



**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
 Thursday, August 27, 2020  
 at 7:00 p.m.  
 Virtual Meeting

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

1. Call to Order by President, Melissa Agosta
2. Roll Call by Secretary, Torry Yu
3. Pledge of Allegiance
4. Approval and Overview of Agenda ..... 1-4
5. Consent Agenda
  - A. Approval of Regular Meeting Minutes – July 23, 2020 .....5-18
  - B. Approval of Claims and Warrants (#593) – 268 and 269 Accounts..... 19-20
6. Correspondence
  - A. August 3, 2020: Letter from Michael Rice, State Superintendent, Dept. of Education Re: CARES Act Grant.....21
  - B. August 4, 2020: Email from Lindsay Gojcay, Information Services Librarian to State Representative Kathy Crawford and two responses from Kathy Crawford.....22-23
  - C. August 4, 2020: Email from Kathy Doty Re: Support Services.....23
  - D. August 20, 2020: Email from: Sandy Bonavero, Program attendee.....24
  - E. August 21, 2020: Email from: Heinz Topol, Resident of Novi..... 24
7. Presentation/Special Guest
  - A. ....N/A
8. Student Representatives Report – for July 2020..... 25
9. President's Report (Melissa Agosta)
  - A. 2019-2022 Strategic Objectives (3 year plan) .....26
  - B. 2019-2020 Goals Update (July, October, January, April) ..... N/A-27
10. Treasurer's Report (Geoffrey Wood)
  - A. 2019-2020 Library Budget Fund 268..... 28-30
  - B. 2019-2020 Contributed Fund Budget 269 .....31
  - C. Reviewed and Adjusted 19/20 Budget from the City of Novi Finance Dept. (as of 8/12/20) for Auditing Purposes.....32-34
  - D. 2020-2021 Library Budgets for 268 & 269 Budget Amendments by City Council – 8/10/2020 Approved.....35
  - E. August 2020 Financial Overview prepared by Barbara Cook.....36
  - F. Library Fund 268 Expenditure & Revenue Report as of June 30, 2020 ..... 37-40
  - G. Library Fund 269 Contributed Fund as of June 30, 2020 ..... 41
  - H. Balance Sheets for Funds 268 as of June 30, 2020 ..... 42
  - I. Balance Sheets for Funds 269 as of June 30, 2020 ..... 43
  - J. COVID-19 Expense Report (May 2020 – August 2020).....44

|  |       |
|--|-------|
| 11. Director's Report.....   | 45-58 |
| A. Information Technology Report .....   | 58    |
| B. Facilities Report .....   | 59    |
| C. Information Services Report.....  | 59-62 |
| D. Support Services Report .....   | 63-64 |
| E. COVID-19 Usage Statistics.....  | 64-65 |
| F. Library Usage Statistics .....  | 66-74 |
| G. Friends of the Novi Library - June 10, 2020 Meeting Minutes.....  | 75-78 |
| H. Friends August 2020 Newsletter.....   | 79    |
| I. City of Novi Historical Commission – February 19, 2020 Agenda, June 17, 2020 Agenda,<br>June 17, 2020 Meeting Minutes, August 19, 2020 Agenda ..... | 80-85 |
| J. Bits & Pieces .....   | N/A   |

12. Committee Reports

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

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

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- 1<sup>st</sup> draft of building policies were sent to the attorney for review/edits as of 7/6/20.
- Attorney will have drafts reviewed by Tuesday, September 8, 2020; a meeting with Policy Committee is pending approval.
- Trustee Michener is requesting a clause be added under anti-bullying for no hate speech in an existing policy.

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

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

- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kirsten Malzahn, and Christopher Nadeau.
- Committee drafts still in staff review as of 8/24/20.
- HR Committee meeting to discuss Library Director's goals for 20/21 on Monday, July 20, 2020.
- Library Director Goals for 2020-2021 submitted by HR Committee
- Marcia Dominick (20 year employee) will be retiring as of Thursday, September 17, 2020. Director Farkas will be posting for a HR Manager.
- We are on our 3<sup>rd</sup> round of postings for the Driver position for Outreach (Lakeshore Lending Library). After 2 sets of interviews and offers made, the candidates accepted, then declined the positions.

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

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

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.
- Final 19/20 268 Budget reviewed and adjusted by City of Novi Finance Dept. for auditing purposes.

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

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

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

**E. Strategic Planning Committee:**

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

- No report at this time.

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

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

- Grounds – north end drainage work completed as of June 30, 2020; staff is still watching the area for pooling of water, but little rain has occurred. Vendor was called out for some additional grading and seeding of the area.
- Lending Library Kiosk – Another push in the date, based on communications with City of Novi CIO Rob Petty, to the week of Monday, September 28, 2020. Utility work has been scheduled for end of August – mid-September. Director Farkas has met with 3 local vendors for vinyl wrap quotes for the kiosk. Pricing has not been submitted yet. Anticipated vinyl wrap date is Monday, October 5, 2020.
- Library Van – Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Café – Café manager was contacted about the City of Novi's relaxed signage ordinance due to COVID if wanting to pursue advertising on Ten Mile. Café manager was sent a letter pertaining to the first six (6) months (July – December) of the 20/21 lease payments to be waived based on Library Board discussion at the July 23<sup>rd</sup> meeting. See letter enclosed.

Director Farkas met with the new Assistant Superintendent for Finance/Building Operations, Greg McIntyre, to discuss his new role. Greg will oversee the bond project, transportation and food service – which the library cafe's management is a direct report to him.

The café is planning to resume early hours at 7am (Mon-Fri) beginning Tuesday, September 8<sup>th</sup> with the start of the new school year. In addition, a meeting is scheduled for Thursday, August 27 with Kristin Corion, who manages the Transition Program for the district, to discuss skill building and training at NPL for students for the 20/21 school year (emphasis on the café and library facilities).

- Friends of Novi Library Book Nook – 2<sup>nd</sup> week of donations have been received. Donations are being accepted on Thursdays ONLY from 10am-7pm at the back of the library. Items are being quarantined for 72 hours. Friends have been very pleased with the drop off process.
- Air Duct Cleaning RFP – Director Farkas will begin working on a RFP for an air duct cleaning of the full building. This was an approved budget item for 20/21.

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

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

- Bylaw revisions were approved at the March 28, 2019 meeting.

- No report at this time.

**H. Equity and Inclusion Committee:**

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

- Meeting held on Tuesday, August 18<sup>th</sup>; attended by Michener, Dooley, Wood and Director Farkas.
- Trustee Michener is requesting the Library purchase a membership to one of the diversity based professional organizations in the library industry recently noted in the packet: BCALA.
- Trustee Michener is requesting the Library participate in the Spectrum Scholarship program.

**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. Approval of Trustee Michener’s proposed statement.....48  
 B. Approval of Library Van Replacement Schedule for every 7 years.....48  
 C. Director Farkas is looking for clarification and approval on the previously adopted annual June 19<sup>th</sup> closure. If the date falls on a Saturday/Sunday would the Library be closed? If the date falls on a week day can it be used as a staff training day, specific to DEI initiatives or remain closed? See Library Closings .....86

**15. Adjourn**

**Supplemental Information**

- 2021 Library Closings.....86
- Library Calendar.....87

**Future Events:**

- Library programming virtual through December 2020
- **Saturday, September 5<sup>th</sup> – Monday, September 7<sup>th</sup> LIBRARY CLOSED for Labor Day weekend**
- Wednesday, Sept. 9<sup>th</sup> - Friends of Novi Library Meeting at 2:00pm, by Conference Call
- Wednesday, Sept. 16<sup>th</sup> – Novi Historical Commission Meeting at 7:00pm by Virtual Zoom
- Thursday, Sept. 24<sup>th</sup> – Library Board of Trustees Meeting at 7:00pm by Virtual Zoom
- **Tuesday, November 3<sup>rd</sup> – Election Day – LIBRARY CLOSED for in-person access to library materials** (staff reporting for guest calls, drive-up/locker services and pick-up of holds).

**Inform. Inspire. Include.**

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720  
<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, VIRTUAL MEETING  
July 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, Torry Yu**

**Library Board**

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

**Student Representatives**

Sarah Chang (left virtual meeting at 7:36pm)  
Tarun Tangirala (left virtual meeting at 7:36pm)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

Changes to the Agenda: Under 14. Matters for Board Action item C. was added by Director Farkas to approve adjustments to the end of year 2019-2020 268 Budget for auditing purposes. Under 7. Presentation/Special Guest item B was added by Trustee Michener re: Trustee communication. Under 12. Committee Reports Trustee Michener added that under item H. Equity and Inclusion Committee has met and there will be a report. Under 12. Committee Reports item D Events/Marketing/Fundraising Committee, Trustee Michener added that she attended two of the Talking Racism live events. Under 14. Matters for Board Action item D was added by President Agosta to approve adopting the City's Diversity Statement. Additionally, President Agosta changed the

order of agenda item 14. Matters for Board Action. Item A is Approve Retirement Incentive opportunity. Item B is Approve Adjustments to the end of year 2019-2020 268 Budget. Item C is Approve Commitment to the Novi Community from the Novi Public Library. Item D is Approve adopting the City's Diversity Statement.

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

1<sup>st</sup> – Torry Yu

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

## **5. Consent Agenda**

### **A. Approval of Regular Meeting Minutes – June 25, 2020**

Changes to the Regular Meeting Minutes from June 25, 2020: On page 6 the sentence that currently reads, Trustee Michener would like a way to connect with silent intellectuals – intellectuals will be changed to individuals. On page 7 the second bullet currently reads Director Farkas would like to survey the Community – this will be changed to Black Community. A stand-alone sentence was added after the Trustee's individual comments, stating that the commitment letter was well received. On page 7 where the sentence says, A Special Board Meeting is planned for Tuesday, June 30th at 7pm- at the end of this sentence a phrase was added that this meeting was not held.

A motion was made to approve the regular meeting minutes as amended.

1<sup>st</sup> – Bill Lawler

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

### **B. Approval of Claims and Warrants – Warrant 592 for Accounts 268 and 269**

A motion was made to approve Claims and Warrant 592 for accounts 268 and 269.

1<sup>st</sup> – Bill Lawler

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

## **6. Correspondence**

- A.** Email from Sharon Trumpy, Novi Resident RE: Library Role in Anti-racism
  - o Looking for statement/commitment from the Library Board regarding race relations (pg. 47)
- B.** Email from Anonymous RE: Board Commitment Draft
  - o Questioning the discussion the Library Board had on June 25<sup>th</sup> and the commitment statement brought forth (pg. 48)

President Agosta commented that it is important for everyone to see the feedback that the Library has been getting. Trustee Dooley mentioned that anonymous called themselves Novi Friend.

## **7. Presentation/Special Guest**

- A.** Check presentation for a \$40,000 Sponsorship for Lakeshore Lending Library (to be received in four \$10,000 installments over the next four years 2020-2023) by Community Financial Credit Union, Sarah Cousineau and Natalie McLaughlin.

- Natalie McLaughlin of Community Financial Credit Union was present at the virtual meeting. Community Financial Credit Union has been a huge supporter of the Novi Library for many years, largely in relation to literacy. Director Farkas is very thankful for Community Financial's commitment to grow our literacy and connection with the north community through the Lending Library kiosk. Natalie McLaughlin mentioned that financial literacy is now called financial wellness and that all literacy starts with reading. Highlighting the importance of getting books into the hands of people who are not able to make it into the main building.
  - The Board is greatly appreciative of Community Financial's generosity and support.
- B.** Trustee Michener addressed Trustee communication regarding important details/data. As a mental health private practice owner, she fields important/urgent phone calls daily and prefers email for business matters. Trustee Michener wanted to make sure it was addressed here because Director Farkas sent Trustee Michener texts requesting a phone call, therefore, Trustee Michener wanted to stress when it is business, email is best for her. President Agosta made a note of this and mentioned that sometimes email isn't always the best way to communicate because it can be misinterpreted, but she will make sure it is on record. Trustee Michener mentioned that email is important because she will always have a record.

**8. Student Representatives Report**

- A.** Student Representatives Annual Presentation for 2019-2020  
The annual report for 2019-2020 can be found on pages 17-19. Teen Space visits for 2019-2020 school year was 3,359. Upcoming virtual programs include the STEM Building Challenge: Three Little Pigs- August 5<sup>th</sup>, and BeTWEEN the Pages: Tween Book Club Trivia- August 26<sup>th</sup>. Student Representative Tarun Tangirala will act as a liaison for North End students for the Lending Library kiosk.
- B.** Teen Space Annual Report by Yolanda Hockaday-Dennis, Teen Space Monitor  
The Teen Space End of Year Report is on pages 20 -22. On the bottom of page 21 are recommendations for the coming school year.

Trustee Dooley commented, as a member of the Novi Rotary, how much we appreciate TAB being involved and volunteering for Feed the Need and really promoting and communicating this program.

President Agosta asked about the SAT Practice test online. Ms. Gojcaj is working with her current SAT partners.

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

- A.** 2019-2022 Strategic Objectives (3 year plan)
- Strategic Objectives are on page 23
- B.** 2019-2020 Goals Update (**July**, October, January, April)
- Updates are in red on pages 24-33
- C.** Library Director Goals for 2020-2021 submitted by HR Committee

- The committee met on the 20th and feedback has been received from all Trustees. A final document is expected by next month.

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

Trustee Wood presented the Treasurer's Report.

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

The 2019-2020 Library Fund 268 Budget can be found on pages 34-36 of the July 23, 2020 Library Board packet.

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

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

The 2019-2020 Contributed Fund 269 Budget can be found on page 37 of the July 23, 2020 Library Board packet.

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

### **C. Library Fund 268 Expenditure & Revenue Report (ending June 30, 2020)**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 38-40 of the July 23, 2020 Library Board packet.

- Revenue ending June 30, 2020 was \$3,197,796.
- Expenditures ending June 30, 2020 was \$2,961,124.

### **D. Contributed Fund 269 Expenditure & Revenue Report (ending June 30, 2020)**

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 41 of the July 23, 2020 Library Board packet.

- Revenue ending June 30, 2020 was \$59,447.
- Expenditures ending June 30, 2020 was \$24,567.

### **E. Balance Sheet for Fund 268 (as of June 30, 2020)**

The Balance Sheet for Fund 268 as of June 30, 2020 can be found on page 42 of the July 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of June 30, 2020 was \$2,331,073

### **F. Balance Sheet for Fund 269 (as of June 30, 2020)**

The Balance Sheet for Fund 269 as of June 30, 2020 can be found on page 43 of the July 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of June 30, 2020 was \$1,710,966

Trustee Wood commented with all the challenges this year and with COVID potentially impacting revenue to come through in a positive position is highly recognized.

## **11. Director's Report**

The Director's Report can be found on pages 44-61 of the July 23, 2020 Library Board packet.

Staff members celebrating anniversaries in August are:

- Rebecca Powell – Information Services – 20 years
- Elizabeth Kopko – Support Services – 10 years

This year, 2019-2020, Director Farkas is recognizing the entire staff, as a whole, for their amazing dedication and support through a productive and challenging year. Director



Farkas commented that donated dollars from the Friends of Novi Library provides a small gift or meal for the staff to acknowledge them for their customer service. Taxpayer dollars are not used for this purpose.

#### Directors Report Summary

- On page 45 is Our Commitment to Novi Community from the Novi Public Library, which is discussed under 14 Matters for Board Action item C.
- On page 46 is the City of Novi's Diversity Statement, which is discussed under 14 Matters for Board Action item D.
- On page 47 is an email from Novi resident Sharon Trumpy.
- On page 48 is an email from anonymous
- On page 49 is the Retirement Incentive, which is discussed under 14 Matters for Board Action item A.
- On page 50 is photo of team Robo Rhinos from the Middle School who donated 20 face shields that can be given to Library guests.
- On page 51 and 52 is Governor Whitmer's executive order strengthening masks.
- On pages 53-57 is Novi Library's eNewsletter.
- On pages 58-62 are photos capturing the Library's reopening with COVID-19 changes. These photo's appeared in Novi News online.

#### **A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on page 62 of the July 23, 2020 Library Board packet.

#### **B. Facilities Report**

The Facilities Report, provided by Keith Perfect, can be found on page 63 of the July 23, 2020 Library Board packet.

#### **C. Information Services Report**

The Information Services Report is found on pages 64-65 prepared by April Stevenson. Raising a Reader continues to have wonderful numbers even with it being held virtually.

#### **D. Support Service Report**

The Support Services report is found on pages 65-66, prepared by Maryann Zurmuehlen.

#### **E. COVID-19 Usage Statistics**

The COVID-19 usage statistics update is included on page 66. This is a record of marketing and outreach video, Facebook and programming posts and the statistics.

#### **F. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 67-75.

#### **G. Friends of the Novi Library**

On page 76 is a letter prepared by Director Farkas and Sue Johnson, President of the Friends. This letter was sent to the Friends members. At the bottom is a photo

of Director Farkas and Sue Johnson holding a check for \$19,800 that Friends have committed to the Novi Public Library for Fiscal Year 2020-2021. Even though the Friends experienced changes to their budget, their support of the Library continues to be very generous.

Trustee Michener commented that the Friends did not have their Gala and have not been able to get the typical money they are able to get and what an example to still give, which is cool and inspiring.

iCube committee continues discussions about opening up for appointments or grab and go items. Plans of action on moving forward are taking place.

Trustee Dooley noted that 17 podcast and videos completed in the month of June is a tremendous amount of work by the Library staff. Trustee Dooley echo's Trustee Michener and Director Farkas comments on the Friends generosity. The Friends were unable to sell books, which is a huge revenue source for the Friends, and still donated generously to the Novi Library. Trustee Dooley mentioned that the Friends are always welcoming of volunteers.

Director Farkas commented that the Friends did have a reserve of books and were able to stock the Book Nook. The Honor Box is open and sales have been made.

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

On page 77 is the Historical Commission Agenda for their July 15<sup>th</sup> virtual meeting.

#### **I. Bits & Pieces – N/A**

Additional Comments Section:

- Trustee Yu inquired about the Phase 4 reopening with Election Day on the horizon and what changes/procedures are in the works. Director Farkas said the Library will be closing August 4<sup>th</sup> for Election Day. The building will be open with the gates down. Guests can get or renew library cards, pick up holds, use drive up and locker service. However, Library guests will not be able to walk into the building and grab from the shelves. A notice that the Library is closed will drop Monday morning, August 3<sup>rd</sup>, through communication channels to the community. The café will open early and remain open for voters.

### **12. Committee Reports**

President Agosta stated that when we have committee meetings Julie Farkas, our Director, should be invited to all of them unless it is something we are specifically making a decision on regarding the Director, then she will be informed. This is kindly requested as she is part of the planning.

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

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

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

Director Farkas commented that the attorney will address any concerns prior to committee review. Trustee Michener commented that last year meetings were held and she asked to be included, at that point she said she was told it was in-house stuff. Trustee Michener feels out of the loop and was not informed about any of this. Director Farkas commented that over the year the staff has been taking on the brunt of the work to review and look at concerns, questions, and issues on how it relates to the staff. Trustee Michener acknowledges that the staff worked hard on this, but she explained the importance of communication and when the discussion changed to committee reports Trustee Michener said of course there was something and she did not even know. Director Farkas commented that the bullet point in the agenda says it is going to attorney review. Also, Director Farkas said last month that the policy would be going to the attorney for review. Trustee Michener said that what she is asking is that she would like to be included in communications and she doesn't want to just be a figure head, she wants to be involved like she is with other committees. President Agosta stated that the committees have never been a part of the behind the scenes process with the staff. Director Farkas said the full committee will be brought into conversations to see the suggested revisions to the policy, but we are not at that stage yet. Trustee Michener will be brought in when the full committee is brought in to review the suggested revisions. Director Farkas said she has not changed her process.

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

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

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kirsten Malzahn and Christopher Nadeau.
- Committee still in review as of 7/18/20.
- HR Committee meeting to discuss Library Director's goals for 20/21 on Monday, July 20, 2020.
  - President Agosta thanked the Committee for their feedback.
  - Full report for the Board next month
  - Director Farkas mentioned the Retirement Incentive is on page 4. The Library has 4 Library staff that are eligible for a retirement incentive. This will be addressed under 14 A. Matters for Board Action.

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

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

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.
- Director Farkas shared that the City is planning for year end and the upcoming audit. Director Farkas commented that Library personnel expenses are over budget and recommends amending the 2019-2020 personnel expenses. This is addressed under 14 B Matters for Board Action.

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

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

1. The Marketing Plan was approved at January 23, 2020 meeting.

2. Library/ Community Events attended by Library Board Members in the last month:
  - o Trustee Michener commented that she attended the first two Talk of Racism events. Trustee Michener stated that Gail was a good moderator and her background in journalism shows. Trustee Michener said the presenters were good, they asked great questions and really call us higher and they don't back down. They are very honest and authentic about where we are at as a community, as a state and as a people. She felt it was an excellent series. Trustee Michener suggested sending thank you cards to each presenter.
  - o Trustee Dooley attended the Talk of Racism Series Live on the 16<sup>th</sup>.
  - o Director Farkas mentioned that all programming will remain virtual through the end of December. However, there is a possible in person end of summer reading event at Paradise Park. April Stevenson is currently reaching out to see what that end of summer reading event will look like.
  - o The September Songfest will be held every Thursday in September from 7-8:30pm. Entertainment and music will be enjoyed outside at the Paradise Park pavilion. Community Reads will be virtual.

**E. Strategic Planning Committee: Annual review of current plan**

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

- No report at this time.

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

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

- Grounds- North-end drain work completed as of June 30, 2020.
  - o Update: Work was not completed satisfactorily. Director Farkas said the vendor agrees there is a concern and will come back to work on it.
- Lakeshore Lending Library Kiosk- A new date, based on communications with City of Novi CIO Rob Petty, has been determined for the installation of the kiosk – Monday, September 14, 2020. This is due to the construction project timeline being pushed and no confirmation date of kiosk utility work being completed by August 17, 2020. Kiosk vendor has been notified.
- Library Van- Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
  - o Director Farkas will keep us posted on sponsorships. Community Financial is on the van.
- Café – Café resumed operations Monday, July 6, 2020. Café is opening at 10am when library opens, Café is reporting very low sales at this time. New Starbucks products have been introduced. Extra marketing by the Library is ongoing.
  - o Trustee Messerknecht informed the Board that the Café has had very little business due to the shut-down. Trustee Messerknecht suggests the Board consider forgiving their lease payment for a

reasonable amount of time. Director Farkas commented that this can be implemented by simply sending a letter and no Board vote is required. All trustees were in agreement to forgive the Café lease payment now through the end of the year.

- Friends of Novi Library Book Nook – Book Nook opened July 6, 2020. The HONOR BOX is being used for collecting sales of materials. Friends were pleased with the first two weeks of sales. NO DONATIONS ARE BEING ACCEPTED AT THIS TIME.
  - Trustee Yu commented that since the City has relaxed some of the signage ordinances perhaps we should re-consider this for the Café and the Library. Director Farkas will look into this.
  - Director Farkas was on a Class VI Library call with Directors and a recently released study suggests a 96-hour quarantine of materials returned. The Novi Library has started to follow this standard and no concerns have been reported to date.
  - The August 21<sup>st</sup> staff in service date has been cancelled. The Library will be open as a normal usage day. A future November date will be considered. Gathering is allowed in groups of less than ten therefore, it was decided to cancel the staff in service.
  - Trustee Dooley noted that Strategic Planning Committee was skipped over and commented that no report for Strategic Planning under item E. at this time.

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

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

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

**H. Equity and Inclusion Committee**

(Michener – Chair, Dooley, Wood)

- Trustee Michener appreciates the nudge to make sure Julie is included and it was not an intentional snub. The original meeting was scheduled for the 30<sup>th</sup> and the meeting was cancelled, and Julie will be included going forward. The equity committee has met twice on Zoom (July 7<sup>th</sup>, July 14<sup>th</sup>). Trustee Michener emailed an Equity Committee Research summary packet to everyone on the Board. Trustee Michener mentioned that a lot of what she emailed is research which is really helpful knowledge.
- Trustee Michener noted that as of this week, we (the Board) has some differences of opinion on the Commitment Statement, but before that that wasn't the case.
- Trustee Michener read from the Public Library Association (PLA) Call to Action Statement. This Call to Action for Public Library Workers to Address Racism can be found on the PLA website under the Public Libraries online

tab. Trustee Michener said since the Library has benefitted so much from PLA she wanted to read their full statement.

