



Quarterly Update

April 2026 – June 2026

To: Mayor Justin Fisher and City Council
From: Julie Farkas, Library Director

1. Sunday Closures in the Summer 2026



- Due to a staff shortage of 103 hours (2 Full-time Librarians) and (1 Part-time Librarians) in the Information Services Dept., the Library Board approved on Thursday, June 11, 2026, to be closed on Sunday, July 5th (Independence Day Weekend) and Sunday, July 19th (Festival of Chariots).
- The Library was able to move staffing around and accommodate all other Sundays this summer. The Library requires a minimum of 3 Librarians to work on two Information Desks in order to provide safe, quality service to the public and accommodate breaks/lunches according to current Labor Laws.
- Should absences occur on a Sunday, and staffing levels for the Information Services Dept. fall below three staff, the Library would declare an emergency closing for the day. See Emergency Closing Policy attached.
- The above positions have been posted, interviews have occurred and staffing is planned to be back in place and training underway by the end of August.

2. Updated Financial Policy



- The Library Board approved revisions to the Library's Financial Policy on Thursday, June 11, 2026. This policy now includes information pertaining to its reserve study and fund balance allocations when exceeding 50% (excess fund balance). See new policy revision attached.

3. 4th Quarter Financial Update



- The Library Board approved the 4th quarter budget adjustments for accounts 271 and 272 on Thursday, June 11, 2026. This information was sent to the City's financial team and City Manager Cardenas on Saturday, June 13th.
- We are just \$445.00 short of meeting our 65th Anniversary fundraising goal of \$65,000. Many donations from residents, the Friends of Novi Library and local businesses supported this initiative. The money raised will go towards the renovation of the first floor youth area (planned for 27/28).

4. Programming Updates



- Summer Reading 2026 Kicked off on Monday, June 8th and will run until August 8, 2026. All ages are welcome!!! The theme is: **Unearth a Story**
- Tuesday Tunes and Summer Songfest events will begin the week of June 22nd. Join us at the Library and Paradise Park of Novi for some great music!
- We had our largest response from local businesses for summer sponsorships to date! **Huge thank you to:** MSU Federal Credit Union, Novi Rotary, Orsa Credit Union, The Goddard School of Novi, Vibe Credit Union, Friends of Novi Library, Diversified Members Credit Union, Michigan State Fair, Cloud Boba, Klawesome!, TFiber
- Teen Space had 5,854 visits from Aug. – May. This is a free program from 2:30-5:00pm Monday – Thursday for middle school and high school students.

5. Strategic Planning, Public Survey & Performance

Moving Greatness To Success



- The Library's 25/26 Strategic Planning document will be presented in July to the Library Board. This report will provide all the accomplishments for the past year. A Marketing Plan and Technology Plan was also implemented this spring.
- The Library hosted a public survey in the month of April and over 400 responses were received. Information will be forthcoming. Questions asked of the public pertained to customer service, collections, programming, technology, spaces, hours of operation, etc.
- Library staff are currently receiving their end of year evaluations. The Library Board approved a 3% increase for staff who "Meet Expectations. This will go into effect as of July 1, 2026.
- Library staff and HR Board Committee are currently reviewing the salary structure for NPL based on the current increase in minimum wage going to \$15.00 an hour as of January 2027.

6. Building Updates

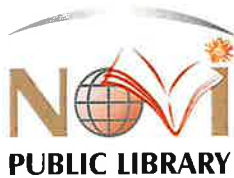


- The new automated return system has been working very well and was put to extra use during longer library closures in April and May. The system is more efficient, easily accessible for staff and has more features for monitoring usage as well as customization.
- The Library had to postpone the front door entrance project until September 2026 due to an incomplete bid that was received. The second bidder was awarded the project at a cost of \$119,897, but was unable to meet the June completion timeline.

7. Sakura Read Box & Read Japan Project



- The Library's 6th read box was installed at the Sakura Development in May 2026. This program brings books into the community thanks to business and parks partnerships. Other boxes are located at: Jessica's Splash Pad, Pavilion Shore, ITC, BrookFarm and Rotary Park. This is a great way to recycle donations that are received from the community.
- The Library received a grant for 125 books related to Japanese culture, history, art, business, etc. This grant was initiated through the Consul General of Japan's Detroit office. An unveiling occurred on May 28th. The books are available for check out. We are very honored to have this partnership!

