
Interest income		181,499.49	110,000.00	110,000.00	20,395.58	(2,264.01)	0.00	118,021.48	(8,021.48)	107.29
Donations										
271-000.00-674.289	Adult programs	19,451.99	7,500.00	7,500.00	0.00	0.00	0.00	6,262.91	1,237.09	83.51
271-000.00-674.400	Gifts and donations	683.26	500.00	500.00	51.30	32.16	176.86	503.52	(3.52)	100.70
Donations		20,135.25	8,000.00	8,000.00	51.30	32.16	176.86	6,766.43	1,233.57	84.58
Other revenue										
271-000.00-675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	205.20	136.26	117.10	2,468.99	31.01	98.76
271-000.00-675.006	Car Charging Revenue	77.94	100.00	100.00	0.00	0.00	89.35	353.70	(253.70)	353.70
271-000.00-675.100	Copier	14,062.26	8,500.00	8,500.00	1,085.40	1,642.80	1,738.23	12,519.84	(4,019.84)	147.29
271-000.00-675.300	Meeting room	43,017.09	30,000.00	30,000.00	2,696.68	2,832.35	2,877.45	29,917.22	82.78	99.72
271-000.00-675.404	Novi Tow nship Assessment	8,228.00	7,850.00	7,850.00	0.00	0.00	0.00	8,524.00	(674.00)	108.59
Other revenue		68,579.18	48,950.00	48,950.00	3,987.28	4,611.41	4,822.13	53,783.75	(4,833.75)	109.87
Unclassified										
271-000.00-699.272	Transfer from Library Contribut	0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Unclassified		0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Total Dept 000.00 - TREASURY		4,025,544.32	4,009,420.00	4,268,765.00	24,932.33	10,165.70	41,589.89	4,122,894.76	145,870.24	96.58
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	24,932.33	10,165.70	41,589.89	4,122,894.76	145,870.24	96.58

		END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	FEB 2026	MARCH 2026	APRIL 2026	04/30/2026	BALANCE	% BGD
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,422,713.26	1,589,000.00	1,530,000.00	113,789.24	113,442.45	113,174.22	1,186,200.37	343,799.63	77.53
271-000.00-704.100	Severance/Incentive Pay	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	(12,000.00)	100.00
271-000.00-704.210	Vacation Payout	5,157.60	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
271-000.00-704.250	Final Payout	6,921.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	680,970.00	810,000.00	808,500.00	58,844.08	62,542.34	58,102.79	591,895.30	216,604.70	73.21
271-000.00-706.000	Overtime	915.08	500.00	500.00	37.83	0.00	0.00	555.48	(55.48)	111.10
271-000.00-715.000	Social security	159,320.48	183,500.00	178,900.00	12,911.33	13,177.85	12,817.79	134,968.20	43,931.80	75.44
271-000.00-716.000	Insurance	272,645.88	239,560.00	276,000.00	29,506.24	35,739.21	8,920.02	228,788.46	47,211.54	82.89
271-000.00-716.200	HSA - employer contribution	1,812.74	3,000.00	3,000.00	0.00	0.00	0.00	1,189.98	1,810.02	39.67
271-000.00-716.999	Insurance - Employee Reimburs	(38,382.06)	(35,934.00)	(41,400.00)	(4,184.30)	(3,979.46)	(3,977.68)	(33,544.44)	(7,855.56)	81.03
271-000.00-717.000	Workers compensation	2,033.10	1,900.00	1,900.00	146.55	149.63	145.42	1,522.42	377.58	80.13
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,884.00	1,800.00	157.00	157.00	157.00	1,570.00	230.00	87.22
271-000.00-718.010	Pension - DB Unfunded Accrue	92,196.00	108,192.00	108,192.00	9,016.00	9,016.00	9,016.00	90,160.00	18,032.00	83.33
271-000.00-718.200	Pension - defined contribution	112,273.59	132,210.00	120,000.00	10,244.43	10,209.82	10,185.68	104,320.80	15,679.20	86.93
271-000.00-719.000	Unemployment insurance	96.03	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,720,353.42	3,055,312.00	2,996,892.00	230,468.40	240,454.84	208,541.24	2,319,626.57	677,265.43	77.40
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	100.00	4.20	(1.00)	0.50	9.17	90.83	9.17
271-000.00-727.000	Office supplies	7,804.48	10,000.00	10,000.00	323.69	705.19	229.97	4,103.50	5,896.50	41.04
271-000.00-728.000	Postage	2,035.09	3,500.00	3,500.00	253.54	305.99	0.00	1,430.78	2,069.22	40.88
271-000.00-734.000	Computer supplies, softw are &	46,943.17	97,000.00	97,000.00	1,023.60	10,003.16	700.00	47,255.24	49,744.76	48.72
271-000.00-734.500	Computer supplies/equipment	44,721.95	52,000.00	52,000.00	2,401.74	11,488.09	1,390.54	27,991.39	24,008.61	53.83
271-000.00-740.000	Operating supplies	41,640.62	38,000.00	38,000.00	412.27	1,185.39	645.69	19,881.88	18,118.12	52.32
271-000.00-740.200	Supplies - Desk chairs and file c	836.00	5,000.00	7,500.00	0.00	1,795.09	0.00	9,327.78	(1,827.78)	124.37
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,000.00	1,000.00	0.00	0.00	0.00	547.34	452.66	54.73
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	12,963.69	21,481.36	10,513.44	166,490.67	74,509.33	69.08
271-000.00-742.010	Library Books - Lending	7,815.27	15,400.00	15,400.00	1,360.65	846.77	441.20	8,369.04	7,030.96	54.34
271-000.00-742.100	Library Books - Fines	118.98	200.00	200.00	118.88	42.99	0.00	315.82	(115.82)	157.91
271-000.00-743.000	Library periodicals	16,749.33	18,000.00	18,000.00	19,005.72	0.00	0.00	19,005.72	(1,005.72)	105.59
271-000.00-744.000	Audio visual materials	50,869.75	52,000.00	52,000.00	3,295.92	8,862.59	6,032.47	40,199.39	11,800.61	77.31
271-000.00-745.200	Electronic media	160,490.09	177,000.00	177,000.00	30,192.83	9,771.78	20,688.78	166,985.36	10,014.64	94.34
271-000.00-745.300	Electronic resources (CD rom n	80,376.53	80,000.00	80,000.00	559.30	2,593.54	0.00	61,633.43	18,366.57	77.04
Supplies		693,933.57	790,200.00	792,700.00	71,916.03	69,080.94	40,642.59	573,546.51	219,153.49	72.35

GL NUMBER	DESCRIPTION	END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	FEB 2026	MARCH 2026	APRIL 2026	04/30/2026	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	891.07	1,600.00	1,600.00	0.00	0.00	0.00	0.00	1,600.00	0.00
271-000.00-802.100	Bank Service Charges	2,212.32	3,000.00	3,000.00	149.61	158.70	554.19	1,999.67	1,000.33	66.66
271-000.00-803.000	Independent audit	622.00	800.00	800.00	0.00	0.00	0.00	761.00	39.00	95.13
271-000.00-804.000	Medical service	1,508.00	1,500.00	1,500.00	135.00	0.00	135.00	850.00	650.00	56.67
271-000.00-806.000	Legal fees	4,388.50	6,000.00	6,000.00	0.00	0.00	0.00	2,465.00	3,535.00	41.08
271-000.00-809.000	Memberships and dues	6,233.26	8,500.00	8,500.00	0.00	35.00	180.00	6,350.26	2,149.74	74.71
271-000.00-816.000	Professional services	15,888.11	20,000.00	20,000.00	0.00	0.00	0.00	10,270.83	9,729.17	51.35
271-000.00-817.000	Custodial services	95,725.00	100,000.00	95,000.00	8,680.00	8,120.00	0.00	72,240.00	22,760.00	76.04
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	15,874.00	16,350.00	16,350.00	0.00	0.00	0.00	15,145.60	1,204.40	92.63
271-000.00-820.001	Insurance deductibles/Uninsure	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	42,972.95	54,100.00	54,100.00	3,105.89	1,646.61	3,152.93	29,612.13	24,487.87	54.74
271-000.00-855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	(3,437.54)	1,985.25	17,751.68	72,309.36	8,690.64	89.27
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	0.00	0.00	15.76	207.02	292.98	41.40
271-000.00-862.000	Mileage	1,536.19	1,700.00	1,700.00	39.30	108.69	90.19	625.08	1,074.92	36.77
271-000.00-880.000	Community promotion	18,504.24	25,000.00	25,000.00	818.76	592.00	601.36	14,978.69	10,021.31	59.91
271-000.00-880.268	Library programming	24,945.78	44,600.00	44,600.00	2,930.13	3,274.46	2,206.00	19,348.56	25,251.44	43.38
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	0.00	0.00	0.00	10,362.38	(362.38)	103.62
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	0.00	0.00	0.00	842.52	157.48	84.25
271-000.00-900.000	Printing, graphic design and pub	22,970.79	26,000.00	26,000.00	372.35	619.95	530.43	4,483.01	21,516.99	17.24
271-000.00-921.000	Heat	13,139.86	15,700.00	15,700.00	2,921.16	4,080.88	2,570.54	17,702.31	(2,002.31)	112.75
271-000.00-922.000	Electricity	98,745.97	118,900.00	102,000.00	9,032.33	10,790.46	0.00	76,287.57	25,712.43	74.79
271-000.00-923.000	Water and sewer	8,466.93	8,700.00	8,700.00	0.00	2,484.72	0.00	7,434.72	1,265.28	85.46
271-000.00-934.000	Building maintenance	139,346.32	125,000.00	125,000.00	10,729.54	13,787.77	4,160.82	91,554.09	33,445.91	73.24
271-000.00-935.000	Vehicle maintenance	426.22	500.00	500.00	2,019.08	604.39	0.00	3,571.54	(3,071.54)	714.31
271-000.00-936.300	Grounds maintenance	44,088.98	53,000.00	53,000.00	3,621.41	1,168.30	0.00	34,942.31	18,057.69	65.93
271-000.00-942.000	Office equipment lease	12,120.00	12,200.00	12,200.00	1,010.00	1,010.00	1,010.00	10,100.00	2,100.00	82.79
271-000.00-942.002	Copier Property Tax	621.90	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	328.08	500.00	500.00	28.06	29.18	0.00	253.66	246.34	50.73
271-000.00-956.000	Conferences and workshops	18,822.29	26,700.00	26,700.00	433.34	2,021.55	566.49	11,010.86	15,689.14	41.24
271-000.00-957.000	Tuition & other reimbursements	0.00	7,000.00	7,000.00	3,500.00	0.00	0.00	3,500.00	3,500.00	50.00
Other services and charges		675,419.61	784,150.00	762,250.00	46,088.42	52,517.91	33,525.39	522,703.17	239,546.83	68.57
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	29,275.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		29,275.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY										
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	348,472.85	362,053.69	282,709.22	3,415,876.25	1,135,965.75	75.04
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	24,932.33	10,165.70	41,589.89	4,122,894.76	145,870.24	(249.76)
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	348,472.85	362,053.69	282,709.22	3,415,876.25	1,135,965.75	(249.76)
NET OF REVENUES & EXPENDITURES		(93,437.72)	(620,242.00)	(283,077.00)	(323,540.52)	(351,887.99)	(241,119.33)	707,018.51	(990,095.51)	(249.76)
BEG. FUND BALANCE		2,596,669.43	2,503,231.71	2,503,231.71				2,503,231.71		(249.76)
END FUND BALANCE		2,503,231.71	1,882,989.71	2,220,154.71				3,210,250.22		(249.76)

Fund 272 - LIBRARY CONTRIBUTION FUND										
		END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	FEB 2026	MARCH 2026	APRIL 2026	04/30/2026	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	59,391.02	27,000.00	27,000.00	3,333.73	1,385.12	0.00	25,506.81	1,493.19	94.47
272-000.00-669.500	Gain (loss) on investments	23,750.68	(4,500.00)	(4,500.00)	4,717.57	(2,302.42)	0.00	20,468.63	(24,968.63)	(454.86)
Interest income		83,141.70	22,500.00	22,500.00	8,051.30	(917.30)	0.00	45,975.44	(23,475.44)	204.34
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Reven	5,177.55	1,000.00	1,000.00	267.15	1,592.90	184.25	3,625.60	(2,625.60)	362.56
272-000.00-674.229	Raising a Reader in Novi Spons	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	5,638.00	1,000.00	1,000.00	7,000.00	0.00	100.00	7,300.00	(6,300.00)	730.00
272-000.00-674.231	Buildings/Ground/Furniture Rev	4,068.72	1,000.00	1,000.00	100.00	0.00	0.00	100.00	900.00	10.00
272-000.00-674.232	Programming Revenue	14,597.75	2,000.00	2,000.00	0.00	0.00	0.00	9,500.00	(7,500.00)	475.00
272-000.00-674.233	Technology Library Revenue	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	7,700.00	5,000.00	5,000.00	0.00	0.00	7,500.00	7,500.00	(2,500.00)	150.00
272-000.00-674.277	Youth Area Reno-M Marten Rev	34,294.00	0.00	0.00	3,900.00	0.00	688.93	21,739.19	(21,739.19)	100.00
Donations		71,476.02	12,500.00	12,500.00	11,267.15	1,592.90	8,473.18	49,764.79	(37,264.79)	398.12
Total Dept 000.00 - TREASURY		154,617.72	35,000.00	35,000.00	19,318.45	675.60	8,473.18	95,740.23	(60,740.23)	273.54
TOTAL REVENUES		154,617.72	35,000.00	35,000.00	19,318.45	675.60	8,473.18	95,740.23	(60,740.23)	273.54
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	454.57	500.00	500.00	(393.99)	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,000.00	0.00	0.00	0.00	879.37	0.00	879.37	(879.37)	100.00
272-000.00-742.229	Raising a Reader Expense	1,211.86	1,000.00	1,000.00	0.00	162.46	0.00	559.16	440.84	55.92
272-000.00-742.230	Collections/Materials Expense	5,975.24	1,000.00	1,000.00	0.00	3,127.36	327.40	3,634.77	(2,634.77)	363.48
272-000.00-742.231	Buildings/Ground/ Furniture Exp	715.70	25,000.00	25,000.00	0.00	0.00	0.00	305.03	24,694.97	1.22
272-000.00-742.232	Programming Expense	10,739.06	1,000.00	1,000.00	0.00	350.00	650.00	7,962.03	(6,962.03)	796.20
272-000.00-742.233	Technology Library Expense	0.00	61,500.00	61,500.00	0.00	0.00	0.00	29,766.00	31,734.00	48.40
272-000.00-742.234	Undesignated Misc	108.54	500.00	500.00	0.00	24.11	0.00	24.11	475.89	4.82
272-000.00-742.236	Staff Recognition	1,579.29	2,500.00	2,500.00	90.17	0.00	(96.62)	2,536.34	(36.34)	101.45
Supplies		21,784.26	93,000.00	93,000.00	(303.82)	4,543.30	880.78	45,666.81	47,333.19	49.10

