

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
 Thursday, June 25, 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 ..... 1-3
5. Consent Agenda
  - A. Approval of Regular Meeting Minutes – May 28, 2020 .....4-15
  - B. Approval of Claims and Warrants – Warrant 591268 & 269 Accounts – June 30, 2020... 16-17
6. Correspondence
  - A. ....N/A
7. Presentation/Special Guest
  - A. Community Financial Credit Union Check Presentation- planning for July 23, 2020 .....N/A
8. Student Representatives Report (April 2020) ..... 18-19
9. President's Report (Melissa Agosta)
  - A. 2019-2020 Goals Update (July, October, January, April) .....N/A
  - B. 2019-2022 Strategic Objectives (3 year plan) .....21
  - C. Commitment to the Novi Community.....22
  - D. Consideration for a Board Committee on Equity and Inclusion
  - E. July 23, 2020 Library Board Trustee Meeting to be Virtual based on EO 2020-129
10. Treasurer's Report (Geoffrey Wood)
  - A. 2019-2020 Library Budget Fund 268..... 23-25
  - B. 2019-2020 Contributed Fund Budget 269 ..... 26
  - C. Library Fund 268 Expenditure & Revenue Report (as of May 31, 2020) ..... 27-30
  - D. Library Fund 269 Contributed Fund (as of May 31, 2020) .....31
  - E. Balance Sheets for Funds 268 (as of May 31, 2020) .....32
  - F. Balance Sheets for Funds 269 (as of May 31, 2020) .....33
11. Director's Report..... 34-48
  - A. Information Technology Report ..... 49
  - B. Facilities Report ..... 50
  - C. Information Services Report..... 51-53
  - D. Support Services Report ..... 54
  - E. COVID-19 Usage Statistics..... 55-56
  - F. Library Usage Statistics ..... 57-65

G. Friends of the Novi Library – Email to Membership regarding the October 2020 Gala ..... 66  
H. City of Novi Historical Commission – Agenda Wednesday, June 17, 2020..... 67  
I. Bits & Pieces .....N/A

12. Committee Reports

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

(Michener–Chair, Agosta)

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- No update as of 6/20/20

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

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

- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcay, Kathleen Alberga, Kirsten Malzahn, and Christopher Nadeau.
- No update as of 6/20/20

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

(Wood- Chair, Messerknecht, Lawler)

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

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

(Yu – Chair, Michener, Dooley)

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

**E. Strategic Planning Committee:**

(Dooley- Chair, Yu).

- No report at this time.

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

(Messerknecht – Chair, Lawler, Wood)

- Grounds – north end drainage work is scheduled for the week of June 22nd. Mulch was completed at the end of May.
- Lending Library Kiosk – A date of Monday, August 17<sup>th</sup> has been schedule for the delivery of the kiosk to Lakeshore Park. The installation and staff training will take place August 17 – August 21<sup>st</sup>. Waiting on the City of Novi Parks & Recreation Dept. to confirm Lakeshore Park unveiling. See photo in Director’s Report.
- Library Van – Van will be wrapped the week of June 22<sup>nd</sup>. The only sponsorship opportunity to date for the van is Community Financial Credit Union. Other sponsorship opportunities have been offered to community businesses, but no confirmations to date. The van sponsorship is \$2,500 for 1 year.

- Café – Café staff is planning to return to NPL the week of 6/15 to begin cleaning/re-stocking of their space. They plan to reopen to the public with the library's Phase 4 “grab & go” services on Monday, July 6<sup>th</sup>.
- Friend of Novi Library Book Nook – Friends Volunteers plan to open the Book Nook as of July 6<sup>th</sup> when the library begins “grab & go” services. No volunteers will be in the building/interacting with library guests. The HONOR BOX will be used for collecting the sales of materials. When Friends volunteers are needed for sorting materials, etc. They will follow specific guidelines for temperature taking, reporting and social distancing. NO DONATIONS WILL BE ACCEPTED AT THIS TIME.

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

(Lawler- Chair, Agosta)

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

13. Public Comment

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

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

14. Matters for Board Action

A. Approve Commitment to the Novi Community (1 <sup>st</sup> draft).....	22
B. Approve 2021 Library Closings Calendar.....	38
C. Approve revisions to the Library Reopening Policy.....	39-45

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

16. Adjourn

**Supplemental Information**

- Library Calendar ..... 68

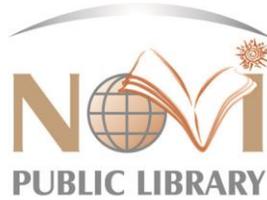
**Future Events:**

- Summer Reading Begins June 22<sup>nd</sup> – August 15<sup>th</sup>
- **July 4<sup>th</sup> and 5<sup>th</sup> – Library CLOSED**
- **Phase 4: Library Opens with Grab & Go Services (see chart in Director's Report)**
- Friends of Novi Library Annual Meeting – Wednesday, July 8<sup>th</sup> at 2pm
- Novi Historical Commission Regular Meeting – Wednesday, July 15<sup>th</sup> at 7pm – Virtual
- Library Board Trustees Regular Meeting – Thursday, July 23<sup>rd</sup> at 7pm – Virtual
- **Friday, August 21<sup>st</sup> – Library CLOSED for Staff In-Service/Training**

**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  
May 28, 2020**

**DRAFT**

**1. Call to Order**

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

**2. Roll Call by Secretary, Kat Dooley**

**Library Board**

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

**Student Representatives**

Tarun Tangirala (signed off virtually at 7:16pm)  
Sarah Chang (signed off virtually at 7:16pm)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

A motion was made to approve the Overview of the Agenda as noted. Director Farkas stated that item 14. H. Matters for Board Action - Pandemic Procedures was emailed to the Board prior to the meeting and did not make the packet due to follow up with the attorney.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes –April 23, 2020**

A motion was made to approve the regular meeting minutes from April 23, 2020.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**B. Approval of Claims and Warrants – Warrant 590 for Accounts 268 and 269**

A motion was made to approve Claims and Warrant 590 for accounts 268 and 269.

1<sup>st</sup> – Bill Lawler

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**6. Correspondence**

**A. Thank you letter from Tia Marie Sanders, Feed the Need Coordinator**

Thank you to the Library for their partnership and involvement in the Feed the Need program.

**B. Email from Liza Sovel, WLCSD-Re: Library Card Sign-Up**

Novi Library received an email from the Walled Lake Community School District regarding the Library's partnership with the district to get the students Library cards. Due to the pandemic this mission has been put on hold until the fall. Once the students receive their cards they can be used at the Lakeshore Lending Library.

Trustee Dooley suggested the use of electronic library cards. During the closure. Director Farkas said that current cardholders can scan their library card into the app. Also, the Lakeshore Lending Library Kiosk will be able to accept cards scanned into the app.

**7. Presentation/Special Guest**

**A. None at this time**

Director Farkas mentioned that a representative of Community Financial Credit Union has been invited to attend the June Library Board meeting providing the meeting is held in person instead of virtually.

**8. Student Representatives Report**

The April 2020 Student Representatives report is on pages 20-21

During the closure to the public, virtual teen programs were encouraged, such as the virtual scavenger hunt of the Library and the teen poetry writing challenge. Teen Space welcomed 3,359 visitors for Fiscal Year 2019-2020. The last Teen Space gathering took place on March 12, 2020. During the closure, the Teen Advisory Board Meetings (TAB) took place virtually. The TAB is supporting the Novi Feed the Need program asking for volunteers, donation of supplies and monetary support. The flyer is on page 21. Trustee Dooley, as a member of Novi Rotary, is appreciative of the awareness that TAB has created for the Feed the Need program. Director Farkas commented that this awareness has brought in donations.

President Agosta has volunteered for the Feed the Need program and was touched to hand out food bags to children.

Trustees welcomed new Student Representative Sarah Chang, her biography can be found on the top of page 20.

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

- A. 2019-2020 Goals Update (July, October, January, April)
  - o Next update July 2020
- B. 2019-2022 Strategic Objectives (3 year plan)
  - o Strategic Objectives are on page 22
  - o No new update
- C. Committee Assignments (Effective: June 25, 2020)
  - Policy – Chair, 1 additional member
  - HR – Chair, 2 additional members
  - Finance- Chair, 2 additional members
  - Events/Marketing/Fundraising- Chair, 2 additional members
  - Strategic Planning – Chair, 1 additional member
  - Building/Landscaping – Chair, 2 additional members
  - Bylaw – Chair, 1 additional member

President Agosta asked the Trustees if they would like to continue on their current committees. The Trustees agreed to remain on committees and see through with the commitments and goals they started.

- D. Library Director Annual Review (June 25, 2020) held in Executive Session  
Administrative Assistant, Marcia Dominick, will be emailing the Trustees the information for the annual review.

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

Trustee Wood stated that modifications to FY 2019-2020 and FY 2020-2021 budget will be addressed and voted on under Item 14. Matters for Board Action.

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

The 2019-2020 Library Fund 268 Budget can be found on pages 24-26 of the May 28, 2020 Library Board packet.

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

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

The 2019-2020 Contributed Fund 269 Budget can be found on page 27 of the May 28, 2020 Library Board packet.

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

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

The Library Fund 268 Revenue and Expenditure Report can be found on pages 28-31 of the

May 28, 2020 Library Board packet.

- Revenue ending April 30, 2020 was \$3,178,707
- Expenditures ending April 30, 2020 was \$2,458,509

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

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 32 of the May 28, 2020 Library Board packet.

- Revenue ending April 30, 2020 was \$43,460.
- Expenditures ending April 30, 2020 was \$11,851.

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

The Balance Sheet for Fund 268 as of April 30, 2020 can be found on page 33 of the May 28, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of April 30, 2020 was \$2,815,055.

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

The Balance Sheet for Fund 269 as of April 30, 2020 can be found on page 34 of the May 30, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of April 30, 2020 was \$1,707,695.

**11. Director's Report**

The Director's Report can be found on pages 35-74 of the May 28, 2020 Library Board packet.

Staff members celebrating anniversaries in April and May are:

- Catherine Huff –Support Services – 12 years
- Mary Grewell– Support Services – 12 years
- Lindsay Gojcaj – Information Services – 5 years
- Laura Bateman–Support Services – 5 years
- Eileen Massarello- Support Services – 3 years
- Joe Ploski – Facilities – 3 years
- Ruth Rice – Support Services – 2 year
- Charlie Hokett – Information Technology – 1 year

Directors Report Summary

- On Wednesday, May 27 from 7-8 pm, the staff joined together for an after-hours zoom party. Staff celebrated the expected arrival of a new baby, birthdays, graduations, and a retirement.
- The Retirement Plan Participation policy on page 36 will be discussed under Item 14. Matters for Board Action.
- Director Farkas informed the Board she is working with Barb Rutkowski, Head of Information Technology, on filing for the CARES Act grant program. They will be applying for and hopefully will receive money back for areas the Library qualifies for which could include technology, PPE and building related/facilities supplies. On pages 37-38 is Executive order 2020-100 which the Library falls under. This order recommends libraries remain closed thru June 12. The Novi Public Library will remain closed to the public through Sunday June 14<sup>th</sup>. For most updated re-opening information please refer to the phases of services plan.
- On page 39-42 is the COVID-19 Preparedness and Response plan. This will be discussed under Item 14. Matters for Board Action.