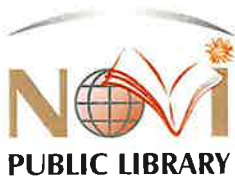


EMERGENCY CLOSING POLICY

- Authority to close the Library under this policy rests with the Library Director or their designee. All closings will be reported to the Library Board of Trustees.
- The Library may be closed at any time that it is deemed unsafe to operate the Library or to travel to the Library, including (but not limited to):
 - Storms, natural disasters or casualties (fire, flood, etc.).
 - The order of a recognized governmental official.
 - Loss of any necessary utility.
 - Health-related matters (epidemic/pandemic) that could affect the general public or library staff.
 - Public safety matters such as bomb or other threats, riots or civil insurrection.
- In case of emergency closing during library hours, standard closing procedures are to be followed if possible and all appropriate notifications should be made (Ex: City of Novi, The Library Network (TLN), library's website, social media and email notifications).

Approved by the Novi Public Library Board of Trustees: August 9, 1982

Amended: May 1, 2010; June 22, 2017; May 23, 2024; January 9, 2025; June 11, 2026



FINANCIAL POLICY

The Financial Policy helps the Library conduct library operations in a fiscally responsible way, documents the Library's fiscal strategies and focuses its efforts toward future financial goals as outlined in the Library's Strategic Plan. The Library relies on the City of Novi's Finance Department to provide accurate accounting and budgeting information as it relates to the Library's general and contributed accounts. In addition, it is the policy of the Library to depend on the City of Novi to invest Library funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Library and complying with all state statutes governing the investment of public funds. This Policy applies to all financial assets of the Library.

City Budgeting Guidelines

The State Budget Act requires all governmental bodies to appropriate amounts annually prior to the beginning of each fiscal year. The Act also requires the budget be monitored during the year and amended as facts and circumstances change. If an expenditure budget was to go over the budgeted amount, even by one dollar (\$1.00), this is a violation of the Act and is considered an unauthorized expenditure. The City, which the Library is a part of, would be in violation of the Act and the noncompliance condition would be noted in the annual audit report and to the State of Michigan. The State would in turn require the City/Library to submit a corrective action plan on how to ensure this violation does not occur again.

Financial Assumptions

While the Library's general goals and objectives are concerned with collections, programs, services, technology and staff development, its financial goals and objectives are concerned with the funding to provide these library services.

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, most of these revenues should provide benefits and services to the citizens; however, some fund balances are allocated to reserves to cover unexpected expenses, such as automation upgrades, revenue shortfalls or unbudgeted expenses. It is assumed that no sudden major changes will take place that will substantially change the revenue sources or governing structure of the Library.

The Library Board of Trustees and staff are committed to evaluating the various areas of expenses in advance of the needs arising:

- Major facility expenses (replacement of carpet, roof, HVAC, parking lot, furniture, etc.)
- Automation system in association with The Library Network
- Automated Materials Handling System
- Patron self-checkout equipment
- Updating patron and staff office technology
- Appropriate staffing levels

Each year, as part of the budgeting process with the Library Director, various areas of expenses are evaluated. The Board is responsible for giving library management direction and determining the right balance between expenditures and service levels.

- Seeking new technologies to increase staff output, carefully monitoring budget performance reports to ensure accuracy and timeliness
- Periodic reviews of internal controls

Financial statements will be prepared on a timely, recurring basis by the City of Novi, and will be reviewed by the Library Director and the Board on an on-going basis to ensure budgetary compliance.

Accounting, Auditing & Financial Reporting

An independent audit of the Library's finances is performed annually with the City of Novi.

The Library will maintain strong internal audit controls.

The City of Novi will provide annual financial reports following Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

Purchasing Guidelines

The Library Director, Managers and designated staff are responsible for the administration of the procurement process for the supplies, materials, services and equipment required for operation and maintenance of the Library.

Purchases will be made in accordance with federal, state and municipal requirements.

Purchases will be made in an impartial, economical, competitive and efficient manner.

