

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
 Thursday, April 23, 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, Kat Dooley
3. Pledge of Allegiance
4. Approval and Overview of Agenda ..... 1-4
5. Consent Agenda
  - A. Approval of Regular Meeting Minutes – February 19, 2020 .....5-11
  - B. Special Library Board Meeting Minutes – Friday, March 13, 2020.....12-14
  - C. Special Library Board Meeting Minutes – Tuesday, March 17, 2020..... 15-18
  - D. Regular Library Board Meeting – Thursday, March 26, 2020 **CANCELLED** due to COVID-19
  - E. Approval of Claims and Warrants – Warrant 588 for 268 Account – March 2020..... 19-21
  - F. Approval of Claims and Warrants – Warrant 589 for 268 Account – April 2020.....21-23
  - G. Approval of Claims and Warrants – Warrant 588 for 269 Account – March 2020.....23
  - H. Approval of Claims and Warrants – Warrant 589 for 269 Account- April 2020.....23
6. Correspondence
  - A. Email from Library Guest, Rachelle Smith.....24
  - B. Email from Shannon White, Library of Michigan.....24
7. Presentation/Special Guest
  - A. None at this time.....N/A
8. Student Representatives Report (February 2020) ..... 25-27  
 Student Representatives Report (March 2020).....28-31
9. President's Report (Melissa Agosta)
  - A. 2019-2020 Goals Update (July, October, January, April) ..... 32-39
  - B. 2019-2022 Strategic Objectives (3 year plan) .....N/A
  - C. Slate for 20/21 Library Board Officers (Effective: May 28, 2020)  
 President - Melissa Agosta  
 Vice President - Kat Dooley  
 Secretary - Torry Yu  
 Treasurer - Geoffrey Wood
  - D. Election of Officers
10. Treasurer's Report (Geoffrey Wood)
  - A. 2019-2020 Library Budget Fund 268..... 40-42
  - B. 2019-2020 Contributed Fund Budget 269 ..... 43

C.	Library Fund 268 Expenditure & Revenue Report (as of February 29, 2020)	44-48
D.	Library Fund 268 Expenditure & Revenue Report (as of March 31, 2020)	49-53
E.	Contributed Fund 269 Expenditure & Revenue Report (as of February 29, 2020)	47-48
F.	Contributed Fund 269 Expenditure & Revenue Report (as of March 31, 2020)	52-53
G.	Balance Sheets for Funds 268 (as of February 29, 2020)	54
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J.	Balance Sheets for Funds 269 (as of March 31, 2020)	57
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F.	Library Usage Statistics	119-127
G.	Friends of the Novi Library	N/A
H.	City of Novi Historical Commission – 11/20/19 Minutes, 12/18/19 Minutes, 2/19/20 Agenda	128-136
I.	Bits & Pieces	N/A
13.	Committee Reports	
A.	<b>Policy Committee: Review current public policies for the Library</b> (Michener–Chair, Agosta)	
	<ul style="list-style-type: none"> <li>• <u>Committee consists of:</u> Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel. As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.</li> </ul>	
B.	<b>HR Committee: HR Policies, Director Review, Salary Study</b> (Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)	
	<ul style="list-style-type: none"> <li>• Staff satisfaction and strategic planning survey on hold until further notice.</li> <li>• <u>Committee consists of:</u> Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn, and Christopher Nadeau. As of April 15, 2020: The committee has been meeting remotely almost weekly to review and edit since the library closure. We have finally made it through the first round of edits and are beginning the second round. This committee moved its work to google docs to make editing more effective with the remote meetings. We will then send edits to the Library's attorney for review. Still on target to bring documents to the Library Board committee in June for review.</li> </ul>	
C.	<b>Finance Committee: Financial plan based on building assessment review, Library endowment investigation</b> (Wood- Chair, Messerknecht, Lawler)	
	<ul style="list-style-type: none"> <li>• Committee members are reviewing the current Financial Policy and will recommend changes. Suggested edits by Library Director were sent to the committee on 4/14/20. A virtual meeting is set for Friday, April 24, 2020 at</li> </ul>	

- MOU was signed with Community Financial Credit Union for a \$40,000 sponsorship for the Lakeshore Lending Library kiosk. See flyer in packet. Planning for CFCU staff to attend the May 28<sup>th</sup> meeting if executive order by the Governor is lifted for a check presentation.

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

(Yu – Chair, Michener, Dooley)

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

**E. Strategic Planning Committee:**

(Dooley- Chair, Yu).

- No report at this time.

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

(Messerknecht – Chair, Lawler, Wood)

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

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

(Lawler- Chair, Agosta)

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

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.

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

15. Matters for Board Action

- A. Approve the Memorandum of Understanding Between the Novi Public Library and the City of Novi Parks, Recreation and Cultural Services Department – 2<sup>nd</sup> draft.....59-60
- B. Discuss options for re-opening the Novi Library based on Governor Whitmer's Executive Order 2020-43.....61-68

16. Adjourn

**Supplemental Information:**

- Library Calendar ..... 137

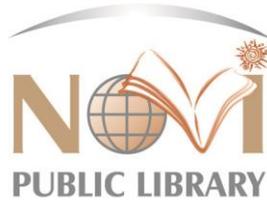
**Future Events:**

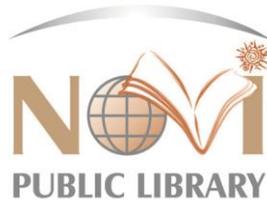
- National Library Week: April 19<sup>th</sup> – 25<sup>th</sup>
- **Executive Order 2020-43: Library CLOSED through April 30, 2020.**
- **NO PROGRAMMING/EVENTS/ROOM RENTALS through May 31, 2020**
- **LIBRARY CLOSED – Sunday, May 10, 2020 – Mother's Day**
- City of Novi Historical Commission Regular Meeting –May 20, 2020, CANCELLED at Novi Library. If a meeting is needed, the Commission will provide a virtual opportunity – TBD
- **LIBRARY CLOSED – Sunday, May 24<sup>th</sup> and Monday, May 25<sup>th</sup> – Memorial Holiday**
- Library Board of Trustees Regular Meeting – May 28, 2020 at 7pm. Will be held virtually.

**Inform. Inspire. Include.**

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>





**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 19, 2020**

**DRAFT**

**1. Call to Order**

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Melissa Agosta, President, at 7:00 p.m.

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

**Library Board**

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

**Student Representatives**

Tarun Tangirala, Student Representative

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

The agenda was amended to allow the Board Meeting to adjourn prior to the closed executive session. Adjourn will move to item 16 and Closed Executive Session will move to item 17. No formal action will be taken during the closed executive session. Also, the day on the meeting agenda should read Wednesday instead of Thursday.

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

1<sup>st</sup> – Torry Yu

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Minutes for Library Board 2<sup>nd</sup> Budget Session – January 21, 2020**

The Library Board 2<sup>nd</sup> Budget Session minutes were amended. The original wording under item D. Fines and Fees on Page 7, "Overall, all trustees are favoring going fine free", is not accurate. The corrected sentence as requested by the Trustees now reads, "Overall, all trustees are in favor of considering, researching and exploring going fine free". A motion was made to approve the amended Library Board 2<sup>nd</sup> Budget Session Minutes from January 21, 2020.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**B. Approval of Regular Meeting Minutes – January 23, 2020**

A motion was made to approve the Library Board Meeting Minutes – January 23, 2020.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**C. Approval of Claims and Warrants**

A motion was made to approve the Claims and Warrant 587.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**6. Correspondence**

A. N/A

**7. Presentation/Special Guest**

A. Mahek Nasser's term as Novi Library Student Representative ended in December, 2019. Ms. Nasser attended tonight's meeting, as a guest, to thank the Board for the opportunity to be a student representative. She expressed that these opportunities are important to the students and would like to see more opportunities like these continue. Ms. Nasser appreciated her time on the Library Board and the effort it takes to keep our Library running and the positive impact the Library has on the community. Ms. Nasser thanked Director Farkas, the Library Board Trustees, student representative Tarun Tangirala and librarian, Lindsay Gojcaj.

**8. Public Comment**

None

**9. Student Representatives Report**

The Student Representatives report can be found on page 20 of the February 19, 2020 Library Board packet.

Director Farkas invited the Trustees to attend the unveiling of the new olympic-size ping pong table on Monday, March 2 at 2:30. The ping pong table was generously donated by the Novi Educational Foundation (NEF).

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

- A. 2019-2020 Goals Update (July, October, January, April)
  - o N/A
- B. 2019-2022 Strategic Objectives (3 year plan)  
Director Farkas and President Agosta are meeting to tape a Beyond Books episode. The budget, annual report, strategic planning, and exciting future plans will be discussed during this episode.

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

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

The 2019-2020 Library Fund 268 Budget can be found on pages 23-26 of the February 19, 2020 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.
- Trustee Wood requested the revenue discrepancy on page 23 be corrected to reflect the Board approved revenue of \$3,142,439.

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

The 2019-2020 Contributed Fund 269 Budget can be found on page 27 of the February 19, 2020 Library Board packet.

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

**C. Library Fund 268 Expenditure & Revenue Report**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 28-31 of the February 19, 2020 Library Board packet.

- Revenue ending January 31, 2020 was \$3,104,489.
- Expenditures ending January 31, 2020 was \$1,737,768.

**D. Contributed Fund 269 Expenditure & Revenue Report**

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 32-33 of the February 19, 2020 Library Board packet.

- Revenue ending January 31, 2020 was \$25,511.
- Expenditures ending January 31, 2020 was \$8,469.

**E. Balance Sheets for Fund 268 and 269**

The Balance Sheet for Funds 268 and 269 can be found on pages 34 and 35 of the February 19, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of January 31, 2020 was \$3,461,580.30.
- Ending Fund Balance for Fund 269 as of January 31, 2020 was \$1,693,128.56.

President Agosta commented that the Board approved a 2019-2020 year end budget projection. The City has not updated the Library financials at this time.

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

The Director's Report can be found on pages 36-66 of the February 19, 2020 Library Board packet.

Staff members celebrating anniversaries in February are:

- Jolanta Borek –Support Services – 13 years
- Maryann Zurmuehlen – Support Services – 9 years
- Jean Aldrich – Support Services – 3 years
- Hillary Hentschel – Information Services – 3 years

### **Directors Report Summary**

- On pages 37-38 is a draft of the memorandum of understanding between the Novi Public Library and the City of Novi Parks, Recreation and Cultural Services Department. This will be discussed under Matters for Board Action item 15A.
- On pages 39-43 is the February eNewsletter.
- On page 44 is the flyer for a Leadership Lunch and Learn with speaker Richard Sheridan, CEO of Menlo Innovations in Ann Arbor, Michigan. Mr. Sheridan's book is titled Chief Joy Officer. This event is in partnership with the Novi Chamber of Commerce and will take place on Tuesday, March 3<sup>rd</sup> from 11:30am-1:30pm. Currently, 83 guests are registered for the event.
- On page 45 is the flyer for the Volunteer Fair – Caring in the Community, hosted by the Novi Public Library on Saturday, May 2, 2020 from 10am to 1pm. This gives potential volunteers an opportunity to meet with non-profits to learn about their volunteer needs. This will take place in the whole meeting room.

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

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 46-48 of the February 19, 2020 Library Board packet. A new sewing and embroidery machine was added to the iCube. Exciting new software was purchased for this machine. On page 47 is a picture of the martini charms that were made from the Library's iCube for the Novi Chamber's Toast of the Town.

Trustee Dooley commented that on page 46 the number of iCube visitors has a comma out of place. The number currently reads 1,6174. Director Farkas will verify the number of visitors and inform the Board.

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

The Facilities Report, provided by Keith Perfect is on page 49 of the February 19, 2020 Library Board packet.

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

The Information Service Report is found on pages 50-52, prepared by April Stevenson. The MLK Unity breakfast had 128 attendees. The preschool childcare information fair was hosted at the Novi Library. This event was the night the flood occurred. All attendees received information about all the preschools that were present. Hickory Woods sent a thank you to Novi Library for judging the Hickory Woods Reflections entries.

Trustee Michener observed on page 50 that Librarian, Lindsay Gojcay, created a young adult fiction list of black authors in honor of Black History Month. Trustee Michener mentioned on her personal Facebook page that she was proud of the Novi Library for having several nice displays recognizing Black History Month.

**D. Support Service Report**

The Support Services report is found on page 53-54, prepared by Maryann Zurmuehlen. The number of Library cards issued is 301 and there are 65,046 items checked out in January 2020. On page 54 is a Lending Library update by Eva Sabolcik. Kiosk names for the Lending Library are listed for the Board to consider. Director Farkas would like to move forward with the Lakeshore Lending Library. The Trustees are comfortable with whatever name Director Farkas decides on. President Agosta suggested reaching out to the City to verify that the name Lakeshore will remain.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 55-63.

**F. Friends of the Novi Library**

N/A

**G. Novi Historical Commission – December 18, 2019 Agenda**

The Novi Historical Commission Meeting Agenda for January 15, 2020 can be found on page 64. The Historical Commission did not meet on January 15<sup>th</sup>. Also included are the 2020 Historical Commission Goals.

**H. Bits & Pieces**

The January 2020 Bits and Pieces for the TLN consortium can be found on page 66. Fine free for food will be held during the entire month of April at the Novi Public Library.

Trustee Lawler asked what the insurance will cover for the flood that occurred at the Novi Library. Director Farkas has just received a phone number for the case worker and will update the Board as soon as she gets more information about coverage.

Trustee Michener inquired about Board Members attending the American Library Association (ALA) conference. Director Farkas does not attend or have any staff members attending the ALA. Director Farkas is attending the Public Library Association (PLA) conference and feels the PLA is a better fit for the Novi Library. In the past, Board members have not been sent to the PLA. Director Farkas is open to discussing the costs associated with Board Members attending the PLA. The PLA event is held every two years.

The Library Board Calendar is on page 67 of the February 19, 2020 Library Board packet.

**13. Committee Reports**

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

(Michener-Chair, Agosta)

- Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
  - As of February 11, 2020: The first full review of the policies is almost complete by the committee. We will meet in March to begin second review and then set up meetings with the committee to review.
  - Trustee Michener asked to be invited to the staff Policy Committee meeting as they are finalizing their review of policies.

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

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

- Staff Satisfaction and strategic planning survey on hold until further notice
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
  - The next meeting is scheduled for February 18, 2020: at this time we are almost done with first full review and will begin second review in March. A future HR committee will be set up.

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

(Wood – Chair, Messerknecht, Lawler)

- Committee members are reviewing the current Financial Policy and will recommend changes.
- Library Board reviewed at 20/21 budget sessions the Leaving a Legacy brochure for potential new sponsorships relating to the Lending Library and Marketing Digital screens.

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

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
  - February 1: Novi Chamber of Commerce Toast of the Town – Farkas, Michener, Agosta and Yu.
  - February 8: Novi Rotary 60<sup>th</sup> Anniversary: Farkas, Dooley
  - January 20: MLK Unity Breakfast: Yu

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

(Dooley – Chair, Yu)

- No report at this time.

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

(Messerknecht – Chair, Lawler, Wood)

- Grounds- North-end drain work will be completed in spring, 2020.

- Lending Library Kiosk-We have received a tentative delivery date from the City of Novi for June 1, 2020. We have alerted the Lending Library vendor for delivery to begin on June 1, 2020 or during that week.
- Library Van- We are awaiting the delivery of the new van. Costs for the vinyl wrap of the van have been received. A memorandum of understanding will be drafted for the February meeting review by the Board.
  - Draft is included in Matters for Board Action
- Library Café –looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol and a sign company on 2/3 for ideas. See information provided by Evol Gazzarato in Director's report.
- Flood – January 14, 2020: still waiting on a few more invoices to submit all at once for payment. Documentation will be sent to the City of Novi's Clerks Office for insurance purposes.
  - Update: Documents/ Invoices have been submitted to the City.

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

(Lawler – Chair, Agosta)

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

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

- A. 1<sup>st</sup> draft: Memorandum of Understanding for van usage with NPL and City of Novi Parks, Recreation and Cultural Services.
- On page 37 at the bottom of the page is a statement to pay for fuel based on current fuel pump price. The Library will invoice based on miles used.
  - Allow PRCS to use the van as requested with a 5-day advance notice to coordinate.
  - Trustees will review the 1<sup>st</sup> draft and revisit at the next meeting.

**16. Adjourn**

A motion was made to adjourn at 7:45 p.m.

1<sup>st</sup>— Torry Yu

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

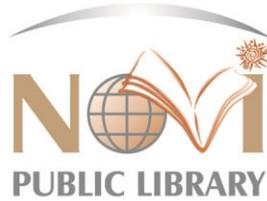
**17. Executive Session** – To discuss the Director Mid-Year review. The closed executive session took place from 7:45-8:33pm.

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Kat Dooley, Secretary

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Date



**CITY OF NOVI LIBRARY BOARD MINUTES  
SPECIAL MEETING  
Friday, March 13, 2020  
5:00pm  
Novi Library – Board Room**

**DRAFT**

**1. Call to Order**

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, Vice President, at 5:00 p.m.

Purpose of Meeting: To discuss options for a possible library closure due to Corona Virus (COVID-19).

Based on Open Meetings Act: Board members joining the meeting via phone/conference call are unable to vote should a call to vote occur. Only the four Board members attending in person at this meeting can vote. Members participating by phone/conference call are not considered quorum.

**2. Roll Call**

Roll Call by Secretary, Kat Dooley

**Library Board**

Melissa Agosta, President – Absent and Excused

Craig Messerknecht, Vice President – In person

Kat Dooley, Secretary – In person

Geoffrey Wood, Treasurer – In person

Bill Lawler, Board Member – via phone/conference call

Tara Michener, Board Member – via phone/conference call

Torry Yu, Board Member – In person

**Library Staff**

Julie Farkas, Director

Barbara Cook, Bookkeeper

**3. Approval and Overview of Agenda**

A motion was made to approve the March 13, 2020 Library Board Special Meeting Agenda.

1<sup>st</sup>—Geoffrey Wood

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

**4. Review information provided by Julie Farkas, Library Director, on library closures in Michigan as of 4:15pm Friday, March 13, 2020 reported on Michlib-I (state library listserv) via email**

Trustees reviewed the printed information provided by Director, Julie Farkas. This information includes libraries on the state listserv and their decisions to close or remain open.

Trustee Wood asked Director Farkas if she had a recommendation regarding closing and he wanted to address/discuss the impact on hourly staff.

Trustee Wood's questions/comments led to an in-depth discussion about closing to the public, disinfecting/sanitizing needs, and possibly having staff-only in the building. The Novi Library has an advantage of having a drive-up window, this was discussed as a possible option to service the public during a closure. Trustee Michener inquired about immunocompromised or immunosuppressed staff. This led to further thoughtful consideration/discussions concerning the staff, possible childcare needs and if they could have the option to not report to work. Additionally, the Library building can allow for separating/social distancing. Protocol regarding treatment of any staff suspected of being ill was discussed.

After much discussion and consideration, the Library will be open to serve the public Saturday, March 14<sup>th</sup> and Sunday, March 15<sup>th</sup>. Closure to the public starts Monday, March 16<sup>th</sup>. During this time staff will have work opportunities or the ability to utilize leave time. Staff will be in contact with Library HR. These discussions led to the approval of an amended motion regarding Library closure. This motion is presented under item **7**.

**Discussions/Approvals.**

Trustee Dooley suggested communicating through social media the digital offerings that the Library has available. Also, Trustee Dooley recommended sharing notifications from the School District to the Library community as an alternative way to get needed information to the parents/caregivers in the community.

Director Farkas said there would be an increase to the Novi Library's downloadable order to accommodate Library Guests/Patrons at this time.

**5. Review information received via email by Dr. Steve Matthew, Superintendent of Novi Community Schools**

Director Farkas included communication from Dr. Steve Matthews, regarding the Novi Community School District Coronavirus plan, which includes school closure dates from March 16 through April 12, 2020, resuming school Monday, April 13, 2020.

**6. Email provided by TLN (The Library Network) regarding delivery of materials**

Director Farkas included an email from TLN dated March 13, 2020. This email states that delivery is continuing, however, a lot of libraries that are closing are suspending their delivery.

Details known at this time:

- City of Novi Parks/Rec and Library have cancelled all indoor programs, classes and room rentals until March 22 (information was sent out 3/12/20 via all city/library communications)
- A leadership meeting will take place next Tuesday, March 17<sup>th</sup> for further city updates

- Novi School District has closed its buildings from Monday, March 16<sup>th</sup> – April 12<sup>th</sup>.

## 7. Discussions/Approvals

**A motion was made to approve closing of the Novi Public Library with limited service starting Monday, March 16 through April 12.**

After further discussion the above motion was amended to:

**An amended motion was made to approve the closing of the Novi Public Library with limited non direct public service available Monday, March 16, 2020 through April 12, 2020.**

1<sup>st</sup>—Kat Dooley

2<sup>nd</sup>—Torry Yu

The amended motion passed unanimously with a roll call vote.

### **Roll Call Vote by Secretary, Kat Dooley**

Craig Messerknecht, Vice President – Yes

Geoffrey Wood, Treasurer – Yes

Torry Yu, Board Member – Yes

Kat Dooley, Secretary – Yes

Tara Michener, Board Member – Abstain

Bill Lawler, Board Member – Abstain

Melissa Agosta, President – Absent and Excused

Trustee Wood asked if there is a plan or policy in place if an employee were to test positive for the coronavirus. Director Farkas said that these discussions are taking place and risk is being diminished with closing the Library to normal public interaction. However, Director Farkas will provide more information on this topic.

## 8. Adjourn

A motion was made to adjourn the meeting at 5:42 p.m.

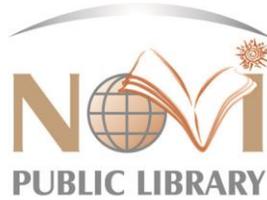
1<sup>st</sup>—Torry Yu

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

\_\_\_\_\_  
Kat Dooley, Secretary

\_\_\_\_\_  
Date



**CITY OF NOVI LIBRARY BOARD MINUTES  
SPECIAL MEETING  
March 17, 2020  
4:00 p.m.  
Novi Library – Main Lobby**

**DRAFT**

**1. Call to Order**

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, Vice President, at 4:00 p.m.

**2. Roll Call**

Roll Call by Secretary, Kat Dooley

**Library Board**

Melissa Agosta, President (via phone)

Craig Messerknecht, Vice President

Kat Dooley, Secretary

Geoffrey Wood, Treasurer

Bill Lawler, Board Member

Tara Michener, Board Member (via phone)

Torry Yu, Board Member

**Library Staff**

Julie Farkas, Director

Marcia Dominick, Administrative Assistant

**Guest**

Thomas Schultz, Attorney for City of Novi

Based on Open Meetings Act: Board members joining the meeting via phone/conference call are unable to vote should a call to vote occur. Only members in person can vote. Members participating by phone/conference call are not considered quorum.

**3. Approval and Overview of Agenda**

A request to have the City Impact statement discussed prior to the Employee Information.

A motion was made to table the discussion of the Bylaws until the end of the meeting. The agenda was approved as amended.

1<sup>st</sup>—Geoffrey Wood

2<sup>nd</sup>—Craig Messerknecht

The motion passed unanimously.

**4. Review current Library Board Bylaws**

Tabled until end of meeting.

## **5. Review Executive Order No 2020-9 by Gretchen Whitmer, Governor – issued March 16, 2020**

The Library Board complies with the Executive Order as directed by the Governor effective March 16, 2020. The Library will remain closed to the public through Sunday, April 12, 2020. There is no public access allowed.

## **6. CDC Interim Guidance for Coronavirus Disease 2019 (COVID-19)**

Information was provided.

## **7. Service options to the public: drive-up; email, social media**

Public Services to be discussed:

- Public Access Hours (email, social media, and phone) 10 a.m. – 5 p.m., Monday – Friday.
- Drive-Up Service: The Library Board discussed the use of the drive-up window for guests to access materials, pay fines, or obtain or renew their library card during the closing, but this was dismissed due to the safety of our staff.
- The use of the fifteen (15) lockers located in the vestibule of the library was discussed as an alternative to the drive-up for materials access. This was considered an acceptable alternative. Guests would contact the library to request materials we have in-house and the item would be placed in the locker for guest pick up. A timetable would be established so the maximum number of guests would be able to access materials possible. Materials would be placed in the lockers when no guests were present for the safety of both the staff and guests.
- Online database assistance via phone, email, and social media: Librarians will be available to assist via all these means of communication during the available hours.
- Renew cards via phone: This service would be available.
- Issue temporary card by phone (60-day usage): This service would be available.
- Assisting guest with account information: This service would be available.
- Renewing materials: This service is available, as well as on the Library's website.
- Hold of building materials (NOVI materials); TLN delivery is available for now, but not all libraries have staffing; MeLCaT (Statewide service) has been suspended: If the materials are available at the Novi Library, then a hold can be placed on the item and then placed in the Holds Locker for pick up.
- Scanning/email of needed documents: This service can be provided.
- Printing of documents: This service can be provided to our guests. Special arrangements will be made for pick-up of the documents.
- Tax forms (if requested and based on supply) we could get copies to guests: This arrangement can be made.
- Remotely, the Librarians can provide story times, crafts/projects, place orders, programming, trainings, work on goals, answer calls, etc.
- Information Technology can work remotely as well as in-house, at staggered work times in-house.
- Facilities Team would have staggered shifts working in-house. They will also be required to take trainings/classes remotely when not working in-house.
- Support Services would have the capability to answer calls, renew or issue library cards, attend trainings/classes remotely, place orders, etc. A limited number of staff would be allowed to work in the building processing orders, but on a staggered shift.

## **8. Library staffing needs during closure (Monday, March 16-April 12, 2020)**

- There would be staggered shifts from 7 a.m. – 9 p.m., Monday – Friday, with at least one manager on-site during staffing times.
- City Leadership holds daily meetings at 9:30 a.m. with Julie Farkas attending.
- Julie Farkas will hold manager meetings daily at 12:30 p.m.
- Select staff will be allowed in the building with the remainder working remotely.
- Each department will have in-house tasks, but most will have both in-house and remote.
  - Remote tasks:
    - Trainings/classes; emails; phone calls; library card renewals and issuance.
  - In-House tasks:
    - Emails; phone calls; library card renewals and issuance; cleaning; shelving; processing materials; accepting deliveries, etc.
- As of March 17, 2020, three (3) staff have chosen to stay at home and not work.
- There are six (6) employment opportunities currently available.
- At any one time, there would be no more than 10 employees in the building.

