



## Agenda

Novi Public Library Board of Trustees

Thursday, September 11, 2025

at 7:00 p.m.

Location: City of Novi, Council Chambers

**Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity**

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

### Call to Order by President, Mark Sturing

### Pledge of Allegiance

### Roll Call by Secretary, Karla Halvangis

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

Student Representatives: Not filled at this time

### Approval of Agenda.....1-4

### Consent Agenda

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

### Presentations

1. NPL Staff Awards..... 35-38
2. Summer Reading Presentation: Danielle Mazur and Rae Manela .....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 –No Report .....N/A
2. Memo: Novi Youth Council Transition (City of Novi) ..... 14-19
3. President's Report (Mark Sturing)
  - A. 2025-2026 Board Committee Assignments .....20
4. Treasurer's Report (Brian Bartlett)
  - A. 2025-2026 Library Budget Fund 271.....21-24
  - B. 2025-2026 Contributed Fund Budget 272.....25
  - C. Financial Report August 202.....26
  - D. Library Fund 271 Expenditure & Revenue Report as of August 31, 2025..... 27-29

E. Library Fund 272 Contributed Fund as of August 31, 2025.....	30-31
F. Balance Sheets for Funds 271 and 272 as of August 31, 2025.....	32-33
5. Director's Report (Julie Farkas) .....	34-59
Customer Service Plan .....	39-56
A. Door Count Usage Statistics – August 2025 (Jeff Smith) .....	60-62
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) .....	63
C. Information Technology Report (Jeffrey Smith) .....	64-66
D. Facilities Report (Keith Perfect) .....	N/A
E. Assistant Director of Public Services Report (Lori Lowery) .....	67
F. Information Services Report (Emily Brush and Rae Manela) .....	68-70
G. Marketing and Community Promotion Report (Dana VanOast) .....	71
H. Support Services Report (Sarah Mominee) .....	72-73
I. Library Usage Statistics.....	74-84
J. Friends of Novi Library – Kaleidoscope Series; August 2025 E-newsletter .....	85-86
K. City of Novi Historical Commission – Agenda: August 20, 2025 .....	87

**Public Comment – see language above to be recited**

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)  
 • Meeting held: No meeting held.....N/A
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)  
 • Meeting held on: No meeting held.....N/A
3. **Building & Grounds Committee:**  
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)  
 • Meeting held on: August 25<sup>th</sup> ..... 88-92
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)  
 • Meetings held on: August 28<sup>th</sup> ..... 93-142
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)  
 • Meeting held: August 28<sup>th</sup> ..... 143
6. **Strategic Planning Committee:**  
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)  
 • Next meeting: No meeting scheduled.....N/A
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)  
 • No Meeting held .....N/A

## 8. DEI: Diversity, Equity and Inclusion Committee

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

- Meeting held on: August 18, 2025 ..... 144

### Matters for Library Board Action

1. Acknowledge City Council's dissolution of Novi's Youth Council and creation of Mayor's Youth Forum with direction for the Library Director to pursue a separate Library Student Representative position on the Library Board and engagement of library staff at the youth forum for information gathering purposes ..... 14-19
2. Recommendation from Building and Grounds Committee to approve a not to exceed amount of \$100,000 to renovate the library's main entrance with a new door system to reduce the effects of winter weather by nearly 70%. This amount will be expended out of the 272 account ..... 88-92
3. Recommendation from Finance Committee to approve the 2025/2026 271 and 272 1<sup>st</sup> Quarter Budget Amendments, recognizing a transfer of funds in the amount of \$241,377.00 from the 272 account, based on the Reserve Study, to the 271 account and an additional \$100,000 in expenditures in the 272 account for the main entrance door renovation. The projected budget years will begin to show a transfer of funds from 271 to 272 to achieve the Reserve Study annual contribution..... 21-25
4. Recommendation from Finance Committee to request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the library building (based upon attorney information) ..... 139-142

### Communications

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

### Closed Session

1. No session scheduled at this time ..... N/A

### Adjournment

### Supplemental Information

- Library Board Calendar 2025 ..... 147
- Library Closings 2025 ..... 148
- Library Board Calendar 2026 ..... 149
- Library Closings 2026 ..... 150

## 2025 Future Events:

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

**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  
August 14, 2025, 7 PM  
Novi Civic Center, Council Chambers**

### **Call to Order by President, Mark Sturing**

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

### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **Roll Call by Secretary, Karla Halvangis**

#### **Library Board – 5 board members were recorded present**

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

#### **Student Representatives**

Positions not filled at this time

#### **Library Staff**

Julie Farkas, Director  
Amy Crockett, Recording Secretary

### **Approval of Agenda.....1-3**

**Motion:** To approve the Agenda as presented  
Motion for Approval – 1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Crawford

**Motion passes – 5-0**

### **Consent Agenda**

1. Approve Minutes of: July 10, 2025 Regular Board Meeting.....4-12
2. Approve Claims and Warrants of:

A. Accounts 271 and 272 (#653).....13-15

**Motion:** To approve the Consent Agenda as presented  
 Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
 2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 5-0**

### Presentations

3. Friends of Novi Library Annual Presentation by Sue Johnson, President.....73-76

Sue Johnson: Presented information on the Friends of Novi Library for the 2024-2025 fiscal year, including annual contributions to the Library and income through Book Nook sales, memberships, donations and fundraisers. The Friends have presented a check for over \$58,000 to the Library for the 2025-2026 fiscal year, which will include funding another single user booth, more Summer Songfest events, the Library's 65<sup>th</sup> anniversary and community yard signs.

The Board thanked the Friends of Novi Library for all they have done for the Library this year and every year. They thanked Sue for her leadership.

4. Novi Historical Commission Annual Presentation by Rae Manela, Liaison.....N/A

Rae Manela: Presented information on the Novi Historical Commission for the 2024-2025 fiscal year, including commission members, events held at the Library, events they participated in throughout the community and other Commission projects.

Trustee Crawford: Expressed appreciation for the report, for Rae's expertise and knowledge and for the partnership the Historical Commission has with the Library.

Director Farkas: Thinks the Library has been a good fit for the Historical Commission and has been very happy to work with them.

The Board thanked Rae for her presentation and work.

### Public Comment

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

No Public Comment

### Reports

1. Student Representatives Report – July 2025.....16-17

Director Farkas: Put together the report this month since the student representative positions are currently empty. The Library is gearing up for school starting on August 25.

2. Memo: Novi Youth Council Transition (City of Novi) .....18-19

Director Farkas: The City of Novi is looking at new options for Novi Youth Council, which would mean changes for the library board's student representatives. A decision should be made next week. Thinks that our student representative program has been very positive and would like to continue to offer some type of student component for the library board.

Trustee Sturing: Expressed agreement.

3. President's Report (Mark Sturing)
  - B. 2025-2026 Board Committee Assignments .....21

Discussion about a legal decision made elsewhere in the U.S. regarding book bans in a public library.

Director Farkas: Expressed that our library board has been very diligent in reviewing our collection policy, which is a great thing to have, and that changes can be addressed as needed.

Trustee Dooley: Expressed that the board are stewards of public funds, and that means for all of the public. Is glad that this board can have open dialogues about this topic.  
Trustee Sturing: Enjoyed attending Summer Songfest events the past few weeks.

Director Farkas: Thanked board members for supporting library programs and being out in the community. She hopes they can attend the Library's Open House on Sunday, September 21 from 2-4pm and the Library's 65<sup>th</sup> Anniversary on Sunday, October 26 from 1-5pm.

Trustee Crawford: Attended the bus trip in July and Summer Songfest. Reminded everyone that Senior Day at the State Fair is Thursday, August 28, and it is free for seniors and veterans to attend all day.

Director Farkas: Thanked the State Fair for being a Summer Reading Program sponsor.

Trustee Dooley: Will be attending the Fox Run gala this weekend with Trustee Halvangis and some library staff members. It is a fundraiser for their scholarship fund.

4. Treasurer's Report (Brian Bartlett)
  - A. 2025-2026 Library Budget Fund 271.....22-25
  - B. 2025-2026 Contributed Fund Budget 272.....26
  - C. Financial Report July 2025.....27
  - D. Library Fund 271 Expenditure & Revenue Report as of July 31, 2025.....28-30
  - E. Library Fund 272 Contributed Fund as of July 31, 2025.....31
  - F. Balance Sheets for Funds 271 and 272 as of July 31, 2025.....32-33

Trustee Sturing: Filling in for Trustee Bartlett, who is absent. Numbers are not final yet for the 2024-2025 fiscal year, but it looks like they will be better than we originally budgeted.

Director Farkas: The Finance Committee has reviewed the results of the reserve study. We sent the company some edits and they will send us back an update. The Finance Committee will review it again and then bring it to the full board. The study gives us a good guideline for the future.

5. Director's Report (Julie Farkas) .....	34-43
A. Door Count Usage Statistics – July 2025 (Jeffrey Smith) .....	44-45
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) .....	46
C. Information Technology Report (Jeffrey Smith) .....	46-50
D. Facilities Report (Keith Perfect) .....	51
E. Assistant Director of Public Services Report (Lori Lowery) .....	52
F. Information Services Report (Emily Brush and Rae Manela) ..	53-55
G. Marketing and Community Promotion Report (Dana VanOast) .....	56-59
H. Support Services Report (Sarah Mominee) .....	60-61
I. Library Usage Statistics .....	62-72
J. Friends of Novi Library – 7/15/25 Agenda; 7/10/2024 Minutes .....	77-82
K. City of Novi Historical Commission – 6/18/25 Minutes .....	83-85

Director Farkas: Attended the Friends of Novi Library's annual meeting with Trustee Sturing in July. Library staff will be reading *Serving Patrons with Disabilities* in addition to board members. Tomorrow is the annual staff Professional Development Day, which will be mainly focused on customer service.

Trustee Halvangis: Was impressed by the annual meeting room report. Wondered about rental numbers increasing and if there is a worry about having enough capacity if numbers continue to grow.

Director Farkas: Explained that Library programs get first priority on rooms, so we have some control on the amount of rentals we allow based on Library and staffing needs. Pointed out that meeting room rentals bring in people that might not necessarily be using the Library otherwise.

Trustee Crawford: Was impressed by the meeting room report. Asked about how feedback is collected.

Amy Crockett: Explained that a survey is sent out after every rental and that feedback is always looked at and taken into consideration to help make the rental experience better.

Trustee Halvangis: Pointed out the phone line savings outlined in the Information Technology report and thought that was great to see.

### Public Comment

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No Public Comment

### Committee Reports

1. **Policy Committee:** Review current public policies for the Library
  - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas

- Meeting held on 7/22/25.....85
- Approve: Mobile Hot Spot Usage Policy (2<sup>nd</sup> Reading).....86-88

Trustee Gawalapu: Likes the rules included in the Mobile Hot Spot Policy. The only change from the first reading is the inclusion of requiring a valid picture ID for check out.

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
  - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
  - No Meeting Held.....N/A
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
  - Meeting held on 7/30/25.....89
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - No Meeting Held.....89-91
5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
  - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
  - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
  - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
  - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
  - Meeting Scheduled for 8/18/25.....92-93

Trustee Halvangis: Very excited to have the staff read *Serving Patrons with Disabilities*.

#### Matters for Library Board Action

1. Approve the Public Policy: Mobile Hot Spot Usage Policy (2<sup>nd</sup> Reading) .....86-87

Trustee Sturing: This has been reviewed by the Board Policy Committee.

**Motion:** To approve the Mobile Hot Spot Usage Policy

Motion – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Dooley

Trustee Dooley: Had a question under the Charges and Liability section on page 87. Does “suspension of borrowing privileges” mean all materials, or just hot spots?

Director Farkas: It means all materials. We have had these guidelines for a while; it was just time to put an actual policy in place. We have not had any major problems with usage.

### Motion Passes – 5-0

#### Communications

3. Email from Krista Williams, RE: Study Rooms.. .....94

Trustee Sturing: Noted that the Friends of the Novi Library are funding another single user booth and that if you can't get a study room in Novi, you may be able to in Northville or another area library.

Director Farkas: Believes that if the Library changed to reservations for study rooms, it would put students at a disadvantage and they are major library users. We try to offer as many space options as possible.

#### Closed Session

No Closed Session

#### Adjournment

Trustee Crawford: Noted that Richard Ritter, the artist who made the glass apples on display in the Library, is coming into town for his 60<sup>th</sup> class reunion.

Director Farkas: Expressed interest in doing an event with him.

**Motion:** To adjourn at 8:12 PM

Motion to Adjourn – 1<sup>st</sup> – Trustee Halvangis

2<sup>nd</sup> – Trustee Dooley

### Motion Passes – 5-0

#### Supplemental Information

- Library Board Calendar 2025.....95
- Library Closings 2025 .....96
- Library Board Calendar 2026.....97
- Library Closings 2026 .....98

#### 2025 Future Events:

- **8/15/25: LIBRARY CLOSED – Professional Development Day for Library Staff**
- 8/20/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 8/25/25: First day of Teen Space (Novi Community Schools back in session)
- **8/30/25 – 9/1/25 LIBRARY CLOSED – Labor Day Weekend**
- 9/10/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **9/11/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 9/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 9/21/25: Library Open House, 2-4pm, Novi Public Library
- 10/8/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **10/9/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19/25 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65<sup>th</sup> Anniversary Party, 1-5pm, Novi Public Library

**WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)**

<b>Warrant 654</b>	<b>271 Accounts</b>	<b>September 2025</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Khaella Sakoguchi	Meeting Room Rental refund	271-000.00-675.300	\$ 30.00
Jack Flynn	Meeting Room Rental refund	271-000.00-675.300	\$ 195.00
Amazon	Monthly planner	271-000.00-727.000	\$ 57.28
Quill	Office Supplies	271-000.00-727.000	\$ 235.99
Envisionware	Client Services 1/1/25 - 12/31/25	271-000.00-734.000	\$ 1,384.51
Knight Technology	August	271-000.00-734.000	\$ 700.00
Knight Watch	Aug - Oct Monitoring	271-000.00-734.000	\$ 210.00
Amazon	iCube	271-000.00-734.500	\$ 476.12
Knight Technology	Network Roadmap/Visio diagram	271-000.00-734.500	\$ 722.50
Knight Watch	Temp& Water Sensor cable	271-000.00-734.500	\$ 1,027.00
Quill	IS Toner Cartridge/SS Dept	271-000.00-740.000	\$ 1,913.00
Library Design	Task stools & remove /dispose existing chairs	271-000.00-740.200	\$ 5,137.00
Amazon	742.190	271-000.00-742.000	\$ 990.56
Brodart	books	271-000.00-742.000	\$ 12,493.58
Cengage	742.300	271-000.00-742.000	\$ 29.59
Center Point	742.300	271-000.00-742.000	\$ 224.73
Lakeshore Learning	STEM KIT;742.192	271-000.00-742.000	\$ 241.47
Amazon	Lending Library	271-000.00-742.010	\$ 313.68
Brodart	Lending Library	271-000.00-742.010	\$ 377.69
Midwest Tape	Lending Library	271-000.00-742.010	\$ 443.83
Baker & Taylor	744.400	271-000.00-744.000	\$ 510.80
Midwest Tape	744.520	271-000.00-744.000	\$ 2,466.88
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 5,239.23
OverDrive	OverDrive 8/1/25 - 7/31/25	271-000.00-745.200	\$ 19,748.78
MCLS	Morningstar-9/10/25 - 6/30/25	271-000.00-745.300	\$ 2,469.60
ProQuest	Ancestry Library -/7/25 - 30/6/25	271-000.00-745.300	\$ 2,246.77
American Library Association	L.Lowery -Membership	271-000.00-809.000	\$ 240.00
Suttle Shifts	CS Committee meetings	271-000.00-816.000	\$ 3,400.00
GDI	July	271-000.00-817.000	\$ 7,840.00
AT&T	Jun 14 - Jul 13,2025	271-000.00-851.000	\$ 995.45
Ooma	8/1/25 - 8/31/25	271-000.00-851.000	\$ 109.60
T-Mobile	due on 8/23/25	271-000.00-851.000	\$ 1,033.21
Telnet	July & August	271-000.00-851.000	\$ 2,115.55
Verizon	Jul 2 - Aug 1, 2025	271-000.00-851.000	\$ 521.01
The Library Network	SAS Jul25 - Sep25	271-000.00-855.000	\$ 16,536.11

Austin Webberly	TLN Youth Services Meeting	271-000.00-862.000	\$ 27.44
Amazon	Sign Holder	271-000.00-880.000	\$ 97.98
Lyon Township Public Library	NLA 2025 Community Reads bookmarks	271-000.00-880.000	\$ 23.66
MCLS	TALK Texts - 7/29/25 - 12/31/2099	271-000.00-880.000	\$ 80.00
Muniweb	July	271-000.00-880.000	\$ 339.00
Amazon	Program	271-000.00-880.268	\$ 330.08
Oriental Trading	Grab & Go	271-000.00-880.268	\$ 374.83
Sams	Teen Space, Club Half Blood, Novi Inkling Writing Club	271-000.00-880.268	\$ 134.20
Canon	Printing	271-000.00-900.000	\$ 465.33
Woodlands Library Cooperative	Labor Law Poster	271-000.00-900.000	\$ 30.00
DTE	due date 8/18/25	271-000.00-922.000	\$ 9,407.82
Allied Building	MB 31- clicking	271-000.00-934.000	\$ 482.50
Allied Building	filter replacement	271-000.00-934.000	\$ 1,700.00
Anago	August restroom deep clean	271-000.00-934.000	\$ 420.00
Dalton	Semiannual Carpet	271-000.00-934.000	\$ 2,650.00
Home Depot	Night Light Chime	271-000.00-934.000	\$ 189.95
ImperialDade	supplies	271-000.00-934.000	\$ 1,496.87
Northstar	July	271-000.00-934.000	\$ 180.80
Orkin	August	271-000.00-934.000	\$ 125.00
Brien's	Lawn, weeding	271-000.00-936.300	\$ 2,450.00
Creating Sustainable	Bioswale	271-000.00-936.300	\$ 750.00
SCA	Parking lot sweeping	271-000.00-936.300	\$ 76.54
Canon	Lease	271-000.00-942.000	\$ 1,010.00
Corrigan	8/1/25 - 8/31/25	271-000.00-942.100	\$ 28.06
A.Jakubiec	Digipalooza Conference	271-000.00-956.000	\$ 18.94
<b>TOTAL 271</b>			<b>\$ 115,565.52</b>

<b>Warrant 653</b>	<b>272 Accounts</b>	<b>August 2025</b>	
Signarama	Teen Lounge	272-000.00-742.231	\$ 305.03
Bull Frog	Smart Net - 9/22/25 - 9/22/28	272-000.00-742.233	\$ 29,766.00
M.Zurmuehlen	Joe's Gift card	272-000.00-742.236	\$ 56.84
Sams	Staff training Day	272-000.00-742.236	\$ 363.46
Library Design	Task Chairs	272-000.00-976.000	\$ 36,395.00
<b>TOTAL 272</b>			<b>\$ 66,886.33</b>



**August 2025 Library Board Student Representatives Report**  
No Report this month

**PRESIDENT'S REPORT**

**CITY OF NOVI CITY COUNCIL**  
**AUGUST 25, 2025**

**SUBJECT:** Consideration of resolutions for the dissolution of the Novi Youth Council and creation of the Mayor's Youth Forum

**SUBMITTING DEPARTMENT:** Community Relations

**KEY HIGHLIGHTS:**

- The Novi Youth Council has seen declining participation and is no longer the most effective model for sustained youth engagement.
- Creating a Mayor's Youth Forum would establish an open, inclusive platform for all Novi high-school-aged residents to share ideas, discuss issues, and engage with City leadership.
- Meetings will be topic-driven, focusing on initiatives identified by City Council, departments, or community partners, encouraging broad and diverse participation.
- Establishing the Mayor's Youth Forum would affirm City Council's ongoing commitment to fostering youth involvement in civic affairs through the new venture and additional opportunities such as events and volunteer initiatives.

**BACKGROUND INFORMATION:**

The City of Novi has long recognized the importance of involving youth in civic life. In the past, this was accomplished through the Novi Youth Council, a structured 13-member body that required an application, interview, and appointment process. Over time, however, participation and sustained commitment declined, with many students finding meaningful civic and leadership opportunities through school-based programs and extracurricular activities.

To better reflect the needs and interests of Novi's youth, City staff recommend that a more flexible and inclusive model will be more effective. The Mayor's Youth Forum will provide all high-school-aged residents with an open opportunity to share ideas, discuss issues, and engage directly with City leadership. Meetings will be topic-driven, based on priorities identified by City Council, City departments, and community partners, encouraging broad participation that reflects Novi's diversity.

The dissolution of the Novi Youth Council and creation of the *Mayor's Youth Forum* underscores the City Council's continued commitment to youth involvement in civic affairs and ensures that young residents remain active contributors to the community's future.

**RECOMMENDED ACTION:** Approval of resolutions for the dissolution of the Novi Youth Council and creation of the *Mayor's Youth Forum*

**CITY OF NOVI  
COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION REGARDING DISSOLUTION OF NOVI YOUTH COUNCIL**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on \_\_\_\_\_, 2025, at \_\_\_\_ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

The following preamble and Resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

**RECITALS**

**Whereas**, the City of Novi City Council previously established the City of Novi Youth Council to make recommendations to City Council on issues relative to the youth of Novi, serve as youth ambassadors, and encourage education of youth regarding City government and citizen participation; and

**Whereas**, the Youth Council has consisted of 13 members at the high school level who are Novi residents, appointed for two-year terms based on an application, essay, interview, and appointment by City Council; and

**Whereas**, the Youth Council has operated with designated leadership positions, attendance requirements, an annual budget, and staff support from the City of Novi as directed by the City Manager; and

**Whereas**, over time, attendance and sustained commitment from members has declined, with many students finding other valuable avenues for civic and leadership involvement through school-based programs and extracurricular activities; and

**Whereas**, for many participants, Youth Council service has been one of several valuable activities contributing to their personal and academic growth, rather than their primary avenue for ongoing municipal engagement; and

**Whereas**, after careful consideration, the City Council has determined that the Youth Council, in its current form, is no longer the most effective means of engaging Novi's youth in local government; and

**Whereas**, the City Council remains committed to fostering youth involvement in civic affairs and will continue to explore new and innovative ways to encourage and support such engagement;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of Novi hereby dissolve the City of Novi Youth Council, effective immediately.

**BE IT FURTHER RESOLVED** that the City Council directs City staff to continue developing and recommending additional opportunities for youth engagement in the community — including, but not limited to, participation in events and volunteer initiatives — with the understanding that a new forum for teen involvement will also be established to further strengthen these efforts.

**AYES:**

**NAYS:**

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Cortney Hanson, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

\_\_\_\_\_  
Cortney Hanson, City Clerk  
City of Novi

**CITY OF NOVI**  
**COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION REGARDING CITY OF NOVI MAYOR'S YOUTH FORUM**

*Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on \_\_\_\_\_, 2025, at \_\_\_\_ o'clock P.M., Prevailing Eastern Time.*

PRESENT: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

The following preamble and Resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

**RECITALS**

**Whereas**, the City of Novi City Council values the perspectives and contributions of its young residents and recognizes the importance of fostering civic engagement among high school students; and

**Whereas**, the City seeks to provide an open and welcoming platform for youth to share ideas, discuss issues, and participate in shaping the future of the community; and

**Whereas**, the Mayor's Youth Forum will be open to all high-school-aged residents of Novi, with no application or appointment process required, ensuring equitable and inclusive participation; and

**Whereas**, the Forum will meet on a regular basis, with each meeting focused on a specific topic or initiative identified by City Council, City departments, or community partners; and

**Whereas**, this flexible, topic-driven format will encourage broader involvement, reflect Novi's diversity, and strengthen connections between the City's leadership and its youth;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of Novi hereby create the **Mayor's Youth Forum** as a civic engagement initiative to involve high-school-aged residents in open dialogue, community problem-solving, and leadership development.

**BE IT FURTHER RESOLVED** that the City Council directs City staff to coordinate, develop operational guidelines, and facilitate the Mayor's Youth Forum, promote participation among Novi's youth, and ensure meaningful discussion on topics of importance to both the community and its young residents.

