

Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, July 23, 2020
 at 7:00 p.m.
 Virtual Meeting

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

1. Call to Order by President, Melissa Agosta
2. Roll Call by Secretary, Torry Yu
3. Pledge of Allegiance
4. Approval and Overview of Agenda1-3
5. Consent Agenda
 - A. Approval of Regular Meeting Minutes – June 25, 20204-12
 - B. Approval of Claims and Warrants (#592) – 268 and 269 Accounts..... 13-15
6. Correspondence
 - A. Email from Sharon Trumpy, Novi Resident RE: Library Role in Anti-racism47
 - B. Email from Anonymous RE: Board Commitment Draft.....48
7. Presentation/Special Guest
 - A. Check Presentation for \$40,000 Sponsorship for Lakeshore Lending Library (to be received in four \$10,000 installments over the next four years 2020-2023) by Community Financial Credit Union, Sarah Cousineau and Natalie McLaughlinN/A
8. Student Representatives Report – for June 2020..... 16
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 - C. Library Director Goals for 2020-2021 submitted by HR Committee.....N/A
10. Treasurer's Report (Geoffrey Wood)
 - A. 2019-2020 Library Budget Fund 268..... 34-36
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I. Bits & Pieces	N/A

12. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener–Chair, Agosta, Staff Liaison – Julie Farkas)

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- 1st draft of building policies were sent to the attorney for review/edits as of 7/6/20.

B. HR Committee: HR Policies, Director Review, Salary Study

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kirsten Malzahn, and Christopher Nadeau.
- Committee still in review as of 7/18/20.
- HR Committee meeting to discuss Library Director’s goals for 20/21 on Monday, July 20, 2020.

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood- Chair, Messerknecht, Lawler, Staff Liaison – Julie Farkas)

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu – Chair, Michener, Dooley, Staff Liaison – Julie Farkas)

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/Community Events Attended by Library Board Members in the Last Month:
 - None due to COVID-19

E. Strategic Planning Committee:

(Dooley- Chair, Yu, Staff Liaison – Julie Farkas).

- No report at this time.

F. Building/Landscape Committee: Entrance project

(Messerknecht – Chair, Lawler, Wood, Staff Liaison – Julie Farkas)

- Grounds– north end drainage work completed as of June 30, 2020.
- Lending Library Kiosk– A new date, based on communications with City of Novi CIO Rob Petty, has been determined for the installation of the kiosk – Monday, September 14, 2020. This is due to construction project timeline being pushed and no confirmation date of kiosk utility work being completed by August 17, 2020. Kiosk vendor has been notified.

- Library Van – Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Café – Café resumed operations on Monday, July 6, 2020. Café is opening at 10am when library opens. Café is reporting very low sales at this time. New Starbucks products have be introduced. Extra marketing by the Library is ongoing.
- Friend of Novi Library Book Nook – Book Nook opened July 6th. The HONOR BOX is being used for collecting sales of materials. Friends were pleased with first two weeks of sales. NO DONATIONS ARE BEING ACCEPTED AT THIS TIME.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta, Staff Liaison – Julie Farkas)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

H. Equity and Inclusion Committee:

(Michener – Chair, Dooley, Wood, Staff Liaison – Julie Farkas)

- No meetings have been scheduled at this time

13. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting.

14. Matters for Board Action

- A. Approve Commitment to the Novi Community (2nd draft)45
- B. Approve Retirement Incentive opportunity.....49

15. Adjourn

Supplemental Information

- Library Calendar78

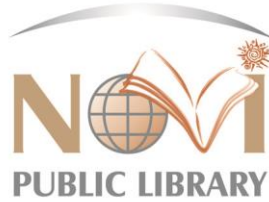
Future Events:

- **Wednesday, August 12th – Friends of Novi Library Regular Meeting – CANCELLED**
- **Saturday, August 15th – LAST DAY of SUMMER READING**
- **Wednesday, August 19th – City of Novi Historical Commission Regular Meeting at 7:00pm VIRTUAL**
- **Friday, August 21st – Library CLOSED for Staff In-Service/Training**
- **Thursday, August 27th – Novi Library Board of Trustees Regular Meeting at 7:00pm VIRTUAL**
- **Saturday, September 5th – Monday, September 7th LIBRARY CLOSED**

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
June 25, 2020**

DRAFT

1. Call to Order

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta, President, at 7:00 p.m.

2. Roll Call by Secretary, Torry Yu

Library Board

Melissa Agosta, President
Kat Dooley, Vice President
Bill Lawler, Board Member
Craig Messerknecht, Board Member
Tara Michener, Board Member
Geoffrey Wood, Treasurer (signed in virtually at 7:20pm)
Torry Yu, Secretary

Student Representatives

Tarun Tangirala (did not attend the virtual meeting)
Sarah Chang (did not attend the virtual meeting)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the Overview of the Agenda.

1st – Tara Michener

2nd – Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes –May 28, 2020

A motion was made to approve the regular meeting minutes from May 28, 2020. Trustee Yu observed on page 4, item 2. Kat Dooley was listed as taking roll call for the meeting, however roll call was taken by Trustee Yu. Therefore, the Regular Meeting Minutes were approved based on the amendment.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants – Warrant 591 for Accounts 268 and 269

A motion was made to approve Claims and Warrant 591 for accounts 268 and 269.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

A. N/A

7. Presentation/Special Guest

A. Community Financial Credit Union Check Presentation – planning for July 23, 2020.

Director Farkas reached out to Community Financial and they will be presenting virtually at the July Board Meeting.

8. Student Representatives Report

The Student Representatives report is on pages 18-19.

9. President's Report (Melissa Agosta)

A. 2019-2020 Goals Update (July, October, January, April)

o Next update July 2020

B. 2019-2022 Strategic Objectives (3 year plan)

o Strategic Objectives are on page 21

o No new update

C. Commitment to the Novi Community

President Agosta began the discussion by acknowledging that sometimes when people are unsure of what to say or do it can lead to the tendency to do nothing. President Agosta is offering a safe place to have an open and honest dialogue with respect, and with an open mind and heart. President Agosta added that this is created with continued education and commitment.

Trustee Agosta reached out to Trustee Michener and Dooley for their assistance, while composing the draft, and thanked them for their help. Also, President Agosta thanked the marketing and strategic planning committees for their help.

President Agosta opened the floor for discussion and was thankful to Trustee Michener for continuing the discussion. Trustee Michener explained that she and Trustee Dooley received an email from someone on staff and they made sure the

email was shared with the Board and that appropriate rules were followed and the Board acted as one. Trustee Michener explained that conversations with the marketing committee were held and a few changes were made. Additionally, Trustee Michener stated that in everything we say, if we do not say Black Lives Matter close to the top, it means nothing. Trustee Michener is saying that as a black person, who is a part of the community, who fields systemic racism, no matter how successful she might be, but also as a scholar who teaches racialized trauma. Trustee Michener has educated the Library staff and nationally speaks on these topics. Trustee Michener added that she appreciates some of her points were taken into consideration in preparing the commitment letter and she has additional thoughts to share:

Trustee Michener would like to see:

- A commitment to dates or benchmarks in the commitment letter.
- Black people having leadership/management roles, which truly gives them a seat at the table.
- Focus on checks and balances

Director Farkas sent a thoughtful email asking staff for their input anonymously and a few responses were received. Trustee Michener would like a way to connect with silent intellectuals, not currently responding with their thoughts and questions. Perhaps opening up a path where they can talk to the Board. Director Farkas acknowledged that the new committee, dedicated to equity and inclusion, could be a good way to start the dialogue and reach these individuals.

Trustee Dooley stressed that the Board acts together, unified, and not solo. She is proud of what the Board is putting forth in the initial draft, acknowledging their commitment to the community. Stressing the importance of Black Lives and the ability to initiate action. Also, the Board's dedication to the strategic plan which creates an escalation of innovation but also inclusiveness. Under item 3 in the letter, "what else can we do" Trustee Dooley would like to re-emphasize to be inclusive with the staff in this section. As far as timeline, the committee should have a monthly update for the community. Trustee Dooley would like to evaluate once every quarter, which further encourages pushing this engagement and uplifting voices in the community.

Trustee Yu has researched other libraries and statements they have provided. Trustee Yu is pleased how this Board's draft has defined plans and actions. Trustee Yu agrees with previous speakers about deadlines, dates, goals and the review process. Trustee Yu commented that one individual's feedback, from Julie's email to staff, noted that Novi is so diverse that programs should not be labeled as diverse, since that is the norm in this community. Trustee Yu recently took an HR training on diversity, equity and inclusion. Director Farkas commented that the staff follows the City training as well. Director Farkas will continue to look for training from the outside providing more education and understanding to the staff. Director Farkas emphasized our commitment to Inform. Inspire. Include.

Trustee Wood believes this is a really good first draft and believes as we become more involved there will be more to do and looks forward to going through this process.

Trustee Lawler emphasized the importance of the "what else can we do" section of the commitment letter. Trustee Lawler is interested in the tangible, valuable activity of adopting and collaborating with a sister library to help with their wish lists; offering

resources and support. Trustee Lawler worked in Detroit and found it very rewarding contributing to Detroit schools and libraries. Additionally, Trustee Lawler feels it is key to review hiring practices and expand outreach into different communities to promote more diverse applicants as mentioned in section 1 of the letter.

- Director Farkas will complete a collection analysis, evaluating the diversity of our collection in 2021, and this will continue annually.
- Director Farkas would like to survey the community for their input and suggestions, which would build with the strategic plan and focus on where the need is.
- Director Farkas would like to evaluate quarterly on the Commitment to the Novi Community, final draft. To be approved by the Board at a future meeting.

A Special Board Meeting is planned on Tuesday, June 30th at 7pm to review and approve the updated Commitment to the Novi Community.

Director Farkas has plans for the commitment letter to lead the eNewsletter and the approved letter will be shared with Friends of Novi Library, the community and through social media.

- D. Consideration for a Board Committee on Equity and Inclusion
Trustee Michener will chair the new committee and the supporting members are Trustee Dooley and Trustee Wood.
- E. July 23, 2020 Library Board Trustee Meeting to be Virtual based on EO 2020-129

10. Treasurer's Report (Geoffrey Wood)

Trustee Wood presented the Treasurer's Report.

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 23-25 of the June 25, 2020 Library Board packet.

- The 2019-2020 Library Fund 268 budget, 4th quarter amendment, calls for revenue of \$3,145,948 and expenditures of \$3,145,914 contributing \$34 to the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 26 of the June 25, 2020 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget, 4th quarter amendment, calls for revenue of \$39,500 and expenditures of \$39,000 contributing \$500 to the fund balance.

C. Library Fund 268 Expenditure & Revenue Report (ending May 31, 2020)

The Library Fund 268 Revenue and Expenditure Report can be found on pages 27-30 of the June 25, 2020 Library Board packet.

- Revenue ending May 31, 2020 was \$3,191,260.
- Expenditures ending May 31, 2020 was \$2,687,758.

D. Contributed Fund 269 Expenditure & Revenue Report (ending May 31, 2020)

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 31 of the June 25, 2020 Library Board packet.

- Revenue ending May 31, 2020 was \$46,431.
- Expenditures ending May 31, 2020 was \$19,476.

E. Balance Sheet for Fund 268 (as of May 31, 2020)

The Balance Sheet for Fund 268 as of May 31, 2020 can be found on page 32 of the June 25, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of May 31, 2020 was \$2,597,902.

F. Balance Sheet for Fund 269 (as of May 31, 2020)

The Balance Sheet for Fund 269 as of May 31, 2020 can be found on page 33 of the June 25, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of May 31, 2020 was \$1,703,041.

11. Director's Report

The Director's Report can be found on pages 34-48 of the June 25, 2020 Library Board packet.

Staff members celebrating anniversaries in June are:

- Marcia Dominick –Administration – 20 years
- Keith Perfect– Facilities – 8 years
- Lisa Brickman – Support Services – 4 years
- Donna Filipiak –Support Services – 4 years
- Tracey Pelletier - Support Services – 3 years
- Barbara Cook – Administration – 2 years
- Sarah Vander – Information Services – 2 years
- Dana Brataniec – Administration – 1 year

Directors Report Summary

- On page 35 is a snapshot of Phase 4 "Grab & Go Services" – 30 minutes or less, beginning July 6, 2020. The library has 100 – 30 minute timers to distribute to guests visiting. Guests will be required to wear masks based on the current executive order. Director Farkas sent an informational video to the public.
- On page 36 is an email sent to the library guests and below the email is a Facebook post which includes an image of the progress at Lakeshore Park. In front of the building is where the kiosk will be placed.
- On page 37 is an email that was sent to staff which includes documents they received prior to their return to work.
- On page 38 is the 2021 calendar which will be discussed under item 14. Matters for Board Action.
- On pages 39-45 is the Library Reopening Policy which will be discussed under item 14. Matters for Board Action.
- On page 46 is information regarding the new HVAC service contract. The bid was awarded to Allied Building Services. The previous contract expired.
- On page 47 is Governor Whitmer's executive order.
- On page 48 is an article featured in Novi Today about the Library still being available to the community, even under the closure.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on page 49 of the June 25, 2020 Library Board packet. Director Farkas gave a shout out to the Robotics team for using 3d printers to create face shields in conjunction with the Novi library.

B. Facilities Report

The Facilities Report, provided by Keith Perfect, can be found on page 50 of the June 25, 2020 Library Board packet. Continued detailed cleaning, disinfecting and preparation for guests and staff has been occurring.

C. Information Services Report

The Information Services Report is found on pages 51-53, prepared by April Stevenson. Information is provided on virtual programming, and staff training that took place. Included is a snapshot of summer reading information, which started on June 22, 2020.

D. Support Service Report

The Support Services report is found on page 54, prepared by Maryann Zurmuehlen.

E. COVID-19 Usage Statistics

The COVID-19 usage statistics update is included on pages 55-56. This tracks how the Library is interacting with the public through posts and events that the Library has offered to the community. Director Farkas mentioned that the COVID closure statistics for April and May are included.

F. Library Usage Statistics

The Library Usage Statistics report can be found on pages 57-65. As anticipated there is an increase in Downloadable usage due to the closure.

G. Friends of the Novi Library – Email to Members regarding the October 2020 Gala

On page 66 is an email letter that was sent to members of the Friends addressing the cancellation of the Gala, originally scheduled for October, 2020. Friends experienced changes to their budget, but their support of the Library continues to be very generous.

H. City of Novi Historical Commission – Agenda Wednesday, June 17, 2020

On page 67 is the Historical Commission Agenda for their virtual meeting held in June.

I. Bits & Pieces

The current Library Board Calendar is on page 68 of the June 25, 2020 Library Board packet.

Additional Comments Section:

- Trustee Yu commented on the Lynda.com usage on page 63 and noted that it has more than tripled. Director Farkas commented that marketing was dedicated to letting the community now how to find the downloadables. Director Farkas gives kudos to Dana Brataniec, David Silberman and to Sarah

Vander and Gail Anderson for the podcasting. Additional praise to Hillary Hentschel and to the iCube team.

- Trustee Dooley sends thank you to the Library staff for working so hard to launch the summer reading challenge. Trustee Dooley appreciates how the staff has adapted to the challenges by provided virtual enhancements.

12. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener-Chair, Agosta)

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - No update
 - Target Date of 8/21/2020 the staff in-service day

B. HR Committee: HR Policies, Director Review, Salary Study

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
 - No update

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood – Chair, Messerknecht, Lawler)

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
 - No events due to COVID-19
 - Committee helped with commitment letter

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu)

- No report at this time.

F. Building/Landscape Committee: Entrance project

(Messerknecht – Chair, Lawler, Wood)

- Grounds- North-end drain work is scheduled for the week of June 22nd. Mulch was completed at the end of May.
- Lakeshore Lending Library Kiosk- A date of Monday, August 17th has been scheduled for the delivery of the kiosk to Lakeshore Park. The installation and staff training will take place August 17-August 21st. Waiting on the City of Novi Parks & Recreation Dept. to confirm Lakeshore Park unveiling. See photo in Director's Report.

- Library Van- Van will be wrapped the week of June 22nd. The only sponsorship opportunity to date for the van is Community Financial Credit Union. Other sponsorship opportunities have been offered to community businesses, but no confirmations to date. The van sponsorship is \$2,500 for one year.
 - Update: Library Van is wrapped.
- Café – Café staff is planning to return to NPL the week of 6/15 to begin cleaning/re-stocking their space. They plan to reopen to the public with the library's Phase 4 "grab & go" services on Monday, July 6th.
- Friends of Novi Library Book Nook – Friends volunteers plan to open the Book Nook as of July 6th when the library begins "grab & go" services. No volunteers will be in the building interacting with library guests. The HONOR BOX will be used for collecting the sales of materials. When Friends volunteers are needed for sorting materials, etc. They will follow specific guidelines for temperature taking, reporting and social distancing. NO DONATIONS WILL BE ACCEPTED AT THIS TIME.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
 - No report at this time.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Approve Commitment to the Novi Community (1st draft)

Virtual follow up meeting scheduled for June 30, 2020 at 7pm.

