

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, January 28, 2021
at 7:00 p.m.
Virtual Meeting

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

- 1. Call to Order by President, Melissa Agosta
 - 2. Roll Call by Secretary, Torry Yu
 - Pursuant to the State of Michigan Open Meetings Act, all members shall identify their physical location by stating the county, city, and state from which he or she is attending the meeting remotely.
 - 3. Pledge of Allegiance
 - 4. Approval and Overview of Agenda1-4
 - 5. Consent Agenda
 - A. Approval of Regular Meeting Minutes – December 16, 20205-15
 - B. Approval of Budget Session Meeting Minutes – January 7, 202116-25
 - C. Approval of Budget Session Meeting Minutes – January 21, 202126-32
 - D. Approval of Claims and Warrants (#598) for Accounts 268 and 269 33-34
 - 6. Correspondence
 - A. 12/16/20: Email from Sharon Trumpy Re: Library Role in Anti-racism.....35
 - B. 1/21/21: Email from Doreen Poupard to Gail Anderson and Julie Farkas Re: MLK Unity event.....36
 - C. 1/18/21: Email from Pastor Eric Stenson to Gail Anderson Re: MLK Unity event.....36-37
 - D. 1/18/21: Email from Priya Gurmurthy to Gail Anderson and Julie Farkas Re: MLK Unity event.....37
 - 7. Presentation/Special Guest
 - A. N/A
 - 8. Student Representatives Report – for December 2020.....38
 - 9. Executive Session (Closed session requested by Director Farkas)
 - A. Mid-year review for Library Director, Julie Farkas.....N/A
- Need a motion, 2nd and roll call vote to move into Closed Session**
- 10. President's Report (Melissa Agosta)
 - A. 2019-2022 Strategic Planning Goals.....39
 - B. 2020-2021 Goals Document as of January 202140-49
 - 11. Treasurer's Report (Geoffrey Wood)
 - A. Financial Report December 2020.....50
 - B. 2020-2021 Library Budget Fund 268..... 51-53
 - C. 2020-2021 Contributed Fund Budget 269 54

D.	Library Fund 268 Expenditure & Revenue Report as of December 31, 2020	55-57
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E.	Library Usage Statistics	106-114
F.	Friends of Novi Library – FOML Update, COVID Grant & January 2021 E-newsletter.	115-116
G.	City of Novi Historical Commission – Agenda January 20, 2021; Agenda December 16, 2020.....	117-118
13.	Committee Reports	
A.	Policy Committee: Review current public policies for the Library (Michener–Chair, Agosta, Staff Liaison – Julie Farkas)	
	<ul style="list-style-type: none"> • <u>Staff Committee consists of:</u> Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel. • Committee met on January 13, 2021 to review a 1st draft of the Guest Behavior Policy. The staff committee has also reviewed the draft and a subsequent draft was sent to the Policy Committee for further review as of January 20, 2021. A first draft of the Guest Behavior Policy is included in the Director's report. 	
B.	HR Committee: HR Policies, Director Review & Goals, Salary Study (Agosta – Chair, Wood, Dooley, Staff Liaison – TBD)	
	<ul style="list-style-type: none"> • <u>Committee consists of:</u> Julie Farkas, HR Manager (open position), Lindsay Gojcaj and Kirsten Malzahn. • HR Policy staff review has been suspended until a new HR Manager is hired. • HR Manager posting closed on September 8, 2020. 83 applications were received for the position. Interviews took place in October (by Zoom and in-person), unfortunately the position was not filled. Another round of candidates (14 people) are being considered at this time. Deadline for the candidates is December 16, 2020. • As of December 16, 2020: Out of the 14 possible candidates, 5 responded (3 not interested in interview due to job placement already and 2 accepting an interview, 9 candidates no response). Zoom Interviews with 2 candidates took place on Friday, January 8, 2021. Both candidates were invited for 2nd interviews which were scheduled for Wednesday, January 20, 2021. Both candidates contacted Director Farkas less than 24 hours before interviews and had to cancel due to personal conflicts. Candidates have been offered an opportunity to reschedule. A date has not been determined. 	
C.	Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Wood- Chair, Messerknecht, Lawler, Staff Liaisons – Julie Farkas & Barbara Cook)	
	<ul style="list-style-type: none"> • State Aid and DSLRT Submissions – DSLRT report filed. State Aid report is almost completed. Waiting on a couple questions to be answered by the Library of Michigan before submission. Deadline for State Aid report filing is February 1, 2021. 	

- 20/21 268 & 269 Yr. End Budgets to be approved at 1/28/21 meeting
- 21/22 268 & 269 Budgets to be approved at 1/28/21 meeting

D. Events/Marketing/Fundraising Committee: Outreach opportunities

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

1. Library/Community Events Attended by Library Board Members in the Last Month:
 - No updates were received

E. Strategic Planning Committee:

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

- No updates

F. Building/Landscape Committee: Entrance project

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

- Lending Library Kiosk – Projected time for implementation and unveiling of the kiosk is May 2021 due to COVID.
- Air Duct Cleaning RFP – 5 Bids submitted on Wednesday, January 6, 2021. See bid information under Director's report. Contract signing is scheduled for Thursday, January 28, 2021.
- Library Café – Information was shared with the Finance Committee to consider not charging the Café vendor rent for January – June 2021 due to COVID and the very limited hours and closures that have occurred over the past six months. There is a motion for Board action on this agenda 1/28/21.

G. Bylaw Committee: Review of Library Board Bylaws

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

- Committee received a 1st draft to review of changes/edits in January.

H. DEI: Diversity, Equity and Inclusion Committee

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

- Committee meeting held on Tuesday, January 12, 2021. Projects discussed: Racial Day of Healing (kick-off on January 19, 2021 – February 28, 2021), Partnership with Northville District Library to host author Debby Irving (February 4, 2021), Civility Project w/City of Novi (March 2, 2021).
- Trustee Dooley and Tia Marie Sanders are working on a staff survey which will be shared with the HR Committee for review.
- Gail Anderson is preparing for the MLK Unity event planned for Monday, January 18, 2021 at 11am as well as a Step Show program and ideas for a media program.
- Trustee Michener offered the idea for the committee to read one book together. Julie Farkas suggested Uncomfortable Conversations with a Black Man by Emmanuel Acho. April will check on copies for the members to borrow.
- There was a conversation about suggesting a DEI fund in the 269 account for budget purposes for 21/22.
- Dana Brataniec announced the DEI webpage has launched.

- April continues her work with her staff on diverse collection building and evaluation as well as providing resources for young people when dealing with difficult times based on what they may be seeing in the news.
- Projects still to consider: partnerships with PAASN and other Novi organizations, Culture Walk-through, Macy's donation suggested by Tia Marie.
- Julie has reached out to Interfaith Council for Peace and Justice to discuss Bystander Intervention training for the library staff. The school district is also planning similar training.