- On page 43-55 is the Library Reopening policy. This will be discussed under Item 14. Matters for Board Action. Pages 51-55 includes a detailed graph outlining phases for reopening.
- On pages 56-60 is the Family Medical Leave Act Expansion and Emergency Sick Leave Policy. This will be discussed under Item 14. Matters for Board Action.
- On page 61 is an email from The Library Network. This provides initial information on how and when the consortium will move materials once they are released from the Executive Order. They are asking libraries to quarantine items for 24 hours, which the Library will follow these requests. Additionally, the Library purchased an ultraviolet sanitizer for library collection materials. The Library Network drivers will be utilizing the loading dock to not compromise their drivers or our staff. These plans are already in place.
- On page 62 is a virtual message from Novi Library staff to the public. This is one example of how staff is connecting virtually with the community.
- On page 63 is information regarding free college prep online resources.
- On pages 64-69 is the Novi Library May eNewsletter, providing a recent history of current happenings.
- On pages 69-74 is an Update from the Library providing beneficial information to the public regarding the closure and includes resourceful links.

**A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on the top of page 75 of the May 28, 2020 Library Board packet.

**B. Facilities Report**

The Facilities Report, provided by Keith Perfect, can be found on pages 75-76 of the May 28, 2020 Library Board packet. Over the last few months detailed cleaning, disinfecting and preparation for guests and staff has been occurring.

**C. Information Services Report**

The Information Services Report is found on pages 77-82, prepared by April Stevenson. On page 78 are responses to a questionnaire about virtual programming. There were 654 responses and this helps the Library recognize the community expectations for virtual programming. The Library will be providing virtual programming all summer.

**D. Support Service Report**

The Support Services report is found on page 83, prepared by Maryann Zurmuehlen. Director Farkas mentioned that the COVID closure information is included in the report, however, social media numbers and information is missing from this month's report. Director Farkas will make sure the numbers are available for the next meeting.

**E. COVID-19 Usage Statistics**

The COVID-19 usage statistics update is included on page 83. This tracks how the Library is interacting with the public through posts and events that the Library has offered to the community.

**F. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 84-92. As anticipated there is an increase in Downloadable usage due to the closure.

**G. Friends of the Novi Library**

N/A

**H. Novi Historical Commission**

N/A

**I. Bits & Pieces**

N/A - Received notification from TLN that Jim Pletz, Executive Director, has retired.

Trustee Michener appreciates the social media engagement from the Library staff. Trustee Michener was pleased to announce that the Novi Library has a podcast. Trustee Michener is featured in an episode, as a special guest. Another special guest is author Michael Zadoorian. Some topics on the podcast include Library re-opening, Lakeshore Lending Library Kiosk and Feed the Need. Trustee Agosta appreciates the spotlight on seniors and the posting of senior pictures. Trustee Yu asked about Library Statistics on page 83, items checked out during closure are 36. Director Farkas will check with staff and let the Board know what these items are.

The Library Board Calendar is on page 93 of the May 28, 2020 Library Board packet.

**12. Committee Reports**

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

(Michener-Chair, Agosta)

- Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
  - As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the Library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to Google Docs to make editing more effective with the remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.
  - No new update

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

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

- Staff Satisfaction and strategic planning survey on hold until further notice
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
  - As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to Google Docs to make editing more effective with remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.
  - No new updates

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

(Wood – Chair, Messerknecht, Lawler)

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.
- The Committee reviewed 19/20 budget for a 4<sup>th</sup> Quarter Amendment approval for City of Novi purposes and the 20/21 budget due to COVID-19. Two recommendations are proposed for approval under Matters for Board action.
- Director Farkas has postponed the check presentation for the Lakeshore Lending Library with sponsor Community Financial Credit Union until Thursday, June 25<sup>th</sup> as we hope to be in person for our meeting.

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

(Yu– Chair, Michener, Dooley)

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

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

(Dooley – Chair, Yu)

- No report at this time.

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

(Messerknecht – Chair, Lawler, Wood)

- Grounds- North-end drain work is scheduled for the week of June 15<sup>th</sup>. Landscaping has begun and mulch was delivered the week of May 18<sup>th</sup>.
- Lakeshore Lending Library Kiosk- As of May 8, 2020 from Rob Petty, City of Novi: They began ramping up construction on the Lakeshore project today. DeMaria produced a schedule that shows the Library Kiosk concrete slab and pavilion being completed by July 31<sup>st</sup>. I would use that date for planning purposes at this point. If there is a change, I will let you know.

- Library Van- Planning for vinyl wrap on van to be completed mid-June. Director Farkas is reaching out to sponsors that made verbal commitments prior to COVID-19 to see if they want to honor their monetary gifts and marketing on the van.
- Café –looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol (café manager) and a sign company on February 3, 2020 for ideas. Received quotes but work has been suspended due to Governor’s Executive Order. Project on hold until fall 2020.
- Flood – April 15, 2020: All documentation for insurance purposes has been submitted. Total damage costs: \$23,158.40. Reimbursement check was received in the amount of \$13,158.40. There was a \$10,000 deductible. The library is responsible for the \$10,000.

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

(Lawler – Chair, Agosta)

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

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Approve 4<sup>th</sup> Quarter Amendment for 2019/2020 268 Budget**

Trustee Wood reviewed the middle, grey column labelled 4<sup>th</sup> quarter amendment on pages 24-26 which are the suggested changes to this fiscal year. The bottom line comparison shows that the original approved budget was based on a \$92,100 shortfall and the current proposed budget, with the 4<sup>th</sup> quarter changes, proposes \$34.44 positive position.

A motion was made to approve the 4<sup>th</sup> Quarter Amendment for 2019/2020 268 Budget.

1<sup>st</sup> – Geoff Wood  
2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**B. Approve 4<sup>th</sup> Quarter Amendment for 2019/2020 269 Budget**

Trustee Wood reviewed the peach column labelled 4<sup>th</sup> quarter amendment for 2019/2020 for the 269 budget on page 27. The most notable change is the Lakeshore Lending Library Kiosk payment is moving to 2020/2021 due to the delay in building at Lakeshore Park due To COVID. Expenditures from 2019/2020 were reduced from \$73,750 to \$39,000. The original approved budget planned for a shortfall of \$34,250 and the current budget, with 4<sup>th</sup> quarter changes, proposes \$500 positive position.

A motion was made to approve the 4<sup>th</sup> Quarter Amendment for 2019/2020 269 Budget.

1<sup>st</sup> – Geoff Wood  
2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

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

Trustee Wood reviewed the green column labelled COVID-19 on pages 24-26 which are the suggested changes to 2020/2021. The original approved budget for 2020/2021 planned for a shortfall of \$141,060 and the current budget, with 4<sup>th</sup> quarter changes, proposes \$97,524 shortfall.

A motion was made to approve the 2020/2021 268 Budget –based on COVID-19.

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

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

Trustee Wood reviewed the last, green column labelled COVID-19 on page 27 which are the suggested changes to 269 for 2020/2021. The revenue increase is due to the marketing sponsorship and the expenditure increase is due to Lakeshore Lending Library Kiosk payment.

A motion was made to approve the 2020/2021 269 Budget –based on COVID-19.

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

**E. Approve Retirement Plan Participation Policy**

Director Farkas said that the changes to this plan are highlighted in yellow on page 36. Loans are now permitted. Transfers from other eligible plans are allowed.

A motion was made to approve the Retirement Plan Participation Policy

1<sup>st</sup> – Geoff Wood

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**F. Approve COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Director Farkas has been working with the attorney on this document. This plan is required before we can open up the building to staff and public. Additionally, this plan is recommended through the Michigan Library Association and the Library of Michigan. Director Farkas is aware the sequential numbers on the document are incorrect, but no information has been omitted. The numbering will be corrected in the final document. This document is attorney approved and the staff will receive a welcome packet when they return to work that has this information in it. The Library will comply with all information in the packet (which includes OSHA compliance as well). Also, Director Farkas will upload an informational video reviewing all the points in the document so that the staff has access to review the document. Director Farkas has already released small videos to the staff including how to take your temperature. Staff will be issued two types of PPE masks in their welcome kit (a washable mask and a face shield). The washable cloth one has the Novi Library logo on it. Trustee Wood suggested two washable masks for each staff member. Director Farkas is considering this purchase.

A motion was made to approve COVID-19 Preparedness and Response plan.  
1st – Tara Michener  
2nd – Torry Yu  
The motion passed unanimously.

**G. Approve Library Reopening Policy**

Director Farkas commented that this is another policy that needs to be put in place before re-opening to the public. It does speak closely to the phases of services that the Trustees received a month ago. The phase chart itself will move and you are not approving that but you are approving the policy that mirrors and relates to the phases of service.

A motion was made to approve the Library Reopening Policy.  
1st – Geoff Wood  
2nd – Bill Lawler  
The motion passed unanimously.

**H. Approve Pandemic Procedures (Being reviewed by Attorney, was emailed separately to the Board)**

This document is from a staff perspective and will give the staff guidance. Director Farkas does not normally have the Board approve procedures, but would like approval since it is specific to the pandemic. On page 4 the word patrons will be changed to guests.

A motion was made to approve the Library Reopening Policy.  
1st – Geoff Wood  
2nd – Kat Dooley  
The motion passed unanimously.

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

This policy is already in effect as of April 2, 2020. Director Farkas has been working with the City Human Resource department on this document and the Library's document has the same language as the City's. The language in this document is required by law. This expansion is specifically related to COVID and is for full and part time employees. This is valid until December 31, 2020.

A motion was made to approve the Family Medical Leave Act Expansion and Emergency Paid Sick Leave Policy.  
1st – Tara Michener  
2nd – Kat Dooley  
The motion passed unanimously.

**QUESTION AND ANSWER SESSION**

- Trustee Lawler inquired if Director Farkas is going to enforce wearing masks. Director Farkas answered guests are encouraged, but not required as all guests have a 1<sup>st</sup> amendment right to enter the Library. There will be information posted on the outside of the building encouraging wearing masks and all staff members will be wearing masks.

- Trustee Michener inquired about access to staff thermometers; if a staff member suddenly feels ill. Director Farkas commented that two temperature stations are set up for the staff. Staff is also required to complete a form upon entering the building each day.
- Trustee Wood suggests a disposable mask station for guests who forget to bring their own mask. Director Farkas agreed.
- Trustee Lawler was concerned about the possibility of a guest sneezing intentionally; taking dangerous action toward others. Trustee Michener added that if there is an intentional action do we have something written to protect the staff? Perhaps a clause allowing the staff the right to refuse service. Director Farkas will follow up with the attorney to discuss adding a clause for this. Director Farkas will look into a written clause to refuse service. President Agosta asked if this clause should be included in other documents. Director Farkas commented it will be added to all necessary documents. President Agosta commented that on page 45 of the Library Reopening policy, under enforcement, it says guests may not enter the Library or may be required to leave if they are not in compliance with any safety protocols, etc.... Director Farkas will take this line to the attorney to see if it can be adjusted or added to other policies as necessary for consistency.
- Trustee Lawler asked how the main computer room located on the second floor will be changed to comply with social distancing requirements. Director Farkas answered that the Library is allowing two stations per pod. These pods normally hold 6. Computer usage isn't allowed until phase 4. Covers for the keyboard and the mice are in place. These covers can be changed after each use. Also, there will be wipe dispensers available to the public to clean those areas. The Library has established internal protocols and facilities will be cleaning those areas twice a day. The library will undergo a Clorox disinfectant cleaning once a week on each weekend prior to opening for the day.
- Trustee Dooley asked is there will be a time limit on the usage of computers. Director Farkas said yes in the Grab and Go phase people will be timed on their usage and the computer will be shut off. The Library also has timers that can be given out to guests based on capacity and square footage of the building. The timers will go through a sanitation process.
- Trustee Yu asked about the ability of the AST Machine to be used during an earlier phase of book return. Director Farkas said the AST machine is designated for sanitized material only. When items are returned through the drop box these items will go through a quarantine and sanitization process. Then these sanitized materials will go to the AST machine to be separated and distributed to proper areas. Director Farkas wanted to keep two separate areas, one for the sanitized items and one for the needs sanitized items.
- Trustee Lawler inquired about Library restrooms and the high touch cleaning the Library plans to enforce every 2 hours. Trustee Lawler asked if this is based on the CDC Guidelines. He also inquired if a vendor or library

employee is fulfilling this requirement. Director Farkas answered that the facilities staff will be picking up additional sanitizing responsibilities as meeting rooms will not require set up. This was a Library decision. CDC suggests cleaning and doing so on a regular basis.