B. Approve 2021 Library Closings Calendar

Calendar includes closing of additional days: July 3, 2021 and December 26, 2021. Trustee Michener discussed June 19th with the Board. Discussion took place among the Trustees and Trustees agreed to close on June 19th.

A motion was made to approve calendar year 2021 closure for July 3rd and December 26th and add June 19th as an official closing date on an annual basis.

1st – Kat Dooley

2nd – Geoff Wood

The motion passed unanimously.

C. Approve revisions to the Library Reopening Policy

Director Farkas reviewed the changes that are highlighted in yellow on pages 44 and 45.

A motion was made to approve the revised Library Reopening Policy.

1st – Tara Michener

2nd – Craig Messerknecht

The motion passed unanimously.

15. Director’s Annual Review (Director has requested a CLOSED SESSION)

A motion was made to move into closed, virtual executive session for the Directors Annual Review.

- 1st – Torry Yu
- 2nd – Kat Dooley

The motion passed unanimously.

Roll Call vote was taken to move into closed, virtual executive session. Trustee Torry Yu took roll call. All trustees were in agreement. Closed executive session began at 8:22pm and ended at 9:46pm.

During the closed executive session the Trustees approved a 2 percent increase, exceeds expectations, for the Director.

16. Adjourn

A motion was made to adjourn at 9:48 p.m.

- 1st— Tara Michener
- 2nd—Torry Yu

The motion passed unanimously.

Torry Yu, Secretary

Date

Warrant 592	268 Accounts	July 2020	
Payable to	Invoice #	Account number	Amount
Adobe Creative Cloud	subscription	268-000.00-734.000	\$ 635.74
cbts	0701/20-6/30/21; FY 20-21	268-000.00-734.000	\$ 4,588.00
Tech Logic	Aug 2020-July 2021; FY 20-21	268-000.00-734.000	\$ 2,700.00
Tech Soup	IT software app	268-000.00-734.000	\$ 5.00
Amazon	Photo backdrop	268-000.00-734.500	\$ 53.99
Amazon	Batteries; timers; COVID	268-000.00-740.000	\$ 280.36
Demco	jacket; labels	268-000.00-740.000	\$ 131.11
Dominick, Marcia	Reimburse; thermometer; COVID	268-000.00-740.000	\$ 66.78
Global	bucket; wipes; sanitizer; COVID	268-000.00-740.000	\$ 491.98
Imagamerica	NPL masks; COVID	268-000.00-740.000	\$ 363.00
Jan Way - Wixom	Reimburse for library bags- Jan Way	268-000.00-740.000	\$ (310.00)
Saturn Printing	Protective Guards; COVID	268-000.00-740.000	\$ 1,995.79
Amazon		268-000.00-742.000	\$ 9,960.06
Barnes & Noble		268-000.00-742.000	\$ 31.75
Brodart		268-000.00-742.000	\$ 2,197.01
Center Point		268-000.00-742.000	\$ 122.05
Amazon	Lending Library	268-000.00-742.010	\$ 333.29
Midwest Tape		268-000.00-742.010	\$ 499.24
Pronunciator	7/1/20-6/31/21; FY 20-21	268-000.00-743.000	\$ 1,800.00
Amazon		268-000.00-744.000	\$ 486.93
Midwest Tape		268-000.00-744.000	\$ 1,772.43
Amazon		268-000.00-745.200	\$ 842.33
Midwest Tape		268-000.00-745.200	\$ 3,379.51
JoAnn Stores LLC	ending Jun 30, 2021; FY 20-21	268-000.00-745.300	\$ 1,744.00
Linked In	FY 20-21	268-000.00-745.300	\$ 13,125.00
Midwest Collaborative for Library	Reference USA Premium FY20-21	268-000.00-745.300	\$ 9,863.70
Midwest Collaborative for Library	Morning Star FY20-21	268-000.00-745.300	\$ 2,873.55
tutor.com	Online tutoring; FY 20-21	268-000.00-745.300	\$ 13,900.00
VidCode	ending June 30, 2021; FY 20-21	268-000.00-745.300	\$ 2,900.00
Zoobean	ending June 30, 2021; FY 20-21	268-000.00-745.300	\$ 2,750.00
Spectrum	June	268-000.00-801.925	\$ 54.30
Merchant Billing Statement		268-000.00-802.100	\$ 191.80
Foster Swift		268-000.00-806.000	\$ 1,407.00
Rosati		268-000.00-806.000	\$ 42.00
Rubbish		268-000.00-808.100	\$ 108.07
ALA	FY 20-21	268-000.00-809.000	\$ 210.00
Midwest Collaborative for Library	Ending June 30, 2021; FY 20-21	268-000.00-809.000	\$ 250.00
MLA	Ending June 30, 2021; FY 20-21	268-000.00-809.000	\$ 2,027.01

MLA	Ending June 30, 2021; FY 20-21	268-000.00-809.000	\$ 340.00
Applicant Pro	FY 20-21	268-000.00-816.000	\$ 200.00
H&K Janitorial	June Cleaning	268-000.00-817.000	\$ 3,182.74
ATT		268-000.00-851.000	\$ 306.02
Telnet		268-000.00-851.000	\$ 480.48
Unlimited Conference	monthly; COVID - June 2020	268-000.00-851.000	\$ 33.97
Verizon	2 months	268-000.00-851.000	\$ 2,359.36
The Library Network		268-000.00-855.000	\$ 2,047.88
Municipal Web Service	May 2020	268-000.00-880.000	\$ 885.50
Amazon		268-000.00-880.268	\$ 118.87
MPSL (Motion Picture Licensing)	FY 20-21	268-000.00-880.268	\$ 260.80
Engraving Connection	Stars NPL Staff	268-000.00-900.000	\$ 176.00
Millennium Business Systems		268-000.00-900.000	\$ 89.01
Consumers Energy		268-000.00-921.000	\$ 639.42
DTE		268-000.00-922.000	\$ 7,777.13
City of Novi - Utility Bill	03/30/20-06/23/20	268-000.00-923.000	\$ 1,348.08
Allied Eagle	liquid hand sanitizer; COVID	268-000.00-934.000	\$ 226.08
Cintas	quarterly; restrooms	268-000.00-934.000	\$ 544.60
Home Depot	blue; yellow electric tape COVID	268-000.00-934.000	\$ 58.38
Lyon Mechanical	Preventative; May 2020	268-000.00-934.000	\$ 3,020.00
North Star Mat		268-000.00-934.000	\$ 368.88
Schlinder	FY 20-21	268-000.00-934.000	\$ 1,335.72
Brien's	mulch and lawn care	268-000.00-941.000	\$ 3,870.00
Brien's	Landscape Project #2020-1057-D/M	268-000.00-941.000	\$ 5,202.35
Brien's	Lawn Maintenance	268-000.00-941.000	\$ 875.00
C&J Parking Sweep		268-000.00-941.000	\$ 60.00
Creating Sustainable Landscapes		268-000.00-941.000	\$ 150.00
Home Depot		268-000.00-941.000	\$ 47.34
Plaque Maker	Replacement plaque for 6 trees	268-000.00-941.000	\$ 186.00
Thelen		268-000.00-941.000	\$ 363.00
Millennium Business Systems		268-000.00-942.000	\$ 650.94
Corrigan Record Storage	June	268-000.00-942.100	\$ 23.98
Mid-American Library Assoc.	Webinars	268-000.00-956.000	\$ 100.00
Signarama	Van Wrap completed 06/29/20	268-000.00-983.000	\$ 3,834.55
TelSystems (Thalner Electronics)		268-000.00-986.000	\$ 14,291.00
Petty Cash (Community Promo)		268-000.00-880.000	\$ 23.99
Petty Cash (Building)		268-000.00-934.000	\$ 19.63
Petty Cash (Vehicle)		268-000.00-935.000	\$ 7.00
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 18.27
TOTAL			\$139,394.75

Warrant 592	269 Accounts	July 2020	
Payable to	Invoice #	Account number	Account total
Inventable, Inc.	Waste board; Mosaic tile kit; Linoleum; iCube	269-000.00-742.233	\$ 361.98
US Cutter	Sublimation Printer; iCube	269-000.00-742.233	\$ 643.99
Full Spectrum Laser	Fume extractor replacement; iCube	269-000.00-976.046	\$ 880.16
Matter Hackers	3d printer; iCube	269-000.00-976.046	\$ 5,091.48
TOTAL			\$ 6,977.61

June 2020 Library Board Student Representative Report

By: Tarun Tangirala, Sarah Chang, and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia was held on June 24 via Zoom. Participants read *Armstrong & Charlie* by Steven Frank. The purpose of this program is to discover new books and answer trivia questions based on what you read. Trivia questions come directly from the book's plot, characters, and setting. (Attendance = 10)

While the Library is closed to the public (until July 5, 2020), teens can participate in the following activity from home. The teen online scavenger hunt allows teens to get to know more about the Library. All answers could be found using the website, www.novilibrary.org. This activity gave participants a chance to win a gift card to the Library's café.

Teen Space Update:

There is no update since March 2020

Total breakdown of Teen Space numbers for the 2019-2020 school year:

September 2019 = 605 guests

October 2019 = 814 guests

November 2019 = 503 guests

December 2019 = 469 guests

January 2020 = 405 guests

February 2020 = 395 guests

March 2020 = 168 guests

April 2020 = 0 guests (see note above regarding NPL closure)

May 2020 = 0 guests (see note above regarding NPL closure)

June 2020 = 0 guests (see note above regarding NPL closure)

Total for 2019-2020 school year = 3,359 guests

Teen Advisory Board (TAB) Update:

The next TAB meeting will be held on September 18, 2020.

Upcoming Programs:

NPL is offering virtual programs from June through August 2020.

The August tween and teen programs include the following:

- STEM Building Challenge: Three Little Pigs - August 5
- BeTWEEN the Pages: Tween Book Club Trivia - August 26 (Title is *Friendship Experiment* by Erin Teagan. This title is available through Hoopla for instant download.)

2019-2020 End of Year Presentation

By: Tarun Tangirala and Sarah Chang

Novi Library Board Student Representatives

Novi Library Student Representatives Staff Liaisons:

Julie Farkas, Library Director and

Lindsay Gojcaj, Information Services Librarian



Summer 2019 Programs

- The Dr. Nitro's Mad Science Show and Liquid Nitrogen Ice Cream Social program took place on July 17. Dr. Nitro presented a hands-on science show where he explained how nitrogen ice cream is made using science. The audience also enjoyed a taste of their own liquid nitrogen ice cream sundaes. (Attendance = 125)
- The Blast Off Into Space: Astronaut Training took place on July 24. Participants did hands-on activities that allowed them to train like astronauts. Some activities included measuring their height, trying an agility course, and building a space rover. (Attendance = 23)



Additional Summer 2019 Programs

- The STEM: Build Your Own R2K Rocket program took place on August 7. The Longway Planetarium from Flint, MI brought hands-on STEM learning to the library. Participants built and launched an air-powered R2K rocket of their own. (Attendance = 40)
- The BeTWEEN the Pages- Tween Book Club took place monthly from July through June. Participants read a variety of books from different genres. The program's purpose was to discover new books, encourage reading, and make new friends.



Fall 2019/Winter 2020 Programs



- The SAT Practice Test was held on September 14 and on February 8. Participants were able to take a free, full-length SAT practice test courtesy of College Tutors. (Attendance = 34 and 49)
- The Tween Cupcake Decorating Party took place on October 16. Guests were able to decorate three cupcakes from various categories: most like yourself, most like a Halloween book/movie character, and most creative. (Attendance = 75)
- The STEM: Gingerbread Engineering Challenge program took place on December 17. Guests built and decorated their own gingerbread houses using graham crackers, frosting, and a variety of candies. (Attendance for ages 4-8 = 75 and attendance for ages 9+ = 60)

Spring/Summer 2020 Programs

- Cancelled tween and teen programs during March included:
 - Battle of the Books
 - BeTWEEN the Pages- Tween Book Club
 - Teen Advisory Board (TAB) Meeting
- Even though the Library was closed to the public, there were virtual activities teens can participate in from home.
 - Teen online scavenger hunt allowed teens to get to know more about the Library.
 - The teen poetry challenge was held to recognize National Poetry Month in April. Teens could submit either a poem or haiku.
 - For both the scavenger hunt and poetry challenge, participants earned a chance to win a gift card to the Library's cafe.
- NPL has planned virtual programs from June-August. A survey was sent to out to obtain feedback about virtual programming.

Programs Overview

- Out of all the teens programs that the library hosted in 2019-2020, we recognized that the programs with the highest teen attendance were programs that involved hands-on activities, such as the science show and gingerbread houses decorating party, as well as college prep, such as the SAT Practice Test. We would like to continue offering these types of programs at the Library in the future.



Teen Advisory Board (TAB) Update

- The TAB meetings took place each month from September through May (concurrent with the school year)
 - No March meeting due to the Library's closure from COVID-19
 - The April and May meetings were conducted virtually via Zoom
- The 2020-2021 TAB officers were elected during the May Zoom meeting
- A few goals, set from last year, that were accomplished included:
 - Be involved with at least one community service project
 - Increase active TAB members

2019-2020 TAB Officers:
 (Back row, left to right: Nadia, Bryan, Ashtech)
 (Front row, left to right: Kase, Aliyah)



Additional TAB Updates

- As a suggestion from one of the TAB members, Mrs. Farkas and Mrs. Gojcaj helped TAB collaborate with Novi Rotary's Feed the Need
 - 3 ways to help include:
 - Volunteer your time
 - Donate supplies
 - Monetary donations
- In preparation for future Teen Stop changes, TAB members assisted with the following:
 - Brainstorming ideas for new layout and furniture
 - Completing surveys to provide feedback for a possible name change



2020-2021 TAB GOALS

- Be involved with at least one community service project or outreach opportunity
- Conduct surveys within TAB to find out what teen programs are wanted at the Library
- Promote TAB through social media and other forms of communication
- Share TAB information with local high schools
- Continue to increase active TAB members



Novi Public Library Teen Space End of the Year Report 2019-2020
By: Yolanda Hockaday-Dennis, Teen Space Monitor

April 29, 2020

Teen Space student total from September 3, 2019 through March 12, 2020: 3,359

Formal Evictions: 1

Incident Reports: 2

Teen Space at a glance by month:

September

- Cookies and gummy bears were offered for the first day of TS to welcome students back.
- 1 student asked to leave for the day for using profanity.
- 2 new ping-pong balls were donated to TS!

October

- 1 student was formally evicted (incident report) from TS.
- More evictions (incident report completed by Maryanne.) Some students were also asked to leave TS for the day (profanity, disruptive behavior, not following rules and expectation.)
- Halloween party with treats and tote bags for decorating was held.

November

- CNS Healthcare (Cara) offered a mental health presentation in TS.
- First incident in TS of a winter coat reported missing (parent was involved.) Proper people notified and procedure followed.
- 2 inclement weather closures (1 snow day & 1 library closed early.)
- HOSA presentation offered in TS.

December

- HOSA presentation offered in TS.
- 2 new board games were donated to TS by Ms. Sanders!
- I-Cube collaboration with Mary (bracelet making) during the TS winter party! Treats, movies, and other crafts were also offered.
- Holiday sweater day in TS.

January

- NPL & TS were closed for several days due to flooding and repairs (unforeseen circumstances.)

February

- Cupcakes shared for my birthday in TS!
- Cookie decorating with a NHS teen volunteer and Ms. Lindsay was offered along with popcorn in TS!
- Valentine's Day candy was shared

March

- NEF donated a new ping-pong table to TS! An unveiling with refreshments was held.
- Cookie tray and water offered in TS leftover from the prior event.
- March 13, 2020 TS was closed due to Covid-19.

April, May, June

- An executive order due to Covid-19 requires TS is to remain closed for the remained of this school year.

Miscellaneous:

- Many parents, guests, and visitors have continued to stop into TS to inquire and observe.
- I continued offering snacks at times throughout the school year.
- TS is often moved to the Youth Activity Room when the West meeting room is needed for programming.
- Students use TS when working in groups on projects, DECA, and HOSA with permission from Admin.
- Announcements are made in TS regarding TAB meetings and other NPL programming and events.

