

Agenda

Novi Public Library Board of Trustees
Thursday, June 12, 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: DeMore and Dohadwala

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minutes of: May 8, 2025 –Regular Board Meeting4-10
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#651) 11-13

Presentations

- 1.N/A

Public Comment

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

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

Reports

- 1. Student Representatives Report –May 2025..... 14-15
- 2. President's Report (Mark Sturing)
 - A. 2025-2026 Board Committee Assignments 17
 - B. Director's Annual Review in Closed Session – June 12, 2025, HR Committee
- 3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 27118-21
 - B. 2024-2025 Contributed Fund Budget 272.....22
 - C. Financial Report May 2025.....23
 - D. Library Fund 271 Expenditure & Revenue Report as of May 31, 2025 24-26

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F. Balance Sheets for Funds 271 and 272 as of May 31, 2025.....	28-29
4. Director's Report (Julie Farkas)	30-34
A. Door Count Usage Statistics – May 2025 (Jeff Smith).....	35-36
B. Information Technology Report (Jeffrey Smith).....	37-40
C. Facilities Report (Keith Perfect)	41
C. Information Services Report (No Dept. Head at the Time)	42-49
D. Marketing and Community Promotion (Dana VanOast)	50-51
E. Support Services Report (Sarah Mominee)	52
F. Library Usage Statistics.....	53-62
G. Friends of Novi Library –	N/A
H. City of Novi Historical Commission – 4/16/25 Minutes.....	63-65

Public Comment – see language above to be recited

Committee Reports

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

 - No meeting held
 - Approve Public Policies: Circulation, Confidentiality and Public Relations, Media, Photography & Videography Policy

67-96
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)

 - Meeting held on 5/29/25.....

97
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

 - Meetings held on May 29, June 3 and June 4, 2025.....

97-101
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

 - Meeting held on 5/7/25
 - 65th Anniversary: 3rd planning meeting is scheduled for 5/13/25.....

N/A
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)

 - No meeting held

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

 - Meeting held on 5/29/25.....

101-102
- 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: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)

- Meeting held on 5/29/25 103

Matters for Library Board Action

1. Approve the 4th Quarter Amendment for Library Budgets 271 and 272 for 2024-2025 . 18-22
2. Approve the Circulation Policy..... 67-74
3. Approve the Confidentiality Policy 79-81
4. Approve the Public Relations, Media, Photography & Videography Policy..... 91-93

Communications

1. 5/16: Email from Heidi Philips Re: Novi Student Transition Program..... 104

Closed Session

1. Library Director's Annual Review for 24/25

Adjournment

Supplemental Information

- Library Board Calendar 2025..... 105
- Library Closings 2025 106

2025 Future Events:

- **6/2 – 8/9: SUMMER READING PROGRAM**
- 6/5: SRP Kick-off and Community Festival – City of Novi 4-8pm
- 6/11: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **6/12: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers – Director's Annual Review in Closed Session**
- 6/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **6/15: LIBRARY CLOSED – Father's Day**
- **6/19: LIBRARY CLOSED – Juneteenth Holiday**
- **7/4: LIBRARY CLOSED – 4th of July Holiday**
- **7/5-7/6 LIBRARY CLOSED – Weekend of 4th of July**
- 7/9: Friends of Novi Library Annual Meeting at 7pm, Novi Public Library
- **7/10: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 7/16: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **8/15: LIBRARY CLOSED – Professional Development Day for Library Staff**

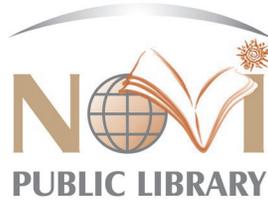
Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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
May 8, 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 – absent, excused
Brian Bartlett, Treasurer
Karla Halvangis, Secretary
Lori Burke, Board Member
Kathy Crawford, Board Member – absent, excused
Ajeeta Gawalapu, Board Member
Student Representatives
Alexandra DeMore – absent, excused
Alyna Dohadwala
Library Staff
Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

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

Motion passes – 5-0

Trustee Sturing: Included some updates about funding for the Institute for Museum and Library Services on pages 16-21, including a press release from the Michigan Library Association. There is a lot of information about what IMLS does for Michigan as well as how to contact your representatives if you would like. Thanked Mary Storch for her email regarding IMLS salaries, which is included on page 102.

Director Farkas: Took part in a library director's meeting with the state librarian. We know Michigan will get 50% of the funding for the Michigan Electronic Library from IMLS this year, which is good, but there will still be cuts. We don't know anything about funding for 2026 yet. There is legal action being taken, so it is a wait and see situation. Participated in Library Advocacy Day at the state capital on April 30. We have great representatives who are library lovers and users. We are doing our best to put the word out and I think we're being heard. Encouraged anyone who is comfortable to contact their representatives.

Trustee Sturing: We are hoping that even if federal funding gets cut, it might come from the state level instead.

Director Farkas: That is what we were asking Michigan representatives for at Advocacy Day. Since libraries fall under the Department of Education in Michigan, we would need the funding to come through that department.

Trustee Sturing: Presented board committee assignments for 2025-2026. The only changes are that Trustee Halvangis will chair the DEI committee and will join the HR committee, and Trustee Burke will chair the Policy committee. Director Farkas' annual review will take place at the June meeting.

Director Farkas: Will send the annual review paperwork to the HR committee next week.

3. Treasurer's Report (Brian Bartlett)

- A. Future Approvals from the City: Year End amendment went to council on May 5. 4th Qtr. budget amendment will go to council June 23. In order to incorporate all changes, we will need information by June 6.
- B. 2024-2025 Library Budget Fund 271.....23-25
- C. 2024-2025 Contributed Fund Budget 272.....26
- D. Financial Report April 2025.....27
- E. Library Fund 271 Expenditure & Revenue Report as of April 30, 2025.....28-31
- F. Library Fund 272 Contributed Fund as of April 30, 2025.....32-33
- G. Balance Sheets for Funds 271 and 272 as of April 30, 2025.....34-35

Trustee Bartlett: Encouraged board members to watch the video from the City Council budget meeting on April 16. Some documents were sent to Council that showed the Library's bottom line and they did not respond well to it. See page 87 for a memo from Director Farkas to Council regarding what we have been discussing in our board meetings about the Library's budget and the need for additional funding. We are expecting to come in a little ahead of our projected budget this year. We should have more information in June closer to the end of the fiscal year.

Director Farkas: Will bring fourth quarter numbers to the June meeting.

4. Director's Report (Julie Farkas)	36-49
A. Door Count Usage Statistics – April 2025 (Jeffrey Smith).....	50-51
B. Information Technology Report (Jeffrey Smith)	52-55
C. Facilities Report (Keith Perfect)	55
D. Information Services Report (No Dept. Head at the Time).....	56-61
E. Marketing and Community Promotion (Dana VanOast)	62-63
F. Support Services Report (Sarah Mominee).....	64-65
G. Library Usage Statistics.....	66-75
H. Friends of Novi Library – May e-News; Agenda 4/9/25; Minutes 11/13/24.....	76-82
I. City of Novi Historical Commission – Minutes 3/19/25.....	83-85

Director Farkas: Included talking points we received from MLA for Advocacy Day. We made the decision to bring the number of checkouts per month for hoopla digital service down from ten to seven due to rising costs. Libraries across the country are having to do this. Also asking patrons to make sure they are planning to read/watch something before checking it out on hoopla, because the Library gets charged for it when you check it out, even if you don't end up reading/watching it.

Trustee Burke: Doesn't think people using digital resources realize that the Library has to pay for them.

Director Farkas: The Library pays for the digital service in order to provide it for free to the public. We had a catalog upgrade on Sunday that went well and we had less downtime than expected. Everything is up and running now. We have a new Read Box opening at Jessica's Splash Pad.

Trustee Sturing: Told Director Farkas that she does not need to provide the report of her monthly activities (pages 40-41) if it takes up her time to put it together, because the board has so much interaction with her, they already know a lot of what she is doing.

Director Farkas: Thanked Trustee Sturing for that feedback.

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

Committee Reports

- Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
- HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting scheduled for 5/7/25.....N/A
 - 4/16/25 Memo to City Council; Budget Summary for 2025-2026.....89-90

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 4/28/25.....N/A
 - Planning meeting for 65th Anniversary scheduled for 5/13/25.....N/A

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - Meetings held on 4/14/25, 4/22/25 and 4/28/25 - demos for AMHS (Automated Material Handling System); Committee meeting held on 4/29/25.....91-101

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: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

5. The Automated Materials Handling System (AMHS) RFP review team is recommending for Board approval the purchase of an AMH (Automated Material Handling) system with an Exterior Patron Induction Station, Staff Induction Station and accompanying Locking Backup Book drop from Lyngsoe Systems in a not to exceed amount of \$148,239.91

Director Farkas: Gave a huge thank you to Assistant Director of Building Operations Maryann Zurmuehlen for her work on this project. This machine is 15 years old and it is doing ok, but it takes 6-9 months to replace it, so we don't want to wait until it breaks, we want to be proactive to replace it. This cost was included in the 2025-2026 budget. Went through an RFP process and selected three companies to do demos with. Had many staff members involved in the process, including all six supervisors from the Support Services Department who use this machine every day with their staff, and this recommendation comes from the staff review team. It is the most expensive of the three options, but it is much better than what we have in terms of efficiency and will save a lot of staff time, and it should last longer.

Motion: to approve the purchase of an AMH (Automated Material Handling) system with an Exterior Patron Induction Station, Staff Induction Station and accompanying Locking Backup Book drop from Lyngsoe Systems in a not to exceed amount of \$148,239

Motion to Approve – 1st – Trustee Halvangis
 2nd – Trustee Burke

Trustee Burke: Thanked everyone involved in the process. With all the work that has been put in, will not second guess their decision and will support the motion.

Trustee Halvangis: Appreciated being able to be a part of the process and see behind the scenes.

Trustee Gawalapu: Commented that staff had answers to all of the committee's questions.

Trustee Sturing: This new system is very technologically advanced, will take us into the future and save us staff time. Supports the motion.

Trustee Burke: Wishes we had a full board tonight to vote on such a big purchase, but doesn't want to postpone the decision because the cost could go up if we wait.

Trustee Bartlett: Recognizes that this is a system the Library needs and appreciates all the work that has been done on this process, but is concerned about the price of it after the communication we just received from City Council regarding our budget. Would like to suggest approving this as a first reading and revisiting it again next month, after trying to come up with a hard cost that we would save by getting the new machine. Thinks approving such a large cost right now could send the wrong message.

Director Farkas: Would have to go back to the proposed quotes to see how long they are good for, because the cost could go up if we wait. The cost would come out of account 272, which is the capital reserve designated for building upgrades, not the general fund, which I think does make a difference. We also set aside enough to make a down payment for the new machine in the 2024-2025 budget. Commented that if she had known we would not be moving forward with this, she would've held off on putting all the staff time into the process.

Trustees Halvangis, Sturing and Gawalapu all expressed support for moving forward with the purchase now to keep the building operating.

Trustee Bartlett: Has had several conversations with City Council members who have said the Library needs to cut operations.

Trustee Burke: Commented that this cost would come out of capital, not operations.

Trustee Bartlett: We serve at the direction of City Council and that is what I am doing. I need to say that for the record.

Trustee Burke: I am working for the taxpayers of Novi. We have known this cost was coming. We have put several Band-Aids on the machine already. It is a vital part of the Library and if we want to maintain the integrity of the Library, we need to bite the bullet, regardless of what anyone else says.

Motion Passes – 4-1

Yes: Trustees Burke, Halvangis, Gawalapu, Sturing

No: Trustee Bartlett

Communications

1. 4/23/25: Email from Mary Storch to President Sturing Re: IMLS Salaries 102

Trustee Sturing: Thanked Mary for her email. She provided a very helpful website as well.

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 7:56 PM

Motion to Adjourn – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2025.. 103
- Library Closings 2025 104

2025 Future Events:

- **5/11/25: LIBRARY CLOSED – Mother’s Day**
- 5/14/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- 5/21/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **5/24 – 5/26: LIBRARY CLOSED – Memorial Day Weekend**
- **6/2 – 8/9: SUMMER READING PROGRAM**
- 6/5/25: SRP Kick-off and Community Festival, 4-8pm, City of Novi
- 6/11/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **6/12/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers – Director’s Annual Review in Closed Session**
- 6/18/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **6/15/25: LIBRARY CLOSED – Father’s Day**
- **6/19/25: LIBRARY CLOSED – Juneteenth Holiday**

WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)

Warrant 651	271 Accounts	June 2025	
Payable to	Invoice #	Account number	Amount
Quill	Tape, file, folder, screen wipes, thermal pouch	271-000.00-727.000	\$ 645.35
Stamps.com	Monthly Service Charges - 4/22/25 to 5/22/25	271-000.00-728.000	\$ 20.99
USPS	Postage CC	271-000.00-728.000	\$ 123.40
Adobe	Acrobat Pro - Circ Supervisor Subscription CC	271-000.00-734.000	\$ 29.99
CDW-G	annual	271-000.00-734.000	\$ 3,831.12
Knight Watch	Monthly monitoring	271-000.00-734.000	\$ 315.00
Knight Technology	May	271-000.00-734.000	\$ 700.00
Library Market	4106; Library Calendar Annual Subscription(5/1/25 -4/30/25)	271-000.00-734.000	\$ 2,500.00
TechSoup	Microsoft 365 - 5/12/25 - 6/11/25 CC	271-000.00-734.000	\$ 93.60
TechSoup	Windows Pro Microsoft Surface CC	271-000.00-734.000	\$ 16.00
Tel Systems	Service	271-000.00-734.000	\$ 225.00
Amazon	iCube	271-000.00-734.500	\$ 503.55
Knight Technology	VMWare upgrade & ESX Upgrade	271-000.00-734.500	\$ 780.00
Sentinel	Re-aim camera # 24 & 25	271-000.00-734.500	\$ 800.00
Xtool Store	iCube - Engraver CC	271-000.00-734.500	\$ 5,395.05
Amazon	Toner Cartridge	271-000.00-740.000	\$ 1,244.61
Home Depot	floor pops	271-000.00-740.000	\$ 20.41
American Library Labels	label	271-000.00-740.000	\$ 905.15
Demco	office supplies	271-000.00-740.000	\$ 531.60
Midwest Tape	Blue Ray AVD	271-000.00-740.000	\$ 499.96
Amazon	standing desk	271-000.00-740.200	\$ 199.00
Amazon	Books	271-000.00-742.000	\$ 6,673.45
Brodart	Books	271-000.00-742.000	\$19,189.17
Cavendish Square	Books	271-000.00-742.000	\$ 305.84
Center Point	Books	271-000.00-742.000	\$ 149.22
DK Agencies	Tamil & Hindi Children's books	271-000.00-742.000	\$ 347.85
Amazon	lending library	271-000.00-742.010	\$ 174.92
Brodart	lending library	271-000.00-742.010	\$ 446.06
Midwest Tape	lending library	271-000.00-742.010	\$ 66.72
Amazon	1DLY-M96F-61KF;744.530	271-000.00-744.000	\$ 99.49
Baker & Taylor	2039031331;744.400	271-000.00-744.000	\$ 2,531.46
Midwest Tape	507073899;744.520	271-000.00-744.000	\$ 3,381.87
Playway	Audio/Visual materials	271-000.00-744.000	\$ 586.91
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 3,317.62
Suttle Enterprises	Effective communication & conflict training	271-000.00-816.000	\$ 2,800.00

GDI	April	271-000.00-817.000	\$ 8,120.00
AT&T	Mar 23 - Apr 22,2025	271-000.00-851.000	\$ 1,104.91
T-Mobile	due 5/24/25	271-000.00-851.000	\$ 1,032.24
Telnet	5/15/25 - 5/31/25	271-000.00-851.000	\$ 569.58
Verizon	due 5/24/25	271-000.00-851.000	\$ 667.98
Zoom	Zoom Workplace Pro Annual CC	271-000.00-851.000	\$ 479.69
The Library Network	Apr25-Jun25	271-000.00-855.000	\$16,536.11
E.Brush	Mileage; Story Time Visits	271-000.00-862.000	\$ 27.16
Petty Cash	E.DeCenso; Mileage	271-000.00-862.000	\$ 18.62
J.Farkas	Mileage	271-000.00-862.000	\$ 63.46
Amazon	marketing holders	271-000.00-880.000	\$ 69.49
Collaborative Summer	poster	271-000.00-880.000	\$ 118.16
Muniweb	April	271-000.00-880.000	\$ 499.00
Amazon	program	271-000.00-880.268	\$ 90.03
Jen McArdle	CVS; Parkview Elementary Fun Fair	271-000.00-880.268	\$ 57.47
Sams	Programming	271-000.00-880.268	\$ 118.34
Walmart	TAB Meeting - programming CC	271-000.00-880.268	\$ 43.04
Accuform	Summer Reading Program Brochure	271-000.00-900.000	\$ 2,798.00
Canon	40871971; Print	271-000.00-900.000	\$ 642.01
Consumer Energy	3-7-25 - 4/3/25	271-000.00-921.000	\$ 1,608.43
Consumer Energy	4/4/25 - 5/6/25	271-000.00-921.000	\$ 1,185.10
DTE	due on 5/16/25	271-000.00-922.000	\$ 8,198.40
Allied Building	switch & new filters	271-000.00-934.000	\$ 4,187.45
Anago	May deep cleaning 5/1/25	271-000.00-934.000	\$ 420.00
Dalton	Quarterly Carpet maintenance & semiannual	271-000.00-934.000	\$ 3,200.00
Doors & Drawers	Veneer work, doors	271-000.00-934.000	\$ 3,825.50
Home Depot	supplies	271-000.00-934.000	\$ 172.54
ImperialDade	supplies	271-000.00-934.000	\$ 2,116.38
NorthStar	April	271-000.00-934.000	\$ 257.96
Schindler Elevator	inspection & replace hall board	271-000.00-934.000	\$ 7,728.66
Voss	LED Bulb	271-000.00-934.000	\$ 418.30
Brien's	mulch 60 yards	271-000.00-936.300	\$ 4,800.00
Home Depot	supplies	271-000.00-936.300	\$ 38.79
SCA	April	271-000.00-936.300	\$ 77.95
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	Storage 5/1/25 - 3/31/25	271-000.00-942.100	\$ 28.06
Arby's	Think Space Directors Conference - Dinner CC	271-000.00-956.000	\$ 13.03
BS&A	Budgeting.Net	271-000.00-956.000	\$ 200.00
Click Mart	Think Space Directors Conference - Gas CC	271-000.00-956.000	\$ 41.40
E.Brush	Mileage; MIAEYC Conference	271-000.00-956.000	\$ 182.00
J.Farkas	Library Advocacy Day	271-000.00-956.000	\$ 82.60

Petty cash	J.Farkas; Mileage	271-000.00-956.000	\$ 20.00
Marathon	Think Space Directors Conference - Gas CC	271-000.00-956.000	\$ 45.85
MCLS	S.Mominee:Cataloging	271-000.00-956.000	\$ 60.00
MCLS	A.Park:Assigning Library of Congress	271-000.00-956.000	\$ 100.00
MCLS	A.Birmingham:Authorities	271-000.00-956.000	\$ 100.00
Seabiscuit Café	Think Space Directors Conference - Lunch CC	271-000.00-956.000	\$ 52.00
TOTAL 271			\$ 132,676.05

Warrant 651	272 Accounts	June 2025	
Brodart	Raising a Reader	272-000.00-742.229	\$ 26.54
Brodart	Norm young Donation	272-000.00-742.230	\$ 27.77
DK Agencies	Youth International Donation	272-000.00-742.230	\$ 352.15
Amazon	programming	272-000.00-742.232	\$ 287.14
Fox Run	Authors Live Luncheon CC	272-000.00-742.232	\$ 1,000.00
Kroger	Cinco de Mayo - Staff Recognition	272-000.00-742.236	\$ 80.87
Original Murdicks Fudge	Think Space Directors Conference - Fudge	272-000.00-742.236	\$ 39.95
Library Design	Reference desk door	272-000.00-976.000	\$ 5,875.00
The library Network	firewall project	272-000.00-976.143	\$ 13,235.89
TOTAL 272			\$ 20,925.31

May 2025 Library Board Student Representatives Report

By: Alexandra DeMore and Alyna Dohadwala (Student Representatives)

Tween and Teen Library Programs:

The Club Half-Blood program was held on May 1st. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 7)

The No Required Reading Book Club program was held on May 8th. Taking a break from reading for school, this book club is just for teens! Each month we will pick a new book to read, and then come together to discuss our thoughts and feelings about the book. (Attendance = 1)

The NO-VI Chess Club program was held on May 8th. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 13)

The Watercolor Bookmark event was held on May 27th. Tweens joined us to make their very own watercolor bookmarks! (Attendance = 12)

Teen Space Update:

During May 2025, there were #506 patrons who visited Teen Space.