### Library Board Discussion:

- At this time, the City of Novi staff are required to come in to work yet keep to social distancing.
- The Library Board stated that they want to do whatever they can to mitigate exposure for staff. They want to close to the public for safety sake.
- Only have necessary staff in the building making sure to keep to social distancing.
- The Library Board asked if other libraries are closed, and the response was, yes. Some are completely closed, and some have chosen to have staff work remotely.
- There are the same amount of taxable funds coming in.
- If staff are allowed, can they come in starting April 6 for the week to clean all items? Julie stated that there are over 170,000 items and it will take longer than a week to clean each item.
- At this time, it is a two (2) week order of closure, until Sunday, April 12, 2020.
- Julie is still planning on having the cleaning companies (Cintas, carpet and building) come in and do a deep clean of furniture, restrooms, and floors. One of our facilities team members cleans daily all switches, door handles, elevator buttons, etc. with a special bleach solution as approved by the CDC.
- The Library Board would like Julie Farkas to have the power to make decisions; she may ask for advice and guidance, but she have the ultimate authority.
- The Board would like to keep all staff employed and paid. Keep the absolute minimum number of staff in the building at one time.
- Each day, the managers are to provide Julie with a report of what staff are working on.
- The public are to keep their materials and no fines/fees would be administered. The Library will reopen on Monday, April 13, at which time the items can be returned. At this time, the AST is closed, but the outside slot is open for returns.

It was decided for the safety of our employees, the library would be closed to the public and no drive-up service would be available until April 13, 2020. No motion is needed as this remains the same as was approved at the Friday, March 13, 2020 Special Library Board meeting.

**9. Hosting March 26, 2020 Library Board of Trustees Meeting at 7:00 pm at City of Novi, Council Chambers**

Director Farkas will prepare the March 2020 Library Board Packet with the anticipation of holding this meeting at the City of Novi Council Chambers. If the March 2020 Library Board Meeting is not held, there will be a 24-hour notice of this cancellation or change of date. Director Farkas will provide in the March Library Board Packet the Kent District Library's Pandemic Policy for Board to review.

**10. Matters for Board Action**

No action was taken.

**4. Review current Library Board Bylaws**

Trustee Wood requested a review of the Open Meetings Act and attending remotely based on the current crisis. City attorney, Tom Schultz, stated that in the year 1978, the Open Meetings Act was adopted and it states you must assemble in a building for citizens to attend. Until they change the law, all meetings must be in the presence of the public.

Trustee Wood revoked his suggestion to change the Bylaws.

The Trustees stated that we must take care of our employees, as this is the right thing to do. It is in the best interest in keeping them safe.

**11. Adjourn**

A motion was made to adjourn the meeting at 5:26 p.m.

1<sup>st</sup>—Geoffrey Wood

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

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Kat Dooley, Secretary

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Date

<b>Warrant 588</b>	<b>268 Accounts</b>	<b>March 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Amazon	supplies	268-000.00-727.000	\$ 71.40
Global	supplies	268-000.00-727.000	\$ 352.12
Sam's Club	Shredder	268-000.00-727.000	\$ 114.98
Quill	toner for new printers	268-000.00-727.000	\$ 1,813.99
Tech logic	software renewal	268-000.00-734.000	\$ 6,090.00
Amazon	case; filament; cords; controller	268-000.00-734.500	\$ 339.46
Batteries Plus Bulbs		268-000.00-734.500	\$ 492.70
GetPivo.com	PIVO full pack	268-000.00-734.500	\$ 157.00
Affordable Alternatives	print label; youth label rolls	268-000.00-740.000	\$ 678.30
Demco	labels; laminate etc.	268-000.00-740.000	\$ 90.34
Global	book tape	268-000.00-740.000	\$ 193.92
Amazon		268-000.00-742.000	\$ 1,206.03
Barnes & Nobles	Chief Joy Officer	268-000.00-742.000	\$ 2,450.00
Brodart		268-000.00-742.000	\$ 8,180.00
Center Point Large Print		268-000.00-742.000	\$ 46.50
Gale/Cengage		268-000.00-742.000	\$ 555.05
Lakeshore	backpack manipulatives	268-000.00-742.000	\$ 79.66
Taylor Community Library		268-000.00-742.100	\$ 30.00
Midwest Tape		268-000.00-744.000	\$ 2,096.43
Overdrive		268-000.00-744.000	\$ 2,156.22
Amazon		268-000.00-745.200	\$ 62.01
Midwest Tape		268-000.00-745.200	\$ 3,466.98
Spectrum		268-000.00-801.925	\$ 48.48
Integrated Payments Consulting		268-000.00-802.100	\$ 228.00
Merchant Billing Statement		268-000.00-802.100	\$ 247.22
Rosati, Schultz, etc.		268-000.00-806.000	\$ 28.00
Foster Swift		268-000.00-806.000	\$ 200.00
Rubbish		268-000.00-808.100	\$ 108.07
Michigan Library Association	memberships	268-000.00-809.000	\$ 85.00
NAEYC	memberships	268-000.00-809.000	\$ 138.00
H&K Janitorial Service, Inc.	Jan. Cleaning; closed 1/15; 1/16	268-000.00-817.000	\$ 3,757.27
AT&T		268-000.00-851.000	\$ 347.95
T-Mobile		268-000.00-851.000	\$ 282.25
Telnet		268-000.00-851.000	\$ 427.27
Verizon		268-000.00-851.000	\$ 417.77
Novi Youth Assistance	Bowl a thon Lane Sponsorship	268-000.00-880.000	\$ 125.00
Muni Web	January Activity	268-000.00-880.000	\$ 1,444.00

Novi Chamber of Commerce	2019 Holiday Lunch	268-000.00-880.000	\$ 90.00
Novi Community Schools	NPL Café; Novi Youth Gift basket	268-000.00-880.000	\$ 40.00
Sam's Club		268-000.00-880.000	\$ 116.45
Sedona Taphouse	SRP Meeting	268-000.00-880.000	\$ 79.00
Amazon		268-000.00-880.268	\$ 221.08
Dharma Trading Co	craft expense; scarfs	268-000.00-880.268	\$ 57.16
Discount School Supply	mini masterpiece; story time	268-000.00-880.268	\$ 51.84
Gordon Food Service		268-000.00-880.268	\$ 27.98
Jain, Monica	ESL Book Discussion	268-000.00-880.268	\$ 225.00
Michaels	Masterpiece Mon & Book Bunch	268-000.00-880.268	\$ 17.26
Mutch, Kathleen	01/25; 02/13; 02/22	268-000.00-880.268	\$ 150.00
Oriental Trading	various	268-000.00-880.268	\$ 344.10
Sam's Club	ping pong table unveiling expense	268-000.00-880.268	\$ 48.70
Sewing Fun	03/14/20; Sew Fun	268-000.00-880.268	\$ (346.76)
Silberman, David	Trivia Night Reimbursement	268-000.00-880.268	\$ 45.00
Sood, Kate	Simply Tidy	268-000.00-880.268	\$ 100.00
Spring into Fashion	04/20/20; Fashion Show	268-000.00-880.268	\$ (388.40)
Friends of NPL	Engage March-April 2020	268-000.00-900.000	\$ (47.17)
MI Chamber of Commerce	Labor Law Posters	268-000.00-900.000	\$ 37.50
Millennium Business Systems		268-000.00-900.000	\$ 566.73
VistaPrint	Business cards	268-000.00-900.000	\$ 30.00
Consumers Energy		268-000.00-921.000	\$ 1,365.23
DTE		268-000.00-922.000	\$ 7,349.56
Allied Eagle		268-000.00-934.000	\$ 703.51
Batteries Plus Bulbs		268-000.00-934.000	\$ 422.70
Dalton Commercial Cleaning		268-000.00-934.000	\$ 2,110.00
Ferguson		268-000.00-934.000	\$ 57.75
Home Depot		268-000.00-934.000	\$ 244.42
LaForce		268-000.00-934.000	\$ 42.00
LaForce		268-000.00-934.000	\$ 866.20
Library Design		268-000.00-934.000	\$ 937.00
Lighting Supply		268-000.00-934.000	\$ 175.84
Lyon Mechanical		268-000.00-934.000	\$ 6,349.47
North Star		268-000.00-934.000	\$ 298.74
Orkin		268-000.00-934.000	\$ 69.50
Sam's Club		268-000.00-934.000	\$ 13.98
Solution Control Services LLC		268-000.00-934.000	\$ 880.00
Voss Lighting		268-000.00-934.000	\$ 320.00
Brien's		268-000.00-941.000	\$ 3,000.00
Weingartz		268-000.00-941.000	\$ 70.99
Millennium Business Systems		268-000.00-942.000	\$ 650.94

Corrigan Record Storage		268-000.00-942.100	\$ 23.98
City of Novi	2020 State of the City Address	268-000.00-956.000	\$ 270.00
Gojcaj, Lindsay	Reimbursement from State: YALSA	268-000.00-956.000	\$ (926.47)
Library of Michigan	Grant Writing Workshop	268-000.00-956.000	\$ 20.00
Michigan AEYC	Conference; Mar 26-27, 2020	268-000.00-956.000	\$ 140.00
Red Robin	Workshop	268-000.00-956.000	\$ 27.00
ABWA	Workshop	268-000.00-956.000	\$ 23.00
Signature Ford, L-M	2020 Ford Transit Cargo Van	268-000.00-983.000	\$ 27,598.00
Petty Cash (Programming)		268-000.00-880.268	\$ 43.30
Petty Cash (Conference)		268-000.00-956.000	\$ 16.79
<b>TOTAL</b>			<b>\$ 93,236.27</b>

<b>Warrant 589</b>	<b>268 Accounts</b>	<b>April 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Armenian Relief Society		268-000.00-665.300	\$ 130.00
Life Changing Ministries Church		268-000.00-665.300	\$ 615.00
Ross, Rita		268-000.00-665.300	\$ 90.00
Amazon.com		268-000.00-727.000	\$ 55.85
Global		268-000.00-727.000	\$ 150.71
OCLC		268-000.00-734.000	\$ 607.98
thingsmiths		268-000.00-734.000	\$ 79.00
Amazon		268-000.00-734.500	\$ 133.46
Gazelle	gadget recycle	268-000.00-734.500	\$ (150.00)
Amazon.com		268-000.00-740.000	\$ 64.85
Global		268-000.00-740.000	\$ 40.40
Hanover Technical Sales, Inc	labels	268-000.00-740.000	\$ 2,198.84
Uline	hand truck; lending library	268-000.00-740.000	\$ 672.32
Amazon.com		268-000.00-742.000	\$ 787.97
Barnes & Nobles		268-000.00-742.000	\$ 396.68
Brodart		268-000.00-742.000	\$ 10,755.36
DK Agencies		268-000.00-742.000	\$ 600.00
Center Point Large Print		268-000.00-742.000	\$ 364.20
Gale/Cengage		268-000.00-742.000	\$ 433.19
Lakeshore Learning		268-000.00-742.000	\$ 31.71
Scholastic		268-000.00-742.000	\$ 182.00
Midwest Tape - Hoopla	advance digital pymt	268-000.00-744.000	\$ 16,501.88
Overdrive		268-000.00-744.000	\$ 5,802.56

Amazon.com		268-000.00-745.200	\$ 80.18
Midwest Tape		268-000.00-745.200	\$ 1,148.39
Spectrum		268-000.00-801.925	\$ 54.30
Integrated Payments Cons LLC		268-000.00-802.100	\$ 228.00
Foster Swift		268-000.00-806.000	\$ 320.00
H&K Janitorial Service, Inc.	Jan. Cleaning	268-000.00-817.000	\$ 4,024.67
AT&T	Feb 22- Mar 21, 2020	268-000.00-851.000	\$ 306.21
Telnet	2/15-3/14/20	268-000.00-851.000	\$ 427.72
Verizon	02/29-03/28/20	268-000.00-851.000	\$ 417.77
The Library Network	Jan1, 2020-March 31, 2020 Internet	268-000.00-855.000	\$ 2,047.88
Facebook	March	268-000.00-880.000	\$ 23.44
Municipal Web Services	February Activity	268-000.00-880.000	\$ 971.50
Amazon.com		268-000.00-880.268	\$ 214.10
Amberger, Marilyn		268-000.00-880.268	\$ 89.00
Bochenek, Ghada		268-000.00-880.268	\$ 50.00
Brewin, Linda		268-000.00-880.268	\$ 83.76
CSLP - Coll Summer Library Pgm		268-000.00-880.268	\$ 166.50
Dicola, Rita		268-000.00-880.268	\$ 25.00
Edwards, Naomi		268-000.00-880.268	\$ 114.00
Fantino, Linda		268-000.00-880.268	\$ 89.00
Mutch, Kathleen		268-000.00-880.268	\$ 100.00
Scholastic		268-000.00-880.268	\$ 100.00
Silberman, David		268-000.00-880.268	\$ 45.00
Swingler, Elena Victoria		268-000.00-880.268	\$ 400.00
Williams, Sharon		268-000.00-880.268	\$ 89.00
Millennium Business Systems		268-000.00-900.000	\$ 559.32
DTE	2/24-3/23/20	268-000.00-922.000	\$ 7,528.75
24/7/365 Inc	Window cleaning November 2019	268-000.00-934.000	\$ 1,550.00
Allied Eagle		268-000.00-934.000	\$ 1,064.64
Amazon.com	fire ext icube	268-000.00-934.000	\$ 161.63
Aventric Technologies	heartaed25421; Heartsmart Pads II	268-000.00-934.000	\$ 96.00
Dalton Commercial Cleaning	monthly carpet	268-000.00-934.000	\$ 1,325.00
Lyon Mechanical	prev maint; Feb 2020	268-000.00-934.000	\$ 748.00
North Star	Feb-20	268-000.00-934.000	\$ 254.68
Sam's Club		268-000.00-934.000	\$ 31.06
Solution Control Services LLC	control actuator	268-000.00-934.000	\$ 920.00
Brien's	salt: 02/18/20-02/26/20	268-000.00-941.000	\$ 750.00
Millennium Business Systems		268-000.00-942.000	\$ 650.94
Corrigan Record Storage		268-000.00-942.100	\$ 23.98
Brush, Emily		268-000.00-956.000	\$ 66.82
Library Works, Inc.		268-000.00-956.000	\$ 49.00

Michigan Library Association		268-000.00-956.000	\$ 95.00
Robinson, Mary		268-000.00-956.000	\$ 266.25
Stop Falling Productions		268-000.00-956.000	\$ 135.00
<b>TOTAL</b>			<b>\$ 68,435.45</b>

<b>Warrant 588</b>	<b>269 Accounts</b>	<b>March 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Sheridan, Richard	mileage	269-000.00-665.232	\$ 27.60
Tsai Fong Books	International Youth; various;	269-000.00-742.230	\$ 706.25
Amazon	RAR: various	269-000.00-742.229	\$ 81.57
Amazon	RAR: various	269-000.00-742.229	\$ 79.13
Oriental Trading	RAR; various treasure chest prizes	269-000.00-742.229	\$ 64.68
Amazon	International Donation	269-000.00-742.230	\$ 20.57
Amazon	International Donation	269-000.00-742.230	\$ 69.63
Amazon	ping pong table	269-000.00-742.232	\$ 499.99
Northville Library	NLA Book Purchase	269-000.00-742.232	\$ 100.00
Amazon	iCube; Embroidery hoops	269-000.00-742.233	\$ 74.43
Amazon	iCube; ink pad	269-000.00-742.233	\$ 6.99
Amazon	iCube; various crafts	269-000.00-742.233	\$ 30.90
USPS	eNable; mailing hands	269-000.00-742.233	\$ 33.20
Sewing Gallery	sewing machine software	269-000.00-976.046	\$ 764.20
<b>TOTAL</b>			<b>\$ 2,559.14</b>

<b>Warrant 589</b>	<b>269 Accounts</b>	<b>April 2020</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon.com		269-000.00-742.229	\$ 215.61
Amazon.com		269-000.00-742.230	\$ 18.66
Tsai Fong Books, Inc.		269-000.00-742.230	\$ 43.46
Amazon.com		269-000.00-742.233	\$ 231.23
Inventables Inc.		269-000.00-742.233	\$ 386.03
The Container Store		269-000.00-742.233	\$ 168.83
<b>TOTAL</b>			<b>\$ 1,063.82</b>

**Email from: Rachelle Smith, Novi Resident**  
**To: Julie Farkas**  
**Date: March 27, 2020**

Hello Julie!

I'm suffering from NPL withdrawal. 😊

I received an email about renewing my library card a couple weeks ago. I was just on your website and saw the update that renewals were being handled by phone right now.

I just had a delightful conversation with Mary Ann and renewed my card. The noteworthy NPL customer service with a smile exists on the phone as well.

Thanks to you and your team for your flexibility in meeting our needs during these challenging times. You and your family stay safe and healthy!

Rock on!  
Cheers,  
R

PS - I noticed you listed your own phone number on the website for folks to contact if they need you. Way to set a good example and lead from out front! 😊

**Email from: Shannon White, Library of Michigan**  
**To: Julie Farkas**  
**Date: April 10, 2020**

Hi Julie. I am adding a note to our Friday meeting google document about the great job the City of Novi and you at NPL are doing to keep your community informed about the basic supports necessary during this time. I love seeing this attention paid to services and information literacy in this communication.

Shannon

Shannon White  
Library of Michigan, 702 W. Kalamazoo, Lansing, MI 48909

**February 2020 Library Board Student Representative Report**  
By: Tarun Tangirala and Lindsay Gojcaj (Library Staff Liaison)

**Tween and Teen Library Programs:**

The **SAT Practice Test** program originally scheduled for January 18 was rescheduled to February 8 due to the library's closure on the original date. Participants were able to take a free, full-length SAT practice test courtesy of College Tutors. (Attendance = 49)

The **BeTWEEN the Pages - Tween Book Club** program originally scheduled for February 26 was rescheduled to February 29 due to the library's early closure on the original date. Guests read and discussed *Absolutely Truly* by Heather Vogel Frederick. The purpose of the program is to discover new books, encourage reading, and make new friends. (Attendance = 4)

**Teen Space Update:**

During February 2020, there were 395 guests who visited Teen Space. There was no Teen Space on the following dates: February 17-18 (no school; mid-winter break), and February 26-27 (no school; snow days).

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

September 2019 = 605 guests

October 2019 = 814 guests

November 2019 = 503 guests

December 2019 = 469 guests

January 2020 = 405 guests

February 2020 = 395 guests

**Total for 2019-2020 school year = 3,191 guests**

**Teen Advisory Board Update:**

During the sixth Teen Advisory Board (TAB) meeting of the 2019-2020 school year on February 21, guests started off by completing the survey currently available for teens in grades 7-12 to give feedback about a possible new name change for the Teen Stop room. Next, guests wrote down their favorite books on star shapes that will be displayed in Teen Stop during the month of March to recognize March is Reading Month. Guests also chose their favorite teen books that the TAB library staff liaison will use for the March is Reading Month display in Teen Stop. Guests also worked in groups to come up with suggested teen fiction titles that could be added to update the current teen fiction book lists. (Attendance = 17)

**Upcoming Programs:**

- Teen Advisory Board (TAB) Meeting – April 17
- Effective Leadership Skills for Teens – April 21
- BeTWEEN the Pages - Tween Book Club – April 22 (title will be *Property of the Rebel Librarian* by Allison Varnes)



February Teen Stop passive programming display to recognize Library Lovers' Month



Some responses from the February Teen Stop passive programming display

**March 2020 Library Board Student Representative Report**  
By: Tarun Tangirala and Lindsay Gojcaj (Library Staff Liaison)

**Tween and Teen Library Programs:**

**\*\*\*NOTE:**

With the Governor's State of Emergency and closure of all schools in the state, the Novi Public Library's (NPL) Board of Trustees has reached the decision to **close the building for public use through Sunday, April 12, 2020** to protect the health and safety of the residents in the community in addition to its staff.

**All programming, classes and room rentals have been cancelled.**

**Cancelled tween and teen programs during March included:**

**Battle of the Books**

**BETWEEN the Pages – Tween Book Club**

**Teen Advisory Board (TAB) Meeting**

**Teen Space Update:**

During March 2020, there were 168 guests who visited Teen Space. There was no Teen Space from March 13 through March 31 (see message above regarding programming cancellations).

A new ping pong table was unveiled in Teen Space on March 2. The Novi Public Library would like to send a thank you to the Novi Educational Foundation for supporting Teen Space and giving us a \$500 grant to purchase the new table. Please see the attached pictures from the unveiling.

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

September 2019 = 605 guests

October 2019 = 814 guests

November 2019 = 503 guests

December 2019 = 469 guests

January 2020 = 405 guests

February 2020 = 395 guests

March 2020 = 168 guests

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

**Teen Advisory Board Update:**

No March meeting took place (see message above regarding programming cancellations).

**Upcoming Programs:**

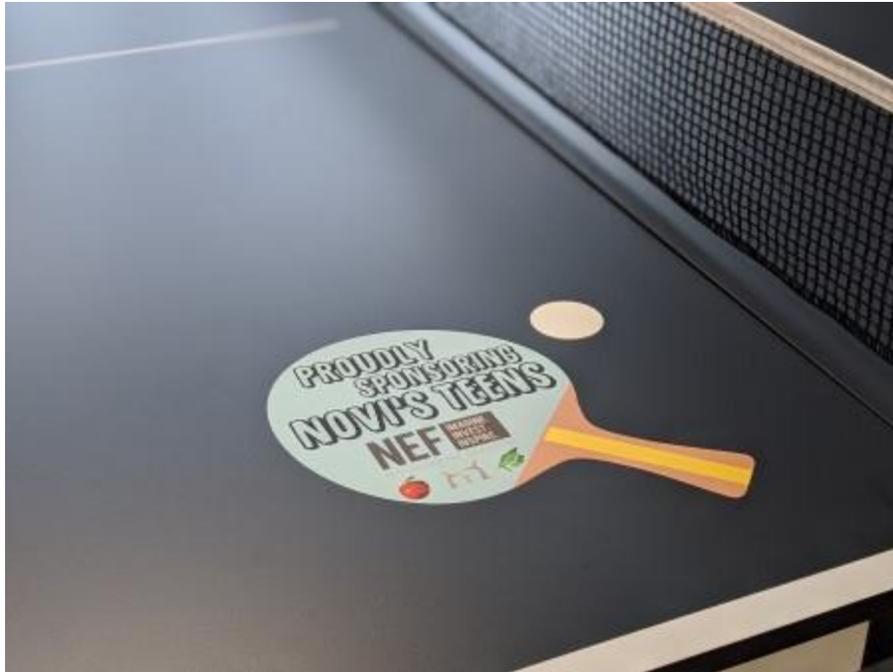
- All programming to be held in May have been cancelled
- Summer Reading Program begins – June 8
- Tie Dye Party – June 17
- BETWEEN the Pages – Tween Trivia – June 24 (title will be *Harlem Charade* by Natasha Tarpley)



Teen Space guests enjoying the new ping pong table



Thanks to the Novi Educational Foundation for supporting Teen Space



Thanks to the Novi Educational Foundation for supporting Teen Space



March Teen Stop passive programming display to recognize March is Reading Month



Some responses from the March Teen Stop passive programming display

GOALS UPDATE (July, October, January, April)

**NOVI PUBLIC LIBRARY – 2019/2020 GOALS**

- Empower Universal Literacy
- Escalate an Innovative and Inclusive Culture
- Enhance Core Interactions Within Our Diverse Community

AD= Administration F=Facilities IS=Information Services IT=Information Technology SS=Support Services LB= Library Board  
(% Citizen Survey Response)

**#1: Collections/Electronic Resources**

Tactic	Owner	Status	Due Date
Expand collection offerings in print, music/movie (73% CS response)	IS	Ordering monthly – on-going, Added Ultra high-def blu-ray collection, added blu-ray international movies	On-going, 1/20
Expand electronic formats and options (62% CS response)	IS	Added Sesame Street e-books	10/19
Improve ILS functionality for better guest and staff usage	IS	Reporting all CARL issues to TLN	On-going
Expand International collections/classes/ESL	IS	Added beginner ESL book discussion, international film programs, bibliographies in different languages. Provided tour to Novi Adult Education ESL students. Held Japanese New Year celebration, visited Novi Woods for their ESL and Multicultural night, went to Novi Japan Fest Held Going Global program about working abroad. Met with Siena Literacy Center to share how we provide our English Conversation Group. Printed and provided census information in multiple languages.	7/19, 8/19,9/19, 11/19, 1/20, 2/20
Provide online training options for residents, city/school employees, businesses	IS	Still have Lynda.com, shared online educational opportunities and webinars with the community	10/19, 3/20
Introduce unique collections	IS	Introduced iCube Makerspace book collection, started Tween Large Print collection	7/19, 1/20
Grow readers/build literacy	IS	Relabeled early readers for easier level discernment, created new programs Time to Explore and Dramatic Playgroup to teach early literacy skills. Also added a reading program for kindergartners that focuses on vocabulary and crafts to build literacy skills. Added card to story time backpacks to promote Tumblebooks.	10/19, 1/20, 2/20
Increase usage	ALL	Annual report 18/19: was approved by Library Board 11/19 and delivered to City Council 12/19; presented to the public 12/19.	10/19, 11/19, 12/19

		Total checkouts 947,715 (highest on record)	
<b>#2: Technology</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Enhance website (online calendar, meeting room software)	IT	Preliminary paperwork has been submitted and Demco has provided a test database	10/19
iCube development	IT; IS	Programming on how to be creative using Inkscape, the Muse Laser and the Carvey CNC Router have been scheduled. A different iCube item is highlighted in the e-Newsletter. Met with Oakland Schools Technology Integration Specialists for possible future programming, holding monthly programs in the iCube highlighting technology and creative kits. Equipment has been added: laminator, Cricut and Silhouette Vinyl Cutters, enhanced 3D printer. <b>Added several Creative Kits and a Sewing/Embroidery Machine. "How-To" videos created for Creative Kits and DotsPen. Looking into a STEAM themed summer Olympic program series.</b>	<b>01/20, 2/20</b>
Be a disruptor for new technology trends	IT	Copiers have been upgraded and expanded payment type devices have been ordered. Upgraded hotspots which support Band71. <b>Equipment for expanded payment options was installed.</b>	10/19, <b>01/20</b>
Stay on the cutting edge of technology initiatives	IT	Meeting Room A/V Connections flyer for guests	10/2019
Foster talents to expand technological experiences at NPL	IT	Developing partnership with guests willing to share their talents. Hosted the three iCube Drop-in workshops with instructors. <b>Established relationships with volunteers to teach classes on Crochet Basics, Paper Cutting Basics, Vinyl Cutting with the Silhouette and Cricut Maker, using the embroidery machine.</b>	10/2019; 11/2019, <b>01/20, 2/20</b>
Improve App access	IT		
<b>#3: Marketing</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Touchscreen interaction in the building for programming/events/services	AD; IT; IS	Reached out to 3 vendors, have received quotes from 2 including an additional quote for needed electrical work. Presented budget proposals. <b>Approved for 20-21</b>	10/19, 12/19, <b>1/20</b>

