

**Agenda**  
 Novi Public Library Board of Trustees--Regular Meeting  
 Thursday, May 28, 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
  - A. Welcome newly appointed Student Representative, Sarah Chang
2. Roll Call by Secretary, Torry Yu
3. Pledge of Allegiance
4. Approval and Overview of Agenda .....1-4
5. Consent Agenda
  - A. Approval of Regular Meeting Minutes – April 23, 2020 .....5-15
  - B. Approval of Claims and Warrants – Warrant XXX for 269 Account – May 2020..... 16-17
6. Correspondence
  - A. Thank you letter from Tia Marie Sanders, Feed the Need Coordinator..... 18
  - B. Email from Liza Sovel, WLCSD – Re: Library Card Sign-up.....19
7. Presentation/Special Guest
  - A. None at this time.....N/A
8. Student Representatives Report (April 2020) ..... 20-21
9. President's Report (Melissa Agosta)
  - A. 2019-2020 Goals Update (July, October, January, April) .....N/A
  - B. 2019-2022 Strategic Objectives (3 year plan) ..... 22
  - C. Committee Assignments (Effective: June 25, 2020)
    - Policy – Chair, 1 additional member
    - HR – Chair, 2 additional members
    - Finance – Chair, 2 additional members
    - Events/Marketing/Fundraising – Chair, 2 additional members
    - Strategic Planning – Chair, 1 additional member
    - Building/Landscaping – Chair, 2 additional members
    - Bylaw – Chair, 1 additional member
  - D. Library Director Annual Review (June 25, 2020) held in Executive Session
10. Treasurer's Report (Geoffrey Wood)
  - A. 2019-2020 Library Budget Fund 268..... 24-26
  - B. 2019-2020 Contributed Fund Budget 269 ..... 27
  - C. Library Fund 268 Expenditure & Revenue Report (as of April 30, 2020) ..... 28-31
  - D. Library Fund 269 Contributed Fund (as of April 30, 2020).....32
  - E. Balance Sheets for Funds 268 (as of April 30, 2020) ..... 33
  - F. Balance Sheets for Funds 269 (as of April 30, 2020) ..... 34

11. Director's Report.....	35-74
A. Information Technology Report .....	75
B. Facilities Report .....	75-76
C. Information Services Report.....	77-82
D. Support Services Report .....	83
E. COVID-19 Usage Statistics.....	83
F. Library Usage Statistics .....	84-92
G. Friends of the Novi Library .....	N/A
H. City of Novi Historical Commission.....	N/A
I. Bits & Pieces .....	N/A
• Received notification from TLN that Jim Pletz, Executive Director has retired.	

12. Committee Reports

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

(Michener–Chair, Agosta)

- Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel. As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to google docs to make editing more effective with the remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.

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

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

- Staff satisfaction and strategic planning survey on hold until further notice.
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn, and Christopher Nadeau. As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to google docs to make editing more effective with the remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.

**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.
- The committee reviewed 19/20 budget for a 4<sup>th</sup> Quarter Amendment approval for City of Novi purposes and the 20/21 budget due to COVID-19. Two recommendations are proposed for approval under Matters for Board action.
- Director Farkas has postponed the check presentation for the Lakeshore Lending Library with sponsor Community Financial Credit Union until Thursday, June 25<sup>th</sup> as we hope to be in person for our meeting.

**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:
  - None due to COVID-19

**E. Strategic Planning Committee:**

(Dooley- Chair, Yu).

- No report at this time.

**F. Building/Landscape Committee: Entrance project**

(Messerknecht – Chair, Lawler, Wood)

- Grounds – north end drainage work is scheduled for the week of June 15<sup>th</sup>. Landscaping has begun and mulch was delivered the week of May 18<sup>th</sup>.
- Lending Library Kiosk –As of May 8, 2020 from Rob Petty, City of Novi: They began ramping up construction on the Lakeshore project today. DeMaria produced a schedule that shows the Library Kiosk concrete slab and pavilion being completed by July 31st. I would use that date for planning purposes at this point. If there is a change, I will let you know.
- Library Van – Planning for vinyl wrap on van to be completed mid-June. Director Farkas is reaching out to sponsors that made verbal commitments prior to COVID-19 to see if they want to honor their monetary gifts and marketing on the van.
- Café – looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol and a sign company on 2/3 for ideas. Received quotes but work has been suspended due to Governor's executive order. Project on hold until fall 2020.
- Flood – April 15, 2020: All documentation for insurance purposes has been submitted. Total damage costs: \$23,158.40. Reimbursement check was received in the amount of \$13,158.40. There was a \$10,000 deductible.

**G. Bylaw Committee: Review of Library Board Bylaws**

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report 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 4<sup>th</sup> Quarter Amendment for 2019/2020 268 Budget.....24-26

B. Approve 4<sup>th</sup> Quarter Amendment for 2019/2010 269 Budget .....27

C. Approve 2020/2021 268 Budget – based on COVID-19.....24-26

D. Approve 2020/2021 269 Budget – based on COVID-19.....27

E. Approve Retirement Plan Participation Policy.....36

F. Approve COVID-19 PREPAREDNESS AND RESPONSE PLAN.....39-42

G. Approve Library Reopening Policy.....43-50

H. Approve Pandemic Procedures (Being reviewed by Attorney, will be sent separately to the Board.....N/A

I. FAMILY MEDICAL LEAVE ACT (FMLA) EXPANSION and EMERGENCY PAID SICK LEAVE POLICY (Coronavirus).....56-60

15. Adjourn

**Supplemental Information**

- Library Calendar .....93

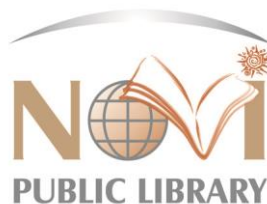
**Future Events:**

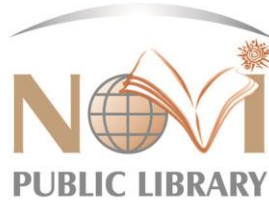
- **Executive Order 2020-100: Library CLOSED through June 12, 2020. (see info included)**
- **LIBRARY CLOSED: June 21, 2020 for Father’s Day**
- Summer Reading Program Starts: Monday, June 22<sup>nd</sup>
- **NO PROGRAMMING/EVENTS/ROOM RENTALS at the Library through August 31, 2020**
- **Virtual Programming/Events ONLY May – August 31, 2020**
- Friends of Novi Library Regular Meeting – Wednesday, June 10<sup>th</sup> at 2:00pm
- Novi Historical Commission Regular Meeting – Wednesday, June 17<sup>th</sup> TBD (check Library and City of Novi websites for details)
- Library Board of Trustees Regular Meeting – Thursday, June 25<sup>th</sup> at 7pm, Virtual (check Library website for details)

**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, REGULAR MEETING  
April 23, 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, Kat Dooley**

**Library Board**

Melissa Agosta, President  
Craig Messerknecht, Vice President  
Geoffrey Wood, Treasurer  
Kat Dooley, Secretary  
Bill Lawler, Board Member  
Tara Michener, Board Member  
Torry Yu, Board Member

**Student Representatives**

No student representative required at 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**

Director Farkas noted that item 11 is omitted on the agenda outline. Please disregard.

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

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Bill Lawler

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes –February 19, 2020**

A motion was made to approve the regular meeting minutes from February 19, 2020.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**B. Special Library Board Meeting Minutes-Friday, March 13, 2020**

A motion was made to approve the Special Library Board Meeting Minutes from Friday, March 13, 2020. Melissa Agosta was absent excused and abstained from vote. Trustee Michener and Trustee Lawler were present at this meeting via phone.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Bill Lawler

The motion passed unanimously.

**C. Special Library Board Meeting Minutes –Tuesday, March 17, 2020**

A motion was made to approve the Special Library Board Meeting Minutes from March 17, 2020.

1<sup>st</sup> – Geoffrey Wood

2<sup>nd</sup> – Bill Lawler

The motion passed unanimously.

**D. Regular Library Board Meeting – Thursday March 26,2020 CANCELLED due to COVID-19**

**E. Approval of Claims and Warrants – Warrant 588 for 268 Account – March 2020**

Trustee Lawler inquired about the Barnes & Noble purchase of books for a specific event found on page 19. For this specific event, the book was purchased by the Library and provided to the attendees.

A motion was made to approve the Claims and Warrants for account 268 for March, 2020.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Geoffrey Wood

The motion passed unanimously.

**F. Approval of Claims and Warrants – Warrant 589 for 268 Account – April 2020**

A motion was made to approve the Claims and Warrants for account 268 for April, 2020.

1<sup>st</sup> – Torry Yu

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**G. Approval of Claims and Warrants – Warrant 588 for 269 Account – March 2020**

A motion was made to approve the Claims and Warrants for account 269 for March, 2020.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Geoffrey Wood

The motion passed unanimously.

**H. Approval of Claims and Warrants – Warrant 589 for 269 Account – April 2020**

A motion was made to approve the Claims and Warrants for account 269 for April, 2020.

1<sup>st</sup> – Bill Lawler

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**6. Correspondence**

**A.** Email from Library Guest, Rachelle Smith

Appreciates the customer service provided when renewing her library card during the closure.

**B.** Email from Shannon White, Library of Michigan

Director Farkas has been in weekly conversations with the Library of Michigan. This email serves as appreciation to the City of Novi and the Novi Library for information they have been communicating to the community during this time.

Director Farkas reported that she has not received any negative comments since the closure in March. There have been several questions but no negative comments.

**7. Presentation/Special Guest**

**A.** None at this time

**8. Student Representatives Report**

The February 2020 Student Representatives report is on pages 25-27 and the March 2020 Student Representatives report is on pages 28-31.

Director Farkas and Librarian, Lindsay Gojcay, welcomed new Student Representative Sarah Chang to the Board by virtual conference on Tuesday April, 21<sup>st</sup>. At this meeting, Sarah was informed about her expectations as a Library Board student representative. Tarun Tangirala and Sarah Chang's position will end in December, but hopefully they both will choose to remain on the Board for their Junior and Senior years.

Trustee Lawler noted the SAT practice test had participants of 49 and would like to see the continuation of the SAT practice test. Director Farkas said Lindsay is working to continue the SAT practice test and perhaps there might be an opportunity to make it virtual.

On page 29 are photos from the unveiling of the ping pong table that the Novi Education Foundation (NEF) generously donated \$500 to provide to the Teen Space. Teen Space Monitor, Yolanda Hockaday-Dennis, wrote a sincere thank you letter to the NEF. As a Trustee of the NEF, Trustee Michener commented that she was able to read the thank you letter and it was very heartfelt.

**9. President's Report (Melissa Agosta)**

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

o Goal update provided on pages 32-39

o COVID-19 section added to the document on page 39

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

- o No new update
- C. Slate for 20/21 Library Board Officers (Effective: May 28, 2020)  
President – Melissa Agosta  
Vice President – Kat Dooley  
Secretary – Torry Yu  
Treasurer – Geoffrey Wood

A motion was made to accept the slate as presented above.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

D. Election of Officers

A roll call vote was taken to elect officers to the positions listed in section C above. Seven yes votes were tallied.

These positions are effective beginning next Board meeting on May 28, 2020. President Agosta will send Trustees an email regarding committees.

**10. Treasurer's Report (Geoffrey Wood)**

**A. 2019-2020 Library Budget Fund 268**

The 2019-2020 Library Fund 268 Budget can be found on pages 41-42 of the April 23, 2020 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

**B. 2019-2020 Contributed Fund Budget 269**

The 2019-2020 Contributed Fund 269 Budget can be found on page 43 of the April 23, 2020 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

**C. Library Fund 268 Expenditure & Revenue Report (as of February 29, 2020)**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 44-47 of the April 23, 2020 Library Board packet.

- Revenue ending February 29, 2020 was \$3,128,658.
- Expenditures ending February 29, 2020 was \$1,974,402.

**D. Library Fund 268 Expenditure & Revenue Report (as of March 31, 2020)**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 49-52 of the April 23, 2020 Library Board packet.

- Revenue ending March 31, 2020 was \$3,152,924.
- Expenditures ending March 31, 2020 was \$2,251,963.

**E. Contributed Fund 269 Expenditure & Revenue Report (as of February 29, 2020)**

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 47-48 of the April 23, 2020 Library Board packet.

- Revenue ending February 29, 2020 was \$31,546.
- Expenditures ending February 29, 2020 was \$9,820.



**F. Contributed Fund 269 Expenditure & Revenue Report (as of March 31, 2020)**

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 52-53 of the April 23, 2020 Library Board packet.

- Revenue ending March 31, 2020 was \$38,905.
- Expenditures ending March 31, 2020 was \$8,233.

**G. Balance Sheet for Fund 268 (as of February 29, 2020)**

The Balance Sheet for Fund 268 as of February 29, 2020 can be found on page 54 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of February 29, 2020 was \$3,249,114.

**H. Balance Sheet for Fund 268 (as of March 31, 2020)**

The Balance Sheet for Fund 268 as of March 31, 2020 can be found on page 55 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of March 31, 2020 was \$2,995,820.

**I. Balance Sheet for Fund 269 (as of February 29, 2020)**

The Balance Sheet for Fund 269 as of February 29, 2020 can be found on page 56 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of February 29, 2020 was \$1,697,812.

**J. Balance Sheets for Funds 269 (as of March 31, 2020)**

The Balance Sheet for Fund 269 as of March 31, 2020 can be found on page 57 of the April 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of March 31, 2020 was \$1,706,587.

Trustee Lawler expressed that a significant portion of Library revenue comes from real estate taxes and he anticipates that eventually we will see a significant shortfall in that revenue source. Trustee Lawler added that Penal Fines revenue will also be affected due to less travelers on roadways. Trustee Wood expressed the likelihood of a revenue shortfall in the short term due to diminished Library revenue sources such as meeting room revenue. However, Trustee Wood expressed some costs are being deferred as open Library positions are not being filled, and the short-term position is being managed. Trustee Wood expressed possible long term effects are too early to determine and there could be a potential impact next fiscal year. Director Farkas emphasized these are great questions and statements and tomorrow the Finance Committee will be meeting virtually at 1pm. The topics will include the 2020-2021 budget and Director Farkas has already requested from management areas that could potentially be cut now so that the team can move forward and feel comfortable with the new budget going forward in July 2020. Director Farkas has already been informed that Penal Fines and State Aid will decrease. Director Farkas will bring more information about COVID-19 effects on finances to the Board in May.

**11. Omitted – as noted in item 4 above (disregard)**

**12. Director's Report**

The Director's Report can be found on pages 58-101 of the April 23, 2020 Library Board packet.

Staff members celebrating anniversaries in April and May are:

- Robin Dircks –Support Services – 7 years
- Sandra Lim – Support Services – 6 years
- Jennifer Mientkiewicz – Support Services – 6 years

- Gail Anderson – Information Services – 4 years
- Amy Markus- Support Services – 3 years
- Allison Janicki – Support Services – 3 years
- Rachel Manela – Information Services – 1 year
- Jessica Howard – Support Services – 1 year

Directors Report Summary

- On April 6, Mayor Gatt and City Council recognized the Novi Library for National Library Week and Director Farkas thanked the City for their support.
- Director Farkas thanked the staff for programs and opportunities they have created to connect with the community. Director Farkas appreciates the staff's dedication. Director Farkas thanked the Library Board for their amazing leadership and the ability to rely on them. She also thanked the Friends of Novi Library for their continuous and generous support.
- On page 69 is a Novi Library ad that will be featured in the Novi Chamber of Commerce Directory. Below that is a photo of the new Library van that arrived in February. The van wrap will be scheduled once the Executive Order is lifted.
- On pages 70-71 is an ad for the new Lakeshore Lending Library. This ad will be featured in the upcoming Engage publication. Congratulations and Thank you to Community Financial Credit Union for their generous pledge and support of the Lending Library. Director Farkas is inviting CFCU to a future non-virtual meeting to express appreciation for CFCU's support.
- On pages 72-99 is a record of communications that have been released to the public. Considerable information is incorporated here and it relates to how the Library is available to the community during the physical Novi Library closure.
- On pages 100-101 is a great article about the Youth Department transformation that was featured in Novi Today publication.