The total weekly Teen Space stats for May 2025 were:

5/1 & 5/2 =56

5/5-5/9 =117

5/12-5/16 =110

5/19-5/23 =105

5/26-5/30 =118

Teen Space was not in session for the following dates:

5/26

Month	Monthly Total	Average Per Week	Average Per Day		
August	211	211	53		Yearly Total
September	993	199	52		6,408
October	1,359	272	68		
November	684	137	57		
December	658	132	51		
January	670	134	45		
February	513	103	39		
March	506	84	28		
April	308	62	24		
May	506	101	25		

Teen Advisory Board (TAB) Update:

The ninth TAB meeting of the year was held on May 16th. This meeting was the conclusion to the Teen Advisory Board's fabulous year. Officer elections were held along with a super tasty ice cream bar! Finally, the meeting included a wrap up presentation to showcase the fun activities and wonderful community service projects that TAB was a part of this year. All in all, this meeting concluded another successful year for the Novi Public Library Teen Advisory Board!

(Attendance =12)

Upcoming Programs:

Tuesday Tunes on the Patio- July 8th, 15th, 22nd, 29th 11:30am-1pm

Collage Art- July 15th, 7-8pm

iCube Teen Invasion: Miniature Bookcases- July 17th, 2:30-4pm

Novi Chess Club- July 17th, 7-8pm

July Tween Grab and Go Kit- July 18th

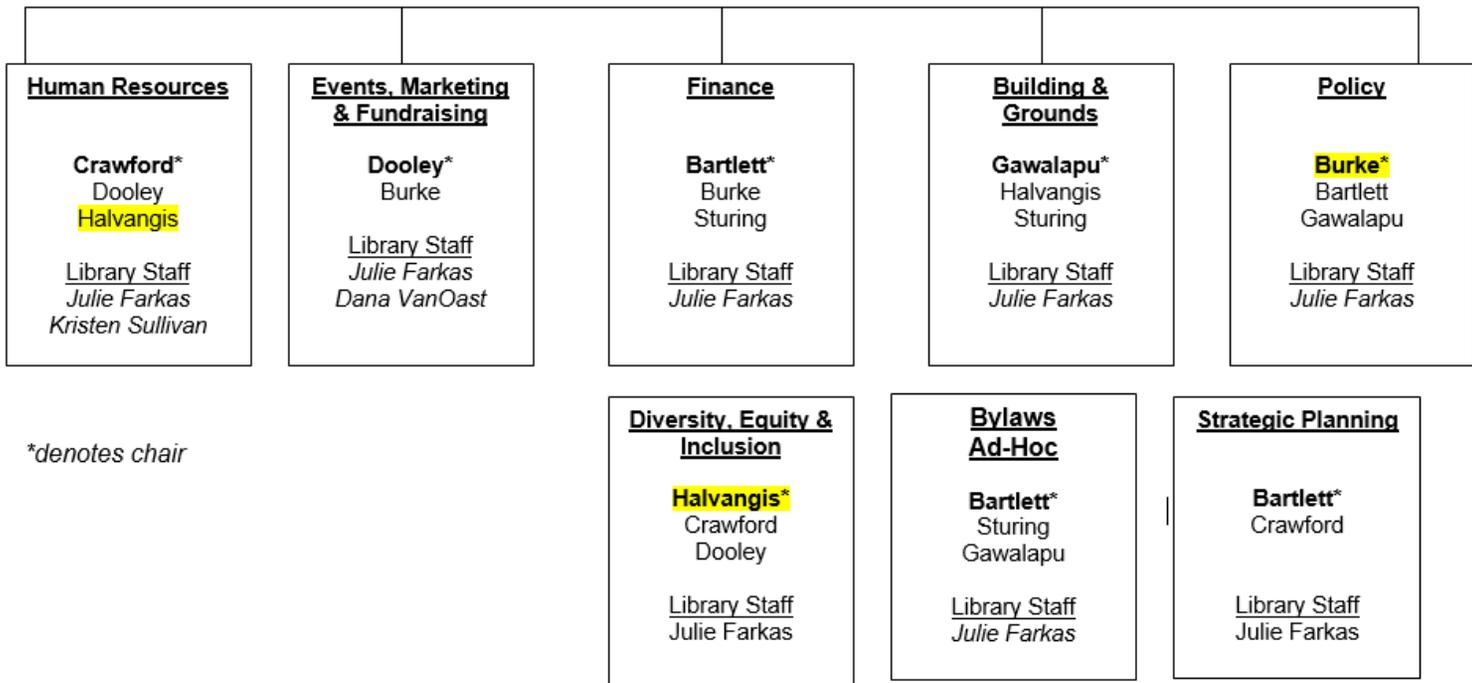
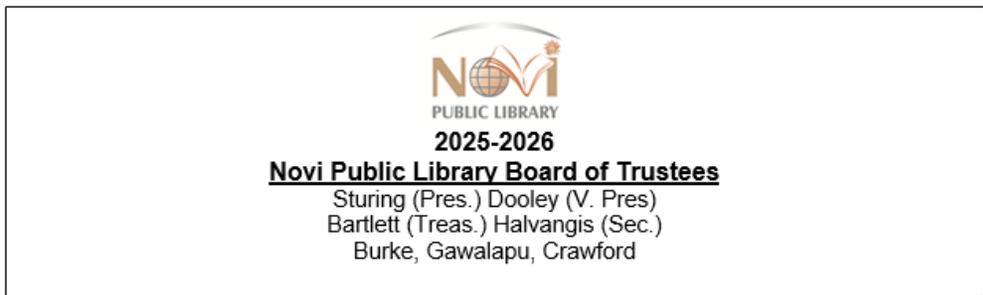
Tie Dye (3 Sessions)- July 23rd, 2-7:30pm

Beginner Sewing Class- Zippered Pouch- July 26th, 2-4pm

The Marvel Superhero in Real Time- July 30th 6:30-8pm

Teen Stop Featured Display:

PRESIDENT'S REPORT



*denotes chair

FINANCIALS

2025-2026 Library Budget 271													
		2023-2024	2024-2025	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031		
As of February 13, 2025		Audited	Approved	Year End	4th Qtr.	Approved	Projected	Projected	Projected	Projected	Projected		
Revenues		10/30/2024	2/15/2024	2/13/2025		2/13/2025	2/13/2025	2/13/2025					
Account	Description				As of 6/12/25								
402.000	Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,625,232.58	3,621,173.08	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07	4,362,098.48		City checking on final number
404.003	Tax Revenue - Brow nfield B1	-376.24	-436.00	-431.56	-432.00	-506.00	-587.00	-692.66	-713.44	-734.84	-756.89		
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
404.007	Tax Revenue - Brow nfield B3 17	-15,263.59	-20,759.00	-16,000.68	-16,001.00	-28,232.00	-38,396.00	-47,995.00	-49,434.85	-50,917.90	-52,445.43		
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-41,321.00	-35,988.88	-35,989.00	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50	-102,862.49		
404.009	Tax Revenue - Brow nfield B4 21	-354.57	-404.00	-440.12	-440.00	-469.00	-544.00	-625.60	-644.37	-663.70	-683.61		
404.010	Tax Revenue - Brow nfield B4X	-44.00	-108.00	-44.00	-44.00	-124.00	-143.00	-164.45	-169.38	-174.47	-179.70		
412.000	Tax Reveune - C/Y Del PPT	-4,707.59	-8,000.00	0.00	0.00	-10,000.00	-12,000.00	-12,000.00	-12,360.00	-12,730.80	-13,112.72		
414.000	Tax Revenue - Tax Tribunal Acc	-1,800.00	-1,000.00	0.00	-3,112.00	-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	1,500.00	1,096.86	1,779.12	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00		
567.000	State Aid	67,337.40	50,000.00	60,000.00	69,947.04	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00		
573.000	State Grants - Local Comm	17,786.09	15,000.00	15,000.00	8,101.99	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00		City checking on final number
658.000	State penal fines	89,070.72	80,000.00	91,226.15	91,226.15	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00		
659.000	Library book fees	9,341.82	8,000.00	8,000.00	8,400.00	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	44,000.00	100,000.00	100,000.00	100,000.00	100,000.00	50,000.00	50,000.00	50,000.00	50,000.00		City provides info; possibly higher
669.500	Unrealized gain(loss) invest	92,415.46	10,000.00	20,172.26	32,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		City provides info; possibly higher
674.289	Adult Programming	12,086.76	5,000.00	13,450.00	19,456.00	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	0.00	0.00		
674.400	Gifts and donations	2,365.78	4,500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00		
675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00		
675.006	Car Charging	11.07	100.00	50.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00		
675.100	Copier	3,620.99	1,000.00	8,500.00	13,500.00	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	27,500.00	30,000.00	40,000.00	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00	31,500.00		
675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	8,228.00	7,850.00	7,850.00	8,000.00	8,000.00	8,500.00	8,500.00		
675.650	Library Café	0.00	0.00	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	0.00	0.00		
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	3,961,373.38	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63		

2025-2026		2023-2024	2024-2025	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	
Expenditures		Audited	Approved	Year End	4th Qtr.	Approved	Projected	Projected	Projected	Projected	Projected	
Personnel Svcs.												
Account	Description											
704.000	Permanent Salaries	1,268,177.70	1,453,000.00	1,482,405.00	1,450,000.00	1,589,000.00	1,637,000.00	1,685,800.00	1,737,000.00	1,789,000.00	1,842,000.00	** 25/26 @ \$1,534,000; 1 open
704.100	Severance/Incentive Pay	0.00	0.00	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	0.00	0.00	
704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	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	0.00	0.00	6,921.72	0.00	0.00	0.00	0.00	0.00	0.00	Employee left; final payout
705.000	Temporary Salaries	683,363.35	743,000.00	720,000.00	694,733.00	810,000.00	834,300.00	860,000.00	885,000.00	912,000.00	939,000.00	** 25/26 @ \$824,000; 5 open
706.000	Overtime	38.82	500.00	1,000.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	
715.000	Social Security	147,519.92	168,000.00	168,000.00	164,000.00	183,500.00	189,000.00	194,800.00	200,500.00	206,600.00	212,800.00	**25/26: 7.65% of Perm & Temp lines
716.000	Insurance	230,346.09	225,000.00	230,000.00	252,000.00	239,560.00	249,143.00	259,109.00	269,474.00	280,253.00	291,464.00	City underestimated the cost in 24/25
716.200	HSA - Employer Contribution	1,138.25	3,000.00	1,100.00	2,000.00	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	-32,200.00	-34,000.00	-37,500.00	-35,934.00	-37,371.45	-38,866.35	-40,421.10	-42,037.95	-43,719.60	
717.000	Workers' Comp	1,640.32	1,800.00	1,800.00	2,000.00	1,900.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00	
718.000	Pension DB Normal Cost	5,520.00	6,000.00	6,000.00	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	92,200.00	92,200.00	92,200.00	108,192.00	110,355.84	112,562.96	114,814.22	117,110.50	119,452.71	
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
718.200	Pension - Defined Contribution	67,418.77	74,000.00	112,000.00	128,000.00	132,210.00	151,700.00	156,580.00	161,700.00	166,900.00	172,200.00	
	Employer Pre-tax Contribution	0.00	38,000.00	0.00	0.00							
719.000	Unemployment Ins	36.84	2,000.00	1,000.00	100.00	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	2,781,800.00	2,789,005.00	2,762,292.32	3,055,312.00	3,150,927.39	3,246,885.61	3,345,067.12	3,446,925.55	3,550,397.11	
Supplies and Materials												
Account	Description											
726.400	Supplies - Cash Over/Under	36.72	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	
727.000	Office supplies	9,181.98	16,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
728.000	Postage	4,014.04	5,500.00	2,500.00	2,500.00	3,500.00	4,000.00	4,000.00	4,500.00	4,500.00	4,500.00	
734.000	Computer softw are/licensing	61,936.23	83,000.00	83,000.00	83,000.00	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	52,000.00	52,000.00	52,000.00	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	44,800.00	38,000.00	44,800.00	38,000.00	39,100.00	40,300.00	41,500.00	42,700.00	44,000.00	
740.200	Supplies desk, chairs, cabinets	4,173.51	5,000.00	5,000.00	1,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
741.000	Supplies-Uniforms	0.00	500.00	2,000.00	1,500.00	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	241,000.00	241,000.00	241,000.00	241,000.00	248,000.00	255,600.00	263,300.00	271,200.00	279,300.00	
742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	8,000.00	15,400.00	15,900.00	16,300.00	16,800.00	17,300.00	17,900.00	
742.100	Book Fines	91.97	500.00	100.00	100.00	200.00	200.00	200.00	200.00	200.00	200.00	
743.000	Library Periodicals	17,561.82	18,000.00	18,000.00	18,000.00	18,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
744.000	Audio visual materials (CD/DVD)	60,196.64	52,300.00	52,300.00	52,300.00	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	160,700.00	160,700.00	160,700.00	177,000.00	194,700.00	204,400.00	214,600.00	225,400.00	236,600.00	
745.300	Electronic Resources - Online	67,776.44	80,000.00	80,000.00	80,500.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	
Total Supplies & Materials		641,275.81	774,300.00	759,700.00	756,000.00	790,200.00	814,000.00	832,900.00	853,000.00	873,400.00	894,600.00	

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Qtr.	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Services & Charges											
Account	Description										
802.000	Data Processing - OnBase	828.90	1,300.00	1,600.00	900.00	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	6,000.00	2,500.00	2,500.00	3,000.00	3,000.00	3,500.00	3,500.00	4,000.00	4,000.00
803.000	Independent Audit	800.00	800.00	622.00	622.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,500.00	1,500.00	1,500.00	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	9,000.00	4,500.00	4,500.00	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	0.00	0.00
809.000	Memberships & Dues	6,677.50	8,000.00	8,000.00	8,000.00	8,500.00	8,500.00	8,500.00	9,000.00	9,000.00	9,500.00
816.000	Professional services	12,103.50	23,000.00	23,000.00	18,000.00	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	92,000.00	100,000.00	96,500.00	100,000.00	100,000.00	103,000.00	103,000.00	103,000.00	106,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	17,000.00	15,874.00	15,874.00	16,350.00	16,850.00	17,400.00	17,900.00	18,400.00	19,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	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	43,000.00	45,000.00	46,300.00	54,100.00	55,700.00	57,300.00	59,000.00	60,800.00	62,700.00
855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	76,000.00	81,000.00	87,000.00	93,000.00	99,000.00	106,000.00	114,000.00
861.000	Gasoline and oil	334.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	800.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
882.200	Employee Assistance Program			1,000.00	1,000.00	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	25,000.00	25,000.00	25,000.00	25,000.00	25,750.00	26,500.00	27,300.00	28,100.00	29,000.00
880.268	Library Programming	36,897.47	38,000.00	38,000.00	38,000.00	44,600.00	44,600.00	44,600.00	48,000.00	48,000.00	48,000.00
880.271	Adult Programming	7,467.05	10,000.00	10,000.00	10,000.00	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	32,000.00	25,000.00	25,000.00	26,000.00	26,700.00	27,500.00	28,400.00	29,200.00	30,000.00
921.000	Heat	12,267.57	15,300.00	15,300.00	15,300.00	15,700.00	16,200.00	16,700.00	17,200.00	17,700.00	18,300.00
922.000	Electricity	102,779.81	115,500.00	115,500.00	106,000.00	118,900.00	122,000.00	126,000.00	130,000.00	133,800.00	137,800.00
923.000	Water and Sewer	8,065.10	8,200.00	8,500.00	8,500.00	8,700.00	9,000.00	9,300.00	9,500.00	9,800.00	10,100.00
934.000	Building Maintenance	101,144.38	121,400.00	136,500.00	136,500.00	125,000.00	128,700.00	132,600.00	136,600.00	140,600.00	144,900.00
935.000	Vehicle Maintenance	169.02	200.00	200.00	500.00	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
936.300	Grounds Maint.	51,938.72	48,000.00	48,000.00	43,000.00	53,000.00	54,500.00	56,100.00	57,800.00	59,500.00	61,300.00
942.000	Office Equipment Lease	11,350.94	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	13,400.00	13,400.00	13,400.00	13,400.00
942.002	Copier Property Tax	0.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	450.00	450.00	350.00	500.00	550.00	550.00	550.00	550.00	550.00
956.000	Conferences & Workshops	25,185.11	20,000.00	20,000.00	20,000.00	26,700.00	22,000.00	26,700.00	20,000.00	26,700.00	20,000.00
957.000	Tuition and Other Reimbursement	0	0	0	0	7000	7000	7000	7000	7000	7000
Total Services & Charges		670,066.27	739,450.00	750,741.00	718,541.00	784,150.00	798,150.00	828,050.00	845,550.00	874,450.00	894,450.00