Look at more targeted marketing strategies	AD	I Proudly Support NPL window cling; café marketing has been monthly	12/19
Institute "Did You Know"	AD	Sharing in E-newsletter	As of 12/19
Welcome center/library tour	AD		
Grow social media, press and news presence	AD	Monthly iCube videos began on Facebook; Library Board Bingo;	9/19; 11/19
Tell NPL's story better through Inform.Inspire.Include.	AD	Marketing Plan completed January 2022-December 2022	1/20
Expand HOA outreach	AD		
Increase usage	AD		
<b>#4: Outreach/Services</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Lending Library kiosk (Lakeshore)	SS; AD	See notes below:	
As Project Manager of the Lending Library Committee, oversee the Project Lead and the SS Dept aspects (TLN, collection, working with Communications Coordinator for marketing, etc.) of preparation leading up to the Lending Library installation (projected for May 2020) and the official launch event (projected for late May/early June 2020).	SS/IT	Ongoing LL Committee meetings have been held since June 2019. First Introduction Training for kiosk held 10/23. Tentative launch is after June 1 <sup>st</sup> . Tentative launch has been delayed due to Executive Orders relating to COVID19.	11/19; 2/20; 4/20
Oversee the installation of the Lending Library kiosk and organize and complete staff training for using the kiosk for May 2020.	SS		
Oversee the creation and organization of SS Dept day-to-day operating procedures for the Lending Library kiosk after the launch in June 2020.	SS	Basic procedures were created at a meeting on 3/4.	4/20
As Project Lead of the Lending Library Committee, work with the Project Manager to organize and carry out the SS Dept aspects (TLN, collection, working with Communications Coordinator for marketing, etc.) of preparation leading up to the Lending Library installation (projected for May 2020) and the official launch event (projected for late May/early June 2020).	SS	Ongoing LL Committee meetings have been held since June 2019. First Introduction Training for kiosk held 10/23. Tentative launch is after June 1 <sup>st</sup> . Tentative launch has been delayed due to Executive Orders relating to COVID19.	11/19; 2/20; 4/20
Oversee the installation of the Lending Library kiosk and assist with staff training for using the kiosk for May 2020.	SS		
Complete the creation and organization of SS Dept day-to-day operating procedures for the Lending Library kiosk after the launch in June 2020.	SS	Basic procedures were created at a meeting on 3/4.	4/20
Complete staff training for the Lending Library kiosk and know how to operate and fill the kiosk, and be able to demonstrate and communicate how a patron can use the kiosk by June 2020.	SS		
Complete staff training for the Lending Library kiosk and be able to demonstrate and communicate how a patron can use the kiosk by June 2020.	SS		
Auto renewal of library cards (TLN)	SS	Further discussion and investigation continues through TLN SASUG meetings.	11/19

Auto renewal of library materials (TLN) (62% CS response)	SS	Approved by TLN SASUG and will be implemented July 2020. <b>Beta testing is being completed as of January.</b>	11/19; <b>2/20</b>
Fillable library card online (TLN)	SS	Research being conducted by C. Morse (TLN) to look at viability with our ILS, TLC CARL.	11/19
Dropbox at Novi High for materials	SS		
Barrier free policies and procedures	AD	Discussion has been reoccurring since 2016. Library Board discussed the Fines Free trend in public libraries during 20/21 budget sessions as well as being kept up to speed on libraries locally that have followed and implemented the trend. No action has been taken at this time.	1/20, 2/20
Library access to ALL Novi residents, city employees, businesses, working in Novi	AD; SS	Ongoing card campaigns will occur this fiscal year, including: <b>NCSD Employees, NCSD Elementary, Middle School, and High School Students.</b>	11/19; <b>2/20</b>
Supervise designated clerks' progress on assignments and successfully complete own assignment by designated deadlines for various Library Card Sign-Up Campaigns for this fiscal year through May 2020.	SS	NCSD Employee Campaign completed 8/29. NCSD Elementary Student Campaign completed 11/18. NCSD NMS Student Campaign completed 12/30. <b>NHS Student Campaign completed 3/13.</b>	8/19; 10/19; 11/19; 12/19; 1/20; <b>4/20</b>
Successfully complete assignments by designated deadlines for various Library Card Sign-Up Campaigns for this fiscal year through May 2020.	SS	NCSD Employee Campaign completed 8/29. NCSD Elementary Student Campaign completed 11/18. NCSD NMS Student Campaign completed 12/30. <b>NHS Student Campaign completed 3/13.</b>	8/19; 10/19; 11/19; 12/19; 1/20; <b>4/20</b>
"Be Our Guest" approach to service	ALL	An introduction to ALL STAFF was held by the Customer Service Committee during the In-Service in August 2019. All IT Department staff attended the "Be Our Guest" training session.	8/19; 11/2019
Endowment opportunity	AD	Leaving a Library Legacy brochure has been updated and being reviewed by the Library Board; <b>A sponsorship of \$40,000 was committed by Community Financial Credit Union for the Lending Library kiosk, MOU was signed.</b>	1/20; <b>3/20</b>
Expand school collaborations	AD; IS	Held Lending Library focus groups at Walled Lake schools, Meadowbrook and Hickory Woods. Presented Sensory Story Times at Hickory woods. Attending Novi Woods Parent Teacher conferences. Partnering with Novi Woods Principal to present Love & Logic program. Attended parent teacher conferences at WL Meadowbrook Elementary. <b>Attended Novi Woods for their ESL and Multicultural night, judged and scored Novi Woods Geography Bee. Presented Sensory Story Times at Hickory woods</b>	10/19, 11/19, 12/19, <b>1/20, 2/20</b>

Elimination of daily fines (51% CS response)	AD	Discussion has been reoccurring since 2016. Library Board discussed the Fines Free trend in public libraries during 20/21 budget sessions as well as being kept up to speed on libraries locally that have followed and implemented the trend. No action has been taken at this time.	1/20, 2/20
Public Library Services excellent/good (91% CS response)	ALL		
Supervise designated clerks' progress with project and bring to completion assigned section of the Catalog Database Cleanup Project. Initial cleanup phase is to be completed by February 15, 2020 and final cleanup phase is to be completed by May 1, 2020.	SS	Initial phase begun.	10/19
Successfully complete assigned section of the Catalog Database Cleanup Project. Initial cleanup phase is to be completed by February 15, 2020 and final cleanup phase is to be completed by May 1, 2020.	SS	Initial phase begun.	10/19
<b>#5: Programming/Events</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Evaluate programming needs; ease of registration	IS	Opened up story times to no tickets, having some programs without registration where possible.	On-going
Expand options; have a "Try It" attitude	IS	On-going, created a Mini-Masterpiece program for kids based off the popularity of the adult version. Looking into a library audio podcast. Created library podcast and have recorded 3 episodes will debut soon. Created online story time videos and craft videos and shared through social media.	On-going, 2/20, 3/20
Expand programming outreach in north end	IS	Surveying north end guests + to determine program needs, met with Michael Mathis of Tollgate to review program partnerships, provided sensory story times to special needs classrooms at Hickory Woods elementary	10/19, 11/19, 12/19, 1/20, 2/20
Friends 60 <sup>th</sup> Anniversary	AD	Planning mtgs. Scheduled 1/20, Friends met virtually on 4/8/20 to discuss plans for Anniversary based on developments with COVID-19. They plan to move forward with an event (more details to come). Steve & Rocky's of Novi has committed to sponsoring the event as premiere food supplier.	4/20
10 year Anniversary of NPL building	AD	Planning mtgs. Scheduled 1/20; Was cancelled due to COVID-19	Cancelled
Talent Team expansion	IS	Had a couple of students teach Python and TinkerCad classes and a local guest teach Zentangle. Met with an adult volunteer who will be teaching a Crochet Basics	1/20, 2/20

		class this winter. We discussed the curriculum, supplies and realistic goals for the program. Met with an upcoming Teen volunteer, who will be teaching under my mentorship, some Introductory to Equipment in the iCube classes for us. Have added a teen volunteer who will be providing a series of STEAM programs in the iCube.	
Partnerships with non-profit help agencies	IS; AD	Partnered with Oakland Mediation for programs	11/19
Be a disruptor for new programming/events	IS; AD	In light of COVID-19, NPL has become a disruptor for new programming virtually and has been committed to actively engaging its community since the onset March 16 – April 30, 2020	3/20, 4/20
Intergenerational collaborations	IS; AD	Fox Run VR Event, working on developing an intergenerational ping pong tournament.	11/19, 2/20
Opportunities for learning (online tutoring, ESL, computer classes, adult education, cultural learning) (63% CS response)	IS	On-going, turning craft programs into creative kits for iCube. Creating an online ESL conversation group.	2/20, 3/20
Opportunities for programs (53% CS response)	IS	On-going, ave added a teen volunteer who will be providing a series of STEAM programs in the iCube.	2/20
<b>#6: Building/Grounds</b>			
Execute more flexible spaces, furniture, electrical access based on guest needs	ALL	Planning for updated teen and youth spaces over the next 3 years (2020-2023) based on budget approvals.	1/20, 2/20
Library /City transportation for ALL ages	AD		
Youth Area Renovation (Phase 2)	IS; AD; F	Met with Library Design twice, awaiting next design and quote. Received final designs and quotes. Have submitted for budget review. Approved in 3 phases over 3 years.	10/19, 11/19, 12/19, 1/20
Implement sustainable processes (recycling, paper, utility usage)	ALL	Looking into sustainable art products for on-going art programs.	1/20
Investigate entranceway and cold issue	AD; F	Meetings have been consistent since September. A design has been submitted the Library Board for review	1/20
Enhance café experience (42% CS response)	AD	Starbucks was added in October 2019; First 3 month review of the café was submitted by the café manager	10/19; 1/20
Explore use of the building for larger community events	ALL	A meeting to host a Deerfield Elementary after hours event was held; An offer was made to the Japanese Consulate for events welcoming the JBSD (Japanese Business Society of Detroit) and Japanese Saturday school	11/19;
Provide safe, clean, accessible spaces	AD; F		
Evaluate space for hours for best use	AD		

Enhancing library operations (63% CS response)	ALL		
Rental space availability (28% CS response)	AD		
Meeting space availability (44% CS response)	AD		
Extended Sunday hours (53% CS response)	AD		
On average community members visit the Library (Once a month – 69% CS response)	ALL		
<b>#7: Library/Board: Staff Development</b>			
Improve staff training (knowing who does what, when, why, how and where)	ALL	Continuing Customer Service Training, KultureCity training started.	1/20
Complete at least 3 approved (20 minute or longer) Lynda.com online classes to receive “Meets Expectation.” Employee may complete 4 or more approved (20 minute or longer) Lynda.com online classes to receive “More Than Meets Expectation.” Certificates of completion and ratings for each class must be presented to Manager by May 25, 2020 to complete goal.	SS	40% of staff have completed goal already. As of April 2020, 100% of staff have completed the goal.	11/19; 1/20; 4/20
Complete one-on-one advanced OPAC and public copier training sessions with Supervisor or designated Librarian and be able to demonstrate and communicate how a patron can use these technologies by June 2020.	SS	100% of staff have completed part one (OPAC) of the goal already.	11/19; 1/20
Launch a customer service initiative	ALL	Training continuing until all staff have completed.	1/20
Present an inclusive staff that reflects our community	ALL		
Evaluate employee satisfaction assessment for organizational development	AD; LB		
Support growth and innovation in our library team	AD; LB	During COVID-19 there has been an opportunity for additional online training and professional development for staff to participate in. Many staff have embraced distance learning, remote working habits, and virtually connectivity with each other and our community.	4/20
Evaluate staff policies for maximum support and organizational commitment	AD; LB	HR and Public Policies are currently being reviewed by staff committees; meetings held every 2 weeks to discuss edits/suggestions.	9/19-?
Continue to evaluate salary needs based on employment trends and standards	AD		Ongoing
Encourage out of the box thinking and creativity	ALL	Staff has quickly switched over to programming via video and podcast.	3/20
<b>#8 COVID-19</b>			
Staff Training		More Information will be provided by Dept. Heads	Ongoing
Remote working by staff			

Communications to the Public			
Policies and Procedures		Currently investigating a Pandemic Policy/Procedures	4/20
Virtual Programming			
Virtual Information Services – Phone/Email			
Technology Services – Phone/Email			
Statistics		New types of stats being considered at this time and provided to the Library Board. See stats section of the board packet	3/20 - 4/20
Steps for Reopening/Implementation			
Library Board		Special Meetings held to address the pandemic concerns for library services, staffing, closures, etc.	3/13/20, 3/17/20
State Requirements Followed by Library Board (related to Library Services)		Executive Orders: No. 2020-9, 2020-15, 2020-20, 2020-21, 2020-42, 2020-43	As of 4/14/2020

## FINANCIALS

2020-2021 Library Budget 268							
January 23, 2020		2018-2019	2019-2020	2019-2020	2020-2021	2021-2022	2022-2023
Revenues		Audited	Approved	Year End Projection	Approved	Projected	Projected
		10/30/2019	2/28/2019	1/20/2020	1/20/2020	1/20/2020	1/20/2020
Account	Description						
403.000	Tax Revenue - Current Levy	2,722,657.94	2,827,689.00	2,827,689.00	2,926,658.00	3,043,724.00	3,165,473.00
403.001	Tax Revenue - Cnty Chargebk	3,317.74	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	0.00	0.00	0.00
403.003	Tax Revenue - Brownfield 2008	-238.66	-250.00	-250.00	-259.00	-270.00	-290.00
403.006	Tax Revenue - Brownfield 2015	-1,726.23	-3,000.00	-3,000.00	-4,500.00	-6,000.00	7,500.00
420.000	Tax Reveune - C/Y Del PPT	-3,711.48	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00
567.000	State Aid	42,429.20	36,000.00	40,000.00	40,000.00	40,000.00	40,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	69,892.80	58,000.00	58,000.00	65,000.00	65,000.00	65,000.00
658.000	State penal fines	115,794.64	113,000.00	118,345.07	114,000.00	114,000.00	114,000.00
664.000	Interest on Investments	58,350.57	53,000.00	53,000.00	54,201.00	55,663.00	55,663.00
664.500	Unrealized gain(loss) invest	41,412.79	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00
665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	14,000.00	14,000.00	14,000.00
665.100	Copier	1,836.48	1,600.00	600.00	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	8,593.99	3,000.00	4,610.53	3,000.00	3,000.00	3,000.00
665.290	Library Fundraising	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	38,294.26	45,000.00	40,000.00	37,000.00	37,000.00	37,000.00
665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
665.404	Novi Township Assessment	6,342.00	6,400.00	6,400.00	6,600.00	6,600.00	6,600.00
665.650	Library Café	3,299.86	5,000.00	5,030.11	6,000.00	6,000.00	6,000.00
<b>Total Revenues</b>		<b>3,130,757.03</b>	<b>3,142,439.00</b>	<b>3,147,424.71</b>	<b>3,245,300.00</b>	<b>3,362,317.00</b>	<b>3,497,546.00</b>
2020-2021 January 23, 2020		2018-2019	2019-2020	2019-2020	2020-2021	2021-2022	2022-2023
		Audited	Approved	Year End Projection	Approved	Projected	Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	893,290.38	949,000.00	920,000.00	971,650.00	995,941.00	1,020,840.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	3,993.98	4,000.00	4,704.40	4,700.00	4,800.00	4,900.00
704.250	Final Payout	0.00			0.00	0.00	0.00
705.000	Temporary Salaries	596,655.55	677,000.00	660,000.00	746,730.00	765,398.00	784,533.00
706.000	Overtime	2,993.85	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	111,842.07	123,000.00	112,000.00	131,456.00	134,742.00	138,111.00
716.000	Insurance	205,635.46	211,000.00	192,000.00	195,000.00	204,750.00	215,000.00
716.200	HSA - Employer Contribution	4,640.66	5,800.00	5,800.00	6,300.00	6,300.00	6,300.00

716.999	Ins. Employee Reimbursement	-38,291.26	-40,700.00	-38,000.00	-36,000.00	-37,800.00	-39,690.00
718.000	Pension DB	9,000.00	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00
718.010	DB Unfunded Accrued Liability	24,132.00	29,300.00	29,300.00	43,224.00	45,000.00	47,000.00
718.050	Pension - add'l DB Contribution	40,000.00					
718.200	Pension - Defined Contribution	31,985.62	34,000.00	37,700.00	45,000.00	45,900.00	45,900.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	3,096.71	3,900.00	3,900.00	4,100.00	4,200.00	4,200.00
<b>Total Personnel Services</b>		<b>1,888,975.02</b>	<b>2,005,200.00</b>	<b>1,936,304.40</b>	<b>2,121,060.00</b>	<b>2,178,131.00</b>	<b>2,235,994.00</b>
<b>Supplies and Materials</b>							
<b>Account</b>	<b>Description</b>						
727.000	Office supplies	14,891.66	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00
728.000	Postage	549.23	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
734.000	Computer software/licensing	46,184.43	94,000.00	94,000.00	69,700.00	69,700.00	69,700.00
734.500	Computer supplies equip	45,222.77	56,100.00	56,100.00	19,800.00	26,800.00	59,900.00
740.000	Operating supplies	12,414.26	28,100.00	28,100.00	28,000.00	28,000.00	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.	325.99	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	0.00	389.00	300.00	300.00	300.00	300.00
742.000	Books	160,681.48	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00
742.010	Lending Library Books	0.00	10,000.00	10,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	309.92	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	19,631.16	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	89,235.09	96,000.00	96,000.00	115,000.00	115,000.00	115,000.00
745.200	Electronic media	43,680.27	41,900.00	41,900.00	46,900.00	46,900.00	46,900.00
745.300	Online (Electronic) Resources	55,261.16	61,500.00	61,500.00	64,000.00	64,000.00	64,000.00
<b>Total Supplies &amp; Materials</b>		<b>488,387.42</b>	<b>621,389.00</b>	<b>621,300.00</b>	<b>599,600.00</b>	<b>606,600.00</b>	<b>639,700.00</b>
<b>2020-2021</b>	<b>Library Budget 268</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>January 23, 2020</b>	<b>Audited</b>	<b>Approved</b>	<b>Year End Projection</b>	<b>Approved</b>	<b>Projected</b>	<b>Projected</b>
<b>Services &amp; Charges</b>							
<b>Account</b>	<b>Description</b>						
801.925	Public Information (cable)	472.42	500.00	500.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	679.80	700.00	700.00	700.00	700.00	700.00
802.100	Bank Services	4,152.27	2,500.00	5,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	700.00	1,000.00	475.00	500.00	500.00	500.00
804.000	Medical Service	1,372.00	1,500.00	1,200.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	19,026.68	5,000.00	7,500.00	5,000.00	5,000.00	5,000.00
808.100	Rubbish	1,259.04	1,250.00	1,300.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	6,315.97	7,000.00	7,000.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	6,077.50	5,500.00	5,500.00	10,500.00	5,500.00	5,500.00
817.000	Custodial Services	48,296.04	48,300.00	48,300.00	50,000.00	50,000.00	50,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	15,789.19	19,900.00	16,500.00	17,500.00	18,000.00	18,500.00
855.000	TLN Automation Services	56,294.00	74,000.00	62,000.00	65,200.00	66,000.00	67,000.00
861.000	Gasoline and oil	267.37	1,200.00	600.00	1,500.00	1,500.00	1,500.00

862.000	Mileage	321.41	700.00	200.00	300.00	300.00	300.00
880.000	Community Promotion	18,337.59	20,000.00	20,000.00	21,000.00	21,000.00	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	26,481.55	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	32,984.35	34,500.00	32,000.00	30,000.00	30,000.00	30,000.00
910.000	Property & Liability Insurance	12,412.00	13,500.00	12,544.00	12,500.00	12,500.00	12,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	10,341.80	10,000.00	10,000.00	11,000.00	12,000.00	13,000.00
922.000	Electricity	91,827.26	100,000.00	93,000.00	95,000.00	97,000.00	99,000.00
923.000	Water and Sewer	7,199.30	7,500.00	7,500.00	7,500.00	7,800.00	8,000.00
934.000	Building Maintainence	107,313.46	82,500.00	87,500.00	112,200.00	117,200.00	91,200.00
935.000	Vehicle Maintenance	0.00	200.00	200.00	500.00	500.00	500.00
941.000	Grounds Maint.	29,074.43	45,400.00	50,900.00	38,000.00	118,000.00	40,000.00
942.000	Office Equipment Lease	10,036.94	10,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	280.40	300.00	300.00	1,300.00	1,300.00	1,300.00
956.000	Conferences & Workshops	10,804.45	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
<b>Total Services &amp; Charges</b>		<b>521,612.22</b>	<b>537,950.00</b>	<b>523,714.00</b>	<b>554,700.00</b>	<b>639,300.00</b>	<b>540,000.00</b>
<b>2020-2021 Library Budget 268</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>January 23, 2020</b>		<b>Audited</b>	<b>Approved</b>	<b>Year End Projection</b>	<b>Approved</b>	<b>Projected</b>	<b>Projected</b>
<b>Capital Outlay</b>							
<b>Account</b>	<b>Description</b>						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project						
976.000	Building Improvements/Entrance		10,000.00	0.00	15,000.00		
976.100	Parking lot improvements						
983.000	Vehicles - Van		28,500.00	32,000.00			
986.000	Internal Tech - Capital Outlay	21,031.05	14,000.00	14,000.00	58,000.00	40,200.00	161,300.00
986.000	Data Proc - camera replacement		17,500.00	17,500.00	21,000.00	21,000.00	24,000.00
990.000	Furniture	14,049.00			17,000.00	17,000.00	17,000.00
<b>Total Capital Outlay</b>		<b>35,080.05</b>	<b>70,000.00</b>	<b>63,500.00</b>	<b>111,000.00</b>	<b>78,200.00</b>	<b>202,300.00</b>
965.269	Walker Transfer						
<b>Total Expenditures</b>		<b>2,934,054.71</b>	<b>3,234,539.00</b>	<b>3,144,818.40</b>	<b>3,386,360.00</b>	<b>3,502,231.00</b>	<b>3,617,994.00</b>
<b>Total Revenues</b>		<b>3,130,757.03</b>	<b>3,142,439.00</b>	<b>3,147,424.71</b>	<b>3,245,300.00</b>	<b>3,362,317.00</b>	<b>3,497,546.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>196,702.32</b>	<b>-92,100.00</b>	<b>2,606.31</b>	<b>-141,060.00</b>	<b>-139,914.00</b>	<b>-120,448.00</b>

268 Account: Computer replacements \$31,200, Smartboards \$26,470.00, Camera Upgrade \$21,000, Furniture updates \$17,000, Airducts \$25,000,

**\*\*Finance Committee will be meeting virtually on Friday, April 24<sup>th</sup> at 1pm to discuss COVID-19 and its possible impact on the 20/21 budget**

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

	2017-2018 Audited 6/30/2018	2018-2019 Approved 5/23/2019	2018-2019 Audited 10/30/2019	2019-2020 Approved 2/28/2019	2019-2020 Year End Projection 1/20/2020	2020-2021 Approved 1/23/2020
<b>Revenues</b>						
<b>Interest Income</b>						
664.000						
664.000	Interest on Investments	\$ 31,885.58	\$ 27,000.00	\$ 32,511.28	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	22,698.30	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 19,126.85</b>	<b>\$ 22,500.00</b>	<b>\$ 55,209.58</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
<b>Donations</b>						
665.046	Makerspace		2,000.00	3,794.30	2,000.00	2,000.00
665.229	Raising a Reader		5,500.00	5,050.00	5,500.00	2,500.00
665.230	Collections/Materials Revenue	\$ 619.00	\$ 1,000.00	\$ 1,847.20	\$ 1,000.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	6,564.79	1,000.00	-	1,000.00	1,000.00
665.232	Programming Revenue	18,391.18	12,163.50	12,163.50	5,500.00	5,500.00
665.233	Technology Library Revenue	3,320.00	1,500.00	5,300.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	1,320.99	500.00	93.85	500.00	500.00
665.235	Marketing Sponsorships				5,500.00	5,500.00
<b>TOTAL</b>		<b>\$ 30,215.96</b>	<b>\$ 23,663.50</b>	<b>\$ 28,248.85</b>	<b>\$ 17,000.00</b>	<b>\$ 19,500.00</b>
<b>TOTAL Revenues</b>		<b>\$ 49,342.81</b>	<b>\$ 46,163.50</b>	<b>\$ 83,458.43</b>	<b>\$ 39,500.00</b>	<b>\$ 42,000.00</b>
<b>Expenditures</b>						
<b>Supplies</b>						
742.229	Raising a Reader		4,000.00	3,923.81	4,000.00	2,500.00
742.230	Collections/Materials Expenditures	\$ 317.49	\$ 2,000.00	\$ 1,617.58	\$ 2,000.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	304.00	4,859.00	4,859.00	15,000.00	30,200.00
742.232	Programming Expenditures	18,316.54	12,163.50	10,753.58	3,000.00	1,000.00
742.233	Technology Library Expenditures	5,888.30	24,000.00	23,211.99	5,000.00	31,000.00
742.234	Undesignated Misc. Expenditures	3,865.00	500.00	245.75	-	500.00
742.236	Staff Recognition		2,200.00	1,695.10	2,500.00	1,500.00
<b>TOTAL</b>		<b>\$ 28,691.33</b>	<b>\$ 49,722.50</b>	<b>\$ 46,306.81</b>	<b>\$ 31,500.00</b>	<b>\$ 65,700.00</b>
<b>Capital Outlay</b>						
976.044	Auto Lending Library	\$ -	\$ 34,750.00	\$ 32,750.00	\$ 34,750.00	\$ -
976.045	LED Lighting Conversion project	11,169.60	20,000.00	15,634.61	2,000.00	6,800.00
976.046	Makerspace (iCube)		29,000.00	20,108.71	7,000.00	5,000.00
983.000	Vehicle					
<b>TOTAL</b>		<b>\$ 11,169.60</b>	<b>\$ 83,750.00</b>	<b>\$ 68,493.32</b>	<b>\$ 43,750.00</b>	<b>\$ 11,800.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 39,860.93</b>	<b>\$ 133,472.50</b>	<b>\$ 114,800.13</b>	<b>\$ 75,250.00</b>	<b>\$ 77,500.00</b>
	Beginning Fund Balance Yr. End	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,676,086.58	\$ 1,641,836.58
	Revenues	49,342.81	46,163.50	83,458.43	39,500.00	42,000.00
	Expenditures	(39,860.93)	(133,472.50)	(114,800.13)	(75,250.00)	(77,500.00)
	NET Revenues vs. Expenditures	9,481.88	(87,309.00)	(31,341.70)	(35,750.00)	(35,500.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	<b>\$ 1,707,428.28</b>	<b>\$ 1,620,119.28</b>	<b>\$ 1,676,086.58</b>	<b>\$ 1,640,336.58</b>	<b>\$ 1,606,336.58</b>