14. Public Comment

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

Citizens must state their first, last name and Novi address

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

15. Matters for Board Action

- A. Approve 2020-2021 Year End Budgets for 268 & 269.....61-64
- B. Approve 2021-2022 268 Proposed Budget.....61-63
- C. Approve 2021-2022 269 Proposed Budget.....64
- D. Approve to forgo the cost of lease payment to NCSD for the Library cafe for the remainder of budget year January 1, 2021 - June 30, 2021 due to COVID closure and loss of sales, with reserving the right to re-evaluate if more aid is needed after new budget year begins July 1, 2021.....67
- E. Guest Behavior Policy – 1st draft.....69-78

16. Adjourn

Supplemental Information

- Library Board Calendar – 2021119
- Library Closings – 2021120

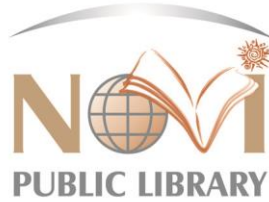
2021 Future Events:

- Friends of Novi Library Regular Meeting – CANCELLED for February 10, 2021
- City of Novi Historical Commission Regular Meeting – Wednesday, February 17th at 7pm by Zoom
- Library Board Regular Meeting – Thursday, February 25th at 7pm by Zoom
- **Library is currently in Phase 4 of COVID library operations – visits limited to 1 hour**

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
December 16, 2020**

DRAFT

1. Call to Order

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

2. Roll Call by Secretary, Torry Yu

Library Board

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

Student Representatives

Sarah Chang (left virtual meeting at 7:47 pm)
Tarun Tangirala (left virtual meeting at 7:47 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

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

Trustee Michener suggested roll call vote for clean recording. President Agosta mentioned this was discussed and the by-laws were reviewed and it was decided that it was not needed for the Library.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

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

1st – Kat Dooley

2nd – Craig Messerknecht

The motion passed unanimously.

Trustee Yu inquired about the residency status sentence in the public comment section requesting the speaker state their name and address. Director Farkas explained this section is taken from the City's section and it allows the Library to verify residency and information if the Library needs to reach out to the individual. Also, non-residents are still able to comment during this time.

5. Consent Agenda

A. Approval of Regular Meeting Minutes –October 22, 2020

A motion was made to approve the regular meeting minutes.

1st – Craig Messerknecht

2nd – Kat Dooley

The motion passed unanimously.

B. Approval of Claims and Warrants (# 596 and #597) for Accounts 268 and 269

A motion was made to approve the claims and warrants 596 and 597 for accounts 268 and 269.

1st- Torry Yu

2nd- Craig Messerknecht

The motion passed unanimously.

C. The November 18, 2020 Regular Library Board Meeting was cancelled

6. Correspondence

- A. Thank you email from Natalie Kneifel Re: Book club and discussion
- B. Thank you email from Belle Hornung Re: Trivia Night Program
- C. Thank you letter from Cortney Hanson, City Clerk Re: Voting Day
- D. Instagram Post Re: thank you for library services

Trustee Yu worked as a precinct 18 worker at the Novi Library location and wanted to take a moment to thank Director Farkas and the staff for helping make the day run smoothly. Director Farkas thanked Trustee Yu and she is happy to have the opportunity for the Library to be a precinct.

7. Presentation/Special Guest

- A. 2019-2020 Annual Report by Dana Brataniec, Communications Coordinator
 - o Ms. Brataniec presented an informative, virtual Fiscal Year End review for Fiscal Year end 2019-2020. The Annual Report can be found on pages 61-62 of the December 16, 2020 Library Board packet. Also, the report can be found in the Library webpage under quick links as well as in the Library Board section.
 - o Director Farkas informed the Board that in order for the Library to maintain excellent status for QSAC, the collections portion of the expenditures

needs to maintain 15%. For fiscal year 2019-2020 collection expenditures are 16%, which is higher than the requirement.

B. Building Diverse Collections by Katie Edmiston, Librarian

- o Katie covered valuable highlights from the Building Diverse Collections webinar she attended. Some important highlights covered include:
 - o Information and education about cultural literacy and diversity concepts: including white privilege, unconscious bias, intersectionality, cultural appropriation, etc...
 - o Ways for Librarians to recognize and combat stereotypes, tropes and microaggressions.
 - o The idea that books should be windows, mirrors and sliding glass doors.
 - o Ways to conduct a Diversity Audit and bring Diversity into collections
 - o #own voices movement

Trustee Michener was appreciative of the presentation and loved the window, mirrors and sliding glass doors concept. Trustee Michener mentioned the community and national percentages that Katie discussed and suggested that the window piece is the key to learning about other cultures. Additionally, Trustee Michener suggested the Board read a Novi Library suggested book together to achieve more cohesion.

Trustee Dooley is excited about where Novi Library is headed and appreciates this framework Katie provided. Trustee Dooley mentioned that in regards to representation, some of the hindrances in marginalized communities is the ability access to "B published" authors and getting their content into the world. She added that it would be helpful to provide resources to these communities like where to go to get their ISBN, or where to get copyrighted.

8. Student Representatives Report

- A.** The Student Representatives report for October and November, 2020 can be found on pages 22-23 of the December Board packet.

Trustee Lawler congratulated the student representatives for the turnout for these activities particularly, the SAT and the ACT testing.

9. Executive Session

N/A

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

- A.** Email to Library Board on Friday November 13, 2020 Re: Meeting Cancellation
 - o On page 24 of the December 2020 Board packet
- B.** 2019-2022 Strategic Objectives (3 year plan) – updated September 24, 2020
 - o On page 25 of the December 2020 Board packet
- C.** 2020-2021 Goals Update (July, October, January, April) as of November 2020
 - o On pages 26-37 of the December 2020 Board packet

- o Trustee Dooley mentioned page 30 emphasizes some of the updates for the marginalized community and encourages the community to review the document. Trustee Dooley would like guidance on finding the YouTube ESL initiatives on the Library's channel. Director Farkas will be happy to provide the quick link for the YouTube requested. Trustee Michener voiced that the community does see the work.
- D. Library Director's Mid-Year Review (January 28, 2021)
 - o Melissa Agosta asked Trustees to send the Mid-Year Review to her or the HR Committee by Jan. 11, 2020. One report with all comments will be provided and an average of numbers will be included.

11. Treasurer's Report (presented by President, Melissa Agosta)

A. 2020-2021 Library Budget Fund 268

The 2020-2021 Library Fund 268 Budget can be found on pages 38-40 of the December 16, 2020 Library Board packet.

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

B. 2020-2021 Contributed Fund Budget 269

The 2020-2021 Contributed Fund 269 Budget can be found on page 41 of the December 16, 2020 Library Board packet.

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

C. Financial Report October and November 2020

The October and November financial reports can be found on pages 42-43 of the December 16, 2020 Library Board packet.

D. Library Fund 268 Expenditure & Revenue Report ending October 31, 2020

The Library Fund 268 Revenue and Expenditure Report can be found on pages 44-47 of the December 16, 2020 Library Board packet.

- Revenue ending October 31, 2020 was \$3,081,906
- Expenditures ending October 31, 2020 was \$919,430

E. Library Fund 269 Contributed Fund Expenditure & Revenue Report ending October 31, 2020

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 48 of the December 16, 2020 Library Board packet.

- Revenue ending October 31, 2020 was \$8,153.
- Expenditures ending October 31, 2020 was \$6,715.

F. Library Fund 268 Expenditure & Revenue Report ending November 30, 2020

The Library Fund 268 Revenue and Expenditure Report can be found on pages 49-52 of the December 16, 2020 Library Board packet.

- Revenue ending November 30, 2020 was \$3,094,177
- Expenditures ending November 30, 2020 was \$1,126,365

G. Library Fund 269 Contributed Fund Expenditure & Revenue Report ending November 30, 2020

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 53 of the December 16, 2020 Library Board packet.