Meetings/Trainings attended:

- Staff meetings
- Customer service training
- I-Cube tour
- Performance Reviews (goal setting; mid-year)
- Culture Club February staff spotlight (write-up to Ms. Sanders in January)
- Webinars, podcasts, and Lynda.com

My recommendations for TS for the coming year:

- This pandemic situation almost leaves me lost for words. At this time, I know and realize that all things regarding school schedules and Teen Space are at a standstill. Planning is a good thing and necessary for what is to come. However, I also know that during this time all things will be dictated by what is in the best interest of all. Planning too far ahead could prove to be useless. When roles around a deadline, things could very well change completely. Whenever TS is reopened, I am sure that all of the protocols that are being followed for our health and safety will be considered and have some affect on how things will operate. We may have to consider everything from sanitation to something as simple as entrance procedures and number of students allowed in the space at once. There may even be time limits for how long guests will be allowed in the building as a whole. We are in a “wait and see” state as of today. Moving forward and how is not something that can be predicted for September. As we get closer to that point, I may be able to offer more. Hopefully and prayerfully there maybe by this fall something available to at least help soften the blow of Covid-19 and its affects.

Other Comments:

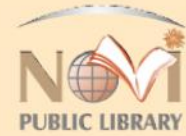
- Teens should still have some input. Maybe by email instead of suggestion box.
- TS may only be opened to a very limited amount of students at one time. Social distancing and sanitizing will have to take place. VR day should be paused indefinitely along with some other game items.
- There should be more prepackaged food items used for “parties” instead of the bulk options we have been using. I was hoping to collaborate a time or two with the café as well in some way.
- “Parties” may have to be just a grab and go situation re: food which is prepackaged. Another option maybe to only allow a limited amount of students in the room at once, social distanced, for a limited time period to allow for more students to participate.
- TS may have to limit what is available. More hands off options may need to be considered.
- For TS monitor safety, maybe limiting the number of students in TS per day all together until further notice.




2019 - 2022

Novi Public Library's Strategic Goals


- 1 Empower universal literacy.
- 2 Escalate an innovative and inclusive culture.
- 3 Enhance core interactions within our diverse community.



How will we accomplish these goals?

 **Collections/Electronic Resources**

Expand collection offerings in print, music and movie in addition to electronic formats. Provide online training options for residents, city/school employees and businesses.

 **Technology**

Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL.

 **Outreach & Services**

Improve Library access to all Novi residents, city employees, businesses and those working in Novi. Expand collaborations with area schools and create barrier free policies and procedures.

 **Building & Grounds**

Execute more flexible spaces, furniture and electrical access based on guest needs. Implement sustainable processes of recycling, paper and utility usage and explore use of building for larger community events.

 **Programming & Events**

Evaluate programming needs, expand outreach, and create new partnerships.

 **Marketing**

Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events and services, and tell NPL's story better through Inform. Inspire. Include.

 **Staff Development**

Improve staff training, launch a customer services initiative, and support growth and innovation in our library team.

Our Mission: To provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

INFORM. INSPIRE. INCLUDE.

NOVI PUBLIC LIBRARY – 2019/2020 GOALS as of June 30, 2020

- Empower Universal Literacy
- Escalate an Innovative and Inclusive Culture
- Enhance Core Interactions Within Our Diverse Community

AD= Administration F=Facilities IS=Information Services IT=Information Technology SS=Support Services LB= Library Board
(% Citizen Survey Response)

#1: Collections/Electronic Resources

Tactic	Owner	Status	Due Date
Expand collection offerings in print, music/movie (73% CS response)	IS	Ordering monthly – on-going, Added Ultra high-def blu-ray collection, added blu-ray international movies, expanded digital offerings for stay-at-home support	On-going, 1/20, 4/20
Expand electronic formats and options (62% CS response)	IS	Added Sesame Street e-books, expanded digital offerings for stay-at-home support	10/19, 4/20
Improve ILS functionality for better guest and staff usage	IS	Reporting all CARL issues to TLN	On-going
Expand International collections/classes/ESL	IS	Added beginner ESL book discussion, international film programs, bibliographies in different languages. Provided tour to Novi Adult Education ESL students. Held Japanese New Year celebration, visited Novi Woods for their ESL and Multicultural night, went to Novi Japan Fest Held Going Global program about working abroad. Met with Siena Literacy Center to share how we provide our English Conversation Group. Printed and provided census information in multiple languages. Added virtual ESL and foreign language options.	7/19, 8/19,9/19, 11/19, 1/20, 2/20, 4/20
Provide online training options for residents, city/school employees, businesses	IS	Still have Lynda.com, shared online educational opportunities and webinars with the community	10/19, 3/20
Introduce unique collections	IS	Introduced iCube Makerspace book collection, started Tween Large Print collection	7/19, 1/20
Grow readers/build literacy	IS	Relabeled early readers for easier level discernment, created new programs Time to Explore and Dramatic Playgroup to teach early literacy skills. Also added a reading program for kindergartners that focuses on vocabulary and crafts to build literacy skills. Added card	10/19, 1/20, 2/20, 4/20

		to story time backpacks to promote Tumblebooks. Added virtual story times.	
Increase usage	ALL	Annual report 18/19: was approved by Library Board 11/19 and delivered to City Council 12/19; presented to the public 12/19. Total checkouts 947,715 (highest on record)	10/19, 11/19, 12/19
#2: Technology			
Tactic	Owner	Status	Due Date
Enhance website (online calendar, meeting room software)	IT	Preliminary paperwork has been submitted and Demco has provided a test database	10/19
iCube development	IT; IS	Programming on how to be creative using Inkscape, the Muse Laser and the Carvey CNC Router have been scheduled. A different iCube item is highlighted in the e-Newsletter. Met with Oakland Schools Technology Integration Specialists for possible future programming, holding monthly programs in the iCube highlighting technology and creative kits. Equipment has been added: laminator, Cricut and Silhouette Vinyl Cutters, enhanced 3D printer. Added several Creative Kits and a Sewing/Embroidery Machine. "How-To" videos created for Creative Kits and DotsPen. Looking into a STEAM themed summer Olympic program series. Documentation created on various iCube equipment.	01/20, 2/20, 4/20
Be a disruptor for new technology trends	IT	Copiers have been upgraded and expanded payment type devices have been ordered. Upgraded hotspots which support Band71. Equipment for expanded payment options was installed.	10/19, 01/20
Stay on the cutting edge of technology initiatives	IT	Meeting Room A/V Connections flyer for guests; small meeting room AV equipment upgraded from analog to digital.	10/2019, 5/20
Foster talents to expand technological experiences at NPL	IT	Developing partnership with guests willing to share their talents. Hosted the three iCube Drop-in workshops with instructors. Established relationships with volunteers to teach classes on Crochet Basics, Paper Cutting Basics, Vinyl Cutting with the Silhouette and Cricut Maker, using the embroidery machine.	10/2019; 11/2019, 01/20, 2/20
Improve App access	IT		

#3: Marketing			
Tactic	Owner	Status	Due Date
Touchscreen interaction in the building for programming/events/services	AD; IT; IS	Reached out to 3 vendors, have received quotes from 2 including an additional quote for needed electrical work. Presented budget proposals. Approved for 20-21, but postponed until 21/22 due to COVID).	10/19, 12/19, 1/20, 6/20
Look at more targeted marketing strategies	AD	I Proudly Support NPL window cling; café marketing has been monthly	12/19
Institute "Did You Know"	AD	Sharing in E-newsletter	As of 12/19
Welcome center/library tour	AD		
Grow social media, press and news presence	AD	Monthly iCube videos began on Facebook; Library Board Bingo;	9/19; 11/19
Tell NPL's story better through Inform.Inspire.Include.	AD	Marketing Plan completed January 2022-December 2022	1/20
Expand HOA outreach	AD	Currently being investigated by Communications Coordinator	6/20
Increase usage	AD		
#4: Outreach/Services			
Tactic	Owner	Status	Due Date
Lending Library kiosk (Lakeshore)	SS; AD	See notes below:	
As Project Manager of the Lending Library Committee, oversee the Project Lead and the SS Dept aspects (TLN, collection, working with Communications Coordinator for marketing, etc.) of preparation leading up to the Lending Library installation (projected for May 2020) and the official launch event (projected for late May/early June 2020).	SS/IT	Ongoing LL Committee meetings have been held since June 2019. First Introduction Training for kiosk held 10/23. Tentative launch is after June 1st. Tentative launch has been delayed due to Executive Orders relating to COVID19. As of 5/7, construction has resumed at Lakeshore Park, and the concrete slab for the kiosk is expected to be completed by 7/31. Anticipated installation is planned for the week of 8/17. This goal will carry over to FY 20-21.	11/19; 2/20; 4/20; 5/20; 6/20; 7/20
Oversee the installation of the Lending Library kiosk and organize and complete staff training for using the kiosk for May 2020.	SS	Anticipated installation is planned for the week of 9/14. This goal will carry over to FY 20-21.	6/20; 7/20
Oversee the creation and organization of SS Dept day-to-day operating procedures for the Lending Library kiosk after the launch in June 2020.	SS	Basic procedures were created at a meeting on 3/4. This goal will carry over to FY 20-21.	4/20; 7/20
As Project Lead of the Lending Library Committee, work with the Project Manager to organize and carry out the SS Dept aspects (TLN, collection, working with Communications Coordinator for marketing, etc.) of preparation leading up to the Lending Library installation (projected for May 2020) and the official launch event (projected for late May/early June 2020).	SS	Ongoing LL Committee meetings have been held since June 2019. First Introduction Training for kiosk held 10/23. Tentative launch is after June 1st. Tentative launch has been delayed due to Executive Orders relating to COVID19. As of 5/7, construction has resumed at Lakeshore Park, and the concrete slab for the kiosk is expected to be completed by 7/31. Anticipated	11/19; 2/20; 4/20; 5/20; 6/20; 7/20

		installation is planned for the week of 9/14. This goal will carry over to FY 20-21.	
Oversee the installation of the Lending Library kiosk and assist with staff training for using the kiosk for May 2020.	SS	Anticipated installation is planned for the week of 9/14. This goal will carry over to FY 20-21.	6/20; 7/20
Complete the creation and organization of SS Dept day-to-day operating procedures for the Lending Library kiosk after the launch in June 2020.	SS	Basic procedures were created at a meeting on 3/4. This goal will carry over to FY 20-21.	4/20; 7/20
Complete staff training for the Lending Library kiosk and know how to operate and fill the kiosk, and be able to demonstrate and communicate how a patron can use the kiosk by June 2020.	SS	This goal could not be accomplished due to COVID-19 closure because installation for the Lending Library was delayed. This goal will carry over to FY 20/21.	6/20
Complete staff training for the Lending Library kiosk and be able to demonstrate and communicate how a patron can use the kiosk by June 2020.	SS	This goal could not be accomplished due to COVID-19 closure because installation for the Lending Library was delayed. This goal will carry over to FY 20/21.	6/20
Auto renewal of library cards (TLN)	SS	Further discussion and investigation continues through TLN SASUG meetings.	11/19
Auto renewal of library materials (TLN) (62% CS response)	SS	Approved by TLN SASUG and will be implemented July 2020. Beta testing is being completed as of January.	11/19; 2/20
Fillable library card online (TLN)	SS	Research being conducted by C. Morse (TLN) to look at viability with our ILS, TLC CARL.	11/19
Dropbox at Novi High for materials	SS	Further discussion and research needed.	6/20
Barrier free policies and procedures	AD	Discussion has been reoccurring since 2016. Library Board discussed the Fines Free trend in public libraries during 20/21 budget sessions as well as being kept up to speed on libraries locally that have followed and implemented the trend. No action has been taken at this time.	1/20, 2/20
Library access to ALL Novi residents, city employees, businesses, working in Novi	AD; SS	Ongoing card campaigns will occur this fiscal year, including: NCSD Employees, NCSD Elementary, Middle School, and High School Students.	11/19; 2/20
Supervise designated clerks' progress on assignments and successfully complete own assignment by designated deadlines for various Library Card Sign-Up Campaigns for this fiscal year through May 2020.	SS	NCSD Employee Campaign completed 8/29. NCSD Elementary Student Campaign completed 11/18. NCSD NMS Student Campaign completed 12/30. NHS Student Campaign completed 3/13.	8/19; 10/19; 11/19; 12/19; 1/20; 4/20
Successfully complete assignments by designated deadlines for various Library Card Sign-Up Campaigns for this fiscal year through May 2020.	SS	NCSD Employee Campaign completed 8/29. NCSD Elementary Student Campaign completed 11/18. NCSD NMS Student Campaign completed 12/30. NHS Student Campaign completed 3/13.	8/19; 10/19; 11/19; 12/19; 1/20; 4/20
"Be Our Guest" approach to service	ALL	An introduction to ALL STAFF was held by the Customer Service Committee during the In-Service in August 2019. All IT Department staff attended the "Be Our Guest" training session. All regular staff have completed the training.	8/19; 11/2019, 5/20

Endowment opportunity	AD	Leaving a Library Legacy brochure has been updated and being reviewed by the Library Board; A sponsorship of \$40,000 was committed by Community Financial Credit Union for the Lending Library kiosk, MOU was signed.	1/20; 3/20
Expand school collaborations	AD; IS	Held Lending Library focus groups at Walled Lake schools, Meadowbrook and Hickory Woods. Presented Sensory Story Times at Hickory woods. Attending Novi Woods Parent Teacher conferences. Partnering with Novi Woods Principal to present Love & Logic program. Attended parent teacher conferences at WL Meadowbrook Elementary. Attended Novi Woods for their ESL and Multicultural night, judged and scored Novi Woods Geography Bee. Presented Sensory Story Times at Hickory woods	10/19, 11/19, 12/19, 1/20, 2/20
Elimination of daily fines (51% CS response)	AD	Discussion has been reoccurring since 2016. Library Board discussed the Fines Free trend in public libraries during 20/21 budget sessions as well as being kept up to speed on libraries locally that have followed and implemented the trend. No action has been taken at this time.	1/20, 2/20
Public Library Services excellent/good (91% CS response)	ALL		
Supervise designated clerks' progress with project and bring to completion assigned section of the Catalog Database Cleanup Project. Initial cleanup phase is to be completed by February 15, 2020 and final cleanup phase is to be completed by May 1, 2020.	SS	Initial phase begun. This goal was partially completed due to the COVID-19 closure. This goal will carry over to FY 20/21.	10/19; 6/20
Successfully complete assigned section of the Catalog Database Cleanup Project. Initial cleanup phase is to be completed by February 15, 2020 and final cleanup phase is to be completed by May 1, 2020.	SS	Initial phase begun. This goal was partially completed due to the COVID-19 closure. This goal will carry over to FY 20/21.	10/19; 6/20
#5: Programming/Events			
Tactic	Owner	Status	Due Date
Evaluate programming needs; ease of registration	IS	Opened up story times to no tickets, having some programs without registration where possible. Expanding to share Zoom log in information for virtual program attendance. Also offering Facebook live programs which do not require attendance.	On-going, 5/20
Expand options; have a "Try It" attitude	IS	On-going, created a Mini-Masterpiece program for kids based off the popularity of the adult version. Looking into a library audio podcast. Created library podcast and	On-going, 2/20, 3/20, 5/20

		have recorded 3 episodes will debut soon. Created online story time videos and craft videos and shared through social media. Trying out grab and go crafts once we open since guests will only be allowed in the building for a certain amount of time.	
Expand programming outreach in north end	IS	Surveying north end guests + to determine program needs, met with Michael Mathis of Tollgate to review program partnerships, provided sensory story times to special needs classrooms at Hickory Woods elementary	10/19, 11/19, 12/19, 1/20, 2/20
Friends 60 th Anniversary	AD	Planning mtgs. Scheduled 1/20, Friends met virtually on 4/8/20 to discuss plans for Anniversary based on developments with COVID-19. They plan to move forward with an event (more details to come). Steve & Rocky's of Novi has committed to sponsoring the event as premiere food supplier. Cancelled for October 2020 due to COVID-19.	4/20; 6/20
Annual Events: September Library Card Sign-up Month, Authors LIVE at Fox Run, Community Reads, MLK Event, Battle of the Books, National Library Week, Summer Reading		9/19: NCSD library card campaign 10/15/19: Fox Run Authors LIVE event featuring Doc Fletcher, Michael H. Hodges, Elisa Koopmans 11/13/19: Michael Zadoorian Beautiful Music 1/20/20: MLK – Unity Breakfast 3/20: Battle of the Books – Cancelled due to COVID-19 4/20: National Library Week – Cancelled due to COVID-19 6/22/20: Summer Reading Program – Virtual due to COVID-19	
10 year Anniversary of NPL building	AD	Planning mtgs. Scheduled 1/20; Was cancelled due to COVID-19	Cancelled
Talent Team expansion	IS	Had a couple of students teach Python and TinkerCad classes and a local guest teach Zentangle. Met with an adult volunteer who will be teaching a Crochet Basics class this winter. We discussed the curriculum, supplies and realistic goals for the program. Met with an upcoming Teen volunteer, who will be teaching under my mentorship, some Introductory to Equipment in the iCube classes for us. Have added a teen volunteer who will be providing a series of STEAM programs in the iCube.	1/20, 2/20
Partnerships with non-profit help agencies	IS; AD	Partnered with Oakland Mediation for programs	11/19
Be a disruptor for new programming/events	IS; AD	In light of COVID-19, NPL has become a disruptor for new programming virtually and has been committed to	3/20, 4/20