Notes: 20/21 Projects: 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

03/10/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 02/29/2020										
% Fiscal Year Completed: 66.67										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	DEC 2019	JAN 2020	FEB 2020	02/29/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,722,657.94	2,837,689.00	2,837,689.00	0.00	0.00	0.00	2,839,828.76	(2,139.76)	100.08
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	58.63	329.09	67.47	677.66	1,322.34	33.88
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(249.00)	0.00	0.00	0.00	(258.43)	9.43	103.79
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(2,983.82)	(16.18)	99.46
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(17,501.00)	0.00	0.00	0.00	0.00	(17,501.00)	0.00
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	58.63	329.09	67.47	2,837,264.17	(18,325.17)	100.65
State sources										
268-000.00-567.000	State aid	42,429.20	38,000.00	36,000.00	0.00	0.00	0.00	22,406.30	13,593.70	62.24
State sources		42,429.20	38,000.00	36,000.00	0.00	0.00	0.00	22,406.30	13,593.70	62.24
Fines and forfeitures										
268-000.00-657.000	Library book fines	69,892.80	62,000.00	62,000.00	4,044.73	4,885.49	4,143.12	45,868.95	16,131.05	73.98
268-000.00-658.000	State penal fines	115,794.64	115,000.00	109,000.00	0.00	0.00	0.00	118,345.07	(9,345.07)	108.57
Fines and forfeitures		185,687.44	177,000.00	171,000.00	4,044.73	4,885.49	4,143.12	164,214.02	6,785.98	96.03
Interest income										
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,792.00	5,869.71	0.00	0.00	35,064.02	18,727.98	65.18
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,792.00)	44.12	7,123.69	0.00	13,045.52	(33,837.52)	(62.74)
Interest income		99,763.36	33,792.00	33,000.00	5,913.83	7,123.69	0.00	48,109.54	(15,109.54)	145.79
Other revenue										
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	696.13	656.47	460.16	6,948.72	8,051.28	46.32
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	0.00	0.00	908.90	1,172.45	(572.45)	195.41
268-000.00-665.290	Library fund raising revenue	0.00	0.00	0.00	576.39	0.00	515.33	3,501.57	(3,501.57)	100.00
268-000.00-665.300	Meeting room	38,294.26	50,000.00	50,000.00	2,477.72	3,621.45	3,547.35	24,935.57	25,064.43	49.87
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	0.00	0.00	0.00	6,591.00	(191.00)	102.98
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,000.00	0.00	0.00	0.00	5,030.11	(30.11)	100.60
Other revenue		64,471.36	78,400.00	77,000.00	3,750.24	4,277.92	5,431.74	48,179.42	28,820.58	62.57
Donations										
268-000.00-665.289	Adult programs	8,593.99	5,000.00	3,000.00	0.00	417.60	517.81	5,545.94	(2,545.94)	184.86
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	151.65	366.36	50.34	2,939.20	560.80	83.98
Donations		18,106.36	8,500.00	6,500.00	151.65	783.96	568.15	8,485.14	(1,985.14)	130.54

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	DEC 2019	JAN 2020	FEB 2020	02/29/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	949,080.00	72,728.01	107,923.67	70,984.67	598,664.88	350,415.12	63.08
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,000.00	0.00	0.00	0.00	4,704.40	(704.40)	117.61
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	677,000.00	50,832.43	75,933.72	52,122.64	439,653.39	237,346.61	64.94
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	0.00	182.91	78.39	496.47	3.53	99.29
268-000.00-715.000	Social security	111,842.07	125,500.00	123,000.00	9,250.91	13,877.54	9,264.31	78,679.27	44,320.73	63.97
268-000.00-716.000	Insurance	205,635.46	211,000.00	211,000.00	15,940.89	14,892.67	7,634.33	118,281.57	92,718.43	56.06
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	590.36	3,150.00	0.00	5,849.65	(49.65)	100.86
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(40,700.00)	(2,932.44)	(3,022.91)	(2,650.42)	(21,682.33)	(19,017.67)	53.27
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	700.00	0.00	0.00	4,200.00	4,200.00	50.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	2,441.00	0.00	0.00	14,646.00	14,654.00	49.99
268-000.00-718.100	Pension - DB additional contribution	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	34,000.00	3,274.88	4,853.19	3,174.98	26,878.54	7,121.46	79.05
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,820.00	276.87	411.92	276.06	2,522.36	1,297.64	66.03
Personnel services		1,888,975.02	2,018,532.00	2,005,200.00	153,102.91	218,202.71	140,884.96	1,272,894.20	732,305.80	63.48
Supplies										
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	549.14	1,538.79	408.41	10,084.34	8,915.66	53.08
268-000.00-728.000	Postage	549.23	300.00	1,000.00	(117.50)	50.61	0.00	437.76	562.24	43.78
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	400.37	6,090.00	212.55	26,619.50	67,380.50	28.32
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	288.33	(49.84)	26.80	10,110.11	45,989.89	18.02
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	9,230.99	217.09	872.22	16,636.75	11,463.25	59.21
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	0.00	0.00	2,152.48	347.52	86.10
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	389.00	0.00	0.00	0.00	180.00	209.00	46.27
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	8,693.38	12,853.45	11,036.07	105,340.12	80,459.88	56.70
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	35.99	9,964.01	0.36
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	49.98	59.97	30.00	158.90	941.10	14.45
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	0.00	0.00	0.00	16,548.93	7,451.07	68.95
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	3,317.14	829.76	4,047.70	57,402.41	38,597.59	59.79
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	4,504.95	2,131.94	3,347.56	32,334.66	9,565.34	77.17
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	0.00	559.30	0.00	48,815.61	12,684.39	79.37
Supplies		488,387.42	592,300.00	621,389.00	26,916.78	24,281.07	19,981.31	326,857.56	294,531.44	52.60

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	DEC 2019	JAN 2020	FEB 2020	02/29/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	48.48	48.48	0.00	332.31	167.69	66.46
268-000.00-802.000	Data processing	679.80	0.00	700.00	0.00	0.00	0.00	700.20	(0.20)	100.03
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	2,500.00	650.47	475.22	228.00	3,316.26	(816.26)	132.65
268-000.00-803.000	Independent audit	700.00	700.00	1,000.00	0.00	0.00	0.00	809.82	190.18	80.98
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	0.00	588.00	912.00	39.20
268-000.00-806.000	Legal fees	19,026.68	2,500.00	5,000.00	0.00	368.00	200.00	6,251.50	(1,251.50)	125.03
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,250.00	108.07	0.00	(61.39)	478.96	771.04	38.32
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	252.50	1,120.00	85.00	6,571.94	428.06	93.88
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	0.00	250.00	5,250.00	4.55
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	0.00	3,757.27	4,024.67	31,965.96	16,334.04	66.18
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	15,789.19	19,500.00	19,900.00	745.35	2,134.00	(53.00)	9,604.32	10,295.68	48.26
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	74,000.00	(1,405.98)	15,670.83	0.00	43,250.19	30,749.81	58.45
268-000.00-861.000	Gasoline and oil	267.37	500.00	1,200.00	0.00	0.00	0.00	189.38	1,010.62	15.78
268-000.00-862.000	Mileage	321.41	200.00	700.00	0.00	0.00	0.00	6.38	693.62	0.91
268-000.00-880.000	Community promotion	18,337.59	23,000.00	20,000.00	1,755.23	948.77	1,463.98	16,779.08	3,220.92	83.90
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	945.30	940.44	455.07	15,349.62	11,150.38	57.92
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	34,500.00	2,834.94	2,030.10	519.56	15,388.76	19,111.24	44.61
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	13,500.00	0.00	0.00	0.00	12,544.00	956.00	92.92
268-000.00-910.001	Insurance deductibles/Uninsured claims	0.00	0.00	0.00	0.00	20,047.67	3,045.10	23,092.77	(23,092.77)	100.00
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	954.68	1,259.65	0.00	3,772.49	6,227.51	37.72
268-000.00-922.000	Electricity	91,827.26	87,000.00	100,000.00	14,952.21	7,397.73	7,349.56	63,080.80	36,919.20	63.08
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	1,891.24	0.00	0.00	3,716.42	3,783.58	49.55
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	82,500.00	13,614.79	8,405.62	10,281.47	77,543.69	4,956.31	93.99
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,400.00	6,241.64	2,475.98	1,750.00	20,248.69	25,151.31	44.60
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	10,000.00	650.94	723.94	650.94	4,629.58	5,370.42	46.30
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	191.84	108.16	63.95
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	23.00	799.38	(474.06)	10,502.60	4,497.40	70.02
Other services and charges										
		521,612.22	521,800.00	537,950.00	44,286.84	68,627.06	29,488.88	374,650.56	163,299.44	69.64
Capital outlay										
268-000.00-976.000	Building improvements	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	28,500.00	0.00	0.00	0.00	0.00	28,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	0.00	0.00	31,500.00	0.00
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		35,080.05	43,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00

Net - Dept 000.00 - treasury		196,702.32	(10,000.00)	(92,100.00)	(210,387.45)	(293,710.69)	(180,144.67)	1,154,256.27	(1,246,356.27)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,142,439.00	13,919.08	17,400.15	10,210.48	3,128,658.59	13,780.41	(1,253.26)
TOTAL EXPENDITURES		2,934,054.71	3,175,632.00	3,234,539.00	224,306.53	311,110.84	190,355.15	1,974,402.32	1,260,136.68	(1,253.26)
NET OF REVENUES & EXPENDITURES		196,702.32	(10,000.00)	(92,100.00)	(210,387.45)	(293,710.69)	(180,144.67)	1,154,256.27	(1,246,356.27)	(1,253.26)
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	2,557.98	0.00	0.00	17,280.36	9,719.64	64.00
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	19.23	3,311.16	0.00	7,302.35	(11,802.35)	(162.27)
Interest income		55,209.58	36,000.00	22,500.00	2,577.21	3,311.16	0.00	24,582.71	(2,082.71)	109.26
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	77.05	272.25	193.80	2,190.05	(190.05)	109.50
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	0.00	1,000.00	0.00	1,347.22	(347.22)	134.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	400.00	(27.60)	0.00	3,376.43	2,123.57	61.39
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	50.00	0.00	0.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
Donations		28,248.85	6,500.00	17,000.00	527.05	1,244.65	193.80	6,963.70	10,036.30	40.96
Supplies										
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	4,000.00	123.13	97.55	79.13	1,767.51	2,232.49	44.19
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	0.00	170.93	706.25	955.03	1,044.97	47.75
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	908.65	(955.23)	599.99	3,735.64	(735.64)	124.52
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	1,967.04	28.83	(312.11)	2,597.23	2,402.77	51.94
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	350.00	(542.50)	0.00	764.81	1,735.19	30.59
Supplies		46,306.81	21,500.00	31,500.00	3,348.82	(1,200.42)	1,073.26	9,820.22	21,679.78	31.18
Capital outlay										
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
Capital outlay		68,493.32	0.00	43,750.00	0.00	0.00	0.00	0.00	43,750.00	0.00
Net - Dept 000.00 - treasury		(31,341.70)	21,000.00	(35,750.00)	(244.56)	5,756.23	(879.46)	21,726.19	(57,476.19)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		83,458.43	42,500.00	39,500.00	3,104.26	4,555.81	193.80	31,546.41	7,953.59	(60.77)
TOTAL EXPENDITURES		114,800.13	21,500.00	75,250.00	3,348.82	(1,200.42)	1,073.26	9,820.22	65,429.78	(60.77)
NET OF REVENUES & EXPENDITURES		(31,341.70)	21,000.00	(35,750.00)	(244.56)	5,756.23	(879.46)	21,726.19	(57,476.19)	(60.77)



04/10/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 03/31/2020										
% Fiscal Year Completed: 75.14										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JAN 2020	FEB 2020	MAR 2020	03/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Rev - Current Levy	2,722,657.94	2,837,689.00	2,837,689.00	0.00	0.00	0.00	2,839,828.76	(2,139.76)	100.08
268-000.00-403.001	Property Tax Rev- County Chgebacks	3,317.74	2,000.00	2,000.00	329.09	67.47	15.39	693.05	1,306.95	34.65
268-000.00-403.003	Property Tax Rev-Brownfld Cap 2008	(238.66)	(249.00)	(249.00)	0.00	0.00	0.00	(258.43)	9.43	103.79
268-000.00-403.006	Property Tax Rev-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(2,983.82)	(16.18)	99.46
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(17,501.00)	0.00	0.00	0.00	0.00	(17,501.00)	0.00
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	329.09	67.47	15.39	2,837,279.56	(18,340.56)	100.65
State sources										
268-000.00-567.000	State aid	42,429.20	38,000.00	36,000.00	0.00	0.00	0.00	22,406.30	13,593.70	62.24
State sources		42,429.20	38,000.00	36,000.00	0.00	0.00	0.00	22,406.30	13,593.70	62.24
Fines and forfeitures										
268-000.00-657.000	Library book fines	69,892.80	62,000.00	62,000.00	4,885.49	4,143.12	3,092.30	48,961.25	13,038.75	78.97
268-000.00-658.000	State penal fines	115,794.64	115,000.00	109,000.00	0.00	0.00	0.00	118,345.07	(9,345.07)	108.57
Fines and forfeitures		185,687.44	177,000.00	171,000.00	4,885.49	4,143.12	3,092.30	167,306.32	3,693.68	97.84
Interest income										
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,792.00	5,363.24	6,032.15	0.00	46,459.41	7,332.59	86.37
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,792.00)	7,123.69	8,192.90	0.00	21,238.42	(42,030.42)	(102.15)
Interest income		99,763.36	33,792.00	33,000.00	12,486.93	14,225.05	0.00	67,697.83	(34,697.83)	205.14
Other revenue										
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	656.47	460.16	197.79	7,146.51	7,853.49	47.64
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	0.00	908.90	0.00	1,172.45	(572.45)	195.41
268-000.00-665.290	Library fund raising revenue	0.00	0.00	0.00	0.00	515.33	627.61	4,129.18	(4,129.18)	100.00
268-000.00-665.300	Meeting room	38,294.26	50,000.00	50,000.00	3,621.45	3,457.35	138.24	24,983.81	25,016.19	49.97
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	0.00	0.00	0.00	6,591.00	(191.00)	102.98
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,000.00	0.00	0.00	0.00	5,030.11	(30.11)	100.60
Other revenue		64,471.36	78,400.00	77,000.00	4,277.92	5,341.74	963.64	49,053.06	27,946.94	63.71
Donations										
268-000.00-665.289	Adult programs	8,593.99	5,000.00	3,000.00	417.60	517.81	695.19	6,241.13	(3,241.13)	208.04
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	366.36	50.34	1.26	2,940.46	559.54	84.01
Donations		18,106.36	8,500.00	6,500.00	783.96	568.15	696.45	9,181.59	(2,681.59)	141.26

04/10/2020										
REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 03/31/2020										
% Fiscal Year Completed: 75.14										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JAN 2020	FEB 2020	MAR 2020	03/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	949,080.00	107,923.67	70,984.67	72,424.17	671,089.05	277,990.95	70.71
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,000.00	0.00	0.00	0.00	4,704.40	(704.40)	117.61
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	677,000.00	75,933.72	52,122.64	48,958.17	488,611.56	188,388.44	72.17
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	182.91	78.39	0.00	496.47	3.53	99.29
268-000.00-715.000	Social security	111,842.07	125,500.00	123,000.00	13,877.54	9,264.31	9,116.64	87,795.91	35,204.09	71.38
268-000.00-716.000	Insurance	205,635.46	211,000.00	211,000.00	15,498.67	17,500.70	14,151.86	142,905.80	68,094.20	67.73
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	3,150.00	0.00	350.00	6,199.65	(399.65)	106.89
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(40,700.00)	(3,022.91)	(2,650.42)	(2,769.40)	(24,451.73)	(16,248.27)	60.08
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	700.00	700.00	700.00	6,300.00	2,100.00	75.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	2,441.00	2,441.00	2,441.00	21,969.00	7,331.00	74.98
268-000.00-718.100	Pension - DB additional contribution	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	34,000.00	4,853.19	3,174.98	3,256.64	30,135.18	3,864.82	88.63
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,820.00	411.92	276.06	271.91	2,794.27	1,025.73	73.15
Personnel services		1,888,975.02	2,018,532.00	2,005,200.00	221,949.71	153,892.33	148,900.99	1,438,549.56	566,650.44	71.74
Supplies										
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	1,538.79	2,393.23	150.71	12,219.87	6,780.13	64.32
268-000.00-728.000	Postage	549.23	300.00	1,000.00	50.61	0.00	0.00	437.76	562.24	43.78
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	6,090.00	212.55	686.98	27,306.48	66,693.52	29.05
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	(49.84)	183.80	6,517.61	16,784.72	39,315.28	29.92
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	217.09	962.56	2,976.41	19,101.02	8,998.98	67.98
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	0.00	0.00	2,152.48	347.52	86.10
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	389.00	0.00	0.00	0.00	180.00	209.00	46.27
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	12,853.25	13,138.87	14,367.34	122,923.95	62,876.05	66.16
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	35.99	9,964.01	0.36
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	59.97	30.00	0.00	158.90	941.10	14.45
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	0.00	0.00	0.00	16,548.93	7,451.07	68.95
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	829.76	4,047.70	22,264.45	79,666.86	16,333.14	82.99
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	2,131.94	3,547.67	1,028.46	33,563.23	8,336.77	80.10
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	559.30	0.00	0.00	48,815.61	12,684.39	79.37
Supplies		488,387.42	592,300.00	621,389.00	24,280.87	24,516.38	47,991.96	379,895.80	241,493.20	61.14
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	48.48	48.48	0.00	380.79	119.21	76.16
268-000.00-802.000	Data processing	679.80	0.00	700.00	0.00	0.00	0.00	700.20	(0.20)	100.03
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	2,500.00	475.22	491.76	478.43	4,058.45	(1,558.45)	162.34
268-000.00-803.000	Independent audit	700.00	700.00	1,000.00	0.00	0.00	0.00	809.82	190.18	80.98

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JAN 2020	FEB 2020	MAR 2020	03/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	0.00	250.00	5,250.00	4.55
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	3,757.27	4,024.67	2,272.90	34,238.86	14,061.14	70.89
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	15,789.19	19,500.00	19,900.00	2,134.00	1,422.15	(53.00)	11,026.47	8,873.53	55.41
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	74,000.00	15,670.83	0.00	2,047.88	45,298.07	28,701.93	61.21
268-000.00-861.000	Gasoline and oil	267.37	500.00	1,200.00	31.85	54.97	0.00	276.20	923.80	23.02
268-000.00-862.000	Mileage	321.41	200.00	700.00	0.00	0.00	0.00	6.38	693.62	0.91
268-000.00-880.000	Community promotion	18,337.59	23,000.00	20,000.00	948.77	1,766.00	971.50	18,052.60	1,947.40	90.26
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	940.44	795.61	2,054.73	17,744.89	8,755.11	66.96
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	34,500.00	2,030.10	587.06	559.32	16,015.58	18,484.42	46.42
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	13,500.00	0.00	0.00	0.00	12,544.00	956.00	92.92
268-000.00-910.001	Insurance deductibles/Uninsured claims	0.00	0.00	0.00	20,047.67	3,045.10	0.00	23,092.77	(23,092.77)	100.00
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	1,259.65	1,455.31	0.00	5,227.80	4,772.20	52.28
268-000.00-922.000	Electricity	91,827.26	87,000.00	100,000.00	7,397.73	7,349.56	7,528.75	70,609.55	29,390.45	70.61
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	0.00	1,861.88	5,578.30	1,921.70	74.38
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	82,500.00	8,405.62	11,298.13	5,849.38	84,409.73	(1,909.73)	102.31
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,400.00	2,475.98	1,820.99	945.00	21,264.68	24,135.32	46.84
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	10,000.00	723.94	650.94	650.94	5,280.52	4,719.48	52.81
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	215.82	84.18	71.94
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	799.38	19.03	(328.11)	10,667.58	4,332.42	71.12
Other services and charges		521,612.22	521,800.00	537,950.00	68,766.98	35,323.42	25,294.65	405,919.67	132,030.33	75.46
Capital outlay										
268-000.00-976.000	Building improvements	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	28,500.00	0.00	27,598.00	0.00	27,598.00	902.00	96.84
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	0.00	0.00	31,500.00	0.00
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		35,080.05	43,000.00	70,000.00	0.00	27,598.00	0.00	27,598.00	42,402.00	39.43
Net - Dept 000.00 - treasury		196,702.32	(10,000.00)	(92,100.00)	(292,234.17)	(216,984.60)	(217,419.82)	900,961.63	(993,061.63)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,142,439.00	22,763.39	24,345.53	4,767.78	3,152,924.66	(10,485.66)	(978.24)

TOTAL EXPENDITURES		2,934,054.71	3,175,632.00	3,234,539.00	314,997.56	241,330.13	222,187.60	2,251,963.03	982,575.97	(978.24)
NET OF REVENUES & EXPENDITURES		196,702.32	(10,000.00)	(92,100.00)	(292,234.17)	(216,984.60)	(217,419.82)	900,961.63	(993,061.63)	(978.24)
04/10/2020	REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
	PERIOD ENDING 03/31/2020									
	% Fiscal Year Completed: 75.14									
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JAN 2020	FEB 2020	MAR 2020	03/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	2,492.89	2,992.31	0.00	22,765.56	4,234.44	84.32
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	3,311.16	4,063.99	0.00	11,366.34	(15,866.34)	(252.59)
Interest income		55,209.58	36,000.00	22,500.00	5,804.05	7,056.30	0.00	34,131.90	(11,631.90)	151.70
Donations										
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	1,000.00	0.00	0.00	1,347.22	(347.22)	134.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	(27.60)	0.00	0.00	3,376.43	2,123.57	61.39
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	0.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
Donations		24,454.55	6,500.00	15,000.00	972.40	0.00	0.00	4,773.65	10,226.35	31.82
Supplies										
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	170.93	706.25	62.12	1,017.15	982.85	50.86
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	(955.23)	208.15	(499.99)	2,843.81	156.19	94.79
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	28.83	(177.66)	(170.02)	2,843.20	2,156.80	56.86
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	(542.50)	0.00	0.00	764.81	1,735.19	30.59
Supplies		42,383.00	21,500.00	27,500.00	(1,297.97)	736.74	(607.89)	7,468.97	20,031.03	27.16
Capital outlay										
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	764.20	0.00	764.20	6,235.80	10.92
Capital outlay		68,493.32	0.00	43,750.00	0.00	764.20	0.00	764.20	42,985.80	1.75
Net - Dept 000.00 - treasury		(31,212.19)	21,000.00	(33,750.00)	8,074.42	5,555.36	607.89	30,672.38	(64,422.38)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JAN 2020	FEB 2020	MAR 2020	03/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
TOTAL REVENUES		79,664.13	42,500.00	37,500.00	6,776.45	7,056.30	0.00	38,905.55	(1,405.55)	(90.88)
TOTAL EXPENDITURES		110,876.32	21,500.00	71,250.00	(1,297.97)	1,500.94	(607.89)	8,233.17	63,016.83	(90.88)
NET OF REVENUES & EXPENDITURES		(31,212.19)	21,000.00	(33,750.00)	8,074.42	5,555.36	607.89	30,672.38	(64,422.38)	(90.88)
TOTAL REVENUES - ALL FUNDS		3,210,421.16	3,208,132.00	3,179,939.00	29,539.84	31,401.83	4,767.78	3,191,830.21	(11,891.21)	
TOTAL EXPENDITURES - ALL FUNDS		3,044,931.03	3,197,132.00	3,305,789.00	313,699.59	242,831.07	221,579.71	2,260,196.20	1,045,592.80	
NET OF REVENUES & EXPENDITURES		165,490.13	11,000.00	(125,850.00)	(284,159.75)	(211,429.24)	(216,811.93)	931,634.01	(1,057,484.01)	

03/10/2020

BALANCE SHEET FOR CITY OF NOVI  
AS OF 02/29/2020

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(148,979.98)
268-000.00-017.000	Investments - Pooled	3,436,565.30
268-000.00-018.000	Cash on hand	1,000.00
268-000.00-020.000	Current taxes receivable	37,203.91
268-000.00-040.400	Prepaid expenditures	214.38
	Total Assets	3,326,003.61
*** Liabilities ***		
268-000.00-202.000	Accounts payable	71,388.81
268-000.00-259.702	Accrued liabilities-tax	5,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	76,888.81
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,101,253.14
	Total Fund Balance	2,101,253.14
	Beginning Fund Balance	2,101,253.14
	Net of Revenues VS Expenditures	1,147,861.66
	Ending Fund Balance	3,249,114.80
	Total Liabilities And Fund Balance	3,326,003.61

04/10/2020

BALANCE SHEET FOR CITY OF NOVI  
 Period Ending 03/31/2020

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(229,282.15)
268-000.00-017.000	Investments - Pooled	3,269,758.20
268-000.00-018.000	Cash on hand	1,000.00
268-000.00-020.000	Current taxes receivable	32,027.89
268-000.00-040.400	Prepaid expenditures	214.38
	Total Assets	3,073,718.32
*** Liabilities ***		
268-000.00-202.000	Accounts payable	72,398.16
268-000.00-259.702	Accrued liabilities-tax	5,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	77,898.16
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,101,253.14
	Total Fund Balance	2,101,253.14
	Beginning Fund Balance	2,101,253.14
	Net of Revenues VS Expenditures	894,567.02
	Ending Fund Balance	2,995,820.16
	Total Liabilities And Fund Balance	3,073,718.32

03/10/2020

BALANCE SHEET FOR CITY OF NOVI

AS OF 02/29/2020

\*\*\* Assets \*\*\*

269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	37,524.64
269-000.00-017.000	Investments - Pooled	1,661,261.72
	Total Assets	<u>1,698,786.36</u>

\*\*\* Liabilities \*\*\*

269-000.00-202.000	Accounts payable	973.59
	Total Liabilities	<u>973.59</u>

\*\*\* 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	<u>1,676,086.58</u>
	Beginning Fund Balance	1,676,086.58
	Net of Revenues VS Expenditures	21,726.19
	Ending Fund Balance	<u>1,697,812.77</u>
	Total Liabilities And Fund Balance	1,698,786.36

04/10/2020

BALANCE SHEET FOR CITY OF NOVI  
Period Ending 03/31/2020

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	41,378.29
269-000.00-017.000	Investments - Pooled	1,665,325.71
	Total Assets	1,706,704.00
*** Liabilities ***		
269-000.00-202.000	Accounts payable	117.12
	Total Liabilities	117.12
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,564,246.11
269-000.00-390.230	Fund Balance Collections/Materials	36,560.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	54,614.28
269-000.00-390.232	Fund Balance Programming	29,396.44
269-000.00-390.233	Fund Balance Technology Library	(8,731.24)
	Total Fund Balance	1,676,086.58
	Beginning Fund Balance	1,676,086.58
	Net of Revenues VS Expenditures	30,500.30
	Ending Fund Balance	1,706,586.88
	Total Liabilities And Fund Balance	1,706,704.00

**Director's Report by Julie Farkas**



**National Library Week (April 19th-25th 2020)**

A HUGE shout out to my library staff members at Novi Public Library for their dedication, creativity, love of reading and skills for providing accurate/credible information, and their unwavering commitment to serve our Novi community. I am truly blessed to be working with such amazing people! We are a very special place "a destination place in Novi" thanks to all of you! Thank you to the seven Library Board Trustees and the two Student Reps for their strong leadership which guides staff daily. Thank you to the Friends of Novi Library who are our strongest advocates, friend-raisers and volunteers.

Novi Library would not be the success it is without ALL of you!  
Happy National Library Week 2020!