**A. Information Technology Report**

The Information Technology Reports for February and March, provided by Barb Rutkowski, can be found on pages 102-104 of the April 23, 2020 Library Board packet. At the bottom of page 102 are some great photos of decals that a Library guest made in the iCube. On page 103 is information about how the Library assisted with COVID-19 by partnering with Novi High School Frog Force Robotics team to create face shields. Hino Trucks graciously donated funds to support the creation of the face shields. Library employee, Charlie Hokett, assisted with creating a plastic piece to secure the shield with the use of the Library's Cricut Maker.

**B. Facilities Report**

The Facilities Report, provided by Keith Perfect, is on pages 105-106 of the April 23, 2020 Library Board packet.

**C. Information Services Report**

The Information Service Reports for February and March is found on pages 107-114, prepared by April Stevenson. The staff is working hard from home, remotely.

Virtual story times and craft opportunities are taking place for the community. The staff is looking into other options for virtual programs.

Congratulations to Teen Librarian, Lindsay Gojcay, for being noted for her published work with YALSA and being the project coordinator of the Teen Intern Program Toolkit. Director Farkas is very proud and appreciative of Lindsay's dedication.

**D. Support Service Report**

The Support Services report for February and March, are found on pages 115-116, prepared by Maryann Zurmuehlen.

**E. COVID-19 Usage Statistics**

The COVID-19 usage statistics was added on pages 117-118. This tracks how the Library is interacting with the public through posts and events that the Library has offered to the community.

**F. Library Usage Statistics**

The Library Usage Statistics reports for February and March can be found on pages 119-127.

The usage of the building and check-outs will decline. However, the check-outs for downloadable items are expected to increase.

**G. Friends of the Novi Library**

N/A

**H. Novi Historical Commission**

The Novi Historical Commission 11/20/2019 minutes, 12/18/2019 minutes and the 02/19/2020 agenda are on pages 128-136 of the April 23, 2020 Library Board packet.

**I. Bits & Pieces**

N/A

Trustee Dooley suggested allocating some advertising dollars to Facebook in order to amplify engagement and get in front of more people. Director Farkas agreed and stated that Electronic Services Librarian, David Silberman, is already doing this. If there is a need for something big to reach the community, David is using allotted advertising dollars to get that message out.

The Library Board Calendar is on page 137 of the April 23, 2020 Library Board packet.

**13. Committee Reports**

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

(Michener-Chair, Agosta)

- Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.

- As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.
- In the near future, policy will be finalized enough to allow the Committee Members to start the review process.

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

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

- Staff Satisfaction and strategic planning survey on hold until further notice
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
  - As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to Google Docs to make editing more effective with remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.

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

(Wood – Chair, Messerknecht, Lawler)

- Committee members are reviewing the current Financial Policy and will recommend changes. Suggested edits by Library Director were sent to the committee on 4/14/2020. A virtual meeting is set for Friday, April 24, 2020 at 1pm.
- MOU was signed with Community Financial Credit Union for a \$40,000 sponsorship for the Lakeshore Lending Library kiosk. See flyer in packet. Planning for CFCU staff to attend the May 28, 2020 meeting if executive order by the Governor is lifted, for a check presentation.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan 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: 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 planned for late spring of 2020, once the Governor lifts the Executive Order.
- Lending Library Kiosk- As of March 27, 2020, memo from Rob Petty at the City of Novi: The construction at Lakeshore Park is currently suspended as a result of the Governor's Executive Order. As you can imagine this will impact the schedule. When the Order is lifted, we will provide an update. The Lending Library team continues to meet virtually to make sure all paperwork and processes are in place for when the kiosk can be delivered. No delivery date at this time. See planning photos in the Director's report.
- Library Van- Van has been received. Costs for the vinyl wrap for the van have been received. Timeline for van wrap to be completed has been suspended until the Executive Order from the Governor has lifted. A 2<sup>nd</sup> draft of the MOU with City of Novi Parks & Rec will be reviewed at this meeting.
- Café –looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol (café manager) and a sign company on February 3, 2020 for ideas. Received quotes but work has been suspended due to Governor's Executive Order.
- Flood – April 15, 2020: All documentation for insurance purposes has been submitted.

**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.

**14. Public Comment**

The City informed the Board that there were three (3) virtual attendees at this meeting. There was no public comment.

**15. Matters for Board Action**

- A.** Approve the Memorandum of Understanding between the Novi Public Library and the City of Novi Parks, Recreation, and Cultural Services Department – 2<sup>nd</sup> draft.

A motion was made to approve the Memorandum of Understanding between the Novi Public Library and the City of Novi, Parks, Recreation and Cultural Services Department – 2<sup>nd</sup> draft, with changes to the last bullet on page 59: Request to use the van. Must provide a 5-day advance notice of use.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

- B.** Discuss options for re-opening the Novi Library based on Governor Whitmer's Executive Order 2020-43.

- Trustees were provided with the Governor's Executive Order and reopening information/considerations on pages 61-68.
- In the Board packet on page 66 is a 5-phase rough draft of ideas addressing re-opening.
- Director Farkas reached out to the staff asking them to send her all of their questions and concerns about reopening. Director Farkas will answer all of these questions in a Q&A format, which will be provided to the staff.
- Director Farkas will walk the building this Tuesday while practicing 6-foot social distancing guidelines and will focus on areas of concern.
- When the Governor lifts the Executive Order, the Library will need time to prepare to open to the public. Director Farkas said there are over 27,000 items currently checked out and in the community. These materials have to sit at least 24 hours according to CDC and then will require proper cleaning before shelving. Therefore, the first step is for staff to begin collecting materials. Possibly starting with limited hours and rotating staff schedules for social distancing.
- Governor Whitmer will be holding a press conference tomorrow, Friday April 24<sup>th</sup>. Novi Library will follow guidelines from our State, County and City.
- Trustee Michener is appreciative of Director Farkas' presence at the Library and said that Director Farkas has been very sacrificial for our Library.
- Trustee Michener asked about procedures for returning Stem Kits and Book Club Group Bags. Book Club books, under this circumstance, can be accepted individually and the Library can get them back into the proper bags, which they belong to. Stem Kits will not fit through the drop box and will only fit through the delivery windows. Items can be returned once the Library reopens and we can once again utilize the drop box and drive-up window.
- Director Farkas has meetings with the City's Leadership on Monday, Wednesday and Friday mornings.
- Director Farkas recommends virtual programming this summer (June, July, and August). Most libraries in Novi Library's class size will be providing virtual programming all summer.
- Director Farkas has already ordered sterilizing/sanitizing items, signage, sneeze guards (for areas that allow interaction with the public), and face masks for staff.
- Trustee Lawler mentioned that one challenge will be how to monitor the volume of patrons with respect to 4 people per 1,000 square feet. Director Farkas agreed and stated the Library has counters and the volume of guests will need to be monitored. There will need to be communicated regulations for usage of the building.

**16. Adjourn**

A motion was made to adjourn at 8:08 p.m.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

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Kat Dooley, Secretary

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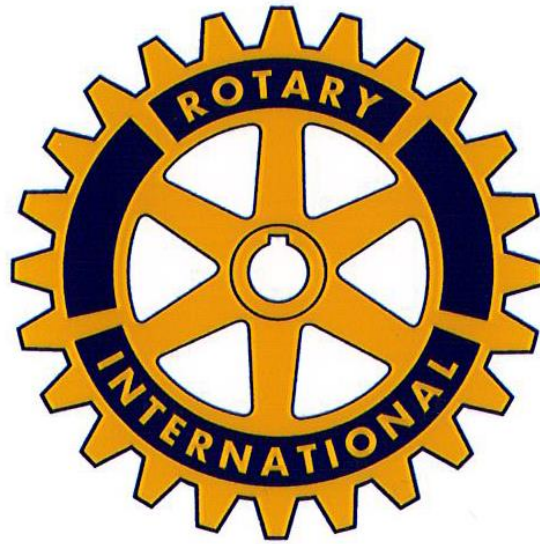
Date

<b>Warrant 590</b>	<b>268 Accounts</b>	<b>May 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Hertell, Ivette	Meeting Room Cancelled	268-000.00-665.300	\$ 110.00
LP Management	Meeting Room Cancelled	268-000.00-665.300	\$ 240.00
Amazon.com		268-000.00-727.000	\$ 191.80
Envisionware	mobile print	268-000.00-734.000	\$ 575.00
VidCom		268-000.00-734.000	\$ 212.55
Amazon.com	recorder Admin	268-000.00-734.500	\$ 39.97
Farkas, Julie	book sterilizer; COVID- JF cc	268-000.00-734.500	\$ 1,124.37
The Library Network	Envision ware	268-000.00-734.500	\$ 6,129.13
Saturn Printing	COVID acrylic guards	268-000.00-740.000	\$ 1,107.86
Signarama	COVID; sneeze guard	268-000.00-740.000	\$ 787.50
Amazon.com		268-000.00-742.000	\$ 1,839.90
Barnes & Noble	CM; Queen Next Door	268-000.00-742.000	\$ (391.84)
Brodart		268-000.00-742.000	\$ 6,874.56
Center Point Large Print		268-000.00-742.000	\$ 176.46
Gale/Cengage		268-000.00-742.000	\$ 2,147.36
WT Cox		268-000.00-742.000	\$ 88.00
Amazon.com	Lending Library Purchase	268-000.00-742.010	\$ 219.73
Gale/Cengage	Lending Library Purchase	268-000.00-742.010	\$ 275.62
WT Cox	Lasser's Inc. Tax 1/1-12/31/20	268-000.00-743.000	\$ 49.95
Midwest Tape		268-000.00-744.000	\$ 114.97
Over Drive		268-000.00-744.000	\$ 8,312.17
Midwest Tape		268-000.00-745.200	\$ 906.37
Midwest Collaborative		268-000.00-745.300	\$ 5,377.50
Spectrum	April 2020	268-000.00-801.925	\$ 54.30
Integrated Payment Consultants	cc machines	268-000.00-802.100	\$ 150.00
Rubbish		268-000.00-808.100	\$ 108.07
Novi Rotary	Spring 2020	268-000.00-809.000	\$ 65.00
Rosati, Schultz,	through 03/31/2020; COVID Mtg.	268-000.00-806.000	\$ 490.00
H&K Janitorial		268-000.00-817.000	\$ 2,272.90
AT&T		268-000.00-851.000	\$ 348.85
T-Mobile		268-000.00-851.000	\$ 293.03
TelNet		268-000.00-851.000	\$ 599.84
Library Network (TLN)	Circulation Charge; 4/01-6/30/2020	268-000.00-855.000	\$ 15,662.85
Collaborative Summer Lib. Prgm.	SRP gift baskets	268-000.00-880.000	\$ 578.25
Collaborative Summer Lib. Prgm.	SRP T-shirt's	268-000.00-880.000	\$ 205.25
Muniweb		268-000.00-880.000	\$ 1,006.00
Amazon.com	program; bubbles	268-000.00-880.268	\$ 29.79



Millennium Business Systems		268-000.00-900.000	\$ 321.26
Boynton	Flood Expenditure	268-000.00-910.001	\$ 3,417.75
Great Lakes Power & Lighting	Flood Expenditure	268-000.00-910.001	\$ 3,045.10
City of Auburn Hills	Flood Expenditure	268-000.00-910.001	\$ 9.99
ServPro of Novi	Flood Expenditure	268-000.00-910.001	\$ 16,619.93
Consumers Energy	02/05/19-03/05/20	268-000.00-921.000	\$ 1,500.13
Consumers Energy	03/06/19-04/03/21	268-000.00-921.000	\$ 1,093.95
DTE	3/24-4/23/20	268-000.00-922.000	\$ 7,108.01
City of Novi	water and sewer; 12/23/19-3/30/20	268-000.00-923.000	\$ 1,861.88
Allied Eagle		268-000.00-934.000	\$ 802.71
Bembeneck, Bill	reimburse staff for Sam's purchase	268-000.00-934.000	\$ 46.54
Cintas	quarterly; restrooms	268-000.00-934.000	\$ 544.60
Conney Safety	COVID Expenditure	268-000.00-934.000	\$ 123.52
Dalton	complete clean 4/2-4/3/20; COVID	268-000.00-934.000	\$ 3,964.00
Home Depot	supplies	268-000.00-934.000	\$ 182.77
Library Design	SS Sanitize Wipe Container; COVID	268-000.00-934.000	\$ 867.00
Lyon Mechanical	Humidifier Liebert Unit	268-000.00-934.000	\$ 1,322.00
Sam's Club	Bleach \$13.98 COVID portion	268-000.00-934.000	\$ 102.66
Sam's Club		268-000.00-934.000	\$ 14.78
C&J Parking Sweep	3/28/2020; 4/30/2020	268-000.00-941.000	\$ 255.00
Millennium Business Systems	Std./contract amt.	268-000.00-942.000	\$ 650.94
Corrigan Record Storage	04/01/20-04/31/20	268-000.00-942.100	\$ 23.98
Lang, Betty	Conference expenses; 03/10/20	268-000.00-956.000	\$ 21.28
<b>TOTAL</b>			<b>\$102,272.84</b>

<b>Warrant 590</b>	<b>269 Accounts</b>	<b>May 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Lloyd, Doreen	Scrapbook 4/25/20 cancelled	269-000.00-665.046	\$ 80.00
Lichorobiec, Rochelle	Scrapbook 4/25/20 cancelled	269-000.00-665.046	\$ 80.00
Amazon	International Donation	269.000.00-742.230	\$ 29.53
Amazon	International Donation	269-000.00-742.230	\$ 25.79
Amazon.com	iCube; DIY jewelry	269-000.00-742.233	\$ 66.32
Amazon.com	iCube; create your own architecture blocks	269-000.00-742.233	\$ 50.95
Amazon.com	iCube ; rock science; circuits	268-000.00-742.000	\$ 263.62
Moore, Janelle	reimbursement expenses paid; Face Shield purchases	269-000.00-742.233	\$ 711.48
Oriental Trading	iCube Zoo challenge Stem Kit	269-000.00-742.233	\$ 35.98
<b>TOTAL</b>			<b>\$ 1,343.67</b>



## NOVI ROTARY

Julie & Dana  
+ The NPL  
Team.

Thank you for helping  
the Feed the Need Program  
over the years and during the school  
closures as we spread the word to families.  
It's always a pleasure to partner for a great  
cause - serving families in Novi.

Thank you for Everything!  
Tia Marie  
Prog. coord.

**Subject:** WLCSD Elementary School NPL Card Campaigns  
Email Date: Wednesday, April 22, 2020  
To: Maryann Zurmuehlen, Head of Support Services

Hi Maryann,

Thank you for reaching out. At this time, we are concentrating on the Continuity of Learning plan that formally began yesterday, and our plates are full.