		actively engaging its community since the onset March 16 – April 30, 2020	
Intergenerational collaborations	IS; AD	Fox Run VR Event, working on developing an intergenerational ping pong tournament.	11/19, 2/20
Opportunities for learning (online tutoring, ESL, computer classes, adult education, cultural learning) (63% CS response)	IS	On-going, turning craft programs into creative kits for iCube. Creating an online ESL conversation group. Have created many virtual programs.	2/20, 3/20, 6/20
Opportunities for programs (53% CS response)	IS	On-going, ave added a teen volunteer who will be providing a series of STEAM programs in the iCube. Added virtual programs and podcasts.	2/20, 5/20
#6: Building/Grounds			
Execute more flexible spaces, furniture, electrical access based on guest needs	ALL	Planning for updated teen and youth spaces over the next 3 years (2020-2023) based on budget approvals.	1/20, 2/20
Library /City transportation for ALL ages	AD	Keep abreast of City Transportation changes/needs	Ongoing
Youth Area Renovation (Phase 2)	IS; AD; F	Met with Library Design twice, awaiting next design and quote. Received final designs and quotes. Have submitted for budget review. Approved in 3 phases over 3 years. This is being postponed, however postponed due to COVID-19 until 21/22.	10/19, 11/19, 12/19, 1/20, 5/20; 6/20
Implement sustainable processes (recycling, paper, utility usage)	ALL	Looking into sustainable art products for on-going art programs.	1/20
Investigate entranceway and cold issue	AD; F	Meetings have been consistent since September. A design has been submitted the Library Board for review; Board approved to proceed with design work and quotes in 2/20, however due to COVID project has been suspended for 20/21.	1/20; 6/20
Enhance café experience (42% CS response)	AD	Starbucks was added in October 2019; First 3 month review of the café was submitted by the café manager	10/19; 1/20
Explore use of the building for larger community events	ALL	A meeting to host a Deerfield Elementary after hours event was held – Cancelled due to COVIC-19; An offer was made to the Japanese Consulate for events welcoming the JBSD (Japanese Business Society of Detroit) and Japanese Saturday school	11/19; 6/20
Provide safe, clean, accessible spaces	AD; F	Daily vendor cleaning of the building; bid out in July 2020 for a new cleaning vendor; increased cleaning protocols put in place as of March 2020 due to COVID-19.	6/20
Enhancing library operations (63% CS response)	ALL	Library continued to open the lobby 15 minutes early to accommodate restroom, café and traffic needs	
Rental space availability (28% CS response)	AD	No rentals since March 2020 due to COVID-19; meeting rental policy being reviewed as of 7/20	6/20

Extended Sunday hours (53% CS response)	AD	Café offered before hours service beginning at 9am on Sundays (9/19-3/20)	6/20
On average community members visit the Library (Once a month – 69% CS response)	ALL		
#7: Library/Board: Staff Development			
Improve staff training (knowing who does what, when, why, how and where)	ALL	Continuing Customer Service Training, KultureCity training started. Added KultureCity Covid training requirement.	1/20, 5/20
Complete at least 3 approved (20 minute or longer) Lynda.com online classes to receive “Meets Expectation.” Employee may complete 4 or more approved (20 minute or longer) Lynda.com online classes to receive “More Than Meets Expectation.” Certificates of completion and ratings for each class must be presented to Manager by May 25, 2020 to complete goal.	SS	40% of staff have completed goal already. As of April 2020, 100% of staff have completed the goal.	11/19; 1/20; 4/20
Complete one-on-one advanced OPAC and public copier training sessions with Supervisor or designated Librarian and be able to demonstrate and communicate how a patron can use these technologies by June 2020.	SS	100% of staff have completed part one (OPAC) of the goal already. Part 1 (OPAC) was completed, but Part 2 (Copiers) was not due to the COVID-19 closure. This goal will carry over to FY 20/21.	11/19; 1/20; 6/20
Launch a customer service initiative	ALL	Training continuing until all staff have completed. All regular staff have completed;	1/20, 6/20
Present an inclusive staff that reflects our community	ALL		Ongoing
Evaluate employee satisfaction assessment for future development	AD; LB		Ongoing
Support growth and innovation in our library team	AD; LB	During COVID-19 there has been an opportunity for additional online training and professional development for staff to participate in. Many staff have embraced distance learning, remote working habits, and virtually connectivity with each other and our community.	4/20
Evaluate staff policies for maximum support and organizational commitment	AD; LB	HR and Public Policies are currently being reviewed by staff committees; meetings held every 2 weeks to discuss edits/suggestions; Building Policies were sent for attorney review as of 7/20	9/19; 7/20
Continue to evaluate salary needs based on employment trends and standards	AD		Ongoing
Encourage out of the box thinking and creativity	ALL	Staff has quickly switched over to programming via video and podcast.	3/20
#8 COVID-19			
Staffing/Employment		See Policies/Procedures section; Temperature taking training by video, Kulture City training related to COVID-19, Enhanced Customer Service information shared with staff in relation to re-opening the building due to COVID-19; video communications frequently to staff members about the COVID-19 situation as it relates to work/library;	Ongoing

		staggered work schedules; teleworking opportunities for staff; more frequent dept. staff meetings and communications based on changes; requirement of masks for staff (2 types provided), gloves, aprons (as needed); Library Board supported all staff being paid their regularly scheduled hours during the shut-down	
Remote working by staff		75 webinars viewed/reported, 82 webinars and podcasts viewed/reported, attended 89 webinars. During the shutdown ALL employees were able to be deployed to teleworking duties and offered technology for their work use.	3/20, 4/20, 5/20
Communications to the Public		Monthly e-news, videos from the Director, use of social media, use of TLN email to all cardholders, podcast, signage outside/inside the building, opportunity for community members to call/email library staff directly; use of City of Novi communications for broader reach	Ongoing
Policies and Procedures		Currently investigating a Pandemic Policy/Procedures Adopted: Library Reopening Policy (with Plan), Pandemic Procedures, Employee Rights info, CDC info, FMLA Expansion and Emergency Paid Sick Leave Policy, COVID-19 Preparedness and Response Plan, Phases of Service Plan (6 Phases); staff Q&A document; Returning to Work Safely packet with procedures for library staff, Response to scenarios pertaining to COVID-19 chart	4/20; 5/20; 6/20
Virtual Programming		34 videos produced, 4 podcasts created, Produced 18 videos and podcasts	3/20, 4/20, 5/20
Virtual Information Services – Phone/Email		March – 53 phone calls/emails answered, April – 23 phone calls/14 emails answered, answered 37 phone calls, replied to 17 asknovi emails, answered 16 social media questions	3/20, 4/20, 5/20
Technology Services – Phone/Email		March – 2 phone calls answered, April – 15 phone calls answered. May – 11 phone calls	3/20, 4/20, 5/20
Statistics		New types of stats being considered at this time and provided to the Library Board. See stats section of the board packet	3/20 - 4/20
Steps for Reopening/Implementation		Equipment removed and/or relocated to comply with Social Distancing requirements; added floor signage, social distancing signage, no use of large meeting rooms for public (based on EO's), public study/tutor spaces deployed to staff for social distancing purposes; masks	5/20

		required by staff and public (based on EO's); timers used for quick "grab and go" 30 minute building usage;	
Library Board		Special Meetings held to address the pandemic concerns for library services, staffing, closures, etc.; Virtual Board Meetings (April –June 2020 and ongoing)	3/13/20, 3/17/20
State Requirements Followed by Library Board (related to Library Services)		Executive Orders: No. 2020-9, 2020-15, 2020-20, 2020-21, 2020-42, 2020-43; 2020-100, 2020-143, 2020-145, 2020-153	As of 4/14/2020; 6/20
Enhanced Services		Drive up window and locker services by appointment; call a Librarian, call a IT Expert, call regarding local history; renew library card by phone; obtain a library card by phone; virtual programming, Read Cart "grab and go" crafts	6/20

2020-2021 Library Budget 268 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Revenues		2/28/2019	1/23/2020	5/28/2020	1/23/2020	5/28/2020	1/23/2020
Account	Description						
403.000	Tax Revenue - Current Levy	2,827,689.00	2,827,689.00	2,846,224.00	2,926,658.00	2,939,255.00	3,043,724.00
403.001	Tax Revenue - Cnty Chargebk	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tx Tribunal	-1,000.00	-1,000.00	-1,000.00	0.00	0.00	0.00
403.003	Tax Revenue - Brownfield 2008	-250.00	-250.00	-250.00	-259.00	-259.00	-270.00
403.006	Tax Revenue - Brownfield 2015	-3,000.00	-3,000.00	-3,000.00	-4,500.00	-4,500.00	-6,000.00
403.008	Tax Revenue - CIA Cap			-6,395.00		-12,597.00	
420.000	Tax Reveune - C/Y Del PPT	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00
567.000	State Aid	36,000.00	40,000.00	44,383.68	40,000.00	20,000.00	40,000.00
633.100	Insurance Reimbursement	0.00	0.00	13,158.40	0.00	0.00	0.00
657.000	Library book fines	58,000.00	58,000.00	48,961.25	65,000.00	60,000.00	65,000.00
658.000	State penal fines	113,000.00	118,345.07	118,345.07	114,000.00	57,000.00	114,000.00
664.000	Interest on Investments	53,000.00	53,000.00	53,000.00	54,201.00	54,201.00	55,663.00
664.500	Unrealized gain(loss) invest	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00
665.000	Miscellaneous income	15,000.00	15,000.00	7,100.00	14,000.00	14,000.00	14,000.00
665.100	Copier	1,600.00	600.00	1,100.00	600.00	600.00	600.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	3,000.00	4,610.53	6,200.00	3,000.00	2,000.00	3,000.00
665.290	Library Fundraising	4,000.00	4,000.00	4,100.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	45,000.00	40,000.00	24,000.00	37,000.00	0.00	37,000.00
665.400	Gifts and donations	3,500.00	3,500.00	2,900.00	3,500.00	3,500.00	3,500.00
665.404	Novi Township Assessment	6,400.00	6,400.00	6,591.00	6,600.00	6,600.00	6,600.00
665.650	Library Café	5,000.00	5,030.11	5,030.11	6,000.00	5,000.00	6,000.00
Total Revenues		3,142,439.00	3,147,424.71	3,145,948.51	3,245,300.00	3,124,300.00	3,362,317.00

2020-2021 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	949,000.00	920,000.00	900,000.00	971,650.00	965,000.00	995,941.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2019)	4,000.00	4,704.40	4,704.40	4,700.00	18,500.00	4,800.00
704.250	Final Payout				0.00	0.00	0.00
705.000	Temporary Salaries	677,000.00	660,000.00	642,000.00	746,730.00	635,000.00	765,398.00
706.000	Overtime	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	123,000.00	112,000.00	120,000.00	131,456.00	124,000.00	134,742.00
716.000	Insurance	211,000.00	192,000.00	192,000.00	195,000.00	195,000.00	204,750.00
716.200	HSA - Employer Contribution	5,800.00	5,800.00	7,500.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-40,700.00	-38,000.00	-33,000.00	-36,000.00	-36,000.00	-37,800.00
718.000	Pension DB	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00
718.010	DB Unfunded Accrued Liability	29,300.00	29,300.00	29,300.00	43,224.00	43,224.00	45,000.00
718.050	Pension - add'l DB Contribution						
718.200	Pension - Defined Contribution	34,000.00	37,700.00	40,000.00	45,000.00	45,000.00	45,900.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	3,900.00	3,900.00	3,900.00	4,100.00	4,100.00	4,200.00
Total Personnel Services		2,005,200.00	1,936,304.40	1,915,304.40	2,121,060.00	2,009,024.00	2,178,131.00
Supplies and Materials							
Account	Description						
727.000	Office supplies	19,000.00	19,000.00	16,000.00	19,000.00	18,000.00	19,000.00
728.000	Postage	1,000.00	1,000.00	700.00	1,000.00	1,000.00	1,000.00
734.000	Computer software/licensing	94,000.00	94,000.00	94,000.00	69,700.00	69,700.00	69,700.00
734.500	Computer supplies equip	56,100.00	56,100.00	56,100.00	19,800.00	19,800.00	26,800.00
740.000	Operating supplies	28,100.00	28,100.00	28,100.00	28,000.00	25,000.00	28,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	2,500.00	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	389.00	300.00	300.00	300.00	300.00	300.00
742.000	Books	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00
742.010	Lending Library Books	10,000.00	10,000.00	10,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	96,000.00	96,000.00	96,000.00	115,000.00	115,000.00	115,000.00
745.200	Electronic media	41,900.00	41,900.00	41,900.00	46,900.00	46,900.00	46,900.00
745.300	Online (Electronic) Resources	61,500.00	61,500.00	61,500.00	64,000.00	64,000.00	64,000.00
Total Supplies & Materials		621,389.00	621,300.00	618,000.00	599,600.00	595,600.00	606,600.00

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Services & Charges							
Account	Description						
801.925	Public Information (cable)	500.00	500.00	500.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	700.00	700.00	700.20	700.00	700.00	700.00
802.100	Bank Services	2,500.00	5,000.00	5,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	1,000.00	475.00	809.82	500.00	1,000.00	500.00
804.000	Medical Service	1,500.00	1,200.00	800.00	1,500.00	1,000.00	1,500.00
806.000	Legal Fees	5,000.00	7,500.00	10,500.00	5,000.00	7,500.00	5,000.00
808.100	Rubbish	1,250.00	1,300.00	1,300.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	7,000.00	7,000.00	7,000.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	5,500.00	5,500.00	1,000.00	10,500.00	10,500.00	5,500.00
817.000	Custodial Services	48,300.00	48,300.00	45,000.00	50,000.00	50,000.00	50,000.00
818.000	TLN Central Services	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	19,900.00	16,500.00	16,500.00	17,500.00	17,500.00	18,000.00
855.000	TLN Automation Services	74,000.00	62,000.00	66,000.00	65,200.00	65,200.00	66,000.00
861.000	Gasoline and oil	1,200.00	600.00	600.00	1,500.00	1,500.00	1,500.00
862.000	Mileage	700.00	200.00	200.00	300.00	300.00	300.00
880.000	Community Promotion	20,000.00	20,000.00	23,000.00	21,000.00	18,000.00	21,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	26,500.00	26,500.00	26,500.00	25,000.00	25,000.00	25,000.00
880.271	Adult Programming	0.00	0.00	0.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	34,500.00	32,000.00	29,000.00	30,000.00	28,000.00	30,000.00
910.000	Property & Liability Insurance	13,500.00	12,544.00	12,544.00	12,500.00	12,500.00	12,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	23,158.40	0.00	0.00	0.00
921.000	Heat	10,000.00	10,000.00	10,000.00	11,000.00	11,000.00	12,000.00
922.000	Electricity	100,000.00	93,000.00	90,000.00	95,000.00	95,000.00	97,000.00
923.000	Water and Sewer	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,800.00
934.000	Building Maintenance	82,500.00	87,500.00	105,500.00	112,200.00	112,200.00	117,200.00
935.000	Vehicle Maintenance	200.00	200.00	0.00	500.00	500.00	500.00
941.000	Grounds Maint.	45,400.00	50,900.00	45,000.00	38,000.00	38,000.00	118,000.00
942.000	Office Equipment Lease	10,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	300.00	300.00	300.00	1,300.00	1,300.00	1,300.00
956.000	Conferences & Workshops	15,000.00	15,000.00	11,500.00	15,000.00	10,000.00	15,000.00
Total Services & Charges		537,950.00	523,714.00	551,407.42	554,700.00	547,200.00	639,300.00
2020-2021 Library Budget 268 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project						
976.000	Building Improvements/Entrance	10,000.00	0.00	0.00	15,000.00	0.00	
976.100	Parking lot improvements						
983.000	Vehicles - Van	28,500.00	32,000.00	32,000.00			
986.000	Internal Tech - Capital Outlay	14,000.00	14,000.00	14,500.00	58,000.00	32,000.00	40,200.00
986.000	Data Proc - camera replacement	17,500.00	17,500.00	14,702.25	21,000.00	21,000.00	21,000.00
990.000	Furniture				17,000.00	17,000.00	17,000.00
Total Capital Outlay		70,000.00	63,500.00	61,202.25	111,000.00	70,000.00	78,200.00
965.269	Walker Transfer						
Total Expenditures		3,234,539.00	3,144,818.40	3,145,914.07	3,386,360.00	3,221,824.00	3,502,231.00
Total Revenues		3,142,439.00	3,147,424.71	3,145,948.51	3,245,300.00	3,124,300.00	3,362,317.00
680.000	TOTAL Fundbalance	-92,100.00	2,606.31	34.44	-141,060.00	-97,524.00	-139,914.00