- Trustee Michener suggests watching the reruns on the Talk of Racism Series.
- Included in the packet is Chief Malloy's podcast called Police Matters, as well as PLA and MLA's statements. Additionally, Trustee Dooley included a link from Harvard Business review about systemic racism and philanthropy and the groundwater approach.
- The Committees discussions involved: the MLA's homepage starting with Black Lives Matter, organizations dedicated to Black professionals and libraries, the importance of us having a presence/membership in those organizations, and in order to have the diverse/great talent pool to pull from we need to be there. Discussion about partnering with the Policy Committee to add in a hate speech clause. Trustee Michener added that there is a bullying policy but it doesn't say hate speech. Discussions of a possible list of diversity consultants and about a possible open meeting to hear from staff and the community. Possibility of a Black Internship/jobs shadow program. Also, at a committee meeting, Trustee Dooley suggested an African American Children's Literature Specialist Librarian. Trustee Michener discussed encouraging Black part-time employees to consider a degree in Library Science, a Black substitute librarian program, and a specific plan to target the community that has been underserved and marginalized.
- Goals established are to positively and effectively influence outreach and partnerships pertaining to race relations at the Novi Public Library. Increasing hiring opportunities upper mobility for marginalized populations. Staff and community advocacy awareness and education focus. Monitoring our racial footprint as far as collections involvement and accountability.
- The committee also discussed the #Libraries Respond Program from the ALA. Asking people in the libraries to be prepared to respond to an All Lives Matter Stance. Be aware of ways your library may not seem welcoming. President Agosta asked apologetically if she could interrupt and ask a question. Trustee Michener asked to finish, please, because if we are not educated on how Black Lives Matter how can we commit to our community. President Agosta commented that the Board just received this packet from the Committee right before the meeting and haven't even had a chance to review the information. President Agosta appreciates the education and asked about what this has to do with the Committee and what was accomplished. Trustee Michener continued the discussion about promoting Black Lives Matter, staff development and hiring Black workers emphasizing that our industry speaks to this. Trustee Michener said that she does not feel respected and wants that on record. Trustee Michener continued with the discussion and said that these are words of leaders in the Library industry and hoping that we would want to align with that.

### **13. Public Comment**

There was no public comment.

### **14. Matters for Board Action**

#### **A. Approve Retirement Incentive Opportunity**

President Agosta re-summarized that 4 individuals are eligible and if all 4 took the incentive this would cost up to \$48,000, plus vacation payout.

A motion was made to approve the Retirement Incentive Opportunity.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

#### **B. Approve Budget changes for FY 2019-2020**

Director Farkas will provide final numbers, ending 06-30-2020, to the Board for the personnel services expense category. The Library will still be within budget with these approved changes.

A motion was made to approve the newly amended budget for FY 2019-2020.

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

#### **C. Approve commitment to the Novi Community (2<sup>nd</sup> draft)**

President Agosta is not comfortable passing this current commitment statement.

Trustee Agosta acknowledges that we are late coming to the game and said that more work needs to be done including attorney review, which costs the taxpayers money. She has felt a lot of pressure and has great intentions and wants to do the right thing and perhaps moved too quickly, missing a few steps. After the last month doing a lot of reading, watching and reviewing what the City wrote, President Agosta believes what the City wrote is a statement for the entire Novi Community in comparison to our statement which, is not inclusive. Trustee Michener inquired about President Agosta's research. President Agosta answered and then referenced the Libraries Strategic Goals for 2019-2020. President Agosta read the City's statement on page 46.

Trustee Michener said the first two Talks on Racism addresses the importance of the first statement made vs. a blanket statement. Trustee Michener suggests review of the educational information in the packet she sent to the Board and the library books suggested by our Library about race relations. There are some opportunities for education if people are open to them. Trustee Michener says racism is active in Novi and referenced the Novi Community School Board's meeting where complaints were made. Trustee Michener wants to follow and be true to our own industries statements and would still approve the first statement or something along those lines. Trustee Michener had thoughts on the City's statements saying it is well written and she can't find it anywhere and it doesn't mention the Black community. Systemic racism is a real thing and if we are not educated about that then she encourages us to get educated about it otherwise, we are failing our community. Trustee Michener respects these three people and says they are smart people, we have to be clear they are white, they are men. Understanding the depth of systemic racism needs to come from a place of experience, but there is no Black leadership in Novi. Trustee Michener is eager and willing to help and educate and is here because she is needed.

Trustee Wood is not in support of either statement as is. We are our own organization and should not copy and repeat what the City states. We are our voice and it should come from us. Trustee Wood agrees with points that Trustee Michener stated. The reason for this statement is because of events that have occurred and so we should address that head on. Trustee Wood restates his comment from the prior meeting that the Novi Commitment Letter is a good first draft, emphasizing draft, and not a final product. After reviewing what other libraries and other corporations have posted, our statement includes a lot of specific commitments. The purpose of the Equity Committee is to look at what actions we need to take and where we can improve. As an engineer, he is always in an improvement mode. Yes, there is racism out there and are there things that we could be doing better? We need a better statement, something that we can vote 100 percent that we are all in support of.

Trustee Dooley is not in agreement to fully support either draft or recommendation to use the City's statement. The initial draft, in which Trustee Agosta put a lot of heart and soul into what she thought was right as the initial statement. After reviewing the draft, in another lense based on other feedback, what Trustee Dooley feels was left out was not acknowledging the work that the Library does for the community, when it comes to discussing racism and diversity. Trustee Dooley also referred to the email from Sharon Trumpy about a diversity audit of materials. This was not exclusively stated and we need to revise for these things. We are late when it comes to supporting the Black community and we were called out on it. Trustee Dooley does not want people to look at this commitment and automatically get defensive because that is not what it is for. We have to acknowledge the pain and the systemic racism that the Black community went through, and to not acknowledge it in our commitment or a statement, is a complete disservice. At the same time we also need to make sure we are continuing with the inclusion and equity of Novi's diverse community. To negate the pain and not acknowledge the Black community when we do work on the statement is an issue for Trustee Dooley. Libraries are the great equalizer and this comes from a place of humanitarianism. We are open for all, but when there is a segment of society that does feel physical pain, we have to open our door and recognize that through education, information and inclusion. We have to review the draft and think about it together and come up with something we can stand behind. If there are things in the verbiage that we can change and create a bridge, we should review that. If we decide to do a statement first and then release the commitment, that is alright, but we do have to acknowledge what is going on right now in a thoughtful matter to the Black community.

Trustee Lawler said that when he came into the meeting last month, he was interested in what the City would do and discussed whether each City branch would be issuing their own document. Trustee Lawler mentioned it is a volatile and important topic that had developed momentum and upon reflection there is tremendous work, action items, and ideas in the commitment. Trustee Lawler thinks the commitment has gotten a little too broad and is trying to accomplish a few too many things for what might be the real intent of it. Trustee Lawler is not in a position to approve the document right now, but is interested in doing something. Trustee Lawler would like to address some of the wrongs that have happened and although he is not Black, he is a human and the actions are wrong and upsetting. Trustee Lawler is not in the position to approve the



document today, but he is interested in working on something that meets everybody's needs.

Trustee Messerknecht appreciates everyone's comments on this. We have some difference of opinion and it is good that we are able to express them as we have. Trustee Messerknecht thinks we already have three statements that are part of the Library and that are very similar to and address some of what is already in the commitment on page 45. Our mission statement: To provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. Our value statement: We support intellectual freedom and access to informational resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment. Our vision statement: NPL is the center of a community activity and a source of local pride. It is a library that fulfills the needs of the community in a comfortable, user-friendly, well-staffed facility that is capable of adapting to change. For several years the actions of the Board has been guided by those statements as well as our motto to Inform. Inspire. Include and has served us well. There are aspects as Trustee Lawler has indicated as well, some of what we have all seen on television is totally unacceptable. Our Library has a strong history, both recent and past history that demonstrates significant educational and programming opportunities/activities addressing the needs of all of the various communities that make up Novi, including the Black community but not limited to it. We have had programs for the wide array of the community of Novi. When Trustee Messerknecht reads page 45 it seems like that was ignored and it suggests pretty strongly that we need to do things specifically for the Black community, and although it does not say in lieu of others, one could get that impression. We want to be the Library for everybody in Novi. One of the things the letter on page 45 talks about is diverting money (primarily from taxpayers in Novi) and resources to go to non-Novu libraries and to unnamed organizations and task forces. Questioning if Novi taxpayers are in agreement with this and if it is even legal? Trustee Messerknecht said the words Black Lives Matter by itself makes a lot of sense to him. What he struggles with is what appears to be the Black Lives Matters Movement encompassing so many other things, for instance the Breathe Act, a piece of legislature calling for a variety of things like police defunding, police demilitarizing, the elimination of DEA, elimination of ICE and more. As a citizen of Novi, Trustee Messerknecht is proud of the Novi police department and the way the City is run, and he would not be willing to support something that is supporting defunding or eliminating the police department. We need to focus on Novi. That is what the Board is for, to focus on the operations of the Novi Library, it is not for bigger and broader areas than that. Trustee Messerknecht is in favor of supporting and adopting the City letter on page 46.

Trustee Yu agrees with and appreciates a lot of the comments the previous Trustees have spoken. At the moment he can't support either statement going out the way it is. Trustee Yu started out this week thinking our commitment letter is good, we have action plans and his mindset was we have not put out a blanket statement like other organizations. However, looking back at this, Trustee Yu thinks we still need it, but especially now with the formation of the Equity and Inclusion Committee and Trustee Michener's excellent job of research, this can be used to feed and fine tune the statement into something we can commit to and support. The statement can be fine-tuned to us, the Library, as an information source. Trustee Yu researched libraries around our area and these libraries have a blanket

statement, but they also talked about what they have done to combat racism or to enhance their diversity. Trustee Michener's research with the ALA and PLA are also important if we agree on that route. Trustee Yu can't support right now but we are on the right track to put something out.

President Agosta asked for a Trustee to make a motion to approve the Commitment to Novi Community statement that is in the packet. No Trustee made a motion.

The draft of the Commitment Letter will continue to be edited. Trustees agreed the commitment statement would go to the Equity Inclusion Committee then it would go to the Marketing Committee. Also, Director Farkas has staff members that would like to be included on drafting the document. Trustee Wood is interested in a healthy debate, difficult and courageous discussions and work on a statement. Trustee Wood believes the statement should come from the Board. Trustee Michener will contact members of the Committee to plan future dates.

President Agosta mentioned that the Commitment letter would undergo attorney review. Trustee Wood believes that if the Commitment letter is drafted appropriately, it does not need to be reviewed by an attorney.

**D. Approve City of Novi's Diversity Statement**

Trustee Messerknecht made a motion to adopt and support the City's Diversity Statement. Motion not seconded; motion failed.

**15. Adjourn**

A motion was made to adjourn at 10:13 p.m.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>—Torry Yu

The motion passed unanimously.

---

Torry Yu, Secretary

---

Date

| <b>Warrant 593</b>             | <b>268 Accounts</b>                | <b>August 2020</b>    |               |
|--------------------------------|------------------------------------|-----------------------|---------------|
| <b>Payable to</b>              | <b>Invoice #</b>                   | <b>Account number</b> | <b>Amount</b> |
| Global Office Solutions        | supplies                           | 268-000.00-727.000    | \$ 335.90     |
| Office Connection              |                                    | 268-000.00-727.000    | \$ 1,239.60   |
| Quill.com                      |                                    | 268-000.00-727.000    | \$ 248.02     |
| Adobe Creative Cloud           | subscription                       | 268-000.00-734.000    | \$ 359.88     |
| 1&1 Ionos                      | domain                             | 268-000.00-734.000    | \$ 40.15      |
| Go Daddy                       |                                    | 268-000.00-734.000    | \$ 591.98     |
| Vid Com                        | Monitoring Basic Internet          | 268-000.00-734.000    | \$ 212.55     |
| Primex                         |                                    | 268-000.00-734.500    | \$ 244.84     |
| UPS Battery Center. Com        | battery set for data center        | 268-000.00-734.500    | \$ 123.56     |
| Global                         | Rubber bands                       | 268-000.00-740.000    | \$ 41.90      |
| Lucas Color Card               | cards                              | 268-000.00-740.000    | \$ 1,416.00   |
| Met com                        | guest key tag                      | 268-000.00-740.000    | \$ 2,182.00   |
| Showcases                      | cd album 2 ring                    | 268-000.00-740.000    | \$ 165.89     |
| Amazon                         |                                    | 268-000.00-742.000    | \$ 6,873.39   |
| Brodart                        |                                    | 268-000.00-742.000    | \$ 3,093.21   |
| Barnes & Noble                 | Credit Memo                        | 268-000.00-742.000    | \$ (43.19)    |
| Gale/Cengage                   |                                    | 268-000.00-742.000    | \$ 295.13     |
| Amazon                         |                                    | 268-000.00-742.010    | \$ 224.98     |
| Addison Twp. Library           |                                    | 268-000.00-742.100    | \$ 29.99      |
| Dexter District Library        |                                    | 268-000.00-742.100    | \$ 4.99       |
| Amazon                         |                                    | 268-000.00-744.000    | \$ 461.82     |
| Overdrive                      |                                    | 268-000.00-744.000    | \$ 5,992.79   |
| Amazon                         | digital books                      | 268-000.00-745.200    | \$ 52.18      |
| Midwest Tape                   |                                    | 268-000.00-745.200    | \$ 2,116.10   |
| DearReader.com LLC             | Subscription; ending July 15, 2021 | 268-000.00-745.300    | \$ 3,800.00   |
| Spectrum Enterprises           | Jul-20                             | 268-000.00-801.925    | \$ 54.30      |
| Integrated Payment Consultants |                                    | 268-000.00-802.100    | \$ 150.00     |
| Foster Swift                   |                                    | 268-000.00-806.000    | \$ 441.00     |
| Rubbish                        | Jul-20                             | 268-000.00-808.100    | \$ 108.07     |
| Novi Chamber of Commerce       | Annual Membership Dues Renewal     | 268-000.00-809.000    | \$ 395.00     |
| H&K Janitorial                 | July Cleaning                      | 268-000.00-814.000    | \$ 4,024.67   |
| ATT                            |                                    | 268-000.00-851.000    | \$ 357.30     |
| Telnet                         |                                    | 268-000.00-851.000    | \$ 440.18     |
| T-Mobile                       |                                    | 268-000.00-851.000    | \$ 592.89     |
| Unlimited Conference           | monthly                            | 268-000.00-851.000    | \$ 33.97      |
| Verizon                        |                                    | 268-000.00-851.000    | \$ 419.13     |
| The Library Network            | Circulation Charges                | 268-000.00-855.000    | \$ 15,662.85  |

|                                   |                                 |                    |                     |
|-----------------------------------|---------------------------------|--------------------|---------------------|
| Global Office Solutions           |                                 | 268-000.00-880.000 | \$ 135.01           |
| Municipal Web Services            | Jul-20                          | 268-000.00-880.000 | \$ 758.50           |
| Amazon                            |                                 | 268-000.00-880.268 | \$ 507.01           |
| Coleman, Holly                    |                                 | 268-000.00-880.268 | \$ 375.00           |
| Global                            |                                 | 268-000.00-880.268 | \$ 135.01           |
| Mutch, Kathleen                   |                                 | 268-000.00-880.268 | \$ 150.00           |
| Robinson, Mary                    |                                 | 268-000.00-880.268 | \$ 105.47           |
| Millennium Business Systems       |                                 | 268-000.00-900.000 | \$ 642.36           |
| Consumers Energy                  | Jul-20                          | 268-000.00-921.000 | \$ 256.16           |
| DTE                               | Jul-20                          | 268-000.00-922.000 | \$ 8,067.55         |
| Allied                            |                                 | 268-000.00-934.000 | \$ 714.00           |
| Dalton Carpet Cleaning            |                                 | 268-000.00-934.000 | \$ 3,375.50         |
| Lyon Mechanical                   |                                 | 268-000.00-934.000 | \$ 922.00           |
| North Star Mat                    | Credit Memo                     | 268-000.00-934.000 | \$ (138.24)         |
| North Star Mat                    | June service; FY 2019-2020      | 268-000.00-934.000 | \$ 93.76            |
| Sam's                             | spray; bleach; sanitizer; COVID | 268-000.00-934.000 | \$ 37.42            |
| Sanitor                           | toilet seat covers              | 268-000.00-934.000 | \$ 176.94           |
| Brien's                           | 6/2 Lawn; FY 2019-2020          | 268-000.00-941.000 | \$ 63.00            |
| C&J Parking Sweep                 | June 30, 2020; FY 2019-2020     | 268-000.00-941.000 | \$ 60.00            |
| Creating Sustainable Landscapes   |                                 | 268-000.00-941.000 | \$ 150.00           |
| Millennium Business Systems       |                                 | 268-000.00-942.000 | \$ 650.94           |
| Corrigan Record Storage           | Jul-20                          | 268-000.00-942.100 | \$ 23.98            |
| Event Brite                       |                                 | 268-000.00-956.000 | \$ 774.72           |
| TelSystems (Thalner Electronics)  |                                 | 268-000.00-986.000 | \$ 234.00           |
| Petty Cash (Programming)          |                                 | 268-000.00-880.268 | \$ 49.79            |
| Petty Cash (Building Maintenance) |                                 | 268-000.00-934.000 | \$ 23.50            |
| <b>TOTAL</b>                      |                                 |                    | <b>\$ 71,126.40</b> |

**\*\* No financial activity in the 269 Account. No Report included.**



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

August 3, 2020

Julie E. Farkas  
Novi Public Library  
45255 West Ten Mile Road  
Novi, MI 48375-3014

**GRANT AWARD NOTIFICATION**

I am pleased to inform you that the Novi Public Library has been approved for a CARES Act Grant in the amount of \$5500. Funding for this program has been authorized by the CARES Act (Public Law 116-136) administered through the Institute of Museum and Library Services and the Library of Michigan. The grant award dates are listed on your grant award notice.

The enclosed Grant Award Notification form provides details regarding your grant award, including the dates of fiscal obligation and required reports. The dates of fiscal obligation are the dates you may start expending grant funds and the date you must stop expending grant funds. Note that your grant amount includes separate amounts for PPE expenditures and Digital Inclusion expenditures if you requested both.

Acceptance of this award obligates the fiscal agent to carry out the program in accordance with the approved application. Any modification to an approved activity or budget must be approved by the Michigan Department of Education prior to enactment.

Congratulations on the success of your grant application. Questions about your grant may be directed to Karren Reish, Library of Michigan, at 517-241-0021 or [reishk@michigan.gov](mailto:reishk@michigan.gov).

Sincerely,

Michael F. Rice, Ph.D.  
State Superintendent

**STATE BOARD OF EDUCATION**

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT  
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER  
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT  
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 833-633-5788

**Email From:** Lindsay Gojcaj  
**Date:** Tuesday, August 4, 2020 3:07 PM  
**To:** Rep. Kathy Crawford (District 38)  
**Subject:** Thank You

Dear Representative Kathy Crawford,

I am writing you to inform you of an opportunity provided by the Michigan Humanities Council and the Michigan Council for Arts and Cultural Affairs to bring several virtual cultural performances to the Novi Public Library this summer. The Library hosted PaleoJoe, an author, storyteller, and paleontologist. The program was educational and informative, as the tweens learned more about extinct mammals and got to ask questions about dinosaurs. Tweens also got to see fossils from PaleoJoe's collection. He talked about how fossils were formed and how they will affect the Earth years to come. He also encouraged the tweens to check out books about fossils and dinosaurs from the library.

The grants, made possible through the Arts & Humanities Touring Program, provides schools, libraries, museums, civic and service groups, festival organizers and other organizations in Michigan a wide variety of cultural programming opportunities. These programs are of the highest quality as represented by the tremendous response and support at our library.

The Friends of the Novi Library and the Novi Public Library is very appreciative of your continued support to help enhance the cultural experiences of our youth.

Thank you for your time and attention.

Sincerely,  
Lindsay Gojcaj, Information Services Librarian

**Email From: Rep. Kathy Crawford (District 38)**  
**Date:** Mon, Aug 10, 2020 at 11:22 AM  
**Subject:** RE: Thank You  
**To:** Lindsay Gojcaj

You are so very welcome. Anything I can do to help the Library, any time, please just reach out.

Kathy

**Representative Kathy Crawford**

From: **Kathy Crawford** (personal email)  
Date: Thu, Aug 6, 2020 at 11:08 AM  
Subject: Re: Thank You  
To: Lindsay Gojcaj

Hi Lindsay, I am a huge supporter of the arts...particularly ones like Paleo Joe's program. In as much as I am term limited and will end my service in December of this year, I highly encourage that you reach out to my successor early, to explain the great benefits of the cultural arts to this community. Please urge their continued support of programs such as this example and your hope that they will promote continued efforts to provide for Cultural Arts and Humanities. Getting to my successor early in January will help due to the influx of matters that they will be learning about. I personally believe that this is particularly urgent as a result of the Pandemic.

Thanks so much for letting me know of the success of Paleo Joe!  
kc

---

Email From: Kathleen Doty  
Email To: Julie Farkas, Director  
Re: Excellent Customer Service  
Date: August 4, 2020

ATTN: SUPPORT SERVICES

I would like to take a moment to compliment the staff at the Novi Library. I cannot stress enough the wonderful people I have encountered going to use the facilities at the library.

The friendliness, knowledge and excellent help that is offered by the staff to the visitors using the library is absolutely wonderful! They go out of their way to answer any questions, offer to help you find an item etc.....

If every business that caters to the public had a staff like the one at the Novi Library we would be very lucky as I feel whenever I go to use the library.

Wanting the management to know what a good job everyone is doing especially during these trying times. Please let the staff know I so appreciate all that they do.

Sincerely,  
Kathleen Doty

Email To: Gail Anderson, Programming Coordinator  
Email From: Sandy Bonavero, Program Attendee  
Date: Thursday, August 20, 2020  
Subject: Rich African American History of Detroit Program Link

Ms Anderson,

Thoroughly enjoyed tonite's presentation!! The ZOOM worked flawlessly.  
I look forward to future seminars from Mr Jordan and your other presentations.  
My special thanks to the Novi Library for continuing seminars when most all of the libraries  
have totally shut off programming. That has been one part of the COVID that I've sorely  
missed. Now with your assistance I can continue to expand my knowledge.

Sandy Bonavero

---

Email To: Julie Farkas, Library Director  
Email From: Heinz Topol, Resident of Novi  
Date: Friday, August 21, 2020

There are many things I have enjoyed and admired about your library and the service level you  
have been able to provide during the pandemic is only the latest example.  
I am sure it has taken a massive amount of planning and effort to keep those books in circulation  
under these difficult circumstances. Your drive-up hold pickup service is a marvel and I hope  
you will keep it in operation until we reach herd immunity.

Thank you and your wonderful staff!  
Heinz Topol



## **July 2020 Library Board Student Representative Report**

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

### **Tween and Teen Library Programs:**

The Witches, Wizards, Potion & Magic with Longway Planetarium was held on July 8. Guests were able to participate in hands-on activities with materials provided by Longway Planetarium. The activities consisted of many science projects, including building your own wand. (Attendance = 22)

The Fossils, Footprints, and Fun with PaleoJoe was held on July 15. PaleoJoe is a paleontologist, author, and storyteller who introduced the guests to various animals, plants, and creatures that have been extinct for millions of years. Lots of fossil casts were showcased, including an Utah Raptor foot, T-Rex tooth, and more. (Attendance = 18)

The BeTWEEN the Pages: Tween Book Club Trivia was held on July 22. Guests read *Disney After Dark* by Ridley Pearson and answered trivia questions relating to the book. (Attendance = 14)

The Your Story is Important!: Writing Workshop with local author Supriya Kelkar was held on July 29. Guests learned more about Kelkar's inspirations for writing her latest book titled *American as Paneer Pie* (NPL owns a copy of this book and others she has written). Guests also learned how to write their own stories through an interactive writing workshop where they practiced how to be descriptive in building their own story telling skills. (Attendance = 17)

### **Teen Space Update:**

No update.

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

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

### **Teen Advisory Board (TAB) Update:**

TAB will resume again for the 2020-2021 school year on Friday, September 18, 2020.

### **Upcoming Tween and Teen Library Programs:**

NPL is continuing to offer virtual programs in September 2020.

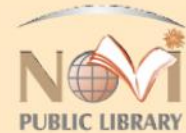
- Teen Advisory Board Meeting – September 18
- BeTWEEN the Pages: Tween Book Club Trivia – September 23 (Title is *Sideways Stories from Wayside School* by Louis Sachar. This title is available through Hoopla for instant download.)



