

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, October 22, 2020
at 7:00 p.m.
Virtual Meeting

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

1. Call to Order by President, Melissa Agosta
2. Roll Call by Secretary, Torry Yu
3. Pledge of Allegiance
4. Approval and Overview of Agenda 1-4
5. Consent Agenda
 - A. Approval of Regular Meeting Minutes – September 245-18
 - B. Approval of Claims and Warrants (#595) – 268 and 269 Accounts..... 19-21
6. Correspondence
 - A. Oct. 5th: Email from Karren Reish, Library of Michigan, RE: continuing education stipend.....22-23
 - B. Oct. 6th: Thank you email from Michelle Rudy, ECEC, Re: Miss Emily's virtual story time.....24
7. Presentation/Special Guest
 - A. N/A
8. Student Representatives Report – for September 2020 25-26
9. Executive Session
 - A. N/A
10. President's Report (Melissa Agosta)
 - A. 2019-2022 Strategic Objectives (3 year plan)27
 - B. 2019-2020 Goals Update (July, October, January, April) N/A
11. Treasurer's Report (Geoffrey Wood)
 - A. 2020-2021 Library Budget Fund 268..... 29-31
 - B. 2020-2021 Contributed Fund Budget 269 32
 - C. Financial Report October 2020 (as of September 30, 2020)33
 - D. Library Fund 268 Expenditure & Revenue Report as of September 30, 2020..... 34-36
 - E. Library Fund 269 Contributed Fund as of September 30, 2020.....37
 - F. Balance Sheets for Funds 268 as of September 30, 2020.....38
 - G. Balance Sheets for Funds 269 as of September 30, 2020.....39
12. Director's Report..... 40-62
 - A. Information Technology Report 63
 - B. Facilities Report 63

C. Information Services Report.....	64-66
D. Support Services Report	67-68
E. COVID-19 Usage Statistics.....	69-70
F. Library Usage Statistics	71-79
G. Bits & Pieces - TLN Director's Report.....	N/A
H. Friends of Novi Library – Vera Bradley Fundraiser, FOML newsletter featuring articles by Sue Johnson, President	80-81
I. City of Novi Historical Commission – Information pertaining to the COVID project.....	82-83

13. Committee Reports

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

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

- Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- As of October 2, 2020, draft policy documents have been received by the attorney. They will be distributed to the staff committee for further review.

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

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

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj, and Kirsten Malzahn.
- HR Manager posting closed on September 8, 2020. 83 qualified applications were received for the position. Resumes are being reviewed and interview dates are being considered.
- We said good-bye to Marcia Dominick on Thursday, September 17, 2020. Marcia was a 20 year employee of NPL. She served as Administrative Assistant and her role encompassed both HR and Finance for a number of years.
- HR Policy staff review has been suspended until a new HR Manager is hired.
- 2nd interviews for a HR Manager are scheduled for: Monday, October 19, 2020.

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

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

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

D. Events/Marketing/Fundraising Committee: Outreach opportunities

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

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/Community Events Attended by Library Board Members in the Last Month:
 - No updates were received.

E. Strategic Planning Committee:

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

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

F. Building/Landscape Committee: Entrance project

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

- Lending Library Kiosk – Emergency Meeting called by Zoom on 10/8/20. Trustee Messerknecht and Lawler were present. See Director's report for more details. Project has been delayed until spring 2021. The City of Novi, staff, vendors and sponsoring partner has been notified.
- Library Van – Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Air Duct Cleaning RFP – Director Farkas will begin working on a RFP for an air duct cleaning of the full building. This was an approved budget item for 20/21. Keith Perfect is currently reviewing a document to add language specific to our building's needs. 1 revision of a bid document has been completed.
- Voting Day (November 3, 2020) – The Library will be CLOSED to the general public for access to the collections, but drive-up, lockers, hold pick-up and phone assistance by staff will be available. Staff are required to work normal schedules. Café will be open. The Whole Meeting Room will be used for the voting precinct.

G. Bylaw Committee: Review of Library Board Bylaws

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

- Bylaw revisions were approved at the March 28, 2019 meeting.
- Committee met on October 5, 2020 at 5pm to discuss bylaw updates.
- The Committee is currently reviewing the City of Novi's Council Organization Rules and Order of Business for language considerations.
- Members of the Committee are signed up for a Bylaws Webinar that is scheduled for Friday, October 30, 2020 hosted by Library of Michigan.

H. DEI: Diversity, Equity and Inclusion Committee

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

- The committee met on Tuesday, October 6, 2020 to further plan the Community Listening Session. Gail Anderson, Programming Coordinator, will serve as moderator for the event. The purpose of the event is for staff to hear from our community members on how to better serve them.
- An email account was established DEINoviLibrary@novilibrary.org for the purposes of receiving community feedback. There are 8 people (Board Committee members and staff that will monitor this email). Protocols for how the communications should be responded has not been defined as of yet. The Committee will continue to flesh this out. This email address will be added to the library's website and will also be included on a new DEI page being created once a new website design has been completed.
- A Community Listening Session is scheduled for Tuesday, October 27th at 7:00pm. See the flyer included in the packet. All Board Members are asked to sign up for the Zoom event in order to hear from our Novi community. Trustees Michener and Dooley, along with Director Farkas and NPL staff will be visible to those who join the event in order to comply with OMA. Promotion of the event included: special e-newsletter – October 9, 2020 (see Director's report), Nextdoor, Social Media, library website, staff email, Peachjar (NCSD).

- Memberships to various American Library Association diversity groups have been initiated.

14. Public Comment

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

Citizens must state their first, last name and Novi address

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

15. Matters for Board Action

A.N/A

16. Adjourn

Supplemental Information

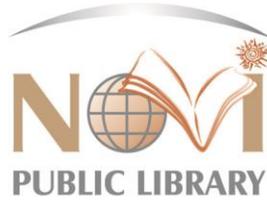
- Library Calendar – 2020 and 2021 84-85

2020 Future Events:

- Saturday, Oct. 24th: Friends Vera Bradley Fundraiser at Twelve Oaks Mall 11am-6pm.
- Tuesday, Nov. 3rd: Election Day – Library CLOSED for in-person services, open for voting precinct #18.
- Wednesday, Nov. 11th: Friends of Novi Library Regular Meeting at 7pm – by Conference Call, contact Dana Brataniec for more information 248-869-7213.
- Thursday, Nov. 12th: 11th Annual Community Reads Event featuring Derf Backderf author of: Kent State: Four Dead in Ohio. This will be a virtual event at 7pm, registration is required.
- Wednesday, Nov. 18th: Library Board Regular Meeting at 7pm, Virtual by Zoom.
- Wednesday, Nov. 25th LIBRARY CLOSES at 5pm.
- Thursday, Nov. 26th LIBRARY CLOSED – Thanksgiving Holiday
- Friday, Nov. 27th LIBRARY CLOSED – Thanksgiving Holiday

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
September 24, 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 Kat Dooley, Vice-President, at 7:01 p.m.

Housekeeping: Trustee Dooley respectfully asks all Trustee's mute until it is their time to speak, stressing that when one person is speaking this allows their voice to be heard fully without any interruptions. Also, trustees should please raise their hand if they would like to speak next. During voting, trustees please verbally say yes and raise their hand for visual confirmation.

2. Roll Call by Vice President, Kat Dooley

Library Board

Melissa Agosta, President (absent and excused)

Kat Dooley, Vice President

Bill Lawler, Board Member

Craig Messerknecht, Board Member

Tara Michener, Board Member

Geoffrey Wood, Treasurer

Torry Yu, Secretary (absent and excused)

Student Representatives

Sarah Chang (left virtual meeting at 7:37 pm)

Tarun Tangirala (left virtual meeting at 7:37 pm)

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Changes to the Agenda: Trustee Michener added item 15. D. Matters for Board Action- Approval of BCALA and APALA Memberships. Director Farkas added under 10. Treasurer's Report items A. and B. should read fiscal years 2020-2021 and Items F. and G. should read as of August 31, 2020.

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

1st – Geoffrey Wood

2nd – Tara Michener

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes – August 27, 2020

Trustee Dooley updated the minutes on page 7, top paragraph, 3rd sentence will read, "... the material includes research shared at the committee meetings".

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

1st – Geoffrey Wood

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants – Warrant 594 - 268 and 269 accounts

A motion was made to approve Claims and Warrant 594 for accounts 268 and 269.

1st – Craig Messerknecht

2nd – Bill Lawler

The motion passed unanimously.

6. Correspondence

- A.** August 25, 2020: Email from Sharon Trumpy, Novi Resident, Re: Library Role in Anti-racism
- B.** August 26, 2020: Email from Kelli Kakish, Novi Resident, Re: Library Board Meeting
- C.** August 27, 2020: Email from Paula & Gicentroy Henry, Residents. Re: Are we being represented by the Novi Public Library?
- D.** August 27, 2020: Email from Sharon Trumpy, Novi Resident, Re: Library Role in Anti-racism
- E.** August 27, 2020: Email from Adam Jimenez. Re: Book Donation
- F.** September 11, 2020: Email from Grace Faoro, NCSD Teacher, Novi Woods. Re: Library Virtual Tour
- G.** September 16, 2020: Email from Madison Skupin, NCSD Teacher, Novi Meadows. Re: Library Virtual Tour

7. Presentation/Special Guest

- A.** Recognition of Marcia Dominick retiring after 20 years of service to NPL
 - o Director Farkas thanked Marcia Dominick for her amazing 20 years of support, dedication, hard-work and confidentiality to the Novi Library. Marcia held many roles contributing to Board Meetings, Human Resource, Finance and Employee Relations.
 - o Each Trustee personally thanked and congratulated Marcia.
- B.** April Stevenson, Head of Information Services, Summer Reading 2020 Report
 - o Mrs. Stevenson engaged the Trustees in a presentation about the 2020 Summer Reading program-Imagine Your Story.

- o Reading groups consist of Raising a Reader, Birth-Pre K, Kindergarten-12th and Adult. This year the youth librarians condensed the grades due to COVID and the change to virtual. Next year this will be re-evaluated and the grades could be split back up.
- o Overall, participation is down this year but there is an increase in completion (the amount of people that finished the program) in the birth-pre k category the completion rate increased from 27 percent (2019) to over 50 percent (2020).
- o This year the summer reading event encompassed 8 weeks to accommodate closures and COVID; in the past the event has been 10 weeks. However, the staff is very pleased that readers are hovering at that 50 percent completion rate.
- o This summer about 60 programs were offered with around 7,000 guests attending.
- o The Finale was held at Paradise Park. The Library is grateful for Paradise Park's overwhelming generosity and support of Novi Public Library's Summer Reading program.
- o Mrs. Stevenson was excited to announce the 2021 Summer Reading Program Theme is – Tails and Tales.

8. Student Representatives Report

- A. The Student Representatives report for August 2020 can be found on page 29 of the September 24, 2020 Board packet.

9. Executive Session

- A. Closed session to discuss written Attorney-Client Privileged communications.
 - o The attorney suggested the motion be more detailed and read- The Library Board moves to move into closed session to discuss a written attorney client privileged communication.
 - o The motion was so moved.
 - 1st – Geoffrey Wood.
 - 2nd – Craig Messerknecht.

A roll call vote to move to closed session was taken by Vice-President, Kat Dooley. All 5 Trustees present at the meeting voted yes. The closed session began at 7:37pm and ended at 8:47pm.

10. President's Report (Kat Dooley, Vice President)

- A. 2019-2022 Strategic Objectives (3 year plan)
 - o Strategic Objectives are on page 30
 - o Trustee Dooley will present suggested changes to the Strategic Objectives under the Strategic Planning - Committee Reports.
- B. 2019-2020 Goals Update (July, October, January, April)
 - o Next update will be in October.

11. Treasurer's Report (Geoffrey Wood)

Trustee Wood presented the Treasurer's Report.

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

The 2020-2021 Library Fund 268 Budget can be found on pages 33-35 of the September 24, 2020 Library Board packet.

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

B. 2020-2021 Contributed Fund Budget 269

The 2020-2021 Contributed Fund 269 Budget can be found on page 36 of the September 24, 2020 Library Board packet.

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

C. Financial Report September 2020

The September Report summarizing August financial activity is on page 37.

D. Library Fund 268 Expenditure & Revenue Report (ending August 31, 2020)

The Library Fund 268 Revenue and Expenditure Report can be found on pages 38-40 of the September 24, 2020 Library Board packet.

- Revenue ending August 31, 2020 was \$127,768.
- Expenditures ending August 31, 2020 was \$453,402.

E. Contributed Fund 269 Expenditure & Revenue Report (ending August 31, 2020)

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 41 of the September 24, 2020 Library Board packet.

- Revenue ending August 31, 2020 was \$278.
- Expenditures ending August 31, 2020 was \$1,351.

F. Balance Sheet for Fund 268 (as of August 31, 2020)

The Balance Sheet for Fund 268 as of August 31, 2020 can be found on page 42 of the September 24, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of August 31, 2020 was \$1,963,929.

G. Balance Sheet for Fund 269 (as of August 31, 2020)

The Balance Sheet for Fund 269 as of August 31, 2020 can be found on page 43 of the September 24, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of August 31, 2020 was \$1,705,906.
- There is a notation on the 268 and 269 balance sheets that the year (2019-2020) is not closed. The annual audit is starting with City.

12. Director's Report

The Director's Report can be found on pages 44-78 of the September 24, 2020 Library Board packet.

Staff members celebrating anniversaries in October are:

- Barbara Rutkowski –IT Department Head – 23 years
- Patricia Amireskandari – Support Services– 18 years
- Kit Tang – Support Services – 12 years
- Kristen Abate- Support Services – 11 years
- Linda Brewin – Information Services – 11 years
- Steve Palizzi – Information Services – 8 years
- Emily Miller – Support Services - 1 year
- Jamie Young –Support Services - 1 year
- Latonia Phillips – Information Services - 1 year

Directors Report Summary

- On page 44 at the bottom is a photo of the Kick off to Community Reads featuring Kent State: Four Dead in Ohio by Derf Backderf. This year's book is a graphic novel. The virtual author presentation will take place on November 12, 2020. This event unifies 7 libraries: Commerce Township, Lyon Township, Northville, Novi, Salem-South Lyon, Walled Lake and Wixom. Trustee Lawler is enjoying the book now and will be attending. Director Farkas hopes this genre attracts students and readers in there 20 and 30's.
- On page 45 is information about the student transition program and photos of the four students that were welcomed back. Each student works one day a week in the building.
- On page 46 is daily use of the building documenting number of visitors for COVID tracking. There is a capacity limit of about 100 at the Library. The capacity number has not been exceeded. Timers could always be reinstated if needed. The library is seeing increased student traffic this week. Director Farkas wanted to say thank you to the Novi Community for following the recommendations of the executive order and wearing masks, social distancing, and utilizing the sanitization stations in the building. There have been no instances of COVID at the library. The high school closed 2 days and Director Farkas was in contact with Superintendent Matthews and her management team; monitoring the situation.
- On page 47 is the Program Stat Tracking report and an explanation of requirements to track programs for State Aid.
- On page 48 are answers to the follow up questions regarding the Library Van replacement schedule.
- On pages 49-51 is a comprehensive list of programs provided to Library guests since 2016 which represent and support diversity, equity and inclusion. The list was completed by Gail Anderson, Programming Coordinator.
- On pages 52-67 is the Equity Committee - Summary and Research packet as prepared by Trustee Michener.
- On page 68 is a flyer, created by Dana Brataniec- Novi Library Communications Coordinator that was distributed by the Novi School District. The School District is using a new platform for their notices and information; this application is called Peachjar. Once a month the Library has the opportunity to provide Library information through the school district. Thank you to George Sipple, Marketing and PR Specialist at Novi Schools.
- On page 69 is an example of Lakeshore Lending Library promotion materials.
- On page 70 is information about the 11th Annual Community Reads neighborhood library event featuring Derf Backderf's Kent State: Four Dead in Ohio book.
- On pages 71-73 documents an informational video link from Director Farkas with information about Library card sign up month, banned books week, Community Reads, building usage and donation information.
- On pages 74-78 is the September eNewsletter.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on page 79 of the September 24, 2020 Library Board packet. iCube will be opening for individual appointments. Currently, reviewing sanitizing and safety protocols to open for individual appointments.