- Trustee Yu inquired about the limited services available to pick up items in phase 3 with the lockers. What are the processes the guests will need to take? Guests will still be asked to contact the library ahead of time for this service. Currently, the library is working with software that could allow in and out times for locker and drive up window service.
- Trustee Lawler asked about the policy for elevator usage during COVID. Director Farkas said there will be signage for use of elevators; which will allow only one guest at a time on the elevators. They are on the high touch cleaning and sanitizing list for facilities. Trustee Lawler inquired if a sanitizer stand can be near the elevator and even on the elevator to encourage usage of hand sanitizer. Director Farkas agreed.

**15. Adjourn**

A motion was made to adjourn at 8:16 p.m.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>—Torry Yu

The motion passed unanimously.

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Torry Yu, Secretary

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Date

<b>Warrant 591</b>	<b>268 Accounts</b>	<b>June 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Kowalczyk, Ann	refund of meeting room	268-000.00-665.300	\$ 140.00
Amazon	office supplies	268-000.00-727.000	\$ 69.95
Dymaxion		268-000.00-734.000	\$ 72.00
Amazon	micro case; keyboard covers, etc...	268-000.00-734.500	\$ 559.26
Amazon	hand sanitizer and pump; COVID	268-000.00-740.000	\$ 259.91
Amazon	alcohol prep pads ; COVID	268-000.00-740.000	\$ 421.43
Discount School Supply	washable paint; COVID	268-000.00-740.000	\$ 37.68
Global	masks 500 disposable; COVID	268-000.00-740.000	\$ 295.00
JanWay	135018; bags for Library	268-000.00-740.000	\$ 3,565.00
JanWay - Friends of Novi	reimburse; JanWay bag purchase	268-000.00-740.000	\$ (2,325.00)
Lyon Township	reimburse; JanWay bag purchase	268-000.00-740.000	\$ (620.00)
Net32 Wisdom Dental	Protective mouse covers; COVID	268-000.00-740.000	\$ 55.08
Zoom	Conference Fee; COVID	268-000.00-740.000	\$ 317.79
Amazon		268-000.00-742.000	\$ 5,038.46
Brodart		268-000.00-742.000	\$ 15,435.07
Gale/Cengage		268-000.00-742.000	\$ 1,120.43
Amazon		268-000.00-742.010	\$ 679.22
Midwest Tape		268-000.00-742.010	\$ 1,966.47
The Library Network		268-000.00-743.000	\$ 5,736.25
Midwest Tape		268-000.00-744.000	\$ 1,927.47
OverDrive		268-000.00-744.000	\$ 3,731.76
Midwest Tape		268-000.00-745.200	\$ 2,722.20
Spectrum		268-000.00-801.925	\$ 54.30
Integrated Payment		268-000.00-802.100	\$ 150.00
Merchant Billing Stmt.	Feb - April	268-000.00-802.100	\$ 711.73
Rubbish		268-000.00-808.100	\$ 108.07
H&K Janitorial	May Floor Scrubbing	268-000.00-817.000	\$ 430.00
ATT		268-000.00-851.000	\$ 348.41
Telnet		268-000.00-851.000	\$ 475.97
T-Mobile		268-000.00-851.000	\$ 294.00
Verizon	2 months	268-000.00-851.000	\$ 754.03
Unlimited Conference	Apr-20	268-000.00-851.000	\$ 33.97
Unlimited Conference	May-20	268-000.00-851.000	\$ 33.97
Fuel Charges		268-000.00-862.000	\$ 31.85
Fuel Charges		268-000.00-862.000	\$ 54.97
Facebook	Marketing; Facebook boost	268-000.00-880.000	\$ 15.00
Muniweb	April 2020	268-000.00-880.000	\$ 819.00

Amazon	eGift cards (3); programming	268-000.00-880.268	\$ 45.00
Victoria, Elena	Sewing Prgrm. cancel; COVID19	268-000.00-880.268	\$ (400.00)
Oriental Trading		268-000.00-880.268	\$ 233.46
Giesler Signs		268-000.00-900.000	\$ 35.45
Millennium Bus. Systems	copies	268-000.00-900.000	\$ 99.86
Consumers Energy		268-000.00-921.000	\$ 965.53
DTE		268-000.00-922.000	\$ 7,297.61
Aero Filter		268-000.00-934.000	\$ 616.84
Allied Eagle	sanitizing wipes; gloves COVID	268-000.00-934.000	\$ 679.32
Dalton		268-000.00-934.000	\$ 1,925.00
Home Depot	board; floor finish; screen; COVID	268-000.00-934.000	\$ 91.65
Home Depot	Elec. roll; switch box; clamp; velcro	268-000.00-934.000	\$ 34.72
Lyon Mechanical		268-000.00-934.000	\$ 314.00
North Star Mat		268-000.00-934.000	\$ 206.95
Brien's	lawn through May 7, 2020	268-000.00-941.000	\$ 925.00
Millennium Bus. Systems	std/contract amt.	268-000.00-942.000	\$ 650.94
Corrigan Record Storage	05/01/20-05/31/20	268-000.00-942.100	\$ 23.98
Michigan AEYC	Mar. conference cancel; COVID	268-000.00-956.000	\$ (140.00)
American Library Assoc.	Virtual Conference; 6/24-26	268-000.00-956.000	\$ 60.00
American Library Assoc.	Access for every ability; COVID	268-000.00-956.000	\$ 129.00
Michigan Library Assoc.	Refund; COVID 19; Spring Institute	268-000.00-956.000	\$ (320.00)
Michigan Library Assoc.	Refund; COVID 19; Deconstructing Racism	268-000.00-956.000	\$ (95.00)
Actron	camera	268-000.00-986.000	\$ 14,702.25
<b>TOTAL</b>			<b>\$ 73,602.26</b>

<b>Warrant 591</b>	<b>269 Accounts</b>	<b>June 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon	RAR: National Geographic Readers	269-000.00-742.229	\$ 29.80
Amazon	RAR: Various Titles	269-000.00-742.229	\$ 163.93
JoAnn. Com	Cricut Supplies - COVID	269-000.00-742.231	\$ 33.88
Library Design	study room chairs & public area chairs	269-000.00-742.231	\$ 7,759.00
<b>TOTAL</b>			<b>\$ 7,986.61</b>

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

By: Lindsay Gojcaj (Library Staff Liaison)

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

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

### **Teen Space Update:**

There is no update since March 2020 (see note above regarding NPL closure).

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

September 2019 = 605 guests

October 2019 = 814 guests

November 2019 = 503 guests

December 2019 = 469 guests

January 2020 = 405 guests

February 2020 = 395 guests

March 2020 = 168 guests

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

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

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

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

The May TAB meeting was held virtually through Zoom. This was the final meeting for the 2019-2020 school year. The teens shared what they have been doing during the stay safe, stay home order as well as summer plans. Information about TAB and Feed the Need collaboration was shared. Information about college prep free online resources available through NPL was shared. Officer elections for the 2020-2021 school year were conducted. Certificates of appreciation were sent to the 2019-2020 TAB Officers. (Attendance = 16)

**Upcoming Programs:**

NPL is offering virtual programs from June through August 2020.

The July tween and teen programs include the following:

- Witches, Wizards, Potion & Magic with Longway Planetarium – July 8
- Behind the Text: Teen Book Club Trivia – July 11 (Title is *Monday's Not Coming* by Tiffany Jackson. This title is available through Hoopla for instant download.)
- Fossils, Footprints, and Fun with PaleoJoe – July 15
- BeTWEEN the Pages: Tween Book Club Trivia – July 22 (July's title is *Disney After Dark* by Ridley Pearson. This title is available through Hoopla for instant download.)

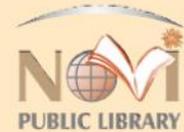
**GOALS UPDATE** (July, October, January, April)



# 2019 - 2022

## Novi Public Library's Strategic Goals

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



### How will we accomplish these goals?

**Collections/Electronic Resources**

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

**Technology**

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

**Outreach & Services**

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

**Building & Grounds**

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

**Programming & Events**

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

**Marketing**

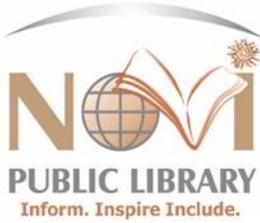
Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events and services, and tell NPL's story better through Inform. Inspire. Include.

**Staff Development**

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

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

**INFORM. INSPIRE. INCLUDE.**



## Our Commitment to the Novi Community From the Novi Public Library

**DRAFT**

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

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

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

### **Equity and Alignment with our current Strategic Plan**

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

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

### **What Else Can We Do?**

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

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

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

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

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

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

269 - Library Contributed Funds - Revenues & Expenditures						
2020-2021 (as of January 23, 2020)						
		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

06/10/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2020										
% Fiscal Year Completed: 91.80										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	MAR 2020	APRIL 2020	MAY 2020	05/31/2020	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	2,722,657.94	2,837,689.00	2,827,689.00	(3,009.89)	0.00	0.00	2,836,818.87	(9,129.87)	100.32
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	15.39	40.66	5.52	739.23	1,260.77	36.96
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	0.00	0.00	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(250.00)	0.00	0.00	0.00	(258.43)	8.43	103.37
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(2,983.82)	(16.18)	99.46
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(6,500.00)	(4,635.46)	0.00	0.00	(4,635.46)	(1,864.54)	71.31
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	(7,629.96)	40.66	5.52	2,829,680.39	(10,741.39)	100.38
State sources										
268-000.00-567.000	State aid	42,429.20	38,000.00	40,000.00	0.00	21,977.38	0.00	44,383.68	(4,383.68)	110.96
State sources		42,429.20	38,000.00	40,000.00	0.00	21,977.38	0.00	44,383.68	(4,383.68)	110.96
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	13,092.77	13,092.77	(13,092.77)	100.00
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	197.79	0.00	0.00	7,146.51	7,853.49	47.64
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	0.00	0.00	0.00	1,172.45	(572.45)	195.41
268-000.00-665.290	Library fund raising revenue	0.00	0.00	4,000.00	627.61	0.00	1,100.18	5,229.36	(1,229.36)	130.73
268-000.00-665.300	Meeting room	38,294.26	50,000.00	40,000.00	138.24	(991.31)	(163.75)	23,828.75	16,171.25	59.57
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	0.00	0.00	0.00	6,591.00	(191.00)	102.98
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,030.00	0.00	0.00	0.00	5,030.11	(0.11)	100.00
Other revenue		64,471.36	78,400.00	71,030.00	963.64	(991.31)	14,029.20	62,090.95	8,939.05	87.42
Fines and forfeitures										
268-000.00-657.000	Library book fines	69,892.80	62,000.00	58,000.00	3,092.30	0.00	0.00	48,961.25	9,038.75	84.42
268-000.00-658.000	State penal fines	115,794.64	115,000.00	118,345.00	0.00	0.00	0.00	118,345.07	(0.07)	100.00
Fines and forfeitures		185,687.44	177,000.00	176,345.00	3,092.30	0.00	0.00	167,306.32	9,038.68	94.87
Interest income										
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,000.00	5,784.02	4,734.01	0.00	56,977.44	(3,977.44)	107.50
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,000.00)	(1,168.30)	613.80	0.00	20,683.92	(40,683.92)	(103.42)
Interest income		99,763.36	33,792.00	33,000.00	4,615.72	5,347.81	0.00	77,661.36	(44,661.36)	235.34
Donations										
268-000.00-665.289	Adult programs	8,593.99	5,000.00	4,610.00	695.19	0.00	931.27	7,172.40	(2,562.40)	155.58
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	1.26	0.00	25.00	2,965.46	534.54	84.73
Donations		18,106.36	8,500.00	8,110.00	696.45	0.00	956.27	10,137.86	(2,027.86)	125.00

