



Agenda

Novi Public Library Board of Trustees

Thursday, July 10, 2025

at 7:00 p.m.

Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Student Representatives: DeMore and Dohadwala

Approval of Agenda.....1-3

Consent Agenda

1. Approve Minutes of: June 12, 2025 –Regular Board Meeting4-10
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#652) 11-13

Presentations

1. Student Representatives Annual Presentation for 2024-2025 14-22
2. Farewell to Alexandra DeMore and Alyna Dohadwala for their 2 years of service to the Novi Public Library as Student Representatives on the Library Board.....N/A
3. Marketing Plan Presentation July 2025 – 2027 by Dana VanOast 91-99
4. Strategic Planning Year in Review 2024-2025 by Dana VanOast 101-104

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 –June 2025..... 23-24
2. President's Report (Mark Sturing)
 - A. 2026 Library Board Monthly Meetings (for approval in Matters for Board Action)25
 - B. MLA Strategic Plan 2025 – 2028..... 26-31
 - C. 2025-2026 Board Committee Assignments 32

3. Treasurer's Report (Brian Bartlett)	
A. 2024-2025 Library Budget Fund 271	33-36
B. 2024-2025 Contributed Fund Budget 272.....	37
C. Financial Report May 2025 (Updated) and June 2025.....	38-39
D. Library Fund 271 Expenditure & Revenue Report as of June 30, 2025	40-42
E. Library Fund 272 Contributed Fund as of June 30, 2025	43
F. Balance Sheets for Funds 271 and 272 as of June 30, 2025.....	44-45
4. Director's Report (Julie Farkas)	46-54
A. Door Count Usage Statistics – June 2025 (Jeff Smith).....	55-56
B. Information Technology Report (Jeffrey Smith).....	57-60
C. Facilities Report (Keith Perfect)	60
C. Information Services Report (Emily Brush and Rae Manela)	61-63
D. Marketing and Community Promotion (Dana VanOast)	64-65
E. Support Services Report (Sarah Mominee)	66-67
F. Library Usage Statistics.....	68-79
G. Friends of Novi Library – Minutes 5/14/25; Agenda 6/11/25; June/July E-News.....	80-83
H. City of Novi Historical Commission – Minutes 5/16/25 (wrong date meeting was held on 5/21/25).....	84-85

Public Comment – see language above to be recited

Committee Reports

1. Policy Committee: Review current public policies for the Library (<u>Chair:</u> Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)	
• No meeting held	
• Approve: 2026 Library Closings, Mobile Hot Spot Usage Policy;	86-89
2. HR Committee: Review HR Policies for the Library, Director Review & Goals (<u>Chair:</u> Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)	
• Meeting held on: No meeting.....	N/A
3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation (<u>Chair:</u> Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)	
• Meetings held on: June 18, June 30	90
4. Events/Marketing/Fundraising Committee: Outreach and fundraising opportunities (<u>Chair:</u> Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)	
• Meetings held on: June 16, June 30.....	90
• Marketing Plan 2025-2027	91-99
• 65 th Anniversary: 3 rd planning meeting is scheduled for 5/13/25.....	99
5. Strategic Planning Committee: (<u>Chair:</u> Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)	
• Meeting held on: June 25	N/A
6. Building & Grounds Committee: (<u>Chair:</u> Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)	
• Meeting held on: No meeting; Staff met on 6/17/25 RE: Kick-off meeting for Automated Material Handling System	105

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas))
 - No Meeting heldN/A
8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas))
 - Meeting held on 5/29/25 105

Matters for Library Board Action

1. Approve the 2026 Library Board Monthly Meetings Calendar.....25
2. Approve the request for a closure of the Library at 2pm on Friday, December 19, 2025 for a staff appreciation event in cooperation with the City of Novi.....47,108
3. Approve the 2026 Library Closings Calendar87
4. Approve the Public Policy: Mobile HotSpot Usage Policy 88-89
5. Approve the 2024-2025 Strategic Plan Year in Review 101-104

Communications

1. Thank you note from Novi Chamber of Commerce for participation in the Novi Community Fest 106

Closed Session

1.N/A

Adjournment

Supplemental Information

- Library Board Calendar 2025..... 107
- Library Closings 2025 108

2025 Future Events:

- **6/2 – 8/9: SUMMER READING PROGRAM**
- **7/4: LIBRARY CLOSED – 4th of July Holiday**
- **7/5-7/6 LIBRARY CLOSED – Weekend of 4th of July**
- **7/10: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 7/15: Friends of Novi Library Annual Meeting at 7pm, Novi Public Library
- 7/16: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 8/13: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **8/14: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **8/15: LIBRARY CLOSED – Professional Development Day for Library Staff**
- 8/20: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **8/30 – 9/1 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

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
June 12, 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 – 7 board members were recorded present

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

Student Representatives

Alexandra DeMore
Alyna Dohadwala

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Trustee Sturing: Reminded board members that by approving the presented agenda, the board is also approving the Closed Session for Director Farkas' annual review.

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Gawalapu

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: May 8, 2025 Regular Board Meeting.....4-10

2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#651).....11-13

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

Trustee Burke: Asked about why the engraver for the iCube Makerspace came out of the 271 account instead of the 272 account (page 11).

Director Farkas: Explained that all iCube expenses got moved into the 271 account last year because this equipment is not a capital expense.

Trustee Burke: Asked what the payments to Baker & Taylor and Midwest Tape on page 11 were for.

Director Farkas: Explained that the Baker & Taylor payment is for books and the Midwest Tape payment is for DVD/Blu-rays. She will make sure the chart has better descriptions moving forward.

Trustee Burke: Wondered why there were payments to both USPS and Stamps.Com (page 11).

Director Farkas: Explained that the monthly service charge to Stamps.Com is for a subscription we need to have so we can provide the materials by mail service to patrons. Then the actual postage cost to USPS varies per month based on how many materials we send that month.

Motion passes – 7-0

Presentations

No Presentations

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – May 2025.....14-15

Director Farkas: Noted that July will be the last meeting for Student Representatives DeMore and Dohadwala, who are finishing their 2-year term. They will give their annual report at the July meeting and we will have a small celebration for them. Thanked them for all they have done.

2. President's Report (Mark Sturing)
 - D. 2025-2026 Board Committee Assignments.....17
 - E. Director's Annual Review in Closed Session – June 12, 2025, HR Committee

Trustee Sturing: Noted that the committee assignments need to be updated under the Committee Reports section of the meeting agendas moving forward to reflect the recent changes.

Trustee Halvangis: Attended the Historical Commission's Normandy presentation as well as the unveiling of the new Read Box at Jessica's Splash pad with Trustees Burke and Sturing.

Trustee Burke: Asked how the library measures the usage of the Read Boxes.

Director Farkas: Explained that library staff count how many books are in each Read Box when they go to refill them every week. She reminded everyone that all the books that go into the Read Boxes have been donated and that if people want to donate books for the Read Boxes to please bring them to the library, instead of just leaving them in the Read Boxes.

Trustee Sturing: Reminded everyone that the Friends of the Novi Public Library are sponsoring wonderful concerts at Paradise Park on select Thursdays and on the library's patio on select Tuesdays this summer.

Director Farkas: People are encouraged to pick up lunch from the Library Café during Tuesday Tunes to help support the Café.

3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 271.....18-21
 - B. 2024-2025 Contributed Fund Budget 272.....22
 - C. Financial Report May 2025.....23
 - D. Library Fund 271 Expenditure & Revenue Report as of May 31, 2025.....24-26
 - E. Library Fund 272 Contributed Fund as of May 31, 2025.....27
 - F. Balance Sheets for Funds 271 and 272 as of May 31, 2025.....28-29

Trustee Bartlett: Will discuss budget updates later, during Matters for Board Action. Noted that there has been a change in leadership within the City of Novi's Finance Department.

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

Trustee Crawford: Asked how many books can go into a Read Box at one time.

Director Farkas: Typically, around 30-40 books can fit at one time.

Director Farkas: Discussed the recent change of Northville District Library leaving the shared catalogue system through The Library Network to become a standalone library. Northville and Novi residents will still be able to check items out from both libraries, but will have to go to the other library to register their card with the other library's system, and there will be restrictions. Northville patrons will not be able to put items from Novi (or other TLN libraries) on hold, they will have to go through the Michigan Electronic Library (MeL) to do that. Encouraged anyone with questions to reach out the Northville District Library because this was their decision.

Discussion about why Northville District Library made this decision. In response to board member questions, Director Farkas explained that this will not affect Neighborhood Library Association programming, such as the annual Community Reads event that Northville participates in, that residents who go to Northville schools but live in Novi will still be considered Novi patrons because they pay Novi taxes, and that we are providing information about these changes to patrons, including through the June e-Newsletter and with a dedicated page on our website.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
 - Approve Public Policies: Circulation, Confidentiality and Public Relations, Media, Photography & Videography Policy.....67-96
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held on 5/29/25.....97
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meetings held on 5/29/25, 6/3/25 and 6/4/25.....97-101

Trustee Bartlett: Attended reserve study meeting. The company went through the entire building in meticulous detail. We should get a report back from them in the next month or two.

Discussion about reserve study company explaining that seal coating for parking lots is not necessary. The library had this scheduled over Labor Day Weekend as part of some other parking lot repairs, but Director Farkas will cancel the seal coating part of the work now.

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 5/7/25.....N/A
 - Planning meeting for 65th Anniversary held on 5/13/25.....N/A
5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
 - Meeting held on 5/29/25.....101-102

Trustee Gawalapu: We received renderings from an architect for new entrance possibilities.

Director Farkas: Once we receive the results from the reserve study, we will decide how we want to move forward with the entrance.

7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - Meeting held on 5/29/25.....103

Trustee Halvangis: The DEI Committee will be previewing a book about serving patrons with disabilities and will pass it along to the rest of the board if they decide it is something they'd like everyone to read.

Matters for Library Board Action

6. Approve the 4th Quarter Amendment for Library Budgets 271 and 272 for 2024-2025..... 18-22

Trustee Sturing: Pointed out that changes from the original budget are highlighted in yellow. These changes lower the 271 account deficit significantly. We are still waiting on some numbers from the City, so this is not set in stone, but is much closer to what we can expect. We are looking to approve changes for both the 271 account and the 272 account, which also reflects a lower deficit than predicted.

Director Farkas: Noted that this budget amendment will be presented at the City Council's June meeting. They recognize the library's budget, but the library board approves it. We still have to finish out the fiscal year and get final numbers audited, so there will be some more changes, but we can use this amendment for moving forward with our reserve study. Thanked the Finance Committee for all their work on this.

Motion: Approve the 4th Quarter Amendment for Library Budgets 271 and 272 for 2024-2025

Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Sturing

Motion Passes – 7-0

7. Approve the Circulation Policy.....67-74

Motion: Approve the Circulation Policy

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

Director Farkas: Explained that the library has always had a Circulation Policy outlining library cards, eligibility, renewal, borrowing periods, fees, etc. This is a clean-up, combining multiple policies into one, with no major changes. They did add some language about Northville residents who are Novi patrons, due to Northville District Library's recent catalogue changes.

Discussion about the possibility of allowing patrons to use their driver's license to check items out. Director Farkas does not know how this would work, but will look into it.

Motion Passes – 7-0

8. Approve the Confidentiality Policy.....79-81

Director Farkas: Explained that the library already has this policy in place, but it got reviewed by our attorney and some definitions and the "Law Enforcement Record Request and Search Procedure" section were added. The library's management team will receive training on this procedure.

Motion: Approve the Confidentiality Policy

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

Discussion in which Director Farkas confirmed that this procedure is for internal use only, that all forms will be watermarked, and that this has been attorney-reviewed.

Motion Passes – 7-0

9. Approve the Public Relations, Media, Photography & Videography Policy91-93

Director Farkas: This policy has been updated and reviewed by staff and the attorney. The library will be implementing a release form to make sure we get permission from people for taking and sharing their photos. We want to be respectful of safety and privacy concerns.

Motion: Approve the Public Relations, Media, Photography & Videography Policy

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

Motion Passes – 7-0

Communications

2. 5/16/25: Email from Heidi Philips Re: Novi Student Transition Program.....104

Closed Session

Motion to enter a Closed Session for Director Farkas' annual review was approved in Agenda.

Motion: Exit Closed Session

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Dooley

Motion Passes – 7-0

Trustee Sturing: As a result of the board's discussion in the Closed Session, would like to make a motion to give Director Farkas the same 3% salary increase that has been approved for the rest of the staff for the 2025-2026 fiscal year.

Motion: Approve 3% salary increase for Director Farkas for the 2025-2026 fiscal year

Motion to Approve – 1st – Trustee Burke

2nd – Trustee Dooley

Motion Passes – 7-0

Trustee Sturing: Thanked Director Farkas for all her work.

Director Farkas: Thanked the board and expressed that she loves working with them and that the library has a great staff.

Adjournment

Motion: to adjourn at 8:31 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Halvangis

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2025..105
- Library Closings 2025106

2025 Future Events:

- **6/2/25 – 8/9/25: SUMMER READING PROGRAM**
- 6/18/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **6/15/25: LIBRARY CLOSED – Father's Day**
- **6/19/25: LIBRARY CLOSED – Juneteenth Holiday**
- **7/4/25: LIBRARY CLOSED – 4th of July Holiday**
- **7/5/25 - 7/6/25: LIBRARY CLOSED – Weekend of 4th of July**
- **7/10/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 7/15/25: Friends of Novi Library Annual Meeting, 7pm, Novi Public Library
- 7/16/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **8/15/25: LIBRARY CLOSED – Professional Development Day for Library Staff**

WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)

Warrant 652	271 Accounts	July 2025	
Payable to	Invoice #	Account number	Amount
Quill	Office Supplies	271-000.00-727.000	\$ 1,551.21
USPS	Postage CC	271-000.00-728.000	\$ 100.00
Adobe	Creative Cloud - FY 2025-26	271-000.00-734.000	\$ 779.88
Adobe	Acrobat pro CC	271-000.00-734.000	\$ 29.99
Envisionware	7/1/25 - 6/30/26	271-000.00-734.000	\$ 603.75
Knight Technology	DATTO; June	271-000.00-734.000	\$ 700.00
Springhare	Patron Point Subscription-7/1/25-6/30/26	271-000.00-734.000	\$ 9,833.00
TechSoup	Microsoft 365 Business - 6/12/25 - 7/11/25 CC	271-000.00-734.000	\$ 93.60
Amazon	iCube	271-000.00-734.500	\$ 285.16
Amazon	iCube	271-000.00-734.500	\$ 324.05
Knight Technology	VMWARE upgrade	271-000.00-734.500	\$ 2,340.00
Novi Public Library	Copier Credit Card - Test transaction	271-000.00-734.500	\$ 0.20
CDW-G	Toner Cartridge	271-000.00-740.000	\$ 1,325.19
Demco	labels	271-000.00-740.000	\$ 75.35
Quill	Trash Cans	271-000.00-740.000	\$ 618.00
Quill	chair	271-000.00-740.200	\$ 70.00
Amazon	Books	271-000.00-742.000	\$ 15,303.45
Brodart	books	271-000.00-742.000	\$ 4,077.15
Brodart	lending library	271-000.00-742.010	\$ 6.04
University of Detroit Mercy	lost item	271-000.00-742.100	\$ 60.00
Baker & Taylor	744.400	271-000.00-744.000	\$ 352.52
Amazon	744.510	271-000.00-744.000	\$ 3,655.98
Midwest Tape	744.520	271-000.00-744.000	\$ 2,450.70
Playway	744.400	271-000.00-744.000	\$ 2,689.58
OverDrive	eBook, audiobook	271-000.00-745.200	\$ 2,561.98
Educate Station	Annual Subscription 7/1/25 to 6/30/25	271-000.00-745.300	\$ 500.00
MCLS	Reference Solution 7/1/25-6/30/26	271-000.00-745.300	\$ 9,863.70
News Bank	Oakland Press, Americas News-7/1/25-6/30/26	271-000.00-745.300	\$ 4,979.00
Pronunciator	Subscription- 7/1/25 - 6/30/26	271-000.00-745.300	\$ 2,700.00
ProQuest	US News stream - 7/1/25-6/30/26	271-000.00-745.300	\$ 3,802.80
ProQuest	Heritage Quest - 7/1/25-6/30/26	271-000.00-745.300	\$ 1,231.65
Zoobean	Beanstalk - 7/1/25 - 6/30/26	271-000.00-745.300	\$ 2,887.50
ABWA.org	Hats Off to Your Brilliance CC	271-000.00-809.000	\$ 22.00

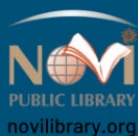
MLA	Membership Renewal	271-000.00-809.000	\$ 3,193.00
Suttle Enterprises	Mar - May	271-000.00-816.000	\$ 3,600.00
GDI	May	271-000.00-817.000	\$ 7,560.00
AT&T	Apr 23 - May 22, 2025	271-000.00-851.000	\$ 1,013.50
Ooma	Hardware Rental for elevator phone	271-000.00-851.000	\$ 38.00
T-Mobile	due 6/23/25	271-000.00-851.000	\$ 1,047.54
Telnet	due 6/21/25	271-000.00-851.000	\$ 1,038.62
Verizon	due 6/23/25	271-000.00-851.000	\$ 665.56
E.DeCenso	Mileage	271-000.00-862.000	\$ 10.36
E.DeCenso	Mileage	271-000.00-862.000	\$ 5.95
Amazon	Community Promotion	271-000.00-880.000	\$ 59.99
MCLS	TALK System 7/1/25-6/30/26	271-000.00-880.000	\$ 360.50
Muniweb	May	271-000.00-880.000	\$ 446.00
Novi Chamber	payment 2 of 2	271-000.00-880.000	\$ 697.50
Positive Promotions	Calendar 2026	271-000.00-880.000	\$ 530.60
Printpps	Custom Spiral Notebooks CC	271-000.00-880.000	\$ 217.58
The Library Network	Recite Me - 7/1/25-6/30/26	271-000.00-880.000	\$ 2,214.96
Amazon	Program	271-000.00-880.268	\$ 466.87
Gail Anderson	Juneteenth	271-000.00-880.268	\$ 129.60
Little Cesars	Last Day of Teen Space Pizza Party CC	271-000.00-880.268	\$ 91.23
Meijer	Teen Space - Switch, Games, Controllers CC	271-000.00-880.268	\$ 658.94
Oriental Trading	program	271-000.00-880.268	\$ 285.47
Red Olive	Programming CC	271-000.00-880.268	\$ 460.00
Robert Jones Sr	Juneteenth	271-000.00-880.268	\$ 400.00
Russell Dore	Lunch w/ Joe & Rose Kennedy	271-000.00-880.268	\$ 300.00
Sam's	Programming	271-000.00-880.268	\$ 164.49
Getaway Tours	On the Road Bus Trip - 7/18/25	271-000.00-880.271	\$ 1,595.00
Canon	Printing	271-000.00-900.000	\$ 803.48
DTE	due 6/13/25	271-000.00-922.000	\$ 7,698.50
Adventure Window	window cleaning	271-000.00-934.000	\$ 2,100.00
Anago	Deep clean & disinfect Restrooms - June	271-000.00-934.000	\$ 420.00
Dalton	monthly carpet, semiannual maintenance	271-000.00-934.000	\$ 3,266.00
Great Lakes Power & Lighting	Meeting Room lights	271-000.00-934.000	\$ 466.09
Home Depot	supplies	271-000.00-934.000	\$ 58.67
ImperialDade	supplies	271-000.00-934.000	\$ 1,244.54
North Star	May	271-000.00-934.000	\$ 209.13
Orkin	PC Standard 1st service	271-000.00-934.000	\$ 125.00
Voss	light	271-000.00-934.000	\$ 240.00