- Revenue ending November 30, 2020 was \$12,370
- Expenditures ending November 30, 2020 was \$7,666

H. Balance Sheet Funds 268 and 269 as of October 31, 2020

The Balance Sheet for Fund 268 and 269 as of October 31, 2020 can be found on pages 54-55 of the December 16, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of October 31, 2020 was \$4,424,473.28
- Ending Fund Balance for Fund 269 as of October 31, 2020 was \$1,708,416.77

I. Balance Sheet Funds 268 and 269 as of November 30, 2020

The Balance Sheet for Fund 268 and 269 as of November 30, 2020 can be found on pages 56-57 of the December 16, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of November 30, 2020 was \$4,229,809.30
- Ending Fund Balance for Fund 269 as of November 30, 2020 was \$1,711,683.38

12. Director's Report

The Director's Report can be found on pages 58-92 of the December 16, 2020 Library Board packet.

Staff members celebrating anniversaries for December and January are:

- Emily Brush – Information Services – 5 years
- Shannon O'Leary – Information Services– 5 years
- David Silberman – Information Services – 11 years
- Kathleen Alberga- Information Services – 8 years
- Kelly Kolchuk – Information Services – 19 years
- Taha Aisar – Support Services – 8 years

Directors Report Summary

- Director Farkas wished the Board a Happy Holidays and appreciates their time, commitment and leadership.
- On pages 59 and 60 is the Remote Work Policy during Pandemic, this will be discussed Under Matters for Board Action.
- On pages 61 and 62 is the Annual Report. This report was updated and will be given to the Trustees.
- On pages 63-68 is a copy of the presentation Dana provided at this meeting.
- On page 69 is a flyer for the Mental Health Series which is part of Gail Anderson's mental health series. Director Farkas commented that The Psychological Impact of Racism was fantastic and other great topics are scheduled.
- On page 70 is information for the 2021 Money Smart Kids Read, which will be held virtually.
- On page 71 is the COVID update; daily use of building. Thank you to April Stevenson for putting tables in the lobby for guests to be able to make books selections from.
- On page 73 is an email to Library card holders informing patrons about the closure due to an employee testing positive.

- On pages 74-87 are November and December 2020 e Newsletters.
- On pages 88-91 are communications from Oakland County and MDHHS.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 93-95 of the December 16, 2020 Library Board packet.

B. Facilities Report

The October and November reports will be included in the January 2021 Board packet. The facilities department has been working extra hard to keep the building sanitized. Additionally, the facility employees have been working on building upkeep that normally a contractor would perform, which is a cost savings to the Library.

C. Information Services Report

The Information Services Report prepared by April Stevenson is found on pages 95-101.

D. Support Service Report

The Support Services report prepared by Maryann Zurmuehlen is found on pages 102-103.

E. Library Usage Statistics

The Library usage statistics update is included on pages 104-113.

F. Friends of Novi Library-October 14, 2020 minutes, November 11, 2020 agenda

On pages 114-116 are the October 14, 2020 minutes and November 11, 2020 agenda. The Friends did not have a December meeting and do not plan to have a January meeting.

G. City of Novi Historical Commission

On pages 117-128 are the September 16, 2020 minutes, October 21, 2020 agenda, October 21, 2020 minutes, November 18, 2020 agenda and the November 18, 2020 minutes. The Historical Commission Wreath project is underway and Director Farkas commented what a wonderful job the Historical Commission does with this project.

Question/Answer/Comment Section

The Library Board Calendar is on page 129.

Trustee Messerknecht noted that the top of the calendar on page 129 says the budget planning sessions are scheduled for Jan 7th and 22nd at 5pm. The correct dates are Jan. 7th and Jan. 21st. Both days are Thursdays.

13. Committee Reports

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

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

- o Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.

- o As of October 2, 2020, draft policy documents have been received by the attorney. They will be distributed to the staff committee for further review.
- o Committee met on November 19, 2020 to discuss a Remote Work During Pandemic Policy which was shared with the Library Board in email. This policy will be brought forth as a Matter for Board action. Committee also continued conversations regarding hate speech language. Limited time was scheduled for the meeting and another meeting will need to be scheduled.
 - o Trustee Michener added she is still in favor of the hate speech clause and conversations about the clause continue.

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

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

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcak, and Kirsten Malzahn.
- HR Policy staff review has been suspended until a new HR manager is hired.
- HR Manager posting closed on September 8, 2020. 83 applications were received for the position. Interviews took place in October (by zoom and in-person), unfortunately, the position was not filled. Another round of candidates (14 people) are being considered at this time. Deadline for the candidates is December 16, 2020.
- HR Policy staff review has been suspended until a new HR Manager is hired.
- 2nd interviews for a HR Manager are scheduled for: Monday, October 19, 2020.

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

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

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

D. Events/Marketing/Fundraising Committee: Outreach opportunities

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

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

- Trustee Agosta attended several virtual story times
- Trustee Lawler attended the Community Reads event featuring Derf Backderf, and cooking with Novi Restaurants
- Trustee Michener attended DEI Listening Sessions and Reflections, Fraternity and Sorority Story time, Virtual Shopping Expo and the Dr. Jay Marks event. Trustee Michener gives a shout out to Dr. Randolph who did the Sorority Story time.
- Trustee Yu attended the DEI Listening session, viewed the recorded Reflection, Virtual Shopping Expo, several recorded story times and cooking with Novi event.
- Trustee Dooley attended the DEI Listening and Reflection sessions and a portion of the Fraternity and Sorority Story time.

E. Strategic Planning Committee: Annual review of current plan

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

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

F. Building/Landscape Committee: Entrance project

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

- Lending Library Kiosk- Project planning on hold until January 2021. Projected time for implementation and unveiling of the kiosk is April/May 2021 due to COVID.
- Library Van- Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Air Duct Cleaning RFP- Bid went out in November. Vendor tours occurred on December 10, 2020. 7 companies made appointments and attended the tour. These vendors would qualify for submitting a bid. Bids are due on Wednesday, January 6, 2021.
- Library Café-Information was shared with the Finance Committee to consider not charging the Café vendor rent for January – June 2021 due to COVID and the very limited hours and closures that have occurred over the past 6 months. This will be brought forth as a Matter for Board action.
- State Aid and DSLRT Submissions-Data is being compiled and should be submitted by end of December. This report is required to be filed annually in order for the library to be considered for State Aid revenue. Typically, these reports are filed by the HR staff person.

G. Bylaw Committee: Review Library Board Bylaws

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

- Committee met on October 5, 2020 at 5pm to discuss bylaw updates.
- The Committee reviewed the City of Novi's Council Organization Rules and Order of Business for language considerations.

- Members of the Committee attended a Bylaws Webinar on Friday, October 30, 2020 hosted by Library of Michigan for consideration of additional language to incorporate into the Bylaw draft.
- Committee met on November 12, 2020 to discuss further draft language changes.

H. Diversity, Equity and Inclusion Committee

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

- An email account was established DEINoviLibrary@novilibrary.org for the purposes of receiving community feedback. There are 9 people (Board Committee members and staff that will monitor this email). Protocols for how the communications should be responded has not been defined as of yet. The committee will continue to flesh this out. This email address will be added to the library's website and will also be included on a new DEI page being created once a new website design has been completed.
- Memberships to various American Library Association diversity groups have been initiated.
- A meeting is scheduled for Monday, December 14th at 2pm via zoon.
- Katie Edmiston, Librarian was asked to present information to the Library Board regarding Equity & Inclusion and Building Diverse Collections.
- A Community Listening Session is scheduled for Tuesday, October 27th at 7:00pm. See the flyer included in the packet. All Board Members are asked to sign up for the Zoom event in order to hear from our Novi Community. Trustee Michener and Dooley, along with Director Farkas and NPL staff will be visible to those who join the event in order to comply with OMA. Promotion of the event included: special e-newsletter-October 9, 2020 (see Director's report), Nextdoor, Social Media, library website, staff email, Peachjar (NCSD).
 - Trustee Michener discussed the Community Listening Sessions and Reflections and recommendations that came from these sessions. Trustee Michener mentioned that during the sessions attendees have mentioned the importance of representation at the Library. Also, Trustee Michener appreciated Director Farkas mentioning George Floyd in the Annual Report.
 - The next DEI meeting is January 12, 2020. Trustee Michener said she was asked if the entire Board was committed to the DEI initiative. Therefore, Trustee Michener suggests that the Board consider attending an event or commit to a reading a book together to show unity.
 - Trustee Dooley provided examples of suggestions from viewers at the listening sessions and reported on the suggestions that the Head of Information Services Librarian, April Stevenson, has already completed.