GL NUMBER	DESCRIPTION	END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	FEB 2026	MARCH 2026	APRIL 2026	04/30/2026	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
272-000.00-820.001	Insurance deductibles/Uninsure	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00
Other services and charges		0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00
Capital outlay										
272-000.00-976.000	Building improvements	79,452.67	111,500.00	111,500.00	30,000.00	0.00	0.00	83,585.00	27,915.00	74.96
272-000.00-976.002	Capital Outlay	0.00	37,300.00	37,300.00	0.00	0.00	0.00	0.00	37,300.00	0.00
272-000.00-976.140	Automated Return System	29,647.80	129,000.00	129,000.00	71,707.55	0.00	0.00	135,002.40	(6,002.40)	104.65
272-000.00-976.141	Main Entrance Design	11,700.00	23,000.00	118,000.00	0.00	0.00	5,390.00	5,390.00	112,610.00	4.57
272-000.00-976.143	Wi-Fi Upgrade	13,235.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		134,036.36	300,800.00	395,800.00	101,707.55	0.00	5,390.00	223,977.40	171,822.60	56.59
Transfers out										
272-000.00-995.271	Transfer to Library Fund	0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Transfers out		0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Total Dept 000.00 - TREASURY		155,820.62	393,800.00	730,177.00	101,403.73	4,543.30	6,270.78	274,644.21	455,532.79	37.61
TOTAL EXPENDITURES		155,820.62	393,800.00	730,177.00	101,403.73	4,543.30	6,270.78	274,644.21	455,532.79	37.61
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		154,617.72	35,000.00	35,000.00	19,318.45	675.60	8,473.18	95,740.23	(60,740.23)	25.74
TOTAL EXPENDITURES		155,820.62	393,800.00	730,177.00	101,403.73	4,543.30	6,270.78	274,644.21	455,532.79	25.74
NET OF REVENUES & EXPENDITURES		(1,202.90)	(358,800.00)	(695,177.00)	(82,085.28)	(3,867.70)	2,202.40	(178,903.98)	(516,273.02)	25.74
BEG. FUND BALANCE		1,643,951.09	1,642,748.19	1,642,748.19				1,642,748.19		25.74
END FUND BALANCE		1,642,748.19	1,283,948.19	947,571.19				1,463,844.21		25.74
TOTAL REVENUES - ALL FUNDS		4,180,162.04	4,044,420.00	4,303,765.00	44,250.78	10,841.30	50,063.07	4,218,634.99	85,130.01	
TOTAL EXPENDITURES - ALL FUNDS		4,274,802.66	5,023,462.00	5,282,019.00	449,876.58	366,596.99	288,980.00	3,690,520.46	1,591,498.54	
NET OF REVENUES & EXPENDITURES		(94,640.62)	(979,042.00)	(978,254.00)	(405,625.80)	(355,755.69)	(238,916.93)	528,114.53	(1,506,368.53)	
BEG. FUND BALANCE - ALL FUNDS		4,240,620.52	4,145,979.90	4,145,979.90				4,145,979.90		
END FUND BALANCE - ALL FUNDS		4,145,979.90	3,166,937.90	3,167,725.90				4,674,094.43		

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

05/06/2026		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 04/30/2025	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(1,528.77)	
271-000.00-004.000	Cash on Hand	600.00	
271-000.00-017.000	Investments - Pooled	3,287,911.55	
271-000.00-019.000	Current taxes receivable	39,198.32	
271-000.00-123.400	Prepaid Expenditure	3,149.99	
271-000.00-123.677	Prepaid Insurance - Self-Insurance	31,415.28	
	Total Assets	3,360,746.37	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	149,602.84	
271-000.00-202.100	Accounts Payable - Manual	(603.75)	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	110.25	
	Total Liabilities	156,909.34	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	607,167.60	
	Ending Fund Balance	3,203,837.03	
	Total Liabilities And Fund Balance	3,360,746.37	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	6,142.44
272-000.00-017.000	Investments - Pooled	1,630,904.67
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,650,360.11
*** Liabilities ***		
272-000.00-202.000	Accounts payable	19,788.57
	Total Liabilities	19,788.57
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	(13,379.55)
	Ending Fund Balance	1,630,571.54
	Total Liabilities And Fund Balance	1,650,360.11

DIRECTOR'S REPORT



June Anniversaries – Years of Service



**Eileen Massarello – 10 yrs.
Support Services**



**Shang-Yeu Chang – 4 yrs.
Support Services**



**Taylor Price – 3 yrs.
Information Services**



**Faith MacLaren – 1 yr.
Support Services**

Library Updates:

Copier Service Update

The 1st Floor copier has been relocated to the 2nd Floor next to the single user booth at the top of the stairs. As a reminder, black & white prints cost \$0.20/page and color prints cost \$1.00/page.



Construction of the Library's Main Doors

A new front door system is scheduled to be installed in late spring. The current automatic doors will be replaced with manual doors, including an automatic push button option for accessibility.

Unfortunately, the current door system impacts the temperatures in the building. Installing a new door system should improve building heating and cooling efficiencies by up to 70%. While work is being done, a temporary main door location will be designated for patrons to enter and exit the building.

More info will be shared later this month on our website and social media.

Patio Closed Until Further Notice

Our patio is currently closed until further notice to allow for repairs to our gates and areas of raised pavement as a result of this past winter's weather. We will provide an update when the patio is ready to be opened for the season.

We thank you for your patience and understanding as we work to ensure your safety!

This project will be rescheduled for September 2026 due to lead times for door equipment that would impact scheduled programming and library usage beyond July 5, and insufficient bid information from the awarded contractor.



Read Boxes Return May 6!

Take advantage of some great FREE reads this summer! NPL's Read Boxes will be stocked at the following locations starting **Wed, May 6:**

- ITC Park
- Pavilion Shore Park
- Rotary Park
- Brookfarm Park
- Jessica's Splashpad
- **NEW:** Sakura Novi

Keep the books as long as you'd like and when done, return them to the Read Box or the Library.

[Learn About Read Boxes](#)

Director Farkas is working on a date to do an unveiling and celebration for the new Sakura Read Box

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

- 4/10: Friends of Michigan Libraries (FOML) annual meeting
- 4/16: DTE mtg. Re: Sponsorships
- 4/17: State of the City Address
- 4/21: Rotary Foundation mtg.
- 4/22: Friends Volunteer Appreciation breakfast
- 4/22: Novi Chamber Youth mtg.
- 4/22: Battle of the Books event at Novi Meadows
- 4/23: Novi Rotary mtg.
- 4/26: AAPI Event at Novi High School
- 4/28: City of Novi 2050 Community Workshop
- 4/29: Sponsorship mtg. w/Shake Shack of Novi
- 4/30: Mayor's Youth Forum mtg.

BOARD, COMMITTEE & FRIENDS MEETINGS

- 4/11: Library Budget discussion with Mayor Fischer
- 4/13: A-Train Tactical for Professional Development Day
- 4/14: Board Policy Committee mtg.
- 4/20: Board Building & Grounds mtg.
- 4/22: Board Events, Marketing and Fundraising mtg.
- 4/23: Library Board mtg. at NPL w/AMHS demo
- 4/29: Board HR Committee mtg.

CURRENT PROJECTS

- 4/10: Main entrance door mandatory walk-through
- 4/20: Bid opening for main entrance door project
- 4/23-4/29 main entrance door project meetings with vendors
- 4/16: Pillar Booth planning meeting and copier move

STAFF & CITY MEETINGS

- 4/13: City Council Meeting Re: 26/27 budget
- 4/14: City of Novi Leadership mtg.
- 4/14: Library Update with City Manager Cardenas
- 4/14: SRP planning mtg.
- 4/16: Professional Development Day planning mtg.
- 4/21: City of Novi Leadership mtg.
- 4/21: National Library Week lunch w/staff & Friends
- 4.28: City of Novi Leadership budget discussion
- 4/28: Director Q&A mtg. w/staff
- 4/30: Director Q&A mtg. w/staff
- 4/30: Novi Community Fest planning mtg.

WEEKEND ROTATION

- 4/11 & 4/12

TRAINING & OFFICE DUTIES

- 4/1 – 4/3: PLA Conference

OUT of the OFFICE

- 4/6-4/9 on Vacation



FREE!

NOVI COMMUNITY FEST

CELEBRATING THE BEST OF NOVI!

THURSDAY, JUNE 4 | 4-8PM

NOVI CIVIC CENTER



COMMUNITY OPEN HOUSE | BUSINESS & CULTURAL EXPO

BUSINESS SHOWCASE
FOOD FOR PURCHASE

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

FAMILY ACTIVITIES
DJ DANCE PARTY
AND MORE!



CITYOFNOVI.ORG/NOVIFEST

YOUR DETROIT TIGERS

The Great, The Good, The Top 400

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

Monday, June 22, 11am

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



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

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



Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 25 Magic Bus

Jul 16 Rick Leider Band

Jul 23 David Landry & Do It Again Band

Jul 30 Geff Phillips & Friends

Aug 6 Motor City Soul

Aug 20 The Phoenix Theory

Aug 27 Dueling Pianos



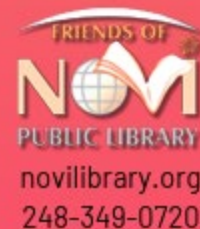
Location: Paradise Park, 45799 Grand River Ave. Novi

Arrive at 6pm to place your orders for dinner and drinks!

Events are free. Events will be held under an outdoor, covered pavilion. Cash bar, food service, attractions and games available for purchase.

Registration required.

Visit novilibrary.org/songfest or call 248-349-0720.



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

4/1/2026			
9-10am	0	0	0
10-11am	29	100	65
11am-12	80	121	101
12-1pm	117	65	91
1-2pm	68	76	72
2-3pm	62	93	78
3-4pm	79	72	76
4-5pm	95	64	80
5-6pm	90	87	89
6-7pm	114	174	144
7-8pm	70	43	57
8-9pm	159	30	95
9-10pm	0	0	0
			944

4/2/2026			
9-10am	0	0	0
10-11am	33	124	79
11am-12	60	58	59
12-1pm	78	55	67
1-2pm	54	50	52
2-3pm	75	88	82
3-4pm	85	148	117
4-5pm	211	292	252
5-6pm	272	232	252
6-7pm	248	139	194
7-8pm	113	84	99
8-9pm	92	44	68
9-10pm	0	0	0
			1,318

4/3/2026			
9-10am	0	0	0
10-11am	39	123	81
11am-12	72	65	69
12-1pm	106	83	95
1-2pm	73	69	71
2-3pm	65	81	73
3-4pm	92	104	98
4-5pm	81	60	71
5-6pm	136	56	96
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			653

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

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

4/6/2026			
9-10am	0	0	0
10-11am	40	86	63
11am-12	61	61	61
12-1pm	76	60	68
1-2pm	59	71	65
2-3pm	64	150	107
3-4pm	119	146	133
4-5pm	164	144	154
5-6pm	152	144	148
6-7pm	150	132	141
7-8pm	137	93	115
8-9pm	144	44	94
9-10pm	0	0	0
			1,149

4/7/2026			
9-10am	0	0	0
10-11am	27	114	71
11am-12	99	53	76
12-1pm	64	54	59
1-2pm	55	68	62
2-3pm	57	137	97
3-4pm	119	147	133
4-5pm	126	107	117
5-6pm	154	144	149
6-7pm	149	177	163
7-8pm	132	101	117
8-9pm	170	49	110
9-10pm	0	0	0
			1,152

4/8/2026			
9-10am	0	0	0
10-11am	40	128	84
11am-12	220	259	240
12-1pm	172	127	150
1-2pm	73	68	71
2-3pm	114	88	101
3-4pm	65	62	64
4-5pm	81	96	89
5-6pm	97	110	104
6-7pm	105	159	132
7-8pm	135	104	120
8-9pm	172	35	104
9-10pm	0	0	0
			1,255

4/9/2026			
9-10am	0	0	0
10-11am	36	88	62
11am-12	41	59	50
12-1pm	63	41	52
1-2pm	61	69	65
2-3pm	68	102	85
3-4pm	145	169	157
4-5pm	141	99	120
5-6pm	127	92	110
6-7pm	91	94	93
7-8pm	98	110	104
8-9pm	145	45	95
9-10pm	0	0	0
			992

4/10/2026			
9-10am	0	0	0
10-11am	28	97	63
11am-12	81	82	82
12-1pm	93	68	81
1-2pm	43	54	49
2-3pm	73	121	97
3-4pm	115	121	118
4-5pm	113	95	104
5-6pm	166	75	121
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			713

4/11/2026			
9-10am	0	0	0
10-11am	39	119	79
11am-12	123	120	122
12-1pm	109	106	108
1-2pm	96	147	122
2-3pm	97	126	112
3-4pm	156	115	136
4-5pm	120	82	101
5-6pm	150	61	106
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			883

4/12/2026				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	50	144	97	
1-2pm	77	96	87	
2-3pm	109	148	129	
3-4pm	142	127	135	
4-5pm	127	86	107	
5-6pm	138	40	89	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				642

4/13/2026				
9-10am	0	0	0	0
10-11am	38	78	58	
11am-12	57	58	58	
12-1pm	48	44	46	
1-2pm	53	52	53	
2-3pm	71	131	101	
3-4pm	155	161	158	
4-5pm	125	124	125	
5-6pm	183	164	174	
6-7pm	140	137	139	
7-8pm	107	60	84	
8-9pm	109	26	68	
9-10pm	0	0	0	
				1,061

4/14/2026				
9-10am	0	0	0	0
10-11am	49	162	106	
11am-12	106	72	89	
12-1pm	72	61	67	
1-2pm	44	64	54	
2-3pm	88	93	91	
3-4pm	113	103	108	
4-5pm	91	80	86	
5-6pm	103	85	94	
6-7pm	95	114	105	
7-8pm	93	80	87	
8-9pm	127	32	80	
9-10pm	0	0	0	
				964

4/15/2026				
9-10am	0	0	0	0
10-11am	26	60	43	
11am-12	49	48	49	
12-1pm	50	35	43	
1-2pm	25	41	33	
2-3pm	75	105	90	
3-4pm	96	138	117	
4-5pm	91	81	86	
5-6pm	127	93	110	
6-7pm	119	150	135	
7-8pm	87	64	76	
8-9pm	119	21	70	
9-10pm	0	0	0	
				850

4/16/2026				
9-10am	0	0	0	0
10-11am	24	110	67	
11am-12	66	58	62	
12-1pm	70	51	61	
1-2pm	51	58	55	
2-3pm	91	151	121	
3-4pm	141	132	137	
4-5pm	103	103	103	
5-6pm	148	89	119	
6-7pm	102	96	99	
7-8pm	74	70	72	
8-9pm	106	32	69	
9-10pm	0	0	0	
				963

4/17/2026				
9-10am	0	0	0	0
10-11am	38	98	68	
11am-12	52	50	51	
12-1pm	61	54	58	
1-2pm	63	53	58	
2-3pm	81	119	100	
3-4pm	122	110	116	
4-5pm	81	76	79	
5-6pm	98	44	71	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				600

4/18/2026				
9-10am	0	0	0	0
10-11am	25	122	74	
11am-12	126	126	126	
12-1pm	119	115	117	
1-2pm	68	84	76	
2-3pm	131	145	138	
3-4pm	99	106	103	
4-5pm	129	116	123	
5-6pm	188	65	127	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				882

4/19/2026				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	53	160	107	
1-2pm	102	108	105	
2-3pm	115	161	138	
3-4pm	147	153	150	
4-5pm	160	123	142	
5-6pm	216	91	154	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				795

4/20/2026				
9-10am	0	0	0	0
10-11am	25	68	47	
11am-12	49	64	57	
12-1pm	52	48	50	
1-2pm	64	49	57	
2-3pm	68	127	98	
3-4pm	140	175	158	
4-5pm	135	148	142	
5-6pm	154	105	130	
6-7pm	125	128	127	
7-8pm	90	83	87	
8-9pm	162	33	98	
9-10pm	0	0	0	
				1,046