**AYES:**

**NAYS:**

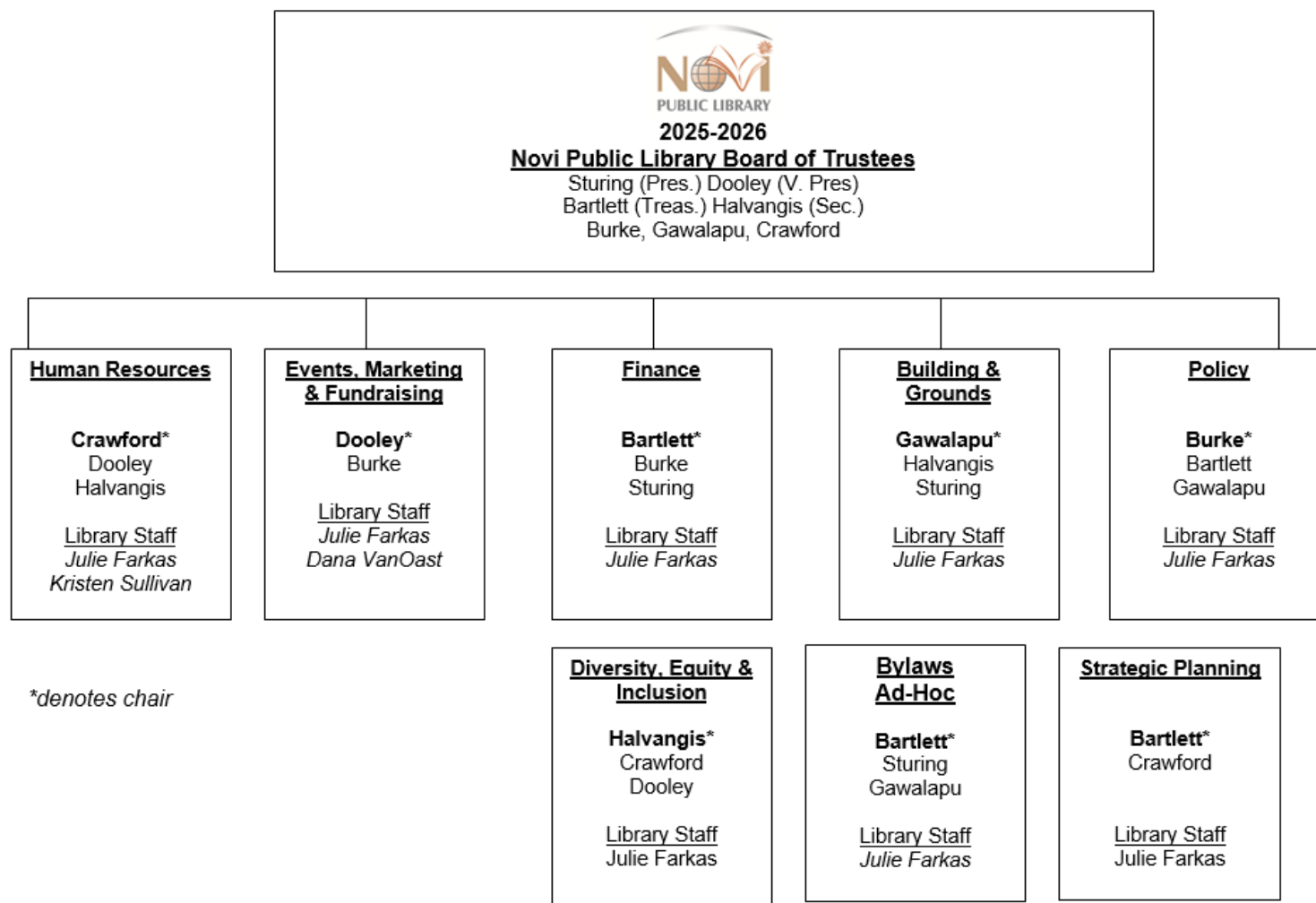
RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Cortney Hanson, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this \_\_\_\_ day of \_\_\_\_\_, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

\_\_\_\_\_  
Cortney Hanson, City Clerk  
City of Novi





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

2025-2026 Library Budget 271		2023-2024	2024-2025	2025-2026	2025-2026 Pending Approval 9/11/25 1st Qtr.	2026-2027	2027-2028	2028-2029	2029-2030
1st Qtr. With Reserve Study Information		Audited	Unaudited	Approved		Projected	Projected	Projected	Projected
Revenues		10/30/2024	6/30/2025	2/13/2025		6/30/2025	6/30/2025	6/30/2025	6/30/2025
Account	Description								
402.000	Tax Revenue - Current Levy	3,410,762.72	3,620,624.41	3,762,784.00	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07
	Add'l Millage at .20 (estimated)						1,042,000.00	1,042,000.00	1,042,000.00
404.003	Tax Revenue - Brownfield B1	-376.24	0.00	-506.00	-506.00	-587.00	-692.66	-713.44	-734.84
404.006	Tax Revenue - Brownfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brownfield B3 17	-15,263.59	-16,000.68	-28,232.00	-28,232.00	-38,396.00	-47,995.00	-49,434.85	-50,917.90
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-35,898.98	-55,783.00	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50
404.009	Tax Revenue - Brownfield B4 21	-354.57	-440.12	-469.00	-469.00	-544.00	-625.60	-644.37	-663.70
404.010	Tax Revenue - Brownfield B4X	-44.00	-44.00	-124.00	-124.00	-143.00	-164.45	-169.38	-174.47
412.000	Tax Revenue - C/Y Del PPT	-4,707.59	-7,986.56	-10,000.00	-10,000.00	-12,000.00	-12,000.00	-12,360.00	-12,730.80
414.000	Tax Revenue - Tax Tribunal Accr	-1,800.00	-3,900.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,020.33	3,203.27	1,800.00	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	69,947.04	66,000.00	70,000.00	66,000.00	66,000.00	66,000.00	66,000.00
573.000	State Grants - Local Comm	17,786.09	25,741.20	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
658.000	State penal fines	89,070.72	91,226.15	85,000.00	98,967.71	85,000.00	85,000.00	85,000.00	85,000.00
659.000	Library book fees	9,341.82	8,858.67	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
665.000	Interest on Investments	118,788.12	138,007.28	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
669.500	Unrealized gain(loss) invest	92,415.46	43,492.21	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	19,451.99	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and Donations	2,365.78	683.26	500.00	500.00				
675.000	Miscellaneous income	8,730.22	3,193.89	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	11.07	77.94	100.00	100.00	100.00	100.00	100.00	100.00
675.100	Copier	3,620.99	14,062.26	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
675.300	Meeting Room	37,477.41	43,017.09	30,000.00	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00
675.404	Novi Township Assessment	7,701.00	8,228.00	7,850.00	7,850.00	7,850.00	8,000.00	8,000.00	8,500.00
675.650	Library Café	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>3,827,332.74</b>	<b>4,025,544.32</b>	<b>4,009,420.00</b>	<b>4,027,387.71</b>	<b>4,090,141.00</b>	<b>5,221,426.58</b>	<b>5,336,516.38</b>	<b>5,455,558.87</b>

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

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

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

**NOTES: All Capital projects are expensed out of budget 272**

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

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

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

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

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

25/26: Went from 25 to 24 FT employees

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

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

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

**Original budget for Fund 272 Fiscal Year 2025-2026**

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

**Revenue & Expenditure Report for Fund 271**

	YTD July 31,2025	YTD Aug 31,2025	Difference *
TOTAL REVENUES	\$ 141,351	\$ 146,875	\$ 5,524
TOTAL EXPENDITURES	\$ 264,523	\$ 590,541	\$ 326,018
NET OF REVENUES & EXPENDITURES	(\$ 123,172)	(\$ 443,666)	

**Revenue & Expenditure Report for Fund 272**

	YTD July 31,2025	YTD Aug 31,2025	Difference*
TOTAL REVENUES	\$ 2,362	\$ 5,188	\$ 2,826
TOTAL EXPENDITURES	\$ 81	\$ 67,224	\$ 67,143
NET OF REVENUES & EXPENDITURES	(\$ 2,281)	(\$ 62,036)	

**Balance Sheet Report as of August 31, 2025**

The ending fund balance for Fund 271 is \$  
2,039,564.95

The ending fund balance for Fund 272 is \$ 1,580,712.30



# Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

09/03/2025		REVENUE AND EXPENDITURE REPORT FOR QTY OF NOVI									
		PERIOD ENDING 08/31/2025									
		% Fiscal Year Completed: 16.99									
		END BALANCE	4th QUARTER			MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE		
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	AUGUST 2025	08/31/2025	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	INCR. (DECR)	INCR. (DECR)	NM (ABNM)	NM (ABNM)	USED	
Fund 271 - LIBRARY FUND											
Revenues											
Dept 000.00 - TREASURY											
Property tax revenue											
271-000.00-402.000	Property Tax Revenue - Current	3,620,624.41	3,621,173.00	3,762,784.00	3,762,784.00	0.00	0.00	0.00	3,762,784.00	0.00	
271-000.00-404.003	Property Tax Revenue - Brow nfid	0.00	(432.00)	(506.00)	(506.00)	0.00	0.00	0.00	(506.00)	0.00	
271-000.00-404.007	Property Tax Revenue-Brow nfid	(16,000.68)	(16,001.00)	(28,232.00)	(28,232.00)	0.00	0.00	0.00	(28,232.00)	0.00	
271-000.00-404.008	Property Tax Revenue - CIA Cap	(35,898.98)	(35,989.00)	(55,783.00)	(55,783.00)	0.00	0.00	0.00	(55,783.00)	0.00	
271-000.00-404.009	Property Tax Revenue-Brow nfid	(440.12)	(440.00)	(469.00)	(469.00)	0.00	0.00	0.00	(469.00)	0.00	
271-000.00-404.010	Property Tax Revenue-Brow nfid	(44.00)	(44.00)	(124.00)	(124.00)	0.00	0.00	0.00	(124.00)	0.00	
271-000.00-412.000	Property Tax Revenue - C/Y Del	(7,986.56)	0.00	(10,000.00)	(10,000.00)	0.00	0.00	0.00	(10,000.00)	0.00	
271-000.00-414.000	Property Tax Revenue - Tax Trib	(3,900.00)	(3,112.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	(1,000.00)	0.00	
271-000.00-415.000	Property Tax Revenue - County C	3,203.27	1,779.00	1,800.00	1,800.00	1,221.87	1,016.76	2,238.63	(438.63)	124.37	
Property tax revenue		3,559,557.34	3,566,934.00	3,668,470.00	3,668,470.00	1,221.87	1,016.76	2,238.63	3,666,231.37	0.06	
State sources											
271-000.00-567.000	State aid	69,947.04	69,947.00	66,000.00	66,000.00	36,531.06	0.00	36,531.06	29,468.94	55.35	
271-000.00-573.000	State Grants - Local Comm Stab	25,741.20	8,102.00	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
State sources		95,688.24	78,049.00	81,000.00	81,000.00	36,531.06	0.00	36,531.06	44,468.94	45.10	
Fines and forfeitures											
271-000.00-658.000	State penal fines	91,226.15	91,226.00	85,000.00	85,000.00	98,967.71	0.00	98,967.71	(13,967.71)	116.43	
271-000.00-659.000	Library bookfees	8,858.67	8,400.00	8,000.00	8,000.00	511.27	655.15	1,166.42	6,833.58	14.58	
Fines and forfeitures		100,084.82	99,626.00	93,000.00	93,000.00	99,478.98	655.15	100,134.13	(7,134.13)	107.67	
Interest income											
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00	
271-000.00-669.500	Gain (loss) on investments	43,492.21	32,000.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	
Interest income		181,499.49	132,000.00	110,000.00	110,000.00	0.00	0.00	0.00	110,000.00	0.00	
Donations											
271-000.00-674.289	Adult programs	19,451.99	19,456.00	7,500.00	7,500.00	(12.80)	0.00	(12.80)	7,512.80	(0.17)	
271-000.00-674.400	Gifts and donations	683.26	500.00	500.00	500.00	1.09	33.71	34.80	465.20	6.96	
Donations		20,135.25	19,956.00	8,000.00	8,000.00	(11.71)	33.71	22.00	7,978.00	0.28	
Other revenue											
271-000.00-675.000	Miscellaneous income	3,193.89	3,000.00	2,500.00	2,500.00	1,036.09	308.44	1,344.53	1,155.47	53.78	
271-000.00-675.006	Car Charging Revenue	77.94	80.00	100.00	100.00	56.05	0.00	56.05	43.95	56.05	
271-000.00-675.100	Copier	14,062.26	13,500.00	8,500.00	8,500.00	514.00	999.71	1,513.71	6,986.29	17.81	
271-000.00-675.300	Meeting room	43,017.09	40,000.00	30,000.00	30,000.00	2,525.13	2,509.31	5,034.44	24,965.56	16.78	
271-000.00-675.404	Novi Tow nship Assessment	8,228.00	8,228.00	7,850.00	7,850.00	0.00	0.00	0.00	7,850.00	0.00	
Other revenue		68,579.18	64,808.00	48,950.00	48,950.00	4,131.27	3,817.46	7,948.73	41,001.27	16.24	
Total Dept 000.00 - TREASURY		4,025,544.32	3,961,373.00	4,009,420.00	4,009,420.00	141,351.47	5,523.08	146,874.55	3,862,545.45	3.66	
TOTAL REVENUES		4,025,544.32	3,961,373.00	4,009,420.00	4,009,420.00	141,351.47	5,523.08	146,874.55	3,862,545.45	3.66	

		END BALANCE	4th QUARTER			MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	AUGUST 2025	08/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,422,713.26	1,450,000.00	1,589,000.00	1,589,000.00	76,124.32	114,317.52	190,441.84	1,398,558.16	11.99
271-000.00-704.100	Severance/Incentive Pay	0.00	0.00	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00
271-000.00-704.210	Vacation Payout	5,157.60	5,158.00	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00
271-000.00-704.250	Final Payout	6,921.72	6,922.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	680,970.00	694,733.00	810,000.00	810,000.00	37,345.05	60,055.57	97,400.62	712,599.38	12.02
271-000.00-706.000	Overtime	915.08	1,000.00	500.00	500.00	102.12	92.18	194.30	305.70	38.86
271-000.00-715.000	Social security	159,320.48	164,000.00	183,500.00	183,500.00	8,658.19	13,192.17	21,850.36	161,649.64	11.91
271-000.00-716.000	Insurance	272,645.88	252,000.00	239,560.00	239,560.00	7,612.76	7,692.01	15,304.77	224,255.23	6.39
271-000.00-716.200	HSA - employer contribution	1,812.74	2,000.00	3,000.00	3,000.00	36.83	103.13	139.96	2,860.04	4.67
271-000.00-716.999	Insurance - Employee Reimburse	(38,382.06)	(37,500.00)	(35,934.00)	(35,934.00)	(2,104.38)	(3,108.08)	(5,212.46)	(30,721.54)	14.51
271-000.00-717.000	Workers compensation	2,033.10	2,000.00	1,900.00	1,900.00	96.86	150.24	247.10	1,652.90	13.01
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,680.00	1,884.00	1,884.00	0.00	0.00	0.00	1,884.00	0.00
271-000.00-718.010	Pension - DB Unfunded Accrued	92,196.00	92,200.00	108,192.00	108,192.00	0.00	0.00	0.00	108,192.00	0.00
271-000.00-718.200	Pension - defined contribution	112,273.59	128,000.00	132,210.00	132,210.00	6,711.53	9,952.48	16,664.01	115,545.99	12.60
271-000.00-719.000	Unemployment insurance	96.03	100.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,720,353.42	2,762,293.00	3,055,312.00	3,055,312.00	134,583.28	202,447.22	337,030.50	2,718,281.50	11.03
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	100.00	100.00	(6.30)	15.35	9.05	90.95	9.05
271-000.00-727.000	Office supplies	7,804.48	10,000.00	10,000.00	10,000.00	223.77	293.27	517.04	9,482.96	5.17
271-000.00-728.000	Postage	2,035.09	2,500.00	3,500.00	3,500.00	100.00	0.00	100.00	3,400.00	2.86
271-000.00-734.000	Computer supplies, software & li	46,943.17	83,000.00	97,000.00	97,000.00	23,067.39	910.00	23,977.39	73,022.61	24.72
271-000.00-734.500	Computer supplies/equipment	44,721.95	52,000.00	52,000.00	52,000.00	2,179.99	808.62	2,988.61	49,011.39	5.75
271-000.00-740.000	Operating supplies	41,640.62	44,800.00	38,000.00	38,000.00	8,254.04	1,334.90	9,588.94	28,411.06	25.23
271-000.00-740.200	Supplies - Desk chairs and file ca	836.00	1,500.00	5,000.00	5,000.00	5,137.00	0.00	5,137.00	(137.00)	102.74
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,500.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	241,000.00	18,394.45	9,180.03	27,574.48	213,425.52	11.44
271-000.00-742.010	Library Books - Lending	7,815.27	8,000.00	15,400.00	15,400.00	1,188.68	759.47	1,948.15	13,451.85	12.65
271-000.00-742.100	Library Books - Fines	118.98	100.00	200.00	200.00	0.00	0.00	0.00	200.00	0.00
271-000.00-743.000	Library periodicals	16,749.33	18,000.00	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	50,869.75	52,300.00	52,000.00	52,000.00	2,574.76	2,211.94	4,786.70	47,213.30	9.21
271-000.00-745.200	Electronic media	180,490.09	160,700.00	177,000.00	177,000.00	8,194.79	24,888.01	33,082.80	143,917.20	18.69
271-000.00-745.300	Electronic resources (CD rom ma	80,376.53	80,500.00	80,000.00	80,000.00	45,842.02	0.00	45,842.02	34,157.98	57.30
Supplies		713,933.57	756,000.00	790,200.00	790,200.00	115,150.59	40,401.59	155,552.18	634,647.82	19.69



		END BALANCE	4th QUARTER			MTH ACTY	MTH ACTY	Y TD BALANCE	AVAILABLE	
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	AUGUST 2025	08/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	891.07	900.00	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.00
271-000.00-802.100	Bank Service Charges	2,212.32	2,500.00	3,000.00	3,000.00	38.94	157.39	196.33	2,803.67	6.54
271-000.00-803.000	Independent audit	622.00	622.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00
271-000.00-804.000	Medical service	1,508.00	1,500.00	1,500.00	1,500.00	0.00	116.00	116.00	1,384.00	7.73
271-000.00-806.000	Legal fees	4,388.50	4,500.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
271-000.00-809.000	Memberships and dues	6,233.26	8,000.00	8,500.00	8,500.00	4,158.00	240.00	4,398.00	4,102.00	51.74
271-000.00-816.000	Professional services	15,888.11	18,000.00	20,000.00	20,000.00	6,371.83	3,400.00	9,771.83	10,228.17	48.86
271-000.00-817.000	Custodial services	95,725.00	96,500.00	100,000.00	100,000.00	7,840.00	0.00	7,840.00	92,160.00	7.84
271-000.00-818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	15,874.00	15,874.00	16,350.00	16,350.00	7,475.00	7,670.60	15,145.60	1,204.40	92.63
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	42,972.95	46,300.00	54,100.00	54,100.00	3,610.09	1,672.66	5,282.75	48,817.25	9.76
271-000.00-855.000	TLN Automation Services	71,297.68	76,000.00	81,000.00	81,000.00	0.00	16,536.11	16,536.11	64,463.89	20.41
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	500.00	50.23	0.00	50.23	449.77	10.05
271-000.00-862.000	Mileage	1,536.19	1,700.00	1,700.00	1,700.00	0.00	27.44	27.44	1,672.56	1.61
271-000.00-880.000	Community promotion	18,504.24	25,000.00	25,000.00	25,000.00	3,415.92	460.64	3,876.56	21,123.44	15.51
271-000.00-880.268	Library programming	24,945.78	38,000.00	44,600.00	44,600.00	1,215.22	839.11	2,054.33	42,545.67	4.61
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	10,000.00	3,967.40	0.00	3,967.40	6,032.60	39.67
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-900.000	Printing, graphic design and publi	22,970.79	25,000.00	26,000.00	26,000.00	(443.00)	465.33	22.33	25,977.67	0.09
271-000.00-921.000	Heat	13,139.86	15,300.00	15,700.00	15,700.00	304.77	307.34	612.11	15,087.89	3.90
271-000.00-922.000	Electricity	98,745.97	106,000.00	118,900.00	118,900.00	9,407.82	0.00	9,407.82	109,492.18	7.91
271-000.00-923.000	Water and sewer	8,466.93	8,500.00	8,700.00	8,700.00	0.00	0.00	0.00	8,700.00	0.00
271-000.00-934.000	Building maintenance	139,346.32	136,500.00	125,000.00	125,000.00	6,445.01	6,522.82	12,967.83	112,032.17	10.37
271-000.00-935.000	Vehicle maintenance	426.22	500.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	44,088.98	43,000.00	53,000.00	53,000.00	2,651.54	750.00	3,401.54	49,598.46	6.42
271-000.00-942.000	Office equipment lease	12,120.00	13,000.00	12,200.00	12,200.00	1,010.00	1,010.00	2,020.00	10,180.00	16.56
271-000.00-942.002	Copier Property Tax	621.90	0.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	328.08	350.00	500.00	500.00	28.06	28.06	56.12	443.88	11.22
271-000.00-956.000	Conferences and workshops	18,822.29	20,000.00	26,700.00	26,700.00	189.36	18.94	208.30	26,491.70	0.78
271-000.00-957.000	Tuition & other reimbursements	0.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
Other services and charges										
		675,419.61	718,541.00	784,150.00	784,150.00	57,736.19	40,222.44	97,958.63	686,191.37	12.49
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	29,275.44	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		29,275.44	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY										
		4,138,982.04	4,273,834.00	4,629,662.00	4,629,662.00	307,470.06	283,071.25	590,541.31	4,039,120.69	12.76
TOTAL EXPENDITURES										
		4,138,982.04	4,273,834.00	4,629,662.00	4,629,662.00	307,470.06	283,071.25	590,541.31	4,039,120.69	12.76
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES										
		4,025,544.32	3,961,373.00	4,009,420.00	4,009,420.00	141,351.47	5,523.08	146,874.55	3,862,545.45	71.53
TOTAL EXPENDITURES										
		4,138,982.04	4,273,834.00	4,629,662.00	4,629,662.00	307,470.06	283,071.25	590,541.31	4,039,120.69	71.53
NET OF REVENUES & EXPENDITURES										
		(113,437.72)	(312,461.00)	(620,242.00)	(620,242.00)	(166,118.59)	(277,548.17)	(443,666.76)	(176,575.24)	71.53
BEG. FUND BALANCE										
		2,596,669.43	2,596,669.43	2,596,669.43	2,596,669.43			2,596,669.43		71.53
NET OF REVENUES/EXPENDITURES - 2024-25										
								(113,437.72)	(113,437.72)	71.53
END FUND BALANCE										
		2,483,231.71	2,284,208.43	1,976,427.43	1,976,427.43			2,039,564.95		71.53

		END BALANCE	4th QUARTER			MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	AUGUST 2025	08/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	A MDD BUDGET	BUDGET	A MDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	59,391.02	39,753.00	27,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.00
272-000.00-669.500	Gain (loss) on investments	23,750.68	17,695.00	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(4,500.00)	0.00
Interest income		83,141.70	57,448.00	22,500.00	22,500.00	0.00	0.00	0.00	22,500.00	0.00
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	5,177.55	4,822.00	1,000.00	1,000.00	362.15	125.85	488.00	512.00	48.80
272-000.00-674.229	Raising a Reader in Novi Sponsor	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	5,638.00	5,638.00	1,000.00	1,000.00	0.00	200.00	200.00	800.00	20.00
272-000.00-674.231	Buildings/Ground/Furniture Revenue	4,068.72	4,069.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	14,597.75	14,598.00	2,000.00	2,000.00	2,000.00	2,500.00	4,500.00	(2,500.00)	225.00
272-000.00-674.233	Technology Library Revenue	0.00	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	0.00	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	7,700.00	7,700.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-674.277	Youth Area Reno-M Marten Rev	34,294.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations		71,476.02	36,827.00	12,500.00	12,500.00	2,362.15	2,825.85	5,188.00	7,312.00	41.50
Total Dept 000.00 - TREASURY		154,617.72	94,275.00	35,000.00	35,000.00	2,362.15	2,825.85	5,188.00	29,812.00	14.82
TOTAL REVENUES		154,617.72	94,275.00	35,000.00	35,000.00	2,362.15	2,825.85	5,188.00	29,812.00	14.82
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	454.57	500.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	1,211.86	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.230	Collections/Materials Expense	5,975.24	5,638.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture Expense	715.70	1,000.00	25,000.00	25,000.00	305.03	0.00	305.03	24,694.97	1.22
272-000.00-742.232	Programming Expense	10,739.06	13,589.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.233	Technology Library Expense	0.00	0.00	61,500.00	61,500.00	0.00	29,766.00	29,766.00	31,734.00	48.40
272-000.00-742.234	Undesignated Misc	108.54	200.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,579.29	1,600.00	2,500.00	2,500.00	337.56	420.30	757.86	1,742.14	30.31
Supplies		21,784.26	24,527.00	93,000.00	93,000.00	642.59	30,186.30	30,828.89	62,171.11	33.15
Capital outlay										
272-000.00-976.000	Building improvements	79,452.67	82,200.00	111,500.00	111,500.00	36,395.00	0.00	36,395.00	75,105.00	32.64
272-000.00-976.002	Capital Outlay	0.00	0.00	37,300.00	37,300.00	0.00	0.00	0.00	37,300.00	0.00
272-000.00-976.140	Automated Return System	29,647.80	29,648.00	129,000.00	129,000.00	0.00	0.00	0.00	129,000.00	0.00
272-000.00-976.141	Main Entrance Design	11,700.00	12,000.00	23,000.00	23,000.00	0.00	0.00	0.00	23,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	13,235.89	13,236.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		134,036.36	137,084.00	300,800.00	300,800.00	36,395.00	0.00	36,395.00	264,405.00	12.10
Total Dept 000.00 - TREASURY		155,820.62	161,611.00	393,800.00	393,800.00	37,037.59	30,186.30	67,223.89	326,576.11	17.07
TOTAL EXPENDITURES		155,820.62	161,611.00	393,800.00	393,800.00	37,037.59	30,186.30	67,223.89	326,576.11	17.07

		END BALANCE	4th QUARTER			MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	AUGUST 2025	08/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGET	BUDGET	A MDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		154,617.72	94,275.00	35,000.00	35,000.00	2,362.15	2,825.85	5,188.00	29,812.00	17.29
TOTAL EXPENDITURES		155,820.62	161,611.00	393,800.00	393,800.00	37,037.59	30,186.30	67,223.89	326,576.11	17.29
NET OF REVENUES & EXPENDITURES		(1,202.90)	(67,336.00)	(358,800.00)	(358,800.00)	(34,675.44)	(27,360.45)	(62,035.89)	(296,764.11)	17.29
BEG. FUND BALANCE		1,643,951.09	1,643,951.09	1,643,951.09	1,643,951.09			1,643,951.09		17.29
NET OF REVENUES/EXPENDITURES - 2024-25								(1,202.90)	(1,202.90)	17.29
END FUND BALANCE		1,642,748.19	1,576,615.09	1,285,151.09	1,285,151.09			1,580,712.30		17.29
TOTAL REVENUES - ALL FUNDS		4,180,162.04	4,055,648.00	4,044,420.00	4,044,420.00	143,713.62	8,348.93	152,062.55	3,892,357.45	
TOTAL EXPENDITURES - ALL FUNDS		4,294,802.66	4,435,445.00	5,023,462.00	5,023,462.00	344,507.65	313,257.55	657,765.20	4,365,696.80	
NET OF REVENUES & EXPENDITURES		(114,640.62)	(379,797.00)	(979,042.00)	(979,042.00)	(200,794.03)	(304,908.62)	(505,702.65)	(473,339.35)	
BEG. FUND BALANCE - ALL FUNDS		4,240,620.52	4,240,620.52	4,240,620.52	4,240,620.52			4,240,620.52		
END FUND BALANCE - ALL FUNDS		4,125,979.90	3,860,823.52	3,261,578.52	3,261,578.52			3,620,277.25		

**June 30, 2025: 2024/2025 271 Budget is suggesting a fund balance usage of \$113,437.72 to offset expenditures. This report has not been audited.**

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

## Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

09/03/2025	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 08/31/2025	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	114,174.52
271-000.00-004.000	Cash on hand	600.00
271-000.00-017.000	Investments - Pooled	2,642,112.76
271-000.00-019.000	Current taxes receivable	(592,708.52)
271-000.00-072.100	DUE FROM COUNTY	1,221.87
271-000.00-078.000	DUE FROM STATE	(41,431.14)
271-000.00-123.400	Prepaid Expenditure	3,149.99
	Total Assets	2,127,119.48
*** Liabilities ***		
271-000.00-202.000	Accounts payable	75,787.67
271-000.00-258.702	Accrued liabilities - tax	11,700.00
271-000.00-259.200	Unemployment insurance liability	110.25
271-000.00-259.300	Accrued workers compensation	(43.39)
	Total Liabilities	87,554.53
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,596,669.43
	Total Fund Balance	2,596,669.43
	Beginning Fund Balance - 24-25	2,596,669.43
	Net of Revenues VS Expenditures - 24-25	(113,437.72)
	*24-25 End FB/25-26 Beg FB	2,483,231.71
	Net of Revenues VS Expenditures - Current Year	(443,666.76)
	Ending Fund Balance	2,039,564.95
	Total Liabilities And Fund Balance	2,127,119.48
* Year Not Closed		

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	9,589.13
272-000.00-017.000	Investments - Pooled	1,624,113.34
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,647,015.47
*** Liabilities ***		
272-000.00-202.000	Accounts payable	66,303.17
	Total Liabilities	66,303.17
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance - 24-25	1,643,951.09
	Net of Revenues VS Expenditures - 24-25	(1,202.90)
	*24-25 End FB/25-26 Beg FB	1,642,748.19
	Net of Revenues VS Expenditures - Current Year	(62,035.89)
	Ending Fund Balance	1,580,712.30
	Total Liabilities And Fund Balance	1,647,015.47
* Year Not Closed		



## DIRECTOR'S REPORT



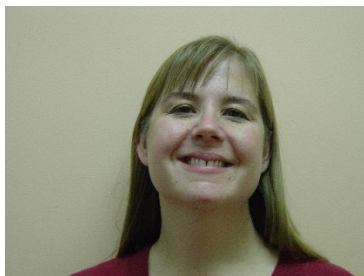
### October Anniversaries – Years of Service



**Patricia Amireskandari – 23 yrs.  
Support Services**



**Kit-Ming Tang - 17 yrs.  
Support Services**



**Kristin Abate – 16 yrs.  
Support Services**



**Amy Crockett - 4 yrs.  
Administration**



**Lori Mullins – 1 yr.  
Support Services**



**Fox Run Expo on September 3:** What a fun event! We heard lots of words of praise about how wonderful NPL is from the residents.