Brien's	lawn	271-000.00-936.300	\$ 2,255.00
Home Depot	Read box	271-000.00-936.300	\$ 98.05
JH Corporation	flag	271-000.00-936.300	\$ 324.24
Thelen Landscape	Sprinkler System repair 2025	271-000.00-936.300	\$ 1,124.00
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	June	271-000.00-942.100	\$ 28.06
DigiPalooza	Conference CC	271-000.00-956.000	\$ 550.00
J.Farkas	Mileage; LA Think Space Director Conf.	271-000.00-956.000	\$ 369.60
J.Smith	Tech-Comm Meeting & Tour	271-000.00-956.000	\$ 35.54
Kilmann Diagnostics	Management Training CC	271-000.00-956.000	\$ 300.00
MCLS	Cataloging,BIBFRAME,Mystery of MARC	271-000.00-956.000	\$ 200.00
	TOTAL 271		\$ 126,050.59

Warrant 652	272 Accounts	July 2025	
Amazon	DEI	272-000.00-742.036	\$ 119.97
Amazon	RAR	272-000.00-742.229	\$ 245.72
Amazon	Junior International Donation	272-000.00-742.230	\$ 170.00
Kinokuniya	Youth International	272-000.00-742.230	\$ 539.58
Lakeshore Learning	Youth Play Area	272-000.00-742.232	\$ 884.28
Gordon Food Service	Ice Cream Float Day	272-000.00-742.236	\$ 7.98
Kroger	Staff Recognition CC	272-000.00-742.236	\$ 33.93
Wal-Mart	Staff Recognition CC	272-000.00-742.236	\$ 51.40
Lyngsoe Systems	AST	272-000.00-976.140	\$ 29,647.80
MCD	Main entryway	272-000.00-976.141	\$ 1,700.00
	TOTAL 272		\$ 33,400.66

2024-2025 End of Year Presentation

By: Alex DeMore & Alyna Dohadwala,
Student Representatives



Cultivate Learning
Inspire Creativity
Foster Inclusivity

Tween & Teen Programs



Fall 2024 Tween & Teen Programs

- September
 - Tween STEM Grab and Go Kit
 - Personalized Keychains
- October
 - Voting in Your Right & Power: How to Put the "You" Back in Voting
 - Tween Day of the Dead Grab and Go Kit
 - Robotics Demonstration Day
 - Halloween Lanterns
 - Craftastic Thursday: TikTok Ghost Painting
 - Spooky Halloween Magic with Baffling Bill
- November
 - Craftastic Wednesday: Felted Wool Pom Pom Trivet
 - Tween Fall Grab and Go Kit
 - Silly Stone Faces

Monthly Programs:

- Club Half-Blood
- No Required Reading Book Club
- NO-VI Chess Club



Winter 2024-2025 Tween & Teen Programs

- December
 - Gingerbread House Decorating
 - December Tween Grab and Go Kit
 - DIY Waterless Snow Globes
- January
 - Element Jar Necklace
 - Tween Grab and Go Kit (Lunar New Year theme)
 - Sewing Machine Demo
- February
 - Oil Pastel Art
 - February Grab and Go Kit
 - Sewing Machine Demo



Monthly Programs:

- Club Half-Blood
- No Required Reading Book Club
- NO-VI Chess Club

Spring 2024 Tween & Teen Programs

- March
 - March Grab and Go Kit Distribution
 - DIY Mason Jars
 - Sewing Machine Demo
- April
 - Teen Reality Check with MSU Federal Credit Union
 - April Tween Grab and Go Kit Distribution
- May
 - Watercolor Bookmark Event

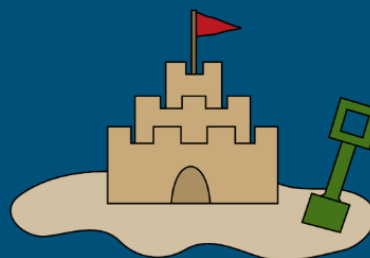
Monthly Programs:

- Club Half-Blood
- No Required Reading Book Club
- NO-VI Chess Club



Summer 2025 Tween & Teen Programs

- June
 - Mad Scientist
 - June Tween Grab and Go Kit
 - Treat Your Shelf Book Exchange
 - Hanging Yarn Art
 - Drummunity
 - Retro Shrinky-dinks



- Monthly Programs
 - Club Half-Blood
 - No Required Reading Book Club
 - NO-VI Chess Club

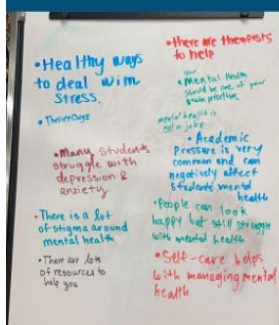
Teen Advisory Board (TAB)



- Meetings were held monthly from September 2024-May 2025
- Members participated in many activities such as a mental health presentation, treat decorating, reading month activities, and an Understanding Credit presentation.
- The Community service project this year was making tie blankets for shelter dogs.
- TAB elections for the upcoming year were held in May, meetings will resume in September 2025.

Teen Advisory Board (TAB)

November: Mental Health Activity with ACMH



December: Gingerbread House Decorating

January: Making blankets for a dog shelter



Teen Space

- Students used the space to hang out, play games, and study
- Teen Space will resume in August 2025 (concurrent with the school year)

Monthly Stats for Teen Space:

- August: 211
- September: 993
- October: 1,359
- November: 684
- December: 658
- January: 670
- February: 513
- March: 506
- April: 308
- May: 506

Total Teen Space visits = 6,408



Teen Stop Displays



Fall Teen Stop Displays



September- Cool for School Books



October- Spooky books



November- Wicked Witches

Winter Teen Stop Displays



December- Best books of 2024



January- Winter Wonderlands



February- Romantasy

Spring/Summer Teen Stop Displays



March- Books handpicked
by TAB



June- Pride Month

Final Thoughts



Alex DeMore

- As a student representative, I have enjoyed learning so much about the library programs and gaining an understanding of which programs tend to be more popular.
- As for the new student representatives, I recommend reviewing the board packet, I learned a lot more about the library from a financial standpoint and how it functions within the community. Also, try to finish reports as early as possible so you don't have to stress!

Alyna Dohadwala

- I loved getting to connect with the NPL as a student representative. I've participated in library programs in my youth, so it was really enriching to be part of that in a different capacity
- I also learned the practical skill of compiling info in a pseudo-professional sense, which might apply to my future in medicine
- Overall, it was a great way to take a more active role in the city, and it's stick with me into the future!

Thank you for listening!

—
Any Questions?

June 2025 Library Board Student Representatives Report

By: Alexandra DeMore and Alyna Dohadwala (Student Representatives)

Tween and Teen Library Programs:

Mad Science's Color Your World was held on June 11th. This event featured colorful chemical reactions, a rainbow maker that uses heat and ice, fun with colors using the pH scale, and wind bags used by volunteers to make their own rainbow display! (Attendance = 116)

The Club Half-Blood program was held on June 12th. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 7)

The June Tween Grab and Go Kit event was held on June 20th. Tweens came into the library to grab a kit with STEM and creative supplies! (Attendance = 96)

The Hanging Yarn Art Event was held on June 22nd. Tweens explored the world of art through yarn, and designed and decorated a unique hanging wall art piece to take home. This program encouraged creativity and hands-on engagement with fiber arts (Attendance = 14)

The Drummunity event was held on June 25th. Library-goers of all ages joined percussionist Lori Fithian to play drums! (Attendance = 85)

ICUBE TEEN INVASION: Retro Shrinky-Dinks was held on June 26th. This is part of an ongoing string of events this summer where teens will be welcomed to make crafts in the iCube! At this event, participants crafted shrinky-dinks. (Attendance = 19)

The NO-VI Chess Club was held on June 26th. Participants of all levels of chess practiced their skills in a group setting! (Attendance = 19)

Teen Space Update:

Teen space did not operate in June, as the 2024-2025 school year ended.

Teen Advisory Board (TAB) Update:

Novi Teen Advisory Board did not meet in the month of June.

Upcoming Programs:

- A2 Magic: Art of Magic- August 6th, 7-8pm
- iCube Teen Invasion: Zines, Blackout Poetry, Learn to Crochet- August 7th, 2:30-4pm
- Back to School Bingo- August 9th, 2-4pm
- Turtle Tales- August 10th, 1-3:30pm (2 sessions)
- Novi Chess Club- August 21st, 7-8pm
- August Tween Grab and Go Kit- August 22nd
- ECHO Introduction to Music Camp- August 22nd 1-3pm

Teen Stop Featured Display:



PRESIDENT'S REPORT**Library Board Monthly Meetings**

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

2026

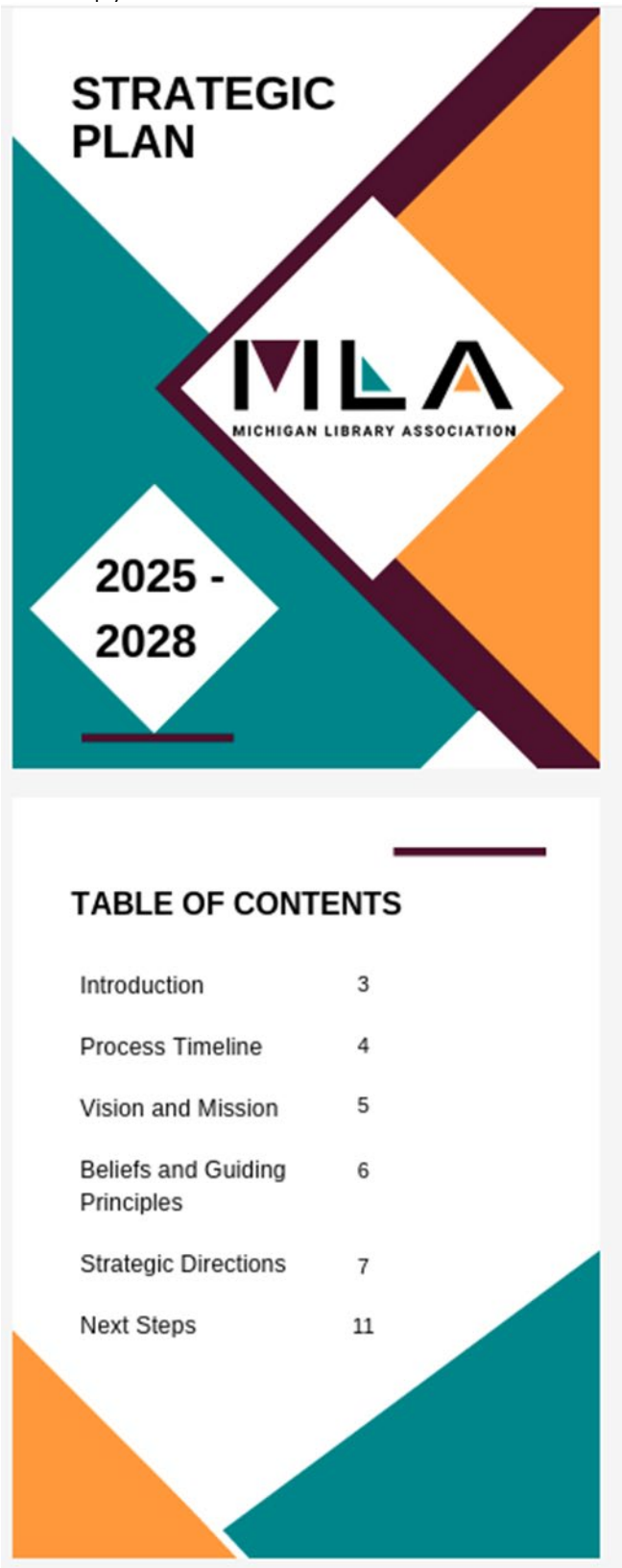
January	2 Budget Planning Sessions at Novi Public Library: Saturday, January 17h 10am-2pm and Thursday, February 5th 6pm-8pm
January 8	Library Board Regular Meeting, Council Chambers Library Director Mid-Year Review
February 12	Library Board Regular Meeting, Council Chambers 2025-2026 Budget Approval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

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

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

Approved: **July 10, 2025**

MLA Strategic Plan 2025-2028 (Available at: <https://www.milibraries.org/about-mla>)
Hardcopy available in Board Packet



INTRODUCTION

Michigan Library Association (MLA) is a vibrant resource for its members. The organization's dedicated staff, engaged members, and vital services are critical to its future success. To align its resources with the emerging priorities of their membership, the organization has undergone a comprehensive strategic planning process with feedback from members and stakeholders. By implementing a new strategic plan, MLA will renew its commitment to:

- Advocating for libraries,
- Elevating professional growth opportunities for library staff,
- Optimizing communications, and
- Nurturing organizational excellence.

MLA initiated a strategic planning process starting in fall 2024. Alliance for Library Impact was engaged in October 2024 to facilitate the planning process in three phases: Learn, Dream, Do. The Learn phase entailed gathering member feedback through surveys, focus groups, and interviews. Input was also gathered from annual conference attendees. In the Dream phase, retreat sessions were held to discuss possible future pathways for the organization. This document includes the strategic directions and goals that will guide MLA through the Do phase, as the organization executes its vision for the future.

3

PROCESS TIMELINE

October 2024 - June 2025

MLA spent months learning about member needs and developing strategies to advance the organization's mission over the next three years.



4

VISION

Strong libraries, strong communities, stronger Michigan

MISSION

The Michigan Library Association leads the advancement of Michigan libraries through advocacy, professional development, and engagement.

5

BELIEFS AND GUIDING PRINCIPLES

- We believe that all libraries are central to the intellectual and creative lives of the people they serve.
- We believe in a member-focused environment – where members' opinions are gathered, vetted and analyzed to establish the direction and priorities of MLA.
- We believe that across all library types, we share a deep commitment to the enduring value and role of libraries in our communities, in our schools and campuses, and within our businesses.
- We believe in equal and free access to information and knowledge.
- We believe in an individual's right to privacy.
- We believe in the spirit of collaboration and building strong, diverse alliances, and that greater impact is made when we work together toward a common goal.
- We believe in life-long learning – being well-informed and well-trained to address and cultivate cutting-edge ideas and best practices in the 21st Century.
- We believe in being transparent, fair and ethical. When we are transparent, we invite trust by revealing we have nothing to hide.
- We believe that by investing in equity, diversity, accessibility and belonging that all our members will feel welcomed by MLA and will be energized and empowered.

6

STRATEGIC DIRECTION 1

Advocate for Libraries

Creating a two-way dialogue with policy makers, we will ensure that libraries are at the forefront of their communities. Libraries will have a seat at the table for decision making, and library staff will feel informed and comfortable sharing MI Right to Read information.

Goals

- 1.1 Act as a unified, collective voice on issues affecting Michigan libraries.
- 1.2 Influence legislation and policy regarding library funding, services, privacy, access, and intellectual freedom.
- 1.3 Build and strengthen connections with elected and community leaders.

Potential Outcomes

- Members feel they have trusted advocacy resources and can advocate in their own communities
- Members are informed about emerging issues in libraries and in Michigan
- Elected leaders and communities know what is happening in libraries and understand MI Right to Read principles
- Legislators reach out to libraries for input
- Legislators understand the impacts of their votes

7

STRATEGIC DIRECTION 2

Elevate Library Staff Professional Growth Opportunities

MLA will be a go-to resource for members seeking training and continuing education. We will provide access to new opportunities that increase learning and engagement while staying up-to-date on trends in the library sector.

Goals

- 2.1 Provide professional development opportunities and consulting that aligns with established and emerging practices.
- 2.2 Expand and improve engagement opportunities.
- 2.3 Cultivate and empower current and future library leaders.

Potential Outcomes

- Library staff look to MLA as the place to learn and move up in the profession
- MLA is a go-to resource for member professional development
- Increased event attendance
- Members have advanced knowledge that impacts their libraries
- Members are more engaged with the organization

8

STRATEGIC DIRECTION 3

Optimize Communications

MLA will reach out to build relationships with members, demonstrating the benefits of membership and offering support. We will provide communication tools for libraries to use in their own communities, allowing for expanded understanding of what libraries offer.

Goals

3.1 Enhance communication with libraries and stakeholders to highlight the value of MLA.

3.2 Celebrate the value of libraries through shared strategic communication efforts.

Potential Outcomes

- Members feel MLA is supportive of their goals
- Donors feel valued
- Marketing professionals pursue careers in libraries
- More library stories are shared effectively
- Communities understand and appreciate their libraries

9

STRATEGIC DIRECTION 4

Organizational Excellence

We aim to support MLA staff through upcoming leadership transitions while providing the support needed for growth in membership. We will expand member engagement and increase fundraising and pursuit of mission-aligned grants.

