



Agenda

Novi Public Library Board of Trustees

Thursday, October 9, 2025

at 7:00 p.m.

Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Student Representatives: Not filled at this time

Approval of Agenda.....1-3

Consent Agenda

1. Approve Minutes of: September 11, 2025 –Regular Board Meeting4-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#655) 12-14

Presentations

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

Public Comment

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

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

Reports

1. Student Representatives Report –No Report 16
2. President's Report (Mark Sturing)
 - A. Board Book Discussion: Serving Patrons with Disabilities: Perspectives and Insights from People with Disabilities Edited by Kodi LaskinN/A
 - B. FY 2026 Michigan Budget Updates 17-18
 - C. 2025-2026 Board Committee Assignments 19
3. Treasurer's Report (Brian Bartlett)
 - A. 2025-2026 Library Budget Fund 271.....20-23
 - B. 2025-2026 Contributed Fund Budget 272.....24

C. Financial Report September 2025.....	25
D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2025	26-29
E. Library Fund 272 Contributed Fund as of September 30, 2025	30-32
F. Balance Sheets for Funds 271 and 272 as of September 30, 2025.....	33-34
4. Director's Report (Julie Farkas)	35-48
A. Door Count Usage Statistics – August 2025 (Jeff Smith)	49-50
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	51
C. Information Technology Report (Jeffrey Smith)	52-55
D. Facilities Report (Keith Perfect)	55
E. Assistant Director of Public Services Report (Lori Lowery)	55-56
F. Information Services Report (Emily Brush and Rae Manela)	56-59
G. Marketing and Community Promotion Report (Dana VanOast)	60
H. Support Services Report (Sarah Mominee)	61-62
I. Library Usage Statistics.....	63-73
J. Friends of Novi Library –Agenda 9/10/25; Sept. & Oct. E-news; History of NPL.....	74-81
K. City of Novi Historical Commission –Minutes 7/16/25	82-83

Public Comment – see language above to be recited

Committee Reports

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

8. DEI: Diversity, Equity and Inclusion Committee

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

- Meeting held on: September 30th 102-110

Matters for Library Board Action

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

Communications

1. 111

Closed Session

1. No session scheduled at this timeN/A

Adjournment

Supplemental Information

- Library Board Calendar 2025..... 112
- Library Closings 2025 113
- Library Board Calendar 2026..... 114
- Library Closings 2026 115

2025 Future Events:

- **10/9/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65th Anniversary Party 1-5pm, Novi Public Library
- **11/4/25: Voting Day – Library is OPEN; Precinct 17**
- 11/8/25: Historical Commission Veteran's Wreath Event – Novi Road Cemetery 1-3pm
- **11/11/25: Veteran's Day – Library is OPEN; City Offices Closed**
- 11/12/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **11/13/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **11/26/25: Library closes at 5pm**
- **11/27 – 11/30 LIBRARY CLOSED – Thanksgiving Day and weekend**
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED
- **12/11/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 12/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **12/19/25: Library closes at 2pm for Staff Holiday Event**
- **12/23/25: Library closes at 5pm**
- **12/24/25: LIBRARY CLOSED**
- **12/25/25: LIBRARY CLOSED**
- **12/31/25: LIBRARY CLOSED**
- **1/1/26: LIBRARY CLOSED**

Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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

<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
September 11, 2025, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by President, Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 5 board members were recorded present

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

Student Representatives

Positions not filled at this time

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda..... 1-4

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Bartlett

Motion passes – 5-0

Consent Agenda

1. Approve Minutes of: August 14, 2025 Regular Board Meeting.....5-10
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#654).....11-12

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

Motion passes – 5-0

Presentations

2. NPL Staff Awards35-38

Director Farkas: Recognized NPL staff members who received staff awards for the 2024-2025 fiscal year.

Trustee Sturing: Congratulated staff members and thanked them for making NPL great.

3. Summer Reading Presentation: Danielle Mazur and Rae ManelaN/A

Rae Manela and Danielle Mazur: Presented information about the 2025 summer reading program, including the theme, how patrons could participate, reading goals by age group, summer reading program displays, participation numbers and number of books read by age group, prizes, programming, sponsors and additional reading challenges that run throughout the year.

Trustee Sturing: Remarked that it was a very successful summer reading program and thanked Rae and Danielle for their presentation.

Public Comment

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

No Public Comment

Reports

1. Student Representatives Report – No Report.....N/A
2. Memo: Novi Youth Council Transition (City of Novi)14-19

Trustee Sturing: Thought the Novi Youth Council did well for the Library and is a little disappointed that it has been discontinued, but is glad to see a new program being put in place.

3. President's Report (Mark Sturing)
 D. 2025-2026 Board Committee Assignments20

Trustee Sturing: Thanked the Friends of Novi Library for their Summer Songfest events. Mentioned two upcoming events at the Library - an Open House on Sunday, September 21 and the 65th Anniversary on Sunday, October 26. Wanted to highlight an important item that will be discussed in Matters for Board Action. The board is proposing asking City Council to approve a millage for the Library when the current one expires in 2026. It

would be for less than the current amount. There has been no millage increase for the Library since the new building was created 15 years ago, when the Library tripled in size. An average of 1200 people visit the Library every day it is open. Based on our strategic planning study, Novi residents currently pay much less for the Library than other similar communities nearby. The recent reserve study has shown the needs for the building over the next 25 years.

Trustee Halvangis: Attended a webinar called Critical Data Storytelling for Libraries, which was very interesting and she recommends it.

4. Treasurer's Report (Brian Bartlett)
 - A. 2025-2026 Library Budget Fund 271.....21-24
 - B. 2025-2026 Contributed Fund Budget 272.....25
 - C. Financial Report August 2025.....26
 - D. Library Fund 271 Expenditure & Revenue Report as of August 31, 2025.....27-29
 - E. Library Fund 272 Contributed Fund as of August 31, 2025.....30-31
 - F. Balance Sheets for Funds 271 and 272 as of August 31, 2025.....32-33

Trustee Bartlett: We still don't have audited numbers for the 2024-2025 fiscal year, but we are coming in significantly under what was predicted. The reserve study is included in the board packet. This gives us a feel for what the Library will need as it ages. It is designed to help us get ahead of building updates.

5. Director's Report (Julie Farkas)34-59
 - Customer Service Plan.....39-56
 - A. Door Count Usage Statistics – August 2025 (Jeffrey Smith).....60-62
 - B. Assistant Director of Building Operations Report (Maryann Zurmuehlen).....63
 - C. Information Technology Report (Jeffrey Smith)64-66
 - D. Facilities Report (Keith Perfect)N/A
 - E. Assistant Director of Public Services Report (Lori Lowery).....67
 - F. Information Services Report (Emily Brush and Rae Manela) .. 68-70
 - G. Marketing and Community Promotion Report (Dana VanOast)70
 - H. Support Services Report (Sarah Mominee)72-73
 - I. Library Usage Statistics74-84
 - J. Friends of Novi Library – Kaleidoscope Series; August 2025 eNewsletter.....85-86
 - K. City of Novi Historical Commission – 8/20/25 Agenda.....87

Director Farkas: Attended the Fox Run Expo with staff to do outreach and library card signup. The new Customer Service Plan put together by our staff is included. Quick-reference policy bookmarks were also created to help staff explain policies to patrons. Thanked the staff Customer Service Committee for all their work. Managers will discuss the plan once a month to make sure it is being implemented and see if any changes are needed.

Trustee Crawford: Asked about the policy bookmarks and if they highlight the problems that come up the most.

Director Farkas: Responded yes. They are to help staff and were driven by staff.

Trustee Dooley: Suggested putting a UTM code by the URL on the bookmarks so that you can track how often they are being used.

Director Farkas: Said she would look into that. Also highlighted upcoming library programs, including the 65th anniversary on October 26. She noted that this will not be a quiet library day.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
3. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
 - Meeting held on 8/25/25.....88-92
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting held on 8/28/25.....93-142
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 8/28/25.....143
6. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - Meeting held on 8/18/25.....144

Matters for Library Board Action

2. Acknowledge City Council's dissolution of Novi's Youth Council and creation of Mayor's Youth Forum with direction for the Library Director to pursue a separate Library Student Representative position on the Library Board and engagement of library staff at the youth forum for information gathering purposes.....14-19

Motion: To acknowledge City Council's dissolution of Novi's Youth Council and creation of Mayor's Youth Forum with direction for the Library Director to pursue a separate Library Student Representative position on the Library Board and engagement of library staff at the youth forum for information gathering purposes

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

Trustee Dooley: Expressed that the board loves having students here, and is glad we are still planning to have students. Wondered if it will be harder to recruit them now.

Director Farkas: Thinks the Library has a good funnel because of Teen Space, the Teen Lounge and the Teen Advisory Board. We will develop a position description, application and then do interviews. The Library has a lot of interest in teen volunteering opportunities, so is not worried about finding students.

Trustee Dooley: Asked if we are looking for just one student representative and if it will still be a two-year term.

Director Farkas: Thinks one student will be fine, but will consider having two if we receive strong candidates. We want people who are passionate about it. Will continue to be a two-year term, hopefully starting in January 2026.

Motion Passes – 5-0

3. Recommendation from Building and Grounds Committee to approve a not to exceed amount of \$100,000 to renovate the Library's main entrance with a new door system to reduce the effects of winter weather by nearly 70%. This amount will be expended out of the 272 account88-92

Motion: To approve a not to exceed amount of \$100,000 to renovate the Library's main entrance with a new door system to reduce the effects of winter weather by nearly 70%. This amount will be expended out of the 272 account

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

Trustee Dooley: Asked for Director Farkas' perspective on the proposal to do the option for the double-swing doors at \$100,000 instead of the option for the revolving door at \$200,000.

Director Farkas: There was concern about the accessibility of a revolving door for those in wheelchairs, with strollers, etc. as well as concerns about teens misusing the revolving door. Also got feedback from the Support Services Department, who sit near the front entrance, and they thought this would be the better solution as well.

Trustee Crawford: Is glad we are not doing a revolving door, because that can be difficult for some people to navigate.

Trustee Sturing: Remarked that it seems like many places are going away from revolving doors.

Motion Passes – 5-0

4. Recommendation from Finance Committee to approve the 2025/2026 271 and 272 1st Quarter Budget Amendments, recognizing a transfer of funds in the amount of \$241,377.00 from the 272 account, based on the reserve study, to the 271 account and an additional \$100,000 in expenditures in the 272 account for the main entrance door renovation. The projected budget years will begin to show a transfer of funds from 271 to 272 to achieve the reserve study annual contribution21-25

Motion: To approve the 2025/2026 271 and 272 1st Quarter Budget Amendments, recognizing a transfer of funds in the amount of \$241,377.00 from the 272 account, based on the reserve study, to the 271 account and an additional \$100,000 in expenditures in the 272 account for the main entrance door renovation. The projected budget years will begin to show a transfer of funds from 271 to 272 to achieve the reserve study annual contribution

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

Trustee Bartlett: Called attention to the bottom of page 24, which shows the unaudited numbers from the 2024-2025 fiscal year. This is looking much better than predicted, largely due to more tax revenue and investment money than predicted. As recommended by the reserve study, money will be moved every year to start saving for needed building expenses. Pointed out the graph from the reserve study on page 132, which shows predictions for when repairs will be needed and how much money we will have put aside. We are trying to keep a surplus in that account so we will have the funds for building projects when they are needed.

Trustee Halvangis: Was impressed by the study. Wondered about the graph on page 132 and a point where it shows us getting close to going in the red.

Trustee Bartlett: The reserve study company said this could happen, it all just depends on when updates/repairs are actually needed. But they believe this should put us in a good position.

Director Farkas: Thanked City Council Member Dave Staudt for introducing us to the reserve study company and suggesting we have a reserve study completed for the Library.

Trustee Dooley: Clarified that if the Library doesn't go for the millage, we would not be able to put this money aside.

Trustee Halvangis: Commented that we don't want to be playing catch-up with some of these major projects.

Trustee Crawford: Expressed that this is why we wanted to have the reserve study done. It makes sense to move forward and plan ahead for these things.

Trustee Sturing: Explained that the plan would be to put aside \$200,000 per year to start and then gradually increase that so we have enough money put aside for all the updates that will be needed. The people who did the study are the experts.

Director Farkas: Said the board members have been wonderful stewards of our money, but now that the building is 15 years old, we are just starting to see needs come up.

Trustee Dooley: Expressed that if we don't do this now, it could be very bad down the road.

Motion Passes – 5-0

5. Recommendation from Finance Committee to request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the library building (based upon attorney information) 139-142

Motion: To request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the library building (based upon attorney information)

Motion – 1st – Trustee Halvangis
2nd – Trustee Crawford

Trustee Bartlett: This motion enables the Board Finance Committee to start discussions with City Council and bring a proposal to City Council to replace the building millage when it expires. This should give us some cushion to put the \$200,000 aside each year based on the reserve study. Our strategic planning showed that we are behind similar libraries nearby in terms of funding. That study used 2022 data, so with inflation, we are even further behind. With this proposal, we can show the community that we are taking fiscal responsibility and still collecting 10% less from Novi taxpayers than other similar libraries.

Trustee Halvangis: Remarked that the funding discrepancy between Novi and other libraries is stunning considering all that our Library does.

Trustee Dooley: Had wondered why we weren't asking for a higher millage amount, but the information from Trustee Bartlett helped her understand why we are asking for this amount.

Motion Passes – 5-0

Communications

2. Email from David Beaton Re: Library Closure on August 15, 2025..... 145
3. Email from Sarah McCollough Re: Summer Reading Program 146

Trustee Sturing: Mentioned the emails and thanked the senders for their feedback.

Closed Session

No Closed Session

Adjournment

Motion: To adjourn at 8:22 PM

Motion to Adjourn – 1st – Trustee Halvangis

2nd – Trustee Crawford

Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2025.....147
- Library Closings 2025148
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- Library Closings 2026150

2025 Future Events:

- 9/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 9/21/25: Library Open House, 2-4pm, Novi Public Library
- 10/8/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **10/9/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**
- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19/25 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65th Anniversary Party, 1-5pm, Novi Public Library
- **11/4/25: Election Day – Library is OPEN; Precinct 17**
- 11/8/25: Novi Historical Commission Veteran's Wreath Event, 1-3pm, Novi Road Cemetery
- **11/11/25: Veteran's Day – Library is OPEN; City Offices Closed**
- 11/12/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **11/13/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**
- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **11/26/25: Library Closes at 5pm**
- **11/27/25 – 11/30/25: LIBRARY CLOSED – Thanksgiving Day and weekend**

WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)

Warrant 655	271 Accounts	October 2025	
Payable to	Invoice #	Account number	Amount
Shelisa Fields	Meeting Room Rental Refund	271-000.00-675.300	\$ 100.00
Amazon	Plastic storage bins	271-000.00-727.000	\$ 29.74
Quill	Office Supplies	271-000.00-727.000	\$ 441.29
Vista Print	Business cards CC	271-000.00-727.000	\$ 20.98
Stamps	Postage CC	271-000.00-278.000	\$ 120.99
Adobe	Acrobat Pro	271-000.00-734.000	\$ 29.99
Canva	Subscription CC	271-000.00-734.000	\$ 119.40
Knight Technology	September DATTO backups	271-000.00-734.000	\$ 700.00
TechSoup	Microsoft 365 - 9/12/25 -10/11/25CC	271-000.00-734.000	\$ 93.60
Amazon	iCube	271-000.00-734.500	\$ 613.22
Blick Art	iCube CC	271-000.00-734.500	\$ 142.03
Make engine	3D printer Repair CC	271-000.00-734.500	\$ 225.00
Amazon	back support	271-000.00-740.000	\$ 24.31
Gordon Food Service	Supplies	271-000.00-740.000	\$ 46.96
Home Depot	Supplies	271-000.00-740.000	\$ 21.96
Petty Cash	Sam's	271-000.00-740.000	\$ 11.88
Sam's	supplies	271-000.00-740.000	\$ 117.54
Saturn Printing	Protective Guards	271-000.00-740.000	\$ 340.00
Amazon	742.192	271-000.00-742.000	\$ 221.58
Brodart	books	271-000.00-742.000	\$ 15,025.63
Cavendish Square	742.916	271-000.00-742.000	\$ 186.03
Cengage	742.300	271-000.00-742.000	\$ 195.90
Center Point	742.300	271-000.00-742.000	\$ 204.36
Center Point	742.300	271-000.00-742.000	\$ 124.65
Brodart	Lending Library	271-000.00-742.010	\$ 291.07
Midwest Tape	Lending Library	271-000.00-742.010	\$ 41.97
Trenton Library	Fox Creek - Lost item	271-000.00-742.100	\$ 30.00
Salem-South Lyon District Library	Batman a death in the family	271-000.00-742.100	\$ 24.99
Taylor Community library	Batman under red hood	271-000.00-742.100	\$ 30.00
Lyon Township Public Library	Biscuit's Snowy Day	271-000.00-742.100	\$ 6.99
Midwest Tape	744.510	271-000.00-744.000	\$ 2,626.96
Playway	744.400	271-000.00-744.000	\$ 1,386.79
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 2,674.76
The Library Network	Creative bug - July25 - Jun26	271-000.00-745.300	\$ 1,300.00
Miller, Canfield	July, August	271-000.00-806.000	\$ 1,917.50
ALA	membership CC	271-000.00-809.000	\$ 626.00
GDI	August	271-000.00-817.000	\$ 7,840.00
AT&T	Jul 14-Aug 13,2025	271-000.00-851.000	\$ 1,002.54

Ooma	September	271-000.00-851.000	\$ 109.60
T-Mobile	Due on 9/23/25	271-000.00-851.000	\$ 1,042.77
Telnet	Due on 9/21/25	271-000.00-851.000	\$ 1,054.07
Verizon	August	271-000.00-851.000	\$ 521.29
M.Lindeman	Makerspace Convention	271-000.00-862.000	\$ 42.00
M.Robinson	Makerspace Convention	271-000.00-862.000	\$ 46.90
Petty Cash	E.DeCenzo, J.Smith	271-000.00-862.000	\$ 45.78
4imprint	Power Clip	271-000.00-880.000	\$ 910.41
JanWay	BOOK Shoe Charms	271-000.00-880.000	\$ 690.00
Muni web/Ingstron	August	271-000.00-880.000	\$ 531.00
Amazon	Program	271-000.00-880.268	\$ 1,007.07
Larry Nelson	English Language Lessons	271-000.00-880.268	\$ 600.00
Nagham Al Samari	Let's Talk People	271-000.00-880.268	\$ 75.00
Oriental Trading	program	271-000.00-880.268	\$ 101.92
Petty Cash	E.DeCenzo	271-000.00-880.268	\$ 3.97
Sams	TAB Meeting, Teen Space	271-000.00-880.268	\$ 28.94
Walmart	Senior Day CC	271-000.00-880.268	\$ 220.02
Canon	Printing - October	271-000.00-900.000	\$ 512.62
DTE	due on 9/17/25	271-000.00-922.000	\$ 8,891.50
Amazon	supplies	271-000.00-934.000	\$ 132.42
Anago	Sep- Deep clean	271-000.00-934.000	\$ 420.00
Dalton	Monthly Carpet Mani.	271-000.00-934.000	\$ 325.00
Home Depot	supplies	271-000.00-934.000	\$ 22.96
Imperial Dade	supplies	271-000.00-934.000	\$ 1,116.13
NorthStar	8/7/25 - 8/28/25	271-000.00-934.000	\$ 144.64
Orkin	September	271-000.00-934.000	\$ 125.00
Sam's	supplies	271-000.00-934.000	\$ 48.73
Voss	AVIPA3P32N	271-000.00-934.000	\$ 465.00
West Metro Door	Receiving door	271-000.00-934.000	\$ 2,800.00
Brien's	Lawn	271-000.00-936.300	\$ 2,435.00
SCA	Parking lot sweeping - 8/14/25	271-000.00-936.300	\$ 77.35
Canon	Lease - October	271-000.00-942.000	\$ 1,010.00
Corrigan	Storage - September	271-000.00-942.100	\$ 28.06
ALA	membership CC	271-000.00-956.000	\$ 46.00
Michigan Library Association	S.Mominee;MLA Registration	271-000.00-956.000	\$ 110.00
Michigan Library Association	2025 Annual Conf. DeCenzo	271-000.00-956.000	\$ 355.00
Michigan Library Association	2025 Annual Conf. Malzahn	271-000.00-956.000	\$ 235.00
Michigan Library Association	2025 Annual Conf.T.Price CC	271-000.00-956.000	\$ 110.00
	TOTAL 271		\$ 65,397.76

Warrant 655	272 Accounts	August 2025	
Accurate Parking Lot	Asphalt work	272-000.00-976.000	\$ 17,190.00
	TOTAL 272		\$ 17,190.00



105-0001 Kojimachi 2-7-1 The 15th Floor of the Shinjuku Peace Foundation Bldg. 1-15-15 Toranomon
Minato-ku, Tokyo 105-0001, Japan
Tel.: +81-3-5797-3402, URL: www.tkf-fund.jp

VIA EMAIL ONLY

Reference No. 122
September 10, 2025

Ms. Shannon O'Leary, International Services Librarian
Information Services
Novi Public Library

Dear Ms. O'Leary,

Notification regarding READ JAPAN PROJECT 2025

Thank you for applying to READ JAPAN PROJECT 2025. We are pleased to inform you that your library has been selected as a recipient of Japan-related books under this project. Congratulations!

READ JAPAN PROJECT was launched in 2008 to promote the understanding of Japan through the donation of Japan-related books in English to universities and libraries around the world. Originally initiated by The Nippon Foundation, the project is currently administered by the Tokyo Foundation with financial support from The Nippon Foundation. The aim of the project is to support the activities of researchers, opinion leaders, and intellectuals who are not necessarily Japan specialists, helping them to broaden their knowledge of Japan and expand the scope of their expertise. We hope that the books will make a useful addition to your library.

As explained in the Call for Applications for READ JAPAN PROJECT 2025, the project secretariat will provide you with details regarding shipping arrangements. Please allow for several months for the requested and confirmed books to reach your library. (We will do our best to accommodate your requests, but please note that some books may be out of stock.)

After the books arrive, we would be grateful if you would organize a book donation ceremony for PR purposes, possibly in conjunction with the Japanese diplomatic establishment (embassy, consulate, or permanent mission) from where the applicant received a recommendation.

If you have any questions or comments, please contact the project secretariat at readjapanproject2025@jpfc.or.jp.

Sincerely yours,

Mieko Nakabayashi
President
The Tokyo Foundation

CC:
Mr. Kanta Mochizuki
United States of America, Consulate-General in Detroit

August & September 2025 Library Board Student Representatives Report
No Report this month

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

Attendance August and September:

August	153
September	956

PRESIDENT'S REPORT

FY26 Michigan Budget Update from the Library of Michigan

Thanks to the hard work of the library community, the Library of Michigan staff, MDE legislative liaisons and leadership, and MLA and their lobbyist, the Library of Michigan and Michigan libraries appear to have fared well overall in the FY25/26 budget. The budget is in the process of being sent to the Governor for signing.