20/21 - 268 Account: Computer replacements \$31,200, Smartboards \$26,470.00 (NO), Camera Upgrade \$21,000, Furniture updates \$17,000, Airducts \$25,000, Main Entrance \$15,000 (NO)

269 - Library Contributed Funds - Revenues & Expenditures						
2020-2021 (as of January 23, 2020)						
		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amend	2020-2021 Approved	2020-2021 COVID-19
		2/28/2019	1/23/2020	5/28/2020	1/23/2020	5/28/2020
Revenues						
Interest Income						
664.000	Interest on Investments	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.046	Makerspace	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
665.229	Raising a Reader	5,500.00	-	-	2,500.00	2,500.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
665.233	Technology Library Revenue	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	500.00	500.00	500.00	500.00
665.235	Marketing Sponsorships		5,500.00	5,500.00	5,500.00	10,000.00
TOTAL		\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 19,500.00	\$ 24,000.00
TOTAL Revenues		\$ 39,500.00	\$ 39,500.00	\$ 39,500.00	\$ 42,000.00	\$ 46,500.00
Expenditures						
Supplies						
742.229	Raising a Reader	4,000.00	2,500.00	2,500.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	15,000.00	15,000.00	15,000.00	30,200.00	-
742.232	Programming Expenditures	3,000.00	3,000.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	5,000.00	5,000.00	5,000.00	31,000.00	-
742.234	Undesignated Misc. Expenditures	-	-	-	500.00	500.00
742.236	Staff Recognition	2,500.00	2,500.00	2,500.00	1,500.00	1,500.00
TOTAL		\$ 31,500.00	\$ 30,000.00	\$ 30,000.00	\$ 65,700.00	\$ 4,500.00
Capital Outlay						
976.044	Auto Lending Library	\$ 34,750.00	\$ 34,750.00	\$ -	\$ -	\$ 34,750.00
976.045	LED Lighting Conversion project	2,000.00	2,000.00	2,000.00	6,800.00	6,800.00
976.046	Makerspace (iCube)	7,000.00	7,000.00	7,000.00	5,000.00	5,000.00
983.000	Vehicle	-	-	-	-	-
TOTAL		\$ 43,750.00	\$ 43,750.00	\$ 9,000.00	\$ 11,800.00	\$ 46,550.00
TOTAL Expenditures		\$ 75,250.00	\$ 73,750.00	\$ 39,000.00	\$ 77,500.00	\$ 51,050.00
	Beginning Fund Balance Yr. End	\$1,676,086.58	\$ 1,676,086.58	\$ 1,676,086.58	\$ 1,641,836.58	\$ 1,676,586.58
	Revenues	39,500.00	39,500.00	39,500.00	42,000.00	46,500.00
	Expenditures	(75,250.00)	(73,750.00)	(39,000.00)	(77,500.00)	(51,050.00)
	NET Revenues vs. Expenditures	(35,750.00)	(34,250.00)	500.00	(35,500.00)	(4,550.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$1,640,336.58	\$ 1,641,836.58	\$ 1,676,586.58	\$1,606,336.58	\$1,672,036.58

Notes: 20/21 Projects: NO- Digital Marketing \$31,000, Phase 1 Youth Reno \$17,000, Phase 1 Teen Reno \$13,200
Lighting upgrades and wall mounts \$6,800, iCube development \$5,000

07/10/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 06/30/2020										
% Fiscal Year Completed: 100.00										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	APRIL 2020	MAY 2020	JUNE 2020	06/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,722,657.94	2,837,689.00	2,846,224.00	0.00	0.00	0.00	2,836,818.87	9,405.13	99.67
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	40.66	5.52	282.77	1,022.00	978.00	51.10
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	0.00	0.00	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(250.00)	0.00	0.00	0.00	(258.43)	8.43	103.37
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(2,983.82)	(16.18)	99.46
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	(4,635.46)	(1,864.54)	71.31
Property tax revenue		2,720,299.31	2,829,940.00	2,837,474.00	40.66	5.52	282.77	2,829,963.16	7,510.84	99.74
State sources										
268-000.00-567.000	State aid	42,429.20	38,000.00	44,384.00	21,977.38	0.00	0.00	44,383.68	0.32	100.00
State sources		42,429.20	38,000.00	44,384.00	21,977.38	0.00	0.00	44,383.68	0.32	100.00
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	13,159.00	0.00	13,092.77	0.00	13,092.77	66.23	99.50
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	7,100.00	0.00	0.00	0.00	7,146.51	(46.51)	100.66
268-000.00-665.100	Copier	1,836.48	2,000.00	1,100.00	0.00	0.00	0.00	1,172.45	(72.45)	106.59
268-000.00-665.290	Library fund raising revenue	0.00	0.00	4,100.00	0.00	1,100.18	1,146.79	6,376.15	(2,276.15)	155.52
268-000.00-665.300	Meeting room	38,294.26	50,000.00	24,000.00	(991.31)	(163.75)	0.00	23,828.75	171.25	99.29
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,591.00	0.00	0.00	0.00	6,591.00	0.00	100.00
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,030.00	0.00	0.00	0.00	5,030.11	(0.11)	100.00
Other revenue		64,471.36	78,400.00	61,080.00	(991.31)	14,029.20	1,146.79	63,237.74	(2,157.74)	103.53
Fines and forfeitures										
268-000.00-657.000	Library book fines	69,892.80	62,000.00	48,962.00	0.00	0.00	0.00	48,961.25	0.75	100.00
268-000.00-658.000	State penal fines	115,794.64	115,000.00	118,345.00	0.00	0.00	0.00	118,345.07	(0.07)	100.00
Fines and forfeitures		185,687.44	177,000.00	167,307.00	0.00	0.00	0.00	167,306.32	0.68	100.00
Interest income										
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,000.00	4,734.01	2,973.03	0.00	59,950.47	(6,950.47)	113.11
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,000.00)	613.80	1,953.32	0.00	22,637.24	(42,637.24)	(113.19)
Interest income		99,763.36	33,792.00	33,000.00	5,347.81	4,926.35	0.00	82,587.71	(49,587.71)	250.27
Donations										
268-000.00-665.289	Adult programs	8,593.99	5,000.00	6,200.00	0.00	931.27	0.00	7,172.40	(972.40)	115.68
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	2,900.00	0.00	25.00	180.24	3,145.70	(245.70)	108.47
Donations		18,106.36	8,500.00	9,100.00	0.00	956.27	180.24	10,318.10	(1,218.10)	113.39

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	APRIL 2020	MAY 2020	JUNE 2020	06/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	900,000.00	72,424.16	72,424.16	108,636.24	924,573.61	(24,573.61)	102.73
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,704.00	0.00	0.00	0.00	4,704.40	(0.40)	100.01
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	642,000.00	50,474.87	45,858.67	67,727.26	652,672.36	(10,672.36)	101.66
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	0.00	0.00	0.00	496.47	3.53	99.29
268-000.00-715.000	Social security	111,842.07	125,500.00	120,000.00	9,232.82	8,973.09	13,311.56	119,313.38	686.62	99.43
268-000.00-716.000	Insurance	205,635.46	211,000.00	192,000.00	15,343.58	14,340.99	14,222.16	186,812.53	5,187.47	97.30
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	7,500.00	0.00	0.00	612.50	6,812.15	687.85	90.83
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(33,000.00)	(2,768.45)	(2,769.40)	(4,352.39)	(34,341.97)	1,341.97	104.07
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	10,700.00	700.00	700.00	700.00	8,400.00	2,300.00	78.50
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	2,441.00	2,441.00	2,441.00	29,292.00	8.00	99.97
268-000.00-718.100	Pension - DB additional contribution	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	37,700.00	3,256.64	3,256.64	4,884.96	41,533.42	(3,833.42)	110.17
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,900.00	275.39	267.59	498.78	3,836.03	63.97	98.36
Personnel services		1,888,975.02	2,018,532.00	1,915,304.00	151,380.01	145,492.74	208,682.07	1,944,104.38	(28,800.38)	101.50
Supplies										
268-000.00-727.000	Office supplies	14,891.66	20,000.00	16,000.00	69.95	0.00	0.00	12,539.59	3,460.41	78.37
268-000.00-728.000	Postage	549.23	300.00	700.00	0.00	0.00	0.00	437.76	262.24	62.54
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	575.00	4,872.55	0.00	32,754.03	61,245.97	34.84
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	1,164.34	613.25	(1,090.64)	18,186.58	37,913.42	32.42
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	1,918.71	4,478.14	(1,932.11)	23,565.76	4,534.24	83.86
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	0.00	0.00	2,152.48	347.52	86.10
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	180.00	120.00	60.00
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	16,342.71	18,542.37	4,547.61	163,831.01	21,968.99	88.18
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	1,000.25	2,774.51	188.07	4,009.56	5,990.44	40.10
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	0.00	0.00	0.00	158.90	941.10	14.45
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	5,736.25	0.00	0.00	22,335.13	1,664.87	93.06
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	9,365.89	6,644.66	247.19	96,084.47	(84.47)	100.09
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	988.04	4,400.74	1,220.70	41,487.73	412.27	99.02
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	0.00	0.00	0.00	54,193.11	7,306.89	88.12
Supplies		488,387.42	592,300.00	618,000.00	37,161.14	42,326.22	3,180.82	471,916.11	146,083.89	76.36

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2019	ORIGINAL	2019-20	APRIL 2020	MAY 2020	JUNE 2020	06/30/2020	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	54.30	54.30	0.00	543.69	(43.69)	108.74
268-000.00-802.000	Data processing	679.80	0.00	700.00	0.00	0.00	0.00	700.20	(0.20)	100.03
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	5,000.00	197.54	245.90	245.90	4,747.79	252.21	94.96
268-000.00-803.000	Independent audit	700.00	700.00	810.00	0.00	0.00	0.00	809.82	0.18	99.98
268-000.00-804.000	Medical service	1,372.00	1,500.00	800.00	0.00	0.00	0.00	686.00	114.00	85.75
268-000.00-806.000	Legal fees	19,026.68	2,500.00	10,500.00	490.00	42.00	1,407.00	8,510.50	1,989.50	81.05
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,300.00	108.07	108.07	0.00	1,019.31	280.69	78.41
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	65.00	0.00	0.00	6,679.94	320.06	95.43
268-000.00-816.000	Professional services	6,077.50	7,500.00	1,000.00	0.00	0.00	0.00	250.00	750.00	25.00
268-000.00-817.000	Custodial services	48,296.04	48,000.00	45,000.00	0.00	430.00	0.00	34,668.86	10,331.14	77.04
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	7,495.00	0.00	0.00	0.00	3,495.00	4,000.00	46.63
268-000.00-851.000	Telephone	15,789.19	19,500.00	16,500.00	1,476.82	1,559.15	188.00	14,904.05	1,595.95	90.33
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	62,000.00	15,662.85	0.00	0.00	60,960.92	1,039.08	98.32
268-000.00-861.000	Gasoline and oil	267.37	500.00	600.00	0.00	0.00	0.00	276.20	323.80	46.03
268-000.00-862.000	Mileage	321.41	200.00	200.00	0.00	0.00	0.00	6.38	193.62	3.19
268-000.00-880.000	Community promotion	18,337.59	23,000.00	23,000.00	1,791.78	834.00	840.75	21,607.56	1,392.44	93.95
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	674.90	87.34	0.00	18,598.56	7,901.44	70.18
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	29,000.00	2,365.74	99.86	265.01	18,781.64	10,218.36	64.76
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	12,544.00	0.00	0.00	0.00	12,544.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	0.00	0.00	23,159.00	0.00	0.00	0.00	23,092.77	66.23	99.71
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	1,500.13	1,093.95	0.00	9,187.11	812.89	91.87
268-000.00-922.000	Electricity	91,827.26	87,000.00	90,000.00	0.00	14,405.62	7,777.13	92,792.30	(2,792.30)	103.10
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	(65.63)	0.00	5,512.67	1,987.33	73.50
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	105,500.00	5,727.19	4,558.29	3,535.32	98,280.90	7,219.10	93.16
268-000.00-935.000	Vehicle maintenance	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,000.00	60.00	4,855.00	6,227.35	32,407.03	12,592.97	72.02
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	8,000.00	321.26	650.94	650.94	6,903.66	1,096.34	86.30
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	287.76	12.24	95.92
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	11,500.00	(74.00)	(366.00)	0.00	10,257.86	1,242.14	89.20
Other services and charges										
		521,612.22	521,800.00	551,408.00	30,445.56	28,616.77	21,161.38	488,512.48	62,895.52	88.59
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	32,000.00	0.00	0.00	0.00	27,598.00	4,402.00	86.24
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	29,203.00	0.00	28,993.25	0.00	28,993.25	209.75	99.28
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		35,080.05	43,000.00	61,203.00	0.00	28,993.25	0.00	56,591.25	4,611.75	92.46
Net - Dept 000.00 - treasury										
		196,702.32	(10,000.00)	6,430.00	(192,612.17)	(225,511.64)	(231,414.47)	236,672.49	(230,242.49)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,152,345.00	26,374.54	19,917.34	1,609.80	3,197,796.71	(45,451.71)	101.44
TOTAL EXPENDITURES		2,934,054.71	3,175,632.00	3,145,915.00	218,986.71	245,428.98	233,024.27	2,961,124.22	184,790.78	94.13
NET OF REVENUES & EXPENDITURES		196,702.32	(10,000.00)	6,430.00	(192,612.17)	(225,511.64)	(231,414.47)	236,672.49	(230,242.49)	3,680.75

GL NUMBER	DESCRIPTION	END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2019	ORIGINAL	2019-20	APRIL 2020	MAY 2020	JUNE 2020	06/30/2020	BALANCE	
		NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	2,700.19	1,820.49	0.00	30,350.06	(3,350.06)	112.41
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	350.10	1,196.08	0.00	12,293.84	(16,793.84)	(273.20)
Interest income		55,209.58	36,000.00	22,500.00	3,050.29	3,016.57	0.00	42,643.90	(20,143.90)	189.53
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	(80.00)	(80.00)	0.00	2,030.05	(30.05)	101.50
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	0.00	0.00	0.00	1,347.22	(347.22)	134.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	0.00	0.00	0.00	3,376.43	2,123.57	61.39
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	0.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	0.00	0.00	5,500.00	0.00	0.00	10,000.00	10,000.00	(4,500.00)	181.82
Donations		28,248.85	6,500.00	17,000.00	(80.00)	(80.00)	10,000.00	16,803.70	196.30	98.85
Supplies										
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	2,500.00	193.73	0.00	0.00	2,555.86	(55.86)	102.23
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	0.00	0.00	0.00	1,072.47	927.53	53.62
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	7,759.00	0.00	7,759.00	7,241.00	51.73
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	0.00	0.00	0.00	2,843.81	156.19	94.79
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	(844.33)	33.88	0.00	3,715.96	1,284.04	74.32
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	0.00	0.00	0.00	764.81	1,735.19	30.59
Supplies		46,306.81	21,500.00	30,000.00	(650.60)	7,792.88	0.00	18,711.91	11,288.09	62.37
Capital outlay										
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	5,091.48	5,855.68	1,144.32	83.65
Capital outlay		68,493.32	0.00	9,000.00	0.00	0.00	5,091.48	5,855.68	3,144.32	65.06
Net - Dept 000.00 - treasury		(31,341.70)	21,000.00	500.00	3,620.89	(4,856.31)	4,908.52	34,880.01	(34,380.01)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		83,458.43	42,500.00	39,500.00	2,970.29	2,936.57	10,000.00	59,447.60	(19,947.60)	150.50
TOTAL EXPENDITURES		114,800.13	21,500.00	39,000.00	(650.60)	7,792.88	5,091.48	24,567.59	14,432.41	62.99
NET OF REVENUES & EXPENDITURES		(31,341.70)	21,000.00	500.00	3,620.89	(4,856.31)	4,908.52	34,880.01	(34,380.01)	6,976.00
TOTAL REVENUES - ALL FUNDS										
TOTAL REVENUES - ALL FUNDS		3,214,215.46	3,208,132.00	3,191,845.00	29,344.83	22,853.91	11,609.80	3,257,244.31	(65,399.31)	102.05
TOTAL EXPENDITURES - ALL FUNDS		3,048,854.84	3,197,132.00	3,184,915.00	218,336.11	253,221.86	238,115.75	2,985,691.81	199,223.19	93.74
NET OF REVENUES & EXPENDITURES		165,360.62	11,000.00	6,930.00	(188,991.28)	(230,367.95)	(226,505.95)	271,552.50	(264,622.50)	3,918.51