14. Public Comment

DeJuan Woods, Novi Resident, 49589 Hartwood Drive. Mr. Woods listened to the presentation tonight by Librarian, Katie Iverson and he is proud to be a Novi resident and especially proud to be a patron of the Library. He has a six year old and they often visit the Library and he commends the library's efforts. He said there is no coincidence that Novi has the number 1 school district and that Deerfield is the number 1 elementary school. He pointed out that reading is fundamental to academics to testing and to the entire education process and that the Library is the foundation to the community, its success and educational ratings. He said going forward taking advantage of resources and opportunities, there are opportunities with Wayne State University and acknowledged that Julie Farkas and Dr. Steve Matthews are alumni of Wayne State University. He stated there is an opportunity to connect with Jon Cawthorne, President of the College Library Association on best practices to share what is happening nationally and to highlight Novi's success. Mr. Woods said this could be a mutually beneficial partnership. Mr. Cawthorne is eager to work with the Novi Library and Mr. Woods believes Trustee Michener has been in contact with Mr. Cawthorne. Mr. Woods commented that another important relationships exists between all of the colleges and universities and the data for working with the universities with best practices will only strengthen Novi Library. He mentioned Librarian Katie is alumni of University of Michigan. Mr. Woods is an African American and proud to hear all the work that the Library is doing. He thinks that words matter and repeated the Deerfield elementary credo.

Lisa Goss Hopson, Novi Resident, 49773 Hartwick Drive. Mrs. Hopson echo's the sentiments of Mr. Woods this evening. She mentioned they are neighbors and their children attend Deerfield together. She said she is honored and proud to live in the Novi community and found it heartwarming to listen to the Trustees and said they have grown a lot over the last few months to matters of equity and diversity. She suggested a visit to the Indianapolis Public Library's main branch. Her husband and her visited this summer and spent a good portion of the afternoon browsing through their diversity and equity sections of the Library. She suggests that the Board sit down together and see what other library collections have to offer; perhaps a virtual tour with Indianapolis Library. She was listening to Trustee Michener's report and is following virtual program offerings and its representation of everyone that lives in Novi is very important. She would like to see continued talks about adding the anti-hate speech clause in the Library's mission statement and policy. She would like to see something in writing to indicate that. She is a history teacher in Farmington Public Schools, specializing in US History and African American History. She offered her help if the Library needs a teacher liaison.

Paula Henry- Novi Resident, President of PAASN, 23575 Stonehenge. She applauds the efforts of the Novi Public Library over the last couple months. She is excited about the diversity audit. She said it is great that there are more opportunities to see things and the opportunity to read things about people that look like me. She is thankful for the opportunity to share in the listening sessions and hopes that these opportunities continue and that the suggestions that are given will continue to blossom at some point. PAASN is always looking for opportunities to partner with the Library. She stated her concern and hopefulness in the Novi Public Library creating the anti-hate speech clause as a part of the Library's policy. She really wants to push that point and wants to make sure everyone is comfortable in the Library and that is not okay to be called something that is degrading. It is her hope that the Novi Library will continue to work on creating a policy of anti-hate speech clause. PAASN provided some opportunities to the Library that they would like to be involved in. She likes the direction that thing are going and would like to

continue to see movement in the direction of being inclusive, being equitable and being able to see and read things about people that look like me.

Punita Thurman- did not state address. She wanted to say thank you to the Board for their leadership. She watched over the last few months with admiration for the way that the Board has provided leadership on such a difficult issue. She mentioned how DeJuan spoke about the library playing an instrumental role in the community, schools and education. She said the leadership the board has demonstrated to take on hard issues to be courageous, acknowledging, and being open and listening to the issues around race and equity in the community is nothing to be overlooked. She sees the Library Board leading ahead of the school district and the City and she is grateful for the openness which was used to approach a really tough conversation. She continues to have high hopes, expectations, and aspirations for how the Board will continue the work moving forward, continuing to think about the anti-hate language. She spoke about diversity in hiring at the front of the process, representation in the offering in the library in terms of materials and webinars sets the pace in creating a space for openness and for learning. She said many in the community are watching with admiration and high hopes that this will continue to push forward both at the Library and pushing the community forward with these issues.

15. Matters for Board Action

- A.** Approve waiving the leasing fee to the café vendor for January- June 2021 due to the limited usage based on COVID-19.

A motion was made to approve waiving the leasing fee to the café vendor for January – June 2021.

1st-Craig Messerknecht

2nd- Melissa Agosta

The motion did not pass with 3 yes and 2 no votes.

Trustee Michener inquired about the budget and being fiscally responsible. Trustee Dooley mentioned reduced resource usage and the probability that the space is not utilized and therefore costs are not being incurred in that space. Director Farkas will follow up with a report from the café.

- B.** Approve the Remote Work Policy During Pandemic

A motion was made to approve the Remote Work Policy During the Pandemic.

1st- Tara Michener

2nd-Torry Yu

The motion passed unanimously.

16. Adjourn

A motion was made to adjourn at 8:53 p.m.

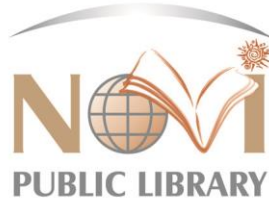
1st— Tara Michener

2nd— Kat Dooley

The motion passed unanimously.

Torry Yu, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 7, 2021**

DRAFT

1. Call to Order

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta President, at 5:01 p.m.

2. Roll Call

Roll Call by Secretary, Torry Yu

In accordance with the Open Meetings Act, all members stated their physical location by stating the county, city and state from which they are attending remotely.

Library Board

Melissa Agosta, President

Kat Dooley, Vice President

Bill Lawler, Board Member (signed on at 5:15pm)

Craig Messerknecht, Board Member

Tara Michener, Board Member

Geoffrey Wood, Treasurer

Torry Yu, Secretary

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the January 7, 2021 Library Board Budget Session Agenda.

1st—Geoffrey Wood

2nd—Kat Dooley

The motion passed unanimously.

5. Public Comment

Sharon Trumpy, Novi Resident, residing on Harvest Drive. She was pleased to see recent the approval making the Diversity, Equity and Inclusion Committee a standing committee. She recently visited the new DEI webpage and is really excited about all of the committee's goals. She is here tonight to remind the board that these goals will only be attainable if they provide

funding. As the board makes budget decisions she hopes that the board will remember the statements that she heard from many of them about actions speaking louder than words. She is truly excited to see all that the DEI can achieve. She hopes the board will show their commitment to DEI through the budget.

6. 2021-2022 Budget Narrative, Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director

A. 2021-2022 Budget Narrative- 1st draft as of January 7, 2021 (Includes 2021-2022 269 Contributed Funds Budget as well as supplemental information for board discussion)

1. Unexpected Costs as of January 7, 2021

- Custodial Services went to bid in late spring, 2020. Lowest bid was \$93,000 annually. Custodial services account 268-817.000 was adjusted.
- COVID-19 expenditures incurred from March 16, 2020-November 13, 2020 were \$42,659.06 (submitted to Oakland County for reimbursement).
- Building Maintenance costs as of 12/31/20: \$4,223 for panic button replacements and there was a backflow/boiler repair.
- The bid opening for air duct cleaning was yesterday.