Highlights include:

- Amidst cuts elsewhere in the state's budget, State Aid to public libraries remained flat
- LSTA (IMLS) allotted funding was approved for expenditure
- Library of Michigan did not lose any positions
- Funding for MeL increased around 100K
- The budget includes a one-time additional 900K for MeL

Reductions include:

- Renaissance Zone Reimbursements were reduced by around 370K
- Funding for the Michigan Poet Laureate program was eliminated
- Library of Michigan General Fund Operations were reduced by 50K

We appreciate the patience, advocacy, and support the library community has shown during this challenging budget year, and we look forward to continuing to serve and support Michigan's libraries.

Thank you everyone!

Randy Riley
State Librarian



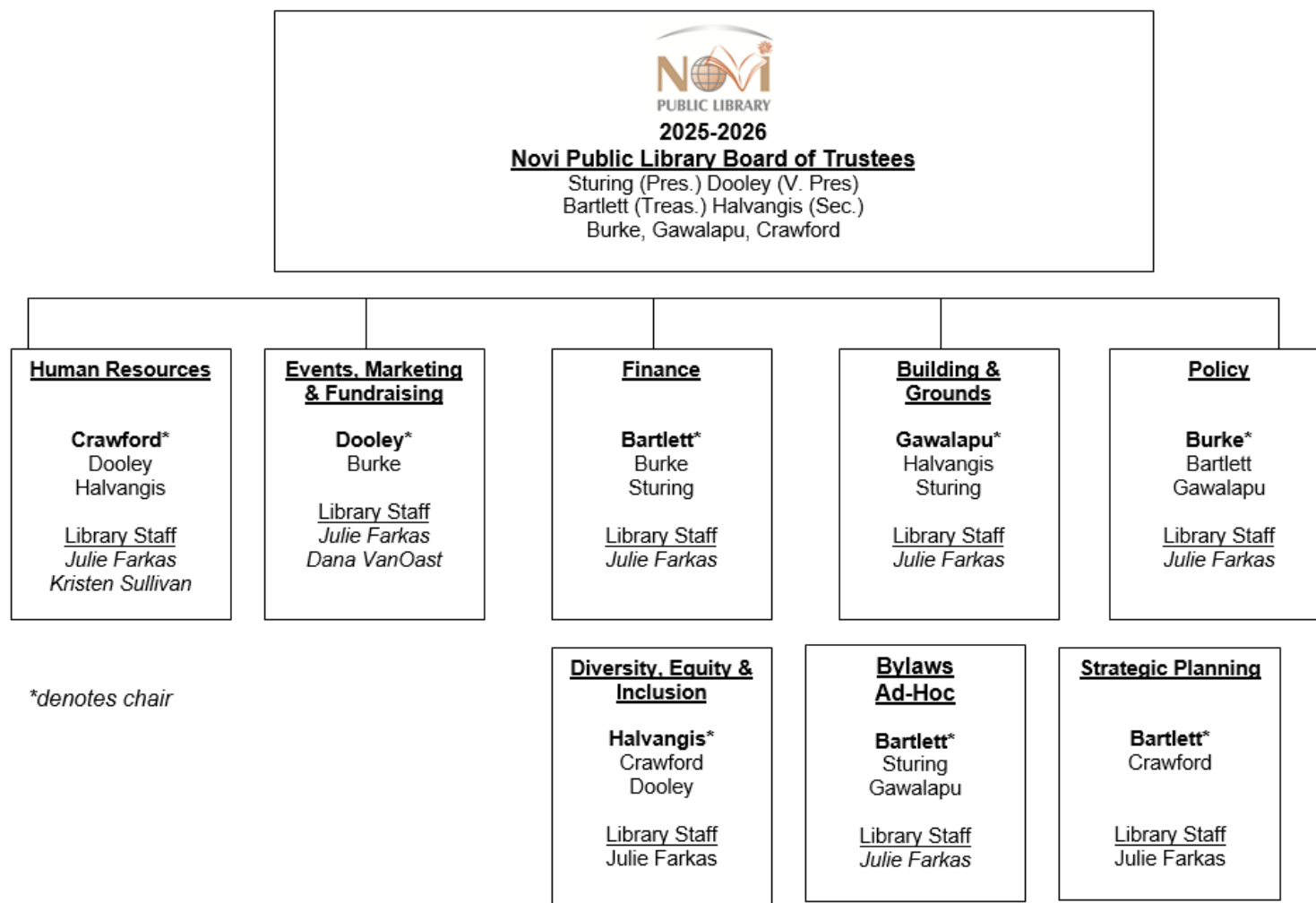
Michigan Libraries Secure Stable Funding in Michigan FY26 Budget

After months of uncertainty and statutory deadlines that came and went, Michigan's FY26 budget moved through the Senate and House overnight. The budget now awaits the Governor's signature as the final step in the process.

Considering the challenges leading up to this week, the outcome for libraries in the state budget is encouraging. The Library Services and Technology Act (LSTA) line item remains fully funded in the budget, ensuring the Library of Michigan can spend federal dollars as allocated on statewide programs like the Michigan eLibrary and catalog, MeL and MeLCat. While we continue to advocate for an increase in State Aid to Libraries, that line item remains flat for FY26. During an appropriation process that resulted in budget reductions for many state departments and agencies, the static funding for State Aid at \$16,567,700 signals a stable outcome and presents a clear directive for our future advocacy work.

The budget includes a one-time \$900,000 increase in state funding for the Michigan eLibrary (MeL), reflecting library advocates' persistent efforts to highlight the importance of MeL and the critical role of LSTA funds in supporting it. The Library of Michigan also retained funding for all positions, ensuring its team can continue delivering essential statewide programs and services to Michigan libraries.

These outcomes are the direct result of your tireless efforts to educate elected leaders about the importance of state and federal funding for libraries. Thanks to you—MLA members and library advocates—Michigan libraries secured stability in the state budget for FY26. Our advocacy work continues, and your voices will remain essential as we push for increased support in the years ahead. Thank you for standing with Michigan libraries!



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

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

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

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

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

NOTES: All Capital projects are expensed out of budget 272

25/26: Capital 272-976.000: Bldg Improvements: Architect Design for Main Ent/Youth Renovation \$30,000, Chair Replacement \$36,000, 2 Study Booths \$15,500, 2 Staff Offices \$15,000
(9/11/25: Update: Booth approved by Friends \$7,000)

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

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

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

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

25/26: Went from 25 to 24 FT employees

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

Notes:	<p>24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500; Main Entrance/Parking: Parking Lot Lights \$10,000 (\$12,071)</p> <p>Update: \$28,950 for deposit for Automated Return System; Furniture Replacement \$10,200; 2nd flr. Electrical - Teen Area Project, Info Desk Doors \$8,100</p> <p>25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000;</p> <p>Staff chairs replacement (15 yrs.) \$36,000; 2-Single-Use Study Booths \$15,500 (Updated: Friends \$7,000); 2 Staff Office Re-designs \$30,000; Main entrance project estimation: \$100,000.</p> <p>Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Update: \$18,000 Aug/Sept. 25/26);</p> <p>26/27: Youth Area/Main Lobby Renovation (Potential Legacy Donation for Youth Area); Plan for additional building costs based on the Reserve Study that will be done in June 2025.</p>
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Financial Report (Provided by Bindhya Suriyanarayanan, Bookkeeper)**Financial Report for September 2025****Original Budget for Fund 271 Fiscal Year 2025-2026**

TOTAL REVENUES	\$ 4,009,420
TOTAL EXPENDITURES	\$ 4,629,662
NET OF REVENUES & EXPENDITURES	(\$ 620,242)

Original budget for Fund 272 Fiscal Year 2025-2026

TOTAL REVENUES	\$ 35,000
TOTAL EXPENDITURES	\$ 393,800
NET OF REVENUES & EXPENDITURES	(\$358,800)

Revenue & Expenditure Report for Fund 271

	YTD Aug 31,2025	YTD Sep 30,2025	Difference *
TOTAL REVENUES	\$ 146,875	\$ 154,361	\$ 7,486
TOTAL EXPENDITURES	\$ 590,541	\$ 931,209	\$ 340,668
NET OF REVENUES & EXPENDITURES	(\$ 443,666)	(\$ 776,848)	

Revenue & Expenditure Report for Fund 272

	YTD Aug 31,2025	YTD Sep 30,2025	Difference*
TOTAL REVENUES	\$ 5,188	\$ 5,426	\$ 238
TOTAL EXPENDITURES	\$ 67,224	\$ 89,539	\$ 22,315
NET OF REVENUES & EXPENDITURES	(\$ 62,036)	(\$ 84,113)	

Balance Sheet Report as of September 30, 2025

The ending fund balance for Fund 271 is \$
1,726,383.99

The ending fund balance for Fund 272 is \$ 1,558,634.72

Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

10/03/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 09/30/2025											
% Fiscal Year Completed: 25.21											
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE		
		06/30/2025	ORIGINAL	2025-26	JULY 2025	AUG 2025	SEP 2025	09/30/2025	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED	
Fund 271 - LIBRARY FUND											
Revenues											
Dept 000.00 - TREASURY											
Property tax revenue											
271-000.00-402.000	Property Tax Revenue - Current	3,620,624.41	3,762,784.00	3,762,784.00	0.00	0.00	0.00	0.00	3,762,784.00	0.00	
271-000.00-404.003	Property Tax Revenue - Brow nfi	0.00	(506.00)	(506.00)	0.00	0.00	0.00	0.00	(506.00)	0.00	
271-000.00-404.007	Property Tax Revenue-Brow nfid	(16,000.68)	(28,232.00)	(28,232.00)	0.00	0.00	0.00	0.00	(28,232.00)	0.00	
271-000.00-404.008	Property Tax Revenue - CIA Cap	(35,898.98)	(55,783.00)	(55,783.00)	0.00	0.00	0.00	0.00	(55,783.00)	0.00	
271-000.00-404.009	Property Tax Revenue-Brow nfid	(440.12)	(469.00)	(469.00)	0.00	0.00	0.00	0.00	(469.00)	0.00	
271-000.00-404.010	Property Tax Revenue-Brow nfid	(44.00)	(124.00)	(124.00)	0.00	0.00	0.00	0.00	(124.00)	0.00	
271-000.00-412.000	Property Tax Revenue - C/Y Del	(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 Trib	(3,900.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
271-000.00-415.000	Property Tax Revenue - County C	3,203.27	1,800.00	1,800.00	0.00	1,016.76	69.14	1,085.90	714.10	60.33	
Property tax revenue		3,559,557.34	3,668,470.00	3,668,470.00	0.00	1,016.76	69.14	1,085.90	3,667,384.10	0.03	
State sources											
271-000.00-567.000	State aid	69,947.04	66,000.00	66,000.00	36,531.06	0.00	0.00	36,531.06	29,468.94	55.35	
271-000.00-573.000	State Grants - Local Comm Stabl	25,741.20	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00	
State sources		95,688.24	81,000.00	81,000.00	36,531.06	0.00	0.00	36,531.06	44,468.94	45.10	
State grants											
271-000.00-569.002	Other State Grants - SBTE	0.00	0.00	0.00	0.00	0.00	3,697.50	3,697.50	(3,697.50)	100.00	
State grants		0.00	0.00	0.00	0.00	0.00	3,697.50	3,697.50	(3,697.50)	100.00	
Fines and forfeitures											
271-000.00-658.000	State penal fines	91,226.15	85,000.00	85,000.00	98,967.71	0.00	0.00	98,967.71	(13,967.71)	116.43	
271-000.00-659.000	Library book fees	8,858.67	8,000.00	8,000.00	511.27	655.15	437.47	1,603.89	6,396.11	20.05	
Fines and forfeitures		100,084.82	93,000.00	93,000.00	99,478.98	655.15	437.47	100,571.60	(7,571.60)	108.14	
Interest income											
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00	
271-000.00-669.500	Gain (loss) on investments	43,492.21	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	
Interest income		181,499.49	110,000.00	110,000.00	0.00	0.00	0.00	0.00	110,000.00	0.00	
Donations											
271-000.00-674.289	Adult programs	19,451.99	7,500.00	7,500.00	(12.80)	0.00	0.00	(12.80)	7,512.80	(0.17)	
271-000.00-674.400	Gifts and donations	683.26	500.00	500.00	1.09	33.71	0.53	35.33	464.67	7.07	
Donations		20,135.25	8,000.00	8,000.00	(11.71)	33.71	0.53	22.53	7,977.47	0.28	
Other revenue											
271-000.00-675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	1,036.09	308.44	100.40	1,444.93	1,055.07	57.80	
271-000.00-675.006	Car Charging Revenue	77.94	100.00	100.00	56.05	0.00	0.00	56.05	43.95	56.05	
271-000.00-675.100	Copier	14,062.26	8,500.00	8,500.00	514.00	1,060.91	1,324.05	2,898.96	5,601.04	34.11	
271-000.00-675.300	Meeting room	43,017.09	30,000.00	30,000.00	2,525.13	2,723.68	2,803.53	8,052.34	21,947.66	26.84	
271-000.00-675.404	Novi Tow nship Assessment	8,228.00	7,850.00	7,850.00	0.00	0.00	0.00	0.00	7,850.00	0.00	
Other revenue		68,579.18	48,950.00	48,950.00	4,131.27	4,093.03	4,227.98	12,452.28	36,497.72	25.44	
Total Dept 000.00 - TREASURY											
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,009,420.00	140,129.60	5,798.65	8,432.62	154,360.87	3,855,059.13	3.85	

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	JULY 2025	AUG 2025	SEP 2025	09/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,422,713.26	1,589,000.00	1,589,000.00	76,124.32	114,317.52	117,923.04	308,364.88	1,280,635.12	19.41
271-000.00-704.100	Severance/Incentive Pay	0.00	12,000.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
271-000.00-704.210	Vacation Payout	5,157.60	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
271-000.00-704.250	Final Payout	6,921.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	680,970.00	810,000.00	810,000.00	37,345.05	60,055.57	54,628.42	152,029.04	657,970.96	18.77
271-000.00-706.000	Overtime	915.08	500.00	500.00	102.12	92.18	0.00	194.30	305.70	38.86
271-000.00-715.000	Social security	159,320.48	183,500.00	183,500.00	8,658.19	13,192.17	13,030.53	34,880.89	148,619.11	19.01
271-000.00-716.000	Insurance	272,645.88	239,560.00	239,560.00	20,797.94	23,171.54	20,906.14	64,875.62	174,684.38	27.08
271-000.00-716.200	HSA - employer contribution	1,812.74	3,000.00	3,000.00	36.83	103.13	103.13	243.09	2,756.91	8.10
271-000.00-716.999	Insurance - Employee Reimburse	(38,382.06)	(35,934.00)	(35,934.00)	(2,104.38)	(3,108.08)	(3,108.08)	(8,320.54)	(27,613.46)	23.16
271-000.00-717.000	Workers compensation	2,033.10	1,900.00	1,900.00	96.86	150.24	145.79	392.89	1,507.11	20.68
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,884.00	1,884.00	0.00	0.00	0.00	0.00	1,884.00	0.00
271-000.00-718.010	Pension - DB Unfunded Accrued	92,196.00	108,192.00	108,192.00	0.00	0.00	0.00	0.00	108,192.00	0.00
271-000.00-718.200	Pension - defined contribution	112,273.59	132,210.00	132,210.00	6,711.53	9,952.48	10,276.97	26,940.98	105,269.02	20.38
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	3,055,312.00	147,768.46	217,926.75	213,905.94	579,601.15	2,475,710.85	18.97
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	100.00	(6.30)	15.35	(10.21)	(1.16)	101.16	(1.16)
271-000.00-727.000	Office supplies	7,804.48	10,000.00	10,000.00	223.77	376.25	414.03	1,014.05	8,985.95	10.14
271-000.00-728.000	Postage	2,035.09	3,500.00	3,500.00	100.00	100.00	0.00	200.00	3,300.00	5.71
271-000.00-734.000	Computer supplies, softw are & li	46,943.17	97,000.00	97,000.00	24,475.30	1,033.59	700.00	26,208.89	70,791.11	27.02
271-000.00-734.500	Computer supplies/equipment	44,721.95	52,000.00	52,000.00	2,179.99	1,661.30	212.50	4,053.79	47,946.21	7.80
271-000.00-740.000	Operating supplies	41,640.62	38,000.00	38,000.00	8,254.04	1,334.90	537.57	10,126.51	27,873.49	26.65
271-000.00-740.200	Supplies - Desk chairs and file ca	836.00	5,000.00	5,000.00	5,137.00	0.00	0.00	5,137.00	(137.00)	102.74
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,000.00	1,000.00	0.00	287.43	0.00	287.43	712.57	28.74
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	18,394.45	15,276.63	9,758.60	43,429.68	197,570.32	18.02
271-000.00-742.010	Library Books - Lending	7,815.27	15,400.00	15,400.00	1,188.68	846.74	245.77	2,281.19	13,118.81	14.81
271-000.00-742.100	Library Books - Fines	118.98	200.00	200.00	0.00	36.99	54.99	91.98	108.02	45.99

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	JULY 2025	AUG 2025	SEP 2025	09/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Supplies Cont.										
271-000.00-743.000	Library periodicals	16,749.33	18,000.00	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	50,869.75	52,000.00	52,000.00	2,574.76	2,661.30	3,564.39	8,800.45	43,199.55	16.92
271-000.00-745.200	Electronic media	160,490.09	177,000.00	177,000.00	28,194.79	24,888.01	2,674.76	55,757.56	121,242.44	31.50
271-000.00-745.300	Electronic resources (CD rom ma	80,376.53	80,000.00	80,000.00	48,042.02	1,300.00	0.00	49,342.02	30,657.98	61.68
Supplies		693,933.57	790,200.00	790,200.00	138,758.50	49,818.49	18,152.40	206,729.39	583,470.61	26.16
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	38.94	157.39	141.18	337.51	2,662.49	11.25
271-000.00-803.000	Independent audit	622.00	800.00	800.00	0.00	0.00	253.00	253.00	547.00	31.63
271-000.00-804.000	Medical service	1,508.00	1,500.00	1,500.00	0.00	232.00	0.00	232.00	1,268.00	15.47
271-000.00-806.000	Legal fees	4,388.50	6,000.00	6,000.00	0.00	1,917.50	0.00	1,917.50	4,082.50	31.96
271-000.00-809.000	Memberships and dues	6,233.26	8,500.00	8,500.00	4,158.00	240.00	0.00	4,398.00	4,102.00	51.74
271-000.00-816.000	Professional services	15,888.11	20,000.00	20,000.00	6,371.83	3,400.00	0.00	9,771.83	10,228.17	48.86
271-000.00-817.000	Custodial services	95,725.00	100,000.00	100,000.00	15,680.00	0.00	0.00	15,680.00	84,320.00	15.68
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	15,874.00	16,350.00	16,350.00	7,475.00	7,670.60	0.00	15,145.60	1,204.40	92.63
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	42,972.95	54,100.00	54,100.00	3,610.09	2,668.11	2,692.73	8,970.93	45,129.07	16.58
271-000.00-855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	0.00	16,536.11	0.00	16,536.11	64,463.89	20.41
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	50.23	0.00	0.00	50.23	449.77	10.05
271-000.00-862.000	Mileage	1,536.19	1,700.00	1,700.00	0.00	27.44	88.90	116.34	1,583.66	6.84
271-000.00-880.000	Community promotion	18,504.24	25,000.00	25,000.00	3,415.92	2,061.05	531.00	6,007.97	18,992.03	24.03
271-000.00-880.268	Library programming	24,945.78	44,600.00	44,600.00	1,215.22	1,080.47	1,572.95	3,868.64	40,731.36	8.67
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	4,467.40	250.00	0.00	4,717.40	5,282.60	47.17
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-900.000	Printing, graphic design and publi	22,970.79	26,000.00	26,000.00	(443.00)	465.33	512.62	534.95	25,465.05	2.06
271-000.00-921.000	Heat	13,139.86	15,700.00	15,700.00	304.77	307.34	375.19	987.30	14,712.70	6.29
271-000.00-922.000	Electricity	98,745.97	118,900.00	118,900.00	9,407.82	8,891.50	7,957.02	26,256.34	92,643.66	22.08

		END BALANCE			MTH ACTTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	JULY 2025	AUG 2025	SEP 2025	09/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
271-000.00-922.000	Electricity	98,745.97	118,900.00	118,900.00	9,407.82	8,891.50	7,957.02	26,256.34	92,643.66	22.08
271-000.00-923.000	Water and sewer	8,466.93	8,700.00	8,700.00	0.00	0.00	0.00	0.00	8,700.00	0.00
271-000.00-934.000	Building maintenance	139,346.32	125,000.00	125,000.00	6,445.01	9,932.46	2,190.24	18,567.71	106,432.29	14.85
271-000.00-935.000	Vehicle maintenance	426.22	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	44,088.98	53,000.00	53,000.00	2,651.54	3,262.35	0.00	5,913.89	47,086.11	11.16
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	3,030.00	9,170.00	24.84
271-000.00-942.002	Copier Property Tax	621.90	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	328.08	500.00	500.00	28.06	28.06	28.06	84.18	415.82	16.84
271-000.00-956.000	Conferences and workshops	18,822.29	26,700.00	26,700.00	189.36	1,201.26	110.00	1,500.62	25,199.38	5.62
271-000.00-957.000	Tuition & other reimbursements	0.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
Other services and charges		675,419.61	784,150.00	784,150.00	66,076.19	61,338.97	17,462.89	144,878.05	639,271.95	18.48
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		4,118,982.04	4,629,662.00	4,629,662.00	352,603.15	329,084.21	249,521.23	931,208.59	3,698,453.41	20.11
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,629,662.00	352,603.15	329,084.21	249,521.23	931,208.59	3,698,453.41	20.11
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,009,420.00	140,129.60	5,798.65	8,432.62	154,360.87	3,855,059.13	125.25
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,629,662.00	352,603.15	329,084.21	249,521.23	931,208.59	3,698,453.41	125.25
NET OF REVENUES & EXPENDITURES		(93,437.72)	(620,242.00)	(620,242.00)	(212,473.55)	(323,285.56)	(241,088.61)	(776,847.72)	156,605.72	125.25
BEG. FUND BALANCE		2,596,669.43	2,596,669.43	2,596,669.43				2,596,669.43		125.25
NET OF REVENUES/EXPENDITURES - 2024-25								(93,437.72)	(93,437.72)	125.25
END FUND BALANCE		2,503,231.71	1,976,427.43	1,976,427.43				1,726,383.99		125.25