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	MAR 2020	APRIL 2020	MAY 2020	05/31/2020	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	893,290.38	920,200.00	920,000.00	72,424.17	72,424.16	72,424.16	815,937.37	104,062.63	88.69
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,704.00	0.00	0.00	0.00	4,704.40	(0.40)	100.01
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	660,000.00	48,958.17	50,474.87	45,858.67	584,945.10	75,054.90	88.63
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	0.00	0.00	0.00	496.47	3.53	99.29
268-000.00-715.000	Social security	111,842.07	125,500.00	112,000.00	9,116.64	9,232.82	8,973.09	106,001.82	5,998.18	94.64
268-000.00-716.000	Insurance	205,635.46	211,000.00	192,000.00	14,151.86	15,343.58	14,340.99	172,590.37	19,409.63	89.89
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	350.00	0.00	0.00	6,199.65	(399.65)	106.89
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(38,000.00)	(2,769.40)	(2,768.45)	(2,769.40)	(29,989.58)	(8,010.42)	78.92
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	700.00	700.00	700.00	7,700.00	700.00	91.67
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	2,441.00	2,441.00	2,441.00	26,851.00	2,449.00	91.64
268-000.00-718.100	Pension - DB additional contribution	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	37,700.00	3,256.64	3,256.64	3,256.64	36,648.46	1,051.54	97.21
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,900.00	271.91	275.39	267.59	3,337.25	562.75	85.57
Personnel services		1,888,975.02	2,018,532.00	1,936,304.00	148,900.99	151,380.01	145,492.74	1,735,422.31	200,881.69	89.63
Supplies										
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	342.51	69.95	0.00	12,539.59	6,460.41	66.00
268-000.00-728.000	Postage	549.23	300.00	1,000.00	0.00	0.00	0.00	437.76	562.24	43.78
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	686.98	575.00	284.55	28,166.03	65,833.97	29.96
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	6,557.58	1,164.34	559.26	19,223.23	36,876.77	34.27
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	2,976.41	1,918.71	4,197.78	25,217.51	2,882.49	89.74
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	0.00	0.00	2,152.48	347.52	86.10
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	180.00	120.00	60.00
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	15,250.85	16,136.00	12,539.68	152,588.13	33,211.87	82.12
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	10.74	920.87	2,209.43	3,177.03	6,822.97	31.77
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	0.00	0.00	0.00	158.90	941.10	14.45
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	49.95	5,736.25	0.00	22,335.13	1,664.87	93.06
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	22,379.42	9,365.89	1,220.93	90,368.65	5,631.35	94.13
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	1,934.83	988.04	1,824.70	37,282.34	4,617.66	88.98
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	0.00	0.00	0.00	54,193.11	7,306.89	88.12
Supplies		488,387.42	592,300.00	621,300.00	50,189.27	36,875.05	22,836.33	448,019.89	173,280.11	72.11

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	MAR 2020	APRIL 2020	MAY 2020	05/31/2020	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)	472.42	500.00	500.00	54.30	54.30	54.30	543.69	(43.69)	108.74
268-000.00-802.000	Data processing	679.80	0.00	700.00	0.00	0.00	0.00	700.20	(0.20)	100.03
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	5,000.00	478.43	197.54	150.00	4,405.99	594.01	88.12
268-000.00-803.000	Independent audit	700.00	700.00	475.00	0.00	0.00	0.00	809.82	(334.82)	170.49
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,200.00	98.00	0.00	0.00	686.00	514.00	57.17
268-000.00-806.000	Legal fees	19,026.68	2,500.00	7,500.00	320.00	490.00	0.00	7,061.50	438.50	94.15
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,300.00	108.07	108.07	108.07	1,019.31	280.69	78.41
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	(95.00)	65.00	0.00	6,679.94	320.06	95.43
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	0.00	250.00	5,250.00	4.55
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	2,272.90	0.00	413.00	34,651.86	13,648.14	71.74
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
268-000.00-851.000	Telephone	15,789.19	19,500.00	16,500.00	600.61	1,476.82	805.12	13,962.02	2,537.98	84.62
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	62,000.00	2,047.88	15,662.85	0.00	60,960.92	1,039.08	98.32
268-000.00-861.000	Gasoline and oil	267.37	500.00	600.00	0.00	0.00	0.00	276.20	323.80	46.03
268-000.00-862.000	Mileage	321.41	200.00	200.00	0.00	0.00	0.00	6.38	193.62	3.19
268-000.00-880.000	Community promotion	18,337.59	23,000.00	20,000.00	1,035.94	1,791.78	834.00	20,742.82	(742.82)	103.71
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	2,084.52	674.90	13.47	18,524.69	7,975.31	69.90
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	32,000.00	594.77	2,365.74	99.86	18,516.63	13,483.37	57.86
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	12,544.00	0.00	0.00	0.00	12,544.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00	23,092.77	(23,092.77)	100.00
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	1,365.23	1,500.13	1,093.95	9,187.11	812.89	91.87
268-000.00-922.000	Electricity	91,827.26	87,000.00	93,000.00	7,528.75	0.00	14,405.62	85,015.17	7,984.83	91.41
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	1,861.88	0.00	(65.63)	5,512.67	1,987.33	73.50
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	87,500.00	5,880.12	5,727.19	4,179.81	94,347.47	(6,847.47)	107.83
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	50,900.00	945.00	60.00	925.00	22,249.68	28,650.32	43.71
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	8,000.00	650.94	321.26	650.94	6,252.72	1,747.28	78.16
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	263.78	36.22	87.93
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	(297.83)	(74.00)	(366.00)	10,257.86	4,742.14	68.39
Other services and charges		521,612.22	521,800.00	523,714.00	27,558.49	30,445.56	23,325.49	462,016.20	61,697.80	88.22

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	MAR 2020	APRIL 2020	MAY 2020	05/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	32,000.00	0.00	0.00	0.00	27,598.00	4,402.00	86.24
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	14,702.25	14,702.25	16,797.75	46.67
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		35,080.05	43,000.00	63,500.00	0.00	0.00	14,702.25	42,300.25	21,199.75	66.61
Net - Dept 000.00 - treasury										
		196,702.32	(10,000.00)	2,606.00	(224,910.60)	(192,326.08)	(191,365.82)	503,501.91	(500,895.91)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES										
		3,130,757.03	3,165,632.00	3,147,424.00	1,738.15	26,374.54	14,990.99	3,191,260.56	(43,836.56)	19,320.87
TOTAL EXPENDITURES										
		2,934,054.71	3,175,632.00	3,144,818.00	226,648.75	218,700.62	206,356.81	2,687,758.65	457,059.35	19,320.87
NET OF REVENUES & EXPENDITURES										
		196,702.32	(10,000.00)	2,606.00	(224,910.60)	(192,326.08)	(191,365.82)	503,501.91	(500,895.91)	19,320.87

GL NUMBER	DESCRIPTION	END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2019	ORIGINAL	2019-20	MAR 2020	APRIL 2020	MAY 2020	05/31/2020	BALANCE	
		NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	3,063.82	2,700.19	0.00	28,529.57	(1,529.57)	105.67
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	(618.68)	350.10	0.00	11,097.76	(15,597.76)	(246.62)
	Interest income	55,209.58	36,000.00	22,500.00	2,445.14	3,050.29	0.00	39,627.33	(17,127.33)	176.12
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	0.00	(80.00)	(80.00)	2,030.05	(30.05)	101.50
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	0.00	0.00	0.00	1,347.22	(347.22)	134.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	0.00	0.00	0.00	3,376.43	2,123.57	61.39
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	0.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
	Donations	28,248.85	6,500.00	17,000.00	0.00	(80.00)	(80.00)	6,803.70	10,196.30	40.02
Supplies										
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	2,500.00	0.00	193.73	0.00	2,555.86	(55.86)	102.23
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	117.44	0.00	0.00	1,072.47	927.53	53.62
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	7,759.00	7,759.00	7,241.00	51.73
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	(499.99)	0.00	0.00	2,843.81	156.19	94.79
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	1,513.19	(844.33)	33.88	3,715.96	1,284.04	74.32
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	0.00	0.00	0.00	764.81	1,735.19	30.59
	Supplies	46,306.81	21,500.00	30,000.00	1,130.64	(650.60)	7,792.88	18,711.91	11,288.09	62.37
Capital outlay										
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	0.00	764.20	6,235.80	10.92
	Capital outlay	68,493.32	0.00	43,750.00	0.00	0.00	0.00	764.20	42,985.80	1.75
	Net - Dept 000.00 - treasury	(31,341.70)	21,000.00	(34,250.00)	1,314.50	3,620.89	(7,872.88)	26,954.92	(61,204.92)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
	TOTAL REVENUES	83,458.43	42,500.00	39,500.00	2,445.14	2,970.29	(80.00)	46,431.03	(6,931.03)	(78.70)
	TOTAL EXPENDITURES	114,800.13	21,500.00	73,750.00	1,130.64	(650.60)	7,792.88	19,476.11	54,273.89	(78.70)
	NET OF REVENUES & EXPENDITURES	(31,341.70)	21,000.00	(34,250.00)	1,314.50	3,620.89	(7,872.88)	26,954.92	(61,204.92)	(78.70)
	TOTAL REVENUES - ALL FUNDS	3,214,215.46	3,208,132.00	3,186,924.00	4,183.29	29,344.83	14,910.99	3,237,691.59	(50,767.59)	
	TOTAL EXPENDITURES - ALL FUNDS	3,048,854.84	3,197,132.00	3,218,568.00	227,779.39	218,050.02	214,149.69	2,707,234.76	511,333.24	
	NET OF REVENUES & EXPENDITURES	165,360.62	11,000.00	(31,644.00)	(223,596.10)	(188,705.19)	(199,238.70)	530,456.83	(562,100.83)	

06/10/2020		BALANCE SHEET FOR CITY OF NOVI	
		As of 05/31/2020	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(171,387.75)	
268-000.00-017.000	Investments - Pooled	2,819,203.70	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	23,914.69	
268-000.00-040.400	Prepaid expenditures	927.32	
	Total Assets	2,673,657.96	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	70,255.02	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	75,755.02	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,101,253.14	
	Total Fund Balance	2,101,253.14	
	Beginning Fund Balance	2,101,253.14	
	Net of Revenues VS Expenditures	496,649.80	
	Ending Fund Balance	2,597,902.94	
	Total Liabilities And Fund Balance	2,673,657.96	