2. Technology Capital Improvements

The computers are on a 5-year cycle of replacement. Security cameras are on a rotation of 5-7 years.

- Fiscal Year 21/22- workstation upgrade locations: 1st floor reference, IS-2nd floor reference, circulation desk, holds, tech holds, AST room, tech services, and support services. Budgeted to 268-986.000 for \$11,200.
- Fiscal Year 21/22- security camera upgrade locations: parking lot, 2 patio doors, DVD's, youth study rooms, youth media and southwest windows. Budgeted to account 268-986.000 for \$21,000.

3. Capital Improvements Projects

A. Upholstery Project

- Fiscal Year 21/22 upholstery improvements to staff chairs, youth area-3 stools, and teen stop upholstery. Budgeted to account 269-742.231 for \$15,000.

B. Youth Area Renovation Project (3 Phases of work proposed)

- Fiscal Year 21/22 youth department (Phase 1) includes 3 stools for pinwheel table. Budgeted to 269-742.231 for \$2,725.
- Fiscal Year 22/23 and 23/24 youth area enhancements can be found on page 3 of the budget narrative.

C. Teen Area Renovation Project (3 phases of work proposed)

- Fiscal Year 21/22 teen area renovation (Phase 1) includes reupholster existing 4 chairs and 2 benches for \$3,150 and laptop tables for 4 existing chairs for \$2,393. Budgeted to 269-742.231 for \$5,543.
- Fiscal Year 22/23 and 23/24 teen area renovation plans can be found on page 3 of the budget narrative.

D. Digital Marketing Displays

- The library will not be moving forward with digital marketing displays.

E. Main Entrance Area

- Information about the temporary main entrance enclosure can be found on page 5 of the budget narrative.

4. Employee Compensation for 2021-2022

Director Farkas is recommending a salary increase of 2% for all staff members hired prior to 1/1/21 and meeting expectations. This percentage is factored in permanent and temporary salaries accounts, 268-704.000 and 268-705.000. The Department of Labor announced a hold to the minimum wage increase for 1/1/21.

5. Health Insurance

The contribution has not changed, still 20% employee, 80% City. The City is looking to add more incentives for wellness over the next year.

6. Building Assessment Information for Future Planning of the 269 Contributed Funds Account

- The building assessment on page 7 was also distributed at last year's budget meeting.

7. What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)

- The cost to pave the Library parking lot is factored into the 21/22 budget.

8. What has been the fund balance overage/usage over the past few years?

Director Farkas included a detailed summary of fund 268 overage/usage on page 8. For the last five years, the library has added revenue to the fund balance.

9. QSAC (Quality Services Assessment Checklist) – Library of Michigan

For Novi Library to remain at the excellent level a minimum 15% collections expense to overall expenses is required.

10. New Service for Novi Community – NPL at Your Door

Pages 9-11 includes detail for the Books by Mail program, which will allow Novi Library guests who are unable to get to the library receive materials by mail. Once approved a guests status would change to mail status. Trustees discussed the Books by Mail Program in depth with Director Farkas. Director Farkas will find out if the bags are trackable through the postal service.

11. Patron Point Library Service and Marketing (compiled by Maryann Zurmuehlen, Head of Support Services)

Details for the Patron Point Library Service is on page 12.

12. Friends Wish List 2021-2022

Page 14 includes detailed commitments from the Friends that Director Farkas presented to the Trustees for the 21/22 Fiscal Year. The 21/22 Wish List totals \$12,500 and Friends generously, annually contribute approximately \$15,300 to various programs. Resulting in the Library potentially receiving \$27,800 in support in the 2021-2022 fiscal year. Director Farkas was excited to announce that the Friends received a \$10,000 grant from Oakland County to help recover some loss from the Book Nook closure.

13. Historical Commission Budget 2021-2022 (December 16, 2020)

The Historical Commission 21/22 Budget can be found on page 15 of the budget narrative.

14. Term Limit Expirations for Board Members

Term limit expirations are at the bottom of page 15. Corrections to Trustee Michener and Trustee Wood expiration dates from 3/1/20 to 3/1/23 will be done.

Melissa Agosta – 3/1/22

Bill Lawler – 3/1/21

Craig Messerknecht – 3/1/21

Tara Michener-3/1/23 (updated to reflect correct expiration)

Kat Dooley-3/1/21

Torry Yu-3/1/22

Geoffrey Wood-3/1/23 (updated to reflect correct expiration)

Student Representatives

Tarun Tangirala- 12/31/20

Sarah Chang – 12/31/20

B. 268 Library Fund Budget Document – 1st draft as of January 7, 2021

a. 2019-2020 Audited (6/30/2020)

FY 2019-2020 revenue and expenditures (audited) can be found on the Library Budget 268 spreadsheet under column a.

b. 2020-2021 Approved (1/23/20)

FY 2020-2021 revenue and expenditures as approved 1/23/20, can be found on the Library Budget 268 spreadsheet under column b.

c. 2020-2021 due to COVID-19 Yr. End (1/7/21)

FY 2020-2021 revenue and expenditures approved 5/28/20, can be found on the Library Budget 268 spreadsheet under column c.

d. 2020-2021 COVID-19 Yr. End (1/7/21)

FY 2020-2021 revenue and expenditures COVID Year End (June 2021), can be found on the Library Budget 268 spreadsheet under column d. Director Farkas highlighted in yellow revenue and expenditure accounts that have monetary changes. Below are specific accounts that were mentioned in the meeting.

Revenue - 268

The projected revenue is \$3,123,886.24 for the 20/21 Year End Projection.

Expenditures – 268

The projected expenditures are \$3,167,504.94 for the 20/21 Year End Projection.

- 742.000-Library Books: \$171,000
 - Decreased from \$185,800 to \$171,000
- 817.000-Custodial Services: \$93,000
 - Increased from \$50,000 to \$93,000
- 880.268-Library Programming: \$15,000
 - Decreased from \$25,000 to \$15,000
- 880.271-Adult Programming: \$0
 - Decreased from \$8,000 to \$0

No changes were made to the revenue and expenditures for fund 269 through year ending, June 30, 2021. Director Farkas will have a better idea of the donations received for fund 269 this spring.

e. 2021-2022 Proposed Budget (1/7/21)

FY 2021-2022 proposed revenue and expenditures amounts can be found on the Library Budget 268 spreadsheet under column e. Director Farkas just received updated property tax revenue amounts from the City of Novi. These amounts are included below.

Revenue -268

The proposed revenue, before the property tax revenue adjustment from the city, is \$3,296,117 for the 21/22 Fiscal Year.

- 403.000-Tax Revenue: \$3,005,458 (update from City)
 - Decreased from \$3,043,724 to \$3,005,458
- 567.000-State Aid: \$33,000
 - Conservative amount budgeted compared to 19/20 amount \$44,383
- 657.000-Library Book Fines: \$48,000
 - Consistent with 19/20 amount

Expenditures – 268

The proposed expenditures are \$3,529,950 for the 21/22 Fiscal Year.