Goals

4.1 Provide MLA staff with resources and support to maintain organizational excellence.

4.2 Ensure a smooth transition to new leadership.

4.3 Advance MLA's operations for long-term sustainability.

4.4 Grow memberships and expand member engagement.

Potential Outcomes

- A permanent executive director is hired
- Increased sponsorship and fundraising
- Increased grant programs
- Increase in new members
- Members feel a sense of belonging at MLA

10

NEXT STEPS

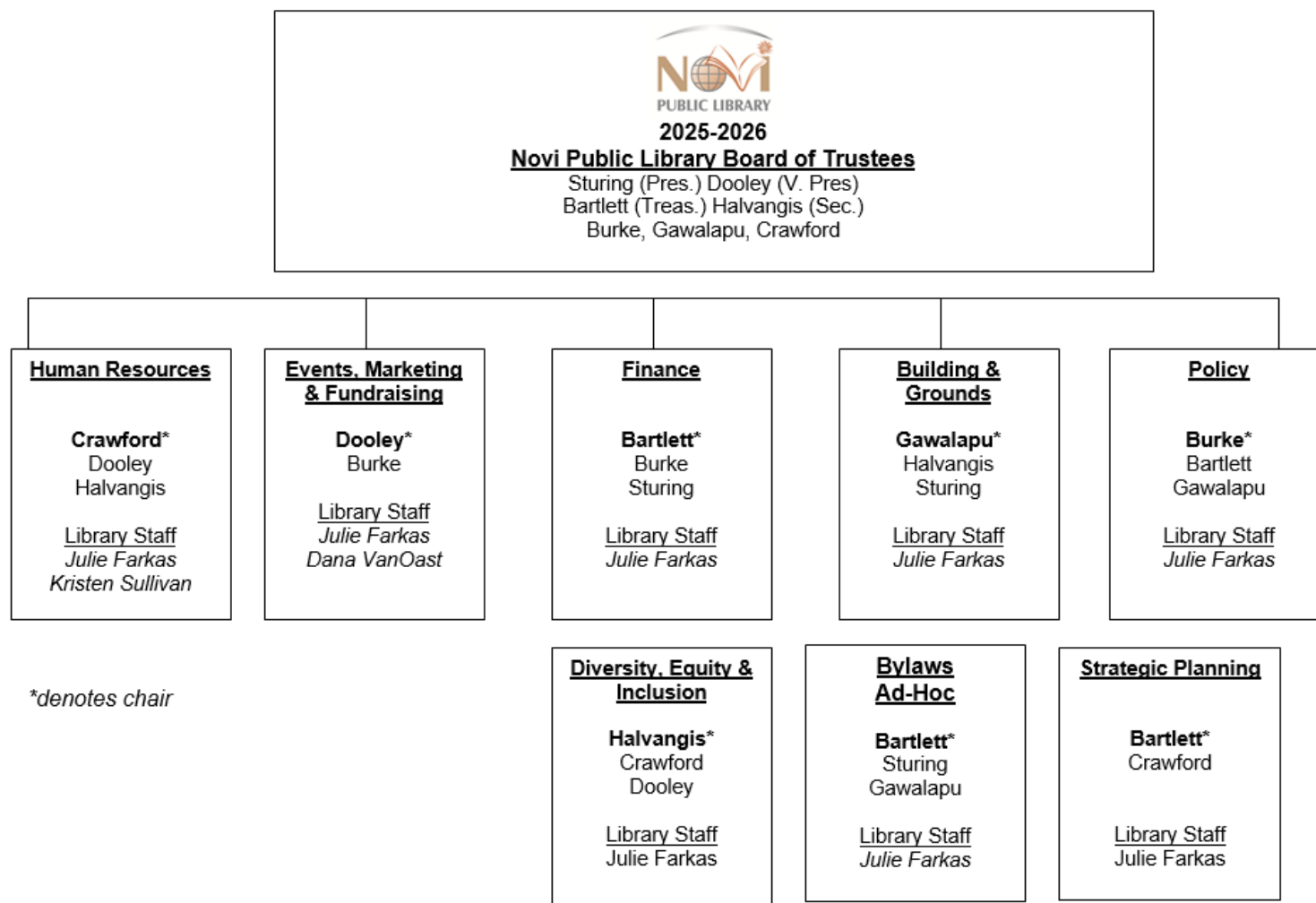
Now that the strategic plan has been adopted by the Michigan Library Association, the staff will develop an activity plan to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the activity plan will happen on a regular basis.

Evaluation of progress towards the goals will be ongoing once the plan implementation is underway. The status of activities and progress towards goals will be reported regularly to members and stakeholders.

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Prepared by
 ALLIANCE for
LIBRARY IMPACT


MICHIGAN LIBRARY ASSOCIATION



*denotes chair

FINANCIALS – 24/25 Approved 4th Quarter as of 6/12/25

2025-2026 Library Budget 271											
As of February 13, 2025		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Qtr.	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Revenues		10/30/2024	2/15/2024	2/13/2025	6/12/2025	2/13/2025	2/13/2025	2/13/2025			
Account	Description										
402.000	Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,625,232.58	3,621,173.08	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07	4,362,098.48
404.003	Tax Revenue - Brow nfield B1	-376.24	-436.00	-431.56	-432.00	-506.00	-587.00	-692.66	-713.44	-734.84	-756.89
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 12	-15,263.59	-20,759.00	-16,000.68	-16,001.00	-28,232.00	-38,396.00	-47,995.00	-49,434.85	-50,917.90	-52,445.43
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-41,321.00	-35,988.88	-35,989.00	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50	-102,862.49
404.009	Tax Revenue - Brow nfield B4 21	-354.57	-404.00	-440.12	-440.00	-469.00	-544.00	-625.60	-644.37	-663.70	-683.61
404.010	Tax Revenue - Brow nfield B4X	-44.00	-108.00	-44.00	-44.00	-124.00	-143.00	-164.45	-169.38	-174.47	-179.70
412.000	Tax Reveune - C/Y Del PPT	-4,707.59	-8,000.00	0.00	0.00	-10,000.00	-12,000.00	-12,000.00	-12,360.00	-12,730.80	-13,112.72
414.000	Tax Revenue - Tax Tribunal Acc	-1,800.00	-1,000.00	0.00	-3,112.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,020.33	1,500.00	1,096.86	1,779.12	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	50,000.00	60,000.00	69,947.04	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
573.000	State Grants - Local Comm	17,786.09	15,000.00	15,000.00	8,101.99	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
658.000	State penal fines	89,070.72	80,000.00	91,226.15	91,226.15	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00
659.000	Library book fees	9,341.82	8,000.00	8,000.00	8,400.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
665.000	Interest on Investments	118,788.12	44,000.00	100,000.00	100,000.00	100,000.00	100,000.00	50,000.00	50,000.00	50,000.00	50,000.00
669.500	Unrealized gain(loss) invest	92,415.46	10,000.00	20,172.26	32,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	5,000.00	13,450.00	19,456.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and donations	2,365.78	4,500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	11.07	100.00	50.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
675.100	Copier	3,620.99	1,000.00	8,500.00	13,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
675.300	Meeting Room	37,477.41	27,500.00	30,000.00	40,000.00	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00	31,500.00
675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	8,228.00	7,850.00	7,850.00	8,000.00	8,000.00	8,500.00	8,500.00
675.650	Library Café	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	3,961,373.38	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63

2025-2026		2023-2024	2024-2025	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Expenditures		Audited	Approved	Year End	4th Qtr.	Approved	Projected	Projected	Projected	Projected	Projected
Personnel Svcs.											
Account	Description										
704.000	Permanent Salaries	1,268,177.70	1,453,000.00	1,482,405.00	1,450,000.00	1,589,000.00	1,637,000.00	1,685,800.00	1,737,000.00	1,789,000.00	1,842,000.00
704.100	Severance/Incentive Pay	0.00	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	5,157.60	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
704.250	Final Payout	0.00	0.00	0.00	6,921.72	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	683,363.35	743,000.00	720,000.00	694,733.00	810,000.00	834,300.00	860,000.00	885,000.00	912,000.00	939,000.00
706.000	Overtime	38.82	500.00	1,000.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	147,519.92	168,000.00	168,000.00	164,000.00	183,500.00	189,000.00	194,800.00	200,500.00	206,600.00	212,800.00
716.000	Insurance	230,346.09	225,000.00	230,000.00	252,000.00	239,560.00	249,143.00	259,109.00	269,474.00	280,253.00	291,464.00
716.200	HSA - Employer Contribution	1,138.25	3,000.00	1,100.00	2,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-33,477.49	-32,200.00	-34,000.00	-37,500.00	-35,934.00	-37,371.45	-38,866.35	-40,421.10	-42,037.95	-43,719.60
717.000	Workers' Comp	1,640.32	1,800.00	1,800.00	2,000.00	1,900.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
718.000	Pension DB Normal Cost	5,520.00	6,000.00	6,000.00	1,680.00	1,884.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
718.010	DB Unfunded Accrued Liability	73,488.00	92,200.00	92,200.00	92,200.00	108,192.00	110,355.84	112,562.96	114,814.22	117,110.50	119,452.71
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	67,418.77	74,000.00	112,000.00	128,000.00	132,210.00	151,700.00	156,580.00	161,700.00	166,900.00	172,200.00
	Employer Pre-tax Contribution	0.00	38,000.00	0.00	0.00						
719.000	Unemployment Ins	36.84	2,000.00	1,000.00	100.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Personnel Services		2,448,748.97	2,781,800.00	2,789,005.00	2,762,292.32	3,055,312.00	3,150,927.39	3,246,885.61	3,345,067.12	3,446,925.55	3,550,397.11
Supplies and Materials											
Account	Description										
726.400	Supplies - Cash Over/Under	36.72	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
727.000	Office supplies	9,181.98	16,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
728.000	Postage	4,014.04	5,500.00	2,500.00	2,500.00	3,500.00	4,000.00	4,000.00	4,500.00	4,500.00	4,500.00
734.000	Computer softw are/licensing	61,936.23	83,000.00	83,000.00	83,000.00	97,000.00	97,000.00	97,000.00	97,000.00	97,000.00	97,000.00
734.500	Computer supplies equip	23,251.80	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
740.000	Operating supplies	27,352.10	44,800.00	38,000.00	44,800.00	38,000.00	39,100.00	40,300.00	41,500.00	42,700.00	44,000.00
740.200	Supplies desk, chairs, cabinets	4,173.51	5,000.00	5,000.00	1,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies-Uniforms	0.00	500.00	2,000.00	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.000	Library Books	219,615.55	241,000.00	241,000.00	241,000.00	241,000.00	248,000.00	255,600.00	263,300.00	271,200.00	279,300.00
742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	8,000.00	15,400.00	15,900.00	16,300.00	16,800.00	17,300.00	17,900.00
742.100	Book Fines	91.97	500.00	100.00	100.00	200.00	200.00	200.00	200.00	200.00	200.00
743.000	Library Periodicals	17,561.82	18,000.00	18,000.00	18,000.00	18,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
744.000	Audio visual materials (CD/DVD)	60,196.64	52,300.00	52,300.00	52,300.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
745.200	Electronic media (Digital Books)	135,445.89	160,700.00	160,700.00	160,700.00	177,000.00	194,700.00	204,400.00	214,600.00	225,400.00	236,600.00
745.300	Electronic Resources - Online	67,776.44	80,000.00	80,000.00	80,500.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
Total Supplies & Materials		641,275.81	774,300.00	759,700.00	756,000.00	790,200.00	814,000.00	832,900.00	853,000.00	873,400.00	894,600.00

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Qtr.	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Services & Charges											
Account	Description										
802.000	Data Processing - OnBase	828.90	1,300.00	1,600.00	900.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
802.100	Bank Service Charges	3,666.52	6,000.00	2,500.00	2,500.00	3,000.00	3,000.00	3,500.00	3,500.00	4,000.00	4,000.00
803.000	Independent Audit	800.00	800.00	622.00	622.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	19,931.70	9,000.00	4,500.00	4,500.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	6,677.50	8,000.00	8,000.00	8,000.00	8,500.00	8,500.00	8,500.00	9,000.00	9,000.00	9,500.00
816.000	Professional services	12,103.50	23,000.00	23,000.00	18,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
817.000	Custodial Services	83,332.60	92,000.00	100,000.00	96,500.00	100,000.00	100,000.00	103,000.00	103,000.00	103,000.00	106,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	17,000.00	15,874.00	15,874.00	16,350.00	16,850.00	17,400.00	17,900.00	18,400.00	19,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
851.000	Telephone	40,560.37	43,000.00	45,000.00	46,300.00	54,100.00	55,700.00	57,300.00	59,000.00	60,800.00	62,700.00
855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	76,000.00	81,000.00	87,000.00	93,000.00	99,000.00	106,000.00	114,000.00
861.000	Gasoline and oil	334.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	800.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
882.200	Employee Assistance Program			1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
880.000	Community Promotion	23,899.12	25,000.00	25,000.00	25,000.00	25,000.00	25,750.00	26,500.00	27,300.00	28,100.00	29,000.00
880.268	Library Programming	36,897.47	38,000.00	38,000.00	38,000.00	44,600.00	44,600.00	44,600.00	48,000.00	48,000.00	48,000.00
880.271	Adult Programming	7,467.05	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
900.000	Print, Graphic Design, Publish	25,459.42	32,000.00	25,000.00	25,000.00	26,000.00	26,700.00	27,500.00	28,400.00	29,200.00	30,000.00
921.000	Heat	12,267.57	15,300.00	15,300.00	15,300.00	15,700.00	16,200.00	16,700.00	17,200.00	17,700.00	18,300.00
922.000	Electricity	102,779.81	115,500.00	115,500.00	106,000.00	118,900.00	122,000.00	126,000.00	130,000.00	133,800.00	137,800.00
923.000	Water and Sewer	8,065.10	8,200.00	8,500.00	8,500.00	8,700.00	9,000.00	9,300.00	9,500.00	9,800.00	10,100.00
934.000	Building Maintenance	101,144.38	121,400.00	136,500.00	136,500.00	125,000.00	128,700.00	132,600.00	136,600.00	140,600.00	144,900.00
935.000	Vehicle Maintenance	169.02	200.00	200.00	500.00	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
936.300	Grounds Maint.	51,938.72	48,000.00	48,000.00	43,000.00	53,000.00	54,500.00	56,100.00	57,800.00	59,500.00	61,300.00
942.000	Office Equipment Lease	11,350.94	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	13,400.00	13,400.00	13,400.00	13,400.00
942.002	Copier Property Tax	0.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	450.00	450.00	350.00	500.00	550.00	550.00	550.00	550.00	550.00
956.000	Conferences & Workshops	25,185.11	20,000.00	20,000.00	20,000.00	26,700.00	22,000.00	26,700.00	20,000.00	26,700.00	20,000.00
957.000	Tuition and Other Reimbursement	0	0	0	0	7000	7000	7000	7000	7000	7000
Total Services & Charges		670,066.27	739,450.00	750,741.00	718,541.00	784,150.00	798,150.00	828,050.00	845,550.00	874,450.00	894,450.00

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

24/25: Capital 271-986.000: \$37,000 for computer replacement/2 additional security cameras.

25/26: Capital 271-986.000: \$61,500 for computer replacement, Cisco switches and Local History cameras - 2/4/25 recommended move to 272 Account

Notes:

24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500; Main Entrance/Parking: Parking Lot Lights \$10,000 (\$12,071)

Update: \$28,950 for deposit for Automated Return System; Furniture Replacment \$10,200;2nd flr. Electrical - Teen Area Project, Info Desk Doors \$8,100

25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000; Staff chairs replacement (15 yrs.) \$36,000; 2 Single Use Study Booths \$15,500; 2 Staff Office Re-designs \$30,000.

Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Aug/Sept. 25/26);

26/27: Youth Area/Main Lobby Renovation (Potential Legacy Donation for Youth Area); **Plan for additional building costs based on the Reserve Study that will be done in June 2025.**

Financial Report for May 2025 (Updated on June 18, 2025)

(Provided by Bindhya Suriyanarayanan, Bookkeeper)

Amended Budget for Fund 271 Fiscal Year 2024-2025

	CITY (Rev & Exp Report)	NPL (4th Quarter)
TOTAL REVENUES	\$ 3,930,672	\$ 3,961,373.38
TOTAL EXPENDITURES	\$ 4,336,446	\$ 4,273,833.32
NET OF REVENUES & EXPENDITURES	(\$ 405,774)	(\$312,459.94)

Amended budget for Fund 272 Fiscal Year 2024-2025

	CITY (Rev & Exp Report)	NPL (4th Quarter)
TOTAL REVENUES	\$ 32,000	\$ 94,274.27
TOTAL EXPENDITURES	\$ 255,500	(\$161,610.69)
NET OF REVENUES & EXPENDITURES	(\$223,500)	(\$67,336.42)

Revenue & Expenditure Report for Fund 271

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

Revenue & Expenditure Report for Fund 272

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

Balance Sheet Report as of May 31, 2025

The ending fund balance for Fund 271 is \$ 2,839,286.41 (Balance Sheet)

The ending fund balance for Fund 272 is \$ 1,616,768.72 (Balance Sheet)

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

Amended Budget for Fund 271 Fiscal Year 2024-2025

TOTAL REVENUES	\$ 3,961,373
TOTAL EXPENDITURES	\$ 4,273,834
NET OF REVENUES & EXPENDITURES	(\$ 312,461)

Amended budget for Fund 272 Fiscal Year 2024-2025

TOTAL REVENUES	\$ 94,275
TOTAL EXPENDITURES	\$ 161,611
NET OF REVENUES & EXPENDITURES	(\$67,336)

Revenue & Expenditure Report for Fund 271

	YTD May 31,2025	YTD June 30,2025	Difference *
TOTAL REVENUES	\$ 3,960,835	\$ 4,013,440	\$ 52,605
TOTAL EXPENDITURES	\$ 3,718,218	\$ 4,009,806	\$ 291,588
NET OF REVENUES & EXPENDITURES	\$ 242,617	\$ 3,634	

Revenue & Expenditure Report for Fund 272

	YTD May 31,2025	YTD June 30,2025	Difference*
TOTAL REVENUES	\$ 94,274	\$ 145,964	\$ 51,690
TOTAL EXPENDITURES	\$ 121,457	\$ 155,260	\$ 33,803
NET OF REVENUES & EXPENDITURES	(\$ 27,183)	(\$ 9,296)	

Balance Sheet Report as of June 30, 2025

The ending fund balance for Fund 271 is \$ 2,600,303.27 (Balance Sheet)

The ending fund balance for Fund 272 is \$ 1,634,654.56 (Balance Sheet)

Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

07/02/2025		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
		PERIOD ENDING 06/30/2025								
		% Fiscal Year Completed: 100.00								
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	APRIL 2025	MAY 2025	JUNE 2025	06/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Lev	3,410,762.72	3,618,062.00	3,621,173.00	0.00	0.00	(548.67)	3,620,624.41	548.59	99.98
271-000.00-404.003	Property Tax Revenue - Brow nfield	(376.24)	(436.00)	(432.00)	0.00	0.00	0.00	0.00	(432.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brow nfld Ca	(15,263.59)	(20,759.00)	(16,001.00)	0.00	0.00	0.00	(16,000.68)	(0.32)	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C1	(30,637.16)	(41,321.00)	(35,989.00)	0.00	0.00	89.90	(35,898.98)	(90.02)	99.75
271-000.00-404.009	Property Tax Revenue-Brow nfld Ca	(354.57)	(404.00)	(440.00)	0.00	0.00	0.00	(440.12)	0.12	100.03
271-000.00-404.010	Property Tax Revenue-Brow nfld Ca	(44.00)	(108.00)	(44.00)	0.00	0.00	0.00	(44.00)	0.00	100.00
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(4,707.59)	(8,000.00)	0.00	0.00	0.00	(7,986.56)	(7,986.56)	7,986.56	100.00
271-000.00-414.000	Property Tax Revenue - Tax Tribuna	(1,800.00)	(1,000.00)	(3,112.00)	0.00	0.00	0.00	0.00	(3,112.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Cha	3,020.33	1,500.00	1,779.00	218.54	180.44	21.84	1,981.40	(202.40)	111.38
Property tax revenue		3,360,599.90	3,547,534.00	3,566,934.00	218.54	180.44	(8,423.49)	3,562,235.47	4,698.53	99.87
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	69,947.00	0.00	0.00	0.00	69,947.04	(0.04)	100.00
271-000.00-573.000	State Grants - Local Comm Stabilizat	17,786.09	15,000.00	8,102.00	0.00	0.00	17,639.21	25,741.20	(17,639.20)	317.71
State sources		85,123.49	65,000.00	78,049.00	0.00	0.00	17,639.21	95,688.24	(17,639.24)	122.60
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	91,226.00	0.00	0.00	0.00	91,226.15	(0.15)	100.00
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,400.00	547.42	1,440.99	423.84	8,803.70	(403.70)	104.81
Fines and forfeitures		98,412.54	88,000.00	99,626.00	547.42	1,440.99	423.84	100,029.85	(403.85)	100.41
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	100,000.00	10,029.93	10,776.84	0.00	128,974.68	(28,974.68)	128.97
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	32,000.00	6,744.35	(3,730.17)	0.00	37,844.45	(5,844.45)	118.26
Interest income		211,203.58	54,000.00	132,000.00	16,774.28	7,046.67	0.00	166,819.13	(34,819.13)	126.38
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	19,456.00	0.00	5,782.47	(4.32)	19,451.99	4.01	99.98
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	500.00	30.23	46.11	254.26	733.26	(233.26)	146.65
Donations		14,452.54	9,500.00	19,956.00	30.23	5,828.58	249.94	20,185.25	(229.25)	101.15
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	3,000.00	222.45	57.10	268.71	3,154.09	(154.09)	105.14
271-000.00-675.006	Car Charging Revenue	11.07	100.00	80.00	63.14	0.00	0.00	77.94	2.06	97.43
271-000.00-675.100	Copier	3,620.99	1,000.00	13,500.00	1,514.95	1,579.90	943.60	14,062.26	(562.26)	104.16
271-000.00-675.300	Meeting room	37,477.41	27,500.00	40,000.00	4,296.16	2,220.04	3,793.80	42,959.71	(2,959.71)	107.40
271-000.00-675.404	Novi Tow nship Assessment	7,701.00	7,850.00	8,228.00	0.00	0.00	0.00	8,228.00	0.00	100.00
Other revenue		57,540.69	44,950.00	64,808.00	6,096.70	3,857.04	5,006.11	68,482.00	(3,674.00)	105.67
Total Dept 000.00 - TREASURY										
		3,827,332.74	3,808,984.00	3,961,373.00	23,667.17	18,353.72	14,895.61	4,013,439.94	(52,066.94)	101.31
TOTAL REVENUES										
		3,827,332.74	3,808,984.00	3,961,373.00	23,667.17	18,353.72	14,895.61	4,013,439.94	(52,066.94)	101.31

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	APRIL 2025	MAY 2025	JUNE 2025	06/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,450,000.00	107,813.22	162,921.09	108,604.76	1,387,070.01	62,929.99	95.66
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	5,158.00	0.00	0.00	0.00	5,157.60	0.40	99.99
271-000.00-704.250	Final Payout	0.00	0.00	6,922.00	0.00	0.00	0.00	6,921.72	0.28	100.00
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	694,733.00	53,305.20	76,630.63	50,018.21	664,751.72	29,981.28	95.68
271-000.00-706.000	Overtime	38.82	500.00	1,000.00	0.00	313.07	0.00	892.07	107.93	89.21
271-000.00-715.000	Social security	147,519.92	168,000.00	164,000.00	12,144.15	18,147.27	11,949.66	155,505.90	8,494.10	94.82
271-000.00-716.000	Insurance	230,346.09	225,000.00	252,000.00	21,341.77	21,341.77	20,677.19	264,930.63	(12,930.63)	105.13
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	2,000.00	0.00	0.00	0.00	1,746.44	253.56	87.32
271-000.00-716.999	Insurance - Employee Reimbursemer	(33,477.49)	(32,200.00)	(37,500.00)	(3,101.97)	(3,108.08)	(3,108.08)	(37,382.96)	(117.04)	99.69
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	2,000.00	183.02	326.04	164.68	2,033.10	(33.10)	101.66
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	1,680.00	140.00	140.00	140.00	1,680.00	0.00	100.00
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	92,196.00	4.00	100.00
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	128,000.00	9,386.64	14,218.95	9,457.88	122,596.64	5,403.36	95.78
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	100.00	0.00	0.00	0.00	96.03	3.97	96.03
Personnel services		2,448,748.97	2,781,800.00	2,762,293.00	208,895.03	298,613.74	205,587.30	2,668,194.90	94,098.10	96.59
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	100.00	(3.71)	0.00	(6.88)	(8.38)	108.38	(8.38)
271-000.00-727.000	Office supplies	9,181.98	16,000.00	10,000.00	1,306.67	298.22	1,385.88	7,804.48	2,195.52	78.04
271-000.00-728.000	Postage	4,014.04	5,500.00	2,500.00	220.99	144.39	0.00	1,935.09	564.91	77.40
271-000.00-734.000	Computer supplies, softw are & licen	61,936.23	83,000.00	83,000.00	1,425.30	8,370.59	700.00	41,338.19	41,661.81	49.81
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	4,833.27	7,950.09	1,299.05	43,911.70	8,088.30	84.45
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	2,868.21	2,647.06	610.40	40,999.66	3,800.34	91.52
271-000.00-740.200	Supplies - Desk chairs and file cabin	4,173.51	5,000.00	1,500.00	766.00	0.00	70.00	836.00	664.00	55.73
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	1,500.00	204.47	0.00	0.00	1,176.64	323.36	78.44
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	26,361.00	20,349.31	14,750.69	231,872.31	9,127.69	96.21
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	8,000.00	1,598.25	285.38	0.00	7,815.27	184.73	97.69
271-000.00-742.100	Library Books - Fines	91.97	500.00	100.00	0.00	60.00	0.00	118.98	(18.98)	118.98
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	0.00	0.00	0.00	16,749.33	1,250.67	93.05
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	6,365.46	4,493.49	6,618.61	50,384.35	1,915.65	96.34
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	20,796.76	3,855.83	2,023.77	160,490.09	209.91	99.87
271-000.00-745.300	Electronic resources (CD rom materi	67,776.44	80,000.00	80,500.00	0.00	0.00	0.00	80,376.53	123.47	99.85
Supplies		641,275.81	774,300.00	756,000.00	66,742.67	48,454.36	27,451.52	685,800.24	70,199.76	90.71

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	APRIL 2025	MAY 2025	JUNE 2025	06/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	900.00	0.00	0.00	0.00	891.07	8.93	99.01
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	2,500.00	145.71	468.68	157.83	2,096.70	403.30	83.87
271-000.00-803.000	Independent audit	800.00	800.00	622.00	0.00	0.00	0.00	622.00	0.00	100.00
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	0.00	0.00	0.00	1,160.00	340.00	77.33
271-000.00-806.000	Legal fees	19,931.70	9,000.00	4,500.00	0.00	0.00	0.00	3,955.00	545.00	87.89
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	180.00	0.00	0.00	6,211.26	1,788.74	77.64
271-000.00-816.000	Professional services	12,103.50	23,000.00	18,000.00	450.00	6,400.00	0.00	15,888.11	2,111.89	88.27
271-000.00-817.000	Custodial services	83,332.60	92,000.00	96,500.00	8,120.00	7,560.00	0.00	87,605.00	8,895.00	90.78
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	15,874.00	0.00	0.00	0.00	15,874.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured cla	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	46,300.00	2,500.78	4,866.94	1,707.18	40,288.10	6,011.90	87.02
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	16,536.11	0.00	0.00	69,138.94	6,861.06	90.97
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	0.00	25.92	0.00	281.36	218.64	56.27
271-000.00-862.000	Mileage	1,300.01	800.00	1,700.00	152.11	82.08	0.00	1,445.75	254.25	85.04
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	1,817.05	945.00	590.59	17,586.66	7,413.34	70.35
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	635.66	531.48	1,421.91	23,095.47	14,904.53	60.78
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	0.00	0.00	0.00	9,424.83	575.17	94.25
271-000.00-882.200	Employee assistance program	0.00	0.00	1,000.00	506.94	0.00	0.00	506.94	493.06	50.69
271-000.00-900.000	Printing, graphic design and publishir	25,459.42	32,000.00	25,000.00	628.60	3,440.01	803.48	9,646.18	15,353.82	38.58
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	1,608.43	1,185.10	642.40	13,139.86	2,160.14	85.88
271-000.00-922.000	Electricity	102,779.81	115,500.00	106,000.00	8,198.40	7,698.50	0.00	89,776.87	16,223.13	84.70
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,500.00	0.00	0.00	0.00	6,307.02	2,192.98	74.20
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	136,500.00	12,202.61	5,027.60	4,725.27	138,210.96	(1,710.96)	101.25
271-000.00-935.000	Vehicle maintenance	169.02	200.00	500.00	0.00	0.00	0.00	426.22	73.78	85.24
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	43,000.00	3,082.95	5,261.08	1,124.00	39,141.85	3,858.15	91.03
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	1,010.00	1,010.00	1,010.00	12,120.00	880.00	93.23
271-000.00-942.100	Records storage	315.36	450.00	350.00	28.06	28.06	28.06	328.08	21.92	93.74
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	1,167.37	744.48	115.54	17,872.29	2,127.71	89.36
Other services and charges		670,066.27	739,450.00	718,541.00	58,970.78	45,274.93	12,326.26	626,535.52	92,005.48	87.20
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	8,792.00	0.00	0.00	29,275.44	7,724.56	79.12
Capital outlay		34,074.28	37,000.00	37,000.00	8,792.00	0.00	0.00	29,275.44	7,724.56	79.12
Transfers out										
271-000.00-995.272	Transfer to Library Contribution Func	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	4,273,834.00	343,400.48	392,343.03	245,365.08	4,009,806.10	264,027.90	93.82
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,273,834.00	343,400.48	392,343.03	245,365.08	4,009,806.10	264,027.90	93.82
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,961,373.00	23,667.17	18,353.72	14,895.61	4,013,439.94	(52,066.94)	101.31
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,273,834.00	343,400.48	392,343.03	245,365.08	4,009,806.10	264,027.90	93.82
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(312,461.00)	(319,733.31)	(373,989.31)	(230,469.47)	3,633.84	(316,094.84)	1.16
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		
END FUND BALANCE		2,596,669.43	2,073,103.43	2,284,208.43				2,600,303.27		

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NM (ABNM)	ORIGINAL BUDGET	2024-25 AMDD BUDGET	MTH ACTY APRIL 2025 INCR (DECR)	MTH ACTY MAY 2025 INCR (DECR)	MTH ACTY JUNE 2025 INCR (DECR)	YTD BALANCE 06/30/2025 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	39,753.00	4,602.81	4,945.58	0.00	54,067.60	(14,314.60)	136.01
272-000.00-669.500	Gain (loss) on investments	37,885.77	(4,500.00)	17,695.00	3,095.03	(1,711.80)	0.00	20,422.14	(2,727.14)	115.41
Interest income		90,759.76	22,500.00	57,448.00	7,697.84	3,233.78	0.00	74,489.74	(17,041.74)	129.66
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	8,216.55	1,000.00	4,822.00	331.65	243.40	353.45	5,175.55	(353.55)	107.33
272-000.00-674.229	Raising a Reader in Novi Sponsors	29.66	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-674.230	Collections/Materials Revenue	12,070.61	1,000.00	5,638.00	0.00	50.00	0.00	5,638.00	0.00	100.00
272-000.00-674.231	Buildings/Ground/Furniture Revenue	625.00	1,000.00	4,069.00	0.00	0.00	0.00	4,068.72	0.28	99.99
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	14,598.00	0.00	50.00	0.00	14,597.75	0.25	100.00
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	7,700.00	1,000.00	0.00	0.00	7,700.00	0.00	100.00
272-000.00-674.277	Youth Area Reno-M Marten Rev	0.00	0.00	0.00	0.00	0.00	34,294.00	34,294.00	(34,294.00)	100.00
Donations		30,690.52	9,500.00	36,827.00	1,331.65	343.40	34,647.45	71,474.02	(34,647.02)	194.08
Transfers in										
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers in		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		156,688.28	32,000.00	94,275.00	9,029.49	3,577.18	34,647.45	145,963.76	(51,688.76)	154.83
TOTAL REVENUES		156,688.28	32,000.00	94,275.00	9,029.49	3,577.18	34,647.45	145,963.76	(51,688.76)	154.83
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	119.97	454.57	45.43	90.91
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	84.62	0.00	245.72	1,211.86	(211.86)	121.19
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	5,638.00	388.01	709.58	0.00	5,975.24	(337.24)	105.98
272-000.00-742.231	Buildings/Ground/ Furniture Expense	66,001.70	0.00	1,000.00	0.00	0.00	0.00	715.70	284.30	71.57
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	13,589.00	178.08	2,171.42	(485.06)	10,264.06	3,324.94	75.53
272-000.00-742.234	Undesignated Misc	246.00	500.00	200.00	0.00	0.00	0.00	108.54	91.46	54.27
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	1,600.00	36.78	120.82	(88.64)	1,493.96	106.04	93.37
Supplies		100,278.40	8,500.00	24,527.00	687.49	3,001.82	(208.01)	21,223.93	3,303.07	86.53
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	82,200.00	5,875.00	0.00	0.00	79,452.67	2,747.33	96.66
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	29,648.00	0.00	29,647.80	0.00	29,647.80	0.20	100.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	12,000.00	0.00	1,700.00	0.00	11,700.00	300.00	97.50
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	13,236.00	0.00	0.00	0.00	13,235.89	0.11	100.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		111,045.89	247,000.00	137,084.00	5,875.00	31,347.80	0.00	134,036.36	3,047.64	97.78
Total Dept 000.00 - TREASURY		211,324.29	255,500.00	161,611.00	6,562.49	34,349.62	(208.01)	155,260.29	6,350.71	96.07
TOTAL EXPENDITURES		211,324.29	255,500.00	161,611.00	6,562.49	34,349.62	(208.01)	155,260.29	6,350.71	96.07
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		156,688.28	32,000.00	94,275.00	9,029.49	3,577.18	34,647.45	145,963.76	(51,688.76)	154.83
TOTAL EXPENDITURES		211,324.29	255,500.00	161,611.00	6,562.49	34,349.62	(208.01)	155,260.29	6,350.71	96.07
NET OF REVENUES & EXPENDITURES		(54,636.01)	(223,500.00)	(67,336.00)	2,467.00	(30,772.44)	34,855.46	(9,296.53)	(58,039.47)	13.81
BEG. FUND BALANCE		1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		
END FUND BALANCE		1,643,951.09	1,420,451.09	1,576,615.09				1,634,654.56		
TOTAL REVENUES - ALL FUNDS										
TOTAL REVENUES - ALL FUNDS		3,984,021.02	3,840,984.00	4,055,648.00	32,696.66	21,930.90	49,543.06	4,159,403.70	(103,755.70)	102.56
TOTAL EXPENDITURES - ALL FUNDS		4,040,727.62	4,588,050.00	4,435,445.00	349,962.97	426,692.65	245,157.07	4,165,066.39	270,378.61	93.90
NET OF REVENUES & EXPENDITURES		(56,706.60)	(747,066.00)	(379,797.00)	(317,266.31)	(404,761.75)	(195,614.01)	(5,662.69)	(374,134.31)	1.49
BEG. FUND BALANCE - ALL FUNDS		4,297,327.12	4,240,620.52	4,240,620.52				4,240,620.52		
END FUND BALANCE - ALL FUNDS		4,240,620.52	3,493,554.52	3,860,823.52				4,234,957.83		

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

07/02/2025	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 06/30/2025	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	(221,951.22)
271-000.00-004.000	Cash on hand	600.00
271-000.00-017.000	Investments - Pooled	2,863,723.30
271-000.00-123.400	Prepaid Expenditure	3,149.99
	Total Assets	2,645,522.07
*** Liabilities ***		
271-000.00-202.000	Accounts payable	37,308.55
271-000.00-258.702	Accrued liabilities - tax	7,800.00
271-000.00-259.200	Unemployment insurance liability	110.25
	Total Liabilities	45,218.80
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,596,669.43
	Total Fund Balance	2,596,669.43
	Beginning Fund Balance	2,596,669.43
	Net of Revenues VS Expenditures	3,633.84
	Ending Fund Balance	2,600,303.27
	Total Liabilities And Fund Balance	2,645,522.07

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	1,814.71
272-000.00-017.000	Investments - Pooled	1,620,784.80
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,635,912.51
*** Liabilities ***		
272-000.00-202.000	Accounts payable	1,257.95
	Total Liabilities	1,257.95
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	(9,296.53)
	Ending Fund Balance	1,634,654.56
	Total Liabilities And Fund Balance	1,635,912.51

DIRECTOR'S REPORT



August Anniversaries – Years of Service



Maryann Zurmuehlen
Administration 15 yrs.



Elizabeth Kopko
Support Services 15 yrs.



Kirsten Malzahn
Info Services 8 yrs.



Danielle Mazur
Info Services – 5 yrs.



Andrew VanBoven
Support Services – 4 yrs.



Austin Webberly
Info Services – 4 yrs.



Denise Woods
Info Technology – 2 yrs.



Lori Lowery
Administration – 1 yr.

Library Parking Notice: Sun, Jul 20

To ensure library visitors have access to parking, we kindly ask that only those using the Library utilize the Library parking lot on **Sun, Jul 20**. If you plan to visit the Library that day, please be aware that parking will be limited due to the Festival of Chariots event happening at Fuerst Park.

Signage will be posted at the parking lot entrance to indicate that parking is reserved for Library use only, however, please note that it is a public lot and we are unable to enforce exclusive use. Library visitors may need to park in other lots. Thank you for your patience and understanding.

Driver's License Usage as a Library Card

From Sarah Mominee, Support Services Dept. Head: I have looked into this by contacting Traverse City Public Library and then talking to Maryann Zurmuehlen, Assistant Director of Building Operations. Traverse City uses a different ILS (Catalog/Software) from ours (they use Evergreen, while we are with CARLX). According to Maryann, this is not something that is possible with the current ILS system.

Request for Early Closure on Friday, December 19, 2025

A new concept for building camaraderie is being tried this year during the holidays for City staff. The City of Novi is hosting a Staff Appreciation event from 2-5pm offsite from city offices to recognize City and Library staff. This event is taking the place of the Evening of Appreciation. The hope is get more staff involved with it being during work time and therefore not conflicting with evening holiday events/plans that staff may have. The City Office and Library would close at 2pm for all staff to gather together. I am seeking approval to close the Library at 2pm, on Friday, December 19th for staff to attend.



PROGRAMS & EVENTS

RESEARCH & LEARN

BOOKS & MORE

Novi Patrons Using Northville District Library

- Novi patrons will have new guest privileges when visiting Northville. For more information about those privileges, please contact Northville at 248-349-3020 or visit northvillelibrary.org.
- Items from Northville will need to be checked out in person at Northville.
- Novi patrons will be able to place holds for Northville items, if they are using Northville's catalog and setting the pickup location as Northville.

Novi Patron Holds

Due to Northville District Library leaving the Shared System, Novi patrons must select a hold pickup location other than Northville.

Novi and other Shared System items are no longer being sent to Northville to fill holds, as Northville prepares for their transition.