B. Facilities Report

The Facilities Report, provided by Keith Perfect, can be found on the top of page 80 of the September 24, 2020 Library Board packet. Although there has not been much rain the drainage on the north end of the building has been sufficient so far. Fall clean-up, weeding and winterization of the sprinklers planning is underway.

C. Information Services Report

The Information Services Report is found on pages 83-85, prepared by April Stevenson. On pages page 81 and 82 is the Summer Reading report that April presented to the Board. At the top of page 85 are examples of some of the grab and go crafts.

D. Support Service Report

The Support Services report is found on pages 85-86, prepared by Maryann Zurmuehlen. In August 167 new Library Cards were issued. Noting the items checked out are 45,000 and starting to increase again. We are currently averaging about 450 guests using the building, the numbers were about 1,300 per day prior to COVID.

E. COVID-19 Usage Statistics

The COVID-19 usage statistics update is included on page 86.

F. Library Usage Statistics

The Library Usage Statistics report can be found on pages 87-95.

G. Bits & Pieces –N/A

H. Friends of Novi Library-Songfest Event September 2, 2020, Meeting Agenda September 9, 2020

On page 96 is a photo collage from the September Songfest Event. This event is sponsored by the Friends with a generous \$1,000 commitment towards the talent. Director Farkas thanked the Wainwright's of Paradise Park for allowing the Library to have this program at no cost. On page 97 is the Friends of Novi Public Library September 9, 2020 Meeting Agenda.

I. City of Novi Historical Commission – Meeting Minutes August 19, 2020 and Meeting Agenda September 16, 2020

Included on pages 98-100 are the City of Novi Historical Commission August 19, 2020 Meeting Minutes and the September 16, 2020 Meeting Agenda.

Pages 101 and 102 is the Library Board Calendar.

13. Committee Reports

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

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

- o Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- o 1st draft of building policies were sent to the attorney for review/edits as of 7/6/20.
- o The Attorney needs more time to review the policies that were sent. Attorney gave October 1, 2020 as a date for receiving edits, and will be offering suggestions to current drafts as well as model policies for the staff committee to review and consider. A date of Monday, October 12, 2020 (2-4pm) has been set for the next staff review meeting.
- o Trustee Michener is requesting a clause be added in an existing policy in relation to hate speech.

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

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

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj, Kirsten Malzahn and Christopher Nadeau.
- HR Manager posting closed on September 8, 2020. 83 qualified applications were received for the position. Resumes are being reviewed and interview dates are being considered.
- We said good-bye to Marcia Dominick on Thursday, September 17, 2020. Marcia was a 20 year employee of NPL. She served as Administrative Assistant and her role encompassed both HR and Finance for a number of years.
- HR Policy staff review has been suspended until a new HR Manager is hired.
 - o Update: President Agosta was absent/excused. Trustee Dooley read the committee summary to the Board.

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

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

- o Barbara Cook, NPL Bookkeeper, has been added to the Committee. Barbara will take on the work of investigating further an Endowment/Foundation opportunity for NPL in 20/21.
- o Director Farkas was asked to provide information to the Committee about the BCALA costs for membership and conference attendance. This information was provided to Committee members. Director Farkas was asked to obtain further information from City of Novi on the 7 year van ownership for the library. Information is provided in the packet.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

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

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:

- September Songfest at Paradise Park – Trustee Agosta (September 2, 10)
- Update: Trustee Yu was absent/excused. Trustee Dooley read the committee summary to the Board.

E. Strategic Planning Committee: Annual review of current plan

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

- A meeting was held on Monday, September 14, 2020. Trustee Dooley, Trustee Yu and Director Farkas were in attendance. The Committee reviewed Trustee Michener's information packet presented to the Board in July. The Committee is presenting a draft of an updated Strategic Plan that incorporates the four equity goals that were presented in the research packet for Board consideration.
 - Update: Trustee Dooley explained that the Strategic Planning committee reviewed Trustee Michener's information packet which included the goals of the Equity and Inclusion Committee. These 4 goals were merged into the Strategic Plan, which outlines what the Library would like to accomplish. Trustee Dooley read the suggested changes as appearing on page 31. These amendments will be voted on under 15. A. Matters for Board Action.

F. Building/Landscape Committee: Entrance project

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

- Lakeshore Lending Library Kiosk- Another push in the date, based on communications with City of Novi CIO Rob Petty, to the week of Monday, October 19, 2020. Utility work has been scheduled for the end of August-mid-September. Director Farkas has met with 3 local vendors for vinyl wrap quotes for the kiosk. Pricing has not been received, but not reviewed. Anticipated vinyl wrap date has been changed to Friday, October 23, 2020
- Library Van- Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Café – 2 students from the Student Transition Program have started working in the Café: Rick and Matt. See information in the Director's Report.

The Café has resumed early hours at 7am (Mon-Fri) as of Tuesday, September 8th with the start of the new school year. The traffic in the morning has been very slow. Café offered a discount to students, teachers and library staff the first week of school.

- Friends of Novi Library Book Nook – Due to an overwhelming response to donations, the Friends have had to schedule donation drop-offs for the 2nd

and 4th Thursdays of the month (10am-7pm) as of September 10. The volume was too much to handle for weekly donation drop-offs as the Friends have a very limited volunteer pool at this time. New signage was created and communications about the change has gone out.

- Air Duct Cleaning RFP- Director Farkas will begin working on a RFP for an air duct cleaning of the full building. This was an approved budget item for 20/21. Keith Perfect is currently reviewing a document to add language specific to our building's needs.
- Voting Day (November 3, 2020)- The Library will be CLOSED to the general public for access to the collections, but drive-up, lockers, hold pick-up and phone assistance by staff will be available. Café will be open, only the Large Meeting Room will be accessible for the voting precinct.

G. Bylaw Committee: Review Library Board Bylaws

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

- Bylaw revisions were approved at the March 28, 2019 meeting.
- Committee has a meeting date set for Monday, October 5, 2020 at 5pm to discuss bylaw updates.

H. Equity and Inclusion Committee

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

- Committee met on Wednesday, September 2, 2020.
 - Focus was BCALA opportunity as well as a Community listening session.
- Committee members requested a comprehensive list of programming offered by NPL over the past years that related to DEI efforts. See Gail Anderson's report enclosed.
 - This list is included in the packet. Trustee Michener stated this shows involvement but still room to grow.
- Director Farkas was asked to retrieve data from the Novi Schools regarding the diversity make up of students attending NCSD and test score percentages by diverse populations to look at education gaps and how NPL could assist with learning opportunities.
 - Trustee Michener mentioned that Trustee Dooley requested this information from the schools.
- Trustee Dooley is recommending to acknowledge current Ad Hoc Diversity, Equity and Inclusion committee to become a standing committee going forward.
 - The DEI Committee is not in the original library by-laws and is therefore an Ad Hoc Committee, established for a specific purpose and this committee could be dissolved. To make this committee a standing committee a vote will be taken under Matters for Board Action item 15.C.

- Trustee Michener was asked to look further into BCALA affiliations for NPL and Spectrum Scholarship; information regarding the BCALA annual conference was provided to the committee regarding timeline and costs.
 - BCALA and APALA memberships will be voted on under Matters for Board Action 15. D.
- Trustee Michener mentioned the idea of a Community Listening Session. The Committee is working on details for a possible October date.
- Next Committee meeting is scheduled for Tuesday, September 22nd which will include Programming Coordinator, Gail Anderson.
 - Trustee Michener, Trustee Dooley, Director Farkas, April Stevenson and Gail Anderson were in attendance for the September 22nd meeting. A community listening session and a multicultural walk through was discussed.
 - Trustee Wood is glad there will be a community listening session and is eager to hear what the community of Novi has to say at these sessions. This feedback from the whole community is a key element and it includes Black students at the high school and all minorities at the high school. This allows the trustees to hear from the community what the gaps are.
 - A potential date of October 27th is established for a community listening session.

14. Public Comment

Trustee Dooley acknowledged and thanked the members of the community and staff, who called in at the last meeting. Trustee Dooley commented that your opinion and caring for the Novi Public Library really shows and just like other institutions, we are meant to grow and learn. Your voice and passion helps with that.

Sharon Trumpy, Novi Resident, 23851 Harvest Drive. She first contacted Director Farkas and the library board in June of 2020 following the death of George Floyd. She shared with the Board some examples of equity initiatives in other libraries and asked that the library make a commitment to address racism. She did so with full confidence that the Novi Public Library would be ready, willing and able to step up. She expected such because of previous positive interactions. She believes that public services, such as libraries have a duty to ensure that they are serving their community. That community includes Black people like her son. She was disappointed at the last Library Board meeting that a Board member said they would not second a motion for a statement on race and racism because the by-laws specify that they should serve the community; that community is Novi. To Sharon it sounds like the Board does not believe the Novi community includes the Black community. It sounded to her like the Board does not believe that equity initiatives that benefits the Black community actually benefit all of the community. It made her feel like her family is not seen and valued. Since that meeting, Sharon Trumpy has spoken with Director Farkas and she shared a list of actions that she would like to see the Library take on, aligned with the previously established strategic goals. She appreciated Director Farkas's willingness to speak with her and receive her input. Also, she appreciates Trustee Michener's report tonight and hearing about some of the opportunities the Equity Committee has identified. A few of her requests include virtual story time's highlighting issues of diversity and equity, facilitative discussion groups, expanded recruiting efforts to reach more diverse applicants, protocols to ensure staff

and patrons can safely report experiences of discrimination and empowering staff and patrons to learn how to talk about race and to confront racism through practical training experiences such as bystander intervention training. She stated these fit within the Libraries stated Strategic goals of universal literacy, inclusive cultural and fostering interactions within this diverse community. At the last Board meeting, several Board members referenced actions speaking louder than words. Sharon said the trustees have a community that is ready and waiting for action. She said the Novi community is ready to partner with Board Members to make the Library an even more amazing place for more people. She hopes that with Board will accept her invitation.

DeJuan Woods, Novi Resident, 49589 Hartwood Drive. He had the pleasure of calling in during the last Board meeting and feels that the Board is committed to diversity and equity. It pleases him particularly in this time, where a lot of the residents are not able to utilize the Library in the way that Library is meant to be used- in person. The critical conversations that the Board is having this evening and the information that the previous caller has articulated, points out areas where the Library can continue to focus on racial equity, diversity and inclusion. It is an important time to move forward as allies to the African American Community. He said Trustee Michener is a wonderful leader, taking a strong position in this space and he is proud of her efforts. Additionally, he is proud of all the Board members for focusing on this issue. He said as resident, who has a first grader attending Deerfield, he is happy that the Library is a resource and pillar of this community. He feels that many of his neighbors and Deerfield parents (he communicates with) sees the Library as one of the biggest strengths in the community. He encourages the Board to continue the great work they are doing and it's about empowering the Board to empower the community. Keep up the good work.

Lisa Goss Hopson, 49773 Hartwick Drive. She called in last month and she said she had some pretty harsh statements that she stands by completely. However, she has listened to the entire meeting and is feeling a lot more hopeful and it seems to her that people are more willing to work with Trustee Michener and the initiatives she has suggested. She wanted to let the Board know she will be listening to future meetings and she is looking forward to the Board at some point, very soon addressing the hate speech clause that the Board promised would be a part of their public statement. She thinks that the Library is the pillar of the community and that it should take a stance against any type of hate speech whatsoever. She felt hopeful when Trustee Wood suggested the inclusion of African American students from the high school and their viewpoint. As a middle school teacher, she has utilized the Novi Library professionally and as a mother of a 4th grade student at Deerfield, who loves to attend the Library. She looks forward to continuing to partner with the Library as a community member and seeing the Board bring more inclusive literature across various genre including not only the African American demographics but all the other demographics represented in Novi as well. She thinks there should be more books about India and the Indian Culture seeing that is so predominant in Novi. She thinks the books should be on display not for any particular holidays like Dewali or not for just Black History Month, but throughout the entirety of the year. She looks forward to listening to more Board meetings and for the Board to work together with Trustee Michener and making the Equity Committee a standing committee that never goes out of function and the same thing with Diversity. She asked the Board to continue to do a good job and please continue to work together for the benefit of everyone in Novi.

Tia Marie Sanders, did not state her address, Novi Resident. She was also on the last call (at the last Board meeting) and was disheartened and disappointed at that time but as

everyone else has said, hearing the meeting tonight she feels hopeful. She thanked Tara for not backing down on this issue and for representing the community. It is not always easy to put your neck on the line and she said the Black community thanks her for it. Also, she wants to say that Sharon Trumpy putting in the details that she did and she hopes that Sharon's document is shared with the Board. Tia Marie from an employee standpoint wants to see diversity in the hiring process, specifically asking for hiring of an African American Black male who she said has never worked in the Novi Library system. She would like an opportunity for a Black man to fill and see themselves in the Library space and be celebrated, respected and valued. She seconds everything that Sharon Trumpy has shared and seconds everything that Trustee Michener has shared and as an employee Tia Marie wants to make sure the weight of that urgency is understood. She said being a Black person that is in a space that is predominately not Black is not always comfortable, pleasant and things happen that she doesn't want to happen and these things are easier to get through with co-workers, managers, and Boards that support and understand her situation and want to see some change happen. She is happier with the Board meeting that is taking place tonight as a citizen and as an employee she is looking forward to some of the things will come out. She wanted to weigh in heavy that the community of the staff are also equally important. She suggested paying internal attention as well. She thanked all the callers and people weighing in and the Board and Director.

Paula Henry- President of PAASN, 23575 Stonehenge. She is happy about what she has heard this evening regarding the initiative of Trustee Michener. She was disappointed last month about the initiative not voted on and believes there should be a clause in the Novi Library policy regarding equity with African American's in the community. She is happy to hear that some changes have been made and is looking forward to seeing the results, stating actions speak louder than words. She is excited about what is being proposed and she definitely looks forward to working with the Novi Public Library and making sure that everyone's voice is heard in Novi.

15. Matters for Board Action

A. Approval of 2019-2022 Strategic Plan with updates (1st draft)

A motion was made to approve the 2019-2022 strategic plan with the updates highlighted in red that reflect the Equity goals that were mentioned.

1st – Tara Michener

2nd – Geoff Wood

The motion passed unanimously.

Trustee Wood mentioned that when the strategic goals were originally prepared a lot of discussions of diversity and inclusion took place. The points in the original document show the power of the framework of the original goals and how the team really pushed diversity and inclusion. Additionally, he is glad to see it spelled out in each of the steps in the document. He is looking forward to seeing where the Board stands at 2 ½ years from now. Trustee Dooley mentioned that by putting these initiatives in cohesion with the strategic plan the Board will have accountability and measurability. Trustee Dooley appreciates the staff's work and Trustee Michener's work with the goals.

B. Approval of Library Van Replacement Schedule for every 7 years (2nd consideration for approval)

A motion was made to approve the Library Van Replacement plan on page 48.

1st – Craig Messerknecht

2nd – Bill Lawler

The motion passed unanimously.

- C. Recommendation to approve current ad hoc Diversity, Equity and Inclusion committee to become a standing committee for the Library Board.

A motion was made to approve the current ad hoc Diversity, Equity and Inclusion committee to become a standing committee for the Library Board.

1st – Tara Michener

2nd – Craig Messerknecht

The motion passed with 4 yes and one abstain.

Trustee Wood noted that this motion changes the by-laws and felt all 7 trustees should have an ability to vote or speak about it. He mentioned changing a by-law is similar to changing a constitutional amendment. He is not saying this is not important, but he wanted to allow all 7 trustees to have a voice and 2 trustees are absent/excused.

Trustee Lawler asked if it will be under the purview of the committee (Diversity, Equity and Inclusion committee) to address some of the specific suggestions the Board has heard today and are there other specific suggestions the committee would envision working if the committee continues? Trustee Michener answered yes anything that falls under Diversity, Equity and Inclusion would be this committee's focus.