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Qtr.	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected			
Capital Outlay														
Account	Description													
962.000	Building Contingency													
989.000	Grounds Improvement													
976.000	Building Improvements/Entrance	0.00												
976.100	Parking lot improvements	0.00												
983.000	Vehicles - Van													
986.000	Internal Tech - AST	0.00												
986.000	Technology	34,074.28	37,000.00	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00			
989.001	Furniture	0.00												
Total Capital Outlay		34,074.28	37,000.00	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00			
995.272	Transfer out expense to 272	35,238.00												
Total Expenditures		3,829,403.33	4,332,550.00	4,336,446.00	4,273,833.32	4,629,662.00	4,763,077.39	4,907,835.61	5,043,617.12	5,194,775.55	5,339,447.11			
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	3,961,373.38	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63			
Net Revenue		-2,070.59	-523,566.00	-405,773.39	-312,459.94	-620,242.00	-672,436.39	-777,909.03	-798,600.74	-830,716.68	-853,289.48			
Current Fund Balance		2,596,669.43	2,073,103.43	2,190,896.04	2,284,209.49	1,571,654.04	898,217.65	120,308.62	-678,292.12					
24/25: Capital 271-986.000: \$37,000 for computer replacement/2 additional security cameras.														
25/26: Capital 271-986.000: \$61,500 for computer replacement, Cisco switches and Local History cameras - 2/4/25 recommended move to 272 Account														

272 - Library Contributed Funds										
Revenues & Expenditures										
2025-2026 as of 2/13/2025										
		2023-2024	2024-2025	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
		Audited	Approved	Year End	4th Quarter	Approved	Projected	Projected	Projected	Projected
		6/30/2024	2/15/2024	2/13/2025	6/12/2025	2/13/2025	2/13/2025			
Revenues										
Interest Income										
665.000	Interest on Investments	\$ 52,873.99	\$ 27,000.00	\$ 27,000.00	\$ 39,753.18	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) Investments	37,885.77	(4,500.00)	12,547.91	17,694.62	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 90,759.76	\$ 22,500.00	\$ 39,547.91	\$ 57,447.80	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
699.271	Transfer from Library Fund	35,238.00	-							
Donations										
674.036	Diversity, Equity & Inclusion	500.00	500.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00
674.046	Makerspace (iCube) Rev	8,216.55	1,000.00	3,610.00	4,822.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	29.66	1,000.00	-	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Rev	12,070.61	1,000.00	5,018.00	5,638.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Rev	625.00	1,000.00	4,068.00	4,068.72	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	4,098.70	3,000.00	13,589.00	14,597.75	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Rev	50.00	1,000.00	-	-	500.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	100.00	1,000.00	-	-	500.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	5,000.00	-	6,200.00	7,700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
TOTAL		\$30,691	\$9,500	\$32,485	\$36,826	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
TOTAL Revenues		\$ 156,688.28	\$ 32,000.00	\$ 72,032.91	\$ 94,274.27	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Expenditures										
Supplies										
742.036	Diversity, Equity & Inclusion	0.00	500.00	100.00	500.00	500.00	500.00	500.00	500.00	500.00
742.046	Makerspace (iCube)	9,856.18	0.00	3,610.00	1,000.00	0.00	0.00	0.00	0.00	0.00
742.229	Raising a Reader	1,362.10	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials	10,904.06	1,000.00	5,018.00	5,638.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	66,001.70	-	-	1,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
742.232	Programming Expenditures	8,612.26	3,000.00	13,589.00	13,589.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology	-	0.00	0.00	0.00	61,500.00	32,000.00	67,400.00	57,800.00	54,600.00
742.234	Undesignated Misc.	246.00	500.00	500.00	200.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	1,600.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL		\$100,278	\$8,500	\$26,317	\$24,527	\$93,000	\$63,500	\$98,900	\$89,300	\$86,100
Capital Outlay										
976.000	Bldg. Improvements/Furniture	-	63,900.00	82,200.00	82,200.00	111,500.00	-	-	-	-
976.044	Auto Lending Library (Friends)	-	-	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	(500.00)	-	-	-	-	-	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	28,950.00	29,647.80	129,000.00	-	-	-	-
976.141	Main Entrance /Parking Lot	25,145.00	30,000.00	10,000.00	12,000.00	23,000.00	-	-	-	-
976.143	WiFi Upgrade; Firewall	17,562.89	-	15,000.00	13,235.89	-	-	-	-	-
976.144	Server & Camera Upgrade	68,838.00	-	-	-	-	-	-	-	-
	Unknown Capital Improvements		37,300.00	37,300.00	-	37,300.00	37,300.00	37,300.00	37,300.00	37,300.00
TOTAL		\$ 111,045.89	\$ 247,000.00	\$ 173,450.00	\$ 137,083.69	\$ 300,800.00	\$ 37,300.00	\$ 37,300.00	\$ 37,300.00	\$ 37,300.00
TOTAL Expenditures		\$211,324	\$255,500	\$199,767	\$161,611	\$393,800	\$100,800	\$ 136,200.00	\$ 126,600.00	\$ 123,400.00
	Beginning Fund Balance Yr. End	\$ 1,698,587.10	\$ 1,643,951.09	\$ 1,643,951.09	\$ 1,643,951.09	\$ 1,516,217.00	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00
	Revenues	156,688.28	32,000.00	72,032.91	94,274.27	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
	Expenditures	(211,324.29)	(255,500.00)	(199,767.00)	(161,610.69)	(393,800)	(100,800.00)	(136,200.00)	(126,600.00)	(123,400.00)
	NET Revenues vs. Expenditures	(54,636.01)	(223,500.00)	(127,734.09)	(67,336.42)	(358,800.00)	(65,800.00)	(101,200.00)	(91,600.00)	(88,400.00)
	Beginning Fund Balance									
	Ending Fund Balance Expected	\$ 1,643,951.09	\$ 1,420,451.09	\$ 1,516,217.00	\$ 1,576,614.67	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00	\$ 810,417.00
Notes:										
24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500; Main Entrance/Parking: Parking Lot Lights \$10,000 (\$12,071)										
Update: \$28,950 for deposit for Automated Return System; Furniture Replacment \$10,200;2nd flr. Electrical - Teen Area Project, Info Desk Doors \$8,100										
25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000; Staff chairs replacement (15 yrs.) \$36,000; 2 Single Use Study Booths \$15,500; 2 Staff Office Re-designs \$30,000.										
Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Aug/Sept. 25/26);										
26/27: Youth Area/Main Lobby Renovation (Potential Legacy Donation for Youth Area); Plan for additional building costs based on the Reserve Study that will be done in June 2025.										

Financial Report for May 2025
(Provided by Bindhya Suriyanarayanan, Bookkeeper)

Approved Budget for Fund 271 Fiscal Year 2024-2025

TOTAL REVENUES	\$ 3,808,984
TOTAL EXPENDITURES	\$ 4,332,550
NET OF REVENUES & EXPENDITURES	(\$ 523,566)

Approved budget for Fund 272 Fiscal Year 2024-2025

TOTAL REVENUES	\$ 32,000
TOTAL EXPENDITURES	\$ 255,500
NET OF REVENUES & EXPENDITURES	(\$223,500)

Revenue & Expenditure Report for Fund 271

	YTD Apr 30,2025	YTD May 31,2025	Difference *
TOTAL REVENUES	\$ 3,949,708	\$ 3,960,835	\$ 11,127
TOTAL EXPENDITURES	\$ 3,288,889	\$ 3,718,218	\$ 429,329
NET OF REVENUES & EXPENDITURES	\$ 660,819	\$ 242,617	

Revenue & Expenditure Report for Fund 272

	YTD Apr 30,2025	YTD May 31,2025	Difference*
TOTAL REVENUES	\$ 93,931	\$ 94,274	\$ 343
TOTAL EXPENDITURES	\$ 101,369	\$ 121,457	\$ 20,088
NET OF REVENUES & EXPENDITURES	(\$ 7,438)	(\$ 27,183)	

Balance Sheet Report as of May 31, 2025

The ending fund balance for Fund 271 is \$
3,257,488.79

The ending fund balance for Fund 272 is \$ 1,636,513.49

Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

06/04/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2025										
% Fiscal Year Completed: 91.78										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NM (ABNM)	ORIGINAL BUDGET	2024-25 AMDD BUDGET	MTH ACTY MARCH 2025 INCR (DECR)	MTH ACTY APRIL 2025 INCR (DECR)	MTH ACTY MAY 2025 INCR (DECR)	YTD BALANCE 05/31/2025 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Lev	3,410,762.72	3,618,062.00	3,628,345.00	0.00	0.00	0.00	3,621,173.08	7,171.92	99.80
271-000.00-404.003	Property Tax Revenue - Brow nfield	(376.24)	(436.00)	(432.00)	0.00	0.00	0.00	0.00	(432.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brow nfield C	(15,263.59)	(20,759.00)	(16,001.00)	0.00	0.00	0.00	(16,000.68)	(0.32)	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C	(30,637.16)	(41,321.00)	(35,989.00)	0.00	0.00	0.00	(35,988.88)	(0.12)	100.00
271-000.00-404.009	Property Tax Revenue-Brow nfield C	(354.57)	(404.00)	(440.00)	0.00	0.00	0.00	(440.12)	0.12	100.03
271-000.00-404.010	Property Tax Revenue-Brow nfield C	(44.00)	(108.00)	(44.00)	0.00	0.00	0.00	(44.00)	0.00	100.00
271-000.00-412.000	Property Tax Revenue - C/Y Del PP	(4,707.59)	(8,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribuna	(1,800.00)	(1,000.00)	(3,112.00)	0.00	0.00	0.00	0.00	(3,112.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Cha	3,020.33	1,500.00	1,097.00	220.92	218.54	0.00	1,779.12	(682.12)	162.18
Property tax revenue		3,360,599.90	3,547,534.00	3,573,424.00	220.92	218.54	0.00	3,570,478.52	2,945.48	99.92
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	60,000.00	35,610.98	0.00	0.00	69,947.04	(9,947.04)	116.58
271-000.00-573.000	State Grants - Local Comm Stabiliza	17,786.09	15,000.00	15,000.00	0.00	0.00	0.00	8,101.99	6,898.01	54.01
State sources		85,123.49	65,000.00	75,000.00	35,610.98	0.00	0.00	78,049.03	(3,049.03)	104.07
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	91,226.00	0.00	0.00	0.00	91,226.15	(0.15)	100.00
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	536.23	547.42	1,440.99	8,379.86	(379.86)	104.75
Fines and forfeitures		98,412.54	88,000.00	99,226.00	536.23	547.42	1,440.99	99,606.01	(380.01)	100.38
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	100,000.00	0.00	0.00	0.00	97,475.73	2,524.27	97.48
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	20,172.00	0.00	0.00	0.00	31,814.47	(11,642.47)	157.72
Interest income		211,203.58	54,000.00	120,172.00	0.00	0.00	0.00	129,290.20	(9,118.20)	107.59
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	13,450.00	0.00	0.00	5,782.47	19,456.31	(6,006.31)	144.66
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	500.00	31.22	30.23	46.11	479.00	21.00	95.80
Donations		14,452.54	9,500.00	13,950.00	31.22	30.23	5,828.58	19,935.31	(5,985.31)	142.91
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	564.56	222.45	57.10	2,885.38	(385.38)	115.42
271-000.00-675.006	Car Charging Revenue	11.07	100.00	50.00	0.00	63.14	0.00	77.94	(27.94)	155.88
271-000.00-675.100	Copier	3,620.99	1,000.00	8,500.00	1,432.10	1,514.95	1,579.90	13,118.66	(4,618.66)	154.34
271-000.00-675.300	Meeting room	37,477.41	27,500.00	30,000.00	4,046.08	4,296.16	2,220.04	39,165.91	(9,165.91)	130.55
271-000.00-675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	0.00	0.00	0.00	8,228.00	(378.00)	104.82
Other revenue		57,540.69	44,950.00	48,900.00	6,042.74	6,096.70	3,857.04	63,475.89	(14,575.89)	129.81
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,930,672.00	42,442.09	6,892.89	11,126.61	3,960,834.96	(30,162.96)	100.77
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,930,672.00	42,442.09	6,892.89	11,126.61	3,960,834.96	(30,162.96)	100.77

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	MARCH 2025	APRIL 2025	MAY 2025	05/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,482,405.00	107,115.73	107,813.22	162,921.09	1,278,465.25	203,939.75	86.24
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	0.00	0.00	0.00	5,157.60	2,342.40	68.77
271-000.00-704.250	Final Payout	0.00	0.00	0.00	6,921.72	0.00	0.00	6,921.72	(6,921.72)	100.00
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	720,000.00	51,892.95	53,305.20	76,630.63	614,733.51	105,266.49	85.38
271-000.00-706.000	Overtime	38.82	500.00	1,000.00	0.00	0.00	313.07	892.07	107.93	89.21
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	12,490.08	12,144.15	18,147.27	143,556.24	24,443.76	85.45
271-000.00-716.000	Insurance	230,346.09	225,000.00	230,000.00	23,499.27	21,341.77	15,049.76	237,961.43	(7,961.43)	103.46
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	1,100.00	0.00	0.00	0.00	1,746.44	(646.44)	158.77
271-000.00-716.999	Insurance - Employee Reimburseme	(33,477.49)	(32,200.00)	(34,000.00)	(3,223.62)	(3,101.97)	(3,108.08)	(34,274.88)	274.88	100.81
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	151.48	183.02	326.04	1,868.42	(68.42)	103.80
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	1,540.00	4,460.00	25.67
271-000.00-718.010	Pension - DB Unfunded Accrued Li	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	84,513.00	7,687.00	91.66
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	9,946.82	9,386.64	14,218.95	113,138.76	(1,138.76)	101.02
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	1,000.00	0.00	0.00	0.00	96.03	903.97	9.60
Personnel services		2,448,748.97	2,781,800.00	2,789,005.00	216,617.43	208,895.03	292,321.73	2,456,315.59	332,689.41	88.07
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	100.00	(0.01)	(3.71)	0.00	(1.50)	101.50	(1.50)
271-000.00-727.000	Office supplies	9,181.98	16,000.00	10,000.00	472.47	1,306.67	132.89	6,253.27	3,746.73	62.53
271-000.00-728.000	Postage	4,014.04	5,500.00	2,500.00	294.99	220.99	0.00	1,790.70	709.30	71.63
271-000.00-734.000	Computer supplies, software & lice	61,936.23	83,000.00	83,000.00	5,521.84	821.55	7,571.12	39,234.97	43,765.03	47.27
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	3,048.20	4,833.27	904.88	35,567.44	16,432.56	68.40
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	38,000.00	671.27	2,868.21	1,246.52	38,988.72	(988.72)	102.60
271-000.00-740.200	Supplies - Desk chairs and file cabi	4,173.51	5,000.00	5,000.00	0.00	766.00	0.00	766.00	4,234.00	15.32
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	2,000.00	0.00	204.47	0.00	1,176.64	823.36	58.83
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	30,230.27	26,361.00	15,314.60	212,086.91	28,913.09	88.00
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	786.87	1,598.25	279.34	7,809.23	7,190.77	52.06
271-000.00-742.100	Library Books - Fines	91.97	500.00	100.00	0.00	0.00	0.00	58.98	41.02	58.98
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	0.00	0.00	0.00	16,749.33	1,250.67	93.05
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	3,454.77	6,365.46	2,368.07	41,640.32	10,659.68	79.62
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	23,409.57	20,796.76	3,317.62	157,928.11	2,771.89	98.28
271-000.00-745.300	Electronic resources (CD rom mater	67,776.44	80,000.00	80,000.00	2,518.00	0.00	0.00	80,376.53	(376.53)	100.47
Supplies		641,275.81	774,300.00	759,700.00	70,408.24	66,138.92	31,135.04	640,425.65	119,274.35	84.30

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	MARCH 2025	APRIL 2025	MAY 2025	05/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	1,600.00	0.00	0.00	0.00	891.07	708.93	55.69
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	2,500.00	137.18	0.00	0.00	1,324.48	1,175.52	52.98
271-000.00-803.000	Independent audit	800.00	800.00	622.00	0.00	0.00	0.00	622.00	0.00	100.00
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	116.00	0.00	0.00	1,160.00	340.00	77.33
271-000.00-806.000	Legal fees	19,931.70	9,000.00	4,500.00	250.00	0.00	0.00	3,955.00	545.00	87.89
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	77.00	180.00	0.00	6,211.26	1,788.74	77.64
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	500.00	450.00	2,800.00	12,288.11	10,711.89	53.43
271-000.00-817.000	Custodial services	83,332.60	92,000.00	100,000.00	8,645.00	8,120.00	0.00	80,045.00	19,955.00	80.05
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	15,874.00	0.00	0.00	0.00	15,874.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured cl	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	45,000.00	4,583.74	2,500.78	2,234.80	35,948.78	9,051.22	79.89
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	2,158.74	16,536.11	0.00	69,138.94	6,861.06	90.97
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	34.35	0.00	0.00	255.44	244.56	51.09
271-000.00-862.000	Mileage	1,300.01	800.00	1,700.00	113.89	152.11	63.46	1,427.13	272.87	83.95
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	2,467.32	1,817.05	499.00	16,550.07	8,449.93	66.20
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	1,483.55	635.66	163.92	21,306.00	16,694.00	56.07
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	103.00	0.00	0.00	9,424.83	575.17	94.25
271-000.00-882.200	Employee assistance program	0.00	0.00	1,000.00	0.00	506.94	0.00	506.94	493.06	50.69
271-000.00-900.000	Printing, graphic design and publish	25,459.42	32,000.00	25,000.00	744.18	628.60	3,440.01	8,842.70	16,157.30	35.37
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	2,161.30	1,608.43	1,185.10	12,497.46	2,802.54	81.68
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	8,612.19	8,198.40	7,698.50	89,776.87	25,723.13	77.73
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,500.00	2,114.46	0.00	0.00	6,307.02	2,192.98	74.20
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	136,500.00	16,885.92	12,202.61	1,623.44	130,081.53	6,418.47	95.30
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	0.00	0.00	0.00	426.22	(226.22)	213.11
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	321.99	827.95	4,838.79	35,340.56	12,659.44	73.63
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	1,010.00	1,010.00	1,010.00	11,110.00	1,890.00	85.46
271-000.00-942.100	Records storage	315.36	450.00	450.00	28.06	28.06	28.06	300.02	149.98	66.67
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	565.00	1,167.37	82.60	17,094.87	2,905.13	85.47
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	MARCH 2025	APRIL 2025	MAY 2025	05/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
		670,066.27	739,450.00	750,741.00	53,112.87	56,570.07	25,667.68	592,201.30	158,539.70	78.88
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	0.00	8,792.00	0.00	29,275.44	7,724.56	79.12
		34,074.28	37,000.00	37,000.00	0.00	8,792.00	0.00	29,275.44	7,724.56	79.12
Transfers out										
271-000.00-995.272	Transfer to Library Contribution Fur	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY										
		3,829,403.33	4,332,550.00	4,336,446.00	340,138.54	340,396.02	349,124.45	3,718,217.98	618,228.02	85.74
TOTAL EXPENDITURES										
		3,829,403.33	4,332,550.00	4,336,446.00	340,138.54	340,396.02	349,124.45	3,718,217.98	618,228.02	85.74
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,930,672.00	42,442.09	6,892.89	11,126.61	3,960,834.96	(30,162.96)	(59.79)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,336,446.00	340,138.54	340,396.02	349,124.45	3,718,217.98	618,228.02	(59.79)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(405,774.00)	(297,696.45)	(333,503.13)	(337,997.84)	242,616.98	(648,390.98)	(59.79)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(59.79)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,190,895.43				2,839,286.41		(59.79)