**Staff Anniversaries**

**APRIL**

- **ROBIN DIRCKS – Support Services** **7 YEARS**
- **SANDRA LIM – Support Services** **6 YEARS**
- **JENNIFER MIENTKIEWICZ – Support Services** **6 YEARS**

**MAY**

- **GAIL ANDERSON – Information Services** **4 YEARS**
- **AMY MARKUS – Support Services** **3 YEARS**
- **ALLISON JANICKI – Support Services** **3 YEARS**
- **RACHEL MANELA – Information Services** **1 YEAR**
- **JESSICA HOWARD – Support Services** **1 YEAR**

# DRAFT

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
NOVI PUBLIC LIBRARY  
AND THE  
CITY OF NOVI PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the Novi Public Library (NPL) and the City of Novi Parks, Recreation and Cultural Services Department (PRCS) to provide an agreement for use, maintenance and service under which both parties agree to mutually operate the (make/model of the vehicle of VAN).

II. SUBJECT

This MOU concerns vehicle use and maintenance of NPL's (make/model of the vehicle) used by PRCS.

The Parties agree as follows:

**Novi Public Library (NPL) Agrees to Provide:**

- All labor, parts and outsourced services related to routine, breakdown and preventative maintenance. Repairs related to accidents and abuse is the responsibility of the party operating the van when the accident or abuse occurred.
- Preventative and breakdown maintenance.
- Management of accident and abuse related repairs in conjunction with PRCS staff.
- Tire maintenance, replacement and repairs.
- Service and breakdown support.
- All service and repairs will be coordinated between NPL and PRCS.

**The City of Novi Parks, Recreation and Cultural Services Department Agrees to:**

- Submit a mileage report for each use of van/start miles and end miles.
- Pay for fuel consumption based on current fuel pump price. Library will invoice PRCS based on miles logged.
- Allow PRCS to use the Van as requested. Must provide a 5 day advance notice of use.

- Responsible for the cost of repairs if an accident, abuse or neglect takes place when the van is used by PRCS staff or volunteers.
- Report any abuse or accidents that may happen within 24 hours of the occurrence.
- Ensure drivers using the van are properly licensed.
- Periodically check the condition of the van and notify NPL if maintenance is needed.

III. DURATION AND TERMINATION:

The initial term of this agreement is twelve (12) months upon approval by both Novi Public Library and City of Novi Parks, Recreation and Cultural Services Department. Upon mutual agreement to extend this agreement at least 60 days prior to the conclusion of each 12-month term thereafter, the agreement will automatically renew for an additional twelve (12) months.

Either party may cancel this agreement by providing 60 days written notice to the other party of their desire to cancel. Upon termination, any outstanding charges, provided they are not in dispute, will be remitted to the Novi Public Library as agreed.

IV. STATEMENT OF MUTUAL COOPERATION:

Both parties agree this MOU represents a partnership between the Novi Public Library and the City of Novi Parks, Recreation and Cultural Services Department, and as such, circumstances may arise that are not covered by this agreement. Should that occur, both parties agree to negotiate in good faith and in the spirit of mutual cooperation to resolve/settle these matters amicably.

\_\_\_\_\_  
 Julie Farkas, Director  
 Novi Public Library

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jeff Muck, Director  
 Novi Parks, Recreation and Cultural Services

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Witness



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
OFFICE OF THE GOVERNOR  
LANSING

GARLIN GILCHRIST II  
LT. GOVERNOR

## EXECUTIVE ORDER

No. 2020-43

### Temporary restrictions on the use of places of public accommodation

#### Rescission of Executive Order 2020-20

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Michigan Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I issued Executive Order 2020-4. This order declared a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 et seq., and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31 et seq.

In the three weeks that followed, the virus spread across Michigan, bringing deaths in the hundreds, confirmed cases in the thousands, and deep disruption to this state's economy, homes, and educational, civic, social, and religious institutions. On April 1, 2020, in response to the widespread and severe health, economic, and social harms posed by the COVID-19 pandemic, I issued Executive Order 2020-33. This order expanded on Executive Order 2020-4 and declared both a state of emergency and a state of disaster across the State of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, and the Emergency Powers of the Governor Act of 1945.

The Emergency Management Act vests the governor with broad powers and duties to "cop[e] with dangers to this state or the people of this state presented by a disaster or emergency," which the governor may implement through "executive orders, proclamations, and directives having the force and effect of law." MCL 30.403(1)-(2). Similarly, the Emergency Powers of the Governor Act of 1945 provides that, after declaring a state of emergency, "the governor may promulgate reasonable orders, rules, and regulations as he or she considers necessary to protect life and property or to bring the emergency situation within the affected area under control." MCL 10.31(1).

To mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable Michiganders, it is reasonable and necessary to impose limited and temporary restrictions on the use of places of public accommodation.

Executive Order 2020-20 imposed such restrictions, which were then supplemented by the restrictions on in-person work, travel, and gatherings imposed by Executive Order 2020-42. Because these restrictions on places of public accommodation remain reasonable and necessary to suppress the spread of COVID-19 and protect the public health and safety of this state and its residents, this order extends their duration to April 30, 2020, to match the duration of the further restrictions imposed by Executive Order 2020-42. With this order, Executive Order 2020-20 is rescinded.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. Effective immediately and continuing until April 30, 2020 at 11:59 pm, the following places of public accommodation are closed to ingress, egress, use, and occupancy by members of the public:
  - (a) Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption;
  - (b) Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, special licensees, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption;
  - (c) Hookah bars, cigar bars, and vaping lounges offering their products for on-premises consumption;
  - (d) Theaters, cinemas, and indoor and outdoor performance venues;
  - (e) Libraries and museums;
  - (f) Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and facilities offering non-essential personal care services;
  - (g) Casinos licensed by the Michigan Gaming Control Board, racetracks licensed by the Michigan Gaming Control Board, and Millionaire Parties licensed by the Michigan Gaming Control Board; and
  - (h) Places of public amusement not otherwise listed above.

Places of public accommodation subject to this section are encouraged to offer food and beverage using delivery service, window service, walk-up service, drive-through service, or drive-up service, and must use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing. In offering food or beverage, a place of public accommodation subject to this section may permit up to five members of the public at one time in the place of public accommodation for the

purpose of picking up their food or beverage orders, so long as those individuals are at least six feet apart from one another while on premises.

This section does not prohibit an employee, contractor, vendor, or supplier of a place of public accommodation from entering, exiting, using, or occupying that place of public accommodation in their professional capacity.

2. The restrictions imposed by this order do not apply to any of the following:
  - (a) Places of public accommodation that offer food and beverage not for on-premises consumption, including grocery stores, markets, convenience stores, pharmacies, drug stores, and food pantries, other than those portions of the place of public accommodation subject to the requirements of section 1;
  - (b) Health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities;
  - (c) Crisis shelters or similar institutions; and
  - (d) Food courts inside the secured zones of airports.
3. For purposes of this order:
  - (a) “Non-essential personal care services” includes but is not limited to hair, nail, tanning, massage, traditional spa, tattoo, body art, and piercing services, and similar personal care services that require individuals to be within six feet of each other. This does not include services necessary for medical treatment as determined by a licensed medical provider.
  - (b) “Place of public accommodation” means a business, or an educational, refreshment, entertainment, or recreation facility, or an institution of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public. Place of public accommodation also includes the facilities of private clubs, including country clubs, golf clubs, boating or yachting clubs, sports or athletic clubs, and dining clubs.
  - (c) “Place of public amusement” means a place of public accommodation that offers indoor services or facilities, or outdoor services or facilities involving close contact of persons, for amusement or other recreational or entertainment purposes. A place of public amusement includes an amusement park, arcade, bingo hall, bowling alley, indoor climbing facility, skating rink, trampoline park, and other similar recreational or entertainment facilities.
4. The director of the Department of Health and Human Services, the Michigan Liquor Control Commission, and the executive director of the Michigan Gaming Control Board must issue orders and directives and take other actions pursuant to law as necessary to implement this order.

5. This order does not alter any of the obligations under law of an employer affected by this order to its employees or to the employees of another employer.
6. The restrictions and requirements imposed by this order supplement, and must not be construed to diminish or relax in any way, the restrictions and requirements imposed by Executive Order 2020-42 or any executive order that may follow from it.
7. Consistent with MCL 10.33 and MCL 30.405(3), a willful violation of this order is a misdemeanor.
8. Executive Order 2020-20 is rescinded.

Given under my hand and the Great Seal of the State of Michigan.

Date: April 13, 2020

Time: 8:12 pm



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GRETCHEN WHITMER  
GOVERNOR

By the Governor:

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SECRETARY OF STATE

**Reopening Procedures for Your Library – Webinar with Michigan Library Association**  
**Guest Speaker: Kristin Shelley, Director at East Lansing Public Library**  
**April 16, 2020 at 10am**

Notes taken by: Julie Farkas, Novi Library Director

There are many facets to opening the Library (building, materials, staffing, services). Flexibility will be key to this multi-phase process. You try...things may work... and things may not. We cannot be a “gathering place” when we first open, but what are creative ways to service our guests?

**Building:**

- Based on a webinar provided by the CDC for Libraries in March 2020, libraries need to consider “high touch” areas for continuous sanitizing/cleaning, signage for hand washing and signage for practicing self-distancing
- How often will restrooms be checked/cleaned? How often will public spaces be cleaned? Computers?
- Cleaning supplies are difficult to find right now; how will this impact an opening?
- Consider a building walk-through for how furniture will be re-arranged/removed; uses of spaces that won’t allow for large groups/congregating/allowing self-distancing.
- Aisles marked one-way for usage similar to the grocery store model

**Materials:**

- CDC recommends a quarantine of 24 hours (max.) for items returned and cleaning of high touch items
- Cleaning supplies are difficult to find right now; how will this impact an opening?
- A staging area for materials to be kept for the quarantine that can be cleaned regularly
- Would purchasing a material oven be useful (typically used for bed bugs)? High heat can remove the virus.

**Staffing:**

- How do we bring back staff? Self-distancing in work areas.
- Staff wearing masks (encouraging them vs. making them); gloves; regular hand-washing
- Desk schedules to limit public interaction
- What if there are staff who don’t want to return to public service because of concerns, but want to work? What about those who may have daycare issues? What about staff with compromised immune systems?
- Keep staff thermometer testing measures in place

**Services:**

- What areas of the building would we open for service? Youth play area? iCube? Café? Friends Book Nook? Having posted capacity limits for space usage?
- Suggestion for a multi-phase approach to opening up services; slowly begin addressing guest needs
- Online library cards/renewals
- Adding more hotspots for guest check-out

- Meeting room usage – with self-distancing of 6 ft. tutor/small group rooms would not be available, but single usage could be. How will these rooms be cleaned as people leave the spaces?
- Programming – what will be acceptable by the Governor? Allowances for gathering; virtual programming will become a regular opportunity for reaching the community
- Providing plexiglass screens on desks for interacting with the public
- How to address hearing impaired guests when masks are being utilized?
- No one-on-one service/training when first opening back up to the public – keeping social distancing in place
- Having an area for staff to place items for guest pick up/reference help
- Consider Phases of Service:

Phase 1: Allowing materials back; getting holds out (drive-up/locker system, read cart); No public building access; limited staff for social distancing

Phase 2: Open very limited hours of the building for the public (some AM/PM options, but different parts of the day closed to allow for cleaning in between waves of use); having a weekend day to clean the full building (Sunday?); Not allowing congregating and sitting, but browsing/checking out (quick services – 15 minutes or less); Limiting the number of people in the building at one time (50,000 sq. ft. building – 4 people per 1,000 sq. ft. (grocery store model); requiring guests to wear masks when visiting.

Phase 3: Open more hours of the building (not full service); allowing a 1 hour max visit at computers, staggered/less furniture use that has been measured 6 ft. for social distancing, timed use of the study rooms for single users only, café opens, Book Nook opens; having space limits for usage of parts of the building (Youth Area, iCube, Teen Stop); By appointment reference if in-person service is required.

Phase 4: Small groups may be able to use building based on Governor's recommendations); limited room rentals based on size and social distancing.

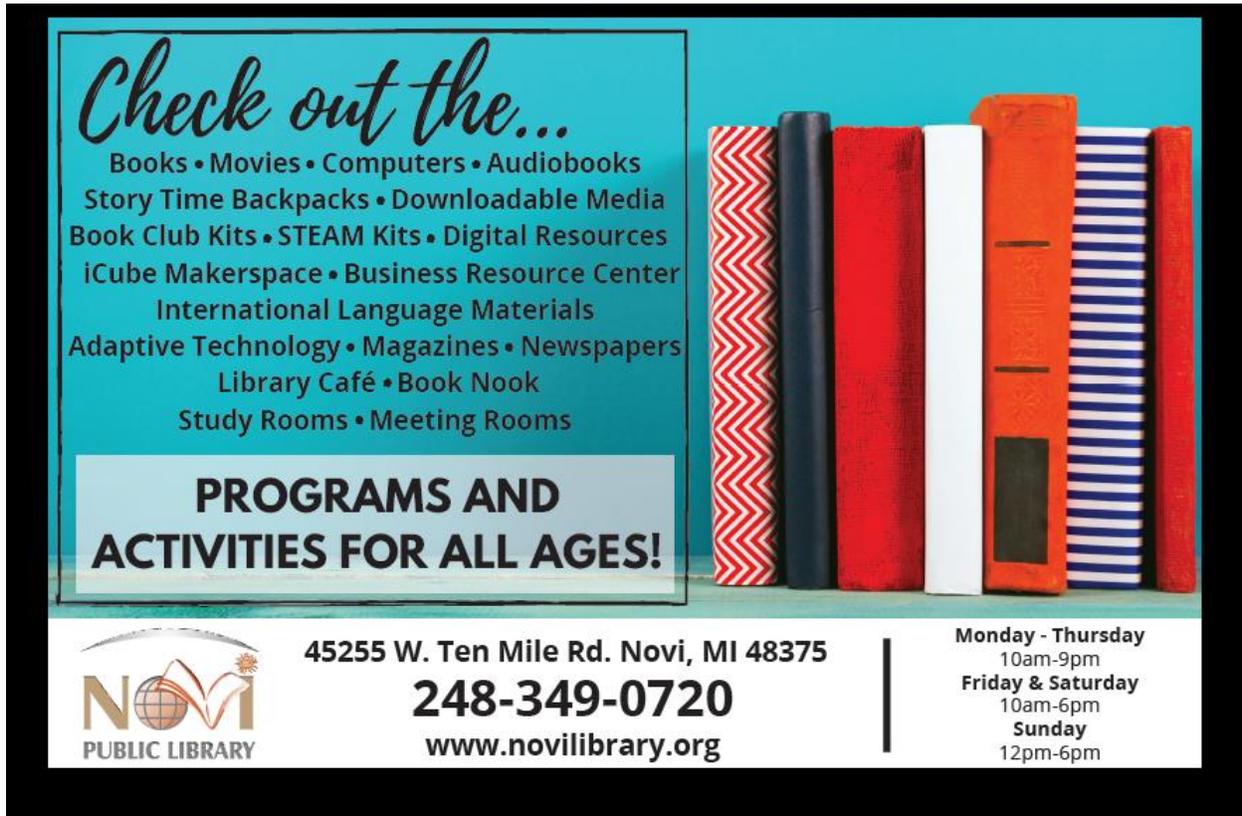
Phase 5: Full use/service of the building (based on full recommendations by the Governor); meeting room usage at capacity; large gatherings/events/programs;

**What to do before NPL can open...  
How will NPL open?**

Administration	Facilities	Info Services	IT	Support Services
<p>-Staff concerns for opening to the public -Consideration for less hours being open to the public when first opening after April 30<sup>th</sup>? We are currently offering 10am-5pm. Do we allow a weekend date for those who work/return to work to have access to us? -Allow weekend for continued cleaning of the building - Consider social distancing once open: less chairs in the building and staggered computer work areas, 2 people only per tutor/study room, shields at the public desks for guest interaction - How to bring back staff to the building and consideration of close work spaces - Shields at public work areas for guest interactions -Social distancing signage outside the building - Need procedures written down for guests to follow and staff to enforce. -How do we enforce social distancing? Families coming in together versus groups.</p>	<p>- Full building clean AGAIN by vendor once date for opening is determined - daily sanitization of all "high touch" areas - dusting of all shelves/counters, spaces -space capacities in the building: less options for seating (storing of chairs) - How do we determine donations, hold off until regular materials are back to building - Café opening back up? When? - Sanitization wipes available for computer use? Purchase 2 sanitization stations – 1 per floor, near computers - Plexiglass shields for Guest Interactions: 1 – Admin, 6 Info Services, 4 Support Services, 1 Welcome Desk, 1 at Drive-up window, 1 Café -Floor signage for social distancing</p>	<p>- What will programming look like? - Consideration of virtual programming through summer? - SRP programming - Shields at public work areas for guest interactions - Self service area for information near the copier area -Staff need to be fully trained on what is being allowed/not allowed in this new way of working. -- Locker system process needs to be tweaked w/SS &amp; IS staff -The main thing to stress at opening, whether it's May or later, is we are there to help, but guests need to get their information/materials and be encouraged to go as quickly as possible. - Markers on the ground at the service desks -Encourage the drive through as much as possible -Arrange equipment to encourage guests to scan their own library cards at points of service -Stay with virtual programs most of the summer -Record performers in the building or ask them to send us a recording. -Zoom performances or FB LIVE -Create a video tutorial of logging in to Beanstack -Provide more passive programs (grab and go ideas) -No toys, only materials for circulation in the youth area -Consider putting the STEAM Kits, Special Needs Kits and Story Time Backpacks away for the time being. The kits all have lots of</p>	<p>-Less computers available to the public for social distancing -Time limit for computer use? - Daily cleaning of "high touch" electronics -April 21<sup>st</sup>: TLN Tech Comm mtg. regarding what techs will need for reopening the building; how to clean technology -Wipes near public computers -the iCube makerspace, I think it will have to be by appointment only.</p>	<p>-When should materials be brought back? -Material return should begin once the "Stay Home" order has been lifted. -While materials will start to be returned when we reopen, we have the capability through TLN to segment our patrons (say, by last name) and ask for them to return materials during specific timeframes to spread out returns. That is dependent on how many patrons follow those instructions, but some compliance would be better than none.</p> <ol style="list-style-type: none"> <li>1. Staging area for when materials are returned The East, West, or Whole Meeting Room will be utilized as a staging area for materials to be quarantined and certain materials to be disinfected.</li> <li>2. Allowing 24 hours for materials to sit prior to cleaning and return to shelves Books and paper materials will sit for 24 hours after return and prior to reshelving as recommended by the CDC. Plastic-cased items will be disinfected after return and prior to reshelving.</li> <li>3. Fines/fees For a set period of time once we reopen, all materials will have overdue fees waived.</li> <li>4. Staffing to clean the materials Staffing will be increased for at least the first week of reopening and potentially for additional</li> </ol>

		<p>pieces that can be hard and time consuming to clean. Basically no kits, no magnifiers.          -Remove 3 ipads and rope off some of the AWE stations</p>	<p>weeks as work load dictates.</p> <p>5. Shields at public work areas for guest interactions          Shields will be provided at the Circulation Desk, the Welcome Desk, and at the Drive-Up Window.</p> <p>6. Drive-up window service          Drive-up window services will offer additional temporary services (card renewal, library card sign-up, hold pick-up, etc.) to encourage social distancing.</p> <p>7. Locker service          Locker service will offer hold pick-up to encourage social distancing.</p> <p>8. Lending Library project          Due to "Stay Home" order, construction has been delayed by about 6 weeks. Expected launch is projected for late July. Library measures are on schedule including ordering of the collection, marketing, and kiosk configuration.</p> <p>- There are approximately 27,605 items currently checked out with due dates in May 2020.</p> <p>9. Maryann and her Supervisors are working on a Plan of Action for how materials will be returned and what will that staffing/work load look like? Report due: April 22<sup>nd</sup>.</p> <p>-Ordering/Receiving of materials before 6/30/20          -- Locker system process needs to be tweaked w/SS &amp; IS staff</p>
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New Ad for Novi Chamber of Commerce Directory (2020-2022)



*Check out the...*

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

**PROGRAMS AND  
ACTIVITIES FOR ALL AGES!**



 **NOVI**  
PUBLIC LIBRARY

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

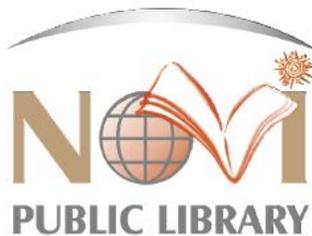
**Monday - Thursday**  
10am-9pm  
**Friday & Saturday**  
10am-6pm  
**Sunday**  
12pm-6pm

New Van arrived on February 26, 2020



# COMING SOON TO LAKESHORE PARK!

Michigan's first  
self-service library kiosk!



## LAKESHORE LENDING LIBRARY

601 S. LAKE DR. NOVI, MI

Getting books and movies from NPL is going to get even easier when **Lakeshore Lending Library** opens this summer!

Materials available will include:

- Adult Best Sellers
- DVD/Blu-Ray
- Youth and Tween Fiction
- Adult Non-Fiction
- Youth Picture Books
- Young Adult Fiction

**THANK YOU TO OUR PLATINUM SPONSOR FOR SUPPORTING LAKESHORE LENDING LIBRARY!**



right here right for you

cfcu.org | (877) 937-2328



**235 ITEMS**

for you to browse through  
and check out

**CATALOG ACCESS**

to check your account status  
and browse our collection

**OPEN**

from dawn until dusk

Get in touch! • 248-349-0720 • [www.novilibrary.org](http://www.novilibrary.org)



As of April 13, 2020



# An Update from NPL

## Closed to public thru Thursday, April 30

Following the Governor's Executive Order (No. 2020-42) on Thursday, April 9, the Novi Public Library is **closed for public use through Thursday, April 30, 2020** to protect the health and safety of the residents in the community in addition to its staff.

**All programming, classes and room rentals have been cancelled through Sunday, May 31, 2020.**

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

Here are some important resources to keep in mind:

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

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

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

#### **YOUR LIBRARY ACCOUNT**

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

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

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

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

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

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

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

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

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

### NO HOLD LOCKERS SERVICE AVAILABLE

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

### ASK OUR TECH EXPERT

- Have questions about: [iCube makerspace](#), library technology programs/events, 3D printing, conversion equipment? Call 248-729-6810, Monday-Friday, 10am-5pm, through Thursday, April 30.

## NO LOCAL HISTORY INFORMATION SERVICES AVAILABLE

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

### Important Local Resource



- [Feed the Need](#): offering free, ready-to-eat bagged lunches for all children

### Fun Things To Do At Home

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

## FAQ

### How long are you closed?

Following the Governor's Executive Order (No. 2020-42) on Thursday, April 9, the Novi Public Library is **closed for public use through Thursday, April 30.**

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

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

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

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

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

No.

**What do I do with my library materials?**

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

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

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

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

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

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

No, not at this time.

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

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

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

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

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

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

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

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

**Can I drop off donations?**

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

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

No. The Book Nook is closed through Thursday, April 30, 2020.

**Will the Library Café be open?**

No. The Library Café is closed through Thursday April 30, 2020.

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

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

**Do you have hot spots available?**

No. All hotspots are checked out.

**Can I volunteer at the Library?**

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

**Will the Library be doing outreach?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

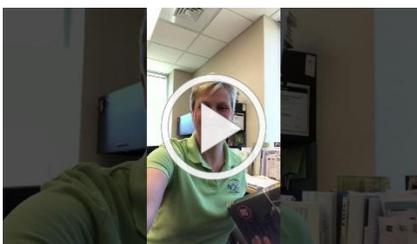
Yes. Brush up on computer skills, learn new career skills, get some professional development, with [Lynda.com](#). Get inspired with new arts and crafts ideas through [CreativeBug](#). Learn how to code through [Vidcode](#). All of these are available on our [Online Tools](#) page.

As of April 3, 2020:



**The Novi Public Library is closed through Monday, April 13. We are providing limited services during this closure. [For more information, click here.](#)**

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



**April is National Poetry Month!**

**Click above to hear a poem read by NPL Director, Julie!**



#### **Quick Links**

Here are some helpful links where you can download ebooks, audiobooks, learn

#### **What's Happening at NPL...**

##### **From the Director's Desk**



The month of April is a very special time for libraries and library employees. It is a time to celebrate the ways library workers have connected with our community as well as honoring the profession that many of us are part of.

Over twenty years ago, when I was attending Wayne State University to obtain my Masters in Library Science (MLIS), I NEVER dreamed I would be part of a public library that offered so many wonderful resources, services, programs and technology to its community. The library I grew up in (early 1970s) was a quiet place, where you browsed books from the shelves and looked for interesting titles from a large wooden cabinet with many drawers filled with title and subject cards. Yes, we touched those cards and moved them between our fingers to find the perfect title. Now, you find a title with just a few clicks of a button and like magic, hundreds of options appear on a screen.

I chose the library profession because I wanted to help people. The idea of being a resource for someone to give credible and accurate information was exciting and challenging! I honestly felt like a private investigator looking for the clues to help someone answer a

something new, and get homework help! [Click here to take a virtual tour of our digital services.](#)

### Digital Media

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

### Learn Something New

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

### Homework Help

difficult question. The other draw to the public library profession was the opportunity to interact with so many diverse people (by age, gender and ethnicity).

Public libraries are shining examples for learning, exploring, creating, entertaining and gathering! At NPL, we are considered not only a resource, but a community destination place! Over 1,500 people visit the Novi Library daily. Just ten years ago, when we opened our new building, we saw 262,826 visitors annually. This past year, NPL had 463,818 visitors! Are we EXCELLENT in our community? YES, most definitely. That excellence is attributed to the amazing library workers, library leaders (Library Board) and Friends of Novi Library, who serve our community every day! For their hard work, I graciously applaud and thank them!



This year's National Library Week (April 19-25<sup>th</sup>) theme is: **Find Your Place @ Your Library**. I welcome all Novi residents to take some time during this week (AND EVERY WEEK) to connect with us online to "check out" all the wonderful opportunities YOUR Novi Library has to offer!

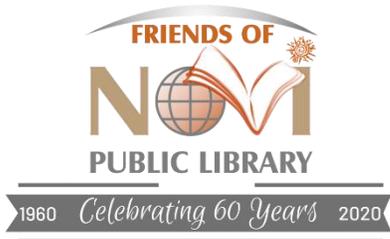
On behalf of my staff and the Novi Public Library Board of Trustees, thank you for giving us the opportunity to serve you! We look forward to our doors opening soon!

**Julie Farkas, Library Director**

## Library Giving Day

In addition to well-loved books, NPL offers innovative programs that promote lifelong learning, we help connect guests to technology, and advance knowledge. This one-day online fundraising event will occur on **Thursday, April 23** and will help us strengthen our community and transform lives every day. We encourage guests and library lovers to make a gift in support of your library anytime now through April 23!

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



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

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

#### Join the Friends or Renew Your Membership

You can become a member of the Friends for as little as \$10 (individual membership) or \$15 (family membership).

[To join or renew, click here.](#)



[To make your online donation, click here.](#)



**Put some spring in your step and get reading with Novi Library!**

Program runs through April 30, 2020. All ages can participate!

- Log your books read and complete some fun at-home activities.
- Read just **ten** books to be entered into our raffle to win one of three Amazon gift cards.
- Don't forget you can download and read books from [Download Destination](#), [Hoopla](#), [Tumblebooks](#), and [EBSCO eBook Collection](#) through the Michigan eLibrary!