# 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) – N/A

| 2020-2021 Library Budget 268<br>January 23, 2020 |                               | 2019-2020<br>Approved | 2019-2020<br>Year End Projection | 2019-2020<br>4th Qtr. Amendment | 2020-2021<br>Approved | 2020-2021<br>due to COVID-19 | 2021-2022<br>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  | Novi Township Assessment      | 6,400.00              | 6,400.00                         | 6,591.00                        | 6,600.00              | 6,600.00                     | 6,600.00               |
| 665.650  | Library Café                  | 5,000.00              | 5,030.11                         | 5,030.11                        | 6,000.00              | 5,000.00                     | 6,000.00               |
| <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<br>January 23, 2020         |                                 | 2019-2020<br>Approved | 2019-2020<br>Year End Projection | 2019-2020<br>4th Qtr. Amendment | 2020-2021<br>Approved | 2020-2021<br>due to COVID-19 | 2021-2022<br>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<br>January 23, 2020         |                                 | 2019-2020<br>Approved         | 2019-2020<br>Year End Projection         | 2019-2020<br>4th Qtr. Amendment         | 2020-2021<br>Approved         | 2020-2021<br>due to COVID-19         | 2021-2022<br>Projected         |
|--|---------------------------------|-------------------------------|--|---|-------------------------------|--------------------------------------|--------------------------------|
| <b>Services &amp; Charges</b>                            |                                 |                               |  |   |                               |                                      |                                |
| <b>Account</b>   | <b>Description</b>              |                               |  |   |                               |                                      |                                |
| 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>              |
| <b>2020-2021 Library Budget 268<br/>January 23, 2020</b> |                                 | <b>2019-2020<br/>Approved</b> | <b>2019-2020<br/>Year End Projection</b> | <b>2019-2020<br/>4th Qtr. Amendment</b> | <b>2020-2021<br/>Approved</b> | <b>2020-2021<br/>due to COVID-19</b> | <b>2021-2022<br/>Projected</b> |
| <b>Capital Outlay</b>                                    |                                 |                               |  |   |                               |                                      |                                |
| <b>Account</b>   | <b>Description</b>              |                               |  |   |                               |                                      |                                |
| 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)                        |                                       |                                    |  |  |                                    |                                    |
|   |                                       | 2019-2020<br>Approved<br>2/28/2019 | 2019-2020<br>Year End<br>Projection<br>1/23/2020 | 2019-2020<br>4th Qtr. Amend<br>5/28/2020 | 2020-2021<br>Approved<br>1/23/2020 | 2020-2021<br>COVID-19<br>5/28/2020 |
| <b>Revenues</b>   |                                       |                                    |  |  |                                    |                                    |
| <b>Interest Income</b>                                    |                                       |                                    |  |  |                                    |                                    |
| 664.000   | Interest on Investments               | \$ 27,000.00                       | \$ 27,000.00                                     | \$ 27,000.00                             | \$ 27,000.00                       | \$ 27,000.00                       |
| 664.500   | Unrealized gain (loss) on investments | (4,500.00)                         | (4,500.00)                                       | (4,500.00)                               | (4,500.00)                         | (4,500.00)                         |
| <b>TOTAL</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                            | 2,000.00                           | 2,000.00   | 2,000.00                                 | 2,000.00                           | 2,000.00                           |
| 665.229   | Raising a Reader                      | 5,500.00                           | -  | -  | 2,500.00                           | 2,500.00                           |
| 665.230   | Collections/Materials Revenue         | \$ 1,000.00                        | \$ 1,000.00                                      | \$ 1,000.00                              | \$ 1,000.00                        | \$ 1,000.00                        |
| 665.231   | Buildings/Ground/Furniture Revenue    | 1,000.00                           | 1,000.00   | 1,000.00                                 | 1,000.00                           | 1,000.00                           |
| 665.232   | Programming Revenue                   | 5,500.00                           | 5,500.00   | 5,500.00                                 | 5,500.00                           | 5,500.00                           |
| 665.233   | Technology Library Revenue            | 1,500.00                           | 1,500.00   | 1,500.00                                 | 1,500.00                           | 1,500.00                           |
| 665.234   | Undesignated Misc. Donations          | 500.00                             | 500.00   | 500.00                                   | 500.00                             | 500.00                             |
| 665.235   | Marketing Sponsorships                |                                    | 5,500.00   | 5,500.00                                 | 5,500.00                           | 10,000.00                          |
| <b>TOTAL</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>\$ 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                      | 4,000.00                           | 2,500.00   | 2,500.00                                 | 1,000.00                           | 1,000.00                           |
| 742.230   | Collections/Materials Expenditures    | \$ 2,000.00                        | \$ 2,000.00                                      | \$ 2,000.00                              | \$ 500.00                          | \$ 500.00                          |
| 742.231   | Buildings/Ground/Furniture Exp        | 15,000.00                          | 15,000.00  | 15,000.00                                | 30,200.00                          | -                                  |
| 742.232   | Programming Expenditures              | 3,000.00                           | 3,000.00   | 3,000.00                                 | 1,000.00                           | 1,000.00                           |
| 742.233   | Technology Library Expenditures       | 5,000.00                           | 5,000.00   | 5,000.00                                 | 31,000.00                          | -                                  |
| 742.234   | Undesignated Misc. Expenditures       | -                                  | -  | -  | 500.00                             | 500.00                             |
| 742.236   | Staff Recognition                     | 2,500.00                           | 2,500.00   | 2,500.00                                 | 1,500.00                           | 1,500.00                           |
| <b>TOTAL</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                  | \$ 34,750.00                       | \$ 34,750.00                                     | \$ -                                     | \$ -                               | \$ 34,750.00                       |
| 976.045   | LED Lighting Conversion project       | 2,000.00                           | 2,000.00   | 2,000.00                                 | 6,800.00                           | 6,800.00                           |
| 976.046   | Makerspace (iCube)                    | 7,000.00                           | 7,000.00   | 7,000.00                                 | 5,000.00                           | 5,000.00                           |
| 983.000   | Vehicle                               | -                                  | -  | -  | -                                  | -                                  |
| <b>TOTAL</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>\$ 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        | \$1,676,086.58                     | \$ 1,676,086.58                                  | \$ 1,676,086.58                          | \$1,641,836.58                     | \$ 1,676,586.58                    |
|   | Revenues                              | 39,500.00                          | 39,500.00  | 39,500.00                                | 42,000.00                          | 46,500.00                          |
|   | Expenditures                          | (75,250.00)                        | (73,750.00)                                      | (39,000.00)                              | (77,500.00)                        | (51,050.00)                        |
|   | NET Revenues vs. Expenditures         | (35,750.00)                        | (34,250.00)                                      | 500.00                                   | (35,500.00)                        | (4,550.00)                         |
|   | Beginning Fund Balance                |                                    |  |  |                                    |                                    |
|   | Ending Fund Balance Expected          | <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

**Reviewed and Adjusted 19/20 Budget from the City of Novi Finance Dept. (as of 8/12/20) for Auditing Purposes**

08/12/2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI  
 PERIOD ENDING 06/30/2020  
 % Fiscal Year Completed: 100.00

| GL NUMBER                   | DESCRIPTION                            | END BALANCE                    | 2019-20            |                   | YTD BALANCE                    | UNENCUMBERED<br>BALANCE | % BDGT<br>USED |             |
|-----------------------------|--|--------------------------------|--------------------|-------------------|--------------------------------|-------------------------|----------------|-------------|
|                             |  | 06/30/2019<br>NORM<br>(ABNORM) | ORIGINAL<br>BUDGET | AMENDED<br>BUDGET | 06/30/2020<br>NORM<br>(ABNORM) |                         |                |             |
| Fund 268 - LIBRARY FUND 268 |  |                                |                    |                   |                                |                         |                |             |
| Expenditures                |  |                                |                    |                   |                                |                         |                |             |
| Dept 000.00 - treasury      |  |                                |                    |                   |                                |                         |                |             |
| Personnel services          |  |                                |                    |                   |                                |                         |                |             |
| 268-000.00-704.000          | Permanent salaries                     | 893,290.38                     | 920,200.00         | 900,000.00        | 931,830.31                     | (31,830.31)             | 103.54         | 31,831.00   |
| 268-000.00-704.210          | Vacation Payout                        | 3,993.98                       | 3,500.00           | 4,704.00          | 4,704.40                       | (0.40)                  | 100.01         |             |
| 268-000.00-705.000          | Temporary salaries                     | 596,655.55                     | 717,500.00         | 642,000.00        | 657,541.73                     | (15,541.73)             | 102.42         | 15,542.00   |
| 268-000.00-706.000          | Overtime                               | 2,993.85                       | 0.00               | 500.00            | 496.47                         | 3.53                    | 99.29          |             |
| 268-000.00-715.000          | Social security                        | 111,842.07                     | 125,500.00         | 120,000.00        | 120,214.43                     | (214.43)                | 100.18         | 215.00      |
| 268-000.00-716.000          | Insurance                              | 205,635.46                     | 211,000.00         | 192,000.00        | 187,333.28                     | 4,666.72                | 97.57          |             |
| 268-000.00-716.200          | HSA - employer contribution            | 4,640.66                       | 5,850.00           | 7,500.00          | 6,812.15                       | 687.85                  | 90.83          |             |
| 268-000.00-716.999          | Insurance - Employee Reimburse         | (38,291.26)                    | (40,700.00)        | (33,000.00)       | (34,660.19)                    | 1,660.19                | 105.03         |             |
| 268-000.00-718.000          | Pension - DB Normal Cost               | 9,000.00                       | 8,400.00           | 10,700.00         | 8,400.00                       | 2,300.00                | 78.50          |             |
| 268-000.00-718.010          | Pension - DB Unfunded Accrued Lia      | 24,132.00                      | 29,292.00          | 29,300.00         | 29,292.00                      | 8.00                    | 99.97          |             |
| 268-000.00-718.100          | Pension - DB add'l contribution        | 40,000.00                      | 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         | 41,853.35                      | (4,153.35)              | 111.02         | 4,154.00    |
| 268-000.00-719.000          | Unemployment insurance                 | 0.00                           | 0.00               | 0.00              | 3,077.83                       | (3,077.83)              | 100.00         | 3,078.00    |
| 268-000.00-720.000          | Workers compensation                   | 3,096.71                       | 3,990.00           | 3,900.00          | 3,853.33                       | 46.67                   | 98.80          |             |
| Personnel services          |  | 1,888,975.02                   | 2,018,532.00       | 1,915,304.00      | 1,960,749.09                   | (45,445.09)             | 102.37         | 54,820.00   |
| Supplies                    |  |                                |                    |                   |                                |                         |                |             |
| 268-000.00-727.000          | Office supplies                        | 14,891.66                      | 20,000.00          | 16,000.00         | 12,539.59                      | 3,460.41                | 78.37          |             |
| 268-000.00-728.000          | Postage                                | 549.23                         | 300.00             | 700.00            | 437.76                         | 262.24                  | 62.54          |             |
| 268-000.00-734.000          | Computer supplies, software & licen    | 46,184.43                      | 69,500.00          | 94,000.00         | 33,013.30                      | 60,986.70               | 35.12          | (40,000.00) |
| 268-000.00-734.500          | Computer supplies/equipment            | 45,222.77                      | 60,000.00          | 56,100.00         | 17,989.85                      | 38,110.15               | 32.07          | (14,820.00) |
| 268-000.00-740.000          | Operating supplies                     | 12,414.26                      | 27,000.00          | 28,100.00         | 27,522.36                      | 577.64                  | 97.94          |             |
| 268-000.00-740.200          | Supplies - Desk chairs and file cabine | 325.99                         | 0.00               | 2,500.00          | 2,152.48                       | 347.52                  | 86.10          |             |
| 268-000.00-741.000          | Supplies - Uniforms                    | 0.00                           | 300.00             | 300.00            | 180.00                         | 120.00                  | 60.00          |             |
| 268-000.00-742.000          | Library books                          | 160,681.48                     | 180,000.00         | 185,800.00        | 170,765.16                     | 15,034.84               | 91.91          | (5,100.00)  |
| 268-000.00-742.010          | Library Books - Lending                | 0.00                           | 10,000.00          | 10,000.00         | 4,234.54                       | 5,765.46                | 42.35          |             |



|                            |  |            |            |            |            |            |        |            |
|----------------------------|--|------------|------------|------------|------------|------------|--------|------------|
| 268-000.00-742.100         | Library Books - Fines                  | 309.92     | 1,200.00   | 1,100.00   | 193.88     | 906.12     | 17.63  |            |
| 268-000.00-743.000         | Library periodicals                    | 19,631.16  | 24,000.00  | 24,000.00  | 22,335.13  | 1,664.87   | 93.06  |            |
| 268-000.00-744.000         | Audio visual materials                 | 89,235.09  | 92,000.00  | 96,000.00  | 101,034.40 | (5,034.40) | 105.24 | 5,100.00   |
| 268-000.00-745.200         | Electronic media                       | 43,680.27  | 41,000.00  | 41,900.00  | 41,512.72  | 387.28     | 99.08  |            |
| 268-000.00-745.300         | Electronic resources (CD rom materi    | 55,261.16  | 67,000.00  | 61,500.00  | 54,193.11  | 7,306.89   | 88.12  |            |
| Supplies                   |  | 488,387.42 | 592,300.00 | 618,000.00 | 488,104.28 | 129,895.72 | 78.98  |            |
| Other services and charges |  |            |            |            |            |            |        |            |
| 268-000.00-801.925         | Public information (cable, etc)        | 472.42     | 500.00     | 500.00     | 597.99     | (97.99)    | 119.60 | 100.00     |
| 268-000.00-802.000         | Data processing                        | 679.80     | 0.00       | 700.00     | 700.20     | (0.20)     | 100.03 |            |
| 268-000.00-802.100         | Bank Service Charges                   | 4,152.27   | 2,500.00   | 5,000.00   | 4,843.69   | 156.31     | 96.87  |            |
| 268-000.00-803.000         | Independent audit                      | 700.00     | 700.00     | 810.00     | 809.82     | 0.18       | 99.98  |            |
| 268-000.00-804.000         | Medical service                        | 1,372.00   | 1,500.00   | 800.00     | 686.00     | 114.00     | 85.75  |            |
| 268-000.00-806.000         | Legal fees                             | 19,026.68  | 2,500.00   | 10,500.00  | 8,951.50   | 1,548.50   | 85.25  |            |
| 268-000.00-808.100         | Rubbish Monthly                        | 1,259.04   | 1,200.00   | 1,300.00   | 1,235.45   | 64.55      | 95.03  |            |
| 268-000.00-809.000         | Memberships and dues                   | 6,315.97   | 6,000.00   | 7,000.00   | 6,679.94   | 320.06     | 95.43  |            |
| 268-000.00-816.000         | Professional services                  | 6,077.50   | 7,500.00   | 1,000.00   | 250.00     | 750.00     | 25.00  |            |
| 268-000.00-817.000         | Custodial services                     | 48,296.04  | 48,000.00  | 45,000.00  | 37,851.60  | 7,148.40   | 84.11  |            |
| 268-000.00-818.000         | TLN Central Services                   | 3,495.00   | 3,500.00   | 7,495.00   | 3,495.00   | 4,000.00   | 46.63  |            |
| 268-000.00-851.000         | Telephone                              | 15,789.19  | 19,500.00  | 16,500.00  | 18,384.86  | (1,884.86) | 111.42 | 1,885.00   |
| 268-000.00-855.000         | TLN Automation Services                | 56,294.00  | 60,000.00  | 62,000.00  | 63,008.80  | (1,008.80) | 101.63 | 1,010.00   |
| 268-000.00-861.000         | Gasoline and oil                       | 267.37     | 500.00     | 600.00     | 290.48     | 309.52     | 48.41  |            |
| 268-000.00-862.000         | Mileage                                | 321.41     | 200.00     | 200.00     | 6.38       | 193.62     | 3.19   |            |
| 268-000.00-880.000         | Community promotion                    | 18,337.59  | 23,000.00  | 23,000.00  | 22,866.06  | 133.94     | 99.42  |            |
| 268-000.00-880.268         | Library programming                    | 26,481.55  | 26,500.00  | 26,500.00  | 19,456.32  | 7,043.68   | 73.42  |            |
| 268-000.00-900.000         | Printing, graphic design and publishir | 32,984.35  | 30,000.00  | 29,000.00  | 19,424.00  | 9,576.00   | 66.98  | (3,000.00) |
| 268-000.00-910.000         | Property & liability insurance         | 12,412.00  | 14,000.00  | 12,713.00  | 12,544.00  | 169.00     | 98.67  |            |
| 268-000.00-910.001         | Insurance deductibles/Uninsured clai   | 0.00       | 0.00       | 23,159.00  | 23,092.77  | 66.23      | 99.71  |            |
| 268-000.00-921.000         | Heat                                   | 10,341.80  | 12,000.00  | 10,000.00  | 10,152.64  | (152.64)   | 101.53 | 155.00     |
| 268-000.00-922.000         | Electricity                            | 91,827.26  | 87,000.00  | 90,000.00  | 92,792.30  | (2,792.30) | 103.10 | 2,795.00   |
| 268-000.00-923.000         | Water and sewer                        | 7,199.30   | 7,900.00   | 7,500.00   | 6,860.75   | 639.25     | 91.48  |            |
| 268-000.00-934.000         | Building maintenance                   | 107,313.46 | 98,000.00  | 105,331.00 | 99,491.02  | 5,839.98   | 94.46  | (955.00)   |
| 268-000.00-935.000         | Vehicle maintenance                    | 0.00       | 500.00     | 0.00       | 7.00       | (7.00)     | 100.00 | 10.00      |
| 268-000.00-941.000         | Grounds maintenance                    | 29,074.43  | 39,000.00  | 45,000.00  | 33,276.37  | 11,723.63  | 73.95  | (2,000.00) |
| 268-000.00-942.000         | Office equipment lease                 | 10,036.94  | 14,000.00  | 8,000.00   | 7,554.60   | 445.40     | 94.43  |            |
| 268-000.00-942.100         | Records storage                        | 280.40     | 300.00     | 300.00     | 287.76     | 12.24      | 95.92  |            |
| 268-000.00-956.000         | Conferences and workshops              | 10,804.45  | 15,500.00  | 11,500.00  | 9,707.86   | 1,792.14   | 84.42  |            |
| Other services and charges |  | 521,612.22 | 521,800.00 | 551,408.00 | 505,305.16 | 46,102.84  | 91.64  |            |

| GL NUMBER                      | DESCRIPTION                          | END BALANCE                    |                               | YTD BALANCE                  |                                | UNENCUMBERED<br>BALANCE | % BDGT<br>USED |         |
|--------------------------------|--------------------------------------|--------------------------------|-------------------------------|------------------------------|--------------------------------|-------------------------|----------------|---------|
|                                |                                      | 06/30/2019<br>NORM<br>(ABNORM) | 2019-20<br>ORIGINAL<br>BUDGET | 2019-20<br>AMENDED<br>BUDGET | 06/30/2020<br>NORM<br>(ABNORM) |                         |                |         |
| Capital outlay                 |                                      |                                |                               |                              |                                |                         |                |         |
| 268-000.00-976.100             | Parking lot improvements             | 0.00                           | 15,000.00                     | 0.00                         | 0.00                           | 0.00                    | 0.00           |         |
| 268-000.00-983.000             | Vehicles                             | 0.00                           | 28,000.00                     | 32,000.00                    | 31,432.55                      | 567.45                  | 98.23          | (25.00) |
| 268-000.00-986.000             | Internal Technology - Capital Outlay | 21,031.05                      | 0.00                          | 29,203.00                    | 29,227.25                      | (24.25)                 | 100.08         | 25.00   |
| 268-000.00-990.000             | Furniture                            | 14,049.00                      | 0.00                          | 0.00                         | 0.00                           | 0.00                    | 0.00           |         |
| Capital outlay                 |                                      | 35,080.05                      | 43,000.00                     | 61,203.00                    | 60,659.80                      | 543.20                  | 99.11          |         |
| -----                          |                                      |                                |                               |                              |                                |                         |                |         |
| Total Dept 000.00 - treasury   |                                      | 2,934,054.71                   | 3,175,632.00                  | 3,145,915.00                 | 3,014,818.33                   | 131,096.67              | 95.83          |         |
| -----                          |                                      |                                |                               |                              |                                |                         |                |         |
| TOTAL EXPENDITURES             |                                      | 2,934,054.71                   | 3,175,632.00                  | 3,145,915.00                 | 3,014,818.33                   | 131,096.67              | 95.83          |         |
| -----                          |                                      |                                |                               |                              |                                |                         |                |         |
| Fund 268 - LIBRARY FUND 268:   |                                      |                                |                               |                              |                                |                         |                |         |
| TOTAL REVENUES                 |                                      | 3,130,757.03                   | 3,165,632.00                  | 3,145,950.00                 | 3,196,625.86                   | (50,675.86)             | 101.61         |         |
| TOTAL EXPENDITURES             |                                      | 2,934,054.71                   | 3,175,632.00                  | 3,145,915.00                 | 3,014,818.33                   | 131,096.67              | 95.83          |         |
| NET OF REVENUES & EXPENDITURES |                                      | 196,702.32                     | (10,000.00)                   | 35.00                        | 181,807.53                     | (181,772.53)            | 519,450.09     | 0.00    |

**2020-2021 Library Budgets for 268 & 269 Budget Amendments by City Council – 8/10/2020**  
**Approved**

**RESOLUTION**

NOW, THEREFORE BE IT RESOLVED that the following  
 Budget Amendment for the Library Fund and Library Contribution Fund  
 is authorized:

|  | INCREASE<br>(DECREASE) |
|--|------------------------|
| <b>LIBRARY FUND</b>                            |                        |
| <b>REVENUES</b>                                |                        |
| State Sources                                  | (20,000)               |
| Fines and Forfeitures                          | (62,000)               |
| Other Revenue                                  | (38,000)               |
| Donations                                      | (1,000)                |
| <b>TOTAL REVENUES</b>                          | <b>\$ (121,000)</b>    |
| <b>APPROPRIATIONS</b>                          |                        |
| Personnel Services                             | (112,036)              |
| Supplies                                       | (4,000)                |
| Other Services and Charges                     | (7,500)                |
| Capital Outlay                                 | (41,000)               |
| <b>TOTAL APPROPRIATIONS</b>                    | <b>\$ (164,536)</b>    |
| <b>Net Increase (Decrease) to Fund Balance</b> | <b>\$ 43,536</b>       |
| <b>LIBRARY CONTRIBUTION FUND</b>               |                        |
| <b>REVENUES</b>                                |                        |
| Donations                                      | 4,500                  |
| <b>TOTAL REVENUES</b>                          | <b>\$ 4,500</b>        |
| <b>APPROPRIATIONS</b>                          |                        |
| Supplies                                       | (61,200)               |
| Capital Outlay                                 | 34,750                 |
| <b>TOTAL APPROPRIATIONS</b>                    | <b>\$ (26,450)</b>     |
| <b>Net Increase (Decrease) to Fund Balance</b> | <b>\$ 30,950</b>       |

I hereby certify that the foregoing is a true and complete copy of a  
 resolution adopted by the City Council of the City of Novi  
 at a regular meeting held on August 10, 2020

*Courtney Hanson*

Courtney Hanson  
 City Clerk

## Financial Report for August 2020

### Approved Budget for Fund 268 Fiscal Year 2020-2021

|                                |             |
|--------------------------------|-------------|
| TOTAL REVENUES                 | \$3,124,300 |
| TOTAL EXPENDITURES             | \$3,221,824 |
| NET OF REVENUES & EXPENDITURES | (\$97,524)  |

### Amended budget for Fund 269 Fiscal Year 2020-2021

|                                |           |
|--------------------------------|-----------|
| TOTAL REVENUES                 | \$46,500  |
| TOTAL EXPENDITURES             | \$51,050  |
| NET OF REVENUES & EXPENDITURES | (\$4,550) |

### Revenue & Expenditure Report for Fund 268

|                                   | YTD June 30,<br>2020 | YTD July 31,<br>2020 | Difference     |
|-----------------------------------|----------------------|----------------------|----------------|
| TOTAL REVENUES                    | \$3,197,796          | \$23,847             | (\$3,173,949)* |
| TOTAL EXPENDITURES                | \$2,961,124          | \$213,702            | (\$2,747,422)* |
| NET OF REVENUES &<br>EXPENDITURES | \$236,672            | (\$189,855)          |                |

\*large difference because we are in the first month of a new Fiscal Year (2020-2021)