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	MARCH 2025	APRIL 2025	MAY 2025	05/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	0.00	0.00	0.00	39,753.18	(12,753.18)	147.23
272-000.00-669.500	Gain (loss) on investments	37,885.77	(4,500.00)	(4,500.00)	0.00	0.00	0.00	17,694.62	(22,194.62)	(393.21)
	Interest income	90,759.76	22,500.00	22,500.00	0.00	0.00	0.00	57,447.80	(34,947.80)	255.32
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	8,216.55	1,000.00	1,000.00	154.75	331.65	243.40	4,822.10	(3,822.10)	482.21
272-000.00-674.229	Raising a Reader in Novi Sponsors	29.66	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	12,070.61	1,000.00	1,000.00	0.00	0.00	50.00	5,638.00	(4,638.00)	563.80
272-000.00-674.231	Buildings/Ground/Furniture Revenue	625.00	1,000.00	1,000.00	0.00	0.00	0.00	4,068.72	(3,068.72)	406.87
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	499.52	0.00	50.00	14,597.75	(11,597.75)	486.59
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	2,000.00	1,000.00	0.00	7,700.00	(7,700.00)	100.00
	Donations	30,690.52	9,500.00	9,500.00	2,654.27	1,331.65	343.40	36,826.57	(27,326.57)	387.65
Transfers in										
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Transfers in	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Dept 000.00 - TREASURY	156,688.28	32,000.00	32,000.00	2,654.27	1,331.65	343.40	94,274.37	(62,274.37)	294.61
	TOTAL REVENUES	156,688.28	32,000.00	32,000.00	2,654.27	1,331.65	343.40	94,274.37	(62,274.37)	294.61
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	249.00	0.00	0.00	334.60	165.40	66.92
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	31.13	84.62	0.00	966.14	33.86	96.61
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	1,106.61	388.01	0.00	5,265.66	(4,265.66)	526.57
272-000.00-742.231	Buildings/Ground/ Furniture Expens	66,001.70	0.00	0.00	0.00	0.00	0.00	715.70	(715.70)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	650.00	178.08	287.14	8,864.84	(5,864.84)	295.49
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	0.00	0.00	0.00	108.54	391.46	21.71
	Supplies Cont.									
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	48.52	36.78	50.92	1,512.70	987.30	60.51
	Supplies	100,278.40	8,500.00	8,500.00	2,085.26	687.49	338.06	18,768.18	(10,268.18)	220.80
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	33,709.67	5,875.00	0.00	79,452.67	21,747.33	78.51
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	30,000.00	10,000.00	0.00	0.00	10,000.00	20,000.00	33.33
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	0.00	0.00	13,235.89	(13,235.89)	100.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Capital outlay	111,045.89	247,000.00	247,000.00	43,709.67	5,875.00	0.00	102,688.56	144,311.44	41.57
	Total Dept 000.00 - TREASURY	211,324.29	255,500.00	255,500.00	45,794.93	6,562.49	338.06	121,456.74	134,043.26	47.54
	TOTAL EXPENDITURES	211,324.29	255,500.00	255,500.00	45,794.93	6,562.49	338.06	121,456.74	134,043.26	47.54
Fund 272 - LIBRARY CONTRIBUTION FUND:										
	TOTAL REVENUES	156,688.28	32,000.00	32,000.00	2,654.27	1,331.65	343.40	94,274.37	(62,274.37)	12.16
	TOTAL EXPENDITURES	211,324.29	255,500.00	255,500.00	45,794.93	6,562.49	338.06	121,456.74	134,043.26	12.16
	NET OF REVENUES & EXPENDITURES	(54,636.01)	(223,500.00)	(223,500.00)	(43,140.66)	(5,230.84)	5.34	(27,182.37)	(196,317.63)	12.16
	BEG. FUND BALANCE	1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		12.16
	END FUND BALANCE	1,643,951.09	1,420,451.09	1,420,451.09				1,616,768.72		12.16
TOTAL REVENUES - ALL FUNDS										
	TOTAL EXPENDITURES - ALL FUNDS	3,984,021.02	3,840,984.00	3,962,672.00	45,096.36	8,224.54	11,470.01	4,055,109.33	(92,437.33)	
	NET OF REVENUES & EXPENDITURES	4,040,727.62	4,588,050.00	4,591,946.00	385,933.47	346,958.51	349,462.51	3,839,674.72	752,271.28	
	BEG. FUND BALANCE - ALL FUNDS	(56,706.60)	(747,066.00)	(629,274.00)	(340,837.11)	(338,733.97)	(337,992.50)	215,434.61	(844,708.61)	
	END FUND BALANCE - ALL FUNDS	4,297,327.12	4,240,620.52	4,240,620.52				4,240,620.52		

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

06/04/2025		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 05/31/2025	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(1,021,492.89)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-017.000	Investments - Pooled	3,848,147.13	
271-000.00-019.000	Current taxes receivable	39,198.32	
271-000.00-123.400	Prepaid Expenditure	3,149.99	
271-000.00-123.677	Prepaid Insurance - Self-Insurance	15,707.64	
	Total Assets	2,885,310.19	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	38,113.53	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	110.25	
	Total Liabilities	46,023.78	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	242,616.98	
	Ending Fund Balance	2,839,286.41	
	Total Liabilities And Fund Balance	2,885,310.19	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(64,892.22)
272-000.00-017.000	Investments - Pooled	1,668,635.08
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,617,055.86
*** Liabilities ***		
272-000.00-202.000	Accounts payable	287.14
	Total Liabilities	287.14
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	(27,182.37)
	Ending Fund Balance	1,616,768.72
	Total Liabilities And Fund Balance	1,617,055.86

DIRECTOR'S REPORT

July Anniversaries – Years of Service



**Keith Perfect – 13 yrs.
Facilities**



**Donna Filipiak – 9 yrs.
Support Services**



**Tracey Pelletier – 8 yrs.
Support Services**



**Dana VanOast – 6 yrs.
Administration**

May 12, 2025: Book-plating event with DKG (Delta Kappa Gamma) for the newest Read Box at the Jessica Starr Splash Pad. Over 2,000 books were labeled.



Northville District Library (NDL) is changing over to a new catalog system and will no longer be a part of the TLN shared system. This update will change the privileges of patrons with Northville as their home library.

IMPORTANT DATES

Tuesday, June 3:

- For Northville District Library (NDL) patrons, borrowing from all other libraries will shift to the Michigan eLibrary Catalog (aka MeLCat).
- NDL patrons will still be able to place holds on NDL items in Northville's catalog.
- Items from all other libraries, including Novi, will need to be checked out in person at the owning library. NDL patrons will not be able to place holds on items owned by other libraries.

Monday, July 21 to Tuesday, September 30:

- NDL patrons are eligible to update their valid Northville home library card for limited access and guest privileges at Novi Public Library and other libraries in the TLN shared system.
 - NDL patrons must present their valid Northville home library card and valid driver's license showing their Northville home address at Novi Public Library (or any other TLN shared system library) to update their library card. All fees and any lost/damaged items must be paid or resolved in order to update the library card.

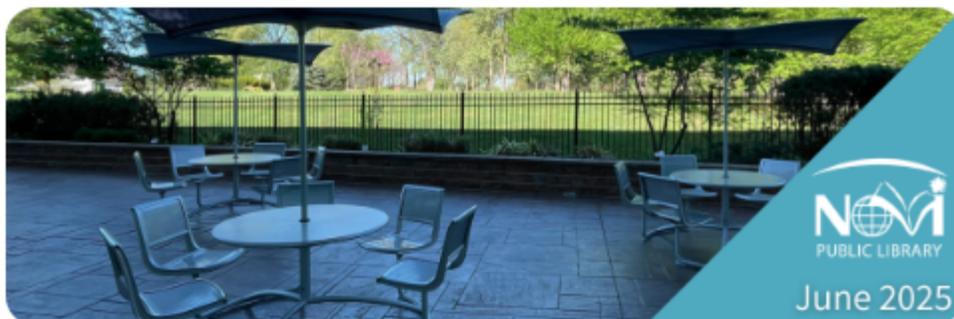
Starting October 1:

- NDL patrons who have NOT visited a TLN shared system library to update their library card will be removed from the shared system and will lose all privileges at shared system libraries.
- After being removed, NDL patrons are eligible to register their valid Northville home library card for limited access and guest privileges at Novi Public Library and other libraries in the TLN shared system.
 - NDL patrons must present their valid Northville home library card and valid driver's license showing their Northville home address at Novi Public Library (or any other TLN shared system library) to register their library card. If there are fees or any lost/damaged items that were not resolved prior to September 30, these will show in the shared system and must be paid or resolved in order to register the library card.

HAVE MORE QUESTIONS?

We understand that this transition can raise many questions. Northville District Library is available to answer all questions, offer help and support, and explain its transition from the TLN shared system to their new catalog system to all patrons.

Contact them at 248-349-3020 or visit www.northvillelibrary.org for more information.



PROGRAMS & EVENTS

RESEARCH & LEARN

BOOKS & MORE

Upcoming Closures

Sun, Jun 15: Father's Day

Thu, Jun 19: Juneteenth

Fri, Jul 4 - Sun, Jul 6*:
Independence Day Weekend

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



2025 Summer Reading Program

All ages are welcome to join NPL's Summer Reading Program, **Mon, Jun 2 - Sat, Aug 9**. [Click here for more details about reading goals and prizes.](#)

Register for the program [online](#), through the Beanstack app, or stop by the Library for a printed brochure.



New Read Box Unveiled!

Soak up the sun and cool off at [Jessica's Splashpad!](#) While you're there, don't miss our newest Read Box, stocked with free books for all ages.

A big shoutout to Delta Kappa Gamma - Beta Chi Educators for teaming up with NPL to purchase the materials to build the new box and host a book drive! Thanks to your support, we have over 2,000 books ready to fill our Read Boxes all summer long. We appreciate your dedication to spreading the love of reading! This Read Box was decorated by artist Linda McLean.

A Month in Review (May 2025) by Director Farkas

Out and About (Outreach and Programs)

- 5/1, 5/8, 5/15, 5/20, 5/29: Novi Rotary meeting
- 5/6: ALA President Presentation at Belleville District Library
- 5/20: Read Box unveiling at Splash Pad

Board, Committee & Friends Meetings

- 5/1: Friends Annual Volunteer Breakfast
- 5/7: Events, Marketing and Fundraising mtg.
- 5/7: Staff Strategic Planning mtg.
- 5/7: Board Finance Committee mtg. (4th Quarter Budget)
- 5/12: Staff Public Policy mtg.
- 5/13: 65th Anniversary Planning mtg.
- 5/14: DEI Board mtg. w/Chair Halvangis
- 5/29: Friends budget mtg.
- 5/29: Building & Grounds Board Committee mtg. re: main entrance
- 5/29: DEI Board Committee mtg.

Current Projects

- 5/6: Library chair inventory and ordering
- 5/12: Read Box book plating project w/DKG
- 5/12: Summer Reading program planning mtg. w/vendors
- 5/27: Teen Area signage meeting
- 5/1-5/30 Budget preparation for 4th Quarter

Staff and City of Novi Meetings (this does not include weekly meetings w/management staff)

- 5/1, 5/29: Community Fest planning mtg.
- 5/5: Novi Youth Assistance mtg. w/Sabrina Matsil
- 5/13: Monthly mtg. w/City Manager & Head of HR
- 5/13, 5/20, 5/27: City of Novi Leadership mtg.
- 5/14 and 5/15 Director's Q&A mtgs.
- 5/15: ServPro Vendor mtg.
- 5/29: Professional Development Day planning mtg.

Weekend Rotation

- May 3rd and 4th

Training

- 5/8: IS Supervisors training mtg.
- 5/15: IS Supervisors training mtg. on budget
- 5/21 – 5/23: Think Space Director's Conference

Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 26 Elvis & Friends

Elvis tribute artist

Jul 17 Billy Mack & the Juke Joint Johnnies

Vintage R & R, Lounge, Rockabilly, Surf, Blues

Jul 24 Magic Bus

Tribute to Woodstock

Jul 31 Vanessa Carr

Broadway meets Vegas (optional dressy affair)

Aug 7 Do It Again Band

Familiar Oldies

Aug 21 Geff Phillips Band

Rock hits from 60s-today

Aug 28 Motor City Soul

Motown & more



Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Registration required.

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



novilibrary.org
248-349-0720

5/18/2025				5/19/2025				5/20/2025				5/21/2025				5/22/2025				5/23/2025				5/24/2025 CLOSED							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	27	77	52	10-11am	25	65	45	10-11am	20	62	41	10-11am	47	111	79	10-11am	38	80	59	10-11am	0	0	0	10-11am	0	0	0
11am-12	0	0	0	11am-12	52	41	47	11am-12	44	57	51	11am-12	59	69	64	11am-12	67	57	62	11am-12	44	54	49	11am-12	0	0	0	11am-12	0	0	0
12-1pm	56	144	100	12-1pm	33	39	36	12-1pm	53	55	54	12-1pm	46	53	50	12-1pm	53	54	54	12-1pm	63	67	65	12-1pm	0	0	0	12-1pm	0	0	0
1-2pm	92	109	101	1-2pm	67	67	67	1-2pm	63	58	61	1-2pm	55	75	65	1-2pm	78	70	74	1-2pm	51	53	52	1-2pm	0	0	0	1-2pm	0	0	0
2-3pm	107	121	114	2-3pm	56	118	87	2-3pm	73	146	110	2-3pm	96	126	111	2-3pm	85	134	110	2-3pm	94	110	102	2-3pm	0	0	0	2-3pm	0	0	0
3-4pm	91	95	93	3-4pm	139	118	129	3-4pm	135	126	131	3-4pm	122	112	117	3-4pm	128	115	122	3-4pm	119	126	123	3-4pm	0	0	0	3-4pm	0	0	0
4-5pm	136	97	117	4-5pm	98	102	100	4-5pm	113	94	104	4-5pm	94	91	93	4-5pm	90	115	103	4-5pm	118	106	112	4-5pm	0	0	0	4-5pm	0	0	0
5-6pm	137	56	97	5-6pm	98	85	92	5-6pm	114	93	104	5-6pm	111	85	98	5-6pm	146	83	115	5-6pm	206	122	164	5-6pm	0	0	0	5-6pm	0	0	0
6-7pm	0	0	0	6-7pm	122	105	114	6-7pm	109	171	140	6-7pm	76	69	73	6-7pm	113	169	141	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	87	91	89	7-8pm	133	90	112	7-8pm	97	73	85	7-8pm	99	81	90	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	127	24	76	8-9pm	165	42	104	8-9pm	75	21	48	8-9pm	160	34	97	8-9pm	0	0	0	8-9pm	0	0	0				
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
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5/25/2025 CLOSED				5/26/2025 CLOSED				5/27/2025				5/28/2025				5/29/2025				5/30/2025				5/31/2025							
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10-11am	0	0	0	10-11am	0	0	0	10-11am	37	80	59	10-11am	72	87	80	10-11am	27	107	67	10-11am	38	79	59	10-11am	32	111	72				
11am-12	0	0	0	11am-12	0	0	0	11am-12	65	61	63	11am-12	54	47	51	11am-12	83	58	71	11am-12	60	63	62	11am-12	122	141	132				
12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	69	71	70	12-1pm	39	46	43	12-1pm	77	65	71	12-1pm	54	66	60	12-1pm	96	79	88				
1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	60	73	67	1-2pm	49	56	53	1-2pm	64	63	64	1-2pm	35	44	40	1-2pm	113	100	107				
2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	104	118	111	2-3pm	73	128	101	2-3pm	69	113	91	2-3pm	60	85	73	2-3pm	119	114	117				
3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	102	122	112	3-4pm	145	124	135	3-4pm	104	112	108	3-4pm	106	80	93	3-4pm	117	125	121				
4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	110	84	97	4-5pm	90	115	103	4-5pm	103	78	91	4-5pm	124	104	114	4-5pm	126	87	107				
5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	132	131	132	5-6pm	130	93	112	5-6pm	115	93	104	5-6pm	134	47	91	5-6pm	143	75	109				
6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	142	143	143	6-7pm	121	144	133	6-7pm	113	108	111	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	143	125	134	7-8pm	153	88	121	7-8pm	121	84	103	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	140	47	94	8-9pm	114	37	76	8-9pm	115	39	77	8-9pm	0	0	0	8-9pm	0	0	0				
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Information Technology Report by Jeffrey Smith – May 2025

General

TLN migrated Carl to a new cloud-based system in May. As part of the upgrade, the IT Team changed the configuration of over 70 computers, including our Self-Checks, Catalog machines, and our Lakeshore Lending Library machine. We also had to make changes to several digital providers such as LinkedIn, Tuteur.com, and EZProxy.



“Connection restored” screen at Lakeshore Lending Library following the TLN Carl migration.

The IT Team upgraded our VMWare server from Ver 6 to Ver 8. The server hosts about 20 other servers that are critical for NPL operations. The upgrade turned out to be a major effort due to the Ver 8 prerequisites. Fortunately, Denise was able to work with Knight Technology Group to bring the configuration up to standard, so that the upgrade could proceed. Version 8 will be critical in the future, as Version 6 is no longer supported.

While we were working on the VMWare server, we learned that we had 2 bad hard drives on the HP ProLiant Servers that host VMWare. HPE provided the replacement hard drives under our maintenance agreement, and Denise installed them.