07/10/2020		BALANCE SHEET FOR CITY OF NOVI	
		As Of 06/30/2020	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(156,363.05)	
268-000.00-017.000	Investments - Pooled	2,621,157.02	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-040.400	Prepaid expenditures	927.32	
	Total Assets	2,466,721.29	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	66,751.78	
268-000.00-215.000	Accrued workers compensation	131.26	
268-000.00-232.000	Accrued Liabilities - MERS EE/ER Monthly	453.68	
268-000.00-232.030	Employees pension payable - DC	2,442.47	
268-000.00-232.040	Employee health care savings payable	736.25	
268-000.00-233.000	Employees federal withholding payable	4,437.01	
268-000.00-234.000	Employees State withholding payable	2,095.80	
268-000.00-237.000	Deferred compensation	1,708.63	
268-000.00-241.000	Employees FICA payable	8,710.76	
268-000.00-243.000	Employees flexible spending withholding	55.00	
268-000.00-257.000	Accrued wages payable	42,363.45	
268-000.00-257.999	Accrued wages - garnishment	261.68	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	135,647.77	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,101,253.14	
	Total Fund Balance	2,101,253.14	
	Beginning Fund Balance	2,101,253.14	
	Net of Revenues VS Expenditures	229,820.38	
	Ending Fund Balance	2,331,073.52	
	Total Liabilities And Fund Balance	2,466,721.29	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	49,804.86	
269-000.00-017.000	Investments - Pooled	1,666,253.21	
	Total Assets	1,716,058.07	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	5,091.48	
	Total Liabilities	5,091.48	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,564,246.11	
269-000.00-390.230	Fund Balance Collections/Materials	36,560.99	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	54,614.28	
269-000.00-390.232	Fund Balance Programming	29,396.44	
269-000.00-390.233	Fund Balance Technology Library	(8,731.24)	
	Total Fund Balance	1,676,086.58	
	Beginning Fund Balance	1,676,086.58	
	Net of Revenues VS Expenditures	34,880.01	
	Ending Fund Balance	1,710,966.59	
	Total Liabilities And Fund Balance	1,716,058.07	

Director's Report by Julie Farkas



Staff Anniversaries for August

- **REBECCA POWELL – Information Services
20 YEARS**
- **ELIZABETH KOPKO – Support Services
10 YEARS**

Recognition of Novi Public Library Staff Members:

This year 2019-2020, I am recognize not just a handful of the library staff, but the entire staff at the Novi Public Library for their amazing efforts pertaining to customer service and going above and beyond in their work efforts and dedication.

I am excited to be presenting a plaque in honor of the Novi Public Library Staff which reads:

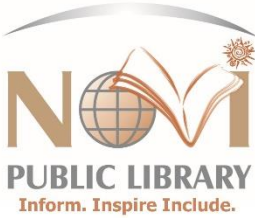
***Thank you NPL Staff for your amazing
dedication and support through both a very
productive and challenging year.
(July 2019 – June 2020)***

***Your commitment to improve guest relations,
engage in training, endure building obstacles
and implement new work strategies and
services during a pandemic to best
Inform, Inspire and Include
the Novi community was exceptional!***

“Making a difference...it’s what you do!”

EVERYONE gave their 100% this year and I am so proud to call the Novi Public Library colleagues and trusted caregivers of our library building, services, programs and resources.

Thank you for your continuous commitment to NPL!



Our Commitment to the Novi Community From the Novi Public Library

DRAFT

The Novi Public Library's mission is to provide resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

We commit to having a culture of inspiration, accountability, respect, and inclusion for library guests and its staff.

We acknowledge and affirm that Black Lives Matter. We acknowledge there is racism and racial inequalities and we want to increase awareness. We will work to create a positive dialogue within our community so we can develop more opportunities for black culture education, programming, building material collections, improve staffing, and enhance community connections.

Equity and Alignment with our current Strategic Plan

Our strategic plan consists of three action items and we want to align our commitment to the black community within our vision as a library.

1. **Empower Universal Literacy** and understand what that means for the Black community. Expand our material collections, increase access to Black authors, provide more programming to bring all cultures together to bring awareness, education and support.
2. **Escalate an Innovative and Inclusive Culture**- Finding programs that can inform our staff and the Novi community about racism and Black History. One of our goals is to expand our community's thinking regarding different cultures and create a dialogue of respect and equality. We want continued Anti-Racism training for our staff and community utilizing partnerships at local, county, and state levels.
3. **Enhance core interactions within our diverse community** - Opening and improving lines of communication with our Black community to expand and provide programming, materials, resources and services. We want to develop black community member focus groups with children & adults with focus on hearing their needs and desires for future library services and resources.

What Else Can We Do?

1. We commit to reviewing hiring practices and expanding outreach into different communities to promote more diverse applicants.
2. We commit to adopting and collaborating with a sister library to help with their wish lists, offering resources and support. Literacy means the ability to read and write and we want to expand our resources into other communities; we commit to connecting with black communities and creating a bridge to bring some of our programming into their libraries.
3. We commit to connecting and participating with organizations/committees and taskforces (city, county, state) devoted to equity and inclusion to review and develop steps for awareness, information, education, and support for the library staff and our Novi community.
4. We commit to having a building that is safe to connect guests with programming and collaborative opportunities, to access materials that meet educational and cultural needs and to enhance personal and community growth.

Action Plan

- Library Board will establish a committee directed towards diversity, equity and inclusion
- Annually assess the Library's various collections and resources
- Survey the community for feedback pertaining to guest needs for collections, services, resources, technology and programming
- Evaluate practices quarterly

This commitment is in collaboration and support of the entire Novi Library Board of Trustees, Library Director, and the Library Staff.



“Diversity is Novi’s greatest strength. We come from many places and, together, have built an open, inclusive and welcoming community. We live in peace and unity and racism has NO place in Novi and will not be tolerated. As your local government, we will continue to commit to accountability, training, honesty, transparency and communication to ensure each and every person is treated with the highest level of dignity and respect. We will continue to have a culture of accountability and will treat every contact as an opportunity to build public trust. We respect the sanctity of life and will work every day to ensure justice and equity for all.”

BOB GATT
MAYOR

PETE AUGER
CITY MANAGER

DAVID MOLLOY
CHIEF OF POLICE

#ONENovi

Email to: Library Board

Email from: Sharon Trumpy, Novi Resident

Date: June 15, 2020

Hello Julie and Library Board members!

I am a Novi resident and an avid reader who applied for my library card the day first business day after moving to Novi. I LOVE the library and am so grateful for the many activities I have been involved in there, from Parents of African American Students in Novi meetings to being a guest reader for the Let's Talk about Race and the Let's Talk about Adoption story times.

I am writing to you today because I want the library to actively commit to ensuring that you are at the forefront of anti-racism efforts. I want the library to be a place that upholds the dignity of all of its community members and its staff. Today, the need is even more pressing to be certain that you are committed to your Black staff and patrons. This would include:

- A public statement that supports the Novi Public Libraries commitment to Black Lives in Novi
- A diversity audit of your book and media purchases in recent years
- A commitment to supporting Black authors and artists in both your purchasing and in events such as author signings and Community Reads
- A diversity audit of hiring, recruiting and contracting practices
- A commitment to supporting Black businesses in both purchasing, contracting and events
- The development of an anti-racism advisory board, including Black staff and community members
- Development of a plan to have regular anti-racism training for staff members including some form of Bystander Intervention training. I completed Bystander Intervention Training with the Interfaith Council for Peace and Justice in Ann Arbor and it was very helpful in preparing me for how to effectively intervene when I witness racism or other forms of discrimination in action.
- Consideration of hiring a consulting firm to conduct an Anti-racism audit of the library such as was completed earlier this year by the Oak Park Public Library in Illinois. Please see the attached PDF file.

I look forward to hearing back from you, as I have no doubt that you are already hard at work at some of these efforts. I'd love to hear where you are in the process and what plans you have to actively support anti-racism.

Thanks so much!
Sharon Trumpy

Email to: Library Board

Email from: Anonymous

Date: July 6, 2020

Dear Library Board,

I watched with great interest to your June 25th discussion around the proposed "Our Commitment to the Novi Community" statement.

Novi is one of the greatest and most diverse suburban communities in the metro Detroit area. The new library has been the shining star since it first opened. Our library director has gone above and beyond to be welcoming and to meet the needs of all community members.

Has that changed?

With this statement, you are implying that it has. In addition, you are committing to allocating resources supporting one minority group over all other minority groups. Why? This is the antithesis of "inclusivity".

Before moving forward, ask yourself the following:

1. Why does the library feel the need to put out a statement that is so divergent from the one recently released by the city? It seems to me that it sends a mixed message.
2. What library specific inequities exist that suddenly necessitates these actions? In watching the June 25th meeting, I saw no specific mention of any.
3. Has the library (director or board) engaged in activity that is counter to its mission, value, or vision? If that is the case, then agree on what those are and address them.
4. Do all library trustees TRULY support this statement of exclusivity? Or, are some simply feeling pressured, intimidated or even bullied due to the current national debate?

It's clear to me that this proposed statement is more of an emotional reaction to happenings around the country today and less about specific local problems occurring at our library. As trustees, isn't resolving the latter one of your primary responsibilities?

At a time when we need to work harder to unite, you're going down a path that will in fact do quite the opposite.

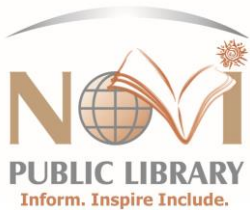
Respectfully,

A communiity member who will continue to watch, but prefers to stay anonymous (for now).

Retirement Incentive

City of Novi is offering a retirement incentive for eligible employees (including library staff). The following memo describes the incentive being offered. There are four library staff that would qualify for the incentive. Estimated cost for the incentive is \$48,000 (budget line: 704.250) in addition to vacation payout.

MEMORANDUM



TO: ELIGIBLE FULL-TIME EMPLOYEES
FROM: JULIE FARKAS, LIBRARY DIRECTOR
SUBJECT: RETIREMENT INCENTIVE
DATE: JULY 27, 2020

The Novi Public Library (administered through the City of Novi) will be offering a one-time Retirement Incentive to any employee who is, or will be, eligible to retire (i.e. collect full, unreduced pension) pursuant to the terms and conditions contained in Library's Policy between the dates of July 27, 2020 through September 20, 2020. Employees who meet the following criteria will receive a one-time payment of \$12,000. Library employees are not eligible to receive retiree healthcare benefits.

Criteria for Retirement Incentive is as follows:

- Will be eligible to retire and collect a non-reduced retirement benefit from the Novi Public Library between July 27, 2020 and September 20, 2020, without penalty;
- Submits a Letter of Retirement to the Library Administration office within 30 days of planned retirement date;
- An individual who participates in this program will not be eligible for rehire by the Library for the same position.

This incentive payment and benefit will be exempt from any final average compensation calculation or additional Library contribution toward retirement.

Any election and notification of retirement will be final and may not be rescinded by the employee. All other payouts or benefits which employee is eligible to receive pursuant to Library Policy will be honored.

Employees who have previously retired with the Library are not eligible for this incentive.

Retirement Plans:

Defined Benefit – Minimum of 10 years of completed vested service and age 60 (or will be age 60 by December 31, 2020).

Defined Contribution – Minimum of 7 years of completed vested service and age 55 (or will be age 55 by December 31, 2020).

If you have questions please contact the Administration Office at 248-869-7204 or Marcia Dominick at 248-869-7211.



Robo Rhinos Donate Face Shields to Novi Library for Public Use

Huge thank you to the robotics team Robo Rhinos from the Novi Middle School for donating 20 face shields that can be given out to guests using the library!



FOR IMMEDIATE RELEASE

July 17, 2020

Media Contact: Press@Michigan.gov

Governor Whitmer Strengthens Executive Order on Masks

Governor's order offers clarification for businesses, polling places, public safety officers

LANSING, Mich. -- Today, Governor Gretchen Whitmer signed Executive Order 2020-153, which strengthens her previous order requiring all Michiganders to wear a mask in indoor public spaces and crowded outdoor spaces. This new order clarifies that businesses may not assume that an unmasked customer cannot medically tolerate a face covering, though they can accept a customer's verbal representation to that effect. It also requires public safety officers to wear a face covering unless doing so would seriously interfere in the performance of their responsibilities, and clarifies that wearing a mask at a polling place for purposes of voting in an election is not required, but strongly encouraged.

"Wearing a mask is the right thing to do to protect our families, our businesses, and our economy," said **Governor Whitmer**. "If everyone in Michigan masks up, we can save thousands of lives and put ourselves in a better position to send our kids back to school in the fall. For the safety of our loved ones and our dedicated first responders on the front lines: mask up, Michigan."

"COVID-19 is far from over - people are still getting sick and dying," said **Katie Scott, RN**, vice president of the Michigan Nurses Association. "As a nurse, I'm worried that many people are not taking the pandemic seriously enough. Don't wait until COVID happens to you or a loved one to take action. Wearing a mask is a simple step that protects everyone."

EXCEPTIONS TO THE GOVERNOR'S ORDER

Although a face covering is strongly encouraged even for people who are not required to wear one, the requirement to wear a face covering does not apply to individuals who, among other things:

- Are younger than five years old;
- Cannot medically tolerate a face covering;
- Are eating or drinking while seated at a food service establishment;
- Are exercising when wearing a face covering would interfere in the activity; or
- Are at a polling place for purposes of voting in an election.

Over the past two weeks, every region in Michigan has seen an uptick in new cases, and daily case counts now exceed 20 cases per million in all but one region in the state. Research confirms that a big part of the reason is spotty compliance with the governor's requirement that individuals wear face coverings in public spaces.

Studies have shown that wearing a mask can save lives and significantly lower an individual's chance of spreading COVID-19. [A study](#) on different regions in Germany, for example, suggests that the adoption of mandatory mask ordinances decreased the daily growth rate of COVID-19 infections by 40%. [Modeling](#) from the University of Washington similarly indicates that more than 40,000 lives would be spared nationwide if 95% of the population wore a mask while in public. Furthermore, a study conducted by Goldman Sachs concluded that a federal mask mandate could save the U.S. economy from taking a 5% hit to our GDP.



FOR IMMEDIATE RELEASE

July 17, 2020

Contact: press@michigan.gov

Governor Whitmer Allows Remote Public Meetings and Administrative Hearings Until the End of the COVID-19 State of Emergency

Order provides temporary relief for certain administrative rules and procedures

LANSING, Mich. — Governor Whitmer today signed Executive Order 2020-154, which extends previous executive orders to provide temporary alternative means to conduct public meetings, conduct administrative proceedings, and provide the required notice under tax abatement statutes.

“COVID-19 is still present in Michigan, and I am committed to using every tool at my disposal to protect Michiganders from the virus,” said **Governor Whitmer**. “By consolidating and extending these orders, we can ensure that state and local governments can continue to provide important services in a manner that is safe, effective, and accessible. We have made progress in slowing the spread of COVID-19, but it is not over yet. I encourage everyone to do their part by wearing a mask and maintaining six feet of physical distance when possible.”

Under Executive Order 2020-154, all three previous orders are consolidated and extended to protect the public health and safety of Michiganders. The new order:

- Allows public bodies subject to the Open Meetings Act, including boards, commissions, committees, subcommittees, authorities, councils and nonprofit boards, to use telephone- or video-conferencing methods to continue meeting and conducting business during the COVID-19 public health crisis, so long as they follow certain procedures to ensure meaningful access and participation by members of the public body and the general public.
- Allows notice of any public hearing required to take place under a tax abatement statute to be provided electronically and by newspaper.
- Allows the Michigan Employment Relations Commission, Unemployment Insurance Agency, and other administrative hearings to be held by video conference or phone in place of in-person hearings.

Executive Orders 2020-129, 2020-132 and 2020-141 are rescinded with Executive Order 2020-154 remaining in effect during any state of emergency or disaster associated with COVID-19, and for 28 days thereafter to the extent necessary for public bodies to schedule remote meetings and hearings.