<b>Fund 269 - LIBRARY CONTRIBUTION FUND 269</b>			
<b>*** Assets ***</b>			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		45,970.98
269-000.00-017.000	Investments - Pooled		1,665,057.13
	<b>Total Assets</b>		<b>1,711,028.11</b>
<b>*** Liabilities ***</b>			
269-000.00-202.000	Accounts payable		7,986.61
	<b>Total Liabilities</b>		<b>7,986.61</b>
<b>*** Fund Balance ***</b>			
269-000.00-390.000	Fund balance - Unrestricted		1,564,246.11
269-000.00-390.230	Fund Balance Collections/Materials		36,560.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture		54,614.28
269-000.00-390.232	Fund Balance Programming		29,396.44
269-000.00-390.233	Fund BalanceTechnology Library		(8,731.24)
	<b>Total Fund Balance</b>		<b>1,676,086.58</b>
	Beginning Fund Balance		1,676,086.58
	Net of Revenues VS Expenditures		26,954.92
	Ending Fund Balance		1,703,041.50
	<b>Total Liabilities And Fund Balance</b>		<b>1,711,028.11</b>

**Director's Report by Julie Farkas**



**Staff Anniversaries for July**

<b>MARCIA DOMINICK - Administration</b>	<b>20 YEARS</b>
<b>KEITH PERFECT – Facilities</b>	<b>8 YEARS</b>
<b>LISA BRINKMAN – Support Services</b>	<b>4 YEARS</b>
<b>DONNA FILIPIAK – Support Services</b>	<b>4 YEARS</b>
<b>TRACEY PELLETIER – Support Services</b>	<b>3 YEARS</b>
<b>BARBARA COOK – Administration</b>	<b>2 YEARS</b>
<b>SARAH VANDER – Information Services</b>	<b>2 YEARS</b>
<b>DANA BRATANIEC – Administration</b>	<b>1 YEAR</b>

<b>Phase 4</b>	<b>GRAB &amp; GO SERVICES (30 min. or less)</b> Begins July 6 Mon-Thu, 10am-9pm Fri-Sat, 10am-6pm Sun, 12-6pm
<b>Building Access</b>	Wearing masks will be required (based on Executive Order 2020-115). The building will be open to the public regular hours of operation.
<b>In-Library Services</b>	Guests will be asked to visit the Library quickly and efficiently (30 minutes or less) to find and check out materials, use computers, and get help. A timer (set for 30 minutes) will be issued to guests as they enter the building. Social distancing and all safety guidelines will be followed. Please DO NOT visit in groups. Based on Executive Order 2020-97, the Library building capacity cannot exceed 120 people at one time (25% of occupancy).
<b>Programs</b>	All programs are virtual, June-August, on <a href="http://novilibrary.org">novilibrary.org</a> .
<b>Returns</b>	The return slot will be open during regular library business hours of operation. Returned items will be quarantined for 72 hours (CDC). Please allow for one week for items to be removed from your account.
<b>Drive-Up Window &amp; Lockers</b>	Call ahead (248-869-7202 or 248-869-7203) to schedule a pickup time for holds and items currently on our shelves during regular hours of operation.
<b>Library Café</b>	Grab-and-go café services will resume Mon-Thu, 10am-7pm, Fri-Sat, 10am-5pm and Sun, 12-5pm. Proudly serving Starbucks!
<b>Donations</b>	Donations will not be accepted at this time.
<b>Book Nook</b>	The Book Nook will be open Mon-Thu, 10am-9pm, Fri-Sat, 10am-6pm and Sun, 12-6pm, but will not be staffed by a Friends Volunteer. Please use the existing Book Nook “hold” process if you would like a book in the glass case and a Friends Volunteer will contact you within one week. Use the <i>Honor box</i> for payment. Donations will not be accepted at this time.
<b>Cleaning</b>	Daily cleaning and disinfecting of all high touch areas will be conducted.

**Email to Library Guests on 6//2020**

Dear Novi Patron,

Our records show you have items currently checked out from the Novi Public Library. In our Phase 2 re-opening plan, we urge you to return your items starting Monday, June 8, 2020. No public access to the building will be available at this time.

The manual drive-up return slot will be open Monday ◆ Saturday 10am-5pm and Sunday 12pm-5pm. It will be closed Sunday, June 21 for the holiday.

Items that CANNOT be returned: kits, Story Time Backpack kits, STEAM kits, Special Need kits and Book Discussion kits. Please keep these items at home until we reopen the building.

No fines will be charged as a result of the Library not accepting these items.

For questions call 248-349-0720 or visit novilibrary.org.

Thank you for your patience and understanding!  
Novi Library Staff

**Lakeshore Park Update as of 6/9/2020**



The enhancements at Lakeshore Park are back in motion after a lengthy delay due to the COVID-19 pandemic. We anticipate the majority of the work to be completed in August. The beach, park shelters, restrooms & playgrounds remain closed. Access to the trail system will be maintained as much as possible. Speaking of the trail, the access path from South Lake Drive to the trails WILL BE CLOSED on Thursday for paving. It should be open the next day. Thank you everyone for your patience during this project. We cannot wait to unveil it to the community soon!



Email sent to Library Staff on 6/6/2020 re: Returning to Work

Greetings –

We want to welcome you back because you have been missed!! It has been far too long since we have been able to see one another. Some of us have had a glimpse of what we look like through Zoom conferences, but it just is not the same. And for those who were able to join us for Kim's baby shower, it was nice to see your smiling faces!! We will be having a new little member of the Library family join us soon!!

A lot of work has gone into making the Library a safe and welcoming environment. Due to your new normal, we have provided you with new procedures and policies. All of the attached will be waiting for you when you arrive at your workstation. But, we'd appreciate it if you would take a look at the attached documents so you are familiar with what has been done to make you feel comfortable upon returning.

Upon arriving at work, you will enter through the staff door or the south entrance, where both locations have temperature scanning stations. You have all viewed the video so you are aware of the steps involved. But just as a reminder, you will be taking your temperature following the directions provided on the table. If your co-worker is at the station, please be patient and keep a 6 foot distance. Once you have completed taking your temperature, please take one of the forms back to your desk and complete it. This form will need to be scanned to Marcia Dominick and then placed in her mailbox. You also have the option of taking your temperature at home within one hour of arriving at the Library.

Library Team Members, we look forward to seeing your smiling faces, and we welcome you back!!



**Marcia Dominick** | Administrative Assistant

Novi Public Library 45255 W. Ten Mile Rd. Novi MI 48375

**Phone:** 248-869-7211 | **Fax:** 248-349-6520 | **Office:** 248-869-7204

[www.novilibrary.org](http://www.novilibrary.org)

**Inform. Inspire. Include.**

**Documents Attached to the Email:**

- 6 Phases of Service Chart
- Returning to Work Safely Paperwork
- NPL Returning to Work Safely Guidelines
- Also included was a sign off sheet that each staff member MUST complete and return to Library Administration

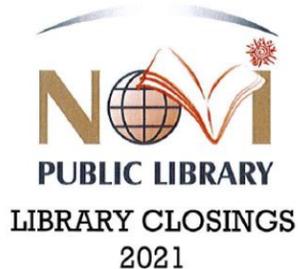
### **Additional Library Closings for 2021**

Attached is the library closings for 2021. I would ask the Board to consider additional closing dates for:

Saturday, July 3<sup>rd</sup>, 2021

Sunday, December 26<sup>th</sup>, 2021

This is based on these days falling on weekend days where there would be potentially less guest usage of the building. These are not considered paid holidays for staff.



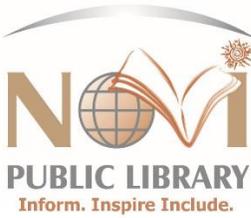
- **FRIDAY, JANUARY 1 (New Year's Day) H**
- **SUNDAY, APRIL 4 (Easter Sunday) H**
- **SUNDAY, MAY 9 (Mother's Day)**
- **SUNDAY, MAY 30 (Sunday of Memorial Day Weekend)**
- **MONDAY, MAY 31 (Memorial Day) H**
- **SUNDAY, JUNE 20 (Father's Day)**
- **SUNDAY, JULY 4 (Independence Day) H**
- **FRIDAY, 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**
- **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



## LIBRARY REOPENING POLICY

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

3. **Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A ("Reopening Plan") to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.
4. **Director's Role; Authority.** The Library Director will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:
  - A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part.
  - B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.
  - C. *Cancel or Limit Services.* Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and guests. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
  - D. *Library Closure.* The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the President of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.
  - E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), state, county and city requirements, local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

5. **Enforcement.** Guests may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in this Policy, the Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any guest receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.
  
6. **Right of Appeal.** Guests may appeal a decision to remove a guest or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.
  
7. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

## **EXHIBIT A REOPENING PLAN**

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

### **Requirements During All Stages.**

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

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

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

- A. Employees. Essential staff may return to the Library. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted:
  - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
  - 2. Inside maintenance activities may also resume if permitted by executive order.
  - 3. The Library can continue providing WIFI in the parking lot areas.
  - 4. Continuing essential functions.
  - 5. Virtual services and programming may be provided to the community.
  - 6. Answering phones, responding to guests' emails and responding to guests' reference questions based on hours determined by the Library Director.
- C. Social Distancing and Safety Protocols.
  - 1. The Library Director will take steps to implement social distancing protocols.
  - 2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
  - 3. The Library will begin to implement social distancing protocols in the Library in anticipation of guests returning which may include:
    - a. Removing or rearranging chairs and tables.
    - b. Assessing what computer terminals may be used.
    - c. Blocking off areas/furniture.
    - d. Adding plastic screens.
    - e. Marking waiting areas to show the six (6) foot spacing.

- f. Provide "traffic control" designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing.
- D. Hours of Operation. The Library will not have any public building hours of operation.

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

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted:
  - 1. Updating collections.
  - 2. Updating guest databases.
  - 3. Shelving books.
  - 4. Transferring staff files to Library databases to the extent they were stored separately while teleworking.
  - 5. Answering phones, responding to guests' emails and responding to guests' reference questions based on hours determined by the Library Director.
  - 6. Reviewing upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
  - 7. Assessing whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
  - 8. Virtual services and programming may be provided to the community.
  - 9. Guests are permitted to return Library materials. The Library Director will establish the protocols for returned material.
  - 10. Processing returned materials.
  - 11. Resume the interlibrary loan process (if practical or possible).
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public building hours of operation.

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

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

- D. Hours of Operation. The Library Board establishes the following as the hours for drive-up window and locker services, but this may be modified by the Library Director: Monday – Thursday 10am-9pm, Friday & Saturday 10am – 6pm and Sunday 12pm – 6pm.

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

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Guests may enter the Library but will have limited access to areas of the Library.
  2. Guests may have in-person conversations with Library staff, provided that social distancing and safety protocols are followed.
  3. The Library will have limited access to public computers for guests to do research or to look up and request library material. Time limits for computer usage will be enforced.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. Masks: Guests will be ~~encouraged~~ required to wear masks in the Library (if required by Executive Order). The Library will provide masks if supplies are available.
  2. Social Distancing: Guests must stay six (6) feet away from all staff and other guests. Social distancing rules apply. The Library will provide a barrier for in-person discussions if a barrier can be obtained.
  3. The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes drive-up window "traffic," and pick-up of holds at lockers.
  4. Occupancy: Limits may be established by the Library Director. If the Library reaches its occupancy, guests may be required to wait outside the building. NPL is 59,314 sq. ft. Only the number of people (including employees) equal to 4 people per 1,000 sq. ft. of patron floor space will be permitted in the Library at a time, and all others must wait outside the Library.
  5. Limit Groups: Guests will use their best efforts to come to the Library with the least number of people.
  6. Computer terminals: Terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses. Guests will have access to disinfecting materials for sanitization of personal work spaces. Time limits for computer usage will be enforced.
  7. Signs: The Library shall create a sign or pamphlet to inform guests of the following:
    - Library's practices during a particular phase and the precautions the Library is taking to prevent infection.
    - Instructing guests of their legal obligation to wear a mask when inside the Library (as long as mask is required by an Executive Order).