- D. Trustee Michener discussed the BCALA membership and said it is a division of the ALA but focusing on the Black Community and initiatives that support libraries in that community helping libraries to be more culturally competent. Also, she is asking for a motion to join the APALA, which is the Asian Pacific American Librarians Association branch. That came out of a conversation Director Farkas had with International Librarian, Shannon O'Leary.

A motion was made to approve memberships to the BCALA and the APALA.

1st – Tara Michener

2nd – Geoff Wood

The motion passed unanimously.

Trustee Wood commented that during his research on these memberships he noticed that they have affiliations in certain states but they do not have an affiliation in Michigan. He asked if this precludes the Board from being able to join. Director Farkas said from the ALA perspective the library will have no problem joining, however she will continue to look for offerings at a State level. Trustee Lawler asked if we are members of other similar organizations. Director Farkas said yes we are members of other library specific organizations that support library services and collections. These follow under the National ALA. The library participates in other divisions such as Youth Services and Teen Services. Trustee Michener added that these (memberships) pertain to Ethnic, Race, Diversity, Equity and Inclusion issues and we have not done that piece, yet. Trustee Dooley asked about making the motion broad to include other memberships in the future in addition to BCALA and APALA; to allow ability to join other organizations. Trustee Michener said the passion is here today and may not be next month and research on additional memberships can be considered and brought to the Board's attention at future meetings. Trustee Wood asked typically

in the past when joining these organizations is it top down or is it something the Director determines? Director Farkas commented based on need and how the library gets involved, the library has moved forward and joined them. However, this conversation has been brought to the Board level originally. Director Farkas mentioned that for this meeting a broader statement was provided to Trustee Michener with examples of the BCALA and the APALA. A broader statement would support the libraries current ability to consider broader organizations. Director Farkas is thinking about the LGBTQ+ community where the Library has just made a connection. The library will join multiple organizations if there is an opportunity to do so based on budgets, needs, and opportunities for community, staff and Board involvement and support. Additionally, joining these memberships help support library programming. Trustee Wood added that this motion does not preclude the library from joining memberships in the future. Director Farkas said correct.

16. Adjourn

A motion was made to adjourn at 10:02 p.m.

1st— Tara Michener

2nd—Geoff Wood

The motion passed unanimously.

Kat Dooley, Vice President

Date

Warrant 595	268 Accounts	October 2020	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 75.65
Quill		268-000.00-727.000	\$ 583.63
Apple Store	Apple Developer Program	268-000.00-734.000	\$ 104.94
Demco Software	software	268-000.00-734.000	\$ 3,970.54
Zoom	COVID; virtual programs	268-000.00-734.000	\$ 354.04
Amazon		268-000.00-734.500	\$ 317.16
Tech Logic		268-000.00-734.500	\$ 59.80
Amazon	labels	268-000.00-740.000	\$ 42.40
Discount Paper Product	register tape	268-000.00-740.000	\$ 372.65
Demco	labels	268-000.00-740.000	\$ 1,462.26
The Library Network	labels	268-000.00-740.000	\$ 262.50
Amazon		268-000.00-742.000	\$ 732.66
Brodart		268-000.00-742.000	\$ 9,483.88
Center Point Large Print		268-000.00-742.000	\$ 440.78
Gale/ Cengage		268-000.00-742.000	\$ 883.68
Northville Library	lost books fees reimbursed to Novi	268-000.00-742.000	\$ (59.95)
Really Useful Boxes	STEAM KITS	268-000.00-742.000	\$ 51.28
The Library Network		268-000.00-742.000	\$ 70.00
Tsai Fong Books		268-000.00-742.000	\$ 472.41
Amazon		268-000.00-742.010	\$ 102.97
Gale/ Cengage		268-000.00-742.010	\$ 78.39
Midwest Tape		268-000.00-742.010	\$ 495.53
WT Cox	library periodicals	268-000.00-743.000	\$ 2,110.33
Midwest Tape		268-000.00-744.000	\$ 1,516.56
Overdrive		268-000.00-744.000	\$ 4,055.63
Recorded Books		268-000.00-744.000	\$ 6.95
Amazon		268-000.00-745.200	\$ 332.62
Midwest Tape		268-000.00-745.200	\$ 5,107.60
Spectrum Enterprises		268-000.00-801.925	\$ 57.49
Bank Services Charges		268-000.00-802.100	\$ 160.96
IPC- Integrated Pay		268-000.00-802.100	\$ 150.00
Ascension		268-000.00-804.000	\$ 392.00
Foster Swift		268-000.00-806.000	\$ 1,533.00
Rubbish		268-000.00-808.100	\$ 108.07
AAUW		268-000.00-809.000	\$ 81.00
ABWA		268-000.00-809.000	\$ 115.00
ALA		268-000.00-809.000	\$ 482.00

RNA Facilities Management	Sep-20	268-000.00-817.000	\$ 7,028.10
AT&T		268-000.00-851.000	\$ 351.18
Tel Net		268-000.00-851.000	\$ 428.31
T-Mobile		268-000.00-851.000	\$ 572.08
Unlimited Conferencing		268-000.00-851.000	\$ 33.97
Verizon		268-000.00-851.000	\$ 473.39
The Library Network		268-000.00-855.000	\$ 1,979.25
City of Novi	Fuel Charges for Van	268-000.00-861.000	\$ 22.10
Facebook	marketing; programs	268-000.00-880.000	\$ 3.47
Novi Rotary	2020 Golf Tournament Sponsorship	268-000.00-880.000	\$ 150.00
MuniWeb	September	268-000.00-880.000	\$ 1,058.00
Amazon		268-000.00-880.268	\$ 198.70
Demco		268-000.00-880.268	\$ 15.01
Mutch, Kathleen	8/27; 9/24	268-000.00-880.268	\$ 100.00
Scholastic		268-000.00-880.268	\$ 30.00
Walmart		268-000.00-880.268	\$ 23.82
Michigan Art & Humanities	SRP; grant; performers	268-000.00-880.268	\$ (438.00)
Millennium Business Sys.		268-000.00-900.000	\$ 384.20
Property & Liability		268-000.00-910.000	\$ 12,668.00
Consumers Energy		268-000.00-921.000	\$ 233.09
DTE		268-000.00-922.000	\$ 8,103.20
Utility	water and sewer	268-000.00-923.000	\$ 1,552.22
Allied Building		268-000.00-934.000	\$ 1,143.79
Allied Eagle		268-000.00-934.000	\$ 433.66
Amazon		268-000.00-934.000	\$ 74.30
Batteries + Bulbs		268-000.00-934.000	\$ 825.60
Boynton		268-000.00-934.000	\$ 839.00
Cintas		268-000.00-934.000	\$ 544.60
Dalton		268-000.00-934.000	\$ 1,325.00
Library Design		268-000.00-934.000	\$ 710.00
North Star Mat		268-000.00-934.000	\$ 192.28
Redford Lock		268-000.00-934.000	\$ 103.50
Voss		268-000.00-934.000	\$ 213.00
C&J Parking Lot Sweep	August 2020	268-000.00-941.000	\$ 60.00
Brien's	Lawn Maintenance	268-000.00-941.000	\$ 850.00
Millennium Business Sys.		268-000.00-942.000	\$ 650.94
Corrigan Record Storage	September	268-000.00-942.100	\$ 23.98
Amer. Library Assoc.	Business Reference101	268-000.00-956.000	\$ 68.00
Amigos Library Services	Marketing & Communications	268-000.00-956.000	\$ 99.00
Information Today	Computers in Libraries Conference	268-000.00-956.000	\$ 447.00
NAEYC	Annual Conference 2020	268-000.00-956.000	\$ 220.00

We Here LLC	Incorporating Critical Cataloging	268-000.00-956.000	\$ 35.00
Petty Cash (postage)		268-000.00-728.000	\$ 12.80
TOTAL			\$ 80,407.95

Warrant 595	269 Accounts	October 2020	
Payable to	Invoice #	Account number	Account
Amazon	RAR; Eric Carle Lacing Cards	269-000.00-742.229	\$ 59.96
Amazon	RAR; various titles	269-000.00-742.229	\$ 110.84
APB (Amer. Program Bureau)	Derf Backderf	269-000.00-742.232	\$ 1,250.00
Amazon	iCube; Sublimation Paper	269-000.00-976.046	\$ 29.98
Amazon	iCube; cutting die stencil; heat resistant gloves, etc.	269-000.00-976.046	\$ 64.94
Amazon	iCube; Sewing Needles	269-000.00-976.046	\$ 14.78
Amazon	iCube; embroidery supplies- basting spray; needles etc.	269-000.00-976.046	\$ 95.52
Sewing Gallery	iCube; embroidery expenditure	269-000.00-976.046	\$ 69.07
Big Frog	Lending Library T Shirts	269-000.00-742.236	\$ 494.60
Petty Cash (Staff Recognition)	Staff.; snacks; Marcia farewell	269-000.00-742.236	\$ 15.88
TOTAL			\$ 2,205.57

Email From: Karren Reish
Date: Mon, Oct 5, 2020 at 11:28 AM

Good afternoon, you have been approved for a Library of Michigan continuing education stipend. We hope the event is a great learning experience for you. You will need to complete and return the Continuing Education Agreement form found at <https://www.michigan.gov/cestipend> within the next 10 days.

Stipends will be a flat amount based on the location and duration on the event you will be attending. You have been approved for \$296.31.

Please login to your account at the Library of Michigan grant site (https://www.grantrequest.com/SID_5829?SA=AM) to upload the completed agreement form.

After you have attended the event, please login to your account at the Library of Michigan grant site to complete the Knowledge Sharing form no later than 30 days after the event. You will upload your event agenda and article/presentation as part of completing the Knowledge Sharing form. A receipt is REQUIRED if your stipend is for a virtual event.

If you have any questions about the program, please do not hesitate to contact me.

Karren Reish
Library Grants Coordinator
Library of Michigan

Information provided by Katie Iversen, Librarian

Here is a link to Library Journal's page on this event: <https://www.libraryjournal.com/?event=building-diverse-collections>



LJ & SLJ PROFESSIONAL DEVELOPMENT

**EQUITY IN ACTION:
BUILDING DIVERSE COLLECTIONS**

Online Event + Interactive Workshop + Live Interactive Sessions:
October 20 | October 27 | November 10 | 2 PM - 4 PM

The course take-aways are:

- **The ability to assess current library collections, book promotions, and displays through a diverse lens in order to assess gaps in collections and service areas.**
- **An understanding of key diversity and cultural literacy concepts such as white privilege, unconscious bias, cultural appropriation, and intersectionality.**
- **The ability to recognize common problematic stereotypes, tropes, and microaggressions in media.**
- **The ability to assess the diversity and inclusiveness of current collection development and RA practices.**
- **Guidance on planning and executing a diversity audit.**
- **Tools, tips, and advice on how to better diversify collections and displays.**
- **A plan of action to better diversify your library collections and address gap areas that will transform your understanding of your library users and the services you provide.**

Part of the stipend award involves sharing a presentation of what I learn with other staff. I am excited to share this information with our other collection development librarians, both adult and youth. I will be sure to send you the presentation as well!

Katie

Email From: **Michelle Rudy**

Date: Tue, Oct 6, 2020 at 12:33 PM

Subject: Thank you!

Hi Miss Emily!

We did our virtual story time today and we just wanted to share some pictures with you! We had a lot of fun! Thank you for doing this for us! We miss you! It is sad we cannot be together at this time, but this is the next best thing! It was like you were right here with us! Take care and we will see you soon hopefully!

Sincerely,

Miss Michelle and Class at Novi ECEC



September 2020 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia was held on September 23. Guests read *Sideways Stories from Wayside School* by Louis Sachar and answered trivia questions relating to the book. (Attendance = 9)

National Library Card Sign-Up Month

September is National Library Card Sign-Up Month, a time when the Library joins with the American Library Association and public libraries nationwide to make sure that everyone has the most important card in their wallet – a free library card! This year's theme was "Libraries are wonderful" and featured the superhero Wonder Woman.

During the month of September, the Library offered fun activities for all ages and a chance to win one of our four gift baskets for all ages (birth-preK, K-6, 7-12, and adult). Winners were announced on October 5.

Ways to win:

- Take a photo of or with your library card
- Complete a library card coloring sheet

Guests could submit entries in person, on NPL's website, tag NPL on social media, or email asknovi@novilibrary.org from September 1-September 30.



Banned Books Week

Banned Books Week is an annual event celebrating the freedom to read! Banned Books Week was held from September 27 - October 3, and highlighted the value of free and open access to information. Teens in grades 7-12 were encouraged to read two banned books between September 1 and October 3, to win a \$5 Library Cafe gift card!



Teen Space Update:

Per the current Executive Order limiting indoor gatherings to 10 people, Teen Space will not be held at this time.

Teen Advisory Board (TAB) Update:

The first Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on September 18. The TAB Officers gave a presentation, which was an overview of what TAB is, what is expected on members, and what activities and community services projects were done in the past. Then, the teens did an icebreaker followed by a brainstorming activity to share ideas for what members would like to accomplish this year during TAB. (Attendance = 20)

Upcoming Tween and Teen Programs:

NPL is continuing to offer virtual programs in November 2020.

- Share a Story with Local Author A. Kidd - November 4
- BeTWEEN The Pages: Tween Book Club Trivia - November 18 (Title is *Because of Winn Dixie* by Kate DiCamillo. This title is available through Hoopla for instant download.)
- Teen Advisory Board (TAB) Meeting - November 20
- ACT Practice Test - November 21



2019 - 2022

Novi Public Library's Strategic Goals

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



How will we accomplish these goals?

Collections/Electronic Resources

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

Programming & Events

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

Outreach & Services

- To positively and effectively influence outreach and partnerships pertaining to race relations
- Improve Library access to all Novi residents, city employees, businesses and those working in Novi
- Expand collaborations with area schools and create barrier free policies and procedures

Building & Grounds

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

Human Resources

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

Marketing

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

Technology

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

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

INFORM. INSPIRE. INCLUDE.

Updated: 09/24/20

GOALS UPDATE (July, **November**, January, April) – N/A

**Due to other demands related to HR, I was unable to complete the new goals document for the Managers to upload their staff updates. This information will be forthcoming in the November packet. The new document will include the revised Strategic Planning points related to DEI that were approved by the Library Board on September 24, 2020.