4/21/2026				
9-10am	0	0	0	0
10-11am	38	114	76	
11am-12	74	36	55	
12-1pm	64	62	63	
1-2pm	55	53	54	
2-3pm	81	130	106	
3-4pm	116	110	113	
4-5pm	112	124	118	
5-6pm	99	84	92	
6-7pm	127	126	127	
7-8pm	82	70	76	
8-9pm	142	38	90	
9-10pm	0	0	0	
				969

4/22/2026				
9-10am	0	0	0	0
10-11am	68	118	93	
11am-12	77	69	73	
12-1pm	53	43	48	
1-2pm	57	76	67	
2-3pm	86	120	103	
3-4pm	130	137	134	
4-5pm	109	134	122	
5-6pm	129	89	109	
6-7pm	104	101	103	
7-8pm	135	90	113	
8-9pm	92	19	56	
9-10pm	0	0	0	
				1,018

4/23/2026				
9-10am	0	0	0	0
10-11am	48	88	68	
11am-12	37	48	43	
12-1pm	68	60	64	
1-2pm	59	65	62	
2-3pm	74	111	93	
3-4pm	116	138	127	
4-5pm	127	121	124	
5-6pm	143	115	129	
6-7pm	114	114	114	
7-8pm	85	84	85	
8-9pm	133	35	84	
9-10pm	0	0	0	
				992

4/24/2026				
9-10am	0	0	0	0
10-11am	31	75	53	
11am-12	40	54	47	
12-1pm	71	74	73	
1-2pm	52	5	29	
2-3pm	73	91	82	
3-4pm	125	131	128	
4-5pm	112	107	110	
5-6pm	149	41	95	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				616

4/25/2026				
9-10am	0	0	0	0
10-11am	32	98	65	
11am-12	90	115	103	
12-1pm	106	119	113	
1-2pm	84	112	98	
2-3pm	125	106	116	
3-4pm	121	116	119	
4-5pm	119	103	111	
5-6pm	150	67	109	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				832

4/26/2026				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	78	215	147	
1-2pm	114	168	141	
2-3pm	162	163	163	
3-4pm	164	134	149	
4-5pm	154	100	127	
5-6pm	174	68	121	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				847

4/27/2026				
9-10am	0	0	0	0
10-11am	30	62	46	
11am-12	42	49	46	
12-1pm	50	45	48	
1-2pm	45	64	55	
2-3pm	76	133	105	
3-4pm	125	169	147	
4-5pm	146	135	141	
5-6pm	158	119	139	
6-7pm	103	137	120	
7-8pm	118	95	107	
8-9pm	185	39	112	
9-10pm	0	0	0	
				1,063

4/28/2026				
9-10am	0	0	0	0
10-11am	33	113	73	
11am-12	85	58	72	
12-1pm	58	45	52	
1-2pm	72	68	70	
2-3pm	68	148	108	
3-4pm	150	136	143	
4-5pm	115	115	115	
5-6pm	120	97	109	
6-7pm	95	98	97	
7-8pm	102	82	92	
8-9pm	150	52	101	
9-10pm	0	0	0	
				1,030

4/29/2026				
9-10am	0	0	0	0
10-11am	30	106	68	
11am-12	104	91	98	
12-1pm	61	49	55	
1-2pm	48	63	56	
2-3pm	71	114	93	
3-4pm	121	141	131	
4-5pm	121	112	117	
5-6pm	121	83	102	
6-7pm	109	102	106	
7-8pm	82	72	77	
8-9pm	147	33	90	
9-10pm	0	0	0	
				991

4/30/2026				
9-10am	0	0	0	0
10-11am	32	125	79	
11am-12	68	49	59	
12-1pm	71	48	60	
1-2pm	70	91	81	
2-3pm	87	110	99	
3-4pm	97	133	115	
4-5pm	117	134	126	
5-6pm	164	118	141	
6-7pm	101	106	104	
7-8pm	107	79	93	
8-9pm	135	36	86	
9-10pm	0	0	0	
				1,039

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

Meetings & Trainings

- 4/4, 4/5: Easter Holiday AMHS Monitoring
- 4/6, 4/7: Assisted Facilities with Meeting Room Rental set ups
- 4/14, 4/21: Management Team Meeting
- 4/15: Attended a Strategic Planning Committee Meeting
- 4/15: Catchup Meeting with Head of Support Services
- 4/16: Meeting about Pillar Booths & Copiers
- 4/17: Attended the State of the City Address
- 4/17: Monitored the Whole Meeting Room Lettering Project
- 4/19: Weekend Rotation
- 4/21: Assistant Directors/Director Catchup Meeting
- 4/22: Catchup Meeting with Head of Information Technology
- 4/23, 4/30: Attended virtual cohort "Conversations Worth Having for Library Leaders"
- 4/27: Facilities 1:1 Meeting with Keith Perfect
- 4/28: Meeting with Bibliotheca Representative
- 4/28: Catchup Meeting with Director
- 4/29: Walkthrough Meeting with Janitorial Vendor

Current Projects

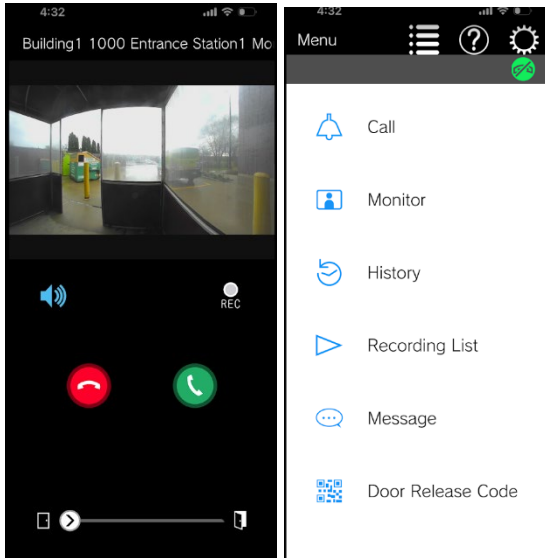
- Attended a 2-day virtual cohort through the Library of Michigan for "Conversations Worth Having for Library Leaders"
 - Read the book "Conversations Worth Having" beforehand.
 - Read the article "Appreciative Inquiry Is Not (Just) About The Positive."
 - Reviewed the three manuals and flashcards provided.
 - Submitted an application to join the Conversations Worth Having Trainer Certification program (also through the Library of Michigan) in order to teach the material to Library staff.
- Chair of the Public Policy Committee
 - April: Staff reviewing 8 policies
 - April: Finalized and distributed 3 approved policies the Board approved at the April meeting.
 - May: Consolidate feedback and review with Committee; create revised drafts to present for Board approval
 - June: Distribute finalized approved policies and documents to staff after Board Meeting
- Project Manager for the installation of the Automated Materials Handling System (AMHS):
 - Created holiday closure instructions for new AMHS
- Project Manager for the Help Desk Ticket System Project (HDTs), including ongoing onboarding with vendor, initial setup/customization of software, creating training documentation, prepping for Winter 2026 staff training and launch
 - April 13: Launch of Phase 1 (Schedule Request Form)
 - May/June/July: Preparing for launch of Phase 2 (NPL Help Desk Ticket Form) by updating training documentation and videos for agents and staff, preparing for agent training, preparing for beta testing, and preparing for eventual launch.
- A 20-hour Facilities Assistant position is posted for applications.
- Completed work with Image360 to install new meeting room signage for the Whole Meeting Room.
- Working on a Facilities Department Manual.

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

General

The 1st Floor copier was moved to the 2nd Floor to help staff provide better support to patrons who are printing and copying.

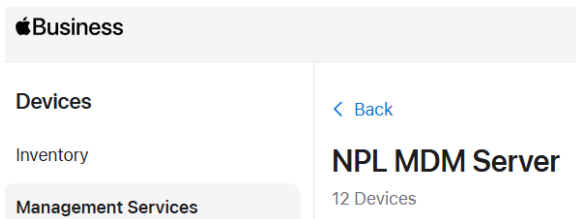
Training was provided to the management team on the Aiphone mobile app.



Aiphone intercom mobile app

The IT Dept assisted the Support Services department by deploying their new Verifone T630 Credit Card terminal. The terminal will help provide more reliable transactions and daily settlements.

Jeff installed new MDM certificates and security tokens to help manage our Mobile Phones.



Apple MDM Server with 12 managed mobile phones

The IT staff completed a Public PC Activity Report which was used by the IS department to help determine how many Adult public PCs are being used and when they are being used. Following the report, Denise removed 2 PCs and 2 Express PCs from the public area.

Denise assisted NPL staff in completing a Carl upgrade.

Jeff created a report showing Credit/Debit card fee information and options.

Dominic scheduled our e-waste recycling pick up where we recycled old cables, and iCube gear.

- An IT Department meeting was held.
- An iCube Committee meeting was led by Dominic
- A Customer Service Committee meeting was attended by Denise

- A Professional Development Day Committee meeting was attended by Mallory

Training

- Jeff attended "Adult and Child Heartsaver CPR 2026" by the City of Novi
- Jeff attended 3 webinars in the "Digital Defense: Strengthening Library Cybersecurity" series sponsored by the Library of Michigan.
- Jeff attended the State of the City presentation presented by the Novi Chamber

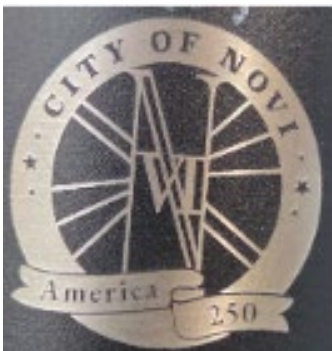
iCube

We held 172 iCube appointments in March.

- 54 3D prints
- 2 3D scans
- 9 Adobe Creative Cloud projects
- 11 Cricut crafts
- 0 Carvey projects
- 24 Creative Kits
- 15 Digital Conversions
- 11 Heat Press jobs
- 12 Laser projects
- 5 Photo Prints
- 20 Sewing/Embroidery projects
- 9 Sublimation prints

Our iCube staff had another busy month maintaining equipment and supporting our patrons in their various projects. Here are a few of the projects that were worked on by Dom, Mary, Mallory, Jess and Sid in April:

Mary worked out a method to engrave the City of Novi 250 logo onto a Yeti-type tumbler for the upcoming Veteran's Day project.



City of Novi logo engraving by Mary

Sid helped patrons with 3D print jobs, and sublimated a T-shirt and cleaned patron files off of all of the iCube PCs. They also assisted patrons with VHS digitizing and 8MM film digitizing.

Mallory led our "Recycle and Repurpose" Sewing Class



Left: Shirt created by a sewing class patron with the help of Mallory

Right: Mallory assisted a patron by engraving 4 wine glasses

Jess was busy helping patrons with the Cricut, Creative Kits, and the Sublimation Printer. They also found time to create an entry in the Tiny Art Show.

Jess helped a patron use the Epson scanner and another patron to use the 3D scanner. They also helped a patron do scanning with the FastFoto scanner.

Jess also created instructions for using the Cricut Design Space software.

Dom assisted a patron with the Mayku Formbox to make a very small object, and he helped a patron make replacement letters for a child's alphabet puzzle.

Dominic worked with our Facilities Tech Geoff to 3D print a phone holder for the library van. The phone holder fits in one of the van's cup holders. "Geoff said that it works very well"



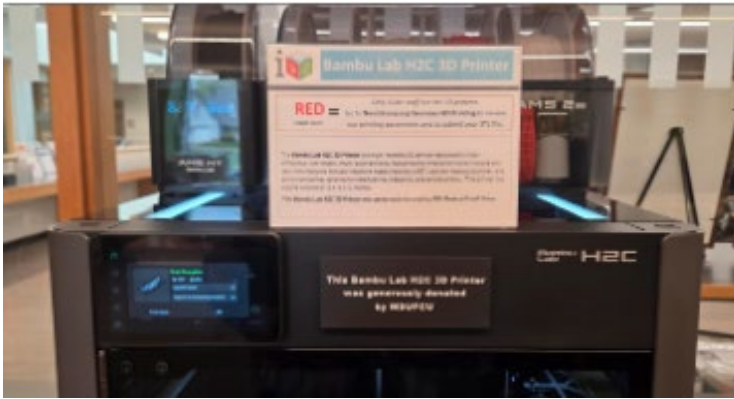
Phone holder 3d printed by Dom and Geoff

Mary assisted a group from New Horizons to use some of the Creative Kits and adult coloring books.



Mary "Tried out embossing a design onto a brass stamp in preparation for her upcoming Was Seal Craftastic class.

Laser-engraved Wax stamp made by Mary



Mary made a new sign and attribution plaque for the Bambu H2C 3D Printer. The plaque says, "The Bambu Lab H2C 3D Printer was generously donated by MSUFCU"



Left: Mallory also used the new "Mighty Hoops" with the Bai embroidery machine. The hoops are magnetic and hold the project very well. She said they are "amazing and worth every penny!"

Right: "First embroidery appointment at 2pm to digitize and embroider a logo above the pocket on a dress shirt. They were incredibly impressed with how it turned out!" -Mallory

Facilities Report by Keith Perfect – April 2026

In the past month the Facilities Department has closed 14 Facilities Maintenance tickets, 48 Meeting Room Requests/program set-ups and has completed approximately 348 Periodic Maintenance tickets.

- Both HVAC air handlers received new drive belts, installed by vendor.
- Quotes were obtained to remove and re-set the North patio gate that had shifted during the winter freeze.
- Carpet spot cleaning was performed by Facilities staff.
- A restroom partition was re-attached to the wall after it became loose from normal wear and tear.
- The Historical Commission and Magnifier display cases received new, brighter and more efficient LED lighting.
- The lawn irrigation spring start-up has been scheduled for the second week of May.
- Mixing Box #26 received a new controller, installed by vendor.
- Mixing Box #31 received a new supply valve body and actuator, installed by vendor.

Assistant Director of Public Services – Lori Lowery – April 2026

Professional Development –

- KnowBe4 Cyber Heroes: Don't Take the Bait training
- Attended State of the City address
- Attended Novi University with presentations by City Manager, Clerks Office, Human Resources, and Community Relations. Included a shuttle tour of the City with Community Development.

Committees –

- 4/23/2026 Customer Service Committee – The committee reviewed feedback from the trial shadowing period.
- 4/15/2026 Strategic Planning Committee – Committee reviewed updates to the strategic plan projects. The 2026 Patron Survey was active for the month of April, 488 patrons completed the survey.

Meetings –

- 4/14/2026 Summer Reading Workgroup Meeting
- 4/14/2026 Management Meeting
- 4/46/2026 Catch Up Meeting with Director
- 4/16/2026 One-on-One Meeting with Adult Services Supervisor
- 4/17/2026 Meeting with IS Supervisors
- 4/20/2026 Meeting to discuss open IS positions with Director
- 4/20/2026 Meeting to discuss staffing needs with IS Supervisors
- 4/21/2026 One-on-One Meeting with Youth & Teen Services Supervisor
- 4/21/2026 Management Meeting
- 4/21/2026 Assistant Directors and Director Meeting
- 4/22/2026 Meeting with IS Supervisors
- 4/28/2026 IS Department Meeting

Hiring –

- Approved job postings for Youth Services Librarian, Early Literacy Outreach Librarian, and Part Time Librarian.

Projects –

- While we are short staffed, taking on collection development for Youth Fiction.
- Continuing to work on Information Services Staff manual.

Other –

- Three shifts on Information Services desk
- Presentation to Lakewood HOA
- Participated in discussions about where the first-floor copier/printer should be located when moved to the second floor.