- Informing guests not to enter the building if they are or have recently been sick.
8. Training: In addition to training required in previous phases, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.
- D. Hours of Operation. The Library Board establishes the following as the hours for Grab & Go Services, but this may be modified by the Library Director: Monday – Thursday 10am-9pm, Friday & Saturday 10am – 6pm and Sunday 12pm – 6pm.

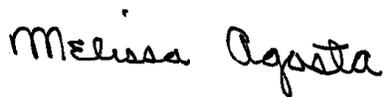
**Phase 5: Library Open to Public With Limited Usage Conditions.**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can telework or must work in-person.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
1. Programming that is in-person; Virtual programming may be provided.
  2. Meeting room use for Library only sponsored events.
  3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance. Guests will have access to disinfecting materials for sanitization of personal work spaces. Time limits for computer usage will be enforced.
  4. The Library Director may open up additional parts the library building for public use.
- C. Social Distancing and Safety Protocols. The protocols for the prior ~~stages~~ phases will remain in place.
- D. Hours of Operation. The Library Board establishes the following as the hours for open to the public with limited usage conditions, but this may be modified by the Library Director: Monday – Thursday 10am-9pm, Friday & Saturday 10am – 6pm and Sunday 12pm – 6pm.

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

Approved: May 28, 2020

Signed:



Melissa Agosta  
 President,  
 Novi Public Library Board of Trustees

## HVAC Building Contract

Contract was reviewed by City of Novi.

Anticipated start of business relations as of July 1, 2020, with Allied Building Services. 7 vendors attended the building walk-through on Tuesday, May 26, 2020. 4 bids were submitted to the City of Novi on Tuesday, June 2, 2020. The bid opening occurred at 3:00pm on June 2, 2020, facilitate by City of Novi staff member, Tracie Marzonie. Bids were reviewed separately by Library Director, Julie Farkas and Facilities II, Keith Perfect.

BID AWARDED TO ALLIED BLDG SERVICES										
			ALLIED BLDG SERVICES		LEVEL ONE		RW MEAD		STUART MECHANICAL	
Base Bid (Inspections)	Frequency	Annual Qty	Unit Cost	Annual cost	Unit Cost	Annual cost	Unit Cost	Annual cost	Unit Cost	Annual cost
Library	once per quarter	4	1,630.00	<b>6,520.00</b>	4,306.25	<b>17,225.00</b>	3,700.00	<b>14,800.00</b>	2,865.50	<b>11,462.00</b>
<b>EVALUATION RANK</b>			n/a		n/a		n/a		n/a	
<b>REPAIRS/SERVICE CALLS/STARTUP/ SHUTDOWN</b>			<b>HOURLY RATE</b>		<b>HOURLY RATE</b>		<b>HOURLY RATE</b>		<b>HOURLY RATE</b>	
Regular Hours	M-F 7-5pm		\$90.00		\$110.00		\$95.00		\$110.00	
Overtime Hours	M-F after 8 hrs, first 8 on Sat		\$120.00		\$165.00		\$135.00		\$165.00	
Sunday Hours	12 am Sat - 8 am Mon		\$120.00		\$165.00		\$182.50		\$165.00	
Library Closures	5 pm prior night - 8 am following day		\$120.00		\$165.00		\$182.50		\$165.00	
<b>MATERIALS MARKUP FROM CONTRACTOR'S COST %</b>			15%		15% Off List Price		20%		15%	
<b>OTHER CHARGES:</b>			<b>COST</b>		<b>COST</b>		<b>COST</b>		<b>COST</b>	
Allied/Level One/Suart			n/a		n/a				n/a	
RW Mead - Torch Set							\$25.00			
RW Mead - Leak Detector							\$45.00			
RW Mead - Air Hoist							\$125.00			
RW Mead - Vacuum Pump							\$45.00			
<b>Exceptions to specification</b>			n/a		n/a		n/a		n/a	
Acknowledge Addendum			Yes		Yes		Yes		Yes	



**FOR IMMEDIATE RELEASE**

June 18, 2020

Contact: [press@michigan.gov](mailto:press@michigan.gov)

**Governor Whitmer Extends Executive Order Allowing Public Bodies to Meet Remotely**

**LANSING, Mich.** — Governor Whitmer today signed Executive Order 2020-129, which extends a previous Executive Order allowing public bodies to conduct public meetings remotely during the ongoing COVID-19 pandemic. Executive Order 2020-129 expires on July 31, 2020.

“As we continue our efforts to flatten the curve and prevent a second wave of COVID-19, it’s important for public bodies to be able to continue holding meetings and the public to participate in those meetings,” **Governor Whitmer** said. “By allowing for remote meetings, public bodies and residents can continue practicing safe social distancing while also ensuring meetings remain open, accessible and transparent to the public.”

Under Executive Order 2020-129, public bodies subject to the Open Meetings Act, including boards, commissions, committees, subcommittees, authorities, councils and nonprofit boards, can use telephone- or video-conferencing methods to continue meeting and conducting business during the COVID-19 public health crisis, so long as they follow certain procedures to ensure meaningful access and participation by members of the public body and the general public.

Public bodies must meet the following criteria when holding a public meeting remotely:

- Ensure two-way communication for members and the public to hear and address each other when speaking.
- Provide adequate notice to the public of the meeting.
- Post a public meeting notice on their website.
- Permit participants to record or broadcast the public meeting.
- Allow participants to address the public body during a public comment period.

The order also temporarily authorizes public bodies, departments and agencies to use technology to enable remote participation in public comment and hearings, and temporarily excuses school boards from monthly meeting requirements.

# STILL HERE for You

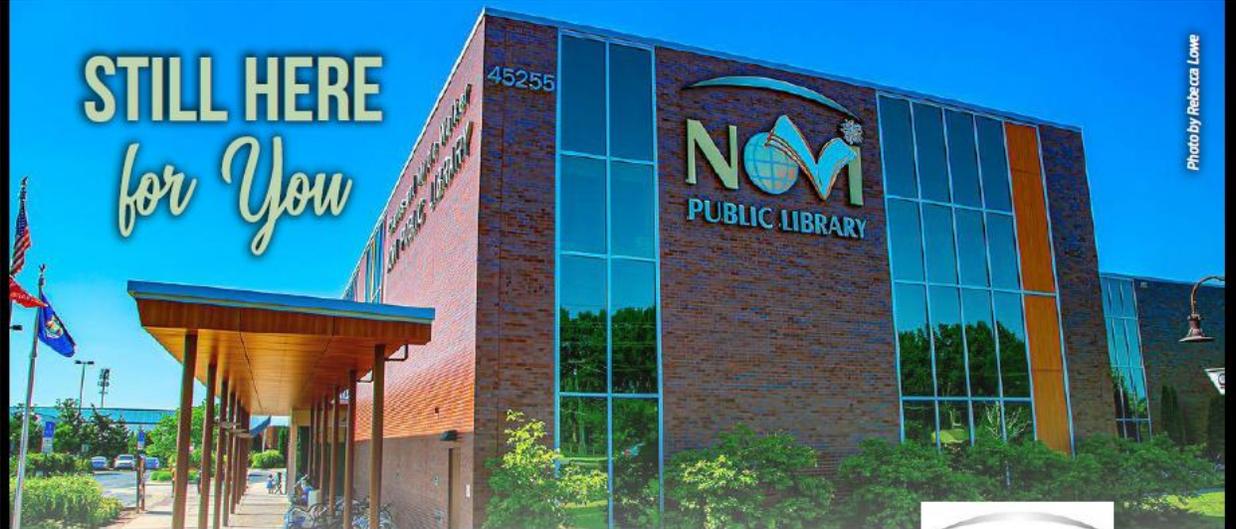


Photo by Rebecca Lowe

## Library offers many online resources, touts Summer Reading 'Challenge'

By Angela Calabrese



The Novi Public Library may be closed for the unforeseeable future, but that doesn't mean there are no resources or programs available to residents.

Each summer, libraries around the country – and the world – offer residents summer reading programs aimed at all ages to encourage folks – especially kids – during the summer.

But this year is different, as everyone already knows, and the library is changing the name of the summer reading program to Summer Reading Challenge. That reflects the environment in which everything is a challenge, and in which the library wants to help you succeed.

This year's challenge is called "Imagine Your Story", and involves fairies and wizards and things that will get your imagination going. That is exactly what the library wants to happen.

Those who want to participate can read books they already have at home. When they're done reading the books, they can go to the library's website and record them.

"You can read what you want and log them in," said Dana Brataniec, communications coordinator for the Novi Public Library.

The challenge starts Monday, June 22, and runs until Saturday, August 15. During that time, there are certain benchmarks the library wants participants to meet, and there will be a weekly raffle for those who succeed.

Due to the coronavirus, there's obviously been some changes to how things usually run.

"Usually we have a treasure chest at the library, where people go to pick out prizes," Brataniec said.

This year, the prizes will be virtual, and you'll have to wait and see what they are.

The folks at the library hope that Summer Reading Challenge participants age zero-to-pre-K will read 40 books during the eight-week period. (Remember, these are children's books. No

one expects kids that age to read War and Peace.) Meanwhile it is hoped that those K-12 will read eight books, and that adults will read four books.

At the end of the challenge, there will be a grand prize drawing.

And for those who may be hesitant to head to the library right away once it opens, Brataniec wants people to know that there will be plenty of time for people to come and collect their prize. For kids, that will include a free book. For adults, it will be \$5 gift card and a free book or DVD.

In the meantime, the library offers many other online resources for people who want to get their reading on.

Here's an overview of some of the resources available to you:

Beanstack: <https://novilibrary.beanstack.org/reader365>. You do not need a library card to enjoy this amenity.

"Anyone can join our reading programs," Brataniec said.

She added that, when a guest signs up on Beanstack for the first time, they are asked if they want email recommendations. You can always

opt out later if you change your mind.

The library also created several book lists for various ages in Beanstack. All the guest needs to do is sign in and hit the Recommendations tab to view book lists.

For more information on the Summer Reading Challenge, go to <https://novilibrary.org/Youth/Youth-Summer-Reading-Challenge.aspx>. For a list of all the library's online services, go to <https://novilibrary.org/Services/Online-Tools.aspx>.

The library wants to thank the sponsors who have made Summer Reading Program possible over the years. The Friends of the Novi Library, Novi Community School District and Paradiso Park have all played important roles in bringing this successful program to the Novi community, Brataniec said.



## Information Technology Report by Barbara Rutkowski – May

### COVID-19 Face Shields

- The Novi High School Frog Force Robotics team has been using 3D printers to create face shields. To date, over 1,300 face shields have been distributed to over 30 hospitals, hospice and assisted living centers, doctors' offices and Forgotten Harvest.

Andrew Wang, was honored as one of Forbes Magazine's "8 Under18" for his leadership of the Frog Force Shield Our Community Project, as well as, interviewed by JJ & JoAnne on WOMC.