- 704.000-Permenant Salaries: \$983,000
 - Includes 2% increase
- 705.000-Temporary Salaries: \$725,000
 - Includes 2% increase
- 734.000-Computer Software/Licensing: \$99,000
 - Includes \$26,000 in new software for Patron Point
- 742.00-Library Books: \$203,000
 - Increase includes youth and DEI materials
- 744.000-Audio visual materials: \$129,000
 - Increase result of downloadable materials
- 745.300-Electronic Resources-online: \$70,000
 - Increase due to addition of Det. Free Press, NY Times, WSJ, and Washington Post online for Library Guests
- 816.000-Professional Services: \$10,500
 - Increase includes building assessment of \$5,000
- 817.000- Custodial Services: \$93,000
 - Increase due to new contract (lowest bid accepted)
- 880.268-Library Programming: \$28,000
 - Increase includes North End Programming and DEI Initiatives
- 934.000-Building Maintenance: \$100,000
 - Includes air duct cleaning of \$25,000
- 976.000- Building Improvements: \$15,000
 - Library entrance enclosure
- 976.100- Parking Lot Improvements: \$79,000
 - Paving of Library lot - Trustees discussed moving to 269
- 986.000-Computer Camera Replacements: \$32,200
 - Areas being upgraded discussed under budget narrative

Various Discussions surrounding the 21/22 proposed budget:

Trustees discussed the decrease in property tax revenue as budgeted from the City. Director Farkas said the property tax revenue inflation rate multiplier previously used was 3.5% and the rate for 21/22 is 1.4%. Trustee Wood was surprised by the decrease in the property tax revenue and cited the number of houses being built in Novi and the increase in property values, even taking in consideration the cap.

Trustee Lawler recommended continuing to collect book fines, but with a liberal approach accepting reasonable excuses due to COVID. Director Farkas mentioned the book fines revenue line 268-657.000 for 21/22 includes late fees, since the board has not ruled to eliminate them. Trustee Michener reminded the board that this was a big conversation at the budget meeting a year ago, suggesting a need to re-visit this conversation perhaps in July.

Director Farkas discussed Patron Point, an online library card renewal program. It has tons of marketing opportunities within the program, with the ability to inform Library guests of other services and programs that may interest them. The cost amounts to \$1 per patron. Trustee Michener stated the Patron Point looks really smart and resources like this are very valuable. Trustee Michener asked if there are compatible programs to this that can be benchmarked and leveraged. Director Farkas will look into Patron Point's competitors, but she is not aware of any.

Trustee Michener inquired about the users of Novi Library's periodicals and asked if magazines and newspapers can be home delivered. Director Farkas said hard copies of magazines/newspapers are available at the library in addition to the opportunity to provide these resources online. However, magazines/newspapers at the library are not for checking out. Additionally, due to the flimsy nature of these materials they will probably not be part of the mail service.

Trustee Wood reminded the board that the 21/22 budget calls for fund usage of \$233,833.

Trustee Dooley mentioned that the Patron Point system will provide more access for all the people in the community and streamline processes, as well as take down barriers. Trustee Dooley and Director Farkas discussed digital displays and the probability of Patron Point being a better fit for the Library at this time.

Trustee Messerknecht asked about the decrease in building maintenance expenditures from \$112,000 to \$100,000. Director Farkas said that in addition to having a new HVAC company, the facilities team reduced expenses by painting the library instead of hiring a contractor to paint. Additionally, other smaller maintenance expenses that could have been expensed to vendors have also been completed by the facilities department.

Trustee Michener inquired about the building enclosure for the entrance and is concerned due to COVID about people being enclosed in a close vicinity and would currently not be in favor of the enclosure. Additionally, she feels the parking lot paving is necessary and a safety issue. Trustee Messerknecht agrees with the two points Trustee Michener just made. Trustee Lawler asked if there are any specific areas of concern about the parking lot. Director Farkas said an area in the parking lot near the bioswale was cracking and was repaired a few years ago. Currently, Director Farkas is not aware of any major spots and she will reach out to DPW for their assessment before engaging any

contractors. DPW will be asked to evaluate the parking lots condition after the winter months.

President Agosta asked about the library books budget. Director Farkas said \$185,800 was originally proposed for 20/21 and this was decreased to \$171,000. Director Farkas is recommending to increase to \$203,000 for 21/22. President Agosta said with uncertainties of COVID and the proposed budget using \$233,000 of the fund balance that she may not be comfortable with the additional increase to the library book budget.

Trustee Wood asked what expenses qualify to come out of 269 instead of 268 for example the parking lot paving. Director Farkas explained 269 is donated money and not tax payer dollars; essentially it is the rainy day fund and verified that the parking lot paving could be expensed to 269.

Trustee Wood inquired about fund 269 beginning and ending balances. Director Farkas carries the prior years ending fund (audited) balance forward, following the audit. Trustee Wood mentioned by not using money from the 269 fund balance (for 19/20) that it created approximately a \$65,000 positive swing, which Director Farkas confirmed is correct.

f. 2022-2023 Proposed Budget (1/7/21)

Updated for Tax Revenue changes Director Farkas received from the City, column f.

- 403.000-Tax Revenue: \$3,058,054 (Updated from the City)
 - Decreased from \$3,165,473 to \$3,058,054

Future AST replacement budgeted for fiscal year 22/23 or 23/24 for \$159,000

g. 2023-2024 Projected Budget (1/7/21)

Update for Tax Revenue changes Director Farkas received from the City, column g.

- 403.000-Tax Revenue: \$3,119,215 (Updated from the City)
 - Decreased from \$3,165,473 to \$3,119,215

C. Revenue & Expenditure Report through 1/4/2021

Printed 1/4/21 ending 12/31/20, included to consider activity recorded for the past 6 months.

7. Board Members Individual Reflections

Trustee Michener enjoyed the opportunity to review the library financials. She added that the library serves many people in the community in so many different ways. Although the library offers many services, Trustee Michener feels that books are a priority. Specific books are often requested by the community and she would endorse a budget increase for library books. She prefers to be as updated and safe as possible and would approve the parking lot paving. Also, she is open to allowing the parking lot paving be expensed from fund 269. Trustee Michener 100 percent stands behind Patron Point and feels that the library is actually a little behind with this offering. Additionally, she endorses the Books by Mail opportunity stating it is very wise and a community enhancement that is needed.

Trustee Dooley revisited the books budget (account 742) clarifying that what is actually requested (\$203,000) is about an \$18,000 increase from what was originally requested

(\$185,800). She further explained that if the main entrance temporary enclosure is not approved, that would free up \$15,000. Additionally, she added that building facilities saved approximately \$30,000 as a result of painting. This allows the library to free up money for Patron Point and library collections. This keeps the library in the 15% range for QSAC excellence, and allows the library to diversify and keep the collection base for DEI initiatives. Trustee Dooley considers the parking lot a building maintenance improvement and is comfortable looking at moving the parking lot paving to fund 269. She is aware the big concern is to keep 269 sustainable. She inquired about the investment mix of the 269 fund and noticed some growth and mentioned enhancing the 269 fund with corporate endowments. Additionally, Trustee Dooley believes there is wiggle room to give awesome enhancements to the community. Director Farkas mentioned that endowment opportunities are on our radar and the library will be following up and meeting with the City, soon.