Northville Patrons Using Novi Public Library

- Borrowing from all other libraries will shift to the Michigan elibrary Catalog (aka MeLCat).
- Northville patrons will still be able to place holds on Northville items, for pickup at Northville, when using Northville's catalog.
- Items from all other libraries, including Novi, will need to be checked out in person at the owning library. Northville patrons will not be able to place holds on items owned by other libraries.

Novi Public Library's website provides an overview of Northville's transition. For more information or questions, please contact Northville at 248-349-3020 or visit northvillelibrary.org for more information.

Northville Transition Information

Monthly Report by Julie Farkas

Out and About (Outreach and Programs)

- 6/5: Novi Community Fest event
- 6/6: TLN Annual Picnic
- 6/9: HOA Annual Picnic with City of Novi at Lakeshore Park
- 6/10: Novi Cares (formerly Feed the Need)
- 6/18: Introduction meeting with Primrose School of Novi
- 6/24: Director lunch w/Canton and Romulus
- 6/24: Rotary Mtg.
- 6/30: Mental Health Alliance mtg.

Board, Committee & Friends Meetings

- 6/3, 6/18, 6/30: Board Finance Committee mtg.
- 6/3, 6/24: Staff Public Policy Mtg.
- 6/12: Professional Development Day Committee Mtg.
- 6/16, 6/30: Event, Marketing and Fundraising Committee Mtg.
- 6/25: Strategic Planning Board Committee mtg.
- 6/25: Sustainability Meeting w/Council Member Matt Heinz

Current Projects

- 6/4 – 6/30: Reserve Study Meeting and working on project needs
- 6/9 - 6/30: Performance Evaluations and reviews
- 6/10: Author Online Demonstration
- 6/11: Teen Lounge design mtg.
- 6/11: Hosted Mad Science program
- 6/17: Automated Material Handling System kick-off mtg.
- 6/24: Follow-up mtg. w/Re-Thinking Libraries for Strategic Planning Year in Review
- 6/25: Hosted Drummunity program

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

- 6/3, 6/10, 6/17: Weekly City of Novi Leadership mtgs.
- 6/3: Finance Meeting with City of Novi Finance Dept.
- 6/10: Monthly Library Update with City Manager
- 6/9: Teen Student Rep mtg. for Annual Presentation
- 6/10: 65th Anniversary planning mtg.
- 6/16: Novi Fest wrap up mtg.
- 6/26: Festival of Chariots Planning mtg. w/Naimish Patel

Weekend Rotation

- Sat, June 14th, June 28th and June 29th

Training

- 6/11, 6/26: IS Supervisors training
- 6/17: Policy Training with Attorney and Management Team
- 6/24: New Hire Staff Tour

Teen Lounge Signage

The name was voted on by members of our TAB and visitors to Teen Space. Design of the windows was approved by the Teen Staff (Emily, Austin, Anna and Taylor). This will complete the renovation of the space. HUGE thank you to the Friends of the Novi Library for donating funds to achieve many of the design and furniture components of the room. Date for installation is still to be determined based on a backorder of materials.



Uber EatsDOORDASH
GRUBHUBPanera
BREAD®

FOOD DELIVERIES

- **MUST** be accepted 100 feet from the main doors
- **MUST NOT** be accepted in designated library emergency and accessible parking areas
- **MUST** contact the customer and meet outside of the library (100 feet from the main doors)

CUSTOMERS ORDERING FOOD DELIVERIES

- **MUST** instruct food deliveries to meet outside the library (100 feet from the main doors)



Cultivate Learning
Inspire Creativity
Foster Inclusivity

Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 26 Elvis & Friends

Elvis tribute artist

Jul 17 Billy Mack & the Juke Joint Johnnies

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

Jul 24 Magic Bus

Tribute to Woodstock

Jul 31 Vanessa Carr

Broadway meets Vegas (optional dressy affair)

Aug 7 Do It Again Band

Familiar Oldies

Aug 21 Geff Phillips Band

Rock hits from 60s-today

Aug 28 Motor City Soul

Motown & more



Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Registration required.

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



TUESDAY TUNES

ON THE PATIO AT NOVI LIBRARY

11:30am-1pm

- July 8** Dan & Fred (Familiar Oldies & Motown)
- July 15** Shelia Landis (Jazz, Brazilian Music & Blues)
- July 22** Al Carmichael (Familiar Oldies)
- July 29** Silver Strings Dulcimer
- August 12** Jim Duprey (Familiar Tunes, Sinatra to Jimmy Buffett)
- August 19** Matt Watroba (Folk Music)

Bring a lunch or purchase food from our Café and enjoy live music and good company on the patio. Children can participate in outdoor games. Concerts will be held in the meeting room if inclement weather.

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

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

Diversified
MEMBERS CREDIT UNION
dmcu.com



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

6/1/2025				6/2/2025				6/3/2025				6/4/2025				6/5/2025				6/6/2025				6/7/2025			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	41	83	62	10-11am	49	108	79	10-11am	53	99	76	10-11am	66	149	108	10-11am	37	82	60	10-11am	37	109	73
11am-12	0	0	0	11am-12	57	59	58	11am-12	56	55	56	11am-12	40	41	41	11am-12	81	89	85	11am-12	104	140	122	11am-12	112	106	109
12-1pm	39	96	68	12-1pm	50	54	52	12-1pm	72	61	67	12-1pm	66	67	67	12-1pm	80	62	71	12-1pm	83	71	77	12-1pm	79	90	85
1-2pm	90	146	118	1-2pm	60	47	54	1-2pm	51	53	52	1-2pm	49	53	51	1-2pm	57	59	58	1-2pm	78	78	78	1-2pm	100	87	94
2-3pm	84	100	92	2-3pm	74	126	100	2-3pm	68	121	95	2-3pm	73	95	84	2-3pm	81	117	99	2-3pm	82	77	80	2-3pm	70	82	76
3-4pm	120	102	111	3-4pm	147	133	140	3-4pm	158	174	166	3-4pm	145	128	137	3-4pm	112	125	119	3-4pm	69	64	67	3-4pm	89	74	82
4-5pm	123	101	112	4-5pm	104	103	104	4-5pm	139	98	119	4-5pm	79	76	78	4-5pm	127	116	122	4-5pm	75	79	77	4-5pm	78	84	81
5-6pm	166	59	113	5-6pm	103	94	99	5-6pm	104	98	101	5-6pm	106	83	95	5-6pm	118	87	103	5-6pm	136	62	99	5-6pm	144	57	101
6-7pm	0	0	0	6-7pm	134	123	129	6-7pm	111	121	116	6-7pm	104	139	122	6-7pm	106	80	93	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	113	62	88	7-8pm	107	68	88	7-8pm	104	65	85	7-8pm	103	67	85	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	97	39	68	8-9pm	120	51	86	8-9pm	137	48	93	8-9pm	111	57	84	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			613				952				1,022				925			1,025				659				699	
6/8/2025				6/9/2025				6/10/2025				6/11/2025				6/12/2025				6/13/2025				6/14/2025			
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1-2pm	87	128	108	1-2pm	100	97	99	1-2pm	84	73	79	1-2pm	59	91	75	1-2pm	77	112	95	1-2pm	72	65	69	1-2pm	117	134	126
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3-4pm	119	113	116	3-4pm	101	124	113	3-4pm	68	112	90	3-4pm	86	87	87	3-4pm	78	103	91	3-4pm	90	85	88	3-4pm	106	71	89
4-5pm	104	100	102	4-5pm	105	60	83	4-5pm	138	92	115	4-5pm	93	91	92	4-5pm	121	89	105	4-5pm	110	96	103	4-5pm	98	70	84
5-6pm	171	63	117	5-6pm	89	103	96	5-6pm	83	68	76	5-6pm	91	86	89	5-6pm	84	70	77	5-6pm	119	74	97	5-6pm	144	69	107
6-7pm	0	0	0	6-7pm	147	192	170	6-7pm	138	129	134	6-7pm	95	131	113	6-7pm	76	105	91	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	136	87	112	7-8pm	90	61	76	7-8pm	114	167	141	7-8pm	132	78	105	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	164	39	102	8-9pm	103	33	68	8-9pm	224	44	134	8-9pm	104	39	72	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			642				1,126				968				1,054			970				698				768	
6/15/2025 CLOSED				6/16/2025				6/17/2025				6/18/2025				6/19/2025 CLOSED				6/20/2025				6/21/2025			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
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7-8pm	0	0	0	7-8pm	101	87	94	7-8pm	147	85	116	7-8pm	122	68	95	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	204	72	138	8-9pm	128	47	88	8-9pm	78	28	53	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
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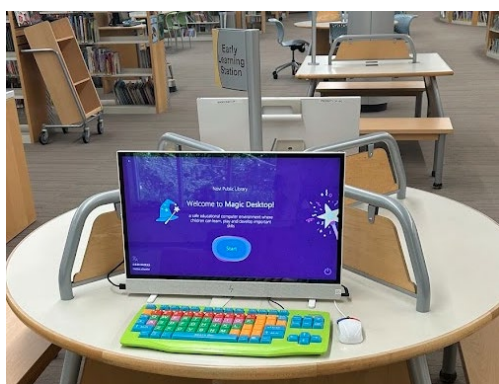
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10-11am	0	0	0	10-11am	48	123	86	10-11am	54	122	88	10-11am	69	188	129	10-11am	60	167	114	10-11am	49	171	110	10-11am	56	168	112
11am-12	0	0	0	11am-12	104	111	108	11am-12	92	155	124	11am-12	114	136	125	11am-12	122	120	121	11am-12	121	101	111	11am-12	113	131	122
12-1pm	64	138	101	12-1pm	95	97	96	12-1pm	101	88	95	12-1pm	150	112	131	12-1pm	112	87	100	12-1pm	91	88	90	12-1pm	119	77	98
1-2pm	114	141	128	1-2pm	96	83	90	1-2pm	128	82	105	1-2pm	84	92	88	1-2pm	92	86	89	1-2pm	98	83	91	1-2pm	83	114	99
2-3pm	137	175	156	2-3pm	127	179	153	2-3pm	130	170	150	2-3pm	125	195	160	2-3pm	125	211	168	2-3pm	120	157	139	2-3pm	92	146	119
3-4pm	118	161	140	3-4pm	130	110	120	3-4pm	97	80	89	3-4pm	128	92	110	3-4pm	109	72	91	3-4pm	102	93	98	3-4pm	144	101	123
4-5pm	123	114	119	4-5pm	136	73	105	4-5pm	110	78	94	4-5pm	122	98	110	4-5pm	110	69	90	4-5pm	155	96	126	4-5pm	125	87	106
5-6pm	224	69	147	5-6pm	116	74	95	5-6pm	109	90	100	5-6pm	149	102	126	5-6pm	87	76	82	5-6pm	167	76	122	5-6pm	173	69	121
6-7pm	0	0	0	6-7pm	85	138	112	6-7pm	113	156	135	6-7pm	86	126	106	6-7pm	140	118	129	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	116	92	104	7-8pm	134	112	123	7-8pm	114	106	110	7-8pm	103	124	114	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	149	46	98	8-9pm	147	57	102	8-9pm	229	79	154	8-9pm	163	56	110	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			789				1,164				1,203				1,348				1,205				884				899
6/29/2025				6/30/2025																							
9-10am	0	0	0	9-10am	0	0	0																				
10-11am	0	0	0	10-11am	41	110	76																				
11am-12	0	0	0	11am-12	75	102	89																				
12-1pm	47	126	87	12-1pm	115	124	120																				
1-2pm	81	115	98	1-2pm	103	108	106																				
2-3pm	100	83	92	2-3pm	153	166	160																				
3-4pm	95	79	87	3-4pm	136	122	129																				
4-5pm	83	70	77	4-5pm	136	74	105																				
5-6pm	100	51	76	5-6pm	109	79	94																				
6-7pm	0	0	0	6-7pm	97	111	104																				
7-8pm	0	0	0	7-8pm	84	66	75																				
8-9pm	0	0	0	8-9pm	140	64	102																				
9-10pm	0	0	0	9-10pm	0	0	0																				
			515				1,158																				

Information Technology Report Compiled by Dept. Head Jeffrey Smith – June 2025

General

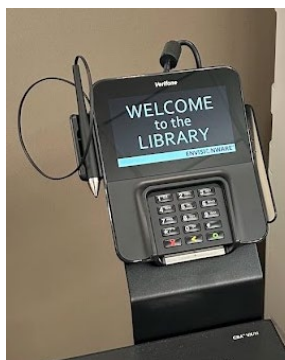
Our 42" Wide Poster Printer stopped working in early June. Fortunately, because poster printing is critical at the library, we had put it under a maintenance agreement. HP sent a technician to NPL and they repaired the printer after ordering a new encoder.

Magic Desktop is our new solution for Early Learning, 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. So far, we have more children using these Magic Desktop Workstations, and they are engaging for longer sessions. 8 sessions on each workstation on the first day, averaging about 1-hour per session, compared to 15 minutes on the old systems. Thank you, Denise and Austin, for setting up the security and the content for the workstations, and Keith for mounting them on the tables.



Magic Desktop Early Learning Station for Children

On June 17th, we replaced both of our copy/print release credit card terminals. We are still working out some configuration issues. Once the terminals are fully online, we will be able to accept non-contact tap credit and debit payments.



Copy/Print Release Credit Card Terminal

We have been working with Knight Watch, our alarm vendor, to resolve an issue with our server room temperature and water leak sensor alert. Knight Watch replaced the wiring that runs from our alarm panel to the server room. The sensor issue is resolved.

Also on June 17th, NPL hosted the Tech-Comm Committee for a before-hours in-person meeting and NPL tour. The committee is made up of IT leaders and managers from many of the TLN Consortium member libraries in Southeast Michigan. Denise and Mallory joined the meeting, and Mallory answered many questions from the in-person and virtual participants about our iCube equipment and operations.

Following the meeting, iCube staff members provided a great introduction of the iCube to the IT leaders. We gave them a tour of the IT Server Room, and many other parts of Novi Library. The group was particularly interested in our new Magic Desktop workstations because several area libraries are looking for early learning PC solutions.

On June 27th, we replaced our old copper "Plain Old Telephone Service" Elevator Emergency Phone lines with cellular service through a new Ooma AirDial device. The new hardware will be more reliable than the old copper lines and will cost considerably less. \$39.95 per line per month + \$15.00 hardware rental. Compare that to the \$210 per month per line plus other fees that we were paying for AT&T POTS line service. The new hardware contains a battery that keeps the phone working for 16 hours and meets all state and federal elevator regulations.



Ooma AirDial -our new elevator emergency phone line

- Jeff attended the Managers' meetings, Confidentiality Policy training, and hosted a Tech-Comm Group meeting.
- IT Staff completed their Year-End Employee Performance Reviews.
- The IT Team held an IT Department meeting.
- Denise attended a Customer Service Committee meeting; Mallory attended a Personal Development Day planning meeting.

Training

- Denise created a three-week training campaign to educate staff on our new KnowBe4 Phish Alert Button.
- Jeff and Denise attended training sessions on ThreatLocker and Ninja One cybersecurity solutions. Jess provided Sid with additional training on the Muse Laser and 3D Printer.

iCube

We held 205 iCube appointments in June.

- 67 3D prints
- 0 3D scans
- 3 Adobe Creative Cloud projects
- 11 Cricut crafts
- 1 Carvey projects
- 83 Creative Kits
- 18 Digital Conversions
- 12 Heat Press jobs
- 7 Laser projects
- 6 Photo Prints
- 13 Sewing/Embroidery projects
- 9 Sublimation prints

The most valuable assets in our iCube are our staff and our customers. Our Technology Supervisor is away for a few weeks, and other iCube staff are filling some of the gaps. In the meantime, Jess is handling scheduling tasks, Mallory is collecting iCube usage data, Mary, Anna J., Mallory and Sid are covering staffed hours and iCube appointments on various days. Huge thanks to everyone for being flexible and for volunteering to adjust your schedule.

iCube staff have installed our new **X-Tool F1 Laser Engraver** in the iCube, and have begun operation, safety, and maintenance training. They are looking forward to using some of the features, such as engraving mugs and glasses, automatically aligning their workpieces, and engraving on various materials such as metal. When staff training is complete, they will start scheduling appointments with library patrons. The Class-4 laser is Red Level equipment.



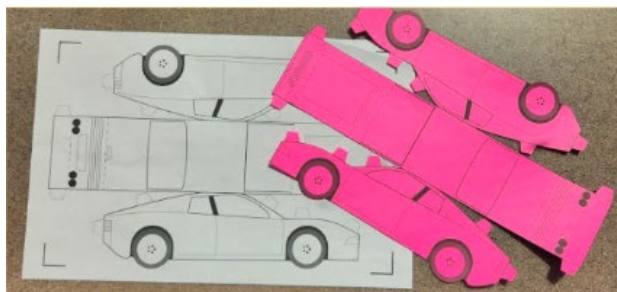
X-Tool F1 Laser Engraver



X-Tool Air Filter

Here are a few other iCube highlights:

Mary helped Novi Parks and Rec create some paper car templates.



Car Template made by Novi Parks and Rec with the help of Mary

Anna J helped lots of patrons, including 2 patrons working on archival scanning of yearbooks. She also helped a patron use the 8mm film digitizer and the heat press.

Sid has been assisting a lot of walk-in patrons who are working with creative kits and tools like the flatbed scanner. They also performed some maintenance on various pieces of equipment.

Mallory picked up our new serger sewing machine which was donated by Friends of NPL. A serger "uses multiple threads to sew a seam and create an overcast stitch over the raw edge of the material." We are looking forward to seeing some of the sewing projects that our guests make with this machine.



Baby Lock Vibrant serger sewing machine.

Facilities Report Compiled by Facilities Staff Keith Perfect – June 2025

In the past month the Facilities Department has closed 15 Facilities Maintenance tickets, 48 Meeting Room Requests/programs and has updated 363 Periodic Maintenance tickets.

- Our pest control vendor has treated the perimeter of the building and areas around the lobby for ants.
- A power control/motion/dimmer module for meeting room lights was changed.
- Our lawn irrigation vendor has repaired a large section of broken supply line along the patio flower bed and performed the seasonal start-up of the irrigation system.
- A standing desk was assembled/installed for a staff member.
- With numerous holidays this month, the lighting clock was adjusted for the holiday closures to reduce energy use/cost.
- New trash cans were purchased to replace the worn/damaged cans in public areas/meeting rooms.
- A minor issue with the HVAC system occurred. The issue was resolved quickly to keep the building cool, once the lost connection was restored.
- A failure occurred with the Server Room AC unit. The vendor is currently involved and the work is on-going at this time.