		END BALANCE			MTH ACTTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	JULY 2025	AUG 2025	SEP 2025	09/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	59,391.02	27,000.00	27,000.00	0.00	0.00	0.00	0.00	27,000.00	0.00
272-000.00-669.500	Gain (loss) on investments	23,750.68	(4,500.00)	(4,500.00)	0.00	0.00	0.00	0.00	(4,500.00)	0.00
Interest income		83,141.70	22,500.00	22,500.00	0.00	0.00	0.00	0.00	22,500.00	0.00
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	5,177.55	1,000.00	1,000.00	362.15	125.85	237.80	725.80	274.20	72.58
272-000.00-674.229	Raising a Reader in Novi Sponsor	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	5,638.00	1,000.00	1,000.00	0.00	200.00	0.00	200.00	800.00	20.00
272-000.00-674.231	Buildings/Ground/Furniture Revenue	4,068.72	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	14,597.75	2,000.00	2,000.00	2,000.00	2,500.00	0.00	4,500.00	(2,500.00)	225.00
272-000.00-674.233	Technology Library Revenue	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	7,700.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-674.277	Youth Area Reno-M Marten Rev	34,294.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations		71,476.02	12,500.00	12,500.00	2,362.15	2,825.85	237.80	5,425.80	7,074.20	43.41
Total Dept 000.00 - TREASURY		154,617.72	35,000.00	35,000.00	2,362.15	2,825.85	237.80	5,425.80	29,574.20	15.50
TOTAL REVENUES		154,617.72	35,000.00	35,000.00	2,362.15	2,825.85	237.80	5,425.80	29,574.20	15.50

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	JULY 2025	AUG 2025	SEP 2025	09/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	454.57	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	1,211.86	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.230	Collections/Materials Expense	5,975.24	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture Expe	715.70	25,000.00	25,000.00	305.03	0.00	0.00	305.03	24,694.97	1.22
272-000.00-742.232	Programming Expense	10,739.06	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.233	Technology Library Expense	0.00	61,500.00	61,500.00	0.00	29,766.00	0.00	29,766.00	31,734.00	48.40
272-000.00-742.234	Undesignated Misc	108.54	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,579.29	2,500.00	2,500.00	337.56	545.68	0.00	883.24	1,616.76	35.33
Supplies		21,784.26	93,000.00	93,000.00	642.59	30,311.68	0.00	30,954.27	62,045.73	33.28
Other services and charges										
272-000.00-820.001	Insurance deductibles/Uninsured	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	(5,000.00)	100.00
Other services and charges		0.00	0.00	0.00	0.00	0.00	5,000.00	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	36,395.00	17,190.00	0.00	53,585.00	57,915.00	48.06
272-000.00-976.002	Capital Outlay	0.00	37,300.00	37,300.00	0.00	0.00	0.00	0.00	37,300.00	0.00
272-000.00-976.140	Automated Return System	29,647.80	129,000.00	129,000.00	0.00	0.00	0.00	0.00	129,000.00	0.00
272-000.00-976.141	Main Entrance Design	11,700.00	23,000.00	23,000.00	0.00	0.00	0.00	0.00	23,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	13,235.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		134,036.36	300,800.00	300,800.00	36,395.00	17,190.00	0.00	53,585.00	247,215.00	17.81
Total Dept 000.00 - TREASURY		155,820.62	393,800.00	393,800.00	37,037.59	47,501.68	5,000.00	89,539.27	304,260.73	22.74
TOTAL EXPENDITURES		155,820.62	393,800.00	393,800.00	37,037.59	47,501.68	5,000.00	89,539.27	304,260.73	22.74
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		154,617.72	35,000.00	35,000.00	2,362.15	2,825.85	237.80	5,425.80	29,574.20	23.44
TOTAL EXPENDITURES		155,820.62	393,800.00	393,800.00	37,037.59	47,501.68	5,000.00	89,539.27	304,260.73	23.44
NET OF REVENUES & EXPENDITURES		(1,202.90)	(358,800.00)	(358,800.00)	(34,675.44)	(44,675.83)	(4,762.20)	(84,113.47)	(274,686.53)	23.44
BEG. FUND BALANCE		1,643,951.09	1,643,951.09	1,643,951.09				1,643,951.09		23.44
NET OF REVENUES/EXPENDITURES - 2024-25								(1,202.90)	(1,202.90)	23.44
END FUND BALANCE		1,642,748.19	1,285,151.09	1,285,151.09				1,558,634.72		23.44
TOTAL REVENUES - ALL FUNDS		4,180,162.04	4,044,420.00	4,044,420.00	142,491.75	8,624.50	8,670.42	159,786.67	3,884,633.33	
TOTAL EXPENDITURES - ALL FUNDS		4,274,802.62	5,023,462.00	5,023,462.00	389,640.74	376,585.89	254,521.23	1,020,747.86	4,002,714.14	
NET OF REVENUES & EXPENDITURES		(94,640.62)	(979,042.00)	(979,042.00)	(247,148.99)	(367,961.39)	(245,850.81)	(860,961.19)	(118,080.81)	
BEG. FUND BALANCE - ALL FUNDS		4,240,620.52	4,240,620.52	4,240,620.52				4,240,620.52		
END FUND BALANCE - ALL FUNDS		4,145,979.90	3,261,578.52	3,261,578.52				3,285,018.71		

June 30, 2025: 2024/2025 271 Budget is suggesting a fund balance usage of \$93,437.72 to offset expenditures. This report has not been audited.

June 30, 2025: 2024/2025 272 Budget is suggestion a fund balance usage of \$1,202.90 to offset expenditures. This report has not been audited.

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

10/03/2025	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 09/30/2025	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	2,785,698.67
271-000.00-004.000	Cash on hand	600.00
271-000.00-017.000	Investments - Pooled	2,642,112.76
271-000.00-019.000	Current taxes receivable	(3,656,288.10)
	Total Assets	1,772,123.33
*** Liabilities ***		
271-000.00-202.000	Accounts payable	33,972.48
271-000.00-258.702	Accrued liabilities - tax	11,700.00
271-000.00-259.200	Unemployment insurance liability	110.25
271-000.00-259.300	Accrued workers compensation	(43.39)
	Total Liabilities	45,739.34
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,596,669.43
	Total Fund Balance	2,596,669.43
	Beginning Fund Balance - 24-25	2,596,669.43
	Net of Revenues VS Expenditures - 24-25	(93,437.72)
	*24-25 End FB/25-26 Beg FB	2,503,231.71
	Net of Revenues VS Expenditures - Current Year	(776,847.72)
	Ending Fund Balance	1,726,383.99
	Total Liabilities And Fund Balance	1,772,123.33
* Year Not Closed		

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(65,393.29)
272-000.00-017.000	Investments - Pooled	1,624,113.34
	Total Assets	1,558,720.05
*** Liabilities ***		
272-000.00-202.000	Accounts payable	85.33
	Total Liabilities	85.33
*** 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 - 24-25	1,643,951.09
	Net of Revenues VS Expenditures - 24-25	(1,202.90)
	*24-25 End FB/25-26 Beg FB	1,642,748.19
	Net of Revenues VS Expenditures - Current Year	(84,113.47)
	Ending Fund Balance	1,558,634.72
	Total Liabilities And Fund Balance	1,558,720.05
* Year Not Closed		

DIRECTOR'S REPORT



November Anniversaries – Years of Service



**Bill Bembeneck – 25 years
Facilities**



**Julie Farkas – 18 years
Administration**



**Lisa Rinkel – 9 years
Support Services**



**Josefa Casas – 3 years
Information Services**



**Mallory Lindeman – 2 years
Information Technology**



**Sidney Erickson – 2 years
Support Services/Information Technology**

DIRECTOR'S MONTHLY UPDATE – SEPTEMBER

OUT & ABOUT

- 9/3: Rotary Membership mtg.
- 9/3: Fox Run Expo
- 9/4, 9/18: Novi Rotary mtg.
- 9/5: Fountain Walk sponsorship mtg.
- 9/10: Maria's bakery – cake plan for 65th
- 9/11: Library Presentation to Novi Rotary
- 9/17: Novi Chamber of Commerce Golf Event Volunteering
- 9/18: Awards Dinner for Library Staff
- 9/19: Meeting with Mayor and Mayor Pro-Tem
- 9/21: Library Open House
- 9/24: Sponsorship mtg. for library accessibility needs

BOARD, COMMITTEE & FRIENDS MEETINGS

- 9/7, 9/17: Library Board Finance Committee mtg.
- 9/11: Library Board mtg.
- 9/18: E/M/F Board mtg.
- 65th Anniv. Planning mtg.
- 9/30: Board DEI mtg.

CURRENT PROJECTS

- Assistant Directors planning meeting for new work spaces with vendor
- Main doors entrance area
- Additional electrical outlet needs in the building

STAFF & CITY MEETINGS

- 9/2: Participated in two CFO Interviews for City of Novi
- 9/3, 9/9: City Leadership mtg.
- 9/4: DEI Staff mtg.
- 9/8: IT Pre-planning budget mtg.
- 9/9: IS Pre-planning budget mtg.
- 9/10: Staff Strategic Planning mtg.
- 9/10: Admin Pre-planning budget mtg.
- 9/15: Director's Update mtg. for all staff
- 9/15: DEI Staff mtg.
- 9/15: Support Services Pre-planning budget mtg.
- 9/16: Facilities Assistant I interviews
- 9/16: Management mtg. follow-up with Re-Thinking Libraries consultants
- 9/22: Senior Day planning mtg.

WEEKEND ROTATION

- 9/3, 9/17: Lobby Monitor
- 9/6 & 9/7

TRAINING

- 9/4: AV Refresher training
- 9/11: Library tour for new employee
- 9/18: Novi University Training/Tour – 12 City Employees
- 9/23: State Aid Application training
- 9/29, 9/30: High Performance Organization training

Fox Run Gala – August 16, 2025

Thank you to Trustees Kat Dooley and Karla Halvangis and staff Lori Lowry, Gail Anderson and Emma DeCenso for attending this event on behalf of NPL. The Library is a proud sponsor of the entertainment that is provided at the event.



The Professional Development Day Committee by Kristen Sullivan, HR Specialist

Committee discussed the feedback from the survey. A huge THANK YOU to everyone who took the time to fill out the survey...we had 47 staff members respond which was AMAZING! All of this information will be an immense help in planning our day next year.

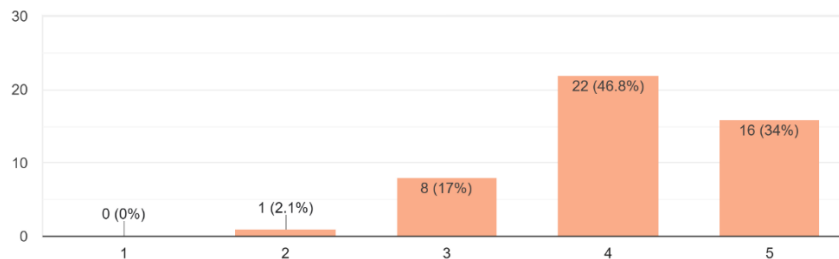
The recap of the survey results is attached, which includes the overall ratings as well as some of the positives/suggestions for each section.

Professional Development 2025 – Survey Results

Overall Experience

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

47 responses



Positives

- Entertaining, energizing, engaging, interesting, informative, fun, useful, helpful, very well done!
- Fun interacting with other staff members, getting to know my coworkers
- Sessions kept my interest and made the day go by quickly
- Nice flow to the day; never felt bored or like I was sitting too long
- Loved the Kiss My Glass activity! (x6)

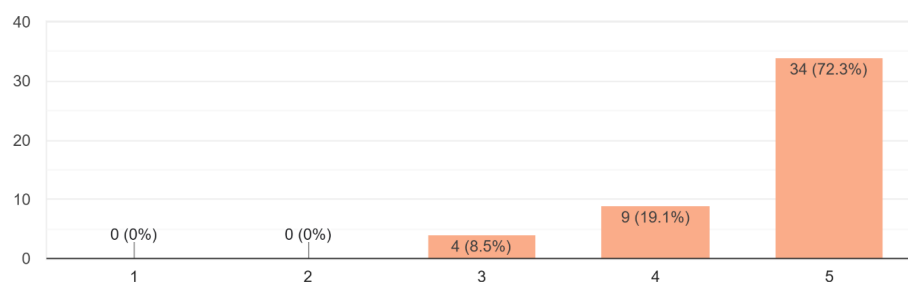
Suggestions/Improvements

- Focus on other topics besides customer service (x8)
- More team/group activities where we can get to know coworkers (x4)
- More cross training between departments (x2)
- Bring back breakout sessions (x2)
- Move the activity or something more upbeat after lunch to keep everyone motivated after eating a big meal (x6)
- Different speaker as some of the stuff we have seen/heard multiple times in the past (x2)

Food Options

How would you rate the food provided throughout the day?

47 responses



Positives

- Excellent, delicious, fantastic, outstanding!
- Love the variety
- Loved the food this year!
- Appreciate the dairy free and vegan options; great for allergy and food-restricted people!
- Having snacks available throughout the day was wonderful (x4)
- Loved the ice cream
- Appreciated that staff members were surveyed prior to choosing
- "I have never worked somewhere where they provided so much and I appreciated it a lot."

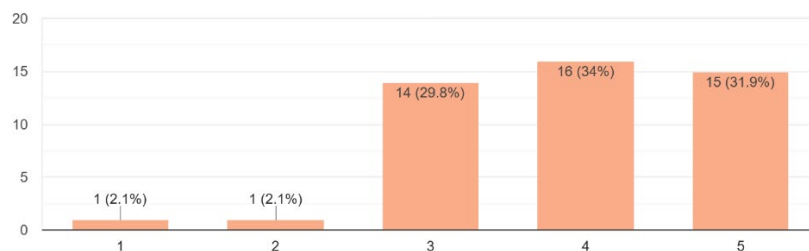
Suggestions/Improvements

- Lunch options: Hot dogs and burgers; Asian
- Set it up in a larger area...the break room felt too cramped (x2)
- Concern about the cleanliness of self-service with buffet style
- Less items with nuts
- Add some diet pop choices

Morning Breakout Session

How would you rate the morning Breakout Session?

47 responses



Positives

- Fun and entertaining, enjoyable, interesting!
- Great for getting to know my coworkers
- Enjoyed working with and learning from other staff members
- It was fun pretending to be a patron and laughing with my coworkers
- Like the role playing (x3)
- "The Customer Service Committee did a great job facilitating the session!"

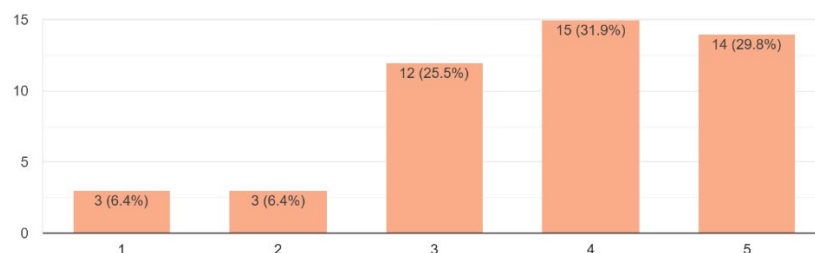
Suggestions/Improvements

- Find a way to motivate everyone to participate; some members did not take the role playing seriously (x2)
- For members of the Customer Service Committee, it was a little stressful having to prepare for the presentation and facilitate this session. It took away from those committee members a little bit because they didn't get to enjoy the day and be free from working like other staff members in attendance.
- Did not like the role playing; did not feel like we gained much from it (x6)

Four Motivational Styles

How would you rate the 4 Motivational Styles session?

47 responses



Positives

- Fun, clear, interesting, fascinating, eye-opening
- Helpful in understanding myself and others regarding communicating
- I always enjoy these looks at ourselves
- Enjoyed getting to know my coworkers better
- Will be helpful to know what my coworkers are so that we can learn to work together better!

- Gave me an understanding of how we may view others and why these perceptions may be incorrect.

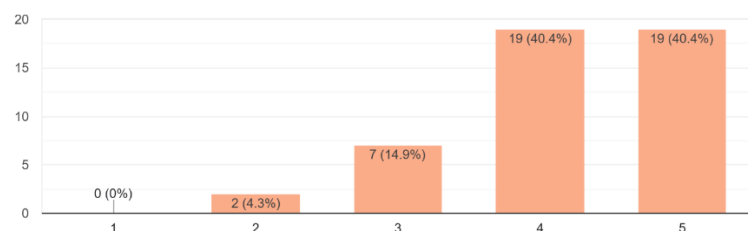
Suggestions/Improvements

- I wish it didn't use AI generated images (this was mentioned after last year's PDD as well)
- The information was interesting but the exercise to accompany the session felt unproductive
- Not a fan of personality type sessions/we have done this type of session too many times (x4)

Cross-Department Connection Activity

How would you rate the Cross-Department Connection activity?

47 responses



Positives

- Staff LOVED getting a chance to sit and talk with another staff member and get to know them (x15)

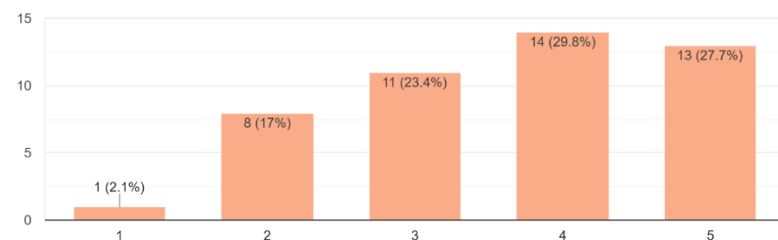
Suggestions/Improvements

- Did not enjoy the thought bubble portion of the session (x6)
- Could have used more time (x6)
- Would have preferred to discuss more than just work to get to know the person even better
- "I am a one-on-one person and sitting down without competing voices was refreshing. The person I interviewed was fun and I enjoyed getting to know her better. I am sure it would not work for all, but I would rather get to know the person than have the discussion be confined to work. But it was a high point of the day for me"
- "It was nice to get a chance to actually talk to someone in another department. However, I think it would have been even better if we got a chance to talk about something other than work. While it's useful to know things about people's jobs, I think the best way to build a strong team is to know each other as people first and foremost."

Psychological Safety

How would you rate "Psychological Safety - The Hidden Driver of Strong Teams and Great Service"?

47 responses



Positives

- Funny, entertaining, well thought out, insightful, helpful, something every organization should learn
- Enjoyed the speaker, found her energetic and liked learning from her/hearing her speak (x10)

Suggestions/Improvements

- Didn't feel like it applied to me/focused on internal, not external or dealing with public (x7)

- Speaker was dismissive, delivery was not consistent with her message (x4)

Training Topic Ideas

- Learn more about what others do at the Library
- Generational training; learning how different generations work together (x3)
- Dealing with difficult patrons
- Top 20 Skills Employers Look For in the Workplace or 12 Traits That Employers Look For in the Workplace
- Digital Literacy, combating misinformation and using technology effectively
- How to speak so AAPI will listen and how to listen so AAPI will speak
- Personal Finance/retirement, self-defense
- How to deal with the changing library culture; becoming more like a community center than a traditional library
- DEI; cultural sensitivity, working with differently abled patrons
- Staff bonding activities
- Dealing with burnout, health and wellness topics, goal setting
- Dealing with patrons with disabilities
- Leadership training; could be beneficial even for those not in a leadership role at the moment
- Tornado or Fire Drill! Some staff have never participated in either due to the times that they work
- Something about how libraries are funded, how libraries should be handling the rise of AI
- IS/SS department meetings (x2)
- Goal setting/achieving, having productive meetings, building positive mindsets, setting boundaries for increased productivity
- More training that involves getting to know what the other departments do/what their day-to-day looks like
- Inclusive service training; sessions on serving patrons with disabilities, neurodivergence, limited English proficiency
- Micro-trainings; short 15-20 min sessions on emergency preparedness and safety, training on handling medical emergencies
- Training on millage; have an expert on the subject discuss the benefits/setbacks as a result of this event
- Sign language and simple greetings to our patrons of other languages, ways to communicate better with coworkers, self-care
- Helping neurodivergent patrons, working with neurodivergent coworkers
- Allocate time for departments to work together when everyone is there to offer input to review and organize office areas and workspaces (like the iCube).

Fun/Social or Team-Building Ideas

- "Coworker speed networking" (x3): two circles of chairs facing each other, people in the outer circle move every 5 few minutes to get a chance to talk to the next coworker. We could have prompts to start the conversation that people could choose to use or not. This would be a

chance for people to talk about anything they want, not just work-related stuff and would be a great way for everyone to get to know each other on more than just a work level.

- Scavenger hunt (x3)
- Fun team trivia (x3)
- Mobile Escape Room (x3)
- Something for a charitable cause (x3)
- Putt-putt (x2)
- Making blankets, Dunk Tank, Field day/relay race style games, Family Feud/Jeopardy, tie dye, Drag Queen Bingo, Yoga/Zumba, Bowling, Ice Skating, Show-and Tell, Legos
- Go somewhere! Visit another library and see what they do differently
- Outside-the-library volunteer activity
- Crafts! Painting, coloring, decoupage project, maybe an iCube crafting session
- Learn about the history of Novi; tour of Fuerst Park or Villa Bar
- Improv games with an improv teacher
- Recommending books for each other somehow

Final Comments

- Build in 5 minutes between each session so that people can use the bathroom without missing anything. Also serves as a buffer if things run over a little.
- The sessions in the large meeting room were very LOUD, making it hard to focus at times (x3)
- Many thanks to the Professional Development Day Committee for planning a great day! "I enjoy Professional Development Day. I enjoy hearing the laughter and seeing the interaction among staff. Some people seem to shine in large group settings and some sink into the background. It may not be possible to plan a day where all will be pleased. Anything helping us to know someone better is a plus."

PROGRAMS & EVENTS

RESEARCH & LEARN

BOOKS & MORE

Unexpected Closure

Thursday, September 25

The Library will be closed today due to a water main break.

Please check our website, novilibrary.org,
or social media for closure updates.



Cultivate Learning
Inspire Creativity
Foster Inclusivity

The Novi Public Library will be closed Thursday, September 25, due to a water main break.

Please check our website, novilibrary.org, or social media for closure updates.



Glass Apples, by local artist Richard Ritter

October 2025

PROGRAMS & EVENTS

RESEARCH & LEARN

BOOKS & MORE

Upcoming Closures**Wed, Nov 26:** Close at 5pm**Thu, Nov 27 - Sun, Nov 30:**

Thanksgiving Weekend

We will not be accepting returns during this closure. Our return boxes will be closed. As a reminder, NPL is fine free.

**NO DONATIONS ACCEPTED
MON, OCT 6 - TUE, OCT 14**

Due to building maintenance, we will NOT be accepting material donations starting Mon, Oct 6 through Tue, Oct 14.

National Friends of Libraries Week

October 19-25 is **National Friends of Libraries Week!** The Friends of Novi Library raise funds every year to support important programs and services for the Library and we are so thankful for all they do!