Attended the following sessions at the Public Library Association Conference in Minneapolis, April 1-3:

- Opening Session with Bryan Stevenson, founder of the Equal Justice Initiative
- Building Joy-Centric Libraries
- Not Your Typical Makerspace: Creating STEM-Based Summer Programs for Youth
- 3-D Printing for Accessibility
- General Session: Big Ideas with Dr. Ruha Benjamin
- Aging Together: Library Programming for Older Adults
- Masters of Mystery
- Redesigning Rules to Reflect Library Values
- How to Create Effective Community Feedback Tools for Libraries
- Wake Up! It's 1984
- Libraries Connecting Adults with Intellectual Disabilities to the Community

- Memory Cafes in Libraries: Creating Meaningful Connections
- How to De-Escalate Tough Moments
- Strategic Planning: A Roadmap for Libraries of Any Size
- Activating Leaders and Cultivating Your Team

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

News and Notes

- Julie, Lori, Rae and Emily attended the Public Library Association (PLA) Annual Conference in Minneapolis (3/31-4/3)
- Julie, Emily, Jen and Anna attended (2) Battle of the Books events at Novi Meadows (4/21; 4/22)
- Shannon hosted 600 attendees at the API Heritage Festival at Novi High School with the help of IS Staff (Bailey, Taylor, Emma, Julie)
- Shannon was featured in the Chuichi Shimbun newspaper in Nagoya, Japan.
- Gail, Emily and Rae were named April Employees of the Month
- Bailey's Bad Art Night program was featured on the front of the Summer Engage Magazine
- Rae launched the Adult Talking Books Collection.



Photo: Emily and Rae with a sign reading "Protect Public Libraries" at PLA Conference.



Photo: Shannon and Priya Gurumurthy at API Heritage Festival



Photo: Julie and Taylor at API Heritage Festival

North End News

- Emily attended the April Walled Lake PTSA Meeting to share information on the Summer Reading Program 4/20
- Authors Live: Edward Sarkis Ballan "Turn the Page: The Bob Seger Story" at Fox Run 4/6 (Rae)
- Emma hosted Decorative Decoupage Boxes program at Lakeshore Park 4/23
- Emma and Tracey attended the City of Novi's Arbor Day Celebration at Lakeshore Park 4/25



Photo: Tracey and Emma at the City of Novi's Arbor Day Celebration at Lakeshore Park

Professional Development

- Emily participated in a four-week course "Reading the Art in Picture Books," offered through Association for Library Service to Children (ALSC).
- Marketing Sensory Storytimes to Ensure Autism Inclusion - PLA webinar (Emily)
- Rae began the Michigan Library New Supervisor's Cohort Training program
- Embedding Creative Aging in Healthy Aging Policy and Planning (Emma)
- **KnowBe4 Training- Don't Take the Bait (All IS Staff)**
- Boss Desk Training (All IS Staff)
- Learning to emboss brass stamps for upcoming program (Mary)
- LingQ Webinar (Shannon)
- YALSA Nonfiction Award Finalists in Conversation with SLJ webinar (Austin)
- Lightning Learning: Comfort Counts - Creating Sensory-Friendly Libraries (Lindsay)
- Supercharged Storytimes (Lindsay)
- Sunny Summer Reading Booklist webinar (Danielle)
- Beanstack + Paper: Still the Best of Both Worlds! webinar (Danielle)
- Read to Succeed: Title Selections to Build Young Reader Interest and Growth Booklist webinar (Danielle)
- Promising Picture Books webinar (Danielle)

- Hear the Hits: Spring Audiobooks, an LJ Webcasts webinar (Danielle)
- Library Love for LibraryReads webinar (Danielle)

Committee Work

NPL Committees

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

NPL Workgroups

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

External Committees

- MLA Thumbs Up Award - Shannon, Austin
- Novi Mental Health Alliance - Austin, Emma
- Novi Historical Commission - Rae
- Youth Services Advisory Council (YSAC) - Jen
- Ready to Read Michigan - Jen
- eContent Policy Committee - Mary
- eContent Users Group - Mary
- International Collection Librarian's Roundtable - Shannon

IS Staff Outreach

- Lakes of Novi (Emma)
- For the Love of Poetry at Sweetwaters Cafe 4/13 (Emma)
- Storypoint Book Club (Emma)
- NCSD's Adult ESL Group Tour and iCube Macrame Keychain Craft (Shannon and Mary)
- Novi Schools ISTP program (Shannon)
- Little Birds Storytime Visit (Shannon)
- Novi ECEC Special Education Family Activity Day 4/17 (Lindsay)

Adult Programs

- Japanese Conversation Group 4/1 (Shannon)
- Business Book Club (In-Person) 4/1 (Jen)
- Knit2gether Knitting Group 4/2; 4/9; 4/16; 4/23; 4/30 (Mary)
- Business Book Club (Virtual) 4/7 (Jen)
- Evening of English 4/7; 4/21 (Shannon)
- Novi Mental Health Alliance Community Conversations - High Achievers: Happier, Healthier Success 4/8 (Austin and Emma)
- Novi Historical Commission: Classic Michigan Foods 4/8 (Rae)
- Beginner English Language Lessons 4/10; 4/17; 4/24 (Shannon)

- Intermediate/Advanced Language Lessons 4/10; 4/17; 4/24 (Shannon)
- Afternoon Read Book Club 4/14 (Rae)
- Korean Conversation Group 4/15 (Shannon)
- Growing Early Literacy Skills Through Books: A Workshop for Early Childhood Educators 4/15 (Jen)
- Tales from Environmental Protection in Michigan 4/16 (Emma)
- Intermediate Sewing - Recycle & Repurpose Project 4/18 (Mallory)
- Art Tour at Novi Public Library 4/19 (Jen)
- Night of Poetry 4/20 (Emma)
- Spanish Conversation Group 4/21 (Shannon)
- Craftastic Wednesday: Papier Mache Beads 4/22 (Jess)
- Strange Lands Book Club 4/23 (Jess)
- Celebrate America 250 - Cook the Book "American Table" 4/25 (Gail)
- API Heritage Festival 4/26 (Shannon, Bailey, Emma, Taylor)
- Novel Idea Book Club 4/27 (Rae)

Adult Displays

- **2nd Floor Information Desk:** Library Joy for National Library Week (Bailey)
- **2nd floor Book Shelf Displays:** Arab American Heritage Month and National Poetry Month (Emma)
- **Adult Reading Challenge:** Read a Book Featuring an Interesting Job (Rae)
- **1st Floor Cabinet Display:** Tiny Art Show (Mary)
- **2nd Floor Cabinet Display:** Tiny Art Show (Mary)

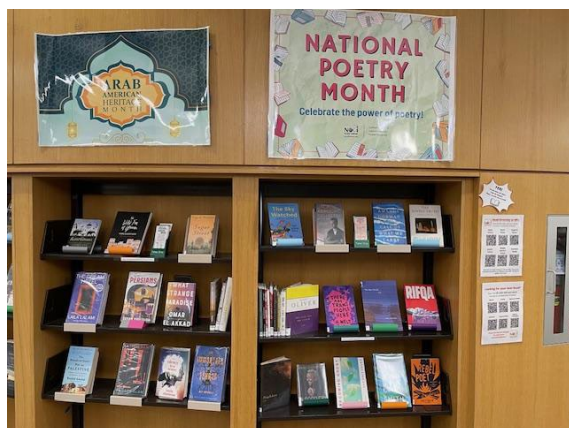


Photo: Arab American Heritage Month & National Poetry Month Displays



Photo: Read a Book Featuring an Interesting Job Display



Photo: Tiny Art Show (2nd Floor Cabinet Display)



Photo: Tiny Art Show (1st Floor Cabinet Display)

Early Literacy/Youth/Tween/Teen/Family Programs

- Time for Twos & Threes 4/7; 4/14; 4/21; 4/28 (Jen)
- Baby Time 4/8; 4/15; 4/22; 4/29 (Danielle)
- Tot Time 4/8; 4/15; 4/22; 4/29 (Danielle)
- Fun for Fours & Fives 4/9; 4/16; 4/23; 4/30 (Kirsten)
- Family Story Time (2 sessions) 4/11; 4/18; 4/25 (Jen, Emily)
- Spring Fling Dance Party 4/1 (Danielle)
- Club Half-Blood Book Club 4/2 (Anna, Austin)
- Lego Club 4/7 (Kirsten)
- Teen Advisory Board (TAB) Meeting 4/10 (Anna, Taylor)
- Earth Day Birdfeeders - Youth 4/14 (Taylor)
- MSUFCU Presents: Cost of College 4/16 (Anna)
- Financial Literacy Month Grab & Go Kits 4/17 (Danielle)
 - Part of the Michigan Financial Wellness Network's Smart Money Kids Read program, featuring the book *How Do YOU Spend?* By Cinders McLeod

- Intermediate Sewing: Recycle & Repurpose Project 4/18 (Mallory)
- Novi Inklings Creative Writing Club 4/21 (Anna)
- Story Explorers Book Club 4/22 (Jen)
- Sunset Stories 4/22 (Lindsay)
- Earth Day Birdfeeders - Tween 4/22 (Emily, Taylor)
- Fact Finders Book Club 4/23 (Jen)
- MSUFCU Presents: Reality Check 4/30 (Anna)
- **Teen Space** (Austin, Anna, Taylor, Shannon) **501**
 - Decorate a frame craft



Photo: Spring Fling Dance Party

Youth/Teen Displays

- **1st Floor Information Desk Display** - National Library Week
- **Libraries Are for Everyone** - National Poetry Month, Arab American Heritage Month, National Garden Month, April Fool's Day, Passover, Easter, National Library Week: Librarians' Childhood Favorites, Earth Day, World Immunization Week
- **Teen Lounge Display** - Novels in Verse
- **Youth DVD/CD Book** - Continued to highlight Women's History



Photo: April Libraries Are for Everyone Display



Photo: National Library Week 1st Floor Desk Display

All Ages Programs

- NO-VI Chess Club 4/9; 4/23 (Austin)
- Game Afternoon at the Library: A Games Program for All Abilities 4/12 (Jen)



JAPANESE YŌKAI FESTIVAL

NOVI, MI – On Saturday, Nov. 1, approximately 350 people attended the first-ever Japanese Yōkai Festival, a cross-cultural event focused on learning about yōkai, supernatural beings featured in many Japanese folktales and legends. The event was co-sponsored by the Hinoki Foundation and Novi Public Library, in Novi, where Michigan's largest concentration of Japanese residents lives. Free and open to the public, the Yōkai Festival included performances with Japanese musical instruments, bilingual presentations about Japanese ghosts and monsters, photo and informational booths, as well as a yōkai scavenger hunt, book giveaway, and other cultural activities for the whole family.

The event served as the starting point of this year's "Kids & College Students" program, through which Hinoki Foundation provides visiting students from Japan's Shimane University with opportunities to visit local schools and to take part in mini-homestays with the families of local children engaged in the study of Japanese language and culture. This year, 12 college students from Japan met their host families for the first time at the Yōkai Festival, the

kickoff to their weekend homestays. Several wore Halloween costumes. The visitors also collaborated with students of Japanese from Mott Community College in Flint, Washtenaw Community College in Ann Arbor, and Lansing Community College, to create and present a slideshow introducing 12 different types of yōkai, in Japanese and English.

The Japanese Yōkai Festival began with the Sakura Japanese Instrumental Group performing traditional and "spooky" songs on Japanese *koto* floor harps, *taiko* drums, and other traditional instruments. The standing-room-only crowd in the Novi Library's largest meeting room thoroughly enjoyed the performance. Throughout the 2-hour event, volunteers in two other activity spaces in the library helped youngsters make yōkai masks, fold origami into

ghost shapes, find pictures of yōkai posted throughout the library to win scavenger-hunt prizes, and engage in other learning activities.

According to Dr. Anne Hooghart, Hinoki Foundation President and Educational Research Coordinator, "The Kids & College Students program is supported in part by grant funding from the Japan-U.S. Friendship Commission, but we could never have achieved this level of community participation without the support and collaboration of dozens of community volunteers and members of the Novi Library staff. We are particularly grateful to Ms. Shannon O'Leary, the International Librarian at Novi Public Library, for her leadership role in this event." Given the large turnout to this first-time event, Hinoki Foundation and Novi Public Library are hoping to co-host it again next year.

この資料は、米国の 501 (c) (3) 非営利団体であり、子どもたちのバイリンガル教育と国際的な相互理解の促進を使命として、主に英語・日本語の言語スキルや文化教育に焦点を当てて活動している。Novi Public Library (ノビ図書館) は、「学びを育み、創造性を刺激し、多様性を尊重すること」を理念とし、地域社会で相互理解を求め、探求精神を高め、より豊かな社会をつくるコミュニティ・ハブとしての役割を果している。本件に関するお問い合わせは、下記までお願いいたします。

The mission of Hinoki Foundation, a 501 (c) (3) nonprofit organization, is to promote the development of bilingualism and multiculturalism among children, with a focus on the English-Japanese language pair. The mission of the Novi Public Library is to cultivate learning, inspire creativity, and foster inclusivity, serving as a vital community hub for enrichment, exploration, and understanding. For more information, please contact (in Japanese or English):

Ms. Tatsuko Yoneyama | Hinoki Foundation Bilingual Program Coordinator
E-mail: tatsuko.yoneyama@hinokifoundation.org • Tel: 650-279-6730
Dr. Anne Hooghart | Hinoki Foundation Director/Educational Research Coordinator
E-mail: anne.hooghart@hinokifoundation.org

Marketing & Community Promotions Report by Dana VanOast – April 2026

Webinars/Professional Development

- April 1, 2026: Novi Chamber of Commerce - Modern Marketing with AI (Dana VanOast)
- April 13, 2026: Security Awareness Training – Don't Take the Bait (Dana VanOast)
- April 14, 2026: BossDesk Schedule Request Form Training (Dana VanOast)
- April 22, 2026: Security Awareness Training – Don't Take the Bait (Amy Crockett)
- April 22, 2026: BossDesk Schedule Request Form Training (Amy Crockett)
- April 24, 2026 MI PR Group April Meeting (Dana VanOast)
- April 29, 2026: ALA - Marketing Sensory Storytime (Dana VanOast)

Outreach

- April 2, 2026: Assisted DTE for Open House (Dana VanOast)
- April 6, 2026 & April 21, 2026: Filmed 4 Library Minute videos at Fox Run (Dana VanOast)
- April 27, 2026: State of the City Address (Dana VanOast)

Committee Involvement

- Amy organized staff spirit week for National Library Week
- Dana attended Strategic Plan Committee meeting on April 15, 2026 and Board Events, Marketing & Fundraising Committee meeting on April 22, 2026

Email Marketing

- 23,380 emails sent on April 1; 8,183 read (35% read rate); 640 Unique Clicks

Meeting Room News & Notes

- April totals: 48 rentals with 863 attendees
- Feedback from renters this month:
 - “Great value for short meetings with few people!”

In the News

NOVI NOTE • APRIL 23, 2026

COMMUNITY BRIEFS

See the Tiny Art Show

The fourth annual Tiny Art Show is underway. The tiny masterpieces, created by community members, are on display at the Novi Public Library through the end of the month.

Bookstock to celebrate 22 years of 'supporting the need to read'

The Bookstock used book and media sale is celebrating 22 years of "supporting the need to read" this year. It is put on by a consortium of nonprofit organizations that support education and literacy projects throughout metro Detroit, according to a press release.

The annual event has distributed over \$3 million to literacy and education projects throughout Oakland and Wayne counties, according to the release. The annual sale will have over 400,000 used books available for purchase and will take place April 26 to May 3 at Laurel Park Place, 37700 Six Mile Road in Livonia. Bookstock hours will be Monday through Saturday, 11 a.m. to 7 p.m., and Sundays, 11 a.m. to 6 p.m.