**To log your books and access Beanstack, [click here!](#)**



#### Fun Things to Do At Home!

While the Novi Library may be closed through Monday, April 13, we still have a bunch of fun activities that you can do at home!

- **Online Teen Scavenger Hunt & Poetry Writing Challenge:** Students in grades 7-12 can participate in these two online challenges to win gift cards to the Library cafe. Complete the [teen scavenger hunt](#) by Sunday, April 12. [Submit your poem or haiku](#) by April 30!
- **Free Online Resources for Home:** Our awesome Youth Librarians have compiled a list of free websites that

Even though the iCube is closed through Monday, April 13, you can still connect with our technology expert, Charlie!

Have questions about the [iCube Makerspace](#), library technology programs/events, 3D printing, conversion equipment or any other technology featured in the space? **Call 248-729-6810, Monday-Friday, 10am-5pm, through Monday, April 13.**



### Novi Library Teens Instagram

Follow NPL's newest Instagram account, **@novilibraryteens!** We'll be posting teen news, program information, photos and more. [Click here to view @novilibraryteens Instagram.](#)



### Novi Youth Assistance

If you know of a family or student in need of help, they can be referred to Lisa Shields, [shieldsl@oakgov.org](mailto:shieldsl@oakgov.org), or Maria Castrodale, [mcastrsdale@cityofnovi.org](mailto:mcastrsdale@cityofnovi.org), at Novi Youth Assistance.

Please email the [Referral Form](#) to the NYA secretary, Maria, or Lisa directly.

[Click here for more information regarding the NYA's services.](#)

include virtual field trips, storytimes, read alouds, videos, and more! To access these resources, [click here](#).

- **Virtual Story Times & Crafts:** Tune into our [Facebook](#) page and check out storytime and craft videos by your favorite librarians. [Click here to view our Youth Story Times and Crafts video playlist.](#) [Click here to view our Craftastic Online playlist.](#)

Welcome to Novi Rotary Year 2019-2020

Rotary **FEED THE NEED**  
SCHOOL CLOSURE MOBILE SERVICES

Free Ready to Eat Bagged Lunches Delivered for All Children at Satellite Locations in Novi

**WEEKDAYS**  
**MARCH 18TH – APRIL 10TH**  
**M/W/F 11:00 AM – 12:00 PM**  
**T/TH 7:00 PM – 8:00 PM**  
EACH CHILD IN THE FAMILY WILL RECEIVE A LUNCH BROUGHT TO THEIR CAR BY A VOLUNTEER

**FREE GRAB & GO Lunch for All Students**  
Satellite Locations outside main office/clubhouse:

- Oakland Glen Park- Residents in Cars Only**  
41875 Carousel St., Novi, MI 48377
- Country Cousins- Residents Only**  
26855 Haggerty Rd, Novi, MI 48377
- Highland Hills Estates- Residents Only**  
25600 Seely Rd., Novi, MI 48375
- Novi Meadows Homes- Residents Only (starts 3/30/20)**  
26250 Virginia Ave., Novi, MI 48374
- Saint James Catholic Church- Public**  
46325 W. 10 Mile Rd, Novi, MI 48375
- Novi United Methodist Church- Public**  
41671 W. 10 Mile Rd, Novi, MI 48375  
(Additional sites may be added, visit the website)

**Donations:**  
Novi Rotary Foundation  
c/o Feed the Need  
P.O. Box 159, Novi, MI 48376  
[www.feedtheneednovi.org](http://www.feedtheneednovi.org)  
[feedtheneednovi@gmail.com](mailto:feedtheneednovi@gmail.com)  
248-667-8007

**Volunteer Sign Up Genius:**  
<https://tinyurl.com/vr47v5l>

Rotary Club of Novi, Michigan

National food group

COMMUNITY FINANCIAL right here right for you

NOVI Community School District

ZELPHIA'S Learning Systems

PAASN

Novi United Methodist Church

Holy Cross Episcopal Church

Shape your future  
START HERE > | United States®  
**Census 2020**

The 2020 Census is underway and households across America are responding every day. In

light of the COVID-19 outbreak, the U.S. Census Bureau has adjusted 2020 Census operations. [Click here for more information.](#)

As of March 23, 2020



# An Update from NPL

## Closed to public thru Monday, April 13

Following the Governor's Executive Order on Monday, March 23, the Novi Public Library is **closed for public use through Monday, April 13, 2020** to protect the health and safety of the residents in the community in addition to its staff.

**All programming, classes and room rentals have been cancelled.**

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

Here are some important resources to keep in mind:

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

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

---

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

**YOUR LIBRARY ACCOUNT**

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

---

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

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

---

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

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

---

### **NO DRIVE-UP WINDOW SERVICE AND RETURN SLOTS CLOSED, THROUGH MONDAY, APRIL 13**

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

---

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

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

---

### **NO HOLD LOCKERS SERVICE AVAILABLE THROUGH MONDAY, APRIL 13**

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

---

### ASK OUR TECH EXPERT

- Have questions about: [iCube makerspace](#), library technology programs/events, 3D printing, conversion equipment? Call 248-729-6810, Monday-Friday, 10am-5pm, through Monday, April 13.

---

### NO LOCAL HISTORY INFORMATION SERVICES AVAILABLE THROUGH MONDAY, APRIL 13

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

---

#### Important Local Resource



- [Feed the Need](#): offering free, ready-to-eat bagged lunches for all children

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#### Fun Things To Do At Home

- [Spring Into Reading Program](#) - read 10 books before April 30, log them in [Beanstack](#), and get entered into a raffle to win one of three Amazon gift cards!
- [Online Teen Scavenger Hunt](#) - students in grades 7-12 are encouraged to participate in this online scavenger hunt for a chance to win a gift card to the Library's Café.
- [Free Online Resources for Home](#) - virtual field trips, storytimes, videos, and more!

---

## FAQ

### How long are you closed?

Following the Governor's Executive Order on Monday, March 23, the Novi Public Library is **closed for public use through Monday, April 13, 2020**

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

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

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

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

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

No.

**What do I do with my library materials?**

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

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

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

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

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

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

No, not at this time.

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

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

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

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

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

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

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

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

**Can I drop off donations?**

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

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

No. The Book Nook is closed through Monday, April 13, 2020.

**Will the Library Café be open?**

No. The Library Café is closed through Monday, April 13, 2020.

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

Contact [administration@novilibrary.org](mailto:administration@novilibrary.org). There will be no meeting room rentals through Monday, April 13, 2020.

**Do you have hot spots available?**

No. All hotspots are checked out.

**Can I volunteer at the Library?**

No. Volunteers are not being accepted through Monday, April 13, 2020.

**Will the Library be doing outreach?**

No. The Library has suspended outreach services through Monday, April 13, 2020.

**Are you still participating in Food For Fines/Food For Thought during April?**

As of now, we have decided to not participate in Food for Fines/Food for Thought at all.

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

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

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

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

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

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

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

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

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

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

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

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

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

Yes. Brush up on computer skills, learn new career skills, get some professional development, with [Lynda.com](#). Get inspired with new arts and crafts ideas through [CreativeBug](#). Learn how to code through [Vidcode](#). All of these are available on our [Online Tools](#) page.

As of March 19, 2020



With the Governor's State of Emergency and closure of all schools in the state, the Novi Public Library's (NPL) Board of Trustees has reached the decision to **close the building for public use through Sunday, April 12, 2020** to protect the health and safety of the residents in the community in addition to its staff.

**All programming, classes and room rentals have been cancelled.**

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

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

**The Library will provide limited services during this closure beginning Monday, March 23.**

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

- For homework, research and informational needs
  - By phone: 248-349-0720
  - By email: [asknovi@novilibrary.org](mailto:asknovi@novilibrary.org)
  - By social media: [Facebook](#), [Instagram](#), [Twitter](#)
- Cardholders will continue to have 24/7 access to hundreds of e-books, magazines, audiobooks, movies, TV shows, research databases and more. To access any of these resources, please visit our [Digital Library page](#) or our [Youth Online Resources page](#). A valid Novi Library card is required.
- Questions about online resources and downloadables, call: 248-869-7202

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### YOUR LIBRARY ACCOUNT

- Check [My Account](#) on [novilibrary.org](http://novilibrary.org)
- General account questions, call: 248-349-0720 (Monday-Friday, 10am-5pm)
- **The Novi Library will NOT be charging overdue fines during the closure**
- By phone, staff can:
  - Renew your library card
  - Reset your pin
  - Issue you a temporary card for 60 days to access online resources

---

### NO DRIVE-UP WINDOW SERVICE, THROUGH SUNDAY, APRIL 12

- No items will be due during the closure.

---

### READ CART

- Free materials are located in the vestibule (entry way) for you to take (please limit the number of your selections so everyone can enjoy), beginning Monday, March 23.

---

### HOLD LOCKERS

- Did you get a hold notice by email or phone? Call 248-869-7202, Monday-Friday, 10am-5pm, beginning Monday, March 23, to arrange pick-up.

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### ASK OUR TECH EXPERT

- Have questions about: [iCube makerspace](#), library technology programs/events, 3D printing, conversion equipment? Call 248-729-6810, Monday-Friday, 10am-5pm, beginning Monday, March 23.

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### LOCAL HISTORY INFORMATION

- Have questions about: Novi's history, the Novi Historical Commission, historical programs/events? Call 248-349-0720, ext. 7264, Monday-Friday, 10am-4pm, beginning Monday, March 23.

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

Here are some important resources to keep in mind:

- [Facts about 2019-nCoV](#)
- [Oakland County Health Division](#)
- [Michigan.gov/coronavirus](#)
- [CDC.gov](#)

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### Important Local Resource



- [Feed the Need](#): offering free, ready-to-eat bagged lunches for all children

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## FAQ

### How long are you closed?

The Novi Public Library Board of Trustees approved closing the building for public use **through Sunday, April 12, 2020.**

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

Beginning Monday, March 23:

- Staff is available daily: Monday-Friday, 10am-5pm
- Email a Librarian: [asknovi@novilibrary.org](mailto:asknovi@novilibrary.org)
- Call us: 248-349-0720
- Send us a message on our social media sites

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

No.

**What do I do with my library materials?**

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

**I want to access the online catalog to place items on hold or use digital resources but I do not have a library card.**

If you are a resident of Novi, you can call 248-349-0720 (Monday-Friday, 10am-5pm), beginning Monday, March 23, to obtain a temporary library card. You will be asked for your drivers license/state ID information, Novi address, phone and birth date.

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

Call 248-349-0720 (Monday-Friday, 10am-5pm), beginning Monday, March 23.

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

Yes. You can renew your library card by calling 248-349-0720 (Monday-Friday, 10am-5pm), beginning Monday, March 23. Unfortunately, we do not have the capability for online library card renewal through our consortium.

**Can I drop off donations?**

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

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

No. The Book Nook is closed through Sunday, April 12, 2020.

**Will the Library Café be open?**

No. The Library Café is closed through Sunday, April 12, 2020.

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

Contact [administration@novilibrary.org](mailto:administration@novilibrary.org), beginning Monday, March 23. There will be no meeting room rentals through Sunday, April 12, 2020.

**Do you have hot spots available?**

No. All hotspots are checked out.

**Can I volunteer at the Library?**

No. Volunteers are not being accepted through Sunday, April 12, 2020.

**Will the Library be doing outreach?**

No. The Library has suspended outreach services through Sunday, April 12, 2020.

**Are you still participating in Food For Fines/Food For Thought during April?**

Yes. As of now, we are participating beginning Monday, April 13, 2020 - Thursday, April 30, 2020. No food donations will be accepted prior to April 13.

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As of March 11, 2020:

Steps you can take to prevent spread of flu and the common cold will also help prevent  
**2019 Novel Coronavirus:**



**Wash your hands often with soap and water. If not available, use hand sanitizer.**

**Avoid touching your eyes, nose or mouth with unwashed hands.**



**Cover your mouth and nose with a tissue, or if you don't have a tissue, cough or sneeze into your upper sleeve or inner elbow.**

**Avoid contact with people who are sick.**



**Please stay home if you are sick.**



**Coronavirus (COVID-19):**

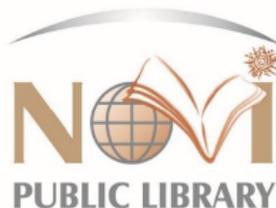
With the U.S. reporting a limited number of Coronavirus (COVID-19) cases, we felt it was important to share how we are monitoring the situation. While it's important to not panic, it does make sense to stay informed and follow basic tips to protect yourself and those around you. We are urging all library guests and staff to help us by following these simple, yet effective strategies:

- Please stay home if you are sick.
- Avoid contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue, or if you don't have a tissue, cough or sneeze into your upper sleeve or inner elbow.

**NPL is providing:**

- Access to 6 sanitizing stations throughout the library (1 at Welcome Desk, 2 on 1<sup>st</sup> floor and 2 on 2<sup>nd</sup> floor, 1 in Teen Space)
- Daily cleaning of all our public and staff restrooms
- Additional cleaning of our public computers as well as door handles, hand railings, elevator buttons
- Suspension of the play area toy collections to avoid germ contamination
- Drive up window service: Call at least 30 minutes ahead (248-349-0720) to have holds moved to either our After Hours Lockers or Drive-Up Window.
- Access to hundreds of digital books, magazines, and audiobooks for your electronic devices from the comfort of home by visiting us at [www.NoviLibrary.org](http://www.NoviLibrary.org)!

Staff are regularly monitoring information from the City of Novi, Oakland County, the State of Michigan and the Center for Disease Control. Please contact Julie Farkas, Library Director at 248-869-7233 if you have any questions.



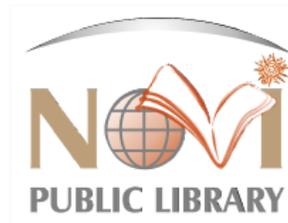
# **Have questions and concerns about the Novel Coronavirus 2019 (2019-nCoV)?**

**Facts about 2019-nCoV**

**Oakland County Health Division**

**[Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus)**

**[CDC.gov](https://www.cdc.gov)**



As of March 2, 2020



### Adult Programs



### Teen/Tween Programs

### What's Happening at NPL...



#### Thank You, Novi Educational Foundation!

We would like to send a huge thank you to the Novi Educational Foundation (NEF) for a \$500.00 grant to purchase a new ping pong table for students to use in Teen Space. The new table will be unveiled on Monday, March 2 at 2:30pm! All are welcome to join us in Teen Space to celebrate!

#### Stop By the Library Café Before Work or School!



**Monday-Thursday**  
7am-7:30pm  
**Friday**  
7am-5pm  
**Saturday & Sunday**  
9am-5pm

Aside from a full line of crafted Starbucks beverages, the café also offers a great selection of fresh salads, sandwiches, flatbread pizza, soups, and more!

When you stop in, be sure to join their loyalty program to receive rewards and stay in the know! Also, [follow them on Facebook!](#)

#### Novi High School's Incubator Showcase



**BeTWEEN the Pages**  
**Tween Book Club**




Join  
**TAB**  
TEEN ADVISORY BOARD

**Teen Space**  
Mon-Fri, 2-5pm



**Youth Programs**

**LEGO CLUB**



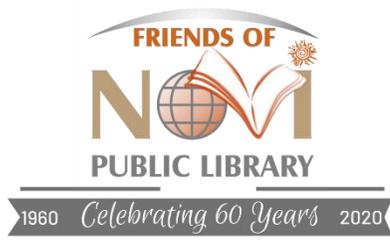
**SEW FUN!**  
SEWING WITH ELENA VICTORIA



**PICTURE THIS!**



**MUSIC TOGETHER**  
WITH KIDS IN HARMONY

**Keleidoscope Program**  
[Booking Passage](#)  
[We Irish and Americans](#)  
**Wednesday, March 18**  
**7:00 P.M.**



Students of Novi High School's Incubator Class will showcase and inform about the On Purpose Kids and Sketch N' Hatch products co-created with students of Novi Elementary Schools. Creativity and entrepreneurship development activities will be held at the event.

\*Items will be available to purchase.

**Monday, March 2 at 6:30pm**

**Novi Public Library**

**No registration required.**

**[Click here to view the Incubator Showcase flyer.](#)**



**Highlight On: Adobe Workstation**

The Adobe Workstation has the entire Adobe suite programs and has its own dedicated computer located in the iCube. If you aren't familiar with

the Adobe suite, it contains a bundle of software consisting of: Photoshop, Illustrator, Acrobat DC, InDesign, XD, Lightroom, Premiere Pro, Premiere Rush, Dreamweaver, Animate, Character Animator, and After Effects, to name a few.

At the Adobe Workstation, you can work on existing projects or create new ones! The creativity is all yours!

The Adobe Workstation is a "GREEN" level usage. You can use the station without supervision for the Do It Yourself projects. It is



A poet who documents and celebrates his Irish heritage, Thomas Lynch will talk about his writing and about his links to his

ancestral home in Ireland. For artists, as well as writers, this is also an opportunity to learn more about a month-long residency in Ireland supported by the Lynch & Sons Fund for the Arts.

Register by calling 248-349-0720 or [click here](#).



### Census 2020

The Novi Public Library is your place for the 2020

Census. Seeking information, need to find details. NPL is your place with our Guide to the 2020 Census available at both the first and second floor Information desks. In addition, we have US Census guides available in 12 different languages. These can be found in our International Collection. **For up to date information online try [Census.gov](http://Census.gov). Information is available there in over 50 languages. NPL has 31 computers that can be used to file Census information and all provide privacy when filing.**

### Novi Community Events

available on a first come, first come basis, so we ask that you be respectful of others that may want to use it as well.

**If you have any questions or would like to set up an appointment with an iCube staff member, please email [icube@novilibrary.org](mailto:icube@novilibrary.org).**

**iCube Hours: Please call the Library to inquire for each week.**

### Now on Display: Parkview Elementary

#### Personal Expertise Books



These personal expertise books were written by second graders at Parkview

Elementary. Each student chose a topic that they know a lot about and then they used their personal knowledge to write the text. After writing the informational text, they used Google Slides to add text features like pictures with caption, headings, bold words, and glossaries. This writing piece was an introduction to the format of informational writing: introduction, multiple subtopics, and conclusion. The students worked very hard on their pieces and are very excited for the Novi community to be able to read them!

**If you would like to view the student's personal expertise books, there is a green bin located on top of the bookshelf near the children's computers.**

**A Day of Fashion, Food, Raffles and More Coming to NPL This April!**



Introducing a Novi Community Group for Parents & Guardians of LGBTQ+ Kids

**Wednesday, March 4, 7-8pm  
Novi Public Library**

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

**Group meets the first Wednesday of each month. No registration required.**

For more information, contact [adriennehaslam@gmail.com](mailto:adriennehaslam@gmail.com).  
[Click here to view the flyer.](#)

### City of Novi



**Nature. Nurture. Novi.**

Join us as we learn from local environmental professionals about various topics and what you can do to

help. Any and all ages welcome!

**Community Cats-How Can You Help with TNR (Trap, Neuter, Return)?**

Wed, March 4, 7-8:30pm  
Novi Civic Center

**Novi Nature Night: All About Bats**

Thu, March 12, 7-8:30pm  
Novi Civic Center



NPL is the place to be on **Sunday, April 19 from 2-4pm**. Join us for a fabulous afternoon of women and men's fashion, delicious food, live music, vendors, and raffles!

Each guest attending will receive a complimentary ticket to the Michigan International Women's Show (\$13 value), held at the Suburban Collection Showplace, April 30-May 3, 2020.

**Tickets: \$25. To reserve your spot, contact the Administration Office at 248-869-7204. [Click here for more information.](#)**

**Starting April 1, 2020!**



ALLEVIATING HUNGER IN SOUTHEASTERN MICHIGAN

As part of our celebration of **National Library Week** and the theme of "**Find Your Place at the Library**," this year, NPL is again partnering with Gleaners Community Food Bank and other TLN libraries to collect non-perishable food items to help feed hungry children, seniors, and families in our community.

**Who:** Anyone with outstanding overdue fines. Currently fine-free? The Food for Thought segment of this program is for you!

**Where:** Novi Public Library

**When:** Wednesday, April 1 - Thursday, April 30

**What:** We will forgive \$1 in fines for each item brought in, up to 10 items per day.

Non-perishable food items that meet the following criteria will be accepted: unopened, original label still intact, and expiration date of October 1, 2020 or later.

[Click here to download the Food for Fines/Food For Thought flyer.](#)

*Thank you for joining us in the fight against hunger in Southeast Michigan!*

Pre-registration required by calling 248-347-0414.

[Click here to view the flyer.](#)

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## Novi Photography Club



Photo Credit - Brett Farkas

On Wednesday, February 12, the Novi Photography Club gathered for an Awards Presentation to the first and second place winner of the City of Novi Photographic Exhibition that took place in January.

Congratulations to the following winners, based on visitor votes:

### **Robert Hagopian, Novi Photography Club 1st & 2nd Place: "Pere Marquette"**



### **3rd Place: "Grand Haven Lighthouses"**



### **Michael Allie, Novi Photography Club 1st Place: "Sunset at Sea"**



**1st Place: "Circe"**



[Click here to find out how you can get involved with the Novi Photography Club!](#)

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

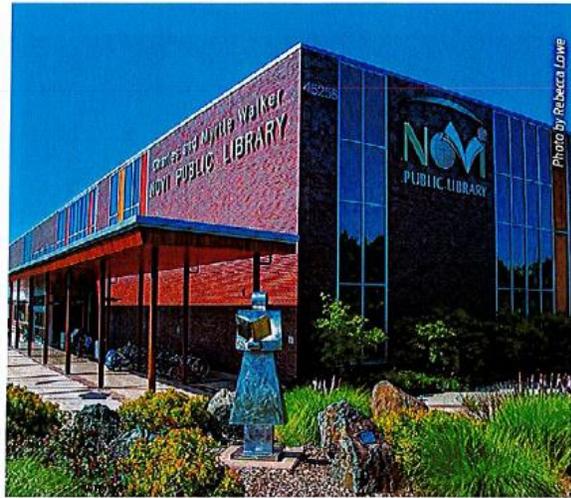
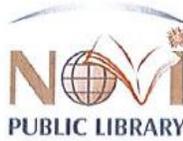
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# On Your Mark...

## Novi Library's Youth Center transforms space for kids' events

By Laura Fawaz

A big, shiny red race car once called the Novi Public Library home. After 10 years, it has now been moved to the Novi Civic Center, giving the library a blank canvas of space to create a new and improved youth area.



"This opened 200 square feet of space, because before that they were just using the outside rectangle around the car," said Dana Brataniec, communications coordinator for the Novi Public Library.

Brataniec said that the Novi Special Race Car was moved to the Civic Center on October 30, 2019, after a collaboration between the Novi Public Library and the City of Novi.

The youth division has sections for babies to sixth grade, and the choice to have it moved came down to providing a safer space for the visiting babies and toddlers, as well as adding more seating areas for their parents and caretakers. Also, people who may not visit the youth section of the Library will now be able to enjoy it at the Civic Center.

Brataniec said renovations in the youth area were planned by youth librarians Kathleen Alberga, Emily Brush, Linda Brewin and Kirsten Malzahn, as well as April Stevenson, who is head of Information Services.

Situated next to the story time room, the youth center holds puzzles, educational toys for all babies and toddlers, action figures, a dollhouse, gymnastic slides and chairs, and much more. It also includes story time backpacks, which are filled with themed items, including a book and toys. They are a hot item – the hooks where they sit are empty as all 50 are almost always checked out!



The library holds regular programs such as story time, with a variety of times for each age group; baby time; an interactive lap time; and a new Lego club for grades K-4 that meets once or twice a month. This has been so well received that the hours were extended from 45 minutes to an hour and a half.

"We have them all lined up on top of the shelf so once the kids make their item they can come and see it on display, and they can name it too," Brataniec said.

Another regular library event is Trivia Night, held at Paradise Park on the second Wednesday of every month. This is geared toward everyone – families, friends, couples, kids, etc. It is held inside the building near the arcade games, so if parents want to, they can come, hang out and play trivia while also keeping an eye on their kids.

Brataniec gives credit to the Friends of the Novi Library as a major backer of the library.

"They are an amazing group of volunteers that advocate for us and raise

STORY TIMES

MONDAYS

Baby Time - 10:15am

Tot Time - 11:15am

TUESDAYS

Time for Threes - 10:15am

Time for Twos - 11:15am

WEDNESDAYS

Tot Time - 10:15am

THURSDAYS

On My Own - 2pm

SATURDAYS

Family Story Time -

10:15am & 11:15am

Novilibrary.org    248-349-0720

Library continued on page 10



Library continued from page 8

money for the library," Brataniec said.

Another library initiative is the Kaleidoscope Program, sponsored by the Friends of the Novi Library. There are six programs a year and in every season. At each program they invite speakers, such as last year's Lisa Ludwinski, the owner of Sister Pie, a Detroit Baking Company. Ludwinski brought cookies, and taught the audience how to make pies. This year's upcoming guest speakers include Bailey Sisoy Isgro, who is an author and owner of Detroit History Tours. Her book focuses on women's history and her own discoveries of amazing people, places and events.

The Novi Library is also introducing a new event this year called Spring Into Fashion. A fashion show and luncheon, it will be held on Sunday, April 19 from 2 p.m. - 4 p.m., and it is open to all guests ages 18 and up. Tickets are \$25 and

include food, music, raffles and a complimentary ticket to the Michigan International Women's Show.

In June, the library will be celebrating its 10th anniversary at its current site, and to mark the occasion, it will be hosting a special event on Sunday, May 31, with details coming soon.

As for now, the library is working on the last stages of the youth center renovation, which involve removing some of the long bookshelves.

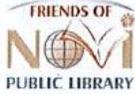
"We're very excited for the renovations, to make that space so much more fun for our littlest guest," Brataniec said. "It will be more interactive."

Her hope is that these attendees will tell their friends and family about this new space, bringing in more guests.

"Even ones who haven't heard of us, you don't even have to be a Novi resident to attend," Brataniec added.

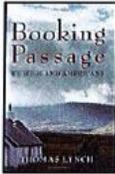
She added that anyone could visit the Novi Public Library and take part in the events. As long as you have a library card from any TLN (The Library Network) shared system library, it can be used at the library to check out a book.

For any questions on regular programming or upcoming special events, contact the administration office at (248) 869-7204.



## KALEIDOSCOPE SERIES

### SPRING 2020



**Wednesday**  
March 18, 2020

**BOOKING PASSAGE: WE IRISH AMERICANS**  
Thomas Lynch, poet, essayist

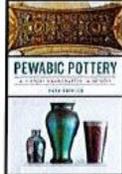
A poet who documents and celebrates his Irish heritage, Thomas Lynch will talk about his writing and about his links to his ancestral home in Ireland. For artists, as well as writers, this is also an opportunity to learn more about a month-long residency in Ireland supported by the Lynch & Sons Fund for the Arts.



**Tuesday**  
April 28, 2020

**MICHIGAN SUFFRAGETTES**  
Bailey Sisoy Isgro, author, owner Detroit History Tours

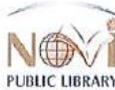
By popular demand, Bailey returns! She will talk about what led to her next-to-be-published book, *The Suffragette Who Joined the Circus*. Her presentation will focus on women's history and her own discovery of some amazing people, unique places and forgotten events.