### General

- Upgraded the AV in the small meeting room from analog to digital.
- Social Distancing buttons were created for staff.
- Removed and relocated equipment to comply with Social Distancing requirements.
- Attended daily Management Team conference calls.
- Held weekly IT Department conference/Zoom calls.
- Attended Lending Library Committee conference calls.
- Attended Policy Committee meeting calls.
- Attended TLN Technology Committee Zoom call.
- Answered 11 Tech Expert phone calls.
- Assisted staff working remotely with software and hardware questions.
- Attended numerous webinars and podcasts.
- Created documentation on the use of iCube equipment.



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

In the past month the Facilities Department has closed 9 Facilities tickets, 0 Meeting Room Requests and has updated 326 Periodic Maintenance tickets.

Two large orders of janitorial supplies was received.

Directional/one-way signage was applied to the floors to promote social distancing.

HVAC filters have been changed. We have upgraded from MERV10 filters to MERV13 to improve air quality in the building.

HVAC preventative maintenance was performed by vendor.

The large meeting room was set-up with tables and staff seating for library material quarantine area.

A new COVID19 cleaning and sanitization procedure has been created

Library Board packets were delivered to board members.

An HVAC RFP building walk-through took place for prospective HVAC preventative maintenance vendors.

Temporary staff office windows were covered with paper for office privacy and security.

The break room vending machine has been sanitized and reloaded with fresh snacks and drinks by vending machine vendor.

Another round of dusting of tables and shelves took place prior to staff returning to the building.

Mulch was applied to the flower beds by vendor.

3- electrical vendors were on-site to estimate cost for replacement of patio lighting.

Directional arrows were applied to the main stairwell to promote social distancing on the stairwell.

A doorstop was installed on the Information Services door.

Along with regular plant care, all plants were dusted.

The Muse Laser in the I-Cube room was utilized to cut stencils for floor signage.

The spark arrestor filter on the Muse Laser was removed from the unit and cleaned with compressed air.

Floor polish was applied to the Break room, AST room and Youth Activity room floors.

Sneeze guards were assembled and placed at service desks.

## **Information Services Department Report by April Stevenson - May News and Notes**

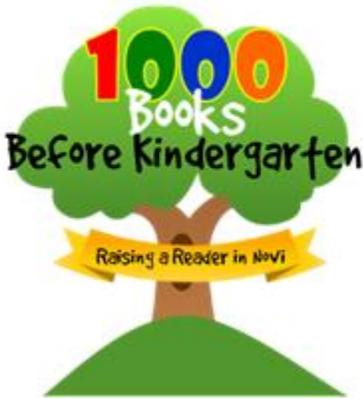
- Produced **18** Videos/Podcasts
- Answered **37** Phone Calls
- Replied to **17** AskNovi Emails
- Answered **16** social media questions
- Attended **89** Webinars and Podcasts
- Started COVID-19 Archive Project
- Received several Michigan Arts and Humanities Touring Grants to go towards programming
- Shared a Get to Know Library Staff via social media, introducing NPL staff.
- Shared a Stay Home, Stay Safe staff collage on social media.
- Started a Pen Pal Letter Writing Program
- Created Grab & Go programs for the summer
- Provided/Reviewed sources for an online college prep resources flyer
- Highlighted more digital sources under Online Tools
- Created virtual tours of youth and teen resources
- Created a virtual Escape Room, Welcome to the Lost Woods
- Continued adding resources to our Online Resources page
- Created a social media "Spirit Week" post
- Posted a Harry Potter social media post to promote programs and the summer reading program
- Created summer reading challenge, paper and online
- Added ALSC summer reading lists to our website

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

- ABWA Meeting – Hillary
- Chamber Cinco de Mayo Virtual Networking Event - Hillary
- Virtual Friday Coffee with Novi Chamber members - Hillary
- Virtual Chamber Ambassadors meeting - Hillary
- TLN Youth Services Meeting - Lindsay
- TLN Teen Services Meeting - Lindsay
- MI Multi-Library Virtual Programming for Teens group meeting - Lindsay

### **Zoom Programs/Meetings**

- Meeting with Chamber member to demo Reference USA and other business resources at NPL
- Weekly Information Services Department Staff Meetings
- Teen Advisory Board Meeting - 16



Raising a Reader 1,000 Books Before Kindergarten Stats

# of active participants logging 100 books or more: 379  
 # of logs received to date: 1,544  
 # of paper logs submitted this month: 0  
 # of online logs submitted this month: 10  
 # of books read this month: 1,000

100 Books – 379	600 Books – 112
200 Books – 246	700 Books – 101
300 Books – 195	800 Books – 87
400 Books – 148	900 Books – 79
500 Book – 127	1000 Books – 70

Remember to log your books on Beanstack!  
<https://novipubliclibrary.beanstack.org/reader/665>

1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
8. _____	28. _____
9. _____	29. _____
10. _____	30. _____
11. _____	31. _____
12. _____	32. _____
13. _____	33. _____
14. _____	34. _____
15. _____	35. _____
16. _____	36. _____
17. _____	37. _____
18. _____	38. _____
19. _____	39. _____
20. _____	40. _____

TOTAL BOOKS \_\_\_\_\_  
 PRINT FULL NAME \_\_\_\_\_  
 FALL 2020 GRADE/TEACHER \_\_\_\_\_

GRADES K-4: PLEASE TURN INTO YOUR CLASSROOM TEACHER ON THE FIRST DAY OF THE 2020-2021 SCHOOL YEAR.

**KEEP READING UNTIL SCHOOL STARTS IN SEPTEMBER!**

## NOVI PUBLIC LIBRARY'S SUMMER READING CHALLENGE

\*Imagine  
Your  
Story\*

MONDAY, JUNE 22 – SATURDAY, AUGUST 15

READ • ATTEND VIRTUAL PROGRAMS • COMPLETE ACTIVITIES • WIN PRIZES

## ALL AGES!

# READ!

## GRADE LEVEL GOALS

Birth-Preschool: 40 books

K-12: 8 books

Log in or register for an account on Beanstack! You can also download the Beanstack Tracker App, available on Google Play or on the App Store.

Visit: <https://novilibrary.beanstack.org/reader365>



# SUMMER READING FINALES AT PARADISE PARK!

## WHEN?

Monday, August 24 - Friday, August 28

11am-1:30pm and 5-7:30pm

K-12 welcome! Registration required. Call the Library to register at 248-349-0720. Please choose only one session to attend.

Final parties generously donated by Paradise Park. Reader receives 2.5 hours of access to the park, plus two slices of pizza and one beverage. Same package available for adults & siblings. Inquire at Paradise Park or call ahead for details, 248-735-1050. [www.paradisepark.com](http://www.paradisepark.com)



# PARTICIPATE!

## VIRTUAL PROGRAMS

Attend virtual programs for all ages throughout the summer! Check our online calendar at [novilibrary.org](http://novilibrary.org) for more info.

## FUN ACTIVITIES

Participate in activities on Beanstack! Earn extra entries for the weekly raffle for each Activity Badge earned.



# WIN!

## WEEKLY RAFFLES

Log your books on Beanstack and get entered into weekly raffles. Remember, the more activities you complete, the better chance you have at winning!

## COMPLETION PRIZE

Once the reading goal is completed, readers will receive a free book and a entry into the grand prize drawing. Teens (grades 7-12) who complete their goal will also earn a \$5 gift card to the Library Café.

## PRIZE PICK-UP

All prizes can be picked up between July 1 - August 29.



<https://novilibrary.beanstack.org/reader365>

VIEW BOOKLISTS

TRACK YOUR READING

EARN READING BADGES

READ & WRITE BOOK REVIEWS

The Novi Public Library would like to thank the Friends of Novi Public Library, Novi Community School District and Paradise Park for their support over the years!



NOVI PUBLIC LIBRARY  
45255 W. TEN MILE RD.  
NOVILIBRARY.ORG  
248-349-0720



## Support Services Department Report by Maryann Zurmuehlen – May Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended daily Management Team conference calls.
- Attended a Policy Committee Zoom meeting on May 4<sup>th</sup> and May 18<sup>th</sup>.
- Attended a Lending Library Committee Zoom meeting on May 7<sup>th</sup> and May 28<sup>th</sup>.
- Held a Supervisor meeting by Zoom on May 8<sup>th</sup>.
- Held SS Department meeting by Zoom on May 12<sup>th</sup>.
- Attended SASUG virtual meetings on May 14<sup>th</sup> and May 28<sup>th</sup>.
- Held interviews by Zoom for the Outreach driver position on May 21<sup>st</sup>.
- Held a Zoom NPL Celebrations Party on May 28<sup>th</sup>.

### Circulation & Shelters

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

### Tech Services

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

### Statistics (May 2020)

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

- **Library Cards Issued: 9**
- **Items Checked Out: 127**
- **Items Interloaned for NPL Patrons: 0 (0 through MeLCat)**
- **Items Interloaned to Other Libraries: 0 (0 through MeLCat)**
- **Items Added to the Collection: 0**
- **Items Discarded from the Collection: 0**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 0**
- **Outreach: Currently Suspended**

### Update as of June 18, 2020:

- We started with a minimum of 27,605 items checked out.
- As of 6/15, we still have 19,572 showing checked out.
- A very few of those are holds and items that got checked out today.
- Since 6/8, we've returned 8,033 Novi items. And that's not even counting an incalculable number of non-NPL items we've checked in too!

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

\*See chart below for detailed stats

### April 2020

Video posts*	Facebook			Instagram			YouTube		Twitter			
	Posted	1 minute views	Reactions, comments, shares	Posted	Reach	Likes	Video Views	Posted	Views	Impressions	Posted	Engagement
Craftastic - chalk lettering	4-1	61										
Kirsten reads Max cleans up	4-1	120										
Emily reads grumpy bird	4-3	85										
Kathleen craft	4-6	link to youtube										
Rae poetry 1: Elizabethan Era	4-6	10						4/13	3		88	
Kathleen Baby storytime	4-7	20										
Rae poetry 2: Greek	4-8	1						4/13	16	124		
Linda Storytime: What Color is your underwear	4-9	85						4/8	20	342		
Emily load on the road	4-13	73						4/13	23	129		
Rae poetry 3: Transcendentalism	4-13	2						4/13	0	70		
kathleen - bedtime storytime: Rockabye Far	4-14	23						4/14	12	98		
english conversation group	4-15	4										
Emily storytime: twinkle twinkle little car	4-15	70						4/13	10	95		
Rae poetry 4: Middle East	4-16	4						4/14	0	66		
Linda Storytime: Five Stinky Socks	4-20	24						4/16	74	745		
Rae poetry 5: Romanticism	4-21	5						4/17	1	68		
Craftastic - Shrinky Dinks	4-22	43						4/24	0	45		
Rae poetry 6: Hispanic	4-27	5						4/20	1	72		
Story Time with Miss Linda - Fancy Nancy								4/28	45	60	4-30	2
Story Time with Miss Kathleen - Lion Hunt								4/29	3	29		
Craftastic Online [youtube playlist link]											4-2	9
Storytime Videos [youtube playlist link]											4-3	8
Poetry Corner [YouTube Playlist link]											4-14	2