Over 400,000 "gently" used books, DVDs, CDs, books on tape, and vinyl will be available for purchase during the event, with additional items added daily.

Those interested in getting first pick of the merchandise can pay \$25 to attend the presale event from 8:15 a.m. to 11 a.m. April 26.

The event will feature a slew of sales, including 50% off for teachers with a valid identification from 2 to 7 p.m. April 28 and April 29,

At the end of the sale, nonprofit organizations, with a letter confirming their 501(c)(3) status, are invited to take any remaining books from 9 a.m. to noon. May 3.

For more information, go to BookstockMI.org.

Read Box book drive

The Novi Public Library is collecting youth, tween and teen books. The books will be used to provide free books in the Novi Public Library Read Boxes this summer. Book donations can be dropped off in the library lobby through April 30.

Historical cooking potluck at library

In honor of America's 250th birthday, the Novi Public Library will host a potluck event that will feature 18th century and 19th century cooking.

Those interested in participating are asked to make a traditional dish from either "Smithsonian American Table: The Foods, People, and Innovations That Feed Us" or "A Taste of History Cookbook: The Flavors, Places, and People That Shaped American Cuisine" and bring it to the library for the event from 2 to 3:30 p.m. April 25.

Participants will be able to sample a variety of traditional American cooking throughout the years. Registration is required and can be done online at novilibrary.org or by sending an email to Gail Anderson at ganderson@novilibrary.org.

Dodworth Saxhorn Band to give historical performance

The Dodworth Saxhorn Band will do a historical performance, "bringing 18th century revolution to the 19th century era," at the Novi Public Library from 2 to 3:30 p.m. May 2. According to a press release, the performance will be done in the context of social and political issues of the time, and the band will re-create the music and atmosphere to match. Registration is required and can be done online at novilibrary.org or by emailing Gail Anderson at ganderson@novilibrary.org.

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee - April 2026

Department Head/General

- Attended weekly management meetings (April 14 and April 21)
- Had my monthly supervisor 1:1s
- Attended my monthly 1:1 meeting with Maryann Zurmuehlen (April 15)
- Completed the desk schedules for each week in April
- Continued to collect invoices from FY 25-26 for budget maintenance
- Did withdrawals and discards with Tech Services
- Created instructions for the new Credit Card machine
- Edited the main manual in the department with the help of supervisors
- Did an HOA Manager Presentation on April 13
- Trained circulation staff on the new credit card machine throughout the week of April 13 through April 21
- Attended a Strategic Plan Committee Meeting on April 15
- Created talking points for the Board for the AMHS presentation
- Began the process of ordering more green bags for the Library
- Attended the State of the City address with management on April 17
- Launched the new Credit Card machine after working with Bindhya Raja and Jeff Smith on April 17
- Participated in Spirit Week during National Library Week (April 20-24)
- Updated the Circulation desk's Public Policy Manual
- Attended a Customer Service meeting on April 23
- Attended a farewell party for Jen and Lindsay on April 23
- Gave a tour of the new AMHS Machine to the Library Board on April 23
- Did MeLCAT with Tech Services on April 24
- Ran patron statistical reports for Dana and Julie on April 27
- Met with Biblioteka and Maryann to discuss technology in the Library on April 28
- Planned for the Mother's Day and Memorial Day weekend closures for the schedule (make up hours and holiday pay) as well as the AMHS and collecting statistics
- Wrote up a document for supervisors on Emergency Closure procedures
- Created Chinese language stickers for Tech Services

Circulation & Shelves

- Staff have FINISHED working on the Collection Inventory Project which began in January 2024! The entire project ran from January 2024 through the end of April 2026. Here are some preliminary statistics provided by Eva Sabolcik on the project:
 - Shelves spent 685.5 hours physically verifying the on-shelf status of 141,481 items in the library. That's 28.5 days of pulling each item off the shelf, and comparing its barcode to an inventory list to verify we have the copy we say we have, along with making sure its spine label is spelled correctly, to ensure it is shelved correctly.
 - We fixed over 1300 cataloging and spine label errors and withdrew over 1500 items we couldn't find on-shelf.
- Shang-Yeu Chang organized the cords at the front desk to look more clean, nicer and more professional
- Lori Mullins implemented a new air purifier in the Sorting room to help with dust
- Jill Wasson is working with the Wixom and Commerce Public Library's on card campaigns for the WLCSD. She is also working on the summer camp card campaigns
- Supervisors aided in editing the main manual

Tech Services

- Beyond their phenomenal daily work, Tech Services completed the following:
 - Completed Wave 5 CIP (Lisa, Jordan)

- Tech Services participated in and had a huge hand in the completion of the Collection Inventory Project that ran from January 2024 through the end of April 2026. Here are some preliminary statistics provided by Eva Sabolcik on the project:
 - Tech Services spent 1,039.5 hours correcting cataloging and spine label errors, withdrawing items not found, and following up on everything that wasn't found on-shelf during the physical verification process. That's 43.3 days!
 - We fixed over 1,300 cataloging and spine label errors and withdrew over 1,500 items we couldn't find on-shelf.
- Completed training - Knowbe4 Cyber Heroes Series: Don't Take the bait (all of Tech Services)
- Completed Phase 1 Launch of BOSSDesk HDTs (all of Tech Services)
- Homeless De-Escalation 201 (Lisa, Kristin, Amy)
- Jen shadowed Kristin to learn about Acquisitions
- Starting the End of Fiscal process

TLN SASUG:

- April 8, 2026 upgrades to 2025 CARL releases 1 & 2
 - The upgrade went well. There were no reported issues from staff.
 - Following the upgrade, on April 10 and 12, there was maintenance to the OCI server which may have caused issues with reports. Currently, there are 15 libraries that can successfully create a report but cannot open the FTP. TLN has a workaround for this problem while it is being troubleshooted..
 - Libraries now have the ability to limit their Discovery search results to only show their holdings. TLN recommends that if we are interested in implementing this feature, please open a help desk ticket.
- CARL made significant compliance progress with the April 2026, but development will likely slow with the extension. TLN is waiting on a development update from CARL.
 - One development in progress is the Discovery Catalog and TLN Library Catalog app share the same design.
- Holly Migration: May happen sometime in August.
 - There will be downtime while their files are added to the production server. TLN will pass along additional details when they receive them from CARL.
- TLN's new AMH project is moving along and is expected to be completed and running by the end of August 2026.
- The TLN Board approved the Public Libraries of Saginaw's application to join TLN as standalone, effective October 1, 2026. Saginaw is interested in overdrive and reciprocal borrowing.

Statistics (April 2026)

- Cards Issued: 260
- Items Checked Out (NPL): 51,061
- Items Checked Out (LLL): 36
- Total Checkouts (NPL + LLL): 52,340
- Items Interloaned for NPL Patrons: 4,037 (64 through MeLCat)
- Items Interloaned to Other Libraries: 3,512 (153 through MeLCat)
- Items Added to the Collection: 1,573
- Items Discarded from the Collection: 1,164
- Drive-Up Window & Locker Hold Pickups: 12
- MAP Checkouts: 36
- Online New Card Registrations: 17
- Outreach:
 - NPL @ Your Door: 10 Mailer Bags / 31 Items
 - 6 Facilities Visits / 26 Items Provided
 - 5 Book Discussions / 71 Items Provided

Novi Public Library Catalog Inventory Project Summary Report by Eva Sabolcik

Intent and Processes

The Catalog Inventory Project began its planning phase in August 2023. Its intent was to physically inventory every circulatable item in Novi Public Library to verify that each item had a correct on-shelf status to ensure catalog accuracy for patrons placing holds and librarians assisting with reader's advisory in-house, and to ensure our inventory that could fill outgoing holds was accurately reflected for our consortia partners.

Physical verification of items began in February 2024 and ended in March 2026. This process was not continuous, with breaks during Summer Reading Program in 2024 and 2025 to allow for shelving tasks to take full priority, and during the winter holidays in 2024 and 2025. Adjustments had to be made that pushed this verification timeline into the fall/winter of 2025 as well due to staffing.

Physical verification of items carried out by shelving staff was defined by physically going out to the shelf to verify a. that each item is on the shelf or not, and b. its catalog information is correct via a printed list. While the original intent was to physically verify every circulatable item in the building, a few collections were excluded from the inventory due to being physically verified with each check-in (Special Needs Kits, STEAM Kits, Story Time Backpacks), being behind a case and verified at each check-in (Magnifiers), or being turned over on a consistent basis (Magazines and Newspapers).

This physical verification process was originally broken down into four different verification waves that tried to balance out that shelving staff would be working their Catalog Inventory assignments into their daily workflow of other shelving tasks. Each wave tried to time each collection within it to a number of factors, such as each librarian's weeding schedule before beginning verification in a collection, grouping collections on a floor together within a wave, trying to put high-usage collections during a less busy time of year for verification, and spreading each shelper out evenly throughout the collections without overburdening any one of them by assigning them verifications by their shelf-reading sections (so they would already have a strong familiarity with the shelf-organization).

If catalog information was not correct, the item or its catalog entry was corrected by Tech Services staff at that point in time, which we also kept statistics on.

As collections completed their physical verification process, they were passed onto Tech Services staff for the follow-up process. During the first four waves of the project, each Tech Services staff member had multiple collections to follow-up, and the process could take anywhere from 3-10 months to complete per collection. For the final wave, each staff member only had one collection to follow-up, and therefore the completion rate of these collections were significantly quicker due to their ability to be focused on exclusively.

The follow-up process completed by Tech Services staff members was defined by pursuing each item unable to be physically found on-shelf by the shelving staff either to the point of physical verification or removal from the catalog because it was unable to be located.

The follow-up process began when the first collection completed its physical verification in February 2024 and ran until April 2026. Unlike the physical verification process, which took a break during the Summer Reading Program due to shelving needs, the follow-up process did continue during the summer period. In the following statistics section, you will see this reflected in the time keeping for the Tech Services staff.

Statistics

PHYSICAL VERIFICATION TOTAL NUMBER OF ITEMS: CATALOG INVENTORY PROJECT	
WAVE 1: FEB-MAR 2024	19,500
WAVE 2: APR-MAY 2024	23,668
WAVE 3: OCT-NOV 2024	38,062
WAVE 4: JAN-MAY 2025	42,557
WAVE 5: SEPT 2025-MAR 2026	17,694
TOTAL	141,481

CORRECTIONS AND WITHDRAWALS TOTALS: CATALOG INVENTORY PROJECT	
Number of items CATALOG ERRORS fixed	736
Number of SPINE LABEL ERRORS fixed	602
Number of items NOT IN CATALOG and ADDED	69
Number of items NOT IN CATALOG and DISCARDED	83
Number of items WITHDRAWN	1538

TIME TRACKING (IN HOURS): CATALOG INVENTORY PROJECT		
	SHELVER	TECH SERVICES
WAVE 1	66.75	120.5
WAVE 2	150.5	88.25
SUMMER 2024	0	120.75
WAVE 3	172.5	230.25
WAVE 4	189	150.25
SUMMER 2025	0	163.75
WAVE 5	106.75	126.5
JAN-APRIL 2026	0	39.25
TOTAL	685.5 HOURS	1039.5 HOURS

At the onset of the project, the primary errors we decided we could control for were defined as the following:

- **CATALOG ERRORS:** A piece of information on the report (incorrect) did not match the item in hand (correct). Common kinds of catalog errors could include the author's last name being misspelled, the item not having a price listed, or the status of the item not being ON SHELF despite the item physically being on shelf.
- **SPINE LABEL ERRORS:** The label on the spine (incorrect) did not match the information listed in the report (correct).
- **NOT IN CATALOG:** Occasionally, items would be found on the shelf that were not on their report. Sometimes, these instances would self-correct, in that the item was misshelved and belonged somewhere else on the shelf, but other times, the item was not in our catalog at all. These were given to the appropriate librarian to determine if they should be ADDED to the catalog or DISCARDED.
- **WITHDRAWN:** If an item was listed as ON SHELF and could not be located within the follow-up period, it was WITHDRAWN from the catalog. The follow-up period per collection fluctuated throughout the project, as larger collections had more items to follow-up and by necessity, took more time to pursue.

Challenges and Analysis

There were some growing pains in the beginning as we were training shelving staff, because creating a system in theory can be quite different than deploying it in practice, but none of these were detrimental to the project. Learning that there would need to be a natural degree of compensation from the time each list was printed for a shelving staff member (the beginning of their work week) to the end of the work week, as some items listed as ON SHELF on the list might have been checked out by patrons and thus, were not available to be verified then, was something we had not anticipated. This caused a verification latency that naturally fell on the Tech Services staff members, as there were a number of items naturally out of the building each week that had not been when the list was generated; however, items were always coming back in as well, meaning items on the list with CHARGED statuses were being found ON SHELF throughout the project also, so hopefully the measure of the two balanced out.

One of the most challenging components of the project was balancing the project with staffing changes that occurred throughout. At the beginning of the project, one of the Tech Services members had just started; she was not available for the first wave of the project as she was still learning her Tech Services job responsibilities. We also had a Tech Services staff member leave between the third and fourth waves, so during wave four, we were bringing in her replacement, and we were down a clerk for the verification process.

Shelvers also had turnover during the project. A shelve left during the first wave; a shelve left our department for Information Technology at the end of the second wave; a shelve left during the fourth wave and another shelve went on medical leave during the fourth wave. Because of the staffing issues with shelving in the fourth wave in particular, we had to pull some collections into a fifth wave of verifications in the fall and winter 2025 that prolonged the project overall.

We will be taking a survey of Shelve, Tech Services, and Information Services staff in May and June 2026 to get feedback on the processes and outcomes of the Catalog Inventory Project to help inform us for the next time an inventory is completed on the collection.

This should not be a one-and-done assessment of the collection, and it is our hope that in the next 5-10 years, another Catalog Inventory Project iteration is undertaken of items added to the catalog since the beginning of 2024 (when the physical verification phase of this inventory began).

Support Services Statistics 2025-2026													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	302	356	447	256	253	215	300	278	318	260			2,985
<i>↳Of Which, Online Registrations Totaled</i>	15	12	20	17	23	28	35	27	33	17			227
Checkouts (NPL)	64,301	59,557	53,597	54,544	51,380	49,108	55,370	51,061	57,433	52,340			548,691
Checkouts (Lakeshore Lending Library)	116	84	75	63	58	50	57	36	49	69			657
Total Checkouts (NPL + LLL)	64,417	59,641	53,672	54,607	51,438	49,158	55,427	51,097	57,482	52,409			549,348
Items Borrowed	4,739	3,934	4,147	4,056	3,347	3,532	4,584	4,453	4,217	4,037			41,046
Items Loaned	3,696	3,411	3,667	3,595	2,959	3,313	4,067	3,420	3,709	3,512			35,349
Hold Pickups (Drive-Up & Lockers)	28	21	20	24	28	22	1	10	16	12			182
MAP Pass Checkouts	106	97	64	70	32	23	24	36	51	57			560
Read Boxes	748	502	362	360	0	0	0	0	0	0			1,972
NPL @ Your Door (# of Bags)	10	8	9	9	5	8	7	8	6	10			80
NPL @ Your Door (# of Items)	53	21	31	21	18	18	26	32	15	31			266
January Hold Pickups Note: Drive-thru lane was unavailable due to closure for construction related to and installation of the new AMHS from Monday, January 5th through Saturday, January 31st.													