Become a Friend**65th Anniversary Quilt Raffle**

As part of the 65th Anniversary, the Friends of Novi Library commissioned Harriet Bruce to make a library quilt for raffle. This beautiful quilt measures 70" by 80" and incorporates t-shirts from past Library events. The quilt will be on display in the NPL lobby and tickets will be available for purchase for \$10 each at the Circulation Desk beginning **Oct 6**. Cash or check accepted. Drawing will be held at **3pm on Oct 31** (need not be present to win). [Learn more here.](#)

Fraud Fighters

Protecting Seniors Against Scams



Join us at StoryPoint Novi for a Fraud Fighters presentation, brought to you by the Novi Public Library, Vibe Credit Union and StoryPoint Novi.

Tuesday, October 14
1:30pm

Free
Presentation

Register by visiting novilibrary.org/events or call 248-349-0720.

Event will be held at StoryPoint Novi,
42400 W. 12 Mile Rd, Novi, MI 48377.

STORYPOINT
NOVI, MI





City of Novi Veterans Day Essay Contest CALL FOR SUBMISSIONS

Attention High School Students!

Participate in our Veterans Day essay contest by choosing one of three meaningful themes to express your thoughts and appreciation for our veterans.

Select from the following themes:

1. What Freedom Means to Me

Discuss the freedoms you value most and how they are protected by veterans' sacrifices. Reflect on how different life might be without these freedoms, and why it is essential to honor those who have served.

2. Bridging Generations Through Honor

Write about how your generation can meaningfully honor veterans, not just on Veterans Day, but throughout the year. What actions, attitudes, or values help bridge the gap between generations?

3. If I Could Say One Thing to a Veteran...

Imagine a conversation with a veteran from any era. What would you most want to say, and why?

Eligibility: Open exclusively to high school students that live, work, or attend school in the City of Novi.

Submission requirements: All entries must be received by 8:00am, Monday, October 20. Submit your essays in PDF format via email to kkieser@cityofnovi.org. The subject of the email should be, "2025 Veterans Day Essay." Late submissions or failure to follow all submission and formatting requirements will result in disqualification.

Word Limit: 300-500 words

Formatting Requirements: Submit essays typed in 12-point Century Gothic font and saved in PDF format. Use the provided prompt as your title.

Originality: All submissions must be the original work of the student. AI-generated content and plagiarism are strictly prohibited and will lead to disqualification. Entries will be checked for originality to maintain the contest's integrity.

Judging Criteria: Essays will be judged on clarity, relevance to theme, originality, and emotional impact.

Prize: The contest winner will have the unique honor of reading their essays aloud at the Veterans Day Celebration on November 6, 2025. Additionally, winning essays will be included in the event's program materials. Essay reading will be at approximately 12:45 pm. The winner will be notified via email by Monday, November 3.

Judging Panel:

Justin Fischer, Mayor, City of Novi

Nike Longo, Commander, VFW Post 1519

Julie Farkas, Director, Novi Library

For More Information: Contact Kit Kieser, Older Adults Services Manager, at kkieser@cityofnovi.org.



YOU'RE INVITED!



Step into our time machine and travel back to 1960 when the Novi Public Library first opened!

We've got groovy tunes, far-out fun and a library full of memories waiting for you.

OCTOBER

SUN | **26** | 1-5PM
2025

Welcoming Remarks at 1:15pm

RSVP BY OCTOBER 13:
NOVILIBRARY.ORG/RSVP

SINGH
A TRADITION OF EXCELLENCE



FRIENDS OF
NOVI
PUBLIC LIBRARY

NOVI
PUBLIC LIBRARY
novilibrary.org
248-349-0720

DTE

Solo Country and Delta Blues

**Thursday, November 13
2-3pm**

**Leonardo's Gianola, a Solo Country Blues
and Delta songs performer, offers an authentic,
acoustic journey through the blues.**

Refined over 15 years of performances
for public libraries, historical societies,
and private groups, this performance
features Leonardo seated with two
National Reso-Phonic guitars, telling the story
of the blues chronologically through its songs.

**Event will be held at Fox Run, Belmont Clubhouse,
41200 Fox Run Rd, Novi, MI 48377.**

**Visit novilibrary.org/events or call 248-349-0720
to register.**



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

9/1/2025 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

9/2/2025				
9-10am	0	0	0	
10-11am	40	91	66	
11am-12	74	70	72	
12-1pm	57	49	53	
1-2pm	72	61	67	
2-3pm	119	172	146	
3-4pm	177	166	172	
4-5pm	144	134	139	
5-6pm	155	96	126	
6-7pm	142	124	133	
7-8pm	129	75	102	
8-9pm	100	49	75	
9-10pm	0	0	0	
				1,148

9/3/2025				
9-10am	0	0	0	
10-11am	31	75	53	
11am-12	43	38	41	
12-1pm	58	49	54	
1-2pm	49	56	53	
2-3pm	83	149	116	
3-4pm	178	185	182	
4-5pm	136	96	116	
5-6pm	126	94	110	
6-7pm	95	99	97	
7-8pm	78	50	64	
8-9pm	89	21	55	
9-10pm	0	0	0	
				939

9/4/2025				
9-10am	0	0	0	
10-11am	29	96	63	
11am-12	56	47	52	
12-1pm	70	49	60	
1-2pm	59	70	65	
2-3pm	91	135	113	
3-4pm	181	239	210	
4-5pm	174	149	162	
5-6pm	181	131	156	
6-7pm	101	98	100	
7-8pm	122	104	113	
8-9pm	143	42	93	
9-10pm	0	0	0	
				1,184

9/5/2025				
9-10am	0	0	0	
10-11am	28	101	65	
11am-12	72	66	69	
12-1pm	78	62	70	
1-2pm	46	50	48	
2-3pm	80	128	104	
3-4pm	158	207	183	
4-5pm	161	79	120	
5-6pm	181	85	133	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				791

9/6/2025				
9-10am	0	0	0	
10-11am	43	125	84	
11am-12	98	108	103	
12-1pm	106	107	107	
1-2pm	97	128	113	
2-3pm	103	71	87	
3-4pm	108	107	108	
4-5pm	105	104	105	
5-6pm	163	70	117	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				822

9/7/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	46	135	91	
1-2pm	107	157	132	
2-3pm	127	123	125	
3-4pm	132	114	123	
4-5pm	135	98	117	
5-6pm	172	76	124	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				711

9/8/2025				
9-10am	0	0	0	
10-11am	38	88	63	
11am-12	58	47	53	
12-1pm	33	33	33	
1-2pm	41	46	44	
2-3pm	77	135	106	
3-4pm	147	189	168	
4-5pm	144	133	139	
5-6pm	165	153	159	
6-7pm	159	135	147	
7-8pm	110	47	79	
8-9pm	80	24	52	
9-10pm	0	0	0	
				1,041

9/9/2025				
9-10am	0	0	0	
10-11am	29	62	46	
11am-12	42	48	45	
12-1pm	51	73	62	
1-2pm	67	65	66	
2-3pm	103	126	115	
3-4pm	137	166	152	
4-5pm	164	140	152	
5-6pm	130	97	114	
6-7pm	123	159	141	
7-8pm	153	117	135	
8-9pm	132	43	88	
9-10pm	0	0	0	
				1,114

9/10/2025				
9-10am	0	0	0	
10-11am	37	82	60	
11am-12	47	63	55	
12-1pm	55	49	52	
1-2pm	63	54	59	
2-3pm	84	134	109	
3-4pm	126	142	134	
4-5pm	127	113	120	
5-6pm	166	113	140	
6-7pm	130	117	124	
7-8pm	89	77	83	
8-9pm	104	25	65	
9-10pm	0	0	0	
				999

9/11/2025				
9-10am	0	0	0	
10-11am	35	92	64	
11am-12	32	55	44	
12-1pm	71	49	60	
1-2pm	67	72	70	
2-3pm	116	167	142	
3-4pm	156	233	195	
4-5pm	186	136	161	
5-6pm	142	86	114	
6-7pm	139	163	151	
7-8pm	104	90	97	
8-9pm	155	39	97	
9-10pm	0	0	0	
				1,193

9/12/2025				
9-10am	0	0	0	
10-11am	31	96	64	
11am-12	56	67	62	
12-1pm	78	59	69	
1-2pm	48	55	52	
2-3pm	90	114	102	
3-4pm	166	170	168	
4-5pm	115	91	103	
5-6pm	156	81	119	
6-7pm	22	0	11	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				748

9/13/2025				
9-10am	0	0	0	
10-11am	56	102	79	
11am-12	73	91	82	
12-1pm	97	89	93	
1-2pm	100	123	112	
2-3pm	119	122	121	
3-4pm	114	105	110	
4-5pm	107	105	106	
5-6pm	155	59	107	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				809

9/14/2025				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	55	128	92	
1-2pm	75	117	96	
2-3pm	104	113	109	
3-4pm	144	129	137	
4-5pm	135	105	120	
5-6pm	147	76	112	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				664

9/15/2025				
9-10am	0	0	0	0
10-11am	37	93	65	
11am-12	57	50	54	
12-1pm	55	60	58	
1-2pm	77	88	83	
2-3pm	89	131	110	
3-4pm	165	210	188	
4-5pm	168	172	170	
5-6pm	201	163	182	
6-7pm	153	167	160	
7-8pm	104	73	89	
8-9pm	165	28	97	
9-10pm	0	0	0	
				1,253

9/16/2025				
9-10am	0	0	0	0
10-11am	32	89	61	
11am-12	65	63	64	
12-1pm	57	44	51	
1-2pm	69	66	68	
2-3pm	69	124	97	
3-4pm	138	165	152	
4-5pm	165	162	164	
5-6pm	145	86	116	
6-7pm	138	148	143	
7-8pm	126	92	109	
8-9pm	135	39	87	
9-10pm	0	0	0	
				1,109

9/17/2025				
9-10am	0	0	0	0
10-11am	48	99	74	
11am-12	78	85	82	
12-1pm	64	41	53	
1-2pm	63	68	66	
2-3pm	80	106	93	
3-4pm	145	147	146	
4-5pm	113	138	126	
5-6pm	129	99	114	
6-7pm	118	111	115	
7-8pm	116	87	102	
8-9pm	116	38	77	
9-10pm	0	0	0	
				1,045

9/18/2025				
9-10am	0	0	0	0
10-11am	19	76	48	
11am-12	50	48	49	
12-1pm	55	39	47	
1-2pm	56	70	63	
2-3pm	65	108	87	
3-4pm	179	212	196	
4-5pm	173	157	165	
5-6pm	135	117	126	
6-7pm	130	131	131	
7-8pm	96	67	82	
8-9pm	120	24	72	
9-10pm	0	0	0	
				1,064

9/19/2025				
9-10am	0	0	0	0
10-11am	46	128	87	
11am-12	59	69	64	
12-1pm	88	66	77	
1-2pm	49	74	62	
2-3pm	116	129	123	
3-4pm	140	165	153	
4-5pm	166	119	143	
5-6pm	214	130	172	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				879

9/20/2025				
9-10am	0	0	0	0
10-11am	55	150	103	
11am-12	118	100	109	
12-1pm	111	107	109	
1-2pm	70	94	82	
2-3pm	105	111	108	
3-4pm	143	111	127	
4-5pm	115	105	110	
5-6pm	134	52	93	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				841

9/21/2025				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	65	122	94	
1-2pm	97	122	110	
2-3pm	105	181	143	
3-4pm	150	148	149	
4-5pm	152	116	134	
5-6pm	186	80	133	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				762

9/22/2025				
9-10am	0	0	0	0
10-11am	21	78	50	
11am-12	60	56	58	
12-1pm	62	63	63	
1-2pm	49	55	52	
2-3pm	87	142	115	
3-4pm	143	200	172	
4-5pm	165	145	155	
5-6pm	180	133	157	
6-7pm	153	191	172	
7-8pm	148	63	106	
8-9pm	111	10	61	
9-10pm	0	0	0	
				1,158

9/23/2025				
9-10am	0	0	0	0
10-11am	37	113	75	
11am-12	88	74	81	
12-1pm	60	50	55	
1-2pm	55	65	60	
2-3pm	79	128	104	
3-4pm	152	181	167	
4-5pm	185	144	165	
5-6pm	128	91	110	
6-7pm	110	178	144	
7-8pm	136	118	127	
8-9pm	185	34	110	
9-10pm	0	0	0	
				1,196

9/24/2025				
9-10am	0	0	0	0
10-11am	58	105	82	
11am-12	61	79	70	
12-1pm	73	55	64	
1-2pm	56	60	58	
2-3pm	60	125	93	
3-4pm	208	221	215	
4-5pm	127	87	107	
5-6pm	117	108	113	
6-7pm	125	151	138	
7-8pm	110	74	92	
8-9pm	120	29	75	
9-10pm	0	0	0	
				1,105

9/25/2025 CLOSED				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	0	0	0	0
1-2pm	0	0	0	0
2-3pm	0	0	0	0
3-4pm	0	0	0	0
4-5pm	0	0	0	0
5-6pm	0	0	0	0
6-7pm	0	0	0	0
7-8pm	0	0	0	0
8-9pm	0	0	0	0
9-10pm	0	0	0	0
				0

9/26/2025				
9-10am	0	0	0	0
10-11am	33	82	58	
11am-12	42	49	46	
12-1pm	67	58	63	
1-2pm	64	68	66	
2-3pm	117	136	127	
3-4pm	108	87	98	
4-5pm	122	126	124	
5-6pm	133	67	100	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				680

9/27/2025				
9-10am	0	0	0	0
10-11am	45	407	226	
11am-12	99	117	108	
12-1pm	102	81	92	
1-2pm	66	72	69	
2-3pm	84	94	89	
3-4pm	102	88	95	
4-5pm	97	115	106	
5-6pm	184	75	130	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				914

9/28/2025				
9-10am	0	0	0	0
10-11am	0	0	0	0
11am-12	0	0	0	0
12-1pm	63	151	107	
1-2pm	121	110	116	
2-3pm	103	95	99	
3-4pm	125	156	141	
4-5pm	139	103	121	
5-6pm	149	60	105	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				688

9/29/2025				
9-10am	0	0	0	0
10-11am	34	83	59	
11am-12	37	43	40	
12-1pm	75	65	70	
1-2pm	59	56	58	
2-3pm	66	133	100	
3-4pm	123	200	162	
4-5pm	192	146	169	
5-6pm	206	127	167	
6-7pm	138	128	133	
7-8pm	74	45	60	
8-9pm	115	34	75	
9-10pm	0	0	0	
				1,090

9/30/2025				
9-10am	0	0	0	0
10-11am	34	82	58	
11am-12	63	50	57	
12-1pm	47	38	43	
1-2pm	56	65	61	
2-3pm	71	123	97	
3-4pm	168	205	187	
4-5pm	141	112	127	
5-6pm	137	111	124	
6-7pm	117	133	125	
7-8pm	98	75	87	
8-9pm	122	32	77	
9-10pm	0	0	0	
				1,040

Assistant Director of Building Operations Report by Maryann Zurmuehlen -September 2025**Meetings & Trainings**

- 9/3, 9/24: Catchup Meeting with Head of Information Technology
- 9/4: Meeting Room A/V Refresher Training
- 9/4, 9/10: Training Sessions with Help Desk Ticket System vendor
- 9/4, 9/12, 9/16: Catchup Meeting with Head of Support Services
- 9/8: IT/iCube Pre-Planning Budget Meeting for FY26-27
- 9/10: Strategic Plan Committee Meeting
- 9/11: Facilities Department Meeting
- 9/11: Meeting with Sarah Mominee & Eva Sabolcik about SASUG RFP Meeting
- 9/15: Support Services Pre-Planning Budget Meeting for FY26-27
- 9/16: Management Team Meeting with Re-Thinking Libraries
- 9/17: Meeting with Library Design
- 9/24: Meeting with Director, HR Specialist, & Head of Support Services
- 9/27 - 9/28: Weekend Rotation

Current Projects

- Ongoing training of new Head of Support Services, Sarah Mominee
- Chair of the Public Policy Committee
- Project Manager for the installation of the Automated Materials Handling System (AMHS) in January, including building modifications
- Project Manager for the Help Desk Ticket System Project (HDTs), including ongoing onboarding with vendor, initial setup/customization of software, prepping for Winter 2026 launch
- Filling (2) 20-hour part-time Facilities Assistant positions with interviews on 9/16
- Updating and reformatting the Emergency Manual and all emergency procedures
- Updating the Building Operations Manual for Managers and Facilities
- Completing the FY 2024-2025 Annual Statistics
- Overseeing the budget creation for Facilities, Information Technology, and Support Services for FY 26-27

Other Items of Note

- Assisting Facilities staff with setups as needed due to short staffing.
- 9/8: Delivered Board Member Packets
- 9/12: Back to School Lobby Duty

Information Technology Report by Dept. Head Jeffrey Smith – September 2025

General

In September, IT staff attended the 2025 TLN Technology Forum. The theme of the forum was “**The Human Side of Artificial Intelligence: Decoding AI Without Losing Your Humanity**”. In addition to a fascinating case study provided by Dexter Public Schools on how they set up their own on-premises AI Large Language Model (LLM), which is completely controlled by their district and does not communicate with the internet, we also learned about AI ethics and how to write a policy to govern AI usage.



“Components of an Ethical Framework” session at the TLN Tech Fair

We received an inspection by the City of Novi Fire Marshall and City Electrician for our newly installed Boynton Fire Panel mobile network dialer. (We passed the inspection) And we therefore cancelled the old AT&T copper POTS fire panel lines that were previously performing that function.

Denise worked on updating many public and iCube computers and diagnosed multiple issues with printing at our Reference and Circulation desks. She also installed Roxio VHS to DVD converters in the iCube and IT office.

- Jeff attended Managers' meetings, a TLN Tech Comm meeting (held at Bloomfield Township Library) and led an IT Team meeting.
- Jeff, Dominic and Denise attended an IT/iCube Pre-Planning Budget Meeting
- Jeff attended a Strategic Planning meeting
- Denise and Jeff attended a Boss Desk helpdesk configuration session
- Dominic led an iCube Team meeting.
- Mallory and Denise attended an award ceremony and dinner in appreciation of their excellent service. Denise was awarded for “Helping Hand” and “Exceptional Service” and Mallory was awarded for “Innovation and Creativity” and “Always Growing”.

Training

- Jeff led an Audio/Video refresher for the management team.
- Mallory led an “Introduction to Serger Basics” sewing class in the iCube
- Jeff, Dominic, Sid, and Denise attended the TLN Tech Fair
- Dominic and Mallory accompanied Mary at GOLMcon.
- Denise and Jeff attended a Data Center Visualization Workshop which provided options that could supplement or replace our Virtual Machine system when it reaches its end of life.
- Jeff joined Julie and Dana at High Performance Organization (HPO) training at the City of Novi
- Mallory attended a webinar titled, “Library Makers: Sewing and Makerspace”

iCube

We held 124 iCube appointments in September.

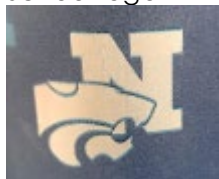
- 55 3D prints
- 0 3D scans
- 5 Adobe Creative Cloud projects
- 6 Cricut crafts
- 0 Carvey projects
- 23 Creative Kits
- 8 Digital Conversions
- 5 Heat Press jobs
- 4 Laser projects
- 4 Photo Prints
- 7 Sewing/Embroidery projects
- 5 Sublimation prints

The Guild of Library Makers is a group that meets to exchange ideas on how to create and improve library maker spaces. Their first annual conference (called "GoLMCon") was held in September. NPL librarian Mary Robinson presented a break-out session at the conference on the topic of 3d printing Assistive Devices for patrons. Dom assisted in the demo and Q&A. Mallory also attended to learn how other libraries are operating their maker spaces.

The iCube Team continued working on revising our iCube Policy. Thank you Anna for your work on this. Mallory and Dominic staffed the iCube for the annual NPL Open House. According to Dominic, we had 117 visitors to the iCube in just a few hours!

Both Bambu 3D printers were repaired by ThingSmith. Jess reports that they are now "back in working order!"

Mary and Dominic tested engraving settings for metal tumblers, including this sample of the Novi High School logo



Novi High School logo engraving on a metal tumbler.

The iCube staff have been busy engraving 65 glasses for our 65th Anniversary celebration, requested by the Friends of the library.



Glass engraved by the iCube team on our X-Tool laser engraver.



Mixing spoons designed by a patron and engraved on our laser engraver by Mallory.



Mary designed and 3D printed an "Electrical Plug Lockbox" for use in the iCube. The box prevents unauthorized use of equipment by preventing it from being plugged in.

Sid assisted two patrons by importing their images into PhotoShop and printing them on the Epson printer.

Jess answered questions for an interested patron about the archival scanner and VHS conversion, answered questions about the hat press for another interested patron, and helped walk-in patrons with the Cricut, Adobe Creative Cloud, and the Vinyl/Cassette converter.

In September, we took delivery of a new embroidery machine, thanks to the generous support of the Friends of Novi Public Library. We have not completely unboxed the machine, so I am providing a generic picture so that you can get an idea of what it should look like.

-15 needles/colors at a time

-20 x 14 inch embroidery area and ability to embroidery hats.



BAi "The Mirror" Embroidery Machine still in the box vs image of what the machine should look like when we open the crate and set it up.

E-Rate Rules and Hotspots

The FCC voted 2-1 yesterday to eliminate funding for the hotspot lending program and the school bus hotspot program.

T-Mobile has not sent me any notifications on this, but since the vote was only yesterday, they may still be processing.

I am sure that some TLN libraries that use e-rate to pay for hotspots are affected. In our case, T-Mobile provides our lending hotspots.

Facilities Report by Keith Perfect – August and September 2025

In the past months the Facilities Department has closed 30 Facilities Maintenance tickets, 80 Meeting Room Requests/programs and has completed approximately 628 Periodic Maintenance tickets.

- The HVAC air handler filters were changed.
- A missing Read Box handle was replaced.
- Numerous light ballasts and bulbs were changed throughout the building.
- Several building directory signs that were either falling off the wall or completely off the wall were re-affixed to the doors or wall using stronger double-sided tape.
- The chemical testing on the boiler and HVAC chiller was completed by vendor. The chiller tested well, but the boiler water needed some additive.
- Two mechanical door sweeps were repaired.
- A book cart received new replacement wheels.
- A roofing repair quote was received from vendor.
- The Story Time room HVAC mixing box fan motor was replaced by vendor.
- A donated information kiosk was picked up from the Macomb-Clinton Library.
- The receiving door operator was replaced by vendor.
- The Server Room rooftop condenser unit was replaced by vendor. The new unit was replaced under warranty.
- The parking lot parking lines and arrows were re-painted by vendor. Some patchwork and over-band crack fill was also done.
- The state elevator inspection was completed. Some minor corrections to car #1 were needed and immediately completed by the vendor.
- A wheeled recycling bin/hopper was purchased to assist with facility recycling needs.
- Due to a water main break at 14 Mile Rd., A boil water advisory was issued. Drinking fountains were turned off and covered and warning signs were placed at all fixtures.
- The boil water advisory was lifted. All fixtures were flushed. Any in-line filters were changed and signage was removed.

