



## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, December 16, 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 – October 22, 2020 .....5-13
  - B. Approval of Claims and Warrants (#596 and #597) for Accounts 268 and 269 ..... 14-18
  - C. The November 18, 2020 Regular Library Board Meeting was cancelled
6. Correspondence
  - A. Thank you email from Natalie Kneifel Re: Book club and discussion.....19
  - B. Thank you email from Belle Hornung Re: Virtual Trivia Night Program.....19
  - C. Thank you letter from Cortney Hanson, City Clerk Re: Voting Day.....20
  - D. Instagram Post Re: thank you for library services.....21
7. Presentation/Special Guest
  - A. 2019-2020 Annual Report by Dana Brataniec, Communications Coordinator ..... 61-68
  - B. Building Diverse Collections presented by Katie Edmiston, Librarian.....N/A
8. Student Representatives Report – for October 2020 and November 2020 ..... 22-23
9. Executive Session
  - A. N/A
10. President's Report (Melissa Agosta)
  - A. Email to Library Board on Friday November 13, 2020 Re: Meeting Cancellation.....24
  - B. 2019-2022 Strategic Objectives (3 year plan) – updated September 24, 2020 .....25
  - C. 2020-2021 Goals Update (July, October, January, April) as of November 2020 ..... 26-37
  - D. Library Director's Mid-Year Review (January 28, 2021)
11. Treasurer's Report (Geoffrey Wood)
  - A. 2020-2021 Library Budget Fund 268..... 38-40
  - B. 2020-2021 Contributed Fund Budget 269 ..... 41
  - C. Financial Report October 2020 (October and November 2020)..... 42-43
  - D. Library Fund 268 Expenditure & Revenue Report as of October 31, 2020 ..... 44-47
  - E. Library Fund 269 Contributed Fund as of October 31, 2020 ..... 48
  - F. Library Fund 268 Expenditure & Revenue Report as of November 30, 2020.....49-52
  - G. Library Fund 269 Expenditure & Revenue Report as of November 30, 2020.....53

H. Balance Sheets for Funds 268 and 269 as of October 31, 2020 .....	54-55
I. Balance Sheets for Funds 268 and 269 as of November 30, 2020 .....	56-57
12. Director's Report.....	58-92
A. Information Technology Report .....	93-95
B. Facilities Report – no reports submitted for October or November as of this date.....	N/A
C. Information Services Report.....	95-101
D. Support Services Report .....	101-103
E. Library Usage Statistics .....	104-113
F. Friends of Novi Library – October 14, 2020 minutes, November 11, 2020 agenda.....	114-116
G. City of Novi Historical Commission – September 16, 2020 minutes, October 21, 2020 agenda, October 21, 2020 minutes, November 18, 2020 agenda, November 18, 2020 minutes.....	117-128

13. 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, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- As of October 2, 2020, draft policy documents have been received by the attorney. They will be distributed to the staff committee for further review.
- Committee met on November 19, 2020 to discuss a Remote Work During Pandemic Policy which was shared with the Library Board in email. This policy will be brought forth as a Matter for Board action. Committee also continued conversations regarding hate speech language. Limited time was scheduled for the meeting and another meeting will need to be scheduled.

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – TBD)

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj and Kirsten Malzahn.
- HR Policy staff review has been suspended until a new HR Manager is hired.
- HR Manager posting closed on September 8, 2020. 83 applications were received for the position. Interviews took place in October (by Zoom and in-person), unfortunately the position was not filled. Another round of candidates (14 people) are being considered at this time. Deadline for the candidates is December 16, 2020.

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

(Wood- Chair, Messerknecht, Lawler, Staff Liaisons – Julie Farkas & Barbara Cook)

- Finance Committee is finalizing the dates for the upcoming Budget Session planning meetings. The 21/22 Budget will need to be approved at the January 28, 2021.
- See email from Kathy Webb regarding State Aid funds in Director's report.
- CARES Act funding was submitted to Oakland County at the end of November. Approximately \$30,000 in reimbursements is being considered.
- **21-22 Budget Planning Meetings:**  
Thursday, January 7th 5pm-8pm by Zoom  
Thursday, January 21st 5pm-7pm by Zoom  
Thursday, January 28th 7pm Regular Meeting – Approve the 21/22 Budget

**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:
  - No updates were received.

**E. Strategic Planning Committee:**

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

- Library Board approved updates to the Strategic Plan 2019-2022 on September 24, 2020.

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

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

- Lending Library Kiosk – Project planning on hold until January 2021. Projected time for implementation and unveiling of the kiosk is April/May 2021 due to COVID.
- Library Van – Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time. No action at this time.
- Air Duct Cleaning RFP – Bid went out in November. Vendor tours occurred on December 10, 2020. 7 companies made appointments and attended the tour. These vendors would qualify for submitting a bid. Bids are due on Wednesday, January 6, 2021.
- Library Café – Information was shared with the Finance Committee to consider not charging the Café vendor rent for January – June 221 due to COVID and the very limited hours and closures that have occurred over the past six months. This will be brought forth as a Matter for Board action.
- State Aid and DSLRT Submissions – Data is being compiled and should be submitted by end of December. This report is required to be filed annually in order for the library to be considered for State Aid revenue. Typically, these reports are filed by the HR staff person.

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

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

- Committee met on October 5, 2020 at 5pm to discuss bylaw updates.
- The Committee reviewed the City of Novi's Council Organization Rules and Order of Business for language considerations.
- Members of the Committee attended a Bylaws Webinar on Friday, October 30, 2020 hosted by Library of Michigan for consideration of additional language to incorporate into the Bylaw draft.
- Committee met on November 12, 2020 to discuss further draft language changes.

**H. DEI: Diversity, Equity and Inclusion Committee**

(Michener – Chair, Dooley, Staff Liaisons – Julie Farkas, April Stevenson, Barb Rutkowski, Maryann Zurmuehlen, Gail Anderson, Dana Brataniec, Tia Marie Sanders)

- An email account was established [DEINoviLibrary@novilibrary.org](mailto:DEINoviLibrary@novilibrary.org) for the purposes of receiving community feedback. There are 9 people (Board

Committee members and staff that will monitor this email). Protocols for how the communications should be responded has not been defined as of yet. The Committee will continue to flesh this out. This email address will be added to the library's website and will also be included on a new DEI page being created once a new website design has been completed.

- Memberships to various American Library Association diversity groups have been initiated.
- A meeting is scheduled for Monday, December 14<sup>th</sup> at 2pm via Zoom
- Katie Edmiston, Librarian, was asked to present information to the Library Board regarding Equity & Inclusion and Building Diverse Collections.

14. 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.

**Citizens must state their first, last name and Novi address**

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

**15. Matters for Board Action**

- A. Approve waiving the leasing fee to the café vendor for January – June 2021 due to the limited usage based on COVID-19.....N/A
- B. Approve the Remote Work Policy During Pandemic.....59-60

16. Adjourn

**Supplemental Information**

- Library Calendar – 2021 ..... 129
- Library Closings – 2021 ..... 130

**2020 Future Events:**

- Wednesday, Dec. 16<sup>th</sup>: Library Board Regular Meeting at 7pm by Zoom
- Thursday, Dec. 24<sup>th</sup> Library CLOSED due to holiday
- Friday, Dec. 25<sup>th</sup> Library CLOSED due to holiday
- Thursday, Dec. 31<sup>st</sup> Library CLOSED due to holiday
- Friday, Jan. 1<sup>st</sup> Library CLOSED due to holiday
- 21-22 Library Budget Planning Meeting: Thursday, January 7th 5pm-8pm by Zoom
- 21-22 Library Budget Planning Meeting: Thursday, January 21st 5pm-7pm by Zoom
- Wednesday, Jan. 13<sup>th</sup> Friends of Novi Library Regular Meeting CANCELLED
- Wednesday, Jan. 20<sup>th</sup> City of Novi Historical Commission Meeting at 7pm by Zoom
- Thursday, January 28th 7pm Regular Meeting – Approve the 21/22 Budget

**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  
October 22, 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.

President Agosta restated Vice President Dooley's housekeeping rules. Respectfully asking all Trustee's mute until it is their time to speak, stressing that when one person is speaking this allows their voice to be heard fully without any interruptions. Also, trustees should please raise their hand if they would like to speak next. During voting, trustees please verbally say yes and raise their hand for visual confirmation. Additionally, President Agosta requested that Trustee's please turn off their camera if they need to leave the virtual meeting and turn it back on when they return.

**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 7:11 pm)  
Tarun Tangirala (left virtual meeting at 7:11 pm)

**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:

Trustee Dooley noted that the agenda under 13. Committee Reports items B. lists Marcia Dominick as a staff liaison for the HR Committee. Director Farkas will correct this. A motion was made to approve the Overview of the Agenda as amended.

1<sup>st</sup> – Torry Yu

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes –September 24, 2020**

A motion was made to approve the regular meeting minutes.

1<sup>st</sup> – Geoffrey Wood

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**B. Approval of Claims and Warrants – Warrant 595 - 268 and 269 accounts**

A motion was made to approve Claims and Warrant 595 for accounts 268 and 269.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

**6. Correspondence**

**A.** October 5th: Email from Karren Reish, Library of Michigan, Re: continuing education stipend.

o Novi Library received \$296.31 for staff continuing education.

o Staff took part in the Equity in Action: Building Diverse Collections virtual workshop. Trustee Michener asked to invite a staff member that attended the workshop to a DEI Meeting to provide information about the workshop. Director Farkas mentioned that librarians that attend workshops provide written updates.

**B.** October 6<sup>th</sup>: Thank you email from Michelle Rudy, ECEC, Re: Miss Emily's virtual story time.

o A photo of Miss Emily's virtual story time is on page 24.

**7. Presentation/Special Guest**

N/A

**8. Student Representatives Report**

**A.** The Student Representatives report for September 2020 can be found on pages 25-26 of the October 22, 2020 Board packet.

**9. Executive Session**

N/A

**10. President's Report (Melissa Agosta, President)**

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

o Strategic Objectives are on page 27

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

o Goals Update will be included in a future meeting

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

Trustee Wood presented the Treasurer's Report.

### **A. 2020-2021 Library Budget Fund 268**

The 2020-2021 Library Fund 268 Budget can be found on pages 29-31 of the October 22, 2020 Library Board packet.

- The 2020-2021 Library Fund 268 budget (COVID column) calls for revenue of \$3,124,300 and expenditures of \$3,221,824 consuming \$97,524 of the fund balance.

### **B. 2020-2021 Contributed Fund Budget 269**

The 2020-2021 Contributed Fund 269 Budget can be found on page 32 of the October 22, 2020 Library Board packet.

- The 2020-2021 Contributed Fund 269 budget (COVID column) calls for revenue of \$46,500 with expenditures of \$51,050 consuming \$4,550 of the fund balance.

### **C. Financial Report October 2020**

The October Report summarizing September financial activity is on page 33.

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

The Library Fund 268 Revenue and Expenditure Report can be found on pages 34-36 of the October 22, 2020 Library Board packet.

- Revenue ending September 30, 2020 was \$130,184
- Expenditures ending September 30, 2020 was \$676,061.

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

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 37 of the October 22, 2020 Library Board packet.

- Revenue ending September 30, 2020 was \$2,184.
- Expenditures ending September 30, 2020 was \$4,674.

### **F. Balance Sheet for Fund 268 (as of September 30, 2020)**

The Balance Sheet for Fund 268 as of September 30, 2020 can be found on page 38 of the October 22, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of September 30, 2020 was \$1,728,120.

### **G. Balance Sheet for Fund 269 (as of September 30, 2020)**

The Balance Sheet for Fund 269 as of September 30, 2020 can be found on page 39 of the October 22, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of September 30, 2020 was \$1,704,488.

## **12. Director's Report**

The Director's Report can be found on pages 40-62 of the October 22, 2020 Library Board packet.

Staff members celebrating anniversaries in November are:

- Kirsten Malzahn – Information Services – 3 years
- Katie Iversen – Information Services – 3 years
- Lisa Rinkel – Support Services – 4 years
- Julie Farkas- Director – 13 years

- Bill Bembeneck – Facilities – 20 years
- Betty Lang – Information Services – 32 years

Directors Report Summary

- On page 40 at the top is a photo of a flower arrangement a guest dropped off for the Library staff to enjoy. Director Farkas commented it is nice for the staff to feel appreciated. At the bottom of page 40 is the announcement of Steven K. Bowers as the next TLN Executive Director. Director Farkas has reached out to Steven K. Bowers to set up a future meeting.
- On page 41 at the top is an explanation of the new state aid rates for FY 2021. There is an extra \$1 million that is being distributed to state libraries this year. At the bottom of the page is an email from Director Farkas to the Library Board announcing that the new expected completed construction date for lakeshore park kiosk installation is for the end of November. This revised construction date is well into the winter months and a new suggested release date for the kiosk is for the last week of April or the first week of May 2021. Director Farkas consulted with the Building Committee on revising the launch date for the kiosk.
- Trustee Michener suggested the Board wear their new lending Library T-Shirts at the next Board meeting in November.
- On pages 43-45 is the press release from Michigan Department of Health and Human Services providing information on the Michigan Occupational Safety and Health Administration - MIOSHA emergency rules to clarify requirements for employers to control, prevent and mitigate the spread of infection.
- On pages 46-47 is an explanation on how the Novi Library is complying with MIOSHA requirements. Red checkmarks on the document indicate compliance.
- On page 48 is information about the Open Meetings Act allowing virtual meetings to continue through the end of the year. Library Board Meetings will continue to be virtual each month.
- On page 49 are NPL programs shared via Peachjar through the Novi Community School District.
- On page 50 is a programming event titled Sharing the Memories of the Kent State Massacre, leading into the Author Event on Kent State; Four Dead in Ohio on November 12<sup>th</sup>.
- On page 51 are more programs/events offered at the Novi Public Library.
- On page 52 is an article from Novi Today featuring the iCube and it opening for private appointments.
- On page 53-59 is the October eNewsletter with a note from the Director that the Library staff is listening to the Community and looks forward to opportunity to continue to serve the community.
- On page 60 and 61 is an extra October eNewsletter blast featuring additional information.
- On page 62 is a flyer for the Equity and Engagement Community Listening Session which will be held virtually on Tuesday, October 27<sup>th</sup> from 7-8:30pm. Director Farkas encourages the Trustees to attend and listen. This session is

being held to obtain information about our Black community and how the Library can do better. Trustee Michener mentioned that Gail Anderson put the flyer together and it is greatly appreciated.

**A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on page 63 of the October 22, 2020 Library Board packet. iCube is open in October for individual appointments.

**B. Facilities Report**

The Facilities Report, provided by Keith Perfect, can be found at the bottom of page 63 of the October 22, 2020 Library Board packet. The Library passed the Fire Inspection. Also, there was a comment received about how clean the building is.

**C. Information Services Report**

The Information Services Report is found on pages 64-66, prepared by April Stevenson. On page 65 are photos of the grab and go kits and the youth COVID picture book display and on page 66 is a photo of the election and voting display.

**D. Support Service Report**

The Support Services report is found on pages 67-68, prepared by Maryann Zurmuehlen. On page 67 is information about auto renewals. If there are no holds on borrowed materials they will be automatically renewed for a guest. This automatic renewal process provides above and beyond services to the Novi Community. Thank you to Maryann and the team. Additionally, items checked out are 57,383 and increasing again.

**E. COVID-19 Usage Statistics**

The COVID-19 usage statistics update is included on pages 69-70. On page 69 are capacity levels and they are trending between 300-400 guests, about 1/3 of guests prior to COVID. There has been no need to deploy the timers.

**F. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 71-79.

**G. Bits & Pieces -N/A**

**H. Friends of Novi Library-Vera Bradley Fundraiser, FOML newsletter featuring articles by Sue Johnson, President**

- On page 80 is the Friends of Michigan Libraries Bulletin. This fall Friends celebrates 60 years - a huge shout out and thank you to the Friends!! On page 81 is a flyer for the Friends of Novi Library, Vera Bradley Fundraiser at Twelve Oaks Mall this Saturday, October 24<sup>th</sup>, from 11am-6pm. With a \$5 cash donation a coupon for \$20 off a \$75 purchase will be given. Also, there will be an upcoming drawing for a Vera Bradley gift. For November the Friends are planning a Holiday Craft Sale as a fundraiser. Trustee Michener inquired about accepting donations for those unable to attend the Vera Bradley event. Director Farkas commented yes the Friends will accept donations.

**I. City of Novi Historical Commission – Information pertaining to the COVID project**

On page 82 and 83 is information about the Historical Commission project. An email was sent to members in an effort generate COVID stories for a project.

**Question/Answer/Comment Section**

Director Farkas asked that book donations being dropped off are no older than 5 years as the volume of materials has been heavy. Also, the library does not take textbooks, encyclopedias and magazines. If inclement weather is scheduled for the drop off day please do not leave books because the donation box will not be outside.

President Agosta commented to mark your calendars because the November and December meetings fall on a Wednesday instead of Thursday.

Trustee Yu commented that the library offers hotspots to the community. Director Farkas commented that the library is purchasing more hotspots. Keep in mind when traveling, hotspots could experience dead zones. Trustee Yu discussed the improvements in Lakeshore Park and commented it is looking really nice. Also, he noted that the canopy for the kiosk is rather large. Director Farkas said yes the space is needed to be ADA compliant and to be able to access the machine. Director Farkas will get clarification for Trustee Yu on the drive up return slot and if it will be open or closed on Election Day. (Update: the drive up slot will be closed and the return slots inside the building will be open) The staff will be available at the circulation desk to grab holds for the guests. Voters will be lined up outside of the Library building should we experience longer lines on Election Day.

The Library Board Calendar is on pages 84 and 85.

**13. Committee Reports**

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

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

- o Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- o As of October 2, 2020, draft policy documents have been received by the attorney. They will be distributed to the staff committee for further review.
  - o Trustee Michener added she is still in favor of the hate speech clause.

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – HR Manager – open position)

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj, and Kirsten Malzahn.
- HR Manager posting closed on September 8, 2020. 83 qualified applications were received for the position. Resumes are being reviewed and interview dates are being considered.
- We said good-bye to Marcia Dominick on Thursday, September 17, 2020. Marcia was a 20 year employee of NPL. She served as Administrative

Assistant and her role encompassed both HR and Finance for a number of years.

- HR Policy staff review has been suspended until a new HR Manager is hired.
- 2<sup>nd</sup> interviews for a HR Manager are scheduled for: Monday, October 19, 2020.

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

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

- Finance Committee is finalizing the dates for the upcoming Budget Session planning meetings. The 21/22 Budget will need to be approved at the January 28, 2021 meeting.
- See email from Kathy Webb regarding State Aid funds in Director's report.

**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:
  - Trustee Yu mentioned that at the end of September, Trustee Yu, Michener and Dooley provided feedback to Director Farkas for the written introduction in the October eNewsletter.
  - Trustee Dooley attended the African American Cultural discussion group and the Novi Educational Foundation Octoberfest.

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

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

- Library Board approved updates to the Strategic Plan 2019-2022 on September 24, 2020. A meeting was held on Monday, September 14, 2020.
- No updates

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

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

- Lakeshore Lending Library Kiosk- Emergency meeting called by zoom on 10/8/20. Trustee Messerknecht and Lawler were present. See Director's report for more details. Project has been delayed until spring 2021. The City of Novi, staff, vendors and sponsoring partner has been notified.
- Library Van- Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- 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. Keith Perfect is currently reviewing a document to add

language specific to our building's needs. 1 revision of a bid document has been completed.

- Voting Day (November 3, 2020)- The Library will be CLOSED to the general public for access to the collections, however lockers, hold pick-up and phone assistance by staff will be available. Staff are required to work normal schedules. Café will be open. The whole meeting room will be used for the voting precinct.

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

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

- Bylaw revisions were approved at the March 28, 2019 meeting.
- Committee met on October 5, 2020 at 5pm to discuss bylaw updates.
- The Committee is currently reviewing the City of Novi's Council Organization Rules and Order of Business for language considerations.
- Members of the Committee are signed up for a Bylaws Webinar that is scheduled for Friday, October 30, 2020 hosted by Library of Michigan.
- Update: Trustee Lawler commented that there have been many new things happening that have not been addressed in the by-law guidelines. Including the addition of a new committee. Additionally, a standard way to handle correspondence needs to be drafted. The committee members are attending a webinar next week. Expect an update at the next meeting and new proposals for by-law additions will be presented at a future meeting.

#### **H. Equity and Inclusion Committee**

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

- The committee met on Tuesday, October 6, 2020 to further plan the Community Listening Session. Gail Anderson, Programming Coordinator, will serve as moderator for the event. The purpose of the event is for staff to hear from our community members on how to better serve them.
  - Gail Anderson and April Stevenson have been involved in meetings in the capacity of staff representation.
  - Trustee Michener encouraged Board members to attend the upcoming listening session.
- An email account was established [DEINoviLibrary@novilibrary.org](mailto:DEINoviLibrary@novilibrary.org) for the purposes of receiving community feedback. There are 8 people (Board Committee members and staff that will monitor this email). Protocols for how the communications should be responded has not been defined as of yet. The committee will continue to flesh this out. This email address will be added to the library's website and will also be included on a new DEI page being created once a new website design has been completed.



- A Community Listening Session is scheduled for Tuesday, October 27<sup>th</sup> at 7:00pm. See the flyer included in the packet. All Board Members are asked to sign up for the Zoom event in order to hear from our Novi Community. Trustee Michener and Dooley, along with Director Farkas and NPL staff will be visible to those who join the event in order to comply with OMA. Promotion of the event included: special e-newsletter-October 9, 2020 (see Director's report), Nextdoor, Social Media, library website, staff email, Peachjar (NCSD).
  - Trustee Michener commented that the DEI committee is meeting the Monday before the Community Listening Session.
- Members to various American Library Association diversity groups have been initiated.

**14. Public Comment**

None

**15. Matters for Board Action**

A. N/A

**16. Adjourn**

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

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>— Torry Yu

The motion passed unanimously.

---

Torry Yu, Secretary

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Date

<b>Warrant 596</b>	<b>268 Accounts</b>	<b>November 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Global		268-000.00-727.000	\$ 303.66
Quill		268-000.00-727.000	\$ 469.13
The Library Network		268-000.00-734.000	\$ 1,015.00
VidCom		268-000.00-734.000	\$ 212.55
Amazon		268-000.00-734.500	\$ 59.98
Tech Logic		268-000.00-734.500	\$ 172.00
1st AYD Corporation	COVID: black nitrile gloves	268-000.00-740.000	\$ 190.02
Global	COVID; gloves 100pk; 10 pk.	268-000.00-740.000	\$ 219.90
Amazon		268-000.00-742.000	\$ 2,095.94
Brush, Emily	reimburse Amazon book	268-000.00-742.000	\$ 33.98
Brodart		268-000.00-742.000	\$ 23,406.23
Center Point Large Print		268-000.00-742.000	\$ 462.44
DK Agencies		268-000.00-742.000	\$ 800.00
Gale/ Cengage		268-000.00-742.000	\$ 671.00
Kulture City	Sensory Initiative- year two	268-000.00-742.000	\$ 199.00
Tsai Fong Books		268-000.00-742.000	\$ 197.45
Amazon		268-000.00-742.010	\$ 91.17
Brodart		268-000.00-742.010	\$ 2,551.96
Gale/ Cengage		268-000.00-742.010	\$ 109.58
Midwest Tape		268-000.00-742.010	\$ 748.86
hoopla	digital payment	268-000.00-744.000	\$ 11,000.00
Midwest Tape		268-000.00-744.000	\$ 1,484.57
OverDrive		268-000.00-744.000	\$ 33.00
Amazon		268-000.00-745.200	\$ 18.95
Midwest Tape		268-000.00-745.200	\$ 1,795.29
Spectrum Enterprises		268-000.00-801.925	\$ 56.18
IPC		268-000.00-802.100	\$ 150.00
Bank Service Charges		268-000.00-802.100	\$ 648.10
Ascension	exam	268-000.00-804.000	\$ 98.00
Foster Swift		268-000.00-806.000	\$ 4,074.00
Rubbish		268-000.00-808.100	\$ 111.31
ALA	RRT; EMIRT; GNGRT; IRR	268-000.00-809.000	\$ 90.00
MLA	various memberships	268-000.00-809.000	\$ 285.00
Novi Rotary	Summer /Fall 2020; Farkas	268-000.00-809.000	\$ 250.00
RNA Facilities	Janitorial Services	268-000.00-817.000	\$ 7,809.00
Library Network	Delivery Charges	268-000.00-818.000	\$ 3,495.00
AT&T		268-000.00-851.000	\$ 359.55

TelNet		268-000.00-851.000	\$ 424.55
T-Mobile		268-000.00-851.000	\$ 574.00
Unlimited Conferencing		268-000.00-851.000	\$ 33.97
Verizon		268-000.00-851.000	\$ 408.46
Zoom	webinar incr. participants	268-000.00-851.000	\$ 737.14
Library Network	Shared Automation	268-000.00-855.000	\$ 13,695.75
Facebook	marketing; virtual programs	268-000.00-880.000	\$ 22.50
Global	poster paper; COVID	268-000.00-880.000	\$ 135.01
MuniWeb		268-000.00-880.000	\$ 1,012.50
Amazon	trivia gift cards	268-000.00-880.268	\$ 315.77
Coleman, Holly		268-000.00-880.268	\$ 188.00
Michaels	Crafter noon; India	268-000.00-880.268	\$ 11.98
Mutch, Kathleen		268-000.00-880.268	\$ 50.00
Oriental Trading		268-000.00-880.268	\$ 230.70
Scholastic		268-000.00-880.268	\$ 173.04
Millennium Business Sys.		268-000.00-900.000	\$ 406.40
Consumers Energy		268-000.00-921.000	\$ 570.85
DTE		268-000.00-922.000	\$ 7,280.88
Allied Building		268-000.00-934.000	\$ 2,855.00
Allied Supply		268-000.00-934.000	\$ 627.08
Amazon		268-000.00-934.000	\$ 251.17
Batteries + Bulbs		268-000.00-934.000	\$ 59.97
Boynton		268-000.00-934.000	\$ 325.00
Cintas		268-000.00-934.000	\$ 544.60
Dalton		268-000.00-934.000	\$ 1,325.00
Home Depot		268-000.00-934.000	\$ 240.65
North Star Mat		268-000.00-934.000	\$ 192.28
Voss		268-000.00-934.000	\$ 143.60
Brien's		268-000.00-941.000	\$ 3,011.25
C&J Parking Lot Sweep		268-000.00-941.000	\$ 60.00
Millennium Business Sys.		268-000.00-942.000	\$ 650.94
Corrigan Record Storage		268-000.00-942.100	\$ 23.98
Eventbrite		268-000.00-956.000	\$ 296.31
Petty Cash (Postage)		268-000.00-728.000	\$ 1.40
Petty Cash (Operating)		268-000.00-740.000	\$ 24.99
<b>TOTAL</b>			<b>\$102,672.52</b>