Year-to-Year Comparison				Read Boxes							
				May to October Totals							
				2024			2025				
				Youth	Adult	Total	Youth	Adult	Total		
Cards Issued This Month	APR 2026	APR 2025		Pavillion	777	55	832	844	76	920	
	260	225			Rotary	495	23	518	372	32	404
Total Checkouts (NPL + LLL)				ITC		1002	58	1060	969	35	1004
	52,409	53,889			Brook Farm	164	24	188	107	9	116
Items Borrowed	TLN			Splash Pad		0	0	0	583	29	612
	MeL	3,973	4,038		All Combined	2438	160	2382	2875	181	3056
Items Loaned	TLN	3,359	3,234								

May 7 through October 29, 2025 was our eleventh season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second.

MeL	<u>153</u>	<u>198</u>
	3,512	3,432

Self-Check Totals 2025-26 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,417	45.17%	29,100	6,995	6,424	3,972	11,709
August	53,672	48.76%	26,168	7,670	5,108	3,021	10,369
September	53,672	43.63%	23,419	7,653	5,039	2,433	8,294
October	54,607	44.81%	24,470	8,161	4,724	3,291	8,294
November	51,438	57.05%	29,347	8,406	6,255	6,392	8,294
December	49,158	56.63%	27,836	8,664	6,057	4,821	8,294
January	55,427	44.63%	24,735	4,780	8,852	7,578	3,525
February	51,097	39.04%	19,946	7,294	3,280	4,371	5,001
March	57,482	45.74%	26,291	8,535	6,392	3,898	7,466
April	52,409	42.59%	22,321	7,368	5,813	2,863	6,277
May							
June							
FYTD	543,379	46.68%	253,633	75,526	57,944	42,640	77,523

January Notes: Self-Check #1 was down Jan 1 to Jan 6 due to a screen issue. And from Jan 13 to 28 due to a USB touch-pad issue. Self-Check #2 was down Jan 1 through Jan 15 due to a USB touch-pad issue. Youth Self-Check also was down from Jan 1 through Jan 13 due to a USB touch-pad issue and was down Jan 13 to 14 due to an ILS configuration issue.

December Notes: Self-Check #1 was down from Dec 18 to Dec 23 due to an RFID issue. Self-Check #2 stopped working on December 28 due to a touch screen issue. Stats shown are Dec 1 to Dec 27.

October Note#1: Self-Check #2 stopped working on October 30 due to a power supply connector issue. It was repaired on 11/4. Due to this issue, the October statistics are short those two days.

October Note #2 Self-Check Youth #1 stopped working on October 29 due to a bad AIO PC and again on Oct 31 due to a power supply issue and again on Dec 18 due to an RFID pad issue. Due to these issues, the monthly statistics is not accessible at this time. Stat shown is estimated.

Library Usage											
2024-2025 Fiscal Year							2025-2026 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	275	28	July	27,903	632	28,535	1,019
August	26,543	7,657	34,200	1,179	275	29	August	25,071	601	25,672	917
September	26,464	7,657	34,121	1,219	264	28	September	26,979	609	27,588	985
October	30,044	5,220	35,264	1,138	297	31	October	29,086	561	29,647	956
November	25,150	3,060	28,210	1,045	247	27	November	24,451	1,823	26,274	1,051
December	21,114	5,220	26,334	975	248	27	December	20,778	2,416	23,194	828
January	25,456	6,149	31,605	1,090	272	29	January	24,496	262	24,758	917
February	22,472	5,150	27,622	987	257	28	February	25,303	727	26,030	930
March	28,408	5,967	34,375	1,109	289	31	March	27,136	2,176	29,312	1,011
April	24,261	5,405	29,666	1,059	272	28	April	26,252	2,133	28,385	1,014
May	24,466	4,237	28,703	1,063	260	27	May				
June	26,951	4,406	31,357	1,120	264	28	June				
FYTD Total	308,355	66,470	374,825	1,096		342	FYTD Total	257,455	11,940	269,395	962

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

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

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

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

The Verkada numbers are based on our drive-through security camera analytics. The method has been verified by comparison to three different physical counts performed by NPL IT Department Staff.

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

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

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

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

Computer Logins											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,383	148,114	149,497	5,339	275	July	1,334	117,157	118,491	4,232	267
August	1,356	155,267	156,623	5,401	275	August	1,389	133,221	134,610	4,642	264
September	995	161,443	162,438	5,801	264	September	1,122	156,605	157,727	5,633	264
October	1,076	178,568	179,644	5,795	297	October	1,157	171,862	173,019	5,581	294
November	953	148,609	149,562	5,539	247	November	968	150,195	151,163	5,814	242
December	785	141,013	141,798	5,064	248	December	848	155,110	155,958	5,570	257
January	954	159,040	159,994	5,517	272	January	987	160,646	161,633	5,574	262
February	960	144,116	145,076	5,181	257	February	1,015	150,320	151,335	5,405	264
March	1,157	159,120	160,277	5,170	289	March	1,099	161,167	162,266	6,761	278
April	1,169	158,794	159,963	5,713	272	April	1,110	173,894	175,004	6,250	272
May	968	153,980	154,948	5,739	260	May					
June	1,306	117,679	118,985	4,249	275	June					
FYTD Total	13,062	1,825,743	1,838,805	5,377	3,231	FYTD Total	11,029	1,530,177	1,541,206	5,504	2,664

Early Literacy Workstation Usage (AWE Workstations and Magic Desktop)							
2024-2025 Fiscal Year (AWE Workstations)				2025-2026 Fiscal Year (Magic Desktop)			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	768	10,949	14	July	373	33,043	88.59
August	743	10,876	13	August	327	31,825	97.32
September	664	9,187	13	September	355	27,572	77.67
October	729	10,029	14	October	353	28,586	80.98
November	742	9,999	13	November	268	20,589	76.82
December	553	7,803	14	December	307	17,502	57.01
January	711	9,566	13	January	314	16,830	53.60
February	649	9,353	14	February	332	19,795	59.62
March	807	10,672	14	March	346	19,713	56.97
April	686	9,519	14	April	339	20,037	59.11
May	692	9,685	14	May			
June	258	3,441	13.3	June			
FYTD Total	8,002	111,079	16	FYTD Total	3,314	235,492	71
Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.				Magic Desktop Workstations usage began on June 11, 2025			

Notes 2024 – 2025:

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

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

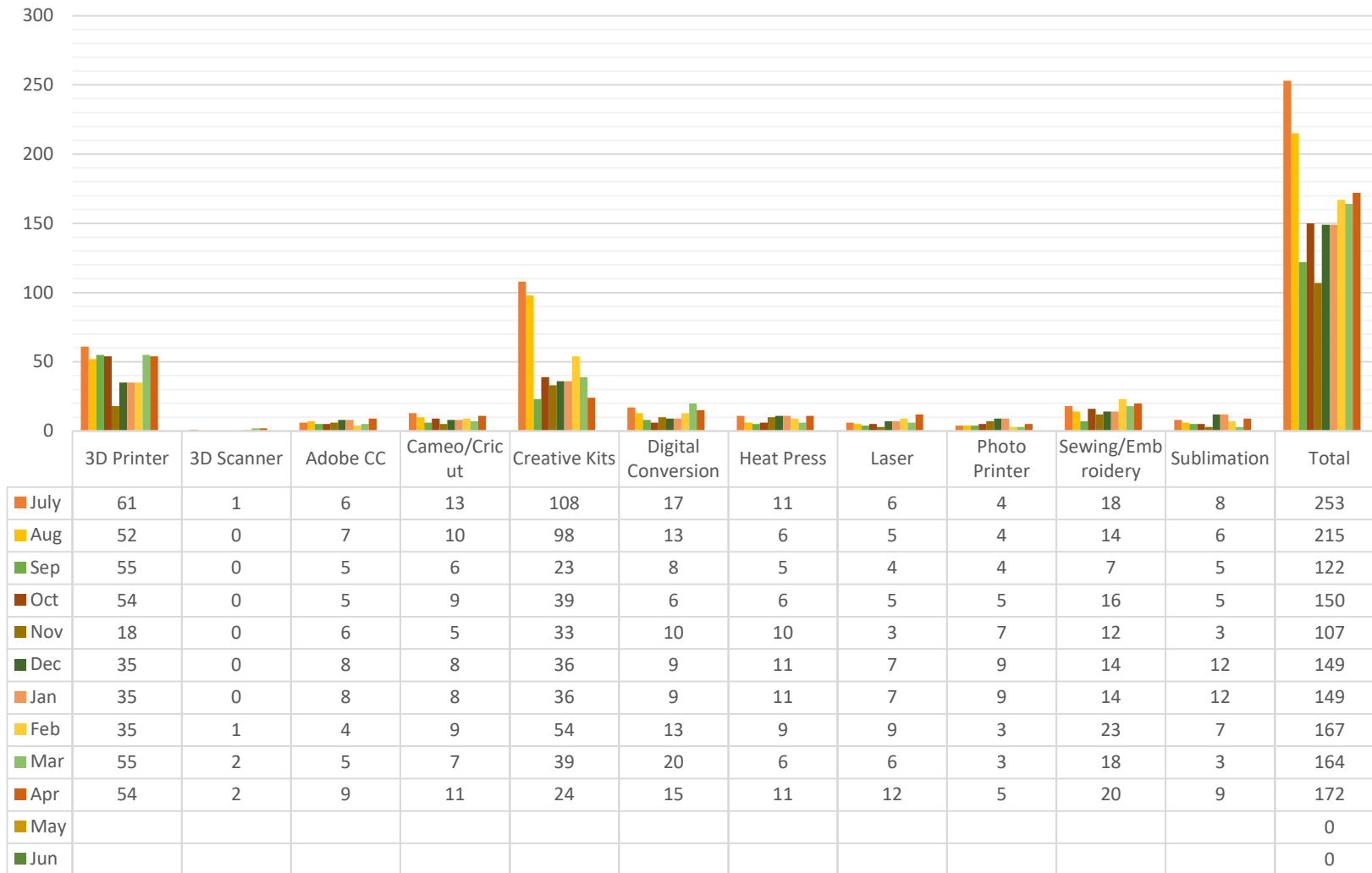
Also see the chart on the next page for June 2024 Magic Desktop totals.

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

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

Technology Training Sessions 2025-26 Fiscal Year													
Device/Software	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
3D Printer	61	52	55	54	18	28	35	35	55	54			447
3D Scanner	1	0	0	0	0	1	0	1	2	2			7
Adobe CC	6	7	5	5	6	5	8	4	5	9			60
Cameo/Cricut	13	10	6	9	5	4	8	9	7	11			82
Carvey	0	0	0	0	0	0	0	0	0	0			0
Creative Kits	108	98	23	39	33	43	36	54	39	24			497
Digital Conversion	17	13	8	6	10	6	9	13	20	15			117
Heat Press	11	6	5	6	10	9	11	9	6	11			84
Laser	6	5	4	5	3	8	7	9	6	12			65
Photo Printer	4	4	4	5	7	3	9	3	3	5			47
Sewing/Embroidery	18	14	7	16	12	10	14	23	18	20			152
Sublimation	8	6	5	5	3	10	12	7	3	9			68
Staff Training	0	3	2	2	4	0	0	0	2	3			16
Total	253	218	124	152	111	127	149	167	166	175	0	0	1642
Removed the following items from this chart due to low patron use: Formbox, Virtual Reality													
Renamed the following items: 3D Printing > 3D Printer, Cricut/Silhouette > Cameo/Cricut, Sublimation Printer > Sublimation, Carvey CNC > Carvey, Muse Laser > Laser													

iCube Usage 2025- 2026



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

2025-2026 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,988	857	381	19	573
August	2,826	855	416	22	379
September	2,659	860	433	17	456
October	2,659	860	433	17	456
November	2,748	884	444	19	211
December	2,802	874	455	25	296
January	2,649	932	462	22	573
February	2,360	897	473	18	258
March	2,637	951	482	22	551
April	2,508	907	501	31	472
May					
June					
FYTD Total	26,786	8,873	4,473	212	4,159

2026-2026 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	8,075	4,024	12,099	2,334	119
August	7,785	3,837	11,622	2,252	120
September	7,465	3,624	11,089	2,058	121
October	7,750	3,783	11,533	2,348	101
November	7,460	3,788	11,248	1,953	106
December	7,883	3,787	11,670	2,266	114
January	8,632	4,352	12,984	2,298	188
February	7,877	3,909	11,786	2,297	140
March	8,828	4,426	13,254	2,676	145
April	8,392	3,917	12,309	2,463	120
May					
June					
FYTD Total	80,147	39,447	119,594	22,945	1,274

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

Meeting Room Statistics 2025-2026 Fiscal Year		
	Rentals	Attendees
July	36	602
August	41	674
September*	39	666
October*	54	1,002
November*	34	588
December*	36	606
January	34	691
February	46	1,045
March	37	831
April	48	863
May		
June		
FYTD	405	7,568

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

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

Recite Me (Website Accessibility Toolbar)											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	280	83	3.37	407	374	July	158	44	3.59	148	312
August	248	56	4.38	352	275	August	127	41	3.10	176	341
September	226	64	3.53	303	254	September	71	29	2.45	153	196
October	303	66	4.59	503	378	October	126	47	2.68	353	521
November	199	58	3.43	249	217	November	155	52	2.98	410	638
December	155	58	2.67	327	5,445	December	151	47	3.21	226	979
January	198	76	2.61	296	727	January	142	48	2.96	45	801
February	157	54	2.91	179	322	February	76	29	2.62	21	276
March	149	57	2.61	187	351	March	108	35	3.09	24	0
April	211	51	4.14	350	4,890	April					
May	193	37	5.22	144	144	May					
June	177	48	3.69	380	595	June					
FYTD Total	2,496	708		3,677	13,972	FYTD Total	1,114	375		1,556	4,064

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

myLIBRO (Library App)															
2024-2025				2025-2026				2024-2025				2025-2026			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	2,977	92,994	5,011	July	4,861	24,524	6,548	January	3,906	23,811	6,671	January	5,729	23,015	6,811
August	3,157	109,022	4,585	August	5,012	24,045	6,510	February	4,047	21,252	5,875	February	5,864	18,842	5,936
September	3,321	59,591	4,515	September	5,164	24,479	6,841	March	4,227	23,854	6,587	March	6,008	22,263	6,583
October	3,475	16,383	4,300	October	5,352	22,837	6,285	April	4,375	21,613	5,908	April	6,119	16,898	4,974
November	3,599	17,225	4,827	November	5,409	21,115	5,850	May	4,512	22,942	6,552	May			
December	3,729	19,227	5,098	December	5,511	21,460	5,780	June	4,682	24,418	6,720	June			
								FYTD Tot.		452,332	66,649	FYTD Tot.		219,478	62,118

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

FRIENDS OF NOVI LIBRARY – N/A

CITY OF NOVI HISTORICAL COMMISSION –N/A

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – Meeting scheduled for: No meeting held

2025 – 2026 GOAL

1. Continued review of public policies by the staff committee

5/7/26: Director Farkas has provided additional data on Sunday closures from neighboring libraries and libraries that we compare ourselves to that are Class VI. In addition, a snapshot of Sunday usage at NPL for Sundays in March was provided.