### Revenue & Expenditure Report for Fund 269

|                                   | YTD June 30,<br>2020 | YTD July 31,<br>2020 | Difference |
|-----------------------------------|----------------------|----------------------|------------|
| TOTAL REVENUES                    | \$59,447             | \$0                  | \$59,447   |
| TOTAL EXPENDITURES                | \$24,567             | \$0                  | \$24,567   |
| NET OF REVENUES &<br>EXPENDITURES | \$34,880             | \$0                  |            |

No activity in account 269 for July 2020

### Balance Sheet Report as of July 31, 2020

The ending fund balance for Fund 268 is \$2,093,705.72

The ending fund balance for Fund 269 is \$1,712,224.53

| 08/10/2020                  |                                       | REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI |              |              |              |             |              |        |  |  |
|-----------------------------|---------------------------------------|---|--------------|--------------|--------------|-------------|--------------|--------|--|--|
|                             |                                       | PERIOD ENDING 07/31/2020                        |              |              |              |             |              |        |  |  |
|                             |                                       | % Fiscal Year Completed: 8.49                   |              |              |              |             |              |        |  |  |
|                             |                                       | END BALANCE                                     | 2020-21      |              | MTH ACTIVITY | YTD BALANCE | AVAILABLE    |        |  |  |
|                             |                                       | 06/30/2020                                      | ORIGINAL     | 2020-21      | JULY 2020    | 07/31/2020  | BALANCE      | % BDGT |  |  |
| GL NUMBER                   | DESCRIPTION                           | NM (ABNM)                                       | BUDGET       | AMDD BUDGET  | INCR (DECR)  | NM (ABNORM) | NM (ABNORM)  | USED   |  |  |
| Fund 268 - LIBRARY FUND 268 |                                       |   |              |              |              |             |              |        |  |  |
| Dept 000.00 - treasury      |                                       |   |              |              |              |             |              |        |  |  |
| Property tax revenue        |                                       |   |              |              |              |             |              |        |  |  |
| 268-000.00-403.000          | Property Tax Revenue - Current Levy   | 2,836,818.87                                    | 2,939,255.00 | 2,939,255.00 | 0.00         | 0.00        | 2,939,255.00 | 0.00   |  |  |
| 268-000.00-403.001          | Property Tax Revenue- County Chargeba | 1,946.36  | 2,000.00     | 2,000.00     | 0.00         | 0.00        | 2,000.00     | 0.00   |  |  |
| 268-000.00-403.003          | Property Tax Revenue-Brownfld Cap 200 | (258.43)  | (259.00)     | (259.00)     | 0.00         | 0.00        | (259.00)     | 0.00   |  |  |
| 268-000.00-403.006          | Property Tax Revenue-Brownfld Cap 201 | (2,983.82)                                      | (4,500.00)   | (4,500.00)   | 0.00         | 0.00        | (4,500.00)   | 0.00   |  |  |
| 268-000.00-420.000          | Property Tax Rev - C/Y Del PPT        | (4,635.46)                                      | (6,500.00)   | (6,500.00)   | 0.00         | 0.00        | (6,500.00)   | 0.00   |  |  |
| Property tax revenue        |                                       | 2,830,887.52                                    | 2,929,996.00 | 2,929,996.00 | 0.00         | 0.00        | 2,929,996.00 | 0.00   |  |  |
| State sources               |                                       |   |              |              |              |             |              |        |  |  |
| 268-000.00-567.000          | State aid                             | 44,383.68                                       | 40,000.00    | 40,000.00    | 22,354.48    | 22,354.48   | 17,645.52    | 55.89  |  |  |
| State sources               |                                       | 44,383.68                                       | 40,000.00    | 40,000.00    | 22,354.48    | 22,354.48   | 17,645.52    | 55.89  |  |  |
| Other revenue               |                                       |   |              |              |              |             |              |        |  |  |
| 268-000.00-633.100          | Insurance Reimbursement               | 13,092.77                                       | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00   |  |  |
| 268-000.00-665.000          | Miscellaneous income                  | 7,146.51  | 14,000.00    | 14,000.00    | 5.00         | 5.00        | 13,995.00    | 0.04   |  |  |
| 268-000.00-665.100          | Copier                                | 1,172.45  | 600.00       | 600.00       | 0.00         | 0.00        | 600.00       | 0.00   |  |  |
| 268-000.00-665.290          | Library fund raising revenue          | 6,376.15  | 4,000.00     | 4,000.00     | 328.71       | 328.71      | 3,671.29     | 8.22   |  |  |
| 268-000.00-665.300          | Meeting room                          | 23,828.75                                       | 37,000.00    | 37,000.00    | 0.00         | 0.00        | 37,000.00    | 0.00   |  |  |
| 268-000.00-665.404          | Novi Township assessment              | 6,591.00  | 6,600.00     | 6,600.00     | 0.00         | 0.00        | 6,600.00     | 0.00   |  |  |
| 268-000.00-665.650          | Library Cafe                          | 5,030.11  | 6,000.00     | 6,000.00     | 0.00         | 0.00        | 6,000.00     | 0.00   |  |  |
| Other revenue               |                                       | 63,237.74                                       | 68,200.00    | 68,200.00    | 333.71       | 333.71      | 67,866.29    | 0.49   |  |  |
| Fines and forfeitures       |                                       |   |              |              |              |             |              |        |  |  |
| 268-000.00-657.000          | Library book fines                    | 48,961.25                                       | 65,000.00    | 65,000.00    | 1,158.71     | 1,158.71    | 63,841.29    | 1.78   |  |  |
| 268-000.00-658.000          | State penal fines                     | 118,345.07                                      | 114,000.00   | 114,000.00   | 0.00         | 0.00        | 114,000.00   | 0.00   |  |  |
| Fines and forfeitures       |                                       | 167,306.32                                      | 179,000.00   | 179,000.00   | 1,158.71     | 1,158.71    | 177,841.29   | 0.65   |  |  |
| Interest income             |                                       |   |              |              |              |             |              |        |  |  |
| 268-000.00-664.000          | Interest on investments               | 63,054.71                                       | 54,201.00    | 54,201.00    | 0.00         | 0.00        | 54,201.00    | 0.00   |  |  |
| 268-000.00-664.500          | Unrealized gain (loss) on investments | 24,289.90                                       | (20,000.00)  | (20,000.00)  | 0.00         | 0.00        | (20,000.00)  | 0.00   |  |  |
| Interest income             |                                       | 87,344.61                                       | 34,201.00    | 34,201.00    | 0.00         | 0.00        | 34,201.00    | 0.00   |  |  |
| Donations                   |                                       |   |              |              |              |             |              |        |  |  |
| 268-000.00-665.289          | Adult programs                        | 7,172.40  | 3,000.00     | 3,000.00     | 0.00         | 0.00        | 3,000.00     | 0.00   |  |  |
| 268-000.00-665.400          | Gifts and donations                   | 3,145.70  | 3,500.00     | 3,500.00     | 0.00         | 0.00        | 3,500.00     | 0.00   |  |  |
| Donations                   |                                       | 10,318.10                                       | 6,500.00     | 6,500.00     | 0.00         | 0.00        | 6,500.00     | 0.00   |  |  |

|                    |  | END BALANCE  | 2020-21      |              | MTH ACTIVITY | YTD BALANCE | AVAILABLE    |        |
|--------------------|--|--------------|--------------|--------------|--------------|-------------|--------------|--------|
|                    |  | 06/30/2020   | ORIGINAL     | 2020-21      | JULY 2020    | 07/31/2020  | BALANCE      | % BDGT |
| GL NUMBER          | DESCRIPTION                              | NM (ABNM)    | BUDGET       | AMDD BUDGET  | INCR (DECR)  | NM (ABNORM) | NM (ABNORM)  | USED   |
| Personnel services |  |              |              |              |              |             |              |        |
| 268-000.00-704.000 | Permanent salaries                       | 931,830.31   | 971,650.00   | 971,650.00   | 73,759.68    | 73,759.68   | 897,890.32   | 7.59   |
| 268-000.00-704.210 | Vacation Payout                          | 4,704.40     | 4,700.00     | 4,700.00     | 0.00         | 0.00        | 4,700.00     | 0.00   |
| 268-000.00-705.000 | Temporary salaries                       | 657,541.73   | 746,730.00   | 746,730.00   | 39,065.01    | 39,065.01   | 707,664.99   | 5.23   |
| 268-000.00-706.000 | Overtime                                 | 496.47       | 500.00       | 500.00       | 0.00         | 0.00        | 500.00       | 0.00   |
| 268-000.00-715.000 | Social security                          | 120,214.43   | 131,456.00   | 131,456.00   | 8,629.61     | 8,629.61    | 122,826.39   | 6.56   |
| 268-000.00-716.000 | Insurance                                | 187,333.28   | 195,000.00   | 195,000.00   | 350.00       | 350.00      | 194,650.00   | 0.18   |
| 268-000.00-716.200 | HSA - employer contribution              | 6,812.15     | 6,300.00     | 6,300.00     | 0.00         | 0.00        | 6,300.00     | 0.00   |
| 268-000.00-716.999 | Insurance - Employee Reimbursement       | (34,660.19)  | (36,000.00)  | (36,000.00)  | (1,264.77)   | (1,264.77)  | (34,735.23)  | 3.51   |
| 268-000.00-718.000 | Pension - DB Normal Cost                 | 8,400.00     | 8,400.00     | 8,400.00     | 0.00         | 0.00        | 8,400.00     | 0.00   |
| 268-000.00-718.010 | Pension - DB Unfunded Accrued Lia        | 29,292.00    | 43,224.00    | 43,224.00    | 0.00         | 0.00        | 43,224.00    | 0.00   |
| 268-000.00-718.200 | Pension - defined contribution           | 41,853.35    | 45,000.00    | 45,000.00    | 3,256.06     | 3,256.06    | 41,743.94    | 7.24   |
| 268-000.00-719.000 | Unemployment insurance                   | 3,077.83     | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00   |
| 268-000.00-720.000 | Workers compensation                     | 3,853.33     | 4,100.00     | 4,100.00     | 153.82       | 153.82      | 3,946.18     | 3.75   |
| Personnel services |  | 1,960,749.09 | 2,121,060.00 | 2,121,060.00 | 123,949.41   | 123,949.41  | 1,997,110.59 | 5.84   |
| Supplies           |  |              |              |              |              |             |              |        |
| 268-000.00-727.000 | Office supplies                          | 12,539.59    | 19,000.00    | 19,000.00    | 785.84       | 785.84      | 18,214.16    | 4.14   |
| 268-000.00-728.000 | Postage                                  | 437.76       | 1,000.00     | 1,000.00     | 0.00         | 0.00        | 1,000.00     | 0.00   |
| 268-000.00-734.000 | Computer supplies, software & licensing  | 33,013.30    | 69,700.00    | 69,700.00    | 2,700.00     | 2,700.00    | 67,000.00    | 3.87   |
| 268-000.00-734.500 | Computer supplies/equipment              | 17,989.85    | 19,800.00    | 19,800.00    | 244.84       | 244.84      | 19,555.16    | 1.24   |
| 268-000.00-740.000 | Operating supplies                       | 27,522.36    | 28,000.00    | 28,000.00    | 2,839.87     | 2,839.87    | 25,160.13    | 10.14  |
| 268-000.00-740.200 | Supplies - Desk chairs and file cabinets | 2,152.48     | 5,000.00     | 5,000.00     | 0.00         | 0.00        | 5,000.00     | 0.00   |
| 268-000.00-741.000 | Supplies - Uniforms                      | 180.00       | 300.00       | 300.00       | 0.00         | 0.00        | 300.00       | 0.00   |
| 268-000.00-742.000 | Library books                            | 170,765.16   | 185,800.00   | 185,800.00   | 0.00         | 0.00        | 185,800.00   | 0.00   |
| 268-000.00-742.010 | Library Books - Lending                  | 4,234.54     | 20,000.00    | 20,000.00    | 0.00         | 0.00        | 20,000.00    | 0.00   |
| 268-000.00-742.100 | Library Books - Fines                    | 193.88       | 1,100.00     | 1,100.00     | 0.00         | 0.00        | 1,100.00     | 0.00   |
| 268-000.00-743.000 | Library periodicals                      | 22,335.13    | 24,000.00    | 24,000.00    | 1,800.00     | 1,800.00    | 22,200.00    | 7.50   |
| 268-000.00-744.000 | Audio visual materials                   | 101,034.40   | 115,000.00   | 115,000.00   | 0.00         | 0.00        | 115,000.00   | 0.00   |
| 268-000.00-745.200 | Electronic media                         | 41,512.72    | 46,900.00    | 46,900.00    | 0.00         | 0.00        | 46,900.00    | 0.00   |
| 268-000.00-745.300 | Electronic resources (CD rom materials)  | 54,193.11    | 64,000.00    | 64,000.00    | 50,956.25    | 50,956.25   | 13,043.75    | 79.62  |
| Supplies           |  | 488,104.28   | 599,600.00   | 599,600.00   | 59,326.80    | 59,326.80   | 540,273.20   | 9.89   |

|                            |   | END BALANCE | 2020-21    |             | MTH ACTIVITY | YTD BALANCE | AVAILABLE   |        |
|----------------------------|---|-------------|------------|-------------|--------------|-------------|-------------|--------|
|                            |   | 06/30/2020  | ORIGINAL   | 2020-21     | JULY 2020    | 07/31/2020  | BALANCE     | % BDGT |
| GL NUMBER                  | DESCRIPTION                             | NM (ABNM)   | BUDGET     | AMDD BUDGET | INCR (DECR)  | NM (ABNORM) | NM (ABNORM) | USED   |
| Other services and charges |   |             |            |             |              |             |             |        |
| 268-000.00-801.925         | Public information (cable, etc)         | 597.99      | 500.00     | 500.00      | 0.00         | 0.00        | 500.00      | 0.00   |
| 268-000.00-802.000         | Data processing                         | 700.20      | 700.00     | 700.00      | 0.00         | 0.00        | 700.00      | 0.00   |
| 268-000.00-802.100         | Bank Service Charges                    | 4,843.69    | 4,000.00   | 4,000.00    | 150.00       | 150.00      | 3,850.00    | 3.75   |
| 268-000.00-803.000         | Independent audit                       | 809.82      | 500.00     | 500.00      | 0.00         | 0.00        | 500.00      | 0.00   |
| 268-000.00-804.000         | Medical service                         | 686.00      | 1,500.00   | 1,500.00    | 0.00         | 0.00        | 1,500.00    | 0.00   |
| 268-000.00-806.000         | Legal fees                              | 8,951.50    | 5,000.00   | 5,000.00    | 0.00         | 0.00        | 5,000.00    | 0.00   |
| 268-000.00-808.100         | Rubbish Monthly                         | 1,235.45    | 1,500.00   | 1,500.00    | 0.00         | 0.00        | 1,500.00    | 0.00   |
| 268-000.00-809.000         | Memberships and dues                    | 6,679.94    | 7,500.00   | 7,500.00    | 3,222.01     | 3,222.01    | 4,277.99    | 42.96  |
| 268-000.00-816.000         | Professional services                   | 250.00      | 10,500.00  | 10,500.00   | 200.00       | 200.00      | 10,300.00   | 1.90   |
| 268-000.00-817.000         | Custodial services                      | 37,851.60   | 50,000.00  | 50,000.00   | 0.00         | 0.00        | 50,000.00   | 0.00   |
| 268-000.00-818.000         | TLN Central Services                    | 3,495.00    | 3,500.00   | 3,500.00    | 0.00         | 0.00        | 3,500.00    | 0.00   |
| 268-000.00-851.000         | Telephone                               | 18,384.86   | 17,500.00  | 17,500.00   | 0.00         | 0.00        | 17,500.00   | 0.00   |
| 268-000.00-855.000         | TLN Automation Services                 | 63,008.80   | 65,200.00  | 65,200.00   | 0.00         | 0.00        | 65,200.00   | 0.00   |
| 268-000.00-861.000         | Gasoline and oil                        | 290.48      | 1,500.00   | 1,500.00    | 0.00         | 0.00        | 1,500.00    | 0.00   |
| 268-000.00-862.000         | Mileage                                 | 6.38        | 300.00     | 300.00      | 0.00         | 0.00        | 300.00      | 0.00   |
| 268-000.00-880.000         | Community promotion                     | 22,366.06   | 21,000.00  | 21,000.00   | 119.51       | 119.51      | 20,880.49   | 0.57   |
| 268-000.00-880.268         | Library programming                     | 19,456.32   | 25,000.00  | 25,000.00   | 185.01       | 185.01      | 24,814.99   | 0.74   |
| 268-000.00-880.271         | Adult programs                          | 0.00        | 8,000.00   | 8,000.00    | 0.00         | 0.00        | 8,000.00    | 0.00   |
| 268-000.00-900.000         | Printing, graphic design and publishing | 19,424.00   | 30,000.00  | 30,000.00   | 0.00         | 0.00        | 30,000.00   | 0.00   |
| 268-000.00-910.000         | Property & liability insurance          | 12,544.00   | 12,500.00  | 12,500.00   | 12,668.00    | 12,668.00   | (168.00)    | 101.34 |
| 268-000.00-910.001         | Insurance deductibles/Uninsured claims  | 23,092.77   | 0.00       | 0.00        | 0.00         | 0.00        | 0.00        | 0.00   |
| 268-000.00-921.000         | Heat                                    | 10,152.64   | 11,000.00  | 11,000.00   | 0.00         | 0.00        | 11,000.00   | 0.00   |
| 268-000.00-922.000         | Electricity                             | 92,792.30   | 95,000.00  | 95,000.00   | 8,067.55     | 8,067.55    | 86,932.45   | 8.49   |
| 268-000.00-923.000         | Water and sewer                         | 6,860.75    | 7,500.00   | 7,500.00    | 0.00         | 0.00        | 7,500.00    | 0.00   |
| 268-000.00-934.000         | Building maintenance                    | 99,491.02   | 112,200.00 | 112,200.00  | 5,639.58     | 5,639.58    | 106,560.42  | 5.03   |
| 268-000.00-935.000         | Vehicle maintenance                     | 7.00        | 500.00     | 500.00      | 0.00         | 0.00        | 500.00      | 0.00   |
| 268-000.00-941.000         | Grounds maintenance                     | 33,276.37   | 38,000.00  | 38,000.00   | 150.00       | 150.00      | 37,850.00   | 0.39   |
| 268-000.00-942.000         | Office equipment lease                  | 7,554.60    | 8,000.00   | 8,000.00    | 0.00         | 0.00        | 8,000.00    | 0.00   |
| 268-000.00-942.100         | Records storage                         | 287.76      | 1,300.00   | 1,300.00    | 23.98        | 23.98       | 1,276.02    | 1.84   |
| 268-000.00-956.000         | Conferences and workshops               | 9,707.86    | 15,000.00  | 15,000.00   | 0.00         | 0.00        | 15,000.00   | 0.00   |
| Other services and charges |   | 504,805.16  | 554,700.00 | 554,700.00  | 30,425.64    | 30,425.64   | 524,274.36  | 5.49   |

|                                |                                      | END BALANCE  | 2020-21      |              | MTH ACTIVITY | YTD BALANCE  | AVAILABLE    |        |
|--------------------------------|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------|
|                                |                                      | 06/30/2020   | ORIGINAL     | 2020-21      | JULY 2020    | 07/31/2020   | BALANCE      | % BDGT |
| GL NUMBER                      | DESCRIPTION                          | NM (ABNM)    | BUDGET       | AMDD BUDGET  | INCR (DECR)  | NM (ABNORM)  | NM (ABNORM)  | USED   |
| Capital outlay                 |                                      |              |              |              |              |              |              |        |
| 268-000.00-976.000             | Building improvements                | 0.00         | 15,000.00    | 15,000.00    | 0.00         | 0.00         | 15,000.00    | 0.00   |
| 268-000.00-983.000             | Vehicles                             | 31,432.55    | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00   |
| 268-000.00-986.000             | Internal Technology - Capital Outlay | 29,227.25    | 79,000.00    | 79,000.00    | 0.00         | 0.00         | 79,000.00    | 0.00   |
| 268-000.00-990.000             | Furniture                            | 0.00         | 17,000.00    | 17,000.00    | 0.00         | 0.00         | 17,000.00    | 0.00   |
| Capital outlay                 |                                      | 60,659.80    | 111,000.00   | 111,000.00   | 0.00         | 0.00         | 111,000.00   | 0.00   |
| Net - Dept 000.00 - treasury   |                                      | 189,159.64   | (128,463.00) | (128,463.00) | (189,854.95) | (189,854.95) | 61,391.95    |        |
| Fund 268 - LIBRARY FUND 268:   |                                      |              |              |              |              |              |              |        |
| TOTAL REVENUES                 |                                      | 3,203,477.97 | 3,257,897.00 | 3,257,897.00 | 23,846.90    | 23,846.90    | 3,234,050.10 | 147.79 |
| TOTAL EXPENDITURES             |                                      | 3,014,318.33 | 3,386,360.00 | 3,386,360.00 | 213,701.85   | 213,701.85   | 3,172,658.15 | 147.79 |
| NET OF REVENUES & EXPENDITURES |                                      | 189,159.64   | (128,463.00) | (128,463.00) | (189,854.95) | (189,854.95) | 61,391.95    | 147.79 |