<b>Warrant 596</b>	<b>269 Accounts</b>	<b>November 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon	RAR; various titles	269-000.00-742.229	\$ 70.30
Amazon	RAR; various titles -Animals	269-000.00-742.229	\$ 197.28
Amazon	RAR; various titles	269-000.00-742.229	\$ 199.11
Amazon	RAR; various titles	269-000.00-742.229	\$ 25.22
Amazon	RAR; various Holiday themes	269-000.00-742.229	\$ 44.28
Amazon	RAR; various titles	269-000.00-742.229	\$ 107.47
Big Frog	Lending Library T Shirts	269-000.00-742.236	\$ 494.60
Positive Promotions	backpack	269-000.00-742.236	\$ 613.88
Amazon	iCube; Cricut accessories; felt	269-000.00-976.046	\$ 148.21
Amazon	iCube; ceramic coasters; keychain glitter	269-000.00-976.046	\$ 55.83
JoAnn	grab/go kits and sublimation blanks	269-000.00-976.046	\$ 79.75
US Cutter	iCube; Sublimation mugs ; Mouse pad blanks	269-000.00-976.046	\$ 96.95
<b>TOTAL</b>			<b>\$ 2,132.88</b>

<b>Warrant 597</b>	<b>268 Accounts</b>	<b>December 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
At A Glance	calendars	268-000.00-727.000	\$ 76.99
Global	supplies	268-000.00-727.000	\$ 393.57
Quill	supplies	268-000.00-727.000	\$ 5.49
Amazon	pelican microcase; IT Hotspot	268-000.00-734.500	\$ 158.42
NPL	iCube; 3d printer	268-000.00-734.500	\$ (15.00)
Amazon	neon labels	268-000.00-740.000	\$ 26.98
Amazon		268-000.00-742.000	\$ 1,669.49
Brodart		268-000.00-742.000	\$ 4,073.21
Center Point Large Print		268-000.00-742.000	\$ 410.74
Gale/ Cengage		268-000.00-742.000	\$ 856.53
James White Library		268-000.00-742.000	\$ 20.00
Tsai Fong Books		268-000.00-742.000	\$ 1,093.33
Brodart		268-000.00-742.010	\$ 296.34
Gale/ Cengage		268-000.00-742.010	\$ 115.97
Midwest Tape		268-000.00-742.010	\$ 116.16
Library Ideas		268-000.00-744.000	\$ 483.40
Midwest Tape		268-000.00-744.000	\$ 1,201.66
Over Drive		268-000.00-744.000	\$ 8,413.96
Amazon		268-000.00-745.200	\$ 273.09
Midwest Tape		268-000.00-745.200	\$ 2,149.07

The New York Times		268-000.00-745.300	\$ 2,090.40
Spectrum Enterprises		268-000.00-801.925	\$ 56.18
IPC		268-000.00-802.100	\$ 150.00
Foster Swift		268-000.00-806.000	\$ 1,113.00
BCALA		268-000.00-809.000	\$ 60.00
APALA		268-000.00-809.000	\$ 70.00
Novi Rotary	Summer and Fall 2020	268-000.00-809.000	\$ 250.00
RNA Facilities		268-000.00-817.000	\$ 7,288.40
AT&T		268-000.00-851.000	\$ 401.61
T-Mobile	CARES GRANT; hotspots	268-000.00-851.000	\$ 3,444.00
T-Mobile		268-000.00-851.000	\$ 531.87
TelNet		268-000.00-851.000	\$ 427.76
Unlimited Conference		268-000.00-851.000	\$ 33.97
Verizon		268-000.00-851.000	\$ 458.58
Facebook	marketing expense	268-000.00-880.000	\$ 8.00
Global	poster paper	268-000.00-880.000	\$ 135.01
MuniWeb	November	268-000.00-880.000	\$ 874.00
Amazon		268-000.00-880.268	\$ 281.06
Demco		268-000.00-880.268	\$ 39.97
Hobby Lobby	harvest crafts creative kits supplies	268-000.00-880.268	\$ 65.87
Stevenson, April	foam board staples; reimburse	268-000.00-880.268	\$ 99.90
Michaels	masterpiece Monday	268-000.00-880.268	\$ 10.96
Mutch, Kathleen	held virtually	268-000.00-880.268	\$ 50.00
Millennium Business		268-000.00-900.000	\$ 468.22
Consumers Energy		268-000.00-921.000	\$ 906.89
DTE		268-000.00-922.000	\$ 7,417.39
Amazon		268-000.00-934.000	\$ 164.33
Allied Building		268-000.00-934.000	\$ 1,630.00
Allied Eagle		268-000.00-934.000	\$ 863.33
American Fireplace		268-000.00-934.000	\$ 365.00
Batteries + Bulbs		268-000.00-934.000	\$ 38.85
Cintas		268-000.00-934.000	\$ 544.60
Dalton		268-000.00-934.000	\$ 2,914.50
Home Depot	duct tape; gorilla glue; scotch blue	268-000.00-934.000	\$ 95.81
North Star Mat		268-000.00-934.000	\$ 240.35
Orkin		268-000.00-934.000	\$ 69.50
Sams		268-000.00-934.000	\$ 125.51
Sherwin Williams		268-000.00-934.000	\$ 317.30
VidCom Solutions		268-000.00-934.000	\$ 1,617.16
TruGreen		268-000.00-941.000	\$ 530.16
Brien's		268-000.00-941.000	\$ 2,261.25

C&J Parking Lot Sweep		268-000.00-941.000	\$ 60.00
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 23.98
Skillpath		268-000.00-956.000	\$ 298.00
Petty Cash (Postage)		268-000.00-728.000	\$ 1.40
Petty Cash (Operating)		268-000.00-740.000	\$ 24.99
TOTAL			\$ 61,389.40

<b>Warrant 597</b>	<b>269 Accounts</b>	<b>December 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon	RAR; various titles	269-000.00-742.229	\$ 16.99
Amazon	RAR ; various titles	269-000.00-742.229	\$ 14.72
Amazon	RAR ; various titles	269-000.00-742.229	\$ 106.04
Amazon	RAR ; various titles	269-000.00-742.229	\$ 60.14
Big Frog	deposit for final - LLL t-shirts	269-000.00-742.236	\$ 180.00
Amazon	iCube; Sublimation Tree Ornaments	269-000.00-976.046	\$ 24.98
Amazon	iCube; Wood Ornaments	269-000.00-976.046	\$ 116.41
<b>Total</b>			<b>\$ 519.28</b>

Email to: Emily Brush, Early Literacy Librarian  
Re: Book club and discussion  
From: Natalie Kneifel  
Date: On Sun, Oct 18, 2020

Emily,

This is great content you've put together for parents and definitely resonated with me. 2020 is causing so many of us to rethink the way we do things - I'm learning a lot more about education as we've started a homeschool preschool journey. Thanks for providing a thought-provoking book, discussion and additional material for parents. Never stop learning! Thank you for the excellence that you bring to everything you do!

Sincerely,  
Natalie Kneifel

-----  
Natalie,

Thank you very much for your email! I am so glad that our book club and discussion struck a chord with you! Families are experiencing so many changes and challenges right now. I wanted to create a space for parents of young children to talk about these topics in this new world we are living in. I am looking forward to the book for our December 6th meeting, [The Brave Learner: Finding Everyday Magic in Homeschool, Learning, and Life](#) (by Julie Bogart).

Looking forward to having you join us in December!  
Be well,  
Emily Brush

**Email from: Belle Hornung**  
**Date: November 12, 2020**  
**Re: Virtual Trivia Night Program**



'Thank you for the Amazon.com Gift Card! We love Trivia and we love David and Sarah! They do a really great job hosting this event! --  
Belle Hornung'



November 20, 2020

**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
Dave Staudt

Andrew Mutch

Laura Marie Casey

Kelly Breen

Hugh Crawford

Justin Fischer

**City Manager**  
Peter E. Auger

**City Clerk**  
Cortney Hanson

Greetings!

Thank you for allowing the use of your facility as a voting Precinct. The City of Novi very much appreciates the partnership we enjoy with each Precinct location and the many ways you and your staff go the extra mile to make our election day successful.

Tuesday, November 2, 2021 is the next scheduled election. Please take a moment to ensure the date is scheduled on your facility's calendar.

As always, if you have any questions, please feel free to contact us.

Sincerely,

A handwritten signature in black ink that reads "Cortney Hanson".

Cortney Hanson, CMC, MiPMC II  
City Clerk

**City of Novi**  
45175 Ten Mile Road  
Novi, Michigan 48375  
248.347.0460  
248.347.0577 fax

[cityofnovi.org](http://cityofnovi.org)





**novilibrary** • Following  
Novi Public Library



**joy4ulga** Happy Thanksgiving and giving thanks to ALL of you for adapting so seamlessly to everything COVID. I appreciate being able to not only get reading material for myself but also my 93 year old mom. Boo keep us entertained and out of trouble! 🙏

2h 1 like Reply

— Hide replies



**novilibrary** @joy4ulga: Thank you so much for your kind words! We are so lucky to be able to serve such an amazing and supportive community! ❤️ 📖



3 likes

4 HOURS AGO

Add a comment...

## October 2020 Library Board Student Representative Report

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

### Tween and Teen Library Programs:

Two SAT Practice Tests were held on October 17 (10am and 2pm sessions). It was a free, full-length, proctored virtual practice test courtesy of the educational sponsor, Huntington Learning Center of Novi. (Attendance = 30 total; 20 for first session and 10 for second session)

The BeTWEEN the Pages: Tween Book Club Trivia was held on October 21. Guests read *Spirit Hunters* by Ellen Oh and answered trivia questions relating to the book. (Attendance = 7)

### TeenTober:

During the month of October, the Library recognized TeenTober. This was a new, nationwide celebration that aimed to promote year-round teen services and innovative ways that teen services help teens learn new skills and discover their passions. For more information about TeenTober, visit the [ALA's Young Adult Library Services Association website](http://www.ala.org/yalsa/teentober).



To participate, teens in grades 9-12 were encouraged to play our virtual or in-person Library BINGO game. All they needed to do is complete three activities in a row for a chance to win a \$5 Library café gift card! Teens could submit BINGO sheets online or to the Second Floor Information Desk at the Library. Printed copies of the BINGO sheets were available on the second floor in Teen Stop.

### Teen Space Update:

Per the current Executive Order limiting indoor gatherings and social distancing, Teen Space will not be held at this time.

### Teen Advisory Board (TAB) Update:

The second Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on October 16. The meeting started with an icebreaker followed by a brainstorming activity to think about possible community service projects. Last, the group talked about breaking off into subcommittees to accomplish tasks during meetings based on interests. (Attendance = 21)

### Upcoming Tween and Teen Programs:

NPL is continuing to offer virtual programs in December 2020.

- BeTWEEN The Pages: Tween Book Club Trivia – December 2 (Title is *Willa and the Whale* by Chad Morris. This title is available through Hoopla for instant download.)
- Teen Advisory Board (TAB) Meeting – December 4

## November 2020 Library Board Student Representatives Report

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

### Tween and Teen Library Programs:

The Share a Story with Local Author A. Kidd program was held on November 4. The author read excerpts from her tween fiction fantasy book, *The Healing Star*. She also demonstrated how to make a fun, book-related craft using pipe cleaners and beads to make constellations. One lucky guest won a signed copy of her book. (Attendance = 7)

The BeTWEEN the Pages: Tween Book Club Trivia program was held on November 18. Guests read *Because of Winn Dixie* by Kate DiCamillo and answered trivia questions relating to the book. (Attendance = 7)

Two ACT Practice Test programs were held on November 21 (10am and 2pm sessions). They were free, full-length, proctored virtual practice tests courtesy of the Library's educational sponsor, Huntington Learning Center of Novi. (Attendance = 22 total; 13 for first session and 9 for second session)

### Teen Space Update:

Per the current Executive Order limiting indoor gatherings and social distancing, Teen Space will not be held at this time.

### Teen Advisory Board (TAB) Update:

The third Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on November 20. The meeting started with an icebreaker, in which the teens went into breakout rooms in smaller groups for a quick introduction game to get to know each other as well as discussed plans for the holiday break. Next, the teens were divided into three subcommittees; teen programs, community service/drives, and Teen Stop book displays/themes. Teens spent time brainstorming ideas in their respective committees and shared with the whole group. (Attendance = 20)

### Upcoming Tween and Teen Programs:

NPL is continuing to offer virtual programs in January 2021.

- Teen Advisory Board (TAB) Meeting – January 15
- BeTWEEN the Pages: Tween Book Club Trivia – January 27 (Title is *Jayla Jumps In* by Joy Jones. This title is available through Hoopla for instant download.)

### Teen Stop Featured Display:

In honor of Veterans Day, the November Teen Stop Display featured young adult historical fiction books set during war times.



**Email to Library Board from President Agosta on Friday, November 13, 2020:**

Good Afternoon Library Board

I was just in contact with Julie and she has shared many roadblocks that have come her way in the past 7 days. She is dealing with multiple staff exposures (luckily no reported positive cases as of yet) but each one takes time for follow-up and staff scheduling/needs. Yesterday multiple libraries began to announce moving back into curbside services and closing their buildings and she is monitoring this and beginning to process how this may look for NPL if we need to move in that direction. She has held multiple interviews for the HR position and unfortunately a candidate she was hoping would be a success has just alerted her to taking another position. She is working to on-board new employees for various open positions (which there are currently 5) and yesterday the driver position that was filled in September, the employee resigned due to personal matters. She has asked that the Board meeting on Wednesday, November 18<sup>th</sup> be cancelled in order for her to have more time to pull together the various projects, reports and updates that would be needed for Wednesday, but due to multiple interruptions, she has been unable to finalize. I asked her if there were any pending Matters for Board action that are of a critical nature for this November meeting, which she indicated there were not. She has been meeting with various committees: DEI, Bylaw and will be setting up a Policy committee meeting based on new information received by the attorney this week. In addition, she has started the 21/22 budget process.

I have made the decision to cancel the meeting for November 18<sup>th</sup> in order to give Julie more time. Julie will send out a notice and change the information on the necessary communications as well as alert the City of Novi.

Our next meeting will be Wednesday, December 16<sup>th</sup> at 7pm by Zoom. Julie says there were a few presentations already planned for that night (Katie Iversen Equity & Inclusion and building diverse collections) which was requested by Trustee Michener to be shared and our 19/20 Annual Report presentation by Dana Brataniec.

Please email me directly if you have any questions!

Thank you,  
Melissa Agosta



# 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**

- Monitor our equity footprint for collections
- Expand collection offerings in print, music and movie in addition to electronic formats
- Provide online training options for residents, city/school employees and businesses

**Programming & Events**

- Monitor our equity footprint for guest involvement
- Evaluate programming needs, expand outreach, and create new partnerships

**Outreach & Services**

- To positively and effectively influence outreach and partnerships pertaining to race relations
- 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

**Human Resources**

- Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations
- Increase staff and community advocacy, awareness and education of DEI initiatives
- Improve staff training, launch a customer services initiative, and support growth and innovation in our library team

**Marketing**

- Monitor our equity footprint for accountability
- 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

**Technology**

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

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

**INFORM. INSPIRE. INCLUDE.**



DATE: November 2020

(AD - Administration, IS - Information Services, SS - Support Services, IT - Information Technology, FAC - Facilities, CSC - Customer Service Committee)

**GOAL 1: EMPOWER UNIVERSAL LITERACY**

**CATEGORY: COLLECTIONS/ELECTRONIC RESOURCES - Monitor our equity footprint for collections; Expand collection offerings in print, music and movie in addition to electronic formats; Provide online training options for residents, city/school employees and businesses**

Dept	Tactic	Status	Last Update	Staff
IS	Be an active participant in learning, developing, training of self and department/library colleagues in relation to improving/expanding diversity, equity and inclusion efforts at NPL	Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections, #OwnVoices desk display for 2nd floor, coordinated with 1st floor desk. #OwnVoices book list, to be added to Adult Subject Binder and sent to Dana to upload to NPL's new DEI page (when it is launched) Anti-Racist Reads booklist, to be added to Adult Subject Binder and sent to Dana. Also updated list in SelectReads. Listened to Beyond Books podcast on How to handle statues in Detroit. Watched Gail's programs, Why Take a Knee? and Racism is Not a "Black People" Issue. - Continued work on the NCSD 21-Day Racial Equity Habit Building Challenge including: video: Implicit Bias; Peanut Butter, Jelly, and Racism and TED Talk: What it Takes to be Racially Literate. - In addition, I have been watching the YouTube series: Uncomfortable Conversations with a Black Man. -Reviewed BCALA website and created report of information for Library Board -Attended DEI Library Board Committee meeting -Reviewed MetroParent article on Raising Anti-Racist Children -Attended Library Journal: Equity in Action: Fostering an Antiracist Library Culture webinar 3 part series. -Researched black-owned publishing companies. -Watched webinar: Advancing Diversity, Equity, & Inclusion at Your Organization" -List of anti-racism books provided by Toby from the Listening Session purchased. Will be added to an anti-racism bibliography. -Viewed "Unseen: Designing for Diversity" presentation by University of Michigan for the Southeastern Michigan League of Libraries Fall 2020 Meeting. They developed an interactive, empathy-building exercise to help libraries better understand which parts of their community are "falling through the cracks" of their services. Attended "Trauma and Young Children: What Every Early Educator Needs to Know by Sarah Erdman" webinar from Early Childhood Investigations. Discussed the important link between racism and trauma as well as the importance of self-care. -Cohosted Pride and Joy program on 11/4/20 with Adrienne Haslam and guest speaker Bobbi Ullinger.	11/20	IS Staff
IS	DEI Displays	Created anti-racist reads display and youth black lives matter display. Put up the Women's vote display. - Printed Rightfully Hers Resource Guide and placed near the patio doors on the ledge. -Displayed Suffrage posters from the Smithsonian courtesy of Rachel Manela. - Created #OwnVoices displays around first and second floor desks. Included book lists as well. Created posters on famous black librarians and displayed on first and second floor, also shared on social media.	11/20	IS Staff

**CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL**

Dept	Tactic	Status	Last Update	Staff
IS	Oversee VR Committee and provide staff/guest training	Held VR demos to educate staff	11/20	SV

IS	Explore ways the iCube can evolve to be relevant during Covid times, devise an appointment scheduling system, taking orders similar to the 3D Printing Committee, looking for more virtual services.	Met with Charlie and Dom to discuss some ideas, as well as the iCube Team. iCube staff will begin taking one hour appointments on October 1st. All equipment sheets are being updated and safety protocols will be drafted for review by the iCube Team. Charlie and I met to discuss ways to promote the iCube during phase 4. We plan to continue to offer Grab and Go kits made with equipment in the iCube as well as placing items made in the iCube at the Information Desks. We will also talk to Gail about having a display in the 1st floor display case featuring some of the cool things that can be made in the iCube.  Cut out numerous vinyl (adhesive and removable ) decals for the holiday season on the Cricut Maker for the iCube Grab & Go: Seasonal Decals. As well as created an instructional handout showing guests how to remove and apply their decals to various things. Attendees picked up the kits from Nov. 16-21	11/20	MJR
IT	Develop an Action Plan to ensure continued guest use of the iCube	Plan includes training, staffing, creating collection kits, programming and determining future hardware/software.	11/20	DD, BR
<b>iCube Action Plan: Supply staff with a working knowledge of the various equipment to assist guests</b>				
IS/IT	Create a monthly schedule to insure staff availability for assisting guests.	A weekly staffing schedule is created for this service point.	11/20	DD, DS
IS/IT	Create a Staff Manual containing procedure, tips and tricks for each device	Links, images and various tips added for Adobe Creative Suite, Carvey CNC, Cricut/Silhouette, Wacom Mobile Studio Pro, Mug heat press, button maker. Sublimation printer section added. Dahle trimmer, FastFoto, Flatbed scanner and Dotspen information added.	11/20	DD, LRB
IS/IT	Record hands-on staff training on each device	All iCube Committee members trained on Laser, Sublimation printer and laminator. The majority of the iCube Committee has been trained on the remaining equipment.	11/20	DD, CH, MJR
IS	Learn and provide a report on how to use each piece of technology in the iCube.	Practiced making vinyl stickers on the Cricut. Trained on the 3D printer and the sublimation printer. Spent time exploring the various things you can do on the Creation Station including digitizing various media, making copies of that media and editing digital media like video and audio. Also spent time exploring the capabilities of the Silhouette device.	7/20, 8/20, 9/20	LRB
IS	Learn and provide a report on how to use each piece of technology in the iCube.	Trained on the Carvey 3D Carving Machine, Mug Heat Press, and Sawgrass software (used with the Mug Heat Press). -Trained on the new 3D printer and software, RaiseCloud3D.	7/20, 8/20, 9/20	SV
<b>iCube Action Plan: Promote programming, equipment and Creative Kits</b>				
IS	To continue offering opportunities for fine motor skills practice, make a series of Creative Kits for the iCube based on the fine motor skills programs from 2019-2020.	First kit is done- Potholder Loom Weaving	11/20	KM
IS	Research and develop a series of 6 Exploration Kits for the iCube, with a focus on drawing children and families into the space to engage with STEAM activities appropriate to those age groups in the library			KE
IS	Plan and implement one program in the iCube	Brainstorming ideas: developing potential craft-related virtual options.	7/20, 8/20, 9/20	LRB
IS	Provide three programs using iCube equipment. (Rollover)			SV

<b>IS</b>	Create iCube YouTube channel and make instructional videos demonstrating equipment in the iCube. This channel will be accessible on an iPad (former R8Digital iPad) and installed in the iCube for guests to view. Since it's a YouTube channel, we can post it on our iCube web page. These videos will grow out of virtual programming.	Discussed with BR moving the iPad to the iCube and the type of equipment needed to lock it down.  Met with to discuss Dana about creating a CubeTube channel as a subset under the larger Novi Public Library one. Made more short embroidery machine introductory videos.	11/20	MJR
<b>AD</b>	Post iCube content on social media monthly or as needed	List of Creative/Sensory/Exploration Kits highlighted in the eNewsletter, posts to social media and displayed on the informational kiosks.	11/20	DB
<b>iCube Action Plan: Implement an appointment scheduling system</b>				



IS/IT	Configure and train staff on an appointment scheduling system.	Created an Appointment Request Form in Google Forms for guests to use and set up each device and creative kit as a resource in Picktime Scheduling software. As of our closing to the public on 11/18 we booked over 42 appointments in the iCube since starting Oct. 1st!	11/20	MJR, DD
<b>iCube Action Plan: Maintain current and future equipment</b>				
IS/IT	Maintenance Log for each device	Added a Maintenance Log for each device to the Staff Manual defining the type of maintenance needed, the frequency of the maintenance, who performed the maintenance and when it was performed. Sent update to the Fire Department as new equipment was acquired.	10/20	DD, LRB, CH
<b>iCube Action Plan: Research and acquire new equipment or services</b>				
IT	Explore new technology and suggestions from guests	Attends TLN Technology Committee meetings to be aware of what other libraries are exploring/implementing. Attended the Computers in Libraries virtual conference for updates on technology being used in a library setting.		BR, CH, DD
IS	With the idea of keeping the iCube as an ever-evolving space: continue to research and acquire new equipment/services, and then promote and demonstrate them in the iCube.	<p>Purchased accessories for the sublimation printer and have been testing it out for the optimal settings. Created instructions for using the mug heat press. Also purchased supplies for the embroidery machine and created instructions for getting.</p> <p>Worked with USCutter, the vender we use for sublimation printing, to replace mugs that arrived broken and some that were the wrong size. Started with sewing and embroider – includes screenshots and tips. I spent a lot of time in the iCube learning the embroidery machine. We are starting to get requests for using the machine, especially custom work like logos. In order to do this, I am learning the software we purchased in February. This also included two trips to the Husqvarna Viking reps for further training regarding some technical details.</p> <p>Also, since we will begin taking appointments in the iCube starting Oct. 1st. I created a Google form for making iCube appointments. In this form guests will have to indicate they will adhere to safety protocols during phase 4, and then they can select the equipment they would like to use, and the available time slots for staff assistants. Once they submit the form, an iCube team member will book the appointment in Picktime.</p> <p>Presented information on potential new items for the next budget year, like another, but smaller paper cutter, equipment for small scale portable photo studio, a Verso Desktop full color, high resolution combined printer/cutter. This would make professional level labels, decals and stickers.</p>	11/20	MJR
AD	Gather feedback/suggestions from guests	Suggestion Box for ideas from guests	10/20	DB

**CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships**

Dept	Tactic	Status	Last Update	Staff
IS	Provide Diverse Program Opportunities that empower cultural literacy	Focused on International Artists for Masterpiece Mondays - September, China - Ai Weiwei; October, India - S. H. Raza; November, Iraq - Suad al-Aftar	11/20	KE
IS	Investigate the possibility of providing story times that promote EQ (emotional intelligence). Specifically, virtues like empathy, kindness, and patience. Plan for in-house and/or virtual possibilities.	-Plan to include ALL kinds of inclusion—adoption, disability, different types of families, LGBTQ, respecting other's difference, race, immigration. Currently looking into books that will fit this particular storytime. -Found a few that I like (The World Needs More Purple People is my favorite so far). Just have to figure out a time to do this—possibly February 2021. Looks like this will be virtual in February 2021	11/20	LB



IS	Explore community interest in an early childhood parent book club offered once per Engage period. Book selections will cover early childhood development and early literacy. Informational parenting books, as well as books with activity ideas for children will be considered.	-Wrote Engage entry and begin researching titles and resources for discussion. -Sent David information for Facebook event & Sent flyer to Ann at ECEC for distribution. -Emailed Tori at KinderCare the flyer for the first meeting to share with teachers and parents/caregivers -First meeting held virtually on Sunday, October 18th -Worked on reading the book for December's meeting, The Brave Learner: Finding Everyday Magic in Homeschool, Learning, and Life by Julie Bogart Prepare Supplemental Resources page for December meeting.	11/20	EB	
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**CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; Increase staff and community advocacy, awareness and education of DEI initiatives; Improve staff training, launch a customer service initiative and support growth and innovation in library**

Dept	Tactic	Status	Last Update	Staff	

**CATEGORY: OUTREACH AND SERVICES - Positively and effectively influence outreach and partnerships pertaining to race relations; 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**

Dept	Tactic	Status	Last Update	Staff	
ALL	Lakeshore Lending Library kiosk	Project was planned for a fall 2020 opening, however due to construction delays due to COVID, the project has been delayed until spring 2021	10/2020		

**CATEGORY: MARKETING - Monitor our equity footprint for accountability; Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events, services, and tell NPL's story better through Inform, Inspire, Include.**

Dept	Tactic	Status	Last Update	Staff	

**GOAL 2: ESCALATE AN INNOVATIVE AND INCLUSIVE CULTURE**

**CATEGORY: COLLECTIONS/ELECTRONIC RESOURCES - Monitor our equity footprint for collections; Expand collection offerings in print, music and movie in addition to electronic formats; Provide online training options for residents, city/school employees and businesses**