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

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

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

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

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

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

Financial Report for October 2020

Approved Budget for Fund 268 Fiscal Year 2020-2021

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

Approved budget for Fund 269 Fiscal Year 2020-2021

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

Revenue & Expenditure Report for Fund 268

	YTD Aug 31, 2020	YTD Sep 30, 2020	Difference
TOTAL REVENUES	\$127,768	\$130,184	\$2,416
TOTAL EXPENDITURES	\$453,402	\$676,061	\$222,659
NET OF REVENUES & EXPENDITURES	(\$325,634)	(\$545,877)	

Revenue & Expenditure Report for Fund 269

	YTD Aug 31, 2020	YTD Sep 31, 2020	Difference
TOTAL REVENUES	\$278	\$2,184	\$1,906
TOTAL EXPENDITURES	\$1,351	\$4,674	\$3,323
NET OF REVENUES & EXPENDITURES	(\$1,073)	(\$2,490)	

Balance Sheet Report as of September 30, 2020

The ending fund balance for Fund 268 is \$1,728,120.47

The ending fund balance for Fund 269 is \$1,704,488.68

10/09/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 09/30/2020										
% Fiscal Year Completed: 25.21										
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUG2020	SEPT2020	09/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,939,255.00	0.00	0.00	0.00	0.00	2,939,255.00	0.00
268-000.00-403.001	Property Tax Revenue- County Chargeback	(6,553.64)	2,000.00	2,000.00	0.00	446.02	421.93	867.95	1,132.05	43.40
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(258.43)	(259.00)	(259.00)	0.00	0.00	0.00	0.00	(259.00)	0.00
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(2,983.82)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	0.00	(4,500.00)	0.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	0.00	(6,500.00)	0.00
Property tax revenue		2,822,387.52	2,929,996.00	2,929,996.00	0.00	446.02	421.93	867.95	2,929,128.05	0.03
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	20,000.00	22,354.48	0.00	0.00	22,354.48	(2,354.48)	111.77
State sources		44,383.68	40,000.00	20,000.00	22,354.48	0.00	0.00	22,354.48	(2,354.48)	111.77
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	5.00	187.95	134.37	327.32	13,672.68	2.34
268-000.00-665.100	Copier	1,172.45	600.00	600.00	0.00	105.00	201.00	306.00	294.00	51.00
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	328.71	0.00	216.83	545.54	3,454.46	13.64
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,600.00	6,847.00	0.00	0.00	6,847.00	(247.00)	103.74
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Other revenue		63,237.74	68,200.00	30,200.00	7,180.71	292.95	552.20	8,025.86	22,174.14	26.58
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	60,000.00	1,158.71	968.33	1,393.02	3,520.06	56,479.94	5.87
268-000.00-658.000	State penal fines	118,345.07	114,000.00	57,000.00	0.00	95,366.51	0.00	95,366.51	(38,366.51)	167.31
Fines and forfeitures		167,306.32	179,000.00	117,000.00	1,158.71	96,334.84	1,393.02	98,886.57	18,113.43	84.52
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	0.00	0.00	0.00	0.00	54,201.00	0.00
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	0.00	0.00	0.00	0.00	(20,000.00)	0.00
Interest income		87,344.61	34,201.00	34,201.00	0.00	0.00	0.00	0.00	34,201.00	0.00
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	0.00	0.20	49.00	49.20	3,450.80	1.41
Donations		10,318.10	6,500.00	5,500.00	0.00	0.20	49.00	49.20	5,450.80	0.89

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUG2020	SEPT2020	09/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	965,000.00	73,759.68	73,435.64	73,353.78	220,549.10	744,450.90	22.85
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	18,500.00	0.00	0.00	0.00	0.00	18,500.00	0.00
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	39,065.01	44,945.28	45,312.59	129,322.88	505,677.12	20.37
268-000.00-706.000	Overtime	496.47	500.00	500.00	0.00	80.37	0.00	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	8,629.61	8,881.38	9,481.85	26,992.84	97,007.16	21.77
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	14,127.68	19,940.17	4,115.55	38,183.40	156,816.60	19.58
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	0.00	612.50	612.50	1,225.00	5,075.00	19.44
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(1,264.77)	(2,835.64)	(2,835.64)	(6,936.05)	(29,063.95)	19.27
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	1,503.00	6,897.00	17.89
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	29,292.00	43,224.00	43,224.00	3,602.00	3,602.00	3,602.00	10,806.00	32,418.00	25.00
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,256.06	3,294.99	3,285.26	9,836.31	35,163.69	21.86
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	4,100.00	302.38	161.38	172.43	636.19	3,463.81	15.52
Personnel services		1,959,395.24	2,121,060.00	2,009,024.00	141,978.65	152,619.07	137,601.32	432,199.04	1,576,824.96	21.51
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	18,000.00	2,333.24	434.99	583.63	3,351.86	14,648.14	18.62
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	0.00	0.00	99.96	99.96	900.04	10.00
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	8,568.01	571.95	3,970.54	13,110.50	56,589.50	18.81
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	608.36	240.77	370.66	1,219.79	18,580.21	6.16
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	2,906.97	2,795.80	447.41	6,150.18	18,849.82	24.60
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	180.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	185,800.00	6,505.38	9,201.71	10,068.17	25,775.26	160,024.74	13.87
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	17.43	355.25	262.32	635.00	19,365.00	3.18
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	1,100.00	0.00	0.00	0.00	0.00	1,100.00	0.00
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	1,800.00	0.00	2,110.33	3,910.33	20,089.67	16.29
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	2,964.31	15,213.65	1,420.85	19,598.81	95,401.19	17.04
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	2,405.32	4,461.99	2,548.47	9,415.78	37,484.22	20.08
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	51,256.25	0.00	1,967.43	53,223.68	10,776.32	83.16
Supplies		482,945.13	599,600.00	595,600.00	79,365.27	33,276.11	23,849.77	136,491.15	459,108.85	22.92

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUG2020	SEPT2020	09/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	54.30	54.30	0.00	108.60	391.40	21.72
268-000.00-802.000	Data processing	700.22	700.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	150.00	310.96	150.00	610.96	3,389.04	15.27
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	98.00	294.00	0.00	392.00	608.00	39.20
268-000.00-806.000	Legal fees	8,951.50	5,000.00	7,500.00	105.00	357.00	1,176.00	1,638.00	5,862.00	21.84
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	3,222.01	224.00	420.00	3,866.01	3,633.99	51.55
268-000.00-816.000	Professional services	250.00	10,500.00	10,500.00	200.00	0.00	0.00	200.00	10,300.00	1.90
268-000.00-817.000	Custodial services	37,851.60	50,000.00	50,000.00	4,024.67	7,305.20	0.00	11,329.87	38,670.13	22.66
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	18,384.86	17,500.00	17,500.00	1,876.01	2,452.89	519.08	4,847.98	12,652.02	27.70
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	15,662.85	0.00	0.00	15,662.85	49,537.15	24.02
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	1,500.00	0.00	22.10	0.00	22.10	1,477.90	1.47
268-000.00-862.000	Mileage	6.38	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	22,866.06	21,000.00	18,000.00	905.51	44.98	1,343.01	2,293.50	15,706.50	12.74
268-000.00-880.268	Library programming	18,956.32	25,000.00	25,000.00	451.81	1,273.55	(216.50)	1,508.86	23,491.14	6.04
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	19,424.00	30,000.00	28,000.00	0.00	381.18	384.20	765.38	27,234.62	2.73
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,500.00	12,668.00	0.00	0.00	12,668.00	(168.00)	101.34
268-000.00-910.001	Insurance deductibles/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	10,152.64	11,000.00	11,000.00	639.42	256.16	0.00	895.58	10,104.42	8.14
268-000.00-922.000	Electricity	92,792.30	95,000.00	95,000.00	8,067.55	7,498.93	8,103.20	23,669.68	71,330.32	24.92
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	7,152.92	9,091.07	4,268.93	20,512.92	91,687.08	18.28
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	38,000.00	210.00	1,885.00	0.00	2,095.00	35,905.00	5.51
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	0.00	1,044.04	650.94	1,694.98	6,305.02	21.19
268-000.00-942.100	Records storage	287.76	1,300.00	1,300.00	23.98	23.98	23.98	71.94	1,228.06	5.53
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	858.72	1,658.00	0.00	2,516.72	7,483.28	25.17
Other services and charges		504,881.30	554,700.00	547,200.00	56,370.75	34,177.34	16,822.84	107,370.93	439,829.07	19.62
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	29,227.25	79,000.00	53,000.00	0.00	0.00	0.00	0.00	53,000.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	0.00	0.00	0.00	0.00	17,000.00	0.00
Capital outlay		60,659.80	111,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		187,096.50	(128,463.00)	(84,927.00)	(247,020.77)	(122,998.51)	(175,857.78)	(545,877.06)	460,950.06	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,194,977.97	3,257,897.00	3,136,897.00	30,693.90	97,074.01	2,416.15	130,184.06	3,006,712.94	642.76
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,221,824.00	277,714.67	220,072.52	178,273.93	676,061.12	2,545,762.88	642.76
NET OF REVENUES & EXPENDITURES		187,096.50	(128,463.00)	(84,927.00)	(247,020.77)	(122,998.51)	(175,857.78)	(545,877.06)	460,950.06	642.76

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUG2020	SEPT2020	09/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	0.00	0.00	0.00	0.00	27,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	0.00	0.00	0.00	0.00	(4,500.00)	0.00
Interest income		45,787.97	22,500.00	22,500.00	0.00	0.00	0.00	0.00	22,500.00	0.00
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,347.22	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	28.00	0.00	28.00	972.00	2.80
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	0.00	250.00	1,905.54	2,155.54	3,344.46	39.19
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		16,803.70	19,500.00	24,000.00	0.00	278.00	1,905.54	2,183.54	21,816.46	9.10
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	0.00	16.49	170.80	187.29	812.71	18.73
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	1,250.00	375.00	1,250.00	2,875.00	(1,875.00)	287.50
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	80.00	1,326.88	205.22	1,612.10	(1,612.10)	100.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Supplies		24,962.88	65,700.00	4,500.00	1,330.00	1,718.37	1,626.02	4,674.39	(174.39)	103.88
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	0.00	0.00	6,800.00	0.00
269-000.00-976.046	Makerspace Renovation	6,735.84	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Capital outlay		6,735.84	11,800.00	46,550.00	0.00	0.00	0.00	0.00	46,550.00	0.00
Net - Dept 000.00 - treasury		30,892.95	(35,500.00)	(4,550.00)	(1,330.00)	(1,440.37)	279.52	(2,490.85)	(2,059.15)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		62,591.67	42,000.00	46,500.00	0.00	278.00	1,905.54	2,183.54	44,316.46	54.74
TOTAL EXPENDITURES		31,698.72	77,500.00	51,050.00	1,330.00	1,718.37	1,626.02	4,674.39	46,375.61	54.74
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(4,550.00)	(1,330.00)	(1,440.37)	279.52	(2,490.85)	(2,059.15)	54.74
TOTAL REVENUES - ALL FUNDS										
TOTAL REVENUES - ALL FUNDS		3,257,569.64	3,299,897.00	3,183,397.00	30,693.90	97,352.01	4,321.69	132,367.60	3,051,029.40	
TOTAL EXPENDITURES - ALL FUNDS		3,039,580.19	3,463,860.00	3,272,874.00	279,044.67	221,790.89	179,899.95	680,735.51	2,592,138.49	
NET OF REVENUES & EXPENDITURES		217,989.45	(163,963.00)	(89,477.00)	(248,350.77)	(124,438.88)	(175,578.26)	(548,367.91)	458,890.91	

10/09/2020		BALANCE SHEET FOR CITY OF NOVI	
As of 09/30/2020			
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	2,201,847.99	
268-000.00-017.000	Investments - Pooled	2,422,809.68	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	(2,846,585.58)	
268-000.00-040.400	Prepaid expenditures	1,194.41	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	1,783,668.61	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	36,773.49	
268-000.00-215.200	Unemployment insurance liability	1,872.54	
268-000.00-259.702	Accrued liabilities-tax	13,500.00	
268-000.00-320.451	Deferred inflow - Unavailable COVID-19	3,402.11	
	Total Liabilities	55,548.14	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,101,253.14	
	Total Fund Balance	2,101,253.14	
	Beginning Fund Balance - 19-20	2,101,253.14	
	Net of Revenues VS Expenditures - 19-20	180,244.39	
	* 19-20 End FB/20-21 Beg FB	2,281,497.53	
	Net of Revenues VS Expenditures - Current Year	(553,377.06)	
	Ending Fund Balance	1,728,120.47	
	Total Liabilities And Fund Balance	1,783,668.61	
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTION FUND 269				
*** Assets ***				
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	38,769.24		
269-000.00-017.000	Investments - Pooled	1,667,345.46		
	Total Assets	1,706,114.70		
*** Liabilities ***				
269-000.00-202.000	Accounts payable	1,626.02		
	Total Liabilities	1,626.02		
*** Fund Balance ***				
269-000.00-390.000	Fund balance - Unrestricted	1,564,246.11		
269-000.00-390.230	Fund Balance Collections/Materials	36,560.99		
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	54,614.28		
269-000.00-390.232	Fund Balance Programming	29,396.44		
269-000.00-390.233	Fund Balance Technology Library	(8,731.24)		
	Total Fund Balance	1,676,086.58		
	Beginning Fund Balance - 19-20	1,676,086.58		
	Net of Revenues VS Expenditures - 19-20	30,892.95		
	*19-20 End FB/20-21 Beg FB	1,706,979.53		
	Net of Revenues VS Expenditures - Current Year	(2,490.85)		
	Ending Fund Balance	1,704,488.68		
	Total Liabilities And Fund Balance	1,706,114.70		
* Year Not Closed				

Director's Report by Julie Farkas



Staff Anniversaries for November

MALZAHN, KIRSTEN	November 2, 2017	3 yrs.
IVERSEN, KATIE	November 13, 2017	3
RINKEL, LISA	November 2, 2016	4
FARKAS, JULIE	November 12, 2007	13
BEMBENECK, BILL	November 16, 2000	20
LANG, BETTY	November 17, 1988	32

Email sent to staff by Katie Iversen

Hi everyone,

A guest dropped off a bouquet of flowers at the reference desk today as a thank you to all the librarians. She has been a regular at the library the last week or two, working every morning on our computers to complete a certification. She wanted to show her thanks to the library with some beautiful flowers for us to enjoy. :)



TLN Update – New Executive Director

On behalf of The Library Network (TLN) Board and its unanimous motion, I am pleased to announce that Steven K. Bowers will be TLN's next Executive Director. We are excited to have such an experienced and highly regarded library professional join the TLN team.

Steven will begin at TLN on Monday, October 5.

Congratulations and welcome to Steven!

Sincerely,
Mark E. Wollenweber
TLN Board Chair

State Aid Update from Library of Michigan

The new state aid rates have been computed for FY2021. One million dollars has been added to the FY2021 distribution, bringing the total amount of State Aid to public Libraries to \$13,067,700, with a per capita breakdown of \$.4299853 for direct and indirect state aid to public libraries. The Cooperative per capita will be \$.4299853 and a density payment of \$8.00 per square mile.

The FY2021 Public Library Annual Report/State Aid Application report will be available for submission from October 1, 2020 and close on February 1, 2021. Payments will be processed as follows: 1st 50% payment will be made after your state aid/annual report is reviewed (\$.214993 per capita). The remaining 50% will be paid after July 1, 2021. Please note that state aid reports are reviewed in the order that they are received. Reviews and first payments will begin after March 1, 2021.

For a complete listing of the State Aid to Public Libraries Application Process, please visit the Library of Michigan website at:
https://www.michigan.gov/documents/libraryofmichigan/State_Aid_to_Public_Libraries_Application_Process_544008_7.pdf

Thank you,

Kathy Webb
State Aid/Penal Fines
Library of Michigan

Lakeshore Lending Library Update as of October 8, 2020: Email sent to Library Board on 10/8/2020

Hello Library Board-

I pulled an emergency virtual Zoom meeting with the Building/Grounds committee today. Trustees Messerknecht and Lawler were able to attend. The purpose of the meeting was to discuss the Lakeshore Lending Library kiosk and a new time frame that was given to me yesterday by the City of Novi due construction changes that are a result of COVID.

The new time frame for mobilization of the kiosk is the week of November 20th. This is due to a concrete pathway that does need to be installed prior to the kiosk being delivered and properly installed.

With this timeframe being extended into weather that could be unknown to us and then work being done to get the kiosk ready for use, we would be looking at late November/early December for the public launch. In addition, the wrap company cannot guarantee a wrap product adhering with colder temps to the kiosk.

Therefore, my recommendation to the committee and to this Board is for us to hold off on installation of Lakeshore Lending Library until the last week of April 2021 when the frost laws are lifted and we can plan for a HUGE event that would welcome regular usage of the kiosk without the cold temps being the first deterrent to the new service. I don't think we want to answer to the community "why are you installing it now?, it's winter". I feel we need the biggest bang for our tax payer bucks and holding off for a time when we can guarantee optimum usage when it is first launched is key.

I have communicated this to the City of Novi's teams (IT and Parks & Rec) and there is no issue with the conduits being capped off/secured and the kiosk site remaining empty until spring. Both the Parks & Rec and IT Depts. at the City of Novi have been wonderful to work and very open in their communication. This is just something we cannot control at this time and it is due to construction delays resulting from COVID. They too want the best result for our unveiling and use of the kiosk.

I have contacted our vendor and they have no issues with holding our unit for a spring delivery. I asked about us needing to pay any storage fees on the unit or any cost they would incur for a longer period before delivery. There are no additional costs being added and they are willing to hold our account open and the unit available for Novi without any penalties. They want our install and launch to Novi to be as successful as possible and they understand the timing we are now up against with the changing weather.