## **2025 Staff Awards**

### **Above and Beyond Award**

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

**Kristin Abate:** She is constantly and consistently handling not only her staff and their day-to-day problems, but she handles all communications with IS staff as well. She additionally strives to make sure that all processes in Tech Services are running smoothly and efficiently as the backbone of the library.

**Denise Woods:** Over the last year, she has tackled so much to bring the Library's workstations up to par. She has upgraded all of the staff workstations, which has been long overdue, ensuring everyone has a functioning computer. She has relentlessly worked to get the EnvisionWare printer payment machines consistently working and upgraded them when needed. And she is also extremely responsive for quick, in-the-minute help for anything from ink cartridges to cords malfunctioning to copiers on the fritz. Denise is such a great asset to the Library and the IT Team!

**Jen McArdle:** Jen is an outstanding asset to the Youth Services Team. She consistently provides creative, educational, and inclusive programs that ensure all children can participate. Her Saturday Storytimes became so popular that an additional session had to be added to meet demand. She has collaborated with staff to develop meaningful programming for Novi High School students with special needs and extended her commitment to inclusivity by offering an adult program on Inclusive Employment Awareness. I know that Novi's families truly appreciate her dedication to her craft and the passion she brings to her work! Jen is a great example of reaching out to special needs patrons, which cultivates learning and fosters inclusivity.

**Maryann Zurmuehlen:** Maryann has an awesome skill set for project management and this year she showed her strengths and talents when working to secure the new vendor for the Library's Automated Material Handling System. She designed the RFP process, which was new for this type of technology since the building opened in 2010 and was first initiated by building consultants (she researched other libraries and what they had done) and improved that process from there. She led the process for the bid awards, including vendor demos and gathering of additional information for the staff and then the Board to make the final decision on the company that was approved. Maryann set up her Support Services team, and other staff that were involved in the project, with all the proper documentation to make a positive decision for a system that will set us up for a long future with material handling.

### **Customer Service Award**

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

### **Shang-Yeu Chang**

Shang-Yeu Chang is so good at greeting every patron with a smile, wave, and hello. It seems like he makes a real effort to connect with each person who enters the building, which helps create a welcoming and inclusive environment. Shang-Yeu also consistently provides every staff member who walks past the Circulation Desk with a friendly greeting. He is always the epitome of politeness in his interactions with patrons and handles tense situations with calmness and understanding. His

professionalism, patience, and positive demeanor create a welcoming environment and reflect the highest standards of customer service.

### **Community Champion Award**

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

#### **Elizabeth Kopko**

Elizabeth is exceptional at championing for older patrons, particularly those who reside in one of the retirement homes that we service for Outreach. Whether she is helping someone who is visiting in person or dealing with an issue for someone calling from a retirement home, Elizabeth handles these professionally and maintains a fantastic individual relationship with many of the people who regularly use our programs. Through her diligence and great customer service, more people in Novi have had access to our library's/interlibrary-loaned materials.

### **Excellent Feedback Award**

Leadership needs employee feedback to provide solutions that support the Library's needs. This award recognizes a staff member that provides regular feedback in a meaningful and positive way (maybe in a committee setting or not) that encourages other employees to share, creating an environment where all staff feel comfortable giving feedback. This award should only be given if the feedback wasn't submitted anonymously.

#### **Jill Wasson**

Jill is so helpful with her coworkers and communicates in a positive manner and is willing to help and assists others. Jill provides consistently thoughtful and relevant feedback in committee meetings, often bringing in a different perspective and asking good questions that help further the discussion. She has also brought feedback directly to me multiple times when she notices something happening in her department that needs to be addressed or clarified.

### **Always Growing Award**

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

#### **Bindhya Suriyanarayanan**

Bindhya Suriyanarayanan has grown tremendously in her role as Bookkeeper over the last year. She received a Certificate in Budgeting & Finance for Public Libraries from the University of Michigan in September 2024 after completing this coursework. She also prepared and led Budget 101 sessions in November 2024 to help staff members understand the library's finances, which demonstrated her continued growth and confidence in her position.

She did an amazing job this year honing her financial skills and taking it upon herself to initiate a learning opportunity with BS&A (the software the City uses for finance and human resource tracking). This gave Bindhya a great overview of the software which allowed for her to ask further questions to improve our processes at the Library. Secondly, she worked very closely with staff to help keep their budgets on track and looked for more efficient and cost-effective ways to purchase office and operating supplies for the organization. This resulted in significant savings for the Library. She takes more initiative and has grown her confidence to dig deeper into the financial needs of the Library.



**Innovation & Creativity Award**

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

**Mallory Lindeman**

Since joining the IT team, Mallory has come up with so many new and creative ideas and works hard to bring them to life. She is kind, patient and always willing to help with any iCube related questions. She created a sewing class in the iCube for our patrons who want to learn how to sew, which also promotes using the sewing machine in the iCube. These programs are always so successful, and Mallory does an amazing job with teaching them!

**Helping Hand Award**

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

**Taylor Price**

When there is a need, Taylor is always ready to spring into action and fill it. I appreciate her flexibility and her attitude that makes any task more fun. She is also a great sounding board for ideas and is happy to share her experience from programming. This year, Taylor started helping on the desk for summer reading, assisted with checking in story time backpacks while we worked to fill the early literacy librarian position, and is always willing to help co-workers with their programs.

**Inclusivity Award**

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

**Sarah Mominee**

From Sarah's first day here, she has gone out of her way to get to know all of us and always shows her support to all staff members. She is wonderful in including us in the Question of the Week, and her smile is unforgettable, making everyone feel recognized and respected.

**Exceptional Listener Award**

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

**Dana VanOast**

Dana VanOast creates a welcoming environment where it is easy to bring a question, concern, or suggestion to her and know it will be heard. She gives her full attention to whoever she is working with, be it a patron or staff member, and always responds thoughtfully. She is an exceptional listener who is always willing to engage with others on various topics. She is kind and empathetic to others' issues while being supportive.

**Team Player Award**

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

**Joe Ploski**

Joe Ploski is the glue that holds NPL together, working across departments to ensure programs run smoothly and that both staff and patrons feel welcome and supported. He consistently checks in with staff, brightening days with his jokes, while offering help wherever needed. During one of my events, Joe went out of his way to ensure presenters with intellectual and developmental disabilities felt comfortable and valued, demonstrating his commitment to fostering a positive, inclusive environment for all. If you're ever having a bad day, just go talk to Joe and he'll make everything better.

**A dinner has been scheduled with President Sturing and Director Farkas to honor the winners. In addition, a plaque is also created and hung in the library's staff lounge to recognize the winners.**

**Staff Customer Service Committee:** Almost two years of work has been poured into the new Customer Service Plan that was introduced to the staff at the Professional Development day on August 15<sup>th</sup>. Huge thank you to the committee: Lori Lowery, Amy Crockett, Bill Bembeneck, Emma DeCenso, Rae Manela, Jen McArdle, Denise Woods, Eva Sabolcik and Jill Wasson. In addition to this document, staff talking points and public use bookmarks have been created to assist staff. The committee will continue to meet on a monthly basis to drive the plan forward for NPL.



## Novi Public Library Customer Service Plan

### CUSTOMER SERVICE POLICY

The Library will use the following quality standards as the operating priorities to guide the consistency of our customer service. These quality standards will provide parameters for making quality decisions when delivering service. They will also provide support for the Library's Mission, Values and Vision Statements.

- We will be welcoming, compassionate and respectful in all of our professional encounters.
- We will provide prompt, responsive and resourceful services.
- We will be attentive and helpful while providing accurate information.
- We will provide a consistent and equitable experience with accessibility for all patrons.
- We will make an effort to listen to and understand all patrons.
- We will demonstrate patience and make a reasonable effort to assist with all patron inquiries that fall within the scope of the services we provide.
- We will offer a safe, clean, organized and inviting environment for patrons.

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## Introduction:

At the Novi Public Library (NPL), creating a great patron experience starts with you, our dedicated staff. You play a critical role in making the Library welcoming and helpful for every visitor. But excellent service doesn't only apply to patrons—it starts internally, with how we support each other every day. A positive work environment naturally enhances the experiences of our patrons.

Your voice matters! Staff feedback gathered through our 2024 focus groups identified seven key themes for this Customer Service Plan (CSP). Essential scripts and talking points were developed using staff input. Our Customer Service Committee reviewed your input to create this resource, designed to support you in confidently handling daily interactions.

## How to Use This Plan:

Use this CSP as your go-to guide whenever you encounter challenges, need clarity on procedures or to seek guidance for common patron interactions. Keep it handy, refer to it often and don't hesitate to reach out to the Customer Service Committee with suggestions or questions. Your ongoing input will ensure this plan remains relevant, effective and supportive over time.

Thank you for helping to make NPL an exceptional place for patrons and staff alike!

*Your Customer Service Committee*

## **Theme 1: Consistency and Clarity in Policies and Practices**

### **1. Information Services (IS) Department**

- The IS Supervisors update the Public Policy Manuals at each reference desk as changes are made.

### **2. Support Services (SS) Department**

- The Head of SS updates the Public Policy Manual at the circulation desk as changes are made.

### **3. Administration and Facilities Departments**

- The Meeting Room Coordinator maintains the Meeting Room Set-Up Procedures and meeting room Welcome/Exit Procedures document.
- The HR Specialist maintains an anonymous feedback form for employees to pass on candid comments, suggestions or ideas to Management and the HR Specialist.
- The HR Specialist will maintain consistency on the eWeb for HR Policies and forms.
- The Management Team will maintain consistency with the website and eWeb for Public Policies.

### **4. Management Team**

- The Management Team involves staff in policy decisions and makes staff aware of policies through the following:
  - Work with Public Policy and HR Policy committees for training on new or updated policies
  - Ask staff for input on major changes before going to the Library Board. Acknowledge and appreciate staff for their input about and implementation of policies.

- Share policies following approval in both email and discussion at the Director's monthly Q & A sessions. Share "the why" behind policy changes.
  - Consistently re-enforce policies for clarity and understanding
  - Determining when policies can be flexible or non-negotiable and ensuring staff know when exceptions can be made and why
  - Providing ways to enforce policies to empower staff to make decisions confidently and without fear of consequences. Following up to ensure staff understand the policies
- The Management Team supports staff in enforcing policies by:
  - Listening to staff's point of view when issues arise
  - Trusting that staff made the right decision
  - Taking action to support staff's decision; if this is not possible, making sure patrons understand that staff are following policy and Management is making a one-time exception
  - Following up with the staff involved to discuss what occurred with constructive feedback and helping staff understand why Management may choose to override a staff member's decision in that situation
- The Management Team and HR reviews staff's participation in committees to create a balance by having different departments represented and maintains the Committee Participation document.

## 5. All Departments

- Each department maintains a departmental manual, which the Management Team will create and update as needed.
- Each department has access to easy-to-understand literature, such as bookmarks and brochures, to present key policies to patrons (in multiple languages, with QR codes for access to the entire policy online when possible).

- Each department has the opportunity to provide feedback on policy changes. NPL will endeavor to have all departments represented in the Public Policy and HR Policy meetings.

## **Theme 2: Communication and Collaboration**

### **1. Internal Communication**

- Help Desk Ticket System
  - o There will be a dedicated help desk ticket system available for Facilities and Information Technology (IT) requests.
  - o All Staff will utilize the Help Desk Ticket system so projects can be tracked and recognized.
  - o Training and procedures will be provided to staff for when and how to use the system.
- Backup Systems
  - o All service points (Circulation, 1st and 2nd floor Information Desks, iCube, and Teen Space) will have access to a way to call for backup when needed, such as a doorbell system or cell phone.
- Streamlined Communication and Email Etiquette
  - o Google Chat channels should be used by all staff to streamline communication.
  - o The Management Team and HR Specialist have created a Communications Best Practices guideline document for all staff to reduce unnecessary email and improve the quality of communications (see Appendix).
  - o All staff will be informed of the guidelines for preferred communication methods, whether it be chat, email, in person, etc., by the Management Team and will follow these guidelines.



## **2. Job Description Database and Organizational Chart**

- To aid all staff in determining who to approach for specific questions or needs the HR Specialist will maintain an Employee Job Description Database to specify an employee's job duties and responsibilities, available on the eWeb.
- During their yearly performance evaluation all staff will work with their Manager or Supervisor to update the Employee Job Description Database with their specific job duties and responsibilities.
- The HR Specialist will maintain the NPL organizational chart, available on the eWeb.

## **3. Safety Protocols - For Internal Customer Service**

- Every Sunday, a Support Services Supervisor will print out the updated weekly schedule for both the fire and tornado clipboards located at the circulation desk.
- All staff will be trained to follow the Out of Building (OOB) Procedure to ensure staff are accounted for.
- There will be at least one manager in the building at all times to support staff and be available in case of emergency.

## **4. Regular Meetings**

- The Management Team will hold regular department meetings to enhance communication and collaboration.

## **5. Streamlined Performance Evaluation Form**

- The Management Team and HR Specialist will maintain a performance evaluation form and periodically review it for continuous improvement at their discretion with input from staff.

## 6. Information Desk Captain's Log

- The Assistant Director of Public Services and/or Information Services Supervisors will implement a Captain's Log in Google Space for the Information Desks to record important notes and interactions, keeping all Information Desk staff informed.

## 7. Facilities Communications

- Each Facilities staff member will utilize the NPL Non-Emergency Google Chat to share important Facilities-related information.

## 8. Patron Communication

### • 4S's Model of Patron Interaction

All staff strive to interact with patrons using the 4S's model (See, Smile, Say, Suggest), to provide a consistent, friendly customer service approach.

The 4 S's are a clear, practical way to deliver great service across the Library and to help patrons feel welcomed and supported.

- **SEE:** Look up. Make eye contact. Acknowledge the person in front of you. Whether you're at a desk, in an aisle, or walking through the building—don't let patrons feel invisible.
- **SMILE:** Your expression sets the tone. A warm, approachable face says, "You belong here." Even when you're busy, a friendly look makes people feel at ease.
- **SAY:** Initiate the interaction. Greet patrons with a simple "Hello" or "How can I help you today?" Don't wait for them to ask.
- **SUGGEST:** Be helpful—and proactive. Provide contextual information that informs their next steps. Think one step ahead and answer the question they haven't asked yet when possible.

For consistency when communicating with patrons, this 5-step process is useful for creating a positive customer experience;

- **5-Step Patron Communication Strategy:**

1. **Listen to Understand:** Give your full attention.

2. **Acknowledge Feelings or Needs:** Respond with empathy to show you've heard their perspective.

3. **Paraphrase for Clarification:** Restate the core of what they said in your own words to confirm understanding.

4. **Ask Questions:** Use thoughtful questions to clarify and assist.

5. **Offer Options or Solutions:** Present what you can do clearly and calmly.

See Appendix for examples of talking points and sample scripts.

## 9. Building Maps and Signage

- For public and staff building tours, the Communication Manager, with staff input, will keep the building map up to date, including on the website and posted throughout the building.
- The International Services Librarian will keep the building map up to date in multiple languages, and will periodically review which languages are most needed by the community.
- The Head of SS will train the circulation staff to direct new patrons to the information services desks for building tours.
  - The Head of IS will train the IS Department to offer building tours to patrons when possible.
- In response to patron and staff feedback, the Management Team will evaluate and update signage throughout the Library as needed to ensure a better patron experience when navigating the library building.

## Theme 3: Training and Professional Development

### 1. Professional Development Day

- Annually, the Library will close to the public in order for all staff to spend a full day together learning and developing relevant skills to help improve service to the public.
- The Professional Development Day Committee will plan the logistics of the day.

### 2. Quality Trainings

- The Management Team and HR Specialist will determine a consistent onboarding training for all new employees within a set completion schedule.
- Each department will develop and maintain departmental onboarding training programs, including essential library operations, technology use, policies and customer service.
- A budget is set annually for additional staff training based on individual needs and the needs of the organization, which include webinars, conferences and workshops. These requests are sent directly to Supervisors/Managers for approval.
- The HR Specialist coordinates training/workshops for all staff based on relevant topics including but not limited to: DEI & A, workplace safety, mental health, retirement, harassment, etc.
- To ensure staff gains and maintains valuable skills, the Management Team will seek staff input annually on supplemental training topics. The Management Team and/or the HR Specialist will evaluate and prioritize requests and be responsible for sourcing quality training on chosen topics.
  - o The Management Team and/or the HR Specialist will clearly communicate whether a training program is optional or required.
  - o Required training programs will be reviewed on an annual basis to ensure relevance.

- o Management Team and/or HR will evaluate and allocate funding for more in-depth, specialized training as necessary.
- Technology Reference Sheet
  - o The Management Team will use the technology reference sheet to train their staff on what staff can and cannot assist patrons with on public and personal devices.
- Building Tours
  - o The Library Director will provide a tour to all new hires.
  - o The Facilities Team will provide safety tours to all staff on an annual basis.

### **3. Handling Difficult Situations**

- The Management Team will be trained and practice effective ways to communicate privately with staff after an incident occurs in order to provide support and guidance.
- To build confidence and increase independence in action, the Management Team will commit to scheduling ongoing training on ways to handle difficult situations during departmental and/or all staff meetings.

## **Theme 4: Technology and Operational Efficiency**

### **1. Help Desk Ticket System**

- There will be a dedicated help desk ticket system available for requests.
- All Staff will utilize the Help Desk Ticket system so projects can be tracked and recognized.
- Training and procedures will be provided to staff for when and how to use the Help Desk Ticket System.

### **2. Technology Training for New Hires**

- During the onboarding process, new hires will be trained to use technology in the building, including phones, copiers, computers and job-specific tools.
  - o The Management Team and/or Supervisors will identify the technology training needed for all positions and share this information with IT, who will maintain a knowledge base for employees.
  - o The Management Team and/or Supervisors will develop department-specific technology training such as tech holds computers, Brodart, Amazon, etc. and include this information in the department manuals.

### **3. Incoming Package Procedures**

- All staff will follow the Incoming Package Procedure developed by Tech Services to ensure incoming packages are directed to the correct staff member.

## **Theme 5: Recognition and Motivation**

### **1. Encourage Staff to Share Special Achievements**

- All staff are encouraged to promote an internal culture where everyone shares appreciation for each other's accomplishments. This recognition is shared in the following ways:
  - o The Management Team and the HR Specialist send out full staff emails recognizing contributions.
    - Recognition such as employee birthdays, work anniversaries and employees of the month will be shared through the monthly staff newsletter and on the bulletin board outside the staff lounge.
  - o All staff can pin messages on the staff lounge board. The HR Specialist will remove the shout-outs from the board at the end of

each month and place them in the recognized employee's mailbox as a keepsake.

- o All staff can send personal thank-you notes.
- o All staff can utilize the 'Social Announcements and Thank you's' Google Chat to thank or recognize staff, including positive feedback from patrons.

## **2. Social Media Privacy**

- To provide security and comfort for all staff the Communications Manager will receive verbal permission from each employee before posting media featuring staff members outside of the Library. Participation in photos or videos is optional.

## **3. Employee Wellbeing Committee**

- The Employee Wellbeing Committee is committed to planning stress-relief activities, building camaraderie and recognizing staff throughout the year based on staff input.

## **4. Awards for Exceptional Customer Service**

- During the Library's Professional Development Day awards will be given for exceptional customer service, whether for supporting internal staff or assisting external patrons.

## **5. Monthly Board Report Recognition**

- Each department's monthly board report will capture noteworthy staff contributions and accomplishments. Information could include but is not limited to: webinars/training staff attended, programming and room rental stats, positive feedback from patrons and staff, etc.
  - o Staff must report information to the person responsible for their department's monthly board report if they would like it included.

# **Theme 6: Customer Service Delivery Challenges**

### **1. Staffing Needs**

- As part of the annual budget process, the Management Team will assess staffing needs to address customer service delivery challenges.
- The Management Team will review staff workloads and regularly explore the possibility of redistributing responsibilities or adjusting working hours.

### **2. Service Desk Staffing**

- To support the service desks during the busiest times of day, an effort will be made to double staff the service desks when possible. When that is not possible, doorbells are available to call for back-up and coverage. All service desk staff will be trained on usage of the doorbell system.

### **3. Meeting Room Renters**

- Refer to the Meeting Room Welcome and Exit Procedures document.

### **4. To provide excellent customer service for patrons, suggested talking points and scripts for common scenarios are located in the Appendix.**

### **5. Private Feedback Protocol – (Internal Customer service)**

- The Library is committed to delivering private, respectful feedback internally between staff and the Management team in the following ways:
  - o All staff are encouraged to make use of the anonymous feedback form to share concerns and ideas for the Management Team to address.
  - o Managers and supervisors are encouraged to take a supportive coaching method when providing feedback to staff on areas for improvement, or concern, ensuring these conversations are held privately in an encouraging and professional manner. Managers and supervisors will receive training on this as needed.



## Theme 7: Diversity, Equity, Inclusion and Accessibility (DEI & A)

### 1. Inclusivity and Accessibility Awareness

- DEI and Accessibility (DEI & A) awareness are critical components to providing excellent customer service. The Library will incorporate accessibility awareness for patrons and staff through: policy-making, program planning, physical environment and services.
  - The Management team, with input from the staff, Public Policy and HR Policy Committees, will incorporate DEI & A when creating or updating policies.
  - Programming staff will consider accessibility needs when planning programs.
  - IS staff will maintain an updated list of resources available to patrons and staff, including: the universal access collections, 3D printed assistive devices, low vision collection, and Recite Me toolbar.
  - Staff will be trained on how to use available resources during onboarding and as changes occur.
- The Staff DEI Committee and HR specialist commit to providing practical DEI & A training to ensure staff preparedness when working with diverse populations to support a more inclusive, respectful service culture where all patron and staff voices feel valued and heard. When possible, recordings of trainings will be made available for staff who cannot attend.

### 2. Inclusivity in the Youth Area

- Children's Play Area: When the youth IS staff purchase items for the children's play area ensure the toys and structures promote dramatic play, fine and gross motor skills and support differing abilities of children age 0-5.
- Youth Activity Area: When the youth IS supervisor purchases items for the activity carts in the youth activity area, ensure the games and activities

are age appropriate and inclusive for varying abilities, focusing on ages 6-13.

- The youth IS staff will regularly evaluate the need to update and/or replace items.

## PATRON BEHAVIOR POLICY

### Did You Know?

Patrons shall **respect other patrons and staff**. No abusive or threatening language.

**Avoid disruptive behaviors**, including loud noise.

Patrons shall **respect Library property**, including materials, equipment and furniture.

**Animals** are not permitted other than trained Service Animals, or those in training.

Patrons **must wear shirts and shoes** at all times.

**Vehicles** may not park or stand at the main entrance, drive-up window lane or fire lane.

For more information:



Thank you for your cooperation!



Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

## UNATTENDED CHILD POLICY

### Did You Know?

Staff are not expected to monitor or supervise children and are **not responsible for unattended children**.

Children **under the age of 7** must be within visual contact of their adult at all times.

Children between **7 and 11 years old** must have their adult in the Library with them at all times, but not necessarily be within visual contact.

Children **12 or older** can visit the Library alone, as long as they comply with Library policies. They must know their adult's contact information in case they need to be reached.

For more information:



Thank you for your cooperation!



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Foster Inclusivity

## MEETING ROOM POLICY

### Did You Know?

Rooms are only available to renters during their rental time. **No early admittance.**

**Rental extensions** must be requested at least 15 minutes before scheduled end time.

Meeting rooms must be vacated by 30 minutes before the Library's **closing time**.

**No signage or literature** is allowed outside the room. Do not affix anything to walls.

The Library will **not supply any storage space**.

All renters shall **keep noise to a minimum**.

For more information:



Thank you for your cooperation!



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Foster Inclusivity

## STUDY ROOM POLICY

### Did You Know?

Study rooms are **first come, first served**. No reservations are needed or accepted.

Study rooms **may not exceed posted capacity**. This is for safety reasons, to comply with building fire codes.

**Items left unattended** for more than 10 minutes will be moved to Lost and Found, and the room will be forfeited.

If **no study rooms are available**, patrons may check with Administration to see if any paid meeting rooms are available to rent.

For more information:



Thank you for your cooperation!



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## UNATTENDED CHILD POLICY

### Did You Know?

Children under the age of 7 may attend a **library program** alone if it is designated as "no caregiver required." However, their adult must remain near the programming room.

Children under the age of 17 must be supervised by an adult at all times if taking part in a **meeting room rental**.

If an unattended child under the age of 12 is at the Library **after closing time**, staff will contact public safety to request assistance.

For more information:



Thank you for your cooperation!



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## PATRON BEHAVIOR POLICY

### Did You Know?

**Personal items** will be moved to Lost and Found if left unattended for 10 minutes.

Use of wheeled forms of **recreational equipment** are not allowed in the Library.

**Contained food and resealable drinks** are allowed in designated areas. The Library will not accept food delivery.

The **Youth Area** computers and seating are intended for use by children and their caregiver.