Trustee Yu was pleased that there a lot of great projects in the budget narrative and loves the barrier free initiatives that the library is offering, such as the Books by Mail Service and Patron Point. These opportunities create an ability to connect with the people that may not visit the library, but are interested in using online resources/databases. The opening of the North End Lending Library allows a Novi resident to be a library user without physically going to the library building but by using the library kiosk. Trustee Yu supports the Library Book budget, he is aware of the 15% base to keep the QSAC excellence level and mentioned why keep it at the bare minimum if an opportunity presents itself to go above. Additionally, Trustee Yu pointed out the DEI initiative is a new initiative and being new it will initially cost money to grow the collection, which is beneficial at this point. Hopefully, down the road DEI will be integrated in the library's regular spending habits for book budgets. Trustee Yu asked how the library decides what expenses get spent out of fund 269. Director Farkas commented it can be used for building, technology, services and even collections. She added that usually a Trustee comes forward and shows their support for an expenditure to get expensed to fund 269, so there is flexibility. Trustee Yu is finding it a little difficult to grasp the parking lot paving expenditure coming out of 269, compared to a service the library could offer. Trustee Yu sees benefits of an entrance awning but is open to pushing that off another year, if needed. Trustee Yu believes the Friends wish list captures all the different categories/divisions at the library where everyone benefits; staff and patrons. Trustee Yu added that he loves how the iCube continues to grow and suggests that available space in the iCube could be a future conversation to consider.

Trustee Lawler does not have any unique comments relative to the individual budget items that the other Trustees have covered. He commented about the year in general stating that it was an unbelievably challenging year, probably the most of the 5 or 6 years that he has served on the Board. He is most proud of, as a board, the ability to pay the employees all the way through and that everybody was kept safe. He said that others things are important too, but to him probably none more important than that. Trustee Lawler mentioned that the library has dealt with the loss of revenue and he liked the discussion today along that topic. He is not anywhere near where the City is in projecting the (property tax) revenue over the years and personally suspects it will be in the opposite direction, but believes they have their reasons for their approach. He felt that one of the board's big challenges was the social issues that arose this year and it did test the board's cohesion for a while, but he is real pleased with where the board is at now. He thought the (DEI) committee was a good idea and some very good recommendations are making their way forward and the board is handling that in excellent fashion. Overall, he feels they have had a good year of being stewards of the taxpayers' money.

Trustee Messerknecht is in agreement with other trustees that Director Farkas has put together a really solid packet of information for review. He crunched some numbers and without the

\$38,000 drop in revenue, there is a proposal of about an 11 percent increase in expenditures from the blue column (21/22) compared to the peach column (20/21), and it is about 17% higher than it was 2 years ago in 19/20. Taking a look at the revenue for that same 2 year period there is only a projected increase of about 3% in revenue. This is a pretty big increase in expenditures which, of course, leads to a pretty big increase in fund usage. Trustee Messerknecht said that the budget projection starts out this way and usually there are savings to be found, as the year progresses. Leaving a question as to whether this big negative fund usage is as bad as it is going to be or if it will be better. He agrees with skipping the enclosure, which frees up \$15,000. Also, he says there is a possibility the City may allow the library to put off the parking lot paving another year. Trustee Messerknecht referred to the list of various building expenditures on page 7, which on the downside the sum is over \$1 million dollars and on the upside it is probably double that. Although, the 269 fund balance is really attractive, building projects may come up and there is uncertainty as to whether they are months or years away and they could consume all of the fund, so he suggests a cautious approach. Trustee Messerknecht said Books by Mail is interesting and not really expensive and Patron Point provides a nice service and asked for the library to be aware of the possibility of patrons being over targeted with ads/options.

Trustee Wood echo's a lot of what has been said. Also, he recognizes that it is an immense amount of work putting budgets together. Trustee Wood was crunching similar numbers to Trustee Messerknecht as far as tracking the increase in expenditures and comparing it to the increase in revenue, year over year. He is aware that Director Farkas has been able to work magic in the past, but this proposal requests using approximately \$233,000 of the fund balance, however with modifications the number is closer to \$300,000. Trustee Wood asks for a budget cutting at least half, if not more from that number. Trustee Wood leaves Director Farkas to the details. He also mentioned that if 2 out of 435 libraries are achieving 15% (QSAC) and although the distinction is important, if the decision were to come to cutting a person or personnel he would defer to keeping the person and services that person provides.

Trustee Agosta said the budget was very well put together by the team and based on simple wants and not extravagant. She added that the needs are for the entire community. She endorses Patron Point and the ability to renew without having to come into the library. She loves the Books by Mail and the ability to reach out to people that may feel forgotten. She would like to see the book collection remain at the 15% (QSAC). Additionally, she feels the library can still reach out with the DEI initiative within that 15%. Entrance awning although it can save on heat, she does not see it as a priority right now. Regards to the 269 fund, she does not see a problem expensing the parking lot paving to the 269 fund. Trustee Agosta noted the proposed fund use of \$233,000 and referenced page 8 noting that over the last 5 years around ½ million dollars of taxpayer money has been put back in.

8. Public Comment

None

9. Consider approval of 2021-2022 268 and 269 Library Budgets (which includes 268 Budgets 20/21 Year End, Projected budgets for 22/23 and 23/24

No approvals. Further budget discussions to continue at the next budget meeting.

10. Next Budget Session: Thursday, January 21, 2020 at 5-7 p.m. by Zoom

11. **Adjourn**

A motion was made to adjourn the meeting at 7:23 p.m.

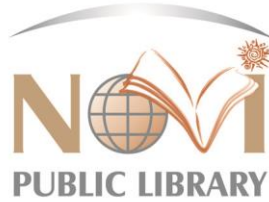
1st—Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Torry Yu, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 21, 2021**

DRAFT

1. Call to Order

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta President, at 5:05 p.m.

2. Roll Call

Roll Call by Secretary, Torry Yu

In accordance with the Open Meetings Act, all members stated their physical location by stating the county, city and state from which they are attending remotely.

Library Board

Melissa Agosta, President

Kat Dooley, Vice President

Bill Lawler, Board Member (signed on at 5:20pm)

Craig Messerknecht, Board Member

Tara Michener, Board Member

Geoffrey Wood, Treasurer

Torry Yu, Secretary

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Under section 5 public comment, the speaker time limit was changed from 5 minutes to 3 minutes. A motion was made to approve the January 21, 2021 Library Board Budget Session Agenda, as amended.

1st—Kat Dooley

2nd—Craig Messerknecht

The motion passed unanimously.

5. Public Comment

None

6. 2021-2022 Budget Narrative, Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director

C. 2021-2022 Budget Narrative- 2nd draft as of January 21, 2021 (Includes 2021-2022 269 Contributed Funds Budget as well as supplemental information for board discussion)

15. Unexpected Costs

- No changes

16. Technology Capital Improvements

- No changes

17. Capital Improvements Projects

A. Upholstery Project

- No changes

B. Youth Area Renovation Project (3 Phases of work proposed)

- No changes

C. Teen Area Renovation Project (3 Phases of work proposed)

- No changes

D. Digital Marketing Displays

- Updated in red – on hold at this time

E. Main Entrance Area

- Updated in red – on hold at this time

18. Employee Compensation for 2021-2022

Updated in red, that the Department of Labor announced a hold to the minimum wage increase for 1/1/21.

19. Health Insurance

No changes

20. Building Assessment Information for Future Planning of the 269 Contributed Funds Account

Updated in red, air duct cleaning is in the 2021-2022 budget account 268-934.000. Seven vendors took a tour and 5 bids were received. Information to follow in the next Board packet.

21. What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)

On page 8 in red is the parking lot update, highlighting information that was presented to the Buildings/Grounds committee on 1/14/21. DPW staff member Aaron Staup walked the library parking lot and found no major hazards. He recommends a crack seal and overband replacement, at an estimated cost of \$5,000, which is included in the 2021-2022 budget, 268-976.100. The complete replacement could cost upwards of \$125,000 as projected in future fiscal years budgeting.