I would suggest that we touch base in the fall, and we can then plan to share an informational flyer regarding the Novi Library and card program with our Novi Families.

We thank the Novi Library for your support of Walled Lake Schools. Please stay safe and healthy!

**Thank you, Liza**

**Liza Sovel**  
Executive Assistant to Superintendent  
Walled Lake Consolidated School District



## Welcome Sarah Chang, Student Representative

Hello, my name is Sarah Chang and I'm currently attending Novi High School. Some of my hobbies include playing the violin in my school's orchestra and goofing off with my adorable pup. I also enjoy getting involved in my community by participating in various volunteering opportunities at my local elementary and the hospital and starting my own animals club at my school to help animals in need. As a student representative of the library board, I hope I'm able to further improve and connect with our community. :)

## April 2020 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

### Tween and Teen Library Programs:

While the Library is closed to the public, there are activities that teens can participate in from home.

- The teen online scavenger hunt allowed teens to get to know more about the Library. All answers could be found using the website, [www.novilibrary.org](http://www.novilibrary.org).
- The teen poetry writing challenge was held to recognize National Poetry Month in April. Teens could submit either a poem or haiku.
- Both activities 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 (last day Thursday, March 12, 2020 COVID-19)

April 2020 = 0 guests (COVID-19)

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

### Teen Advisory Board Update:

The April TAB meeting was held virtually through Zoom. The teens shared what they have been doing during the stay safe, stay home order. Julie Farkas, Library Director, was a guest speaker to discuss an opportunity that one of the TAB members presented to sponsor a Feed the Need community drive. More details will be forthcoming soon.

The next TAB meeting will be held virtually through Zoom on May 15. Officer elections for the 20/21 school year will be conducted during the May meeting. (Attendance = 9)

### Upcoming Programs:

- NPL is planning to offer a summer full of virtual programs. To help us meet the virtual needs of guests, a survey was sent out to obtain feedback.

# TAB

TEEN ADVISORY BOARD

SUPPORTING NOVI ROTARY FOUNDATION

## FEED THE NEED

Feed the Need's mission is to feed each child's body, mind, and spirit in a dignified manner.

Feed the Need is providing free, ready-to-eat bagged lunches to students through June 12 and during the summer months.

## 3 WAYS YOU CAN HELP

### 1. VOLUNTEER YOUR TIME

VISIT [HTTPS://TINYURL.COM/VR47V5L](https://tinyurl.com/vr47v5l)

### 2. DONATE SUPPLIES

A FULL CHECKLIST CAN BE FOUND AT [FEEDTHENEEDNOVI.ORG](http://FEEDTHENEEDNOVI.ORG).

[AMAZON WISH LIST FOUND HERE!](#)

### 3. MONETARY DONATIONS

CHECKS CAN BE MADE TO:  
NOVI ROTARY FOUNDATION  
C/O FEED THE NEED  
P.O. BOX 159, NOVI, MI 48376

ONLINE DONATIONS:

[HTTPS://SECURE.ANEDOT.COM/NOVIROTARYFOUNDATION/FEEDTHENEED](https://secure.anedot.com/novirotaryfoundation/feedtheneed)





# 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.**

**GOALS UPDATE** (July, October, January, April)

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 Revenue - 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	Novl 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
<b>Total Revenues</b>		<b>3,142,439.00</b>	<b>3,147,424.71</b>	<b>3,145,948.51</b>	<b>3,245,300.00</b>	<b>3,124,300.00</b>	<b>3,362,317.00</b>



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
<b>Expenditures</b>							
<b>Personnel Svcs.</b>							
<b>Account</b>	<b>Description</b>						
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
<b>Total Personnel Services</b>		<b>2,005,200.00</b>	<b>1,936,304.40</b>	<b>1,915,304.40</b>	<b>2,121,060.00</b>	<b>2,009,024.00</b>	<b>2,178,131.00</b>
<b>Supplies and Materials</b>							
<b>Account</b>	<b>Description</b>						
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
<b>Total Supplies &amp; Materials</b>		<b>621,389.00</b>	<b>621,300.00</b>	<b>618,000.00</b>	<b>599,600.00</b>	<b>595,600.00</b>	<b>606,600.00</b>

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
<b>Services &amp; Charges</b>							
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
<b>Total Services &amp; Charges</b>		<b>537,950.00</b>	<b>523,714.00</b>	<b>551,407.42</b>	<b>554,700.00</b>	<b>547,200.00</b>	<b>639,300.00</b>
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
<b>Capital Outlay</b>							
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
<b>Total Capital Outlay</b>		<b>70,000.00</b>	<b>63,500.00</b>	<b>61,202.25</b>	<b>111,000.00</b>	<b>70,000.00</b>	<b>78,200.00</b>
965.269	Walker Transfer						
<b>Total Expenditures</b>		<b>3,234,539.00</b>	<b>3,144,818.40</b>	<b>3,145,914.07</b>	<b>3,386,360.00</b>	<b>3,221,824.00</b>	<b>3,502,231.00</b>
<b>Total Revenues</b>		<b>3,142,439.00</b>	<b>3,147,424.71</b>	<b>3,145,948.51</b>	<b>3,245,300.00</b>	<b>3,124,300.00</b>	<b>3,362,317.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>-92,100.00</b>	<b>2,606.31</b>	<b>34.44</b>	<b>-141,060.00</b>	<b>-97,524.00</b>	<b>-139,914.00</b>

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)							
		2018-2019 Audited	2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amend	2020-2021 Approved	2020-2021 COVID-19
		10/30/2019	2/28/2019	1/23/2020	5/28/2020	1/23/2020	5/28/2020
<b>Revenues</b>							
<b>Interest Income</b>							
664.000	Interest on Investments	\$ 32,511.28	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	22,698.30	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 55,209.58</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
<b>Donations</b>							
665.046	Makerspace	3,794.30	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
665.229	Raising a Reader	5,050.00	5,500.00	-	-	2,500.00	2,500.00
665.230	Collections/Materials Revenue	\$ 1,847.20	\$ 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	12,163.50	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
665.233	Technology Library Revenue	5,300.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	93.85	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
<b>TOTAL</b>		<b>\$ 28,248.85</b>	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>	<b>\$ 19,500.00</b>	<b>\$ 24,000.00</b>
<b>TOTAL Revenues</b>		<b>\$ 83,458.43</b>	<b>\$ 39,500.00</b>	<b>\$ 39,500.00</b>	<b>\$ 39,500.00</b>	<b>\$ 42,000.00</b>	<b>\$ 46,500.00</b>
<b>Expenditures</b>							
<b>Supplies</b>							
742.229	Raising a Reader	3,923.81	4,000.00	2,500.00	2,500.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,617.58	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	4,859.00	15,000.00	15,000.00	15,000.00	30,200.00	-
742.232	Programming Expenditures	10,753.58	3,000.00	3,000.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	23,211.99	5,000.00	5,000.00	5,000.00	31,000.00	-
742.234	Undesignated Misc. Expenditures	245.75	-	-	-	500.00	500.00
742.236	Staff Recognition	1,695.10	2,500.00	2,500.00	2,500.00	1,500.00	1,500.00
<b>TOTAL</b>		<b>\$ 46,306.81</b>	<b>\$ 31,500.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 65,700.00</b>	<b>\$ 4,500.00</b>
<b>Capital Outlay</b>							
976.044	Auto Lending Library	\$ 32,750.00	\$ 34,750.00	\$ 34,750.00	\$ -	\$ -	\$ 34,750.00
976.045	LED Lighting Conversion project	15,634.61	2,000.00	2,000.00	2,000.00	6,800.00	6,800.00
976.046	Makerspace (iCube)	20,108.71	7,000.00	7,000.00	7,000.00	5,000.00	5,000.00
983.000	Vehicle		-	-	-	-	-
<b>TOTAL</b>		<b>\$ 68,493.32</b>	<b>\$ 43,750.00</b>	<b>\$ 43,750.00</b>	<b>\$ 9,000.00</b>	<b>\$ 11,800.00</b>	<b>\$ 46,550.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 114,800.13</b>	<b>\$ 75,250.00</b>	<b>\$ 73,750.00</b>	<b>\$ 39,000.00</b>	<b>\$ 77,500.00</b>	<b>\$ 51,050.00</b>
	Beginning Fund Balance Yr. End	\$ 1,707,428.28	\$ 1,676,086.58	\$ 1,676,086.58	\$ 1,676,086.58	\$ 1,641,836.58	\$ 1,676,586.58
	Revenues	83,458.43	39,500.00	39,500.00	39,500.00	42,000.00	46,500.00
	Expenditures	(114,800.13)	(75,250.00)	(73,750.00)	(39,000.00)	(77,500.00)	(51,050.00)
	NET Revenues vs. Expenditures	(31,341.70)	(35,750.00)	(34,250.00)	500.00	(35,500.00)	(4,550.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	<b>\$ 1,676,086.58</b>	<b>\$ 1,640,336.58</b>	<b>\$ 1,641,836.58</b>	<b>\$ 1,676,586.58</b>	<b>\$ 1,606,336.58</b>	<b>\$ 1,672,036.58</b>

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

05/11/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 04/30/2020										
% Fiscal Year Completed: 83.33										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	FEB 2020	MAR 2020	APRIL 2020	04/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	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	2,827,689.00	0.00	0.00	0.00	2,839,828.76	(12,139.76)	100.43
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	67.47	15.39	40.66	733.71	1,266.29	36.69
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	0.00	(6,500.00)	0.00
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	67.47	15.39	40.66	2,837,320.22	(18,381.22)	100.65
State sources										
268-000.00-567.000	State aid	42,429.20	38,000.00	40,000.00	0.00	0.00	21,977.38	44,383.68	(4,383.68)	110.96
State sources		42,429.20	38,000.00	40,000.00	0.00	0.00	21,977.38	44,383.68	(4,383.68)	110.96
Fines and forfeitures										
268-000.00-657.000	Library book fines	69,892.80	62,000.00	58,000.00	4,143.12	3,092.30	0.00	48,961.25	9,038.75	84.42
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	176,345.00	4,143.12	3,092.30	0.00	167,306.32	9,038.68	94.87
Interest income										
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,000.00	6,032.15	5,784.02	0.00	52,243.43	756.57	98.57
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,000.00)	8,192.90	(1,168.30)	0.00	20,070.12	(40,070.12)	(100.35)
Interest income		99,763.36	33,792.00	33,000.00	14,225.05	4,615.72	0.00	72,313.55	(39,313.55)	219.13
Other revenue										
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	460.16	197.79	0.00	7,146.51	7,853.49	47.64
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	908.90	0.00	0.00	1,172.45	(572.45)	195.41
268-000.00-665.290	Library fund raising revenue	0.00	0.00	4,000.00	515.33	627.61	0.00	4,129.18	(129.18)	103.23
268-000.00-665.300	Meeting room	38,294.26	50,000.00	40,000.00	3,457.35	138.24	(851.31)	24,132.50	15,867.50	60.33
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	0.00	0.00	0.00	6,591.00	(191.00)	102.98
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	71,030.00	5,341.74	963.64	(851.31)	48,201.75	22,828.25	67.86
Donations										
268-000.00-665.289	Adult programs	8,593.99	5,000.00	4,610.00	517.81	695.19	0.00	6,241.13	(1,631.13)	135.38
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	50.34	1.26	0.00	2,940.46	559.54	84.01
Donations		18,106.36	8,500.00	8,110.00	568.15	696.45	0.00	9,181.59	(1,071.59)	113.21

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	FEB 2020	MAR 2020	APRIL 2020	04/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	920,000.00	70,984.67	72,424.17	72,424.16	743,513.21	176,486.79	80.82
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	660,000.00	52,122.64	48,958.17	50,474.87	539,086.43	120,913.57	81.68
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	78.39	0.00	0.00	496.47	3.53	99.29
268-000.00-715.000	Social security	111,842.07	125,500.00	112,000.00	9,264.31	9,116.64	9,232.82	97,028.73	14,971.27	86.63
268-000.00-716.000	Insurance	205,635.46	211,000.00	192,000.00	17,500.70	14,151.86	15,343.58	158,249.38	33,750.62	82.42
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	0.00	350.00	0.00	6,199.65	(399.65)	106.89
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(38,000.00)	(2,650.42)	(2,769.40)	(2,768.45)	(27,220.18)	(10,779.82)	71.63
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	700.00	700.00	700.00	7,000.00	1,400.00	83.33
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	24,410.00	4,890.00	83.31
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	3,174.98	3,256.64	3,256.64	33,391.82	4,308.18	88.57
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,900.00	276.06	271.91	275.39	3,069.66	830.34	78.71
Personnel services		1,888,975.02	2,018,532.00	1,936,304.00	153,892.33	148,900.99	151,380.01	1,589,929.57	346,374.43	82.11
Supplies										
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	2,393.23	342.51	0.00	12,411.67	6,588.33	65.32
268-000.00-728.000	Postage	549.23	300.00	1,000.00	0.00	0.00	0.00	437.76	562.24	43.78
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	212.55	686.98	575.00	27,881.48	66,118.52	29.66
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	183.80	6,557.58	1,164.34	17,989.03	38,110.97	32.07
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	962.56	2,976.41	1,881.03	20,982.05	7,117.95	74.67
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	13,155.86	15,250.85	7,165.53	131,077.98	54,722.02	70.55
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	10.74	484.61	531.34	9,468.66	5.31
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	30.00	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	0.00	49.95	0.00	16,598.88	7,401.12	69.16
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	4,047.70	22,379.42	8,312.17	88,094.00	7,906.00	91.76
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	3,547.67	1,934.53	0.00	34,469.30	7,430.70	82.27
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	621,300.00	24,533.37	50,188.97	19,582.68	407,157.98	214,142.02	65.53

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	FEB 2020	MAR 2020	APRIL 2020	04/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	48.48	54.30	0.00	435.09	64.91	87.02
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	491.76	478.43	197.54	4,255.99	744.01	85.12
268-000.00-803.000	Independent audit	700.00	700.00	475.00	0.00	0.00	0.00	809.82	(334.82)	170.49
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,200.00	0.00	98.00	0.00	686.00	514.00	57.17
268-000.00-806.000	Legal fees	19,026.68	2,500.00	7,500.00	200.00	320.00	490.00	7,061.50	438.50	94.15
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,300.00	46.68	108.07	0.00	803.17	496.83	61.78
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	223.00	(95.00)	65.00	6,679.94	320.06	95.43
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	0.00	250.00	5,250.00	4.55
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	4,024.67	2,272.90	0.00	34,238.86	14,061.14	70.89
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
268-000.00-851.000	Telephone	15,789.19	19,500.00	16,500.00	1,422.15	600.61	534.03	12,214.11	4,285.89	74.02
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	62,000.00	0.00	2,047.88	15,662.85	60,960.92	1,039.08	98.32
268-000.00-861.000	Gasoline and oil	267.37	500.00	600.00	54.97	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	20,000.00	1,766.00	1,035.94	1,789.50	19,906.54	93.46	99.53
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	795.61	2,084.52	674.90	18,449.58	8,050.42	69.62
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	32,000.00	587.06	559.32	650.94	16,666.52	15,333.48	52.08
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	0.00	3,045.10	0.00	0.00	23,092.77	(23,092.77)	100.00
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	1,455.31	1,365.23	0.00	6,593.03	3,406.97	65.93
268-000.00-922.000	Electricity	91,827.26	87,000.00	93,000.00	7,349.56	7,528.75	0.00	70,609.55	22,390.45	75.92
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	1,861.88	0.00	5,578.30	1,921.70	74.38
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	87,500.00	11,298.13	5,880.12	5,206.24	89,646.71	(2,146.71)	102.45
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	50,900.00	1,820.99	945.00	60.00	21,324.68	29,575.32	41.90
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	8,000.00	650.94	650.94	321.26	5,601.78	2,398.22	70.02
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	239.80	60.20	79.93
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	19.03	(297.83)	0.00	10,697.86	4,302.14	71.32
Other services and charges		521,612.22	521,800.00	523,714.00	35,323.42	27,523.04	25,676.24	433,824.30	89,889.70	82.84