Information Services Report – Compiled by IS Supervisors Emily Brush and Rae Manela – June 2025

News and Notes

- Summer Reading Program Begins June 2nd - Color Your World
- Staff attended department meetings.
- Staff attended staff Q&A session update meetings with the Library Director.
- Staff attended committee meetings for the following:
 - Strategic Planning - Rae, Josefa, Kirsten
 - HR
 - Customer Service - Rae, Lori, Jen
 - Marketing
 - iCube - Mary, Anna and Jess
 - Professional Development Day - Danielle
 - Policy - Anna

Professional Development

- IS staff on external committees:
 - MLA Thumbs Up! Award Workgroup - Austin
 - Disabilities Interest Group - Jen
- Ryan Dowd Webinar - Backup: How Coworkers Should Provide Backup During Conflict - Emily, Austin, Kirsten, Anna
- The ABCs of Mindfulness: Aim to be Calm Webinar - Austin
- Developing Library Services for Teens with Disabilities Webinar - Austin
- Nurturing Potential: A Toolkit for Engaging Unsupervised Youth and Teens in Your Library Webinar - Anna, Danielle
- Kids and Teens are Patrons, Too: Restorative Justice and Trauma-Informed Approaches in Public Libraries webinar - Anna
- Supporting Early Childhood STEAM Experiences through Play Webinar - Danielle
- 2025 Fall Youth Preview Webinar from Booklist - Danielle
- Libraries for All: Accessible Library Services for Children with Disabilities and Their Families - Jen
- The whole IS Team participated in the phishing training from KnowB4 provided by the IT Dept.

IS Staff Outreach

- Novi Mental Health Alliance Meeting - Austin, Emma
- Hosted a group of 24 students and their teachers from the Goddard School for a library tour and activities (6/27) - Kirsten & Danielle
- Primrose School of Novi Meet & Greet (6/18) - Emily & Jen
- KinderCare Story Time Visit - 2 sessions (6/5) - Emily
- Little Birds Montessori Story Time Visit (6/16) - Emily
- Goddard Story Time Visit - 4 sessions (6/30) - Emily
- Attended Novi Community Fest - Taylor, Gail, Shannon
- American Women's Business association Meeting (6/11) - Emma
- Storypoint Senior Living - Emma
- Lakes of Novi - Emma
- Lakeshore Book Club - Emma
- Meadowbrook Commons - Emma

Adult Programs

- Facilitated with the city of Novi, the Pepakura Papercraft presentation by Deborah Redwood, the Villa Barr Artist in Resident - MR
- Business Book Club (Virtual) (6/3) - Jen
- Business Book Club (In-Person) (6/4) - Jen

- Korean, Spanish, Japanese Conversation Groups - SO
- Knit2gether (Weekly) - MR
- For The Love of Poetry - ED
- Masterpiece Monday - Gail
- Local History Room Office Hours
- Genealogy Office Hours
- Celebrating Juneteenth - Gail
- Treat Your Shelf Book Exchange - RM
- Lunch with Joe and Rose Kennedy - Gail
- Adult Coloring Party - RM

Adult Displays

- **Adult Desk Display:** African American Music Month
- **Adult Reading Challenge:** Read a book that takes Place at the Beach
- **Adult:** Color Our World Summer Reading
- **Adult:** Rainbow Reads

Youth/Tween/Teen/Family Programs

- **Early Literacy**
 - Thursday Family Story Times (6/5, 6/12, 6/26) - Danielle
 - Saturday Family Story Times - 2 sessions each Sat. (6/7, 6/14, 6/21, 6/28) - Jen
 - Sunset Stories (6/18) - Emily
 - Rainbow Block Party (6/8) - Jen
 - Rainbow Sensory Exploration (6/29) - Jen, Danielle
- **Youth**
 - Summer Grab & Go Kits (6/13) - Taylor
 - Lego Club (6/3) - Taylor
 - Bubble Painting (6/24) - Taylor
- **Tween**
 - Club Half-Blood (6/5) - Austin & Anna
 - Chess Club (6/26) - Jen & Austin
 - Hanging Yarn Art (6/22) - Jen
 - Summer Grab & Go Kits (6/20) - Taylor
- **Teen**
 - iCube Teen Invasion: Shrinky Dinks (6/26) - Anna, Taylor, Jess

All Ages Programs

- Mad Science (6/11)
- Drummunity (6/30)

Youth/Tween/Teen Displays

- **Teen Stop Display** – Read with Pride (Austin)
- **Pop-Up YA Display** - Juneteenth - Black Authors and Black Main Characters (Austin)
- **Youth Desk Display** – SRP - Color Our World (Danielle)
- **New for You Kiosk**
 - **Libraries Are for Everyone:** LGBTQ+ Pride Month, Summer, National Camping and Great Outdoors Month, National Safety Month, Audiobook Appreciation Month, Hajj, Eid al-Adha, Flag Day, Father's Day, Juneteenth (Anna)
- **Summer Reading Program Window Display** - SRP - Color Our World (Danielle & Kirsten)



Marketing & Community Promotions Compiled by Communications Mgr. Dana VanOast – June 2025

Webinars/Professional Development

- June 10, 2025: KnowBe4 Security Awareness Training (Dana VanOast)
- June 24, 2025: bConnect Pro: Your New Marketing BFF (Dana VanOast)
- June 24, 2025: KnowBe4 Security Awareness Training (Amy Crockett)

Outreach

- June 5, 2025: Novi Community Fest (Dana VanOast)
- June 10, 2025: Library Minutes Filming at Fox Run (4 clips – Dana VanOast)

Committee Involvement

- Amy attended weekly Customer Service Committee meetings and helped develop a presentation/activity for Staff Professional Development Day
- Dana attended two Board Events, Marketing & Fundraising Committee Meetings in addition to one Board Strategic Planning Committee Meeting and one meeting with Rethinking Libraries for review of Strategic Planning 2024/2025 Document and follow-up.

e-Newsletter

- 21,854 emails sent on June 3; 7,027 read (32.2% read rate); 1,188 Unique Clicks

Meeting Room News & Notes:

- June totals: 51 rentals with 1,156 attendees
- Fiscal Year Totals: 538 rentals (16% increase from last fiscal year), 10,520 attendees (18% increase from last fiscal year)
- Updated Meeting Room Procedures for renters and Welcome/Exit Procedures for staff
- Feedback from renters:
 - o Staff were very helpful in booking the room and when using the room.
 - o Overall, it was a perfect solution for my group.

Novi Note, June 12, 2025

'READBOX' NOW AVAILABLE AT JESSICA'S SPLASHPAD

Delta Kappa Gamma-Beta Chi Educators and the Novi Public Library recently unveiled a new "Readbox" at Jessica's Splashpad, 25805 Beck Road. The two organizations partnered to purchase the supplies needed to build the box, which has been decorated by artist Linda McLean. The box will provide free books for children of all ages.

Novi Note – June 26, 2025



File photo by Patricia O'Brien

NOVI PUBLIC LIBRARY TO HOST BLOOD DRIVE

The Novi Public Library, 5255 W. 10 Mile Road, will host an American Red Cross blood drive from 10 a.m. to 4 p.m. June 27. Participants will receive a \$15 gift card and be entered into a drawing with participants from other Red Cross events in June for \$7,000. Appointments are encouraged, but walk-ins are welcome. To sign up for an appointment, go to rcblood.org

Support Services Dept. Update Compiled by Sarah Mominee – June 2025

Department Head/General

- Attended the Ducheneau donation unveiling on June 2nd
- Attended weekly management meetings
- Held Circulation Clerk interviews for two open positions
- Attended the following SkillPath course: The Mystery of MARC Fixed Fields Solved on June 3 and 4
- Attended weekly Assistant Director/Head of Support Services meetings
- Attended the TLN Luncheon on June 6th
- Attended a Policy Training with Attorney with the Management team on June 17th
- Attended the AMHS Project Kick-off meeting with Lyngsoe on June 17th
- Was trained by Jill Wasson on NCSD card campaigns
- Attended the MCLS Advanced Serials Cataloging Course from June 23-25
- Practiced training with the Circulation Supervisors in preparation for the two new Circulation Clerks
- Prepared manuals and materials for the two new Circulation Clerks
- Finished training Circulation staff on a Driver's License policy for creating new cards
- Worked with TLN to create verbiage for Novi and Northville patrons in preparation for Northville leaving the shared system
- Conducted Performance Reviews for Supervisors and read through and signed all department Performance Reviews
- Gave a presentation to an HOA on June 23rd
- Attended a meeting with Jill Wasson and a NCSD staff member on June 26th

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Faith MacLaren began as a shelve on June 23rd. Say hello to her when you see her!
- Interviews were held for two 20-hour circulation clerks.

Tech Services

- Duchesneau donation was unveiled on June 2nd
- Tech Services are continuing their phenomenal daily work with no new projects to report on!

TLN SASUG:

- The June meeting was cancelled.

Statistics (June 2025)

- **Cards Issued: 317**
- **Items Checked Out (NPL): 61,251**
- **Items Checked Out (LLL): 141**
- **Total Checkouts (NPL + LLL): 61,392**
- **Items Interloaned for NPL Patrons: 4,094 (79 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,533 (182 through MeLCat)**

- **Items Added to the Collection:** 1,207
- **Items Discarded from the Collection:** 1,018
- **Drive-Up Window & Locker Hold Pickups:** 13
- **MAP Checkouts:** 81
- **Online New Card Registrations:** 21
- **Outreach:**
 - **NPL @ Your Door:** 2 Mailer Bags / 7 Items
 - **7 Facilities Visits / 32 Items Provided**
 - **6 Book Discussions / 85 Items Provided**

Support Services Statistics 2024-2025														
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month		327	324	497	455	260	229	258	232	293	225	230	317	3,647
↳ Of Which, Online Registrations Totaled		89	25	28	18	21	23	45	13	17	27	15	21	342
Checkouts (NPL)		64,018	61,933	54,351	52,691	50,807	47,899	55,537	51,401	61,353	53,785	52,440	61,251	667,466
Checkouts (Lakeshore Lending Library)		121	113	100	96	65	26	32	95	101	104	96	141	1,090
Total Checkouts (NPL + LLL)		64,139	62,046	54,451	52,787	50,872	47,925	55,569	51,496	61,454	53,889	52,536	61,392	668,556
Items Borrowed		5,002	4,383	4,000	4,245	3,416	3,625	4,820	4,182	4,092	4,117	3,639	4,094	49,615
Items Loaned		3,775	3,455	3,789	3,487	3,024	3,169	3,814	3,659	3,689	3,432	3,456	3,533	42,282
Hold Pickups (Drive-Up & Lockers)		25	21	26	24	13	16	24	24	21	17	19	13	243
MAP Pass Checkouts		74	78	57	55	25	26	23	20	50	50	87	81	626
Read Boxes		609	341	347	42	0	0	0	0	0	0	534	550	2,423
NPL @ Your Door (# of Bags)		10	8	10	7	5	6	13	7	8	11	9	2	96
NPL @ Your Door (# of Items)		31	27	30	17	12	15	35	16	16	40	34	7	280

Year-to-Year Comparison				Read Boxes							
						May to October Totals					
						2023			2024		
		JUNE		JUNE		Youth	Adult	Total	Youth	Adult	Total
		2025		2024	Pavillion	813	115	928	777	55	832
Cards Issued This Month		317		339	Rotary	331	30	361	495	23	518
Total Checkouts (NPL + LLL)		61,392		60,737	ITC	881	54	935	1002	58	1060
					Brookfarm	142	16	158	164	24	188
Items Borrowed	TLN	4,015		4,194	All Combined	2167	215	2382	2438	160	2598
	MeL	79		63							
		4,094		4,257							
						May 1 through October 23, 2024 was our tenth season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second.					
Items Loaned	TLN	3,351		3,474							
	MeL	182		194							
		3,533		3,668							

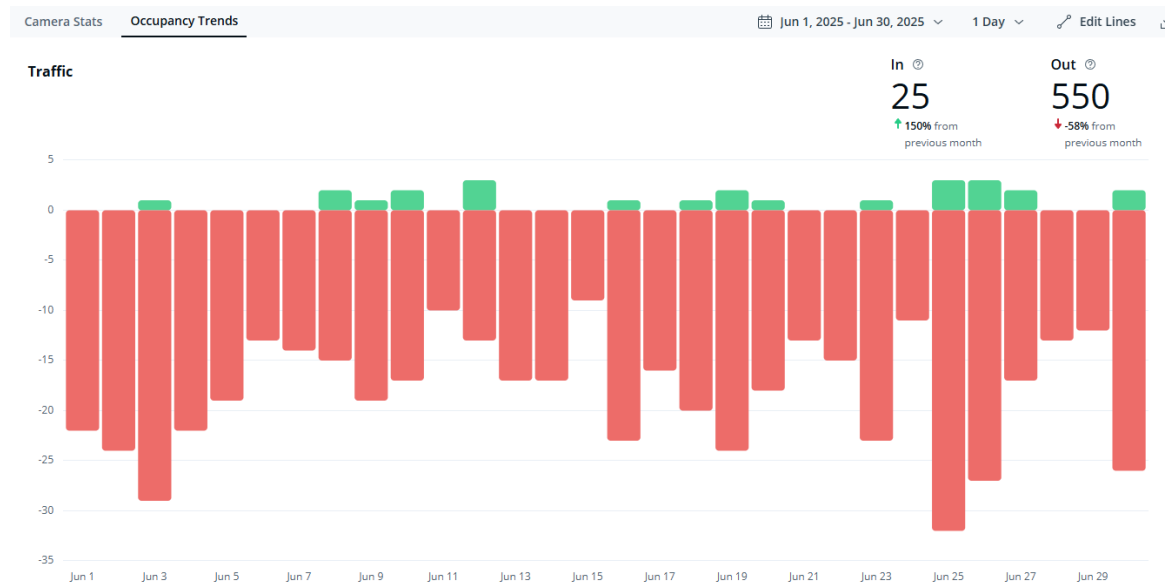
Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,474	5,963	4,006	9,125
September	54,451	42.70%	23,250	7,236	5,014	2,842	8,158
October	52,787	43.15%	22,776	6,835	4,784	2,703	8,454
November	50,872	39.73%	20,210	5,447	4,608	2,841	7,314
December	47,925	43.01%	20,612	6,090	4,407	2,965	7,150
January	55,569	45.88%	25,497	7,764	5,067	3,457	9,209
February	51,496	46.01%	23,693	7,091	5,087	3,116	8,399
March	61,454	46.62%	28,649	8,469	6,028	3,780	10,372
April	53,889	42.33%	22,812	7,047	4,844	2,345	8,576
May	52,536	42.38%	22,263	6,949	4,327	2,835	8,152
June	61,392	47.27%	29,021	6,893	6,816	4,266	11,046
FYTD	668,556	44.28%	296,019	86,712	62,954	39,955	106,398

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September	26,464	7,657	34,121	1,219
October	29,335	1,636	30,971	1,032	October	30,044	5,220	35,264	1,138
November	27,349	6,356	33,705	1,248	November	25,150	3,060	28,210	1,045
December	21,975	7,197	29,172	1,122	December	21,114	5,220	26,334	941
January	24,865	7,650	32,515	1,084	January	25,456	6,149	31,605	1,090
February	27,211	6,815	34,026	1,173	February	22,472	5,150	27,622	987
March	24,943	4,721	29,664	1,023	March	28,408	5,967	33,990	1,096
April	28,725	5,704	34,429	1,148	April	24,261	5,405	29,666	1,059
May	24,053	7,709	31,762	1,176	May	24,466	4,237	28,703	1,063
June	26,941	4,583	31,524	1,126	June	26,951	4,406	31,357	1,120
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	308,355	66,470	374,825	1,096
Lobby count has been corrected for September, March and April due to a calculation error (reported number was doubled in previous reports).					Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.				
					*Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. *December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.				

The June SenSource Motion Sensor car counter numbers can be compared to the on-premises SenSource motion sensor car counter in the next chart. Based on the low level of accuracy, the frequent crashes of the 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.

Library Usage				
2024-2025 Fiscal Year				
	Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
June	26,951	550	27,501	982

The June Verkada Camera Analytics car counter numbers are shown for comparison with the SenSource motion sensor car counter on the previous chart. The Verkada numbers are based on our cloud-based drive-through security camera analytics. The method has been verified by comparison to three different physical counts performed by NPL IT Department Staff. The July 2025 report will only include the new Verkada Camera Analytics method.



Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November	953	148,609	149,562	5,539	247
December	873	116,491	117,364	4,514	247	December	785	141,013	141,798	5,064	248
January	430	**164,392	164,822	5,494	286	January	954	159,040	159,994	5,517	272
February	1,185	161,577	162,762	5,612	267	February	960	144,116	145,076	5,181	257
March	1,199	148,575	149,774	5,165	272	March	1,157	159,120	160,277	5,170	289
April	1,258	169,967	171,225	5,708	286	April	1,169	158,794	159,963	5,713	272
May	506	160,279	160,785	5,955	266	May	968	153,980	154,948	5,739	260
June	1,253	153,389	154,642	5,523	261	June	1,306	117,679	118,985	4,249	275
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	13,062	1,825,743	1,838,805	5,377	3,231

Notes 2023-2024:

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

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

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

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

Early Literacy Workstation Usage (AWE Workstations)							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September	664	9,187	13
October	724	9,029	25	October	729	10,029	14
November	636	8,190	18	November	742	9,999	13
December	*556	*6,540	*24	December	553	7,803	14
January	637	9,309	13	January	711	9,566	13
February	751	10,617	14	February	649	9,353	14
March	743	10,870	15	March	807	10,672	14
April	687	9,805	14	April	686	9,519	14
May	562	7,796	14	May	692	9,685	14
June	767	11,181	15	June	258	3,441	13.3
FYTD Total	7,978	107,914	16	FYTD Total	8,002	111,079	16

Notes 2023 – 2024:

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

Stats are now downloaded from the individual AWE workstations.

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

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

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.