Assistant Director of Public Services – Lori Lowery September 2025

Professional Development –

- Homeless Training – Teenagers (Part 2): Teens with Trauma/ACEs
- Homeless Training – Teenagers (Part 3): Teenagers in Groups
- Homeless Training: Core Training 101
- Building Respectful & Inclusive Organizations, part 1

Committees –

- Customer Service Committee
- Strategic Plan Committee

Meetings –

- 9/3 Management meeting with HR
- 9/4 Meeting with IS Supervisors & Director

- 9/9 Pre-planning budget meeting for IS
- 9/11 Meeting with Support Services about CD Players
- 9/16 and 9/18 IS Staff Meetings
- 9/16 Management Meeting with Re-Thinking Libraries
- 9/17 Meeting with Library Design regarding design for office space
- 9/18 Program Approval Process Meeting
- 9/18 Shared Automation System Meeting with TLN
- 9/30 Meeting with Support Services regarding Disc Cleaning Procedures

Interviews –

- Position posted for Part-Time Librarian, reviewing applications for interviews in October

Projects –

- Reformatting program statistics to get the numbers needed for State Aid report
- Beginning 26/27 budget process with IS Supervisors
- Beginning to review IS Department Manual draft

Other -

- Refresher training on operating Meeting Room A/V Equipment
- Front Lobby Monitor after school several days
- Attended Fox Run Lifelong Learning Event
- Worked Information Desk
- Worked at Library Open House

Information Services Department Report by Emily Brush and Rae Manela - September 2025

News and Notes

- Sarah Offerman, the Betty Lang Local history room intern, started their internship
- Vera Wexler was promoted from Reference Librarian to Part time Librarian, increasing her hours and duties.
- Bailey, our current IS intern, increased her hours and joined the Sunday staff
- The iCube team is working on etching glasses for the 65th anniversary!
- Rae and Danielle presented to the Library Board about SRP 2025

Professional Development

- First Time Supervisors, TLN webinar via the EAP - (Rae, Emily)
- Teens with Trauma - (Emma)
- How to Handle Someone Intoxicated - (Emma)
- How to Backup Your Coworkers - (Emma)
- Mental Illness Part 1: High Risk Situations - (Emma)
- Mental Illness Part 2: Low Risk Situations - (Emma)
- Homeless De-Escalation 101 - (Emma, Kirsten, Anna, Taylor, Lindsay)
- Homeless De-Escalation 201-Non-Verbal Tools To Eliminate Conflict - (Emma, Shannon, Taylor, Lindsay)
- Homeless De-Escalation 301-Preventing Conflict - (Emma, Shannon, Vera, Taylor, Lindsay)
- Substance Abuse 101 - (Emma)
- Gale 101- Gale Presents: GetSetUp - (Emma)
- Teenagers (Part 1): Basics of Teenage Behavior Webinar - (Vera, Lindsay)
- Teenagers (Part 2): Teens with Trauma/ACEs webinar - (Vera, Mary, Emily, Anna, Lindsay)
- Presentation: Making Space for Everyone: Accessibility in Library Makerspaces" at the Guild of Library Makers conference - (Mary)
- Comics to the Core: Graphic Novels & Manga Essentials webinar - (Anna)
- Getting to Know Graphic Novels: Discovering Comics webinar - (Anna)
- Teen Services That Matter Designing Supportive Library Experiences webinar - (Anna)

- Read *Understanding Comics: The Invisible Art* - (Anna)
- Random House Children's Books Fall 2025 Preview webinar - (Austin)
- Managing Your Library's Afterschool Crowd webinar - (Austin)
- Pure Belpre Picture Book Celebration webinar - (Danielle)
- Shelf Awareness Presents: Fall into Picture Books webinar - (Danielle)
- Back to School with Britannica webinar - (Jen)

Committee Work

NPL Committees

- iCube - Mary, Jess, Anna, Danielle
- Customer Service - Lori, Lindsay
- Policy - Anna
- Wellness - Emma
- DEI - Jess, Austin, Jen, Shannon
- Novi Historical Commission Meeting - Rae
- 65th Anniversary Committee - Rae, Shannon, Gail
- Strategic Planning - Rae, Josefa, Lori, Shannon

NPL Workgroups

- Teen Volunteer Program - Emily, Austin, Anna

Outside NPL Committees

- MLA Thumbs Up Award - Shannon, Austin
- Novi Mental Health Alliance - Austin, Emma
- MiYouth - Jen
- Ready to Read Michigan Trainers Cohort - Jen
- TLN-ILS Meeting about CARLX and CARL Connect - Jess

IS Staff Outreach

- Poetry at Sweetwaters Cafe 9/8 (Emma) - 2
- Expo at Fox Run 9/3 (Emma, Mary) - 80
- StoryPoint Book Club 9/9 (Emma) - 8
- Lakes of Novi Outreach 9/10 (Emma) - 8
- Waltonwood Outreach 9/15 (Emma) - 7
- Meadowbrook Book Club 9/17 (Emma) - 10
- Novi Community School District Liaison tour of NPL - Shannon
- Tour of NPL Video for sister city application - Shannon
- Awarded the Read Japan Project books - Shannon
- Hinoki Foundation Board Meeting - Shannon
- Ribbon Cutting Ceremony for Local Business- Shannon
- Novi Japan Festival Table 9/28 (Shannon) - 272
- Goddard Story Time Visit 9/16 - 4 sessions (Lindsay) - 65
- Emily and Lindsay met with new ECEC Director, Kristen Meier 9/18

Adult Programs

- ESL Book Club - Tuesday (9/2) - Shannon - 9
- ESL Book Club - Thursdays (9/4; 9/18) - Shannon - 12
- An Evening of English - Shannon
- Beginner English Language Lessons (4 sessions 9/5-9/26) - Shannon - 65
- Intermediate English Language Lessons (4 sessions 9/5 - 9/26) - Shannon - 65
- Japanese Conversation Group 9/3 (Shannon) - 27
- Spanish Conversation Group 9/16 (Shannon) - 8

- Korean Conversation Group 9/2 (Shannon) - 3
- Business Book Club - Virtual 9/2 (Jen) - 3
- Business Book Club - In-person 9/10 (Jen) - 5
- Knit2gether Knitting Group (4 sessions) - Mary - 48
- Intermediate Genealogical Seminar 9/6 (Rae) - 16
- iCube: Introduction to Serger Basics (Adult/Teen) - Mallory
- Afternoon Read Book Club 9/9 (Rae) - 14
- Kaleidoscope: Celebrating! The Arts in the Community 9/11 (Dana) - 30
- Growing Early Literacy Skills Through Songs & Rhymes 9/17 (Jen) - 2
- iCube: Craftastic - Stained Glass Art 9/18 (Jess) - 17
- Novel Idea Book Club 9/22 (Rae) - 12
- Historical Commission Event: Miracle on Piquette 9/23 (Rae) - 60
- Growing Early Literacy Skills Through Books 9/24 (Jen) - 2
- Early On Family & Parenting Workshop - Toilet Training Basics 9/25 (Jen) - 14
- Planning Your Magical Disney Trip 9/30 (Amy) - 33
- Masterpiece Monday 9/22 (Danielle) - 23

Adult Displays

- **Adult Desk Display** - Promoting the Library's 65th Anniversary (Shannon)
- **2nd Floor Adult**
 - Adult Reading Challenge: Read a book that takes place at a school (Rae)
 - Read a Book That Takes Place in a Library (Bailey)
 - Hispanic Heritage Month (Shannon)



Youth/Youth/Tween/Teen/Family Programs

- Library Card Sign- Up Month Scavenger Hunt Challenge - Danielle
- Lego Club 9/2 (Kirsten, Taylor) - 30
- Story Explorers Book Club 9/3 (Jen) - 3
- Club Half-Blood 9/4 (Anna, Austin) - 8
- Aboriginal Dot Art Youth 9/9 (Taylor) - 27
- Teen Reads Book Club 9/11 (Austin) - 1
- Novi Inklings Creative Writing Club 9/16 (Anna) - 13
- Baby Time (9/17; 9/24) Danielle, Kirsten - 34
- Tot Time (9/17; 9/24) Danielle, Kirsten - 117
- Time for Twos and Threes (9/16; 9/23; 9/30) Jen - 165
- Fun with Fours and Fives 9/18 (Kirsten) - 9
- Family Story Time - 2 sessions per Saturday (9/20; 9/27) Jen - 142
- Sunset Stories 9/24 (Emily) - 45

- Teen Space: Mario Kart Tournament (Anna, Taylor) - 20
- Teen Advisory Board 9/19 (Anna, Taylor) - 15
- Aboriginal Dot Art Tween 9/23 (Taylor) - 8
- ISTP (4 sessions 9/8 - 9/29) - Shannon - 120
- Teen Space (Austin, Anna, Taylor, Shannon)
 - August - 153
 - September - 956

Youth Displays

- **Teen Lounge Display** – Fall into Dark Academia
- **Youth Desk Display** – Back to School
- **Libraries Are for Everyone** - Labor Day, Autumn, National Honey Month, Suicide Prevention Month, Anniversary of September 11, Hispanic Heritage Month, Rosh Hashanah, Yom Kippur, International Translation Day
- **Youth DVD/CD Book** - Bees (National Honey Month), Back to School, Anniversary of September 11



All Ages Programs

- Library Open House 9/21 (Lori, Rae) - 180
- NO-VI Chess Club 9/4 (Austin, Jen) – 19

Marketing & Community Promotions by Dana VanOast – September 2025

Webinars/Professional Development

- September 11, 2025: "The Power of Letting Go: How to Focus on What Truly Matters" (Amy Crockett & Dana VanOast)
- September 16, 2025: MI PR Group Meeting Recording (Dana VanOast)
- September 17, 2025: Homeless De-Escalation 101 training (Dana VanOast)
- Currently Reading: Library Marketing & Communications: Strategies to Increase Relevance and Results (Dana VanOast)

Outreach

- September 2 & 26, 2025: Filmed eight Fox Run Library Minute videos (Dana VanOast)
- September 5, 2025: Filmed Diversified Members Credit Union Sponsorship Interview (Dana VanOast)

Committee Involvement

- Amy attended monthly Customer Service Committee meeting on 9/18/25
- Dana attended monthly Strategic Planning Committee meeting on 9/10/25, Events, Marketing & Fundraising Board Committee meeting on 9/18/25 and 64TH Anniversary Planning Meeting on 9/23/25

eNewsletter

- 22,575 emails sent on September 2; 8,855 read (39.2% read rate); 717 Unique Clicks

Meeting Room News & Notes:

- September totals: 39 rentals with 666 attendees
- Meeting room availability was limited this month due to Facilities staffing
- Feedback from renters:
 - o "Very helpful staff"

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee – September 2025**Department Head/General**

- Began running DEI Committee meetings
- Acted as a Lobby Monitor at NPL for the Novi High School new school year weekly
- Attended weekly management meetings
- Had my monthly supervisor 1:1s
- Attended weekly 1:1 meetings with Maryann Zurmuehlen
- Did MeLCAT on September 5
- Gave Vera Wexler a tour of the Support Services department on September 9
- Attended a Strategic Planning Committee meeting on September 10
- Attended a Library Board Meeting for staff recognition on September 11
- Attended a pre-planning budget meeting on September 15
- Completed my Homelessness Training through TLN on September 16
- Attended a Management meeting with Re-Thinking Libraries on September 16
- Attended a TLN SAS meeting with Jess Holowicki, Eva Sabolcik, and Lori Lowery for Julie Farkas on September 17
- Attended the staff awards dinner on September 17
- Attended a three-day class through MCLS on Rare Book Cataloging starting September 23
- Prepared and oversaw the CARL password change on September 23
- Attended a SkillPath course on "How to Manage Priorities and Time" on September 24
- Experienced first non-weather related emergency closure and was able to practice procedure and improve for the future on September 25
- Attended an IS and SS department meeting on September 30
- Celebrated 1 year with NPL on September 30

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Jacob Dier began as a shelver on September 9th. Say hello to him when you see him!
- Jolanta Borek has announced that she will be retiring at the end of the year, December 31st.

Tech Services

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

TLN SASUG:

- TLN mentioned the new password changeover that just recently occurred
- TLN went over the current process they are going through to determine whether or not the Shared System will stay with CARL or move to another software (a meeting was held with TLN library directors in September)
- The vote went out for a new SASUG chairperson
- TLN shared their FY 25-26 budget

Statistics (September 2025)

- **Cards Issued: 447**
- **Items Checked Out (NPL): 53,597**
- **Items Checked Out (LLL): 75**
- **Total Checkouts (NPL + LLL): 53,672**
- **Items Interloaned for NPL Patrons: 4,050 (97 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,487 (180 through MeLCat)**
- **Items Added to the Collection: 1,305**
- **Items Discarded from the Collection: 2,023**
- **Drive-Up Window & Locker Hold Pickups: 20**
- **MAP Checkouts: 64**
- **Online New Card Registrations: 20**
- **Outreach:**
 - **NPL @ Your Door: 9 Mailer Bags / 31 Items**
 - **7 Facilities Visits / 51 Items Provided**
 - **6 Book Discussions / 85 Items Provided**

Support Services Statistics 2025-2026													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	302	356	447										1,105
↳ Of Which, Online Registrations Totaled	15	12	20										47
Checkouts (NPL)	64,301	59,557	53,597										177,455
Checkouts (Lakeshore Lending Library)	116	84	75										275
Total Checkouts (NPL + LLL)	64,417	59,641	53,672										177,730
Items Borrowed	4,739	3,934	4,147										12,820
Items Loaned	3,696	3,411	3,667										10,774
Hold Pickups (Drive-Up & Lockers)	28	21	20										69
MAP Pass Checkouts	106	97	64										267
Read Boxes	748	502	362										1,612
NPL @ Your Door (# of Bags)	10	8	9										27
NPL @ Your Door (# of Items)	53	21	31										105

Year-to-Year Comparison				Read Boxes					
							September Totals		
							2025		
		SEPTEMBER	SEPTEMBER				Youth	Adult	Total
		2025	2024						
Cards Issued This Month		447	497			Pavillion	122	5	127
Total Checkouts (NPL + LLL)		53,672	54,451			Rotary	50	0	50
						ITC	126	7	133
						Brookfarm	37	1	38
Items Borrowed	TLN	4,050	3,936			Splash Pad	12	2	14
	MeL	97	64			All Combined	347	15	362
		4,147	4,000						
Items Loaned	TLN	3,487	3,582						
	MeL	180	207						
		3,667	3,789						
						</			

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	59,641	43.88%	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							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	171,761	45.81%	78,687	22,318	16,571	9,426	30,372

Library Usage									
2024-2025 Fiscal Year					2025-2026 Fiscal Year				
	Lobby	Drive-Up (Sensource motion sensor)	Total	Daily Average		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	July	27,903	632	28,535	1,019
August	26,543	7,657	34,200	1,179	August	25,071	601	25,672	885
September	26,464	7,657	34,121	1,219	September	26,979	609	27,588	985
October	30,044	5,220	35,264	1,138	October				
November	25,150	3,060	28,210	1,045	November				
December	21,114	5,220	26,334	941	December				
January	25,456	6,149	31,605	1,090	January				
February	22,472	5,150	27,622	987	February				
March	28,408	5,967	34,375	1,109	March				
April	24,261	5,405	29,666	1,059	April				
May	24,466	4,237	28,703	1,063	May				
June	26,951	4,406	31,357	1,120	June				
FYTD Total	308,355	66,470	374,825	1,096	FYTD Total	79,953	1,842	81,795	962
Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.					The Verkada numbers are based on our drive-through security camera analytics. The method has been verified by comparison to three different physical counts performed by NPL IT Department Staff.				
Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.									

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

Computer Logins											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,383	148,114	149,497	5,339	275	July	1,334	117,157	118,491	4,232	267
August	1,356	155,267	156,623	5,401	275	August	1,389	133,221	134,610	4,642	264
September	995	161,443	162,438	5,801	264	September	1,122	156,605	157,727	5,633	264
October	1,076	178,568	179,644	5,795	297	October					
November	953	148,609	149,562	5,539	247	November					
December	785	141,013	141,798	5,064	248	December					
January	954	159,040	159,994	5,517	272	January					
February	960	144,116	145,076	5,181	257	February					
March	1,157	159,120	160,277	5,170	289	March					
April	1,169	158,794	159,963	5,713	272	April					
May	968	153,980	154,948	5,739	260	May					
June	1,306	117,679	118,985	4,249	275	June					
FYTD Total	13,062	1,825,743	1,838,805	5,377	3,231	FYTD Total	3,845	406,983	410,828	4,833	795

Notes 2024-2025:

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

Early Literacy Workstation Usage (AWE Workstations and Magic Desktop)							
2024-2025 Fiscal Year (AWE Workstations)				2025-2026 Fiscal Year (Magic Desktop)			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	768	10,949	14	July	373	33,043	88.59
August	743	10,876	13	August	327	31,825	97.32
September	664	9,187	13	September	355	27,572	77.67
October	729	10,029	14	October			
November	742	9,999	13	November			
December	553	7,803	14	December			
January	711	9,566	13	January			
February	649	9,353	14	February			
March	807	10,672	14	March			
April	686	9,519	14	April			
May	692	9,685	14	May			
June	258	3,441	13.3	June			
FYTD Total	8,002	111,079	16	FYTD Total	1,055	92,440	264
Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.				Magic Desktop Workstations usage began on June 11, 2025			

Notes 2024 – 2025:

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

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

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

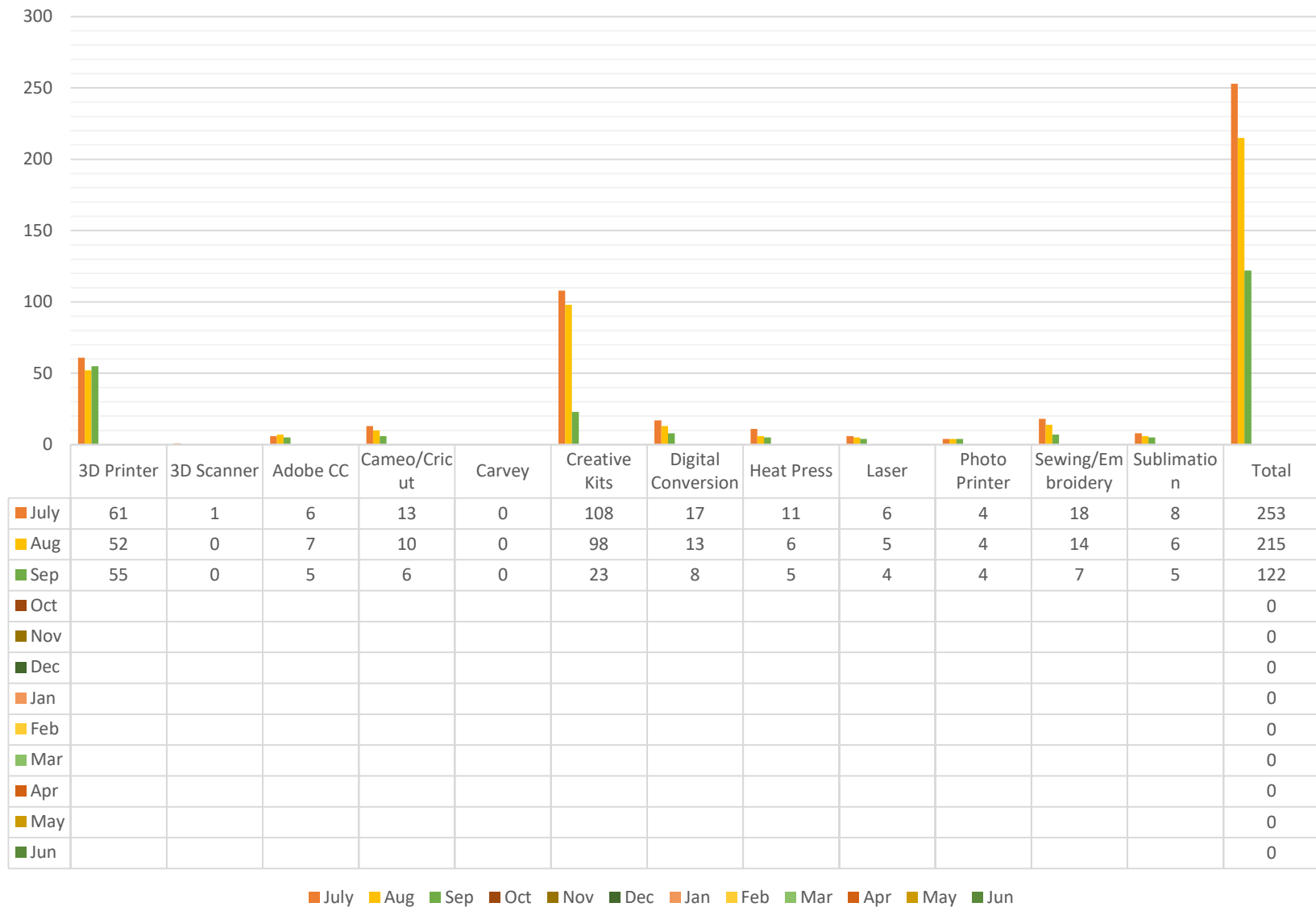
AWE Workstations have been used at NPL since 2014. The hardware was based on the Windows 7 operating system and became obsolete in 2019. To comply with Asset Lifecycle and Cyber Security best practices, on June 11th, 2025, we replaced our two remaining AWE Workstations with two new 24" HP Envy Move All-in-One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

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

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

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

iCube Usage 2025- 2026



2025-2026 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,988	857	381	19	573
August	2,826	855	416	22	379
September	2,609	856	426	17	390
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	8,423	2,568	1,223	58	1,342

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					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	23,325	11,485	34,810	6,644	360

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		
November		
December		
January		
February		
March		
April		
May		
June		
FYTD	116	1,942

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

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					
October	303	66	4.59	503	378	October					
November	199	58	3.43	249	217	November					
December	155	58	2.67	327	5,445	December					
January	198	76	2.61	296	727	January					
February	157	54	2.91	179	322	February					
March	149	57	2.61	187	351	March					
April	211	51	4.14	350	4,890	April					
May	193	37	5.22	144	144	May					
June	177	48	3.69	380	595	June					
FYTD Total	2,496	708		3,677	13,972	FYTD Total	285	85		324	653

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

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

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

FRIENDS OF NOVI LIBRARY

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

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of June 11, 2025 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Sue Johnson
- Prior month(s) Income and Expense
 - Statement Balances
- IV. Reports
- Library Liaison Dana VanOast
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Attach Giving Tree Leaves – Stephanie Tolliver, Gail's Mom
 - Joyce Cherf - \$5000 donation – 2025/2026
 - Giving Tree update – 5 more leaves
 - New laptop for the sort room
 - Songfest wrap-up
 - Library Open House – September 21st – 2:00 to 4:00, Evelyn will staff the Book Nook
 - Senior Day - October 6, 10 – 3:30 – Please register if you want to attend. Can we staff the Book Nook on that Monday?
 - Fall Concert – usually Vanessa Carr, this time Ben Sharkey, refreshments
 - Library/Friends 65th Anniversary events, ideas for decorating the Book Nook
 - Busch's Market - \$100 gift card donation
 - Hosting a Scholastic Book Fair at the library
- V. Announcements
- VI. Calendar
- Kaleidoscope
- September 11– Celebrating! The Arts in the Community: Carol Welsch, Artist/Board Member Northville Art House
 - October 7– The Curtain Rises: Jeff Thomakos, Producer/Artistic Director, The Inspired Acting Company
 - November 13 – How Do Newspapers Survive in a Digital World?: Charity Meier, Staff Writer/Reporter, Novi Note
- 2024 Listen at the Library
- November 9 - Fall Concert with Ben Sharkey: Ben Sharkey, known as "Detroit's Crooner," brings timeless charm and velvet vocals to the stage with his signature blend of vintage style and modern flair, light refreshments, 2pm at NPL, registration required.
- 2024 Tuesday Tunes -
- 2024 Summer Music at Paradise Park – all events start at 6:30pm
- Friends Events
- Next meeting – Board Meeting – October 8, 2025 – 7:00 pm

VII. Adjournment*

*Requires Action



Friends of the Novi Library

September 2025



Back to School at NPL:

As we transition back to the school year you may notice that certain times at NPL are busier than during the summer. The busiest is Monday-Friday, from 2:30-5pm, when the library is more crowded and noisier than usual. By visiting during non-busy hours, you can enjoy a more peaceful and productive experience.