Dept	Tactic	Status	Last Update	Staff	
IS	Oversee the implementation of a full collection analysis (all materials); investigate companies to provide the service, costs and completion of the project which will result in a full report of recommendations and collection needs (March 2021)	- Reviewed report from EL on population percentages by race. -Set up meeting with Julie and Betty to discuss specific parameters needed. -Sent inquiry email to Michlib list to find other libraries that have carried out a collection audit. - Investigated the Teen Toolbox Librarian's audit ideas. -Held a phone conference with a rep from Mackin to see what type of audit they offered and it will not currently work for us. - Looked at Diverse Books audit offered for picture book sections, and informed Emily. - Continued conversation with Benzie District Library Librarian regarding collection audit experience.	11/20	AS	
IS	Update the youth, tween, and YA fiction genre booklists binders at the information desks and make lists available electronically on NPL's website. This will provide guests with recommended reads available at NPL. Binders will be available for public use to access near their respective collection areas.	- Started to determine which genres to include in the binders -Went through VOYA journal best of 2019 teen titles to begin work on the genre lists -Continued to research titles to add to the booklists -Collaborated with the youth department to create the new monthly youth display "Libraries are for Everyone" book list featured on the website under the youth section -Collaborated with the youth department to create two book lists: 1) the December book list for the monthly youth display "Libraries are for Everyone" display featuring #OwnVoices, Hanukkah, Christmas, Kwanzaa, and craft books; and 2) the COVID-10 book list for youth and tweens plus additional online resources Added a new link to the teen book lists website page; YALSA's Outstanding Books for the College Bound and Lifelong Learners	11/20	LG	



CSC	Continue to advocate, update, and review the Be Our Guest customer tools	Updated the Educate tool to include taking a guest to library area and providing tours to new guests. Created video explaining new addition to staff for training purposes.	11/20	CSC	

**CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL**

Dept	Tactic	Status	Last Update	Staff	

**CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships**

Dept	Tactic	Status	Last Update	Staff	
SS, IT	NPL Community Listening Session	All Support Services Supervisors, Support Services Manager IT Manager and IT Staff participated in a virtual Community Listening Session on October 27, 2020. IT Manager participated in the virtual Community Listening Session Reflection & Discussion.	10/1/20, 11/20	SS Supervisors/ Manager, IT Manager and Staff	
IS	Create a Youtube International Channel featuring playlists for English Language Learning, other language learning with playlists personally curated and reviewed. Attach to the International & ESL page. Channel will consist of at least 6 playlists (1 for each conversation group) and contain not only information about the language but about the culture as well. Information about our conversation groups will be added to the channel and each individual playlist.	- Created the channel, added our logo, started working on the Japanese Language lessons playlist -Added German language learning and culture -finished Japanese Language learning, added culture -uploaded past ELL videos -uploaded edamame chopstick challenge -Added Spanish language learning and culture -Added Easy French videos -Added English Pop Culture playlist and videos -added Easy English videos playlist -Added coronavirus video	10/20	SOL	
IS	Provide Mental Health education opportunities	Partnered with Novi School's Mental Health Alliance Group to host programs. -Coordinated a Mental Health Series additional topics: "How Are the Kids?" "Man Stress" "Supporting Frontline Workers & Educators"	11/20	AS, GA	

**CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; Increase staff and community advocacy, awareness and education of DEI initiatives; Improve staff training, launch a customer service initiative and support growth and innovation in library**

Dept	Tactic	Status	Last Update	Staff	
AD/IS	Memberships to BCALA and APALA		10/2020		
	LGBTQ Roundtable		10/2020		

**CATEGORY: OUTREACH AND SERVICES - Positively and effectively influence outreach and partnerships pertaining to race relations; 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**

SS	NCSD Library Card Campaigns	Completed a second library card registration campaign for NMS and NHS students to allow more students access to our physical and digital collections.	11/2020	Circulation	
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IS	Create an online reader's advisory form that can be marketed on NPL's website, social media, and e-newsletter. Guests can complete the form to receive personalized reading suggestions from IS staff.	- Started to investigate questions to put on the form -Continued to research questions to put on the form -Created a draft of the form; shared with IS staff for feedback; staff have until October 1 to submit feedback; will work on getting it live on the website in October -Staff input process is completed; questions for form are completed -Form has been added to our website Staff have been notified about this new service Dana included information about this new service in the November Peachjar flyer Goal is completed	11/20	LG	
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**CATEGORY: MARKETING - Monitor our equity footprint for accountability; Determine more targeted marketing strategies; Investigate touchscreen interaction in the building for programming, events, services, and tell NPL's story better through Inform. Inspire. Include.**

**GOAL 3: ENHANCE CORE INTERACTION WITHIN OUR DIVERSE COMMUNITY**

**CATEGORY: COLLECTIONS/ELECTRONIC RESOURCES - Monitor our equity footprint for collections; Expand collection offerings in print, music and movie in addition to electronic formats; Provide online training options for residents, city/school employees and businesses**

Dept	Tactic	Status	Last Update	Staff	
IS	Explore resources on diversifying the picture book collection, including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.	-Received information on Diverse BookFinder, will be exploring their offer of a free picture book collection diversity audit for NPL. -Continued reviewing the picture book collection for adding more own voices books. -Continue ordering to expand our newly added holidays in the Holiday Picture Books - Viewed Diverse BookFinder webinar "Multicultural Picture Books: A Deeper Look at Your Collection" for information on how to begin a diversity audit for the picture books in each of the picture book, youth biography, and youth nonfiction collections. (notes in shared IS Google Drive folder) Connected with Maryann to receive collection reports needed for the audit. Edited Picture Book collection Excel file for blank ISBNs 2002 and later. Ran first report for Picture Book Collection 11/24/20	11/20	EB	
IS	Explore resources on diversifying the Adult Fiction collection (Fiction, Mystery, Science Fiction, Book Club Kits), including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.	Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections.	11/20	KE	



**CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL**

Dept	Tactic	Status	Last Update	Staff

**CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships**

Dept	Tactic	Status	Last Update	Staff
IS	Be an active leader in the development of improving/expanding diversity, equity, and inclusion efforts at NPL through the creation of learning and training opportunities for staff, department, and library.	<p>- Reviewed notes from previous studies in Diversity &amp; Inclusion to pull what may be relevant for NPL learning and training opportunities. -Researched various projects to coordinate training opportunities and programs that improve diversity, equity, and inclusion. -Attended NPL Board Meeting in order to learn the position and statement the Board prepared regarding DEI and race relations improvement efforts. -Served as moderator for an Equity and Engagement Community Listening Session brought to you by the DEI committee. Collected data from the public to assist in determining steps to make deliberate efforts to improve race relations with the Black community. Served as moderator for an Equity and Engagement Community Listening Session Reflection brought to you by the DEI committee.</p> <p>Coordinated a Mental Health Series- 1st topic: The Psychological Impact of Racism</p>	11/20	GA
IS	Increase cultural diversity awareness, acknowledgement, and visibility through virtual and on-site library programming, and intentional displays. (Provide a minimum of 3 programs and 3 displays that accomplish this for the year).	<p>- Coordinated and moderator for 5 programs in a series: "Talking Racism." This included scheduling 11 professionals as facilitators, and 8 teens. Programs included: Combating Racial Injustices, Racism Is Not a "Black People" Issue, Teens Talking Racism, Talking With Your Kids About Racism- A Black &amp; White Perspective, and Why Take a Knee?</p> <p>- I also coordinated and hosted a podcast segment on the topic of racism and the removal of statues with racist ties. My special guest was a historian of cultural diversity.</p> <p>-Coordinated and hosted, African American Perspectives:"Civil Rights &amp; Black Resistance." Guest presenter: Historian Jamon Jordan of Black Scroll Network. Presented as a Zoom and Facebook Live event. Attendance:162</p> <p>-Proposed an African American Conversation Group, and/or ongoing Ethnic Cultural Discussion Group to include up to 4 ethnic groups. Group(s) would meet once a month. I would coordinate and host all of the virtual events.</p> <p>Content and description: Inspire, Inform, Include. through cultural conversation on customs, common language, holidays and events, literature, small talk, history, and resources designed specifically for ethnic culture.</p> <p>(Waiting on response.) - Provided an African American Ethnic Cultural Discussion Group Conversation Group, with the purpose of providing cultural conversations on customs, common language, holidays and events, inspirations, literature, small talk, history, and resources, designed for specific ethnic cultures.</p> <p>Partnered with Omega Psi Phi and AKA, historically African American Greek-lettered fraternity and Sorority to provide a reading series for children. - Coordinated African American Ethnic Cultural Discussion Group Conversation Group, with guest presenter Dr. Jay Marks, on the topic, " Advancing Racial Equity in Our Schools &amp; Community."</p>	11/20	GA

IS	Implement a new kind of book club with a different structure (virtual, out-of-building, etc.) and different focus (more varied and diverse genres/points-of-view, etc.) in order to target more varied demographics within our Novi community. Plan one meeting at least every other month (a total of 6)	<p>- Hosted a Genre-Fied book discussion on July 23. Laid out the basic idea of the book club to new members (we will be reading a new genre every month, and meetings will remain virtual throughout the year). July's genre was Mystery and we read "Magpie Murders". Talked about the potential of having an all Mystery book club. Encouraged attendees to spread the word about the new book club!</p> <p>-Genre-Fied Book club to meet virtually on Aug. 27th. Total signup so far is 6 people. Genre is Historical Fiction!</p> <p>-Attendance for this book club is still stronger than both the other regular book clubs held by the library, and I also took recommendations from the attendees on what genres they would be interested in reading in future meetings!</p>	10/20	KE	
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**CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; increase staff and community advocacy, awareness and education of DEI initiatives; improve staff training, launch a customer service initiative and support growth and innovation in library**

Dept	Tactic	Status	Last Update	Staff		
ALL	City of Novi's Diversity, Equity, & Inclusion Training	Training that focused on tools to enable an inclusive organization.	7/2020			
ALL	City of Novi's Workplace Civility Training	Training that focused on prevention of harassment and bullying.	11/2020			



**CATEGORY: OUTREACH AND SERVICES - Positively and effectively influence outreach and partnerships pertaining to race relations; 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**

Dept	Tactic	Status	Last Update	Staff
IS	Continue development and training for NPL's customer service initiatives for Be Our Guest (as it relates to COVID, Kulture City, etc.), Kulture City launch (staff awareness/video, building placement, marketing to community)	- Created KC customer service guided sheet for staff. - Created KC checklist for completion of all items, KC inventory list, and KC customer service help sheet for staff. - Photographed all of the kulturecity bag items. - Put KC bags together. - Met with MZ to determine where security tags should go and on what items. Gave KC bags to MZ to tag. - Created calendar date/time with JF to determine KC signage placement. - Did a walk through of the building with JF to determine best places for KC signage. - Met with Keith to determine best way to put up signage. -Wrote script for KC staff video -Filmed videos for KultureCity staff intro. -Converted KC videos via Youtube and added to Filmora -Downloaded and added KC photos to Filmora	11/2020	AS
IS	Investigate a Books by Mail service. Partner with a staff member from the Support Services Department. Write up a report and share with the Director all findings and recommendations by mid-December.	-Reached out to 6 libraries with questions about running a Books by Mail service. Attended a virtual and an in person meeting with Julie and Kim to discuss further. Created spreadsheet to compare answers from different libraries. Followed up with 5 libraries with more detailed questions. -Met with Julie and Kim to discuss the program. Followed up with multiple libraries with more questions. Created spreadsheet to track responses. Priced out mailbags. Working on creating a report with all the responses and other needed information.	11/20	KM
IS	Develop a Career Center that is accessible electronically and in the building, highlighting job search and career development resources in the library and from our partners.			HH

**CATEGORY: MARKETING - Monitor our equity footprint for accountability; Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events, services, and tell NPL's story better through Inform, Inspire, Include.**

Dept	Tactic	Status	Last Update	Staff

**CATEGORY: BUILDING AND 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 the building for larger community events.**

Dept	Tactic	Status	Last Update	Staff
FAC		Every 2 hours high touch cleaning of building for sanitization purposes	July 1 - ?	
AD/FAC	Janitorial Bid and Contract (1 yr. w/renewal)	Bid awarded to RNA Janitorial; contract signed	August 3, 2020	
FAC	Staff vending machine service	New vendor initiated for snack vending in staff lounge	November 2020	

**COVID-19 (July 1, 2020 - June 30, 2021)**

Dept	Tactic	Status	Last Update	Staff
ALL		Library opened for Phase 4: 30 minute use of building	July 6, 2020	
		Library opened for Phase 4: 1 hour use of building	Sept. 8, 2020	
		Library returned to Phase 3: lobby, locker and drive-up by appointment	Nov. 18, 2020 - ?	
		Following MIOSHA and MDHHA guidelines	Nov. 18, 2020 - ?	
AD		Instituted Remote Work Policy as needed for employees		
IS		Created COVID customer service and timer station help sheet for staff. Updated temp sheet per City guidelines twice over two months.	11/20	AS, MD, DB



IS	Explore methods and best practices for virtual outreach story times to preschools and childcare centers in response to COVID-19 social distancing guidelines.	<ul style="list-style-type: none"> <li>- Offered the first three Zoom outreach story time sessions. View recording of one to reflect.</li> <li>-Connected with Ann at ECEC about providing weekly recorded storytimes in place of daily in-person visits.</li> <li>-Encountered a new experience - I had KinderCare scheduled for a Zoom story time on 9/17, but they were a no show. We rescheduled for October 8th.</li> <li>-Reached out to Novi Northville about Zoom story times. They were not interested at this time, but they were interested in a new book box so I am getting that together now.</li> <li>-Scheduled a visit with the ECEC Special Education classroom for the end of October.</li> <li>-Learned to film a family story time at the same time as the ECEC story times by reusing some of the segments (less repeat recording).</li> <li>-10/20 NA</li> </ul>	10/20	EB				
IS	Explore ways the iCube can evolve to be relevant during Covid times, devise an appointment scheduling system, taking orders similar to the 3D Printing Committee, looking for more virtual services.	Met with Charlie and Dam to discuss some ideas, as well as the iCube Team. iCube staff will begin taking 1 hour appointments on Oct. 1st. All equipment sheets are being updated and safety protocols will be drafted for review by the iCube Team.	11/20	MJR				

Library Board Policy Approvals (July 1, 2020 - June 30, 2021)						
Dept	Tactic	Status	Last Update	Staff		
AD	Approval of Retirement Incentive	One-time retirement incentive for eligible Full-time employees	July 23, 2020			
AD	Approval of Library Van Replacement Schedule	Every 7 years	Aug. 27, 2020			
	Approval of DEI standing committee	2 board members, 4 managers, 3 staff members	Sept. 24, 2020			
	Approval of Strategic Goals Updates	Inclusion of DEI initiatives into Strategic Plan 2019-2022	Sept. 24, 2020			

2020-2021 Library Budget 268 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Revenues		2/28/2019	1/23/2020	5/28/2020	1/23/2020	5/28/2020	1/23/2020
Account	Description						
403.000	Tax Revenue - Current Levy	2,827,689.00	2,827,689.00	2,846,224.00	2,926,658.00	2,939,255.00	3,043,724.00
403.001	Tax Revenue - Cnty Chargebk	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tx Tribunal	-1,000.00	-1,000.00	-1,000.00	0.00	0.00	0.00
403.003	Tax Revenue - Brownfield 2008	-250.00	-250.00	-250.00	-259.00	-259.00	-270.00
403.006	Tax Revenue - Brownfield 2015	-3,000.00	-3,000.00	-3,000.00	-4,500.00	-4,500.00	-6,000.00
403.008	Tax Revenue - CIA Cap			-6,395.00		-12,597.00	
420.000	Tax Revenue - C/Y Del PPT	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00
567.000	State Aid	36,000.00	40,000.00	44,383.68	40,000.00	20,000.00	40,000.00
633.100	Insurance Reimbursement	0.00	0.00	13,158.40	0.00	0.00	0.00
657.000	Library book fines	58,000.00	58,000.00	48,961.25	65,000.00	60,000.00	65,000.00
658.000	State penal fines	113,000.00	118,345.07	118,345.07	114,000.00	57,000.00	114,000.00
664.000	Interest on Investments	53,000.00	53,000.00	53,000.00	54,201.00	54,201.00	55,663.00
664.500	Unrealized gain(loss) invest	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00
665.000	Miscellaneous income	15,000.00	15,000.00	7,100.00	14,000.00	14,000.00	14,000.00
665.100	Copier	1,600.00	600.00	1,100.00	600.00	600.00	600.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	3,000.00	4,610.53	6,200.00	3,000.00	2,000.00	3,000.00
665.290	Library Fundraising	4,000.00	4,000.00	4,100.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	45,000.00	40,000.00	24,000.00	37,000.00	0.00	37,000.00
665.400	Gifts and donations	3,500.00	3,500.00	2,900.00	3,500.00	3,500.00	3,500.00
665.404	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 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
<b>Expenditures</b>							
<b>Personnel Svcs.</b>							
<b>Account</b>	<b>Description</b>						
704.000	Permanent Salaries	949,000.00	920,000.00	900,000.00	971,650.00	965,000.00	995,941.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2019)	4,000.00	4,704.40	4,704.40	4,700.00	18,500.00	4,800.00
704.250	Final Payout				0.00	0.00	0.00
705.000	Temporary Salaries	677,000.00	660,000.00	642,000.00	746,730.00	635,000.00	765,398.00
706.000	Overtime	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	123,000.00	112,000.00	120,000.00	131,456.00	124,000.00	134,742.00
716.000	Insurance	211,000.00	192,000.00	192,000.00	195,000.00	195,000.00	204,750.00
716.200	HSA - Employer Contribution	5,800.00	5,800.00	7,500.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-40,700.00	-38,000.00	-33,000.00	-36,000.00	-36,000.00	-37,800.00
718.000	Pension DB	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00
718.010	DB Unfunded Accrued Liability	29,300.00	29,300.00	29,300.00	43,224.00	43,224.00	45,000.00
718.050	Pension - add'l DB Contribution						
718.200	Pension - Defined Contribution	34,000.00	37,700.00	40,000.00	45,000.00	45,000.00	45,900.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	3,900.00	3,900.00	3,900.00	4,100.00	4,100.00	4,200.00
<b>Total Personnel Services</b>		<b>2,005,200.00</b>	<b>1,936,304.40</b>	<b>1,915,304.40</b>	<b>2,121,060.00</b>	<b>2,009,024.00</b>	<b>2,178,131.00</b>
<b>Supplies and Materials</b>							
<b>Account</b>	<b>Description</b>						
727.000	Office supplies	19,000.00	19,000.00	16,000.00	19,000.00	18,000.00	19,000.00
728.000	Postage	1,000.00	1,000.00	700.00	1,000.00	1,000.00	1,000.00
734.000	Computer software/licensing	94,000.00	94,000.00	94,000.00	69,700.00	69,700.00	69,700.00
734.500	Computer supplies equip	56,100.00	56,100.00	56,100.00	19,800.00	19,800.00	26,800.00
740.000	Operating supplies	28,100.00	28,100.00	28,100.00	28,000.00	25,000.00	28,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	2,500.00	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	389.00	300.00	300.00	300.00	300.00	300.00
742.000	Books	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00
742.010	Lending Library Books	10,000.00	10,000.00	10,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	96,000.00	96,000.00	96,000.00	115,000.00	115,000.00	115,000.00
745.200	Electronic media	41,900.00	41,900.00	41,900.00	46,900.00	46,900.00	46,900.00
745.300	Online (Electronic) Resources	61,500.00	61,500.00	61,500.00	64,000.00	64,000.00	64,000.00
<b>Total Supplies &amp; Materials</b>		<b>621,389.00</b>	<b>621,300.00</b>	<b>618,000.00</b>	<b>599,600.00</b>	<b>595,600.00</b>	<b>606,600.00</b>

2020-2021 Library Budget 268 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
<b>Services &amp; Charges</b>							
<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 January 23, 2020</b>		<b>2019-2020 Approved</b>	<b>2019-2020 Year End Projection</b>	<b>2019-2020 4th Qtr. Amendment</b>	<b>2020-2021 Approved</b>	<b>2020-2021 due to COVID-19</b>	<b>2021-2022 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 Approved 2/28/2019	2019-2020 Year End Projection 1/23/2020	2019-2020 4th Qtr. Amend 5/28/2020	2020-2021 Approved 1/23/2020	2020-2021 COVID-19 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

Financial Report for October 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)

**Approved 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 Sep 30, 2020	YTD Oct 31, 2020	Difference
TOTAL REVENUES	\$130,184	\$3,081,906	\$2,951,722
TOTAL EXPENDITURES	\$676,061	\$919,430	\$243,369
NET OF REVENUES & EXPENDITURES	(\$545,877)	\$2,162,476	

**Revenue & Expenditure Report for Fund 269**

	YTD Sep 30, 2020	YTD Oct 31, 2020	Difference
TOTAL REVENUES	\$2,184	\$8,153	\$5,969
TOTAL EXPENDITURES	\$4,674	\$6,716	\$2,042
NET OF REVENUES & EXPENDITURES	(\$2,490)	\$1,437	

**Balance Sheet Report as of October 31, 2020**

The ending fund balance for Fund 268 is \$4,424,473.28

The ending fund balance for Fund 269 is \$1,708,416.77

Financial Report for November 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)

**Approved 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 Oct 31, 2020	YTD Nov 30, 2020	Difference
TOTAL REVENUES	\$3,081,906	\$3,094,177	\$12,271
TOTAL EXPENDITURES	\$919,430	\$1,126,365	\$206,935
NET OF REVENUES & EXPENDITURES	\$2,162,476	\$1,967,812	

**Revenue & Expenditure Report for Fund 269**

	YTD Oct 31, 2020	YTD Nov 30, 2020	Difference
TOTAL REVENUES	\$8,153	\$12,370	\$4,217
TOTAL EXPENDITURES	\$6,716	\$7,666	\$950
NET OF REVENUES & EXPENDITURES	\$1,437	\$4,704	

**Balance Sheet Report as of November 30, 2020**

The ending fund balance for Fund 268 is \$4,229,809.30

The ending fund balance for Fund 269 is \$1,711,683.38

11/10/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2020										
% Fiscal Year Completed: 33.70										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	AUG 2020	SEPT 2020	OCT 2020	10/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,939,255.00	0.00	0.00	0.00	2,961,042.01	(21,787.01)	100.74
268-000.00-403.001	Property Tax Revenue- County Chargebac	(6,553.64)	2,000.00	2,000.00	446.02	421.93	0.00	867.95	1,132.05	43.40
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(258.43)	(259.00)	(259.00)	0.00	0.00	0.00	(276.15)	17.15	106.62
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(2,983.82)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(6,071.40)	1,571.40	134.92
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(6,852.11)	(12,597.00)	(12,597.00)	0.00	0.00	0.00	(13,422.73)	825.73	106.55
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	0.00	0.00	(6,500.00)	0.00
Property tax revenue		2,815,535.41	2,917,399.00	2,917,399.00	446.02	421.93	0.00	2,942,139.68	(24,740.68)	100.85
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
State sources		44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	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	187.95	134.37	52.63	379.95	13,620.05	2.71
268-000.00-665.100	Copier	1,172.45	600.00	600.00	105.00	201.00	210.50	516.50	83.50	86.08
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	0.00	216.83	182.15	727.69	3,272.31	18.19
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,600.00	0.00	0.00	0.00	6,847.00	(247.00)	103.74
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Other revenue		63,237.74	68,200.00	30,200.00	292.95	552.20	445.28	8,471.14	21,728.86	28.05
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	60,000.00	968.33	1,393.02	1,268.41	4,788.47	55,211.53	7.98
268-000.00-658.000	State penal fines	118,345.07	114,000.00	57,000.00	95,366.51	0.00	0.00	95,366.51	(38,366.51)	167.31
Fines and forfeitures		167,306.32	179,000.00	117,000.00	96,334.84	1,393.02	1,268.41	100,154.98	16,845.02	85.60
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	2,322.61	0.00	0.00	5,259.79	48,941.21	9.70
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	2,455.71	0.00	0.00	3,476.85	(23,476.85)	(17.38)
Interest income		87,344.61	34,201.00	34,201.00	4,778.32	0.00	0.00	8,736.64	25,464.36	25.54
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	0.20	49.00	0.40	49.60	3,450.40	1.42
Donations		10,318.10	6,500.00	5,500.00	0.20	49.00	0.40	49.60	5,450.40	0.90



		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	AUG 2020	SEPT 2020	OCT 2020	10/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	965,000.00	73,435.64	73,353.78	80,508.03	295,474.36	669,525.64	30.62
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	18,500.00	0.00	0.00	0.00	5,582.77	12,917.23	30.18
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	44,945.28	45,312.59	48,133.93	177,456.81	457,543.19	27.95
268-000.00-706.000	Overtime	496.47	500.00	500.00	80.37	0.00	0.00	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	8,881.38	9,481.85	10,578.92	37,571.76	86,428.24	30.30
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	19,940.17	15,182.80	350.00	49,600.65	145,399.35	25.44
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	612.50	612.50	612.50	1,837.50	4,462.50	29.17
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(2,835.64)	(2,835.64)	(2,830.27)	(9,766.32)	(26,233.68)	27.13
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	2,004.00	6,396.00	23.86
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	29,292.00	43,224.00	43,224.00	3,602.00	3,602.00	3,602.00	14,408.00	28,816.00	33.33
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,294.99	(15,520.52)	3,306.28	(5,663.19)	50,663.19	(12.58)
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	4,100.00	161.38	172.43	191.25	827.44	3,272.56	20.18
Personnel services		1,959,395.24	2,121,060.00	2,009,024.00	152,619.07	129,862.79	144,953.64	569,414.15	1,439,609.85	28.34
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	18,000.00	434.99	583.63	848.44	4,200.30	13,799.70	23.34
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	0.00	112.76	0.00	112.76	887.24	11.28
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	571.95	4,429.52	1,015.00	14,965.95	54,734.05	21.47
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	240.77	430.64	172.00	1,451.77	18,348.23	7.33
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	2,795.80	899.93	219.90	6,822.60	18,177.40	27.29
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	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	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	185,800.00	9,201.71	13,179.16	26,299.13	55,185.38	130,614.62	29.70
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	355.25	1,104.95	2,931.81	4,409.44	15,590.56	22.05
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	1,100.00	0.00	0.00	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	0.00	2,110.33	0.00	3,910.33	20,089.67	16.29
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	15,213.65	2,174.63	12,187.66	32,540.25	82,459.75	28.30
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	4,461.99	5,976.27	674.06	13,517.64	33,382.36	28.82
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	0.00	1,967.43	0.00	53,223.68	10,776.32	83.16
Supplies		482,945.13	599,600.00	595,600.00	33,276.11	32,969.25	44,348.00	190,340.10	405,259.90	31.96