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

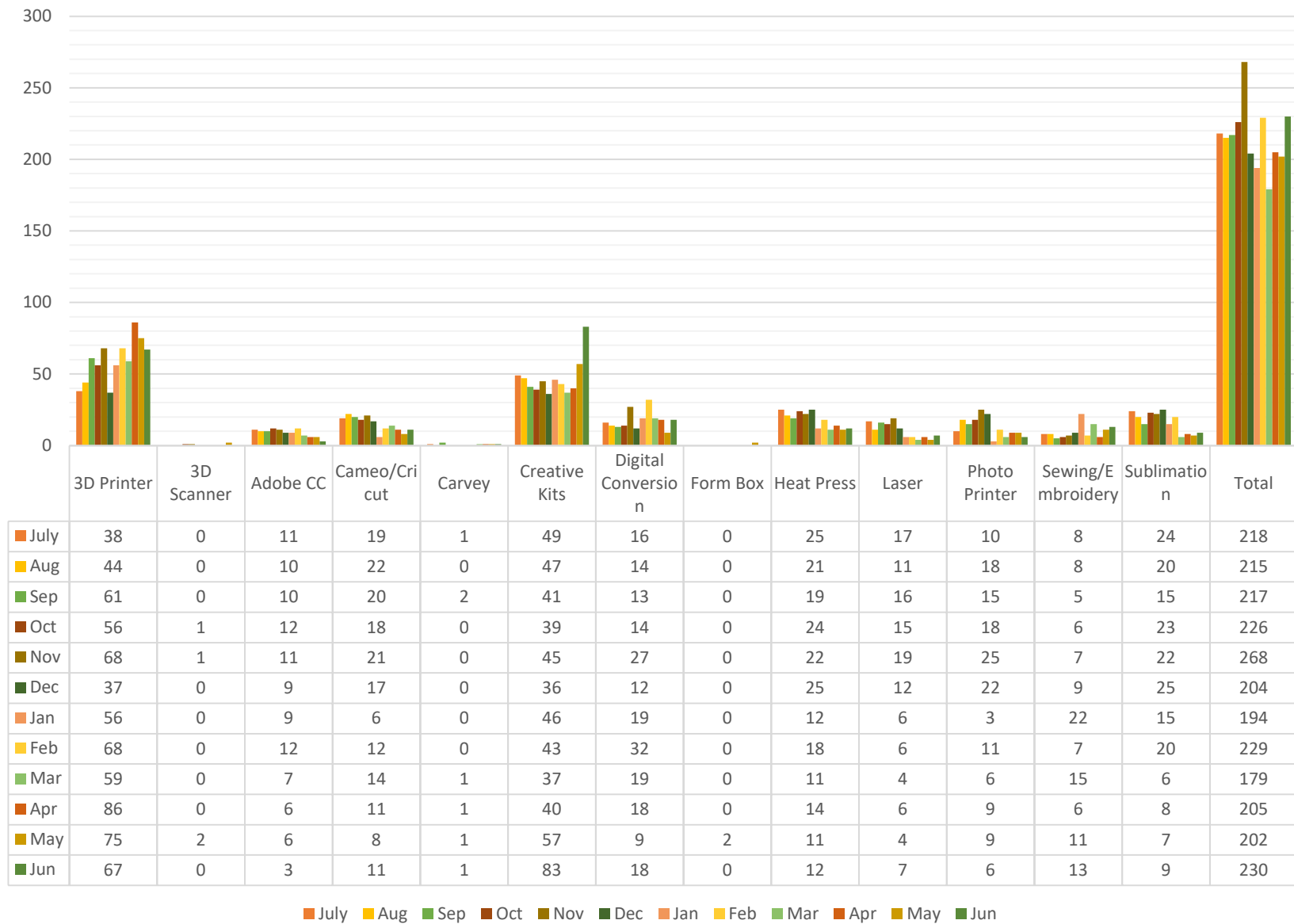
Early Literacy Workstation Usage (Magic Desktop)			
2024-2025 Fiscal Year			
	Monthly	Monthly Time	Average Session
	Sessions	(In Minutes)	(In Minutes)
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June	216	18,995	87.94
FYTD Total	216	18,995	88
Magic Desktop Workstations usage began on June 11 Also see the chart on the previous page.			

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
Oct	56	18	14	18	6	23	0	15	0	1	12	24	39	0	4	230
Nov	68	21	27	25	7	22	0	19	0	1	11	22	45	0	4	272
Dec	37	17	12	22	9	25	0	12	0	0	9	25	36	0	2	206
Jan	56	6	19	3	22	15	0	6	0	0	9	12	46	0	2	196
Feb	68	12	32	11	7	20	0	6	0	0	12	18	43	0	4	233
Mar	59	14	19	6	15	6	1	4	0	0	7	11	37	0	3	182
Apr	86	11	18	9	6	8	1	6	0	0	6	14	40	0	4	209
May	75	8	9	9	11	7	1	4	2	2	6	11	57	0	1	203
Jun	67	11	18	6	13	9	1	7	0	0	3	12	83	0	2	232
Sessions	715	179	211	152	117	194	7	123	2	4	106	214	563	0	39	2626

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

iCube Usage 2024- 2025



2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September	2,564	710	320	24	364
October	2,726	732	329	26	609
November	2,664	732	333	19	272
December	2,683	756	333	18	538
January	3,154	853	356	24	394
February	2,815	794	365	23	440
March	3,135	877	372	27	467
April	2,975	832	381	22	257
May	2,675	816	381	21	207
June	2,685	828	381	17	246
FYTD Total	33,160	9,314	4,167	261	4,640

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	7,440	3,437	10,877	2,037	136
October	7,261	3,396	10,657	1,944	94
November	7,180	3,546	10,726	2,070	114
December	6,782	3,462	10,244	1,867	113
January	8,308	4,395	12,703	2,309	184
February	7,387	3,687	11,074	2,173	132
March	8,230	4,123	12,353	2,443	131
April	7,734	3,906	11,640	2,368	108
May	7,788	3,932	11,720	2,368	106
June	7,496	3,725	11,221	2,244	104
FYTD Total	90,793	44,831	135,624	24,932	1,477

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

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

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

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

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

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

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

FRIENDS OF NOVI LIBRARY

**Friends of the Novi Public Library
Meeting of the Board of Directors
May 14, 2025**

Call to Order: Sue Johnson. Sue called the meeting order at 7:07 p.m.

Present: Margaret (Megs) Beller, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert., and Dana VanOest-Library Liaison.

Absent: Marilyn Amberger, Anne Craig, Donna Eaddy, Mary Angela Winter.

Guest: Judy Thomas (possible new Board member.

Minutes of the April 9, 2025 Board Meeting: Evelyn Cadicamo. As the Minutes had been received prior to the meeting and already read, Megs proposed that the Minutes be accepted as presented; seconded by Karen. Motion passed: 5-0.

Treasurer's Report: Sue Johnson. Sue pointed out that our annual contributions are about done save for Raising a Reader, which was not used at all. She quickly reviewed many of the entries in the Budget pointing out that some things we do early in the year; other things we work on later in the year, and still others are "one time onlys." She did direct us to look at the Wish List and briefly provided some information on some of the items listed. It was determined that this task will be taken up at the next board meeting. She then asked if we had any questions and there being none, requested a motion to approve the Budget as presented. Motion was made by Carol to do so, and seconded by Megs. Motion passed: 5-0

Questions were asked about our Treasurer, Carol Neumann, and Sue shared with the Board that our Treasurer does not like 7 p.m. meetings. Therefore, she does not attend the meetings. This is not in violation of the By-laws. Carol writes all of the checks and makes all entries into Quicken each month..

Income:	\$3,126.28	CF CD	\$ 27,471.30
Expenses:	<u>3,082.00</u>	CF CD-2	16,357.55
Overall Total	44.28	CF Checking	17,786.73
		CF Money Mkt.	41,068.67
		CF Savings	<u>0.23</u>
		T otal Bank Accts.	102,684.48
		Startup Fund	<u>100.00</u>
		Overall Total	\$102,784.48

Library Liaison – Dana VanOest, Dana reviewed the Directors Wish List and provided updates. She also provided updates on the Summer Reading program.

Book Nook: Carol Hoffman. Carol informed us that we earned a little over \$1,803 in the month of April. There are some art books that are being held out, as well as some coffee table books. The thought is to accumulate enough to have an additional sale after the Children's books are put out in August.. It is our hope that we will have enough books for the duration of the sale. Carol also told us that Louise and Donna have returned to their volunteer positions after being away. This gives us a full compliment of sellers. We also have a new worker, Ping and she volunteers where there is space.

Membership: Sue Johnson. Sue told us that while we have a good number of individual memberships, we have recorded that 11 previous members have not renewed. Perhaps with an article regarding membership placed in our newsletter, the "reminder bell" will go off and more renewals will flow!

President's Remarks:

- Kaleidoscope – Neal Rubin presentation was very good; amusing – he was a newspaper columnist with the Detroit Free Press;
- Scholarship ideas – Megs; would like to have a display in the library, perhaps with a plaque and we could add to it. Megs will investigate the possibility, size, information, etc.
- Volunteer Appreciation breakfast – food was really good but unfortunately not enough volunteers showed up. (Date was changed often.)
- FOML Talk about Friends – 30 people participated, representing 12 different libraries. Lots of good conversation; some discussion re library funding
- Library/Friends 65th Anniversary events – work on 2025 Wish List; Julie made some increases. Need to get creative.
- Senior Day – programmed a lot of events; so much so there was no time for anyone to visit the Book Nook!

There being no further business to discuss Sue called for a motion to adjourn. She was seconded by Karen. Motion carried: 5-0.

Respectfully submitted,

Evelyn Cadicamo

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – June 11, 2025**

- | | |
|--|---------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of May 14, 2025 Meeting * | Sue Johnson |
| III. Treasurer's Report* | Sue Johnson |
| • Prior month(s) Income and Expense | |
| • Statement Balances | |
| IV. Reports | |
| • Library Liaison | Dana VanOast |
| • Book Nook | Carol Hoffman |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| • June 26 th Songfest raffle basket | |
| • Kaleidoscope - MotorCities National Heritage Area | |
| • Giving Tree Leaves – Stephanie Tolliver, Gail's Mom – Mamma Dee) | |
| • 2025/2026 Wish List | |
| • 2025/2026 Budget | |
| • Library/Friends 65 th Anniversary events | |
| V. Announcements | |
| VI. Calendar | |

Kaleidoscope

•

2024 Listen at the Library

•

2024 Tuesday Tunes -

- 7-8 - Dan and Fred
- 7/15 - Steve Floyd
- 7/22 - Al Carmichael
- 7/29 - Silver Strings
- 8/12- Jim Duprey
- 8/19 - TBD

2024 Summer Music at Paradise Park – all events start at 6:30pm

- June 26: Elvis
- July 17: Billy Mack and the Juke Joint Johnnies
- July 24: Magic Bus
- July 31: Vanessa Carr
- August 7: Do It Again Band
- August 21: Geoff Phillips Band
- August 28: Motor City Soul

Friends Events

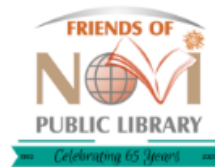
- Next meeting – Annual Meeting – July 9 – 7:00 pm

VII. Adjournment*

*Requires Action



Friends of the Novi Library June/July 2025



The first **Summer Songfest of 2025** will be June 26th at Paradise Park. Arrive at 6 pm to place your dinner orders or purchase the buffet. Elvis and Friends will be performing at 7 pm. At the end of the evening we will have a basket drawing. See you there!

Book Nook News: Thanks again to the hours of work from our wonderful volunteers and donations from generous patrons. For the month of May, the Book Nook raised \$1440. Donations to the Book Nook are always welcome. Currently, we are particularly in need of lightly used children's books.



Kroger Community Rewards: Do you shop at Kroger? Did you know that you can designate "Friends of the Novi Library" as your chosen charity and Kroger will make a small donation to the Friends for every purchase you make? If you have not already done so, please consider making Friends of NPL your Kroger Community Rewards charity.

From the President:

ANNUAL MEETING NOTICE:

The Annual Meeting of the Friends of the Novi Library will be held **Tuesday July 11, 2025 at 7pm** in the second floor meeting room by the Admin Office.

Election: The meeting will focus on the highlights of the year 2024/25. We will be approving the Board roster, 2025/26 Budget and Wish List.

President Sue Johnson will talk about plans for the up coming year. Current members of the Friends are invited to participate in the Annual Meeting.

Our budget for 2025/2026 includes support for the 65th Anniversary event on October 26th at the library, 65th Anniversary T-Shirts, an additional single user pod for the first floor, yard signs for the community to show their support for our Novi Library and our largest Summer Songfest commitment - \$6100.

To help us continue to have the great performers that we have had in previous years, stop by the Friends table at the Songfest and help us out with a donation.

Calendar of Events:

Tuesday Tunes:

July 8 – Dan and Fred (Oldies & Motown)
July 15 – Shelia Landis (Jazz, Brazilian Music & Blues)
July 22 – Al Carmichael (Oldies)
July 29 – Silver Strings
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 accepted.
June 26 – Elvis (not the real one!)
July 17 – Billy Mack and the Juke Joint Johnnies
July 24 – Magic Bus
July 31 – Vanessa Carr
August 7 – Do It Again Band
August 21 – Geoff Phillips Band
Aug 28 – Motor City Soul





NOVI HISTORICAL COMMISSION

MAY Minutes
Wednesday, May 16, 2025
Novi Library Board Room

CALL TO ORDER: 7:08 p.m.

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

ABSENT: None

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison), Sue Grifor, Jillian Cole

APPROVAL OF AGENDA: APPROVED

APPROVAL OF APRIL MINUTES: APPROVED

	BUDGET	EXPENDITURES Thru May 31, 2025	
Display Cabinet Exhibit	\$ 985.00	\$ 280.00	
Marketing/Brochures/Engage/Name Badges	\$ 985.00	\$ 210.00	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ 11,980.00	
Program/Speaker Fees	\$ 1,000.00	\$ 21,700.00	
Storage Unit	\$ 2,700.00	\$ 2,400.00	
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ 900.00	
Conference/Continuing Education	\$ 1,000.00	\$ 880.00	
Legal Fees	\$ 500.00	\$ -	
Special Project Items			
Betty Long Internships		\$ 2,000.00	
Oral Histories		\$ 250.00	
City/Community Events		\$ -	
Photography		\$ 2,000.00	
Special Project Totals	\$ 3,000.00	\$ 4,250.00	
TOTAL	\$ 25,000.00	\$ 25,000.00	\$ 1,210.00
Equitable Projects			
Via Book Sales YTD			
Wreaths Across America Project	\$ 2,100.00	\$ 2,000.00	

Treasurer's Report: APPROVED – Expenses last month were for speaker fees and some Local History Room supplies. Sharon also reminded all commissioners that any expenses need to be signed/approved by Sharon or Kim to be approved and reimbursed.

LIBRARY LIAISON REPORT:

Newspaper Digitization: Rae said the library is coming to a decision re: options for newspaper digitization and storage. Rae is checking into whether the Omeka web site used for the Novi Cemetery photos could be big enough to store the Novi newspapers.

History Room Office Hours:

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

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

DISCUSSION ITEMS:

Document Donation Day: Document Donation Day was Saturday, May 3 at the Novi Public Library from 2 – 4 p.m. Kathy Crawford donated a few items. Another document donation day will be planned for the Fall.

Presentation of Projects: Jillian Cole, the library intern supporting the Novi Historical Commission, presented a recap of her work over the past semester. Her focus this semester was to create a home for local history room digital files, make them accessible and create a protocol for ingesting/organizing digital files moving forward. Jillian also provided some thoughts on how the next intern could build off her work including continuing cataloging contents in the drawer and conducting a trial of an another Omeka site.

Storage Unit Quote: The estimate for the annual renewal of the storage space came in less than the previous year. The estimate (a pay in full discount) was approved by the commission.

Novi Community Fest: The annual Novi Community Fest will take place on Thursday, June 5 from 4 – 8 p.m. at the Novi Community Center. Kim, Debbie and Sue plan on doing something for the Commission's booth around the Novi Special.

By-Laws: Kim emailed a copy of the novi Historical Commission by-laws to each commissioner to review. Feedback is being requested by the August meeting. Commissioners should send the edits to Kim Nice.

City of Novi Podcast: Kathy Crawford participated in two podcasts – one on the Walled Lake Amusement Park and the other re: Novi as a metropolis in the earlier days of its founding. Kathy is waiting for dates on when the podcasts will be made public. Kathy has been asked to do additional podcasts in the future.

Novi Public Library 65th Anniversary Event: The library anniversary organizing committee met and laid out plans for the event and how different organizations will be able to display information. Another meeting is planned to provide additional information. The event is Oct. 25 from 1 – 5 p.m.

Four Corners Miniature Project: Randy asked for a small amount of budget to purchase additional miniature sundries to put inside the store to make the shelves look more full. The commission approved an expense of up to \$100. The next project meetings are scheduled for May 30, June 6, July 11 and 25 at Noon in the Novi Library's Youth Activity Room (YAR).

ONGOING PROJECTS:

Speaker's Series: The Fall speakers are in place. Initial calls have been made to several potential speakers for next year. Ideas for future programs include America at 250 years, Michigan Food & Beverages, Michigan Oil & Gas, Ernie Harwell, and a Benjamin Franklin re-enactor.

Display Case: Kim and Sue are planning a display on the Fuerst sisters for the display case this summer.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: June 18, 2025 at 7 p.m.

ADJOURN: 8:31 p.m.

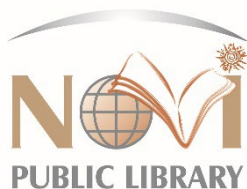
LIBRARY BOARD COMMITTEE REPORTS**Policy Committee – No Meeting held**

Action: Approve the 2026 Library Closings Calendar

This is the public calendar for the Library and reflects all paid holidays and non-paid closures for the 2026 calendar year. The dates highlighted in yellow are additional dates for the Board to consider. This is due to the City of Novi to be added to the Annual City Calendar by August 2025.

GOALS

1. Continued review of public policies by the staff committee



Draft as of July 10, 2025

LIBRARY CLOSINGS 2026

- Thursday, January 1st (New Year's Day) **H**
- Monday, January 19th (MLK Day) **H**
- Saturday, April 4th (Easter Weekend)
- Sunday, April 5th (Easter) **H**
- Sunday, May 10th (Mother's Day)
- Saturday, May 23rd (Memorial Day Weekend)
- Sunday, May 24th
- Monday, May 25th (Memorial Day) **H**
- Sunday, June 14th (Father's Day)
- Friday, June 19th (Juneteenth) **H**
- Friday, July 3rd (Independence Day Weekend)
- Saturday, July 4th (Independence Day) **H**
- Sunday, July 5th
- Friday, August 14th (Staff Professional Development Day)
- Saturday, September 5th (Labor Day Weekend)
- Sunday September 6th
- Monday, September 7th (Labor Day) **H**
- Wednesday, November 26th (Day before Thanksgiving, close at 5 p.m.)
- Thursday, November 26th (Thanksgiving Day) **H**
- Friday, November 27th (Thanksgiving Weekend)
- Saturday, November 28th
- Sunday, November 29th
- Wednesday, December 23rd (Day before Christmas Eve, close at 5 p.m.)
- Thursday, December 24th (Christmas Eve Day) **H**
- Friday, December 25th (Christmas Day) **H**
- Saturday, December 26th (Weekend following Christmas holiday)
- Sunday, December 27th
- Wednesday, December 30th (Day before New Year's Event, close at 5pm)
- Thursday, December 31st (New Year's Eve Day) **H**
- Friday, January 1st (New Year's Day) **H**

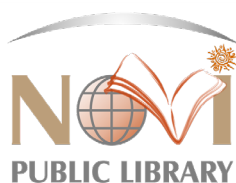
H – Paid Holiday for Employee (12 Total; 1 Floating Holiday for Veteran's Day in November)

LIBRARY BOARD MEETINGS

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

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

Approved: July 10, 2025

**New Policy for Board Review & Approval****MOBILE HOTSPOT USAGE POLICY****DRAFT—Reviewed by Staff Public Policy Committee 6/24/25****General Use**

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

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

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

Borrowing a Mobile Hotspot

- **To checkout a mobile hotspot, a patron must:**
 - Be a Novi resident, 18 years of age or older
 - Present a valid Novi Public Library card that is not blocked at the time of checkout registered under their name
 - Sign a "Mobile Hotspot Borrower Agreement" at time of checkout (the patron signing the borrower agreement must be the patron listed on the library card used to check out the mobile hotspot)
- **Borrowing Rules**
 - Mobile hotspots check out for seven (7) days. There are no renewals on hotspots.
 - Limit one (1) hotspot per library card.
 - Overdue mobile hotspots will be deactivated within 24 hours of the due date.