**Tuesday**  
May 19, 2020

**HANDCRAFTED IN DETROIT**  
Cara Catallo, Pewabic Pottery

Now internationally famous, Pewabic Pottery originated in a stable in 1903. Horace J. Caulkins and Mary Chase Perry relocated their studio to an English Tudor building in 1906, now a National Historic Landmark, which has served as an exhibit and event space, as well as a studio, for more than 100 years. Pewabic Pottery is dedicated to handcrafted ceramics and tiles, many of which can be seen as architectural detail in major cities across the country, not just in the Detroit area.



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

Programs begin at 7:00 P.M.  
Free, but reservations are requested.

## Information Technology Report by Barbara Rutkowski – February

### General

- The Information Technology Staff closed 21 Help Desk tickets.
- The 3D Committee printed 10 objects for patrons.
- A shipment of 15 arms was sent to North Carolina for distribution at a Different Heroes event. Different Heroes is a private non-profit organization that provides assistance and encourages the acceptance of limb differences.
- Charlie and Barb attended a training session on Protecting Your Network from Cyber Threats.
- Charlie, Dominic and Barb completed the Full Spectrum Laser Safety curriculum.

### iCube

- 993 guest visits and 4 tours
- Below is a portion of an email we received from one of our guests.

<SNIP>

*The day before we left for Florida, I spent some time with the Cutting Machine in the iCube Makerspace and made a few decals to bring to spruce up my golf cart.*

*As you will see in the attached photos, I was able to add a Spartan logo, old English "D" for Detroit Tigers, a name for the front of the cart and a message for the rear of the golf cart for others to read as I pass them by.*

*I have received several positive comments about these design additions and many looks of jealousy when I inform people that this is one of the many tools available to me at my local library.*

<SNIP>



- Met with volunteers willing to share their talents using the iCube equipment with others.
- Embroidery software was purchased for use with our Topaz 40 sewing machine.
- Held a drop-in Bullet Journal workshop.
- Held a session on using the Cross Stitch creative kit and the sewing embroidery machine.
- Demonstrations were given on:
  - Laser engraver
  - Adobe Creative Suite
  - FastFoto scanner
  - Cricut/Silhouette vinyl cutters
  - Heat Press
  - Creative Kits

#### Upgrades

- Routine updates were installed on staff and public workstations.
- Articles covering training subjects were added to the wiki.

#### Training

- IT Staff held 26 patron sessions:
  - 8 VHS to MP4/DVD
  - 1 Photo-editing with GIMP/Inkscape
  - 17 Tech Time patron sessions – topics included:
    - Overdrive/Libby
    - Using the FastFoto scanner
    - Using the Muse laser engraver
    - General Window tips
    - TinkerCAD
- IT Staff held 9 staff sessions:
  - Using the iCube Carvey (3D Carving Device)
  - Phone system
  - Using the iCube Laser Engraver
  - Using the 3D printer
  - Using Adobe InDesign

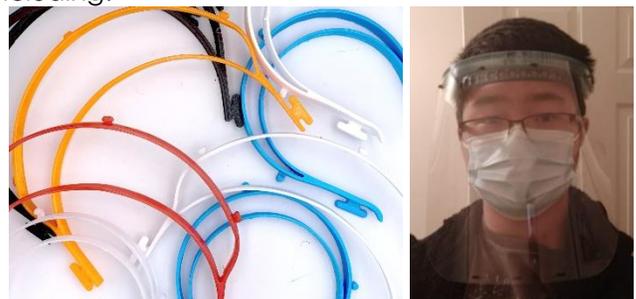
### **Information Technology Report by Barbara Rutkowski – March**

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

The Novi High School Frog Force Robotics team has been using 3D printers to create face shields to protect health care professionals.

250 face shields were distributed to various groups including:

- Local Doctors c/o the Michigan Chinese American Coalition
- Novi Police Department
- Novi Fire Department
- Community EMS
- Forgotten Harvest for food distribution
- Priority Care Pediatrics
- Advantage Care Living Centers
- SKLD (Skilled Nursing facility)



Enough PETG face shield material was obtained to print another 800 shields since requests have been received from the DMC, Novi Police Department, Fox Run and other groups.

## General

- The Information Technology Staff closed 21 Help Desk tickets.
- The 3D Committee printed 10 objects for patrons.

## iCube

- 552 guest visits, 3 tours
- Demonstrations were given on:
  - Laser engraver
  - Adobe Creative Suite
  - Creative Kits
- Assisted staff to create wood engraving for public display
- Assisted staff to create laser engraved objects for Rotary function
- Created staff name badges on the Muse Laster
- Training documentation has been created for most of the iCube equipment

## Training

- IT Staff held 17 patron sessions:
  - 4 VHS to MP4/DVD
  - 4 Muse Laser
  - 9 Tech Time patron sessions – topics included:
    - Google Photos
    - Laser design consult/Inkscape
    - Using the FastFoto scanner
    - Overdrive/Libby
    - ABC Mouse
    - Downloading e-content
    - Using the Muse laser engraver
    - General Window tips
    - TinkerCAD
- IT Staff held 2 staff sessions:
  - Using the iCube Carvey (3D Carving Device)
  - Using Adobe InDesign

## Conferences, Workshops, Webinars & Podcasts

- Daily Management Team conference calls
- Policy Committee meeting conference call
- IT Department conference calls
- Lending Library Committee meeting conference call
- TLN Technology Committee conference call
- Pivoting to Remote Work — COVID-19 Response
- E-Learning with MakerBot – 3D Printing
- Essentials of WordPress
- Scams, Fraud and Identity Theft and How Libraries Can Help
- Librarians Respond to Coronavirus and Other Pandemics
- Coronavirus (COVID-19) Pandemic - Considerations for Early Childhood Professionals
- COVID-19 Tele-Town Hall with the director of Michigan's Department of Labor and Economic Opportunity
- COVID-19 Tele-Town Hall with President of Small Business Association of Michigan answering questions about impact of executive orders on small businesses
- COVID-19 Tele-Town Hall with Senator Gary Peters about the coronavirus stimulus bill currently being considered in the U.S. Senate
- COVID-19 Tele-Town Hall with SBA Michigan District Leaders

## **Facilities Report by Keith Perfect (February - April 10, 2020)**

In the past month the Facilities Department has closed 31 Facilities tickets, 153 Meeting Room Requests and has updated 380 Periodic Maintenance tickets.

Facilities Staff has accepted 6 large book donations at the receiving door.

2 Gaylord pallets of discarded books were shipped to Thrift Books for re-sale or recycling.

One large order of janitorial supplies was received.

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

All Novi News archive books have been moved from the second floor storage room to an off-sight storage facility.

An additional CO2 fire extinguisher was added to the I-Cube room.

Fan motors in Mixing Boxes 3 and 7 were replaced by vendor.

Two pendant lights in main lobby received new ballasts and three of them received new bulbs.

The air filter in the vestibule air curtain was replaced.

A new section of shelving was added in-front of the Teen Stop room.

Several bags of leaves were cleaned up from the loading ramp, main entrance area and drive-thru lane.

All AST sorting bins have received new batteries and were vacuumed out.

All high contact surfaces in public areas such as all tables, chairs knobs, wall mounted games, window ledges, computer screens, keyboards and mouse, card readers, scanners, copy machine, services desks, elevator buttons, elevator handrails/wall panels, key fob swipe pads, counters, I-Cube tables and equipment, tops of chest high shelves all meeting room tables and chairs, window ledges along the West wall on both floors have been sanitized at least once since the closure to the public. All sanitization of door knobs and other high-touch surfaces used by the limited number of in-building staff is on-going during the closure.

All staff workstations, keyboards, monitors, mouse have been sanitized since the closure/limited on-site staff. Sanitization of workstations used by essential staff is on-going on a daily basis.

All Legos from the Youth Activity room have been heavily sanitized and stored until their next use.

The main stairwell received a full restoration. The gray side panels were polished to remove small scratches, stains, scuffs. The toe-kick plates were scrubbed and polished. The ceramic tile was scrubbed and mopped. The handrails were sanded, stained and re-varnished to repair ten years of wear and now has a uniform appearance and will help maintain sanitary conditions as the restored finish will be easier to clean.

The large meeting room storage closet floor has received a new coat of paint and looks like a new floor.

85% of all tables in the public areas received some restoration as well. This includes the study room tables. The table edges that once had ten years of wear were also sanded, stained and re-varnished. This will also provide more sanitary conditions as it too will be easier to clean.

The staff break room dining table and dining counter also received sanding, staining and re-varnishing of the worn edges to erase ten years of use. This will also provide more sanitary conditions as it too will be easier to clean.

All equipment and furniture in break room has been sanitized.

All carpet and upholstery throughout the building has been cleaned by vendor.

All trash was removed from the outdoor bioswales.

A dehumidifier tank was replaced by vendor on the Server Room HVAC unit.

All restrooms have been steam sanitized by vendor. Daily sanitization of staff restroom fixtures is on-going during this closure.

The Facilities team has participated in sanitization webinars/training.

The Facilities Team has been in close communication with Director/Managers via email and conference calls while practicing safe social distancing and following state/federal and local guidelines and recommendations.

All sanitization methods performed by Facilities staff have been approved by the CDC following their recommendations.

## **Information Services Department Report by April Stevenson - February**

### **News and Notes**

- The Information Services Department offered 112 programs.
- April provided a building tour to the AKA Sorority.
- Genre stickers have been added to the YA fiction and YA audiobooks to make it easier for our guests to browse these collections. Thank you Lindsay, Kirsten, and Tech Services.
- April met with MSU Tollgate Director, Mike Mathis to discuss future programs.
- April and Julie met with Paradise Park owners Jeffrey and Theresa Wainwright to discuss summer and fall programs.
- Shannon added 2020 Census Guides in different languages.
- Emily hosted the ECEC Special Education Classroom field trip to NPL.

### **Conferences, Workshops & Webinars**

- Vidcode webinar – Katie, Sarah, and David
- Library of Michigan Ready to Read webinar – A Parade of Elephants – Kathleen, Kirsten
- What's New in Children's Literature - Emily
- YALSA virtual meeting on Connected Learning - Lindsay

### **IS Staff Out & About**

- Mary attended the Midwest Craft Con.
- Shannon had an information table at the PTA meeting at Novi Woods.
- April met with the new Marketing Manager at Barnes and Noble.
- Kathleen and Emily visited the special needs classrooms at Hickory Woods Elementary.
- Gail and Hillary attended Toast of the Town.
- Shannon met with Siena Literacy Center to provide information on how we run our English conversation group.
- Emily visited ECEC (14), KinderCare, Little Birds Montessori, Novi Woods Montessori, Beck KinderCare.
- Betty attended the Villa Barr strategic planning meeting.
- Shannon met with MSU Tollgate to plan for Hanami Festival, and attended several meetings and rehearsals for the Hinamatsuri Festival.
- Hillary and April attended the Lunch & Learn presentation by Richard Sheridan, (Chief Joy Officer).

### **Adult Programs & Displays**

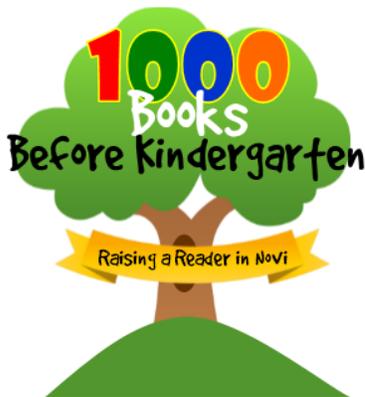
- Pride and Joy – 28
- Chasing Coral Film – 8
- Listen @ the Library Cellist Christine Lamprea – 103
- Help! My Child Won't Listen – 10
- Going Global: Challenges and Benefits to Working Abroad – 24
- Guardians of Detroit - 56
- Our Feature Collection included books related to Black History Month.
- Additional display featured "Fight the Chill" steamy romance books.
- The fireplace area featured a table with books, movies, audiobooks, and graphics by black authors/artists and/or featuring black characters.
- Desk display was Top 10 Most Checked-Out Books of 2019.
- Business Kiosk displayed "2020 Vision, Business Plans and Analytics."

### **Tween/Teen Programs & Displays**

- SAT Practice Test – 49
- SAT Scoreback session – 60
- Teen Space Cookie Decorating - 55
- Teen Stop featured a passive program on Library Lovers' Month, inviting teens to write down why they love NPL.
- The Teen Stop Display featured young adult fiction written by black authors in recognition of Black History Month.

**Youth/Family Programs & Displays**

- Mini Masterpiece – 20
- Dramatic Play Group: Bakery – 120
- Stuffed Animal Sleepover – 29
- Crafternoon – 6
- First floor reference desk display was book covers with themes of friends, love, and family.
- Our Youth Feature Display featured Black History Month.
- Our Youth DVD Display featured movies on Black History Month



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

- # of active participants logging 100 books or more: 376
- # of logs received to date: 1,503
- # of paper logs submitted this month: 20
- # of online logs submitted this month: 14
- # of books read this month: 3,400

100 Books – 376	600 Books – 107
200 Books – 242	700 Books – 97
300 Books – 192	800 Books - 83
400 Books – 140	900 Books – 74
500 Book – 124	1000 Books – 68



**Library Lovers' Month in Teen Stop**





**Dramatic Play Group: Bakery (Feb. 27th)**



**NPL International Librarian, Shannon O'Leary performing at the Hinamatsuri Festival at the DIA.**

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

- Videos Produced:
  - Story Times: 6
  - Crafts: 5
  - Digital Resources and Online Tools: 1

- Greek Poetry: 1
- Added free additional Tumblebook databases to the website for guests to access.
- The Novi Public Library is featured in YALSA's Teen Intern Program Toolkit.
- Added an online teen scavenger hunt to our website.
- Created a Spring into Reading online program for all ages.
- Created "Free Online Resources to Share with Children at Home"
- Worked with Hickory Woods Elementary to promote Novi Library online tools to students.
- Started three book discussions on Goodreads.
- Updated Ancestry access to outside of the building.
- Researched and added resources supporting businesses and job seekers during the Coronavirus disease (COVID-19) Pandemic.
- Created an Early Literacy BINGO Activity sheet for parents.
- Met with Chamber Ambassador group, including Novi Chamber Director and rep from Senator Runestad's office. They checked on businesses to determine their needs.
- Created a survey for teens on their favorite book of the year.
- Created an Instagram for our teens, Novi Public Library Teens.
- Created a Teen Poetry contest.
- Created a library podcast.
- Created a foreign language word of the day to teach staff work vocabulary.
- Added several US census guides in Chinese (Simplified & Traditional), French, German, Gujarati, Hindi, Japanese, Korean, Marathi, Russian, Spanish, Tamil, and Telugu to the Adult International Shelves

### Conferences, Workshops, Webinars & Podcasts

- American Association of School Librarians Creating a Professional Development Digital Library
- American Library Association Dewey Decibel Podcast: Diversifying Comics
- American Library Association Dewey Decibel Podcast: Saving Cinema
- American Library Association Webinar- Libraries and COVID-19: Providing Virtual Services
- Beanstack Town Hall
- Beyond Story time: the Care and Feeding of Teens at Your Library
- Booklist's Podcast: Shelf Care Interview with Jason Reynolds and Ibram X. Kendi about their book Stamped
- Booklist's Springing Forward: Books For Young Readers
- Caring for Each Other: Sesame Street in Communities Resources for Health Emergencies with Families Now
- Communicating Across Cultures
- Coronavirus (COVID-19) Pandemic - Considerations for Early Childhood Professionals
- COVID-19 Tele-Town Hall with the director of Michigan's Department of Labor and Economic Opportunity
- COVID-19 Tele-Town Hall with President of Small Business Association of Michigan answering questions about impact of executive orders on small businesses
- COVID-19 Tele-Town Hall with Senator Gary Peters about the coronavirus stimulus bill currently being considered in the U.S. Senate
- COVID-19 Tele-Town Hall with SBA Michigan District Leaders
- Creating a Professional Development Learning Environment

- CreativeBug – Leather Journal
- Customer Service in the Field
- Developing Cross-Cultural Intelligence
- Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion
- EmbraceRace "Supporting children in the struggle against COVID-19"
- Evanced Sign-up Webinar
- Get Set for Kindergarten: 10 Ways to Prep Your Preschoolers
- Healthy Living at the Library webinar about options for health programs for library staff and guests
- Help Kids Learn at Home with Miss Humblebee
- How to Actually Get Work Done at Home by 10% Happier podcast
- How to Read the Cultural Environment
- Increasing Quality in Youth Programming
- Ingram's Adult Book Buzz webinar
- In the Middle of It All: Books for the Middle-Grader in All of Us
- It's About Equity! Let's Tackle Information Poverty
- Libraries and Covid-19: Providing Virtual Service-
- Library 2.0: Libraries Stepping Up! Serving the Needs of Patrons in Crisis
- Library 2.0: Preparing Your Digital Branch for Increased Use
- Library 2.0: Self-Care During a Crisis: Breathe, Think, and Grow
- Library 2.0: Why and How to Promote Your Online Services During the Quarantine
- Library of Michigan: Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections webinar
- Lynda.com – Customer Service, Handling Abusive Customers
- Lynda.com – Wordpress
- Lynda.com – Working from home
- Lynda.com – Zoom Instruction
- Managing Diversity
- Managing the Impact of COVID-19 on Nonprofits
- Marketing to Diverse Audiences
- MEL: Support Remote Learning and Digital Resources, Britannica Content and Resources
- MCLS Working From Home Webinar
- Michigan Department of Education: Essential Instructional Practices in Early Literacy Pre-K online course
- MiYouth Virtual Programming and Resources
- Multinational Conversation in the Workplace
- National Library of Medicine, Health Programming for Summer Reading Webinar
- Penguin Random House Morning Book Buzz
- PLA, eBooks for all Update
- PLA, Public Libraries Respond to Coronavirus
- Project Outcome: Taking Action Using the Results
- Read by Grade 3 Webinar
- Ready 2 Read: 1,000 Books Before Kindergarten (Montana State Library)
- Ready to Read Michigan: A Parade of Elephants
- Remote Working: Setting Yourself and Your Teams Up for Success
- School Library Journal: It's About Equity! Let's Tackle Information Poverty

- SEMCOG University: Sharing best practices during a pandemic" webinar
- Social Interactions for Multinational Teams
- Spring Forward Books for Young Readers
- STEM for Little Sprouts
- Success with Beanstack webinar
- Vidcode 101
- WebJunction: Addressing the Legal Information Needs of Immigrants and Non Native Speakers
- WebJunction: Dealing with Difficult Patrons
- WebJunction: Eliminating Late Fines is a Win-Win for Your Library and Community
- WebJunction: Graphic Novel Collection and Programming
- WebJunction: Supporting Connected Learning for Youth in Libraries with "Connectedlib Toolkit"
- What's New in Children's Literature 2020
- Writing Box Program
- YALSA T3 training
- YALSA Teen Learning Environments
- YA-Y! The Latest Reads for Teens

### IS Staff Out & About

- Japanese Hinamatsuri Festival at the Detroit Institute of Arts
- ABWA March meeting with leadership speaker Tom Borg
- Leadership Lunch and Learn with Richard Sheridan

### Adult Programs & Displays

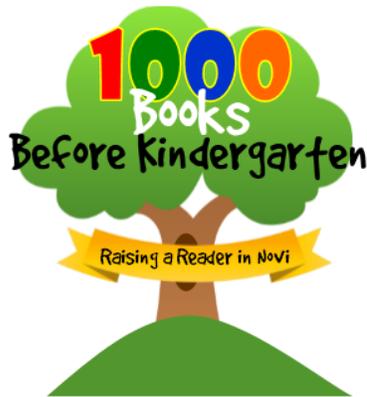
- Monoprinting 101- 18
- Incubator Showcase – 13
- Time to Destress - 20
- Pride and Joy – 30
- Reference USA Training – 6
- Influential Thinkers: Aristotle's Ethics - 38
- Our Feature Collection included books on Women's history.
- Additional display featured
- Desk display was Top 10 Most Checked-Out Books of 2019.
- Business Kiosk displayed featured books to aid guests in filing their small business taxes.

### Tween/Teen Programs & Displays

- Teen Stop featured a passive program to recognize March is Reading Month. Teens can write down their favorite book and put it on a star.
- The Teen Stop Display featured young adult fiction recommended by our Teen Advisory Board (TAB) members in recognition of March is Reading Month.

### Youth/Family Programs & Displays

- First floor reference desk display was book covers with themes of friends, love, and family.
- Our Youth Feature Display is March is Reading month.
- Our Youth DVD Display featured movies on Women's history



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

# of active participants logging 100 books or more: 379

# of logs received to date: 1,528

# of paper logs submitted this month: 8 (does not include ALL print logs this month due to library closure - the rest will be added to next month's stats)

# of online logs submitted this month: 17

# of books read this month: 2,500

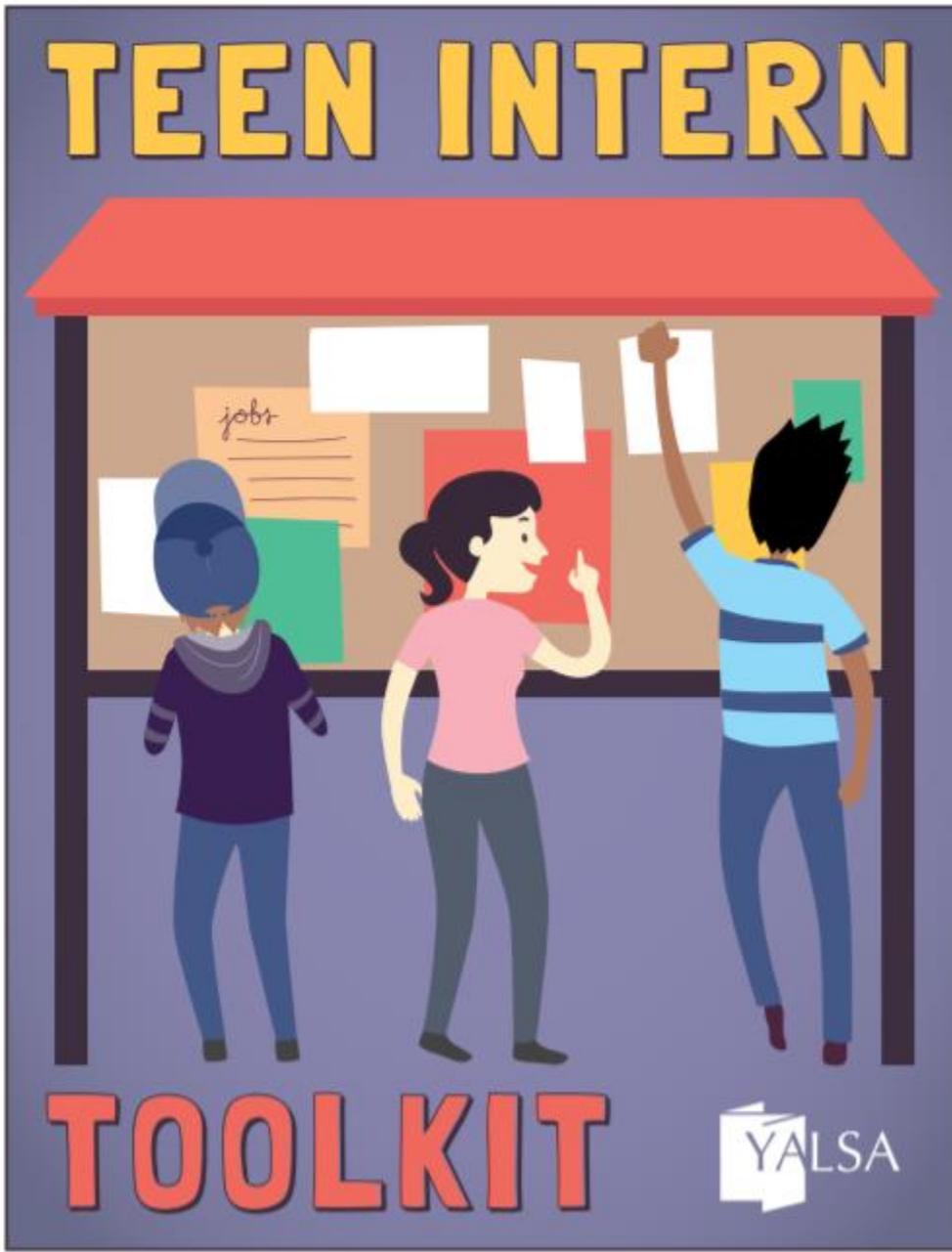
100 Books – 379	600 Books – 109
200 Books – 245	700 Books – 99
300 Books – 194	800 Books – 86
400 Books – 144	900 Books – 78
500 Book – 126	1000 Books – 68



**Teen Stop March is Reading Month Display**



**LEGO Club is going strong.**



Lindsay was the Project Coordinator for this toolkit.

## Support Services Department Report by Maryann Zurmuehlen - February

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended a Policy Committee meeting on February 10<sup>th</sup>.
- Attended a Lending Library Committee meeting on February 18<sup>th</sup> and March 3<sup>rd</sup>.
- Presented to an HOA on February 25<sup>th</sup>.
- Attended a Lunch & Learn presentation by author Richard Sheridan (*Chief Joy Officer*) on March 3<sup>rd</sup>.

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

- A TLN Calling Tree Test was completed on December 11<sup>th</sup>. All of the libraries at the bottom of the calling tree received the call. This is the first time the test has been 100% successful.
- A CARL update will occur in the evening hours of March 17<sup>th</sup>.
- The billing formula for system libraries was revised and approved.
- The TLN Circulation committee's "Damaged/Missing Policy" was approved.
- Inkster Library will be reopening in late March.
- Beta testing of the autorenewal of items will begin after the update.
- Parameters for autorenewal of patron library cards are being investigated.
- February 27<sup>th</sup> meeting was canceled due to the inclement weather.
- CARL passwords will change on March 24<sup>th</sup>. New passwords will be distributed before then.

### Circulation & Shelves

- Current positions open include an 18-hour Outreach Clerk, a 19-hour Outreach Driver, and a 12-hour Shelves.
- Outreach has resumed normal delivery after the lockdowns of Fox Run during January.
- Working on FY 19-20 Goals.

### Tech Services

- Current projects include: Genre Stickers for YA Collection and the Lending Library Collection.
- Nancy Bohdan has announced her retirement after almost 24 years at Novi Library. Her last day is March 20<sup>th</sup>. Please wish her well on this next phase of life!
- Working on FY 19-20 Goals.