Closure Days In our Area	Novi As of 2021	City of Novi	Farm	Lyon Twp.	Wixom	Walled Lake	N'ville	South Lyon	Commerce
New Year's Day	x	x	x	x		x	x	x	x
MLK Jr. Day as of Jan. 2025	x	x		x	x		x		x
President's Day		x			x				x
Fri before Easter		x		x	x	x			
Sat before Easter	x			x	x	x			
Easter Sunday	x	x	x	x	x	x	x	x	x
Mother's Day	x	x		x	x	x	x	x	
Fri of Memorial Day						x			
Sat of Memorial Day	x		x	x	x	x		x	
Sun of Memorial Day	x	x	x	x	x	x	x	x	x
Memorial Day	x	x	x	x	x	x	x	x	x
Juneteenth	x	x			x				
Father's Day	x	x		x	x	x	x	x	
Independence Day	X (3 rd , 4 th)	x	3 rd , 4 th , 5 th	4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th	x		3 rd , 4 th
Staff In-Service Day	x								x
Sat of Labor Day	x	x	x	x	x	x		x	
Sun of Labor Day	x	x	x	x	x	x	x	x	x
Labor Day	x	x	x	x	x	x	x	x	x
Columbus Day, Vet Day, Early Voting Day	Floating day	x	x		x				x, x, x
Wed before T-Day (Library closes at 5pm)	x	Close at 5	Close at 3			Close at 4		Close at 5	Close at 5
Thanksgiving Day	x	x	x	x	x	x	x	x	x
Fri after T-Day	x	x		x	x	x		x	
Sat after T-Day	x				x	x			
Christmas Eve Day	x	x	x	x	x	x	x	x	x
Christmas Day	x	x	x	x	x	x	x	x	x
New Year's Eve Day	x	x	x	x	x	x	x	x	x
Notes	Open 7 days Has AMHS	Closed Sat/Sun	Open 7 days Has AMHS	Closed Sun in summer	Closed Sun Year Round	Closed Sun Year Round		Closed Sun Year Round	

X – Closure X – Closure & Paid Holiday; Comparison was with libraries that are in the surrounding area of Novi (part of our NLA Community Read Group – 4 out of the 7 Libraries are closed on Sundays)

Closure Days Class VI Libraries	Novi As of 2021	Grace A Dow	Howell	Portage	Royal Oak	Southfield	Taylor	Trenton	Waterford	West Bloom
New Year's Day	x	x	x	x	x	x	x	x	x	x
MLK Jr. Day	x	x			Weekend	x	x	x	x	
President's Day						x	x	x	x	
Fri before Easter		x			x	x	x		x	
Sat before Easter	x	x			x	x	x		x	
Easter Sunday	x	x	x	x	x	x	x	x	x	x
Mother's Day	x	x					x			
Fri of Memorial Day										
Sat of Memorial Day			x		x	x	x		x	x
Sun of Memorial Day	x	x	x	x	x	x	x	x	x	x
Memorial Day	x	x	x	x	x	x	x	x	x	x
Juneteenth	x			x	Weekend	x	x		x	
Father's Day	x	x	x	X		x	x	x	x	
Independence Day	3 rd , 4 th	4 th , 5 th	3 rd , 4 th , 5 th	4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th	4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th
Staff In-Service Day	x	x	x	x	x	x	x	x	x	x
Saturday of Labor Day	x		x		x	x	x		x	x
Sunday of Labor Day	x	x	x	x	x	x	x	x	x	x
Labor Day	x	x	x	x	x	x	x		x	x
Columbus Day, Vet Day, Early Voting Day	Floating day - Vet	Vet Day				Columbus & Vet		Vet Day	Columbus & Vet	
Wed before T-Day	Close at 5	Close at 5	Close at 5	Close at 5					Close at 5	Close at 5
Thanksgiving Day	x	x	x	x	x	x	x	x	x	x
Fri after T-Day	x	x			x	x			x	x
Sat after T-Day	x	x			x	x				
Sun after T-Day	x	x			x	x	x	x	x	
December 23rd	Close at 5	x								x
Christmas Eve Day	x	x	x	x	x	x	x		x	x
Christmas Day	x, 26	x	X, 26, 27	x	X, 26, 27	X, 26, 27	x	X, 27	x	x
New Year's Eve Day	x	x	x	x	x	x	x		x	x
Notes	Open 7 days Has AMHS	Closed Sun	Closed Sun in Summer	Closed Sun in Summer	Closed Sun in Summer	Closed Sun in Summer	Closed Sun	Closed Sun	Closed Sun in Summer	Open 7 days Has AMHS

Snapshot of one month of usage by collection by community

Count of Municipality UDF2/UDF1/Patron ID	Circ Count					Grand Total	OPEN SUNDAY ?
	1-Mar	15-Mar	22-Mar	29-Mar			
⊕ BERKLEY	1	1				2	No
⊕ COMMERCE	4	3	2	30		39	Yes 1-5pm
⊕ FARMINGTON	11	10	3			24	Yes 1-5pm
⊕ FARMNGTNHLS		3	12	6		21	
⊕ GREENOAK				2		2	No - Lyon Twp.
⊕ HAZELPARK	3					3	No
⊕ HIGHLAND	2					2	No
⊕ LIVONIA	29	9	41	71		150	Yes 1-5pm
⊕ LYONTWP	116	82	71	31		300	No
⊕ MILFORD			2			2	Yes 1-5pm
⊕ NORTHVILLE	22	37	4	37		100	Yes 1-5pm
⊕ NORTHVLTWP	39	15	57	19		130	
⊕ NOVI	1128	1028	876	725		3757	Yes 12 - 6pm
⊕ PLYMOUTH			1			1	Yes 10am - 5pm
⊕ PONTIAC			3			3	No
⊕ ROCHSTRHLS		30				30	Yes 1-6pm
⊕ SOUTHLYON	7	6				13	No
⊕ WALLEDLAKE	1			12		13	No
⊕ WESTBLOOM		8	2			10	Yes 12 - 6pm
⊕ WIXOM	8	8	1	11		28	No
Grand Total	1371	1240	1075	944		4630	
Total percentage of usage outside Novi	18%	17%	19%	23%		19%	

HR Committee – Meeting held on: 4/29/26

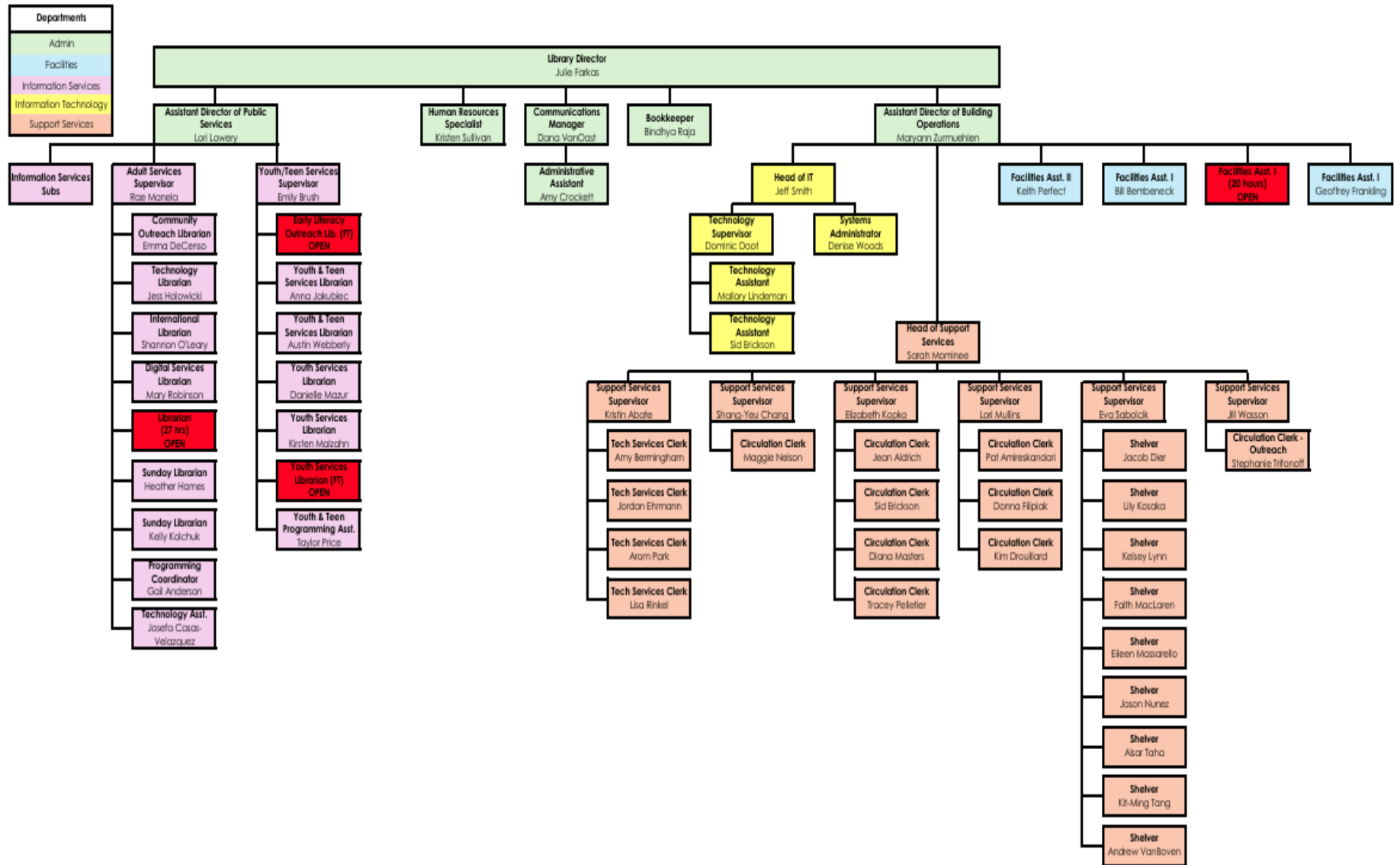
2025 – 2026 GOALS:

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

Summary HR Committee 4-29-26; next meeting on: May 12, 2026

- Discussion on recent staff shortages which is causing us to be down some key positions and hours
- We may have to temporarily close Sundays due to shortage of library staffing - more info to come

Total Hours of Staff Shortage as of May 2, 2026: 127 (Information Services 107; Facilities 20)



DSLRT (Detroit Suburban Library Roundtable) Salary data as of December 2025 (2024/2025 data)
Class VI similar in population size to Novi Public Library

Library Class Size	Library Name	Population Per LOM	% increase library-wide this fiscal year	Salary increase based on performance	Salary increase based on longevity	Number hours fulltime work week	FT Salary Librarian Min	FT Salary Librarian Max
6	Novi Public Library	67,780	3	No	No	40	\$51,708	\$69,804
6	Howell Carnegie District Library	58,718	5	Yes	No	40	\$53,497	\$66,102
6	Portage District Library	56,304	11.87	Yes	No	40	\$53,100	\$75,600
6	Royal Oak Public Library	58,211	3	No	Yes	40	\$55,149	\$72,847
6	St. Clair Shores Public Library	58,874	0	No	Yes	38	\$64,339	\$75,513
6	Trenton Veterans Memorial Library	75,467	3	No	No	40	\$42,000	\$56,000
6	Waterford Township Public Library	73,767	2	No	Yes	40	\$48,339	\$56,846
6	West Bloomfield Township Public Library	72,613	3	No	No	35	\$49,686	\$79,024

Actions Taken by Director Farkas, HR and IS Staff based on Staff Shortage:

- Story times and some youth programs were cancelled if staffing was not available for April and May. Looking at other programs that were already planned due to Summer Reading.
- 2 Full-time and 1 Part-time position have been posted (107 hours); applications are coming in and being reviewed – TLN, MichLib, City/Library websites, social media and local Universities
- Sunday Librarians and Substitutes have been emailed dates where coverage is greatly needed (Sundays, Saturdays and some week days)
- Sunday Librarians were offered additional hours, but no takers at this time
- NPL Part-time staff have been offered additional hours, but only one of 3 were able to assist (due to other jobs and commitments)
- A call out to School Librarians who work in the Novi Community School District was made to see if there was interest in summer work

Building & Grounds Committee – Meeting held on: 5/2/26**2025 – 2026 GOAL:**

1. Review NPL's current Technology Plan

SUMMARY of Committee Meeting 5-2-2026 by Zoom

Committee met to discuss information pertaining to the approved vendor for the main door project. At the kick-off meeting with C.E. Doors and Hardware, it was determined that the company did not provide a cost for concrete work that was specified in the bid. Director Farkas and the Architect asked for further information to be submitted. C.E. has indicated that they can meet the construction deadline. Director Farkas and the Architect then reached out to the 2nd bidder, Midwest Commercial Construction to go over their specifications. Everything was included in the bid, however, the vendor needed to contact distributors to see if the project could be completed on time (end of June).

As of 5/7/26: costs have not come in from C.E. Doors and the timeframe for ordering the door unit from Midwest will exceed 10 weeks which is now not doable in the timeframe set for the project. Director Farkas will hold off the project until September 2026 and will send out a new RFP in June. In the meantime, a motor on one set of doors has failed and will need to be replaced at a cost of: \$3,876 which is being executed at this time.

Finance Committee – Meeting held on: May 7, 2026**2025 – 2026 GOALS:**

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

Information from our Lawn Service Vendor: as of May 1, 2026

Spring is finally here and we are now mowing lawns and performing Spring services. Unfortunately, we have to implement the gas surcharge in our contract due to the high prices. Invoices will be sent out with a 4% gas surcharge for the services received in the month of April and it has increased this past week. Let's hope it goes back down quickly.

We apologize for this but we have learned from year's past this had to be included in our contracts.

Thank you,
Amy Zidel
Brien's Services Inc.

Information regarding our recent DTE invoices as of May 3, 2026

Based on recent increases in the DTE billing, Director Farkas reached out to our account manager for clarification. There are two factors to the bill increase:

- 1) a 2.4% rate increase overall which there is a moratorium of rate increases for the next two years.
- 2) an increase from .25 to 1.877 for the power supply cost recovery. This rate will stay in place for one year with no increase through February 2027, but could increase again after that time period.

Our account manager says we are on the most optimum rate for the Library, however, I have asked for an energy audit to be done in the future.

SUMMARY Finance Committee 5-7-2026

1. Credit card surcharges from the IT Dept. and recommendations (Jeff Smith) – reviewed options: copier/printing costs, looking at the Square option for Circulation Dept., increasing meeting room fees, reviewed iCube costs.
2. 4th Quarter rev/expenditures: will not be due until the June 11th meeting. Finance will meet again to go over 4th quarter details for 271 and 272 accounts as well as the 10 year projections.
3. Financial Policy edits regarding maximum amount for general fund – see 1st draft of the Financial Policy

Credit Card Sales and Costs -November 2025				
	Admin Office (Square)	Print Release (Envisionware/Chase)	Circulation Desk (5/3 Bank)	Total
Sales	\$2,140.00	\$758.20	\$843.77	\$3,741.97
Costs	\$64.24	\$54.55	\$80.29	\$199.08
	3.00%	7.19%	9.52%	5.32%

Payment Processor Surcharge & Compliance Guide: Square vs. Envisionware vs. WorldPay

A guide for Library Administrative Officers and Financial Managers to compare how Square, Envisionware, and WorldPay handle credit card surcharges, terminal requirements, and legal compliance.

Square

Credit Card: % Surcharge (Auto-detection)
Debit Card: Waive Fee

Automatically distinguishes between credit and debit to waive illegal debit surcharge fees.

Square Notification Steps

- Automatically Notified (VISA, Mastercard)
- Manual Disclosure Form Submission Required

Envisionware

\$0.10 Convenience Fee

Lacks credit/debit detection, requiring a flat \$0.10 convenience fee for all transactions.

Processor	Envisionware
Primary Terminal	Verifone M400
Surcharge Method	Flat Convenience Fee

WorldPay

Verifone T650 Terminal: Surcharge Compatible (% or Convenience Fee)

Desk 5500 Terminal: Incompatible with Surcharging

WorldPay PCI Security Standards

- Written Policies
- Board-Approved Staff Training
- Eliminated \$35 Monthly Fees

Compliance & Legal Mandates (National)

3%
Visa Surcharge Cap

4%
Mastercard Surcharge Cap

Fees are legally capped at 3% for Visa and 4% for Mastercard.