Purchases Or Contracts Under \$5,000:

For expenditures of less than \$5,000, Managers are authorized to make the purchase with Library Director approval. It is the responsibility of the Manager to ensure the quality of goods/services and that competitive prices are received. Verbal quotations are acceptable.

Purchases Or Contracts Between \$5,000 - \$24,999:

For expenditures over \$5,000 it is the Manager's responsibility to assure that a competitive price is received. At least three (3) written quotations must be obtained, unless the Manager can establish to the satisfaction of the Library Director that there are not three (3) qualified vendors, in which case as many quotations as can be secured are required. Quotations are to be maintained by the individual departments.

An explanation must be provided if the lowest cost is not selected. Factors including, but not limited to, product quality, serviceability, delivery and other considerations of a similar kind normally relevant to the exercise of good business judgment shall constitute sufficient and good cause on which to base such decisions.

Purchases Or Contracts Of \$25,000 & Over:

Goods and services with a dollar value of \$25,000 or more shall be procured by the formal sealed bid process.

Capital Purchases:

All capital purchases require prior approval by the Library Director. "**Capital**" is defined as any item with a cost of \$25,000 or more and has a life of one (1) year or more. Capital purchases of \$25,000 or greater require a purchase order.

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

Amended: June 22, 2017; May 23, 2024; December 19, 2024, June 11, 2026

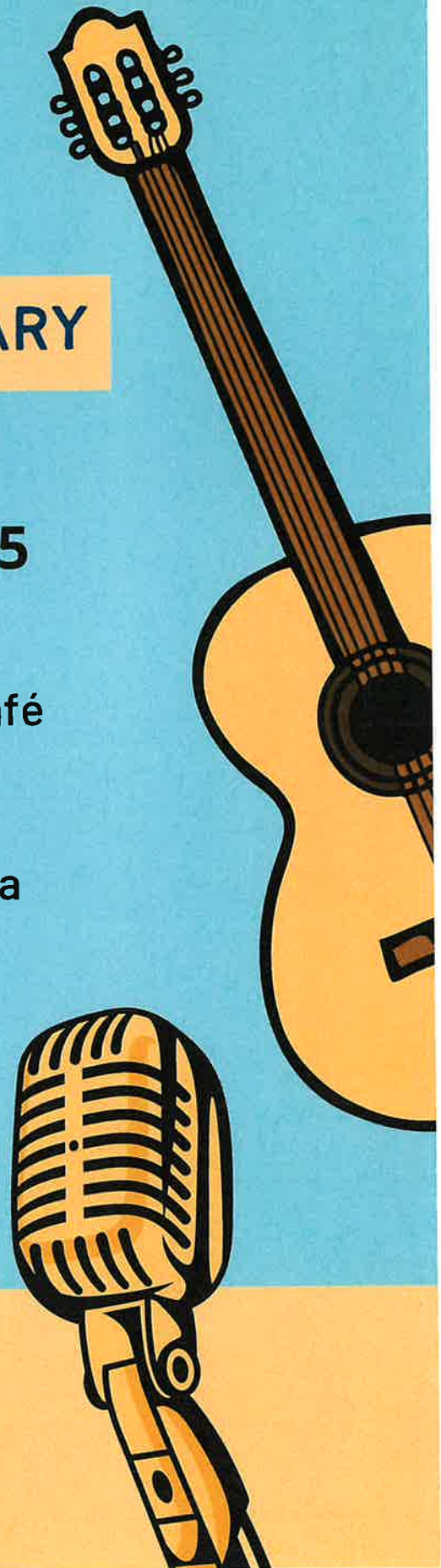
TUESDAY TUNES

ON THE PATIO AT NOVI LIBRARY

**Tuesday, June 23, July 7,
July 21, August 11 & August 25
11:30am-1pm**

Bring a lunch or purchase food from the Café and enjoy live music and good company on the patio, brought to you by the Friends of Novi Library! What a perfect way to spend a summer afternoon. Bring a friend or meet new ones. Concerts will be held in the meeting room if inclement weather.

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



Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 25 Magic Bus

Jul 16 Rick Leider Band

Jul 23 David Landry & Do It Again Band

Jul 30 Geff Phillips & Friends

Aug 6 Motor City Soul

Aug 20 The Phoenix Theory

Aug 27 Dueling Pianos



Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Registration required.

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

**paradise
Park**

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