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	AUG 2020	SEPT 2020	OCT 2020	10/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	54.30	57.49	0.00	166.09	333.91	33.22
268-000.00-802.000	Data processing	700.20	700.00	700.00	0.00	0.00	0.00	712.94	(12.94)	101.85
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	310.96	612.33	335.77	1,409.06	2,590.94	35.23
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	392.00	196.00	0.00	686.00	314.00	68.60
268-000.00-806.000	Legal fees	8,951.50	5,000.00	7,500.00	357.00	1,176.00	4,074.00	5,712.00	1,788.00	76.16
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	111.31	111.31	0.00	333.93	1,166.07	22.26
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	224.00	420.00	506.00	4,372.01	3,127.99	58.29
268-000.00-816.000	Professional services	250.00	10,500.00	10,500.00	0.00	0.00	0.00	200.00	10,300.00	1.90
268-000.00-817.000	Custodial services	37,851.60	50,000.00	50,000.00	7,305.20	7,028.10	0.00	18,357.97	31,642.03	36.72
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,495.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	18,384.86	17,500.00	17,500.00	2,452.89	1,812.56	521.00	6,662.46	10,837.54	38.07
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	0.00	1,979.25	7,758.11	25,400.21	39,799.79	38.96
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	1,500.00	22.10	0.00	0.00	22.10	1,477.90	1.47
268-000.00-862.000	Mileage	6.38	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	22,866.06	21,000.00	18,000.00	44.98	1,346.48	1,147.51	3,444.48	14,555.52	19.14
268-000.00-880.268	Library programming	18,956.32	25,000.00	25,000.00	1,273.55	(102.68)	658.95	2,281.63	22,718.37	9.13
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	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	28,000.00	381.18	384.20	406.40	1,171.78	26,828.22	4.18
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,500.00	0.00	0.00	0.00	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	0.00	0.00
268-000.00-921.000	Heat	10,152.64	11,000.00	11,000.00	256.16	152.59	0.00	1,048.17	9,951.83	9.53
268-000.00-922.000	Electricity	92,792.30	95,000.00	95,000.00	7,498.93	8,103.20	7,280.88	30,950.56	64,049.44	32.58
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	1,552.22	0.00	1,552.22	5,947.78	20.70
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	9,091.07	6,118.94	6,572.42	28,935.35	83,264.65	25.79
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	38,000.00	1,885.00	910.00	1,100.00	4,105.00	33,895.00	10.80
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	1,044.04	650.94	650.94	2,345.92	5,654.08	29.32
268-000.00-942.100	Records storage	287.76	1,300.00	1,300.00	23.98	23.98	23.98	95.92	1,204.08	7.38
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	1,658.00	931.00	0.00	3,547.72	6,452.28	35.48
Other services and charges		504,881.30	554,700.00	547,200.00	34,386.65	33,463.91	34,530.96	159,676.52	387,523.48	29.18

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	AUG 2020	SEPT 2020	OCT 2020	10/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	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	53,000.00	0.00	0.00	0.00	0.00	53,000.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	0.00	0.00	0.00	0.00	17,000.00	0.00
Capital outlay		60,659.80	111,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		180,244.39	(141,060.00)	(97,524.00)	(118,429.50)	(193,879.80)	(222,118.51)	2,162,475.75	(2,259,999.75)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,124,300.00	101,852.33	2,416.15	1,714.09	3,081,906.52	42,393.48	(2,217.38)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,221,824.00	220,281.83	196,295.95	223,832.60	919,430.77	2,302,393.23	(2,217.38)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(97,524.00)	(118,429.50)	(193,879.80)	(222,118.51)	2,162,475.75	(2,259,999.75)	(2,217.38)

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	AUG 2020	SEPT 2020	OCT 2020	10/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	1,535.08	0.00	0.00	3,620.98	23,379.02	13.41
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	1,623.05	0.00	0.00	2,348.24	(6,848.24)	(52.18)
Interest income		45,787.97	22,500.00	22,500.00	3,158.13	0.00	0.00	5,969.22	16,530.78	26.53
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	2,000.00	0.00	0.00	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	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	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	28.00	0.00	0.00	28.00	972.00	2.80
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	250.00	1,905.54	0.00	2,155.54	3,344.46	39.19
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	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	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		16,803.70	19,500.00	24,000.00	278.00	1,905.54	0.00	2,183.54	21,816.46	9.10
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	16.49	196.02	618.44	830.95	169.05	83.10
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	375.00	1,250.00	0.00	2,875.00	(1,875.00)	287.50
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	1,326.88	274.29	0.00	1,681.17	(1,681.17)	100.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	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	510.48	613.88	1,124.36	375.64	74.96
Supplies		24,962.88	65,700.00	4,500.00	1,718.37	2,230.79	1,232.32	6,511.48	(2,011.48)	144.70
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	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	204.04	204.04	4,795.96	4.08
Capital outlay		6,735.84	11,800.00	46,550.00	0.00	0.00	204.04	204.04	46,345.96	0.44
Net - Dept 000.00 - treasury		30,892.95	(35,500.00)	(4,550.00)	1,717.76	(325.25)	(1,436.36)	1,437.24	(5,987.24)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		62,591.67	42,000.00	46,500.00	3,436.13	1,905.54	0.00	8,152.76	38,347.24	(31.59)
TOTAL EXPENDITURES		31,698.72	77,500.00	51,050.00	1,718.37	2,230.79	1,436.36	6,715.52	44,334.48	(31.59)
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(4,550.00)	1,717.76	(325.25)	(1,436.36)	1,437.24	(5,987.24)	(31.59)
TOTAL REVENUES - ALL FUNDS		3,250,717.53	3,287,300.00	3,170,800.00	105,288.46	4,321.69	1,714.09	3,090,059.28	80,740.72	
TOTAL EXPENDITURES - ALL FUNDS		3,039,580.19	3,463,860.00	3,272,874.00	222,000.20	198,526.74	225,268.96	926,146.29	2,346,727.71	
NET OF REVENUES & EXPENDITURES		211,137.34	(176,560.00)	(102,074.00)	(116,711.74)	(194,205.05)	(223,554.87)	2,163,912.99	(2,265,986.99)	

12/09/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 11/30/2020										
% Fiscal Year Completed: 41.92										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	SEPT 2020	OCT 2020	NOV 2020	11/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,939,255.00	0.00	0.00	0.00	2,961,042.01	(21,787.01)	100.74
268-000.00-403.001	Property Tax Revenue- County Chargeback	(6,553.64)	2,000.00	2,000.00	356.96	0.00	289.83	1,092.81	907.19	54.64
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(258.43)	(259.00)	(259.00)	0.00	0.00	0.00	(276.15)	17.15	106.62
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(2,983.82)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(6,071.40)	1,571.40	134.92
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(6,852.11)	(12,597.00)	(12,597.00)	0.00	0.00	0.00	(13,422.73)	825.73	106.55
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	0.00	0.00	(6,500.00)	0.00
Property tax revenue		2,815,535.41	2,917,399.00	2,917,399.00	356.96	0.00	289.83	2,942,364.54	(24,965.54)	100.86
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
State sources		44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	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	134.37	52.63	32.51	412.46	13,587.54	2.95
268-000.00-665.100	Copier	1,172.45	600.00	600.00	201.00	210.50	72.50	589.00	11.00	98.17
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	216.83	182.15	2,524.79	3,252.48	747.52	81.31
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,600.00	0.00	0.00	0.00	6,847.00	(247.00)	103.74
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Other revenue		63,237.74	68,200.00	30,200.00	552.20	445.28	2,629.80	11,100.94	19,099.06	36.76
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	60,000.00	1,393.02	1,268.41	833.89	5,622.36	54,377.64	9.37
268-000.00-658.000	State penal fines	118,345.07	114,000.00	57,000.00	0.00	0.00	0.00	95,366.51	(38,366.51)	167.31
Fines and forfeitures		167,306.32	179,000.00	117,000.00	1,393.02	1,268.41	833.89	100,988.87	16,011.13	86.32
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	5,824.06	0.00	0.00	11,083.85	43,117.15	20.45
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	2,702.50	0.00	0.00	6,179.35	(26,179.35)	(30.90)
Interest income		87,344.61	34,201.00	34,201.00	8,526.56	0.00	0.00	17,263.20	16,937.80	50.48
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	49.00	0.40	55.25	104.85	3,395.15	3.00
Donations		10,318.10	6,500.00	5,500.00	49.00	0.40	55.25	104.85	5,395.15	1.91

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	SEPT 2020	OCT 2020	NOV 2020	11/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	965,000.00	73,353.78	80,508.03	69,564.99	365,039.35	599,960.65	37.83
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	18,500.00	0.00	0.00	2,916.40	8,499.17	10,000.83	45.94
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	45,312.59	48,133.93	48,292.21	225,749.02	409,250.98	35.55
268-000.00-706.000	Overtime	496.47	500.00	500.00	0.00	0.00	0.00	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	9,481.85	10,578.92	9,055.62	46,627.38	77,372.62	37.60
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	15,182.80	14,469.04	3,940.55	67,660.24	127,339.76	34.70
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	612.50	612.50	612.50	2,450.00	3,850.00	38.89
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(2,835.64)	(2,830.27)	(2,835.64)	(12,601.96)	(23,398.04)	35.01
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	2,505.00	5,895.00	29.82
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	29,292.00	43,224.00	43,224.00	3,602.00	3,602.00	3,602.00	18,010.00	25,214.00	41.67
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	(15,520.52)	3,306.28	3,481.27	(2,181.92)	47,181.92	(4.85)
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	0.00	0.00	784.77	0.00	784.77	(784.77)	100.00
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	4,100.00	172.43	191.25	163.05	990.49	3,109.51	24.16
Personnel services		1,959,395.24	2,121,060.00	2,009,024.00	129,862.79	159,857.45	139,293.95	723,611.91	1,285,412.09	36.02
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	18,000.00	683.59	848.44	399.06	4,699.32	13,300.68	26.11
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	12.80	1.40	0.00	14.20	985.80	1.42
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	4,429.52	1,015.00	212.55	15,178.50	54,521.50	21.78
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	430.64	269.62	40.80	1,590.19	18,209.81	8.03
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	899.93	244.89	26.98	6,874.57	18,125.43	27.50
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	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	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	185,800.00	13,179.16	28,550.53	4,784.39	62,221.17	123,578.83	33.49
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	1,104.95	3,037.36	208.87	4,723.86	15,276.14	23.62
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	1,100.00	0.00	0.00	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	2,110.33	0.00	0.00	3,910.33	20,089.67	16.29
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	2,174.63	15,444.21	483.40	36,280.20	78,719.80	31.55
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	6,176.45	2,486.54	273.09	15,803.39	31,096.61	33.70
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	1,967.43	0.00	2,090.40	55,314.08	8,685.92	86.43
Supplies		482,945.13	599,600.00	595,600.00	33,169.43	51,897.99	8,519.54	206,609.81	388,990.19	34.69

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	SEPT 2020	OCT 2020	NOV 2020	11/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	57.49	56.18	0.00	222.27	277.73	44.45
268-000.00-802.000	Data processing	700.20	700.00	700.00	0.00	0.00	0.00	712.94	(12.94)	101.85
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	612.33	335.77	150.00	1,559.06	2,440.94	38.98
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	196.00	0.00	0.00	686.00	314.00	68.60
268-000.00-806.000	Legal fees	8,951.50	5,000.00	7,500.00	1,176.00	4,074.00	1,113.00	6,825.00	675.00	91.00
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	111.31	0.00	0.00	333.93	1,166.07	22.26
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	420.00	506.00	150.00	4,572.01	2,927.99	60.96
268-000.00-816.000	Professional services	250.00	10,500.00	10,500.00	0.00	0.00	0.00	200.00	10,300.00	1.90
268-000.00-817.000	Custodial services	37,851.60	50,000.00	50,000.00	7,028.10	7,809.00	0.00	26,166.97	23,833.03	52.33
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	3,495.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	18,384.86	17,500.00	17,500.00	1,812.56	2,569.80	3,922.87	12,634.13	4,865.87	72.20
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	1,979.25	7,758.11	(3,323.00)	22,077.21	43,122.79	33.86
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	1,500.00	0.00	0.00	0.00	22.10	1,477.90	1.47
268-000.00-862.000	Mileage	6.38	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	22,866.06	21,000.00	18,000.00	1,346.48	1,170.01	1,009.01	4,475.99	13,524.01	24.87
268-000.00-880.268	Library programming	18,956.32	25,000.00	25,000.00	(102.68)	969.49	236.93	2,829.10	22,170.90	11.32
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	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	28,000.00	384.20	406.40	468.22	1,640.00	26,360.00	5.86
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,500.00	0.00	0.00	0.00	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	0.00	0.00
268-000.00-921.000	Heat	10,152.64	11,000.00	11,000.00	152.59	233.09	0.00	1,281.26	9,718.74	11.65
268-000.00-922.000	Electricity	92,792.30	95,000.00	95,000.00	8,103.20	7,280.88	7,417.39	38,367.95	56,632.05	40.39
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	1,552.22	0.00	0.00	1,552.22	5,947.78	20.70
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	6,118.94	7,791.77	7,839.10	37,993.80	74,206.20	33.86
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	38,000.00	910.00	3,376.41	2,486.25	8,867.66	29,132.34	23.34
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	650.94	650.94	650.94	2,996.86	5,003.14	37.46
268-000.00-942.100	Records storage	287.76	1,300.00	1,300.00	23.98	23.98	23.98	119.90	1,180.10	9.22
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	931.00	296.31	0.00	3,844.03	6,155.97	38.44
Other services and charges		504,881.30	554,700.00	547,200.00	33,463.91	48,803.14	22,144.69	196,143.39	351,056.61	35.84

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	SEPT 2020	OCT 2020	NOV 2020	11/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	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	53,000.00	0.00	0.00	0.00	0.00	53,000.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	0.00	0.00	0.00	0.00	17,000.00	0.00
Capital outlay		60,659.80	111,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		180,244.39	(141,060.00)	(97,524.00)	(185,618.39)	(258,844.49)	(166,149.41)	1,967,811.77	(2,065,335.77)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,124,300.00	10,877.74	1,714.09	3,808.77	3,094,176.88	30,123.12	(2,017.77)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,221,824.00	196,496.13	260,558.58	169,958.18	1,126,365.11	2,095,458.89	(2,017.77)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(97,524.00)	(185,618.39)	(258,844.49)	(166,149.41)	1,967,811.77	(2,065,335.77)	(2,017.77)



		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	SEPT 2020	OCT 2020	NOV 2020	11/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	2,645.17	0.00	0.00	6,266.15	20,733.85	23.21
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	1,227.42	0.00	0.00	3,575.66	(8,075.66)	(79.46)
Interest income		45,787.97	22,500.00	22,500.00	3,872.59	0.00	0.00	9,841.81	12,658.19	43.74
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	2,000.00	0.00	0.00	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	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	100.00	100.00	900.00	10.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	28.00	972.00	2.80
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	1,905.54	0.00	244.46	2,400.00	3,100.00	43.64
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	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	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		16,803.70	19,500.00	24,000.00	1,905.54	0.00	344.46	2,528.00	21,472.00	10.53
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	196.02	618.44	137.75	968.70	31.30	96.87
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	1,250.00	0.00	0.00	2,875.00	(1,875.00)	287.50
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	510.48	1,108.48	0.00	1,618.96	(118.96)	107.93
Supplies		24,962.88	65,700.00	4,500.00	1,956.50	1,726.92	137.75	5,462.66	(962.66)	121.39
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	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	274.29	380.74	141.39	2,203.30	2,796.70	44.07
Capital outlay		6,735.84	11,800.00	46,550.00	274.29	380.74	141.39	2,203.30	44,346.70	4.73
Net - Dept 000.00 - treasury		30,892.95	(35,500.00)	(4,550.00)	3,547.34	(2,107.66)	65.32	4,703.85	(9,253.85)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		62,591.67	42,000.00	46,500.00	5,778.13	0.00	344.46	12,369.81	34,130.19	(103.38)
TOTAL EXPENDITURES		31,698.72	77,500.00	51,050.00	2,230.79	2,107.66	279.14	7,665.96	43,384.04	(103.38)
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(4,550.00)	3,547.34	(2,107.66)	65.32	4,703.85	(9,253.85)	(103.38)
TOTAL REVENUES - ALL FUNDS		3,250,717.53	3,287,300.00	3,170,800.00	16,655.87	1,714.09	4,153.23	3,106,546.69	64,253.31	
TOTAL EXPENDITURES - ALL FUNDS		3,039,580.19	3,463,860.00	3,272,874.00	198,726.92	262,666.24	170,237.32	1,134,031.07	2,138,842.93	
NET OF REVENUES & EXPENDITURES		211,137.34	(176,560.00)	(102,074.00)	(182,071.05)	(260,952.15)	(166,084.09)	1,972,515.62	(2,074,589.62)	

11/10/2020		BALANCE SHEET FOR CITY OF NOVI	
		As of 10/31/2020	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(137,061.75)	
268-000.00-017.000	Investments - Pooled	4,576,286.53	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	73,174.07	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	4,516,800.96	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	73,553.03	
268-000.00-215.200	Unemployment insurance liability	1,872.54	
268-000.00-259.702	Accrued liabilities-tax	13,500.00	
268-000.00-320.451	Deferred inflow - Unavailable COVID-19	3,402.11	
	Total Liabilities	92,327.68	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance	2,281,497.53	
	Net of Revenues VS Expenditures	2,142,975.75	
	Ending Fund Balance	4,424,473.28	
	Total Liabilities And Fund Balance	4,516,800.96	

<b>Fund 269 - LIBRARY CONTRIBUTION FUND 269</b>				
<b>*** Assets ***</b>				
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	40,184.65		
269-000.00-017.000	Investments - Pooled	1,669,693.70		
	<b>Total Assets</b>	<b>1,709,878.35</b>		
<b>*** Liabilities ***</b>				
269-000.00-202.000	Accounts payable	1,461.58		
	<b>Total Liabilities</b>	<b>1,461.58</b>		
<b>*** Fund Balance ***</b>				
269-000.00-390.000	Fund balance - Unrestricted	1,612,007.62		
269-000.00-390.230	Fund Balance Collections/Materials	36,835.74		
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	41,610.28		
269-000.00-390.232	Fund Balance Programming	29,929.06		
269-000.00-390.233	Fund BalanceTechnology Library	(13,403.17)		
	<b>Total Fund Balance</b>	<b>1,706,979.53</b>		
	Beginning Fund Balance	1,706,979.53		
	Net of Revenues VS Expenditures	1,437.24		
	Ending Fund Balance	1,708,416.77		
	<b>Total Liabilities And Fund Balance</b>	<b>1,709,878.35</b>		

12/09/2020		BALANCE SHEET FOR CITY OF NOVI	
		As of 11/30/2020	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(167,822.90)	
268-000.00-017.000	Investments - Pooled	4,378,989.03	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	66,937.24	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	4,282,505.48	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	33,136.76	
268-000.00-215.200	Unemployment insurance liability	2,657.31	
268-000.00-259.702	Accrued liabilities-tax	13,500.00	
268-000.00-320.451	Deferred inflow - Unavailable COVID-19	3,402.11	
	Total Liabilities	52,696.18	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance	2,281,497.53	
	Net of Revenues VS Expenditures	1,948,311.77	
	Ending Fund Balance	4,229,809.30	
	Total Liabilities And Fund Balance	4,282,505.48	

<b>Fund 269 - LIBRARY CONTRIBUTION FUND 269</b>			
<b>*** Assets ***</b>			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	41,041.40	
269-000.00-017.000	Investments - Pooled	1,670,921.12	
	<b>Total Assets</b>	<b>1,711,962.52</b>	
<b>*** Liabilities ***</b>			
269-000.00-202.000	Accounts payable	279.14	
	<b>Total Liabilities</b>	<b>279.14</b>	
<b>*** Fund Balance ***</b>			
269-000.00-390.000	Fund balance - Unrestricted	1,612,007.62	
269-000.00-390.230	Fund Balance Collections/Materials	36,835.74	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	41,610.28	
269-000.00-390.232	Fund Balance Programming	29,929.06	
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)	
	<b>Total Fund Balance</b>	<b>1,706,979.53</b>	
	Beginning Fund Balance	1,706,979.53	
	Net of Revenues VS Expenditures	4,703.85	
	Ending Fund Balance	1,711,683.38	
	<b>Total Liabilities And Fund Balance</b>	<b>1,711,962.52</b>	

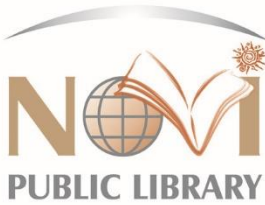
**Director's Report by Julie Farkas**



**Staff Anniversaries for December & January**

BRUSH, EMILY - Librarian	December 8	5 yrs.
O'LEARY, SHANNON - Librarian	December 8	5yrs.
SILBERMAN, DAVID - Librarian	December 28	11yrs.
ALBERGA, KATHLEEN - Sub	January 8	8yrs.
KOLCHUK, KELLY – Sunday	January 24	19yrs.
TAHA, AISAR - Shelver	January 31	8yrs.





## REMOTE WORK POLICY DURING PANDEMIC

The Novi Public Library is committed to protecting the health and safety of its employees, in full compliance with all federal, state and local laws, orders and guidelines, including PA 2020 238 signed in law by the governor on October 22, 2020, the MDHHS Gatherings and Face Order effective November 18, 2020, the MIOSHA Emergency Rules issued October 14, 2020, and CDC guidelines.

This remote work policy is implemented in supplement to the Library's Preparedness and Response Plan, in compliance with MIOSHA Emergency Rule 5(8) prohibiting in-person work for employees to the extent an employee's work activities can feasibly be **completely completed** remotely. This policy will be reviewed or rescinded when public health guidelines or business needs change.

All remote work must receive prior approval from the Library Director. Approval for remote work will be based on the nature of the employee's duties and needs of the library. Not all positions are appropriate or feasible for remote work.

Employees who must perform in-person work because their work cannot feasibly be completed remotely will be informed by the Library Director or their supervisor of that requirement and the reasons for it. Guidelines for employees who work from home are set forth below.

To ensure that employee performance will not suffer during time working remotely, employees are encouraged to:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their department manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

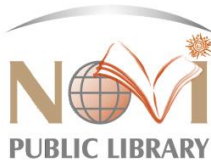
Your assigned work schedule while working remotely will be the same as it is for in-person work, unless changed by the Department Manager and approved by the Library Director. Department managers should schedule regular meetings with employees working remotely via telephone conference call or videoconferencing.

Employee working remotely must follow all library policies applicable to in-person work. Non-exempt employees must follow all applicable policies regarding meal and rest breaks, approval for overtime, and timekeeping. Off-the-clock work is prohibited.

The Library will provide remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable.) VPN and required software will be installed on equipment issued to employees.

Equipment that is provided to employees remains the property of the Library. The Library retains control over the property and reserves the right to monitor Library property even when used at the employee's remote location. Employees must keep all Library property safe and avoid any misuse. Equipment supplied by the Library is to be used for business purposes only. Employees must take proper measures to secure ~~Company~~ Library information, assets and systems.

Upon termination of employment, all Library property must be promptly returned to the Library.



July 2019 - June 2020

# ANNUAL REPORT

INFORM. INSPIRE. INCLUDE.



## A year of laughter, thoughts and tears!

*"To me, there are three things we all should do every day. Number one is laugh. You should laugh every day. Number two is think. You should spend some time in thought. Number three is, you should have your emotions moved to tears, could be happiness or joy. If you laugh, you think, and you cry, that's a full day. That's a heck of a day. You do that seven days a week, you're going to have something special."* Jim Valvano (Former Basketball Coach, North Carolina State University, 1983 NCAA Basketball Champs)

This past year 2019-2020 was definitely a special year, as it brought a lot of laughter, thoughts and tears! First, the staff and many visitors dove into the exploration of the iCube Makerspace and its fabulous opportunities to "think outside the box" when it came to designing, creating or trying something new. Cheers and laughter were abound when we reopened the library's café in September and celebrated the fact that a well-known coffee product would be sold - Starbucks! The innovative partnership with the Novi Community School District and Chartwells would also offer skills training to students during the school day.

We said good-bye to the Novi Special Racecar. For ten years it was prominently displayed in our youth area for our community to view and learn about its history. Some were happy and some were sad to see it go, but thanks to the City of Novi's leaders it has a new home in the Civic Center for all to see. This allowed the Library to gain additional space for our youngest guests (those under the age of five) and create opportunities for the staff to get creative with how the space will eventually transform over the next few years.

Planning for our newest service, the Lakeshore Lending Library, continued throughout the year and just as the pandemic hit us in March, Community Financial Credit Union graciously committed \$40,000 over the next four years to support literacy and growing the library's connectivity with our north end residents. Happy tears for sure were shed!

COVID-19 definitely changed how library services were offered in the spring and early summer months. The library was closed for some time, and I believe many of us were heartbroken to be kept distant from our community and not offering the services we would normally provide. However, I have seen an amazingly strong, and dedicated library staff tackle these changes with lots of humor (we have a daily PUN that keeps us laughing), the awesome knowledge to learn new technologies quickly to go virtual for all public programming without skipping a beat, and the "can do" attitude with offering the best services we can with the restrictions that have been governed.

Finally, the fiscal year ended in deep thought for how our Library will move forward after the tragic death of George Floyd. Many of our black community members have reached out wanting NPL to look at our footprint for improving diversity, equity and inclusion when looking at collections, programming, services, outreach and policies. The work has just started and the opportunities for improvements and building stronger relationships and partnerships is endless.

In all of this, I am so appreciative of the patience I have seen by our Novi community and the dedication to using Novi Library as a resource. Novi residents believe in library services for their community, and the NPL staff believes in providing you with those services no matter what obstacles come our way!

In my eyes, we are all WINNERS!!

*Julie Farkas, Library Director*

## Our Leadership



President  
Melissa Agosta



Vice President  
Craig Messerknecht



Treasurer  
Geoffrey Wood



Secretary  
Kat Dooley



Trustee  
Tara Michener



Trustee  
William Lawler



Trustee  
Torry Yu



Student Rep.  
Tarun Tangirala



Student Rep.  
Mahek Nasser

## Our Community



## Connect With Us



2,568  
Newsletter Subscribers



2,234  
Twitter Followers



novilibrary.org  
248-349-0720



3,183  
Facebook Followers



763  
Instagram Followers





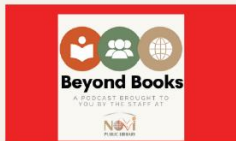
## Accomplishments & Milestones

- Opened new Library Café, Proudly Serving Starbucks, and provided life experience skills for the Novi Adult Transition Program, in a partnership between NCSD and Chartwells
- Released Beyond Books: A Podcast Brought to You By the Staff at NPL
- Received \$40,000 commitment from Community Financial for Lakeshore Lending Library
- Featured local author, Michael Zadoorian in Community Reads
- Relocated the Novi Special to the Novi Civic Center and created additional space in Youth Area
- Approved a new Library Marketing Plan for 2019-2022
- Created engaging virtual programs and online challenges
- Expanded iCube technology and programming
- Hosted Shop Small Pop Up Market with local businesses
- Celebrated 10 years in current Library building on June 1
- Improved Library access by providing library cards for NCSD employees and students
- Launched "Be Our Guest" customer service initiative
- Approved Juneteenth (June 19th) as a closure by the Library Board



## 20-21 Looking Forward

- Improving diversity, equity and inclusion in the ways we serve Novi's community
- Unveiling Lakeshore Lending Library kiosk at Lakeshore Park, Spring 2021
- Strengthening relationships with community organizations and businesses
- Renovating and updating the Youth and Teen areas



## Conquering COVID-19

Novi Public Library was affected by the pandemic in more ways than one. However, Staff quickly adapted to the "new normal", always keeping the community's needs at the forefront.