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	FEB 2020	MAR 2020	APRIL 2020	04/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
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	27,598.00	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	31,500.00	0.00	0.00	0.00	0.00	31,500.00	0.00
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	63,500.00	27,598.00	0.00	0.00	27,598.00	35,902.00	43.46
Net - Dept 000.00 - treasury		196,702.32	(10,000.00)	2,606.00	(217,001.59)	(217,229.50)	(175,472.20)	720,197.26	(717,591.26)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,147,424.00	24,345.53	9,383.50	21,166.73	3,178,707.11	(31,283.11)	27,636.12
TOTAL EXPENDITURES		2,934,054.71	3,175,632.00	3,144,818.00	241,347.12	226,613.00	196,638.93	2,458,509.85	686,308.15	27,636.12
NET OF REVENUES & EXPENDITURES		196,702.32	(10,000.00)	2,606.00	(217,001.59)	(217,229.50)	(175,472.20)	720,197.26	(717,591.26)	27,636.12

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	FEB 2020	MAR 2020	APRIL 2020	04/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	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	2,992.31	3,063.82	0.00	25,829.38	1,170.62	95.66
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	4,063.99	(618.68)	0.00	10,747.66	(15,247.66)	(238.84)
Interest income		55,209.58	36,000.00	22,500.00	7,056.30	2,445.14	0.00	36,577.04	(14,077.04)	162.56
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	193.80	0.00	(80.00)	2,110.05	(110.05)	105.50
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	0.00	0.00	5,500.00	0.00
Donations		28,248.85	6,500.00	17,000.00	193.80	0.00	(80.00)	6,883.70	10,116.30	40.49
Supplies										
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	2,500.00	359.42	0.00	0.00	2,362.13	137.87	94.49
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	706.25	117.44	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	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	208.15	(499.99)	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	(177.66)	1,513.19	(482.35)	4,044.06	955.94	80.88
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	1,096.16	1,130.64	(482.35)	11,087.28	18,912.72	36.96
Capital outlay										
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	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	764.20	0.00	0.00	764.20	6,235.80	10.92
Capital outlay		68,493.32	0.00	43,750.00	764.20	0.00	0.00	764.20	42,985.80	1.75
Net - Dept 000.00 - treasury		(31,341.70)	21,000.00	(34,250.00)	5,389.74	1,314.50	402.35	31,609.26	(65,859.26)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		83,458.43	42,500.00	39,500.00	7,250.10	2,445.14	(80.00)	43,460.74	(3,960.74)	(92.29)
TOTAL EXPENDITURES		114,800.13	21,500.00	73,750.00	1,860.36	1,130.64	(482.35)	11,851.48	61,898.52	(92.29)
NET OF REVENUES & EXPENDITURES		(31,341.70)	21,000.00	(34,250.00)	5,389.74	1,314.50	402.35	31,609.26	(65,859.26)	(92.29)
TOTAL REVENUES - ALL FUNDS										
TOTAL REVENUES - ALL FUNDS		3,214,215.46	3,208,132.00	3,186,924.00	31,595.63	11,828.64	21,086.73	3,222,167.85	(35,243.85)	
TOTAL EXPENDITURES - ALL FUNDS		3,048,854.84	3,197,132.00	3,218,568.00	243,207.48	227,743.64	196,156.58	2,470,361.33	748,206.67	
NET OF REVENUES & EXPENDITURES		165,360.62	11,000.00	(31,644.00)	(211,611.85)	(215,915.00)	(175,069.85)	751,806.52	(783,450.52)	



05/11/2020

## BALANCE SHEET FOR CITY OF NOVI

As of 04/30/2020		
GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(183,788.96)
268-000.00-017.000	Investments - Pooled	3,018,589.90
268-000.00-018.000	Cash on hand	1,000.00
268-000.00-020.000	Current taxes receivable	32,027.89
268-000.00-040.400	Prepaid expenditures	927.32
	Total Assets	2,868,756.15
*** Liabilities ***		
268-000.00-202.000	Accounts payable	48,200.36
268-000.00-259.702	Accrued liabilities-tax	5,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	53,700.36
*** 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	713,802.65
	Ending Fund Balance	2,815,055.79
	Total Liabilities And Fund Balance	2,868,756.15

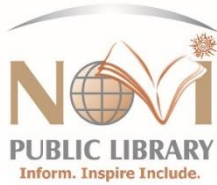
Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	44,252.48
269-000.00-017.000	Investments - Pooled	1,664,707.03
	Total Assets	1,708,959.51
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,263.67
	Total Liabilities	1,263.67
*** 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	31,609.26
	Ending Fund Balance	1,707,695.84
	Total Liabilities And Fund Balance	1,708,959.51

**Director's Report by Julie Farkas**



**Staff Anniversaries for June**

- **CATHERINE HUFF – Support Services** **12 YEARS**
- **MARY GREWELL – Support Services** **12 YEARS**
- **LINDSAY GOJCAJ – Information Services** **5 YEARS**
- **LAURA BATEMAN – Support Services** **5 YEARS**
- **EILEEN MASSARELLO – Support Services** **3 YEARS**
- **JOE PLOSKI – Facilities** **3 YEARS**
- **RUTH RICE – Support Services** **2 YEARS**
- **CHARLES HOKETT – Information Technology** **1 YEAR**



## RETIREMENT PLAN PARTICIPATION

### Policy

All full time permanent employees must participate in either the MERS Uniform Defined Benefit Plan, or the MERS Uniform Defined (401A) Contribution Plan, depending upon the date of hire. Both of these plans are administered by the City of Novi Human Resources Department.

#### **MERS Uniform Defined Benefit Plan**

Full time permanent Library employees hired prior to July 1, 2007 are eligible for the Defined Benefit Plan contributions based on eligible earnings as follows:

- Vesting – 10 years of service.
- Guaranteed monthly benefit for members' lifetime based on formula: multiplier x years of service x FAC (final average compensation).
- Benefit amount not dependent upon investment performance (Employer responsible for funding accrued benefit).
- Retirement System responsible for investment decisions.
- Employer contributions actuarially determined by plan design and experience each year.
- Disability and Death Benefits – Duty and Non-Duty.

MERS (Municipal Employment Retirement System) forms and additional information can be located at: [www.mersofmich.com](http://www.mersofmich.com).

#### **MERS Uniform Defined Contribution (401A) Plan**

All full time permanent Library employees hired after July 1, 2007 are eligible for bi-weekly contributions based on eligible earnings as follows:

- Employer Mandatory Pre-Tax Contribution – 6%
- Employee Mandatory Pre-Tax Contribution – 3%

The employee will be eligible to receive the amount contributed by the employer for the Defined Contribution Plan contributions based on the following vesting schedule:

- Upon completing 3 years of service – 25%
- Upon completing 5 years of service – 50%
- Upon completing 7 years of service – 100%

Loans are **not** permitted. Transfers from other eligible plans are allowed.

The benefits summarized in this section are intended only as general information regarding the Municipal Employees' Retirement System of Michigan. They are not a substitute for Act. No. 220 of the Public Acts of 1996, and the MERS Plan Documents as revised. If any conflict occurs between the information in this summary and Act. No. 220 of the Public Acts of 1996, as amended, or the applicable MERS Plan Document, as revised, the provisions of Act. No. 220 and the MERS Plan Document govern.

NPL Employee Handbook: Amended September 21, 2011; Amended March 16, 2016; 2020; Amended May 28, 2020

Signed:

Melissa Agosta  
President  
Novi Public Library Board of Trustees



**FOR IMMEDIATE RELEASE**

May 22, 2020

Media Contact: [Press@Michigan.gov](mailto:Press@Michigan.gov)

**Governor Whitmer Takes Action to Continue Protecting Michigan Families, Workers from the Spread of COVID-19**

**LANSING, Mich.** -- Today, Governor Gretchen Whitmer signed Executive Order 2020-100 to extend Michigan's Safer at Home order until June 12, 2020. The governor's order also protects Michiganders from the spread of COVID-19 by extending the temporary closure of certain places of public accommodation such as theaters, gyms, and casinos.

The governor also signed Executive Order 2020-99 to extend the state of emergency declaration related to the COVID-19 pandemic, which was upheld by Judge Cynthia Stephens on May 21, 2020. Since COVID-19 was first discovered in Michigan, Governor Whitmer has taken swift action to protect Michigan families and workers. The governor's aggressive measures are working, but there is still more to be done. For instance, cases in some counties in Western and Mid-Michigan are now doubling approximately every 10 days. To continue to protect Michigan families from both the public health and economic impacts of the virus, and to lower the chance of a second wave, the governor's emergency declaration is extended until June 19, 2020.

"While the data shows that we are making progress, we are not out of the woods yet. If we're going to lower the chance of a second wave and continue to protect our neighbors and loved ones from the spread of this virus, we must continue to do our part by staying safer at home," said **Governor Whitmer**. "If we open too soon, thousands more could die and our hospitals will get overwhelmed. While we finally have more protective equipment like masks, we can't run the risk of running low again. We owe it to the real heroes on the front lines of this crisis – our first responders, health care workers, and critical workers putting their lives on the line every day – to do what we can ourselves to stop the spread of the virus."

Executive Order 2020-100 also clarifies and, as necessary, extends the duration of a number of previous executive orders designed to protect Michiganders and to provide them the support they need. The extended orders cover protections for workers who stay home and stay safe when they or their close contacts are sick, restoring water service to those whose water has been shut off, the affirmation of non-discrimination policies in the provision of COVID-19 care, and more. For a full list of extensions under Executive Order 2020-100, click the link to the order at the bottom of the page.

“All of us know the importance of getting people back to work and the economy moving again,” said **Governor Whitmer**. “We’ve already loosened some restrictions on construction, manufacturing, landscaping, retail, and more. But the worst thing we can do is open up in a way that causes a second wave of infections and death, puts health care workers at further risk, and wipes out all the progress we've made.”

Governor Whitmer has taken a number of actions to safely re-engage Michigan’s economy in a way that protects workers and their families. Most recently, she signed executive order 2020-96 to reopen retail businesses and auto dealerships by appointment statewide on Tuesday, May 26, as part of her MI Safe Start plan. Effective on Friday, May 29, the governor also lifted the requirement that health care providers delay some nonessential medical, dental, and veterinary procedures statewide. And the governor also authorized small gatherings of 10 people or less starting immediately, as long as participants practice social distancing.

Businesses that the governor has authorized to reopen must provide COVID-19 training to workers that covers, at a minimum, workplace infection-control practices, the proper use of PPE, steps workers must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions.



## **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

### **Employer: Novi Public Library**

#### **I. Purpose**

This COVID-19 Preparedness and Response Plan ("Plan") is adopted in compliance with Michigan Governor Gretchen Whitmer's Executive Order 2020-92, dated May 18, 2020, and EO 2020-97, dated May 21, 2020.

#### **II. Designated Workplace Supervisors**

The following employee titles are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan:

Library Director, Manager, Support Services Supervisor, Facilities II, and Administrative Assistant

A designated workplace supervisor must remain on site at all times when workers are present on site. An on-site employee may be designated to perform the supervisory role.

#### **III. Workplace Considerations**

This employer's workplace is a public library. The general public is not currently permitted to enter this workplace under EO 2020-69 and EO 2020-92. Thus, the only anticipated exposure to workers is from other workers who are on site to perform critical infrastructure work, minimum basic operations, necessary government activities, or resumed activities under EO 2020-92 or subsequent executive orders. The employer considers its in-person workers to be at "lower exposure risk" under OSHA's Guidance on Preparing Workplaces for COVID-19 ("OSHA Guidance"), which is defined as follows:

*Lower exposure risk (caution) jobs* are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

#### **IV. Training**

The employer will provide COVID-19 training to employees that covers, at a minimum, all of the following:

1. Workplace infection-control practices.
2. The proper use of personal protective equipment.
3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. How to report unsafe working conditions.
5. Basic Infection Prevention Measures & Safe Work Practices

To protect its in-person workers, this employer will:

1. Comply with all workplace safeguards set forth in EO 2020-97 and subsequent executive orders.
2. Require in-person workers to comply with the social distancing practices described in EO 2020-97, which includes keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate to the workplace) and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business's permitted operations.
3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require workers to stay home if they are sick.
5. Encourage respiratory etiquette, including covering coughs and sneezes.
6. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). When choosing cleaning chemicals, the employer will consult information



on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

8. Direct that face-to-face meetings should be replaced with virtual meetings.
9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
10. Discontinue nonessential travel for workers.
11. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
12. Promote telework work to the fullest extent possible.
13. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

#### **6. Identification and Isolation of Ill Workers; Response**

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The employer will conduct a daily entry self-screening protocol, which will include asking workers entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The employer may also require workers to take their temperature and record the result in writing before working. Workers will enter the workplace at dedicated entry points.
3. Notwithstanding anything in the employer's employment policies, no written note from a physician is required for workers who are staying home from work due to illness, nor is a written note required for an employee to return to work.
4. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face

mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.

5. All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.
6. If an in-person worker tests positive for COVID-19, the employer will take the following additional measures:
  - a. Closing the affected building (or part of the building) to all workers;
  - b. Having the affected building (or part of the building) professionally cleaned and sanitized;
  - c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and
  - d. Notifying the local public health department.
7. The employer will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

## **7. Personal Protective Equipment ("PPE")**

Pursuant to EO 2020-97, the employer will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Workers with questions or concerns about this policy should contact their Manager.



## Library Reopening Policy

- I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and guests when the Library reopens.
  
- II. **Resuming Library Service.** Before reopening to the public or essential/non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
  - A. *Cleaning Protocols.* The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
  
  - B. *Returned Material.* The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
  
  - C. *Assess Needs.* The Library Director and Managers will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
  
  - D. *Social Distancing.* The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing. The Social Distancing protocols will be established in the Reopening Plan for each stage.

- E. *Notice to Guests.* The Library Director shall post notices on the door of the Library and on the website to inform guests of the particular regulations of guest conduct for the current stage of the Reopening Plan.

III. **Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A ("Reopening Plan") to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

IV. **Director's Role; Authority.** The Library Director will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

- A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part.
- B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.
- C. *Cancel or Limit Services.* Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and guests. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
- D. *Library Closure.* The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the President of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.

- E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), state, county and city requirements, local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.
- V. **Enforcement.** Guests may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in this Policy, the Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any guest receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.
- VI. **Right of Appeal.** Guests may appeal a decision to remove a guest or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.
- VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

**EXHIBIT A  
REOPENING PLAN**

The following is the reopening plan approved by the Library Board ("Reopening Plan"). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

**Requirements During All Stages.**

- A. Per the CDC guidelines, guests with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Guests must not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the guest responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. The Library Director will provide requirements for staff safety precautions and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

**Phase 1. Virtual Services. Building Closed to the Public.**

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Essential staff may return to the Library. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted:
  - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
  - 2. Inside maintenance activities may also resume if permitted by executive order.
  - 3. The Library can continue providing WIFI in the parking lot areas.
  - 4. Continuing essential functions.
  - 5. Virtual services and programming may be provided to the community.
  - 6. Answering phones, responding to guests' emails and responding to guests' reference questions based on hours determined by the Library Director.