For more information on student activities and teen spaces see the NPL website:

<https://www.novilibrary.org/backtoschool/>

Summer Songfest Success!

There were 7 Songfest concerts the summer and raffled off 16 baskets, with at least 2 at each concert.

We made just over \$1500 for the season! That is by far our best ever. Last year we made \$690. Thank you to all the contributors and helping hands who were part of this hugely successful fundraiser.

And we can't forget to thank Gail Anderson who got us a great group of performers for 2025.

Book Nook News:

The children's book sale was a huge success this year largely due to Sandy Butler keeping the Book Nook full of children's books and patrons supplying us with a nice selection of books.

The sale took place from July 26th through the first week of school starting on August 25th. In July we sold \$2664. In August we sold \$2741. All the featured children's materials were nicely displayed on a six-foot table.

Everything was taken down before Labor Day. We will have our next sale of holiday books later this year (dates still to be determined.)

From the President:

Mary Angela Winter and Sue Johnson are representing the Friends on the **65th Anniversary Party** planning committee. Others include Library Director Julie Farkas and Library Communications Manager, Dana VanOast. Kim Nice and Rae Manela represent the Historical Commission and Lori Burke, the Library Board. Shannon O'Leary is the International Librarian and Gail Anderson is the Programming Coordinator. What a fun group with lots of ideas!

How it all Began: On September 24, 1960, all the planning came together, and the Novi Library opened to the public with 3000 books. It started with a few women collecting 150 books. Monetary donations allowed for the purchase of others and a selection of books were on loan. You could become a Friends by donating \$10 or more and the Friend's name was put on the book plate of a purchased book.

Library hours were 3-5 and 6-8 on Tuesday and Thursday and 11 to 5 on Saturday. In the beginning the library was staffed by volunteers. Eventually they would hire staff and pay \$1.50 an hour.

To learn more: **Come celebrate with us on October 26th!**

Calendar of Events:

Kaleidoscope: 7pm at NPL, registration required

September 11– **Celebrating! The Arts in the Community:** Carol Welsch, Artist/Board Member Northville Art House

October 7– **The Curtain Rises:** Jeff Thomakos, Producer/Artistic Director, The Inspired Acting Company

November 13 – **How Do Newspapers Survive in a Digital World?:** Charity Meier, Staff Writer/Reporter, *Novi Note*

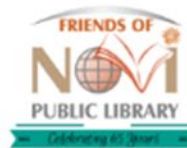
Fall Concert with Ben Sharkey: November 9, 2pm at NPL, registration required.

Ben Sharkey, known as "Detroit's Crooner," brings timeless charm and velvet vocals to the stage with his signature blend of vintage style and modern flair.



Friends of the Novi Library

October 2025



Happy Anniversary!!



Book Nook News:

As the Assistant Manager, I have been asked to write a column each month for the newsletter, and I am delighted to do so. When I first came to the library 16 years ago, it was out of a sense of security. I was a recent widow and newly retired, and I needed to be in my comfort zone, and for me, that has always been the library. My love of books goes way back, and we'll discuss that in future issues as well as my love for people and the patrons who shop in the Book Nook day in and day out. I've never been one to give away trade secrets, but because we'll become old friends soon, I feel I can share some of the memories and stories coming out of the Book Nook. Wow, we have a lot to gab about! I will end this column with a quote from Vincent Van Gogh... "There's nothing more truly artistic than to love people". My thought for today... "Let's all be artists". Stop by the Book Nook and say hello. I'd love to meet you!

--Carol Neumann

From the President:

I was reminded recently of all of the people who volunteered so many hours getting the new Novi Library ready for the public in 1960. They collected books from residents, had fundraisers to raise money to purchase books, and secured books on loan from the Library of Michigan. They had to store the books that were collected before moving them to the library location. They had to create a card catalogue with index cards as was used in the day and put a pocket in each book with a checkout card. They had to secure shelves for the books and sort and arrange the books by children's, adult fiction, all classes of non-fiction, classics and many more.

The township did hire Skip Rosenthal, a library consultant from Livonia, to help the early librarians. The first librarians included Mrs. Robert Bernhardt, Mrs. Victor, Mrs. Vincent Gillett, Mrs. Burton Monro, Mrs. William Paquette, and Mrs. Donald Schott. I apologize to these women using their husband's name. This is how the newspaper reported it in 1960.

I have been in touch with Dorothy Paquette's daughter Janis who described her mother as spending countless hours collecting books and a voracious reader dedicated to the new library.

Calendar of Events:

Kaleidoscope: 7pm at NPL, registration required

October 7– **The Curtain Rises:** Jeff Thomakos, Producer/Artistic Director, The Inspired Acting Company

November 13 – **How Do Newspapers Survive in a Digital World?:** Charity Meier, Staff Writer/Reporter, *Novi Note*

Fall Concert with Ben Sharkey: November 9, 2pm at NPL, registration required

Ben Sharkey, known as "Detroit's Crooner," brings timeless charm and velvet vocals to the stage with his signature blend of vintage style and modern flair.

Sixty-five years ago on this date - September 24, 1960 - the Novi Library opened its doors.

When Novi was still a township in 1960 several library-loving women decided that it needed a library. They proceeded to go door to door collecting books. Lee Begole, the fire chief, offered them space in the fire station to store the books. They built shelves from boards and bricks and collected 300 books.

This was the beginning of the Friends of the Novi Library. A membership was given to anyone who donated \$10 for the purchase of books and they got their name on a book plate.

The Novi Library opened on September 24, 1960 in a small, one-room building on Grand River Avenue with 3000 books donated, purchased and on loan from The Library of Michigan. The building had been the temporary location of the National Bank of Detroit while their permanent facility was being built. This was 9 years before Novi became a city in 1969.

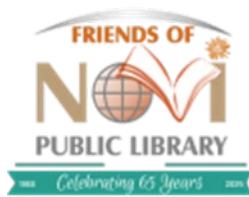
The library was staffed by volunteers in the early years. The first director was Dorothy Flattery (photo of Dorothy on 2nd floor by Admin office) who was hired in 1963 when Novi Township voters approved a tax up to ½ mill to support the library.

In an interview with her in 1989, Dorothy talked fondly about her years as a librarian in Novi. She said that she had the opportunity to work with a great group of people. She commented that in those days librarians were paid \$1.50 per hour. She served for 22 years until 1985.

Novi Library has been in 3 locations and has had 3 Library Directors. The Friends have supported the Library from the very beginning and are still supporting the library and the community with the help of many of you.

Thank You and Happy Anniversary.

Sue Johnson
President of the Novi Library Friends



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KEEP PACE WITH
YOUR COMMUNITY
Subscribe to the NEWS
\$3.00 per YEAR

Volume 3, Number 19, 12 Pages

THE NOVI NEWS

Novi, Michigan, Thursday, September 22, 1980

Library To Open Saturday

The doors of Novi Children's Library will be open Saturday when the community's first public library officially opens.

With a fresh coat of white paint and housing about 3,000 books, either donated or purchased by cash donations the little frame building will welcome students and adults beginning at 11 a.m. The doors will close at 5 p.m.

Novi residents are welcome to visit the library and inspect the book shelves and acquaint themselves with the new public facility — a product of scores of public spirited citizens.

Although library board members originally planned to charge a fee of \$1 per family to support the library, they decided this past

week to make it a "free service" at least until opening costs become prohibitive. Publicity Chairman Mrs. David Fried insisted.

As a "kick" financial, Joseph Liberman, 1st vice president, said he had been named as a part-time library assistant. As a result, he will guide volunteers in correct procedures for opening the library. The volunteer librarians are Mrs. Robert Bernhardt, Mrs. Peter and Mrs. Vincent O'Brien, Mrs. Dick Greenberg, Mrs. Joe Madson, Mrs. Doris Mann, Mrs. William Paschke, Mrs. Theodore Peas, Mrs. Harold Scholz and Mrs. Mary Wallace.

The library contains close to 3,000 books, including those for small children as well as teenagers and adults. All of these books have either been donated or have been purchased with the more than 15,000 contributed dollars — since the library exemplifies entire this nation.

During the expansion citizens were asked to become "Friends of the Library" — members with donations of \$10 or more.

By becoming a "friend", a citizen is entitled to have his or her name inscribed inside the back of books purchased by the donor. Lesser donations also are greatly appreciated.

Regular library hours will be 10 and 12 on Saturdays and 11 to 5 on Saturdays.

Members of the library committee which governs the policies of the library are: Sanford Sawyer, president; Dick Greenberg, vice president; Mrs. Martin Lyle, secretary-treasurer; Mrs. Wallace, librarian; John Macchiale, special activities; Frances Stasas, Bookend Assistant; Allen Amante and Mrs. Greenberg.

In connection with library activities, a registration period will be conducted next week Saturday at the library for children and adults interested in joining an art class.

Registration, set for 9 to 11 a.m., will be accepting for a woodwind instrument class.

A Great Books group, sponsored by the library, will hold an orientation meeting next week Friday at 8 p.m. Interested persons are urged to attend.



LIBRARY REVEAL — There's a host of activity in the new Novi library this week — and it will continue into next week — as volunteer library workers hurry to process books in anticipation of the library's opening this Saturday. Shown above are (l. to r.) Mrs. Robert T. Bernhardt, Mrs. Theodore Peas, Mrs. William Paschke and Mrs. Charles Wallace.

Volunteers Needed Here

The call for "help" echoed through out Novi this week, as leaders of the annual community book drive announced plans for an organizational meeting next week Wednesday.

Mrs. Catha Fried, one of the officials of the local program, emphasized the organization's need for volunteers.

Anyone interested in volunteering his or her services should attempt to be present for the organizational meeting, Mrs. Fried said. The meeting will be held at 10 a.m. in the village office.

Persons wishing to volunteer, but who are unable to attend Wednesday, are asked to contact either Mrs. Virginia Noble, 235-0201, or Mrs. Fried, 235-4854.

Close to 20 persons were supplied with blood through the Novi blood drive during the past year, Mrs. Fried said.

Blood is available to any person living in Novi — or any member of his family in Novi or elsewhere. Persons need not have contributed blood during past campaigns to secure blood for themselves or their families.

Drops Resignation

Anderson Wins 'Pit' Modifications

One of the themes which profiled Village Councilman Philip Anderson was submitting his resignation a month ago was reversed that week.

Presumably, Anderson will forget the resignation — at least for awhile — in light of a decision by the village board to approve changes which would restrict the use of a proposed gravel pit on his 10-acre Novi land farm.

Anderson told The News Wednesday that he was "satisfied" with the modified restrictions.

Called together to rehearse the matter, the village board voted unanimously Thursday. Elected Mayor was elected to modify three of its original restrictions and add another.

They are:

— That the permit be granted for a period to longer than two years.

— That the land be graded when

Earl L. Sklar.

Skinner argued that under the law, the board does not have the authority to have a rehearing and rescind earlier actions. He and his client objected to the gravel pit operation because of noise, dust, heavy trucks and nuisances.

Board member David Fried stated that the board had been advised by the current that when a rehearing is requested, it must be granted.

Skinner after submitting his resignation, Councilman Anderson indicated that one of his reasons for doing so was because he thought he might have more success in asking for a rehearing as a private citizen and not as a public official.

However, after submitting his resignation for reelection, which included the pit restrictions as well as his satisfaction with several village policies, he agreed to a council decision to postpone his resignation at least until after he had either been elected or defeated in a

School Organi

Seek OK For Study On Sewers

Oakland county public works officials are expected to ask approval for an area preliminary sewer study, which is to include Novi, next week.

Deputy Director Donald Ringer said his department will seek approval from the public works board, which governs the department. It is an effort to establish the study as an Oakland county project.

There is little doubt that the board will grant approval. In view of active plans on similar studies, he said.

Once this approval is secured, the next step for the county will be to apply for Federal aid through the Federal Housing and Home Financing Agency, he indicated. Should the Federal government grant money for this study, then the study could begin within two or three months, he said.

But if no Federal aid is forthcoming, then the study may be cancelled for a time, Ringer added.

New village and township, along with several other area communities, have already contributed money to the county to help finance the proposed study, which presumably will include only those areas lying within the Rouge River basin. Eventually, however, the study is expected to be widened to include areas within the Huron River basin.

The city of Warren, which has within its limits, probably will be included in the plan — even though it has not contributed money to the study, Ringer said. "We don't very well include these communities or exclude them. If they're in the area, we reasonably have to include them," he explained.

Most of the \$1000 contributed by the village of Novi was made available by individual contributions and property owners in this area.

This money, as well as all other money given to the county by participating communities, will be returned once construction of sewers is started.

**Youth Fined \$50
For Breaking Window**
Charles Rader, 1615 Novi road

—and of any additional funds not presently anticipated for hiring more teachers.

Plan Library Open House

The Novi library will hold an open house next Monday to celebrate its second birthday.

Says Mrs. Dorothy Poquette, library director, the open house will be held during regular library hours of 2 to 8 p.m., and added that an award will be presented to the 15th youngster to attend the event.

The 15th youngster under 15 years of age to visit the library will have his name placed on "Partners in the nameplate of a new book." Novi that's to go into the children's section of the library, she said. The winner will also be given a prize, she added.

and at contrib program

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State legislators gave final approval last week to a con-

Friends Set Story Hour

The Novi Friends of the Library are again sponsoring a summertime, story-telling hour.

The story hour is set to begin June 25 and continue for six weeks in the community building every Tuesday from 10 to 11 a.m.

High school girls will do the story telling for youngsters invited to participate — those from four through seven years of age.

Program co-chairmen are Mrs. Danny Ritter and Mrs. Donald Walkenmayer.

Among the new books at the library the youngsters may take home with them are two titled as "The books of the month."

Donated by Mrs. William Poquette, the new books are Phoebe Erickson's True Book of Animals of Small Ponds and Wilma and John Simpson's About Pioneers. Yesterday, Today and Tomorrow.

Farmers Disconnect

Two Novi farmers won dis-

gressions which pti ty portli Novi low newly-emtional di

Only d ing the includes county ni small str east can Detroit's

Twenty six cities now 15th cause th growth, congress

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Library Friends To Discuss Plans

Bubbling with excitement over plans concerning an addition to the Novi public library, officials of the Friends of The Library revealed this week that the first public meeting of the fall season has been scheduled for Tuesday.

Anyone interested in hearing more about library plans, about the Friends' 1963-64 activities, or about anything to do with the library program, is urged to attend the meeting, slated to begin at 8 p.m. in the council chambers of the village hall.

The library is located next to the village hall on Novi road, a block south of Grand River.

Members and prospective members also are reminded that an election to fill the vacancies of secretary and treasurer of the Friends will take place Tuesday.

Among the items to be discussed at the meeting will be plans for an arts and crafts show, a membership drive, the proposed story hour for children as well as movies for children, and upcoming book donations.

The Friends, recently incorporated through the efforts of Attorney Robert Anderson, devotes its energies to supporting the library and its programs. Some 210 persons are now members.

Membership, which is always open to the public, requires a \$1 donation per person, \$5 for a family, or \$10 for contributing members. "But we'll take any amount," officials emphasize.

Present officers of The Friends are: Mrs. Herbert Maenechow, president; Mrs. Vincent Niklas, vice-president and board members Mrs. George Aikison, Robert Byrd, Mrs. Fred Loyton, Mrs. Richard Vykdyal, Harold Young and Mrs. Donald Kuick.

Plans for an addition to the present library building are now on the drawing boards as a result of action taken last week by the Novi township board.

Supervisor Hadley Bachert has said the board hopes to have the addition constructed "before winter sets in." He has predicted that the cost of the addition, to be about 20 x

20 feet in size, will be "in the neighborhood of \$8,000 to \$10,000."

Officials also reminded area residents that the new library hours are 1 to 8 p.m. Monday through Friday and Saturday, 10 a.m. to 1 p.m.



NEW MANAGER — Leo H. Monck gratulates Herb Dryer Monck as he assumes the management of the station at the northeast corner Grand River, Harwood man the station.

Cancer Society's National Cancer Research Center

'Library Friends' Seek Members

Novi Friends of the Library will kick off a month-long membership drive tomorrow (Friday), officials announced this week.

The membership drive, to include a door-to-door canvass for renewals and new memberships, will conclude with the annual meeting on November 12.

Heading up the drive as co-chairmen will be Mrs. Richard Vykydal, Mrs. Neil Nichols, and Mrs. Vincent Miklas.

Individual memberships are \$1 and up, while family memberships are \$5 and up.

Purposes of the library booster organization include:

- to provide leadership in meeting the problems faced by the Novi public library;
- to help the library meet the needs of the community;
- to promote library interests in the state.

Officials emphasize that while township voters approved public support of the library last April, the tax monies will not be available until January of 1954. For the past three years the library has been supported by voluntary contributions.

Funds donated through the efforts of the Friends have supported the library during the past 10 months. Other community service projects of the Friends this past year have included children's story hour, book-for-the-month donations, children's movies and library millage campaign support.

Funds obtained by the Friends in the future, according to officials, will be used to

add new books to the library and to help supply necessary furnishings for the new addition to the library building.

Officials also noted that library hours were expanded this fall. The library is now open to the public a total of 38 hours per week. Hours are 1 p.m. to 8 p.m. weekdays, and 10 a.m. to 1 p.m. on Saturday.

Librarians are Mrs. Robert Flattery and Mrs. Joseph White.

The annual meeting of the Friends of the Library will be held on Tuesday, November 12 at the community building beginning at 8 p.m. All interested persons are invited to attend.



ZIPP GUN — Police Sergeant Zipp Gun is seen with a sawed-off shotgun which he turned into the department from his boy. The illegal weapon has been made by an ex-

Novi opens new library

The Novi Library, which first opened its doors with a volunteer staff 16 years ago, has moved to its new building at 45245 West 10 Mile.

The city's new \$750,000 library was built with a grant from the federal government and millage money approved by voters.

It contains 16,000 volumes.

Mrs. Dorothy Flattery, chief librarian, said there are adult and children's sections in the 11,000 square foot building and the library plans to add tapes and other resource facilities to its collection.

"One great thing about the new building is that you can find the books. We were so cramped before that you couldn't even see our books," Mrs. Flattery said.

Library hours are Mon-

day and Tuesday from 10 a.m. to 6 p.m., Wednesday and Thursday from 10 a.m. to 8 p.m., Friday from 10 a.m. to 5 p.m. and Saturday from 10 a.m. to 4 p.m.

One of the first projects being planned is a story hour for preschoolers.

CITY OF NOVI HISTORICAL COMMISSION**NOVI HISTORICAL COMMISSION****July Minutes****Wednesday, July 16, 2025****Novi Library Board Room****CALL TO ORDER:** 7:08 p.m.**ATTENDANCE:** Kim Nice, Sharon Larson, Debbie Wrobel, Randy Van Wagnen and Dan Pierce**ABSENT:** Kathy Crawford, Kelly Kasper**INTRODUCTION OF GUESTS:** None**APPROVAL OF AGENDA:** APPROVED**APPROVAL OF JUNE MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year				
	BUDGET	EXPENDITURES Thru June 30, 2025		
Display Cabinet Exhibit	\$ 900.00	\$ (204.99)		
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ (883.80)		
Equipment/Supplies/Office/Upgrade/Repairs	\$ 12,000.00	\$ (74,382.82)		
Program/Speaker Fees	\$ 1,000.00	\$ (7,872.30)		
Storage Unit	\$ 2,750.00	\$ (2,400.00)		
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (400.00)		
Conference/Continuing Education	\$ 1,000.00	\$ (852.81)		
Legal Fees	\$ 900.00	\$ -		
Special Project Items				
Betty Lenz Memorial		\$ (3,000.00)		
Oral Histories		\$ -		
City/Community Events		\$ (208.00)		
Four Corners Project		\$ (88.88)		
Photography		\$ -		
Special Project Totals	\$ 3,000.00	\$ (3,412.88)		
TOTAL	\$ 23,850.00	\$ (25,879.89)	\$	(20.89)
Reimbursable Projects				
Vila Bert Book Sales, YTD				
Theatre Artists Fund Project	\$ 2,198.18	\$ 2,698.00		

Treasurer's Report: APPROVED – The only expense for last month is for the annual storage locker fee. Overall, the 2024 – 2025 Commission finished the fiscal year slightly under budget.

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

No Summer Office Hours. To resume in September.

Microfilm Reader/Scanner Instructions: Rae printed out instructions for the new microfilm reader and scanner. While these items cannot be used without someone from the library or Commission around, the instructions will help users understand how to work the machines.

DISCUSSION ITEMS:

By-Laws: Kim reminded the commissioners to review the Novi Historical Commission by-laws. Feedback is being requested before the August meeting. Commissioners should send the edits to Kim Nice for collection. Suggestions will be reviewed at the August meeting.

Library Storage Clean-Up: Kim and Rae are planning to spend time organizing and cleaning up the space the Historical Commission has inside the Novi Public Library. The clean-up will take place on Tuesday, July 29 from 3 -5 p.m.

Wreaths Across Novi: The annual Wreaths Across Novi will take place at 1 p.m. on Nov. 8. Kim and Kelly are working on developing the event including signage, sponsorship, and attendee giveaways. Similar to other years, the Commission will seek out donations for the event from local businesses.

Novi Public Library 65th Anniversary Event: The Library's 65th Anniversary event will take place Oct. 25 from 1-5 p.m. The Commission is participating in the library anniversary organizing committee meetings. All commissioners are being asked to attend the event and share information about the Novi Historical Commission and the history of Novi. The Commission will have a table and Rae will be stationed in the Local History Room.

Four Corners Miniature Project: The project continues to make progress with the Commission members painting items and filling up shelves for inside the store. The team working on the project is scheduled to meet again throughout August in the Novi Library's Youth Activity Room (YAR).