Information around this outbreak is changing rapidly. The latest information is available at Michigan.gov/Coronavirus and CDC.gov/Coronavirus.



Novi Public Library Hours

Mon-Thu, 10am-9pm
 Fri-Sat, 10am-6pm
 Sun, 12-6pm

Closures

Friday, August 21 - Staff Training

***Return slot is CLOSED. No return of items.**

Virtual Programming Through August 31



The Novi Public Library has planned a summer filled with fun and exciting virtual programs for you and your family to enjoy.

Adults

[Language Conversation Groups](#)

[Adult Book Discussion Groups](#)

Tween/Teen

[Fossils, Footprints, and Fun with Paleo Joe](#)

Program funded in part by:

What's Happening at NPL...

From the Director's Desk



Watch as Julie Farkas, Director of NPL, outlines the important guidelines for guests to follow while visiting the Library!

Phase 4	GRAB & GO SERVICES (30 min. or less) Mon-Thu, 10am-9pm Fri-Sat, 10am-6pm Sun, 12-6pm
Building Access	Masks required (based on Executive C 2020-147). The building is open to the regular hours of operation.



[BeTWEEN the Pages:
Tween Book Club Trivia](#)

[Your Story is Important!:
Writing Workshop with
Local Author Supriya
Kelkar](#)

Youth

[Story Times](#)

[Lunch Bunch Book Club](#)

[Wacky Science with Doug
Scheer](#)

[4th Wall Theatre Workshop](#)
Programs funded in part
by:



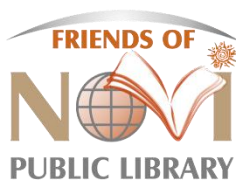
In-Library Services	Guests are asked to visit the Library quickly and efficiently (30 minutes or less) to find and check out materials and get help. A timer (set for 30 minutes) will be issued to guests as they enter the building. Social distancing of 6 ft. and all safety guidelines will be followed. Please DO NOT visit in groups. Based on Executive Order 2020-97, the Library building capacity cannot exceed 120 people at one time (25% capacity).
Programs	All programs are virtual through August, on novilibrary.org .
Returns	The return slot will be open during regular library business hours of operation. Returned items will be quarantined for 72 hours (CDC). Please allow for one week for items to be removed from your account.
Drive-Up Window & Lockers	Call ahead (248-869-7202 or 248-869-7203) to schedule a pickup time for holds during regular hours of operation. Only holds available and ready to pickup at Novi Public Library will be eligible for appointment. You will receive a notification when a hold is available for pickup.
Library Café	Grab-and-go café services are available Mon-Thu, 10am-7pm, Fri-Sat, 10am-5pm and Sun, 12-5pm. Proudly serving Starbucks!
Donations	Donations will not be accepted at this time.
Book Nook	The Book Nook is open Mon-Thu, 10am-9pm, Fri-Sat, 10am-6pm and Sun, 12-6pm, but will not be staffed by a Friends Volunteer. Please use the existing Book Nook "hold" process if you would like a book in the glass case and a Friends Volunteer will contact you within one week. Use the Honor box for payment. Donations will not be accepted at this time.
Cleaning	Daily cleaning and disinfecting of all high touch areas will be conducted.

Phase 5	LIMITED USAGE CONDITIONS Date to Be Determined Mon-Thu, 10am-9pm Fri-Sat, 10am-6pm Sun, 12-6pm
Building Access	Masks required (based on Executive O 2020-147). The building will be open to public regular hours of operation.



[Apple](#)
[Google Podcasts](#)
[Spotify](#)
[Anchor.fm](#)
[Radio Public](#)

Have feedback or a question? Please email us at: podcast@novilibrary.org!



1960 Celebrating 60 Years 2020

Friends of the Novi Public Library is a dynamic group of individuals dedicated to supporting the Novi Public Library. The Friends assist the Library through fundraising activities,

In-Library Expanded Services	Based on State of Michigan guidelines, guests will have more time to access the building to find and check out materials, use computers and get help. Social distancing and all safety guidelines will be followed.
Programs	All programs are virtual through August, on novilibrary.org .
Returns	The return slot will be open during regular library business hours of operation. Returned items will be quarantined for 72 hours (CDC). Please allow for one week for items to be removed from your account.
Drive-Up Window & Lockers	Call ahead (248-869-7202 or 248-869-7203) to schedule a pickup time for holds during regular hours of operation. Only holds available and ready to pickup at Novi Public Library will be eligible for appointment. You will receive a notification when a hold is available for pickup.
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Cleaning	Daily cleaning and disinfecting of all high touch areas will be conducted.

Phase 6	FULL SERVICE - No Restrictions Date to Be Determined
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volunteer work, and public presentations.

Join the Friends or Renew Your Membership

You can become a member of the Friends for as little as \$10 (individual membership) or \$15 (family membership).

[To join or renew, click here.](#)

Book Nook is Open!

Come browse the Book Nook's excellent selection of books for purchase. Please use the existing Book Nook "hold" process if you would like a book in the glass case and a Friends Volunteer will contact you within one week. Use the Honor Box for payment.



Share your COVID-19 stories

Letters | Journals | Poems | Drafts
Photos | Videos | Stories

We are creating a collection of reflections on this important historical moment for the Local History Room. We want stories from first responders, medical professionals, people in isolation, teachers, supermarket employees, local business owners and anyone with a story to tell.

TALKING RACISM SERIES


Join us throughout the month of July for our "Talking Racism" series. Participate in panel discussions. Ask questions, share comments, or just listen in. Moderator: Gail Anderson, NPL Programming Coordinator

TUE 7/14 6:30PM
Racism Is Not a "Black People" Issue
Special Guest
Hon. Cynthia D. Stephens - Judge of the Michigan Court of Appeals, First District



THU 7/16 6:30PM
Teens & Young Adults Talk Racism - Views and Experiences
Special Guests
Area teens & young adults


WED 7/22 6:30PM
Talking With Your Kids About Racism - A Black & White Perspective
Special Guests
Dr. Rose Moten - Psychologist of BLOOM Transformation Center
Dr. Katherine C. Gothard - PSY.D
Mrs. Paula Henry - PAASN President



THU 7/30 6:30PM
Why Take a Knee?
Special Guest
Hon. Mary Sheffield - Detroit City Council President Pro Tem



All programs will be held virtually through Zoom and Facebook. Register at novilibrary.org for Zoom link or log on to Facebook to view.

 45255 W. 10 Mile Rd. Novi, MI
novilibrary.org | 248-349-0720



Novi Library Cafe is Open!

The café is open and ready to Proudly Serve Starbucks drinks such as the S'mores Frappuccino and Mango Dragonfruit Refresher, in addition to a wide range of delicious meals and snacks.

"Like" the NPL Café on [Facebook](#) to see special announcements and exclusive offers!

Hours

Mon-Thu: 10am-7pm
Fri & Sat: 10am-5pm
Sun: 12-5pm

Don't forget to sign up for their rewards program!

To help inspire your submission, here are a few questions to use as a starting point [for residents](#) and [for businesses](#).

To submit physical items, please fill out this [form](#) and mail your items to:

Novi Public Library
c/o COVID-19 Archive
Project
45255 W. Ten Mile Rd.
Novi, MI 48375

To submit digital items, please fill out this [form](#) and attach your submission(s).

Questions? Contact NPL-COVID-19@novilibrary.org.

**Earn 1 point for every visit.
(\$1.00 minimum purchase)**

**10 points = \$2 off any sale
20 points = Free item up to \$8.00**



Have you joined us for this year's Summer Reading Challenge?

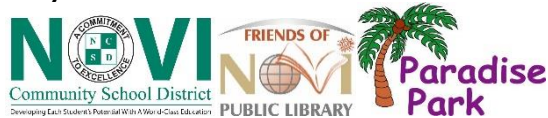
Now through Saturday, August 15!

- **Adults** age 18+ read four (4) books to be eligible for the grand prize drawing and earn a \$5.00 gift card for the Library Cafe and a free book or DVD
- **Kids and Teens** in grades Kindergarten through Grade 12 read eight (8) books to be eligible for the grand prize drawing and earn a free book.
- **Children** ages birth through preschool ready forty (40) books to be eligible for the grand prize drawing and earn a free book.

Log books and complete activities to earn entries into weekly prize drawings! Attend virtual programs on Facebook or Zoom! [Click here to view the Summer Reading brochure.](#)

Log in or register on [Beanstack](#). You can also download the Beanstack Tracker App, available on [Google Play](#) or on the [App Store](#).

Thank you to the following sponsors for your support over the years!



Novi Public Library reopens with some COVID-19 changes

6:11 p.m. EDT July 7, 2020 – Novi News



Zienab Tamam checks out some materials at the Novi Public Library on July 7, 2020. The library reopened the day before for a limited number of guests and 30 minute visits.

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As it limits the number of visitors and the time they can visit - it's not too crowded as here around midday of July 7, 2020.

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Molly Griffin looks for some books at the Novi Public Library on July 7, 2020.

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Novi Library visitor Dale Osterkamp wears a digital timer around his neck during a July 7, 2020 visit. Patrons are issued a timer as they enter the visit with 30 minutes counting down.

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The Charles and Myrtle Walker Novi Public Library at 45255 Ten Mile Road.

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Visitors to the Novi Public Library leave the building on July 7, 2020. The library reopened on July 6 for visits of 30 minutes or less.

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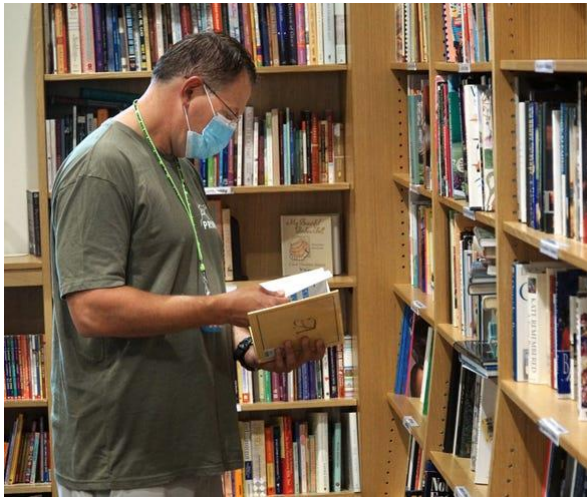
The Novi Library has placed social distancing marks on the floor to let patrons know how far to safely stand apart.

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Signs welcome back visitors to the Novi Public Library on July 7, 2020. The library reopened on July 6 for visits of 30 minutes or less.

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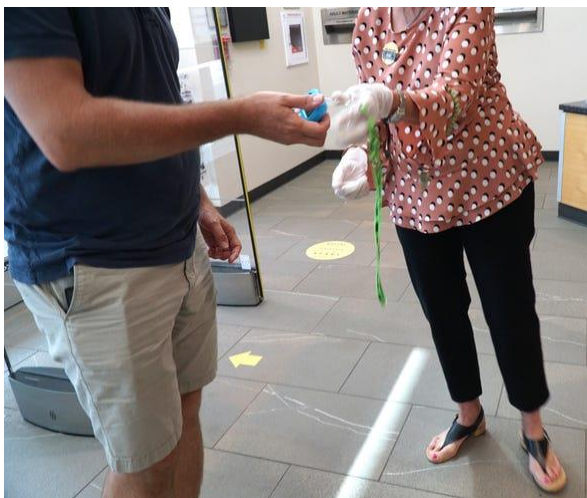
Dale Osterkamp checks out some of the books at the Novi Library's used book shop on July 7, 2020.

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Novi Public Library employee Steve Palizzi mans a reference desk on July 7, 2020 - behind a bank of Plexiglass.

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A visitor to the Novi Library is handed a digital timer as they enter the building on July 7, 2020. A limited number of visitors can access the library and its collection for visits of less than 30 minutes and once their timer beeps - it's time to exit.

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Information Technology Report by Barbara Rutkowski – June

COVID-19 Face Shields

- The Novi High School Frog Force Robotics team has been using 3D printers to create face shields. To date, over 2,000 face shields have been distributed to over 30 hospitals, hospice and assisted living centers, doctors' offices and Forgotten Harvest.

Currently, they are in the process of printing an additional 1,000 face shields for the Novi Community School District.



General

- Answered 17 Tech Expert calls.
- A technician was on-site to perform a preventative maintenance service call for the AST.
- A failed port was replaced on the router.
- Issues involving the EZProxy server were resolved and guests are able to connect once again to our remote access databases.
- Three (3) new sensory kits were added to the iCube.
- IT Staff attended numerous webinars and podcasts.
- Currently working on 2020-21 FY goals for IT staff.
- Attended Department, Management Team and Policy Committee meeting calls.
- Prepared for and moved through Reopening Phases 2, 3 and 4.

Facilities Report by Keith Perfect - June

In the past month the Facilities Department has closed 14 Facilities tickets, 0 Meeting Room Requests and has updated 338 Periodic Maintenance tickets.

The HVAC preventative maintenance was done by vendor.

All three flags in front of the building were replaced.

An electrical outlet was installed inside the AV cabinet in the second floor meeting room #237.

Weeding on the patio has been done.

Cleaning and organizing of the mechanical room has taken place and many un-used items no longer needed were discarded.

All chairs from the public areas were moved to storage to prepare for the grab and go phase of opening the library to the public.

The lawn irrigation system was re-programmed for this summer season.

The lawn irrigation system was activated and checked for issues by vendor.

All wood furniture, shelves, cabinets were scrubbed with soap.

A protective shield was installed on the drive-up window.

A row of shelving was removed from the Early Literacy area. The wall was patched and painted.

There was a shift of oversized books to another location. The shelving was relocated to that area as well.

More protective shields were assembled and placed at the service desks on both floors.

New Emergency Manuals were distributed to each department.

The North end drainage project has been completed by vendor. Grass seed and straw has been placed and a manual watering procedure will take place to kick start the growth of new grass.

Library board packets were delivered.

A rooftop exhaust fan was removed, cleaned and re-installed. The fan was a little noisy due to a dirty fan blade.

Information Services Department Report by April Stevenson – June **News and Notes**

- Produced **17** Videos/Podcasts
- Answered **2,255** Phone Calls
- Replied to **103** AskNovi Emails
- Answered **19** social media questions
- Attended **32** Webinars and Podcasts
- Added free fiction and non-fiction e-books from Mackin through September 30.
- Shared list of Anti-Racism picture book titles with Novi Woods Elementary.
- Created a list of Culturally Diverse picture books and board books.
- Created Story Time Backpack page on website
- Created Special Needs Collections page on website
- Reorganized Raising a Reader prizes due to Covid
- Updated Book Club Kits brochure after adding new kits
- Gathered books for Novi Career Prep graduation and book slated to donate
- Designed a 'Diverse Voices' section for Select Reads
- Designed a 'Culturally Diverse Picture Books' list for Select Reads
- Designed an 'Anti-Racism Reads' display for the 2nd floor display shelves
- Designed a 'Summer Reads' display for the 2nd floor desk
- Designed a Black Lives Matter display in the youth area
- Added Online Language Learning resources to International and ESL page on website
- Created fun facts sheets for Crafternoon in Korea & China for Grab and Go kits
- Provided a short video for Novi Woods elementary for their summer school- community partners series
- Moved a shelving unit outside of Teen Stop to display new YA books and Printz award winners
- Moved wooden display shelf out of Teen Stop to draw more attention to featured YA books.

IS Staff Out & About in the Virtual Community

- TLN Adult Services Meeting - Hillary
- KultureCity Zoom Meeting - April
- ABWA Meeting – Hillary
- Virtual Friday Coffee with Novi Chamber members - Hillary
- Virtual Chamber Ambassadors meeting - Hillary
- Midwest Book Awards Meeting and Gala - Kirsten
- Young Adult Library Services Association (YALSA) and the Library of Michigan Transforming Teen Services Train the Trainer Cohort 2 meeting - Lindsay

Zoom Programs/Meetings

- Japanese Virtual Conversation Group - 4
- German Virtual Conversation Group - 8
- Put Your Best Brain Forward - 9
- Trivia - 19
- Spanish Virtual Conversation Group - 5
- Embracing a Plant Based Lifestyle - 27
- French Virtual Conversation Group - 4
- Genre-fied Book Club - 5
- Lunch Bunch Book Club - 8
- BeTWEEN the Pages: Tween Book Club Trivia - 10



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 381
 # of logs received to date: 1,555
 # of paper logs submitted this month: 0
 # of online logs submitted this month: 11
 # of books read this month: 1,100

100 Books – 381	600 Books – 114
200 Books – 246	700 Books – 102
300 Books – 196	800 Books - 89
400 Books – 149	900 Books – 79
500 Book – 129	1000 Books – 70

Support Services Department Report by Maryann Zurmuehlen – June

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended weekly Management Team conference calls.
- Attended a Policy Committee Zoom meeting on June 1st.
- Attended a Lending Library Committee Zoom meeting on June 3rd, 18th and 25th.
- Attended SASUG virtual meetings on June 11th and 25th.
- Held a Supervisor Zoom meeting on June 5th.