Charges and Liability

- Failure to comply with any part of the "Mobile Hotspot Borrower Agreement" will result in the suspension of borrowing privileges and may result in the assessment of repair and/or replacement costs.

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

Approved by the Novi Public Library Board of Trustees: July 10, 2025

HR Committee – Meeting held on: No meeting scheduled**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.

Finance Committee – Meeting held on: June 18th and June 30th

Meeting on June 18th: Continued discussions about the Reserve Study as it relates to the 271 and 272 accounts. Another meeting is scheduled for: June 30th to discuss reallocating some of the budget lines in 272 to the 271. The deadline for a 1st Quarter Amendment for the 25/26 budget is early September, therefore changes to the 25/26 budget must be approved at the August 14th Board meeting. Reserve Study budget recommendations are due to the vendor by June 30, 2025. The 271 Account will be shared with the vendor. June 30th meeting consisted of reviewing the final numbers to send to the Reserve Study consultants.

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.

Events/Marketing/Fundraising Committee - Meeting held on: June 16th and June 30th**Meeting Notes from June 16th by Trustee Dooley**

Summary of EMF Meeting 6-16-2025 and 6-30-2025

- Discussion on Strategic Plan report draft for 24-25 by Dana VanOast
- Discussion on Marketing Plan for 2025-2027 by Dana VanOast
- Approved the 65th logo for the Anniversary

Next meeting is scheduled 6/30/25 via Zoom

2025 – 2026 GOALS:

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

July 2025 – June 2027 Novi Public Library Marketing Plan



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

DRAFT – Pending final 2024/2025 fiscal statistics

Introduction

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

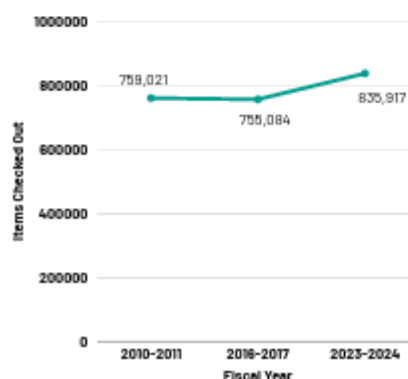
By the Numbers

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

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

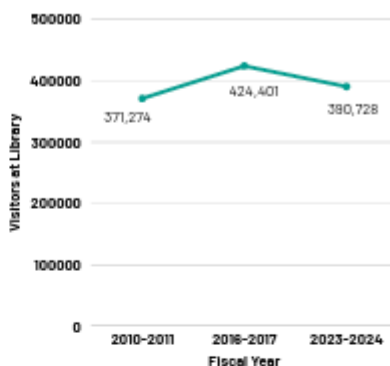
Items Checked Out

In fiscal year 2023-2024, **circulation reached 835,917**; 676,938 physical checkouts and 158,979 digital checkouts. This is a **50% Increase in checkouts** since 2010-2011, a year after the library building opened. This robust usage reflects the Library's vital role in the community and its ability to evolve with changing user needs and technologies.



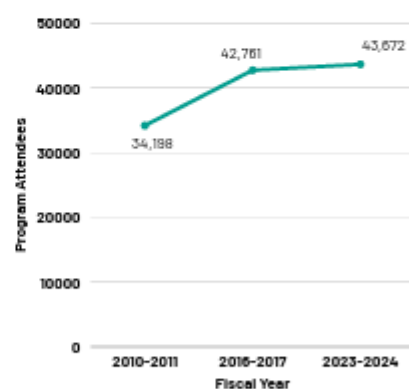
In-Person Visits

In fiscal year 2023-2024, the Library welcomed **390,728 In-person visits**, marking a **5% Increase** compared to fiscal year 2010-2011. During the same period in 2023-2024, there were **23,295 registered cardholders**, representing 35% of Novi's total population. This highlights the Library's growing role as a vital community hub.



Programming Attendance

Since fiscal year 2010-2011, programming attendance has **increased by nearly 28%**, with **43,672 attendees** in 2023-2024. In Fiscal Year, 2016-2017, program attendance reached 42,761.



The Novi Public Library's Summer Reading Program remains the most popular and heavily attended library program, serving over 2,700 patrons of all ages in 2024. The kick off party saw attendance numbers over 1,000. Brochures advertising the program are sent to students in local schools in Novi. Two schools in Walled Lake also received brochures as they service students who live in Novi.

Strategic Plan

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

Align Funding & Services

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

Improve Internal Communications

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

Adapt Resources, Services & Facilities

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

Staff Investment & Retention

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

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

Library Mission

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Library Values

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

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

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

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

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

Creativity: We encourage adventure and wonder in all.

Strengths

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

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

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



Accessibility

The Novi Public Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act (ADA) and the state of Michigan's Persons with Disabilities Civil Rights Act. In relation to this marketing plan, the Novi Public Library will use multiple communications channels - including social media, email, website, posters, and flyers - to reach diverse audiences. NPL will ensure novilibrary.org meets WCAG (Web Content Accessibility Guidelines) standards including use of alternative text on images and accessible link text. Additionally, publicly available documents and PDFs will meet accessibility standards by correctly using headings and alternative text for images.

Current Data

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

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

Target Markets

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

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

Marketing Goals

- **Increase community awareness throughout Novl of NPL's services, especially in north Novl**
 - Measure: Sign up 100 residents for champion program
- **Increase library cardholders**
 - Measure: Increase 35% -> 40%
- **Increase fundraising and sponsorship activity**
 - Measure: Reach \$65,000.00 anniversary goal
 - Fundraiser starting at \$34,000 due to generous donors and sponsors



Marketing Strategy

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

Objective

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

Strategy

- Create a patron-driven champion program to foster support of NPL and strengthen library advocates
 - Sign up 100 residents to be a champion
 - Define and offer membership perks including lawn signs to show support of NPL
- Create an informational page on our website explaining current library funding
- Collect feedback from library users using a Patron Story Request Form and share these stories with the community to highlight the value of NPL
- Conduct annual survey to determine the needs and wants of the community
- Create more targeted emails through Patron Point by age group
 - Increase monthly eNewsletter readership from an average of 38% to 45%
 - Industry standard read rate for public libraries is 44.47% (report from LibraryAware, July 1, 2023-June 30, 2024)
- Reach out by email to current cardholders with card usage lapse to get them back on board as library users
- Provide swag to new cardholders
- Reevaluate current Welcome Series of emails

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

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

Strategy

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

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

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

Strategy

- Fundraise \$65,000.00 in tandem with 65th Anniversary celebration in October 2025
 - Develop donation campaign for 65th Anniversary celebration, emphasizing the impact their contribution will have on enhancing the library for future generations
 - Create more robust donation information page on our website
- Update donation brochure to list large donation opportunities
 - Include tax benefits information
 - Provide informational seminars about the tax benefits of donating through the Friends of Novi Library
- Capitalize on library-related giving celebrations such as National Library Week, Library Giving Day and Giving Tuesday
- Update sponsorship forms with new branding and updated perks



Timeline

Novi Public Library Marketing Plan Timeline

July 2025 - June 2027



Evaluation & Assessment of Marketing Goals

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

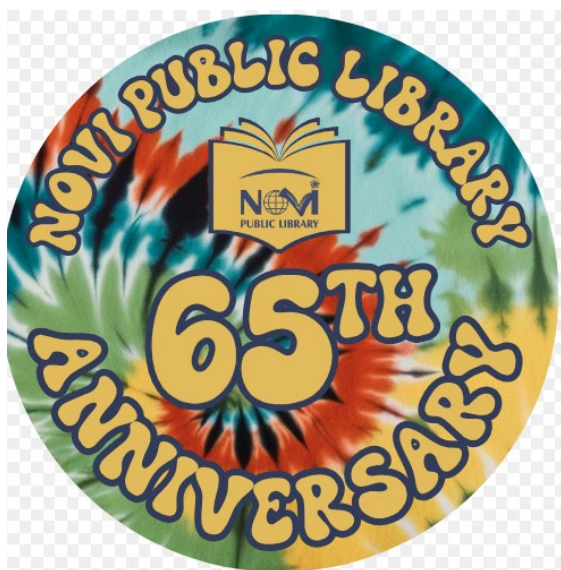
- Patron library usage survey
- Annual Report data (October)
 - Number of cardholders
 - Library building usage stats
 - Number of program participants
 - Total checkouts (physical and digital)
- Three comment boxes that welcome daily suggestions and comments
 - One at the Welcome Desk and one at each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

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

7/2/25

65th Anniversary meeting scheduled for: July 15th

- Date: Sunday, October 26th from 1-5pm
- 1:00pm welcome and presentations; music from 2-5pm
- 60's Tie Dye/Woodstock theme
- Live band is being planned for entertainment
- Photo opportunities
- Drop in crafts, iCube open, history of the Library exhibit
- Cake, balloons and give-a-ways
- Magician/Balloon artist
- Sponsorship by DTE for \$1,000
- Partners: Friends of Novi Library and Novi Historical Commission
- Design of logo



Strategic Planning Committee – Meeting held on: June 25th

Julie Farkas and Dana VanOast met with the Strategic Planning Consultants from Re-Thinking Libraries on June 24th to go over the year in review. Re-Thinking Libraries is willing to offer a couple zoom meetings to get staff feedback on the first year of completion on the plan. Dana will be setting up these meetings in July/August. The Board Committee reviewed the Strategic Planning 24/25 document created by Dana VanOast based on the staff committee's updates. Document is attached for Board approval.

2020 – 2026 GOAL:

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

Novi Public Library STRATEGIC PLAN



**Align Funding
& Services**



**Improve Internal
Communications**



**Adapt Resources,
Services & Facilities**



**Staff Investment
& Retention**

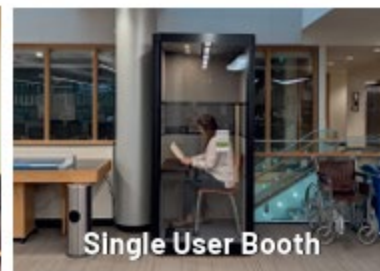
Cultivate Learning
Inspire Creativity
Foster Inclusivity



New Branding



Staff Appreciation



Single User Booth



Teen Area Updates



Device Charging Stations



Staff Parking Spaces

YEAR IN REVIEW JULY 2024 - JUNE 2025



Cultivate Learning
Inspire Creativity
Foster Inclusivity



Engage | Envision | Evolve



Informed by feedback from the community and staff:

Direct quotes from survey participants

Challenge: "Is there a way to separate the teen areas so they be comfortable and be able to make noise to a degree"

Solutions:

Teens can now utilize two spaces after school:

- **2nd Floor Teen Room:** Separate room with a door and seating for 31 students
- **Teen Space:** Separate room with seating for 72 students

Challenge: "The culture of Yes here is really pushing staff to their limits"

Solutions:

Staff are encouraged to provide feedback before decisions are made by:

- Using anonymous Q&A form
- Attending Director/Employee Feedback sessions or Staff Q&As
- Being involved in committees
- Providing feedback through email or surveys

Challenge: "Sometimes a long wait for digital library materials"

Solutions:

To help alleviate the long wait times, the Library has implemented the following measures:

- Increased the digital library budget for the fiscal year 2024/2025
- Reduced Hoopla checkouts from 10 to 7 to offer equitable access for all



Align Funding & Services

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

Solutions:

Conversations on Funding Needs

- Initiated ongoing communication with civic leaders about the gap between service expectations and funding

Revised Financial Plan

- Library Board approved revised financial plan in May 2024 to better reflect the Library's fiscal strategies and future financial goals



Improve Internal Communications

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

Solutions:

Improved Transparency

- **Internal Newsletter:** Includes committee work, board updates and staff recognition
- **Director/Employee Meetings:** Monthly digest meetings for Director to share important updates and policies and get feedback

Staff Feedback

- **Form:** Anonymous comment card system implemented via Google Form and reviewed monthly by HR and Management Team
- **Committees:** Ensuring involvement among all departments and levels

Organizational Tools

- **Org Chart:** Created an updated internal organization chart
- **Contact Sheet:** Quick-reference tool for commonly asked questions
- **Google Chat:** Helps staff quickly communicate important updates, schedule changes and fun news
- **Marketing Request Form:** Centralized form to streamline all marketing needs



Adapt Resources, Services & Facilities

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

Solutions:

Teen Services

- **2nd Floor Teen Room:** Relocated YA collection for increased accessibility, new furniture was added and a door installed, increasing the capacity to 31 students
- **Teen Space:** Additional seating added, increasing the capacity to 72 students

Technology

- **Automated Return System:** Companies were researched and new system approved in May 2025 for installation in 2025/2026
- **Public Printing/Copying:** Pricing adjusted after 13 years, new credit card readers were installed and the Information Desks went cashless for increased security
- **ICube Makerspace:** Portable 3D printer purchased to increase outreach efforts and six sewing machines purchased to increase programming offerings, supported by the Friends of Novi Library
- **TV Displays:** Four TVs were retired based on low usage data by patrons
- **Device Charging Stations:** Three stations were added, supported by the Friends
- **Microfilm Reader:** Located in the Local History Room and purchased by the Novi Historical Commission
- **Firewall:** System upgraded for enhanced security
- **Catalog:** Upgrades successfully completed by the Library Network
- **Magic Desktops:** Replaced AWE Stations with better learning technology for children

Collections

- **Digital Library:** Budget increased based on survey results in 2023
- **Stickers:** New adult materials stickered added based on user feedback
- **Hoopla:** Checkouts decreased from 10 to 7 on May 1, 2025 due to increased demand and to ensure equal access for all
- **Tutor.com:** Service monitored throughout the year and based on low usage and high cost, this resource will be discontinued at the end of June 2025

Meeting Rooms

- Public can now check meeting room availability and submit requests online

Building Enhancements

- **Single User Space:** Booth installed on the 2nd Floor to increase quiet study/work space, supported by the the Friends of Novi Library
- **Lighting:** Additional lighting installed in parking lot
- **Staff Spaces:** Installed swinging doors on Information Desks to increase staff privacy
- **Main Entrance:** Investigative work completed for lobby heating concerns

Programming

- **Grab & Go Kits:** Implemented streamlined process that reduces frequency, boosts inventory, and removes the need for registration
- **Partnerships:** Continued to utilize community partners for effective and economical program organization
- **Open House:** Welcomed the community to explore NPL
- **Human Library Event:** Designed to foster community dialogue and engagement

Accessibility

- **New Policy:** Accommodations & Accessibility Policy approved October 2024
- **Youth Activity Cart:** Upgraded with materials and games for patrons of all abilities
- **Collection Map:** Updated new collection maps
- **Recite Me Website Toolbar:** Started offering cursor options & simplified content features
- **Translation:** Identified library policies to get translated into multiple languages

Marketing

- **Rebranding:** Branding colors were selected, social media templates were designed and a Branding & Style Guide was created
- **Social Media:** Marketing Promotion Form created to increase staff support and new Social Media Policy approved in September 2024



Staff Investment & Retention

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

Solutions:

New Onboarding System Implemented

- Role-specific checklists and tracking tools deployed for consistency across departments

HR Policies

- **New HR Manual:** Updated policies to include:
 - Increased retirement contribution from 6%-9%
 - Remote work guidelines
 - Sick time for part-time staff
- **Feedback:** Staff Q&As were held for full manual feedback before approval

Performance Evaluation

- New tools and processes in place for improved feedback and alignment

Staff Recognition

- Staff anniversaries and birthdays recognized in multiple ways
- New logo wear purchasing opportunities made available
- Reserved employee parking and "Employee of the Month" spots designated



Thank you to our partners!



Continued a partnership with the Friends of Novi Library that enhanced:

- **Programs:** Authors Live Luncheon, Summer Reading Program, Community Reads, Senior programming, etc.
- **Technology:** Six sewing machines & three device charging stations
- **Services:** Single user booth, 1,000 Books Before Kindergarten, Teen Space signage and more
- **Staff:** Staff training opportunities and National Library Week celebration



Continued a partnership with the Novi Historical Commission that enhanced:

- **Programs:** Provided spaces for history-inspired spring/fall programs, genealogy research, document donation days and more
- **Technology:** Commission purchased a new microfilm reader
- **Services:** Provided Local History Room hours



Stay up-to-date!



@novipubliclibrary



@novilllibrary



Scan the QR code or visit novilllibrary.org/enews to sign up to receive our monthly eNewsletter.

Building & Grounds Committee – Meeting held on: No meeting held

The staff committee for the Automated Material Handling System met on June 17th with the vendor to officially kick-off the project. Timelines, purchasing of the system and construction details for the building pass through was discussed. Final drawings will be approved the week of June 30th and quotes from small construction firms will be solicited.

2025 – 2026 GOAL:

1. Review NPL's current Technology Plan

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

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

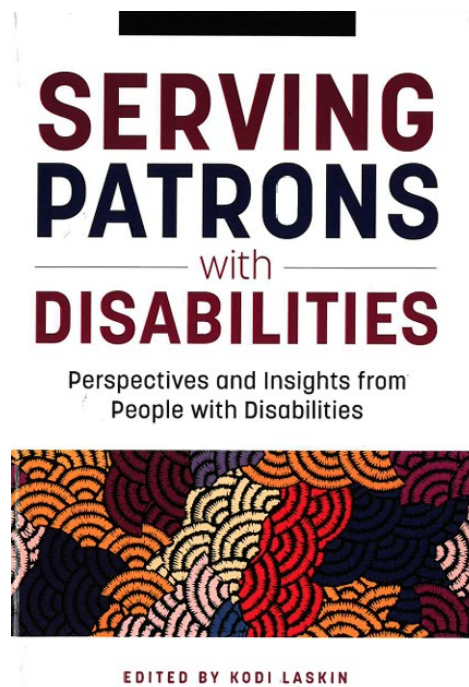
DEI Committee – Meeting held on: No meeting held

Committee discussed an opportunity to read a book for the 25/26 year on a DEI topic that would be relevant for both board and staff development. The committee is reviewing the book: *Serving Patrons with Disabilities* edited by Kodi Laskin (ALA Publication).

Recommendation: Purchase multiple copies of the book. Board and staff will be asked to read the book and plan for discussions in the fall (target date: October). This would include the Board DEI Committee, Staff DEI Committee, Library Staff and Library Board Members. Thoughts and actions could be incorporated into the Library's Strategic Plan if applicable.

2025-2026 GOAL:

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



COMMUNICATIONS



THANK YOU!

Thank you for helping make the 2025 Novi Community Fest a true celebration of community and connection!

Your business brought its 'A' game, showing creativity, energy, and a strong commitment to engaging with our amazing Novi community. Your presence helped make this event a **"blockbuster"** of local pride and partnership.

On behalf of the City of Novi, Novi Public Library, and the Novi Chamber of Commerce, we're grateful for your support.

Thanks again for **"showing up and showing off"** all that makes our business community shine!

Warmly,
The Novi Chamber of Commerce



Library Board Calendar

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

2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

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

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