Here are some ways NPL conquered COVID:

- Prepared a 6 Phase approach to opening the building safely in 20/21
- Planned virtual programs
- Debuted Beyond Books Podcast - 13 episodes aired
- Created a Free Online Resource Guide
- Connected and engaged virtually with guests
- Completed staff training
- Reintroduced new services - locker holds and drive-up window



## NPL by the Numbers

719,842 items checked out	5,226 library cards issued in 19/20
325,645 Library guest visits	24,916 # of registered library cards
460 meeting room rentals	1,358 Read Box items borrowed
3,359 Teen Space visits	424,320 App visits
606,056 computer logins	151 volunteers
54,334 program participants	381 Raising a Reader participants
1,280 Summer Reading participants	*March 16-2020 - July 5, 2020, Library closed to public due to COVID.

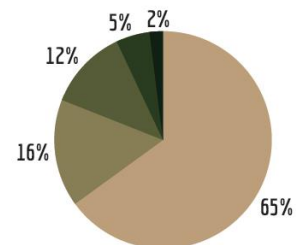
## Sponsorships & Donations

\$10,000 Community Financial - Lakeshore Lending Library	\$2,591 raised in program and event sponsorships
\$205 in-kind donations	\$7,491 general donations - 268 Account
\$30,696 The Friends of the Library donations for programs, technology and furniture	\$4,795 general donations - 269 Account

## Grants

\$582 Grants - 268 Account	\$800 Grants - 269 Account
-------------------------------	-------------------------------

## Total Expenditures

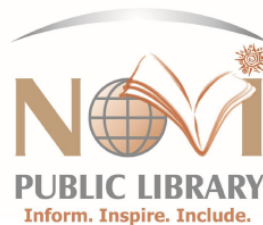


Personnel/Benefits (65%)	\$1,960,081.24
Collections/Online Resources/Catalog (16%)	\$460,403.54
Utilities/Maintenance/Building/Grounds (12%)	\$367,273.55
Programming/Marketing/Training (5%)	\$154,345.33
Supplies/Equipment/Technology/Furniture (2%)	\$65,777.81
<b>TOTAL EXPENDITURES</b>	<b>\$3,007,911.47</b>

Novi Public Library | 45255 W. Ten Mile Rd. | 248-349-0720

# Novi Public Library Annual Report

2019-2020



## A year of laughter, thoughts and tears!

### 2019-2020 Moments

- iCube Makerspace exploration
- Library Café reopened, partnership between Novi Community School District and Chartwells, providing skills training to students during the school day
- Novi Special race car, moved to Civic Center, providing additional space for NPL's littlest guests
- Lakeshore Lending Library planning continued, coming Spring 2021
- COVID-19, staff adapted and worked towards meeting the community virtually
- NPL's Diversity, Equity and Inclusion journey has begun





# Our Community

## Milestones & Accomplishments



- **Opened** new Library Cafe and provided life skill and employment experience to Novi Adult Transition Center students - partnership between NCSd and Chartwells
- **Released** Beyond Books: A Podcast Brought to You By the Staff at NPL
- **Created** engaging virtual programs and online challenges
- **Expanded** iCube technology and programming

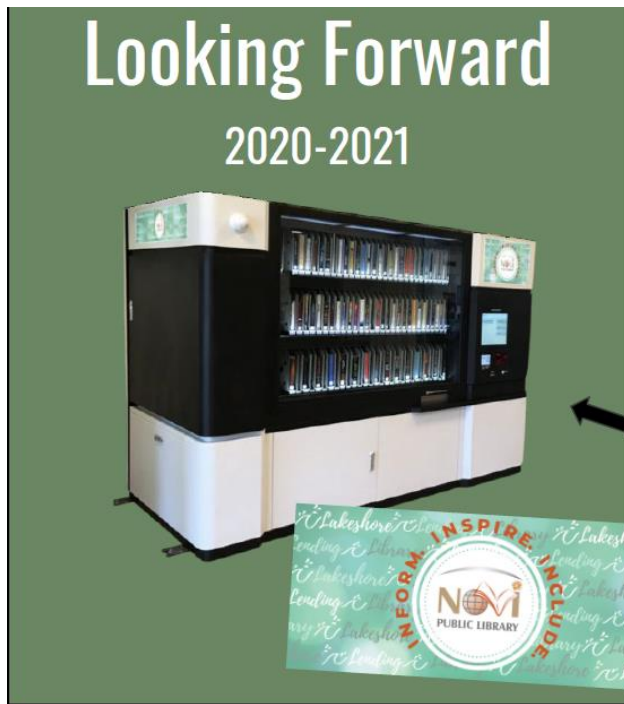




- **Celebrated** 10 years in current Library building on June 1st
- **Improved** Library access by providing library cards for NCSD employees and elementary, middle and high school students
- **Relocated** the Novi Special to the Novi Civic Center and created additional space in the Youth Area
- **Hosted** Shop Small Pop-Up Market with local businesses.
- **Launched** "Be Our Guest" customer service initiative
- **Received** Community Financial \$40,000 commitment for Lakeshore Lending Library



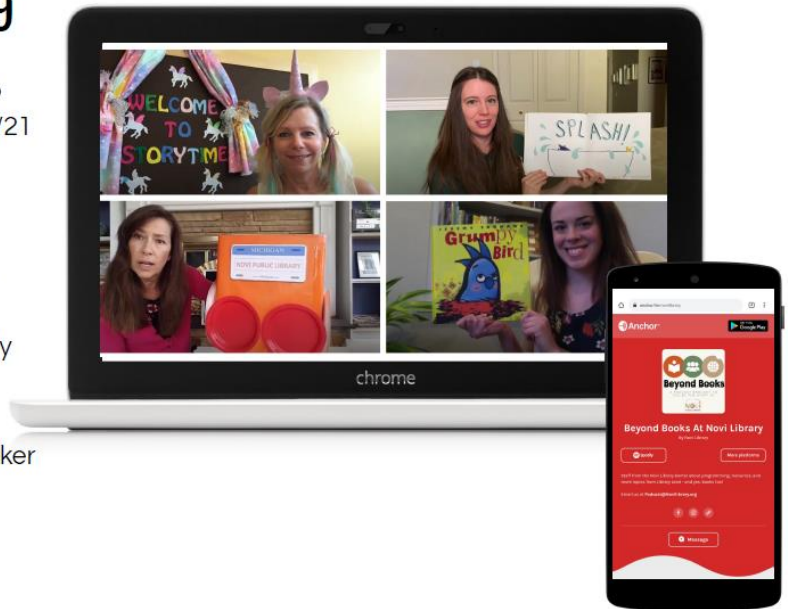
...and much more!



- **Improving** diversity, equity and inclusion in the ways we serve Novi's community
- **Strengthening** relationships with community organizations and businesses
- **Unveiling** Lakeshore Lending Library kiosk at Lakeshore Park, Spring 2021
- **Renovating and updating** the Youth and Teen Areas

# Conquering COVID-19

- **Prepared** a 6 Phase approach to opening the building safely in 20/21
- **Planned** virtual programs
- **Debuted** Beyond Books Podcast - **13 episodes aired**
- **Created** a Free Online Resource Guide
- **Connected and Engaged** virtually with guests
- **Completed** staff training
- **Reintroduced** new services - Locker Holds and Drive-Up Window



## A Message to the Novi Community





# NPL by the Numbers

**719,842**

Items checked out

**325,645**

Library guest visits

**54,334**

Program participants

**5,226**

Library cards issued

**606,056**

Computer logins

**24,916**

# of registered library cards

\*March 16, 2020 - July 5, 2020, Library closed to public due to COVID.



# Sponsorships, Donations & Grants

**\$10,000**

Community Financial -  
Lakeshore Lending Library

**\$30,696**

Friends of the Library  
donations

**\$2,591**

Raised in program and  
event sponsorships

**\$7,491**

General donations - 268 Acct.

**\$800**

Grants - 269 Acct.

**\$4,795**

General donations - 269 Acct.

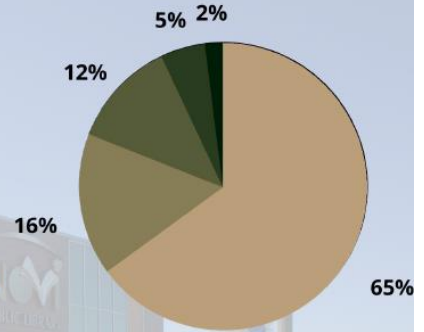
**\$582**

Grants - 268 Acct.





# Total Expenditures



Personnel/Benefits (65%)	\$1,960,081.24
Collections/Online Resources/Catalog (16%)	\$460,403.54
Utilities/Maintenance/Building/Grounds (12%)	\$367,273.55
Programming/Marketing/Training (5%)	\$154,345.33
Supplies/Equipment/Technology/Furniture (2%)	\$65,77.81
<b>TOTAL EXPENDITURES</b>	<b>\$3,007,911.47</b>



Join the conversation, ask questions, or just listen in!

# MENTAL HEALTH SERIES

## The Psychological Impact of Racism

Thursday | December 10 | 6:30-8pm

- Learn the different ways in which we carry the burden of racism (anger, depression, anxiety), understand the traumatic effect of racism, gain awareness of internalized racism and learn the A-B-C's and 1-2-3's of promoting peace inside and out.

## How Are the Kids?

Thursday | December 17 | 6:30-8pm

- Learn to recognize and address the emotional and mental well-being of our pre-teens and teens during the pandemic.
- Stress - Isolation - Distracted - Sadness - Quiet
- **Special guest: Heather Brown, Licensed Professional Counselor**

## Supporting Frontline Workers & Educators

Thursday | January 7 | 6:30-8pm

- Learn coping mechanisms and emotional well-being
- **Special guest: Selena Schmidt, Nurse Practitioner**

## Man Stress - You're Not Alone

Thursday | January 14 | 6:30-8pm

- Learn how to recognize stress, admit that you have it, what triggers it and how to get support.
- **Special guest: Joe Lilly, Licensed Master Social Worker**



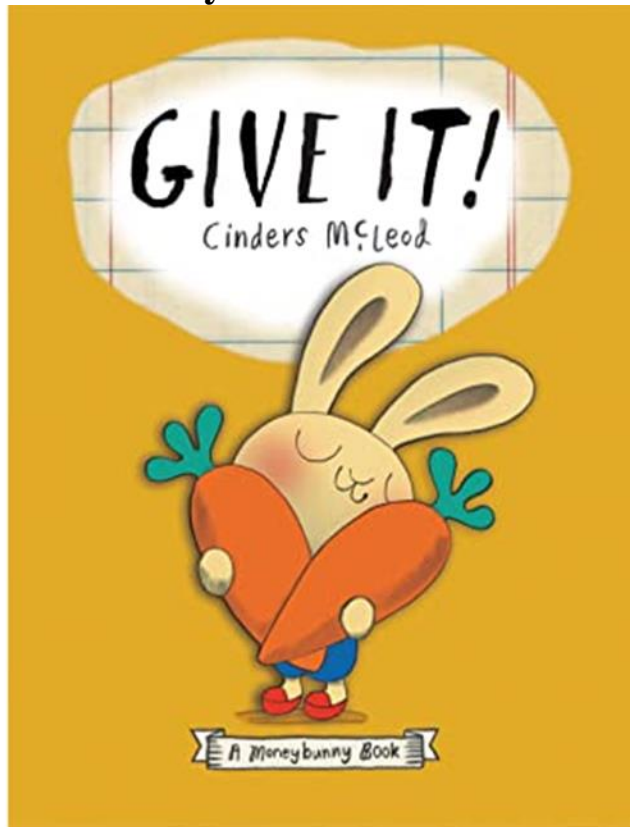
**Featured Series Guest: Dr. Crystal Jackson,**  
Licensed and Independent Psychologist



Programs will be held virtually through Zoom and Facebook Live. Register at [novilibrary.org](http://novilibrary.org) to receive the Zoom link.



## 2021 Money Smart Kids Read!



As with many things this year, Michigan's 2021 financial literacy campaign is evolving to meet the needs of a COVID-19 world. We're busy at work to formalize our Michigan Financial Wellness Network for **year-round collaboration**, and non-solicitous financial literacy programming through our Money Smart Michigan initiative, which will culminate during Money Smart Michigan Month -- all of April! It is likely that programming will be virtual this spring, and we're moving forward with monthly planning meetings -- **AND our beloved Money Smart Kids Read program! (Yes, FREE BOOKS FOR KIDS!)**

Thanks to our generous underwriting partner, Michigan Credit Unions, we are once again providing free copies of this year's book to libraries across Michigan for use in money-themed story time events during the month of April, 2021. These events will probably look a little different this

year; they might zoom, or be live on facebook, or part of a grab-and-go project, but we can't wait to see how you use this wonderful resource! **Our 2021 Michigan Money Smart Kids Read book is** (drumroll please...) **Cinders McLeod's Moneybunny book, "Give It!"**. Our youngest readers have loved Earn It and Save It, so we're rounding things out with **Give It** for 2021.

Please don't delay in planning your April **Money Smart Kids Read** program. So each participating family receives a copy to take home and keep, request the number of books you need today. Your requested number of books will ship from the Novi Public Library via RIDES/TLN on March 8th.

Place your request,

**here.** [https://docs.google.com/forms/d/e/1FAIpQLSfhs11U\\_fDTwqCbE2aniAdeNxMjB7uBTwgOC6CkgsXxsZr4Uw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfhs11U_fDTwqCbE2aniAdeNxMjB7uBTwgOC6CkgsXxsZr4Uw/viewform?usp=sf_link)

Special thanks to our loyal partners, the Library of Michigan, and the Michigan Credit Union Foundation! Questions about the Michigan Financial Wellness Network, Money Smart Michigan Month, and **Money Smart Kids Read** may be directed to **Kelly Masters**, at [MoneySmartMichigan@gmail.com](mailto:MoneySmartMichigan@gmail.com).



**COVID UPDATE**

**Daily use of the building by hour October 18, 2020 – December 5, 2020**

10/18/2020		10/19/2020		10/20/2020		10/21/2020		10/22/2020		10/23/2020		10/24/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	34	10-11am	30	10-11am	36	10-11am	40	10-11am	32	10-11am	39
11am-12pm	0	11am-12pm	32	11am-12pm	32	11am-12pm	35	11am-12pm	37	11am-12pm	29	11am-12pm	62
12-1pm	47	12-1pm	37	12-1pm	36	12-1pm	28	12-1pm	27	12-1pm	33	12-1pm	72
1-2pm	33	1-2pm	35	1-2pm	47	1-2pm	41	1-2pm	28	1-2pm	41	1-2pm	41
2-3pm	49	2-3pm	44	2-3pm	45	2-3pm	43	2-3pm	49	2-3pm	34	2-3pm	70
3-4pm	76	3-4pm	44	3-4pm	50	3-4pm	65	3-4pm	52	3-4pm	51	3-4pm	65
4-5pm	61	4-5pm	47	4-5pm	45	4-5pm	51	4-5pm	34	4-5pm	28	4-5pm	63
5-6pm	40	5-6pm	47	5-6pm	50	5-6pm	59	5-6pm	32	5-6pm	58	5-6pm	52
6-7pm	5	6-7pm	52	6-7pm	51	6-7pm	43	6-7pm	37	6-7pm	13	6-7pm	8
7-8pm	0	7-8pm	25	7-8pm	39	7-8pm	24	7-8pm	24	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	24	8-9pm	11	8-9pm	14	8-9pm	18	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	4	9-10pm	6	9-10pm	0	9-10pm	0	9-10pm	0
	311		421		440		445		378		319		472

10/25/2020		10/26/2020		10/27/2020		10/28/2020		10/29/2020		10/30/2020		10/31/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	36	10-11am	25	10-11am	31	10-11am	41	10-11am	30	10-11am	33
11am-12pm	0	11am-12pm	40	11am-12pm	31	11am-12pm	30	11am-12pm	39	11am-12pm	22	11am-12pm	37
12-1pm	52	12-1pm	33	12-1pm	36	12-1pm	26	12-1pm	62	12-1pm	37	12-1pm	38
1-2pm	44	1-2pm	37	1-2pm	39	1-2pm	33	1-2pm	69	1-2pm	42	1-2pm	45
2-3pm	41	2-3pm	49	2-3pm	51	2-3pm	65	2-3pm	39	2-3pm	60	2-3pm	39
3-4pm	38	3-4pm	34	3-4pm	35	3-4pm	40	3-4pm	40	3-4pm	50	3-4pm	68
4-5pm	55	4-5pm	46	4-5pm	46	4-5pm	40	4-5pm	39	4-5pm	49	4-5pm	34
5-6pm	41	5-6pm	49	5-6pm	35	5-6pm	55	5-6pm	37	5-6pm	43	5-6pm	57
6-7pm	0	6-7pm	57	6-7pm	25	6-7pm	49	6-7pm	34	6-7pm	12	6-7pm	8
7-8pm	0	7-8pm	34	7-8pm	33	7-8pm	23	7-8pm	21	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	13	8-9pm	13	8-9pm	20	8-9pm	13	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	9	9-10pm	2	9-10pm	0	9-10pm	9	9-10pm	0	9-10pm	0
	271		437		371		412		443		345		359

11/1/2020		11/2/2020		11/3/2020 Election D		11/4/2020		11/5/2020		11/6/2020		11/7/2020	
9-10am	0	9-10am	0	6-7am	25	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	34	7-8am	57	10-11am	44	10-11am	41	10-11am	34	10-11am	37
11am-12pm	0	11am-12pm	54	8-9am	61	11am-12pm	34	11am-12pm	33	11am-12pm	31	11am-12pm	45
12-1pm	44	12-1pm	42	9-10am	81	12-1pm	40	12-1pm	44	12-1pm	32	12-1pm	48
1-2pm	45	1-2pm	44	10-11am	79	1-2pm	37	1-2pm	37	1-2pm	37	1-2pm	68
2-3pm	41	2-3pm	68	11am-12pm	65	2-3pm	37	2-3pm	47	2-3pm	45	2-3pm	57
3-4pm	57	3-4pm	65	12-1pm	57	3-4pm	40	3-4pm	44	3-4pm	51	3-4pm	85
4-5pm	46	4-5pm	61	1-2pm	45	4-5pm	48	4-5pm	54	4-5pm	56	4-5pm	38
5-6pm	44	5-6pm	70	2-3pm	65	5-6pm	34	5-6pm	42	5-6pm	48	5-6pm	51
6-7pm	4	6-7pm	50	3-4pm	37	6-7pm	40	6-7pm	31	6-7pm	7	6-7pm	6
7-8pm	0	7-8pm	35	4-5pm	42	7-8pm	23	7-8pm	22	7-8pm	2	7-8pm	0
8-9pm	0	8-9pm	21	5-6pm	48	8-9pm	14	8-9pm	7	8-9pm	2	8-9pm	0
9-10pm	0	9-10pm	9	6-7pm	34	9-10pm	9	9-10pm	5	9-10pm	0	9-10pm	0
	261		553	7-8pm	23		400		407		345		435
				8-9pm	9								
				9-10pm	7								
					735								

11/8/2020		11/9/2020		11/10/2020		11/11/2020		11/12/2020		11/13/2020		11/14/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	49	10-11am	31	10-11am	44	10-11am	55	10-11am	38	10-11am	41
11am-12pm	0	11am-12pm	32	11am-12pm	38	11am-12pm	34	11am-12pm	29	11am-12pm	35	11am-12pm	55
12-1pm	61	12-1pm	26	12-1pm	30	12-1pm	39	12-1pm	25	12-1pm	33	12-1pm	47
1-2pm	68	1-2pm	38	1-2pm	24	1-2pm	48	1-2pm	32	1-2pm	39	1-2pm	61
2-3pm	49	2-3pm	51	2-3pm	45	2-3pm	44	2-3pm	52	2-3pm	42	2-3pm	68
3-4pm	44	3-4pm	37	3-4pm	40	3-4pm	53	3-4pm	40	3-4pm	36	3-4pm	65
4-5pm	44	4-5pm	34	4-5pm	57	4-5pm	68	4-5pm	47	4-5pm	44	4-5pm	51
5-6pm	25	5-6pm	66	5-6pm	36	5-6pm	39	5-6pm	44	5-6pm	46	5-6pm	40
6-7pm	1	6-7pm	32	6-7pm	32	6-7pm	64	6-7pm	32	6-7pm	13	6-7pm	1
7-8pm	0	7-8pm	25	7-8pm	36	7-8pm	27	7-8pm	21	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	14	8-9pm	17	8-9pm	18	8-9pm	13	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	3	9-10pm	9	9-10pm	7	9-10pm	5	9-10pm	0	9-10pm	0
	292		407		395		485		395		326		429

11/15/2020		11/16/2020		11/17/2020		11/18/2020		11/19/2020		11/20/2020		11/21/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	47	10-11am	24	10-11am	35	10-11am	32	10-11am	37	10-11am	28
11am-12pm	0	11am-12pm	33	11am-12pm	42	11am-12pm	31	11am-12pm	27	11am-12pm	25	11am-12pm	48
12-1pm	44	12-1pm	36	12-1pm	32	12-1pm	23	12-1pm	30	12-1pm	25	12-1pm	44
1-2pm	42	1-2pm	41	1-2pm	31	1-2pm	32	1-2pm	44	1-2pm	29	1-2pm	31
2-3pm	42	2-3pm	55	2-3pm	46	2-3pm	37	2-3pm	30	2-3pm	38	2-3pm	51
3-4pm	31	3-4pm	64	3-4pm	62	3-4pm	46	3-4pm	31	3-4pm	43	3-4pm	49
4-5pm	37	4-5pm	68	4-5pm	75	4-5pm	35	4-5pm	40	4-5pm	50	4-5pm	47
5-6pm	24	5-6pm	49	5-6pm	56	5-6pm	28	5-6pm	50	5-6pm	42	5-6pm	42
6-7pm	4	6-7pm	46	6-7pm	49	6-7pm	5	6-7pm	4	6-7pm	5	6-7pm	3
7-8pm	0	7-8pm	28	7-8pm	35	7-8pm	2	7-8pm	0	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	16	8-9pm	13	8-9pm	6	8-9pm	0	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	6	9-10pm	3	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	224		489		468		280		288		294		343

11/22/2020		11/23/2020		11/24/2020		11/25/2020		11/26/2020		11/27/2020		11/28/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	23	10-11am	26	10-11am	30	10-11am	0	10-11am	0	10-11am	25
11am-12pm	0	11am-12pm	26	11am-12pm	39	11am-12pm	26	11am-12pm	0	11am-12pm	0	11am-12pm	41
12-1pm	36	12-1pm	24	12-1pm	26	12-1pm	42	12-1pm	0	12-1pm	0	12-1pm	29
1-2pm	23	1-2pm	20	1-2pm	28	1-2pm	45	1-2pm	0	1-2pm	0	1-2pm	37
2-3pm	32	2-3pm	41	2-3pm	29	2-3pm	38	2-3pm	0	2-3pm	0	2-3pm	53
3-4pm	25	3-4pm	33	3-4pm	38	3-4pm	69	3-4pm	0	3-4pm	0	3-4pm	52
4-5pm	22	4-5pm	33	4-5pm	47	4-5pm	60	4-5pm	0	4-5pm	0	4-5pm	47
5-6pm	20	5-6pm	29	5-6pm	35	5-6pm	5	5-6pm	0	5-6pm	0	5-6pm	34
6-7pm	1	6-7pm	11	6-7pm	21	6-7pm	3	6-7pm	0	6-7pm	0	6-7pm	1
7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	159		240		289		318		0		0		319

11/29/2020		11/30/2020		12/1/2020		12/2/2020		12/3/2020		12/4/2020		12/5/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	17	10-11am	0	10-11am	0	10-11am	0	10-11am	0	10-11am	0
11am-12pm	0	11am-12pm	15	11am-12pm	0	11am-12pm	0	11am-12pm	0	11am-12pm	0	11am-12pm	0
12-1pm	26	12-1pm	27	12-1pm	0	12-1pm	0	12-1pm	0	12-1pm	0	12-1pm	0
1-2pm	39	1-2pm	19	1-2pm	0	1-2pm	0	1-2pm	0	1-2pm	0	1-2pm	0
2-3pm	26	2-3pm	22	2-3pm	0	2-3pm	0	2-3pm	0	2-3pm	0	2-3pm	0
3-4pm	27	3-4pm	21	3-4pm	0	3-4pm	0	3-4pm	0	3-4pm	0	3-4pm	0
4-5pm	39	4-5pm	29	4-5pm	0	4-5pm	0	4-5pm	0	4-5pm	0	4-5pm	0
5-6pm	18	5-6pm	41	5-6pm	0	5-6pm	0	5-6pm	0	5-6pm	0	5-6pm	0
6-7pm	5	6-7pm	11	6-7pm	0	6-7pm	0	6-7pm	0	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	180		202		0		0		0		0		0

**Email to Library Card Holders as of Monday, November 30, 2020 due to COVID-19 case**

(19,347 individual emails received this message:

The Novi Public Library is closed as of 6 pm. Monday, November 30, 2020 through Tuesday, December 8, 2020 due to an employee testing positive for COVID-19. This closure will allow us to deep clean the building and ensure the safety of our community and staff. The Library plans to reopen on December 9, 2020 from 10 am – 6 pm.

For more information on when we will reopen, visit [www.NoviLibrary.org](http://www.NoviLibrary.org).

At this time, all services are suspended, including:

- Lobby services have been suspended (available hold pickups, library card sign-up/renewal, craft grab-n-go pick up, ask a librarian, and café services).
- Locker and Drive-Up Window Hold Pickups are suspended. All currently available holds will be available for pickup when we reopen.
- The return slot is closed and no items will be due, regardless of due dates listed on your account. No fines will be charged during the closure.

Thank you for your patience and understanding!