**No alcohol, drugs or smoking**, including vaping.

**Do not block** aisles, hallways, doors or entrances.

For more information:



Thank you for your cooperation!



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# Fraud Fighters

## Protecting Seniors Against Scams



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

**Tuesday, October 14**  
**1:30pm**

**Free**  
Presentation

**Register by visiting [novilibrary.org/events](https://novilibrary.org/events) or call 248-349-0720.**

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

STORYPOINT  
NOVI, MI





## City of Novi Veterans Day Essay Contest CALL FOR SUBMISSIONS

### Attention High School Students!

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

#### Select from the following themes:

##### 1. What Freedom Means to Me

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

##### 2. Bridging Generations Through Honor

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

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

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

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

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

**Word Limit:** 300-500 words

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

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

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

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

#### Judging Panel:

Justin Fischer, Mayor, City of Novi

Nike Longo, Commander, VFW Post 1519

Julie Farkas, Director, Novi Library

**For More Information:** Contact Kit Kieser, Older Adults Services Manager, at [kkieser@cityofnovi.org](mailto:kkieser@cityofnovi.org).



# YOU'RE INVITED!



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

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

## OCTOBER

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

Welcoming Remarks at 1:15pm

**RSVP BY OCTOBER 13:**  
**NOVILIBRARY.ORG/RSVP**

**SINGH**  
A TRADITION OF EXCELLENCE



**DTE**



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

8/3/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	41	97	69	
1-2pm	69	102	86	
2-3pm	94	101	98	
3-4pm	113	115	114	
4-5pm	105	66	86	
5-6pm	152	56	104	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				556

8/4/2025				
9-10am	0	0	0	
10-11am	54	137	96	
11am-12	87	80	84	
12-1pm	107	114	111	
1-2pm	84	101	93	
2-3pm	105	105	105	
3-4pm	117	117	117	
4-5pm	124	88	106	
5-6pm	111	99	105	
6-7pm	114	100	107	
7-8pm	107	95	101	
8-9pm	119	45	82	
9-10pm	0	0	0	
				1,105

8/5/2025 - Election Day				
9-10am	2	11	7	
10-11am	61	121	91	
11am-12	88	108	98	
12-1pm	112	108	110	
1-2pm	88	129	109	
2-3pm	114	106	110	
3-4pm	117	92	105	
4-5pm	96	99	98	
5-6pm	151	119	135	
6-7pm	135	137	136	
7-8pm	105	81	93	
8-9pm	129	50	90	
9-10pm	0	0	0	
				1,180

8/6/2025				
9-10am	0	0	0	
10-11am	67	150	109	
11am-12	102	105	104	
12-1pm	96	55	76	
1-2pm	71	91	81	
2-3pm	89	68	79	
3-4pm	77	81	79	
4-5pm	116	116	116	
5-6pm	104	79	92	
6-7pm	82	100	91	
7-8pm	115	111	113	
8-9pm	161	52	107	
9-10pm	0	0	0	
				1,044

8/7/2025				
9-10am	0	0	0	
10-11am	67	157	112	
11am-12	75	98	87	
12-1pm	123	94	109	
1-2pm	82	71	77	
2-3pm	84	80	82	
3-4pm	101	103	102	
4-5pm	90	75	83	
5-6pm	85	96	91	
6-7pm	125	106	116	
7-8pm	71	75	73	
8-9pm	101	30	66	
9-10pm	0	0	0	
				995

8/1/2025 FRIDAY				
9-10am	0	0	0	
10-11am	42	99	71	
11am-12	63	72	68	
12-1pm	52	89	71	
1-2pm	98	79	89	
2-3pm	92	100	96	
3-4pm	106	104	105	
4-5pm	114	74	94	
5-6pm	132	51	92	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				684

8/8/2025				
9-10am	0	0	0	
10-11am	33	128	81	
11am-12	87	88	88	
12-1pm	102	99	101	
1-2pm	76	66	71	
2-3pm	96	86	91	
3-4pm	107	80	94	
4-5pm	86	96	91	
5-6pm	155	73	114	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				729

8/2/2025				
9-10am	0	0	0	
10-11am	47	113	80	
11am-12	72	101	87	
12-1pm	143	112	128	
1-2pm	115	92	104	
2-3pm	66	90	78	
3-4pm	80	77	79	
4-5pm	96	90	93	
5-6pm	119	48	84	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				731

8/9/2025				
9-10am	0	0	0	
10-11am	50	154	102	
11am-12	95	110	103	
12-1pm	142	102	122	
1-2pm	94	112	103	
2-3pm	110	112	111	
3-4pm	151	110	131	
4-5pm	75	75	75	
5-6pm	127	62	95	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				841



8/10/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	71	16 7	119	
1-2pm	62	12 4	93	
2-3pm	15 6	15 6	156	
3-4pm	94	11 9	107	
4-5pm	15 6	84	120	
5-6pm	17 4	71	123	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				717

8/11/2025				
9-10am	0	0	0	
10-11am	59	147	103	
11am-12	100	119	110	
12-1pm	138	111	125	
1-2pm	92	114	103	
2-3pm	157	154	156	
3-4pm	113	112	113	
4-5pm	100	75	88	
5-6pm	105	83	94	
6-7pm	88	109	99	
7-8pm	114	72	93	
8-9pm	115	35	75	
9-10pm	0	0	0	
				1,156

8/12/2025				
9-10am	0	0	0	
10-11am	69	184	127	
11am-12	155	211	183	
12-1pm	125	133	129	
1-2pm	188	108	148	
2-3pm	132	106	119	
3-4pm	92	93	93	
4-5pm	104	70	87	
5-6pm	73	75	74	
6-7pm	85	96	91	
7-8pm	136	96	116	
8-9pm	98	25	62	
9-10pm	0	0	0	
				1,227

8/13/2025				
9-10am	0	0	0	
10-11am	57	178	118	
11am-12	126	161	144	
12-1pm	220	163	192	
1-2pm	92	66	79	
2-3pm	76	108	92	
3-4pm	98	82	90	
4-5pm	87	52	70	
5-6pm	89	83	86	
6-7pm	92	97	95	
7-8pm	111	66	89	
8-9pm	105	43	74	
9-10pm	0	0	0	
				1,126

8/14/2025				
9-10am	0	0	0	
10-11am	42	110	76	
11am-12	69	92	81	
12-1pm	102	96	99	
1-2pm	86	93	90	
2-3pm	80	88	84	
3-4pm	127	109	118	
4-5pm	87	78	83	
5-6pm	105	85	95	
6-7pm	103	106	105	
7-8pm	80	62	71	
8-9pm	112	46	79	
9-10pm	0	0	0	
				979

8/15/2025 CLOSED Prof Dev Day				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	0	0	0	
1-2pm	0	0	0	
2-3pm	0	0	0	
3-4pm	0	0	0	
4-5pm	0	0	0	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				0

8/16/2025				
9-10am	0	0	0	
10-11am	37	121	79	
11am-12	89	104	97	
12-1pm	118	102	110	
1-2pm	107	103	105	
2-3pm	112	79	96	
3-4pm	80	73	77	
4-5pm	98	82	90	
5-6pm	103	54	79	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				731

8/17/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	64	10 5	85	
1-2pm	62	74 10 9	68	
2-3pm	82	11 3	96	
3-4pm	93	11 3	116	
4-5pm	93	81	87	
5-6pm	14 2	53	98	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				548

8/18/2025				
9-10am	0	0	0	
10-11am	52	104	78	
11am-12	73	81	77	
12-1pm	94	110	102	
1-2pm	70	66	68	
2-3pm	106	80	93	
3-4pm	87	89	88	
4-5pm	88	72	80	
5-6pm	88	90	89	
6-7pm	105	108	107	
7-8pm	131	98	115	
8-9pm	122	50	86	
9-10pm	0	0	0	
				982

8/19/2025				
9-10am	0	0	0	
10-11am	25	86	56	
11am-12	48	153	101	
12-1pm	129	93	111	
1-2pm	133	93	113	
2-3pm	93	63	78	
3-4pm	74	99	87	
4-5pm	132	115	124	
5-6pm	119	90	105	
6-7pm	120	116	118	
7-8pm	122	77	100	
8-9pm	96	36	66	
9-10pm	0	0	0	
				1,056

8/20/2025				
9-10am	0	0	0	
10-11am	59	129	94	
11am-12	76	88	82	
12-1pm	110	95	103	
1-2pm	111	106	109	
2-3pm	94	104	99	
3-4pm	84	68	76	
4-5pm	104	116	110	
5-6pm	115	113	114	
6-7pm	121	164	143	
7-8pm	180	98	139	
8-9pm	109	33	71	
9-10pm	0	0	0	
				1,139

8/21/2025				
9-10am	0	0	0	
10-11am	60	147	104	
11am-12	95	99	97	
12-1pm	97	87	92	
1-2pm	82	74	78	
2-3pm	94	79	87	
3-4pm	91	86	89	
4-5pm	82	49	66	
5-6pm	66	57	62	
6-7pm	76	99	88	
7-8pm	81	114	98	
8-9pm	164	39	102	
9-10pm	0	0	0	
				959

8/22/2025				
9-10am	0	0	0	
10-11am	42	111	77	
11am-12	76	84	80	
12-1pm	104	87	96	
1-2pm	61	96	79	
2-3pm	70	59	65	
3-4pm	118	106	112	
4-5pm	105	74	90	
5-6pm	104	44	74	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				671

8/23/2025				
9-10am	0	0	0	
10-11am	44	124	84	
11am-12	81	87	84	
12-1pm	122	76	99	
1-2pm	97	100	99	
2-3pm	91	88	90	
3-4pm	86	75	81	
4-5pm	69	80	75	
5-6pm	122	52	87	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				697

8/24/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	33	97	65	
1-2pm	74	83	79	
2-3pm	84	93	89	
3-4pm	83	88	86	
4-5pm	103	72	88	
5-6pm	11	52	83	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				488

8/25/2025				
9-10am	0	0	0	
10-11am	31	77	54	
11am-12	57	62	60	
12-1pm	60	62	61	
1-2pm	67	66	67	
2-3pm	85	142	114	
3-4pm	175	137	156	
4-5pm	77	64	71	
5-6pm	95	88	92	
6-7pm	100	106	103	
7-8pm	67	60	64	
8-9pm	112	29	71	
9-10pm	0	0	0	
				910

8/26/2025				
9-10am	0	0	0	
10-11am	29	81	55	
11am-12	69	69	69	
12-1pm	76	63	70	
1-2pm	72	64	68	
2-3pm	89	122	106	
3-4pm	144	140	142	
4-5pm	105	96	101	
5-6pm	139	140	140	
6-7pm	129	128	129	
7-8pm	110	63	87	
8-9pm	89	52	71	
9-10pm	0	0	0	
				1,035

8/27/2025				
9-10am	0	0	0	
10-11am	41	77	59	
11am-12	56	65	61	
12-1pm	68	75	72	
1-2pm	74	76	75	
2-3pm	89	148	119	
3-4pm	194	178	186	
4-5pm	109	79	94	
5-6pm	99	60	80	
6-7pm	97	80	89	
7-8pm	87	70	79	
8-9pm	67	29	48	
9-10pm	0	0	0	
				959

8/28/2025				
9-10am	0	0	0	
10-11am	24	113	69	
11am-12	97	95	96	
12-1pm	88	52	70	
1-2pm	83	65	74	
2-3pm	100	129	115	
3-4pm	164	172	168	
4-5pm	107	106	107	
5-6pm	109	110	110	
6-7pm	127	89	108	
7-8pm	106	69	88	
8-9pm	74	29	52	
9-10pm	0	0	0	
				1,054

8/29/2025				
9-10am	0	0	0	
10-11am	58	137	98	
11am-12	82	87	85	
12-1pm	123	103	113	
1-2pm	84	91	88	
2-3pm	103	92	98	
3-4pm	111	88	100	
4-5pm	113	91	102	
5-6pm	134	57	96	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				777

8/30/2025 CLOSED				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	0	0	0	
1-2pm	0	0	0	
2-3pm	0	0	0	
3-4pm	0	0	0	
4-5pm	0	0	0	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				0

8/31/2025 CLOSED				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	0	0	0	
1-2pm	0	0	0	
2-3pm	0	0	0	
3-4pm	0	0	0	
4-5pm	0	0	0	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				0

**Monthly Assistant Director of Building Operations Report (August 2025)** by Maryann Zurmuehlen**Meetings & Trainings**

- 8/5, 8/11, 8/20, 8/25, 8/26: Catchup Meeting with Head of Support Services
- 8/11: Tour for Sarah Collman
- 8/12, 8/20: Management Team Meeting
- 8/12, 8/20: Catchup Meeting with Director
- 8/13: Training Sessions with Help Desk Ticket System vendor
- 8/13: Catchup Meeting with Head of Information Technology
- 8/15: Professional Development Day
- 8/16 - 8/17: Weekend Rotation
- 8/25: Monthly Assistant Directors & Director Meeting
- 8/25: Meeting with Board Building & Grounds Committee

**Current Projects**

- Ongoing training of new Head of Support Services, Sarah Mominee
- Help Desk Ticket System Project: Ongoing onboarding with vendor, initial setup/customization of software, prepping for Fall launch
- Parking Lot Crack Filling & Restriping August 25 - September 1

**Notes**

- August 24 was Joe Ploski's last day as a Facilities Assistant after 8 years. He has received a full-time position at FCL but will stay on to fill in as needed until his position is filled. A going-away party was held for him on August 21.

## **Information Technology Report Compiled by Dept. Head Jeffrey Smith – August 2025**

- A new powered standing desk was installed for the Director's office.



- A new Server Room air conditioning chiller system was installed on the roof. Thank you to Julie and Maryann for taking care of this project with Allied and thank you Keith and the facilities and IT teams for helping monitor the server room temperature and water issues while we were without Server Room air conditioning.
- Jeff and Denise worked to fix the Lakeshore Lending Library email notification system. This entailed multiple visits to the kiosk, and several adjustments to our email configuration.
- Dominic created a work instruction for the A/V system in the Whole Meeting Room.
- Jeff made a presentation to a Novi Homeowner's Association about the benefits to having a library card and participating in the many programs that are coming up at the library.
- Jeff worked on the Public Computer & Internet Use Policy for an upcoming revision proposal.
- 2-Step Verification was configured for 4 NPL Google Admins.
- Onboarding/Offboarding tasks were completed.
- The overhead announcements and phone auto-attendant were modified to inform patrons of the Labor Day and Professional Development Day closings.
- Jeff and Denise worked on the Circulation Desk Credit Card Terminal. It was determined that the terminal is required to run a settlement each day, for the daily receipts to match. We are also working on a communication issue with the device which causes some transactions and reports to fail.
- Denise cleaned up and streamlined our Active Directory database in preparation for synchronizing the AD Users and Computers with our new help desk. Jeff helped configure the synchronization agent.
- Jeff provided background information to Sarah for modifying staff procedures for contactless credit card signatures.
- Jeff normally processes several monthly, quarterly, annual, and multi-year technology-related invoices each month including our phone bills, copiers, hardware and software. In August, we received 15 technology invoices.
- Denise upgraded all of the NPL public computers and catalog PCs to Windows 11.
- Denise also debugged several Datto issues that were preventing servers from backing up.
- Jeff attended Managers' meetings, and a Tech Comm meeting and led two IT Team meetings.
- Dominic led an iCube Team meeting and performed maintenance on our projectors.
- Jeff and Denise joined Maryann for a help desk configuration session with Boss Desk
- The IT Team celebrated Denise's 2nd anniversary as the Library's System Administrator.
- Denise received the "Above and Beyond" award.
- Mallory received the "Innovation & Creativity" award.

### Training

- The IT and iCube team participated in Professional Development Day.
- Jeff brought his granddaughter to work for a "Take Your Child to Work Day" activity.
- The IT staff participated in the "Serving Patrons with Disabilities" book read and survey.

### iCube

We held 218 iCube appointments in August.

- 52 3D prints
- 0 3D scans
- 7 Adobe Creative Cloud projects
- 10 Cricut crafts
- 0 Carvey projects
- 98 Creative Kits
- 13 Digital Conversions
- 6 Heat Press jobs
- 5 Laser projects
- 4 Photo Prints
- 14 Sewing/Embroidery projects
- 6 Sublimation prints

We had 3 iCube staff training activities in August

The iCube Team worked on the iCube Policy for an upcoming revision proposal.

- Mallory attended a "Robots in the Park" gathering at Lakeshore Park.
- Dominic assisted with "iCube Teen Invasion" activities.

Our iCube staff is very crafty, and very knowledgeable on a variety of technology subjects. Here are just a few examples of projects they worked on or assisted patrons with in August:

- Dom and Mary set our new Heat Press that we can use for hats!
- Dom assisted patrons with the Cricut, Adobe Creative Cloud, and several Creative Kits. He also gave tours to several patrons and helped patrons with the Canon printer.
- Jess assisted patrons with Adobe Creative Cloud, did 3D printing, and helped with creative kits and the FastFoto scanner. They also engraved three wine glasses with the Xtool laser.
- Anna worked on 3D printing and shelving Creative Kits and helped a mother and son working on digitizing. Anna also assisted patrons with the Archival Scanner.
- Sid helped patrons with Creative Kits and the Cricut and helped a patron cut out some circle decorations for their son's birthday party. They also did some maintenance on the various computers that are in the iCube.
- Mallory had an embroidery appointment with a patron. She said that "the patron left happy and loves the iCube!"
- Mary helped a patron engrave wine glasses and tumblers on our new F1 laser machine.

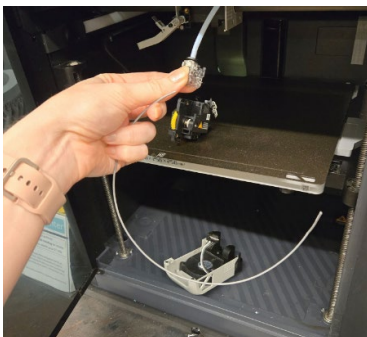


The new heat press -set up for hats. Veteran's Day hat example by Mary



Wine glass and Tumbler engraved by Mary for a patron Small tumbler engraved by Mallory

We had multiple issues with our 3D printers in August. In one instance Mallory was able to repair the extruder by disassembling it, cleaning, and reassembling it. In another instance, Dominic came in to find the portable 3D printer had left a huge pile of filament where the 3D job should be. He worked to clean it, but eventually we would have to call for service on all 3 of our 3D printers.



Mallory working on a 3D Printer's extruder.

**Facilities Report Compiled by Facilities Staff Keith Perfect – August 2025 – N/A****Assistant Director of Public Services – by Lori Lowery, July 2025****Professional Development –**

- 8/15 Professional Development Day

**Committees –**

- Customer Service Committee presented Customer Service Plan to staff at Staff Development Day
- Strategic Plan Committee will begin meeting again in September

**Meetings -**

- 8/7 Customer Service Committee Meeting
- 8/11 Winter IS Adult Programming Meeting
- 8/12 Management & HR Team Meeting
- 8/13 Meeting with IS Supervisors
- 8/14 Programming meeting with City
- 8/14 Winter IS Youth & Teen Programming Meeting
- 8/20 Director Q&A
- 8/20 Catch up meeting with Julie
- 8/20 Management Meeting
- 8/21 Customer Service Committee de-brief meeting
- 8/21 IS/SS Withdrawn/Not on Shelf process meeting
- 8/21 Meeting with IS Supervisors
- 8/22 Meeting to discuss librarian candidates
- 8/25 Assistant Directors/Director Meeting

**Interviews –**

- Interviewed candidates for part time librarian and part time Business Librarian positions.
- Gave interview and tour to library student

**Projects –**

- Continue gathering year end numbers
- Look closely at policies with IS Supervisors
- Researching library missing child policies

**Other -**

- 8/16 Attended Fox Run Gala
- 8/19 Worked 1<sup>st</sup> floor Information Desk
- 8/25 Front Lobby Monitor after school
- 8/26 Worked 1<sup>st</sup> floor Information Desk
- 8/26 Front Lobby Monitor after school

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**Information Services Report – Compiled by IS Supervisors Emily Brush and Rae Manela – August 2025****News and Notes**

- Lindsay Brandon joined the Information Services Department as the new Early Literacy Outreach Librarian
- Interviews conducted for 2 part-time librarian positions
- Staff attended team brainstorm sessions for winter programming

**Professional Development**

- August 2025 Staff Development Day - Full Staff
- Reading: *"Serving Patrons with Disabilities: Perspectives and Insights from People with Disabilities"* - IS Staff
- Digipalooza Conference - Anna and Mary
- 20 Tech Trends in 60 minutes - Niche Academy - Emma
- Beyond Fake News: Strategies for Evaluating Information - Emma
- Gel Plate Printmaking Online Workshop - Mary
- Read/Reviewed- *Most confusing words in English Explained* (workbook) - Shannon
- Boost Your Skills- Computer literacy for ESL - Shannon
- #LBYRExtraCredit Presents: Historic Lives, Heroic Girls: Young Adult Historical Fiction by Hachette Book Group webinar - Austin
- We Need Diverse Books Presents: Magic Stories are for Everyone [Panel #2] webinar - Austin
- The Power of Partnerships: Planning a Successful Community Meet & Greet at Your Library - Jen
- What to Do About Screens in Schools: Phones, Tablets, and Focus in the Classroom webinar - Kirsten
- Beanstack EDU: Reports & Insights: Create Your Own End of Summer Report webinar - Danielle
- Beanstack EDU: Beyond Summer: Using Beanstack to Engage Readers All Year Long webinar - Danielle
- Booklist Picture Book Party webinar - Danielle

**Committee Work****NPL Committees**

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

**Outside NPL Committees**

- MLA Thumbs Up Award - Shannon, Austin
- YSAC/MiYouth - Jen
- TLN eContent Committee - Mary



### IS Staff Outreach

- Fox Run Open House - Emma, Lori and Gail
- Robots in the Park - Mary and Emma
- Digital Support for TLN - Mary
- Novi Mental Health Alliance - Austin
- Youth Services TLN Meeting (8/8) - Austin



### Adult Programs

Art Tours of the Library - 2 sessions 8/3 (Jen) - 14  
 Korean Conversation Group - Shannon  
 Business Book Clubs - In-Person & Virtual sessions (Jen) - 6  
 Japanese Conversation Group - Shannon  
 Knit2gether - Mary  
 Afternoon Read Book Club 8/12 (Rae) - 10  
 Masterpiece Monday 8/25 (Danielle) - 25  
 Novel Idea Book Club 8/25 (Rae) - 8  
 Strange Lands Book Club 8/28 (Jess) - 6

### Adult Displays

**Adult Desk Display** - Color Our World (Shannon)

**2nd Floor Adult** - Read a book with a blue cover, National Dog Month and SRP Color Our World (Rae, Emma, Jess)



### Youth/Tween/Teen/Family Programs:

- Tamil Summer Read-athon
- Youth & Teen Grab & Go Kits 8/8, 8/22 (Taylor) - 192
- Youth Scratch Art 8/12 (Taylor) - 23

- iCube Teen Invasion: Blackout Poetry, Zines, How to Crochet (Taylor, Jess, Austin) - 5
- Teen Space 8/25-8/28 (Austin, Anna, Taylor, Shannon) - 153
- Back to School Bingo 8/9 (Jen, Kirsten) - 18
- Turtle Tales - 2 sessions 8/10 (Jen) - 86
- Birth-K Summer Reading Finale Party 8/20 (Emily, Danielle, Taylor, Lindsay, Bailey) - 100
- Paradise Park Super Reader Grand Finale Event 8/21 - 27
- ECHO Introduction to Music Camp 8/22 (Kirsten) - 41
- Sunset Stories 8/27 (Emily) - 25

### Youth Displays

- **Teen Lounge Display** – Historical Fiction (Austin)
- **Youth Desk Display** – Color Our World SRP 2025 (Danielle)
- **Libraries Are for Everyone:** Back to School Month, Spider-Man Day, International Cat Day, Book Lovers Day, Raksha Bandhan and Indian Culture, National Tell a Joke Day, International Day for the Remembrance of the Slave Trade and its Abolition, International Dog Day, National Beach Day, Labor Day (Anna, Taylor)
- **Youth DVD/CD Book** - Summer (Anna)
- **SRP Window Display** - Color Our World SRP 2025 (Danielle)



### All Ages Programs

- 2025 Summer Reading Program "Color Your World" - All IS Staff
- A2 Art of Magic 8/6 - 77
- Summer Songfests 8/7, 8/21, 8/28 (Gail) - 820
- Tuesday Tunes on the Patio 8/12, 8/19 (Gail) - 220
- Novi Chess Club (Austin, Anna)

## **Marketing & Community Promotions Compiled by Communications Mgr. Dana VanOast – August 2025**

### **Webinars/Professional Development**

- August 8, 2025: Welcome Back: Revisiting Your Welcome Campaign (Dana VanOast)
- August 13, 2025: 10 Big Time Management Mistakes (Dana VanOast)
- August 15, 2025: Professional Development Day (Dana VanOast & Amy Crockett)
- August 29, 2025: MI PR Group Meeting (Dana VanOast)
- August 29, 2025: Social Media Roundup for Librarians (Dana VanOast)
- Read "Serving Patrons with Disabilities: Perspectives and Insights from People with Disabilities" (Dana VanOast & Amy Crockett)

### **Outreach**

- August 4, 2025: Filmed Fox Run Library Minute (4 videos)
- August 7, 2025: Filmed sponsorship interview with Vibe Credit Union, Novi Rotary and Goddard School

### **Committee Involvement**

- Amy attended 2 Customer Service Committee meetings to finalize the Customer Service Plan and to debrief after the Professional Development Day presentation/activity.

### **Recite Me New Features: Simplifying Web Navigation & Enhanced Text-to-Speech**

- **Web Navigation:** This enhancement gives users a quick, organized overview of any webpage's headings, landmarks, and links, helping them navigate content more easily and efficiently. It's especially valuable for people who use screen readers, rely on keyboard navigation, or benefit from clearer content structure, supporting both usability and accessibility.
- **Text-to-Speech:** This upgrade keeps the familiar, powerful playback tools you rely on, while adding streamlined controls and a cleaner interface to make them even easier to use. Especially for users who benefit from clearer, more efficient controls, whether that's those with visual, cognitive, or literacy needs.

### **Library Market New Feature: Multiple Registrations**

This update allows registrants the option to register for selected dates within a series.

**Register for this event**

**Step 3 of 3**

If you wish to register for any other occurrences of this event, please select them here.