The Outreach committee will continue to work on projects that relate to the kiosk. We will move forward with putting the current collections into main library so that guests have access to these items now and we will begin to build newer collections that would reflect a spring grand opening with the newest titles/trends. We will continue to work with TLN for the set-up of the kiosk, our new driver has been hired and we will get him ready for circulation tasks and hopefully (based on restrictions lifting) getting him in the north community to do library card sign-up and promo ahead of spring for guests to be ready for the new contactless service.

Timeframe to plan for at this time:

Week of April 26th 2021: Kiosk is delivered to the Lakeshore Park site

End of week April 26th 2021: Wrap put on the kiosk/training of library staff

Week of May 3rd: Grand Opening celebrations in partnership with the City of Novi Parks & Rec department

I feel confident in this decision because it will be best embraced by the community if launched in better spring weather, hopefully COVID restrictions will be a thing of the past, summer programming will be on the horizon and school will be coming to an end – the community will be able to look forward to something new and shiny to use/access for reading and entertainment!

My team has been notified and we will await spring with much excitement!



FOR IMMEDIATE RELEASE

October 14, 2020

Contact: Press@michigan.gov

Governor Whitmer takes action to protect workers, keep workplaces safe from COVID-19

MIOSHA issues emergency rules to clarify requirements for employers to control, prevent, and mitigate the spread of infection

LANSING, Mich. — The Michigan Occupational Safety and Health Administration (MIOSHA) within the Michigan Dept. of Labor and Economic Opportunity (LEO) is one of the first state OSHA programs to promulgate rules which clarify the safety requirements employers must follow to protect their employees from COVID-19. Governor Gretchen Whitmer today signed her concurrence of the need for a comprehensive set of Emergency Rules that will help protect Michigan workers, businesses, customers and communities from the spread of COVID-19.

“While most Michigan job providers are doing their part to slow the spread of COVID-19, these rules provide them with clarity regarding the necessary requirements to keep their workplaces safe and their employees healthy,” said **Gov. Whitmer**. “I will continue to work around the clock with my partners in labor and business to ensure protections for every Michigan worker.”

Under the Emergency Rules, businesses that resume in-person work must, among other things, have a written COVID-19 preparedness and response plan and provide thorough training to their employees that covers, at a minimum, workplace infection-control practices, the proper use of personal protection equipment (PPE), steps workers must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions.

MIOSHA’s Emergency Rules implement workplace safeguards for all Michigan businesses and specific requirements for industries, including manufacturing, construction, retail, health care, exercise facilities, restaurants and bars.

The rules establish workplace safety requirements and employers should coordinate these requirements with the [Emergency Order](#) issued by the Michigan Department of

Health and Human Services restricting gathering sizes, requiring face coverings in public spaces and childcare facilities, placing capacity limitations on stores, bars and other public venues and providing safer workplaces.

“As we reengage our economy, the Governor’s actions reiterate the importance to keep workplaces safe for employees and protect customers from COVID-19 transmission,” said **COVID-19 Workplace Safety Director Sean Egan**. “These rules will formalize the workplace safety guidelines previously in place, and are necessary to save lives. We will continue to educate workers and employers on requirements for businesses to get open and stay open.”

Since March 2020, employers have reported 30 worker deaths from COVID-19 in Michigan and 127 in-patient hospitalizations potentially linked to workplace exposure. MIOSHA has received over 3,800 complaints from employees alleging uncontrolled COVID-19 hazards in the workplace and 263 referrals from local government, including local health departments, indicating that businesses were not taking all the necessary measures to protect their employees from infection.

"Since the beginning of this pandemic, the working folks I've talked to have been most concerned about avoiding catching this awful virus at work and bringing it home and spreading it to their families," said **Ron Bieber, president of the Michigan AFL-CIO**. "We need to make sure we're doing everything we can to help these people protect themselves and their families, because we can't have a strong economy when people are catching a deadly virus just by showing up to work."

“Small businesses owners are dedicated to providing safe workplaces. Consistent, practical, and clear rules are important to achieving that goal,” said **Brian Calley**, president of the Small Business Association of Michigan. “We welcome the initiation of the departmental rule-making process to establish predicable and well defined expectations.”

A set of online resources at Michigan.gov/COVIDWorkplaceSafety provides businesses with the guidelines they and their employees must follow and includes a [sample COVID-19 preparedness and response plan](#) and a [reopening checklist](#) to help businesses put safeguards in place. Businesses can also find posters for employees and customers, factsheets and educational videos.

To enhance MIOSHA’s consultative services, the [newly launched MIOSHA Ambassador Program](#) will send safety and health experts to businesses statewide now to offer education and support, with a focus on workplaces with a higher risk of community transmission. To request consultation, education and training services, call 517-284-7720 or online at [MIOSHA Request for Consultative Assistance](#).

For more information about MIOSHA’s safety and health guidelines to protect Michigan’s workforce during the pandemic, visit Michigan.gov/COVIDWorkplaceSafety. Employers and employees with questions

regarding workplace safety and health may contact MIOSHA using the new hotline at **855-SAFE-C19 (855-723-3219)**.

To report health and safety concerns in the workplace, go to Michigan.gov/MIOSHAc COMPLAINT. To view the

Emergency Rules, click the link below:

- [MIOSHA Emergency Rules 10-14-20.pdf](#)

COVID-19 MIOSHA EMERGENCY RULES

The rules implement workplace safeguards for all businesses and specific requirements for industries, including manufacturing, construction, retail, health care, sports and exercise facilities and restaurants and bars. These rules take effect on October 14, 2020 and shall remain in effect for six months.

How does NPL comply with MiOSHA: EMPLOYER REQUIREMENTS



Establish Exposure Determination for Employees

NPL

- The employer should evaluate routine and anticipated tasks to determine anticipated employee exposure to COVID-19.
- The employer should categorize jobs into the following risk categories:
 - **Lower exposure risk** - do not require contact with public or other workers.
 - **Medium exposure risk** - require frequent and/or close contact (ex. within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this category have contact with the general public and coworkers.
 - **High exposure risk** - high potential for exposure to known sources of COVID-19, these could include healthcare professionals, law enforcement, nursing home employees, medical transport or mortuary workers.
 - **Very high exposure risk** - high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures. Workers in this category include healthcare, dental and morgue workers performing aerosol-generating procedures.



Create a COVID-19 Preparedness and Response Plan

- ✓ • The employer should develop and implement a written plan to prevent employee exposure to COVID-19.
- The plan should include exposure determination and detail the measures the employer will implement to reduce employee exposure, including any:
 - ✓ ○ **Engineering controls** - barriers between the worker and exposure to the virus.
 - ✓ ○ **Administrative controls** - policies, procedures and practices such as staggered work schedule, teleworking and increase social distancing measures.

- ✓ **Hand hygiene and environmental surface disinfection** – regularly clean and disinfect surfaces and equipment.
- ✓ **Personal protective equipment** – employees in frequent or prolonged close contact with known or suspected cases of COVID-19 must be provided with and wear, at a minimum, an N95 respirator. **NPL provides masks & shields.**
- ✓ **Health surveillance** – screening protocols to identify known or suspected COVID-19 cases at the start of work shifts, employees should report any signs or symptoms of COVID-19.
- ✓ **Training** – employers should provide COVID-19 exposure prevention training to employees, including steps to report signs and symptoms of COVID-19.



Establish Workplace Procedures

- ✓ Identify a workplace COVID-19 coordinator. **We have several identified.**
- ✓ Examine and update policies like telework.
- ✓ Mandate face coverings as required.
- ✓ Train employees on new procedures and policies.
- ✓ Employee health screening procedures – prior to work.



Workplace Procedures - Cleaning

- ✓ The employer should routinely clean and disinfect all areas such as offices, common areas, bathrooms, shared electronic equipment and frequently touched surfaces.
- ✓ If a sick employee is suspected or confirmed to have COVID-19, perform enhanced cleaning and disinfection of the workplace.



Workplace Procedures - Sick Employees

- ✓ Require employees to report when they receive a positive test or are experiencing symptoms of COVID-19.
- ✓ Require employees to self-isolate. Employees should notify supervisors and stay home. Do not allow employees to return until home isolation criteria is met (Follow CDC Guidance) and inform other employees of possible workplace exposure (ADA compliant – keep confidentiality).



Employee Training

- ✓ Training should cover new policies and procedures like screening procedures, telework duties and employee reporting policy. Be sure to train on new controls like personal protective equipment (PPE) requirements and cleaning of workspace.

Return to Work Safely Guide found on eWeb: [Home > Library > COVID-19](#)

Amendments to Open Meetings Act Pass Senate and House, Head to Governor's Desk

October 14, 2020

Late yesterday afternoon, the Michigan House of Representatives passed SB 1108, allowing local governments (including libraries) to continue to meet electronically, under specific circumstances and for a limited period, protecting the safety of the public and public officials while ensuring public participation and transparency for meetings. Late yesterday evening, the Michigan Senate took up a concurrence vote to support it moving immediately to Governor Whitmer's desk for signature.

The bill which updates Section 3 of the Michigan Open Meetings Act, will deem electronic meetings that took place since March 18, 2020, valid if the public body complied with requirements contained in the bill, and allow virtual meetings to continue until December 31, 2020, for any circumstance.

From January 1, 2021, to December 31, 2021 only, any member of a public body could meet electronically due to three reasons:

- Military duty (current law)
- Medical condition defined as an illness, injury, disability, or other health-related condition substantiated in writing by a medical provider (without disclosure of private medical information or diagnosis)
- Statewide or local state of emergency declared that would risk the personal health/safety of the public or members of the public body



Here is a link to the Senate concurred bill that has gone to the Governor's desk (we expect this to pass quickly):

<http://www.legislature.mi.gov/documents/2019-2020/billconcurrent/Senate/pdf/2020-SCB-1108.pdf>

Novi Public Library

News and Upcoming Events to Inform, Inspire and Include

novilibrary.org | 248-349-0720 | 45255 W. Ten Mile Rd.

Hours

Monday-Thursday: 10am-9pm

Friday & Saturday: 10am-6pm

Sunday: 12-6pm

Upcoming Closures

Tue, Nov 3 - Election Day*

Wed, Nov 25 - Close @ 5pm

Thu, Nov 26

Fri, Nov 27



*Election Day Closure

Due to the Library being a

polling location for Precinct 18 for the Election, the building will be closed for general public use. Precinct 18 is open 7am-8pm.

Services Available, 10am-9pm:

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

For general question, please call 248-349-0720.



EQUITY & ENGAGEMENT COMMUNITY LISTENING SESSION

A NEED TO LISTEN

Join us to share thoughts and experiences regarding how Novi Public Library can improve race relation practices with the Black community. NPL representatives will be actively listening with vulnerability, and without judgement.

TUESDAY, OCTOBER 27

7-8:30PM

This platform is brought to you by the NPL DEI committee, with efforts to gain greater feedback into how NPL can improve services, resources, and respect for our library guests. Register on novilibrary.org for Zoom link.



African American Ethnic Cultural Discussion Group

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

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

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

Program will be held virtually through Zoom. Register at novilibrary.org to receive the Zoom link.

Friends of the Novi Library Fundraiser with Vera Bradley

For a \$5 cash donation made to the Friends of the Novi Library, you will receive a \$20 coupon off a purchase of \$75 or more*!

*Excludes apply.

Saturday, Oct. 24
11am-6pm

Donate and you could win a Vera Bradley raffle prize!



Library Café



Café Hours

Monday-Thursday: 7am-7pm

Friday: 7am-5pm

Saturday: 10am-5pm

You are invited to enjoy **25% off** your total bill on your birthday at the Library Café, proudly serving Starbucks beverages! Must provide ID or other proof of birthday. Valid only on birthday. Not valid with any other offer. Coupon required. For more information on this offer, please contact the Library Café at 248-869-7249.

Adult Programs



Sharing the Memories of the Kent State Massacre



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

Thursday, October 29
6:30pm



Program will be held virtually through Zoom and Facebook Live. Register at novilibrary.org to receive the Zoom link.

The Neighborhood Library Association's 11th Annual COMMUNITY READS

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



VISIT THE NLA WEBSITE FOR VIRTUAL PROGRAM DATES
nlacommunityreads.weebly.com

VIRTUAL MEET THE AUTHOR

with Derf Backderf

Thursday, November 12
7-8:30pm

Registration open on novilibrary.org. Presentation and Q&A will be held via Zoom and streamed LIVE on Novi Library's Facebook.



SEVEN COMMUNITIES UNITED BY ONE BOOK!

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



Youth Programs

Baby and Tot Time Story Time Mon, 11am

Babies and their parent/caregiver will enjoy engaging stories, rhymes, songs, finger plays and other activities to promote early literacy.

Ages: 0-24 Months

Location: Virtual - Facebook

Time for Twos & Threes Story Time Tue, 11am

Toddler's and their parent/caregiver will enjoy engaging story time filled with stories, music and action rhymes.

Ages: 2-3 Years

Location: Virtual - Facebook

On My Own Story Time Thu, 2pm

This preschool story time is designed to promote a love of books and reading!

Ages: 4-5 Years

Location: Virtual - Facebook

Family Story Time Sat, 11am

A story time for the whole family!

Ages: Birth-5 Years

Location: Virtual - Facebook



Story
Times

Book Club for Kids!

Book Bunch Book Club

Tue, 6:30pm

Nov 17

Each month, attendees will discuss a book and answer trivia! Guests must read the selected book prior to the program.

Registration Begins: 30 Days Before Event

Location: Virtual - Zoom Meeting

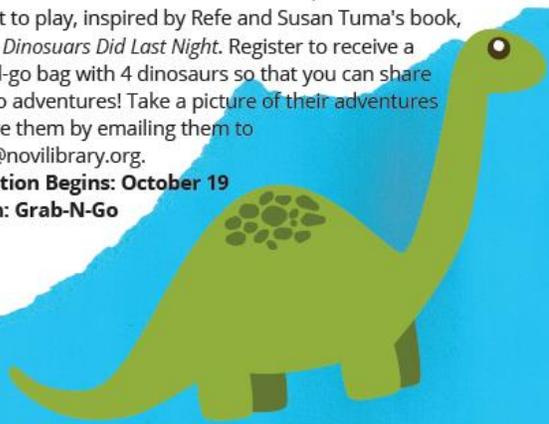


Dinovember is Coming!!

November is Dinovember! Each November, the dinosaurs come out to play, inspired by Refe and Susan Tuma's book, *What the Dinosaurs Did Last Night*. Register to receive a grab-and-go bag with 4 dinosaurs so that you can share your dino adventures! Take a picture of their adventures and share them by emailing them to asknovi@novilibrary.org.

Registration Begins: October 19

Location: Grab-N-Go



Tween & Teen Programs



PLAY BINGO & WIN A LIBRARY CAFÉ GIFT CARD!

Teens in grades 9-12 are encouraged to complete three activities in a row for a chance to win a Library café gift card! Download and submit your sheet on our website, novilibrary.org or visit the Library's Teen Stop!

TAB - Teen Advisory Board Meeting

Fri, 3:30pm

Nov 20

All high school students welcome. Help plan teen programs, organize community service projects and more! Meeting attendance will count towards community service hours if signed up as a teen volunteer.

Grades: 9-12

Location: Virtual - Zoom Meeting

ACT Practice Test

Sat, 10am and 2pm

Nov 21

Free, full-length, proctored online ACT practice test courtesy of Huntington Learning Center of Novi. Must be able to print scoresheet with link provided 15 minutes prior to the start time of test. Registration required.

Grades: 10-12

Location: Virtual - Zoom Meeting



Share a Story with Local Author A. Kidd

Wed, 7pm

Nov 4

Join local author A. Kidd as she reads an exciting excerpt from her tween fight light fantasy novel, *The Healing Star*. She will then demonstrate how to make a fun, book-related craft. One lucky guest will win a signed copy of her book! Registration required.