|   |                                       | END BALANCE  | 2020-21      |              | MTH ACTIVITY | YTD BALANCE  | AVAILABLE    |        |
|---|---------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------|
|   |                                       | 06/30/2020   | ORIGINAL     | 2020-21      | JULY 2020    | 07/31/2020   | BALANCE      | % BDGT |
| GL NUMBER                                 | DESCRIPTION                           | NM (ABNM)    | BUDGET       | AMDD BUDGET  | INCR (DECR)  | NM (ABNORM)  | NM (ABNORM)  | USED   |
| Fund 269 - LIBRARY CONTRIBUTION FUND 269  |                                       |              |              |              |              |              |              |        |
| Dept 000.00 - treasury                    |                                       |              |              |              |              |              |              |        |
| Interest income                           |                                       |              |              |              |              |              |              |        |
| 269-000.00-664.000                        | Interest on investments               | 32,401.88    | 27,000.00    | 27,000.00    | 0.00         | 0.00         | 27,000.00    | 0.00   |
| 269-000.00-664.500                        | Unrealized gain (loss) on investments | 13,386.09    | (4,500.00)   | (4,500.00)   | 0.00         | 0.00         | (4,500.00)   | 0.00   |
| Interest income                           |                                       |              |              |              |              |              |              |        |
|   |                                       | 45,787.97    | 22,500.00    | 22,500.00    | 0.00         | 0.00         | 22,500.00    | 0.00   |
| Donations                                 |                                       |              |              |              |              |              |              |        |
| 269-000.00-665.046                        | Makerspace Renovation Revenue         | 2,030.05     | 2,000.00     | 2,000.00     | 0.00         | 0.00         | 2,000.00     | 0.00   |
| 269-000.00-665.229                        | Raising a Reader in Novi Sponsors     | 0.00         | 2,500.00     | 2,500.00     | 0.00         | 0.00         | 2,500.00     | 0.00   |
| 269-000.00-665.230                        | Collections/Materials Revenue         | 1,347.22     | 1,000.00     | 1,000.00     | 0.00         | 0.00         | 1,000.00     | 0.00   |
| 269-000.00-665.231                        | Buildings/Ground/ Furniture Revenue   | 0.00         | 1,000.00     | 1,000.00     | 0.00         | 0.00         | 1,000.00     | 0.00   |
| 269-000.00-665.232                        | Programming Revenue                   | 3,376.43     | 5,500.00     | 5,500.00     | 0.00         | 0.00         | 5,500.00     | 0.00   |
| 269-000.00-665.233                        | Technology Library Revenue            | 50.00        | 1,500.00     | 1,500.00     | 0.00         | 0.00         | 1,500.00     | 0.00   |
| 269-000.00-665.234                        | Undesignated Misc Donations           | 0.00         | 500.00       | 500.00       | 0.00         | 0.00         | 500.00       | 0.00   |
| 269-000.00-665.235                        | Automated Lending Library/Drop Box    | 10,000.00    | 5,500.00     | 5,500.00     | 0.00         | 0.00         | 5,500.00     | 0.00   |
| Donations                                 |                                       |              |              |              |              |              |              |        |
|   |                                       | 16,803.70    | 19,500.00    | 19,500.00    | 0.00         | 0.00         | 19,500.00    | 0.00   |
| Supplies                                  |                                       |              |              |              |              |              |              |        |
| 269-000.00-742.229                        | Raising a Reader Expense              | 2,555.86     | 1,000.00     | 1,000.00     | 0.00         | 0.00         | 1,000.00     | 0.00   |
| 269-000.00-742.230                        | Collections/Materials Expense         | 1,072.47     | 500.00       | 500.00       | 0.00         | 0.00         | 500.00       | 0.00   |
| 269-000.00-742.231                        | Buildings/Ground/ Furniture Expense   | 7,759.00     | 30,200.00    | 30,200.00    | 0.00         | 0.00         | 30,200.00    | 0.00   |
| 269-000.00-742.232                        | Programming Expense                   | 2,843.81     | 1,000.00     | 1,000.00     | 0.00         | 0.00         | 1,000.00     | 0.00   |
| 269-000.00-742.233                        | Technology Library Expense            | 4,721.93     | 31,000.00    | 31,000.00    | 0.00         | 0.00         | 31,000.00    | 0.00   |
| 269-000.00-742.234                        | Undesignated Misc                     | 0.00         | 500.00       | 500.00       | 0.00         | 0.00         | 500.00       | 0.00   |
| 269-000.00-742.236                        | Staff Recognition                     | 764.81       | 1,500.00     | 1,500.00     | 0.00         | 0.00         | 1,500.00     | 0.00   |
| Supplies                                  |                                       |              |              |              |              |              |              |        |
|   |                                       | 19,717.88    | 65,700.00    | 65,700.00    | 0.00         | 0.00         | 65,700.00    | 0.00   |
| Capital outlay                            |                                       |              |              |              |              |              |              |        |
| 269-000.00-976.045                        | LED Lighting Conversion Project       | 0.00         | 6,800.00     | 6,800.00     | 0.00         | 0.00         | 6,800.00     | 0.00   |
| 269-000.00-976.046                        | Makerspace Renovation                 | 6,735.84     | 5,000.00     | 5,000.00     | 0.00         | 0.00         | 5,000.00     | 0.00   |
| Capital outlay                            |                                       |              |              |              |              |              |              |        |
|   |                                       | 6,735.84     | 11,800.00    | 11,800.00    | 0.00         | 0.00         | 11,800.00    | 0.00   |
| Net - Dept 000.00 - treasury              |                                       |              |              |              |              |              |              |        |
|   |                                       | 36,137.95    | (35,500.00)  | (35,500.00)  | 0.00         | 0.00         | (35,500.00)  |        |
| Fund 269 - LIBRARY CONTRIBUTION FUND 269: |                                       |              |              |              |              |              |              |        |
| TOTAL REVENUES                            |                                       | 62,591.67    | 42,000.00    | 42,000.00    | 0.00         | 0.00         | 42,000.00    | 0.00   |
| TOTAL EXPENDITURES                        |                                       | 26,453.72    | 77,500.00    | 77,500.00    | 0.00         | 0.00         | 77,500.00    | 0.00   |
| NET OF REVENUES & EXPENDITURES            |                                       | 36,137.95    | (35,500.00)  | (35,500.00)  | 0.00         | 0.00         | (35,500.00)  | 0.00   |
| TOTAL REVENUES - ALL FUNDS                |                                       | 3,266,069.64 | 3,299,897.00 | 3,299,897.00 | 23,846.90    | 23,846.90    | 3,276,041.10 |        |
| TOTAL EXPENDITURES - ALL FUNDS            |                                       | 3,040,772.05 | 3,463,860.00 | 3,463,860.00 | 213,701.85   | 213,701.85   | 3,250,158.15 |        |
| NET OF REVENUES & EXPENDITURES            |                                       | 225,297.59   | (163,963.00) | (163,963.00) | (189,854.95) | (189,854.95) | 25,891.95    |        |

| 08/10/2020                  |  | BALANCE SHEET FOR CITY OF NOVI |              |
|-----------------------------|--|--------------------------------|--------------|
|                             |  | As of 07/31/2020               |              |
|                             |  |                                |              |
|                             |  |                                |              |
| GL Number                   | Description                                    |                                | Balance      |
| -----                       |  |                                |              |
| Fund 268 - LIBRARY FUND 268 |  |                                |              |
| *** Assets ***              |  |                                |              |
| 268-000.00-003.000          | Cash-Pooled Cash(Fifth Third & Comerica)       |                                | (73,021.46)  |
| 268-000.00-017.000          | Investments - Pooled                           |                                | 2,422,809.68 |
| 268-000.00-018.000          | Cash on hand                                   |                                | 1,000.00     |
| 268-000.00-020.000          | Current taxes receivable                       |                                | (212,250.35) |
| 268-000.00-040.400          | Prepaid expenditures                           |                                | 1,408.79     |
|                             |  |                                |              |
|                             | Total Assets                                   |                                | 2,139,946.66 |
| *** Liabilities ***         |  |                                |              |
| 268-000.00-202.000          | Accounts payable                               |                                | 37,663.11    |
| 268-000.00-215.200          | Unemployment insurance liability               |                                | 3,077.83     |
| 268-000.00-259.702          | Accrued liabilities-tax                        |                                | 5,000.00     |
| 268-000.00-276.400          | Deposit for Cafe                               |                                | 500.00       |
|                             |  |                                |              |
|                             | Total Liabilities                              |                                | 46,240.94    |
| *** Fund Balance ***        |  |                                |              |
| 268-000.00-390.000          | Fund balance                                   |                                | 2,101,253.14 |
|                             |  |                                |              |
|                             | Total Fund Balance                             |                                | 2,101,253.14 |
|                             |  |                                |              |
|                             | Beginning Fund Balance - 19-20                 |                                | 2,101,253.14 |
|                             | Net of Revenues VS Expenditures - 19-20        |                                | 182,307.53   |
|                             | *19-20 End FB/20-21 Beg FB                     |                                | 2,283,560.67 |
|                             | Net of Revenues VS Expenditures - Current Year |                                | (189,854.95) |
|                             | Ending Fund Balance                            |                                | 2,093,705.72 |
|                             | Total Liabilities And Fund Balance             |                                | 2,139,946.66 |
| * Year Not Closed           |  |                                |              |

|  |  |              |  |
|--|--|--------------|--|
|  |  |              |  |
|  |  |              |  |
| Fund 269 - LIBRARY CONTRIBUTION FUND 269 |  |              |  |
| *** Assets ***                           |  |              |  |
| 269-000.00-003.000                       | Cash-Pooled Cash(Fifth Third & Comerica)       | 44,879.07    |  |
| 269-000.00-017.000                       | Investments - Pooled                           | 1,667,345.46 |  |
|  | Total Assets                                   | 1,712,224.53 |  |
| *** Liabilities ***                      |  |              |  |
|  | Total Liabilities                              | 0.00         |  |
| *** 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 - 19-20                 | 1,676,086.58 |  |
|  | Net of Revenues VS Expenditures - 19-20        | 36,137.95    |  |
|  | *19-20 End FB/20-21 Beg FB                     | 1,712,224.53 |  |
|  | Net of Revenues VS Expenditures - Current Year | 0.00         |  |
|  | Ending Fund Balance                            | 1,712,224.53 |  |
|  | Total Liabilities And Fund Balance             | 1,712,224.53 |  |
| * Year Not Closed                        |  |              |  |

**COVID-19 Expenditures as of May 2020 – August 2020**

Below is a comprehensive report of expenditures for COVID related purchases for the Library since May 2020. This information was submitted to the City of Novi Finance Dept. on Friday, August 21, 2020 in order to qualify for CARES Act reimbursements. Director Farkas has a meeting on Thursday, August 27, 2020 with Oakland County to discuss further information that may impact local libraries.

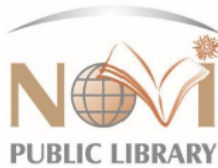
The Library has received a \$5,500 grant from the Library of Michigan (Michigan Dept. of Education) CARES Act (\$500 for PPE and \$5,000 for Technology) to be used as of August 3, 2020 – Sept. 30, 2021. At this time, the Library is investigating Hot Spot check out for the north end of Novi in the Lakeshore Lending Library. Testing and packaging must be discussed first. Total to date: \$19,292.77.

| Amount       | Vendor                    | Description – COVID – March – August 2020   | Account            | Warrant        |
|--------------|---------------------------|---|--------------------|----------------|
| \$ 1,107.86  | Saturn Printing           | invoice 133071; acrylic protective sneeze guards  | 268-000.00-740.000 | May Warrant    |
| \$ 787.50    | Signarama                 | INV 4035; custom face shields   | 268-000.00-740.000 | May Warrant    |
| \$ 490.00    | Rosafi, Schultz,          | INV 1073661; atty fees re: executive order; library closure;  | 268-000.00-806.000 | May Warrant    |
|              |                           | open meetings act; remote meetings; Attorney attend Board Meeting                                   |                    |                |
| \$ 75.30     | Allied Eagle(4/21/20)     | INV 1112375; \$75.30; TB Cide QUAT at size (12) [disinfectants] and 100 gloves ; total inv \$700.51 | 268-000.00-934.000 | May Warrant    |
| \$ 92.40     | Allied Eagle              | INV 1112575; TB Cide QUAT [24] disenfectants  | 268-000.00-934.000 | May Warrant    |
| \$ 9.80      | Allied Eagle              | INV 1112786; Blue trigger spray 32 ounce bottle (10)  | 268-000.00-934.000 | May Warrant    |
| \$ 117.10    | Allied Eagle              | INV 1112380; hard surface sanitizing wipe can (10)  | 268-000.00-934.000 | May Warrant    |
| \$ 123.52    | Conney Safety             | Isopropyl Alcohol 70 percent; 16 oz (24)  | 268-000.00-934.000 | May Warrant    |
| \$ 3,964.00  | Dalton (4/6/20)           | INV 238901; complete cleaning 4/2-4/3/20 ;all carpet; all furniture                                 | 268-000.00-934.000 | May Warrant    |
| \$ 867.00    | Library Design (05/04/20) | INV 20-200-01; Stainless Steel Sanitizing Wipe Dispensers (2) for public use                        | 268-000.00-934.000 | May Warrant    |
| \$ 13.98     | Sams Club (4/28/20)       | Bleach  | 268-000.00-934.000 | May Warrant    |
| \$ 140.52    | Allied Eagle              | INV 1114426; hard surface stanizing wipe can (12)   | 268-000.00-934.000 | June Warrant   |
| \$ 91.65     | Home Depot                | supplies to make screen doors on meeting rooms to allow ventilation for quarantine items            | 268-000.00-934.000 | June Warrant   |
| \$ 37.68     | Discount School           | washable paint for COVID notices; for carpet signage 6ft social distancing                          | 268-000.00-740.000 | June Warrant   |
| \$ 2,325.00  | JanWay                    | Invoice 135018 bags; NPL library portion for curbside service                                       | 268-000.00-740.000 | June Warrant   |
| \$ 229.90    | Amazon                    | Timers; for Library Guests for 30 minute max due to COVID   | 268-000.00-740.000 | June Warrant   |
| \$ 55.08     | Net32                     | Computer Mouse Covers; COVID; for public use of computers   | 268-000.00-740.000 | June Warrant   |
| \$ 61.05     | Allied                    | sterile gloves; 100 box (10)  | 268-000.00-934.000 | June Warrant   |
| \$ 181.96    | Amazon                    | INV 749343679458; keyboard barrier; COVID; for public use of computers                              | 268-000.00-734.500 | June Warrant   |
| \$ 128.20    | Amazon                    | INV 898756643359; Keyboard cover; COVID; for public use of computers                                | 268-000.00-734.500 | June Warrant   |
| \$ 421.43    | Amazon (City Order)       | alcohol prep pads; COVID  | 268-000.00-740.000 | June Warrant   |
| \$ 259.91    | Amazon (City Order)       | gel alcohol hand sanitizer; COVID   | 268-000.00-740.000 | June Warrant   |
| \$ 39.98     | Amazon                    | INV 653336869994; disposable aprons; COVID  | 268-000.00-727.000 | June Warrant   |
| \$ 317.79    | Zoom                      | Conference Fee; COVID   | 268-000.00-740.000 | June Warrant   |
| \$ 33.97     | Unlimited Conference      | monthly; COVID - April 2020 -   | 268-000.00-851.000 | July Warrant   |
| \$ 33.97     | Unlimited Conference      | monthly; COVID - May 2020 -   | 268-000.00-851.000 | July Warrant   |
| \$ 226.08    | Allied Eagle              | 1117574; liquid hand sanitizer; 80 percent alcohol; 4 oz; 12 CA; (6)                                | 268-000.00-934.000 | June Warrant   |
| \$ 33.88     | JoAnn, Com                | Cricut Supplies Bright Yellow Premium Vinyl used for COVID - for floor signage; social distance     | 269-000.00-742.231 | June Warrant   |
| \$ 295.00    | Global (City)             | INV 222936; masks 500 disposable  | 268-000.00-740.000 | June Warrant   |
| \$ 18.27     | Dominick, M               | target purchase : tissue packages; For employee return to work                                      | 268-000.00-740.000 | July Warrant   |
| \$ 66.78     | Dominick, Marcia          | Staff reimburse; Amazon thermometer purchase; staff temperatures                                    | 268-000.00-740.000 | July Warrant   |
| \$ 229.90    | Amazon (05/22/20)         | 100 digital timers; INV 685347594474; set to 30 min for library guests                              | 268-000.00-740.000 | July Warrant   |
| \$ 35.97     | Amazon (05/22/20)         | AAA batteries; INV 447634667637; for COVID timers   | 268-000.00-740.000 | July Warrant   |
| \$ 360.00    | Imageamerica (6/25/20)    | Masks (120) NPL logo  | 268-000.00-740.000 | July Warrant   |
| \$ 3.00      | Imageamerica (6/25/20)    | 28597; Masks w/NPL logo   | 268-000.00-740.000 | July Warrant   |
| \$ 58.38     | Home Depot                | 06/30/20; blue tape; yellow electric tape; for floor 6 ft spacing                                   | 268-000.00-934.000 | July Warrant   |
| \$ 1,995.79  | Saturn Printing 06/30/20) | INV 133762; Protective Acrylic Sneeze Guards  | 268-000.00-740.000 | July Warrant   |
| \$ 777.00    | Global                    | Global; Gloves 30 of 100 boxes PINV224134 (City Ordered)  | 268-000.00-740.000 | July Warrant   |
| \$ 491.98    | Global                    | 224649; plastic bucket; wipes; 1 gallon sanitizer; FY 2020-2021                                     | 268-000.00-740.000 | July Warrant   |
| \$ 33.97     | Unlimited Conference      | through July 2020   | 268-000.00-851.000 | July Warrant   |
| \$ 37.42     | Sams                      | spray bottle, Sanitizer; bleach   | 268-000.00-934.000 | July Warrant   |
| \$ 9.52      | Sams                      | Members Mark Wipes - petty cash August report   | 268-000.00-934.000 | August Warrant |
| \$ 33.97     | Unlimited Conference      | through August 2020   | 268-000.00-851.000 | August Warrant |
| \$ 135.45    | Allied Eagle              | INV 1126239; wiper roll kit with bucket (1); TB Cide Quat qt. (24)                                  | 268-000.00-934.000 | August Warrant |
| \$ 446.00    | Library Design (08/19/20) | INV 20-326-01 Stainless Steel Sanitizing Wipe Dispenser (1) for public use                          | 268-000.00-934.000 | August Warrant |
| \$ 373.55    | Amazon                    | INV 876969998833; 70% isopropyl alcohol; 1 ga; (2)  | 268-000.00-934.000 | August Warrant |
| \$ 1,624.31  | Aero Filter               | INV 1122377; upgraded cost of air filters in library; MERV 10 due to COVID                          | 268-000.00-934.000 | August Warrant |
| \$ 19,292.77 |                           | <b>TOTAL TO DATE 8/21/20</b>  |                    |                |



**Staff Anniversaries for September**

- **MARY ROBINSON – Information Services** **15 YEARS**
- **DOMINIC DOOT – Information Technology** **9 YEARS**
- **YOLANDA HOCKADAY-DENNIS – Information Services** **5 YEARS**
- **CHRIS NADEAU – Support Services** **2 YEARS**
- **JILL WASSON – Support Services** **1 YEAR**
- **LEAH BRUCE – Information Services** **1 YEAR**



August 4, 2020

Ms. Evol Gazzarato  
Food & Nutrition Director  
Novi Community School District  
24062 Taft Road  
Novi, MI 48375

Dear Evol:

On behalf of the Library Board and myself, I want to thank you for an incredible first year 2019-2020 that we shared as cafe partners! It was exciting to see the Student Transition program come to fruition and students working on a daily basis in the library café. The added bonus of proudly serving Starbucks coffee took the café's standards to a higher level and brought in many guests, including a huge following from the Novi high school. Your staff is amazing! Every day library guests were met with a smile and a friendly hello. The Board and I saw a positive transformation with café services and we are very grateful.

We are aware of the challenges you have faced over the past few months (March 16, 2020-July 5, 2020) with the closure of the Library due to the Coronavirus. Because of this unexpected closure, the Board and I want to offer the opportunity for the Novi Community School District to be exempt from the monthly lease payment of \$500 from July 2020 – December 2020, a savings of \$3,000. We wish to continue our lease agreement in its entirety, barring the monthly payment at this time. The Board would like to receive a report of sales and usage by November 13, 2020, in order to provide further direction for the remaining six (6) months of the lease for 2020-2021.

We are aware that this fall may be challenging and we appreciate the partnership that has been voyaged, and wish to continue working with the Novi Community School District and Chartwells to provide quality café services to our Novi community.

Sincerely,

Julie E. Farkas

Cc: Melissa Agosta, Library Board President

Posted on Tuesday August 18, 2020: From Sonya Norris, Library of Michigan: The Michigan library directors and staff who responded over the past four days to my listserv message on Thursday asking, “What makes you proudest of your library right now?” spoke clearly. Enjoy!

## MICHIGAN LIBRARY PRIDE

### RESPONSES GATHERED AUGUST 2020

At the Novi Public Library I am most proud of my staff. Through the pandemic they quickly and easily conquered remote working and learning, and have been providing amazing virtual programs and services to our community. They made the words “adapt”, “flexible” and “change” look so easy! Our motto is Inform, Inspire, and Include and EVERY day my NPL family is living this for Novi! As a Director I am blessed to have such a fantastic team! We continue to be available and make a difference for our community.

#### Library Director Goals for 2020-2021 (Submitted by HR Committee)

| GOALS (2020-2021)  | Exceeds Expectations<br>EE | More Than Meets Expectations<br>MME | Meets Expectations<br>ME | Improvement Needed<br>I  | Unsatisfactory<br>U      |
|--|----------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
|  | EE                         | MME                                 | ME                       | I                        | U                        |
| <b>1.Strategic Objectives</b> – Participation of self and staff on the Equity & Inclusion committee; Embrace, implement and train DEI initiatives within the NPL organization; oversee a Diversity audit of organization, plan & implement a collection audit; Implementation of the Lakeshore Lending Library project (installation, daily service, collection and usage); COVID impact on the building, services, programming, staffing for 20/21. | <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2.Management</b> – Implement recruitment measures for attracting diverse employees; collect data on student diversity from local library programs (WSU an UofM); Investigate & hire a HR Management position for NPL; Develop an employee satisfaction survey with HR Committee to engage staff feedback; Investigate succession planning opportunities for NPL   | <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. Policy Matters</b> – HR Policy Review Committee & policy changes/approvals, Building Policy Review Committee & policy changes/approvals, Bylaw Review Committee & policy changes/approvals   | <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Statement Provided by Trustee, Tara Michener**

Our motto at the Novi Public Library is Inform, Inspire, Include. We have felt the need to stress this as we acknowledge the horrific murder of George Floyd and the need to address the pain and systemic oppression that the Black community has experienced historically. We do believe that Black Lives Matter. We have created diversity based events for education, entertainment and awareness for our patrons and we have recently added an Equity Committee to our board to explore how we can continue to serve our patrons and meet the needs of our entire community at large while making sure that we seek to continue to understand the needs of those who have been marginalized.

**Library Van Replacement Schedule**

Hello Julie,

I am working on the budget plan for this year and city management has asked me to provide a replacement schedule for all vehicles & equipment. I know we just purchased the new library van, however I was wondering if you would like to stick to the maximum Total Cost of Ownership model I have presented to city management, or would you like to extend the vehicle further? The current model would suggest that the best time to replace the van would be every 7 years. This gives you the least amount of maintenance costs matched with the best return on value for the vehicle at 7 years old. We would then put the funds from the sale of the vehicle towards the new purchase. Please let me know if you would like me to schedule the van to be replaced in 2027-28 FY or further past that.

Thank you,



**Michael Rhatigan** | Fleet Asset Manager  
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA



**COVID UPDATE as of August 23, 2020**

**Daily use of the building by hour July 30, 2020 – August 10, 2020**

| 7/30/2020 |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 2   |
| 9-10am    | 2   |
| 10-11am   | 48  |
| 11am-12pm | 42  |
| 12-1pm    | 33  |
| 1-2pm     | 16  |
| 2-3pm     | 29  |
| 3-4pm     | 36  |
| 4-5pm     | 32  |
| 5-6pm     | 30  |
| 6-7pm     | 19  |
| 7-8pm     | 22  |
| 8-9pm     | 6   |
| 9-10pm    | 3   |
|           | 316 |

| 7/31/2020 |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 2   |
| 9-10am    | 1   |
| 10-11am   | 32  |
| 11am-12pm | 34  |
| 12-1pm    | 43  |
| 1-2pm     | 37  |
| 2-3pm     | 27  |
| 3-4pm     | 37  |
| 4-5pm     | 43  |
| 5-6pm     | 32  |
| 6-7pm     | 10  |
| 7-8pm     | 0   |
| 8-9pm     | 0   |
| 9-10pm    | 0   |
|           | 296 |

| 8/1/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 0   |
| 9-10am    | 1   |
| 10-11am   | 18  |
| 11am-12pm | 25  |
| 12-1pm    | 36  |
| 1-2pm     | 46  |
| 2-3pm     | 27  |
| 3-4pm     | 41  |
| 4-5pm     | 41  |
| 5-6pm     | 30  |
| 6-7pm     | 5   |
| 7-8pm     | 0   |
| 8-9pm     | 0   |
| 9-10pm    | 0   |
|           | 267 |

| 8/2/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 0   |
| 9-10am    | 1   |
| 10-11am   | 0   |
| 11am-12pm | 44  |
| 12-1pm    | 0   |
| 1-2pm     | 41  |
| 2-3pm     | 29  |
| 3-4pm     | 34  |
| 4-5pm     | 46  |
| 5-6pm     | 25  |
| 6-7pm     | 5   |
| 7-8pm     | 0   |
| 8-9pm     | 0   |
| 9-10pm    | 0   |
|           | 223 |

| 8/3/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 0   |
| 9-10am    | 0   |
| 10-11am   | 35  |
| 11am-12pm | 43  |
| 12-1pm    | 36  |
| 1-2pm     | 44  |
| 2-3pm     | 41  |
| 3-4pm     | 41  |
| 4-5pm     | 42  |
| 5-6pm     | 46  |
| 6-7pm     | 30  |
| 7-8pm     | 23  |
| 8-9pm     | 9   |
| 9-10pm    | 9   |
|           | 397 |

| 8/4/2020  |     |
|-----------|-----|
| 7-8am     | 26  |
| 8-9am     | 8   |
| 9-10am    | 12  |
| 10-11am   | 26  |
| 11am-12pm | 41  |
| 12-1pm    | 51  |
| 1-2pm     | 27  |
| 2-3pm     | 25  |
| 3-4pm     | 48  |
| 4-5pm     | 61  |
| 5-6pm     | 36  |
| 6-7pm     | 41  |
| 7-8pm     | 37  |
| 8-9pm     | 11  |
| 9-10pm    | 6   |
|           | 453 |

| 8/5/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 1   |
| 9-10am    | 1   |
| 10-11am   | 34  |
| 11am-12pm | 35  |
| 12-1pm    | 28  |
| 1-2pm     | 51  |
| 2-3pm     | 47  |
| 3-4pm     | 54  |
| 4-5pm     | 33  |
| 5-6pm     | 25  |
| 6-7pm     | 12  |
| 7-8pm     | 36  |
| 8-9pm     | 12  |
| 9-10pm    | 5   |
|           | 368 |

| 8/6/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 2   |
| 9-10am    | 0   |
| 10-11am   | 31  |
| 11am-12pm | 31  |
| 12-1pm    | 30  |
| 1-2pm     | 44  |
| 2-3pm     | 38  |
| 3-4pm     | 43  |
| 4-5pm     | 22  |
| 5-6pm     | 31  |
| 6-7pm     | 20  |
| 7-8pm     | 21  |
| 8-9pm     | 13  |
| 9-10pm    | 5   |
|           | 326 |

| 8/7/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 0   |
| 9-10am    | 1   |
| 10-11am   | 23  |
| 11am-12pm | 24  |
| 12-1pm    | 45  |
| 1-2pm     | 44  |
| 2-3pm     | 27  |
| 3-4pm     | 32  |
| 4-5pm     | 44  |
| 5-6pm     | 33  |
| 6-7pm     | 3   |
| 7-8pm     | 0   |
| 8-9pm     | 0   |
| 9-10pm    | 2   |
|           | 276 |

| 8/8/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 0   |
| 9-10am    | 3   |
| 10-11am   | 28  |
| 11am-12pm | 32  |
| 12-1pm    | 32  |
| 1-2pm     | 34  |
| 2-3pm     | 38  |
| 3-4pm     | 40  |
| 4-5pm     | 43  |
| 5-6pm     | 27  |
| 6-7pm     | 3   |
| 7-8am     | 0   |
| 8-9pm     | 2   |
| 9-10pm    | 0   |
|           | 281 |

| 8/9/2020  |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 0   |
| 9-10am    | 1   |
| 10-11am   | 0   |
| 11am-12pm | 0   |
| 12-1pm    | 43  |
| 1-2pm     | 30  |
| 2-3pm     | 27  |
| 3-4pm     | 36  |
| 4-5pm     | 38  |
| 5-6pm     | 18  |
| 6-7pm     | 1   |
| 7-8pm     | 0   |
| 8-9pm     | 5   |
| 9-10pm    | 0   |
|           | 198 |

| 8/10/2020 |     |
|-----------|-----|
| 7-8am     | 0   |
| 8-9am     | 0   |
| 9-10am    | 8   |
| 10-11am   | 41  |
| 11am-12pm | 40  |
| 12-1pm    | 40  |
| 1-2pm     | 39  |
| 2-3pm     | 46  |
| 3-4pm     | 45  |
| 4-5pm     | 47  |
| 5-6pm     | 31  |
| 6-7pm     | 31  |
| 7-8pm     | 32  |
| 8-9pm     | 7   |
| 9-10pm    | 5   |
|           | 410 |

# LIBRARY OPEN TO THE PUBLIC



**Visit 30 minutes or less**



**Masks required Executive Order 2020-153**



**DO NOT ENTER the Library if you are sick**



**Small groups of no more than 1-2 people strongly encouraged**



**Practice social distancing of 6 ft.**



**Library Café and Book Nook are OPEN**



**Printing, scanning, and copying services are available**



**Priority seating will be reserved for seniors or guests with disabilities or mobility issues**



**Materials returned will be quarantined for 96 hrs. (CDC)**



**Meeting and study rooms and computers are not available**



## BOOK DONATIONS ACCEPTED

**ONLY THURSDAYS**

**FROM 10AM-7PM\***

\*Weather permitting

Drop off donations at the back of the Library, NOT at the front doors.