- ☒ 09/09/2025 @ 4:00pm **Waitlist**
- ☐ 09/16/2025 @ 4:00pm
- ☒ 09/23/2025 @ 4:00pm
- ☐ 09/30/2025 @ 4:00pm
- ☐ 10/07/2025 @ 4:00pm

[Previous](#) [Submit](#)

### **e-Newsletter**

- 22,394 emails sent on August 1; 8,556 read (38.2% read rate); 741 Unique Clicks

### **Meeting Room News & Notes:**

- August totals: 41 rentals with 674 attendees
- Feedback from renters:
  - Library updates before HOA meeting were very useful and we would like to thank the Administrator/Manager for the updates.
  - We enjoyed our time, & we will be back!

**SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE- Sarah Mominee August 2025****Department Head/General**

- Set up quarterly supervisor meetings with Lori and Jeff for the three of our departments
- Attended weekly management meetings
- Attended weekly 1:1 meetings with Maryann Zurmuehlen
- Conducted interviews for the open 12-hour shelver position
- Went to the Sakura Development with Julie Farkas and Elizabeth Kopko on August 13
- Attended multiple meetings with Jeff Smith, Julie Farkas and Bindhya Suriyanarayanan to discuss contactless payment policies
- Attended staff in-service day on August 15!
- Had my monthly supervisor 1:1s
- Met with the IS supervisors and Lori Lowery to discuss withdrawal and not-on-shelf processes on August 21
- Completed FY 2024-2025 Statistics
- Spoke with our plexiglass vendor to look into updating the plexiglass to enable patrons to use contactless payment methods
- Gave a tour to our newest librarian of the Support Services department on August 21
- Did MeLCAT on August 22
- Signed up for courses to obtain my MCLS Advanced Cataloging Certificate
- Shadowed Julie Farkas and Lori Lowery on the first day of school for lobby monitoring
- Attended the following SkillPath courses: Lead with Confidence (August 25) and Eliminating Bad Behavior (August 26)

**Circulation & Shelves**

- Staff are working on the Collection Inventory Project which began in January 2024
- Interviews were conducted for the open 12-hour shelver position

**Tech Services**

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

**Statistics (August 2025)**

- **Cards Issued: 356**
- **Items Checked Out (NPL): 59,557**
- **Items Checked Out (LLL): 84**
- **Total Checkouts (NPL + LLL): 59,641**
- **Items Interloaned for NPL Patrons: 3,934 (97 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,411 (165 through MeLCat)**
- **Items Added to the Collection: 1,144**
- **Items Discarded from the Collection: 1,487**
- **Drive-Up Window & Locker Hold Pickups: 21**
- **MAP Checkouts: 97**
- **Online New Card Registrations: 12**

**Outreach:**

- NPL @ Your Door: 8 Mailer Bags / 21 Items
- 7 Facilities Visits / 48 Items Provided
- 6 Book Discussions / 85 Items Provided

[illegible]

Year-to-Year Comparison					
		AUGUST	AUGUST		
		2025	2024		
Cards Issued This Month		356	324		
Total Checkouts (NPL + LLL)		59,641	62,046		
Items Borrowed	TLN	3,837	4,292		
	MeL	97	91		
		3,934	4,383		
Items Loaned	TLN	3,246	3,297		
	MeL	165	158		
		3,411	3,455		

Read Boxes								
				August Totals				
				2025				
				Youth	Adult	Total		
		Pavillion		131	14	145		
		Rotary		30	3	33		
		ITC		153	5	158		
		Brookfarm		0	0	0		
		Splash Pad		160	6	166		
		All Combined		474	28	502		
Splash Pad is our newest Read Box. Its first fill of the season was the week of June 1st.								

Self-Check Totals 2025-26 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,417	45.17%	29,100	6,995	6,424	3,972	11,709
August	59,641	43.88%	26,168	7,670	5,108	3,021	10,369
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	<b>124,058</b>	<b>44.55%</b>	<b>55,268</b>	<b>14,665</b>	<b>11,532</b>	<b>6,993</b>	<b>22,078</b>

Library Usage									
2024-2025 Fiscal Year					2025-2026 Fiscal Year				
	Lobby	Drive-Up (Sensource motion sensor)	Total	Daily Average		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	July	27,903	632	28,535	1,019
August	26,543	7,657	34,200	1,179	August	25,071	601	25,672	885
September	26,464	7,657	34,121	1,219	September				
October	30,044	5,220	35,264	1,138	October				
November	25,150	3,060	28,210	1,045	November				
December	21,114	5,220	26,334	941	December				
January	25,456	6,149	31,605	1,090	January				
February	22,472	5,150	27,622	987	February				
March	28,408	5,967	34,375	1,109	March				
April	24,261	5,405	29,666	1,059	April				
May	24,466	4,237	28,703	1,063	May				
June	26,951	4,406	31,357	1,120	June				
FYTD Total	308,355	66,470	374,825	1,096	FYTD Total	52,974	1,233	54,207	951
Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.					The Verkada numbers are based on our drive-through security camera analytics. The method has been verified by comparison to three different physical counts performed by NPL IT Department Staff.				
Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.									

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



Computer Logins											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,383	148,114	149,497	5,339	275	July	1,334	117,157	118,491	4,232	267
August	1,356	155,267	156,623	5,401	275	August	1,389	133,221	134,610	4,642	264
September	995	161,443	162,438	5,801	264	September					
October	1,076	178,568	179,644	5,795	297	October					
November	953	148,609	149,562	5,539	247	November					
December	785	141,013	141,798	5,064	248	December					
January	954	159,040	159,994	5,517	272	January					
February	960	144,116	145,076	5,181	257	February					
March	1,157	159,120	160,277	5,170	289	March					
April	1,169	158,794	159,963	5,713	272	April					
May	968	153,980	154,948	5,739	260	May					
June	1,306	117,679	118,985	4,249	275	June					
FYTD Total	13,062	1,825,743	1,838,805	5,377	3,231	FYTD Total	2,723	250,378	253,101	4,440	531

**Notes 2024-2025:**

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

Early Literacy Workstation Usage (AWE Workstations and Magic Desktop)							
2024-2025 Fiscal Year (AWE Workstations)				2025-2026 Fiscal Year (Magic Desktop)			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	768	10,949	14	July	373	33,043	88.59
August	743	10,876	13	August	327	31,825	97.32
September	664	9,187	13	September			
October	729	10,029	14	October			
November	742	9,999	13	November			
December	553	7,803	14	December			
January	711	9,566	13	January			
February	649	9,353	14	February			
March	807	10,672	14	March			
April	686	9,519	14	April			
May	692	9,685	14	May			
June	258	3,441	13.3	June			
FYTD Total	8,002	111,079	16	FYTD Total	700	64,868	186
Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.				Magic Desktop Workstations usage began on June 11, 2025			

**Notes 2024 – 2025:**

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

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

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

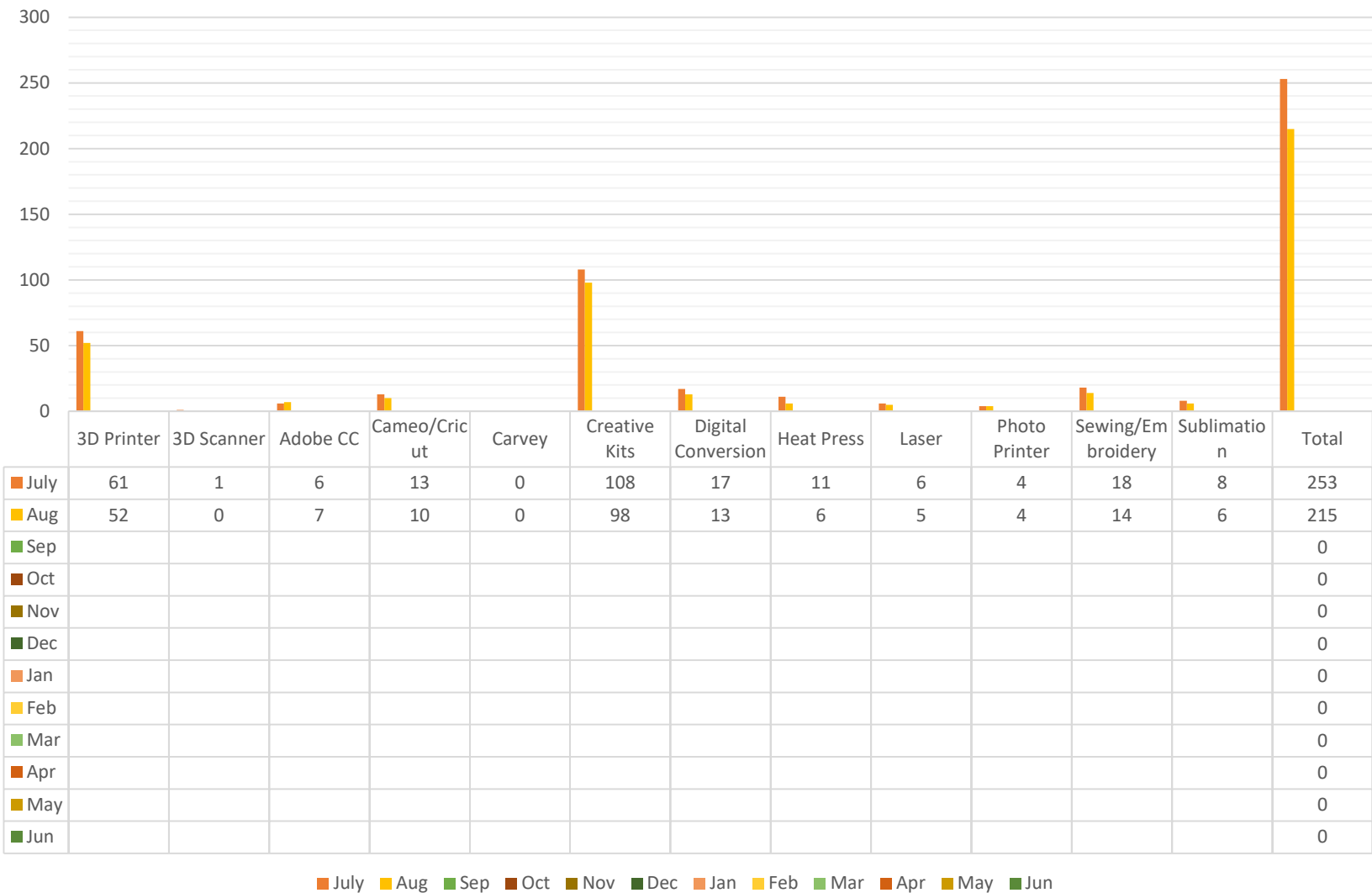
AWE Workstations have been used at NPL since 2014. The hardware was based on the Windows 7 operating system and became obsolete in 2019. To comply with Asset Lifecycle and Cyber Security best practices, on June 11<sup>th</sup>, 2025, we replaced our two remaining AWE Workstations with two new 24" HP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

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

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

Technology Training Sessions 2025-26 Fiscal Year													
Device/Software	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
3D Printer	61	52											113
3D Scanner	1	0											1
Adobe CC	6	7											13
Cameo/Cricut	13	10											23
Carvey	0	0											0
Creative Kits	108	98											206
Digital Conversion	17	13											30
Heat Press	11	6											17
Laser	6	5											11
Photo Printer	4	4											8
Sewing/Embroidery	18	14											32
Sublimation	8	6											14
Staff Training	0	3											3
<b>Total</b>	<b>253</b>	<b>218</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>471</b>
Removed the following items from this chart due to low patron use: Formbox, Virtual Reality													
Renamed the following items: 3D Printing > 3D Printer, Cricut/Silhouette > Cameo/Cricut, Sublimation Printer > Sublimation, Carvey CNC > Carvey, Muse Laser > Laser													

# iCube Usage 2025- 2026



2025-2026 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,988	857	381	19	573
August	2,826	855	416	22	379
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	5,814	1,712	797	41	952

2026-2026 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	8,075	4,024	12,099	2,334	119
August	7,785	3,837	11,622	2,252	120
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	15,860	7,861	23,721	4,586	239

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

Meeting Room Statistics 2025-2026 Fiscal Year		
	Rentals	Attendees
July	36	602
August	41	674
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
<b>FYTD</b>	<b>77</b>	<b>1,276</b>

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

Recite Me (Website Accessibility Toolbar)											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	280	83	3.37	407	374	July	158	44	3.59	148	312
August	248	56	4.38	352	275	August					
September	226	64	3.53	303	254	September					
October	303	66	4.59	503	378	October					
November	199	58	3.43	249	217	November					
December	155	58	2.67	327	5,445	December					
January	198	76	2.61	296	727	January					
February	157	54	2.91	179	322	February					
March	149	57	2.61	187	351	March					
April	211	51	4.14	350	4,890	April					
May	193	37	5.22	144	144	May					
June	177	48	3.69	380	595	June					
FYTD Total	2,496	708		3,677	13,972	FYTD Total					

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

myLIBRO (Library App)															
2024-2025				2025-2026				2024-2025				2025-2026			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	2,977	92,994	5,011	July	4,861	24,524	6,548	January	3,906	23,811	6,671	January			
August	3,157	109,022	4,585	August	5,012	24,045	6,510	February	4,047	21,252	5,875	February			
September	3,321	59,591	4,515	September				March	4,227	23,854	6,587	March			
October	3,475	16,383	4,300	October				April	4,375	21,613	5,908	April			
November	3,599	17,225	4,827	November				May	4,512	22,942	6,552	May			
December	3,729	19,227	5,098	December				June	4,682	24,418	6,720	June			
								FYTD Tot.		452,332	66,649	FYTD Tot.		48,569	13,058

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



## FRIENDS OF NOVI LIBRARY



# KALEIDOSCOPE SERIES



Thursday  
September 11, 2025  
**CELEBRATING! The Arts in the Community**  
Carol Welsch, Artist/Board Member  
Northville Art House

This year is the 20<sup>th</sup> anniversary of the Northville Art House, a treasure shared with us, its Novi neighbors. Art here is not only paintings, sculpture and performance. It also includes ceramics, jewelry, mixed media, photography – and more! This program will focus on events, exhibits, and education celebrating this very special year for the Northville Art House.

Programs begin At 7:30 P.M.



Tuesday  
October 7, 2025  
**THE CURTAIN RISES**  
Jeff Thomakos, Producer/Artistic Director  
The Inspired Acting Company

On stage or behind the scenes, theater can be engaging as well as entertaining. This professional acting company benefits from the four decades of theater experience of its director and from the backgrounds of its board members, some as composers and playwrights, one a producer on Broadway. Actors will be joining the director for this presentation.

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



Thursday  
November 13, 2025  
**HOW DO NEWSPAPERS SURVIVE IN A DIGITAL WORLD?**  
Charity Meier, Reporter Novi Note

Novi Note has taken on the challenge! With the development of digital technology and the rising costs of print media, covering the news has shifted beyond printed text to multimedia platforms. Learn how a local printed newspaper, despite fewer reporters and higher production costs, engages its readers while maintaining the standards of traditional journalism.

Free. Reservations are required.



## Friends of the Novi Library

### August 2025



#### Book Nook News:

The Book Nook made \$2017 in July. For the prior 12 months the grand total for all used book sales was \$27,123 as reported at our annual meeting. Thanks again to the hours of work from our wonderful volunteers and donations from generous patrons.

The Friends support Summer Reading by giving all who make their reading goal a \$1 coupon to be used in the Book Nook. This year we have had 166 coupons redeemed and 720 coupons redeemed in the last 5 years in total. Reading is alive and well in Novi!

#### Volunteer of the month: Huiping Chen

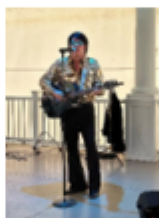


My name is Huiping Chen.

I have been living in Novi with my family since 2014. My husband James and I have two daughters, Emily and Olivia, who are currently a junior and a freshman in college. I was born and raised in China in the beautiful island city called Xiamen on the east coast of southern China. I came to the states in mid 90's to pursue a Ph.D. degree in chemistry and had worked as a profession chemist for 15 years prior to moving to Novi. I spent the following years as stay-at-home mom to spend more time with my girls. In my leisure time, I enjoy hiking, photography, tennis and reading. Last fall I completed a one-day rim-to-rim hike at the Grand Canyon with my hiking friends and it took us 16 hours to finish! I love reading and books and just being around books because they offer a sense of peace and comfort in their quiet presence. That's why I decide to join the book nook and meet friends who also love books and love helping the community!

#### From the President:

We have had 5 Summer Songfests and each has been exceptional. Typically the weather has been hot and humid but that has not stopped the fun and the dancing. The Friends are pleased with raffle sales and donations of \$770 and hope to make that \$1000 before the series is over. Thanks to Diane Bowles, Julie Fernsler, Mary Rose Farkas, Robin Wagner, Lin Giglio, Carol Neumann, Julie Farkas, Brian Bartlett, Trader Joes and Vera Bradley for the baskets!



#### Calendar of Events:

##### Tuesday Tunes:

August 12 – Jim Duprey (Familiar Tunes, Sinatra to Jimmy Buffet)

August 19 – Matt Watroba (Folk)

**Summer Music at Paradise Park:** all events start at 6:30pm, admission is free, donations appreciated.

August 21 – Geoff Phillips Band

Aug 28 - Motor City Soul

##### Kaleidoscope

- September 11, 2025 - The Arts in the Community, Carol Welsch, Artist/Board Member, Northville Art House

- October 7, 2025 - The Curtain Rises, Jeff Thomakos,

Producer/Artistic Director, The Inspired Acting Company

- November 13, 2025 - How Do Newspapers Survive In

A Digital World? Charity Meier, Reporter Novi Note



**CITY OF NOVI HISTORICAL COMMISSION****NOVI HISTORICAL COMMISSION****AGENDA**

Wednesday, August 20, 2025, at 7 PM  
Local History Room, Novi Library

**CALL TO ORDER:** Chairperson: Kim Nice  
**ATTENDANCE:** **ABSENT:**  
**INTRODUCTION OF GUESTS:**  
**APPROVAL OF AGENDA:**  
**APPROVAL OF MINUTES:**  
**TREASURERS REPORT:** Sharon Larson  
**LIBRARY LIAISON REPORT:** Rachel Manela

**History Room Office Hours:**

Monday, September 15 <sup>th</sup>	6-8pm	_____
Monday, October 6 <sup>th</sup>	10:30-12:30	_____
Monday, October 15 <sup>th</sup>	6-8pm	_____

**DISCUSSION ITEMS:**

- Review & Organization of Items in "Bowling Alley" - Review w/Rae
- By-Law Review – Submit proposals by August meeting.
- Gift Basket for "Friends of the Library" fundraiser.
- NPL 65th Anniversary – Next Meeting, Thursday, August 21<sup>st</sup>
- Library Open House, Sunday, September 21<sup>st</sup> 2-4 pm
- NPL Senior Day, Monday September 6<sup>th</sup>, 10am-3pm
- Pumpkin Fest at Tollgate Farm, Sat-Sun October 4<sup>th</sup>-5<sup>th</sup> 11am – 5pm
- Document Donation Day, Saturday, October 18<sup>th</sup>, 2-4 pm
- 2025 Wreaths Across Novi - Saturday, November 8<sup>th</sup> at 1pm
- Program/Speaker Series for 2025/2026
- Program Flyers - Kelly
- "Did you Know" Project – Daniel & Sharon, Mtg. to Re-Vamp Page
- Miniature Project – Kathy/Randy & Team

**ONGOING PROJECTS**

- Display Case – Sue/Kim
- AMERICA250MI – Grant opportunity
- Villa Barr Book Sales New Sales and Front Desk
- Gravestone Photos – Kim & Rae
- Omeka
- Cemetery Sign Update for Knapp Sign – Kim & Kathy

**NEW BUSINESS****PUBLIC COMMENT**

**NEXT MEETING:** Wednesday, September 17, 2025, at 7pm  
**ADJOURN:**

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## **LIBRARY BOARD COMMITTEE REPORTS**

### **Policy Committee –** No meeting held

#### **GOALS**

1. Continued review of public policies by the staff committee

### **HR Committee – Meeting held on:** No meeting held

#### **2025 – 2026 GOALS:**

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

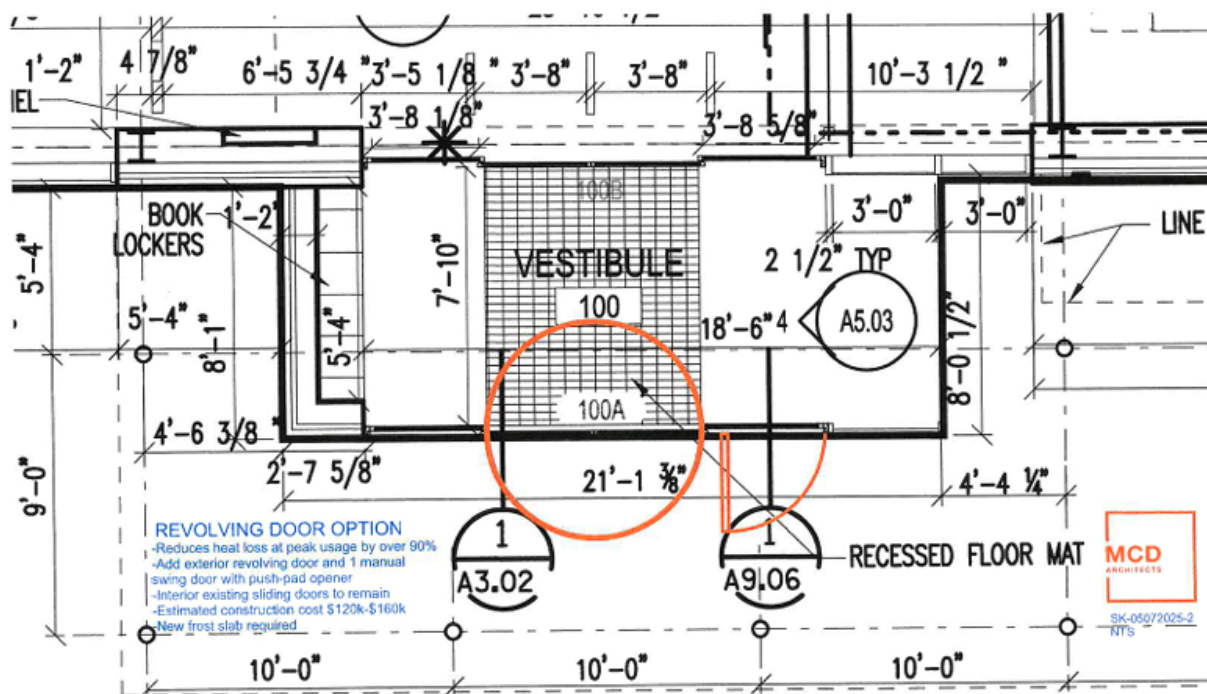
### **Building & Grounds Committee – Meeting held on:** August 25<sup>th</sup>

- On May 29<sup>th</sup> the Building and Grounds Committee reviewed main entrance drawings from the architect and discussed options for improvement. The architect provided two options for improvement:
  1. A revolving door option with an estimated cost of \$200,000 with lobby improvement of approximately 90%.
  2. A double swing door option with an estimated cost of \$100,000 with lobby improvement of approximately 70%.
- The Building and Grounds Committee at that time wanted to wait until the Reserve Study was completed before taking further action.
- On August 25<sup>th</sup>, following the Reserve study, the Committee revisited the two options for main entrance renovations by the architect.

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

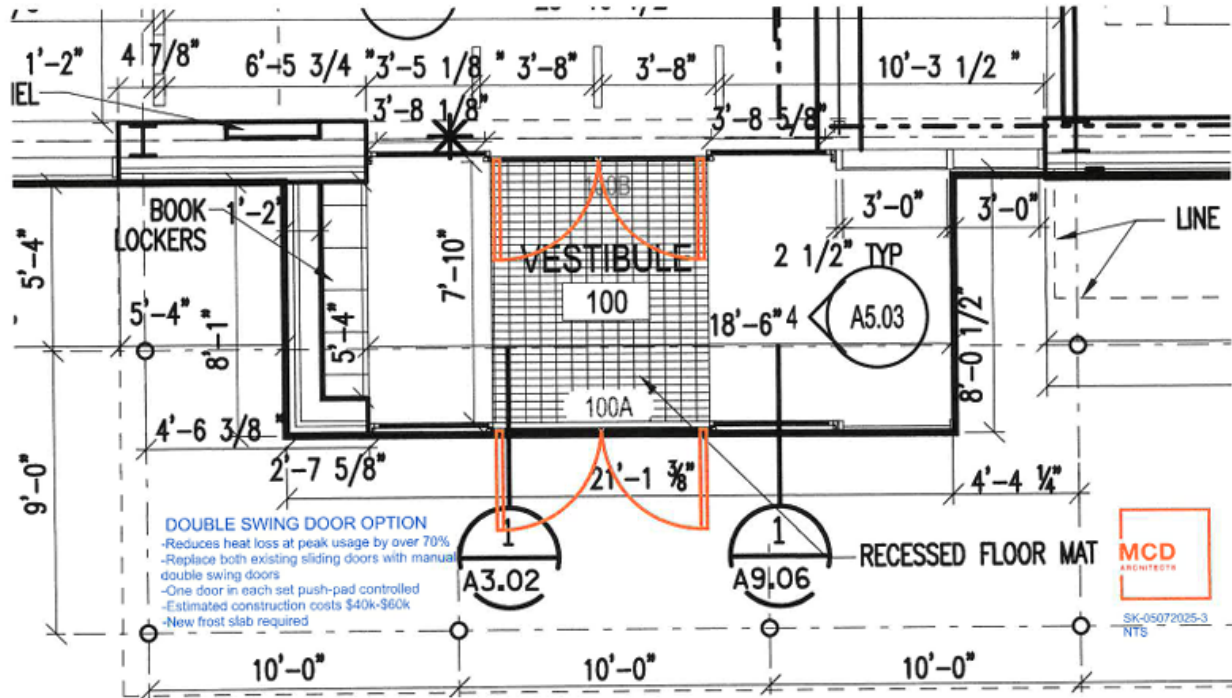
#### **2025 – 2026 GOAL:**

1. Review NPL's current Technology Plan













**Finance Committee – Meeting held on:** August 28<sup>th</sup> and September 7<sup>th</sup>

**2025 – 2026 GOALS:**

1. Establish a reserve plan for the Library for future capital expenses
  2. Present the need to Novi City Council for additional capital funding beginning in Fiscal 26/27.
- Reserve study was discussed and appropriate calculations based on the report were added to the 25/26 budget to be approved for first quarter as of 9/11/25.

**Email sent to Library Board Members on Friday, September 5, 2025**

Good Morning Board Members-

Attached is a rather large document that contains the Reserve Study report. This was initiated with an in-person meeting with the Consultants, Michigan Reserve Associates, LLC and the Board's Finance Committee on June 4, 2025. This meeting also included a full tour/inspection of the building. Subsequent meetings with Finance to review and edit the report were held on: July 30<sup>th</sup> and August 13<sup>th</sup>.