### Statistics (February 2020)

- **Library Cards Issued: 284**
- **Items Checked Out: 66,778**
- **Items Interloaned for NPL Patrons: 4,428 (76 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,871 (164 through MeLCat)**
- **Items Added to the Collection: 1,067**
- **Items Discarded from the Collection: 2,143**
- **Novi School's Card Registration: 2**
- **MAP Checkouts: 4**
- **Outreach:**
  - **8 Facilities Visits / 41 Items Checked Out**
  - **6 Book Discussions / 107 Items Provided**

## Support Services Department Report by Maryann Zurmuehlen - March Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended daily Management Team conference calls.
- Attended the webinar "Librarians Respond to Coronavirus and Other Pandemics" on March 26<sup>th</sup>.
- Attended a Lending Library Committee meeting conference call on March 27<sup>th</sup>.
- Attended a Brodart meeting conference call on March 30<sup>th</sup>.
- Attended the webinar "Mitigating COVID-19 When Managing Paper-Based Circulating and Other Types of Collections" on March 30<sup>th</sup>.
- Attended a Policy Committee meeting conference call on March 30<sup>th</sup>.
- Held a Supervisor meeting by Zoom on March 31<sup>st</sup>.

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

- A CARL update occurred in the evening hours of March 17<sup>th</sup>.
- Beta testing of the autorenewal of items will begin after the update.
- Parameters for autorenewal of patron library cards are being investigated.
- March 26<sup>th</sup> meeting was canceled due to Governor's Executive Order closing all Michigan libraries.
- CARL passwords change is postponed.

## Circulation & Shelters

- Current positions open include an 18-hour Outreach Clerk, a 19-hour Outreach Driver, and a 12-hour Shelver.
- A Shelver meeting by Zoom was held on April 3<sup>rd</sup>.
- Working on FY 19-20 Goals, required Lynda.com courses and webinars, and completing customer service training.

## Tech Services

- Current projects include: Genre Stickers for YA Collection and the Lending Library Collection.
- A 24-hour Technical Services Clerk position is currently open.
- Working on FY 19-20 Goals, required Lynda.com courses and webinars, and completing customer service training.

## Statistics (March 2020)

\*\*These numbers are lower due to the closure of the Library from 3/16/20 to 4/13/20 by the Governor's Executive Order due to the COVID19 Pandemic.\*\*

- **Library Cards Issued: 239**
- **Items Checked Out: 50,747**
- **Items Interloaned for NPL Patrons: 2,386 (59 through MeLCat)**
- **Items Interloaned to Other Libraries: 1,696 (66 through MeLCat)**
- **Items Added to the Collection: 855**
- **Items Discarded from the Collection: 1,226**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 0**
- **Outreach:**
  - 1 Facilities Visits / 14 Items Checked Out**
  - 0 Book Discussions / 0 Items Provided**

Services Provided During COVID-19 Closure				
	Total	Total Views	Total Likes	Total Shares
<b>Calls to Support Services</b>	40			
<b>Calls/Emails to Information Services</b>	53			
<b>Read Cart Items</b>	51			
<b>Calls to Technology Expert</b>	2			
<b>After-Hours Locker Pick-Ups</b>	10			
<b>Online Video Sessions</b>	13	*	*	*

\*See chart below for detailed stats

Video posts* March 16-April 4	Facebook		
Topic	Posted	1-minute views	Reactions, Comments, Shares
Craftastic Wednesday: Silk Scarf Painting	3/24	82	113
Craft: Linda: Stick Art	3/25	145	208
Storytime: Kathleen	3/30	29	15
Craft: Kathleen	3/27	56	34
Storytime: Emily - Bear Feels Scared	3/27	See YouTube	68
Storytime: Linda: Ducks	3/30	95	135
Bedtime Storytime Kathleen	3/31	98	163
Digital Services Tour [Hillary]	3/31	26	38
PBS invite to screen The Gene [David]	3/31	70	14
Storytime: Kirsten	4/1	114	168
Craftastic - Mary: Chalkboard Lettering	4/1	59	78
Storytime: Emily - Grumpy Bird	4/1	75	112
Craft Video YouTube Playlist	4/3	See YouTube	8
Julie: National Poetry Month	4/2	See YouTube	19

	Twitter	
	Posted	Engagement
Linda Storytime	3/31	6
Kathleen Bedtime Stories	3/31	16
Craft Video YouTube Playlist	4/2	6
Youth Storytime YouTube Playlist	4/3	8

Instagram				
	Posted	Reach	Likes	Video Views
Feed the Need Flyer	3/19	334	10	
Julie Video	3/20	359	24	217
Spring Into Reading Info	3/23	363	18	
Library Closure Information	3/23	354	11	
Hoopla	3/26	331	6	
Feed the Need Update	3/27	362	15	
Novi Teens Instagram	3/27	353	10	

Julie Video	3/27	356	25	175
Vitrual Tour of Digital Services Video	4/1	216	3	77
FrogForce Mask Info	4/2	313	26	
Julie Video - National Poetry Month	4/3	279	18	117

YouTube				
	Posted	Views	Impressions	
Message from Julie	3/20	872	150	
Craft Time with Miss Kathleen: Coffee Filter Butterfly	3/27	9	117	
Craft Time with Miss Linda - Nature Art	3/27	10	161	
Story Time with Miss Emily - Bear Feels Scared	3/27	16	172	
Story Time with Miss Linda - Ducks Away!	3/27	13	95	
Message Update from Julie	3/27	446	100	
Bedtime Story with Miss Kathleen - Where Do I Sleep?	3/30	9	71	
Story Time with Miss Kirsten - Max Cleans Up	3/30	10	53	
Story Time with Miss Emily - Grump Bird	3/31	11	54	
Virtual Tour of Digital Services	4/1	50	56	
Craftastic Online - Chalk Lettering	4/1	13	48	
Craftastic Online - Habotai Silk Scarf	4/1	7	144	
Baby Time with Miss Kathleen	4/2	8	88	
Craft Time with Miss Kathleen: Paper Plate Bunny	4/2	23	137	
Message from Julie - National Poetry Month	4/2	39	56	

We are able to save the videos that have been developed to date for archival purposes. Dana Brataniec and David Silberman will work with Barb Rutkowski on the project.

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	432	1,331	454	1,511	301	301	301	284	239				<b>5,154</b>
<b>Items checked out</b>	82,118	77,766	68,074	68,084	65,531	62,193	65,046	66,778	50,747				<b>606,337</b>
<b>Items borrowed</b>	5,468	4,818	4,568	5,132	3,990	4,169	5,795	4,428	2,386				<b>40,754</b>
<b>Items loaned</b>	4,019	3,605	3,614	3,711	3,411	3,247	3,753	3,871	1,762				<b>30,993</b>
<b>Read Boxes</b>	527	342	235	254	0	0	0	0	0				<b>1,358</b>
<b>MAP Checkouts</b>	11	22	4	1	0	2	4	4	0				<b>48</b>
<b>Novi School's Card Registration</b>	12	32	6	2	5	7	2	2	0				<b>68</b>

	March 2020	March 2019		March 2020	March 2019
Library cards issued	239	462			
Total checkouts	50,747	85,148	READ Boxes	Adult 0	0
				Youth 0	0
Items borrowed	TLN 2,327	5,306		Total 0	0
	MeL 59	89			
	2,386	5,395			
Items loaned	TLN 1,696	4,011			
	MeL 66	72			
	1,762	4,083			

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

Read Box Totals May 1 - October 30, 2019

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

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

**\*\*These numbers are lower due to the closure of the library from 3/16-4/13 by the Governor's**

**Executive Order due to the COVID19 Pandemic.**

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August	77,766	45.46%	35,354	7,261	5,722	3,201	7,037	10,749	1,384
September	68,074	45.33%	30,855	7,136	4,737	2,972	6,172	8,837	1,001
October	68,084	43.42%	29,561	6,782	4,521	2,742	5,872	8,654	990
November	65,531	43.85%	28,735	5,998	4,880	2,730	5,638	8,618	871
December	62,193	44.88%	27,915	6,405	4,638	2,730	5,623	7,595	924
January	65,046	43.20%	28,102	5,265	5,573	2,730	5,604	8,002	928
February	66,778	45.66%	30,490	6,951	4,635	2,547	6,101	9,379	877
<b>**March</b>	<b>50,747</b>	<b>41.81%</b>	<b>21,218</b>	<b>4,440</b>	<b>3,794</b>	<b>2,679</b>	<b>3,985</b>	<b>5,460</b>	<b>860</b>
April			0						
May			0						
June			0						
FYTD	<b>606,337</b>	<b>44.77%</b>	<b>272,751</b>	<b>58,421</b>	<b>45,197</b>	<b>26,468</b>	<b>53,953</b>	<b>79,486</b>	<b>9,226</b>

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

Library Usage									
2018-2019 Fiscal Year					2019-2020 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	49,562	4,656	54,218	1,807	July	37,288	4,188	41,476	1,383
August	36,668	4,163	40,831	1,317	August	31,987	4,304	36,291	1,251
September*	39,587	3,619	43,206	1,600	*September	43,711	3,783	47,494	1,696
October	39,602	3,400	43,002	1,387	October	33,571	4,205	37,776	1,219
November	35,017	3,177	38,194	1,364	November	32,056	4,138	36,194	1,341
December	27,557	3,022	30,579	1,092	December	29,670	3,982	33,652	1,246
January	30,059	3,237	33,296	1,110	**January	29,994	4,165	34,159	1,139
February	30,380	3,228	33,611	1,200	February	31,619	3,845	35,464	1,223
March	34,270	3,804	38,074	1,228	***March	17264	1802	19066	829
April	32,766	3,519	36,285	1,251	April				
May	30,631	3,424	34,055	1,261	May				
June	34,967	3,500	38,467	1,326	June				
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	287,160	34,412	321,572	1,266

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

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

Computer Logins											
2018-2019 Fiscal Year						2019-2020 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,256	70,042	1	73,299	2,443	July	2,599	76,972	6	79,577	2,653
August	2,869	55,316	3	58,188	1,877	August	2,304	62,034	4	64,342	2,076
September	2,552	59,641	2	62,195	2,304	September	2,194	71,569	9	73,772	2,732
October	3,242	83,123	1	86,366	2,786	October	2,603	85,278	1	87,882	2,835
November	2,511	73,548	0	76,059	2,716	November	2,249	68,998	6	71,253	2,545
December	1,977	62,202	0	64,179	2,292	December	1,892	49,485	5	51,382	1,903
January	2,426	59,867	0	62,293	2,076	January	1,877	53,164	3	55,044	1,835
February	2,387	62,768	0	65,155	2,327	February	2,003	65,275	6	67,284	2,403
March	2,706	71,829	2	74,537	2,404	<b>**March</b>	<b>931</b>	<b>25,930</b>	<b>2</b>	<b>26,863</b>	<b>867</b>
April	2,492	68,634	1	71,127	2,453	April					
May	2,480	62,519	1	65,000	2,407	May					
June	2,447	74,450	8	76,905	2,652	June					
<b>FYTD Total</b>	<b>31,345</b>	<b>803,939</b>	<b>19</b>	<b>835,303</b>	<b>2,393</b>	<b>FYTD Total</b>	<b>18,652</b>	<b>558,705</b>	<b>42</b>	<b>577,399</b>	<b>2,204</b>

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

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

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

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August	755	249	1,782	41,248	202	172	986
September	831	287	1,601	36,349	211	213	1,558
October	907	286	1,727	38,520	232	333	1,678
November	793	289	1,681	40,559	238	175	818
December	777	265	1,053	25,770	247	234	1,087
January	842	288	1,074	25,347	259	196	825
February	810	275	1,926	46,865	269	158	879
<b>**March</b>	<b>1,212</b>	<b>369</b>	<b>1,642</b>	<b>40,328</b>	<b>288</b>	<b>419</b>	<b>4,119</b>
April							
May							
June							
<b>FYTD Total</b>	<b>7,758</b>	<b>2,597</b>	<b>13,779</b>	<b>326,247</b>	<b>2,130</b>	<b>2,107</b>	<b>13,098</b>

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August	3,410	1,613	5,023	88
September	3,286	1,427	4,713	117
October	3,476	1,456	4,932	100
November	3,451	1,276	4,727	89
December	3,462	1,477	4,939	84
January	3,800	1,717	5,517	113
February	3,702	1,589	5,291	75
<b>**March</b>	<b>4,446</b>	<b>2,287</b>	<b>6,733</b>	<b>273</b>
April				
May				
June				
<b>FYTD Total</b>	<b>32,290</b>	<b>14,607</b>	<b>46,897</b>	<b>1,018</b>

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

Library App - 2019-2020 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
<b>July</b>	33,050	1.	Catalog	<b>January</b>	49,843	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Events
<b>August</b>	44,015	1.	Catalog	<b>February</b>	44,005	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	OverDrive			5.	Events
<b>September</b>	41,834	1.	Catalog	<b>**March</b>	457,722	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Events
<b>October</b>	42,728	1.	Catalog	<b>April</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Boopsie Popular Books				
<b>November</b>	37,719	1.	Catalog	<b>May</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
<b>December</b>	39,422	1.	Catalog	<b>June</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
				<b>Total</b>	<b>332,616</b>		



## NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 20, 2019 7pm  
Novi Library History Room

**Call to Order:** 7:00pm

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

Tom has chosen to step down.

**Introductions of guests:** Kathy Mutch, Sue Grifor

**Approval of Agenda:** Kelly move, Ki 2<sup>nd</sup>, ALL APPROVED

**Approval of Minutes- October 2019:** ALL APPROVED

**Treasurer's report -Kim**

Kim will be revising the expense report for December to reflect the Wreaths Across Novi Project.

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2019/2020 Fiscal Year		
	BUDGET	EXPENDITURES Through November 20, 2019
Display Cabinet Exhibit	\$ 900	\$ (102.86)
Marketing/Brochures/Engage	\$ 1,200	(133.77)
Equipment/Supplies/Office	\$ 1,200	\$ (20.90)
Program/Speaker Fees	\$ 1,800	\$ (170.00)
Storage Unit	\$ 2,500	\$ -
Acquisition	\$ 500	\$ -
Conference/Continuing Education	\$ 2,500	\$ (275.92)
Special Projects	\$ 3,400	\$ (11.00)
Villa Barr Photography Veterans Sign Oral Histories		
Villa Barr Book Sales YTD		\$ 40.00
<b>Total:</b>	<b>\$ 14,000</b>	<b>\$ (674.45) \$ 13,326</b>

Tammy-Lee request for reimbursement for mileage for Archeology event in Lansing on October 26th. \$75 ALL APPROVED

**Communications:** Chronicle Magazine, held in the Local History Room



## NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 20, 2019 7pm  
Novi Library History Room

### **Library Liaison Report, Betty Lang**

Tax exempt form we will now be using the City Tax Exempt form

Kim (Treasurer) will hold on to 1 form

If you need to use it you will "check it out" from Kim and return it back to Kim.

No need to use tax exempt on small purchases.

### How Budget works for Projects:

Steps to take:

1. List it as a projected expenditure for Fiscal year 2019-202
2. Revenues are listed as total revenues for the project
3. If you collect more than you projected or needed, list what it would be used for.

Kim needs to meet with Marcia from the library to understand how all of this works.

Since Julie is the Financial Liaison to the City, we need to have in the minutes our projected budgets for special projects in the future.

### Moving the Storage Materials

We need to decide ASAP

If the items are packed, Corrigan will transfer items at no cost to the Commission to their location.

If we want to move to Corrigan, Marcia will check with *Extra Space* what cancelation of the contract would cost.

The Bound Papers of the Novi News need to be moved from the Library to climate control space. i.e. our Storage unit

We need to find out what size space we currently have and what size unit we want at Corrigan. NEED TO DECIDE QUICKLY – possibly move in December or February

Tammy-Lee will consider taking this project up when our questions have been answered.

### By Laws/Procedures

Look at Bylaws again see if we want to make changes

Return to Julie to be reviewed by Attorney

Commission will pay for the review (We need to ask Julie)

We need to hear from Julie if this is going through the City Attorney



## NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 20, 2019 7pm  
Novi Library History Room

### Motor City Marker

All that needs to be changed on the sign is the name of the location. We have a call in to the manufacturer to get a quote.

### Local History Room Office Hours

**Mon. 11/18-6-8pm Kelly**

**Mon. Dec. 2nd 12-2pm: Rae**      **Mon. Dec. 16th 6-8pm Kim**

**Jan. 6th 12-2pm : Kim**

**Jan 20th 6-8pm: Kelly**

### **“Novi Special” Fall Program...wrap up, Betty**

About 48 people in attendance

Good feedback

Acoustics in the Atrium were difficult

### **Discussion items:**

#### **Wreaths across Novi, placement Nov. 23, Kelly & Kim**

Event starts at 1 at Novi Road Cemetery. Asking that Commission members be there at 12:30pm.

16 guests

### **BACK BURNER PROJECTS**

#### **Veterans Memorial**

#### **Historical sights Brochure, Dhara**

Dhara needs contact Tom and get the information from him

Tammy-Lee will work on this with Dhara

#### **Novi Rd. Cemetery Sign- Removal and update**

Tammy-Lee has information from Roy Prentice with information about the sign company that Tollgate used.

#### **Memorial sign options sub-committee**

We need include this in our 2020-2021 fiscal year budget

Need to decide what it will look like, projected cost, who we want to make it.

### **HISTORICAL COMMISSION PROGRAMS -2019/2020**

**10/24 Northville Psychiatric Hospital wrap up**

We had close to 100 people in attendance. People seemed interested in the event.

**1/23 The 19th Century Evolution of Football Jim Craft**

**2/27 Guardians of Detroit-Architecture of the Motor City**

**3/26 Women of the 1913 Copper Miners' Strike**

**4/23 The Yankee Air Museum**



## NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 20, 2019 7pm

Novi Library History Room

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

Display for after "Wreaths across Novi"

19<sup>th</sup> Century Evolution of Football will go in mid December

Need to keep a log of what we have for displays.

Start storing materials at storage unit after the move.

#### **Status of fixing sliding door?**

Betty needs to follow up on this

City donated 2 official "50<sup>th</sup>" Light Post flags to the Local History Room

**NOTE: Next MEETING: Wednesday, DECEMBER 18, 7pm (Rae will be Absent)**

**Adjourn: 8:32pm**



**NOVI HISTORICAL COMMISSION  
MEETING MINUTES  
Wednesday, December 18, 2019 7pm  
Novi Library History Room**

**Call to Order: 7:00pm**

**Attendance of Members:** Kathy Crawford, Dhara Sanghavi, Kim Nice, Tammy-Lee Knopp

**Absence(s):** Rachel Manela

**Introductions of guests:** Betty Lang (Library Liaison), Sue Grifor (Volunteer/Cabinet Manager)

**Approval of Agenda: ALL APPROVED**

**Approval of Minutes- November 2019:** ALL APPROVED with updates sent to Secretary

**Treasurer's report -Kim**

Cemetery Wreath project not included, will stay in special project category  
Tammy-Lee would like to know how many Villa Barr Books have been sold. We began selling them in 2016.

Budget for 2020-2021 is same as previous year, ALL APPROVED

*Dec 18<sup>th</sup> 2019*

NOVI HISTORICAL COMMISSION  
FINANCIAL SUMMARY REPORT - 2019/2020 Fiscal Year

	BUDGET	EXPENDITURES Through November 20, 2019
Display Cabinet Exhibit	\$ 900	\$ (102.86)
Marketing/Brochures/Engage	\$ 1,200	(278.04)
Equipment/Supplies/Office <i>(computer database storage)</i>	\$ 1,200	\$ (20.90)
Program/Speaker Fees	\$ 1,800	\$ (295.00)
Storage Unit	\$ 2,500	\$ -
Acquisition	\$ 500	\$ -
Conference/Continuing Education	\$ 2,500	\$ (275.92)
Special Projects	\$ 3,400	\$ (1,471.59)
Examples: <i>(Villa Barr, Photography, Veterans Sign, Oral Histories, Cemetery Wreaths for Veterans), Market City Design \$ 925</i>		
<b>Revenue Received:</b>		
Villa Barr Book Sales YTD		\$ 40.00
Wreaths Across Novi Project		\$ 1,125.00
<b>Total:</b>	<b>\$ 14,000</b>	<b>\$ (2,404.31) \$ 11,596</b>



**NOVI HISTORICAL COMMISSION  
MEETING MINUTES  
Wednesday, December 18, 2019 7pm  
Novi Library History Room**

**Communications:**

Motor City Marker Board: Needs to be changed/updated to reflect new location of Novi Special Car. Spoke with Jow, replacement would be \$925  
Vote: ALL APPROVED, \$925 under Special Project Category

**Library Liaison Report, Betty Lang**

Display Cabinet not fixed yet, but it has been measured  
Several people applied for the Commission Appointment

History Room Office Hours:

Monday, Jan 6 12-2pm **Kim**                      Mon. 1/20 6-8pm **Kelly**  
Monday, Feb. 3 12-2 **Kim**                      Monday Feb. 17 6-8pm **Dhara**

Expenses: Expenses turned in, Commission members fill out Novi. Hist. Com. Expense Report, Check Request form and include receipts.  
Mileage form is strictly for mileage  
Kim will email instructions to all

Oakland County Historical Resources

[Oaklandcountyhistoricalresources.org](http://Oaklandcountyhistoricalresources.org)  
We have been paying for 3-4 years was \$600/year, now \$1200/year  
Library is the member, but the commission pays for it.  
It would fall under the Equipment/supplies/office in the Budget  
How much cloud storage is there? Could we share the cost with the library?

**Discussion items:**

**Wreaths across Novi Nov. 23 (wrap up)                      Kelly & Kim**

**Tammy-Lee:** The DAR asked what we have done for Revolutionary Patriots. Why isn't Skinner marked? City needs to be updated.  
Pitch the idea of having different wreaths for Patriots

**Storage Unit Move...packing up items, Marcia-cancellation of contract**

The Storage Unit is paid for until March 2020



## NOVI HISTORICAL COMMISSION MEETING MINUTES

Wednesday, December 18, 2019 7pm  
Novi Library History Room

\$159 for the 10x10 space, 10 day verbal notice of cancellation needed. Corrigan will pack and move items free of charge.

Items from Library need to go to storage unit on a day and time when Betty is working.

Dec. 28 at 9am Tammy-Lee, Kim and Kelly will go to the Storage Unit on Grand River and asses what is there. They will return again on January 4<sup>th</sup> at 1pm

### **City Party wrap up:**

#### **By Laws/Procedures- January project**

Asked the Clerk's office about rules related to Agendas and public postings.

We must post the time/location/date of the meeting 18hrs before the meeting, we are not required to post the agenda.

We will add a "Public Comment" period to the Agenda towards the end.

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

- **Memorial Sign Selection**
- **Wording for Cemetery Signs**
- **Move to New Storage Unit**
- **New By-laws to be completed and submitted to City Attorney**
- **Present a 2 year report/Review to Novi City Council and Library Board**
- **Update Power Point for Walled Lake Casino and David Barr**
- **Continue providing interesting Historical Programming for the Public**
- **Present Walled Lake Amusement/Casino and Villa Barr programs to regional libraries/historical groups**
- **Prepare exhibits/displays for the History Cabinet**
- **Public Document Donation Days**
- **2 times/days a month for public access/use of Local History Room**
- **History Booth for City's annual Fall and Spring Events**
- **Allow for Members to attend conferences and workshops related to Michigan and Local History**
- **Keep website and Social Media up to date**
- **Provide orientation to the Local History room for members**



**NOVI HISTORICAL COMMISSION  
MEETING MINUTES  
Wednesday, December 18, 2019 7pm  
Novi Library History Room**

- **Cemetery Research**

**GOALS**

Creation of Friends of the Cemetery

Creation of Friends of the Commission

Assist with research of people buried in both city owned cemeteries.

Oral Histories

**PROJECTS**

- Veterans Memorial Plaque
- Renovation of Novi Rd. Cemetery
- Wreaths Across Novi
- Complete updated Local History Brochure
- Sell Villa Barr Book
- David Barr Presentation

**HISTORICAL COMMISSION PROGRAMS -2019/2020**

**1/23 The 19<sup>th</sup> Century Evolution of Football Jim Craft**

**2/27 Guardians of Detroit-Architecture of the Motor City**

**3/26 Women of the 1913 Copper Miners' Strike**

**4/23 The Yankee Air Museum**

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

January Display: Soccer/Football

**PUBLIC COMMENT:**

**NEW BUSINESS/Other Business**

**Media and Social Media**

Novi Today fell through on writing a feature story for their Holiday issue about the Wreaths Across Novi Event despite having sent photos and information in a timely manner to them. They also never called for an interview about the event.

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

**Adjourn: 8:30pm**



**NOVI HISTORICAL COMMISSION**  
Wednesday, February 19, 2020 7pm  
Novi Library History Room

Call to Order... **HAPPY NEW DECADE**  
Introductions of guests  
Approval of Agenda  
Approval of Minutes- December 2019  
Treasurer's report -Kim  
Communications:

Library Liaison Report

Betty Lang

History Room

March 2, 12-2

3/16 6-8pm

April 6, 12-2

4/20 6-8pm

Display Cabinet door

Commission Appointments

Motor City Marker move to City Hall

Oakland County Historical Resource...share 1/2 cost??????

**Discussion items:**

1/23 The 19<sup>th</sup> Century Evolution of Football Jim Craft re-cap

Request from Parkview Elementary Rae

Request for Motorsports Display 2/22 Kim

Storage Unit Move Kim, Kelly, Tammy

By Laws/Procedures (Betty posts meeting agendas downstairs)

Budget...presented to Julie Farcus Kim

Election of Officers

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

**BACK BURNER PROJECTS**

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Veterans Memorial

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

2/27 Guardians of Detroit-Architecture of the Motor City

3/26 Women of the 1913 Copper Miners Strike

4/23 The Yankee Air Museum

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

Ideas for new displays

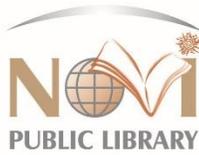
**PUBLIC COMMENT**

**NEW BUSINESS/Other Business**

**WEBSITE UPDATES :** Facebook link/Instagram

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

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## Library Board Calendar

### 2020

<b>March 26</b>	<b>Library Board Regular Meeting – CANCELLED due to COVID-19</b>
April 19-25	National Library Week
<b>April 23</b>	<b>Library Board Regular Meeting</b>
May 10	Mother's Day, Library Closed
May 24	Sunday of Memorial Day Weekend, Library Closed
May 25	Memorial Day, Library Closed
<b>May 28</b>	<b>Library Board Regular Meeting</b>
June 21	Father's Day, Library Closed
<b>June 25</b>	<b>Library Board Regular Meeting</b>
July 4	Independence Day, Library Closed
July 5	Library Closed
<b>July 23</b>	<b>Library Board Regular Meeting</b>
August 21	Staff In-service, Library Closed
<b>August 27</b>	<b>Library Board Regular Meeting</b>
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
<b>September 24</b>	<b>Library Board Regular Meeting</b>
<b>October 22</b>	<b>Library Board Regular Meeting</b>
October 23	Friends of Library Booked for the Evening, Library Closes at 5 p.m.
<b>November 19</b>	<b>Library Board Regular Meeting</b>
November 25	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
November 27	Library Closed
<b>December 17</b>	<b>Library Board Regular Meeting</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday- Christmas Day, Library Closed
December 31	Holiday, New Year's Eve, Library Closed

### 2021

January 1	Holiday, New Year's Day, Library Closed
<b>January</b>	<b>Budget Planning Session, TBD</b>
<b>January 28</b>	<b>Library Board Regular Meeting</b>

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