Speaker's Series: The Fall speakers are in place. Kelly Kasper developed a flyer for distribution. The programs include Miracle on Piquette Avenue (Sept. 23), The 4 Corners of Novi (Oct. 22) and the Anniversary of the Edmund Fitzgerald (Nov. 12).

Library & Friends Program: The Novi Public Library and Friends of the Library are hosting a program on Nov. 9 that will include musical guest Ben Sharkey. The Commission voted to help co-host the event by donating up to \$500 for the event and volunteer support.

ONGOING PROJECTS:

Did You Know Project: The Did You Know Project will resume once the new Historical Commission Facebook page is set up in the Fall.

Villa Barr Book Sales: No new book sales.

Display Case: Sue and Kim will get together to develop a display case for the upcoming Miracle on Piquette Avenue event on Sept. 23.

NEW BUSINESS: NONE

PUBLIC COMMENT: Sue Grifor informed the Commission that the National Model Railroad Convention is taking place at the Novi Sheraton from July 14 – 19. The web site contains information about the City of Novi.

NEXT MEETING: August 20, 2025 at 7 p.m.

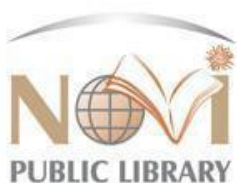
ADJOURN: 8:20 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – No meeting held

GOALS

1. Continued review of public policies by the staff committee



CIRCULATION POLICY

DRAFT—Reviewed by Head of Support Services August 2025; Staff Public Policy Committee 10/2/25

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

Library Card General Information

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

Patron Responsibility

- Patrons are responsible for all materials borrowed on their library card. In signing the card, they agree to abide by the Library's lending rules and all policies and regulations. Possession of a library card by someone other than its owner (when not reported as lost) implies the consent of the individual named on the card for the holder's use of the card.
- Patrons will supply the Library with correct current contact information upon receipt of a card, and agree to inform the Library of any updates to home address, phone number, or email as soon as possible. If the Library has a reasonable belief that the patron is no longer a resident of Novi, the Library reserves the right to cancel the Library card.
- Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the Library is contacted.

Acceptable Forms of Identification

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

Types of Library Cards & Eligibility

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

Standard Cards

- **Novi Resident Adult**
Residents or taxpayers of Novi 18 years and older must present a valid picture ID and proof of Novi residency to the Library.

- **Novi Resident Youth**

For those under age 18, a parent, guardian or caregiver (guardianship papers required) must bring their valid picture ID and proof of Novi residency to the Library with the child in attendance.

If the parent, guardian or caregiver has a valid scannable library card, it must not be blocked to register their child for a card. Parents, guardians or caregivers who sign the child's card will have access to account information and are responsible for all materials borrowed.

- **Novi Resident Sponsor**

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

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

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

- **Novi Business Owner**

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

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

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

- **Non-Residents Employed in Novi (Excluding City of Novi Employees)**

Non-residents who are employed at a business located in Novi may register for a library card that is valid only at Novi Public Library. They must present a valid picture ID showing their current home address and either (a) an official business letter on company letterhead showing the Novi business address and signed by a company or Human Resources representative dated within the last ninety (90) days or (b) a paycheck showing the Novi business name and address dated within the last ninety (90) days. Non-residents employed in Novi whose home library is a member of TLN are not eligible for a NPL card.

- **Non-Resident Library Card (Purchased) (Excluding City of Novi Employees and Non-Residents Employed in Novi)**

NPL cards are available for purchase for a period of one year based on the following criteria:

- Non-Residents Whose Home Library is a Member of TLN

Non-residents whose home library is a member of TLN may choose to purchase a NPL card that is valid only at Novi Public Library for an annual fee instead, as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines" and must relinquish their home library card. They can only have one library card in the TLN shared system. Non-residents must present a valid picture ID showing their current home address.

- Non-Residents Whose Home Library is a Not a Member of TLN

Non-residents whose home library is not a member of TLN may purchase a NPL card that is valid only at Novi Public Library for an annual fee as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines." Non-residents must present a valid picture ID showing their current home address.

Other Library Cards

- **Non-Residents Whose Home Library is a Member of TLN**

For a complete list of member libraries of TLN and their shared system or standalone classification, see TLN's website or the Library's TLN Phone Directory.

- Shared System Library

Non-residents whose home library is a member of TLN shared system can use their valid home library card at the Novi Public Library with limited access based on each home library's policies.

- Standalone Library

Non-residents whose home library is a member of TLN standalone system are eligible to register their valid home library card for limited access and guest privileges at Novi Public Library in the TLN shared system.

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

Library Card Renewal

Standard Cards

- **Novi Resident Adult**

- Novi Resident Adult library cards that are not blocked will automatically renew annually after the Library's third-party vendor system authenticates Novi residency and account status. A confirmation email is sent to let the patron know their card is valid for another year. At the time the system checks a patron's card (thirty-one (31) days prior to expiration), if their account is blocked or residency can't be verified, their library card will not automatically renew.
- If a Novi resident card fails to automatically renew, the patron must renew annually in person with their valid scannable library card, a valid picture ID and proof of Novi residency. All fees must be paid in full prior to renewal. A patron will be sent email notifications to renew in person thirty (30) days before, seven (7) days before, seven (7) days after, and thirty (30) days after their card's expiration date.

- **Novi Resident Youth**

- Novi Resident Youth library cards do not automatically renew and must be renewed annually in person. The registered parent, guardian or caregiver listed on the child's account must present their valid picture ID, proof of Novi residency and the child's valid scannable library card. If the parent, guardian or caregiver has a valid library card, it must not be blocked and must be presented to renew their child's card. All fees must be paid in full on both the child's card and the parent's, guardian's or caregiver's card prior to renewal.
- If the parent, guardian or caregiver is not registered on the child's account, the child must be present and the parent, guardian or caregiver must present an acceptable form of identification and valid scannable library cards listed above.

- **Novi Resident Sponsor**

- Novi Resident Sponsor library cards do not automatically renew and must be renewed annually in person.
- Exchange student or temporary resident residing in a host household of a Novi resident:
 - The hosted temporary resident must bring their valid picture ID, and the sponsor listed on the account must present their valid picture ID, proof of Novi residency and the hosted temporary resident's valid scannable library card. If the sponsor has a valid library card, it must not be blocked and must be presented to renew the hosted temporary resident's card. All fees must be paid in full on both the hosted temporary resident's card and the sponsor's card prior to renewal.

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

Non-Standard Cards

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

Non-Residents Whose Home Library is a Member of TLN

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

Borrowing, Renewing, Holds & Interloaned Materials

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

Borrowing Materials

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

Renewing Materials

- **Automatic Item Renewal**

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

Holds

- Patrons may reserve materials ("place a hold") in person, by phone, or through the Library's online catalog or app. Patrons will be notified when the hold is available and can view their holds and availability in their account through the online catalog.
- The library card used to place a hold must be presented at checkout. Items will be held for pickup for seven (7) days.

Materials From Other Libraries

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

Fees for Damaged, Destroyed or Lost Materials

- The Library is fine free. Due dates are meant to be followed and are intended to encourage patrons to bring back materials within a reasonable period of time.
- Patrons are charged fees for lost, damaged or destroyed materials but not overdue fines on items returned past the due date. Overdue materials are considered lost and will be billed to the patron twenty-one (21) days after the due date.
- If a patron claims an item that is charged to their account has been returned, they should contact the Library. Staff will search for the item over a period of three (3) weeks. The patron should simultaneously search for the item, contact the Library if found and return the item. If the item is not located after three (3) weeks, the item will remain on the patron's account and the patron will be held responsible for the replacement cost of the item.
- It is the responsibility of the patron to return materials in good condition. At the Library's discretion, if an item is lost, or damaged/destroyed and deemed not to be shelf-worthy**, the patron must pay the replacement cost for the item. The replacement cost will be the original cost of the item as indicated in the Library's computer database. Replacement cost payments are non-refundable. If a lost item is found after the replacement cost is paid, it becomes the property of the patron.
 - **Highlighting, stamping or coloring, writing, tears, soiling, damage by liquids, pet/child/insect damage, excessive odors or any other obvious damage as determined by staff. This list is meant to give examples and is not exhaustive of all types of damage that may occur.

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- Once the replacement fee is paid, the destroyed/damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the Library will keep billed, destroyed/damaged materials for thirty (30) days from the date the charge is added to the patron account. The Library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any kind.
 - Interlibrary loan items that are lost, damaged or destroyed are subject to the policies of the owning library and/or the interlibrary loan network organization and must be addressed with the owning library.
 - Failure to pay these fees may result in the suspension of borrowing privileges. Cancellation or suspension of borrowing privileges may also result from abuse of library materials, policies and procedures; repeated late return of materials; damage to or loss of materials by result of neglect or deliberate misuse or nonpayment of loss charges.
 - All fees must be paid in full prior to library card renewal.
 - The Library accepts payment by cash, check, debit card, credit card and contactless payment for fees. Payment may be made in person or in the patron's account through the Library's online catalog.
 - The Library requires a patron's signature for all card and contactless payment transactions at the Circulation Desk.
 - When paying with a card or contactless payment, patrons must provide a signature on the Library's copy of the receipt, even when the receipt states that "signature is not required."
 - Circulation Desk transactions involving contactless payments must be handled by patrons on the patron-facing PIN pad unit and finished by staff on the staff-facing main credit card unit.
 - If a patron requires the assistance of a staff member with contactless payment on a patron-provided device, staff must receive permission from the patron to use their device.

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

Amended: October 9, 2025

HR Committee – Meeting held on: September 30th

On 9/30, the Committee reviewed the job posting for the Library Board Secretary position. The salary will stay at \$25 per hour, approximately 6 hours per month. The posting will go out internally first to see if any staff members would be interested in the additional hours. Kristen is consulting with the HR attorney on hours pertaining to part-time vs. full-time.

2025 – 2026 GOALS:

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

Building & Grounds Committee – Meeting held on: No meeting held**2025 – 2026 GOAL:**

1. Review NPL's current Technology Plan

Finance Committee – Meeting held on: September 17th**2025 – 2026 GOALS:**

1. Establish a reserve plan for the Library for future capital expenses
 2. Present the need to Novi City Council for additional capital funding beginning in Fiscal 26/27.
- The Reserve Study was discussed one last time as it relates to the 25/26 1st Quarter budget and were sent to the vendor for final edits. Edits are reflected as of September 24, 2025. This information will be used for future budgeting
 - Updated café report from January 1, 2025 – September 30, 2025

Michigan Reserve Associates LLC

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Ann Arbor, MI 48103 Direct: (734) 417-4736 www.MichiganReserveAssociates.com



September 24, 2025

Board of Directors
Novi Public Library
45255 W 10 Mile Rd.
Novi, MI 48375

Re: Preliminary Reserve Study – Next Steps in the Process
Novi Public Library
Novi, Michigan

Dear Board of Directors:

Please find enclosed the preliminary reserve study. In this letter I will comment briefly on the next steps required to finalize the reserve study.

Now that the preliminary report has been delivered, the next step is a collaborative review process. I truly regard this process as a partnership in which all of us are working to provide the best and most accurate reserve study possible. This process typically takes most organizations about one to two months to complete. During that time, the Organization should carefully read the preliminary reserve report and review the accompanying charts and graphs. All comments are welcome. In particular, the Organization should make sure that all Reserve Components have been accounted for and that the reserve fund balance information provided to Michigan Reserve Associates has been presented back to the Organization accurately.

Please note that the reserve component list and cash flow pages located in the addenda of the reserve study have been optimized for ledger-size paper. If you choose to print out the reserve study, please print these pages on ledger-size paper to provide the most legible reading experience. Alternatively, you can use the "zoom" function in the Adobe Acrobat reader to adjust the pages to your specific needs on your video screen.

If at the end of the review process you decide that no changes are needed, then the reserve study process is complete and no further communications are needed with Michigan Reserve Associates.

However, if you wish to request changes to the reserve study, please submit questions and comments in writing (email preferred) and reference the reserve study report's page numbers when relevant. Prior to submitting any requested changes, we request that the board review our Reserve Study FAQ page, which can be accessed in the initial email delivering the preliminary report as it is our experience that the vast majority of questions can be answered by reviewing the information contained therein.

September 24, 2025

Page 2

All communications should be vetted internally and funneled through a designated point person, such as a board member or property manager. It can get confusing if multiple people request changes, especially if there is not common agreement from the Organization on what those changes should be.

Sincerely,

A handwritten signature in black ink that reads "Paul Conahan". The script is cursive and fluid.

Paul K.T. Conahan, MBA, RS

Assistance provided by:

A handwritten signature in black ink that reads "Kai Conahan". The script is cursive and fluid.

Kai B. Conahan, RS

Inventory of Reserve Components

Reserve Component Inventory	Quantities	First Year of Replacement	Life Analysis (Yrs.)	
	Total		Normal	Remaining
<u>Building Components</u>				
TPO Membrane Roof Cover; Replacement	35,735 SF	2035	25	10
Skylights; Replacement	344 SF	2035	20	10
Composite Faux Wood Siding; Replacement	950 SF	2040	30	15
Windows; Replacement	5,273 SF	2040	30	15
Carpet; Phased Replacement	44,312 SF	2027	15	2
Marmoleum Flooring; Replacement	1,346 SF	2040	30	15
Resilient Flooring; Stairwells; Replacement	802 SF	2040	30	15
Interior Walls; Phased Painting	29,099 SF	2027	15	2
Acoustic Panels; Replacement	2,093 SF	2040	30	15
Wallpaper; Replacement	2,304 SF	2027	15	2
Bathrooms; Public; Renovations	4 LOTS	2032	15	7
Bathroom; Staff/Family; Renovations	4 LOTS	2032	15	7
Elevators; Modernization	2 LOTS	2035	25	10
Mechanicals; Chiller; 60 Ton; Replacement	1 UNIT	2035	25	10
Mechanicals; Chiller; 5 Ton; Server Room; Replacement	1 UNIT	2047	25	22
Mechanicals; Chillers; 2.5 Ton; Data Closets; Replacement	2 UNITS	2035	25	10
Mechanicals; Air Handlers; Fan Motors; Original; Replacement	3 UNITS	2030	20	5
Mechanicals; Air Handlers; Fan Motors; New; Replacement	1 UNIT	2044	20	19
Mechanicals; Air Handlers; Heating/Cooling Coils; Replacement	4 UNITS	2030	20	5
Mechanicals; Irrigation System; Sand Filters; Replacement	2 UNITS	2030	20	5
Mechanicals; Boilers; Replacement	2 UNITS	2029	20	4
Mechanicals; Hot & Cold Water Pumps; 5.5 HP; Replacement	4 UNITS	2030	15	5
Mechanicals; Backflow Preventers; Replacement	6 UNITS	2030	20	5
Mechanicals; Video Security System; Replacement	1 LOT	2038	15	13
Mechanicals; Automatic Book Return System; Replacement	1 LOT	2045	20	20
Mechanicals; A/V System; Replacement/Modernization Allowance	1 LOT	2030	20	5
Mechanicals; Staff Area Tech Equipment; Updates	1 LOT	2030	5	5
Fire Suppression; Control Panel; Replacement	1 UNIT	2040	20	15
Furniture; Staff Chairs; Replacement	47 UNITS	2040	15	15
Youth Area; Renovations	1 LOT	2028	N/A	3
Magazine/Newspaper; Renovation	1 LOT	2028	N/A	3
Staff Areas; Renovations	1 LOT	2028	N/A	3
<u>Site Components</u>				
Concrete Sidewalks (4"); Phased Partial Replacement	8,864 SF	2030	40-50	5
Stamped Concrete Patio; Replacement	7,210 SF	2030	40-50	25
Concrete Curbing; Phased Partial Replacement	3,510 LF	2030	40-50	5
Asphalt; Parking Area; Total Replacement	77,395 SF	2031	18	6
Pole Lights; Replacement	10 UNITS	2040	30	15
Street Signs; Replacement	6 UNITS	2035	25	10
Vehicles; Ford Transit; Replacement	1 UNIT	2035	15	10
<u>Other Components</u>				
Reserve Study; Update (Guaranteed Update Price Years 1-5)	1 UNIT	2030	5	5

RECOMMENDED FUNDING PLAN

The purpose of this reserve study is to assist the client in developing the budget for the next fiscal year. Since the next fiscal year for Novi Public Library commences July 1, 2026, the reserve fund balance as of July 1, 2026 must be calculated to account for revenues and expenses between the present date and the start of the new fiscal year.

According to information provided by the Client, the Novi Public Library reserve fund balance as of July 1, 2026 will be \$980,167. This balance was calculated by taking the reserve balance of \$1,642,748 as of September 11, 2025, then adding \$39,706 in anticipated reserve revenue until the end of the fiscal year, then adding \$27,890 in earned interest until the end of the fiscal year, and deducting \$730,177 in anticipated reserve expenditures until the end of the fiscal year. This calculation is shown below.

Projected Reserve Fund Balance as of – 07/01/2026

Reserve Fund Balance as of – 09/11/2025	\$ 1,642,748
Plus Remaining Reserve Contribution Until End of Current Fiscal Year	39,706
Plus Estimated Interest From Reserve Funds Until End of Current Fiscal Year	27,890
Minus Remaining Reserve Expenditures Until End of Current Fiscal Year	
Entry Door Renovations	\$ 100,000
Transfer to 271 Account	241,377
Automated Return System	129,000
25/26 Capital Expenditures*	259,800
Total Expenditures To Deduct	(730,177)
Equals Projected Reserve Fund Balance as of – 07/01/2026	\$ 980,167

*Includes technology, building parking lot, and furniture.

Using the current Reserve Contribution amount plus a typical 0% annual increase, the projected Reserve Balance will remain positive until the year 2029-30, at which time there will be a negative balance of \$51,192. The Reserve Balance will be negative \$5,823,914 by the year 2050-51. This indicates that the current Reserve Balance and annual Reserve

Contributions will be inadequate to fund the anticipated Reserve Expenditures (see "Reserve Funding Plan Graphs" beginning on page V).

This Reserve Study calculates Reserve Expenditures based on local costs, estimated interest which will accrue to the Reserve Funds collected, and accounting for projected future inflation for materials and workmanship.

The following is our recommended Reserve Funding Plan Contributions for the duration of the projection period, along with a snapshot of the current and Recommended Reserve Contribution.

Recommended Annual Reserve Contributions

Year	Recommended Reserve Contribution	Additional Recommended Reserve Contribution	Year	Recommended Reserve Contribution	Additional Recommended Reserve Contribution
2026-27	\$ 224,700	\$ -	2039-40	\$ 329,800	\$ -
2027-28	231,400	-	2040-41	339,700	-
2028-29	238,300	-	2041-42	349,900	-
2029-30	245,400	-	2042-43	360,400	-
2030-31	252,800	-	2043-44	371,200	-
2031-32	260,400	-	2044-45	382,300	-
2032-33	268,200	-	2045-46	393,800	-
2033-34	276,200	-	2046-47	405,600	-
2034-35	284,500	-	2047-48	417,800	-
2035-36	293,000	-	2048-49	430,300	-
2036-37	301,800	-	2049-50	443,200	-
2037-38	310,900	-	2050-51	456,500	-
2038-39	320,200	-			

Snapshot of Current and Recommended Reserve Contributions

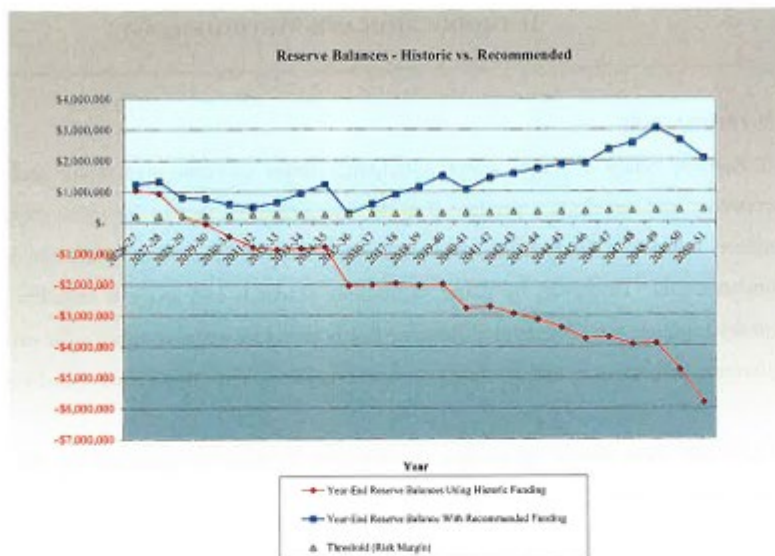
	Annual Amount
Projected Reserve Contribution at Start of Next Fiscal Year*	\$ 39,706
Recommended Reserve Contribution at Start of Next Fiscal Year (Years 1-25 w/3%/Yr Increases)	\$ 224,700
Amount Increase/(Decrease) Current vs. Recommended (Year 1)	\$ 184,994

* Based on the association's current budgeted Reserve Contribution plus 0% typical annual increase

The recommended year 2026-27 Reserve Contribution of \$224,700 reflects an increase of \$184,994, relative to the projected historic Reserve Contribution. Starting with the Recommended Reserve Contribution of \$224,700 per annum, and then increasing the Recommended Reserve Contribution by 3.0% per year, the Organization's Reserves will typically remain above zero as well as above the Threshold for all years shown ("Threshold" is discussed in the next paragraph).

By following the recommended Reserve Contributions, the Organization will gradually accrue a Reserve Fund which will provide the financial means to address the major Reserve Component Expenditures which will arise in the future. The recommended Reserve Contribution amount will provide adequate, but not excessive, levels of Reserves, while still maintaining a reasonable Threshold Margin which suits the particular needs of the Organization and will provide a "safety buffer" for unanticipated Reserve Expenditures which are unpredictable but inevitable.

The following graph illustrates the year-end Reserve Fund balance using the Recommended Reserve Funding Plan compared with the Organization's current funding plan for the next 25 years.



In order to ensure that significant overfunding or underfunding does not occur, we recommend that the Novi Public Library update this Reserve Study every three to five years, or when any major changes in the Physical or Financial analysis occur. Such changes include accelerated Reserve Component Expenditures undertaken at the client's discretion, addition (construction) or demolition of Reserve Components, interest rate changes on reserve investments, and changes in local building costs.

Café Library January 1, 2025-September 30, 2025					
	Revenue:			Expenses:	
	Gross Sales	\$118,557.22		Fees	\$3,779.77
	Returns	\$105.70		Rent	\$0.00
	Discounts and Comps	-\$618.91		Digital play cost	\$162.00
	Net Sales:	\$118,044.01		Square cost	\$405.00
	Gift card sales	\$0.00		Food/Paper	\$53,326.12
	Tax	-\$7,037.00		Labor	\$49,801.58
	Tip	\$0.00		Repairs cooler	\$354.00
	Refunds by amount	-\$22.07		cookie/cake pop	\$11,564.00
	Total Revenue:	\$110,984.94		Total Expenses:	\$119,392.47
	Profit/Loss:	-\$8,407.53			

Events/Marketing/Fundraising Committee – Meeting held on: September 18th

An update on the 65 Anniversary planning was shared. Dana shared information pertaining to the \$65,000 fundraising campaign.