The report includes details for all areas inspected in the Library to determine its wear and need for replacement/improvement over the next 20 years (large capital expenses the library will need to address in our future). Page 3 details all areas, with following documentation and photos. On page 5, the Reserve Consultants have made a recommendation for annual reserve contributions that would begin to be taken out of the library's 271 account and saved in the 272 account beginning in 26/27 (which is the budget year we will be planning for this January).

The Finance Committee is meeting on Saturday, September 6<sup>th</sup> to review budget numbers that will be brought to you this week at the board meeting (September 11, 2025 for a first quarter amendment) which will begin to show the reserve funds in action, as well as a recommendation for future millage fund needs. If you would like to pick up a copy of this report in advance of Monday, please let me know. I can have it printed for you, otherwise it will be in your packet when delivered on Monday. If you have any questions regarding this report, I am working this weekend and happy to connect with you!

**Reserve Study Documentation (Photos and Consultant qualifications omitted from document)**

Public copy will contain document in its entirety

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

**Recommendation from Finance Committee** to request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the library building.

## Michigan Reserve Associates LLC

424 Little Lake Drive, Suite 23 Office: (734) 237-1828 paul@MichiganReserveAssociates.com  
Ann Arbor, MI 48103 Direct: (734) 417-4736 www.MichiganReserveAssociates.com



August 13, 2025

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

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

Dear Board of Directors:

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

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

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

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

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

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*August 13, 2025*

*Page 2*

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

Sincerely,

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

Paul K.T. Conahan, MBA, RS

Assistance provided by:

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

Kai B. Conahan, RS

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## FULL RESERVE STUDY

Novi Public Library  
Novi, Michigan

Commencing First Fiscal Year: July 1, 2026 to June 30, 2027



Photo: Typical view of building exterior elevation



Michigan Reserve Associates LLC  
424 Little Lake Drive, Suite 23  
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www.MichiganReserveAssociates.com



August 13, 2025

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

Re: "Full" Reserve Study  
Novi Public Library  
Novi, Michigan

Dear Board of Directors:

In fulfillment of our agreement as outlined in the letter of engagement dated January 26, 2025, we are pleased to transmit this "Full" Reserve Study for the Novi Public Library. This report details the development of our study and sets forth our conclusions, along with supporting data and reasoning which forms the basis of our conclusions.

The conclusions in this Reserve Study are qualified by certain definitions, assumptions, limiting conditions, and certifications which are set forth in the attached report.

The intended user of this report is the Novi Public Library. This study is to be used by the intended user for the purpose of budgeting and long-term major repair and replacement planning. The scope of work included in this study is unique to the intended use and intended user, and this report may not be utilized for any other use or user.

This study complies with the standards promulgated by the Community Associations Institute (CAI) for a "Full" Reserve Study. In addition, this study adheres to the applicable sections of the *Uniform Standards of Professional Appraisal Practice* of the Appraisal Foundation, as well as the *Code of Professional Ethics* of the Appraisal Institute.

This letter also confirms that Michigan Reserve Associates has provided the client with an option to receive an **Update With Site Visit** reserve study within five-years of the date shown above. This option provides the client with the right to receive an updated reserve study at a guaranteed update price of **\$2,120** and this option may be used more than once in a five-year period.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul K.T. Conahan". The signature is written in a cursive, flowing style.

Paul K.T. Conahan, MBA, RS  
State Certified General Real Estate Appraiser  
License No. 1201002454

A handwritten signature in black ink that reads "Kai B. Conahan". The signature is written in a cursive, flowing style.

Kai B. Conahan, RS

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## SUMMARY AND RECOMMENDED FUNDING PLAN

### INTRODUCTION

A Reserve Study is a tool which anticipates major common area repair and replacement expenses and develops a prudent Reserve Funding Plan to pay for these expenses. By its nature, a Reserve Study must make assumptions about the future, which can sometimes be unpredictable. However, by using meticulous research and analysis together with proven methodologies, a well-executed Reserve Study provides organizations with valuable budget planning information and guidance on upcoming long-term maintenance and repairs.

Novi Public Library directed Michigan Reserve Associates to do a "Full" Reserve Study. On June 4, 2025 we performed an on-site noninvasive inspection.

A Reserve Study consists of two major components.

Physical Analysis	Financial Analysis
<ul style="list-style-type: none"> <li>• Component Survey and Inventory</li> <li>• Assessment of Component Condition</li> <li>• Estimate of Useful Life, Effective Age, Remaining Useful Life, and Replacement Cost</li> </ul>	<ul style="list-style-type: none"> <li>• Current Reserve Fund Status</li> <li>• Recommended Funding Plan</li> </ul>

Novi Public Library consists of one building. The project was built between 2008 to 2010.

The Reserve Components were established based on interviews with representatives of the Client. The following table provides an inventory of the reserve components:



## Inventory of Reserve Components

Reserve Component Inventory	Quantities	First Year of Replacement	Life Analysis (Yrs.)	
	Total		Normal	Remaining
Building Components				
TPO Membrane Roof Cover; Replacement	35,735 SF	2035	25	10
Skylights; Replacement	344 SF	2035	20	10
Composite Faux Wood Siding; Replacement	950 SF	2040	30	15
Windows; Replacement	5,273 SF	2040	30	15
Carpet; Phased Replacement	44,312 SF	2027	15	2
Marmoleum Flooring; Replacement	1,346 SF	2040	30	15
Resilient Flooring; Stairwells; Replacement	802 SF	2040	30	15
Interior Walls; Phased Painting	29,099 SF	2027	15	2
Acoustic Panels; Replacement	2,093 SF	2040	30	15
Wallpaper; Replacement	2,304 SF	2027	15	2
Bathrooms; Public; Renovations	4 LOTS	2032	15	7
Bathrooms; Staff/Family; Renovations	4 LOTS	2032	15	7
Elevators; Modernization	2 LOTS	2035	25	10
Mechanicals; Chiller; 60 Ton; Replacement	1 UNIT	2035	25	10
Mechanicals; Chiller; 5 Ton; Server Room; Replacement	1 UNIT	2047	25	22
Mechanicals; Chillers; 2.5 Ton; Data Closets; Replacement	2 UNITS	2035	25	10
Mechanicals; Air Handlers; Fan Motors; Original; Replacement	3 UNITS	2030	20	5
Mechanicals; Air Handlers; Fan Motors; New; Replacement	1 UNIT	2044	20	19
Mechanicals; Air Handlers; Heating/Cooling Coils; Replacement	4 UNITS	2030	20	5
Mechanicals; Irrigation System; Sand Filters; Replacement	2 UNITS	2030	20	5
Mechanicals; Boilers; Replacement	2 UNITS	2029	20	4
Mechanicals; Hot & Cold Water Pumps; 5.5 HP; Replacement	4 UNITS	2030	15	5
Mechanicals; Backflow Preventers; Replacement	6 UNITS	2030	20	5
Mechanicals; Video Security System; Replacement	1 LOT	2038	15	13
Mechanicals; Automatic Book Return System; Replacement	1 LOT	2047	22	22
Mechanicals; A/V System; Replacement/Modernization Allowance	1 LOT	2030	20	5
Mechanicals; Staff Area Tech Equipment; Updates	1 LOT	2030	5	5
Fire Suppression; Control Panel; Replacement	1 UNIT	2040	20	15
Furniture; Staff Chairs; Replacement	47 UNITS	2040	15	15
Youth Area; Renovations	1 LOT	2028	N/A	3
Main Entry Doors; Renovation	1 LOT	2028	N/A	3
Magazine/Newspaper; Renovation	1 LOT	2028	N/A	3
Staff Areas; Renovations	1 LOT	2028	N/A	3
Site Components				
Concrete Sidewalks (4"); Phased Partial Replacement	8,864 SF	2030	40-50	5
Stamped Concrete Patio; Replacement	7,210 SF	2050	40-50	25
Concrete Curbing; Phased Partial Replacement	3,510 LF	2030	40-50	5
Asphalt; Parking Area; Total Replacement	77,395 SF	2031	18	6
Pole Lights; Replacement	10 UNITS	2040	30	15
Street Signs; Replacement	6 UNITS	2035	25	10
Vehicles; Ford Transit; Replacement	1 UNIT	2035	15	10
Other Components				
Reserve Study; Update (Guaranteed Update Price Years 1-5)	1 UNIT	2030	5	5



**RECOMMENDED FUNDING PLAN**

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

According to information provided by the Client, the Novi Public Library reserve fund balance as of July 1, 2026 will be \$1,442,186. This balance was calculated by taking the reserve balance of \$1,610,909 as of July 1, 2025, then adding \$39,706 in anticipated reserve revenue until the end of the fiscal year, then adding \$32,948 in earned interest until the end of the fiscal year, and deducting \$241,377 in anticipated reserve expenditures until the end of the fiscal year. This calculation is shown below.

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

Reserve Fund Balance as of – 07/01/2025	\$ 1,610,909
Plus Remaining Reserve Contribution Until End of Current Fiscal Year	39,706
Plus Estimated Interest From Reserve Funds Until End of Current Fiscal Year	32,948
Minus Remaining Reserve Expenditures Until End of Current Fiscal Year	
Transfer to 271 Account	<u>\$ 241,377</u>
Total Expenditures To Deduct	<u>(241,377)</u>
Equals Projected Reserve Fund Balance as of – 07/01/2026	\$ 1,442,186

Using the current Reserve Contribution amount plus a typical 0% annual increase, the projected Reserve Balance will remain positive until the year 2030-31, at which time there will be a negative balance of \$130,106. The Reserve Balance will be negative \$5,509,399 by the year 2050-51. This indicates that the current Reserve Balance and annual Reserve Contributions will be inadequate to fund the anticipated Reserve Expenditures (see "Reserve Funding Plan Graphs" beginning on page V).

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

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

#### Recommended Annual Reserve Contributions

Year	Recommended Reserve Contribution	Additional Recommended Reserve Contribution	Year	Recommended Reserve Contribution	Additional Recommended Reserve Contribution
2026-27	\$ 196,000	\$ -	2039-40	\$ 287,700	\$ -
2027-28	201,900	-	2040-41	296,300	-
2028-29	208,000	-	2041-42	305,200	-
2029-30	214,200	-	2042-43	314,400	-
2030-31	220,600	-	2043-44	323,800	-
2031-32	227,200	-	2044-45	333,500	-
2032-33	234,000	-	2045-46	343,500	-
2033-34	241,000	-	2046-47	353,800	-
2034-35	248,200	-	2047-48	364,400	-
2035-36	255,600	-	2048-49	375,300	-
2036-37	263,300	-	2049-50	386,600	-
2037-38	271,200	-	2050-51	398,200	-
2038-39	279,300	-			

#### Snapshot of Current and Recommended Reserve Contributions

	Annual Amount
Projected Reserve Contribution at Start of Next Fiscal Year*	\$ 39,706
Recommended Reserve Contribution at Start of Next Fiscal Year (Years 1-25 w/3%/Yr Increases)	\$ 196,000
Amount Increase/(Decrease) Current vs. Recommended (Year 1)	\$ 156,294

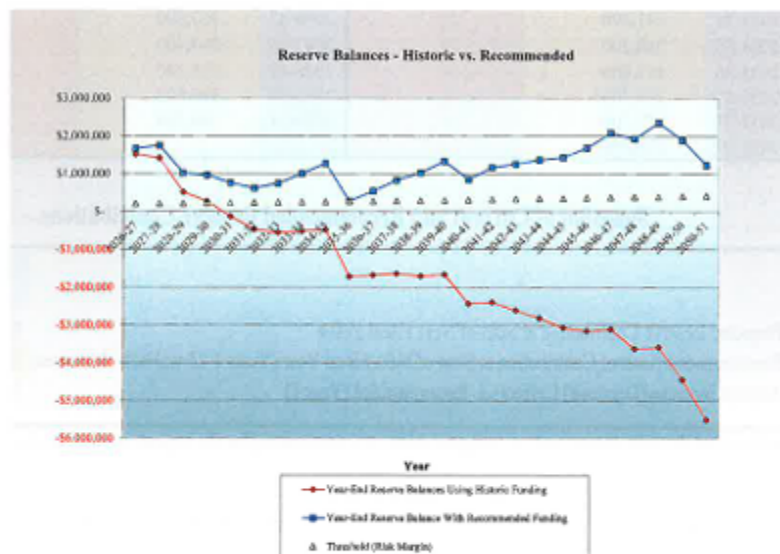
\* Based on the association's current budgeted Reserve Contribution plus 0% typical annual increase

The recommended year 2026-27 Reserve Contribution of \$196,000 reflects an increase of \$156,294, relative to the projected historic Reserve Contribution. Starting with the Recommended Reserve Contribution of \$196,000 per annum, and then increasing the Recommended Reserve Contribution by 3.0% per year, the Organization's Reserves will

typically remain above zero as well as above the Threshold for all years shown ("Threshold" is discussed in the next paragraph).

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

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



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

## INTRODUCTION AND METHODOLOGY

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### INTRODUCTION

A Reserve Study is a tool which anticipates major common area repair and replacement expenses and develops a prudent Reserve Funding Plan to pay for these expenses. By its nature, a Reserve Study must make assumptions about the future, which can sometimes be unpredictable. However, by using meticulous research and analysis together with proven methodologies, a well-executed Reserve Study provides organizations with valuable budget planning information, and guidance on upcoming long-term maintenance and repairs.

There are three levels of service for Reserve Studies as espoused by the Community Associations Institute.<sup>1</sup>

I) **Full:** A Full Reserve Study consists of the following:

- Component Inventory
- Condition Assessment (based upon on-site visual observation)
- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

II) **Update, With-Site-Visit/On-Site Review**, consists of:

- Component Inventory (verification only, not quantification)
- Condition Assessment (based upon on-site visual observation)
- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

III) **Update, No-Site-Visit/Off-Site Review**, consists of:

- Life and Valuation Estimates

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<sup>1</sup> "RS National Reserve Study Standards," Community Associations Institute, April 2009, p. 2.

- Reserve Fund Status
- Recommended Reserve Funding Plan

This is a “Full” Reserve Study. For simplicity, the terms “Full” Reserve Study and “Reserve Study” will be used interchangeably following this section.

Typically, the Level I (Full Reserve Study) option is only required for an organization’s first Reserve Study. This is our most comprehensive offering and should be used by organizations which are ordering their first reserve study, or whose previous reserve study is so dated and/or inaccurate as to require a “blank slate” approach to re-survey the various common element components and their conditions. As part of our scope of work, we will thoroughly review your maintenance schedule, and interview Board members and/or property management representatives to determine what items should be included in the list of reserve components. We will then estimate Useful Life, Remaining Useful Life, and Replacement Cost, all documented and supported with color photographs. From this Physical Analysis we will then perform a Financial Analysis which will account for your current reserve funding situation and recommend an ongoing Reserve Funding Plan.

Level II (Update, With-Site-Visit/On-Site Review) reserve studies are recommended if the organization is confident that the Reserve Components have been accurately surveyed, and no major changes have occurred since the last Full Reserve Study. The scope of work includes an on-site inspection to update Useful Life, Remaining Useful Life, Cost Figures, and Financial Assumptions, but component quantities will not be re-surveyed.

When doing an “Update With Site Visit” assignment, the Reserve Component inventory is not quantified. The quantification of reserve components as determined by the previous reserve study will be assumed to be accurate.

Level III (Update, No-Site-Visit/Off-Site Review) reserve studies are useful when the organization is confident that the Reserve Components have been accurately identified and surveyed, but due to the minimal number of Reserve Components, and short-time period

elapsed since the last Reserve Study, the organization does not feel an on-site inspection would be required. In order to provide a credible reserve study, we only provide this type of reserve study for existing clients, and our previous reserve study (with site visit) is less than five years old. Narrative content of this type of Reserve Study is extremely limited, with most communication occurring via an Executive Summary, charts and graphs (Reserve Expenditures and Reserve Funding Plan).

When doing an "Update Without Site Visit" assignment, the Reserve Component conditions are not visually confirmed and updated, and the Remaining Useful Lives of the Reserve Components will typically be calculated based on the assumption that the actual time elapsed since the previous reserve study is added to the effective age as determined in the previous reserve study. The quantification of Reserve Components as determined by the previous reserve study will be assumed to be accurate.

Novi Public Library directed Michigan Reserve Associates to do a "Full" Reserve Study. On June 4, 2025 we performed an on-site noninvasive inspection.

## METHODOLOGY

The Physical Analysis precedes the Financial Analysis since we must first determine the projected expenses before evaluating the Organization's financial status to develop a Recommended Reserve Funding Plan.

The Physical Analysis therefore starts with an inventory of Reserve Components. To establish what items to include in our inventory, we reviewed the Organization's recent Reserve expenditures and conducted interviews with the Organization's representatives to determine if there are historical precedents which warrant inclusion in the Reserve Component Inventory.

### *What Physical Assets Should be Included in an Inventory of Reserve Components?*

Reserves are large items that require advance planning to repair or replace. Operating expenses are ongoing, predictable expenses that repeat throughout the year or from year-to-year, with modest unanticipated items typically covered by a maintenance contingency in the budget, whereas larger items may be covered by additional assessments or insurance.

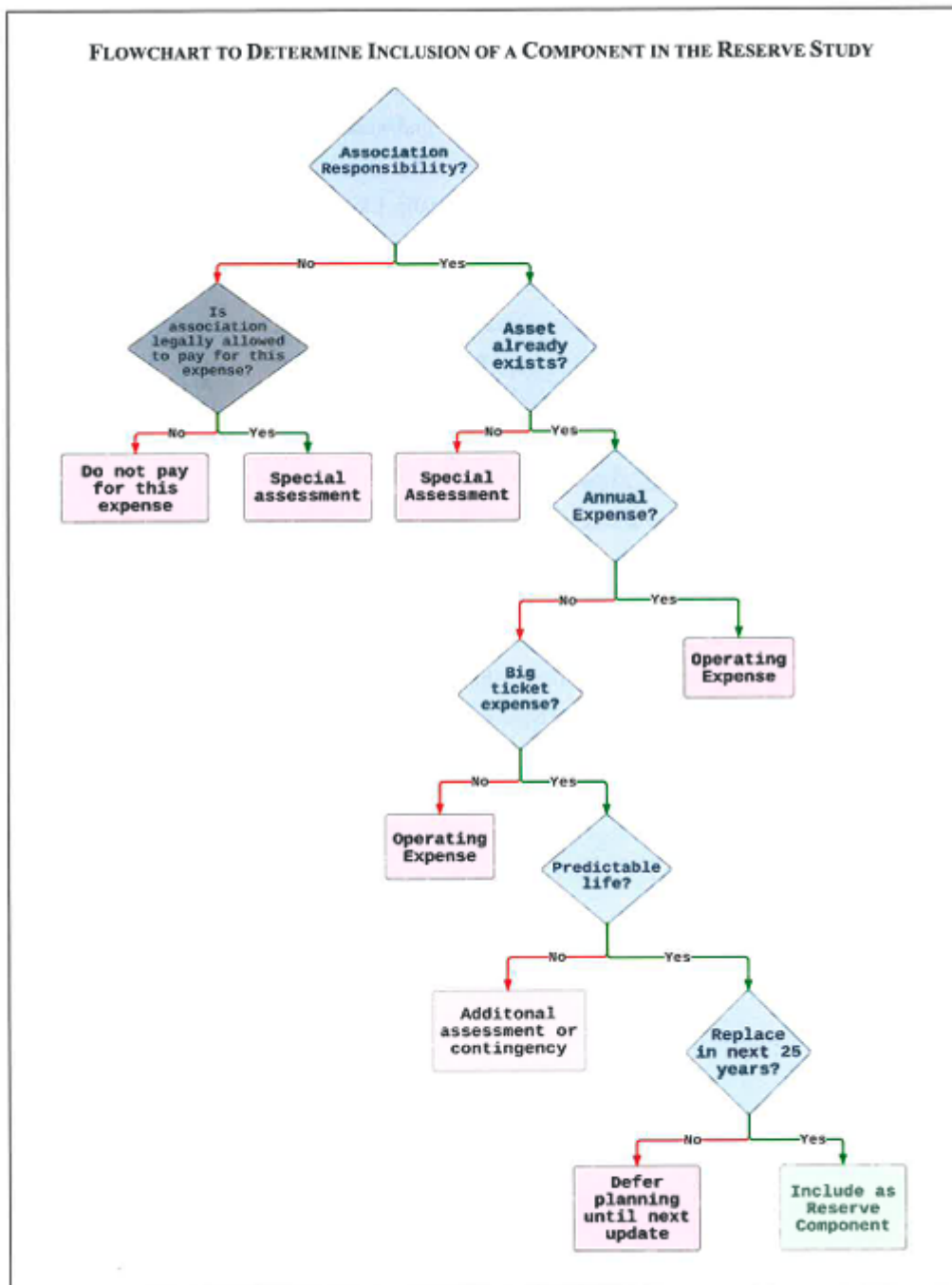
There is a national standard five-part test to establish whether an item should be funded through reserves. First, the item must be a common element maintenance responsibility. Second, the component must have a limited life. Third, the limited life must be predictable. Fourth, the item must be above a threshold cost. Fifth, the item is required by local codes. A sixth criteria is not part of the national standard but is inherent in the methodology used in this Reserve Study. Only Reserve Components which fall within the 25-year time horizon are included in our analysis. Therefore, Reserve Components presented in this Reserve Study are organization responsibilities, major items, with limited and predictable lives which fall within the 25-year projection period. Items such as foundations and major infrastructure components are not included in reserves since they do not have limited useful life expectancies which can be predicted. Small items, such as metal street signs are not considered Reserve Components due to their nominal costs (i.e., they do not pass Test # 4 above).<sup>2</sup>

<sup>2</sup> *Ibid.*, p. 2.



As it relates to the Organization, we suggested that items costing more than \$25,000 and that have a minimum predictable Useful Life of at least three years be considered Reserve Components. The reason for this is that there should be a firewall between the reserve and operating accounts so that reserve funds do not get treated as an extension of operating funds. Reserve expenses are typically defined as being used for major repairs and replacements. We are not lawyers, but we do recommend that the Organization adopt a clear definition of what constitutes a Reserve Component which will be funded via Reserve Funds.

The flowchart on the following page graphically shows the process for determining whether to include a component in the reserve study.



*How are Useful Life and Remaining Useful Life Established?*

Useful Life is estimated based on our experience with the Reserve Component, after accounting for quality, expected maintenance, and weather exposure. Remaining Useful Life is primarily a function of the current noninvasive observed condition. The complement of Remaining Useful Life is Effective Age. Typically, Effective Age does not equal Actual Age due to differences in quality, rate of wear, and degree of maintenance attention a particular item receives. For Reserve Components where age characteristics are not readily visible (e.g., complex heating/cooling systems, elevators, security systems, etc.), we rely on interviews with the Organization's service vendor. If the vendor is no longer available, we use national benchmarks, primarily from the *Marshall & Swift* cost estimating service.

*How are Cost Estimates Established?*

Whenever possible, we use recent historical information for Reserve Components which have been replaced or repaired, since this gives an actual localized data point from which to estimate future costs. Additional sources of information are comparisons with other organizations for which we have performed work, as well as interviews with local vendors. Costs are also compared with those published by *Marshall & Swift* to provide a feedback mechanism to verify local vendor costs against national and regional cost data.

*How Much Reserves Should We Contribute?*

We utilize three principles when developing a Recommended Reserve Funding Plan. First, there must be sufficient cash on hand to handle the Reserve projects which arise. Second, we seek to provide a stable rate of contribution since this makes it easier for the Organization to plan its budgets year-to-year. Finally, the Recommended Reserve Funding Plan must be fiscally responsible using reasonable and prudent financial assumptions with a risk profile tailored to the client.<sup>3</sup>

*What is Our Funding Goal?*

There are four different funding goals which are independent of the methodology utilized. These goals are:

- 1) **Baseline Funding:** Anticipated costs and their expected timing over the projection period are calculated. The reserve contribution is then set to keep the reserve cash balance above zero.
- 2) **Full Funding:** Setting a reserve funding goal of attaining and maintaining reserves at or near 100% funded. For example, an organization would set aside \$10,000 per year for a component (e.g., roof) which will cost \$100,000 to replace in 10 years. Full funding is considered the most expensive (and therefore conservative) funding formula since money for all reserve components is set aside and accounted for.
- 3) **Statutory Funding:** Establishing a reserve funding goal of setting aside the specific minimum or regulatory amount of reserves requires by local statutes.
- 4) **Threshold Funding:** Establishing a reserve funding goal of keeping the reserve balance above a specified dollar or percent funded amount. Depending on the threshold, this funding goal may be more or less conservative than Full Funding.

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<sup>3</sup> *Ibid.*, p. 4.

With Baseline Funding, there is no margin for error, and if expenses are higher than budgeted, or projects occur earlier than planned, additional assessments can occur, although this risk can be somewhat alleviated by regular updates to the Reserve Study.

Statutory Funding is not recommended because there is no direct correlation between the statutory minimum and the organization's actual financial needs. For example, a statutory 10% minimum for the reserve contribution might be acceptable for a newer development with relatively few common elements, and a properly developed maintenance and overall budget plan. However, the 10% minimum might be wildly off the mark for an older development with extensive common element obligations and a maintenance and overall budget that are themselves underfunded.

In our opinion, Full Funding provides an excessive level of funding since the Organization is typically setting aside money that it will not be using for decades. On the other hand, this funding goal has the distinction of typically being the most conservative funding formula which may be seen as a virtue by some organizations.

We recommend using Threshold Funding with a safety margin set above 100% of Baseline Funding. Although the safety margin is arbitrary, it should be customized to the client's risk profile. As a rule of thumb, we suggest a safety margin of \$200,000 as prudent for organizations similar to the subject. When an organization is considering what their threshold safety margin should be, a good question to ask is "What is a reasonable level of money to have on hand due to unpredictable events?" Small amounts can usually be covered by maintenance contingency funds or short-term loans, while very large unplanned events are typically covered by insurance.<sup>4</sup>

An added benefit of using Threshold Funding as recommended above is that it provides a layer of global risk management against the many future unknowns which must be assumed for the purposes of a reserve study. For example, reserve studies must make assumptions about future rates of inflation, rates of return on reserve investments, and the Useful Lives of Reserve

<sup>4</sup> *Ibid.*, p. 3.

Components. One way of accounting for the many different risk factors inherent in reserve study assumptions would be to attempt to individually forecast the future replacement cost for each Reserve Component. For example, certain Reserve Components which depend on petroleum-based commodity materials (such as paving and roof shingles) have recently been increasing at a rate significantly greater than inflation. However, not only would it be impractical to forecast future Replacement Costs for potentially dozens of Reserve Components (some of which may actually experience deflation over time), it is more straightforward to concede that future risk can realistically only be managed at a macro, rather than micro, level.