Donations will be quarantined for 72 hrs.





Photo of the Youth Activity Room after Thursday, August 20, 2020 donation drop off day.

HUGE thank you to the Friends of Novi Library and their volunteers who are coming into the building on Monday and Wednesdays to sort through the items for library collection, Book Nook and recycling needs.

**What is Coming in September 2020 for Building Usage and Library Services during COVID:**

- Continue to stay in Phase 4; with a 1 hour use of the library per guest (timers in use to track usage); state guidelines allow a 120 capacity limit for the entire building. We are averaging at this time no more than 50 at one time. Timers will go into effect on Tuesday, September 8, 2020.
- Masks are still required based on EO 2020-153.
- Limited seating for seniors and those with mobility/disabilities.
- Not allowing tables/chairs for gathering as we have guidelines for meeting space of no more than 10 people at one time.; patio will be open – weather permitting
- Social distancing of 6ft. required by guests
- NCSD is holding in person instruction; high school students will be coming to the building following their classes (2pm – 6pm typical usage of the building for students).
- September 8: 8 public computers will be made available for 1 hour timed usage on the 2<sup>nd</sup> floor (1 computer station per table); 3 stand up computer stations have already been added to the building for quick 30 minute Internet usage, printing, copying, and scanning.
- September 8: Café will begin opening at 7am with the start of the school year. Sundays will remain closed at this time.
- Programs will remain virtual through December 2020.
- Donations are accepted on Thursdays ONLY from 10am-7pm at the back of the Library.
- iCube: September 8<sup>th</sup> begin 3D printing services
- iCube: Early October begin taking appointments for one on one instruction and access to equipment in the room.
- Teen Space: will not open on September 8<sup>th</sup> based on state guidelines for group gatherings of less than ten people. We will continue to monitor.
- Quarantine of materials was changed from 96 hours to 5 days based on the REALM report (see Maryann's Support Services section).
- The IS Dept. is working to bring back the various kits for check out as parents and students may find them useful for home learning. An October timeframe is being planned.
- September 28<sup>th</sup>: Install week for Lakeshore Lending Library; open for service TBD; an opportunity for contactless access to 235 library materials at Lakeshore Park.



Check out this conversation between Novi Community School District Superintendent, Dr. Steven Matthews, and Novi Public Library Director, Julie Farkas!

**They discuss:**

- NPL Café partnership between NCSD and Chartwells
- NEF grant donation to Teen Space for a ping pong table
- Books Dr. Matthews has read and recommends for summer reading
- Plans for the upcoming 20/21 school year

## Novi Public Library Services

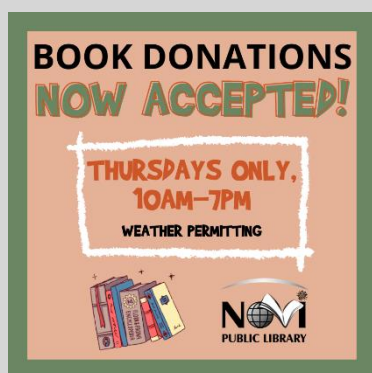
### Library Hours

Monday-Thursday: 10am-9pm  
Friday & Saturday: 10am-6pm  
Sunday: 12-6pm

### Holiday Closures

Saturday, September 5  
Sunday, September 6  
Monday, September 7

**Return slot is CLOSED September 5-7. No return of materials.**



- Accepted **ONLY** on **Thursdays** from 10am-7pm (weather permitting).
- Drop off donations at the back of the Library, NOT at the front doors (go to the entry off of Taft Rd. by Novi High School).
- Place "recent" items in "great" condition in the large black donation bin near the library staff entrance.
- Items not accepted for donation are: old/moldy/wet materials, magazines, textbooks, encyclopedias, VHS tapes, cassette tapes and Reader's Digests.
- Items donated will be quarantined for 72 hours. Donations can become

NPL is currently in the "grab and go" phase of its reopening plan. 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.

**Thank you for being patient and flexible with us and for your continued support!**

### Phase 4 - Grab and Go

- Masks required (Executive Order 2020-153)
- Visit 30 minutes or less
- Small groups of 1-2 people strongly encouraged
- Social distancing guidelines in place
- Materials returned will be quarantined for 96 hours (CDC)
- Return slot open during regular business hours of operation
- Locker & Drive-Up Window pick-up available by appointment
- Copying, printing and scanning services available on the 2nd floor (cash only)
- **Library Café and Book Nook are OPEN**
- Virtual programs at [novilibrary.org](http://novilibrary.org) thru December 2020
- **Sorry! No meeting or study rooms available**

### Phase Information



**Enjoy a Coffee from the Café While You Browse!**

**Mon-Thu: 10am-7pm**

**Fri-Sat: 10am-5pm**

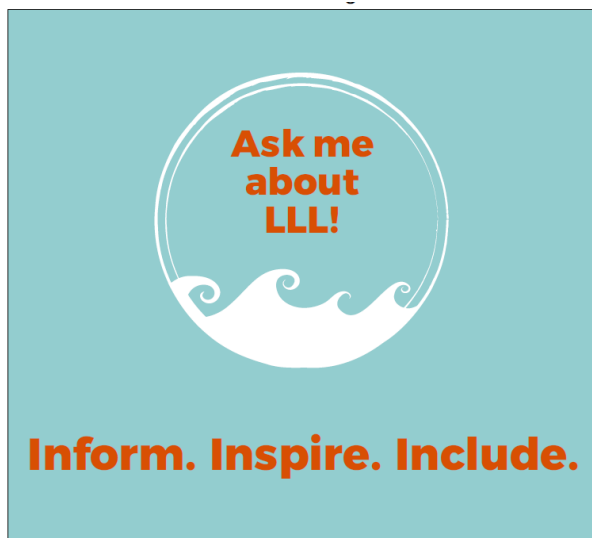
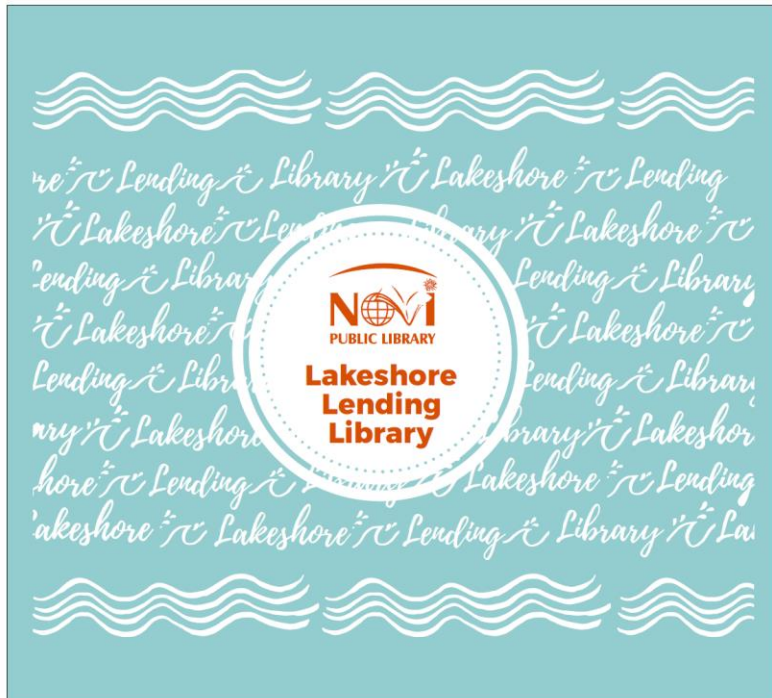
**Sunday hours suspended temporarily.**

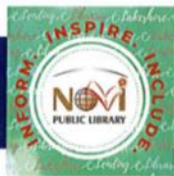
**"Like" the Café on [Facebook](https://www.facebook.com/novilibrary) for special announcements and exclusive offers.**

part of the Library's collection and/or the Friends Book Nook, Thrift Books, Recycling or Discarded.

Follow the Café

**Design work for the Lakeshore Lending Library Staff & Board T-shirts (Front then Back)**





## OUT IN FRONT

# Library on cutting edge again, with new library kiosk coming in August

By Angela Calabrese

The Novi Public Library is providing yet another way for library card holders to check out its material – without ever having to set foot in the library.

Coming soon to Lakeshore Park is the Lakeshore Lending Library kiosk, which is the first of its kind in the state and will hold 235 different offerings, for all ages.

“We are so excited and lucky to have the chance to bring this innovative piece of technology to the city of Novi and its residents to better serve their needs,” said Dana Brataniec, Communications Coordinator for the Novi Public Library.



The kiosk will be part of the park’s renovation, which was delayed by the pandemic but is now again underway. The kiosk is expected to be completed in mid-to-late August and will hold Adult Best Sellers, Large Print, DVD/Blu-Ray, Youth Fiction, Adult Non-Fiction, Youth Picture Books and Young Adult Fiction.

“If the kiosk doesn’t have an item a guest is looking for, they can search the catalog on a screen located on the side of the kiosk,” Brataniec said.

The Lakeshore Lending Library kiosk came about when a survey was taken that revealed only 20 percent of the residents near Lakeshore Park had a library card.

“We hope that this kiosk will heighten interest in residents getting a card,” Brataniec said.

Residents still need to go to the library itself to get a card, but once that is done, they can check out material online, or at the kiosk if they’re visiting

Lakeshore Park. Brataniec said they even purchased special Lakeshore Lending Library cards, and hope to have some library sign-up events onsite when they’re able.

The kiosk will be open from dawn until dusk and will be refilled as demand requires.

Brataniec also called out sponsor Community Financial, who “graciously donated \$40,000 toward the kiosk,” she said.



**COMMUNITY FINANCIAL**

right here right for you  
cfcu.org | (877) 937-2328



minutes or less” rule to discourage people from hanging out too long, thereby reducing the chance of infection, Brataniec said.

The building also had a limit of 120 people at a time, and the library was following the state’s guidelines for social distancing and disinfection/sanitation.

There were still programs that people could participate in online, including the library’s Summer Reading Challenge, which goes until August 15.

“It’s not too late for people to get involved,” Brataniec said. “Prizes will still be awarded to those who meet their reading goals.”

For the foreseeable future, Brataniec said that in August, the library will have virtual programs only, but in September there will be “a mix of virtual and in-person programming.”

Because things are often changing, please refer to the library’s Facebook and other social media pages frequently.

### Not a mystery machine

In other exciting news, the library has a new van, which will be used to deliver material to nursing homes and retirement communities, and to run errands throughout the city.

The van will also be used as a way for businesses to advertise through sponsorship, Brataniec said.

“Businesses or organizations are welcome to become a sponsor of NPL’s new van and have their name and logo featured on the back of the van for one year,” she said. “Additionally, the business or organization will become sponsors of three pre-scheduled library programs where they may have a promotional table for attending guests to view.”

For more information regarding this sponsorship opportunity, please contact Library Director Julie Farkas at (248) 869-7233 or by email at [jfarkas@novilibrary.org](mailto:jfarkas@novilibrary.org).

### Library building hours/events

As of press time in early July, the library was open regular hours, but was instituting a “30



# SEPTEMBER SONGFEST

at Paradise Park



**9/3 Tola Lewis**

7-8:30PM Smooth Jazz & Motown

**9/10 Rob Crozier**

7-8:30PM Jazz, Blues & Country

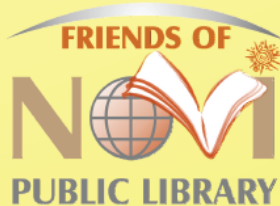
**9/17 Stephen Floyd**

7-8:30PM Oldies & Broadway

**9/24 The Pam Jaslove Trio**

7-8:30PM Music from the 1940's - USO Camp Shows

Sponsored by:



45799 Grand River Ave. Novi, MI

Masks required. Event is free and will be held under outdoor, covered pavilion. Cash bar, food service, attractions and arcade games available for purchase.



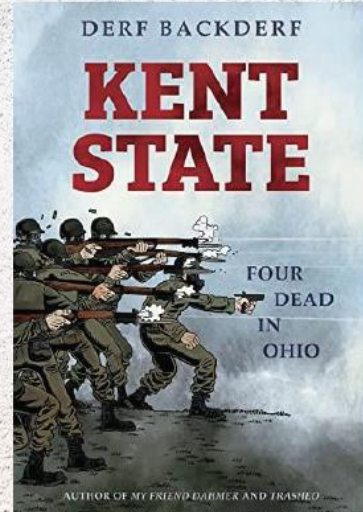
Registration required.

[novilibrary.org](http://novilibrary.org) | 248-349-0720



# The Neighborhood Library Association's 11th Annual **COMMUNITY READS**

"Kent State: Four Dead in Ohio" chronicles the harrowing events that occurred at Kent State 50 years ago on May 4, 1970, leaving four students dead. This moving and troubling graphic novel includes extensive interviews and research, and explores the lives of these four young people and the events of those four days in May.



VISIT THE NLA WEBSITE FOR VIRTUAL PROGRAM DATES  
[nlacommunityreads.weebly.com](http://nlacommunityreads.weebly.com)



## VIRTUAL MEET THE AUTHOR

with Derf Backderf

Thursday, November 12  
7-8:30pm

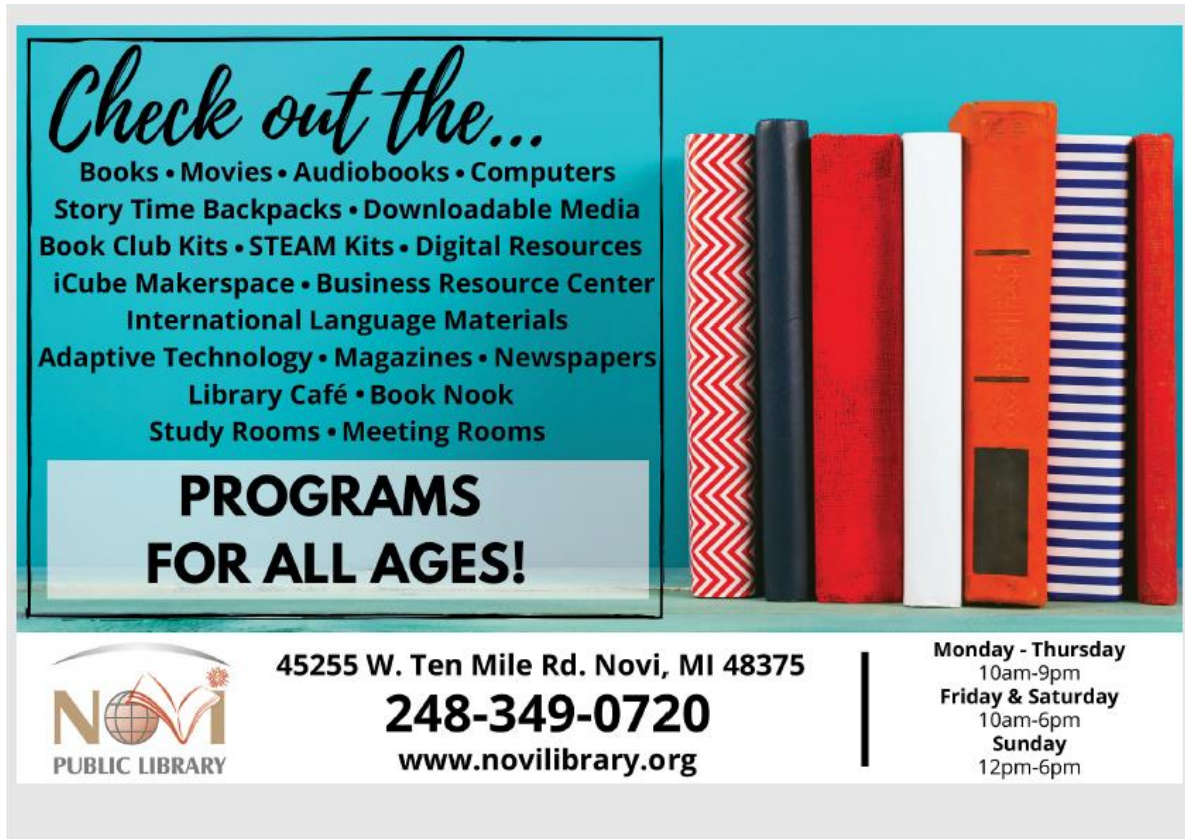
Registration opens September 8 on [novilibrary.org](http://novilibrary.org).  
Presentation and Q&A will be held via Zoom and streamed  
LIVE on Novi Library's Facebook, YouTube and Instagram.



### SEVEN COMMUNITIES UNITED BY ONE BOOK!

Commerce Township Community Library • Lyon Township Public Library  
Northville District Library • Novi Public Library • Salem-South Lyon District Library  
Walled Lake City Library • Wixom Public Library


Ad for the Novi Chamber of Commerce Directory



*Check out the...*

Books • Movies • Audiobooks • Computers  
Story Time Backpacks • Downloadable Media  
Book Club Kits • STEAM Kits • Digital Resources  
iCube Makerspace • Business Resource Center  
International Language Materials  
Adaptive Technology • Magazines • Newspapers  
Library Café • Book Nook  
Study Rooms • Meeting Rooms

**PROGRAMS  
FOR ALL AGES!**

 45255 W. Ten Mile Rd. Novi, MI 48375  
**248-349-0720**  
[www.novilibrary.org](http://www.novilibrary.org)

Monday - Thursday  
10am-9pm  
Friday & Saturday  
10am-6pm  
Sunday  
12pm-6pm

Information Technology Report by Barbara Rutkowski – July

General

- Answered 31 Tech Expert calls.
- Closed 27 Help Desk tickets.
- Replaced the lobby workstation in order to display Phase 4 “Grab and Go” services.
- Replaced the failed GPS for our network clocks so they are back on DST.
- Reconfigured a replacement phone for the 2<sup>nd</sup> Floor Reference Desk.
- Installed a new SSL certificate on the EZProxy server.
- IT Staff attended numerous webinars and podcasts.
- Attended Department, Management Team and Policy Committee meeting calls.

### **Facilities Report by Keith Perfect - July**

In the past month the Facilities Department has closed 13 Facilities tickets, 0 Meeting Room Requests and has updated 332 Periodic Maintenance tickets.

The library has gone out for bid for janitorial services, RNA Facilities Management was selected as our new janitorial vendor.

HVAC filters were changed.

The stored furniture in the Youth Activity Room was moved to another area to make room for a donated materials quarantine area.

A broken flush valve on the Family Restroom toilet was repaired.

The Librarian statue received its annual chemical bath and is once again shining bright.

Daily, frequent sanitizations of high touch surfaces has taken place.

The desk chairs in the Administration office have been replaced.

Library Board packets were delivered to Board members.

The plaque holder on the I Love My Country statue on the patio was repainted and the faded plaque was replaced with a new one.

The GPS transponder on the roof that controls the building clocks was replaced and all clocks are once again working correctly.

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

- Produced **20** Videos/Podcasts
- Replied to **43** AskNovi Emails
- Answered **6** social media questions
- Attended **7** Webinars and Podcasts
- Coordinated and moderated a series of five programs called: "Talking Racism."
- Coordinated and hosted a podcast segment on the topic of racism and the removal of statues with racist ties.
- Created a directional poster showing collection changes and movement.
- Created certificates for this year's Battle of the Books participants.
- Participated in the NCS D 21-Day Racial Equity Challenge
- Put up shelf markers in the Youth Nonfiction section for popular categories
- Updated shelf markers in the Youth International section
- Designed a SelectReads booklist for Anti-Racist Picture Books for Children.
- Created a YouTube International Channel
- Created a gender pronouns guide

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

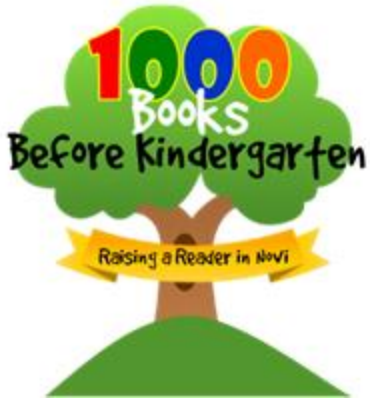
- Outreach Story times via Zoom: Little birds Montessori, KinderCare, Goddard, Novi KinderCare, Novi Woods Montessori - Emily
- YALSA T3 - Lindsay
- MI Virtual Library Teen Programming Committee - Lindsay
- Chamber of Commerce meeting - Hillary
- ABWA: virtual July meeting - Hillary
- Attended TLN Adult Services Committee virtual meeting - Hillary
- MLA Mitten Award Committee Meeting

### **Adult Zoom Programs/Meetings**

- Combating Racial Injustices - 781
- Racism Is Not a "Black People" Issue - 1,120
- Teens Talking Racism - 1,122
- Talking With Your Kids About Racism- A Black & White Perspective - 1,111
- Why Take a Knee? -
- Japanese Virtual Conversation Group - 11
- German Virtual Conversation Group - 3
- Trivia - 17
- Spanish Virtual Conversation Group - 5
- French Virtual Conversation Group - 4
- Shrinky Dink Jewelry - 56
- Dot Mandala Painting - 54
- Genre-fied Book Club - 5
- Booked 4 Lunch - 6
- Neighborhood Reads - 4
- Feature Displays: Anti-Racist Reads and Catch Up on Great Reads!
- Business Spotlight Display: Diversity, Equity and Inclusion in the Workplace

### **Youth/Tween/Teen Zoom Programs/Meetings**

- Little Birds Montessori Zoom Story Time - 16
- KinderCare Zoom Story Time - 34
- Goddard School Zoom Story Time - 60
- DIY Kites - 24
- 4th Wall Theatre Workshop - 5
- Summer Bucket List - 30
- Paper Plate Butterfly - 36
- Wood Wind Chime - 36
- Unique Pictures - 12
- Lunch Bunch Book Club - 7
- STEAM Plane - 20
- Wacky Science with Doug Scheer - 33
- Edamame Chopsticks Challenge - 16
- BeTWEEN the Pages: Tween Book Club Trivia - 14
- Witches, Wizards, Potion & Magic with Longway Planetarium - 22
- Fossils, Footprints, and Fun with PaleoJoe - 18
- Your Story is Important!: Writing Workshop with Local Author Supriya Kelkar - 17
- Feature Displays: Black Lives Matter and Voting/Elections
- Teen Stop display: Teen fiction books set in summertime and summer-related covers.