Events/Marketing/Fundraising Committee – Meeting held on: 4/22/26

2025 – 2026 GOALS:

1. Continuing support with Friends of Library; more board presence at their events
2. Support of the 65th Anniversary Event – October 2025 - **COMPLETED**
3. Providing support for telling the Library's story and future funding needs
4. Review the Marketing Plan in coordination with the new Strategic Plan - **COMPLETED**

SUMMARY EMF Board Committee 4-22-26

- Marketing plan review
- Business partnership/donation plan discussion

July 2025 - June 2027 Novi Public Library Marketing Plan



Cultivate **Learning**
Inspire **Creativity**
Foster **Inclusivity**

Introduction

The Novi Public Library (NPL) is the tax and State Aid supported city library of Novi, Michigan, serving a community of approximately 66,000 at the time of the 2020 census. In 2024-2025, its total Fund 271 budget was \$4,332,550.00 and total Fund 272 budget was \$225,550.00. NPL is currently utilizing fund balance to cover the gap in current funding and operating expenses.

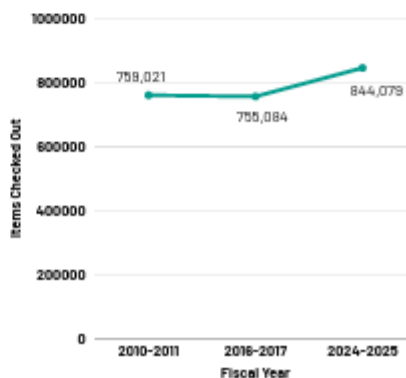
By the Numbers

Following the disruption caused by the COVID-19 pandemic in 2020, which led to a temporary decline in in-person visits and program attendance, the Library has remained focused on rebuilding and expanding community engagement.

Through a wide range of programs including concerts, story times, book clubs, outreach at senior living communities and Lakeshore Park and through strong community partnerships, the Library continues to increase in-person visits and grow program attendance.

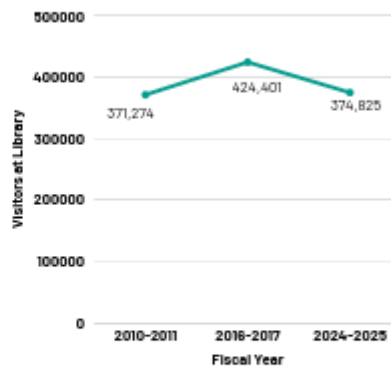
Items Checked Out

In fiscal year 2024-2025, **circulation reached 844,079**; 668,556 physical checkouts and 175,523 digital checkouts. This is a nearly **11% Increase in checkouts** since 2010-2011, a year after the library building opened. This robust usage reflects the Library's vital role in the community and its ability to evolve with changing user needs and technologies.



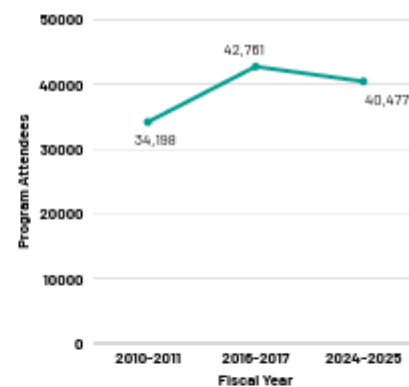
In-Person Visits

In fiscal year 2024-2025, the Library welcomed **374,825 in-person visits**. During the same period in 2010-2011, there were **25,939 registered cardholders**, representing 39% of Novi's total population. This highlights the Library's growing role as a vital community hub.



Programming Attendance

In Fiscal Year 2024-2025, programming attendance was **40,477**. Following the Strategic Plan, the Library adapted programming based on community feedback and staffing levels.



The Novi Public Library's Summer Reading Program remains the most popular and heavily attended library program, serving over 2,400 patrons of all ages in 2025. The kick off party, in conjunction with the City of Novi's first Community Fest, saw attendance numbers over 6,000. Brochures advertising the program are sent to students in local schools in Novi. Two schools in Walled Lake also received brochures as they service students who live in Novi. Additionally, there are tiered sponsorship opportunities available for local businesses and organizations, demonstrating their commitment to supporting access to quality information and lifelong learning while helping foster a stronger, more connected community.

Strategic Plan

At the beginning of 2023, NPL worked with the consulting group, Rethinking Libraries, on creating a five-year Strategic Plan for 2023-2028. Four focus areas were established from a public survey and multiple focus group sessions were facilitated by Rethinking Libraries:

Align Funding & Services

Goal: Share with the community the current gap between service expectations/needs and funding levels and explore opportunities to align funding to the service needs and expectations of the community.

Improve Internal Communications

Goal: Improve processes and internal communications and expand decision input across the organization to keep service levels in-line with resources.

Adapt Resources, Services & Facilities

Goal: Explore and develop efforts that optimize the quality, usability and community alignment of Library resources and facilities and ensure the community's awareness of these resources, services and programs.

Staff Investment & Retention

Goal: Invest more in the Library staff to improve effectiveness, efficiency and job satisfaction to meet the current and future needs of the community.

Out of that strategic planning process, the Novi Public Library adopted new mission and values statements in July 2023.

Library Mission

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Library Values

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

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

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

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

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

Creativity: We encourage adventure and wonder in all.

Strengths

NPL's strengths are its customer service, range of programming for all ages, proximity to Novi High School, robust collection of materials, including those in multiple languages, iCube Makerspace and Lakeshore Lending Library, Michigan's first self-service library kiosk. The Library is also a member of the Library Network (TLN), a consortium of over 75 other libraries in the Metro Detroit area. Being a part of TLN means cardholders can get access to over 4 million items. As one of 56 libraries in TLN's Download Destination OverDrive catalog, sharing digital eBooks/Audiobooks/Magazines, NPL has the highest number of digital checkouts in the consortium, with over 100,000 per year. Additionally, NPL also has the highest number of physical checkouts of TLN libraries in the shared catalog.

NPL markets its services, collections and programs through a combination of social media, email newsletters and physical marketing materials such as the Engage magazine, in partnership with the City of Novi, in-house and outreach flyers, brochures and posters.

In July 2024, NPL went through a rebranding which included updated branding colors and templates to strengthen brand awareness throughout the community. Rebranding enhances recognition of the Library's programs, services and resources, establishes the Library as a modern, dynamic community hub and ensures a consistent and professional image across all communications and platforms.

DID YOU KNOW?

NPL's programs had
43,672
participants from
July 1, 2023 - June 30, 2024.
18% increase from the previous year!

NPL
Novi Public Library
novipubliclibrary.org

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Recite^{me}

Novi Public Library's Website Accessibility Toolbar

• **Language:** Translate text into a different language.

• **Play:** Click the play button to read translated text aloud.

Click the icon on novipubliclibrary.org to launch the toolbar!

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Saturday, March 30
Sunday, March 31
Easter Weekend

NPL will be closed.

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Accessibility

The Novi Public Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act (ADA) and the state of Michigan's Persons with Disabilities Civil Rights Act. In relation to this marketing plan, the Novi Public Library will use multiple communications channels - including social media, email, website, posters, and flyers - to reach diverse audiences. NPL will ensure novilibrary.org meets WCAG (Web Content Accessibility Guidelines) standards including use of alternative text on images and accessible link text. Additionally, publicly available documents and PDFs will meet accessibility standards by correctly using headings and alternative text for images. In June 2023, the Recite Me accessibility toolbar was added to novilibrary.org. This innovative tool allows patrons to customize their online experience by adjusting text size, color contrast, font styles and language to suit individual preferences. In Fiscal Year 2025-2026, the Library's DEI Committee is prioritizing accessibility.

Current Data

Based on the Strategic Planning survey with data taken from January 9, 2023 - February 27, 2023:

- 2,198 respondents started the survey and 69% completed it
- Most age groups were well represented though the responses were skewed toward the older age groups - 28% were 66 years and older, 20% were 36-45, 19% were 56-66, 18% were 46-55, 10% were 26-35, 2% were under 19 and 2% were 19-25
- 63% of respondents visit the library once a month or more often, 28% visit weekly or more often
- Of those who don't visit the physical building, over 26% use their own technology, 24% never think of the library as an option, 17% are virtual users, 16% prefer to buy and own their own material
- 96% (agreed) felt the Library is an important part of the community

Target Markets

Based on the strategic plan survey and focus group sessions, the Novi Public Library will focus on the following target audiences.

- Current library patrons whom NPL aims to convert into advocates
- Cardholders who are unaware of NPL's programs, services and resources
- Novi residents without library cards
- Novi residents, businesses and organizations interested in NPL donations and sponsorships

Marketing Goals

- **Increase community awareness throughout Novl of NPL's services, especially in north Novl**
 - Measure: Distribute 1,000 lawn signs and 1,000 window clings to the community
- **Increase library cardholders**
 - Measure: Increase 35% -> 40%
- **Increase fundraising and sponsorship activity**
 - Measure: Reach \$65,000.00 anniversary goal
 - Fundraiser starting at \$34,000 due to generous donors and sponsors



Marketing Strategy

Goal 1: Increase community awareness throughout Novl of NPL's services, especially in north Novl

Objective

- Communicate clearly and consistently with community about the gap in needs, expectations and demands versus the funding being provided to the Library
- Communicate value of NPL to the community

Strategy

- Distribute lawn signs and window clings to cardholders to amplify library visibility and build a sense of library-belonging across the community
- Create an informational page on our website explaining current library funding
- Collect feedback from library users using a Patron Story Request Form and share these stories with the community to highlight the value of NPL
- Conduct annual survey to determine the needs and wants of the community
- Create more targeted emails through Patron Point by age group
 - Increase monthly eNewsletter readership from an average of 38% to 45%
 - Industry standard read rate for public libraries is 44.47% (report from LibraryAware, July 1, 2023-June 30, 2024)
- Reach out by email to current cardholders with card usage lapse to get them back on board as library users
- Provide swag to new cardholders
- Reevaluate current Welcome Series of emails

Goal 2: Increase the number of cardholders**Objective**

- Increase number of library card holders from 35% to 40% of Novi's population
 - Measure: GIS data in partnership with City of Novi
 - Measure: Catalog system report on active vs inactive cards, end of FY 2024/2025 vs. end of FY 2026/2027

Strategy

- Capitalize on library-related celebrations and offer an incentive for signing up
 - March is Reading Month (March), National Library Week (April), Summer Reading (June–August), Library Card Sign-Up Month (September) and Friends of Libraries Week (October)
- Implement new cardholder outreach campaigns in areas with low percentages of cardholders
 - Share online library card sign up form for residents ages 18 and above
- Reengage inactive cardholders
- Connect with HOAs and provide them information about NPL to forward to their homeowners

Goal 3: Increase fundraising and sponsorship activity**Objective**

- Look for ways to connect with residents and local businesses or organizations who are wanting to support community organizations
- Promote benefits of donating through the Friends of Novi Library

Strategy

- Fundraise \$65,000.00 in tandem with 65th Anniversary celebration in October 2025
 - Develop donation campaign for 65th Anniversary celebration, emphasizing the impact their contribution will have on enhancing the library for future generations
 - Create more robust donation information page on our website



- Update donation brochure to list large donation opportunities
 - Include tax benefits information
 - Provide informational seminars about the tax benefits of donating through the Friends of Novi Library
- Capitalize on library-related giving celebrations such as National Library Week, Library Giving Day and Giving Tuesday
- Update sponsorship forms with new branding and updated perks

Timeline

Novi Public Library Marketing Plan Timeline July 2025 - June 2027



Evaluation & Assessment of Marketing Goals

Throughout the year, NPL wants to evaluate the success of its marketing goals. This will be accomplished by getting guest usage data and feedback in several ways including:

- Patron library usage survey
- Annual Report data (October)
 - Number of cardholders
 - Library building usage stats
 - Number of program participants
 - Total checkouts (physical and digital)
- Three comment boxes that welcome daily suggestions and comments
 - One at the Welcome Desk and one at each Information Desk.

- Social media engagement data
- Use analytics to track hits on specific pages on our website, for example, funding and donation information
- Email open rates
- Updated GIS data
- Monthly Board Meetings (2nd Thursday of the month) for residents to ask questions and voice concerns
- Online comments and suggestions through the Contact Us page
- Direct email access to the Library Director and Library Board member



Strategic Planning Committee – No meeting held

2020 – 2026 GOAL:

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

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

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

DEI Committee – Meeting held on: No meeting held

2025-2026 GOAL:

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

COMMUNICATIONS

Date: Monday April 27, 2026
Email from: Crystal Cannon
To: Julie Farkas

Hello Ms. Farkas, I was looking at the events calendar to put some educational events on our calendar for summer. I was surprised to find that all of the storytime and reading events are canceled for summer. Is there a reason for this? I live in Novi and count on the library to provide educational events for my children in summer when schools are closed. It seems I cannot attend events in other municipalities because I am not a resident there. Please tell me storytime and other educational events will soon be on the library calendar.

Thank you, Crystal Cannon

Date: Tuesday, April 28, 2026
Email from: Julie Farkas
To: Crystal Cannon

Hello Crystal!

Thank you for your email. I completely understand your concerns. We have had to cancel some dates in April and May at the moment and this is due to a staff shortage that we are currently experiencing in our Information Services Dept.

Unfortunately, in the last month, two full-time employees and one part-time employee have left our organization. Two of the positions worked in our youth department and provided youth programming opportunities. This has left the IS Dept. 107 hours short of coverage for desk services, programming and outreach. The Library Board is also aware of our shortage. Currently, the open positions are posted and we are actively looking to fill them, however, it will take some time to get new staff on board and acclimated to our environment.

My team and I are planning for a very exciting summer reading program that will offer many programming opportunities. Those dates will be released shortly, as we are currently finalizing our events and dates. A summer brochure is also going to print very soon.

Please be patient with us! We know how important the Library is to our community.

Sincerely,
Julie Farkas, Library Director

Date: Tuesday, April 28, 2026
Email from: Crystal Cannon
To: Julie Farkas

Hi Julie,

Thanks for the update. I will look out for the summer brochure and finalized dates.

Crystal Cannon, MA



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month
Exceptions: March 26th (Board Elections) and April 16th (Director Conflict)

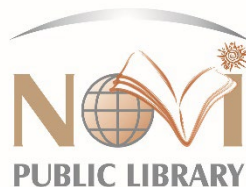
2026

January	2 Budget Planning Sessions at Novi Public Library: Saturday, January 17th 10am-2pm and Thursday, February 5th 6pm-8pm
January 8	Library Board Regular Meeting, Council Chambers Library Director Mid-Year Review
February 12	Library Board Regular Meeting, Council Chambers 2025-2026 Budget Approval
March 26	Library Board Regular Meeting, Council Chambers Board Elections
April 19-25	National Library Week 2026
April 23	Library Board Regular Meeting, Novi Public Library (instead of April 16)
May 14	Library Board Regular Meeting, Council Chambers
June 11	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 9	Library Board Regular Meeting, Council Chambers
August 13	Library Board Regular Meeting, Council Chambers
September 10	Library Board Regular Meeting, Council Chambers
October 8	Library Board Regular Meeting, Council Chambers
November 12	Library Board Regular Meeting, Council Chambers
December 10	Library Board Regular Meeting, Council Chambers

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

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

Approved: July 10, 2025



LIBRARY CLOSINGS 2026

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

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

LIBRARY BOARD MEETINGS

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

Exceptions: March 26th in Council Chambers and April 16th (Director Conflict) at Novi Library

Approved: July 10, 2025