## PHYSICAL ANALYSIS

### IDENTIFICATION OF RESERVE COMPONENTS

Novi Public Library consists of 1 building. The project was completed in between 2008 to 2010. The following graphic provides an aerial view of the project.

### AERIAL AND LOCATION MAP



The Physical Analysis starts with an inventory of Reserve Components. To establish what items to include in our inventory, we reviewed the Organization's recent Reserve expenditures and conducted interviews with the Organization's representatives. Please see the Reserve Expenditures spreadsheet in the Addenda for a listing of individual line items, estimates for Useful Life, Remaining Useful Life, and current Replacement Cost for each component.

For our on-site observations, we:

- Inspected all common areas
- Field measured all reserve components

Based on the national five-part test described on page 11, there are certain items which have not been included in this reserve study.

Items which may pass the five-part inclusion test as a Reserve Component discussed on page 11 but were specifically excluded in this Reserve Study at the direction of the client are:

- Building; interior furniture & fixtures; replacement – The client reports that the interior furniture and fixtures have historically been replaced on an “as needed” basis using funds from operations and that this practice is expected to continue moving forward.
- Site; asphalt seal coating – This optional item will either not be performed or will be funded from operations at the client’s discretion. The primary function of the seal coat is an aesthetic one. Although co-owners typically find the uniform appearance of the roadways appealing, the sealcoat does not penetrate the asphalt and provides little rejuvenative effect. An annual crack filling maintenance program should still be implemented regardless of whether there is a seal coating program in place or not.

In addition, there is growing concern that coal tar sealants, which are commonly used in seal coating applications, pose a cancer risk to humans, and may also appear in runoff which can adversely impact the environment. Asphalt-based products typically cost about the same as coal tar products and contain significantly lower levels of cancer-linked chemicals, although there is some debate on whether asphalt-based sealants perform as well as coal tar sealants.

Items which may fail the five-part inclusion test as a Reserve Component discussed on page 11 but were specifically included in this Reserve Study at the direction of the Client are:

- None noted

Noteworthy items which did not meet the criteria (see page 11) for inclusion as Reserve Components are broken down by category below:



**Item failed test #1 (Not an Organization common element maintenance/replacement responsibility)**

- Building; phone system; replacement (Telnet Worldwide responsibility)
- Building; café kitchen equipment; replacement (Café owner's responsibility)
- Site; electric charging stations; replacement (City of Novi responsibility)

**Item failed test #2 (No limited life)**

- None noted

**Item failed test #3 (No Predictable Limited Life)**

- Building; foundations; replacement
- Building; structural framing; replacement
- Site; electrical power distribution systems; replacement
- Site; sewer and water mains; replacement
- Site; trees and shrubs; replacement
- Site; asphalt pavement; routine crack filling and repair

**Item failed test #4 (Cost is Below the Assumed Threshold Amount of \$25,000)**

- Items in this category which are assumed to be funded (either on an "as needed" or scheduled basis) by the Organization's operating budget are:
  - Building; exterior light fixtures; replacement
  - Building; garage door located in receiving area; replacement
  - Building; automatic gates security gates; replacement
  - Site; catch basins; capital repairs
  - Site; submersible pump; 5 HP; replacement
  - Site; aluminum metal fence surrounding patio area; 228 LF; replacement
  - Site; generic street signs; replacement
  - Site; flag poles; replacement

Noteworthy items which passed Tests 1-4 on page 11, and are thus considered Reserve Components, but were not explicitly accounted for in this Reserve Study because the Remaining Useful Life is beyond the 25-year time horizon:

- Building; brick siding; replacement; the International Association of Certified Home Inspectors predicts a useful life of 100+ years
- Building; brick tuck pointing – Tuck pointing costs depend largely on the condition of the existing installation and overall accessibility. For this reason, it is typical for tuck pointing to be bid on a time and materials basis. The Useful Life for tuck pointing ranges from 25 to 50 years, and not all of the brick veneer will require tuck pointing depending on condition, location and orientation to the elements. As previously discussed in the Methodology section of this report, a safety margin of \$200,000 per unit has been included in the reserve funding plan and functions as a contingency fund that can be used for unpredictable reserve expenses such as tuckpointing.
- Building; fire suppression system; piping and heads; replacement – Sprinkler heads have a Useful Life which ranges from 50-75 years, but there is no mandate for global replacement. According to the National Fire Protection Association 25 publication, a minimum of four sprinklers or 1% of the total number of sprinkler heads must be lab tested at 50 years and every 10 years thereafter. Piping should have an obstruction inspection every five years but there is no mandate for global replacement unless inspections indicate obstruction or corrosion requires piping replacement.
- Building; patio area metal pergola; replacement
- Building; porcelain flooring; replacement
- Site; underground sprinkler equipment; line replacement (sprinkler head repair and replacement; sprinkler valve repair and replacement; sprinkler control box repair and replacement are assumed to be funded “as needed” from operations)

#### CONDITION ASSESSMENT

The following narrative details the condition assessment of the significant Reserve Components, along with relevant commentary and cost source, if applicable.

#### BUILDING COMPONENTS

**TPO (Thermoplastic Polyolefin) Membrane Roof Cover:** Typical useful life is 25 years. Current observed condition is fair overall. Historically, the client reports the TPO membrane roof cover is original circa 2010. Replacement cost includes removal and disposal of existing TPO roof material, and any underlying insulation. Replacement material is assumed to consist of a minimum of 3½ inches of polyisocyanurate and/or loose insulation, and minimum 60 mil TPO fully adhered membrane cover.

Based on the TPO's current condition, we anticipate that replacement will be required beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Skylights:** Typical useful life is 20 years. Current observed condition is average based on this item's reported age and replacement history.

Based on the skylights' current condition, we anticipate that replacement will be required beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Composite Faux Wood Siding:** Typical useful life is 30 years. Current observed condition is good and replacement is not anticipated in the near term.

Based on the composite faux wood siding's current condition, we anticipate that replacement will be required beginning in the 2040-41 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Windows:** Typical useful life is 30 years. The useful life of windows is largely dependent on the quality of their initial installation as well as their orientation to the elements. Exposure to extreme weather conditions as well as water infiltration can dramatically shorten the useful life of windows. Current observed condition is average based on this item's reported age and replacement history. At time of eventual replacement, the existing windows, including frames, are assumed to be completely removed and replaced with units of similar quality.

Based on the windows' current condition, we anticipate that replacement will be required beginning in the 2040-41 fiscal year. Because of Michigan's extreme weather conditions, it is common for windows to experience cracked caulking/sealant. Therefore, in the interim we recommend that the Association implement an annual inspection program to ensure window caulking is in good condition and watertight.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Carpet:** Typical useful life is 15 years. The useful life for commercial low-pile carpet is primarily dependent on the amount of regular foot traffic it experiences. Carpet located in high foot traffic areas such as entryways may experience a diminished useful life while carpet located in low traffic areas may experience a significantly longer useful life. Regardless of its location, most organizations prefer to replace carpet on a regular basis due to its aesthetic appeal. Current observed condition ranges from fair to average. Current replacement cost assumes replacement with similar quality carpet. Many organizations use carpet tiles, which have a higher initial cost but allows for easy spot replacement assuming additional carpet tiles are purchased and stored.

Based on the carpet's current condition, we anticipate that replacement will be required beginning in the 2027-28 fiscal year. Because this component is in varying stages of its useful

life and in order to ensure newer carpet is not prematurely replaced, a 3 year replacement program is recommended commencing in 2027 and concluding in 2029.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Interior Painting:** Typical useful life is 15 years. The useful life of interior paint is largely dependent on the amount of foot traffic in each area. High foot traffic areas such as entryways may require periodic touchups which should be funded from operations. Current observed condition ranges from fair to average. Many organizations choose eggshell finish since it is easier to clean than flat finish and is more durable than flat finish. Satin/gloss paint finish is the most durable paint finish but also shows the most imperfections.

Based on the interior walls' current condition, we anticipate that painting will be required beginning in the 2027-28 fiscal year. Because this component is in varying stages of its useful life and in order to ensure newer interior walls are not prematurely painted, a 3 year painting program is recommended commencing in 2027 and concluding in 2029.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Bathroom Renovations:** Typical useful life is 15 years. Current observed condition is average based on this item's reported age and renovation history. Current cost is an allowance budget that will allow for partial replacement of plumbing fixtures and stall dividers, and partial replacement of flooring, and complete re-painting.

Based on the bathrooms' current condition, we anticipate that renovations will be required beginning in the 2032-33 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Elevators Modernization:** Typical useful life is 25 years. Long-lived elevator components consist of the elevator cab, door opening mechanisms, computerized controller, and hydraulic tanks. These long-lived items have Remaining Useful Lives which typically exceed the 25-year projection period. However, capital repairs and modernization will be required in the medium- to long-term. Modernization will be needed since even though the physical components may appear to be functional, obtaining replacement parts will become prohibitively expensive and even impossible, and an overall modernization/upgrade program will be required. Each modernization program will be unique, but typically the controller will need to be completely replaced, while door opening mechanisms will require partial replacement, hydraulic tank will require modernization and refurbishment, and the cab interior will need to be updated and refreshed. Because the current condition of most mechanical equipment cannot be definitively known without invasive testing performed by a specialized contractor, we estimated this item's remaining useful life based on its current age relative to its expected useful life.

Based on historical information provided by the client, we anticipate that the elevators will require modernization beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Other Mechanical Equipment:** Because the current condition of most mechanical equipment cannot be definitively known without invasive testing performed by a specialized contractor, we estimated the following items' remaining useful lives based on their current age relative to their expected useful lives:

- Chillers
- Air handlers
- Irrigation system sand filters
- Boilers
- Hot & cold water pumps
- Backflow preventers

- Video security system
- A/V system
- Staff area tech equipment

#### SITE COMPONENTS

**Concrete Sidewalks & Curbing:** Typical useful life is 40-50 years. Current observed condition is average based on these components' reported age and replacement history. Since sections of concrete can be selectively replaced, and since concrete can vary significantly in wear and tear, only partial replacement was assumed, with the remainder being easily repaired or simply used for an extended period. It was assumed that approximately 5-10% of concrete would require replacement after 15-20 years of original installation, and then an additional 5-10% would be replaced every five years thereafter. These replacements are assumed to work together with ongoing maintenance (such as leveling) and smaller concrete replacements (i.e., those projects costing less than \$25,000), which will occur via operations.

Based on the current condition of the concrete, we anticipate that eventual partial replacement will be required beginning in the 2030 fiscal year. We recommend that any weeds that are growing between or through the concrete slabs be immediately treated with an herbicide such as Roundup. If the Association wishes to limit the use of herbicides, application of a vinegar solution (20% acetic acid) and water has been shown to be effective for approximately two months (these results are comparable to the use of Roundup). Failure to implement a regular weed abatement program can dramatically shorten the Useful Life of the concrete.

Cost data for these items was provided via our proprietary database of actual Michigan replacement costs from the 2023 and 2024 fiscal years.

**Stamped Concrete Patio:** Typical useful life is 40-50 years. Current observed condition is good overall with minor cracking and lifting noted upon visual inspection.

Based on the stamped concrete patio's current condition, we anticipate that replacement will be required beginning in the 2050-51 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Asphalt Parking Areas (Total Replacement):** Typical useful life is 18 years. Current observed condition is average overall with typical transverse and longitudinal cracking noted throughout the project. Alligator cracking was also noted in select high traffic areas. For total replacement, the entire asphalt layer is removed, and the underlying base is typically repaired and recompact where needed, then new asphalt is installed, typically in two lifts with a finished thickness of approximately four inches. Total replacement is recommended when the asphalt is structurally failing (typically indicated by alligator cracking), or when the most robust replacement solution is desired.

A more affordable but less robust alternative to total replacement is mill and overlay. This consists of milling out the existing asphalt, at a minimum depth of 1½", and then capping with new asphalt. Mill and overlay can be completed when the wearing course of asphalt does not exhibit extensive structural failure, such as alligator cracking. However, because the useful life of a mill and overlay installation is about half that of a total replacement, from a long term planning perspective the costs are often similar.

Regardless of which approach is used, we recommend that any weeds that are growing between or through the asphalt be immediately treated with an herbicide such as Roundup. If the Association wishes to limit the use of herbicides, application of a vinegar solution (20% acetic acid) and water has been shown to be effective for approximately two months (these results are comparable to the use of Roundup). Failure to implement a regular weed abatement program can dramatically shorten the Useful Life of the asphalt surfacing.

Based on the asphalt parking areas' current condition, we anticipate that replacement will be required beginning in the 2031-32 fiscal year.



Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Pole Lights:** Typical useful life is 30 years. Current observed condition is fair and replacement is not anticipated in the near term. However, eventually replacement will be required and we recommend that the Association begin planning accordingly. At time of replacement the existing underground wiring and conduit is assumed to not require significant replacement. Replacement units are assumed to be metal bases and poles with contemporary Light Emitting Diode (LED) bulbs using a standard base (e.g., E-27 base).

Based on the pole lights' current condition, we anticipate that replacement will be required beginning in the 2040-41 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

**Street Signs:** Typical useful life is 25 years. The useful life of street signs is dependent on their orientation to the elements. Over time, extended exposure to sunlight will cause sign lettering to fade which will eventually necessitate replacement. Current observed condition is average based on this item's reported age and replacement history.

Based on the street signs' current condition, we anticipate that replacement will be required beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

## FINANCIAL ANALYSIS

### FINANCIAL ASSUMPTIONS

The following chart details the historical trend for typical safe rate investment vehicles (one- and two-year Treasuries) as published by the U.S. Treasury Department.



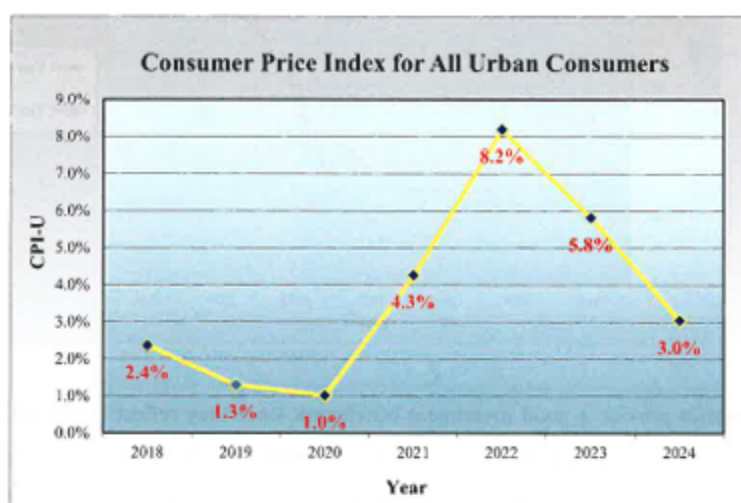
Treasuries provide a good investment benchmark since they reflect a very safe investment whose risk profile matches that of most organizations. By using “laddering” in which maturities are staggered over time, an Organization can often gain some of the higher yield of a longer-term investment, while still having access to liquid funds as the various investments mature over time.

A broad-based analysis of rates is required since the investment yield-rate selected will be utilized for the entire 25-year projection period, and the rate selected should therefore reflect what can be expected during a 25-year time period, with only partial consideration given to current investment rates.

For the purposes of this Reserve Study, we will use a Reserve savings yield rate of 2.0%. We did not make any adjustments to account for the impact of Federal Income Tax on investment income since the Organization's tax situation can change over time. We advise the client to consult with its accountant and/or professional investment advisor to develop or refine an investment strategy consistent with the Organization's risk profile and Reserve investment profile.

#### ESTIMATION OF INFLATION RATE

The following graph illustrates the five-year historical trend for the Consumer Price Index (CPI-U; all Items; urban consumers) as published by the U.S. Bureau of Labor Statistics.



As discussed for Reserve savings rates, a broad-based analysis of rates is required since the inflation rate selected will be utilized for the entire 25-year projection period. In addition, the CPI-U measures inflation for a wide-range of goods, and therefore does not correlate directly with changes in the cost of materials and labor for repair/replacement of Reserve Components.

For the purposes of this Reserve Study, we will use a 3.0% annual inflation rate. Although inflation may be above or below a 3.0% annual inflation rate during any particular year of the

25-year projection period, we anticipate a 3.0% annual inflation rate to represent the long-term average.

#### **SUMMARY AND CONCLUSION OF SELECTED RATES**

Having the Reserve savings yield rate less than the expected long-term inflation rate is a conservative assumption since most investments are made with the primary purpose of matching or exceeding inflation. However, organizations typically follow a reserve investment policy which strongly emphasizes safety and preservation of capital. Since risk and reward are directly related, the lower risk profile utilized by organizations typically results in a lower rate of return, and therefore having the reserve savings investment yield be less than the expected inflation rate was considered reasonable.

## RESERVE EXPENDITURES AND RESERVE FUNDING PLAN

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Assumptions  
3.0% annual inflation rate  
2020 year of analysis

Reserve Component Inventory	Quantities	First Year of Replacement	Life Analysis (Yrs.)	Remaining Useful Life and Estimated Future Replacement Costs	Remaining Useful Life and Estimated Future Replacement Costs												
					Yr1 Cost (\$)	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	
<b>Building Components</b>																	
1700 Mainframe Roof/Cover Replacement	33,735 SF	2015	25	14	9.25 SF	-	-	-	-	-	-	-	-	-	-	444,225	-
Shingles Replacement	344 SF	2015	20	10	60.04 SF	-	-	-	-	-	-	-	-	-	-	27,318	-
Composite Faux Wood Siding Replacement	958 SF	2040	30	15	9.50 SF	-	-	-	-	-	-	-	-	-	-	-	-
Windows Replacement	5,273 SF	2010	30	15	65.60 SF	-	-	-	-	-	-	-	-	-	-	-	-
Carport/Patio Replacement	44,312 SF	2023	15	2	239 SF	-	121,143	125,086	126,330	-	-	-	-	-	-	-	-
Marbletop Flooring Replacement	1,368 SF	2040	30	15	235 SF	-	-	-	-	-	-	-	-	-	-	-	-
Resilient Flooring, Sanitex Replacement	802 SF	2040	30	15	235 SF	-	-	-	-	-	-	-	-	-	-	-	-
Interior Walls, Plaster Patching	25,099 SF	2023	15	2	2,966 SF	-	20,843	30,738	31,680	-	-	-	-	-	-	-	-
Acoustic Panels Replacement	2,009 SF	2040	30	15	940 SF	-	-	-	-	-	-	-	-	-	-	-	-
Wallpaper Replacement	2,304 SF	2023	15	2	625 SF	-	15,277	-	-	-	-	-	-	-	-	-	-
Bedroom P.Ads. Renovation	4,107 SF	2012	15	7	20,000 LOT	-	-	-	-	94,340	-	-	-	-	-	-	-
Bedroom Staff Entry, Renovation	4,107 SF	2012	15	7	5,000 LOT	-	-	-	-	24,597	-	-	-	-	-	-	-
Flowers, Modernization	2,107 SF	2015	25	10	125,000 LOT	-	-	-	-	-	-	-	-	-	-	335,999	-
Mechanical, CUBIC 40 Ton Replacement	1 UNIT	2015	25	10	102,000 UNIT	-	-	-	-	-	-	-	-	-	-	250,032	-
Mechanical, CUBIC 5 Ton, Server Room, Replacement	1 UNIT	2047	25	22	40,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, CUBIC 2.5 Ton, Data Center Replacement	2 UNITS	2015	25	10	12,000 UNIT	-	-	-	-	-	-	-	-	-	-	32,254	-
Mechanical, Air Handlers, Fire Minors, Original Replacement	3 UNITS	2010	20	5	24,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Air Handlers, Fire Minors, New Replacement	1 UNIT	2044	20	19	24,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Air Handlers, Heating/Cooling Curb Replacement	4 UNITS	2030	20	5	10,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Original System, Staff Plaza, Replacement	2 UNITS	2020	20	5	11,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Boiler Replacement	2 UNITS	2029	20	4	60,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Hot & Cold Water Pumps, 5.5 HP, Replacement	4 UNITS	2010	15	5	6,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Backflow Prevention Replacement	6 UNITS	2010	20	5	9,500 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Video Security System Replacement	1 LOT	2018	15	13	32,000 LOT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Automatic Back Alarm System Replacement	1 LOT	2047	22	22	148,000 LOT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, A/V System, Replacement/Maintenance/Upgrade	1 LOT	2030	20	5	125,000 LOT	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical, Staff Area Tool Equipment, Updates	1 LOT	2030	5	5	25,000 LOT	-	-	-	-	-	-	-	-	-	-	33,594	-
Fire Suppression, Control Panel, Replacement	1 UNIT	2040	20	15	7,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Painting, Staff Queue, Replacement	47 UNITS	2040	15	15	400 UNIT	-	-	-	-	-	-	-	-	-	-	-	-
Youth Area, Renovation	1 LOT	2025	N/A	3	382,454	-	-	-	-	-	-	-	-	-	-	-	-
Main Entry Doors, Renovation	1 LOT	2018	N/A	3	160,000 LOT	-	-	-	-	-	-	-	-	-	-	-	-
Magnuson Newspaper, Renovation	1 LOT	2025	N/A	3	26,000 LOT	-	-	-	-	-	-	-	-	-	-	-	-
Staff Area, Renovation	1 LOT	2018	N/A	3	207,000 LOT	-	-	-	-	-	-	-	-	-	-	-	-
<b>Site Components</b>																	
Concrete Sidewalk (4"), Paved Perimeter Replacement	8,804 SF	2010	40-50	3	13.25 SF	-	-	-	-	-	-	-	-	-	-	6,408	-
Striped Concrete Paved Replacement	72,010 SF	2010	40-50	23	13.25 SF	-	-	-	-	-	-	-	-	-	-	-	-
Concrete Curb/Paved Perimeter Replacement	3,510 SF	2010	40-50	3	40.00 SF	-	-	-	-	-	-	-	-	-	-	14,038	-
Asphalt Parking Area, Tread Replacement	77,395 SF	2011	18	6	4.15 SF	-	-	-	-	-	-	-	-	-	-	303,313	-

# HISTORIC AND RECOMMENDED RESERVE FUNDING PLAN

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## Assumptions

- 2.0% Average Interest Rate Earned on Invested Reserves
- 0.0% Annual Increase in Collected Reserve Funds for Historic Projection
- 3.0% Annual Increase in Collected Reserve Funds for Recommended Funding Plan
- \$ 200,000 Threshold For 1st Year
- 1 Number of Units
- No Anticipated Reserve Contributions

## Historic Reserve Funding Projection

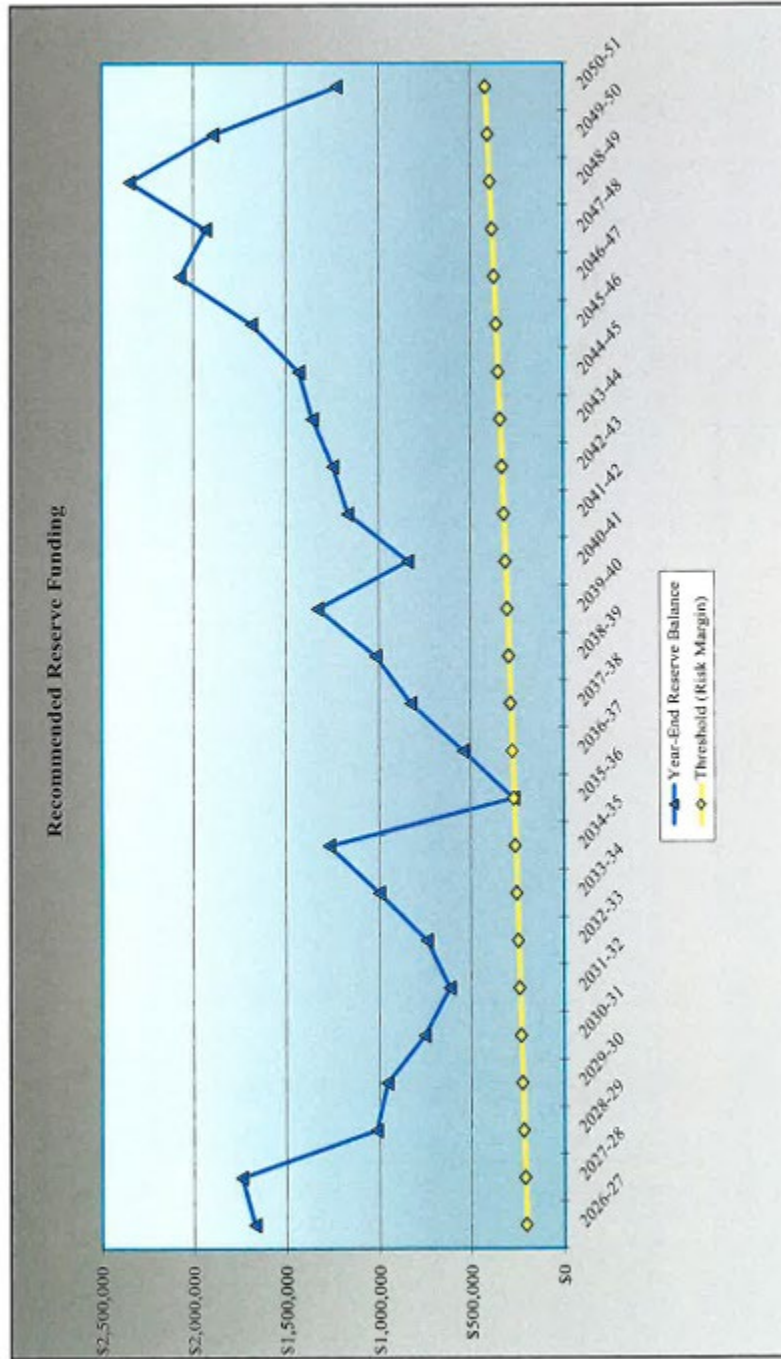
	2016-27	2017-28	2018-29	2019-30	2020-31	2021-32	2022-33	2023-34	2024-35	2025-36	2026-37	2027-38	2028-39	2029-40	20
Reserve Balance at Beginning of Fiscal Year	\$ 1,442,186	\$ 1,511,168	\$ 1,414,948	\$ 515,686	\$ 270,579	\$ (136,106)	\$ (473,484)	\$ (556,333)	\$ (516,194)	\$ (476,055)	\$ (1,720,850)	\$ (1,680,711)	\$ (1,640,572)	\$ (1,706,167)	\$ (1,664,311)
Plus Recurring Reserve Contribution	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706
Plus Additional Reserve Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equals Interim Reserve Balance	1,481,892	1,550,874	1,454,654	555,392	310,285	(94,400)	(433,778)	(516,627)	(476,488)	(436,349)	(1,681,144)	(1,641,005)	(1,600,866)	(1,666,873)	(1,624,017)
Plus Estimated Interest Earned, During Year <sup>1</sup>	29,277	30,656	28,732	38,747	5,844	433	433	433	433	433	433	433	433	433	433
Equals New Reserve Balance	1,511,168	1,581,531	1,483,386	594,139	316,129	(88,567)	(433,345)	(516,194)	(476,055)	(435,916)	(1,680,711)	(1,640,572)	(1,600,434)	(1,666,029)	(1,624,017)
Less Anticipated Expenditures, By Year	-	(166,362)	(967,720)	(295,566)	(446,235)	(381,517)	(122,987)	-	-	(1,284,934)	-	-	(105,734)	-	(81,111)
Equals Anticipated Balance of Reserve Fund at Year End	\$ 1,511,168	\$ 1,414,988	\$ 515,686	\$ 270,579	\$ 270,579	\$ 238,610	\$ 245,975	\$ 253,354	\$ 240,955	\$ 248,283	\$ 276,847	\$ 285,152	\$ 293,207	\$ 302,518	\$ 311,407
Threshold	\$200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Target	\$1,365,168	\$ 1,202,788	\$ 297,141	\$ 45,877	\$ 231,855	\$ 238,610	\$ 245,975	\$ 253,354	\$ 240,955	\$ 248,283	\$ 276,847	\$ 285,152	\$ 293,207	\$ 302,518	\$ 311,407
Answer Over/Under Threshold	\$ 146,000	\$ 208,800	\$ 208,540	\$ 228,702	\$ 38,724	\$ 67,450	\$ 112,394	\$ 133,540	\$ 133,540	\$ 133,540	\$ 133,540	\$ 133,540	\$ 133,540	\$ 133,540	\$ 133,540