One of the hard drives on our VMWare server - before and after replacement

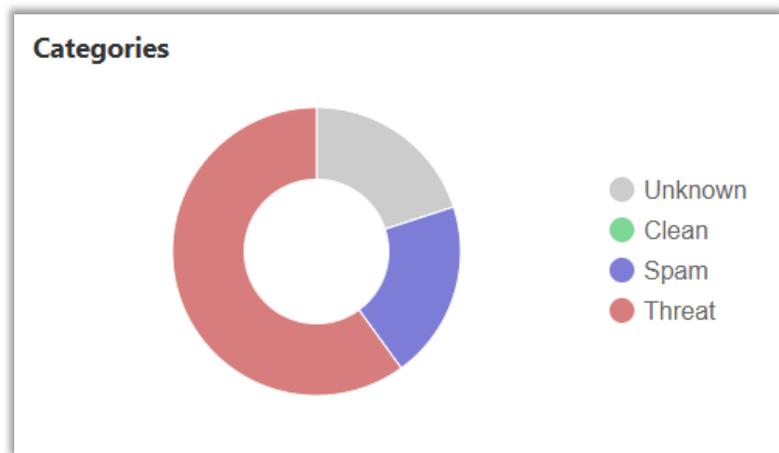
We also discovered that the VMWare server was missing several ethernet cables. We added the missing cables to improve the machine's performance and redundancy.



VMWare Server ethernet cables - before and after

Following our Security Awareness Training in April, the IT Team began receiving reports from staff of phishing emails in their email inboxes. We will be providing staff with a new tool called the “Phish Alert

Button" which will make it easier for staff to report suspicious email. When a staff member reports a suspicious email, we can use PhishER and VirusTotal to evaluate the message to see if it is clean, spam, or a threat. The chart below shows the breakdown of a few of those reported emails from May.



Our four AT&T elevator and fire alarm copper phone lines (Plain Old Telephone Service or POTS) are old technology that are candidates for migration to newer technology. The cost of copper lines is going up, and their reliability is going down due to the age of the legacy telephone infrastructure. Jeff met with Julie and Maryann to discuss some options for the future. If we replace those 4 lines with "Dual Cellular" technology, we will have a more reliable connection, and the monthly cost will be significantly lower. We will keep you updated as this project progresses.

- Jeff attended the Managers' meetings and a Tech-Comm Group meeting.
- The IT Team held 2 IT Department meetings, one led by Jeff and one led by Dom and Denise.
- Jeff and Denise met with BossDesk and with the HDTS ad-hoc Committee.
- Dom led an iCube Team meeting.
- Jeff attended a Strategic Planning session and a ThreatLocker demo.
- Denise attended a Customer Service Meeting; Mallory attended a Professional Development Day meeting. Both Denise and Mallory attended the iCube Meeting.
- Sid adjusted their schedule to attend the iCube Team meeting and an IT department meeting.

Training

- Denise and Jeff joined TLN and several area libraries at the 2-day Merit Member Conference in Plymouth. Topics included network design, server room security, combating ransomware, and of course: AI in schools and libraries.
- Denise and Jeff received training in PhishER, our Phishing Report analysis tool, which is part of our KnowBe4 Security Awareness Training solution.
- Mallory led a Beginner Sewing Class in our iCube, with the help of our new sewing machines.
- Sid shadowed our System Administrator, Denise, for some IT learning.

iCube

We held 201 iCube appointments in May.

- 75 3D prints
- 2 3D scans
- 6 Adobe Creative Cloud projects
- 8 Cricut crafts
- 1 Carvey projects
- 57 Creative Kits

- 9 Digital Conversions
- 11 Heat Press jobs
- 4 Laser projects
- 9 Photo Prints
- 10 Sewing/Embroidery projects
- 7 Sublimation prints

iCube staff have begun busy organizing and maintaining the iCube equipment, ordering supplies, scheduling appointments, and assisting patrons and being creative. Here are just a few of the activities that happened in the iCube in May:

The iCube team ordered a new xTool F1 Ultra Laser Engraver. This machine includes a rotary tool to more easily engrave mugs, tumblers, and glasses. It is also able to engrave metal. It includes an attached air filter.



xTool F1 Ultra Laser Engraver

Dominic sublimated a Laser Safety aluminum sign to put up once the new xTool F1 Ultra arrives. Protective glasses are only required while the laser door is open. iCube Staff will be trained in laser safety and operation of the device.



Aluminum Laser Safety sign made by Dominic

"A patron brought their family in to make t-shirts for their grandmas for Mother's Day presents. They were really excited to make them and had a lot of fun!" -Mallory



T-shirts for Mother's Day presents

A patron engraved these nice notebooks using the Muse laser engraver. Assisted by Mallory



Notebooks engraved with the Muse laser engraver.

Jess assisted patrons with the Photo Printer, Sublimation Printer, 8mm Converter, FastFolio and helped a father and daughter who were working with the Calligraphy Creative Kit.

Sid assisted a patron who was having trouble with the FastPhoto scanner. She figured out the issue so that he could continue his project! Sid also helped a patron to make a booklet and restocked several Creative Kits.

Mary took down the Tiny Art Show display and notified the many creators that they can pick their art up. She helped a patron make a Boy Scout plaque. "He was happy with how it all turned out." She also hosted a Craftastic class and ordered our new XTool laser. Mary also worked with fellow librarians Jen and Emma to host a Novi Adult Transition Center maker session - button making (15 attendees), both pin on and magnets. "They had a great time and look forward to coming back in the fall."

Facilities Report by Keith Perfect – May 2025

In the past month the Facilities Department has closed 6 Facilities Maintenance tickets, 46 Meeting Room Requests/programs and has updated 355 Periodic Maintenance tickets.

- The HVAC filters have been changed.
- The newly issued boiler certificates have been placed in the boiler room.
- Summer Reading brochures were delivered to ten schools.
- The Facilities staff attended multiple Help Desk Ticketing System meetings/demos to choose a new HDTS for the library's needs.
- The patio planters were cultivated and the summer plantings were done. Thank you Bill B.!
- A new replacement door was created/painted for the Pavilion Shores Park Read Box.
- The all-glass indoor/outdoor window cleaning was completed by vendor.
- A meeting was held by Servpro and attended by Facilities and the management team to discuss Servpro's services for possible emergency needs.
- The outdoor mulch application was completed by vendor.
- The vendor has completed the repairs of the peeling laminate of some areas of millwork throughout the building.
- The outdoor Library, State of Michigan and U.S. flags were replaced.

Information Services Department – May 2025**Compiled by Shannon O'Leary (In the Absence of Dept. Head)****News and Notes**

- Staff attended department meetings.
- Staff attended staff Q&A session update meetings with the Library Director.
- Staff attended committee meetings for the following:
 - Strategic Planning
 - HR
 - Customer Service
 - Marketing
 - iCube
 - Public Policy

Professional Development

- IS staff on external committees:
 - TLN eContent Users Group - Mary
 - Michigan Shiga Sister State Board Meeting- Shannon
- Booklist & YALSA Present: Twenty-Five Years of the Printz Award webinar - Austin
- Information Literacy: Autism Awareness for Library Workers webinar - Austin
- Developing Library Services for Teens with Disabilities webinar - Anna, Jen
- Youth Services: Building Relationships, Programs, and Engagement (LJ/SLJ) - Jen
- Craftivism in Your Makerspace - Mary
- Building the Makerspace Program Is Making, Too! - Mary
- Library Makers Webinar: 10 Tips to Engage Play in makerspaces - Mary
- Cultivating AI Literacy in Your Patrons: How to Help Patrons (And Yourself!) Adapt to Our AI-Driven World - Jen
- Passive Library Programming- Shannon
- Adult Learning in the Library- Shannon
- Canva and Design for Libraries- Shannon
- Reading "Developmentally Appropriate Practice in Early Childhood Programs: Serving Children from Birth through Age 8", edited by Carol Copple and Sue Bredekamp - Jen
- Celebrating LGBTQ+ Stories: New Titles for Pride Month and Beyond webinar - Austin
- Disability is Not a Bad Word (Michigan Alliance for Families) - Jen
- MLA Connect Webinar: Librarian: Profession, Trade or Vocation? MLIS: Must Have or Moving On?- Emma
- Instructional Design for Adult Learners: A Primer-Emma
- Beyond the Pizza Party: A Panel Discussion on how to Maintain Staff Morale-Emma

IS Staff Outreach

- Novi Mental Health Alliance - Did not meet in May
- Parkview Elementary Fun Fair - Shannon and Jen - 456
- Hanami Festival Tollgate Farm- 150- Shannon
- Koby Learning Group Japanese Tour- 12- Shannon
- Novi Meadow's Multicultural Night- 50- Shannon
- Fox Run tour of the iCube - 26 - Jess and Mary
- Novi ECEC Story Times (9 story times) - 360 - Emily
- Novi Woods Montessori Story Times (3 story times) - 80 - Emily
- Little Birds Montessori Story Time - 15 - Emily
- KinderCare PreK Class Visit- 25- Kirsten



- Waltonwood Outreach -8-Emma



- StoryPoint Book Club-8-Emma
- Lakes of Novi Outreach-9-Emma



- Meadowbrook Book Club-6-Emma
- Lakeshore Multicultural Book Club-2-Emma

- iCube Maker Session with NHS Special Education Class - Mary, Jen and Emma



- iCube Maker Session with Novi Adult Transition Center-15 – Mary



Adult Programs

- Japanese Conversation Group - SO - 34
- Spanish Conversation Group-SO -4
- Korean conversation Group- SO -4
- Evening of English (x2) -SO- 23
- ESL Bookclub (x1)- SO- 10
- English Language Lessons Beginner (x2)- SO- 21
- English Language Lessons Intermediate (x2)- SO- 20

- Put More Dream in Your Team! - An Inclusive Employment Awareness Program - JM - 48
- Infant & Toddler Sleep Workshop - EB -10
- For the Love of Poetry-ED-3



- Craftastic Wednesday: Encaustic Painting -Mary - 17



Adult Displays

- **Adult Desk Display: AAPI Heritage Month**



- **Feature Collection:**



- **1st floor glass case:**



- **2nd floor glass case**



- **Pop up Display- Adult International Asian Authors**



- **Youth/Tween/Teen/Family Programs**

- Fun for Fours and Fives- 23 (1)-KM
- Club Half-Blood - 7
- ISTP (International Student Tutoring Program) with NHS (x6 - 2 sessions per day)- SO- 154
- No Required Reading Book Club - 0
- Sunset Stories (40) - EB
- Teen Advisory Board (TAB) - 12

- **All Ages Programs**

- NO-VI Chess Club - Austin and Jen - 13

- **Youth/Tween/Teen Displays**

- **Teen Stop display – AAPI Heritage Month**



- Youth Feature Display –
- Youth Desk Display –
- New for You Kiosk
 - **Libraries Are for Everyone:** Asian American & Pacific Islander Heritage Month, Jewish American Heritage Month, Mental Health Awareness Month, Free Comic Book Day, Star Wars Day, Cinco De Mayo, Mother's Day, Endangered Species Day, International Museum Day, Memorial Day





Marketing & Community Promotions – May 2025

By Dana VanOast, Communications Manager

Webinars/Professional Development

- May 5, 2025: Library Marketing Makeover Session 1 (Dana VanOast)
- May 5, 2025: Library Marketing Makeover Session 2 (Dana VanOast)
- May 5, 2025: Impact of Inclusion on Your Digital Marketing Success (Dana VanOast)
- May 18, 2025: Library Marketing Makeover Session 3 (Dana VanOast)
- May 21, 2025: MI PR Group (Dana VanOast)
- May 21, 2025: Building a Time Management Mindset (Dana VanOast)

Outreach

- May 9, 2025: MSUFCU Sponsorship Video (Dana VanOast)
- May 12, 2025: Library Minutes Filming at Fox Run (4 clips – Dana VanOast)

Committee Involvement

- Amy Crockett attended weekly Customer Service Committee meetings and created new policy bookmarks (an idea that came out of the committee, to be used by all staff)
- Dana facilitated a Strategic Planning Committee Meeting as the interim head of the committee
- Dana tested free trials of two Help Desk Ticket systems

eNewsletter

- 21,738 emails sent on May 1; 7,157 read (32.9% read rate); 836 Unique Clicks

Meeting Room News & Notes:

- 43 rentals with 924 attendees in May
- Held quarterly meeting room meeting with Facilities Department
- Feedback from renters:
- It was a super great experience!
- Best place with facilities

Publicity – Novi Note, May 1, 2025

ADULTS WITH DISABILITIES TO DISCUSS BENEFITS OF DIVERSITY IN WORKPLACE

Employment ambassadors from Anastasia and Katie's Coffee Shop, in Livonia, which focuses on hiring and training people with intellectual and developmental disabilities, will give a presentation at the Novi Public Library at 7 p.m. May 8 in the west meeting room. The presentation is designed to provide insight into inclusive hiring practices and the benefits of having a diversified workforce. The Novi Public Library is located at 45255 W. 10 Mile Road.

Novi Note, May 15, 2025

Mi Work Matters promotes workers with intellectual, developmental disabilities

BY CHARITY MEIER
cmeier@candnews.com

People with intellectual and developmental disabilities who have found employment held a discussion at the Novi Public Library May 8 as ambassadors for

Mi Work Matters, a nonprofit organization, on the value of workers with disabilities.

"This team will show you disability does not mean inability," said Novi librarian Jennifer McArdle, who organized the event. "They are living proof that inclusivity

brings strength and prosperity to both business and communities."

Mi Work Matters provides leadership training for people with intellectual and developmental disabilities through advocacy, paid work experience and transferable job skills. It was started in 2018 by

families, caregivers and advocates.

Presentations by the group provide a way to empower the ambassadors and serve as an opportunity to debunk myths about workers with disabilities.

One of those myths is that employees with disabilities will

cost more, but according to the group, they increase revenue.

The motto for Mi Work Matters is "work the dream," a philosophy that stresses how important work is for an individual.

"Work the dream. Work is a See WORKERS on page 4A

4A

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Workers

from page 1A

dream come true for most of us. We all need a job. We need money. We need social connection. Having a job is more than money; it's part of your identity, it's being part of the community. So, work truly is a dream come true," said Grace Boldman, who coaches the ambassadors. "The other thing that 'work the dream' means to us is that you have to work to make your dreams come true."

Nathan Smith, a married father who has Asperger's syndrome, spoke about the importance of work to him. He works for Kohl's and serves as an auxiliary member for the United States Coast Guard.

"My words to live by are, 'You are always at your best when you are serving others,'" Smith said.

Smith said that because of Asperger's, he struggles to comprehend communication differences such as sarcasm. But in spite of that, he has loving relationships, an enthusiasm for learning and a talent for leadership.

"What makes me a great employee? I'm a leader. I'm willing to try new things. I don't let my disability define what I can do," he said.

See WORKERS on page 11A



Photo provided by Jane Muszynski

Mi Work Matters ambassadors and coaches pose for a picture before giving a presentation at the Novi Public Library May 8. From left are Grace Boldman, Ian Edgar, Katie Boldman, Jane Muszynski, Voshon Moore, Jared Lonnerstater and Nathan Smith.

NOVI NOTE • MAY 15, 2025

Workers

from page 4A

"I care deeply about people and feel best when I am helping," he said.

Jared Lonnerstater said that he was the first employee with a disability to be hired at Mod Market in Northville. He said that since then he has been recognized as hard-working and dedicated to his job.

"I love working and I never want to stop," he said. "Having a job is an important part of my life."

Anastasia and Katie's Coffee Shop and Cafe in Livonia is named after the daughters of the co-founders of Mi Work Matters. It opened in 2019 as a social enterprise of the nonprofit.

"It is a coffee shop with a purpose. We believe everyone is unique in their own way and makes an undeniable contribution to our society," Jane Muszynski said.

The shop provides support and training for people with and without disabilities. The shop offers breakfast and lunch as well as catering and box lunch services.

"Their coffee shop is a beautiful example of what's possible when we make room for everyone," McArdle said.

"My words to live by: 'Never ever give up,'" said ambassador Ian Edgar, who has hydrocephalus.

Edgar said he has learned a lot from working at the coffee shop for the last five years and has been able to utilize those skills and expand his work by creating Anastasia and Katie's Car Show.

Edgar suffered a stroke as an infant that caused cerebral palsy, a cognitive impair-

ment, and a speech impediment. However, he said, despite his disability, he is a great employee because he is enthusiastic, reliable, punctual and supports his team.

"Having a job has made my whole life better," Edgar said.

"My favorite thing about working at the coffee shop is just knowing that I'm starting the customer's day off right," he said. "Whenever I serve a customer and they are happy, it just makes my day."

Of those in the U.S. with an intellectual disability, only about 20% of them are working, according to the federal Bureau of Labor Statistics.

"Aren't these ambassadors wonderful? They are proof positive that inclusive hiring works, and it doesn't just work for you, it works for our world," Muszynski said.

She said that people with intellectual disabilities have a lot of support from family, friends and caregivers, and therefore it is a huge target audience.

"So, including them is not just a good thing to do to be a good person, it's good business," Muszynski said.

"Regardless if you have a disability or not, just do what feels right for you and don't let anybody stop you," Edgar said. "If anyone tries to give you a hard time about the choices you make, just forget about them. Don't let them stop you."

A waitlist is available online for those with intellectual and physical disabilities interested in employment at the coffee shop. To sign up for the waitlist, go to anastasiaandkatiecoffee.com.

Call Staff Writer Charity Meier at (586) 498-1092.