- C. Social Distancing and Safety Protocols.
1. The Library Director will take steps to implement social distancing protocols.
  2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
  3. The Library will begin to implement social distancing protocols in the Library in anticipation of guests returning which may include:
    - a. Removing or rearranging chairs and tables.
    - b. Assessing what computer terminals may be used.
    - c. Blocking off areas/furniture.
    - d. Adding plastic screens.
    - e. Marking waiting areas to show the six (6) foot spacing.
    - f. Provide "traffic control" designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing.
- D. Hours of Operation. The Library will not have any public building hours of operation.

**Phase 2. Virtual and Return Services. Building Closed to the Public.**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted:
1. Updating collections.
  2. Updating guest databases.
  3. Shelving books.
  4. Transferring staff files to Library databases to the extent they were stored separately while teleworking.
  5. Answering phones, responding to guests' emails and responding to guests' reference questions based on hours determined by the Library Director.
  6. Reviewing upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
  7. Assessing whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
  8. Virtual services and programming may be provided to the community.
  9. Guests are permitted to return Library materials. The Library Director will establish the protocols for returned material.
  10. Processing returned materials.
  11. Resume the interlibrary loan process (if practical or possible).

- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public building hours of operation.

**Phase 3: Drive-up Window and Locker Services. Building Closed to the Public.**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
  - 1. Drive-up Window and Locker Services is permitted.
  - 2. Guests are permitted to return Library materials. The Library Director will establish the protocols for returned material.
  - 3. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
  - 1. Guests and staff shall remain six (6) feet apart.
  - 2. Guests will be provided an appointment pick-up time for drive-up window and locker services.
  - 3. The Library shall mark waiting areas for locker pick-up services.
- D. Hours of Operation. The Library Board establishes the following as the hours for drive-up window and locker services, but this may be modified by the Library Director: Monday – Thursday 10am-9pm, Friday & Saturday 10am – 6pm and Sunday 12pm – 6pm.

**Phase 4: Grab & Go Services. Limited Building Access/Minimal Public Contact**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
  - 1. Guests may enter the Library but will have limited access to areas of the Library.



2. Guests may have in-person conversations with Library staff, provided that social distancing and safety protocols are followed.
  3. The Library will have limited access to public computers for guests to do research or to look up and request library material. Time limits for computer usage will be enforced.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. Guests will be encouraged to wear masks.
  2. Guests must stay six (6) feet away from all staff and other guests. Social distancing rules apply. The Library will provide a barrier for in-person discussions if a barrier can be obtained.
  3. The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes drive-up window "traffic."
  4. Occupancy limits may be established by the Library Director. If the Library reaches its occupancy, guests may be required to wait outside the building.
  5. Guests will use their best efforts to come to the Library with the least number of people.
  6. Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses. Guests will have access to disinfecting materials for sanitization of personal work spaces. Time limits for computer usage will be enforced.
- D. Hours of Operation. The Library Board establishes the following as the hours for Grab & Go Services, but this may be modified by the Library Director: Monday – Thursday 10am-9pm, Friday & Saturday 10am – 6pm and Sunday 12pm – 6pm.

***Phase 5: Library Open to Public With Limited Usage Conditions.***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
1. Programming that is in-person; Virtual programming may be provided.
  2. Meeting room use for Library only sponsored events.

3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance. Guests will have access to disinfecting materials for sanitization of personal work spaces. Time limits for computer usage will be enforced.
  4. The Library Director may open up additional parts the library building for public use.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Board establishes the following as the hours for open to the public with limited usage conditions, but this may be modified by the Library Director: Monday – Thursday 10am-9pm, Friday & Saturday 10am – 6pm and Sunday 12pm – 6pm.

**Phase 6: Library Open for Full Service.** At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

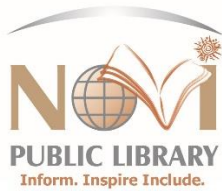
Reopening Plan: Exhibit A details	Phase 1 BUILDING CLOSED Based on Exec. Order	Phase 2 BUILDING CLOSED Based on Exec. Order	Phase 3 BUILDING CLOSED Based on Exec. Order	Phase 4 Minimal Public Contact Based on Exec. Order	Phase 5 Limited Usage Conditions Based on Exec. Order	Phase 6 Full Service Based on Exec. Order
DRAFT: May 28, 2020	Virtual Services	Virtual & Return Services	Drive-up/Locker Services	Grab & Go Services	Limited Usage Conditions	No Restrictions
Priorities:						
1. Protect the safety and health of our staff, library guests and volunteers						
2. As an essential community service, sustain library operations to the fullest extent possible						
3. Communicate clearly, factually and frequently						
Safety guidelines for Public						
Stay at Home Order	X - virtual					
IF SICK DO NOT ENTER	x	x	x	x	x	x
Social Distancing	x	x	x	x	x	
Gathering/capacity limits	No public access	No public access	No public access	X – based on State, County, City	X – based on State, County, City	No restrictions
Use timers for capacity limits				X - 100 timers based on capacity %	X - 100 timers based on capacity %	
Face masks encouraged	x - based on State, County, City	x - based on State, County, City	x - based on State, County, City	X – based on State, County, City	X – based on State, County, City	
Temperature checks	Not required	Not required	Not required	Not required	Not required	
Supplies required to operate:						
Toilet paper	x	x	x	x	x	x
Soap	x	x	x	x	x	x
Hand sanitizer	x	x	x	x	x	x
Disposable gloves	x	x	x	x	x	x
Disposable mice covers				x	x	
Disposable keyboard covers				x	x	
Laptop covers – mtg, rooms/checkout				X – staff only	X – check out only	x
Thermometer	X – staff only	X – staff only	X – staff only	X – staff only	X – staff only	
Disinfectant solutions	x	x	x	x	x	x
Aprons		x	x	x	x	x
Sneeze Guards			x - drive up window	x - drive up/ all service desks	x - drive up/ all service desks	
Floor signage (6ft. distancing)		x	x	x	x	
Face masks for staff	x	x	x	x	x	optional
Face masks for public	not providing	not providing	not providing	not providing	not providing	
Guest timers				X – 100 devices	X – 100 devices	
People in the building:						
Library staff	As authorized	x	x	x	x	x
Delivery/Service personnel	As authorized	x	x	x	x	x
Cleaning vendor	As authorized	x	x	x	x	x
Volunteers – Friends Board					X – based on Friends comfort level	x
Volunteers – General						x
Café staff					X – based on Health Dept.	x

General Public				X – based on State, County, City	x- based on State, County, City	x
Reopening Plan: Exhibit A details	Phase 1 BUILDING CLOSED Based on Exec. Order	Phase 2 BUILDING CLOSED Based on Exec. Order	Phase 3 BUILDING CLOSED Based on Exec. Order	Phase 4 Minimal Public Contact Based on Exec. Order	Phase 5 Limited Usage Conditions Based on Exec. Order	Phase 6 Full Service Based on Exec. Order
	Virtual Services	Virtual & Return Services	Drive-up/Locker Services	Grab & Go Services	Limited Usage Conditions	No Restrictions
Public access to spaces:						
Holds shelves				x	x	x
Vestibule			X – hold lockers	x	x	x
Lobby				x	x	x
Elevators				x	x	x
Main stairs				X – arrows on stairs for traffic	X – arrows on stairs for traffic	X
Stacks				x	x	x
Self-check stations				X (3 only)	X (3 only)	X (all 6)
General seating				X – ADA needs only	X - very limited	x
Public Computers Youth Area					X - limited	x
Public Computers 2 <sup>nd</sup> flr.					X -- limited	x
Copy Center flr. 1						x
Copy Center flr. 2				X – 1 location only	X – 1 location only	x
Walk up OPACs				X - limited	X - limited	x
iCube				X- staff considering grab/go items	X - By appointment – 1 person/1 staff	x
RED equipment				X – materials provided by guest	X – materials provided by guest	X – materials provided by guest
YELLOW equipment					X – by appointment - 1 person/1 staff	X
GREEN equipment					X – by appointment – 1 person/6ft.	x
Quiet Study Room					X – less furniture	x
Tutor/Study Rooms		Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	x
Adaptive Tech Room 2 <sup>nd</sup> flr.					X - limited	x
YAR		Storage of furniture	Storage of furniture	Storage of furniture	Storage of furniture	x
Early Lit Area				x	x	x
Interactive Features						x
Story time Room		Staff use only	Staff use only	Staff use only	Staff use only	x
Book Nook					X – based on Friends comfort level	x
Marketing Area/Tax Forms				x	x	x
Magazine Room				x	x	x
West Meeting Room		Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	x
East Meeting Room		Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	x
Board Room		Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	Storage of furniture/Quarantine area	x
Small Meeting Room – 2 <sup>nd</sup> flr.		Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	x
Local History Room		Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	Re-assigned for staff use for social distancing measures (9 avail)	By Appointment – 1 person/1 staff	x
Patio				x	x	x
Public Restrooms				x	x	x
Family Restroom				x	x	x
Café					x	x
Teen Space						X – September 2020

Teen Stop 2 <sup>nd</sup> flr.				x	x	x
Services:						
Hours of Service	10am – 5pm M-Fri	10am – 5pm M-Fri	M-Thurs 10am – 9pm; Fri/Sat 10am-6pm; Sunday Noon – 6pm; No after-hours return of materials	M-Thurs 10am – 9pm; Fri/Sat 10am-6pm; Sunday Noon – 6pm; No after-hours return of materials	M-Thurs 10am – 9pm; Fri/Sat 10am-6pm; Sunday Noon – 6pm; After-hours return of material	M-Thurs 10am – 9pm; Fri/Sat 10am-6pm; Sunday Noon – 6pm; No usage restrictions
Library Cards	x - by phone/email	x - by phone/email	x - by phone/email	x	x	x
Library Card Renewals	x - by phone/email	x - by phone/email	x - by phone/email	x	x	x
Drive-up window - Holds		x	x	x	x	x
Hold lockers		x	x	x	x	x
Reopening Plan: Exhibit A details	Phase 1 BUILDING CLOSED Based on Exec. Order	Phase 2 BUILDING CLOSED Based on Exec. Order	Phase 3 BUILDING CLOSED Based on Exec. Order	Phase 4 Minimal Public Contact Based on Exec. Order	Phase 5 Limited Usage Conditions Based on Exec. Order	Phase 6 Full Service Based on Exec. Order
	Virtual Services	Virtual & Return Services	Drive-up/Locker Services	Grab & Go Services	Limited Usage Conditions	No Restrictions
Services cont.						
Reference/Readers Advisory	x - by phone/email	x - by phone/email	x - by phone/email	x	x	x
Technology Assistance	x - by phone/email	x - by phone/email	x - by phone/email	x	x	x
<a href="mailto:asknovi@novilibrary.org">asknovi@novilibrary.org</a>	x	x	x	x	x	x
Notary Services (Admin)						x
Outreach						x
Lakeshore Lending Library						August 2020?
Read Boxes (3 Novi Parks)						x
Read Cart	x	x	x	x		
Wi Fi	x	x	x	x	x	x
Public Printing				x	x	x
Copy Center/Scanner flr. 1						x
Copy Center/Scanner flr. 2				X – 1 location only	X – 1 location only	x
Cash handling				X – gloves required	X – gloves required	x
Materials:						
Check-out method	Digital downloads only	Digital downloads only	Holds only	x	x	x
Technical Services	Orders placed/limited delivery	x	x	x	x	x
Weeding	Lists being generated	x	x	x	x	x
Return Manual Slot	After June 15th M-Fri 10am-5pm	After June 15th M-Fri 10am-5pm	x - based on State, County, City	x - based on State, County, City	x - based on State, County, City	x
Return Automated AST Slot	Not at this time	Not at this time	Not at this time	x	x	x
Quarantine	x	x	x			
Book sanitizer		X depending on receive date	X depending on receive date	x	x	x
Due dates	based on TLN	based on TLN	based on TLN	Normal due dates	Normal due dates	Normal due dates
Fine free discharge	x	x	x	x	Fines applied	Fines applied
Holds – Placing (TLN)	Frozen; Not at this time (TLN)	based on TLN	based on TLN	based on TLN	based on TLN	x
MeLCat/MCLS	Not at this time	MCLS?	MCLS?	MCLS?	MCLS?	x
Shelving, shelf reading, etc.		x	x	x	x	x
Magazines and Newspapers				x	x	x

Free publications				x	x	x
Tax forms				x	x	x
Magnifying Collection				x	x	x
HOT SPOTS				x	x	x
STEAM kits						x
Book Club kits						x
Early Lit kits						x
Special needs kits						x
US Mail	Daily M-Fri; weekly staff check-in	x	x	x	x	x
Parcel delivery	Daily M-Fri; weekly staff check-in	x	x	x	x	x
Book donations	Not accepting	Not accepting	Not accepting	Not accepting	Not accepting	x
Reopening Plan: Exhibit A details	Phase 1 BUILDING CLOSED Based on Exec. Order	Phase 2 BUILDING CLOSED Based on Exec. Order	Phase 3 BUILDING CLOSED Based on Exec. Order	Phase 4 Minimal Public Contact Based on Exec. Order	Phase 5 Limited Usage Conditions Based on Exec. Order	Phase 6 Full Service Based on Exec. Order
	Virtual Services	Virtual & Return Services	Drive-up/Locker Services	Grab & Go Services	Limited Usage Conditions	No Restrictions
Programs:						
Youth programs	Virtual May – August 2020					
Story times						
Adult programs						
On the Road						
Concerts						
iCube programs						
Book clubs						
ESL programs						
SRP	Virtual - Begins June 22 <sup>nd</sup> – August 15 <sup>th</sup>					
Early Lit Outreach (Emily)						x
Friends 60 <sup>th</sup> event - October						Oct-20
Teen Space - September						Sep-20
Meetings:						
Library Board	X - virtual	X - virtual	x - virtual			
Friends Board	X - virtual	x - virtual	x - virtual			
Historical Commission						
Staff – mtgs./committees	X - virtual	X - virtual	X - virtual	X - virtual	X - virtual	
Room Rentals	Not at this time	Not at this time	Not at this time	Depends on Executive Order gathering guidelines		x
Communications:						
Public	Use website, social media, City resources, Engage, TLN emails distribution (approx. 27,000 cardholders), E-newsletter, Friends e-newsletter, videos, Novi Today, City electronic board,					
Signage on library windows	x	x	x	x	x	