## Recommended Funding Plan

	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	20
Reserve Balance at Beginning of Fiscal Year	\$ 1,442,186	\$ 1,609,166	\$ 1,740,088	\$ 1,017,436	\$ 958,780	\$ 784,705	\$ 613,958	\$ 741,841	\$ 1,000,394	\$ 1,271,216	\$ 270,092	\$ 541,664	\$ 826,653	\$ 1,019,796	\$ 1,33
Plus Recommended Recurring Reserve Contributions	196,000	201,500	208,000	214,200	220,600	227,200	234,000	241,000	248,200	255,600	263,300	271,200	279,300	287,700	29
Plus Additional Reserve Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equals Interim Reserve Balance	1,638,186	1,871,666	1,948,088	1,231,636	1,179,380	981,905	847,958	982,841	1,248,594	1,526,816	533,392	812,864	1,105,953	1,307,496	1,62
Plus Estimated Interest Earned, During Year <sup>1</sup>	30,980	35,384	37,069	22,683	21,580	17,571	14,870	17,464	22,711	28,210	8,272	13,789	19,577	25,532	2



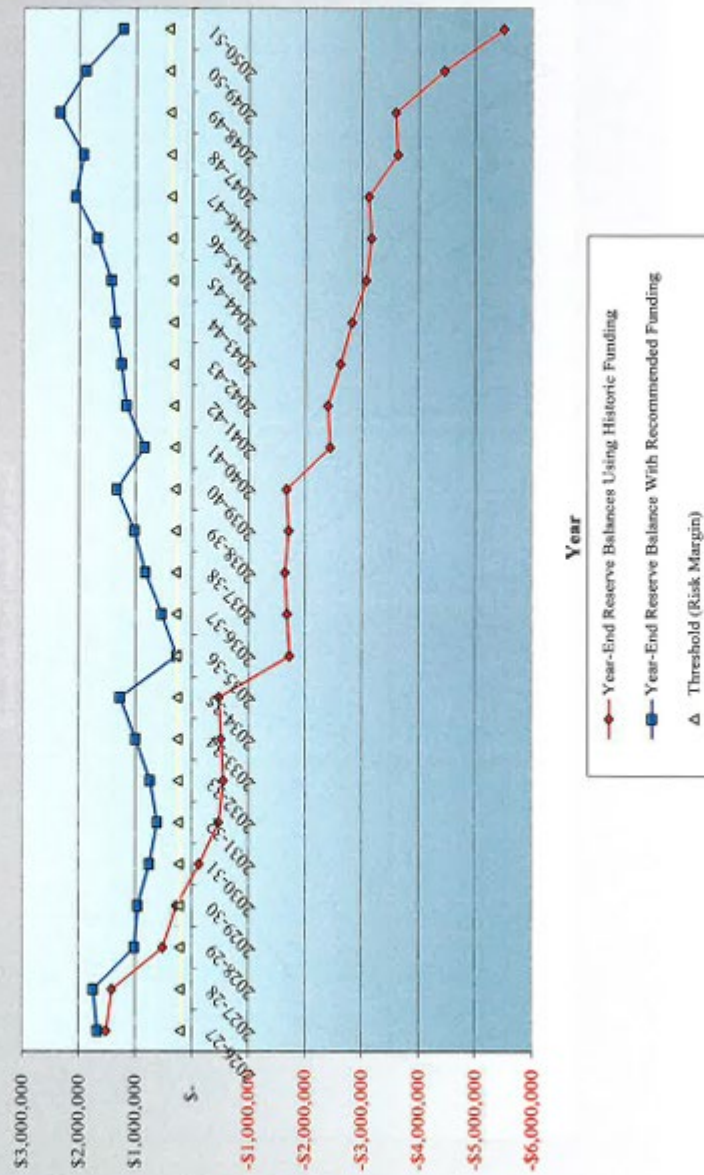
# RESERVE FUNDING PLAN GRAPHS



MICHIGAN RESERVE ASSOCIATES

(v)

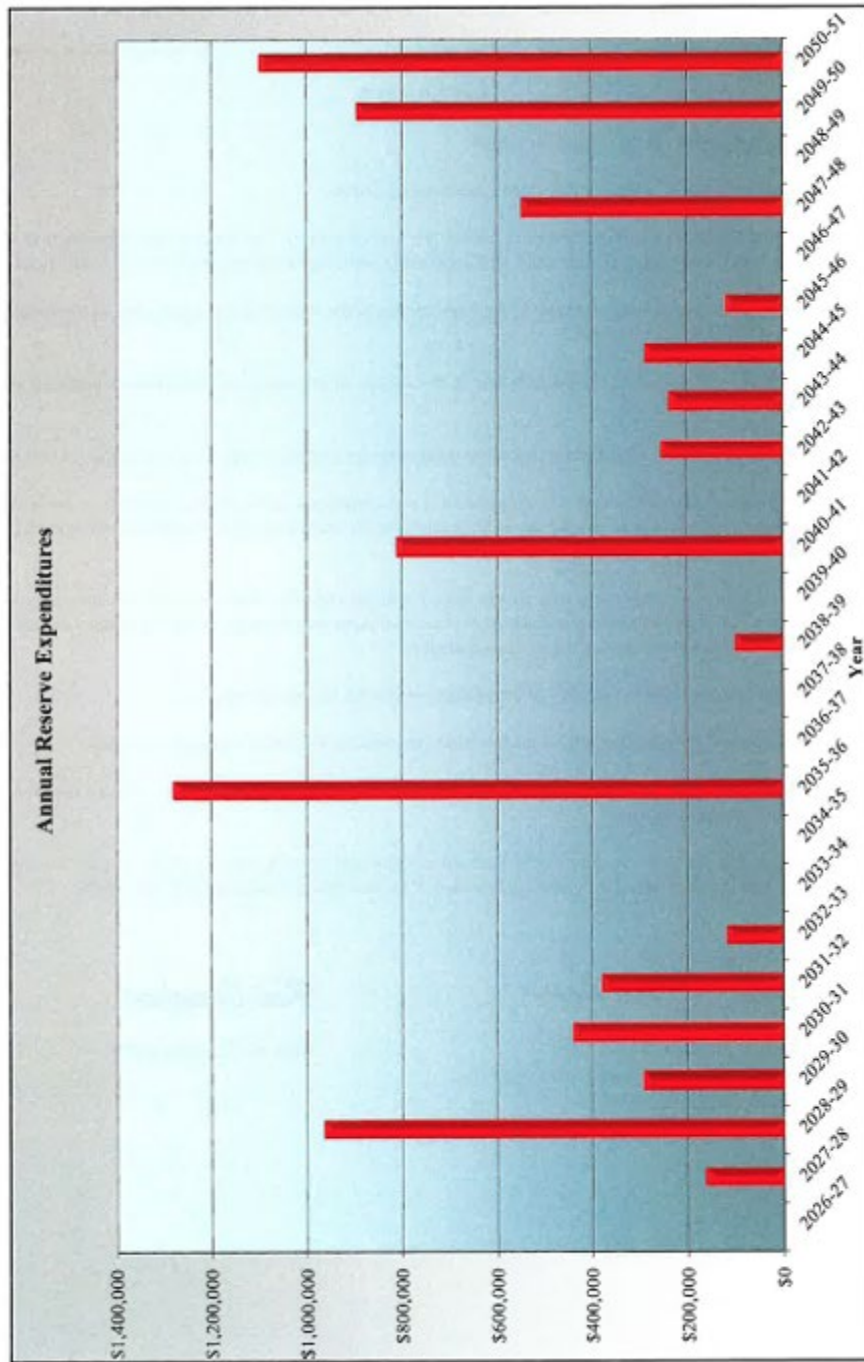
Reserve Balances - Historic vs. Recommended



MICHIGAN RESERVE ASSOCIATES

(W)





MICHIGAN RESERVE ASSOCIATES

(8)

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**CERTIFICATIONS, ASSUMPTIONS AND LIMITING CONDITIONS**

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**Certifications**

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined outcome that favors the cause of the client, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions are developed, and this report has been prepared, in conformity with the relevant sections of the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation and the Code of Professional Ethics of the Appraisal Institute.
- I have made a non-invasive inspection of the property that is the subject of this report.
- No other person(s) provided significant professional assistance to the persons signing this report.
- I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- In Michigan, appraisers are required to be licensed/certified and are regulated by the Michigan Department of Consumer and Industry Services, Licensing Division, P.O. Box 30018, Lansing, Michigan 48909.



Paul K.T. Conahan, MBA, RS  
State Certified General Real Estate Appraiser  
License No. 1201002454



Kai B. Conahan, RS

## Assumptions and Limiting Conditions

### Assumptions

- When doing an "Update With Site Visit" assignment, the Reserve Component inventory was not quantified, although minor additions/deletions of the component inventory, along with their quantities and install dates, were accounted for. The quantification of Reserve Components as determined by the previous reserve study were assumed to be accurate.
- When doing an "Update Without Site Visit" assignment, the Reserve Component conditions were not visually confirmed and updated, and the Remaining Useful Lives of the Reserve Components were calculated based on the assumption that the actual time elapsed since the previous reserve study was added to the effective age as determined in the previous reserve study. However, minor additions/deletions of the Reserve Components, along with their quantities and dates of installation, as reported by the client, were accounted for. Excluding any changes reported by the client, the quantification of Reserve Components as determined by the previous reserve study were assumed to be accurate.
- Responsible and competent property management are assumed. This includes not only responsible and competent oversight with regard to the repair and replacement of the Reserve Components, but also responsible and competent financial management, with particular regard to prudent investment of the Association's reserve funds.
- Information furnished by representatives of the Association regarding financial, physical, quantity, or historical issues were assumed reliable. However, no warranty is given for the accuracy of this information. The actual or projected total reserve balance presented in the Reserve Study is based upon information provided but was not audited. Client's receipt of the final reserve study will serve as verification that the client has reviewed the reserve study and confirmed that all information provided by the Association has been accurately represented in the final reserve study.
- It is assumed that there are no hidden or unapparent conditions on the property, subsoil or structure. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
- Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the author of this report. The author has no knowledge of the existence of such materials on or in the property. The author, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, lead-based paint, or other potentially hazardous materials may adversely affect the property and require remediation. We assumed that there are no such materials on the property. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
- It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws, and all other applicable laws and regulations.

- It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local, state or national government or private entity or organization have been obtained.
- The client is assumed to have deemed previously developed component quantities as accurate and reliable (for update reports only).
- The current work is reliant on the validity of prior Reserve Studies (for update reports only).

#### Limiting Conditions

- Any dispute arising under this agreement will be settled using binding arbitration under the rules of the American Arbitration Association. Arbitration shall be held in the City of Ann Arbor, Michigan, and one arbitrator will be appointed. Any arbitration award may be entered by any court of competent jurisdiction. The Client understands that absent these provisions, the Client would have the right to sue in court and have a jury trial.
- Unless the time frame is shorter under applicable law, any legal action or claim relating to the reserve study or reserve study provider shall be filed in the applicable arbitration tribunal, within two years from the date of delivery to Client of the reserve study to which the claims or causes of action relate or, in the case of acts or conduct after delivery of the report, two years from the date of the alleged acts or conduct. The time frame stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action or damages. The time frame stated shall apply to all non-criminal claims or causes of action of any type.
- By its nature, a reserve study must make assumptions about the future. Michigan Reserve Associates LLC cannot be held responsible for unforeseeable events that dramatically alter future costs from those projected in the reserve study.
- Reserve Studies do not typically include the repair or replacement of plumbing, electrical wiring, or telephone lines.
- Information provided about reserve projects will be considered reliable. Any on-site inspection should not be considered a project audit or quality inspection.
- For mechanical systems, we have observed those parts of the mechanical equipment and systems that constitute an integral part of the property and that are generally visible. From such observation, we have reported any apparent conditions that we believe might bear on the conclusions of this report. We have not, however, extensively tested such mechanical systems and equipment, and we assume no responsibility for their operating performance.
- No invasive testing was performed on the Reserve Components. We render no opinion on the structural integrity of the property, nor do we offer an opinion as to conformity with governmental code requirements.
- Our opinion of Remaining Useful Life is not a guarantee or warranty of the Reserve Components.

- This study is to be used by the intended user for the purpose of budgeting and long-term major repair and replacement planning. The scope of work included in this study is unique to the intended use and intended user, and this report may not be utilized for any other use or user. Such other uses include, but are not limited to, performing an audit, quality/forensic analysis, or background checks of historical records. The client and its representatives may not transmit this reserve study in any fashion to persons or entities that perform reserve studies.
- Client agreed to furnish Michigan Reserve Associates LLC with a complete and up-to-date set of governing documents. Michigan Reserve Associates LLC cannot be held responsible for incomplete or incorrect documents. We are not attorneys and we cannot guarantee that all reserve components have been properly included or excluded in the reserve study. Client agrees to review the reserve study for accuracy during the review process, and seek legal counsel when necessary. Client agrees that all responsibility for the list of reserve components presented in the final reserve study shall be borne by the client.
- The Americans with Disabilities Act (ADA) became effective on January 26, 1992. We have not made a specific compliance survey and analysis of the subject property to determine whether or not it is in conformity with the various requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more requirements of the ADA. If so, this fact could have a negative impact on the property and trigger compliance costs. We did not consider noncompliance with the ADA requirements for this assignment.
- Our inspection did not address or render an opinion on repairs or replacements arising from original construction defects or unpredictable acts of nature.
- We are not financial advisors, and we recommend that the client consult with its accountant and/or professional investment advisor(s) to develop and refine an investment strategy consistent with the Association's risk profile and Reserve investment profile.
- We are not attorneys, and we recommend that the client consult with its attorney regarding reserve requirements and any other interpretations of relevant law, such as, but not limited to, the Michigan Condominium Act, complementary legislation such as the Nonprofit Corporation Act, and Administrative Rulings.
- Roof areas were measured from the ground using generally accepted techniques which take into account the building footprint, roof overhang, roof pitch, and unique roofing characteristics.
- Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of Michigan Reserve Associates LLC, and in any event only with properly written qualifications and only in its entirety.
- Any illustrative material in this report is included only to assist the reader in visualizing the property and/or provide graphical support to the narrative text.

- 
- We are not by reason of this report, required to give further in-person consultation, testimony or be in attendance in court with reference to the property in question unless prior arrangements have been made.
  - Liability due to negligence is limited to the actual cost paid by the client for this engagement.
  - Michigan Reserve Associates LLC reserves the right to include your Association's name in our client list and utilize financial and physical information provided by the Association in our various product offerings. However, any information which we may utilize will be shared with third parties strictly in aggregate format so as to preserve the privacy of the client.

Founded in 1852  
by Sidney Davy Miller



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QATAR

August 28, 2025

Victor Cardenas  
City Manager  
City of Novi  
45175 W. Ten Mile Road  
Novi, MI 48375-3024

Ms. Julie Farkas  
Library Director  
Novi Public Library  
45255 W. Ten Mile Road  
Novi, MI 48375-3024

Re: City of Novi Library Millage for Novi Public Library

Dear Victor and Julie:

This letter is intended to confirm our discussions regarding millage options for the Novi Public Library (the "Library"). We had previously discussed whether and how the City of Novi (the "City") could levy additional taxes to pay to support the operations and/or capital improvements at the Novi Public Library.

In 2025, the City levied 0.7285 mills for the Library, which is authorized pursuant to the City Charter Section 9.1(c) – "*For Novi Public Library – one tenth of one percent (1 mill).*" The 1 mill charter millage authorization for the Library has been rolled back to 0.7285 mills pursuant to the operation of the Headlee Amendment rollbacks. This millage is currently being levied at the maximum rate allowed and is authorized to be levied in perpetuity by the City Charter.

In addition, in 2025 the City levied 0.3471 mills for Library Debt millage to pay the debt service on the City's Unlimited Tax General Obligation Bonds approved by the voters at the November 6, 2007 election, which were refinanced in 2016 (the "Library Bonds"). This millage authorization will expire with the July 1, 2026 levy as the Library Bonds will be fully paid in October 2026. This millage authorization is limited to the amount necessary to pay debt service on the Library Bonds in the next fiscal year, and it cannot be extended beyond 2026 since the Library Bonds will mature in October 2026.

There is another source of authority for the City to levy taxes to support the Library. Act 164, Public Acts of Michigan, 1877, as amended ("Act 164"), authorizes cities to establish and maintain public libraries. Section 1(1) of Act 164 authorizes the city council to levy a tax of not to exceed 1 mill for library purposes. MCL 397.201. In addition, the City Council may increase the tax levied by not to exceed 1 additional mill if approved by a majority of the voters voting on the question at an election. Section 1(2) states that the tax levied under that section shall be "*in addition to any tax limitations imposed by a city charter.*" This means that regardless of what tax levy a City Charter authorizes for library purposes, if any, Act 164 authorizes up to 2 mills for

## MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Victor Cardenas  
Ms. Julie Farkas

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August 28, 2025

library purposes which do not count against the City Charter limitation. The first mill does not require approval of the voters, but the second mill would require approval of the voters under Act 164.

The City Charter references the 1 mill library tax authorized by Act 164 in Section 16.1, where it states *"The Council shall have the power by ordinance to establish and maintain a public library and reading room for the use and benefit of the inhabitants of the City in accordance with and under the provisions of Act 164 of the Public Acts of 1877 for the State of Michigan [MCL 397.201 et seq., MSA 15.1661 et seq.], as amended, and may levy a tax of not to exceed one-tenth of one percent (1 mill) on the dollar annually on all taxable property in the City; such tax to be levied and, collected in like manner with other general taxes of said City and to be known as the "library fund"."*

The Act 164/Section 16.1 library tax authorization of 1 mill is different than, and in addition to, the City Charter 1 mill authorization found in Section 9.1. Section 1(2) of Act 164 states that the Act 164 millage is *"in addition to any tax limitation imposed by a city charter."* And the City Charter tax limitation section 9.1 states that the annual taxes authorized in Sections 9.1(a)-(f) are *"exclusive of any levies authorized by general statute to be made beyond Charter tax-rate limitations."* This exclusion of levies authorized to be made beyond Charter tax-rate limitations would include the Act 164 library millage, Act 359 Advertising millage, and the Library Debt millage.

Thus, in the future, the City has the ability to levy a tax rate of up to 1.7285 mills for library purposes without a vote of the electors, but subject to Headlee rollback. This represents the 0.7285 mill which is the Charter millage under Section 9.1(c) and 1.0 mill under Act 164 which has previously not been used. The tax revenues could be used for operations or capital projects. In addition, the City could request voter approval of an additional 1.0 mill that would not count against the Charter limit.

A question has been asked how the City could levy taxes for Library purposes at the same level as the 2025 millage rates, after the Library Debt millage expires in 2026, and use those funds for capital projects at the Library once the Bonds are paid off in 2026.

Since the City began levying the full Library Debt millage a few years after the Library Bonds were issued, the City has historically levied the Library Charter millage and Library Debt millage at rates ranging from a total of 1.15 mills down to its current level of 1.0756 mills. The City Council has the authority to levy a portion of the Act 164 millage next year, without a vote of the electors, so that the combined Library millage, Library Debt millage and new Act 164 millage is at that same level of 1.0756 mills. When the Library Debt millage drops off entirely in 2027, the Act 164 millage could be increased to approximately 0.3471 mills to maintain the same overall millage level for Library purposes.



MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Victor Cardenas  
Ms. Julie Farkas


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August 28, 2025

Hopefully this letter addresses the issues we discussed. If you have any questions regarding this letter, please contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By:   
Patrick F. McGow

cc: Sabrina Lilla  
Tom Schultz

44369709.2/065576.00096

September 7, 2025

To: Julie Farkas  
Mark Sturing  
Lori Burke

Fr: Brian Bartlett

Just wanted to drop a quick note as to the .2 request on the finance list. It eclipses \$1,000,000 so it's a bit of a "sticker shock". So I wanted to offer some quick math that combines the Strategic Plan and request.

Strategic Plan – Received 2.5 years ago, based on 3-year old numbers:

Average Library tax cost in SE Michigan (Novi equivalents) -	\$76.00/year/resident
Novi Tax cost in	- \$56.00/year/resident

2027-2028 Projected

Novi Taxes (City Projection) -	\$3,991,938
.2 mill additional	\$1,042,000
- Total	\$5,031,938

Current Population (2025 estimate) - 67,770 = Library request \$74.28 / year / resident

Hence we are still asking less than the average cost 3 years ago. With a moderate level of inflation tax increases and proposal, the \$76/year/resident in 2022 is likely closer to \$83/year/resident.

We still deliver services at a considerable savings/bargain to Novi Residents.

**Events/Marketing/Fundraising Committee – Meeting held on:** August 28<sup>th</sup>

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

**2025 – 2026 GOALS:**

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

**Create something that expresses what the library means to you!**

For NPL's 65th Anniversary, the Friends are putting out a call for artwork from the community. They're extending this invitation to Library staff and Board members starting now so your art can be put on display ahead of time to inspire the community to participate.

Create something that expresses what the library means to you! You can paint, draw, create a collage, write a poem or a short story. The Friends will supply you with one piece of 12"x12" cardstock. If you would like to participate in this optional activity, please stop by my office to pick up a piece of cardstock (or email me and I will put it in your mailbox). Turn your art back into me by Tuesday, September 2 to be on display through November.

**Here is an example of Friends President, Sue Johnson's, artwork!**

**Strategic Planning Committee – No Meeting Held****2020 – 2026 GOAL:**

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

**Bylaw Committee (Adhoc) – Meeting held on: No meeting held**

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

**DEI Committee – Meeting held on: August 18<sup>th</sup>**

Library staff have received copies of the book (20 copies) and have been asked to take no longer than a week to read and respond to a questionnaire by September 5<sup>th</sup>. The questions are below. The Committee will be reviewing the results of the staff feedback and review recommendations for action items by the staff DEI Committee on September 22<sup>nd</sup>.

**Serving Patrons with Disabilities: Discussion Questions**

The NPL board and staff DEI committees have provided 20 copies of the book "Serving Patrons with Disabilities" for all staff to read. Books are located at the Circulation Desk for check-out. Please limit your check out to 1 week. These committees are seeking feedback and ideas from staff as it relates to the topic of serving patrons with disabilities. Please provide your feedback below. Feedback is due by: Friday, September 4, 2025.

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

**2025-2026 GOAL:**

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

## COMMUNICATIONS

Email from: David Beaton

Date: Sat, Aug 16, 2025

Thanks, yes in my spam folder which is not usually the case. Just frustrated that I wasted time yesterday and with all the 10 mile traffic.

Email from: Julie Farkas, Library Director

Date: Friday, August 15, 2025

Hi David!

Here is the email that was sent out to our newsletter subscribers. This was sent out on August 12th. Is it possible this could be in your spam folder?

We try very hard to alert our residents in advance of our closures. We also include this on our annual closure calendar and we place this date in the City of Novi calendar as well.

I am sorry you were inconvenienced.

Julie Farkas



PROGRAMS & EVENTS

RESEARCH & LEARN

BOOKS & MORE

Upcoming Library Closure

**Friday, August 15**

**Staff Professional Development Day**



**NPL will be closed.**



Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

Email from: **Sarah McCollough**

Date: Fri, Aug 29, 2025

Subject:: 2025 Summer Reading Grand Prize Raffle Basket WINNER!

To: Danielle Mazur, Librarian

Hi Danielle!

We came to the library later the same day after receiving your message but I didn't have the bandwidth to respond in the moment with back to school activities in full swing.

Adam was delighted to receive his generous raffle prize. His older brother Mark is in First Grade and also excited to redeem his Paradise Park voucher in the near future. Both boys are enjoying the contents of the gift we picked up this week and the books they selected for signing up.

Last year we signed up for summer reading and a family member had a health event which demanded our time and attention; while we continued reading we didn't log our time or redeem any prizes. Your note this week felt like a warm hug as Novi is one of 4 summer reading programs we had the joy of engaging with this summer!

Thank you again, we also plan to go to the State Fair for the first time as a family this weekend thanks to that generous reward for participating.

We love all our local libraries, as a household that lives near the intersection of 4 communities and two counties we appreciate that we feel welcome to participate in the offerings each municipality has to offer!

Wishing you and your team a delightful long weekend.

With sincere gratitude,  
Sarah + Mark + Adam



## Library Board Calendar

**\*\* Meetings occur on the 2<sup>nd</sup> Thursday of the month; except March, 4<sup>th</sup> Thursday of the month**

### 2025

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

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

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

Approved: September 26, 2024



## LIBRARY CLOSINGS 2025

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

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

### LIBRARY BOARD MEETINGS

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

**Except: March 27, 2025 (4<sup>th</sup> Thursday of the month at Novi Public Library)**

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





## Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month

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

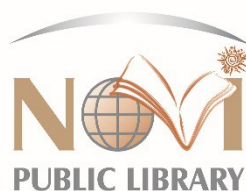
### 2026

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

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

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

Approved: July 10, 2025



## LIBRARY CLOSINGS 2026

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

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

### **LIBRARY BOARD MEETINGS**

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

**Exceptions: March 26<sup>th</sup> (Board Elections), April 16<sup>th</sup> (Director Conflict)**

Approved: July 10, 2025