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE April 2025- Sarah Mominee May 2025

Department Head/General

- Gave a presentation to an HOA on May 5th
- Attended weekly management meetings
- Attended the Strategic Planning Committee Meeting on May 7th
- Filled Read Boxes with Tracey Pelletier on May 7th
- Attended weekly Assistant Director/Head of Support Services meetings
- Held shelve interviews on May 13th, 14th and 20th
- Met with ServPro representatives on May 15th
- Attended the Jessica's SplashPad Read Box unveiling on May 20th
- Turned over the Lakeshore Lending Kiosk with Eva Sabolcik on May 21st
- Attended the monthly TLN SASUG meeting on May 22nd
- Had a Support Services Supervisor Meeting on May 27th
- Trained with Jill Wasson on Outreach Camp Cards
- Updated all procedures binders in the department
- Began creating videos for charge and return to use for training
- Set up 6 interviews for the two recently closed 20-hour Clerk positions
- Prepared Performance Reviews
- Met with IS staff to discuss procedures, decided on meeting more often to improve communication between departments

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Interviews have been held for a 16-Hour Shelving Position
- Interviews have been scheduled for the two 20-Hour Clerk positions that recently closed

Tech Services

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

TLN SASUG:

- The timeline of Northville leaving the Shared System has been shared (more information forthcoming)
- TLN is working to weed out AI and bootleg created materials
- There was a vote to raise the SAS Guest patron type borrowing limit from 10 to 30, it was unanimously voted yes and has since been updated
- TLN touched on the address confidentiality program- a reminder that if someone's address is for "Dimondale," they are a part of the program and can receive a library card no questions asked

Statistics (May 2025)

- **Cards Issued: 230**
- **Items Checked Out (NPL): 52,440**
- **Items Checked Out (LLL): 96**
- **Total Checkouts (NPL + LLL): 52,536**
- **Items Interloaned for NPL Patrons: 3,639 (90 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,290 (166 through MeLCat)**
- **Items Added to the Collection: 2,334**
- **Items Discarded from the Collection: 1,396**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **MAP Checkouts: 87**
- **Online New Card Registrations: 15**
- **Outreach:**
 - **NPL @ Your Door: 9 Mailer Bags / 34 Items**
 - **7 Facilities Visits / 65 Items Provided**
 - **5 Book Discussions / 85 Items Provided**

Support Services Statistics 2024-2025													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	327	324	497	455	260	229	258	232	293	225	230		3,330
<i>↳ Of Which, Online Registrations Totaled</i>	89	25	28	18	21	23	45	13	17	27	15		321
Checkouts (NPL)	64,018	61,933	54,351	52,691	50,807	47,899	55,537	51,401	61,353	53,785	52,440		606,215
Checkouts (Lakeshore Lending Library)	121	113	100	96	65	26	32	95	101	104	96		949
Total Checkouts (NPL + LLL)	64,139	62,046	54,451	52,787	50,872	47,925	55,569	51,496	61,454	53,889	52,536		607,164
Items Borrowed	5,002	4,383	4,000	4,245	3,416	3,625	4,820	4,182	4,092	4,117	3,639		45,521
Items Loaned	3,775	3,455	3,789	3,487	3,024	3,169	3,814	3,659	3,689	3,432	3,456		38,749
Hold Pickups (Drive-Up & Lockers)	25	21	26	24	13	16	24	24	21	17	19		230
MAP Pass Checkouts	74	78	57	55	25	26	23	20	50	50	87		545
Read Boxes	609	341	347	42	0	0	0	0	0	0	534		1,873
NPL @ Your Door (# of Bags)	10	8	10	7	5	6	13	7	8	11	9		94
NPL @ Your Door (# of Items)	31	27	30	17	12	15	35	16	16	40	34		273

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2023			2024			
		MAY 2025	MAY 2024	Pavillion	Youth	Adult	Total	Youth	Adult	Total
Cards Issued This Month		230	236	Rotary	813	115	928	777	55	832
Total Checkouts (NPL + LLL)		52,536	49,237	ITC	331	30	361	495	23	518
Items Borrowed	TLN	3,549	4,051	Brookfarm	881	54	935	1002	58	1060
	MeL	90	96	All Combined	142	16	158	164	24	188
		3,639	4,147		2167	215	2382	2438	160	2598
Items Loaned	TLN	3,290	2,891	<div style="border: 1px solid black; padding: 5px;"> May 1 through October 23, 2024 was our tenth season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second. </div>						
	MeL	166	207							
		3,456	3,098							

Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,474	5,963	4,006	9,125
September	54,451	42.70%	23,250	7,236	5,014	2,842	8,158
October	52,787	43.15%	22,776	6,835	4,784	2,703	8,454
November	50,872	39.73%	20,210	5,447	4,608	2,841	7,314
December	47,925	43.01%	20,612	6,090	4,407	2,965	7,150
January	55,569	45.88%	25,497	7,764	5,067	3,457	9,209
February	51,496	46.01%	23,693	7,091	5,087	3,116	8,399
March	61,454	46.62%	28,649	8,469	6,028	3,780	10,372
April	53,889	42.33%	22,812	7,047	4,844	2,345	8,576
May	52,536	42.38%	22,263	6,949	4,327	2,835	8,152
June				.			
FYTD	607,164	43.97%	266,998	79,819	56,138	35,689	95,352

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September	26,464	7,657	34,121	1,219
October	29,335	1,636	30,971	1,032	October	30,044	5,220	35,264	1,138
November	27,349	6,356	33,705	1,248	November	25,150	3,060	28,210	1,045
December	21,975	7,197	29,172	1,122	December	21,114	5,220	26,334	941
January	24,865	7,650	32,515	1,084	January	25,456	6,149	31,605	1,090
February	27,211	6,815	34,026	1,173	February	22,472	5,150	27,622	987
March	24,943	4,721	29,664	1,023	March	28,408	5,967	33,990	1,096
April	28,725	5,704	34,429	1,148	April	24,261	5,405	29,666	1,059
May	24,053	7,709	31,762	1,176	May	24,466	4,237	28,703	1,063
June	26,941	4,583	31,524	1,126	June				
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	281,404	62,064	343,468	1,094
Lobby count has been corrected for September, March and April due to a calculation error (reported number was doubled in previous reports).					Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.				
					*Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. *December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.				

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November	953	148,609	149,562	5,539	247
December	873	116,491	117,364	4,514	247	December	785	141,013	141,798	5,064	248
January	430	**164,392	164,822	5,494	286	January	954	159,040	159,994	5,517	272
February	1,185	161,577	162,762	5,612	267	February	960	144,116	145,076	5,181	257
March	1,199	148,575	149,774	5,165	272	March	1,157	159,120	160,277	5,170	289
April	1,258	169,967	171,225	5,708	286	April	1,169	158,794	159,963	5,713	272
May	506	160,279	160,785	5,955	266	May	968	153,980	154,948	5,739	260
June	1,253	153,389	154,642	5,523	261	June					
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	11,756	1,708,064	1,719,820	5,477	2,956

Notes 2023-2024:

"Hours Open" is lower from 6/18/23 through 9/2/23 due to summer Sunday closures.

*44,166 Total August 2023 WIFI Sessions = 12,972 Cisco Sessions Aug 1 to Aug 17 + 31,194 Meraki Sessions Aug 18 to Aug 31.

*Beginning September 2023: Wireless Sessions = Meraki "Number of Sessions Over Time"

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

Early Literacy Workstation Usage							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September	664	9,187	13
October	724	9,029	25	October	729	10,029	14
November	636	8,190	18	November	742	9,999	13
December	*556	*6,540	*24	December	553	7,803	14
January	637	9,309	13	January	711	9,566	13
February	751	10,617	14	February	649	9,353	14
March	743	10,870	15	March	807	10,672	14
April	687	9,805	14	April	686	9,519	14
May	562	7,796	14	May	692	9,685	14
June	767	11,181	15	June			
FYTD Total	7,978	107,914	16	FYTD Total	7,744	107,638	15

Notes 2023 – 2024:

AWE Stats previously taken from AWE Customer portal. Beginning July 2023, the portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

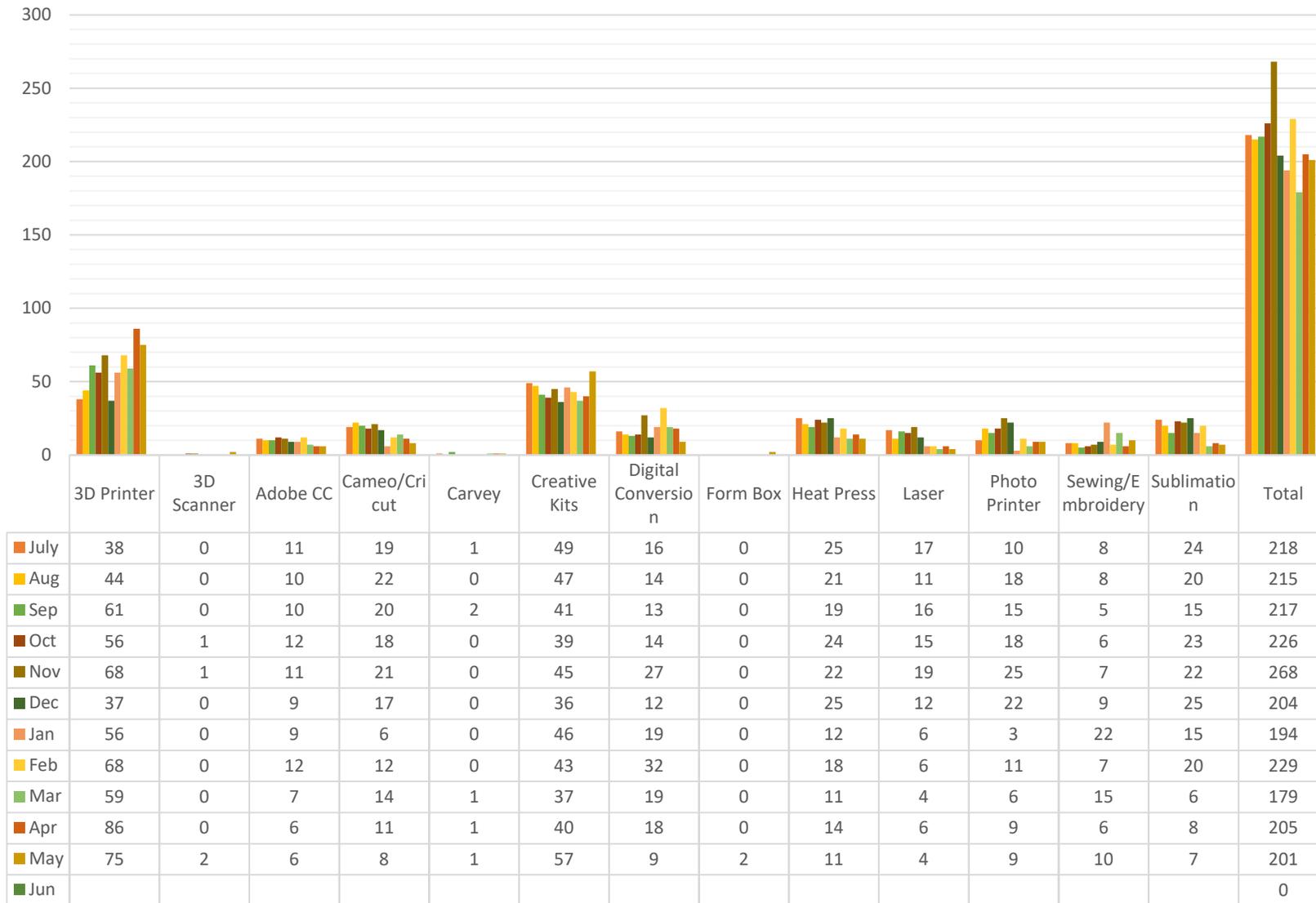
*Dec 2023 monthly stats estimated due to a system failure on one of our two public AWE Workstations

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
Oct	56	18	14	18	6	23	0	15	0	1	12	24	39	0	4	230
Nov	68	21	27	25	7	22	0	19	0	1	11	22	45	0	4	272
Dec	37	17	12	22	9	25	0	12	0	0	9	25	36	0	2	206
Jan	56	6	19	3	22	15	0	6	0	0	9	12	46	0	2	196
Feb	68	12	32	11	7	20	0	6	0	0	12	18	43	0	4	233
Mar	59	14	19	6	15	6	1	4	0	0	7	11	37	0	3	182
Apr	86	11	18	9	6	8	1	6	0	0	6	14	40	0	4	209
May	75	8	9	9	11	7	1	4	2	2	6	11	57	0	1	203
Jun																
Sessions	648	168	193	146	104	185	6	4	2	4	103	202	480	0	37	2191

*November Muse Laser total was 29, corrected to 19.

iCube Usage 2024- 2025



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

2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September	2,564	710	320	24	364
October	2,726	732	329	26	609
November	2,664	732	333	19	272
December	2,683	756	333	18	538
January	3,154	853	356	24	394
February	2,815	794	365	23	440
March	3,135	877	372	27	467
April	2,975	832	381	22	257
May	2,675	816	381	21	207
June					
FYTD Total	30,475	8,486	3,786	244	4,394

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	7,440	3,437	10,877	2,037	136
October	7,261	3,396	10,657	1,944	94
November	7,180	3,546	10,726	2,070	114
December	6,782	3,462	10,244	1,867	113
January	8,308	4,395	12,703	2,309	184
February	7,387	3,687	11,074	2,173	132
March	8,230	4,123	12,353	2,443	131
April	7,734	3,906	11,640	2,368	108
May	7,788	3,932	11,720	2,368	106
June					
FYTD Total	83,297	41,106	124,403	22,688	1,373

Meeting Room Statistics 2023-2024 Fiscal Year		
	Rentals	Attendees
July	26	390
August	25	443
September	40	859
October	52	1084
November	44	851
December	37	783
January	31	669
February	38	748
March	44	624
April	56	1144
May	36	751
June	36	597
FYTD	465	8,943

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		
FYTD	487	9,364

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

Recite Me (Website Accessibility Toolbar)											
2023-2024 Fiscal Year						2024-2025 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	1,761	357	4.93	2,638	18,161	July	280	83	3.37	407	374
August	926	230	4.03	1,222	1,096	August	248	56	4.38	352	275
September	731	221	3.31	751	910	September	226	64	3.53	303	254
October	591	143	4.13	645	960	October	303	66	4.59	503	378
November	561	173	3.24	582	786	November	199	58	3.43	249	217
December	524	140	3.74	578	640	December	155	58	2.67	327	5,445
January	488	150	3.25	491	565	January	198	76	2.61	296	727
February	385	124	3.10	338	438	February	157	54	2.91	179	322
March	491	141	3.48	534	614	March	149	57	2.61	187	351
April	326	98	3.33	328	349	April	211	51	4.14	350	4,890
May	237	78	3.04	378	295	May					
June	323	101	3.20	445	483	June					
FYTD Total	7,344	1,956		8,930	25,297	FYTD Total	2,126	623		3,153	13,233

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

myLIBRO (Library App)															
2023-2024				2024-2025				2023-2024				2024-2025			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	57	1,488	100	July	2,977	92,994	5,011	January	1,940	58,637	3,312	January	3,906	23,811	6,671
August	1,166	25,673	2,961	August	3,157	109,022	4,585	February	2,166	73,177	4,232	February	4,047	21,252	5,875
September	1,196	26,853	2,023	September	3,321	59,591	4,515	March	2,317	85,934	4,377	March	4,227	23,854	6,587
October	1,373	49,714	2,566	October	3,475	16,383	4,300	April	2,494	82,606	3,745	April	4,375	21,613	5,908
November	1,390	57,778	2,919	November	3,599	17,225	4,827	May	2,639	86,606	3,562	May	4,512	22,942	6,552
December	1,390	67,496	3,281	December	3,729	19,227	5,098	June	2,803	74,301	4,756	June			
								FYTD Tot.		229,002	13,850	FYTD Tot.		427,914	59,929

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

FRIENDS OF NOVI LIBRARY – N/A**CITY OF NOVI HISTORICAL COMMISSION****NOVI HISTORICAL COMMISSION**

APRIL Minutes
Wednesday, April 16, 2025
Novi Library Local History Room

CALL TO ORDER: 7:08 p.m.

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

ABSENT: Dan Pierce

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison)

APPROVAL OF AGENDA: APPROVED w/ amendment

APPROVAL OF MARCH MINUTES: APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES (Thru April 16, 2025)	
Display Cabinet Exhibit	\$ 900.00	\$ (200.00)	
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ (100.00)	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ (15,041.21)	
Program/Speaker Fees	\$ 1,200.00	\$ (1,493.94)	
Storage Unit	\$ 2,750.00	\$ (2,400.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (900.00)	
Conference/Continuing Education	\$ 1,000.00	\$ (802.81)	
Legal Fees	\$ 500.00	\$ -	
Special Project Items			
Betty Lang Internships		\$ (2,000.00)	
Oral Histories		\$ -	
City/Community Events		\$ (50.70)	
Photography		\$ -	
Special Project Totals	\$ 3,000.00	\$ (2,050.70)	
TOTAL	\$ 25,000.00	\$ (22,807.61)	\$ 2,192.39
Equitable Projects		Expenses	Sales/Contributions
Vila Barr Book Sales YTD			\$ 2,192.39
Wheathe Acres Novl Project	\$ 2,192.39	\$ 2,192.39	

Treasurer's Report: APPROVED – Expenses last month were for conference and speaker fees and the new library intern. The Commission has almost \$1,500 remaining in its 2024/25 budget.

Upcoming expenses include the Andria Doria speaker, Local History Room supplies and items needed for the Novi Community Fest. The storage unit bill will be due in July.

LIBRARY LIAISON REPORT:

Local History Room Organization: Rae walked the Commissioners through the new materials and resources for finding information in the filing cabinet and room. There is a vertical file that provides a general list of what is in each drawer inside the history room. There is also a map finder. The reference book information on the books on the shelves was also updated. Instructions for using history room equipment (computer, scanner, etc.) is listed inside a book.

Document Donation Day: The next document donation day will Saturday, May 3 at the Novi Public Library from 2 – 4 p.m. Kim Nice and Kathy Crawford will attend from the Commission.

Library Staffing Update: Rae shared with the Commission that she was promoted to Supervisor of Adult Services and Librarians. She will continue to serve as the liaison to the Novi Historical Commission.

Library Intern: Jillian, the library intern supporting the Novi Historical Commission, has been doing a great job and will be presenting her work at the May Historical Commission Meeting. As part of her internship, she put together a digitization process for the Novi Historical Commission.

History Room Office Hours:

Monday, April 21 (6 – 8 p.m.): Kelly Kasper and Dan Pierce

Monday, May 5 (10:30 a.m. – 12:30 p.m.): Sharon Larson and Debbie Wrobel

Monday, May 19 (6 – 8 p.m.): Kelly Kasper and Randy Van Wagnen

Monday, June 2 (10:30 a.m. – 12:30 p.m.): Kim Nice and Debbie Wrobel

Monday, June 16 (6 – 8 p.m.): Kim Nice

DISCUSSION ITEMS:

Expenses: Julie Farkas from the Novi Public Library has been receiving expense reports from NHC Commissioners that are unsigned. She asked Kim to remind the commission to have all expense reports signed by the Chair, Vice Chair, Treasurer or Library Liaison (Rae). Sharon will add a line for the needed signature to the check request form. Rae also asked that we check the Commission by-laws to confirm who should sign the expense reports.

Novi Community Fest: The annual Novi Community Fest will take place on Thursday, June 5 from 4 – 8 p.m. at the Novi Community Center. Kim, Debbie and Sue plan on doing something for the Commission's booth around the Novi Special. A meeting is being set up to discuss the ideas for the event with Randy.

By-Laws: Kim emailed a copy of the novi Historical Commission by-laws to each commissioner to review. She is asking for any feedback by the August meeting.

City of Novi Podcast: Kathy Crawford is working with the City of Novi to do two podcasts. The topics will be on the Walled Lake Amusement Park and the City's cemeteries. Target date of the podcasts is the week of May 12.

DYK Project: Sharon pulled together a list of facts and dates and shared them with Dan to review. Once images are identified, they will be provided to Kim for posting on the Commission's Facebook page.

Fox Run Presentation Update: Kathy Crawford gave a presentation on "What's in a Name?" to Fox Run residents. Kathy said the presentation was a lot of fun and the interest level was high. There were lots of questions, so the program ran longer than expected. She was asked to come back and present again. Right now, the Commission is planning to present the miniature project to Fox Club residents in November.

America250MI: Kim provided a flyer from the History Conference for a grant that she would like to apply for in the Fall. It would be for \$2500 and possibly be used for Novi's cemeteries.

Speaker's Series: The Fall speakers are in place. Ideas for future programs include America at 250 years, Faygo, Michigan Oil & Gas, Ernie Harwell, and Benjamin Franklin.