Signage on sandwich boards		x - return info	x - drive up window info	X - building usage guidelines	X - building usage guidelines	x
Kiosks in lobby				x	x	x
<a href="mailto:asknovi@novilibrary.org">asknovi@novilibrary.org</a>	x	x	x	x	x	x
Staff	Email, videos, virtual meetings, phone					
Reopening Plan: Exhibit A details	<b>Phase 1 BUILDING CLOSED Based on Exec. Order</b>	<b>Phase 2 BUILDING CLOSED Based on Exec. Order</b>	<b>Phase 3 BUILDING CLOSED Based on Exec. Order</b>	<b>Phase 4 Minimal Public Contact Based on Exec. Order</b>	<b>Phase 5 Limited Usage Conditions Based on Exec. Order</b>	<b>Phase 6 Full Service Based on Exec. Order</b>
	Virtual Services	Virtual & Return Services	Drive-up/Locker Services	Grab & Go Services	Limited Usage Conditions	No Restrictions
Cleaning:						
Staff areas	Based on building usage	Staff cleaning personal areas; vendor	Staff cleaning personal areas; vendor	Staff cleaning personal areas; vendor	Staff cleaning personal areas; vendor	
Public areas	As needed by facilities staff, vendors	High touch; restrooms; East/West mtg. rooms, AST; daily cleaning by vendor; lockers	High touch; restrooms; East/West mtg. rooms, AST; daily cleaning by vendor; lockers	High touch; restrooms; East/West mtg. rooms, AST; daily cleaning by vendor; lockers	High touch; restrooms; East/West mtg. rooms, AST; daily cleaning by vendor; lockers	
In case of COVID-19 report	x - based on State, County, City	x - based on State, County, City	x - based on State, County, City	x - based on State, County, City	x - based on State, County, City	
Policies/Procedures						
COVID-19 Preparedness/Response Plan		x - as of May 28, 2020	x	x	x	x
Pandemic Procedures		x - as of May 28, 2020	x	x	x	x
Library Reopening Policy		x - as of May 28, 2020	x	x	x	x
FMLA Leave Expansion & Emergency Paid Sick Leave Policy		x - as of May 28, 2020	x	x	x	x
Staff Safety guidelines/Exec. Order						
Stay at Home	X - 13 staff only essential; telework	Staff back based on needs; telework	Staff back based on needs; telework	All staff back based on needs; telework	All staff back based on needs; telework	No telework
Social Distancing	x	x	x	x	x	
Gathering/capacity limits	No public access	No public access	No public access	X - 30 minutes or less	X - 1 hour or less	No restrictions
Face masks in public	x	x	x	x	x	
Gloves		x	x	x	x	
Temperature checks	x	X - 2 stations for check-in	X - 2 stations for check-in	X - 2 stations for check-in	X - 2 stations for check-in	
Staff shared spaces:						
Workrooms	Social distancing/staff clean spaces	Social distancing/staff clean spaces	Social distancing/staff clean spaces	Social distancing/staff clean spaces	Social distancing/staff clean spaces	Social distancing/staff clean spaces
Staff lounge	Social distancing/eat at desk	Social distancing/eat at desk	Social distancing/eat at desk	Social distancing/eat at desk	Social distancing/eat at desk	
Restrooms	High touch cleaning	High touch cleaning every 2 hours	High touch cleaning every 2 hours	High touch cleaning every 2 hours	High touch cleaning every 2 hours	Normal 3 hour check
Staff vending machine	No service	X - contact vendor to fill machine	X - contact vendor to fill machine	x	x	x



## **FAMILY MEDICAL LEAVE ACT (FMLA) EXPANSION and EMERGENCY PAID SICK LEAVE POLICY (Coronavirus)**

### **Purpose**

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 2, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

### **Expanded Family Medical Leave**

#### **Employee Eligibility**

All employees (full-time and part-time) who have been employed with the Novi Public Library for at least 30 days.

#### **Reason for Leave**

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

#### **Duration of Leave**



Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above. This time is included in, and not in addition to, the total Family Medical Leave entitlement of 12 weeks in a 12-month period. (For example, if an employee has already taken 6 weeks of FML leave, that employee would be eligible for another 6 weeks of FML leave under this policy).

### **Pay During Leave**

Leave will be unpaid for the first 10 days of the leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the Library will continue to make payroll deductions to collect the employee's share of health care premiums due. During any unpaid portions of leave, the employee must continue to make their required premium contribution.

If the employee contributes to any voluntary supplemental benefit plan (AFLAC) or other, the Library will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the Library may discontinue coverage during the leave. If the Library maintains coverage, the Library may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. For any required pension and/or retirement plan contribution, the Library will continue to deduct these mandatory contributions. While unpaid, the employee will be responsible for making his/her own contributions.

### **Procedure for Requesting Leave**

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to Administration as soon as practicable. Leave Request Forms can be found on the City of Novi e-web (Library section). Verbal notice will otherwise be accepted until written notice can be provided. Within five (5) business days after the employee has provided this notice, Administration will complete and provide the employee with any Department of Labor (DOL) required notices.

The Leave Request Form the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the Library may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Employee Status After Leave**

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The Library may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

## **Emergency Paid Sick Leave**

### **Eligibility**

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Definition of “individual” as identified in 4 above, “...the employee must have a genuine need to care for the individual. Accordingly, § 826.20(a)(5) explains that paid sick leave may not be taken to care for someone with whom the employee has no personal relationship. Rather, the individual being cared for must be an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: (a) Be subject to a Federal, State, or local quarantine or isolation order as described above; or (b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19, or is particularly vulnerable to COVID-19.

### **Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Rate of Pay**

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

### **Interaction with Other Paid Leave**

Employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FML under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FML.

**Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their manager and Administration of the need and specific reason for leave under this policy. Leave Request form can be found on the City of Novi e-web (Library section). Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

**Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

**Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Approved: May 28, 2020

Signed:

Melissa Agosta,  
President  
Novi Public Library Board of Trustees



# The Library Network

## Libraries Working Together

41365 Vincent Court, Novi, MI 48375  
Phone: (248) 536-3100 Fax: (248) 536-3098  
Online: <http://tln.lib.mi.us>

**TO:** Delivery Libraries  
**FROM:** Vince Nash, Building & Distribution Supervisor  
**DATE:** May 6, 2020  
**SUBJECT:** TLN Delivery Plans

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Delivery/pickup of materials to/from member libraries will begin as soon as the State allows. We plan to start by delivering materials still at TLN and picking up any materials that have been returned during the lockout and/or any recent returns that have been quarantined (see below).

I know that not all libraries will be available immediately for delivery when the State allows us to return. If you plan to start later, please contact me at [vnash@tln.lib.mi.us](mailto:vnash@tln.lib.mi.us) or 734-558-2180 or leave a help desk ticket (<https://helpdesk.tln.org>) with your expected delivery startup date.

#### **POLICIES:**

- All delivery materials will be quarantined for a minimum of 24 hours before TLN will accept;
- TLN will not be quarantining materials as it is expected all libraries will do so;
- If possible, spray or wipe bins/tubs with disinfectant after removing materials and before placing any materials in them;
- When delivery service restarts, TLN Delivery Drivers will practice social distancing and will wear mask and gloves.





# FREE COLLEGE PREP ONLINE RESOURCES

with your Novi Library card

VISIT: [WWW.NOVILIBRARY.ORG/TEENS/ONLINE-TEEN-RESOURCES.ASPX](http://WWW.NOVILIBRARY.ORG/TEENS/ONLINE-TEEN-RESOURCES.ASPX)



Prepare for exams like ACT, SAT, AP Tests, and more.

- Click on the College Admissions Test Preparation logo to access content.

LearningExpress Library®

College Admissions Test Preparation



- Prepare for Your ACT® Test
- Prepare for Your SAT® Test
- Prepare for Your PSAT/NMSQT® Test
- Prepare for Your AP® Exam
- Prepare for the TOEFL iBT® and IELTS™ Tests
- College Admissions Essay Writing



Get your ACT or SAT test prep off to a great start with study and test-taking strategies. Review the test format, learn study strategies, and get sample questions.

Lynda.com LIBRARY

1,296 results for sat

Types: All

Learning Paths

Course: Test Prep: SAT with Vince Kuchan

Skill Level: Beginner (100)

Duration: 1h 20m

Lynda.com LIBRARY

403 results for act exam

Types: All

Learning Paths

Course: Test Prep: ACT with Vince Kuchan

Skill Level: Beginner (100)

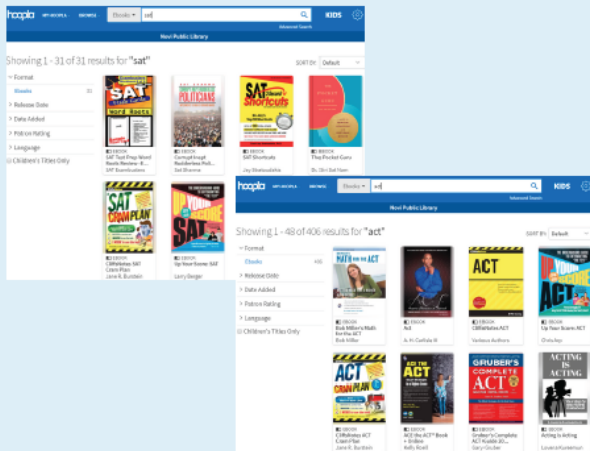
Duration: 1h 4m



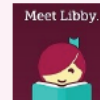
Have instant access to popular ACT and SAT test prep ebooks.

hoopla LIBRARY

Showing 1 - 31 of 31 results for "sat"



Showing 1 - 48 of 400 results for "act"



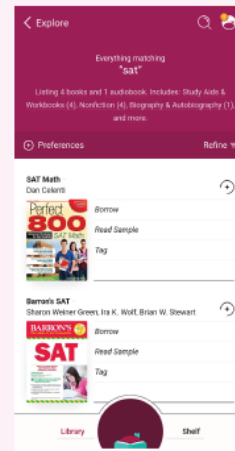
Borrow SAT test prep ebooks.

Explore

Everything matching "sat"

Library

Staff





**The Novi Public Library is closed through Thursday, May 28. We are providing limited services during this closure. [For more information, click here.](#)**

**To protect the health and safety of the community as well as our staff, ALL programs and events have been cancelled through May 31, 2020.**



### Virtual Programming Survey

NPL is planning to offer a summer full of virtual programs. To help us meet your virtual needs, [please fill out this survey!](#)



### Quick Links

Here are some helpful links where you can download ebooks, audiobooks, learn something new, and get homework help! [Click here to take a virtual tour of our digital services.](#)

## What's Happening at NPL...



### From the Director's Desk

I hope this letter finds NPL readers staying safe and well in these unusual times! It's hard to believe our doors have been closed since March 16th. Simple things like browsing the library's shelves, picking up a hold, attending an afternoon concert or checking a resource using one of our public computers is currently unavailable. Unfortunately, the physical connection to the building for the Novi community is halted.

Many community members have contacted staff wondering when we will reopen! I promise you...as soon as we can! The staff and I miss our guests terribly and the amazing energy that is generated by the 1,500 people that normally visit the building on a daily basis. For the few staff that do come into the building it is way too quiet for a library!

Currently, we are following state guidelines and continue to be closed physically, but virtually we are open 24/7 for your collection, resource and learning needs! I welcome our Novi residents to browse our [website](#) and connect with our social media to see how NPL is available to you! The staff has done an incredible job setting up options to connect with community members by offering: story times, craft programs, poetry lessons, launching a new podcast and purchasing additional titles to expand your reading needs. Though we cannot connect in



## Digital Media

- [Hoopla](#): download ebooks, audiobooks, music, movies and tv shows
- [Download Destination](#): download ebooks and audiobooks
- [RBDigital](#): download your favorite magazines
- [Tumblebooks](#): ebook database for all ages
- [AudiobookCloud](#): all ages audiobook database
- [RomanceBookCloud](#): a huge collection of romance novels
- [Select Reads](#): browse or subscribe to free monthly booklists

## Learn Something New

- [Lynda.com](#): learn business, technology, and creative skills
- [CreativeBug](#): enjoy unlimited access to over 1,000 online art and craft classes
- [Ancestry Library Edition](#): research your family history
- [Pronunciator](#): fun and free way to learn any of 100 languages
- [Multilingual Picture Book](#): practice your language learning with this adorable picture book
- [VidCode](#): tweens & teens can learn computer science and coding education

person right now, the opportunities to connect virtually are vast.

Over the next few weeks, the staff and I will begin to work on plans to roll-out various phases for reopening. We will ask for your patience and flexibility as these plans must also comply with state, county and city regulations. Our goal is to get residents connected to NPL like once before, but it will take time!

Thank you for your patience and flexibility!

**Julie Farkas**

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### Beyond Books: A Podcast by the Staff at NPL!

Exciting news! Staff have been working on a NEW podcast for Library guests to stay up to date with NPL. New episodes will air weekly so make sure you subscribe!

Find us on:

[Anchor.fm](#)

[Google Podcasts](#)

[Radio Public](#)

[Spotify](#)

Coming soon to Apple!

Have feedback or a question? Please email us at [podcast@novilibrary.org](mailto:podcast@novilibrary.org)!

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### Fun Things to Do At Home!

While the Novi Library may be closed through Friday, May 15, we still have a bunch of fun activities that you can do at home!

- **Free Online Resources for Home:**

Our awesome Youth Librarians have compiled a list of free websites that include virtual field trips, storytimes, read alouds, videos, and more! To access these resources, [click here](#).

- **Virtual Story Times & Crafts:** Tune into our [Facebook](#) page and check out storytime

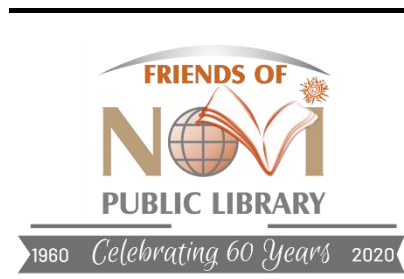
- [Michigan eLibrary](#): state-funded resources available for online learning.

### Business and Career Help

- [Business Websites](#): help with unemployment and small business loans

### Homework Help

- [Tutor.com](#): live online homework assistance from expert tutors
- [Online Youth Resources](#)
- [Online Teen Resources](#)



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, volunteer work, and public presentations.

Recent purchases made by the Friends for the Novi Library include iCube Makerspace equipment, a bench for entryway, virtual reality technology, business resource area renovation, and much more!

and craft videos by your favorite librarians. [Click here to view our Youth Story Times and Crafts video playlist.](#)

- **Virtual Crafts**: Get inspired to create something with our Craftastic videos. [Click here to view our Craftastic Online playlist.](#)

[Click here to visit the Amazon Wish List.](#)

Feed the Need's summer program will tentatively run through Wednesday, August 26.

### Let's Be Pen Pals!



Hello kids!

I miss seeing you all at the Library! How are you doing? What have you been up to?

**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.](#)

**Stay Connected with NPL!**

Follow us and keep up-to-date on important information regarding virtual programming, digital resources, special announcements, and more!



Developing Each Student's Potential With A World-Class Education

**NCSD Proudly Presents**

**Parenting Through a Pandemic - Live Webinar**

Wednesday, May 6  
7pm



Facilitated by Northville Youth Network and New Hope Center for Grief Support, this

webinar is a presentation and interactive Q&A session that will shed light on the effects this environment of change and uncertainty has on our children. For more information regarding this program, [click here.](#)

Maybe we haven't met yet - oh how fun to meet a new friend! What do you like to learn about? If you could be any animal what would you be?

I'd love to hear how you're all doing! Tell me stories, ask me questions, draw me a picture, write me a letter and I'll write a letter back to you! (Make sure you include your name and home address!)

**You can send your letters to:**

**Miss Linda  
Novi Public Library  
45255 W. 10 Mile Road  
Novi, MI 48375**

I hope you'll be my pen pal!

*Miss Linda  
NPL Children's Librarian*

[Register in advance by clicking here.](#)

### Mango Languages Service Discontinuation



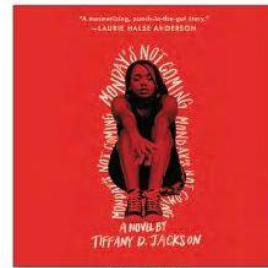
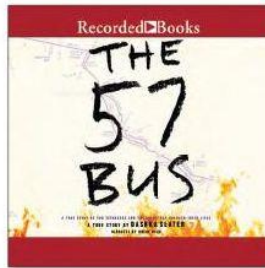
Our Mango Languages service is going away. We have it through the end of May.