**Raising a Reader 1,000 Books Before Kindergarten Stats**

# of active participants logging 100 books or more: 390  
 # of logs received to date: 1,578  
 # of paper logs submitted this month: 6  
 # of online logs submitted this month: 17  
 # of books read this month: 2,300

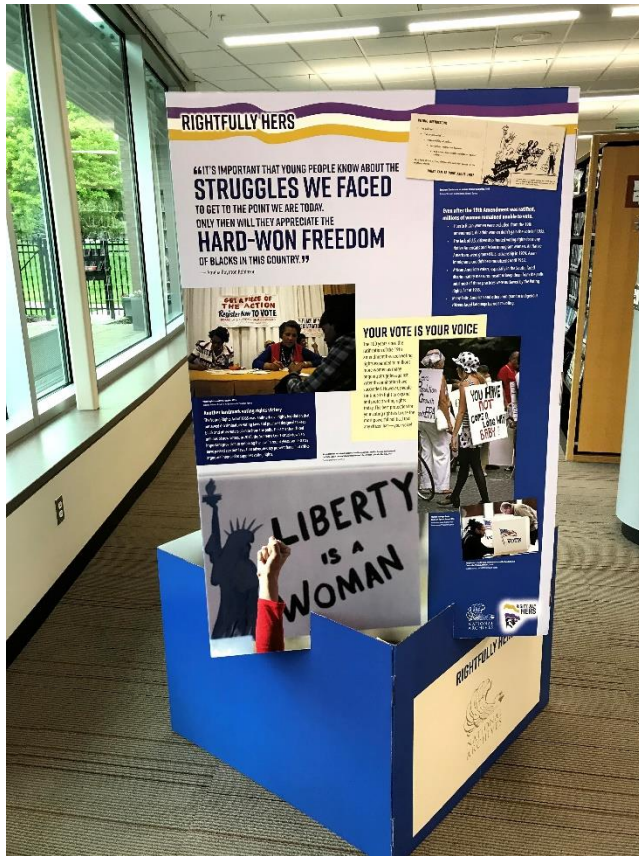
|                 |                 |
|-----------------|-----------------|
| 100 Books – 390 | 600 Books – 116 |
| 200 Books – 247 | 700 Books – 103 |
| 300 Books – 197 | 800 Books - 90  |
| 400 Books – 151 | 900 Books – 81  |
| 500 Book – 129  | 1000 Books – 72 |



July 6 – Shrinky Dink Jewelry Grab and Go Kit



July 27 – Dot Mandala Painting Grab and Go Kit



### Rightfully Hers Display:

Near the patio doors you will find a pop-up display from the National Archives called Rightfully Hers. This display commemorates the 100th anniversary of the 19th amendment, women's voting rights before and after the 19th amendment and its impact today.

There is also a Rightfully Hers Resource Guide located on the ledge near the patio doors for guests to learn more.

This exhibit runs through the end of August.

## Support Services Department Report by Maryann Zurmuehlen – July

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended weekly Management Team conference calls.
- Attended a Lending Library Committee Zoom meeting on July 16<sup>th</sup> and 27<sup>th</sup>.
- Attended SASUG virtual meetings on July 9<sup>th</sup> and 23<sup>rd</sup>.
- Goal-setting sessions are being scheduled.

### TLN SASUG (Shared Automation System Users Group) Update

- Coming Due and Overdue Notifications have resumed. Lost Notifications are still turned off.
- Full Shared System holds functionality has resumed.
- MeLCat will resume on August 10<sup>th</sup>.
- Beta testing of the auto-renewal of items will begin soon.
- Beta testing of the FRBR-ization of the catalog is underway.

### Circulation & Shelters

- Interviews were held for 2 Shelver positions and an Outreach Driver position.
- Phase 4 Duties: 96 Hour Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Timer Greeter, Extra Cleaning of Dept. Surfaces

### Tech Services

- Working on the following projects: Genre Stickers for YA Collection and Processing of the Lending Library Collection
- Phase 4 Duties: 96 Hour Quarantining of Materials, Timer Greeter, Extra Cleaning of Dept. Surfaces
- Beginning of fiscal year budgeting, ordering, processing, and invoicing.

### Statistics (July 2020)

- **Library Cards Issued: 109**
- **Items Checked Out: 36,135**
- **Items Interloaned for NPL Patrons: 6,456 (44 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,589 (0 through MeLCat)**
- **Items Added to the Collection: 2,081**
- **Items Discarded from the Collection: 1,219**
- **Drive-Up Window & Locker Hold Pickups: 394**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 8**
- **Read Boxes: Currently Suspended**
- **Outreach: Currently Suspended**

**COVID-19 Update: 5 days for Quarantine of Returned Materials**

We are closely following new REALM (RE-opening Archives, Libraries and Museums) reports as they are released, showing testing of how long the coronavirus remains on materials. A new report recently came out showing testing on DVD cases, and as a result, we've made the decision to quarantine **ALL** returned guest materials for **5 days** (120 hours). This will begin on **Friday, August 21<sup>st</sup>**.

Signage will be updated throughout the library and in the quarantine room.

Please note, this does not apply to donations—only to returned materials through the manual return slot.

[From the REALM report:](#)

**Results show that after five days of quarantine in an unstacked configuration, the SARS-CoV-2 virus was not detected on the storage bag (flexible plastic) or the DVD. The storage container (rigid plastic), plexiglass, and the USB cassette all showed detectable virus at five days.** Day five was the final timepoint tested. Compared to the results of Test 1 and 2, this data suggests that a slightly longer quarantine time for these types of plastic-based materials may be required to render SARS-CoV-2 undetectable through natural attenuation alone. **Alternatively, based on the materials' nonporous nature, suitable liquid disinfection methods may promote a more rapid decontamination than the quarantine method.**

| Services Provided During COVID-19 Closure    |       |       |     |       |            |
|--|-------|-------|-----|-------|------------|
|  | March | April | May | June  | July       |
| <b>Calls to Support Services</b>             | 40    | 94    | 35  | 569   | 61         |
| <b>Calls/Emails to Information Services</b>  | 53    | 42    | 67  | 2,358 | 43(emails) |
| <b>Read Cart Items</b>                       | 51    | 29    | 111 | 277   | -          |
| <b>Calls to Technology Expert</b>            | 2     | 15    | 11  | 17    | 31         |
| <b>Drive-Up Window &amp; Locker Pick-Ups</b> | 10    | 0     | 0   | 771   | 394        |
| <b>*Online Video/Podcast Sessions</b>        | 13    | 23    | 18  | 17    | 20         |

\*See chart below for detailed stats



| Video posts  | Facebook  |                |                 | Instagram |       |       | YouTube     |           |       | Twitter     |        |            |
|--|-----------|----------------|-----------------|-----------|-------|-------|-------------|-----------|-------|-------------|--------|------------|
| Topic  | Posted    | 1-minute views | Reactions, comr | Posted    | Reach | Likes | Video Views | Posted    | Views | Impressions | Posted | Engagement |
| Linda: On My Own: Nugget & Fang                                | 7/2/2020  | YouTube Link   | 6               |           |       |       |             | 7/2/20    | 49    | 265         |        |            |
| Kirsten: Family Story Time: Grumpy Pants                       | 7/4/2020  |                | 25              | 30        |       |       |             | 7/4/20    | 13    | 201         |        |            |
| Kathleen: Baby & Tot Time - Quack Quack                        | 7/6/2020  | YouTube Link   | 9               |           |       |       |             | 7/6/20    | 35    | 432         |        |            |
| Talking Racism: Combatting Racial Injustices                   | 7/7/2020  |                | 82              | 40        |       |       |             |           |       |             |        |            |
| Linda: Twos & Threes - Car Car Truck Jeep                      | 7/7/2020  | YouTube Link   | 56              |           |       |       |             | 7/7/20    | 64    | 240         |        |            |
| Linda: On My Own - Hooray for Hat                              | 7/9/2020  | YouTube Link   | 57              |           |       |       |             | 7/9/20    | 56    | 331         |        |            |
| Emily: Family Story Time - Three Little Fish                   | 7/11/2020 |                | 41              | 35        |       |       |             | 7/14/20   | 18    | 231         |        |            |
| Kathleen: Baby & Tot Time - Say Hello Like This                | 7/13/2020 | YouTube Link   | 6               |           |       |       |             | 7/8/20    | 62    | 261         |        |            |
| Talking Racism: It's not just a Black people issue             | 7/14/2020 |                | 66              | 28        |       |       |             |           |       |             |        |            |
| Linda: Twos & Threes: The Cat Book                             | 7/14/2020 | YouTube Link   | 9               |           |       |       |             | 7/14/20   | 46    | 213         |        |            |
| Talking Racism: Teens & YA panel                               | 7/16/2020 |                | 71              | 16        |       |       |             |           |       |             |        |            |
| Linda: On My Own - Rex Wrecks It                               | 7/16/2020 | YouTube Link   | 44              |           |       |       |             | 7/15/2020 | 65    | 297         |        |            |
| Kirsten: Family Story Time: Pete the Cat I love My White Shoes | 7/18/2020 |                | 12              | 8         |       |       |             |           |       |             |        |            |
| Kathleen: Baby & Tot Time - Who Says Woof                      | 7/20/2020 | YouTube Link   | 6               |           |       |       |             | 7/20/20   | 30    | 163         |        |            |
| Linda: Twos & Threes: Would You Rather be a Princess or a Drag | 7/21/2020 | YouTube Link   | 43              |           |       |       |             | 7/20/20   | 38    | 201         |        |            |
| Talking Racism: Talking with your kids about racism            | 7/22/2020 |                | 68              | 11        |       |       |             |           |       |             |        |            |
| Linda: On My Own: It's A Tiger                                 | 7/23/2020 | YouTube Link   | 37              |           |       |       |             | 7/22/20   | 52    | 191         |        |            |
| Emily: Family Story Time - Love the World                      | 7/25/2020 | YouTube Link   | 28              |           |       |       |             | 7/27/20   | 28    | 126         |        |            |
| Kathleen: baby & tot time - Whose Hiding in the Ocean?         | 7/27/2020 |                | 13              | 6         |       |       |             | 7/27/20   | 15    | 96          |        |            |
| Linda: Twos & Threes - Get out of My Bath!                     | 7/28/2020 | YouTube Link   | 49              |           |       |       |             | 7/27/20   | 37    | 100         |        |            |
| Talking Racism: Why Take a Knee                                | 7/30/2020 |                | 20              | 19        |       |       |             |           |       |             |        |            |
| Linda: On My Own: Be You                                       | 7/30/2020 | YouTube Link   | 24              |           |       |       |             | 7/29/20   | 23    | 93          |        |            |

| Support Services Statistics 2020-2021            |        |     |      |     |     |     |     |     |       |       |     |      |               |
|--|--------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|---------------|
|  | July   | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | TOTAL         |
| <b>Cards Issued</b>                              | 109    |     |      |     |     |     |     |     |       |       |     |      | <b>109</b>    |
| <b>Items checked out</b>                         | 36,135 |     |      |     |     |     |     |     |       |       |     |      | <b>36,135</b> |
| <b>Items borrowed</b>                            | 6,456  |     |      |     |     |     |     |     |       |       |     |      | <b>6,456</b>  |
| <b>Items loaned</b>                              | 4,589  |     |      |     |     |     |     |     |       |       |     |      | <b>4,589</b>  |
| <b>Drive-Up Window &amp; Locker Hold Pickups</b> | 394    |     |      |     |     |     |     |     |       |       |     |      | <b>394</b>    |
| <b>Read Boxes</b>                                | 0      |     |      |     |     |     |     |     |       |       |     |      | <b>0</b>      |
| <b>MAP Checkouts</b>                             | 8      |     |      |     |     |     |     |     |       |       |     |      | <b>8</b>      |
| <b>Novi School's Card Registration</b>           | 0      |     |      |     |     |     |     |     |       |       |     |      | <b>0</b>      |

|                      |     | July<br>2020 | July<br>2019 |            | July<br>2020   | July<br>2019 |
|----------------------|-----|--------------|--------------|------------|----------------|--------------|
| Library cards issued |     | 109          | 432          |            |                |              |
| Total checkouts      |     | 36,135       | 82,118       | READ Boxes | Adult 0        | 75           |
|                      |     |              |              |            | Youth <u>0</u> | <u>452</u>   |
| Items borrowed       | TLN | 6,412        | 5,314        |            | Total 0        | 527          |
|                      | MeL | <u>44</u>    | <u>154</u>   |            |                |              |
|                      |     | 6,456        | 5,468        |            |                |              |
| Items loaned         | TLN | 4,589        | 3,934        |            |                |              |
|                      | MeL | <u>0</u>     | <u>85</u>    |            |                |              |
|                      |     | 4,589        | 4,019        |            |                |              |

Due to reopening phases, Read Boxes are currently suspended.

| <b>Self-Check Totals 2020-21 Fiscal Year</b> |                          |                              |                          |                      |                      |                      |                 |                 |                    |
|--|--------------------------|------------------------------|--------------------------|----------------------|----------------------|----------------------|-----------------|-----------------|--------------------|
|  | <b>Total Circulation</b> | <b>Self-check % of Total</b> | <b>Total Self-checks</b> | <b>Self-Check #1</b> | <b>Self-Check #2</b> | <b>Self-Check #3</b> | <b>Youth #1</b> | <b>Youth #2</b> | <b>Adult South</b> |
| <b>July</b>                                  | 36,135                   | 54.12%                       | 19,555                   | 8,393                | 6,615                | 4,547                | 0               | 0               | 0                  |
| <b>August</b>                                |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>September</b>                             |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>October</b>                               |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>November</b>                              |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>December</b>                              |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>January</b>                               |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>February</b>                              |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>March</b>                                 |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>April</b>                                 |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>May</b>                                   |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>June</b>                                  |                          |                              |                          |                      |                      |                      |                 |                 |                    |
| <b>FYTD</b>                                  | <b>36,135</b>            | <b>54.12%</b>                | <b>19,555</b>            | <b>8,393</b>         | <b>6,615</b>         | <b>4,547</b>         | <b>0</b>        | <b>0</b>        | <b>0</b>           |

| Library Usage         |                |               |                |               |                       |              |              |               |               |
|-----------------------|----------------|---------------|----------------|---------------|-----------------------|--------------|--------------|---------------|---------------|
| 2019-2020 Fiscal Year |                |               |                |               | 2020-2021 Fiscal Year |              |              |               |               |
|                       | Lobby          | Drive-Up      | Total          | Daily Average |                       | Lobby        | Drive-Up     | Total         | Daily Average |
| July                  | 37,288         | 4,188         | 41,476         | 1,383         | July                  | 8,095        | 4,307        | 12,402        | 477           |
| August                | 31,987         | 4,304         | 36,291         | 1,251         | August                |              |              |               |               |
| *September            | 43,711         | 3,783         | 47,494         | 1,696         | September             |              |              |               |               |
| October               | 33,571         | 4,205         | 37,776         | 1,219         | October               |              |              |               |               |
| November              | 32,056         | 4,138         | 36,194         | 1,341         | November              |              |              |               |               |
| December              | 29,670         | 3,982         | 33,652         | 1,246         | December              |              |              |               |               |
| **January             | 29,994         | 4,165         | 34,159         | 1,139         | January               |              |              |               |               |
| February              | 31,619         | 3,845         | 35,464         | 1,223         | February              |              |              |               |               |
| March                 | 17,264         | 1,802         | 19,066         | 1,271         | March                 |              |              |               |               |
| April                 | 0              | 0             | 0              | 0             | April                 |              |              |               |               |
| May                   | 0              | 0             | 0              | 0             | May                   |              |              |               |               |
| June                  | 0              | 4,073         | 4,073          | 0             | June                  |              |              |               |               |
| <b>FYTD Total</b>     | <b>287,160</b> | <b>38,485</b> | <b>325,645</b> | <b>1,324</b>  | <b>FYTD Total</b>     | <b>8,095</b> | <b>4,307</b> | <b>12,402</b> | <b>477</b>    |

\* Counter was unavailable 9-28 and 9-29

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

| <b>Computer Logins</b>       |                            |                 |                        |                |                      |                              |                            |                 |                        |               |                      |
|------------------------------|----------------------------|-----------------|------------------------|----------------|----------------------|------------------------------|----------------------------|-----------------|------------------------|---------------|----------------------|
| <b>2019-2020 Fiscal Year</b> |                            |                 |                        |                |                      | <b>2020-2021 Fiscal Year</b> |                            |                 |                        |               |                      |
|                              | <b>Public Workstations</b> | <b>Wireless</b> | <b>Lending Laptops</b> | <b>Total</b>   | <b>Daily Average</b> |                              | <b>Public Workstations</b> | <b>Wireless</b> | <b>Lending Laptops</b> | <b>Total</b>  | <b>Daily Average</b> |
| <b>July</b>                  | 2,599                      | 76,972          | 6                      | 79,577         | 2,653                | <b>July</b>                  | 0                          | 16,504          | 0                      | 16,504        | 635                  |
| <b>August</b>                | 2,304                      | 62,034          | 4                      | 64,342         | 2,076                | <b>August</b>                |                            |                 |                        |               |                      |
| <b>September</b>             | 2,194                      | 71,569          | 9                      | 73,772         | 2,732                | <b>September</b>             |                            |                 |                        |               |                      |
| <b>October</b>               | 2,603                      | 85,278          | 1                      | 87,882         | 2,835                | <b>October</b>               |                            |                 |                        |               |                      |
| <b>November</b>              | 2,249                      | 68,998          | 6                      | 71,253         | 2,545                | <b>November</b>              |                            |                 |                        |               |                      |
| <b>December</b>              | 1,892                      | 49,485          | 5                      | 51,382         | 1,903                | <b>December</b>              |                            |                 |                        |               |                      |
| <b>January</b>               | 1,877                      | 53,164          | 3                      | 55,044         | 1,835                | <b>January</b>               |                            |                 |                        |               |                      |
| <b>February</b>              | 2,003                      | 65,275          | 6                      | 67,284         | 2,403                | <b>February</b>              |                            |                 |                        |               |                      |
| <b>March</b>                 | 931                        | 25,930          | 2                      | 26,863         | 1,791                | <b>March</b>                 |                            |                 |                        |               |                      |
| <b>April</b>                 | 0                          | 4,403           | 0                      | 4,403          | 0                    | <b>April</b>                 |                            |                 |                        |               |                      |
| <b>May</b>                   | 0                          | 5,417           | 0                      | 5,417          | 0                    | <b>May</b>                   |                            |                 |                        |               |                      |
| <b>June</b>                  | 0                          | 12,172          | 0                      | 12,172         | 0                    | <b>June</b>                  |                            |                 |                        |               |                      |
| <b>FYTD Total</b>            | <b>18,652</b>              | <b>580,697</b>  | <b>42</b>              | <b>599,391</b> | <b>2,437</b>         | <b>FYTD Total</b>            | <b>0</b>                   | <b>16,504</b>   | <b>0</b>               | <b>16,504</b> | <b>635</b>           |

| Early Literacy Workstation Usage |                  |                           |                              |                       |                  |                           |                              |
|----------------------------------|------------------|---------------------------|------------------------------|-----------------------|------------------|---------------------------|------------------------------|
| 2019-2020 Fiscal Year            |                  |                           |                              | 2020-2021 Fiscal Year |                  |                           |                              |
|                                  | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) |                       | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) |
| July                             | 996              | 20,235                    | 20                           | July                  | 0                | 0                         | 0                            |
| August                           | 844              | 16,206                    | 19                           | August                |                  |                           |                              |
| September                        | 684              | 12,146                    | 17                           | September             |                  |                           |                              |
| October                          | 695              | 12,191                    | 17                           | October               |                  |                           |                              |
| November                         | 817              | 16,381                    | 20                           | November              |                  |                           |                              |
| December                         | 686              | 12,748                    | 20                           | December              |                  |                           |                              |
| January                          | 777              | 16,259                    | 20                           | January               |                  |                           |                              |
| February                         | 840              | 17,256                    | 20                           | February              |                  |                           |                              |
| March                            | 326              | 6,764                     | 20                           | March                 |                  |                           |                              |
| April                            | 0                | 0                         | 0                            | April                 |                  |                           |                              |
| May                              | 0                | 0                         | 0                            | May                   |                  |                           |                              |
| June                             | 0                | 0                         | 0                            | June                  |                  |                           |                              |
| <b>FYTD Total</b>                | <b>6,665</b>     | <b>130,186</b>            | <b>19</b>                    | <b>FYTD Total</b>     | <b>0</b>         | <b>0</b>                  | <b>0</b>                     |

**Technology Training Sessions 2020-21 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 Guests |
|------------------|--------------------|------------|----------|-----------------------|--------------------|-----------------|----------------|-----------|---------------------|----------------|---------------|--------------|
| <b>July</b>      |                    |            |          |                       |                    |                 |                |           |                     |                | <b>0</b>      |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               | <b>0</b>     |
| <b>August</b>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>September</b> |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>October</b>   |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>November</b>  |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>December</b>  |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>January</b>   |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>February</b>  |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>March</b>     |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>April</b>     |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>May</b>       |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <b>June</b>      |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               |              |
| <i>Sessions</i>  |                    |            |          |                       |                    |                 |                |           |                     |                | <b>0</b>      |              |
| <i>Guests</i>    |                    |            |          |                       |                    |                 |                |           |                     |                |               | <b>0</b>     |

| 2020-2021 Fiscal Year |              |            |                |                      |              |            |                   |
|-----------------------|--------------|------------|----------------|----------------------|--------------|------------|-------------------|
|                       | Hoopla       |            | RB Digital     |                      | Lynda.com    |            |                   |
|                       | Check-outs   | New Users  | Novi Checkouts | Consortium Checkouts | Active Users | Logins     | Total Video Views |
| July                  | 1,413        | 400        | 1,987          | 36,146               | 336          | 198        | 1,088             |
| August                |              |            |                |                      |              |            |                   |
| September             |              |            |                |                      |              |            |                   |
| October               |              |            |                |                      |              |            |                   |
| November              |              |            |                |                      |              |            |                   |
| December              |              |            |                |                      |              |            |                   |
| January               |              |            |                |                      |              |            |                   |
| February              |              |            |                |                      |              |            |                   |
| March                 |              |            |                |                      |              |            |                   |
| April                 |              |            |                |                      |              |            |                   |
| May                   |              |            |                |                      |              |            |                   |
| June                  |              |            |                |                      |              |            |                   |
| <b>FYTD Total</b>     | <b>1,413</b> | <b>400</b> | <b>1,987</b>   | <b>36,146</b>        | <b>336</b>   | <b>198</b> | <b>1,088</b>      |

| 2020-2021 Fiscal Year |                       |                      |                 |            |
|-----------------------|-----------------------|----------------------|-----------------|------------|
| OverDrive             |                       |                      |                 |            |
|                       | Consortium Collection | Advantage Collection | Total OverDrive | New Users  |
| July                  | 5,684                 | 2,758                | 8,442           | 106        |
| August                |                       |                      |                 |            |
| September             |                       |                      |                 |            |
| October               |                       |                      |                 |            |
| November              |                       |                      |                 |            |
| December              |                       |                      |                 |            |
| January               |                       |                      |                 |            |
| February              |                       |                      |                 |            |
| March                 |                       |                      |                 |            |
| April                 |                       |                      |                 |            |
| May                   |                       |                      |                 |            |
| June                  |                       |                      |                 |            |
| <b>FYTD Total</b>     | <b>5,684</b>          | <b>2,758</b>         | <b>8,442</b>    | <b>106</b> |



| <b>Meeting Room Rentals</b>  |                |                  |                              |                |                  |
|------------------------------|----------------|------------------|------------------------------|----------------|------------------|
| <b>2019-2020 Fiscal Year</b> |                |                  | <b>2020-2021 Fiscal Year</b> |                |                  |
|                              | <b>Rentals</b> | <b>Attendees</b> |                              | <b>Rentals</b> | <b>Attendees</b> |
| <b>July</b>                  | 35             | 458              | <b>July</b>                  | 0              | 0                |
| <b>August</b>                | 86             | 1,067            | <b>August</b>                |                |                  |
| <b>September</b>             | 47             | 1,020            | <b>September</b>             |                |                  |
| <b>October</b>               | 60             | 1,225            | <b>October</b>               |                |                  |
| <b>November</b>              | 59             | 1,270            | <b>November</b>              |                |                  |
| <b>December</b>              | 46             | 987              | <b>December</b>              |                |                  |
| <b>January</b>               | 44             | 1,116            | <b>January</b>               |                |                  |
| <b>February</b>              | 59             | 1,627            | <b>February</b>              |                |                  |
| <b>March</b>                 | 24             | 596              | <b>March</b>                 |                |                  |
| <b>April</b>                 | 0              | 0                | <b>April</b>                 |                |                  |
| <b>May</b>                   | 0              | 0                | <b>May</b>                   |                |                  |
| <b>June</b>                  | 0              | 0                | <b>June</b>                  |                |                  |
| <b>FYTD</b>                  | <b>460</b>     | <b>9,366</b>     | <b>FYTD</b>                  | <b>0</b>       | <b>0</b>         |

**Library App - 2020-2021 Fiscal Year**

|                  | <b>Number of Visits</b> | <b>Most Requested Webpages</b> |                       |                 | <b>Number of Visits</b> | <b>Most Requested Webpages</b> |  |
|------------------|-------------------------|--------------------------------|-----------------------|-----------------|-------------------------|--------------------------------|--|
| <b>July</b>      | 38,823                  | 1.                             | Catalog               | <b>January</b>  |                         |                                |  |
|                  |                         | 2.                             | My Account            |                 |                         |                                |  |
|                  |                         | 3.                             | Library Locator       |                 |                         |                                |  |
|                  |                         | 4.                             | OverDrive             |                 |                         |                                |  |
|                  |                         | 5.                             | Boopsie Popular Books |                 |                         |                                |  |
| <b>August</b>    |                         |                                |                       | <b>February</b> |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
| <b>September</b> |                         |                                |                       | <b>March</b>    |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
| <b>October</b>   |                         |                                |                       | <b>April</b>    |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
| <b>November</b>  |                         |                                |                       | <b>May</b>      |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
| <b>December</b>  |                         |                                |                       | <b>June</b>     |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       |                 |                         |                                |  |
|                  |                         |                                |                       | <b>Total</b>    | <b>38,823</b>           |                                |  |

**Friends of the Novi Public Library**  
**Meeting of the Board of Directors**  
**June 10, 2020**

*(The Friends Board Meeting was held telephonically. The Library was closed due to the COVID-19 Coronavirus Executive Order. Those in attendance called in and Sue Johnson proceeded with the Call to Order.)*

**Call to Order:** Sue Johnson. Sue called our conference to order at 2:03 p.m.

**Present:** Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Carol Neumann, Lin Giglio, Karen Schubert, Julie Farkas, Library Director and Dana Brataniec, Library Liaison.