Novi Public Library

*\*Please do not reply to this auto-generated email.\**



### Upcoming Closures

Tuesday, November 3\*  
 Wednesday, November 25 at 5pm  
 Thursday, November 26  
 Friday, November 27  
 Thursday, December 24  
 Friday, December 25  
 Thursday, December 31  
 Friday, January 1

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



### \*November 3rd Closure - Election Day

Due to the Library being a polling location for Precinct 18, the building will be closed for general

public use. (No access to collections, computers, iCube, etc.) Precinct 18 is open 7am-8pm.

### Services Available, 10am-9pm:

- Drive-Up Window & Locker services by appointment
- Available hold pick-up
- Library card sign-up/renewal
- Information Services with a Librarian
- Cafe services beginning at 7am
- Craft Grab-N-Go pick-up (registration required)

**For general information, please call 248-349-0720.**

### From the Director's Desk



### Julie Farkas, Novi Library Director, talks about things to look forward to in November!

### Visit NPL for 60 Minutes or Less!

NPL is still in Phase 4 - Grab and Go of its reopening plan. If you haven't yet visited to browse the shelves, utilize the public computers and printing/copying services, grab a cup of coffee from the Cafe, or pick up a craft grab-and-go kit, we highly encourage you to do so this month!

NPL is working hard to keep the community safe while they are inside the building. Guests who visit are required to:

- Wear a mask (MDHHS Emergency Order Section 2253 Public Health Code)
- Stay 60 minutes or less, small groups of 1-2 people strongly encouraged
- Remain socially distant (6 ft.) from others



### NPL Café - Proudly Serving Starbucks Café Hours

Mon-Thu: 7am-7pm  
Fri: 7am-5pm  
Sat: 10am-5pm

**Coming Soon: The Café is so excited to feature the Starbucks Red Cup this year along with all of your favorite [seasonal craft drinks!](#)**

Do you know someone who visits NPL regularly? Give the gift of delicious coffee or a grab-and-go lunch or dinner with a gift card for the Café this holiday season. Stop by and stock up before it's too late!



### 2 Days to Donate Materials!

Material donations will be accepted on Thursday, November 12 and Thursday,

December 10 from 10am-7pm, weather permitting.

Donations will be accepted at the back of the building, not at the front doors. Please use entry off of Taft Rd. by Novi High School. [Click here to view a map of where donations are accepted.](#)

Due to multiple community programs happening at once in the shared parking lot, traffic delays may occur. Thank you for your patience!

**Donation Guidelines**

If guests still are not comfortable stopping in, they are more than welcome to:

- Browse NPL's [digital library](#)
- Use the outside return slot, open during regular business hours of operation
- Make an appointment for Locker & Drive-Up Window services
- Attend virtual programs at [novilibrary.org](#)

**Additional Phase Information**

### The Neighborhood Library Association's

# 11th Annual COMMUNITY READS

Spots are limited for presentation and Q&A session with the author!



**REGISTER NOW!**

"Kent State: Four Dead in Ohio," released at the beginning of September, chronicles the harrowing events that occurred at Kent State 50 years ago on May 4, 1970, leaving four students dead.

Join us for a live presentation and Q&A session with the author, Derf Backderf, on [Thursday, November 12 at 7pm](#). He'll discuss his book and his connection to the subject and much more! Register soon as spots are limited.

**Haven't read his book yet? There's still plenty of time! Copies of the book are available for check-out in the What's New section on the 1st floor.**

**Register**





[Language Conversation Groups](#)  
[Book Discussion Groups](#)  
[Tidying Up the Marie Kondo Way](#)  
[Pride + Joy: Parents & Guardians of LGBTQ+ Kids](#)  
[African American Ethnic Cultural Discussion Group](#)  
[Community Listening Session Reflection and Discussion](#)  
[7 Steps to Financial Harmony](#)  
[Trivia Night - Disney Theme](#)  
[Community Reads Author Presentation and Q&A Session](#)



[BeTWEEN the Pages: Tween Book Club Trivia](#)  
[Teen Advisory Board \(TAB\)](#)

[ACT Practice Test: 10am](#)  
[ACT Practice Test: 2pm](#)

SAT and ACT Practice Tests  
 Courtesy of:



[Story Times](#)  
[Book Bunch Book Club](#)

Watch previously recorded story times from your favorite youth librarians!  
[Baby and Tot Time](#)  
[Time for Twos & Threes](#)  
[On My Own](#)  
[Family Story Time](#)  
[Additional Story Times](#)

Visit the Calendar

**African American Ethnic Cultural Discussion Group**

Join the conversation, ask questions, or just listen in!

**Thursday, November 5**  
**6:30-7:30pm**

Join us virtually each month as we Inform, Inspire, and Include through cultural conversations on customs, common language, holidays and events, inspirations, literature, small talk, history, and resources, designed for specific ethnic cultures.

Program will be held virtually through Zoom. Register at [novilibrary.org](http://novilibrary.org) to receive the Zoom link.

**Diversity, Equity and Inclusion at NPL**  
 The Novi Library held a Community Listening Session on Tuesday, October 27 and encouraged the community to share their thoughts and experiences regarding how NPL can improve race relation practices with the Black community. [Click here to view the recording of the session.](#) [Click here to download the Zoom chat from the program.](#)

The DEI Committee has listened deeply to your comments and questions and thanks you for speaking about your experiences bravely and with vulnerability. Your voices continue to be heard and the Committee invites you to a reflection and discussion on **Monday, November 9 from 7-9pm** to help the Novi Public Library enact needed change to fully support the Black Community. This program will be interactive. [Click here to register for Zoom link.](#)

If you would like to connect with the DEI Committee and ask questions or express comments, please email [DEInovilibrary@novilibrary.org](mailto:DEInovilibrary@novilibrary.org).



Introducing a Novi Community Group for  
**PARENTS & GUARDIANS OF LGBTQ+ KIDS**

# PRIDE +JOY

**WEDNESDAY,  
 NOVEMBER 4, 7-8:30pm**

**VIRTUAL MEETING**  
 Register at [novilibrary.org](http://novilibrary.org)  
 to receive Zoom link.

Offering educational resources,  
 advocacy opportunities  
 and mutual support  
 as we strive to love our children well.

[noviprideandjoy.wordpress.com](http://noviprideandjoy.wordpress.com) // [noviprideandjoy@gmail.com](mailto:noviprideandjoy@gmail.com)  
 Join the community on Facebook and Twitter.



**Visit the Calendar**



### Shop Safely During NPL's Virtual Shopping Expo!

Shop local this holiday season and find that perfect gift for a special someone! Join us for a Virtual Shopping Expo on **Saturday, December 5 from 10-11:30am**, where local businesses will show off their products over Zoom and Facebook Live. [Click here to register!](#)



### Are you a small business looking to participate and show off your products?

For \$10, you get 3 minutes of airtime to show off your products and promote your business to shoppers. Open to online, home, and brick and mortar businesses. [Click here to fill out an application.](#) Email [hhentschel@novilibrary.org](mailto:hhentschel@novilibrary.org) with questions. Application deadline: November 20 (or when filled).

**Fill Out an Application**



### Lakeshore Lending Library Kiosk Update

Over the past year, NPL has been excitedly planning the launch of Lakeshore Lending Library, a self-service library kiosk that gives guests access to bestsellers and DVDs.

However, like many plans in 2020, the kiosk installation has been postponed due to delayed



### Upcoming Community Events

#### UofM K-Grams Pen Pal Program

Do you have a 2nd-6th grade student? Are they missing out on valuable peer interaction? Sign up for this program! They will be paired with a UofM student to encourage pursuit of higher education and personal career goals, while also having a fun new pal to talk to! The handwritten letters will be emailed to limit contact and still keep the

construction timelines due to COVID. NPL is now looking to unveil the kiosk in spring 2021. Staff are looking forward to the warmer weather when guests can visit the kiosk and enjoy its services in the sun! Thank you for your patience at this time. NPL is thrilled to unveil the kiosk next year and will provide updates as soon as details are known. As always, keep an eye on [novilibrary.org](http://novilibrary.org), and the Library's social media pages for any announcements.



**NPL would also like to thank Community Financial Credit Union for their Platinum Sponsorship of the kiosk! Without their support, the**

**kiosk would not have been possible!**

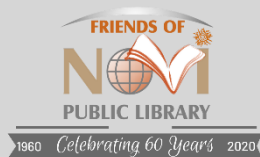
educational aspect. If interested, [fill out this form](#) by November 16. Also [visit their website](#) or email them with any questions at [kgrams.info@umich.edu](mailto:kgrams.info@umich.edu).

**Oakland Literacy Council - Become a Literacy Tutor**

Learn how at a virtual 30-minute info session at 7pm on: Thursday, Nov. 5, Thursday, Nov. 12 or Wednesday, Nov. 18. [Click here for more information and to register.](#)

**Parent Mental Health Alliance**

Join the Alliance for their first meeting on Monday, Nov. 9 at 6pm. They will be discussing their goals for the year and sharing about a new program they are launching to help support families in the community. Meeting will be held in-person (Novi High School atrium) and [live-streamed on Zoom](#). If attending in person, please wear your mask. Questions? Email: [info@novicc.org](mailto:info@novicc.org).



**Win a Magical Prize!**

We solemnly swear we are up to no good! Visit the Circulation Desk Monday, November

2 - Monday, December 7 to enter into a drawing for a chance to win a gift basket filled with Harry Potter goodies! For each \$10 donation to the Friends, you will receive one (1) entry into the drawing. Guests who enter will also be offered an optional individual Friends membership. Drawing will be held on December 7.

**Thank you to Vera Bradley of Twelve Oaks Mall, Novi for generously donating the exclusive Harry Potter tote (valued at \$150).**



**The iCube is Now Open!**

Visit the iCube and work on projects by appointment! To make an appointment, please click below and a member of the iCube team will contact you.

FRIENDS  
OF THE NOVI LIBRARY

## Holiday Craft Sale



Discover the perfect gift for a loved one!  
Items for sale include handcrafted wreaths, ornaments,  
cards, holiday 3D paper houses and more!

**SATURDAY, NOVEMBER 21, 2020**  
**11AM-4PM**

**NOVI PUBLIC LIBRARY**

Cash, check and credit cards accepted.



**Become a Friends Member**

### Schedule an iCube Appointment



#### A Special Gift for Veterans!

Veterans are invited to visit the iCube on **Wednesday, November 11 from 10am-5pm** to receive a special United States Veteran piece as a thank you for your service, made

specially with the Muse Laser Engraver. Gift limited to the first 50 Veterans who visit.

***Thank you for your service!***



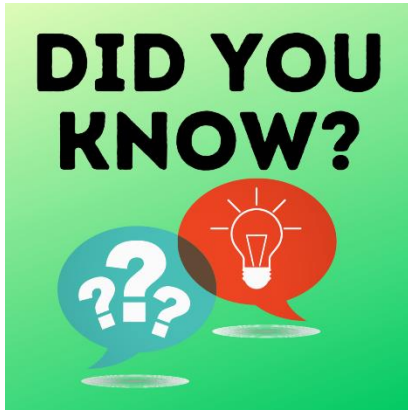
#### Novi History - Did You Know?

On Saturday, October 17, 2020, there was a ceremony in the Novi Historical Cemetery to commemorate a Patriot of the Revolutionary War and his contribution of service. Thanks to the Sarah Ann Cochrane, Chapter of the DAR, the world now knows where another Patriot of the Revolutionary War is located. The Novi Historical Cemetery on Novi Road is the final resting place for Brittain Skinner (1765-1846), who passed away in Oakland County, MI on the September 29, 1846.

In 1775, the United States of America was a young nation struggling for its independence. Seven years into the war, Brittain believed he was being called to serve, he was only 17 years old. Brittain, joined the war with his older brother, Eliphalet, and they enlisted in the Athens, Vermont Militia under the command of Brigadier General Fletcher. These Patriots gave assistance to those in need and were often without proper clothing, guns or food. Like many after the war, the Skinner family migrated westward and made their way to Michigan.

**“Thank you!” to ALL that did research, paperwork, and to those that presented the colors for the ceremony which made this dedication possible - and an extra special thank you to Brittain Skinner for the incredible part he played in making Novi what it is today!**

**-Novi Historical Commission**



### Download the NPL app to your smart phone!

Search the app store for "Novi Library" and download our app! You'll be able to search our catalog, view your account and save your library card digitally so you'll always have your card in your pocket for quick and easy access!



### Have you listened to NPL's podcast?

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Episodes feature a wide range of subjects! Listen to our newest episode [here](#), where staff discusses some exciting upcoming programs hosted by NPL!

## Share your COVID-19 story!

Letters | Journals | Poems | Drawings  
Photos | Videos | Stories



### Share your COVID-19 story!

We are creating a collection of reflections on this important historical moment for the Local History Room. All ages are welcome to respond. A submission by anyone under 18 must have a parent or guardian give permission for the submission. [Click here to learn how you can submit.](#)

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG







## Novi Public Library Closed December 1 - 8

The Novi Public Library is closed as of 6 pm. Monday, November 30, 2020 through Tuesday, December 8, 2020 due to an employee testing positive for COVID-19. This closure will allow us to deep clean the building and ensure the safety of our community and staff. The Library plans to reopen on December 9, 2020 from 10 am – 6 pm.

**At this time, all services are suspended, including:**

- Lobby services (available hold pickups, library card sign-up/renewal, craft grab-n-go pick up, ask a librarian, and café services).
- Locker and Drive-Up Window Hold Pickups (all currently available holds will be available for pickup when we reopen).
- The return slot is closed and no items will be due, regardless of due dates listed on your account. No fines will be charged during the closure.

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

Although the Library building is closed, cardholders will continue to have 24/7 access to hundreds of e-books, magazines, audiobooks, movies, TV shows, research databases and more. To access any of these resources, please visit our [Digital Library page](#), [Online Tools page](#), or our [Youth Online Resources page](#). A valid Novi Library card is required.





### Upcoming Closures

Thursday, December 24  
 Friday, December 25  
 Thursday, December 31  
 Friday, January 1

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



**NPL Café - Proudly Serving Starbucks Temporarily closed**

When the Café reopens, don't forget to grab a gift card! They make perfect

gifts for your loved ones and fellow coffee-lovers.

### Temporary Closure

The Novi Public Library is closed through Tuesday, December 8, 2020 due to an employee testing positive for COVID-19. This closure will allow us to deep clean the building and ensure the safety of our community and staff.

The Library plans to reopen on December 9, 2020 from 10 am – 6 pm. Please watch the Library's [website](#) and [Facebook](#) to get important updates and reopening information.

**At this time, all services are suspended, including:**

- Lobby services (available hold pickups, library card sign-up/renewal, craft grab-n-go pick up, ask a librarian, and café services).
- Locker and Drive-Up Window Hold Pickups (all currently available holds will be available for pickup when we reopen).
- The return slot is closed and no items will be due, regardless of due dates listed on your



### Shop Safely During NPL's Virtual Shopping Expo!

Shop local this holiday season and find that perfect gift for a special someone! Join us for a Virtual Shopping Expo on **Saturday, December 5 from 10-11:30am**, where local businesses will show off their products over Zoom and Facebook Live. [Click here to register!](#)

Thank you to our sponsor!



### New at NPL: Find Your Next Great Read!

Ask the experts!  
Our staff is  
happy to  
provide

personalized reading recommendations based on your interests! Simply fill out the information on the [Reader's Advisory Form](#) and we will select three recommendations for you. Books will be ready within 10 business days. One request per guest per month, please.

account. No fines will be charged during the closure.

The Library would like to thank the Novi community for their patience during this time.

Although the Library building is closed, cardholders will continue to have 24/7 access to hundreds of e-books, magazines, audiobooks, movies, TV shows, research databases and more. To access any of these resources, please visit our [Digital Library page](#), [Online Tools page](#), or our [Youth Online Resources page](#). A valid Novi Library card is required.

[More Information](#)

### Upcoming Meetings

#### Library Board Meeting

December 16, 7pm - [Agenda/Zoom Info](#)

#### Novi Historical Commission Meeting

December 16, 7pm - [Agenda/Zoom Info](#)

#### Friends of the Novi Library

December 9, 7pm - Meeting  
Cancelled

Request Reading  
Recommendations

# African American Ethnic Cultural Discussion Group

Join the conversation, ask questions, or just listen in!

**Thursday, December 3  
6:30-7:30pm**

Join us virtually each month as we Inform, Inspire, and Include through cultural conversations on customs, common language, holidays and events, inspirations, literature, small talk, history, and resources, designed for specific ethnic cultures

Featuring special guest: Dr. Jay Marks

Program will be held virtually through Zoom. Register at [novilibrary.org](http://novilibrary.org) to receive the Zoom link.



## Virtual Adult Program

[Language Conversation Groups](#)  
[Book Discussion Groups](#)  
[Pride & Joy - Parents & Guardians of LGBTQ+ Kids](#)  
[African American Ethnic Cultural Discussion Group](#)  
[Shop Small Virtual Shopping Expo](#)  
[Early Childhood Parent Book Club](#)  
[Trivia Night](#)  
[Mental Health Series - The Psychological Impact of Racism](#)  
[Mental Health Series - How Are the Kids?](#)



## Virtual Teen Programs

[BeTWEEN the Pages: Tween Book Club Trivia](#)  
[Teen Advisory Board \(TAB\)](#)

Visit the Online  
Calendar



## Virtual Youth Programs

[Fraternity & Sorority Read Story Time - December 8](#)  
[Story Times](#)  
[Book Bunch Book Club](#)

Previously recorded story times!  
[Baby and Tot Time](#)  
[Time for Twos & Threes](#)  
[On My Own](#)  
[Family Story Time](#)  
[Additional Story Times](#)

# FRATERNITY AND SORORITY READ Story Time

Join us on Zoom or Facebook for a special children and family story time to inspire and promote literacy!

Stories will be selected by NPL and read by members of Omega Psi Phi Fraternity and AKA Sorority.



**Tue, Dec 8, Jan 5, Feb 2 & 9**  
**Wed, Jan 13**  
**7pm**



Story Times will be held virtually through Zoom & Facebook Live. Register at [novilibrary.org](http://novilibrary.org) to receive the Zoom link.



## Diversity, Equity and Inclusion at NPL

Based on recommendations from the DEI Committee, the Board updated and approved additional objectives to its current [Strategic Plan](#) at the September meeting. These objectives speak to continuous development with collections, programming, outreach, human resources and marketing when considering diversity, equity and inclusion in the organization.

In addition, the Library now holds memberships with the Black Caucus American Library Association (BCALA) and the Asian/Pacific American Librarians Association (APALA).



**BLACK CAUCUS**  
AMERICAN LIBRARY ASSOCIATION

asian/pacific american librarians ass

The DEI Committee held a Community Listening Session on Tuesday, October 27. [Click here to view the recording of the session.](#) [Click here to download the Zoom chat.](#)

On Monday, November 9, the DEI Committee held a community listening session reflection and discussion. [Click here to view the recording of the session.](#) [Click here to download the Zoom chat.](#)

If you would like to connect with the DEI Committee, please email [DEInovilibrary@novilibrary.org](mailto:DEInovilibrary@novilibrary.org). This email is reviewed by members of the committee, therefore a response back may take up to 48 hours. We appreciate your patience as they



Join the conversation, ask questions, or just listen in!

# MENTAL HEALTH SERIES

**The Psychological Impact of Racism**  
Thursday | December 10 | 6:30-8pm

- Learn the different ways in which we carry the burden of racism (anger, depression, anxiety), understand the traumatic effect of racism, gain awareness of internalized racism and learn the A-B-C's and 1-2-3's of promoting peace inside and out.

**How Are the Kids?**  
Thursday | December 17 | 6:30-8pm

- Learn to recognize and address the emotional and mental well-being of our pre-teens and teens during the pandemic.
- Stress - Isolation - Distracted - Sadness - Quiet
- Special guest: Heather Brown, Licensed Professional Counselor**

**Supporting Frontline Workers & Educators**  
Thursday | January 7 | 6:30-8pm

- Learn coping mechanisms and emotional well-being.
- Special guest: Selena Schmidt, Nurse Practitioner**

**Man Stress - You're Not Alone**  
Thursday | January 14 | 6:30-8pm

- Learn how to recognize stress, admit that you have it, what triggers it and how to get support.
- Special guest: Joe Lilly, Licensed Master Social Worker**



**Featured Series Guest: Dr. Crystal Jackson, Licensed and Independent Psychologist**



Programs will be held virtually through Zoom and Facebook Live. Register at [novilibrary.org](http://novilibrary.org) to receive the Zoom link.

**Register for These Programs**

work to respond in the best way possible.



The Novi Library has created a poster series highlighting the amazing

accomplishments of trailblazing Black American librarians!

These librarians are few of many who have made significant contributions to librarianship throughout history! Follow the Library's [Facebook](#) page for weekly posts to learn more! You can also view the series [here](#).



**Become a Friends Member!**

Friends of the Novi Public Library is a dynamic group of individuals dedicated to supporting the Novi Public Library. The Friends assist the library through fundraising activities, volunteer work, and public presentations.

You can become a member of the Friends for as little as \$10 for an individual membership or include your whole family for just \$15. Just [print and fill out this form](#). Send it and your



**Upcoming Community Events**

**Parent Mental Health Alliance**  
Join the Alliance for their upcoming meeting on Monday, Dec. 7 at 6pm. They will be discussing upcoming speakers for the community along with looking at how they can support the



check to Friends of the Novi Public Library, 45255 W. Ten Mile Road, Novi, MI 48375.

If you have a PayPal account, you can [join or renew at Friends PayPal Membership](#). Click on the link and enter your information. You will receive a receipt and we will get a copy to update our information.

community during this unprecedented time.

[Click here](#) for Zoom link. Passcode:

8xx0R9. **Questions?**

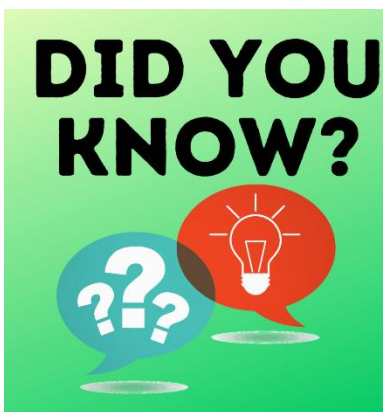
**Email:**

[info@novicc.org](mailto:info@novicc.org).



## Novi Historical Commission - Did You Know?

The Novi Historical Commission hosts an annual Holiday Wreath Laying Ceremony to honor Veterans buried at local Novi cemeteries. It's quite remarkable to see how many veterans who fought for our country are interred at these two historical places. There are veterans from as far back as the revolutionary war, all the way up to the Vietnam War buried there. Some of Novi's local Cub Scout Troops, along with a few of the generous sponsors of the event, helped members of the Commission lay the wreaths on Saturday, November 21. It was a beautiful, sunny fall day! [-Novi Historical Commission](#)



**Research your family's ancestry for free with Ancestry Library!**  
Learn the origins of you and your family by using Ancestry Library, free when you have a Novi

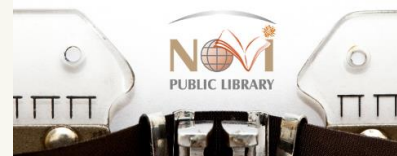


**Listen to NPL's podcast!**  
Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Episodes feature a wide range of subjects! Listen to our newest episode [here](#), where staff

## Share your COVID-19 story

Letters | Journals | Poems | Drawin

Photos | Videos | Stories



## Share your COVID-19 story!

We are creating a collection of reflections on this important historical moment for the Local History Room. All ages are welcome to

library card. You can search billions of records including census, military immigration and more!  
[Click here](#) to begin searching.

discusses shopping local and supporting small businesses this holiday season.

respond. A submission by anyone under 18 must have a parent or guardian give permission for the submission.  
[Click here to learn how you can submit.](#)

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG



# NEWS RELEASE

## STATE EMERGENCY OPERATIONS CENTER

### MDHHS extends epidemic order 12 days to ensure COVID-19 surge is stabilizing

*Indoor and outdoor gatherings to remain limited, department to closely monitor hospital beds with COVID patients, rate of case growth, positivity rate prior to re-engagement*

**LANSING, MICH.** The Michigan Department of Health and Human Services (MDHHS) has extended by 12 days [the epidemic order](#) that restricts indoor social gatherings and other group activities. The additional 12 days will allow the department to determine the full impact of the Thanksgiving holiday on the spread of COVID-19 across Michigan.


Under today's order, MDHHS continues to urge families to avoid indoor gatherings, and only two households may gather inside, [with strict protocols recommended](#). Individuals should wear masks consistently whenever they are inside with individuals not in their household, and are recommended to [pick only a small group to see regularly](#). Bars and restaurants must remain closed for dine-in service, but can remain open for outdoor dining, carry-out and delivery. Gyms are open for individual exercise with mandatory masking and additional strict safety measures. Casinos, movie theaters and group exercise classes remain closed. Professional and college sports meeting extraordinary standards for risk mitigation may continue without spectators. Colleges, universities and high schools will continue with remote learning, with no in-person classes.

"Hope is on the horizon, but we need an additional 12 days to determine the full impact of the Thanksgiving holiday on our efforts to mitigate the spread of the virus," said Gov. Gretchen Whitmer. "This is all about protecting our families and frontline workers until we eradicate this virus once and for all. With recent daily case counts averaging well above 6,000, the daily death toll at alarming levels and the risk of hospitals becoming overwhelmed, we must work together as


Michiganders and listen to our health experts. This may be the most difficult time yet in our struggle with COVID-19, but there is light at the end of the tunnel."






















The order will keep existing measures in place through Dec. 20 and does not include a blanket stay-home action. Employees who work in jobs that cannot be performed from home can continue to go to work, including those in manufacturing, construction and health occupations. Outdoor gatherings, outdoor dining and parks remain open. Individualized activities with distancing and face masks are still allowed: retail shopping; public transit; restaurant takeout; personal-care services such as haircuts, by appointment; and individualized exercise at a gym, with extra spacing between machines.

"We each have a personal responsibility to wear a mask consistently and minimize indoor gatherings, so we can protect our frontline heroes and loved ones," said MDHHS Director Robert Gordon. "If we don't, the disease will continue to spread and people will continue to get sick and die."




## COVID-19 PAUSE TO SAVE LIVES



Open	Not open
 <b>Two-household gathering (high precautions)*</b>	 <b>Hair salons, barber shops, other personal services</b>
 <b>Small outdoor gatherings (25 people)</b>	 <b>Gyms, ice rinks, and pools (for individual exercise)</b>
 <b>Retail</b>	 <b>Restaurants and bars (outdoor dining, takeout, and delivery)</b>
 <b>Preschool through 8th grade (local district choice)</b>	 <b>Colleges and universities (in-person learning)</b>
 <b>Childcare</b>	 <b>Bowling centers, trampoline parks, indoor water parks</b>
 <b>Manufacturing, construction, other work that is impossible to do remotely, including technical education</b>	 <b>Workplaces, when work can be done from home</b>
 <b>Public transit</b>	 <b>Bingo halls, casinos, arcades</b>
 <b>Professional sports** (without spectators)</b>	 <b>Restaurants and bars (indoor dining)</b>
 <b>Parks and outdoor recreation</b>	 <b>Group fitness classes</b>
 <b>Funerals (25 people)</b>	 <b>Organized sports, except professional sports</b>
 <b>Health care</b>	

\*See Social Gathering Guidance.  
\*\*Includes a limited number of NCAA sports.