Grades: 4-8

Location: Virtual - Zoom Meeting



VOLUNTEERING FOR TEENS

TEENS INTERESTED IN EARNING VOLUNTEER HOURS FOR PARTICIPATION IN OUR VIRTUAL TAB MEETINGS, MUST FOLLOW THE APPLICATION PROCESS AND COMPLETE THE TEEN VOLUNTEER INFORMATION PACKET. THIS PACKET CAN BE FOUND ON THE 2ND FLOOR INFORMATION KIOSK. IN-PERSON VOLUNTEER SERVICES HAVE BEEN SUSPENDED UNTIL THE LIBRARY IS IN PHASE 6 OF ITS REOPENING PLAN.

QUESTIONS? CONTACT LINDSAY GOJCAJ
AT LGOJCAJ@NOVILIBRARY.ORG.

VIRTUALLY

Awesome

Library offers new iCube technology, online programming

By Angela Calabrese

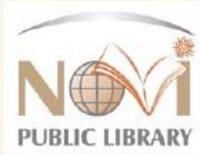
This year has brought a ton of changes that don't seem to be stopping anytime soon. Those who run the Novi Public Library are just happy to be open and are paying close attention to the rapidly changing guidelines from the state.

As of now, the library is open for residents and visitors alike to come in, browse and get what they need. There is a 60-minute restriction in place (which may be changed by the time this publication comes out), and masks are still required.

"We're also still offering our drive-thru service and lockers," said Dana Brataniec, communications coordinator for the Novi Public Library.

People can go online, choose what they want (if it's available) and then drive up to the window to check out their materials.

Some of the library's technology services, which were suspended during the shutdown, are coming back. People can once again print, scan and make copies. And with a little reconfiguration to make sure people are social distancing, the computers are once again available for use.

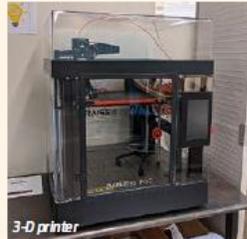


iCube open

Another exciting development is that the library's iCube technology center is once again open. This is the room where all the library's leading technology resources can be found. With the reopening, residents and visitors can expect some awesome upgrades.

"We've been working behind the scenes to get some new technology," Brataniec said, "including a new 3-D printer to replace our older model."

The new 3-D printer will be able to print in multi-color filament, so if you want to make something with different colors, you can do so. Another cool feature of the new printer



3-D printer



Sublimation printer

is a camera that's built right into the machine.

"They (the iCube professional) can patch into the camera from home to monitor its progress," Brataniec said.

Another new piece of equipment is the sublimation printer, which is a specialty printer that uses special ink to print on special mugs.

"The press gets really hot and turns the ink into gas, which then adheres to the mug," Brataniec said.

She went on to say that the library plans at some point to sell mugs that people can then use for their printing projects.

Residents who want to use the iCube equipment should go online and make an appointment. This helps the library staff control how many people are in the room at one time. The equipment is also spaced farther apart to maintain social-distancing standards.

"It's important that have an area where people can stay and be safe and work on their projects," Brataniec said.



Embroidery machine

Virtual programming until January

Through the end of 2020, all library programming will remain virtual. Brataniec said that popular online offerings Hoopla, RBDigital and OverDrive (to name a few) are still available to those who would prefer to remain at home rather than coming to the library in person.

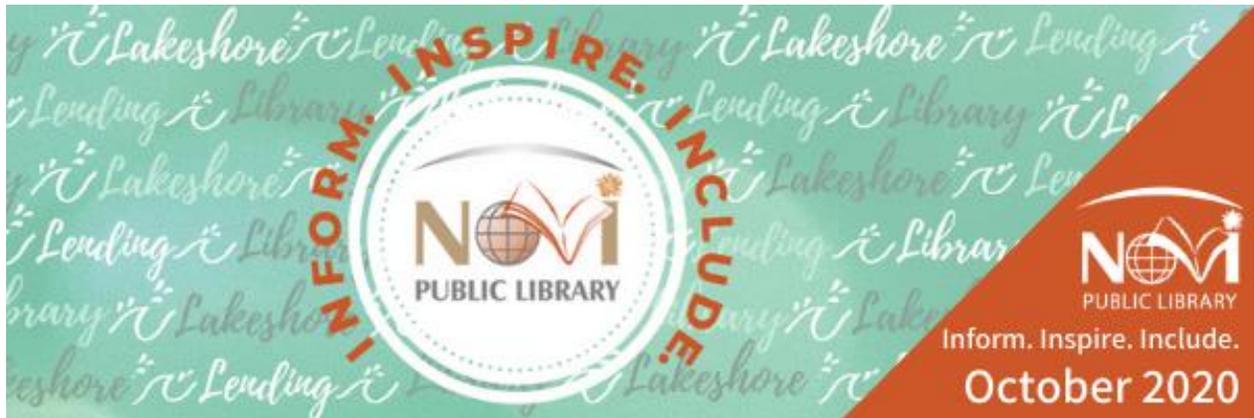
She also said that the library is offering some exciting new programs, such as themed trivia nights. In October, the theme was "Rocktober", which featured music themes, and in November the theme is Disney. December's theme hadn't been decided as of press time.

The library café is also open six days a week for those who want to "grab and go" a coffee from there on the way to work, school, etc.

For the most up-to-date information on programs, hours and events, check the library's website at www.novilibrary.org or the library's Facebook page.



iCube technology center



Upcoming Closures

Tuesday, November 3*
 Wednesday, November 25 at 5pm
 Thursday, November 26
 Friday, November 27

Return slot is CLOSED. No return of materials.

*November 3 Closure - Election Day

Due to the Library being a polling location for Precinct 18 for the Election, the building will be closed for general public use. Precinct 18 is open 7am-8pm.

Services Available, 10am-9pm:

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

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

Visit for 60 Minutes or Less!

NPL is currently in Phase 4 -Grab-and-Go of its reopening plan! New services have been added. Starting October 5, guests can check out Book Discussion Kits, STEAM Kits, Early Literacy Backpacks and Special Needs Kits!

Phase 4:



From the Director's Desk: A Need to Listen...

Since the start of 2020, Novi Library has had experiences where an

opportunity to listen has become critical for staying relevant and available to its community.

In January, NPL encountered a flood. For five days the building was closed due to water damage. The NPL team had "to listen" to our building. It told us to evacuate, shut-down operations, and work with a restoration vendor to thoroughly clean, disinfect, and dry-out many spaces that were affected. Then, the NPL team had to carefully plan so that future incidences can be avoided.

In March, a pandemic erupted. This time, the NPL team had "to listen" to our state and local governments who instructed us to shut-down library operations until proper protocols, screening and testing could be implemented. We continue to listen and follow our governing bodies, and thankfully the library has been able to resume a phased approach for implementing library operations. We are currently in phase 4 – offering 1-hour, "grab and go" service and access to the building with limited computer usage. Virtual programming, the Book Nook and café services are also available.

The building does look different when a guest enters. There is very little furniture as we are

- Masks required (Executive Order 2020-153)
- Visits of 60 minutes or less; small groups of 1-2 people strongly encouraged
- Guests may be given a timer when they arrive
- Social distancing of 6 ft. guidelines in place
- Materials returned will be quarantined for 5 days (CDC)
- Donations are accepted on the [2nd and 4th Thursday of the month](#)
- Return slot open during regular business hours of operation
- Printing, scanning copying and computer services available
- Locker & Drive-Up Window pick-up by appointment
- **Library Café and Book Nook are OPEN**
- Virtual programs at novilibrary.org
- No meeting or study rooms available

Phase Information



[Watch our newest Beyond Books episode!](#)

Dana talks about Community Reads and interviews Steve Miller of the Huntington

Learning Center of Novi, sponsor of our upcoming free [ACT and SAT Practice Tests](#) for teens!

Tips for Keeping Library Materials "Germ" Free:

- If you are sick, refrain from handling library materials.
- Wash your hands before and after handling library materials.
- Refrain from taking your library materials in the bathroom.
- A disinfecting wipe can be used to wipe the covers and cases.

not encouraging group gatherings at this time. Community members are being very respectful of both the mask and social distancing requirements. THANK YOU! Staff have heard from guests that they are happy to have the opportunity to enter the building and access materials both in-person and on-line. We continue to take small steps forward to keep guests and staff as safe as possible.

In late May, great turmoil was felt throughout our nation due to witnessing horrifying acts of social injustice, and that pain reached members of our Novi community as well. Members from our community reached out and asked how NPL would respond to their needs. The Library Board and staff began to actively listen in order to assist those who wanted more equitable actions to be taken. In June, the Library Board took action by beginning to discuss how to respond to the needs of our Black community and approved June 19th as a day of closure annually at the Library. Then, at the September Library Board meeting, the Board updated and approved additional objectives to its current [Strategic Plan](#). These objectives speak to continuous development with collections, programming, outreach, human resources and marketing when considering diversity, equity and inclusion in the organization.

The Library Board also approved a standing DEI (Diversity, Equity and Inclusion) Committee to oversee new initiatives for the Novi Public Library and there was support to purchase memberships in library related organizations for the library staff to gain greater knowledge when serving the library's Black and Asian Pacific residents. In addition, a community listening session is being planned for **Tuesday, October 27, 2020, at 7:00pm**, to gain greater feedback into how NPL can be a driver of connectivity with services and resources for library guests. All members of our Novi community are encouraged to engage in this event!

These actions are just the start to the Library Board and staff's commitment to continued work and engagement with library users. We are listening Novi and the Library Board and staff look forward to many opportunities to carry-out its motto: **Inform. Inspire. Include.**



Voter Guides!

Voter guides from the League of Women Voters will be made available this month at the Welcome Desk. Please call 248-349-0720 before stopping by to check if they are available. [Click here to view the guide online.](#)



Virtual Adult Programs

- [Language Conversation Groups](#)
- [Book Discussion Groups](#)
- [Finding Tranquility](#)
- [Pride + Joy: Parents & Guardians of LGBTQ+ Kids](#)
- [African American Ethnic Cultural Discussion Group](#)
- [Effective Exercises to Keep Your Joints Healthy](#)
- [Trivia Night](#)
- [Women of the 1913 Copper Miners Strike](#)
- [Sharing the Memories of the Kent State Massacre](#)



Virtual Teen Programs

- [BeTWEEN the Pages: Tween Book Club Trivia](#)
- [Teen Advisory Board \(TAB\)](#)
- [SAT Practice Test: 10am](#)
- [SAT Practice Test: 2pm](#)
- [ACT Practice Test: 10am](#)
- [ACT Practice Test: 2pm](#)

SAT and ACT Practice Tests
Courtesy of:



Virtual Youth Programs

- [Story Times](#)
- [Book Bunch Book Club](#)
- [Grab and Go Halloween Kits](#)

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

[Visit the Calendar](#)



NPL Café - Proudly Serving Starbucks!

You are invited to enjoy **25% off your total bill at the Café** - proudly serving Starbucks beverages!

Must provide ID or other proof of birthday. Valid only on birthday. Not valid with any other offer. Email/coupon required. For more information on this offer, please contact the Library Café at 248-869-7249.

Café Hours
Mon-Thu: 7am-7pm
Fri: 7am-5pm

Introducing: Auto-Renewals!

Starting Oct. 1, materials checked out on your card will automatically renew before their due date, saving you time and late fees!

Items will auto-renew if:

- The item does not have holds
- The item has not reached its limit of 2 renewals
- Your account does not have blocks preventing renewals
- It is an item that is eligible for renewals

FAQ

When do auto-renewals occur?

Sat: 10am-5pm

Upcoming Community Events

MSU Tollgate Virtual STEAM Series

The Secret Life of Trees - Grades K-12

[Register here.](#)

Follow the Nutrient Trail - Grades 3+

[Register here.](#)

Programs are run by teachers. Teachers can register [here.](#)

Sign the Novi Police Car

For a minimum \$5 donation, you can sign the pink portions of the vehicle with the name of a loved one or a wish for someone who has been impacted by breast cancer. [Click here to see where the car will be located and when!](#)

They will occur 3 days before an item's due date. You will receive your full loan period, as the renewal period is added at the end of the original loan.

Will I get a notification if an item has auto-renewed?

No, you will not receive a notification of the successful auto-renewal of items; items that can be renewed will be renewed with no notification. However, if you have opted in to receive checkout and renewal receipts via email, then you will be sent an email renewal receipt when items are auto-renewed.

I already returned my item. Why did the item auto-renew?

If you already returned the item, it is currently in quarantine for 5 days but still on your account. Please allow for one (1) week for the item to come off of your account as it goes through our quarantine process.

What if an item doesn't auto renew?

If an item cannot be renewed, you will receive a due date reminder by your chosen notification method (email, text or phone). Please return items by the due date so that other library patrons can enjoy them and to avoid accruing late fees.

Questions? Call us at 248.349.0720.



TeenTober Bingo Challenge

Students in grades 9-12 are encouraged to complete three activities throughout this month for a chance to win a gift card to the Library Cafe!

To download the TeenTober Bingo sheet, [click here.](#)



Coming Soon! Get Access to Library Materials Safely with Lakeshore Lending Library!

The Lakeshore Lending Library kiosk, the first of its kind in Michigan, will be a **contactless** way for Novi library cardholders to get access to the materials they love! Opening this fall and located in beautiful Lakeshore Park at 601 S Lake Dr., visitors can quickly park and walk-up to the kiosk to browse and check out up to 5 items using a valid Novi library card. Daily deliveries will be made to the kiosk to ensure that it is stocked with best sellers, DVDs, large print, fiction for all ages and more!

Keep an eye on our [website](#) and social media pages for when the kiosk will officially open for business!



Explore the Wonderful Virtual Services Available to You During Michigan Library Appreciation Month!

This month is a celebration of Michigan libraries and library staff and all that libraries do to facilitate exploration and discovery!

Show your appreciation and support by checking out the digital services that we offer by visiting our [Online Tools](#) and [Digital Library](#) pages on our website. Stream movies and music; brush up on job skills, get homework help or explore your family history! It's all free and accessible online from anywhere on [novilibrary.org!](#)

Follow us on social media and use the hashtag **#MiLibraryMonth** and **#LoveMILibraries!**



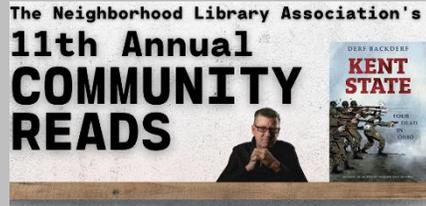
Sharing the Memories of the Kent State Massacre

Join Roseanna "Chic" Canfora, Adjunct Professor of Journalism at Kent State, and eyewitness and survivor of the shootings at Kent State University on May 4, 1970.

She is a stalwart advocate for May 4 remembrance and for the importance of connecting the lessons of the anti-war movement to emerging movements today.

Join the conversation, ask questions, or just listen in! Register with valid email address to receive Zoom link one day prior to the event.

Register



11th Annual Community Reads ft. "Kent State: Four Dead in Ohio"

Kent State: Four Dead in Ohio by Derf Backderf, chronicles the harrowing events that occurred at Kent State 50 years ago on May 4, 1970, leaving four students dead.

Copies of the book are available for check-out in the What's New section on the 1st floor.

Watch and participate in a virtual author interview and Q&A on November 12, 2020. Registration is required.

Register



African American Ethnic Cultural Discussion Group

Join us virtually on **Thursday, October 8 at 6:30pm** as we Inform, Inspire and Include through cultural conversations! This month's program features Earl Lewis, noted social historian, author, former director of the Center for Afroamerican & African studies, and



Introducing a Novi Community Group!

Pride + Joy offers educational resources, advocacy opportunities and mutual support for parents & guardians of LGBTQ+ kids!

Meeting are held on the first Wednesday of the month. Email adriennehaslam@gmail.com with questions.

former president of the Andrew W. Mellon Foundation. [Register here to receive Zoom link.](#)



We would like to thank SpaceXBots, FTC Robotics Team 6294, from the 8th grade at Novi Middle School, for their incredibly generous donation of 400 disposable masks for Library staff and guests.

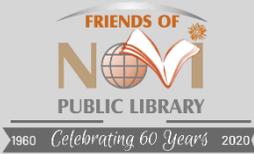
Your generosity will help keep the Novi community safe!

Join their virtual meeting on Wednesday, October 7 at 7pm. [Register here to receive Zoom link.](#)



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

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



Book Nook is Open!