Summary 9-18-2025 by Trustee Dooley

- Policy bookmarks launch and discussion
- 65th Anniversary Brochure viewing and discussion
 - Assets are being created for stories on the library with help from Studio No. 6
- Discussion on upcoming Open House on Sept 21

2025 – 2026 GOALS:

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

Donors pledging to make substantial contributions, as determined in the Library's discretion, may be required to execute a gift agreement that includes, amongst other things, terms and conditions of any naming rights associated with a contribution. All donations are non-refundable. No goods or services will be provided, or have been provided, in connection with any contribution. Novi Public Library does not provide legal or tax advice. Please consult an attorney or tax advisor.

Thank You for Your Donation

_____ Donate to Novi Library _____ Donate to Friends, 501(c)(3)

_____ In Honor of: _____ In Memory of:
(Optional) (Optional)

Amount: \$ _____ Name (Optional)

Donor or Organization's Name/Address/Phone:

Name _____

Address _____

Phone _____

Send acknowledgement letter to:

Name _____

Address _____

For more information, contact Library Director, Julie Farkas,
at jfarkas@novilibrary.org or 248-869-7233.

Donate to Novi Library

Contact Julie Farkas, 248-869-7233,
visit novilibrary.org/donate and
donate by PayPal or mail a check
payable to the Novi Public Library:
45255 W. Ten Mile Rd. Novi, MI 48375

Donate to Friends, 501(c)(3)

Email friends@novilibrary.org, visit
novilibrary.org/friends/membership
and donate by PayPal or mail a check
payable to the Friends of Novi Library:
45255 W. Ten Mile Rd. Novi, MI 48375



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



Cultivate Learning
Inspire Creativity
Foster Inclusivity

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

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



As of October 1, \$34,000 has already been raised!

Ways to Donate

Donating to the Novi Public Library

The Novi Public Library accepts cash, check (payable to Novi Public Library), VISA, Mastercard, American Express and Discover. Credit card information can be provided over the phone by calling 248-869-7204, or you can donate through PayPal.

Visit novilibrary.org/donate and click on the "Donate" button or scan the QR code to make an online donation through PayPal.



Donating For YOUR Benefit to the Friends of Novi Library

Make a Qualified Charitable Distribution (QCD) to the **Friends of the Novi Public Library** from a pre-tax retirement fund and enjoy tax savings.

Are you 70.5 years or older? Use a pre-tax retirement fund to make a tax free donation to the Friends, a **501(c)(3) Nonprofit Corporation**. Transfer any amount up to the lawful limit directly to a qualified charitable organization, like the Friends, without paying income tax on the donation by reducing your Required Minimum Distribution (RMD), if applicable.

Benefits Include:

1. See the difference you are making **TODAY**.
2. You can reduce your taxes.
3. If you are required to take a Required Minimum Distribution (RMD), you can use your gift to satisfy all or part of your RMD obligation.
4. Leave a **LEGACY**.

The Friends of the Novi Public Library does not provide legal or tax advice. Please consult an attorney or tax advisor.

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.

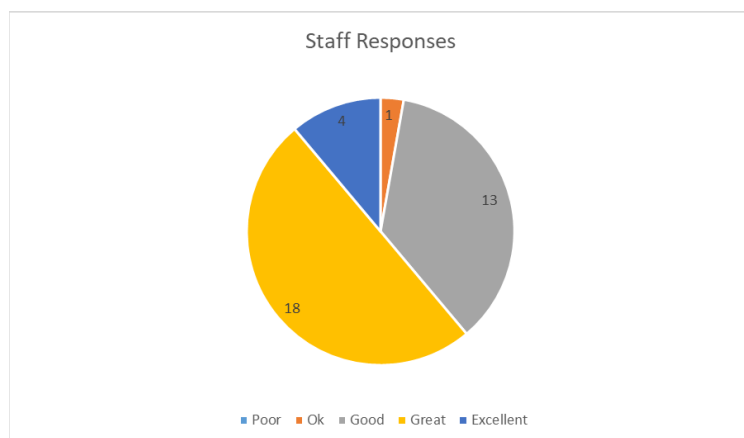
DEI Committee – Meeting held on: August 18th**2025-2026 GOAL:**

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

Serving Patrons with Disabilities: Discussion Questions**Questions Asked of Staff:**

1. Please provide your overall thoughts/comments as it pertains to the reading of this book.
2. Knowing budgets are increasingly challenged, but serving the needs of our patrons with disabilities at NPL is important, what immediate thoughts, suggestions, and/or recommendations do you have? (Short term goal: can be accomplished with very little cost as budgets have already been allocated, minimal staff time, but implemented within this fiscal year 25/26)
3. If budgets were of no concern, what thoughts, suggestions, and/or recommendations do you have for improving NPL as it relates to serving patrons with disabilities? (Long term goal: would need additional planning, funding and staffing needs beyond the current fiscal year to accomplish)
4. On a scale of 1-5 (5 being excellent, 1 being poor), how would you rate NPL's service quality to patrons with disabilities?

Just over 50% of the staff responded (36 responses)



For the above question, why did you score the way you did?

5. What impact did this book have on you as it relates to NPL?

What impact did this book have on you as it relates to NPL?

- Realizing that I don't know all of the services for a patron with disabilities that we do or do not provide.
- Highly educational and inspiring.
- Made me think more about interactions I have had with patrons with disabilities and ways to make these interactions more positive for the patrons and myself.
- "This book reinforced that kindness and respect are essential when serving patrons with disabilities, and I'm proud that NPL already demonstrates this. It also reminded me that beyond kindness, we can improve by being more proactive with communication, accessibility, and staff training to ensure everyone feels truly welcomed and supported."
- Made me more aware of needs of certain patrons we might encounter (like ones who might use alternate means of communication) and ones we've encountered in the past (such as ones who have service animals).
- The information in the book helps me to understand the different disability situations. It helps me to be more aware of patrons with disabilities, and be helpful to meet their needs in the library.
- It did give me some ideas on ways we can improve services for our patrons.
- It was eye opening and shows how while you may think you are properly serving a patron, you may not be.
- NPL strives to accommodate all types of patrons. I can now appreciate how and why certain things are implemented in the building.
- Very little to none
- It was very impactful in my role. I communicate with patrons daily and it was all important information for me to know so that I can serve them and meet their needs better. It's made me more mindful of those around me, especially if they have a hidden disability.
- I think that it had a good impact, it definitely brought up good points and examples
- This book opened my eyes on the perspective of people with disabilities and how our library can be a wonderful resource for them as long as we listen to their needs and show patience and understanding.
- It inspires me to learn ASL

-
- I liked being able to be introspective about what I can do as a librarian to help people feel more comfortable at the library. I enjoyed this as a staff reads and it feels cool that we are, as a collective staff, committing to this journey to better serve our community together.
 - It made me think more about how patrons with different needs might want help. I watch more if someone has a cane or if they have sensory issues so I can help when it is needed.
 - I think even though I kind of had a working knowledge on a few things this book discussed, I think it helped me to think about my word choice for talking to patrons with disabilities and how to better interact and assist patrons.
 - It helped open my eyes to how folks with disabilities may struggle and/or thrive at NPL.
 - it inspired me to be more aware of accessibility issues and to support efforts that make libraries welcoming to everyone
 - It gave me a lot to think about and try to keep in mind when working with patrons of all abilities.
 - It made me think about how I can communicate with greater patience and respect for all patrons.
 - I'm going to be thinking more about how high up materials are when working with librarians on shelving projects from now on, and how accessible those materials are. It only further reiterated, we really need to upgrade the signage in the lobby for all patrons, to make wayfinding more accessible for all.
 - It was a reminder that we need to view situations/places/services from alternate perspectives. We don't all need the same things, we don't all move through life the same way, so this needs to be considered when designing services/buildings for a diverse public.
 - It was impactful and I believe the info I learned will shape some of the ways I provide resources and interact with people with disabilities.
 - I think its smart to read up on things that you think you understand but need more clarification or times when you are like "yes! i am doing this!".
 - When I occasionally interact with patrons I will now use the phrase "Would you be comfortable..."
 - It helped being able to read in detail the areas of concern for patrons with disabilities that I was not aware of before.
 - I was not thinking of "hard of hearing" when I thought of disabilities
 - All I though was here we go again, more things dumped on staff without proper research and careful thought
 - It opened my eyes more to being aware of our building and how we can better be in tune to the needs of others.
 - I am grateful I am now aware of how I can better help people with disabilities. I'm hoping we can have a phrase cheat sheet so I can practice, and have it on hand when needed.
 - It gave some more insight into disabilities I was not as familiar with and helped me to empathize more with patrons. As I was reading I could see several areas where we could improve with a bit of action on our part.
 - "Health can be taken for granted. Reading this book helped me to step into the shoes of those who might be overlooked because of some physical impairment. I would like to be helpful without being condescending. To express concern in meeting needs without an attitude of pity.
 - Thank you for having us read this book. With so much going on, I probably would not have read this on my own. I lack specifics for implementation, but I do have a heightened awareness of the concern for patrons with disabilities."

-
- It reminded me that though we do a pretty good job, there is always room for improvement.
 - By reading about the individual experiences of each contributor and how their visits to the library and use of its resources impacts their lives, my eyes were opened to how little changes can make a, overall big difference.
 - It highlighted some areas of compliance that some might not think about.

The DEI committee met on Tuesday, September 30th to talk about our upcoming book discussion. Julie shared with us the attached spreadsheet that the chair of the staff DEI committee, Sarah Mominee, put together after their discussion(s) of *Serving Patrons with Disabilities*.

For our monthly Library Board meeting this Thursday, we have come up with the following two questions to help focus our conversation around the book:

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

What	Who	When?	Comments	Status	Goal Type
Accessibility items purchased for collection by IS staff (requirements/guidelines)	IS			Not Yet Started	Long Term Goal
ADA Checklist for Facilities	BB	To be looked into by October 9th meeting	BB reading and working through	In Progress	Short Term Goal
ADA Service Animal Policy	SM/AW	ADA Policy print for Reference desks	AW to print ADA Policy for Reference desks	Completed	Short Term Goal
Adding more stools	JH/SOL	To be looked into by October 9th meeting	Looking into signage and exact number of stools	In Progress	Short Term Goal
Ask about accessibility on PCs	SM	To be looked into by October 9th meeting	Message IT	In Progress	Short Term Goal
Bookmarks	SM/LL	To be looked into by October 9th meeting	Message LL about	In Progress	Short Term Goal
Browsing bags downstairs	IS/SS?			Not Yet Started	Medium Term Goal
Cards with symbols at service desks	SM	To be looked into by October 9th meeting	Reach out to KM to update and send to SS	In Progress	Short Term Goal
Check signage for color contrast and font size	DV/JF	Ongoing		In Progress	Short Term Goal
Check the youth collection to see if it includes books that have won the Schneider Family Book Awards	LL/EB/JF	To be looked into by October 9th meeting		In Progress	Short Term Goal
Ensure IS Staff know how to adjust the settings in Libby to make the screen more accessible to a patron	MJR/SOL	To be looked into by October 9th meeting	SOL to message MJR	In Progress	Short Term Goal
Ensure staff know about the state Braille and Talking Books Library and are able to direct patrons to the registration form	Jen (we need to ask !)		Signage, Oakland county talking books?	Not Yet Started	Short Term Goal

What	Who	When?	Comments	Status	Goal Type
Furniture markers for where it is supposed to go	Facilities	To be looked into by October 9th meeting		In Progress	Short Term Goal
Get a different style of shelf markers for the Youth Collection. The current yellow sticks get whacked easily and patrons pick off the stickers	EB/LL for future			Not Yet Started	Medium Term Goal
Have accessibility page moved on website	DV/JF	To be looked into by October 9th meeting		In Progress	Short Term Goal
Have someone from ADA come in?	JF	To be looked into by October 9th meeting		In Progress	Medium Term Goal
Hosting programs about accessibility	IS (Gail and Taylor)		Emma Talking Books program	Not Yet Started	Medium Term Goal
Library Card Policy, Patron Behavior Policy, Meeting Room Policy, Service Animal Policy, NPL@Your Door Policy	DEI and Public Policy Committee	In the future, bring to DEI first	Review these policies to ensure it includes accessible language in DEI committee	Not Yet Started	Long Term Goal
Maps handheld	DV/SOL	To be looked into by October 9th meeting	In collaboration with IS	In Progress	Short Term Goal
More staff reads	SM/AW	Ongoing		In Progress	Long Term Goal
New Horizons	IS			Not Yet Started	Medium Term Goal
New, more visible name tags	KS/JF	To be looked into by October 9th meeting		In Progress	Short Term Goal
NPL staff accessibilities tour	Management/HR			Not Yet Started	Medium Term Goal
PASS training	HR/Customer Service Committee			Not Yet Started	Medium Term Goal
Patron disability Survey	Admin	Ready for June 2026	Ask about AD stickers on movies; need to create language for this	Not Yet Started	Long Term Goal
Program accessibility policy	SM send to LL	To be looked into by October 9th meeting	Policy Committee; IS (Gail, Emily, Rae and Taylor)	In Progress	Short Term Goal

What	Who	When?	Comments	Status	Goal Type
Reapply yellow tape	Facilities			Not Yet Started	Medium Term Goal
Recite Me Promotion	DV	To be looked into by October 9th meeting	eNews/Flyer/Promotion	In Progress	Short Term Goal
Rent a staff member	Full Staff?		Define what exactly this entails first	Not Yet Started	Medium Term Goal
Signage offering accessibility	Dana/Facilities		ECards, suspending holds	Not Yet Started	Medium Term Goal
Staff trainings	HR	Ongoing	KS sent out Homelessness trainings	In Progress	Long Term Goal
Storytime-> touchable objects	Jen?	Discuss at October 9 meeting		Not Yet Started	Medium Term Goal
Suspending holds policy	IS		Holds suspensions	Not Yet Started	Medium Term Goal
Teen space preview/video	AW/DV	To be looked into by October 9th meeting	Austin to work with Dana	In Progress	Short Term Goal
Updating reference manuals	IS	To be looked into by October 9th meeting	EB & RM	In Progress	Short Term Goal

What?	Who?	When?	Comments	Status	Goal Type	Range of Cost
Adding adjustable service desks				Not Yet Started	Long Term Goal	
Adding more adaptive and inclusive furniture and materials would be great (tables that can be adjusted to various heights, more toys for youth, more sensory kits, etc.)				Not Yet Started	Long Term Goal	
Are our bathroom sinks low enough?				Not Yet Started	Long Term Goal	
Automatic door opener for the Family Bathroom				Not Yet Started	Long Term Goal	
Carpenter is looking worn in some areas and is a trip hazard for anyone not just the disabled.				Not Yet Started	Medium Term Goal	
Change the automatic door buttons on the bathrooms to motion sensor ones. A patron just has to wave their hand in front to open the door.			Remove due to buttons already implemented; consider as upgrades are needed	Not Yet Started		
Communicate with other libraries and share ideas about serving patrons with disabilities				Not Yet Started	Long Term Goal	
Dedicate a sensory-friendly room in the Library and/or have a sensory-friendly hour at the Library (weekly?).			Offering a sensory, disability, or accessibility friendly hour twice a month where community members who don't feel comfortable in a louder, brightly lit, busy library space come in and use our resources. Dimmer lighting, staff masked in front of house spaces, a librarian stationed mid-floor as well as at each desk for extra assistance.	Not Yet Started	Long Term Goal	
Dedicate at least part of In-Service/staff development day to accessibility training with people who are experts in the field.		Need more information	Have different disability/advocacy groups present at the yearly inservice day, I would love to see/participate in hands on training with people with service dogs and other disability aids, I'd also like to visually see how someone with a wheelchair, for example, would have to navigate NPL; how their experiences with fitting in one of the computer stations, one of the study rooms, the iCube and grabbing creative kits, reaching for books on the shelves, getting a library card, etc.	Not Yet Started	Long Term Goal	
Do we consider an adult changing table or counter instead of pull down stations?				Not Yet Started	Medium Term Goal	
Elevators have auditory and tactile features				Not Yet Started	Long Term Goal	
Expanding sensory friendly spaces				Not Yet Started	Long Term Goal	

What?	Who?	When?	Comments	Status	Goal Type	Range of Cost
Exploring at what point it is appropriate to offer assistance and what that language looks like with something similar for those that have developmental disabilities and seeing their unique challenges as patrons to this library				Not Yet Started	Medium Term Goal	
Games and puzzles that can be used by low vision patrons				Not Yet Started	Medium Term Goal	
Get feedback from staff if they have seen heard or interacted with patrons with disabilities				Not Yet Started	Medium Term Goal	
Have VRI available for deaf or Deaf patrons				Not Yet Started	Long Term Goal	
Have we considered any type of technology for closed caption and hearing impaired patrons when attending our programs (this has been requested in the past). Do we have a connection with a sign language interpreter if we are asked to provide the accommodation?			Having an ALS interpreter on staff to interpret programs and assist drop-in patrons;	Not Yet Started	Long Term Goal	
Having an electric cart available for those who have mobility issues - one with a basket attached - so patrons can easily stack their materials without having to hold them all			Where would this go? How would this be enforced?	Not Yet Started	Medium Term Goal	
Hiring more specialized staff to accommodate specific needs. (EX: Social Worker, staff certified/experience with assisting with disability education and/or disability support)			Budget constraints are a factor	Not Yet Started	Long Term Goal	
Increase amount of large print titles				Not Yet Started	Medium Term Goal	
Installing a talking computer as one of the available public computers				Not Yet Started	Medium Term Goal	
Interpreters for deaf/HOH patrons				Not Yet Started	Long Term Goal	
Live translation service				Not Yet Started	Long Term Goal	
More space between shelves, no books on the lower or upper most shelf				Not Yet Started	Medium Term Goal	
New signage throughout building			Make signage have larger print and more high contrast colors, make signage lower so it's easier to see, Signage in lobby NEEDS to improve for EVERYBODY - bathrooms, return slots, elevators all need clear and easily findable signage; Updating the directional signage in the library or having a better accessible online map would be great.	Not Yet Started	Long Term Goal	
Offering advanced assistive technology				Not Yet Started	Long Term Goal	

What?	Who?	When?	Comments	Status	Goal Type	Range of Cost
Partner with the disabilities organizations/community and create events for specific needs/implement assistive robots/provide beyond basic level of ADA education				Not Yet Started	Medium Term Goal	
Patron behavior policy 12 point font				Not Yet Started	Short Term Goal	
Possibly a wayfinder display in the lobby with audio for vision impaired. To help the patron find where to go.				Not Yet Started	Long Term Goal	
Programming wise, having dedicated monthly programming for not only children but also adults with learning disabilities would be great				Not Yet Started	Medium Term Goal	
Providing and incentivizing staff with language classes (ASL?)	HR/Admin			Not Yet Started	Long Term Goal	
Set one self check desk to be lower for wheelchair users				Not Yet Started	Long Term Goal	
Start a volunteer program for volunteers to read materials out loud to those who are blind/low vision.				Not Yet Started	Medium Term Goal	
The funding and implementation of a dedicated shuttle service that picks people up and drops them off at the library and back again all day long.			City of Novi (People's Express) and Fox Run both have -> could consider a page on website under A&A about options for transport to library; marketing services in the community from the Library's perspective	Not Yet Started		
The shelves throughout the adult sections of the library and the DVD sections are too high - those who cannot reach may not want to stop and ask for assistance. Find a step stool with a railing attached so they have something to grasp and steady themselves when climbing up and down.				Not Yet Started	Long Term Goal	
Upgrade and promote a high rate of air filtration and exchange, so we could be seen as a safer indoor space for people with disabilities to mask up and come use				Not Yet Started	Long Term Goal	

Below is a list of accessibility items/services that were approved by a Friends member.

Sue Johnson and Julie Farkas worked with the donor based on the donor wanting funds to go towards accessibility needs for the Library. Most of the ideas were provided by the Information Services Department. These are items we will implement this year 25/26 except for the \$2500 which will be held by Friends until the design of the new youth area, which this amount will be considered with accessibility in mind.



SPONSORSHIP

Senior Kits \$1,500.00

New collection for patrons who are working with a family member that is experiencing memory loss. Memory kits cost including the interactive pets is below:

- 6 Reminiscence kits each at \$189.99 = \$1,139.94
- 1 Companion pet cat=\$124.99 (this is an interactive toy that provides comfort and joy)
- 1 Companion pet puppy=\$139.99

Book Club Kit Bags \$900.00

Upgrading our book club kit bags (125 in total) as the current collection of bags are worn. Collection includes up to 50 titles. Price includes bag and printing (Friends logo) on the bag.

CD Player Check-out \$800.00

A new service to assist readers who are no longer able to read printed materials. The Library has a large CD book collection that is still popular and very useful to audio users. Five players would be purchased along with durable cases for ease of check-out and minimal concern for damage. All five devices would circulate for public use as well as incorporated into the NPL @ Your Door service, based on need. The players would have large print buttons for ease of use.

Adult Talking Book Collection \$2,800.00

A new collection that would serve both patrons with disabilities and ELL (English Language Learning) learners. Wonder books has Adult and YA books; fiction, nonfiction and biography. The collection would be similar to large print and include YA in with the adult titles and also have some nonfiction and Bios.

iCube Accessibility Tools \$1,500.00

An opportunity for the iCube to support the design, distribution and promotion of accessibility tools for residents (Braille signage, communication tools, 3D printed assistive devices). Programming in spring 2026 that would highlight the ways NPL is reaching its community with these opportunities.

Youth Area Renovation Project \$2,500.00

It has been 15 years since the youth area has seen a major renovation and we know that young people's library needs have changed. This area will be completely revamped including expanded space needs, shelving, carpeting, play equipment and signage.

COMMUNICATIONS

Email from: Ashish

To: Amy Crockett, Meeting Room Coordinator

Date: September 10, 2025

Hi Amy,

I want to say thank you to each and every employee of Novi Public Library who helps us in conducting our Math sessions every Sunday afternoon at the 2nd Floor Small Conference Room. My main motive is to spread math knowledge and guide students in solving critical thinking math problems which will help them down the road in the future (high school, university, work place).

Below are some of the achievements of our students in various Math Competitive Exams in the last 12 months. They ranked in both State and National level math competitions.



Thanks,
Ashish (MPSL Team)
MPS Academy



Library Board Calendar

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

2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

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

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



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month

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

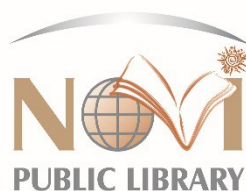
2026

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

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

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

Approved: July 10, 2025



LIBRARY CLOSINGS 2026

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

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

LIBRARY BOARD MEETINGS

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

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

Approved: July 10, 2025