Don't worry though, we have another way! [Pronunciator](#) is here to stay!

In addition to hundreds of structured language courses, study guides and audio lessons available, Pronunciator has personalized courses, learning guides and more. [Give Pronunciator a try today!](#)



Available as a **FREE audiobook download THIS WEEK, April 30 – May 6!**



#OwnVoices

Check your assumptions.

WANT ALERTS ABOUT THE FREE AUDIOBOOKS AVAILABLE ALL SUMMER LONG?

TEXT syncya to 25827 or visit [audiobooksync.com](http://audiobooksync.com)

New audiobooks coming out weekly! Text 25827 or visit [audiobooksync.com](http://audiobooksync.com) for updates!



A huge thank you to former Library Board Trustee, Larry Kilgore, for donating this

**beautiful model of the Titanic  
to the Novi Public Library! The model is on  
display on the 2nd floor.**

Novi Public Library |      | novilibrary.org  
45255 W. Ten Mile Road  
Novi, MI 48375

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Following the Governor's Executive Order (No. 2020-59) on Friday, April 24, the Novi Public Library is **closed for public use through Friday, May 15, 2020** to protect the health and safety of the residents in the community in addition to its staff.

**All programming, classes and room rentals have been cancelled through Sunday, May 31, 2020. NPL is planning to offer a summer full of virtual programs. To help us meet your virtual needs, [please fill out this survey](#).**

NPL will continue to monitor and follow guidance from the Oakland County Health Department, the Michigan Department of Health and Human Services, and the Centers for Disease Control and Prevention.

Here are some important resources to keep in mind:

- [Facts about COVID-19](#)
- [Oakland County Health Division](#)
- [Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus)
- [CDC.gov](https://www.cdc.gov)

The Library would like to thank the Novi community for their patience during this time. Please watch the Library's [website](#) and [Facebook](#) to get important updates.

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## **Limited services are available during this closure:**

### **YOUR LIBRARY ACCOUNT**

- Check [My Account](#) on [novilibrary.org](http://novilibrary.org)
- General account questions, call: 248-417-2852 or 248-924-1098 (Monday-Friday, 10am-5pm)
- **The Novi Library will NOT be charging overdue fines during the closure**
- By phone, staff can:
  - Renew your library card
  - Reset your pin
  - Issue you a temporary card for 60 days to access online resources

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### **ASK A LIBRARIAN: MONDAY-FRIDAY, 10AM-5PM**

- For homework, research and informational needs
  - By phone: 248-880-6447 or 248-993-0185
  - By email: [asknovi@novilibrary.org](mailto:asknovi@novilibrary.org)
  - By social media: [Facebook](#), [Instagram](#), [Twitter](#)
- Cardholders will continue to have 24/7 access to hundreds of e-books, magazines, audiobooks, movies, TV shows, research databases and more. To access any of these resources, please visit our [Digital Library page](#), [Online Tools page](#), or our [Youth Online Resources page](#). A valid Novi Library card is required.
- Questions about online resources and downloadables, call: 248-880-6447 or 248-993-0185.

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### **NEED TO SPEAK TO LIBRARY DIRECTOR, JULIE FARKAS?**

- Call 248-869-7233, Monday-Friday, 10am-5pm.

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### **NO DRIVE-UP WINDOW SERVICE AND RETURN SLOTS ARE CLOSED**

- No items will be due during the closure. **The Novi Library will NOT be charging overdue fines during the closure.** *Keep all of your materials until we reopen.*

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### **READ CART SERVICE: MONDAY-FRIDAY, 10AM-5PM**

- Free materials are located just outside the vestibule (entry way) for you to take (please limit 2 per person so everyone can enjoy).

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### NO HOLD LOCKERS SERVICE AVAILABLE

- Unfortunately, due to limited staffing, we are unable to provide this service to you. Your hold(s) will continue to stay on our shelf until we open again.

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### ASK OUR TECH EXPERT

- Have questions about: [iCube makerspace](#), library technology programs/events, 3D printing, conversion equipment? Call 248-729-6810, Monday-Friday, 10am-5pm, through Friday, May 15.

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### NO LOCAL HISTORY INFORMATION SERVICES AVAILABLE

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For more information regarding the closure and the Library's limited services, please see the FAQ below.

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#### Important Local Resource



- [Feed the Need](#): offering free, ready-to-eat bagged lunches for all children
- [Mental Health Resources](#): You are not alone.

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#### Fun Things To Do At Home

- [Virtual Story Times and Craft Times](#) - your favorite NPL Youth Librarian's are hard at work creating fun story times and craft times for your little ones!
- [Spring Into Reading Program](#) - read 10 books before April 30, log them in [Beanstack](#), and get entered into a raffle to win one of three Amazon gift cards!
- [Online Teen Scavenger Hunt](#) - students in grades 7-12 are encouraged to participate in this online scavenger hunt for a chance to win a gift card to the Library's Café.
- [Teen Poetry Writing Contest](#) - students in grades 7-12 are encouraged to submit an original poem for a chance to win a gift card to the Library's Café.
- [Free Online Resources for Home](#) - virtual field trips, storytimes, videos, and more!

# FAQ

## How long are you closed?

Following the Governor's Executive Order (No. 2020-59) on Friday, April 24, the Novi Public Library is **closed for public use through Friday, May 15.**

## I have a question. Who can I talk to?

- Staff is available daily: Monday-Friday, 10am-5pm
- Email a Librarian: [asknovi@novilibrary.org](mailto:asknovi@novilibrary.org)
- Call a Librarian: 248-880-6447 or 248-993-0185
- Send us a message on our social media sites

## Need to speak to Library Director, Julie Farkas?

Call 248-869-7233, Monday-Friday, 10am-5pm.

## Will you host programs, classes and room rentals?

No. NPL is planning to offer a summer full of virtual programs. **To help us meet your virtual needs, [please fill out this survey.](#)**

## What do I do with my library materials?

Do not return any items to the automatic and manual drop boxes. They are closed. No items will be due during our closure. **The Novi Library will NOT be charging overdue fines during the closure.**

## Should I follow the due dates listed on my items?

No, you do not need to follow the due dates listed. Regardless of the date listed, **no items are due.**

## Why are there fines listed on my account from when the Library is closed?

Fines may still show on your account for items during our closure, but when we reopen, you will **NOT** be charged those fines.

## Is Novi Public Library receiving materials from other TLN (The Library Network) or MeLCat libraries?

No, not at this time.

## Can I place items on hold by calling the Library or by using the online catalog?

No. Our consortium, The Library Network, has disabled the holds feature because all shared system libraries are closed.

## I want to access the online catalog or use digital resources but I do not have a library card.

If you are a resident of Novi, you can call 248-417-2852 or 248-924-1098 (Monday-Friday, 10am-5pm), to obtain a temporary library card. You will be asked for your drivers license/state ID information, Novi address, phone and birth date.



**I want to access the online catalog or use digital resources but my library card is not working. What do I do?**

Call 248-417-2852 or 248-924-1098 (Monday-Friday, 10am-5pm).

**Can I renew my library card by phone?**

Yes. You can renew your library card by calling 248-417-2852 or 248-924-1098 (Monday-Friday, 10am-5pm). Unfortunately, we do not have the capability for online library card renewal through our consortium.

**Can I drop off donations?**

No. We will not be accepting donations at this time.

**Can I buy materials from the Book Nook?**

No. The Book Nook is closed through Friday, May 15, 2020.

**Will the Library Café be open?**

No. The Library Café is closed through Friday, May 15, 2020.

**Who do I talk to about room rentals?**

Contact [administration@novilibrary.org](mailto:administration@novilibrary.org). There will be no meeting room rentals through Sunday, May 31, 2020.

**Do you have hot spots available?**

No. All hotspots are checked out.

**Can I volunteer at the Library?**

No. Volunteers are not being accepted through Sunday, May 31, 2020.

**Will the Library be doing outreach?**

No. The Library has suspended outreach services through Sunday, May 31, 2020.

**What types of digital services are available?**

We have e-books, audiobooks, magazines, and streaming. These can be accessed through Overdrive, Libby, RBDigital, and Hoopla. Call 248-880-6447 or 248-993-0185 or email [asknovi@novilibrary.org](mailto:asknovi@novilibrary.org) to find out how.

**How do I access NPL's digital services?**

Directions per your device are available on the [Digital Library](#) page. Click on the service you would like to try and complete directions are available to match your device.

**What types of online homework resources does NPL have available?**

Check out the [Online Tools](#) page. Databases are listed under subjects. We also have [Online Teen Resources](#) and [Online Youth Resources](#). Call us at 248-880-6447 or 248-993-0185 if you need any assistance finding full-text articles.

**Do you have any recommendations on what to read?**

Yes. There are book lists available for [adults](#), [youth](#), [teens](#) and [tweens](#). Check out our [Goodreads](#) group too.

**Do you have any online activities available?**

Yes, we currently have an [online teen scavenger hunt](#) and [teen poetry writing challenge](#). In addition, follow us on [Facebook](#), [Twitter](#), and [Instagram](#) for more fun craft videos and story times.

**Can I learn a language from home?**

Yes. Now is a great time to learn a new language. Try our [Pronunciator](#) database! You will be speaking a new language in no time.

**Do you have any online courses available?**

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Novi Public Library |      | novilibrary.org  
45255 W. Ten Mile Road  
Novi, MI 48375

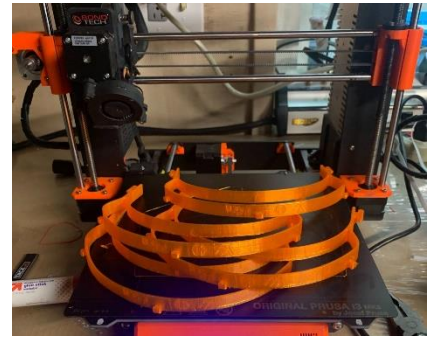
## **Information Technology Report by Barbara Rutkowski – April**

### **COVID-19 Face Shields**

- The Novi High School Frog Force Robotics team has been using 3D printers to create face shields. To date, over 1,000 face shields have been distributed to protect front-line workers and healthcare professionals.

### **General**

- Attended daily Management Team conference calls.
- Held weekly IT Department conference/Zoom calls.
- Attended Lending Library Committee conference calls.
- Attended Policy Committee meeting calls.
- Attended TLN Technology Committee Zoom call.
- Answered 15 Tech Expert phone calls.
- Assisted staff working remotely with software and hardware questions.
- Attended numerous webinars and podcasts.
- Created documentation on the use of iCube equipment.
- Upgraded eight (8) security cameras per replacement schedule.



## **Facilities Report by Keith Perfect**

In the past month the Facilities Department has closed 31 Facilities tickets, 0 Meeting Room Requests and has updated 300 Periodic Maintenance tickets.

All interior building lights have been scheduled "OFF" during the closure and controlled manually via wall switches in the areas where staff are working when necessary.

The AST sorting machine has been cleaned and sanitized.

The AST sorting room has been sanitized.

The AST sorting room floors have been scrubbed and polished.

The break room floor has been scrubbed and polished.

The meeting room storage closet floor has been re-painted.

All carpet and upholstery has been cleaned.

All floors have been scrubbed.

The Youth Activity room floor has been polished.

All plastic Youth Department toys have been cleaned and sanitized and will be stored until it is safe to bring them out again.

All desks and tables have had restoration work done to the wood edges. The wood edges have been sanded, stained and re-sealed to preserve longevity and more effective sanitization.

All light fixtures have been dusted and wiped down.

Trash and debris has been removed from the bioswales and property.

The grass cutting season has begun, a spring clean-up was performed. Mulch is being put down in beds in May.

The Facilities staff has participated in a material/building sanitization webinar.

All interior glass has been cleaned.

All window ledges have been cleaned and sanitized.

All office furniture has been dusted.

Three Read Boxes have been clear-coated and made ready for use when it is safe to do so.

Both refrigerators have been cleaned and sanitized.

All book shelves have been cleaned and dusted.

All chalk boards have been cleaned and sanitized.

Unused bags of rock salt have been moved to storage until next winter.

The receiving area has been swept and mopped and organization of shelves has begun.

All study desk lamp shades have been washed.

Excess un-used bookends have been removed from shelving. A limited number of bookends were left in specific areas within the stacks for staff to use if necessary.

Elevator light bulbs were changed.

Interior and exterior of both elevators were cleaned and sanitized, including walls and handrails.

The main stairwell received a makeover. The handrails have been sanded and re-sealed. The gray, lighted side panels were polished to remove ten years -worth of wear.

All meeting room tables and chairs have been washed and sanitized.

Service point sneeze guards/safety shields were assembled and are awaiting placement for when we open to the public.

Stencils for floor signage was created using the Muse Laser engraver.

Materials for floor signage was ordered/ received.

## Information Services Department Report by April Stevenson - April

### News and Notes

- Videos/Podcasts Produced:
  - Podcasts - **2**
  - English Conversation Group Lessons - **1**
  - Virtual Radio Exercises – **2**
  - Poetry Corner: **5**
  - Cinco De Mayo Video: **1**
  - Story Times and Craft Videos: **12**
- Created an Early Literacy Blog - Growing Early Literacy Skills
- Answered **23** Phone Calls
- Replied to **14** AskNovi Emails
- Answered **5** social media questions
- Attended **82** Webinars and Podcasts
- Created a bilingual e-book
- Created best practices and standards document for library podcasting.
- Judged the Midwest Independent Publishers Books Awards – Memoir Section
- Sent out a survey to find what types of virtual programming are of interest to our guests
- Created and revised Summer Reading Challenge brochure
- Continue to revise programs to allow for a virtual connection
- Creating more grab & go program opportunities.
- Added many free online homework resources for youth to our website.
- Added grade level reading lists to our website developed by the American Library Association and the Children's Book Council.
- Provided a "Get to Know Your Staff" social media campaign for National Library Week
- Started a traditional Pen Pals program with Miss Linda.

### IS Staff Out & About in the Virtual Community

- ABWA Meeting – Hillary
- Friday Coffee with Novi Chamber members – Hillary
- Chamber Business After Hours Networking event – Hillary
- Chamber and Great Lakes Chamber Town Hall with Senator Runestad – Hillary
- YALSA Train the Trainer meeting – Lindsay
- TLN Youth & Teen Services meeting – Lindsay
- Great Start Collaborative meeting – Emily



Raising a Reader 1,000 Books Before Kindergarten Stats

# of active participants logging 100 books or more: 379

# of logs received to date: 1,534

# of paper logs submitted this month: 0

# of online logs submitted this month: 6

# of books read this month: 600

100 Books – 379

600 Books – 110

200 Books – 245

700 Books – 99

300 Books – 194

800 Books – 87

400 Books – 146

900 Books – 79

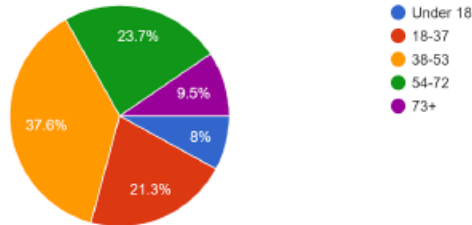
500 Books – 127

1000 Books – 68

## NPL Virtual Summer Programs Survey

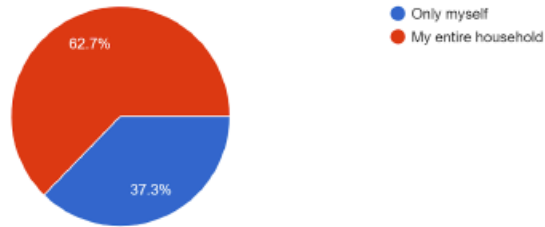
654 Respondents (Dates: April 24th - May 15th)

What is your age?  
654 responses



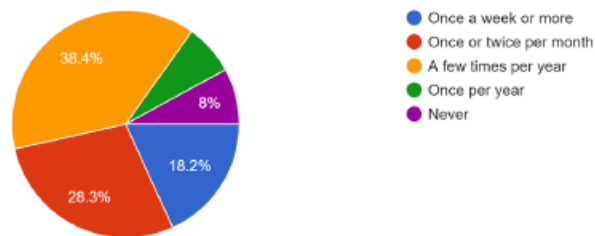
Who are you completing this survey for?