**Absent:** Carol Bauer.

**Minutes of May 13, 2020 Meeting: Evelyn Cadicamo.** There being no corrections or discussion regarding the Minutes, motion was made to accept the Minutes as presented by Marilyn, seconded by Carol Neumann. Motion passed 8-0.

**Treasurer's Report:** Marilyn Amberger. Marilyn stated that there were not many changes from last month as there has not been a lot of activity. Things have been pretty consistent. We did receive a few donations; wrote only one check.

|               |                 |                   |                  |
|---------------|-----------------|-------------------|------------------|
| Income:       | \$ 396.25       | CF CD             | \$15,140.11      |
| Expenses      | <u>2,325.00</u> | CF Checking       | 7,313.21         |
| Overall Total | \$-1,929.75     | Vibe Checking     | 10,291.66        |
|               |                 | Vibe Savings      | <u>11,017.78</u> |
|               |                 | Total Bank Accts. | \$43,762.76      |
|               |                 | Start Up Fund     | <u>100.00</u>    |
|               |                 | Overall Total     | \$43,862.76      |

At this time, Sue brought up the Budget and stated there were not a lot of changes as “there was not a lot going on.” We are not going to be “spending anything; can’t raise any money...just have to accept it as is.” Motion was made to accept the Treasurer’s Report by Evelyn Cadicamo and seconded by Karen Schubert. Motion carried 8-0.

**Library Liaison:** Dana Brataniec. Get the Phase 3 email ready for sending on June 15<sup>th</sup>. By the end of the week of June 22, emails go out regarding Phase 4 and the opening of the Library on June 29<sup>th</sup>. This email will contain information regarding the limited Grab-and-Go services (limited to no more than 30 minutes.) All of the detailed information per Phase would be available on the Library website.

**Book Nook:** Carol Hoffman. Discussion was had about starting to sell during Phase 4. There are books available on the Book Nook shelf but as of now, no volunteer will be on duty. When that time does present itself, everyone would be required to have his/her temperature taken every day and must comply with the protocols in place. Julie would like the names of the people who will volunteer (no more than 6) and let her have the names so she knows who is in the building. These 6 people - (Carol Hoffman, Carol Neumann, Sue Johnson, Sandy Butler, Sue Bebb and

Karen Schubert) - would be able to handle all the tasks necessary to keep the Book Nook current and functioning. Should anything be sold during this time, people would have to use the Honor Box. Julie further discussed what needed to be done in order to accomplish Phase 3. She reiterated the fact that all workers would have to wear masks, follow the protocols in place and practice social distancing wherever possible. Julie repeated again that no new book donations would be accepted until all of the outstanding library materials (books, CD's, etc.) were returned.

*(Please note: All plans and procedures contained in these Minutes were based on the reopening of the Library on June 29, 2020. However, at this typing, the schedule was again compromised by the Governor. The Novi Library is now scheduled to open on Monday, July 6, 2020.)*

**Membership:** Sue Johnson. Sue had nothing new to report. Like she said last month, it is as good as it can be for now.

**Remarks: President** – Sue Johnson. Sue engaged Julie by asking her how the plans were coming along for opening on June 29<sup>th</sup>. Julie was excited and went into a discussion about the Phases for Reopening. (For greater detail regarding the reopening process, please visit the Library website.) She touched on a number of areas pertinent to each of the phases, what challenges there might be, and how well the Drive-Up procedure was going. Julie told us they were busy all day long. She informed us that the Café is ready, willing and able to provide coffee service!

**2020/2021 Wish List Changes:** Sue Johnson. Sue quickly reviewed the changes to the Friends Wish List and informed us that we would not have a vote on these changes now. The Wish List, with its documentation, would be voted on at the annual meeting on July 8, 2020. Julie has already been informed of the changes so that she can go forward with what we have said. Marilyn was already getting requests for the Summer Reading Program as they have done a lot of work to make this virtual reading challenge a success.

**2021 Budget:** Sue Johnson. There were a few changes to the Budget. Among those changes were a decrease in the amount of projected income from the Book Nook, the adjustments to a few of the Wish List items, and a re-allocation of funds under Special Programs going toward the Paradise Park event. The annual contributions to the Library were adjusted downward. Those items that were decreased were:

Community Reads: from \$2,500 down to \$1,000;  
Evening Arts Series: from \$1,600 down to \$800;  
Raising a Reader: from \$3,000 down to \$1,500.  
Kaleidoscope: cancelled  
Summer Music on the Patio: cancelled  
Listen at the Library: cancelled through August

Projected total contributions to library projects for 2021 had been \$15,300 but are now \$10,000.

**Annual Meeting to be held July 8, 2020:** Sue Johnson. Sue informed us that we will conduct our annual meeting via phone conference call. The responses to our email stating we would not be able to have an in-person annual meeting were very favorable and certainly understanding.

**“Booked” Alternative** – Paradise Park venue: Sue Johnson/Julie Farkas. Julie was pleased to let us know that this “September Song Fest” would be scheduled for three consecutive Thursday evenings (September 10, 17 and 24) from 7 p.m. to 8:30 p.m. Each evening would have a different theme: one would be jazz, one would be a band, and the third is already under consideration. This event would be held outdoors at Paradise Park, under their canopy and would lend itself to following all of the protocols necessary for a gathering. After some discussion it was decided to make this a Special Event and Friends would donate \$1,000 to it. Dana will do a work-up on the event and have it ready in July. All were enthusiastic in doing something creative and welcoming.

**Fundraiser/Stair Stuff:** Julie Farkas. When the Library is re-opened, it is our hope to have someone come in to discuss the Stair Project. One idea put forth was to bring this idea forward toward the end of the year and use it as a gift giving campaign. It could be run through the winter and perhaps unveiled during National Library Week in April. We do have to have all the particulars ready: depth, height of each stair; what each stair would cost; selections to be made; just what selections are available, etc. We have to know what we are asking for before we make a “push” for it.

**Fundraising Ideas:** Sue Johnson. Sue was open to ideas. The following were offered:

Lin Giglio:

1) Sending out an email simply stating that we (the Book Nook) have not taken in any revenue for three months. In order to help create a cash reserve, if anyone would like to make a donation (outside of the membership) we would appreciate any help your might care to offer.

2) Create a coupon or credit for a creative little thing that could be used if you make a \$25 donation. You could have your choice among five (5) items. We could send this information out in one of our newsletters say, in October and again at Christmas. These could be winter reading coupons; concept of a gift certificate. Basically, taking the gift certificate concept and marketing it into a creative certificate.

3) Just finished a project for my church and a school. The school has a really big auction and a dinner. We could turn it into a virtual auction. We could do something like that. But we would have to realize that in order to make a lot of money, there is a huge amount of work involved.

Nothing else is really coming to mind.

Carol Neumann:

A Holiday Evening Sale. - Have two or three tables out and have someone manning them in November. Set up tables for two or three hours each for two or three days. We have enough Christmas books to do a Holiday Sale so we could time the event for that.

Discussion then turned to fundraising and how an in-person event is not possible. Talk continued regarding our 60<sup>th</sup> anniversary and what we might be able to do. One idea presented was creating something like a \$25/\$50 donation chart which would remain up until our next gala. Suggestion was made re putting up a volunteer poster and tying it in with the donations. Would we be able to have a campaign around Christmas, raising money and try to leverage it for the 60<sup>th</sup>??? Many suggestions were offered but no clear picture came into view. We need to keep thinking until we can come up with an idea that works.

Lin and Sue then offered the prospect of putting together some sort of interview talking about the 60<sup>th</sup> anniversary, the history behind it, etc....maybe put it online. We then discussed where we would put such a Donor Wall in order to draw attention to it. It was decided that the wall outside the Book Nook would be the best place. Thoughts offered \$60 donations = names on the wall. We discussed a Donor Tree with leaves on it that could be engraved.

Sue and Julie would look into what was available along these lines. They will follow through and will meet on Sunday, June 14 at 2 p.m.

Carol Neumann then offered the idea of a Tree of Life and set it up for donations in the \$50-\$100/\$100-\$150 categories. There would be bronze, silver, gold levels and use this as our 60<sup>th</sup> anniversary fundraiser. We could use this instead of the books on the stairs. We could watch it grow and it would be highly visible. Marge was listening carefully and was very enthusiastic about this type of project!!!

Sue then reminded us of the **Annual Meeting**, which would be another conference call, set for **Wednesday, July 8, 2020 from 2-3 p.m.**

There being no further business, motion was made to adjourn by Marge Bixby and seconded by Carol Hoffman. Motion passed 8-0. Meeting adjourned at 3:02 p.m.

Respectfully submitted,

Evelyn Cadicamo

# Friends of the Novi Library

August, 2019



## Book Nook News:

Book Nook revenue for our fiscal year ending June 30, 2020 was \$21,769. Since the Book Nook had been closed since March 16, 2020 – 3.5 months, we were pleased.

Since we re-opened the Book Nook on July 6, we have been making around \$200 a week. Last week we began taking donations again, so we will be able to refresh our stock.

We have a large donation of Art books from an art teacher. We will plan to have them on the feature shelf in September. There is a wide selection including “How to” for drawing and painting techniques, jewelry design, coloring books and more.

## Annual Meeting

Our annual meeting this year was a teleconference on July 9, 2020. We approved our 2020/21 budget in which we allocated \$19,800 for the library wish list and annual contributions.

### 2020/2021 Friends Board

President- Sue Johnson

Vice-President- open

Secretary- Evelyn Cadicamo

Treasurer- Marilyn Amberger

Trustees- Carol Bauer  
Marge Bixby  
Carol Hoffman  
Linda Giglio  
Karen Schubert

## From the President:

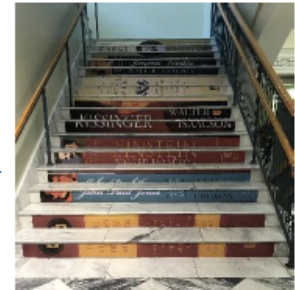
I hope all of you have stayed safe through this trying time and continue to take precautions as businesses open up. I was very glad when our Library opened its doors and I could check out a “real” book. Thank goodness for e-books, but they are just not quite the same.

Another milestone was re-opening the Book Nook and last week when we started accepting donations again. You must have been saving up, because we certainly received a lot of books. This is the Youth Activity Room with books piled high.



Sadly our plans for our 60<sup>th</sup> anniversary had to be cancelled. We are planning a fund raiser, however, that will enhance our library and be a reminder of the Friends milestone.

When we saw this picture of library steps with the spines of books on the risers from another library, we loved the idea as did our Director, Julie Farkas. You will be reading more about this novel (no pun intended) idea in the coming months.



## Mark Your Calendars - Events:

### September Song Fest- Sponsored by the Friends

The Friends are excited to present four music programs through the month of September! Come to Paradise Park of Novi (45799 Grand River Ave.) every Thursday from 7-8:30pm for a lively evening outdoors under a covered pavilion. Masks are required and all safety guidelines will be followed. Cash bar, food service, attractions and arcade games available for purchase.



September 3 - Tola Lewis, Smooth Jazz & Motown  
September 10 - Robert Crozier, Jazz, Blues & Country  
September 17 - Stephen Floyd, Oldies & Broadway  
September 24 - The Pam Jaslove Trio, Music from the 1940's and USO Camp Shows



## NOVI HISTORICAL COMMISSION

Wednesday, February 19, 2020 7pm  
Novi Library History Room

Call to Order... **HAPPY NEW DECADE**

Introductions of guests  
Approval of Agenda  
Approval of Minutes- December 2019  
Treasurer's report -Kim  
Communications:

Library Liaison Report  
History Room

Betty Lang

March 2, 12-2 \_\_\_\_\_ 3/16 6-8pm \_\_\_\_\_  
April 6, 12-2 \_\_\_\_\_ 4/20 6-8pm \_\_\_\_\_

Display Cabinet door  
Commission Appointments  
Motor City Marker move to City Hall  
Oakland County Historical Resource...share ½ cost??????

### Discussion items:

1/23 The 19<sup>th</sup> Century Evolution of Football Jim Craft re-cap  
Request from Parkview Elementary Rae  
Request for Motorsports Display 2/22 Kim  
Storage Unit Move Kim, Kelly, Tammy  
By Laws/Procedures (Betty posts meeting agendas downstairs)  
Budget...presented to Julie Farcus Kim  
Election of Officers  
**Goals and Projects for next year...brain storm Everyone**

### BACK BURNER PROJECTS

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

### HISTORICAL COMMISSION PROGRAMS -2019/2020 **(Mark your calendars-help Rae)**

2/27 Guardians of Detroit-Architecture of the Motor City  
3/26 Women of the 1913 Copper Miners Strike  
4/23 The Yankee Air Museum

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice  
Ideas for new displays

### PUBLIC COMMENT

NEW BUSINESS/Other Business  
WEBSITE UPDATES : Facebook link/Instagram





## NOVI HISTORICAL COMMISSION

Wednesday, June 17, 2020 7pm

Meeting is not at the Novi Library Local History Room.  
It is a virtual meeting using Zoom.

Call to Order...

Introductions of guests

Approval of Agenda

Approval of Minutes- February 2020

Treasurer's report -Kim

Communications:

Library Liaison Report

History Room

Commission Appointments

Motor City Marker move to City Hall

Betty Lang

Discussion items:

Election of Officers

Virtual meetings/programs

Villa Barr Strategic Planning

Request from Parkview Elementary 3/23 Rae

Request for Motorsports Display (wrap up) 2/22 Kim

Spring Palooza ???

Storage Unit Move

Kim, Kelly, Tammy

By Laws/Procedures

Goals and Projects for next year...brain storm Everyone

BACK BURNER PROJECTS

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Veterans Memorial

HISTORICAL COMMISSION PROGRAMS -2019/2020 (Mark your calendars-help Rae)

3/26 Women of the 1913 Copper Miners Strike

4/23 The Yankee Air Museum

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice

Ideas for new displays

PUBLIC COMMENT

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: Wednesday, July 15, 7pm

Adjourn



**NOVI HISTORICAL COMMISSION (Virtual) MEETING**  
 Wednesday, June 17, 2020 7pm  
 Novi Library History Room

**Call to Order:** 7:05pm

**Attendance:** Kathy Crawford, Kim Nice, Rachel Manela, Tammy-Lee Knopp, Kelly Kasper

**Introductions of guests:** None

**Approval of Agenda:** ALL APPROVED

**Approval of Minutes- February 2020:** ALL APPROVED

**Treasurer's report** -Kim Nice

| NOVI HISTORICAL COMMISSION<br>FINANCIAL SUMMARY REPORT - 2019/2020 Fiscal Year   |                  |                                       |
|--|------------------|---------------------------------------|
|  | BUDGET           | EXPENDITURES<br>Through June 17, 2020 |
| Display Cabinet Exhibit  | \$ 900           | \$ (1,031.35)                         |
| Marketing/Brochures/Engage   | \$ 1,200         | (372.37)                              |
| Equipment/Supplies/Office  | \$ 1,200         | \$ (54.35)                            |
| Program/Speaker Fees   | \$ 1,800         | \$ (495.00)                           |
| Storage Unit   | \$ 2,500         | \$ (764.60)                           |
| Acquisition  | \$ 500           | \$ -                                  |
| Conference/Continuing Education  | \$ 2,500         | \$ (351.20)                           |
| Special Projects<br>Exempt/As:<br>(Vila Barr, Photography, Veterans Sign, Oral Histories, Veterans Wealths, Motor City Marker) | \$ 3,400         | \$ (2,111.54)                         |
| Revenue Received:<br>Vila Barr Book Sales YTD  |                  | \$ 40.00                              |
| Wealths Across Novi Project  |                  | \$ 1,425.00                           |
| <b>Total:</b>  | <b>\$ 14,000</b> | <b>\$ (5,139.02) \$ 8,860</b>         |

We have been making double payments for the storage unit to keep up with the city payments.  
 Repair for Display Cabinet: \$785  
 Fiscal Year ends June 30<sup>th</sup>

**Communications:**

**Library Liaison Report, Betty Lang**

**History Room**

Commission Appointments

Motor City Marker move to City Hall



## NOVI HISTORICAL COMMISSION (Virtual) MEETING

Wednesday, June 17, 2020 7pm

Novi Library History Room

### **Discussion items:**

Election of Officers

Chair:

Vice Chair:

Secretary:

Treasurer:

We will do a virtual vote via google docs

Rachel will send it out

Virtual meetings/programs

Rachel will work on developing an October Program as a test run

Villa Barr Strategic Planning

On Hold due to Covid19

Request from Parkview Elementary 3/23 Rae

Cancelled due to Covid19

Request for Motorsports Display (wrap up) 2/22 Kim

It went well, developed a display all about the Novi Special

Spring Palooza

Cancelled due to Covid19

Storage Unit Move, Kim, Kelly, Tammy-Lee

On hold for now.

We are paying month to month

Go in and take an inventory with pictures

By Laws/Procedures

Rachel will find the most recent version and send them out to commission members.

Historical sites brochure,

Rachel and Dhara need to discuss this.

Veterans Memorial

Kim will oversee this, develop a form for the city website



## NOVI HISTORICAL COMMISSION (Virtual) MEETING

Wednesday, June 17, 2020 7pm

Novi Library History Room

### BACK BURNER PROJECTS

Novi Rd. Cemetery Sign- Removal

On Hold for now.

Austin sign options - sub-committee

On Hold For Now

Veteran's Wreaths

We will go ahead with this project and figure out how to socially distance the event.

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice

PUBLIC COMMENT:

None.

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, July 15,** 7pm

We will have to see if it will be virtual or in person/at the library.

Adjourn: 8:42pm



## NOVI HISTORICAL COMMISSION

Wednesday, August 19, 2020 7pm

Virtual Meeting - Zoom

Call to Order...via ZOOM

Introductions of guests

Approval of Agenda

Approval of Minutes- July 2020

Treasurer's report -Kim

Communications:

Library Liaison Report

History Room appointments

Video Commission Update

Commission Appointments

Betty Lang

Discussion items:

Dodge Brothers/Dodge Park #2-request for information

By Laws/Procedures

Research projects

Virtual meetings/programs

BACK BURNER PROJECTS Discussion

Veterans Memorial

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

HISTORICAL COMMISSION PROGRAMS

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice

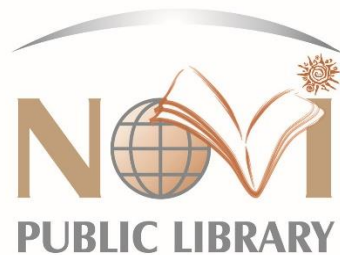
PUBLIC COMMENT

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, September 16, 7pm**

Adjourn



## LIBRARY CLOSINGS 2021

- FRIDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 4 (Easter Sunday) **H**
- SUNDAY, MAY 9 (Mother's Day)
- SUNDAY, MAY 30 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 31 (Memorial Day) **H**
- SATURDAY, JUNE 19 (Juneteenth)
- SUNDAY, JUNE 20 (Father's Day)
- SATURDAY, JULY 3 (Closed)
- SUNDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 20 (Staff In-Service Day)
- SATURDAY, SEPTEMBER 4 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 5 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 6 (Labor Day) **H**
- FRIDAY, OCTOBER 22 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 24 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 25 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 26 (Closed)
- FRIDAY, DECEMBER 24 (Christmas Eve Day) **H**
- SATURDAY, DECEMBER 25 (Christmas Day) **H**
- SUNDAY, DECEMBER 26 (Closed)
- FRIDAY, DECEMBER 31 (New Year's Eve Day) **H**

## LIBRARY BOARD MEETINGS

FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @  
7:00 P.M. (except November and December – held the third Wednesday @ NPL)

**H – Paid Holiday**



## Library Board Calendar

### 2020

|                     |  |
|---------------------|--|
| August 21           | Staff In-service, Library Closed ( <b>CANCELLED</b> )                                    |
| <b>August 27</b>    | <b>Library Board Regular Meeting (VIRTUAL)</b>   |
| September           | Library Card Sign-up Month   |
| September 5         | Library Closed   |
| September 6         | Library Closed   |
| September 7         | Holiday – Labor Day, Library Closed  |
| <b>September 24</b> | <b>Library Board Regular Meeting</b>   |
| <b>October 22</b>   | <b>Library Board Regular Meeting</b>   |
| October 23          | Friends of Library Booked for the Evening, Library Closes at 5 p.m. ( <b>CANCELLED</b> ) |
| <b>November 19</b>  | <b>Library Board Regular Meeting</b>   |
| November 25         | Holiday – Thanksgiving Eve, Library closes at 5 p.m.                                     |
| November 26         | Holiday – Thanksgiving, Library Closed   |
| November 27         | Library Closed   |
| <b>December 17</b>  | <b>Library Board Regular Meeting</b>   |
| 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 |
| <b>January</b>     | <b>Budget Planning Session, TBD</b>     |
| <b>January 28</b>  | <b>Library Board Regular Meeting</b>    |
| <b>February 25</b> | <b>Library Board Regular Meeting</b>    |
| March 1-31         | National Library Reading Month          |
| <b>March 25</b>    | <b>Library Board Regular Meeting</b>    |
| April 4            | Holiday – Easter, Library Closed        |
| April 5-9          | National Library Week                   |
| April 10-17        | Money Smart Week                        |
| <b>April 22</b>    | <b>Library Board Regular Meeting</b>    |
| May 9              | Holiday - Mother's Day, Library Closed  |
| <b>May 27</b>      | <b>Library Board Regular Meeting</b>    |
| May 30             | Library Closed                          |
| May 31             | Holiday– Memorial Day, Library Closed   |

- 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.