For more information about the order, visit [Michigan.gov/Coronavirus](https://michigan.gov/Coronavirus).  
 Questions or concerns can be emailed to [COVID19@michigan.gov](mailto:COVID19@michigan.gov).



"While we have seen early signs of progress in our case rates and hospitalizations, unfortunately our rates are still alarmingly high and we need more time to understand the impact that Thanksgiving travel may have had on the spread of COVID-19 in Michigan," said Dr. Joneigh Khaldun, chief medical executive and chief deputy for health at MDHHS. "I am hopeful because vaccines will be available soon, potentially later this month. However, it will take time for the vaccine

to be widely available to the general public, and it is important that we continue to do what we can to contain this virus.”

MDHHS also [identified three key metrics](#) that will be utilized in determining whether to slowly reopen at the end of the 12 days. Specifically, the department will be looking closely at the percentage of hospital beds with COVID patients, the number of COVID-19 cases and the positivity rate. With improvements in those numbers in context, MDHHS will carefully reopen, with in-person learning at high schools first. Next in line will be entertainment venues where people can maintain consistent masking, such as casinos, theaters and bowling, with concessions closed.

“The last few weeks have been critical to slowing the spread, particularly across the Upper Peninsula given the geography between hospitals and the available resources,” said Karen Cheeseman, President and CEO of Mackinac Straits Health System in St. Ignace. “We won’t see continued improvement without your help. We are asking you to heed the advice of public health experts by washing your hands, wearing your mask, and avoiding crowds.”

Just before Thanksgiving, Gov. Whitmer sent a letter to the Michigan Legislature seeking their support and asking them to pass a COVID relief package to help families and businesses across the state, which included a permanent extension of unemployment benefits. She has also called for the Legislature to pass bills to require masks in public, which has received bipartisan support, and would serve to greatly improve compliance, assist law enforcement and help slow the spread of COVID-19.

Just last week, the State Budget Office sent the Appropriations Chairs in the Legislature an additional request to provide supplemental funding in the current budget for additional COVID response needs for testing, contact tracing, PPE, hospital staffing, support for nursing homes and veterans homes and funding to quickly begin distributing vaccines to our highest risk residents as soon as the vaccine becomes available.

Information around this outbreak is changing rapidly. The latest information is available at [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](https://CDC.gov/Coronavirus). The COVID-19 vaccine is coming soon, learn more at [Michigan.gov/COVIDVaccine](https://Michigan.gov/COVIDVaccine).

###

**Media contact:** [Lynn Sutfin](#), 517-241-2112

- [JIC News Release 391\\_Epidemic order extended.pdf](#)

[Social Gatherings Guidance](#)

[Pause to Save Lives Infographic](#)

[Safe Social Pods Guidance](#)

[Key Metrics Infographic](#)

[FAQ](#)



## Updates to COVID-19 exposure quarantine period announced

**Pontiac, Mich., Dec. 7, 2020** – Michigan Department of Health and Human Services (MDHHS) has announced updated guidance regarding the COVID-19 exposure quarantine period, based on evaluation of information provided by the U.S. Centers for Disease Control and Prevention (CDC). Public Health may now reduce the length of quarantine if specific conditions are met.

The new guidelines announced by CDC state that people who have close contact – defined as 15 minutes spent within six feet - with an infected person may have their quarantine period reduced by state and local public health officials. While the 14-day quarantine period remains the standard, there is an opportunity to reduce that to 10 days provided:

- The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure; and
- Daily symptom monitoring and mask wearing continues through day 14 after the last exposure.

Oakland County Health Division (OCHD) will follow MDHHS guidance and adopt the 10-day quarantine option, given the requirements noted above are met, with the additional requirement that 14-day quarantine should continue as the standard in congregate settings.

“The updated guidance is based on guidance from the CDC,” said Dr. Faust, medical director for Oakland County. “With continued adherence to isolation and quarantine recommendations, as well as masking up, using social distancing, and avoiding social gatherings, we can bring our Oakland County case numbers down.”

The 14-day recommendation was based on earlier data that estimated the COVID-19 incubation period. At the national level, estimates of the COVID-19 incubation period were refined based on a review of case data for hundreds of thousands of cases. Data from that assessment indicate that 99% of all infections will present within 10 days of exposure. Reducing the length of quarantine may make it easier for people to quarantine by reducing economic hardship if they cannot work during this time. A shorter quarantine period can also lessen stress on the public health system, especially when new infections are rapidly rising. Local public health authorities make the final decisions about how long quarantine should last in the communities they serve, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. For questions, contact Nurse on Call at 800-848-5533.

The best way to prevent infection until a vaccine is available is to avoid being exposed to the virus. Help reduce the spread of COVID-19 by wearing a mask, social distancing, and staying home when sick except to get medical care. COVID-19 testing is available through OCHD in the communities of Holly, Rochester, Southfield, and Pontiac, and appointments can be made by calling 800-848-5533.



For more information on COVID-19, visit [www.oakgov.com/covid](http://www.oakgov.com/covid). Call Nurse on Call at 800-848-5533, Monday through Friday, 8:00 a.m. – 6:00 p.m. and Saturday 9:00 a.m. – 12:00 p.m. with health-related questions. For all other COVID-19 questions, contact the COVID-19 Help Hotline at 248-858-1000 or [hotline@oakgov.com](mailto:hotline@oakgov.com). For up-to-date public health information, follow @publichealthOC on Facebook and Twitter.

For media inquiries only, please contact Bill Mullan, Oakland County media & communications officer, at (248) 858-1048.

###



NURSE ON CALL PUBLIC HEALTH INFORMATION HOTLINE

800.848.5533 NOC@OAKGOV.COM

OAKGOV.COM/HEALTH

@ PUBLICHEALTHOC

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Have you recently visited or received a service from us? We want to hear from you!  
[Click here to complete a Customer Service Satisfaction Survey.](#)

## Information Technology Report by Barbara Rutkowski – October

### General

- Several replacement bands were installed on the AST during its bi-monthly cleaning.
- The control box for one of the Smart Bins was repaired and reinstalled.
- Two upgraded cash registers were deployed to permit enhanced reporting.
- Provided tech support to guests using the Tech Expert phone line.
- Closed 43 Help Desk tickets.

### iCube

- Staff used materials created with iCube equipment to update a staff office sign.



- The 3D Committee printed 17 objects for guests.
- An updated iCube Equipment Safety Manual was sent to the Novi Fire Department and made available to staff.
- Staff completed 22 Guest appointments:
  - 9 Laser
  - 5 Cricut/Silhouette
  - 3 Sublimation
  - 2 Creative Kits
  - 1 Embroidery
  - 1 Creation Station
  - 1 FastFoto





### Training

- IT Staff held 7 Staff sessions :
  - 4 Laser
  - 2 Creation Station
  - 1 Cricut
- IT Staff participated in the Equity and Engagement Community Listening Session
- IT Staff completed Workplace Civility Training

### Information Technology Report by Barbara Rutkowski – November

#### General

- Closed 21 Help Desk tickets and resolved issues during 35 tech support calls.
- Due to hardware failure, the staff emergency buttons were upgraded.

#### iCube

- To honor our veterans, we invited them to stop into the iCube to receive a special gift made from our MUSE laser. We also supplied this special gift for the Parks and Recreation Department to include in their Veterans Day Lunch Drop-Off.



- Staff completed 16 Guest appointments from November 1-17:
  - o 3 Laser
  - o 2 Sublimation
  - o 1 Photo Scanning
  - o 1 Cricut/Silhouette
  - o 3 VHS to Digital Transfer
  - o 3 Creative Kits
  - o 3 Creation Station
- Staff used the laser to create name badges for new staff and the pieces for our December Grab and Go craft.



## Training

- IT Staff held 35 Staff sessions :
  - o 1 Laser
  - o 1 Camtasia
  - o 1 3D Printer
  - o 2 Sublimation
  - o 30 Spaces and Sign-Up scheduling software
- IT Staff participated in the Equity and Engagement Community Listening Session - Feedback
- IT Staff completed MIOSHA and COVID-19 training

## Facilities Report by Keith Perfect – October and November reports not received

## Information Services Department Report by April Stevenson – October

### News and Notes

- Produced **13** Videos/Podcasts
- Attended **37** Webinars and Podcasts
- Launched a new monthly youth book display “Libraries Are For Everyone.” Highlighting current events and many of the holidays and observances celebrated in our diverse community.
- Marketed Anti-Racist reading list from Penguin Classroom.
- Created a Readers Advisory form for personalized suggestions online for guests.
- Created “#OwnVoices” spreadsheet started for future display, bibliography, and collection development.
- Created “Connections with our Black Community” spreadsheet of ideas started recognizing numerous categories for staff to contribute and plan, including the launch date for each project.
- Coordinated and accepted 200+ Tamil Book donations.
- Updated the Youth International Chinese Books to denote Traditional or Simplified.
- Brought all kits back out to the public.
- Ordered and put out League of Women Voters information to the public.
- Created PDF of voting resources for the website/social media.
- Won the Highlights Puzzle Readers Giveaway.
- Joined several ALA Roundtables including; Ethnic and Multicultural Information Exchange; International Relations; Rainbow Roundtable, and Graphic Novel & Comics.
- Joined ALA's Black Caucus.

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

- MI Youth Meeting - Lindsay
- Michigan Library Quest - Lindsay
- DEI Committee Meeting - April
- MLA Annual Conference “Charting a New Course, Together” - Lindsay, Emily, Kirsten, Sarah, Katie, Hillary, David, Shannon
- Mitten Award Group - Kirsten
- YALSA T3 - Lindsay
- Cultural Arts Advisory Board Meeting - Mary



- Chamber of Commerce: attended Chamber Ambassador Meeting and, Chamber Member Refresher meeting, and SBA Q&A - Hillary
- ABWA: virtual October meeting - Hillary

**Adult Zoom Programs/Meetings**

- Grab-n-Go Chalk Lettering Kit - 50
- Finding Tranquility - 19
- Pride & Joy: Parents & Guardians of LGBTQ+ Kids - 48
- African American Discussion Group - 11
- Early Childhood Parent Book Club - 2
- Grab & Go Kit: Non-Partisan Felt VOTE Patch - 25
- Virtual Masterpiece Monday - 25
- Equity & Engagement Listening Session - 128
- Women of the 1913 Copper Miners' Strike - 21
- Memories of the Kent State Massacre - 33
- Feature Display: Immune Boost
- Desk Display - Hispanic Heritage Month
- Business Spotlight Display: Business books about Corporate Histories/Memoirs
- October scare yourself pop-up display

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

- KinderCare Zoom Story Time - 35
- Little Birds Montessori Zoom Story Time - 15
- SAT Practice Test (10AM) - 20
- SAT Practice Test (2PM) - 10
- Crafternoon in India Grab and Go - 19
- STEM Kit Grab & Go - 20
- SAT Scoreback Session - 15
- Grab and Go Halloween Kits - 109
- ECEC Virtual Storytimes (9) - 116
- Feature Displays: Elections & Voting, & Kids Vote in the Library: Cats v. Dogs, Women's Suffragist display
- Teen Stop display: young adult fiction mysteries and thrillers
- Youth DVD Display: Spooky movies



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

- # of active participants logging 100 books or more: 401
- # of logs received to date: 1,641
- # of paper logs submitted this month: 4
- # of online logs submitted this month: 6
- # of books read this month: 1,000

100 Books – 401	600 Books – 121
200 Books – 251	700 Books – 108
300 Books – 203	800 Books - 96
400 Books – 155	900 Books – 87
500 Book – 139	1000 Books – 80



### ECEC Recorded Story Time - Week of October 5th



### Tamil Book donation



We are also so grateful to the Tamil Aarvalargal Group, including Sridharan C., Moorthy K., Ananth B., Prabakaran K., Latha R., Ramkumar R., and Kannan B., for donating several hundred Tamil books for NPL's Youth and Adult International Collections. They went above and beyond to ensure that our library would have a fantastic selection of Tamil books.

We are extremely happy and lucky that we have such wonderful people in our community!

### Chalk it Up: Chalk Lettered Signs Grab and Go Kit



## Libraries are for Everyone



## Information Services Department Report by April Stevenson – November

### News and Notes

- Produced **14** Videos/Podcasts
- Attended **21** Webinars and Podcasts

Video posts*	TOTAL		Facebook		Zoom	Instagram		YouTube		Twitter	
	Posted	Views	FB Live	FB Recorded	Zoom	Posted	Video Views	Posted	Views	Posted	Views
Family Story Time: Emily	50	10/3			35				10/3		15
Baby and Tot Time - Danielle - Foody Faces & Sometimes I Feel Sunny	40	10/5			11				10/5		29
Story Time for Twos and Threes - Linda - A Girl and Her Gator	60	10/6			31				10/6		29
On my Own Story Time - Linda	61	10/8			34				10/8		27
Family Story Time: Kirsten - Cookies	27	10/10			18				10/10		9
Pride & Joy	48					40			10/14		8
Community Reads promo	211	10/17			118		10/16	93			
Baby and Tot Time - Danielle - Fall stories	32	10/26			13				10/26		19
Time for Twos and Threes - Linda Halloween	53	10/27			32				10/27		21
On my Own Story Time - Linda	27	10/29			10				10/29		17
Community Listening Session	128	10/30			10	55			10/30		63
Novi Public Library English Virtual Conversation Group COVID-19	0	10/8							10/8		0

- Attended and viewed DEI Reflection Program
- Focused on International Artists for Masterpiece Mondays - September, China - Ai Weiwei; October, India - S. H. Raza; November, Iraq - Suad al-Attar
- Ran a diversity audit of the picture book collection through Diverse BookFinder
- Created a poster display on famous Black Librarians
- Compiled a list of youth materials and online resources related to COVID-19 and posted on website.
- Hosted Community Reads book discussion for Novi high school students
- Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections.
- #OwnVoices desk display for 2nd floor, coordinated with 1st floor desk.

- #OwnVoices book list, created
- Anti-Racist Reads booklist, created
- Attended Civility Training - all IS staff
- Created an online reader's advisory form that guests can complete to receive personalized reading suggestions from IS staff.
- Added YALSA's Outstanding Books for the College Bound and Lifelong Learners to the Teen Booklist page on the website.
- Completed stats for State Aid and DSLRT reports.
- Viewed "Unseen: Designing for Diversity" presentation by University of Michigan for the Southeastern Michigan League of Libraries Fall 2020 Meeting.
- Attended "Trauma and Young Children: What Every Early Educator Needs to Know by Sarah Erdman" webinar from Early Childhood Investigations.
- Updated our material suggestion form

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

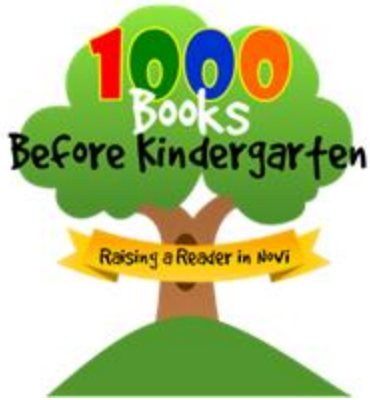
- NAEYC (National Association for the Education of Young Children) Conference - Emily
- MI Youth Meeting - Lindsay
- MI Library Quest Meeting - Lindsay (Co-Chair)
- YALSA T3 Meeting - Lindsay
- DEI Committee Meeting - April
- Chamber Ambassador Meeting - Hillary
- Friday Coffee with the Chamber - Hillary
- ABWA Monthly Meeting - Hillary
- AAUW Monthly Meeting - Gail

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

- Tidying Up the Marie Kondo Way - 25
- Macramé Grab + Go Craft Kit - 25
- Steps to Financial Harmony - 11
- Community Listening Session - feedback - 30
- Community Reads w/ Derf Backderf - 138
- Spotighting Novi Restaurants - 27
- Feature Display: Veteran's Day
- Desk Display - #OwnVoices
- Business Spotlight Display: Social Media Marketing

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

- Share a Story with Local Author A. Kidd Program & Craft - 7
- Build a Piggie and Story Time with Miss Linda - 30
- Grab & Go Harvest Crafts - 20
- Grab & Go Stem Kits - 20
- ACT Practice Test (2) - 13/9
- Crafternoon in Japan - 15
- Feature Displays: Dinovember
- Teen Stop display: In honor of Veteran's day, young adult historical fiction books set during war times.
- Youth DVD Display: Picture Books on DVD



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

# of active participants logging 100 books or more: 401  
 # of logs received to date: 1,652  
 # of paper logs submitted this month: 6  
 # of online logs submitted this month: 7  
 # of books read this month: 1,300

100 Books – 401	600 Books – 123
200 Books – 255	700 Books – 109
300 Books – 203	800 Books - 97
400 Books – 157	900 Books – 87
500 Book – 141	1000 Books – 80

**Dinovember Entries:**



**#OwnVoices Desk Display**





Video posts*	Facebook				Zoom	Instagram		YouTube		Twitter	
	TOTAL	Posted	FB Live	FB Recorded views	Zoom	Posted	Video Views	Posted	Views	Posted	Views
Community Listening Session	203	10/30			38				10/30		125
Family Story time - Emily	33	10/31			21				10/31		12
Danielle - Baby & Tot story time - monsters	25	11/2			4				11/2		21
From the Directors Desk - Julie Video	24								11/2		24
Linda - time for twos & threes: red house, tree house	46	11/3			22				11/3		24
Linda - On my own storytime - dinosaurs	65	11/5			17				11/5		48
Kirsten - Family story time - monster at end of this book	27	11/7			27						
Danielle - Baby & Tot story time - animals	23	11/9			6				11/9		17
Linda - Twos & Threes - hedgehog	81	11/10			33				11/10		48
Community Listening Session - feedback	103	11/10			16	14			11/10		73
Linda - on my own storytime - dozens of doughnuts	30	11/12			17				11/12		13
Community Reads	138	11/12	15		47	76					
Emily - Family Story Time - dogs	44	11/14			27				11/14		17
Danielle - Baby & Tot Time - manners	25	11/16			10				11/15		15
Linda - Twos & Threes - tea party	60	11/17			25				11/17		35
From the Directors Desk - Julie Video	130								11/17		130
Linda - on my own storytime - animal bottoms	38	11/19			19				11/19		19
Kirsten - Family story time - turkey trouble	20	11/21			15				11/23		5
Emily - Family Story Time - Bedtime	18	11/28			12				11/30		6

## **Support Services Department Report by Maryann Zurmuehlen – October**

### **Department Head/General**

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attend weekly department catchup meetings.
- Attended a Lending Library Committee Zoom meeting on October 7<sup>th</sup> and 21<sup>st</sup>.
- Attended a SASUG Zoom meetings on October 22<sup>nd</sup>.
- Complete a three week Clerk training program on October 16<sup>th</sup>.
- Participated in interviews and presentations for the HR Manager position on October 8<sup>th</sup> and October 19<sup>th</sup>.
- Conducted interviews for the Shelver position on October 27<sup>th</sup> and 28<sup>th</sup>.
- Attend a Community Listening Zoom Meeting on October 27<sup>th</sup>.
- Participated in a Fire Drill on October 29<sup>th</sup>.
- Due to construction delays as a result of the COVID-19 pandemic, the Lakeshore Lending Library launch has been postponed until spring 2021.

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

- Steven Bowers has been hired as the new TLN Executive Director.
- TLN and CARL are conducting final testing and preparations on the FRBR catalog.
- CARL is now excluding MeLCat items from auto-renewal because checkout times vary by owning library.
- Because of the effects of the COVID-19 pandemic on circulation, ExComm has recommended the Shared System billing formula be based on a snapshot of time pre-pandemic so any changes would not be too drastic.

### **Circulation & Shelves**

- All six Supervisors attended a Community Listening Zoom Meeting on October 27<sup>th</sup>.
- Interviews for a 16 hour Shelver, a 19 hour Clerk, and a 28 hour Supervisor position are currently being held.
- Phase 4 Duties: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Extra Cleaning of Dept. Surfaces
- Working on fiscal year goals.



## Tech Services

- Working on the following projects: Labeling of Simplified and Traditional Chinese Language Books, Genre Stickers for the YA Collection, and Processing of the Lending Library Collection
- Phase 4 Duties: 5 Day Quarantining of Materials, Timer Greeter, Extra Cleaning of Dept. Surfaces
- Task coverage in the Circulation department due to staff shortages.
- Working on fiscal year goals.

## Statistics (October 2020)

- **Library Cards Issued: 484**
- **Items Checked Out: 87,312**
- **Items Interloaned for NPL Patrons: 5,352 (114 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,546 (107 through MeLCat)**
- **Items Added to the Collection: 1,710**
- **Items Discarded from the Collection: 1,149**
- **Drive-Up Window & Locker Hold Pickups: 96**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 6**
- **Read Boxes: Currently Suspended**
- **Outreach: Currently Suspended**

## Support Services Department Report by Maryann Zurmuehlen – November

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attend weekly department catchup meetings.
- Attended a Lending Library Committee Zoom meeting on November 11<sup>th</sup>.
- Conducted interviews for the Clerk and Supervisor positions on November 4<sup>th</sup> and 5<sup>th</sup>.
- Conducted interview candidate in-person testing for the Shelver and Clerk positions on November 11<sup>th</sup>.

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

- A CARL upgrade is scheduled for December 7<sup>th</sup>.
- There wasn't a November SASUG meeting. The next one is scheduled for December 10<sup>th</sup>.

### Circulation & Shelves

- Kim Swejkoski and Colleen Kingsbury were each promoted from Clerk to the two open Supervisor positions. Please congratulate them when you see them!
- Jolanta Borek, Elizabeth Kopko, and Kim Swejkoski attended the virtual TLN reports training on November 19<sup>th</sup>.
- Kim Swejkoski and Colleen Kingsbury attended the virtual SkillPath seminar "How to Successfully Make the Transition to Supervisor" on November 19<sup>th</sup>.
- Reference checks are being conducted for a 16 hour Shelver, a 19 hour Clerk, and a 18 hour Clerk position.
- Phase 3 Duties as of 11/18: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Limited Lobby Services, Extra Cleaning of Dept. Surfaces
- With us moving back to Phase 3, hold requests have increased from an average of 150 - 225 holds to nearly 500 or more per day, and the number of TLN delivery bins received

with in-transit materials and holds has also increased from an average of 10 - 15 bins to upwards of 25 bins per day. With limited lobby services, the Circulation Desk saw non-stop traffic of guests coming in to pick up holds and sign-up or renew their library card since Wednesday, 11/18.

- Working on fiscal year goals.

### Tech Services

- Working on the following projects: Labeling of Simplified and Traditional Chinese Language Books, Genre Stickers for the YA Collection, and Processing of the Lending Library Collection
- Phase 3 Duties as of 11/18: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Limited Lobby Services, Extra Cleaning of Dept. Surfaces
- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Working on fiscal year goals.

### Statistics (November 2020)

- **Library Cards Issued: 112**
- **Items Checked Out: 75,656**
- **Items Interloaned for NPL Patrons: 5,096 (85 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,710 (89 through MeLCat)**
- **Items Added to the Collection: 1,429**
- **Items Discarded from the Collection: 729**
- **Drive-Up Window & Locker Hold Pickups: 127**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 1**
- **Read Boxes: Currently Suspended**
- **Outreach: Currently Suspended**

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258	484									1,018
Items checked out	36,135	45,904	57,383	87,312									226,734
Items borrowed	6,456	5,336	6,118	5,352									23,262
Items loaned	4,589	4,597	4,801	4,546									18,533
Drive-Up Window & Locker Hold Pickups	394	105	101	96									696
Read Boxes	0	0	0	0									0
MAP Checkouts	8	14	3	6									31
Novi School's Card Registration	0	0	0	0									0

	October 2020	October 2019		October 2020	October 2019
Library cards issued	484	1,511			
Total checkouts	87,312	68,084	READ Boxes	Adult 0	13
				Youth 0	241
Items borrowed	TLN 5,238	5,033		Total 0	254
	MeL 114	99			
	5,352	5,132			
Items loaned	TLN 4,439	3,568			
	MeL 107	143			
	4,546	3,711			

Due to reopening phases, Read Boxes are currently suspended.

**\*High count associated with card campaigns ongoing at that time.**

**\*Increase due to launch of auto-renewal of items feature in CARL on October 1, 2020.**

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258	484	112								1,130
Items checked out	36,135	45,904	57,383	87,312	75,656								302,390
Items borrowed	6,456	5,336	6,118	5,352	5,096								28,358
Items loaned	4,589	4,597	4,801	4,546	4,710								23,243
Drive-Up Window & Locker Hold Pickups	394	105	101	96	127								823
Read Boxes	0	0	0	0	0								0
MAP Checkouts	8	14	3	6	1								32
Novi School's Card Registration	0	0	0	0	0								0

		November 2020	November 2019			November 2020	November 2019
Library cards issued		112	301				
Total checkouts		75,656	65,531	READ Boxes	Adult	0	0
					Youth	<u>0</u>	<u>0</u>
Items borrowed	TLN	5,011	3,882		Total	0	0
	MeL	<u>85</u>	<u>108</u>				
		5,096	3,990				
Items loaned	TLN	4,621	3,280				
	MeL	<u>89</u>	<u>131</u>				
		4,710	3,411				

Due to reopening phases, Read Boxes are currently suspended.