## May 2020

Video posts	Facebook			Instagram			YouTube			Twitter		
Topic	Posted	1-minute views	Reactions, comments, shares	Posted	Reach	Likes	Video Views	Posted	Views	Impressions	Posted	Engagement
Kathleen: Craft/Story Lion Hunt	5-1	11	12					4-29	24	211		
Shannon: Cinco de Mayo	5-4	youtube link	6					4-27	13		5-4	1
Kirsten: Funny Stories	5-6	youtube link	61	5-13	220	14	109	5-4	50	156		
Linda: Argh, Spider!	5-7	youtube link	100					5-4	79	227		
Linda: Storytime Escargot	5-11	70	124					5-8	25	118		
Katie: Masterpiece Monday Chagall	5-12	14	11					5-11	16	74	5-26	7
Shannon: English Conversation Group: Spring	5-12	youtube link	5					5-11	12			
Hillary: Virtual tour - teen resources	5-13	6	0								5-26	3
Hillary: Virtual tour - youth resources	5-14	3	4									
Linda: Eat Pete	5-15	52	73					5-12	28	145		
Kathleen: Story/Craft Drive-in with Pigeon	5-18	youtube link	18					5-18	41	103		
Mary: Craftastic Rubber Block Printing	5-20	14	18					5-21	2	76	5-27	2
Harry Potter: Magical Message	5-21	11	9					5-21	0	56	5-21	26
Linda Storytime: Can I Be Your Dog?	5-28	youtube link	68					5-28	38	68		

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	432	1,331	454	1,511	301	301	301	284	239	36	9		5,199
Items checked out	82,118	77,766	68,074	68,084	65,531	62,193	65,046	66,778	50,747	1,278	127		607,742
Items borrowed	5,468	4,818	4,568	5,132	3,990	4,169	5,795	4,428	2,386	0	0		40,754
Items loaned	4,019	3,605	3,614	3,711	3,411	3,247	3,753	3,871	1,762	0	0		30,993
Read Boxes	527	342	235	254	0	0	0	0	0	0	0		1,358
MAP Checkouts	11	22	4	1	0	2	4	4	0	0	0		48
Novi School's Card Registration	12	32	6	2	5	7	2	2	0	0	0		68

		May	May			May	May
		2020	2019			2020	2019
Library cards issued		9	270				
Total checkouts		127	64,049	READ Boxes	Adult	0	69
					Youth	0	332
Items borrowed	TLN	0	4,761		Total	0	0
	MeL	0	123				
		0	4,884				
Items loaned	TLN	0	3,530				
	MeL	0	89				
		0	3,619				

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

Read Box Totals May 1 - October 30, 2019

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

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

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

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August	77,766	45.46%	35,354	7,261	5,722	3,201	7,037	10,749	1,384
September	68,074	45.33%	30,855	7,136	4,737	2,972	6,172	8,837	1,001
October	68,084	43.42%	29,561	6,782	4,521	2,742	5,872	8,654	990
November	65,531	43.85%	28,735	5,998	4,880	2,730	5,638	8,618	871
December	62,193	44.88%	27,915	6,405	4,638	2,730	5,623	7,595	924
January	65,046	43.20%	28,102	5,265	5,573	2,730	5,604	8,002	928
February	66,778	45.66%	30,490	6,951	4,635	2,547	6,101	9,379	877
March	50,747	41.81%	21,218	4,440	3,794	2,679	3,985	5,460	860
April	1,278	0.00%	0	0	0	0	0	0	0
May	127	0.00%	0	0	0	0	0	0	0
June			0						
FYTD	607,742	36.63%	272,751	58,421	45,197	26,468	53,953	79,486	9,226

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

Library Usage									
2018-2019 Fiscal Year					2019-2020 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	49,562	4,656	54,218	1,807	July	37,288	4,188	41,476	1,383
August	36,668	4,163	40,831	1,317	August	31,987	4,304	36,291	1,251
September*	39,587	3,619	43,206	1,600	*September	43,711	3,783	47,494	1,696
October	39,602	3,400	43,002	1,387	October	33,571	4,205	37,776	1,219
November	35,017	3,177	38,194	1,364	November	32,056	4,138	36,194	1,341
December	27,557	3,022	30,579	1,092	December	29,670	3,982	33,652	1,246
January	30,059	3,237	33,296	1,110	**January	29,994	4,165	34,159	1,139
February	30,380	3,228	33,611	1,200	February	31,619	3,845	35,464	1,223
March	34,270	3,804	38,074	1,228	March	17,264	1,802	19,066	829
April	32,766	3,519	36,285	1,251	April	0	0	0	0
May	30,631	3,424	34,055	1,261	May	0	0	0	0
June	34,967	3,500	38,467	1,326	June				
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	287,160	34,412	321,572	1,136

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

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

Computer Logins											
2018-2019 Fiscal Year						2019-2020 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,256	70,042	1	73,299	2,443	July	2,599	76,972	6	79,577	2,653
August	2,869	55,316	3	58,188	1,877	August	2,304	62,034	4	64,342	2,076
September	2,552	59,641	2	62,195	2,304	September	2,194	71,569	9	73,772	2,732
October	3,242	83,123	1	86,366	2,786	October	2,603	85,278	1	87,882	2,835
November	2,511	73,548	0	76,059	2,716	November	2,249	68,998	6	71,253	2,545
December	1,977	62,202	0	64,179	2,292	December	1,892	49,485	5	51,382	1,903
January	2,426	59,867	0	62,293	2,076	January	1,877	53,164	3	55,044	1,835
February	2,387	62,768	0	65,155	2,327	February	2,003	65,275	6	67,284	2,403
March	2,706	71,829	2	74,537	2,404	March	931	25,930	2	26,863	867
April	2,492	68,634	1	71,127	2,453	April	0	4,403	0	4,403	152
May	2,480	62,519	1	65,000	2,407	May	0	5,417	0	5,417	193
June	2,447	74,450	8	76,905	2,652	June				0	0
FYTD Total	31,345	803,939	19	835,303	2,393	FYTD Total	18,652	568,525	42	587,219	1,841

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

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

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

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August	755	249	1,782	41,248	202	172	986
September	831	287	1,601	36,349	211	213	1,558
October	907	286	1,727	38,520	232	333	1,678
November	793	289	1,681	40,559	238	175	818
December	777	265	1,053	25,770	247	234	1,087
January	842	288	1,074	25,347	259	196	825
February	810	275	1,926	46,865	269	158	879
March	1,212	369	1,642	40,328	288	419	4,119
April	1,773	427	1,777	44,249	299	947	12,244
May	1,890	463	2,266	49,275	315	777	14,327
June							
<b>FYTD Total</b>	<b>11,421</b>	<b>3,487</b>	<b>17,822</b>	<b>419,771</b>	<b>2,744</b>	<b>3,831</b>	<b>39,669</b>

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August	3,410	1,613	5,023	88
September	3,286	1,427	4,713	117
October	3,476	1,456	4,932	100
November	3,451	1,276	4,727	89
December	3,462	1,477	4,939	84
January	3,800	1,717	5,517	113
February	3,702	1,589	5,291	75
March	4,446	2,287	6,733	273
April	5,741	2,841	8,555	270
May	5,885	3,369	9,254	160
June				
<b>FYTD Total</b>	<b>43,916</b>	<b>20,817</b>	<b>64,706</b>	<b>1,448</b>

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

Library App - 2019-2020 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
<b>July</b>	33,050	1.	Catalog	<b>January</b>	49,843	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Events
<b>August</b>	44,015	1.	Catalog	<b>February</b>	44,005	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	OverDrive			5.	Events
<b>September</b>	41,834	1.	Catalog	<b>March</b>	45,722	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Events
<b>October</b>	42,728	1.	Catalog	<b>April</b>	8,064	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Zinio
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
<b>November</b>	37,719	1.	Catalog	<b>May</b>	6,367	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Events			5.	Boopsie Popular Books
<b>December</b>	39,422	1.	Catalog	<b>June</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
				<b>Total</b>	<b>392,769</b>		

Email to: Friends of Novi Library Members  
From: Friends Board Members Sue Johnson and Lin Giglio  
Date: 6/2/2020

You are probably wondering if the Friends will hold their Booked for the Evening event in October. This was to be a special event as we were celebrating the 60th anniversary of the Friends and the 10th anniversary of the Library. Steve & Rocky's had agreed to do wonderful appetizers and we had many plans. In March when we first began to feel the effects of the pandemic, we were still optimistic that we could hold the event.

As we look forward to the months ahead however, we have many concerns. The first is would people feel good about coming to the event. Many of the Friends are older and there is a concern that they just would not feel comfortable attending an event that all be it wonderful, is still optional and perhaps too much of a risk healthwise. If we had to wear masks and keep our distance, wouldn't that change the whole intent of Friends gathering and catching up? There are also a number of concerns regarding food, the likelihood that an open buffet as we planned would not be an option, as well as issues with beverage service.

Additionally, we had hoped that this would be a real fundraiser, as we were fortunate to get one restaurant providing the food, allow the Booked team to concentrate more on donations and sponsorships. With all of the current economic issues, it seems inappropriate to ask businesses that are newly reopened for donations. And finally, there is uncertainty as to whether city and state mandates could even allow a gathering of 175 people.

October is just five months away and to hold the event we would need to start all our planning, including getting sponsors and auction donations now.

In light of all of these issues, the committee for Booked for the Evening has made the decision to cancel our event for this year. Thank you for your understanding and support.

Regards,  
Sue Johnson  
Lin Giglio

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Novi Public Library | 45255 West Ten Mile Road | Novi, MI 48375

[www.novilibrary.org](http://www.novilibrary.org)

***Supporting and Advocating for Our Library***



**NOVI HISTORICAL COMMISSION**  
**Wednesday, June 17, 2020 7pm**  
**Virtual**

Call to Order...

Introductions of guests

Approval of Agenda

Approval of Minutes- February 2020

Treasurer's report -Kim

Communications:

Library Liaison Report

Betty Lang

History Room

Commission Appointments

Motor City Marker move to City Hall

Discussion items:

Election of Officers

Virtual meetings/programs

Villa Barr Strategic Planning

Request from Parkview Elementary 3/23 Rae

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

Spring Palooza ???

Storage Unit Move

Kim, Kelly, Tammy

By Laws/Procedures

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

**BACK BURNER PROJECTS**

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Veterans Memorial

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

3/26 Women of the 1913 Copper Miners Strike

4/23 The Yankee Air Museum

**DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice**

Ideas for new displays

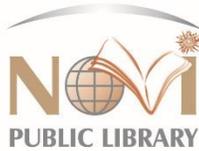
**PUBLIC COMMENT**

**NEW BUSINESS/Other Business**

**WEBSITE UPDATES : Facebook link/Instagram**

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

Adjourn



## Library Board Calendar

### 2020

<b>June 25</b>	<b>Library Board Regular Meeting - Virtual</b>
July 4	Independence Day, Library Closed
July 5	Library Closed
<b>July 23</b>	<b>Library Board Regular Meeting - Virtual</b>
August 21	Staff In-service, Library Closed
<b>August 27</b>	<b>Library Board Regular Meeting</b>
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
<b>September 24</b>	<b>Library Board Regular Meeting</b>
<b>October 22</b>	<b>Library Board Regular Meeting</b>
October 23	Friends of Library Booked for the Evening, Library Closes at 5 p.m. (CANCELLED)
<b>November 19</b>	<b>Library Board Regular Meeting</b>
November 25	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
November 27	Library Closed
<b>December 17</b>	<b>Library Board Regular Meeting</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday- Christmas Day, Library Closed
December 31	Holiday, New Year's Eve, Library Closed

### 2021

January 1	Holiday, New Year's Day, Library Closed
<b>January</b>	<b>Budget Planning Session, TBD</b>
<b>January 28</b>	<b>Library Board Regular Meeting</b>
<b>February 25</b>	<b>Library Board Regular Meeting</b>
March 1-31	National Library Reading Month
<b>March 25</b>	<b>Library Board Regular Meeting</b>

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