Miniature Project: Progress continues to be made on the miniature project. The next meetings are scheduled for Noon – 3 p.m. on April 25 and May 9.

Volunteer Offer from Fox Run: Susan Pomerantz from Fox Run has a lot of experience in history research and archiving items. The Commission is looking at ways to use her as a volunteer. Rae said she could use the iCube or the IT area for any work once she completes a background check.

ONGOING PROJECTS:

Villa Barr Books: The Novi Public Library has Villa Barr books for sale and a flyer is posted inside the library letting people know.

Novi Public Library 65th Anniversary Event: No new update on the event, but the Commission plans on participating in a meaningful way.

NEW BUSINESS:

Library Request: The library is asking for help with identifying Commissioners when they show up to ask for access to the Local History Room. Please bring your name badges. Maybe a sheet can be provided with names and images of each Commissioner.

PUBLIC COMMENT: NONE

NEXT MEETING: May 21, 2025 at 7 p.m.

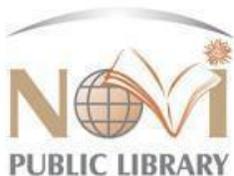
ADJOURN: 8:30 p.m.

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 Circulation Staff August 2024; Staff Public Policy Committee 1/30/25 & 5/12/25; Attorney 1/14/25 & 2/7/25

Subsumes policies P1: Library Card Issuance/Renewal, P4: Miscellaneous Provisions, and Fees for Damaged, Destroyed or Lost Materials Policy.

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.

Hold

- Patrons may reserve materials ("place a hold") in person, by phone, or through the Library's online catalog or app. Patrons will be notified when the hold is available and can view their holds and availability in their account through the online catalog.
- 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.

- 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 cash, check, debit card and credit card for the payment of fees. Payment may be made in person or in the patron's account through the Library's online catalog.

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).



Policy Manual

PUBLIC

P1: Library Card Issuance/Renewal

The persons listed in this policy are eligible for the issuance of a Novi Public Library card.

Residents of Novi and Novi Business Owners:

Residents of Novi and owners of businesses that are located in Novi are eligible for library card. The applicant must present a valid picture ID and proof of Novi residency and/or business ownership. Novi resident proof of residency includes a valid driver's license or a current (dated within last three months) piece of mail showing the resident's name with a current Novi address or address that pays Novi taxes. All documentation must show resident's name to be used as proof of residency. If resident cannot produce a valid piece of mail as 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. Proof of Novi Business Owner includes incorporation papers that have owner and business name or a current tax bill in owner and business name and addresses.

Children under the age of 18 who are residents of Novi:

Children under the age of 18 who are residents of Novi are eligible for library cards. They must apply at the Library while accompanied by a parent or guardian with a picture ID and proof of residency within Novi. All documentation must show the parent or legal guardian's name, if applying for a minor, to be used as proof of residency. To obtain a card for the child, for which they'll be responsible, the parent or guardians library account must be in good standing with the Library (i.e. all fines and fees are paid in full). Guardians will be required to present a copy of a current letter of authority or order appointing them as guardian. The parent or guardian must co-sign for the library card and they will be responsible for all debts/obligations/fines incurred by their child and for the return (or loss) of materials borrowed by their child. Under the Novi Code of Ordinances, Section 19-5(d), the parent or guardian of a minor who has borrowed property from the Library shall be deemed to be the person to whom the property was lent. Both parents may (but shall not be required to) co-sign for the minor.

Novi Resident Sponsor Card

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 will be added to their account. The sponsor must be a Novi resident with a picture ID and proof of residency within Novi. The sponsor can apply at the Library for the sponsored resident's library card by presenting the sponsored resident's valid picture ID and proof of Novi residency. To obtain a card for the sponsored resident, for which they'll be responsible, the sponsor library account must be in good standing with the Library (i.e. all fines and fees are paid in full). The sponsor must co-sign for the library card and they will be held responsible for all debts/obligations/fines incurred by the sponsored and for the return (or loss) of materials borrowed by the sponsored. Under the Novi Code of Ordinances, Section 19-5(d), the sponsor who has borrowed property from the Library shall be deemed to be the person to whom the property was lent.

Non-Residents who work in Novi:

Non-residents who work in Novi are eligible to obtain a library card. Proof of employment in Novi and a picture ID are required. Acceptable proof of employment is one of the following: current paycheck stub, dated within 2 weeks or letter of employment, dated within 4 weeks, on company letterhead and signed by HR Department or Company Representative. Proof of continued employment will be required at each renewal.

Those who live in a different city, but would like to borrow materials from the Novi Library:

Non-residents who have a library card from a library that is a member of the TLN network or with whom the Novi Public Library has a reciprocity agreement can use their home library card at the Novi Public Library, but with limited access.

Non-residents who have a library card from a library that is a member of the TLN network may choose to relinquish their home library card and purchase a Novi Public Library card for an annual fee instead, as stated in the Schedule of Loans, Fines, and Fees, with full access to library resources.

Non-residents whose home libraries are not part of the TLN network may purchase a Novi Public Library card for an annual fee as stated in the Schedule of Loans, Fines and Fees.

Family Card:

Due to regulations with The Library Network (TLN), consortium under which Novi Library provides public catalog and patron record services, there is no option for a family card. A library card must be obtained by an individual.

Library Card Renewal:

Library cards must be renewed annually with valid picture ID and proof of Novi residency and/or business ownership. All fines and fees must be paid in full prior to renewal.

General:

The library card of any patron may be disabled and access to the Library may be denied for failure to adhere to policies contained in this Policy Manual. The Library Director has the authority to make card revocation and restoration decisions. A library card must be presented at checkout [enforcement effective September 1, 2013].

Approved: October 1, 2008; Amended: May 1, 2010; August 15, 2012; January 16, 2013; June 22, 2017; June 28, 2018

Signed:



Tara Michener
President
Novi Public Library Board of Trustees



Policy Manual

PUBLIC

P4: Miscellaneous Provisions

All materials must be checked out with a valid library card and in accordance with the Library Policies and Procedures. A library card must be presented at checkout (Enforcement effective September 1, 2013).

1. **Borrowing Materials:** Any materials borrowed from the Library must be checked out and fully processed on a valid Library card. A library card must be presented at checkout (Enforcement effective September 1, 2013). Patrons whose Library cards or access codes are used by others are responsible for all charges, fines and fees that may result from that use.
2. **Renewals:** Patrons may renew loans of materials charged out from the Library in person, by telephone, or through the library's online catalog. Renewals are for three weeks from the date of renewal unless a shorter time is specified in the Schedule of Loans, Fines and Fees. Loans of materials that are designated as "short loan materials" may not be renewed. A loan cannot be renewed if another patron has placed a hold on the material.
3. **Holds:** Patrons may reserve materials (a "hold"). This may be done in person, by telephone, or through the library's online catalog. Names shall be added to the hold list in the order in which they are submitted, and patrons shall be contacted when the item is available. The library card used to place a hold must be presented at checkout. Items may only be held for a limited time. Patrons requesting the use of an After-Hours Holds Locker must retrieve the items from the Locker before the building opens on the next business day. Lockers will be cleared of items at the start of the next business day.
4. **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 The Library Network or other libraries that share their materials with the Library.

Approved: June 19, 2003; Amended: May 1, 2010; August 15, 2012; January 16, 2013; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; Amended August, 2012; January, 2013; June, 2017



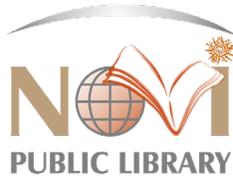
FEEES FOR DAMAGED, DESTROYED OR LOST MATERIALS POLICY

- Due dates are intended to encourage patrons to bring back materials within reasonable periods of time.
- The current *Borrowing Periods & Fees** information shall be available at all service desks and will be posted on the website. The Library Director has the authority to change the borrowing periods and fees information.
- Patrons shall be responsible for any fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fees may result in the suspension of borrowing privileges.
- A charge will be assessed for any damage incurred to library materials.
- In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the *Borrowing Periods & Fees** information.
- Cancellation or suspension of borrowing privileges may 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.
- Overdue materials are considered lost and will be billed to the patron twenty-one (21) days after the due date. Payments for lost materials are not refundable.
- All fees must be paid in full prior to library card renewal.

**Borrowing Periods & Fees* information current circulation procedures and fees

Approved by the Novi Public Library Board of Trustees: June 19, 2003

Amended: May 1, 2010; April 20, 2011; August 15, 2012; June 25, 2021; December 15, 2021; April 28, 2022; April 27, 2023



CONFIDENTIALITY POLICY

DRAFT—Reviewed by Staff Public Policy Committee 1/30/25 & 5/12/25; Reviewed by Attorney 2/7/25

Disclosure of Library Records

It is the policy of the Novi Public Library ("Library") to preserve the confidentiality and privacy of library records ("library records" or "library record") to the fullest extent permitted by law.

Definitions of Library Record

- **Agent or Employee**
An agent or employee includes an employee of the Library, a member of the Library Board, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.
- **Crime**
A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.
- **Law Enforcement Officer**
A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.
- **Library Record**
 - **Definition:** As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

"a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

For example, a "library record" would include, but not be limited to patron circulation records, internet browsing history and program attendance records.
 - **Excluded from Definition:** The following are specifically excluded from the definition of library record.

- *Non-Identifying Material.* A “library record” does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
- *Certain Video Surveillance.* A “library record” also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials or information resources from the Library.
- Library Director Determination of Library Record: The Library Director or designee, will be responsible for determining whether a particular document meets the definition of “library record” or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, "library records" or other confidential information will be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

- **Freedom of Information Act Requests**

All requests for public records that are not subpoenas, court orders or other legal processes must be processed according to the Michigan Freedom of Information Act (“FOIA”) and the City of Novi's FOIA Procedures and Guidelines. See the Michigan Freedom of Information Act (“FOIA”) and the City of Novi's FOIA Procedures and Guidelines for additional information. “Library records” are exempt from disclosure under the “FOIA.”

- **Subpoenas, Court Orders or Other Legal Process**

Any employee of the Library who is served with a subpoena, court order or other legal process to release or disclose any “library record” or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency must promptly notify the Library Director or designee. If neither is available, the Library Board President will be contacted.

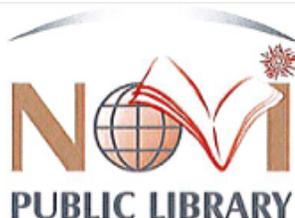
- Consultation with Attorney: The Library Director or designee, or the Board President, has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
- Action by Library Director: After review of the subpoena, court order or other legal process, the Library Director or designee, or the Board President, will take appropriate action to respond.
- Opportunity to be Heard: Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.
- Confidentiality: If a subpoena, court order or other legal process is submitted to the Library, the Library will keep the subpoena, court order or other legal process

confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that their records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

- Law Enforcement Record Request and Search Procedures: The Library Director has implemented "Law Enforcement Record Request and Search Procedures" for staff to follow when law enforcement comes to the Library or requests information. The procedures may be amended from time to time upon approval of the Library Director.
- **Consent**
In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a "library record" or portion of a "library record" may provide written consent for the release of that "library record." Further, a parent, guardian or caregiver who signs to accept legal responsibility for return of their child's (under the age of 18) library materials and accepts financial liability for that child's library fees and other charges, may authorize the disclosure of the minor's "library records" by signing the disclosure and release statement granting consent on behalf of the minor.
- **Voluntary Disclosure without Court Order and Consent**
A library or an employee or agent of the Library may disclose "library records" without a court order or written consent under either of the following circumstances:
 - Collection Agency: The Library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the Library to a collection agency under contract with the Library. The Library or an employee or agent of the Library will provide the collection agency with only the "library records" necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
 - Interlibrary Loan: The Library or an employee or agent of the Library may disclose "library records" to another library or library cooperative for the purpose of conducting interlibrary loans. The "library records" must be limited to those required for providing interlibrary loans.

Disclosures Regarding Alleged Crimes in this Library

The Library Privacy Act does not prohibit an employee or agent of the Library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.



Policy Manual

PUBLIC

P5: Confidentiality of Patron Records: Freedom of Information Act Requests and Subpoenas

1. Michigan Library Privacy Act. The purpose of this policy is to preserve the confidentiality and privacy of the registration and circulation records of Library patrons to the fullest extent permitted by law. To that end, the registration and circulation records of the Library shall be released or disclosed only in accordance with this Policy and the Michigan Library Privacy Act (PA 455 of 1982, as amended). If there is any conflict between the provisions of this policy and the Michigan Library Privacy Act, the terms of the Act will control.

Unless ordered by a court of competent jurisdiction, no employee of the Library may release or disclose a Library Record (as defined below) to any person without the written consent of the person who is liable for payment or for return of the materials identified in that Library Record. In the case of a minor, that means the person who has co-signed for the minor's library card (see Policy P1). Please note that if only one parent has co-signed for the minor's library card, the other parent cannot be given access to the minor's Library Records under the Michigan Library Privacy Act.

For purposes of this policy, a Library Record means a document, record or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a library. A Library Record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act (PA 442 of the Public Acts of 1976, as amended).

2. Nonidentifying Records. Any other record or data pertaining to the circulation of library materials or any public record that does not meet the definition of a Library Record under the Michigan Library Privacy Act may be released or disclosed to the extent and in the manner provided in the Michigan Freedom of Information Act (See MCLA Section 15.235).

3. Freedom of Information Act Requests. Any employee of the Library who receives a request for a public record or who is served with a subpoena, court order, or other legal process, to release or disclose any library circulation record or other public records shall promptly notify the Library Director. The Library Board adopts the City of Novi's Freedom of Information Act Policy and Procedure, written public summary and detailed itemization by reference approved by the City of Novi on June 22, 2015, and the FOIA Coordinator for the City of Novi shall also act as the FOIA Coordinator for the Library. The FOIA policies and procedures and written public summary are available at cityofnovi.org.

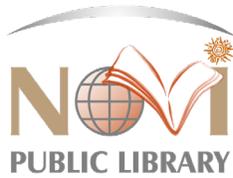
4. Subpoena. If the Library Director believes that a subpoena seeks the disclosure of a Library Record covered by the Michigan Library Privacy Act, or seeks the disclosure of any other information that the Library Director believes is privileged or subject to non-disclosure, the Library Director will refer the matter to the City Attorney. All subpoenas will be reported to the Library Board.

Adopted: November 11, 1996; Amended: May 1, 2010; July 15, 2015; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



LAW ENFORCEMENT RECORD REQUEST AND SEARCH PROCEDURE

This procedure provides guidance to staff when record requests are presented by state and local law enforcement officers and by federal agents. The Library Board has also adopted a "Confidentiality Policy." The following is the Library's procedures for implementing that policy.

Procedure In Advance of the Subpoena, Search Warrant or Other Legal Process

- **Evaluate the Library Records**
The Library Director or designee should evaluate the Library Records located in the Library. This evaluation should include (1) how the documents are kept; (2) who is responsible for preservation of the Library records; (3) what records are maintained by the Library and what records are maintained by the Library Cooperative; (4) how long documents are kept and (5) how can the documents be preserved.
- **Staff Training**
The Library staff should receive training on implementing the "Confidentiality Policy," following these procedures if law enforcement were to come to the Library and understanding issues of library privacy.
- **Private Areas**
Clearly mark private areas in the Library. For example, the Library should mark as private areas that patrons are not permitted to remain unattended.

Procedure To Follow For Handling Requests for Records or Searches of the Premises

- **Notification of the Library Director**
Any employee of the Library who receives a written request for documents, or who is served with a subpoena, court order or other legal process (1) to release or disclose any Library records or (2) to search the Library premises must promptly notify the Library Director or designee.
- **Law Enforcement Officials Come to the Library**
If law enforcement officials come to the Library to serve a subpoena, search warrant or other legal process, staff must direct those officials to the Library Director. The Library Director may provide a copy of Michigan's Library Privacy Act. MCL 397.601 *et seq.* The Library Director will ask for credentials and keep records of the identity and contact information of the law enforcement officials. The Library Director will make copies of all documents provided by law enforcement. Staff should be aware that law enforcement agents are permitted to come into public (not private) areas of the Library without a subpoena, search warrant or other judicial warrant.

- **Action by the Library Director**

The Library Director will review all requests and orders, consult with the Library attorney as necessary and respond in an appropriate manner to each such request and order in accordance with this procedure. The Library Director will contact the Library Board President unless such contact is prohibited by law or the search warrant, subpoena or other legal process.

If the request involves computer or other digital records that must be preserved, the Library Director will contact the appropriate entity to request that the records be preserved. The action taken by the Library Director will vary depending on the nature of the request as set forth more fully below:

- Verbal Requests: The Library Director will inform the law enforcement officer that the Library Privacy Act prohibits the release of "library records" without a proper court order. Thus, the Library Director will not release any records in response to a verbal request.
 - If the request involves computer or other digital records that must be preserved, the Library Director will contact the appropriate entity to request that the records be preserved in the event that the law enforcement officer is able to obtain a proper search warrant or other legal process.
 - If the request is for records that are not included in the definition of "library record," the Library Director will request that the officer submit a written request for the records and they will be processed pursuant to the Freedom of Information Act ("FOIA").
 - If law enforcement is seeking verbal consent for a search of the Library premises, the Library Director will inform law enforcement that the Library Director does not consent and has no authority to consent to a search without a lawful court order or search warrant.
 - Staff are not required to answer questions from law enforcement unless such responses are required pursuant to a search warrant.
- Written Requests (Not in the Form of a Subpoena, Search Warrant or other Legal Process): If the Library receives a written request for records that is not in the form of a subpoena, search warrant or other legal process, the Library Director will process the request pursuant to the Library's Freedom of Information Act policy, regardless of whether the request was made by law enforcement officials.
- Subpoenas: A Subpoena is a command to appear at a certain time and place to give testimony on a certain matter or the Subpoena may command a witness to bring certain documents, books, papers and other things (including computers). It can be addressed to a specific individual or to an organization like a library. Unlike a search warrant, subpoenas are not immediately executable, so the Library has time to determine how to respond.
 - Upon receipt of any subpoena, the Library Director will determine the date by which a response is required.