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



Visit the iCube and work on projects by appointment! To make an appointment to use the [technology available](#) in the iCube, please [fill out this form](#) and a member of the iCube team will contact you!



New to the iCube: Sublimation Printer - Sawgrass 500

This product allows you to apply custom full-color artwork to specially coated mugs! For more information about this tech, please contact the iCube team at icube@novilibrary.org.

Become a Friends
Member

Schedule an iCube Appointment

DID YOU KNOW?



NPL book lists & resources are here to help!

Not sure what to read next? Our Librarians have put together reading lists for youth and teens to help guide them to their next favorite read! Adults can also get access to [readers advisory resources!](#)

[Youth Book Lists](#)
[Tween Book Lists](#)
[Teen Book Lists](#)



Have you listened to NPL's podcast?

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Episodes feature a wide range of subjects! Listen to our newest episode [here](#), where we interview State Representative Kathy Crawford and learn about her life!

Share your COVID-19 story!

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



Share your COVID-19 story!

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

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG



Novi Public Library

October 9, 2020 | NEW programs just added for October!

Novi Public Library

45255 Ten Mile Road
Novi, MI 48375
Phone: 248-349-0720

[Click here for NPL's website](#)

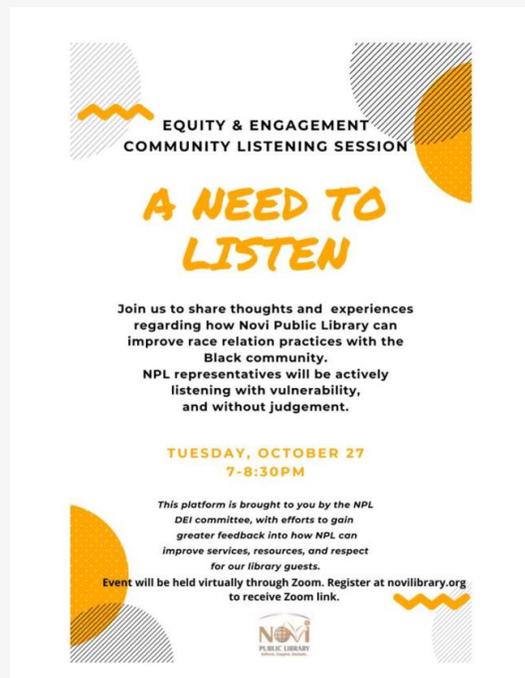
Hours of Operation

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

Phase 4 of NPL's reopening plan:

Library open for visits of 60 minutes or less. If you are sick, **DO NOT ENTER THE LIBRARY**. Masks required (Emergency Order under MCL 333.2253). Small groups of no more than 1-2 people are strongly encouraged. Members not of the same household must remain 6 ft. apart.

[Click here for more events](#)



Join us Tuesday, October 27th at 7pm

This event is hosted by the Library's DEI (Diversity, Equity and Inclusion) Committee, with efforts to gain greater feedback into how NPL can improve services, resources and respect for our library guests.

[To register click here](#)

A Friend-raiser with Vera Bradley at Twelve Oaks in Novi!



**Friends of the Novi Library
Fundraiser
with Vera Bradley**

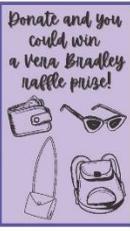
For a \$5 cash donation made to the Friends of the Novi Library, you will receive a \$20 coupon off a purchase of \$75 or more*!
*Exclusions apply.

**Saturday, Oct. 24
11am-6pm**




Vera Bradley, Twelve Oaks Mall

Donate and you could win a Vera Bradley raffle prize!





**Celebrate the Friends on Saturday,
October 24th from 11am-6pm!**

To celebrate 60 years of dedication from the Friends of Novi Library & National Friends of Libraries Week, join us for a special fundraiser at Vera Bradley in the Twelve Oaks Mall.

See the latest and greatest in Vera Bradley accessories - just in time for the holidays, say hello to Friends members and library staff, enter to win a Vera Bradley gift and learn about upcoming library programs! No registration is required. **A mask will be required!**



**EQUITY & ENGAGEMENT
COMMUNITY LISTENING SESSION**

A NEED TO LISTEN

**Join us to share thoughts and experiences
regarding how Novi Public Library can
improve race relation practices with the
Black community.**

**NPL representatives will be actively
listening with vulnerability,
and without judgement.**

**TUESDAY, OCTOBER 27
7-8:30PM**

*This platform is brought to you by the NPL
DEI committee, with efforts to gain
greater feedback into how NPL can
improve services, resources, and respect
for our library guests.*

**Event will be held virtually through Zoom. Register at novilibrary.org
to receive Zoom link.**



Information Technology Report by Barbara Rutkowski – September

General

- IT staff attended the Computers in Libraries virtual conference which held sessions on a variety of topics including AI/robots, augmented/virtual reality, MakerSpaces and more. The common theme stressed library staff need to keep up with the advancement in hardware and web/mobile apps in order to assist with reskilling for future work. Get to know your community in order to acquire the technology that matters most to them which might include drones and robots or green screens and smart devices.
- We have resumed printing our guests' objects using the new 3D printer, Raise3D Pro2.
- Assisted guests who called the Tech Expert phone line.
- IT Staff attended various Zoom and conference calls meetings.

iCube

- iCube appointments will be available for guests beginning 10-01-2020.
- Additional workstations were deployed to accommodate the rearrangement of the equipment to comply with social distancing requirements.

Training

- IT Staff held 15 sessions for staff:
 - 2 – Embroidery sewing machine
 - 1 – Inkscape
 - 1 – Raise3D printer
 - 11 – MS Windows/Office

Facilities Report by Keith Perfect - September

In the past month the Facilities Department has closed 12 Facilities tickets, 0 Meeting Room Requests and has updated 324 Periodic Maintenance tickets.

Two broken brake cables on an AST sorting bin were replaced.

A failed HVAC Mixing Box-23 was repaired by vendor.

The Flow Switch on the HVAC chiller supply line was replaced by vendor.

The fire suppression system and alarm panel inspection was completed by vendor.

The annual fire inspection has been scheduled with the fire dept. for October.

The DVD/CD/Blu-ray disc cleaning machine polish lines were cleaned and purged and the machine was tested, all functions are working and the machine is ready for use.

A shipment of empty Gaylord bins and pallets was received.

The lawn irrigation system has been winterized by vendor.

A shipment of replacement carpet tiles was received and is being stored until needed.

Social distancing floor signage was added to the iCube floor to prepare the room for public use.

The outdoor fall clean-up has been scheduled with vendor for mid-October.

Information Services Department Report by April Stevenson – September

Information Services Department September Report

News and Notes

- Produced **17** Videos/Podcasts
- Attended **25** Webinars and Podcasts
- Displayed posters on the Suffrage movement from the Smithsonian, courtesy of Rae Manela
- Obtained FREE new 3D printer courtesy of our database vendor CreativeBug
- Presented information on the Library at two virtual field trips for Novi Meadows students
- Created International and ESL resource presentation and sent over to Novi Woods ESL Teacher
- Created Summer Reading PowerPoint for Library Board presentation
- Created new signage for the low vision computer
- Won two boxes of material from Scholastic for their 100th anniversary
- Reviewed BCALA website and created report of information for Library Board
- Created program stat tracking document
- Completed several summer reading surveys
- Launched Community Reads display and materials! The display includes an "About the Author" write-up, the flyer for the event, the brochure for the event, and a brochure on Adult Graphic Novels
- Partnered with a Novi High School NHS student to create STEM Grab & Go Kits.
- Created virtual presentation on online resources for Hickory Woods and Meadowbrook Elementaries
- Received a scrapbook of the Japanese New Year program from a guest, created display for it
- Inquired with the Michigan library community on collection audit information
- Answered collection development questions from a local MLIS student
- Held IS staff meeting
- Ordered League of Women Voters guides
- Offered Library Card Sign up month activities
- Separated out the holiday picture book collection to make it more inclusive of our diverse community
- Held Banned Books Week contest
- Added new short story labels to adult fiction books
- Updated [Braille Collection brochure](#)
- Created [High Contrast Books for Newborns book list](#)
- Created ["Staying Safe During COVID-19: Books for Young Children"](#) booklist
- Created chart of all holidays represented in the collection and a picture of each spine label image to display above the collection

IS Staff Out & About in the Virtual Community

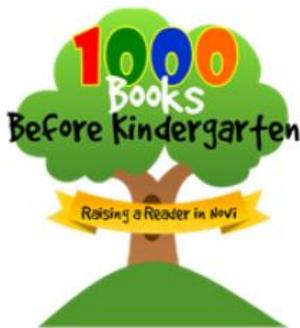
- Library of Michigan State Aid - April
- EDI Committee Meeting - April
- YALSA T3 - Lindsay
- MI Youth Meeting - Lindsay
- Michigan Library Quest - Lindsay
- Chamber of Commerce meeting - Hillary
- Virtual Friday Coffee - Hillary
- ABWA: virtual September meeting - Hillary

Adult Zoom Programs/Meetings

- Women & Increased Stress - 520
- September Songfest (4) - 227
- First Hand Account of Holocaust Survivor - 35
- VIRTUAL International Masterpiece Monday - Ai Weiwei - 19
- Feature Displays: Anti-Racist Reads and
- Business Spotlight Display: Business books about Corporate Histories/Memoirs

Youth/Tween/Teen Zoom Programs/Meetings

- Pop-up Story Time: Back to School - 84
- Grab & Go STEM Kits - 20
- Grab and Go Detective Science Fingerprinting Kit - 24
- Feature Displays: Homeschooling Resources, Elections & Voting, & Kids Vote in the Library: Cats v. Dogs, September 11th display
- Teen Stop display: American Library Association's frequently challenged young adult books in recognition of Banned Books Week.
- Youth DVD Display: Youth non-fiction videos



Raising a Reader 1,000 Books Before Kindergarten Stats

- # of active participants logging 100 books or more: 401
- # of logs received to date: 1,631
- # of paper logs submitted this month: 8
- # of online logs submitted this month: 11
- # of books read this month: 1,900

100 Books – 401	600 Books – 119
200 Books – 250	700 Books – 107
300 Books – 203	800 Books - 95
400 Books – 154	900 Books – 87
500 Book – 137	1000 Books – 78

Grab and Go Kit



Youth Covid Picture Book Display



Election and Voting Display



Support Services Department Report by Maryann Zurmuehlen – September

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attend weekly department catchup meetings.
- Attended a Lending Library Committee Zoom meeting on September 10th and 24th.
- Attended a SASUG Zoom meetings on September 24th.

TLN SASUG (Shared Automation System Users Group) Update

- Auto-renewal of items went live on October 1, 2020 and information was posted to our website and included in the October e-newsletter (see below).

Introducing: Auto-Renewals!

Starting October 1, 2020, materials checked out on your card will automatically renew before their due date, saving you time [and late fees](#).

Items will auto-renew if:

- The item does not have holds
- The item has not reached its limit of 2 renewals
- Your account does not have blocks preventing renewals
- It is an item that is eligible for renewals

Frequently Asked Questions

When do auto-renewals occur?

Auto-renewals will occur 3 days before an item's due date. You will still receive your full loan period, as the renewal period is added at the end of the original loan.

Will I get a notification if an item has auto-renewed?

No, you will not receive a notification of the successful auto-renewal of items; items that can be renewed will be renewed with no notification. However, if you have opted in to receive checkout and renewal receipts via email, then you will be sent an email renewal receipt when items are auto-renewed.

I already returned my item. Why did the item auto-renew?

If you already returned the item, it is currently in quarantine for 5 days but still on your account, and that is why it automatically renewed. Please allow one (1) week for the item to come off of your account as it goes through our quarantine procedure.

What if an item doesn't auto-renew?

If an item cannot be renewed, you will receive a due date reminder by your chosen notification method (email, text or phone). Please return items by the due date so that other library patrons can enjoy them and [to avoid accruing late fees](#).

Questions? Call us at 248-349-0720

Circulation & Shelves

- A new 16-hour Shelver, Rebecca McBee, has joined the team. Her first day was September 15th. Please say hi when you see her!
- A new 19-hour Outreach Driver, Bill Bowles, has joined the team. His first day was September 28th. Please say hi when you see him!
- Phase 4 Duties: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Extra Cleaning of Dept. Surfaces
- Working on fiscal year goals.

Tech Services

- Working on the following projects: Re-cataloging Special Needs Collection Items, Expanding the Labeling of Holiday Picture Books, Genre Stickers for the YA Collection, and Processing of the Lending Library Collection
- Phase 4 Duties: 5 Day Quarantining of Materials, Timer Greeter, Extra Cleaning of Dept. Surfaces
- Working on fiscal year goals.

Statistics (September 2020)

- **Library Cards Issued: 258**
- **Items Checked Out: 57,383**
- **Items Interloaned for NPL Patrons: 6,118 (88 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,801 (78 through MeLCat)**
- **Items Added to the Collection: 2,313**
- **Items Discarded from the Collection: 1,529**
- **Drive-Up Window & Locker Hold Pickups: 101**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 3**
- **Read Boxes: Currently Suspended**
- **Outreach: Currently Suspended**

Starting on **Monday, October 5th**, we will begin circulating **ALL** of our kits again, including:

- ❖ Book Discussion Kits
- ❖ STEAM Kits
- ❖ Early Literacy Backpack Kits
- ❖ Special Needs Kits

Check Out & Return of Kits:

Guests will be able to check out 1 kit per library card at a time like normal.

When the kits are returned, they will be quarantined for 5 days with all of our other returns.

- For all kits except the Book Discussion Kits, the return date will be written on the green tag, per normal procedure.
- Guests will not be able to check out a new kit until after the item is quarantined and discharged off of their account.
- Staff can advise guests that it may be a week or so before it is checked in (quarantine time + time for librarians to check for completeness of kit).
- As per normal procedure, guests are welcome to use a different library card to check out another kit while they wait for the first kit to be discharged off the account.
- Circulation staff will check the Book Discussion kits for completeness and discharge/backdate item after quarantine.
- Librarians will check STEAM kits, Special Needs kits, and Early Literacy Backpack kits for completeness and discharge/backdate item after quarantine.
- After quarantine, kits can be placed on the designated shelves behind Kirsten Malzahn's and Sarah Vander's desks in the Youth Services area in order to be checked by Librarians.