Circulation & Shelves

- Working on FY 19-20 Goals, required Lynda.com courses and webinars, and completing customer service training.
- Preparing for and moving through Reopening Phases 2, 3, and 4.

Tech Services

- Working on FY 19-20 Goals, required Lynda.com courses and webinars, and completing customer service training.
- Preparing for and moving through Reopening Phases 2, 3, and 4.
- Completing end of fiscal year budgeting, ordering, processing, and invoicing.

Statistics (June 2020)

These numbers are lower due to the closure of the Library from 3/16/20 to 6/1/20 by the Governor's Executive Order due to the COVID19 Pandemic and as we move through our reopening phases.

- **Library Cards Issued: 27**
- **Items Checked Out: 6,068**
- **Items Interloaned for NPL Patrons: 2754 (0 through MeLCat)**
- **Items Interloaned to Other Libraries: 247 (0 through MeLCat)**
- **Items Added to the Collection: 2,482**
- **Items Discarded from the Collection: 1,245**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 0**
- **Outreach: Currently Suspended**

Services Provided During COVID-19 Closure				
	March	April	May	June
Calls to Support Services	40	94	35	
Calls/Emails to Information Services	53	42	67	2,358
Read Cart Items	51	29	111	277
Calls to Technology Expert	2	15	11	17
After-Hours Locker Pick-Ups	10	0	0	
*Online Video/Podcast Sessions	13	23	18	17

*See chart below for detailed stats

Video posts	Facebook			Instagram			YouTube			Twitter		
	Posted	1-minute views	Reactions, comments, shares	Posted	Reach	Likes	Video Views	Posted	Views	Impressions	Posted	Engagement
Julie: Video Update to Community								6-2	191	198		
Kathleen: Bedtime story time - Red Knit Cap Girl	6-3	YouTube Link	13					6-2	42	193		
Dana: NPL Reopening phase [gif]	6-8	203 [gif is not lon	17	6-8	269	616	152					
Dana: Let's dance - excited to be back	6-9	536	45	6-9	450	46	349					
Summer Reading Challenge [gif]	6-10	105	8	6-10	280	15	149				6-9	56
Drive up service available [gif]	6-15	97	5	6-15	255	11	102				6-15	17
Kathleen: Baby & Tot Time - Counting	6-22	45	28					6-22	9	100		
Julie: Video Update to Community								6-22	114	78		
Linda: Time for Twos and Threes: Who Said Moo?	6-23	YouTube Link	107					6-23	57	104		
Linda: On My Own: Bee Wiggled	6-25	54	141					6-23	14	58		
Emily: Family Story time - Nothing can Frighten a Bear	6-27	29	32					6-29	6	35		
Kathleen: Baby & Tot Time - Mouse's first summer	6-29	YouTube Link	13					6-29	34	38		
Linda: Time for Twos and Threes: Unicorns are Reall	6-30	YouTube Link	66					6-30	40	23		

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	432	1,331	454	1,511	301	301	301	284	239	36	9	27	5,226
Items checked out	82,118	77,766	68,074	68,084	65,531	62,193	65,046	66,778	50,747	1,278	127	6,068	613,810
Items borrowed	5,468	4,818	4,568	5,132	3,990	4,169	5,795	4,428	2,386	0	0	2,754	43,508
Items loaned	4,019	3,605	3,614	3,711	3,411	3,247	3,753	3,871	1,762	0	0	247	31,240
Read Boxes	527	342	235	254	0	0	0	0	0	0	0	0	1,358
MAP Checkouts	11	22	4	1	0	2	4	4	0	0	0	0	48
Novi School's Card Registration	12	32	6	2	5	7	2	2	0	0	0	0	68

	June 2020	June 2019		June 2020	June 2019
Library cards issued	27	429			
Total checkouts	6,068	74,527	READ Boxes	Adult 0	55
				Youth 0	291
Items borrowed	TLN 2,754	4,579		Total 0	346
	MeL 0	126			
	2,754	4,705			
Items loaned	TLN 247	3,305			
	MeL 0	76			
	247	3,381			

May 1 through October 30, 2019 was our seventh season of Read Box Service in Novi. Lakeshore park was closed this summer for renovations, but Pavilion Shore Park was used as an alternative, and Rotary and ITC Parks were used as well. ITC park proved to be the most used with Pavilion Shore coming in a close second.

Read Box Totals May 1 - October 30, 2019

	2019	2018
Adult	261	159
Youth	1,844	1,065
Total	2,105	1,224

*****Increase in number is due to ongoing card campaigns**

****These numbers are lower due to the closure of the library from 3/16-6/1 by the Governor's Executive**

Order due to the COVID19 Pandemic and as we move through our reopening phases.

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August	77,766	45.46%	35,354	7,261	5,722	3,201	7,037	10,749	1,384
September	68,074	45.33%	30,855	7,136	4,737	2,972	6,172	8,837	1,001
October	68,084	43.42%	29,561	6,782	4,521	2,742	5,872	8,654	990
November	65,531	43.85%	28,735	5,998	4,880	2,730	5,638	8,618	871
December	62,193	44.88%	27,915	6,405	4,638	2,730	5,623	7,595	924
January	65,046	43.20%	28,102	5,265	5,573	2,730	5,604	8,002	928
February	66,778	45.66%	30,490	6,951	4,635	2,547	6,101	9,379	877
March	50,747	41.81%	21,218	4,440	3,794	2,679	3,985	5,460	860
April	1,278	0.00%	0	0	0	0	0	0	0
May	127	0.00%	0	0	0	0	0	0	0
June	6,068	0.00%	0	0	0	0	0	0	0
FYTD	613,810	44.77%	272,751	58,421	45,197	26,468	53,953	79,486	9,226

These numbers are lower due to the closure of the library from 3/16-4/13 by the Governor's Executive Order due to the COVID19 Pandemic.

Library Usage									
2018-2019 Fiscal Year					2019-2020 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	49,562	4,656	54,218	1,807	July	37,288	4,188	41,476	1,383
August	36,668	4,163	40,831	1,317	August	31,987	4,304	36,291	1,251
September*	39,587	3,619	43,206	1,600	*September	43,711	3,783	47,494	1,696
October	39,602	3,400	43,002	1,387	October	33,571	4,205	37,776	1,219
November	35,017	3,177	38,194	1,364	November	32,056	4,138	36,194	1,341
December	27,557	3,022	30,579	1,092	December	29,670	3,982	33,652	1,246
January	30,059	3,237	33,296	1,110	**January	29,994	4,165	34,159	1,139
February	30,380	3,228	33,611	1,200	February	31,619	3,845	35,464	1,223
March	34,270	3,804	38,074	1,228	March	17,264	1,802	19,066	1,271
April	32,766	3,519	36,285	1,251	April	0	0	0	0
May	30,631	3,424	34,055	1,261	May	0	0	0	0
June	34,967	3,500	38,467	1,326	June	0	4,073	4,073	0
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	287,160	38,485	325,645	1,324

* Counter was unavailable 9-28 and 9-29

** Library closed from 01-15 through 01-19 due to building issues

Computer Logins

2018-2019 Fiscal Year						2019-2020 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,256	70,042	1	73,299	2,443	July	2,599	76,972	6	79,577	2,653
August	2,869	55,316	3	58,188	1,877	August	2,304	62,034	4	64,342	2,076
September	2,552	59,641	2	62,195	2,304	September	2,194	71,569	9	73,772	2,732
October	3,242	83,123	1	86,366	2,786	October	2,603	85,278	1	87,882	2,835
November	2,511	73,548	0	76,059	2,716	November	2,249	68,998	6	71,253	2,545
December	1,977	62,202	0	64,179	2,292	December	1,892	49,485	5	51,382	1,903
January	2,426	59,867	0	62,293	2,076	January	1,877	53,164	3	55,044	1,835
February	2,387	62,768	0	65,155	2,327	February	2,003	65,275	6	67,284	2,403
March	2,706	71,829	2	74,537	2,404	March	931	25,930	2	26,863	1,791
April	2,492	68,634	1	71,127	2,453	April	0	4,403	0	4,403	0
May	2,480	62,519	1	65,000	2,407	May	0	5,417	0	5,417	0
June	2,447	74,450	8	76,905	2,652	June	0	12,172	0	12,172	0
FYTD Total	31,345	803,939	19	835,303	2,393	FYTD Total	18,652	580,697	42	599,391	2,437

Early Literacy Workstation Usage							
2018-2019 Fiscal Year				2019-2020 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,092	22,924	20	July	996	20,235	20
August	946	19,856	20	August	844	16,206	19
September	870	17,049	19	September	684	12,146	17
October	848	16,301	19	October	695	12,191	17
November	765	16,183	21	November	817	16,381	20
December	654	12,676	19	December	686	12,748	20
January	771	15,823	20	January	777	16,259	20
February	696	14,967	21	February	840	17,256	20
March	817	17,047	20	March	326	6,764	20
April	841	17,047	21	April	0	0	0
May	688	12,618	18	May	0	0	0
June	807	16,342	20	June	0	0	0
FYTD Total	9,795	198,104	20	FYTD Total	6,665	130,186	19

Technology Training Sessions 2019-20 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
July		8					5	5	20	12	50	
<i>Guests</i>		8					5	5	20	12		50
August		8					10	5	5	10	38	
<i>Guests</i>		8					10	5	5	10		38
September		5		5			7	10		6	33	
<i>Guests</i>		5		5			7	10		6		33
October		9		7			6	9	9	6	46	
<i>Guests</i>		9		7			6	9	9	6		46
November		6						6	20	6	38	
<i>Guests</i>		6						6	20	6		38
December		6					9	5	43	2	65	
<i>Guests</i>		6					9	5	43	5		68
January		4			1			7	16	6	34	
<i>Guests</i>		4			3			7	16	6		36
February		8			1		1	5	12	9	36	
<i>Guests</i>		8			10		1	5	12	9		45
March		4					4	5	4	2	19	
<i>Guests</i>		4					4	5	4	2		19
April											0	
<i>Guests</i>												0
May											0	
<i>Guests</i>												0
June											0	
<i>Guests</i>												0
Sessions	0	58	12	0	2	0	42	57	129	59	359	
<i>Guests</i>	0	58	12	0	13	0	42	57	129	62		373

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August	755	249	1,782	41,248	202	172	986
September	831	287	1,601	36,349	211	213	1,558
October	907	286	1,727	38,520	232	333	1,678
November	793	289	1,681	40,559	238	175	818
December	777	265	1,053	25,770	247	234	1,087
January	842	288	1,074	25,347	259	196	825
February	810	275	1,926	46,865	269	158	879
March	1,212	369	1,642	40,328	288	419	4,119
April	1,773	427	1,777	44,249	299	947	12,244
May	1,890	463	2,266	49,275	315	777	14,327
June	1,650	449	1,740	38,085	326	334	4,246
FYTD Total	13,071	3,936	19,562	457,856	3,070	4,165	43,915

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August	3,410	1,613	5,023	88
September	3,286	1,427	4,713	117
October	3,476	1,456	4,932	100
November	3,451	1,276	4,727	89
December	3,462	1,477	4,939	84
January	3,800	1,717	5,517	113
February	3,702	1,589	5,291	75
March	4,446	2,287	6,733	273
April	5,741	2,841	8,555	270
May	5,885	3,369	9,254	160
June	5,754	2,939	8,693	151
FYTD Total	49,670	23,756	73,399	1,599

Meeting Room Rentals					
2018-2019 Fiscal Year			2019-2020 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	49	1,235	July	35	458
August	56	1,367	August	86	1,067
September	76	1,696	September	47	1,020
October	74	1,372	October	60	1,225
November	64	1,709	November	59	1,270
December	59	1,347	December	46	987
January	45	1,071	January	44	1,116
February	71	1,669	February	59	1,627
March	70	1,325	March	24	596
April	63	1,683	April	0	0
May	62	1,227	May	0	0
June	64	1,494	June	0	0
FYTD	753	17,195	FYTD	460	9,366

Library App - 2019-2020 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	33,050	1.	Catalog	January	49,843	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Events
August	44,015	1.	Catalog	February	44,005	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	OverDrive			5.	Events
September	41,834	1.	Catalog	March	45,722	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Events
October	42,728	1.	Catalog	April	8,064	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Zinio
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
November	37,719	1.	Catalog	May	6,367	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Events			5.	Boopsie Popular Books
December	39,422	1.	Catalog	June	31,551	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Events			5.	Boopsie Popular Books
				Total	424,320		

Date: 6/24/2020

To: Friends: A short update on reopening our Novi Library

From: Julie Farkas, Library Director and Sue Johnson, President of the Friends of Novi Library

The Novi Public Library is committed to opening its doors safely while abiding by the Executive Orders set in place by the Governor. As of now, the Library is remaining in Phase 3 of its reopening plan because we are kindly asking that items that have been in Novi homes for the past 3 months be returned through our outside return slot. Once they are returned and go through a 72 hour quarantine process, they can be shelved. Due to only 1/3 of items (out of 27,000) coming back to the building to date, staffing constraints and some technology hiccups, this process is taking longer than expected, and we have had to extend Phase 3 by another week. Once more items are returned, we can then shift our staffing to opening to the public. We want to be available to serve you in the best and safest way possible. We need your help Novi! Please return your items ASAP!

As of now, the Library will open to the public for quick “grab and go” (30 minutes or less) visits starting Monday, July 6. Per Executive Order 2020-97, we can only operate at 25% capacity. We cannot exceed 120 people in the building at one time. Timers will be given out to help encourage a 30 minute visit. Masks will be required (Executive Order 2020-115).

We understand that our guests want to visit the Library as they once did, and rest assured, we miss seeing our guests on a daily basis! However, there are guidelines in place by the Governor that we must follow. We appreciate the Novi community's patience as we have had to navigate through this new territory. We are doing our best to work behind the scenes as diligently and quickly as possible so we are prepared to meet your needs in person on Monday, July 6.

Thank you for your patience and understanding!

Julie Farkas, Library Director and Sue Johnson, President of the Friends of Novi Library



**Friends of Novi Library Donate
\$19,800.00 for 20-21 Wish List
items**

Included in this year's wish list:

- Baby Garden Wall – Youth Area
- Lakeshore Lending Library programming and outreach
- iCube Equipment
- Die cuts and program aprons for youth programming



NOVI HISTORICAL COMMISSION

Wednesday, July 15, 2020 7pm
Virtual Meeting - Zoom

Call to Order...via ZOOM
Introductions of guests
Approval of Agenda
Approval of Minutes- June 2020
Treasurer's report -Kim
Communications:

Library Liaison Report

Betty Lang

Commission Appointments

Discussion items:

- Election of Officers
- By Laws/Procedures
- Research projects
- Virtual meetings/programs

BACK BURNER PROJECTS Discussion

- Novi Rd. Cemetery Sign- Removal
- Memorial sign options sub-committee
- Historical sites brochure
- Veterans Memorial

HISTORICAL COMMISSION PROGRAMS

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice

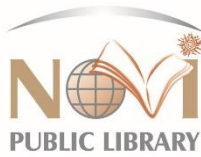
PUBLIC COMMENT

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: Wednesday, August 19 7pm

Adjourn



Library Board Calendar

2020

July 23	Library Board Regular Meeting (remote)
August 21	Staff In-service, Library Closed
August 27	Library Board Regular Meeting
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
September 24	Library Board Regular Meeting
October 22	Library Board Regular Meeting
October 23	Friends of Library Booked for the Evening, Library Closes at 5 p.m. (CANCELLED)
November 19	Library Board Regular Meeting
November 25	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
November 27	Library Closed
December 17	Library Board Regular Meeting
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday- Christmas Day, Library Closed
December 31	Holiday, New Year's Eve, Library Closed

2021

January 1	Holiday, New Year's Day, Library Closed
January	Budget Planning Session, TBD
January 28	Library Board Regular Meeting
February 25	Library Board Regular Meeting
March 1-31	National Library Reading Month
March 25	Library Board Regular Meeting
April 4	Holiday – Easter, Library Closed
April 5-9	National Library Week
April 10-17	Money Smart Week
April 22	Library Board Regular Meeting

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library.
- Historical Commission meets the fourth Wednesday of the month, 7 p.m. at the Library.