-
- The Library Director will also determine whether "library records" are being requested.
 - The Library Director will then contact the Library Board President and the Library's attorney.
 - The Library is authorized by the Library Privacy Act to have notice of the request and an opportunity to be heard before releasing a "library record." The Library Director, upon consultation with the Board President if necessary, will determine whether to request a hearing.
 - If the Library determines that it will not release records in response to the subpoena or to request a hearing, the Library will contact the Library's attorney to address whether a Motion to Quash will be filed.
 - Search Warrants: A search warrant is an order issued by a judge, authorizing a law enforcement officer to search and seize any property named in the warrant.
 - If a law enforcement officer has a Search Warrant, it is immediately executable. Put another way, law enforcement is authorized to seize the named documents or property immediately. If a search of the premises is included in the search warrant, the law enforcement officer is authorized to search the premises within the scope of the warrant.
 - With that said, the Library may request that law enforcement allow the Library to send a copy of the search warrant to the Library Attorney. If law enforcement does not permit advanced legal review, the Library should obtain a copy and send it as soon as possible to the Library Attorney.
 - If law enforcement does not provide the opportunity for legal review, the Library Director should review the search warrant to make sure it has the following:
 - The warrant is signed by a judge (not an immigration official or other administrative official).
 - The warrant is dated.
 - The warrant includes the name of the Library or a Library employee.
 - The warrant has not expired.
 - Review the scope to ensure that only the areas or items identified in the warrant may be searched and only the records identified in the warrant may be obtained.
 - The Library Director will also notify the Library Board President, unless prohibited by the terms of the warrant. After the fact, the Library may still request the opportunity for a hearing if law enforcement are obtaining "library records" through the search warrant.
 - Monitor the search to ensure that only the records identified in the warrant are produced and that no other patron's records are viewed or scanned. The Library may be required to assist in access to the records being

requested if the items or records are not easily obtainable by law enforcement alone.

- Keep a list of all records/items taken and costs associated with responding to the request.
- Federal Order Under USA Patriot Act:
 - The Library Director will follow the same procedure identified above for search warrants.
 - Since there may be a "gag" order attached to the request, staff must not discuss the investigation with anyone other than the people identified in this procedure. Only those staff members necessary to respond to this request will be notified of the request.
 - The "gag" order does not change the right to legal representation during the search. The Library Director can still seek legal advice concerning the warrant and request that the Library Attorney is present during the actual search and execution of the warrant.
- U.S. Immigration and Customs Enforcement ("ICE") Actions:
 - This procedure does not address any requests to review I-9 or other employment records. This procedure relates only to information on patron accounts or access to the Library in general.
 - If there is a request by an ICE agent for "library records" pursuant to a subpoena or ICE administrative warrant (*Identified by ICE Form I-205 and I-200 on the bottom of the form for example – Exhibit A*), the Library should follow the same procedures identified above for subpoenas.
 - If there is a request for "library records" pursuant to a judicial warrant (*See for example, the search and seizure warrant identified in Exhibit B*), the Library should follow the same procedures identified above for search warrants.
 - ICE agents are permitted to come into public (not private) areas of the library for the purpose of immigration enforcement without a judicial warrant.
 - ICE agents are not permitted to enter private areas for the purpose of immigration enforcement unless permitted by a lawful judicial warrant.
 - If an ICE agent enters the Library and demands immediate access based on statutory authority or a proper search warrant, we recommend that staff comply with the order. Staff should not put themselves in a position where they are interfering with the officer, even if staff believes that the officer may be acting without authority. Staff should document the actions of the officer while at the facility.

EXHIBIT A

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. _____

Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____
(Location)

on _____ on _____, and the contents of this
(Name of Alien) (Date of Service)

notice were read to him or her in the _____ language.
(Language)

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____

Date: _____

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at _____ on _____

(Place of entry)

(Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

SAMPLE

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

Exhibit B

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

[Redacted]

In the Matter of the Search of)
(Briefly describe the property to be searched)
or identify the person by name and address))

Case No. [Redacted]

[Redacted]

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the [Redacted] District of [Redacted] (identify the person or describe the property to be searched and give its location):

[Redacted]

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized):

[Redacted]

YOU ARE COMMANDED to execute this warrant on or before [Redacted] (not to exceed 14 days)

in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

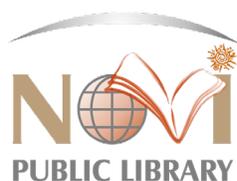
The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to [Redacted] (United States Magistrate Judge)

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)

for [Redacted] days (not to exceed 30) until, the facts justifying, the later specific date of [Redacted].

Date and time issued: [Redacted] [Redacted] Judge's signature

City and state: [Redacted] [Redacted] Printed name and title



PUBLIC RELATIONS, MEDIA, PHOTOGRAPHY & VIDEOGRAPHY POLICY

DRAFT—Reviewed by Staff Public Policy Committee 1/30/25, 5/12/25 & 6/8/25; Reviewed by Attorney 2/7/25

Combines policies P17: Photos and Videos of Patrons and P18: Public Relations

Points of Contact

The Library Director or designee are the points of contact and the official spokespeople for the Library. Employees and other members of the Library Board should (1) refer all requests for information about the Library, its policies and operations to the Library Director or designee and (2) may not represent or speak on behalf of the Library (either verbally or in writing) unless otherwise authorized.

Press Releases, Statements and Media Appearances

The Library Director approves all press releases or statements to the press. All requests for interviews by the media should be directed to the Library Director and the Library Director will have the authority to determine if an interview is conducted.

Crisis Management

If there is a crisis or incident in the Library that requires police or emergency services intervention, the Library Director or designee at the Library at the time of the incident will call 911, if possible. The person will then inform the Library Board President. Depending upon the situation and acting in compliance with the Open Meetings Act, the Library Board will be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library will convene such a meeting in compliance with the Open Meetings Act.

Photography or Videography

- **By Public Other than Staff, Employees, Board Members or Agents**

The Library will not regulate visitors and patrons who engage in casual photography or videography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For the purposes of this policy, "**public areas**" are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules or meeting rooms. Areas in the Library where there is a reasonable expectation of privacy for individuals include, but may not be limited to, restrooms, private offices, staff areas not in view of the public, stacks or other areas and/or event areas where photography is prohibited by signage. For all areas other than "public areas," the person must obtain permission from the Library Director or designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

- Commercial Photography and Videography
The Library permits commercial photography or videography on or in its buildings and grounds if a written request is submitted and approved by the Library Director or designee. Commercial use includes taking portraits, filming, movie-making and similar activities for profit.
- Liability
Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal or other violations of law.
- No Endorsement
The Library does not endorse any content of photographs or videos taken in the Library or on Library property.
- Violations and Appeal
Staff will enforce any violations of Library policy, including the Patron Behavior Policy. Staff will intervene if filming or photography appears to potentially compromise public safety or security. This policy does not give photographers or videographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy, the appeal provisions in the policy that was violated will govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

- By Staff, Employees, Board Members or Agents
Photos and videos that appear on the Library's website, social media and promotional materials may be gathered at public programs, events and Library spaces. If Library employees or approved volunteers take videos or obtain images of visitors to or patrons of the Library, Library must obtain prior written permission and release for use of the photo or video by the proposed subject of the photo or video. Physical copies of these releases are to be provided to the Library. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent, guardian or caregiver.

Open Meetings Act Exception

This policy does not apply to photographs or videos taken at a meeting that is open to the public pursuant to the Michigan Open Meetings Act.

Approved by the Novi Public Library Board of Trustees: November 28, 2012

Amended: June 22, 2017, **June 12, 2025 (to combine P17: Photos and Videos of Patrons and P18: Public Relations)**



Policy Manual

PUBLIC

P17: Photos and Videos of Patrons

Photos and videos that appear on the Library's website, Social Media, and promotional materials may be gathered at public programs, events and Library spaces.

Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library.

Photos, images and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name or personal identifying information without written approval from the photographed subject, parent or legal guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event prior to the start of the program.

Approved: May 15, 2010; Amended: June 22, 2017

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style with a long horizontal stroke at the end.

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

PUBLIC

P18: Public Relations

General

To ensure the public is informed about the Library's mission and receives consistent and accurate information about library policies, procedures, programs, and services to foster a positive public image and maximize effective use, community satisfaction, and support.

Objectives

1. To promote awareness and understanding of the Library and its role and activities in the community.
2. To stimulate interest and facilitate use of the Library.
3. To encourage community participation in planning Library resources and services.
4. To build advocacy for the Library's needs and the activities of the Friends of the Novi Public Library organization.

Process

1. Specify goals and activities to be developed annually and evaluated periodically.
2. Maintain relationship and communication with government officials, library community, and local organizations by Library leadership, staff, and board members.
3. Utilize local media to keep public aware and informed about the Library's resources and services.
4. Create and distribute a variety of electronic and print communications to share library information within the community.
5. Sponsor programs and other library-centered activities and cooperate with other libraries and organizations to support the educational, cultural, informational, and recreational needs of the community.

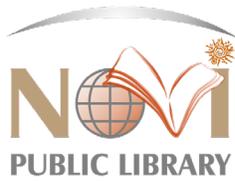
6. The Library Director or designated staff member will have responsibility for coordinating the public relations and communication activities, including acting as the media contact for the Library.
7. Funds will be allocated annually for public relations and a regular report of public relations activities will be shared with the Library Board.

Approved: November 28, 2012; Amended: June 22, 2017

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style with a large, sweeping initial "C".

Craig Messerknecht
President
Novi Public Library Board of Trustees



Photo, Video & Audio Release Form

I, _____ hereby authorize and grant permission to the Novi Public Library to use, reproduce and publish photographs, video and audio recordings or any other images of me, including any of my images, likenesses and voices, without compensation. I understand that these photographs and video/audio recordings may be used by the Library for publicity or promotion in any print or electronic format or other format or media, including, but not limited to, newsletters, brochures or other publications, public affairs releases, recruitment materials, and the website or social media sites of the Library. I hereby release the Library and its officers, agents and employees from all claims relating to the release, use, reproduction or publication of any photographs, audiovisual materials or other images by signing this "Photo, Video, & Audio Release Form."

Signature: _____

Printed Name: _____

Date: _____

For persons under the age of 18, the permission of a parent, guardian or caregiver is required.

I, _____ hereby represent that I am the parent, guardian or caregiver and grant permission to the Novi Public Library to use, reproduce and publish photographs and video/audio recordings of my child, and to use the name of my child, as outlined above.

Name of Child Under 18:

Signature of Parent/Guardian/Caregiver:

Printed Name of Parent/Guardian/Caregiver:

Date: _____

HR Committee – Meeting held on: May 29, 2025

Committee briefly discussed the process for the Library Director's annual review and when information was needed back to the Chair for compilation.

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.

Finance Committee – Meeting held on: May 29, June 3 and June 4, 2025

Meeting on June 3rd: Committee reviewed the 4th Quarter recommendations for budget amendments. This information will be presented to the full board on June 12, 2025.

Meeting on June 4th: Meeting with Michigan Reserve Associates LLC to discuss future capital costs for the Library based on a full review of the library's infrastructure.

GOALS

1. Review Financial Policy – COMPLETED
2. Library Endowment/Foundation investigation – Agreement with Friends of Novi Library has been instituted - COMPLETED

Reserve Study Meeting on June 4, 2025

Michigan Reserve Associates LLC

424 Little Lake Drive, Suite 23
Ann Arbor, MI 48103

Office: (734) 237-1828
Direct: (734) 417-4736

paul@MichiganReserveAssociates.com
www.MichiganReserveAssociates.com



NOVI PUBLIC LIBRARY

AGENDA

1) Introductions (1 Minute/Person)

5 Minutes

2) Review Basic Information/Aerial Photo

5 Minutes

3) Review Financials

10 Minutes

4) Review Past and Current Projects

10 Minutes

5) Identify Reserve Components

30 Minutes

6) Discuss Contingency Assumption

5 Minutes

7): Conclusion and Next Steps

5 Minutes

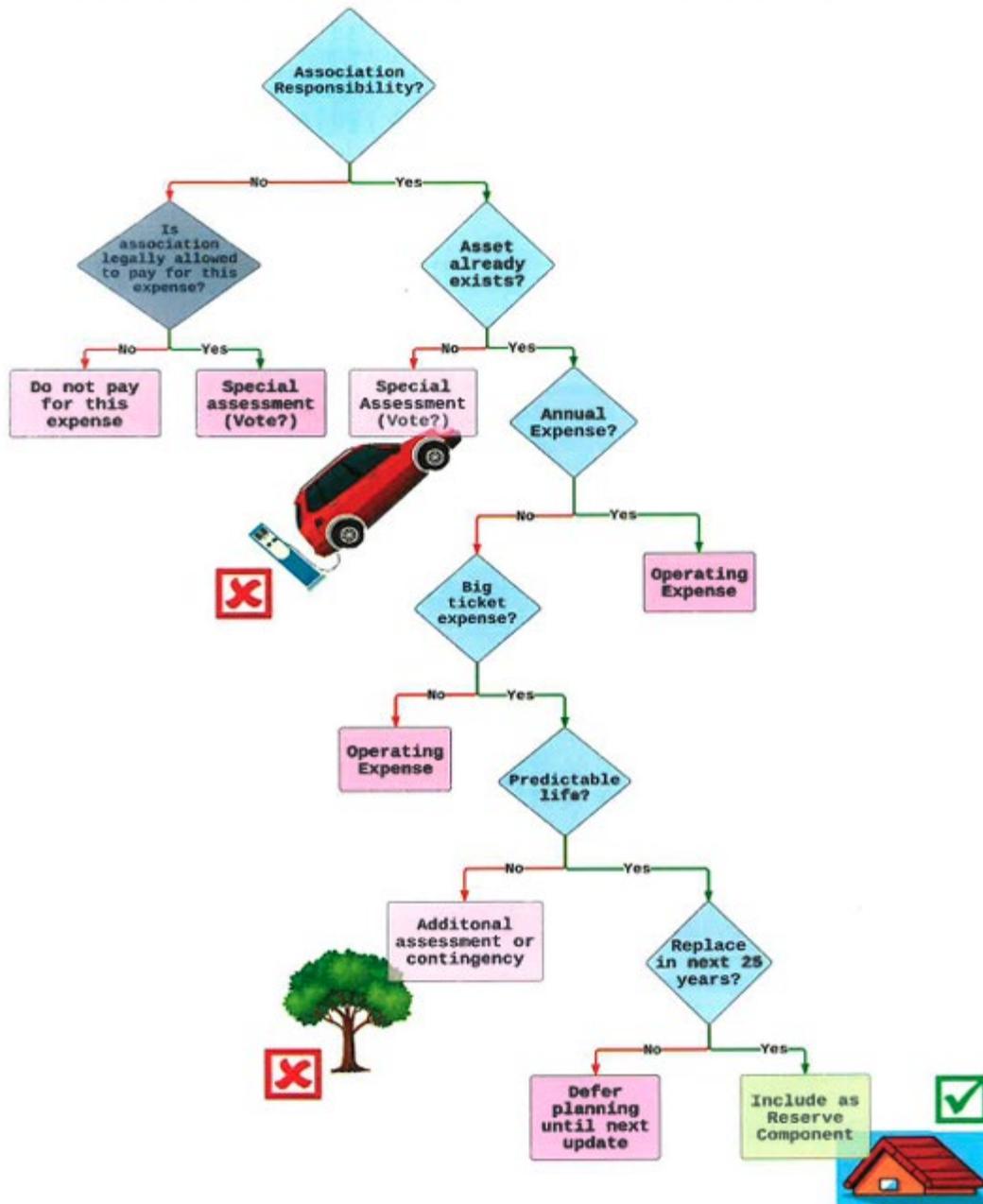
Goal
1. Review inclusion criteria

REVIEW RESERVE COMPONENT INCLUSION CRITERIA

To be considered for inclusion in a reserve study, a reserve component must:

- 1) **Be an association responsibility that already exists as defined in the master deed or legal agreements**
 - a. Components which typically fail this test include:
 - i. Limited common elements specifically designated as co-owner responsibilities in the Association's master deed.
- 2) **Be a big-ticket item and is not an annual expense**
 - a. Components which typically fail this test include:
 - i. Items with an estimated replacement cost which is less than 1-2% of the Organization's total annual budget (2024-2025 budget is \$3,808,984; 1%=\$38,089)
- 3) **Have a predictable and limited useful life**
 - a. Components which typically fail this test include:
 - i. The electrical power distribution system
 - ii. Sewer and water mains
 - iii. Landscaping
 - iv. Unit foundations
 - v. Unit structural framing
- 4) **Have an estimated first year of replacement within the next 25 years**
 - a. Components which typically fail this test include:
 - i. Irrigation systems
 - ii. Exterior entry doors
 - iii. Cement fiber siding, brick and masonry siding

RESERVE COMPONENT INCLUSION FLOWCHART



Email from: **Lilla, Sabrina**
Fri, Jun 6, 9:44 AM

Tax revenue and state grants I do not see changing in any material way. I am comfortable with the numbers we discussed on Monday.

The interest income will only go up. Unfortunately, I'm still catching upon the investment reconciliations. Carl handled those and I'm a little slow in learning how to do this.

Again, the income will only go up!

Hope that helps Julie.

Sabrina Lilla, CPA | Deputy Finance Director
Financial Services | Finance Division
City of Novi | 45175 Ten Mile Rd | Novi, MI 48375

Events/Marketing/Fundraising Committee –

Meeting Held on: May 7, by Zoom

GOALS

1. Continuing support with Friends of Library; more board presence at their events
2. Marketing Plan Update pending the new Strategic Plan
3. Marketing efforts put in place for the Strategic Plan

65th Anniversary meeting held on: Meeting rescheduled for: May 13, 2025 at 3pm

Strategic Planning Committee – No meeting held

Building & Grounds Committee – Meeting held on: May 29, 2025

Committee met with architect from MCD Architects to review options for a new front door system that would improve the cold air issues. 2 designs were presented. Estimated costs would be \$40-160k depending on design chosen, not including architecture costs.

GOALS

1. **Review NPL's current Technology Plan**



Bylaw Committee (Adhoc) – No meeting held

GOAL

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

DEI Committee – Meeting held on: May 29, 2025

Committee discussed an opportunity to read a book for the 25/26 year on a DEI topic that would be relevant for both board and staff development.

GOALS

1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
3. Bring forth recommendations that amplify DEI in new NPL Strategic Planning

COMMUNICATIONS

Fri, May 16, 2025

Email from: Heidi Phelps

Good Morning,

On behalf of the Novi Adult Transition Center (NATC), we sincerely thank you for your continued support. Your partnership has played a vital role in helping our adult learners not only develop specific employment skills but also gain independence through self-advocacy and task initiation. Moments of great growth have been evident as our students confidently apply these skills, enhancing their employability and preparing for their futures.

Please note that the last week for job sites for the 24/25 school year is

Monday, May 19th- Friday, May 23rd

We truly appreciate the opportunity to collaborate with you and hope to continue working together. Please keep an eye out for more information in July regarding next year's opportunities in hopes of continued partnerships!

Thank you again for your generosity and commitment to our program!

--

Heidi Phelps
Novi Community Schools
Transition Coordinator





Library Board Calendar

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

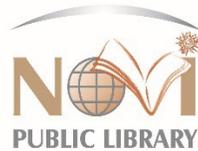
2025

January	<u>2 Budget Planning Sessions at Novi Public Library:</u> Thursday, Saturday, January 18th 10am-1pm; Thursday, February 6th 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)
- 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