**\*Increase due to launch of auto-renewal of items feature in CARL on October 1, 2020.**

**\*Increase due to 2 school card campaigns.**

<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>	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
<b>September</b>	57,383	50.07%	28,729	10,464	9,478	8,787	0	0	0
<b>October</b>	87,312	25.44%	22,214	7,908	7,959	6,347	0	0	0
<b>November</b>	75,656	20.15%	15,244	5,732	5,330	4,182	0	0	0
<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>302,390</b>	<b>40.31%</b>	<b>109,514</b>	<b>42,052</b>	<b>38,129</b>	<b>29,333</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	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September	8,729	5,114	13,843	513
October	33,571	4,205	37,776	1,219	October	11,833	3,794	15,627	504
November	32,056	4,138	36,194	1,341	November	8,845	4,475	13,320	493
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>47,688</b>	<b>21,781</b>	<b>69,465</b>	<b>489</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>	55	18,127	0	18,127	587
<b>September</b>	2,194	71,569	9	73,772	2,732	<b>September</b>	624	19,329	0	19,953	739
<b>October</b>	2,603	85,278	1	87,882	2,835	<b>October</b>	942	20,359	0	21,301	687
<b>November</b>	2,249	68,998	6	71,253	2,545	<b>November</b>	401	18,514	0	18,915	701
<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>2,022</b>	<b>92,833</b>	<b>0</b>	<b>94,855</b>	<b>668</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	0	0	0
September	684	12,146	17	September	0	0	0
October	695	12,191	17	October	0	0	0
November	817	16,381	20	November	0	0	0
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**

	Cricut/Silhouette	Creation Station	Photo Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
<b>Jul</b>											<b>0</b>	
<i>Guests</i>												<b>0</b>
<b>Aug</b>										18	<b>18</b>	
<i>Guests</i>										<b>18</b>		<b>18</b>
<b>Sep</b>										15	15	
<i>Guests</i>										<b>15</b>		<b>15</b>
<b>Oct</b>	5	1	1	1	3	0	9	2	0	7	29	
<i>Guests</i>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>7</b>		<b>29</b>
<b>Nov</b>	1	4	1	0	2	0	3	3	0	35	49	
<i>Guests</i>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>35</b>		<b>49</b>
<b>Dec</b>												
<i>Guests</i>												
<b>Jan</b>												
<i>Guests</i>												
<b>Feb</b>												
<i>Guests</i>												
<b>Mar</b>												
<i>Guests</i>												
<b>Apr</b>												
<i>Guests</i>												
<b>May</b>												
<i>Guests</i>												
<b>Jun</b>												
<i>Guests</i>												
Sessions	6	5	2	1	5	0	12	5	0	75	<b>111</b>	
<i>Guests</i>	<b>6</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>75</b>		<b>111</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	1,463	405	2,285	42,924	346	114	903
September	1,334	385	2,348	42,781	347	136	663
October	1,374	390	2,632	48,061	349	161	959
November	1,546	424	2,219	58,404	355	163	725
December							
January							
February							
March							
April							
May							
June							
<b>FYTD Total</b>	<b>7,130</b>	<b>2,004</b>	<b>11,471</b>	<b>226,316</b>	<b>1,727</b>	<b>772</b>	<b>4,338</b>

2020-2021 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	5,684	2,758	8,442	106
August	5,471	2,682	8,153	115
September	5,023	2,226	7,249	157
October	4,903	2,084	6,987	116
November	6,718	2,666	9,384	105
December				
January				
February				
March				
April				
May				
June				
<b>FYTD Total</b>	<b>27,799</b>	<b>12,416</b>	<b>40,215</b>	<b>599</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>	0	0
<b>September</b>	47	1,020	<b>September</b>	0	0
<b>October</b>	60	1,225	<b>October</b>	0	0
<b>November</b>	59	1,270	<b>November</b>	0	0
<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>



**Friends of the Novi Public Library  
Meeting of the Board of Directors  
October 14, 2020**

*(The Friends Board Meeting was held telephonically. The Library was not allowing "in person" meetings 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 7:07 p.m.

**Present:** Marilyn Amberger, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, and Dana Brataniec, Library Liaison.

**Absent:** Marge Bixby, Lin Giglio, Karen Schubert.

Prior to the Call to Order, waiting for others to phone in, Sue was reviewing the contents of a basket being offered for bid at the Vera Bradley Fundraiser on Saturday, October 24, 2020. The basket will contain 2 60<sup>th</sup> Anniversary Library wineglasses, a bottle of sparkling cider, a few books, two fall towels, \$10.00 gift card to the Library coffee shop and a five pack of Book Nook certificates. A few other items were mentioned and it was decided we have a pretty great basket right now.

**Minutes of September 9, 2020 Meeting:** Evelyn Cadicamo. There being no corrections or additions to the Minutes, motion was made by Carol Hoffman, and seconded by Marilyn Amberger, to accept the Minutes as presented. Motion passed 4-0.

**Treasurer's Report:** Marilyn Amberger. Marilyn stated that we really don't have anything to complain about as not much is going on. We did pay our taxes to the State of Michigan and the process was easy; we paid it on line! She delighted in pointing out that our CD is in the amount of \$15,298.46!!

Income	\$2,701.98	CF CD	\$15,298.46
Expenses	<u>30.00</u>	CF Checking	9,622.11
Overall Total	\$2,671.98	Vibe Checking	9,704.80
		Vibe Savings	<u>11,009.62</u>
		Total Bank Accts.	\$45,634.99
		Startup Fund	<u>100.00</u>
		Overall Total	\$45,734.99

Sue then brought up the Summer Reading Program second grant. At her suggestion, it was decided that since we already budgeted \$2,500 for this program, and grant money received would not be given back to the Friends, but those funds would be held by the Library for use until such time as they are needed. It seemed a logical thing to do. All Board members were in agreement.

Regarding our Special September Song Fest program, Sue reported we did get two \$50. memberships out of it. All agreed that this was money well spent! There being no further questions, comments, or discussion, motion was made by Carol Hoffman, and seconded by Sue Johnson, to accept the Treasurer's Report as presented. Motion passed 4-0.

## Reports:

**Library Liaison:** Dana Brataniec. Dana informed us how well the Song Fest went and that everyone really enjoyed themselves. Most everyone loved the show tunes -- and "Sweet Caroline!" Lots of singing along!! Both Dana and Sue did bring up the Vera Bradley event on October 24, 2020 and having people working in two-hour shifts, or drop by and work for awhile if time allows. The event runs from 11 a.m. to 4 p.m.

**Book Nook:** Carol Hoffman. Carol was pleased to report that the Book Nook is going "gangbusters!" They got a lot of donations; many with the help of the Salvation Army! It seems the SA will only take one box/bag of books and then told people to bring the rest of the books to the Novi Library!!! More for us to go through which only leads to more sales and more revenue for us!! September was a good month; they took in over \$1,500. The two Thursdays a month for donations is working well and will continue on for the foreseeable future. The Book Nook will start selling holiday books within the next two weeks. An email will be sent out regarding this sale. Keep in mind, the books are for sale; they are not being sold at reduced prices.

**Membership:** Sue Johnson. Renewals have gone out and the returns are fairly steady. Acknowledgements are being prepared. Sue was happy to report that some people are upping their membership, e.g., \$15 up to \$30. This was pleasant to see.

**Donation (Giving) Tree:** Evelyn Cadicamo. Evelyn had sent out a detailed memo regarding this project, which allowed for immediate discussion. All were in agreement with the opinion offered in the memo. It was felt that now is not the correct time to take on such an endeavor. There are too many unanswered questions re backing, fundraising, design, etc. Our collective recommendation was to pass on this project for now. We will revisit this in the future.

**Holiday Table:** Sue Johnson. This is scheduled for Saturday, November 22, 2020, from 10 a.m. to 4 p.m. There will be two tables in the foyer of the Library with all the items for sale. Carol Neumann and Sue will be at the sale most of the time. Others can feed in to relieve them as time permits. We will offer all kinds of cards, wreaths, a basket of books, little baskets of soaps, frames, ornaments, pumpkin houses. Information will be forthcoming as we get closer to the date. Be on the lookout!!! Great treasures are to be had!

**ENGAGE:** Dana and Sue. Sue and Dana discussed the possibility of having a virtual event of some sort and talked about the number Gail gets for her various presentations. As we really have nothing ready for such an undertaking, it was decided to wait until spring so that we might offer spring concerts on the patio.

**Next meeting:** We will meet telephonically on Wednesday, November 11, 2020 at 7 p.m.

There being no further business to discuss, motion was made to adjourn at 7:38 p.m. by Carol Hoffman and seconded by Evelyn Cadicamo. Motion carried 4-0.

Respectfully submitted,

Evelyn Cadicamo

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
Agenda – November 11, 2020**

- |   |                  |
|---|------------------|
| I. Call to Order, Roll Call                   | Sue Johnson      |
| II. Minutes of the October 14, 2020 Meeting * | Evelyn Cadicamo  |
| III. Treasurer's Report*                      | Marilyn Amberger |
| • Prior month(s) Income and Expense           |                  |
| • Statement Balances                          |                  |
| IV. Reports                                   |                  |
| • Library Liaison                             | Dana Brataniec   |
| • Book Nook                                   | Carol Hoffman    |
| • Membership                                  | Sue Johnson      |
| • President                                   | Sue Johnson      |
| • Vera Bradley fundraiser                     |                  |
| • Harry Potter drawing                        |                  |
| • Seedlings donation                          |                  |
| • Holiday Craft sale – November 21            |                  |
| • December Lunch                              |                  |
| V. Announcements                              |                  |
| VI. Calendar                                  |                  |
| <u>Kaleidoscope</u>                           |                  |
| • Cancelled                                   |                  |
| <u>Listen at the Library</u>                  |                  |
| • Cancelled through January                   |                  |
| <u>2021 Summer Music on the Patio</u>         |                  |
| • Cancelled through January                   |                  |
| <u>Friends Events</u>                         |                  |
| • November 21, Holiday Craft sale             |                  |

VII. Adjournment\*

\*Requires Action





**NOVI HISTORICAL COMMISSION**  
**Wednesday, September 16, 2020 7pm**  
**ZOOM**

**Call to Order via ZOOM: 7:03**

**Introductions of guests:** Kathy Mutch, Betty Lang (Library Liaison)

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

**Absences:** Dhara Sanghavi

**Approval of Agenda:** ALL APPROVED

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

**Treasurer's report -Kim:**

NOVI HISTORICAL COMMISSION  
 FINANCIAL SUMMARY REPORT - 2020/2021 Fiscal Year

	BUDGET	EXPENDITURES Through September 16, 2020
Display Cabinet Exhibit	\$ 900	\$ -
Marketing/Brochures/Engage	\$ 1,200	0.00
Equipment/Supplies/Office	\$ 1,200	\$ -
Program/Speaker Fees	\$ 1,600	\$ -
Storage Unit	\$ 2,300	\$ (573.00)
Acquisition	\$ 900	\$ (152.00)
Conference/Continuing Education	\$ 2,500	\$ -
Special Projects	\$ 3,400	\$ -
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)		
<b>Revenue Received:</b>		
Villa Barr Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ -
<b>Total:</b>	\$ 14,000	\$ (725.00) \$ 13,275

**Cost for Storage Unit:** Billings are coming late since we went Monthly. Suggestion from Marcia Dominick, pay lump sum of the contract to avoid getting late fees. Lease expires in March.

**Motion:** Kim Nice: to pay the lump sum

**2<sup>nd</sup>:** Kelly Kasper

ALL APPROVED

**Communications:** NONE



**NOVI HISTORICAL COMMISSION**  
**Wednesday, September 16, 2020 7pm**  
**ZOOM**

**Library Liaison Report, Betty Lang**

- Marcia Dominick is retiring from the Library  
We will work with Barb Cook who is the book keeper to help us with finances.
- Tammy Lee spoke with Gary Zack to get the information about the Dodge Brothers Park

**Podcast with Kathy Crawford**

Spoke about the Commission and how to become a member  
Talked about obtaining local history materials from people in the areas.

**Upcoming Conferences/Programs**

Register!

The Women of the 1913 Copper Miner Strike, Wednesday Oct. 28<sup>th</sup> 7pm on Zoom through the Library.

**APPROVED:** To attend the October Michigan History Conference, Oct. 2-3<sup>rd</sup> and receive reimbursement for the conference fee.

**Share your COVID Story Project!**

Kelly Kasper wrote a letter to Novi educators telling them how they can participate in this project.

**Discussion items:**

**By Laws/Procedures**

There are a few sections we have edited, they are in Red and will be sent to Julie and the attorney for final approval.

**Dodge Brothers/Dodge Park #2-request for information**

Kathy spoke with Jeff Muck. They are looking for something similar to what we did for Pavilion Shore. Kathy Crawford will do a write up and send it out to us to review before the next meeting

**Austin House Plaque**

Tammy-Lee is attempting to find out who owns the rights to the photo they want to use on the plaque. Kathy Crawford wrote up something for the plaque and will send it again.

**BACK BURNER PROJECTS Discussion**

**Veterans Memorial**



**NOVI HISTORICAL COMMISSION**  
**Wednesday, September 16, 2020 7pm**  
**ZOOM**

In front of City Hall. Kim is working with the City to develop the form and have it online for people to fill out. It will be a temporary plaque at first, something that can be removed so that names can be added.

**2020 Veteran Wreath project**

Kim and Kelly will meet to discuss this project. Kim spoke with Begonia Brothers, they're working on their prices. 4 weeks is the minimum lead time needed to order the wreaths. Looking to get about \$500/donor from some larger donors. Kim and Kelly will discuss the COVID procedures for the event as well.

**Novi Rd. Cemetery Sign- Removal/ Novi Road Cemetery Improvements**

On hold.

The city is still repairing broken headstones in the Novi Road Cemetery. Kathy Crawford reached out to Jeff Muck asking about the drive and whether it will be paved.

**Memorial sign options sub-committee** On Hold

**Historical sites brochure** On Hold

**Storage Unit:** See above under Treasurer's report.

**HISTORICAL COMMISSION PROGRAMS**

Oct. 28<sup>th</sup> at 7pm on Zoom: Women of the Copper Miner's Strike

**DISPLAY CABINET DOWNSTAIRS**

Kim Nice and Rachel Manela will be meeting and developing a Suffrage display.

**PUBLIC COMMENT:** None

**NEW BUSINESS/Other Business:**

None

**WEBSITE UPDATES :** Facebook link/Instagram

**NOTE: Next MEETING:** **Wednesday, October 21, 7pm**

**Adjourn:** 8:47pm



## NOVI HISTORICAL COMMISSION

Wednesday, October 21, 2020 7pm  
ZOOM

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

Library Liaison Report

Betty Lang

Upcoming Conferences/Programs

Michigan History Conference-Virtual Event (Oct. 2,3)  
Share Your Covid Story  
"Help Us Save Local History" OAK200-Bicentennial year

Discussion items:

Britain Skinner American Revolution Patriot-Novi Cemetery Saturday, Oct. 17  
2020 Veteran Wreath project  
By Laws/Procedures  
Austin House narrative  
Dodge Brothers/Dodge Park #2-request for information  
Virtual meetings/programs  
November meeting  
David Barr presentations

BACK BURNER PROJECTS Discussion

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

HISTORICAL COMMISSION PROGRAM

DISPLAY CABINET DOWNSTAIRS Kim Nice

PUBLIC COMMENT

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, November 18 7pm**

Adjourn



**NOVI HISTORICAL COMMISSION MINUTES**  
**Wednesday, October 21, 2020 7pm**  
**ZOOM**

**Call to Order...via ZOOM: 7:08pm**

**Attendance:** Kathy Crawford, Tammy-Lee Knopp, Kim Nice, Rae Manela, Kelly Kasper, Dhara Sanghavi

**Introductions of guests:** Julie Farkas (NPL Director)

**Approval of Agenda:** ALL APPROVED

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

**Treasurer’s report -Kim Nice**

NOVI HISTORICAL COMMISSION  
 FINANCIAL SUMMARY REPORT - 2020/2021 Fiscal Year

	BUDGET	EXPENDITURES Through October 21, 2020
Display Cabinet Exhibit	\$ 900	\$ -
Marketing/Brochures/Engage	\$ 1,200	0.00
Equipment/Supplies/Office	\$ 1,200	\$ -
Program/Speaker Fees	\$ 1,600	\$ -
Storage Unit	\$ 2,300	\$ (955.00)
Acquisition	\$ 900	\$ (152.00)
Conference/Continuing Education	\$ 2,500	\$ -
Special Projects	\$ 3,400	\$ -
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)		
<b>Revenue Received:</b>		
Villa Barr Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ -
<b>Total:</b>	<b>\$ 14,000</b>	<b>\$ (1,107.00) \$ 12,893</b>

Storage room is paid through the end of the year. We are looking into why we didn’t pay to the end of the contract (Through March 2021).

**Treasurer’s Report:** ALL APPROVED

**Communications:** None

**Library Liaison Report, Julie Farkas**

**Conferences/Programs**

**Michigan History Conference-Virtual Event (Oct. 2-3)**

Tammy-Lee Knopp attended.





## NOVI HISTORICAL COMMISSION MINUTES

Wednesday, October 21, 2020 7pm

ZOOM

Potential talk – Urban Sprawl presentation

### **Share Your Covid Story – Library Project**

Kelly sent out an email with a link to the Library Project

### **“Help Us Save Local History” OAK200-Bicentennial year**

Downtown Pontiac Walking Ghost– Oct. 23 & 24<sup>th</sup>

Tickets are \$20

### **Discussion items:**

**Britain Skinner American Revolution Patriot-Novi Cemetery Saturday, Oct. 17**

Honored by Daughters of the American Revolution at City of Novi Cemetery. Video of ceremony is on City of Novi Website.

### **2020 Veteran Wreath project**

Kathy: Blair Bowman from Suburban committed \$500 to the event

Kelly: O’Brian Funeral Home committed \$500

Everything is on track

Kim: Begonia Bros. are working on the quote for the wreaths.

Date Potential: 11/14/2020 or 11/21/2020

Julie suggested we consider reaching out to Rotary or local credit unions.

**By Laws/Procedures:** Updates to come

### **Austin House narrative:**

Was sent to have the plaque made up.

### **Dodge Brothers/Dodge Park #2-request for information**

#### **Virtual meetings/programs**

November meeting will still be virtual

**David Barr presentations:** On HOLD

We need to ensure projects we work on related to the city and its history are properly communicated to the commission. As Commission members we have to be sure to ensure we recognize the projects others are working on and we follow up on them.



## **NOVI HISTORICAL COMMISSION MINUTES**

Wednesday, October 21, 2020 7pm

ZOOM

### **BACK BURNER PROJECTS Discussion Mostly ON HOLD**

#### **Veterans Memorial**

Kim has been talking with Jeff Muck. Developing the application form.

#### **Novi Rd. Cemetery Sign- Removal/fix**

Memorial sign options sub-committee

#### **Historical sites brochure On hold, Dhara and Rae**

#### **Storage Unit**

### **Novi Rd. Cemetery improvements**

### **HISTORICAL COMMISSION PROGRAM**

#### **DISPLAY CABINET DOWNSTAIRS Kim Nice**

Copper Miner display

1920-2020 100 years of Progress

#### **PUBLIC COMMENT None**

#### **NEW BUSINESS/Other Business None**

#### **WEBSITE UPDATES : Facebook link/Instagram**

**NOTE: Next MEETING: Wednesday, November 18 7pm**

**Adjourn: 8:45pm**



## **NOVI HISTORICAL COMMISSION AGENDA**

**Wednesday, November 18, 2020 7pm**

**ZOOM**

**Call to Order...via ZOOM**

**Attendance**

**Introductions of guests**

**Approval of Agenda**

**Approval of Minutes- October 2020**

**Treasurer's report -Kim Nice**

**Communications**

**Library Liaison Report, Julie Farkas/April Stevenson**

**Upcoming Conferences/Programs**

**Michigan History Conference**

Potential talk – Urban Sprawl presentation - any status?

**Share Your Covid Story – Library Project**

Any updates? Has the Library received any stories?

**“Help Us Save Local History” OAK200-Bicentennial year**

Downtown Pontiac Walking Ghost– Oct. 23 & 24<sup>th</sup> : Did anyone attend? Anything to share with the Commission?

**Discussion items:**

**2020 Veteran Wreath project: Update Kelly/Kim**

**MSU Tollgate Farm Christmas Light Sponsorship: Kim provide status**

**By Laws/Procedures: Any Update?**

**Austin House narrative: Any Update on status of plaque?**

**Dodge Brothers/Dodge Park #2-did everyone give Kathy feedback on her final email**

**Virtual meetings/programs**

**Commission programs? Anything planned for the future? Any ideas?**

**December Meeting: Will still be virtual**

**David Barr presentations: On HOLD**



**NOVI HISTORICAL COMMISSION MINUTES**  
**Wednesday, November 18, 2020 7pm**  
**ZOOM**

**Call to Order...via ZOOM:**

**Attendance:** Kelly Kasper, Rae Manela, Kim Nice, Tammy-Lee Knopp, Dhara Sanghavi

**Introductions of guests:** None

**Approval of Agenda:**

**Approval of Minutes- October 2020:** All Approved (Motion: Kim, 2<sup>nd</sup> by Tammy-Lee)

**Treasurer's report -Kim Nice:**

NOVI HISTORICAL COMMISSION  
 FINANCIAL SUMMARY REPORT - 2020/2021 Fiscal Year

	BUDGET	EXPENDITURES Through November 18, 2020
Display Cabinet Exhibit	\$ 900	\$ -
Marketing/Brochures/Engage	\$ 1,200	0.00
Equipment/Supplies/Office	\$ 1,200	\$ -
Program/Speaker Fees	\$ 1,600	\$ -
Storage Unit	\$ 2,300	\$ (955.00)
Acquisition	\$ 900	\$ (152.00)
Conference/Continuing Education	\$ 2,500	\$ (89.00)
Special Projects	\$ 3,400	\$ -
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)		
<b>Revenue Received:</b>		
Villa Barr Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ -
<b>Total:</b>	<b>\$ 14,000</b>	<b>\$ (1,176.00) \$ 12,824</b>

Only 1 new expense this month.

Kim speaking with Barb at the Library about why storage unit is only paid until the end of the year rather until March.

Received 2 payments for the Wreath Project

**Communications:**

**Library Liaison Report, Julie Farkas/April Stevenson: NONE**



## NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 18, 2020 7pm  
ZOOM

### Upcoming Conferences/Programs

**Historical Society Cemetery Preservation Talk** – Tammy Lee requested Approval to attend. ALL APPROVED (Motion by Kim, 2<sup>nd</sup> by Kelly)

#### **Michigan History Conference (Sept. Conference)**

Potential talk – Urban Sprawl presentation - any status?  
Tammy-Lee needs to send Rae the contact info to reach out to the speaker about doing a talk for us

#### **Share Your Covid Story – Library Project**

Any updates? Has the Library received any stories?  
NONE

#### **“Help Us Save Local History” OAK200-Bicentennial year**

Downtown Pontiac Walking Ghost– Oct. 23 & 24<sup>th</sup> : Did anyone attend? Anything to share with the Commission?

### **Discussion items:**

#### **2020 Veteran Wreath project: Update Kelly/Kim**

25 people or less  
RSVP Count: 16  
3 scouts coming  
We have sponsors  
A few from the Rotary  
Kim will be there at 9:30am  
Begonia drops off the wreaths at 11  
Ceremony begins at 1  
Rae will take photos and video

#### **MSU Tollgate Farm Christmas Light Sponsorship: Kim provide status**

Dhara is working on the sign  
Theme Color: Blue and White  
We will decorate on Sunday Dec. 13<sup>th</sup> 12-3pm  
Snowman found by Sue Grifor

#### **By Laws/Procedures: Any Update?**

Rae heard back but we will wait until Chair Kathy Crawford is back to go over this.

#### **Austin House narrative: Any Update on status of plaque?**

Waiting to hear from Kathy Crawford

#### **Dodge Brothers/Dodge Park #2-did everyone give Kathy feedback on her final email**

### **Virtual meetings/programs**





## NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 18, 2020 7pm

ZOOM

Commission programs? Anything planned for the future? Any ideas?

**October Event on Zoom:** Was well attended. Good feedback from people who attended.

**December Meeting:** Will still be virtual

**David Barr presentations:** On HOLD

**BACK BURNER PROJECTS Discussion** Mostly ON HOLD

**Veterans Memorial:** Kim any status update on development of application form?

No update yet

**Novi Rd. Cemetery Sign- Removal/fix**

**Memorial sign options sub-committee**

**Historical sites brochure** On hold, Dhara and Rae

### 2021 Meeting Dates

3<sup>rd</sup> Wednesday of every month

ALL APPROVED

Wednesday Jan. 20<sup>th</sup> 7pm

Wednesday Feb. 17<sup>th</sup> 7pm

Wednesday March 17<sup>th</sup> 7pm

Wednesday April 21<sup>st</sup> 7pm

Wednesday May 19<sup>th</sup> 7pm

Wednesday June 16<sup>th</sup> 7pm

Wednesday July 21<sup>st</sup> 7pm

Wednesday August 18<sup>th</sup> 7pm

Wednesday Sept. 15<sup>th</sup> 7pm

Wednesday Oct. 20<sup>th</sup> 7pm

Wednesday Nov. 17<sup>th</sup> 7pm

Wednesday Dec. 15<sup>th</sup> 7pm

### Storage Unit

**Novi Rd. Cemetery improvements:** who is in charge of this – Kathy

No Update

### HISTORICAL COMMISSION PROGRAM

**Term Expiring:** Tammy and Kelly expiring Jan 1st.: due date for applications is December 1st.

**DISPLAY CABINET DOWNSTAIRS** Kim – update

### PUBLIC COMMENT

Sue Grifor – Enjoyed the Copper Presentation



**NOVI HISTORICAL COMMISSION MINUTES**  
**Wednesday, November 18, 2020 7pm**  
**ZOOM**

**NEW BUSINESS/Other Business**

**Update Novi Rd. Cemetery Map:** Kelly seeking permission to work on this  
Tammy-Lee says she is part of a project to do this already. She needs to speak with the  
Commission and get in touch with the city to update the city's map.

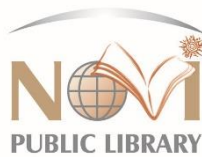
**WEBSITE UPDATES : Facebook link/Instagram**

No Updates

**NOTE:**

**Next MEETING: [Wednesday, December 16 at 7pm via Zoom](#)**

**Adjourn: 8:01pm**

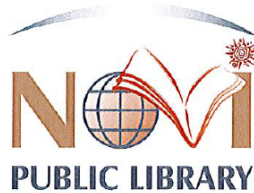


## Library Board Calendar

### **2021**

January 1	Holiday—New Year’s Day, Library Closed
<b>January</b>	<b>Budget Planning Sessions: January 7<sup>th</sup> and 22<sup>nd</sup> at 5pm</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 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 @ Library
<b>April 22</b>	<b>Library Board Regular Meeting</b>
May 9	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
June	Summer Reading Begins
June 19	Holiday – Juneteenth, Library Closed
June 20	Father’s Day, Library Closed
<b>June 24</b>	<b>Library Board Regular Meeting</b>
<b>June 24</b>	<b>Library Director Annual Review</b>
July 3	Library Closed
July 4	Holiday – Independence Day, Library Closed
<b>July 22</b>	<b>Library Board Regular Meeting</b>
August 20	Staff In-Service, Library Closed
<b>August 26</b>	<b>Library Board Regular Meeting</b>
September 4	Library Closed
September 5	Library Closed
September 6	Holiday – Labor Day, Library Closed
<b>September 23</b>	<b>Library Board Regular Meeting, Novi Library</b>
<b>October 22</b>	<b>Friends Booked for the Evening, 7-9 p.m. (Library closing at 5pm)</b>
<b>October 28</b>	<b>Library Board Regular Meeting</b>
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
November	Community Read, Library TBD
November 2	General Election Day
<b>November 17</b>	<b>Library Board Regular Meeting (Wednesday)</b>
November 24	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 25	Holiday – Thanksgiving, Library Closed
November 26	Library Closed
<b>December 15</b>	<b>Library Board Regular Meeting (Wednesday)</b>
<b>December 15</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

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



## 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**

6-2020