COVID UPDATE as of September 19, 2020

Daily use of the building by hour September 20, 2020 – October 16, 2020

9/20/2020		9/21/2020		9/22/2020		9/23/2020		9/24/2020		9/25/2020		9/26/2020	
9-10am	0	9-10am	0										
10-11am	0	10-11am	25	10-11am	24	10-11am	31	10-11am	34	10-11am	38	10-11am	34
11am-12pm	0	11am-12pm	34	11am-12pm	19	11am-12pm	25	11am-12pm	28	11am-12pm	35	11am-12pm	49
12-1pm	54	12-1pm	30	12-1pm	30	12-1pm	38	12-1pm	29	12-1pm	25	12-1pm	52
1-2pm	55	1-2pm	37	1-2pm	33	1-2pm	35	1-2pm	30	1-2pm	30	1-2pm	42
2-3pm	63	2-3pm	37	2-3pm	45	2-3pm	33	2-3pm	43	2-3pm	48	2-3pm	63
3-4pm	61	3-4pm	45	3-4pm	59	3-4pm	46	3-4pm	42	3-4pm	38	3-4pm	52
4-5pm	41	4-5pm	31	4-5pm	46	4-5pm	51	4-5pm	44	4-5pm	55	4-5pm	51
5-6pm	50	5-6pm	52	5-6pm	31	5-6pm	63	5-6pm	49	5-6pm	55	5-6pm	49
6-7pm	11	6-7pm	67	6-7pm	44	6-7pm	39	6-7pm	54	6-7pm	11	6-7pm	9
7-8pm	0	7-8pm	40	7-8pm	52	7-8pm	32	7-8pm	37	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	14	8-9pm	12	8-9pm	16	8-9pm	17	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	7	9-10pm	4	9-10pm	7	9-10pm	6	9-10pm	0	9-10pm	0
	335		419		399		416		413		335		401
9/27/2020		9/28/2020		9/29/2020		9/30/2020		10/1/2020		10/2/2020		10/3/2020	
9-10am	0	9-10am	0										
10-11am	0	10-11am	29	10-11am	38	10-11am	37	10-11am	42	10-11am	19	10-11am	42
11am-12pm	0	11am-12pm	36	11am-12pm	40	11am-12pm	50	11am-12pm	23	11am-12pm	39	11am-12pm	40
12-1pm	78	12-1pm	34	12-1pm	42	12-1pm	35	12-1pm	44	12-1pm	35	12-1pm	47
1-2pm	65	1-2pm	37	1-2pm	38	1-2pm	44	1-2pm	51	1-2pm	55	1-2pm	46
2-3pm	55	2-3pm	34	2-3pm	60	2-3pm	39	2-3pm	47	2-3pm	61	2-3pm	71
3-4pm	50	3-4pm	40	3-4pm	69	3-4pm	48	3-4pm	40	3-4pm	54	3-4pm	58
4-5pm	40	4-5pm	57	4-5pm	56	4-5pm	53	4-5pm	56	4-5pm	48	4-5pm	52
5-6pm	36	5-6pm	57	5-6pm	51	5-6pm	52	5-6pm	41	5-6pm	65	5-6pm	60
6-7pm	8	6-7pm	43	6-7pm	49	6-7pm	45	6-7pm	42	6-7pm	6	6-7pm	6
7-8pm	0	7-8pm	37	7-8pm	31	7-8pm	37	7-8pm	34	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	12	8-9pm	17	8-9pm	31	8-9pm	20	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	9	9-10pm	3	9-10pm	5	9-10pm	3	9-10pm	0	9-10pm	0
	332		425		494		476		443		382		422
10/4/2020		10/5/2020		10/6/2020		10/7/2020		10/8/2020		10/9/2020		10/10/2020	
9-10am	0	9-10am	0										
10-11am	0	10-11am	21	10-11am	33	10-11am	29	10-11am	46	10-11am	39	10-11am	33
11am-12pm	0	11am-12pm	32	11am-12pm	28	11am-12pm	26	11am-12pm	28	11am-12pm	34	11am-12pm	40
12-1pm	52	12-1pm	32	12-1pm	30	12-1pm	28	12-1pm	32	12-1pm	38	12-1pm	13
1-2pm	50	1-2pm	40	1-2pm	21	1-2pm	46	1-2pm	42	1-2pm	35	1-2pm	36
2-3pm	43	2-3pm	57	2-3pm	37	2-3pm	37	2-3pm	34	2-3pm	35	2-3pm	42
3-4pm	50	3-4pm	69	3-4pm	43	3-4pm	70	3-4pm	35	3-4pm	51	3-4pm	68
4-5pm	37	4-5pm	38	4-5pm	39	4-5pm	42	4-5pm	51	4-5pm	37	4-5pm	58
5-6pm	30	5-6pm	39	5-6pm	46	5-6pm	48	5-6pm	42	5-6pm	47	5-6pm	65
6-7pm	5	6-7pm	46	6-7pm	32	6-7pm	36	6-7pm	35	6-7pm	4	6-7pm	9
7-8pm	0	7-8pm	36	7-8pm	22	7-8pm	28	7-8pm	39	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	17	8-9pm	16	8-9pm	18	8-9pm	28	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	8	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	267		435		347		408		412		320		364

10/11/2020		10/12/2020		10/13/2020		10/14/2020		10/15/2020		10/16/2020		10/17/2020	
9-10am	0	9-10am	0	9-10am	0								
10-11am	0	10-11am	34	10-11am	34	10-11am	36	10-11am	47	10-11am	0	10-11am	0
11am-12pm	0	11am-12pm	28	11am-12pm	47	11am-12pm	33	11am-12pm	27	11am-12pm	0	11am-12pm	0
12-1pm	36	12-1pm	33	12-1pm	26	12-1pm	61	12-1pm	29	12-1pm	0	12-1pm	0
1-2pm	47	1-2pm	31	1-2pm	37	1-2pm	49	1-2pm	36	1-2pm	0	1-2pm	0
2-3pm	53	2-3pm	40	2-3pm	36	2-3pm	41	2-3pm	47	2-3pm	0	2-3pm	0
3-4pm	42	3-4pm	34	3-4pm	49	3-4pm	53	3-4pm	34	3-4pm	0	3-4pm	0
4-5pm	44	4-5pm	41	4-5pm	36	4-5pm	62	4-5pm	50	4-5pm	0	4-5pm	0
5-6pm	47	5-6pm	38	5-6pm	50	5-6pm	47	5-6pm	34	5-6pm	0	5-6pm	0
6-7pm	5	6-7pm	39	6-7pm	52	6-7pm	33	6-7pm	29	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	23	7-8pm	38	7-8pm	22	7-8pm	26	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	17	8-9pm	10	8-9pm	27	8-9pm	9	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	3	9-10pm	3	9-10pm	5	9-10pm	6	9-10pm	0	9-10pm	0
	274		361		418		469		374				

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258										534
Items checked out	36,135	45,904	57,383										139,422
Items borrowed	6,456	5,336	6,118										17,910
Items loaned	4,589	4,597	4,801										13,987
Drive-Up Window & Locker Hold Pickups	394	105	101										600
Read Boxes	0	0	0										0
MAP Checkouts	8	14	3										25
Novi School's Card Registration	0	0	0										0

	September 2020	September 2019		September 2020	September 2019
Library cards issued	258	454			
Total checkouts	57,383	68,074	READ Boxes	Adult 0	19
				Youth <u>0</u>	<u>216</u>
Items borrowed	TLN 6,030	4,461		Total 0	235
	MeL <u>88</u>	<u>107</u>			
	6,118	4,568			
Items loaned	TLN 4,723	3,499			
	MeL <u>78</u>	<u>115</u>			
	4,801	3,614			

Due to reopening phases, Read Boxes are currently suspended.

Self-Check Totals 2020-21 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	36,135	54.12%	19,555	8,393	6,615	4,547	0	0	0
August	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
September	57,383	50.07%	28,729	10,464	9,478	8,787	0	0	0
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	139,422	51.99%	72,056	28,412	24,840	18,804	0	0	0

Library Usage									
2019-2020 Fiscal Year					2020-2021 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	37,288	4,188	41,476	1,383	July	8,095	4,307	12,402	477
August	31,987	4,304	36,291	1,251	August	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September	8,729	5,114	13,843	513
October	33,571	4,205	37,776	1,219	October				
November	32,056	4,138	36,194	1,341	November				
December	29,670	3,982	33,652	1,246	December				
**January	29,994	4,165	34,159	1,139	January				
February	31,619	3,845	35,464	1,223	February				
March	17,264	1,802	19,066	1,271	March				
April	0	0	0	0	April				
May	0	0	0	0	May				
June	0	4,073	4,073	0	June				
FYTD Total	287,160	38,485	325,645	1,324	FYTD Total	27,010	13,512	40,522	482

* Counter was unavailable 9-28 and 9-29

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

Computer Logins											
2019-2020 Fiscal Year						2020-2021 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	2,599	76,972	6	79,577	2,653	July	0	16,504	0	16,504	635
August	2,304	62,034	4	64,342	2,076	August	55	18,127	0	18,127	587
September	2,194	71,569	9	73,772	2,732	September	624	19,329	0	19,953	739
October	2,603	85,278	1	87,882	2,835	October					
November	2,249	68,998	6	71,253	2,545	November					
December	1,892	49,485	5	51,382	1,903	December					
January	1,877	53,164	3	55,044	1,835	January					
February	2,003	65,275	6	67,284	2,403	February					
March	931	25,930	2	26,863	1,791	March					
April	0	4,403	0	4,403	0	April					
May	0	5,417	0	5,417	0	May					
June	0	12,172	0	12,172	0	June					
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	679	53,960	0	54,639	650

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

Technology Training Sessions 2020-21 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Guests
July											0	
<i>Guests</i>												0
August										18	18	
<i>Guests</i>										18		18
September										15	15	
<i>Guests</i>										15		15
October												
<i>Guests</i>												
November												
<i>Guests</i>												
December												
<i>Guests</i>												
January												
<i>Guests</i>												
February												
<i>Guests</i>												
March												
<i>Guests</i>												
April												
<i>Guests</i>												
May												
<i>Guests</i>												
June												
<i>Guests</i>												
Sessions										33	33	
<i>Guests</i>										33		33

2020-2021 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	1,413	400	1,987	36,146	336	198	1,088
August	1,463	405	2,285	42,924	346	114	903
September	1,334	385	2,348	42,781	347	136	663
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD Total	4,210	1,190	6,620	121,851	682	448	2,654

2020-2021 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	5,684	2,758	8,442	106
August	5,471	2,682	8,153	115
September	5,023	2,226	7,249	157
October				
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	16,178	7,666	23,844	378

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

October 18-24, 2020 is National Friends of Libraries Week

Find resources to help celebrate and promote here
http://www.ala.org/united/events_conferences/folweek Some
promotion and celebration ideas your Friends group can use can
be found here

http://www.ala.org/united/events_conferences/folweek/friends



Inside Friends of the Novi Library – Book Nook re-opening

The Novi Library opened for patrons July 6, 2020 for what was termed “Grab & Go” allowing 30-minute visits. We opened the Book Nook, our used book room, for used book sales on July 6. We were only selling from our existing stock, as we were not accepting donations at that time. Four volunteers went into the library to restock books and collect the money from the Honor Box. They entered through the staff entrance and took their temperature and signed a document saying they were not sick etc. The first few weeks we were averaging \$200 per week.



On August 13, 2020 we began accepting book/DVD/CD donations. People could drop off donations only on Thursday. Items were quarantined until the following Monday. We then had Monday, Tuesday, and Wednesday to sort items. We were one of the few libraries accepting donations, so we were getting items from a wide area. It was a massive job for 5 retired people. We continued to get a high volume of donations, so we have changed to accepting donations every 2nd and 4th Thursday. Last week we made \$466. We would have considered this a good week before the pandemic.

Friends of Novi Library – September Songfest

Julie Farkas, Novi Library Director, came up with the idea of an outdoor venue for a series of music nights in September. When she presented this idea at the Friends tele-meeting in June, the Board agreed it was a great idea and voted to sponsor the event for \$1000. Julie contacted four local performers. Each were paid \$250 for the evening.

The songfests were held on the four Thursday evenings in September from 7:00-8:30 pm. It was co-hosted by Paradise Park, Novi in their outdoor pavilion. There was no charge for the event. Safety guidelines were followed. We had 50-65 people each night.

3

Friends of Michigan Libraries: Focus on Friends Bulletin

Friends of the Novi Library Fundraiser with Vera Bradley



For a \$5 cash donation made to the Friends of the Novi Library, you will receive a \$20 coupon off a purchase of \$75 or more*!

*Exclusions apply.

**Saturday, Oct. 24
11am-6pm**



Vera Bradley, Twelve Oaks Mall

Donate and you
could win
a Vera Bradley
raffle prize!



Historical Commission Project
Email letter generated for gathering COVID stories

Hello!!

I wanted to take a moment to share a part of my personal life with my co-workers.

I have been living in Novi since 1997 and in 2017 I wanted to find a way to give back to this wonderful community that so many of our students and staff call home. I applied and was appointed to serve as a member of the Novi Historical Commission with the City of Novi.

I have spent the past three years working on researching Novi's History and putting together informative and educational programs about historical events or people that have taken place or lived in the City of Novi.

The City of Novi is not that old, however, we do have quite a bit of history that might surprise you (as much as it surprised me!).

One way that we capture historical moments is through oral history or capturing stories of historical events that take place by the people who actually lived through them (or sometimes through close relatives or friends).

The COVID-19 pandemic has given us this opportunity to reach out to you, as educators, to find out if you would be willing to provide your oral history (testimony) of how COVID-19 impacted your life as teachers in Novi.

We will be collecting these historical accountings and the Historical Commission will create a project that will thread the stories together and document the year 2020 for all future generations, so that they will be able to read about what life in Novi was like for us living through a global pandemic and how we adapted during this time.

I was hoping that some of you might be willing to participate in this project and share some of your experiences. Your historical testimony will be of great value.

If you are interested, please click on this link, which will take you to the Novi Public Library website to the page that has all of the information and instructions you will need to submit your COVID 19 oral history.

<https://novilibrary.org/About-Us/local-history-room.aspx>

I am not able to share this with the High School students because their story would require written permission from their parents (per Novi Library rules), but if you would like to offer this as a project for your students to work on during asynchronous learning, feel free to do so, but please have their parents sign a permission slip that may be submitted to the NPL with their story.

Additionally, if you do offer this to your students, please make it optional and not required. I recognize that some of our students are struggling with anxiety and depression from COVID 19 and working on a COVID related assignment may not be something that they have the energy or stamina to do.

Lastly, I would like to mention that the Novi Historical Commission has some fantastic community programs to offer. This October 28th, from 7PM - 8:30PM via Zoom, we will be hosting the Women of the 1913 Copper Mine Strike, which was an unsuccessful but pivotal moment in the history of Michigan regarding the protection of Unions, fair wages, shorter working hours, and

ethical and safe work environments. This program will also include the 19th Amendment, which is the Amendment that granted women the right to vote. This is going to be a really great presentation leading up to the 2020 Presidential Election. If you would like to attend, here is the registration link, you must register but all of our programs are free of charge:

<http://host.evanced.info/novi/evanced/eventsignup.asp?ID=22179&rts=&disptype=&ret=eventcalendar.asp&pointer=&returnToSearch=&num=0&ad=&dt=mo&mo=10/1/2020&df=calendar&EventType=ALL&Lib=&AgeGroup=ALL&LangType=0&WindowMode=&noheader=&lad=&pub=1&nopub=&page=&pgdisp=>

Please feel free to follow the programming that we offer or share the programming with your students, we welcome all ages and it is always free of charge and might be a great enrichment activity to offer your history students.

Thank you!! Kelly



Library Board Calendar

2020

October 22 October 23	Library Board Regular Meeting Friends of Library Booked for the Evening, Library Closes at 5 p.m. (CANCELLED)
November 18 November 25 November 26 November 27	Library Board Regular Meeting (Wednesday) Holiday – Thanksgiving Eve, Library closes at 5 p.m. Holiday – Thanksgiving, Library Closed Library Closed
December 16 December 24 December 25 December 31	Library Board Regular Meeting (Wednesday) Holiday – Christmas Eve, Library Closed Holiday – Christmas Day, Library Closed Holiday – New Year's Eve, Library Closed



Library Board Calendar

2021

January 1 January January 28	Holiday—New Year's Day, Library Closed Budget Planning Session TBD Library Board Regular Meeting
February 25	Library Board Regular Meeting
March 1-31 March 25	National Reading Month Library Board Regular Meeting
April 4 April 5-9 April 10-17 April 22	Holiday—Easter, Library Closed National Library Week Money Smart Week @ Library Library Board Regular Meeting
May 9 May 27 May 30 May 31	Mother's Day, Library Closed Library Board Regular Meeting Library Closed Holiday – Memorial Day, Library Closed
June June 19 June 20 June 24 June 24	Summer Reading Begins Holiday – Juneteenth, Library Closed Father's Day, Library Closed Library Board Regular Meeting Library Director Annual Review

July 3	Library Closed
July 4	Holiday – Independence Day, Library Closed
July 22	Library Board Regular Meeting
August 20	Staff In-Service, Library Closed
August 26	Library Board Regular Meeting
September 4	Library Closed
September 5	Library Closed
September 6	Holiday – Labor Day, Library Closed
September 23	Library Board Regular Meeting, Novi Library
October 22	Friends Booked for the Evening, 7-9 p.m. (Library closing at 5pm)
October 28	Library Board Regular Meeting
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library TBD
November 2	General Election Day
November 17	Library Board Regular Meeting (Wednesday)
November 24	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 25	Holiday – Thanksgiving, Library Closed
November 26	Library Closed
December 15	Library Board Regular Meeting (Wednesday)
December 15	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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