654 responses



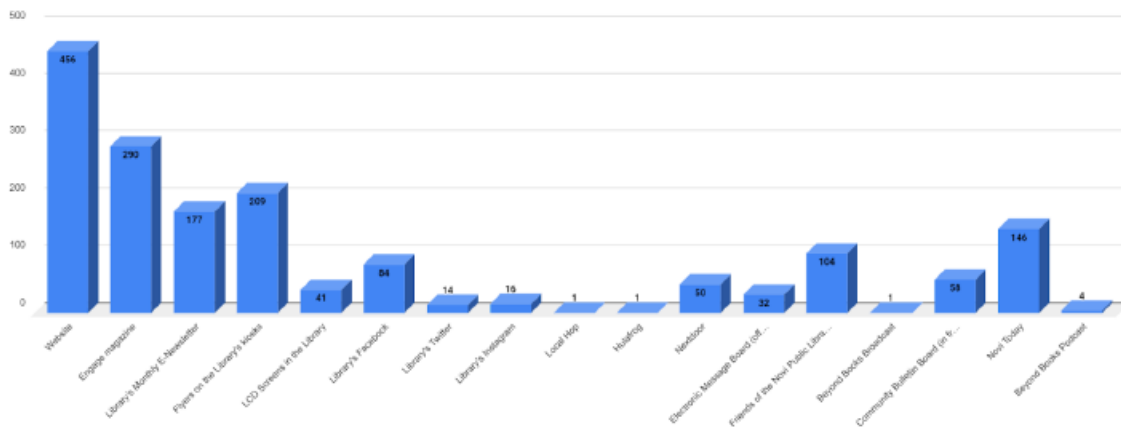
How often do you and/or members of your household typically attend library programs?

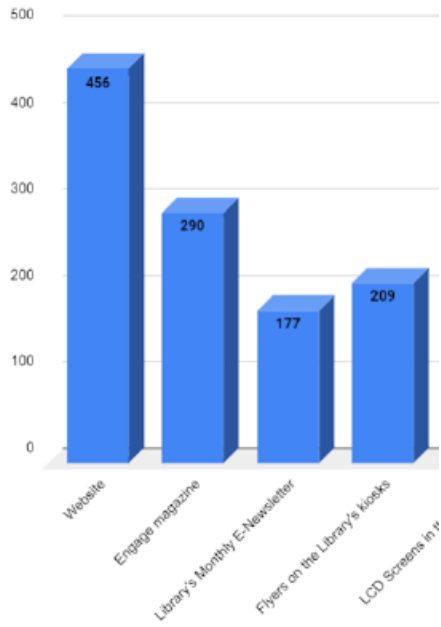
654 responses



How do you find out about library programs? (Check all that apply.)

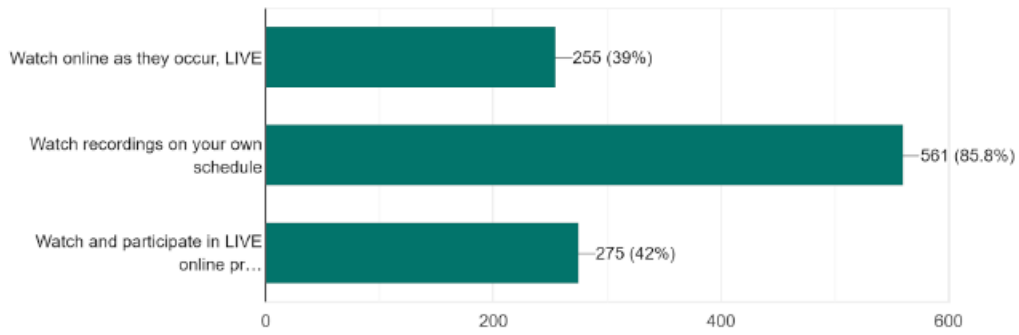
654 responses





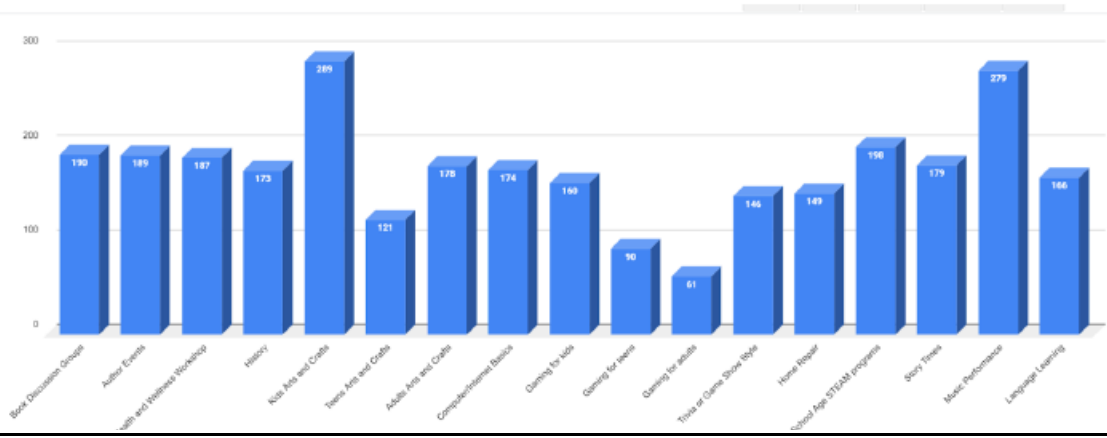
What types of virtual programs do you and/or your household prefer? (Check all that apply.)

654 responses





What types of virtual programs would you or your household participate in? (Check all that apply.)  
654 responses



**Top Ten:**

1. Kids Arts & Crafts
2. Music Performances
3. School age STEAM programs
4. Book discussion groups
5. Author events
6. Health & Wellness
7. Story times
8. Adult Arts & Crafts
9. History
10. Gaming for kids

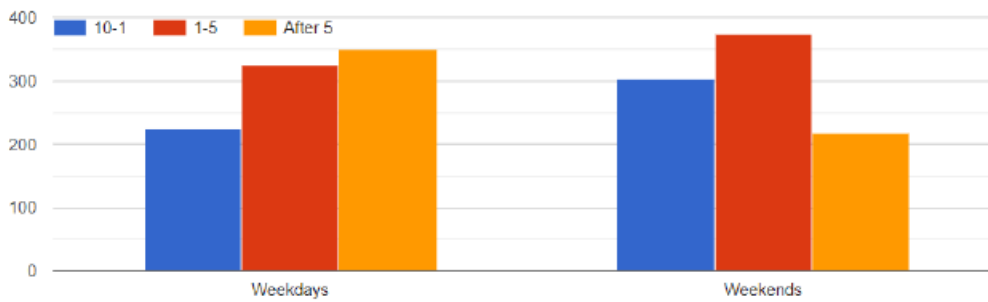
There were many responses given under "Other" please see below for the complete list:

Paranormal and Ghost Hunting

Book Club  
 Zoom meetings for the Knitting Group  
 Cooking Together Online  
 Genealogy  
 Retirement Planning  
 Tax Workshops  
 Remote Jobs  
 Business Marketing on Facebook and Instagram  
 Sports Related  
 Travel  
 Outerspace  
 Finance  
 Cars  
 Foreign Language Conversation Groups  
 Craft Learning  
 Computer Security  
 Writing Courses  
 Writing Groups  
 3D Printing Shows to Teach Tech  
 Verbal Topical Presentations  
 Music and Recording Artist Bits  
 College Prep Sessions for High Schoolers  
 Environmental Issues  
 Instructional Material for Arts and Crafts  
 Any Educational Activities for 2nd Grade  
 Tween Book Club  
 Business Development  
 Dungeons and Dragons  
 Toddler Programming  
 Cooking Demos  
 Fitness

DVDs  
 Teaching Reading  
 Movies

What days and times are most convenient for virtual library programs? (Check all that apply.)



**Support Services Department Report by Maryann Zurmuehlen - April**

**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 daily Management Team conference calls.
- Attended a Lending Library Committee meeting conference call on April 9<sup>th</sup> and 23<sup>rd</sup>.
- Held a Supervisor meeting by Zoom on April 16<sup>th</sup>.
- Attended a Policy Committee meeting conference call on April 20<sup>th</sup>.
- Held SS Department meetings by Zoom on April 20<sup>th</sup> and 22<sup>nd</sup>.

**Circulation & Shelves**

- Working on FY 19-20 Goals, required Lynda.com courses and webinars, and completing customer service training.

**Tech Services**

- Working on FY 19-20 Goals, required Lynda.com courses and webinars, and completing customer service training.

**Statistics (April 2020)**

\*\*These numbers are lower due to the closure of the Library from 3/16/20 to 5/15/20 by the Governor's Executive Order due to the COVID19 Pandemic.\*\*

- **Library Cards Issued: 12**
- **Items Checked Out: 36**
- **Items Interloaned for NPL Patrons: 0 (0 through MeLCat)**
- **Items Interloaned to Other Libraries: 0 (0 through MeLCat)**
- **Items Added to the Collection: 0**
- **Items Discarded from the Collection: 0**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 0**
- **Outreach: Currently Suspended**

Services Provided During COVID-19 Closure			
	March	April	May
<b>Calls to Support Services</b>	40	94	
<b>Calls/Emails to Information Services</b>	53	42	
<b>Read Cart Items</b>	51	29	
<b>Calls to Technology Expert</b>	2	15	
<b>After-Hours Locker Pick-Ups</b>	10	0	
<b>*Online Video/Podcast Sessions</b>	13	23	

\*See chart below for detailed stats

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	432	1,331	454	1,511	301	301	301	284	239	36			5,190
<b>Items checked out</b>	82,118	77,766	68,074	68,084	65,531	62,193	65,046	66,778	50,747	1,278			607,615
<b>Items borrowed</b>	5,468	4,818	4,568	5,132	3,990	4,169	5,795	4,428	2,386	0			40,754
<b>Items loaned</b>	4,019	3,605	3,614	3,711	3,411	3,247	3,753	3,871	1,762	0			30,993
<b>Read Boxes</b>	527	342	235	254	0	0	0	0	0	0			1,358
<b>MAP Checkouts</b>	11	22	4	1	0	2	4	4	0	0			48
<b>Novi School's Card Registration</b>	12	32	6	2	5	7	2	2	0	0			68

		April	April			April	April
		2020	2019			2020	2019
Library cards issued		36	328				
Total checkouts		1,278	71,453	READ Boxes	Adult	0	0
					Youth	0	0
Items borrowed	TLN	0	5,051		Total	0	0
	MeL	0	143				
		0	5,194				
Items loaned	TLN	0	3,576				
	MeL	0	92				
		0	3,668				

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 3/16-5/15 by the Governor's Executive Order due to the COVID19 Pandemic.**

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
<b>**March</b>	50,747	41.81%	21,218	4,440	3,794	2,679	3,985	5,460	860
<b>**April</b>	1,278	0.00%	0	0	0	0	0	0	0
May			0						
June			0						
<b>FYTD</b>	<b>607,615</b>	<b>40.30%</b>	<b>272,751</b>	<b>58,421</b>	<b>45,197</b>	<b>26,468</b>	<b>53,953</b>	<b>79,486</b>	<b>9,226</b>

**\*\*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	829
April	32,766	3,519	36,285	1,251	**April	0	0	0	0
May	30,631	3,424	34,055	1,261	May				
June	34,967	3,500	38,467	1,326	June				
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	287,160	34,412	321,572	1,136

\* 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	<b>**March</b>	<b>931</b>	<b>25,930</b>	<b>2</b>	<b>26,863</b>	<b>867</b>
April	2,492	68,634	1	71,127	2,453	<b>**April</b>	<b>0</b>	<b>4,403</b>	<b>0</b>	<b>4,403</b>	<b>152</b>
May	2,480	62,519	1	65,000	2,407	May					
June	2,447	74,450	8	76,905	2,652	June					
<b>FYTD Total</b>	<b>31,345</b>	<b>803,939</b>	<b>19</b>	<b>835,303</b>	<b>2,393</b>	<b>FYTD Total</b>	<b>18,652</b>	<b>563,108</b>	<b>42</b>	<b>581,802</b>	<b>1,999</b>

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	<b>**March</b>	<b>326</b>	<b>6,764</b>	<b>20</b>
April	841	17,047	21	<b>**April</b>	<b>0</b>	<b>0</b>	<b>0</b>
May	688	12,618	18	May			
June	807	16,342	20	June			
<b>FYTD Total</b>	<b>9,795</b>	<b>198,104</b>	<b>20</b>	<b>FYTD Total</b>	<b>6,665</b>	<b>130,186</b>	<b>17</b>



**Technology Training Sessions 2019-20 Fiscal Year**

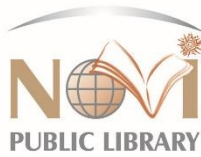
	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
<b>July</b>		8					5	5	20	12	50	
<i>Guests</i>		<b>8</b>					<b>5</b>	<b>5</b>	<b>20</b>	<b>12</b>		<b>50</b>
<b>August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

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
<b>**March</b>	1,212	369	1,642	40,328	288	419	4,119
<b>**April</b>	1,773	427	1,777	44,249	299	947	12,244
May							
June							
<b>FYTD Total</b>	<b>9,531</b>	<b>3,024</b>	<b>15,556</b>	<b>370,496</b>	<b>2,429</b>	<b>3,054</b>	<b>25,342</b>

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
<b>**March</b>	4,446	2,287	6,733	273
<b>**April</b>	5,741	2,841	8,555	270
May				
June				
<b>FYTD Total</b>	<b>38,031</b>	<b>17,448</b>	<b>55,452</b>	<b>1,288</b>

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

Library App - 2019-2020 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
<b>July</b>	33,050	1.	Catalog	<b>January</b>	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
<b>August</b>	44,015	1.	Catalog	<b>February</b>	44,005	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	OverDrive			5.	Events
<b>September</b>	41,834	1.	Catalog	<b>**March</b>	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
<b>October</b>	42,728	1.	Catalog	<b>**April</b>	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
<b>November</b>	37,719	1.	Catalog	<b>May</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
<b>December</b>	39,422	1.	Catalog	<b>June</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
				<b>Total</b>	<b>386,402</b>		



## Library Board Calendar

### 2020

**May 28** Library Board Regular Meeting – Virtual

**May 29 – June 12** LIBRARY CLOSED BASED ON EXECUTIVE ORDER (2020-100)

June 21 Father's Day, Library Closed

**June 25** Library Board Regular Meeting

July 4 Independence Day, Library Closed

July 5 Library Closed

**July 23** Library Board Regular Meeting

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.

**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

- 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.