22. What has been the fund balance overage/usage over the past few years?

Updated in red, the library has gained additional funds in the amount of \$597,985.21 based on this twelve year review on page 9.

23. QSAC (Quality Services Assessment Checklist) – Library of Michigan

No changes.

24. New Service for Novi Community – NPL at Your Door

Updated in red, Director Farkas will find out if the mail bags are traceable through the postal service and she will inquire if other libraries offering this service experienced loss of materials by the postal service.

25. Patron Point Library Service and Marketing (compiled by Maryann Zurmuehlen, Head of Support Services)

Page 15 includes new information about Patron Point receiving a Platinum Award in 2021 from Library Works. Director Farkas reached out to the support services manager, Maryann Zurmuehlen and she determined there is not another vendor able to offer the same integration of library functions for new cards and renewals in addition to the marketing function. Auburn Hills has this system and Director Farkas is happy to reach out to them.

26. Friends Wish List 2021-2022

No changes

27. Historical Commission Budget 2021-2022

No changes

28. Term Limit Expirations for Board Members

Updated in red are corrections to Trustee Michener and Trustee Wood's expiration dates from 3/1/20 to 3/1/23.

D. 268 Library Fund Budget Document – 2nd draft as of January 21, 2021

h. 2019-2020 Audited (6/30/2020)

FY 2019-2020 revenue and expenditures (audited) can be found on the Library Budget 268 spreadsheet under column a.

i. 2020-2021 Approved (1/23/20)

FY 2020-2021 revenue and expenditures as approved 1/23/20, can be found on the Library Budget 268 spreadsheet under column b.

j. 2020-2021 due to COVID-19 Yr. End (1/21/21)

FY 2020-2021 revenue and expenditures approved 5/28/20, can be found on the Library Budget 268 spreadsheet under column c.

k. 2020-2021 COVID-19 Yr. End (1/21/21)

FY 2020-2021 revenue and expenditures COVID Year End (June 2021), can be found on the Library Budget 268 spreadsheet under column d.

Revenue - 268

The projected revenue is \$3,123,886.24 for the 20/21 Year End Projection.

Expenditures – 268

The projected expenditures are \$3,167,504.94 for the 20/21 Year End Projection. Allowing for a year end fund usage of \$43,618.70.

l. 2021-2022 Proposed Budget (1/21/21)

FY 2021-2022 proposed revenue and expenditures amounts can be found on the Library Budget 268 spreadsheet under column e. The January 7th projected budget projects using \$233,833 of the fund balance. The current projected budget projects using \$165,528 of the fund balance.

Revenue -268

The proposed revenues, at January 7th meeting were \$3,296,117. The current proposed revenue is reduced to \$3,244,172. This is due to the changes provided by the City. (Item D. Financial Revenue update from City of Novi document).

Expenditures – 268

The proposed expenditures, at the January 7th meeting were \$3,529,950. The current proposed expenditures decreased to \$3,409,700. Expenditure Categories below were discussed. Comparison is between 1st budget session to current budget session.

- Total Personnel Services
 - Decreased from \$2,126,250 to \$2,121,000

- No changes to staff salaries
- Total Supplies and Materials
 - Decreased from \$673,000 to \$647,000
 - Patron Point expenditure moved to fund 269-742.233
 - Director Farkas commented that based on reviewing the Trustee's individual reflections, the majority of the Trustees wanted to keep the books/collections original budget amount.
- Services and Charges
 - No changes. Expenditures category remains the same at \$604,500
- Capital Outlay
 - Decreased from \$126,200 to \$37,200
 - Entrance enclosure of \$15,000 removed
 - Parking lot paving of \$79,000 removed and replaced with \$5,000 for crack seal and overband replacement.

Fund 269

Projected revenues are \$47,500 and expenditures are \$58,400 projecting to use \$10,900 of the fund balance. Patron Point \$26,000 was added to account 269-742.233. Additionally, Diversity, Equity and Inclusion revenue and expense accounts were created to allow for donations for this specific opportunity. Trustee Michener emphasized this would not take away from anything else and added it is a great opportunity.

Trustee Dooley echo's Trustee Michener and stressed the importance of having a path for funding, (for corporate giving, for public giving) when building out DEI initiatives. She added that this is an enhancement to what was budgeted in account 268. Trustee Dooley said that initiatives like this could get cut or threatened (at budgeting times) so it is important to have this path in 269, to protect the growth and enhancement of the DEI initiative.

m. 2022-2023 Proposed Budget (1/21/21)

Column f. Future AST replacement budgeted for 22/23 or 23/24 fiscal year for \$159,000. AST life span is between 12-15 years.

n. 2023-2024 Projected Budget (1/21/21)

Column g.

C. Revenue & Expenditure Report through 1/11/2021

Printed 1/11/21 ending 12/31/20.

D. Financial revenue update from City of Novi as of 1/4/21

Document included in packet

7. Board Members Individual Reflections

Trustee Michener said having a focus on collections is important, a library needs to have books/materials since that is what they are known for. She added that the library worked hard to achieve the QSAC ranking and it is important to keep that. Being known for being excellent is a good thing in the library world. Trustee Michener added that to lose this designation looks worse than to have never had it at all. Adding that it is stellar to be able to keep that designation during a pandemic. Continuing to do the DEI work is important and she personally has been doing a lot of work with the anti-defamation league. Trustee Michener said the world is not doing well when it comes to race relations and harmony. So the libraries work focusing on the library being a welcome place and investing in that is part of humanity and is important. She feels the library is heading in a good direction and there is a lot of work to be done.

Trustee Agosta is very comfortable with the changes and what she is hearing this evening. She is thankful that the full parking lot paving is no longer included (in this budget). Commenting that last year the board approved a budget using \$141,000 and usually by fiscal year end the library ends up in the positive. However, she is concern about the projected fund usage of \$500,000 and the fairly large expenses that will be coming up in the next few years.

Trustee Dooley is happy with everything Julie outlined and presented in the budget. She definitely wants to keep the QSAC accreditation, and although the baseline is 15% to strive for 16% percent and beyond is a reflection of listening to the community and what they want. She wants the library staff to know they are appreciated, they do outstanding work and wants them to feel supported. Trustee Dooley said Patron Point is something that she feels will be a huge benefit for the community. Pushing the library in a good direction with communications, management of expectations and customer service. Adding that these are important things that can always be improved. She is also concern about the large projected fund usage in future years. Trustee Dooley mentioned account 269 and the ability to grow and protect this account creating the ability to take care of things as they come up and to continue to keep enhancing the account in order to bring in amazing enrichments for the community.

Trustee Yu is happy that Director Farkas is keeping the collections budget at its current rate. Adding that as a library, people come for the materials and although other services offered are important, the collections are key. Trustee Yu emphasized what he said two weeks ago that the DEI initiative is in the growing phase and investing into it is needed until it becomes part of regular spending. He is happy that Director Farkas was able to consult with DPW and get their professional judgement about the parking lot. Additionally, he is happy with budget being proposed and is excited to see what the next year brings.

Trustee Lawler said Director Farkas continues to do an excellent job controlling the library's resources. Spending what is needed to spend and no more other than appropriate initiatives. He recognizes it would be easy to cave in and not spend anything right now, but feels that would be a mistake. He expects tough times coming, but recognizes it would be a mistake to not acquire new things that the library needs to acquire to remain a state of the art library. He is pleased with the prioritization that has been done. Nothing is spent that is not necessary and he does not see someone reflecting back, years from now, saying the library has been passed up by neighboring libraries. He feels this has been a productive session.

Trustee Wood said his comments from the last budget meeting still stand, adding that he is more comfortable with this budget. At the last meeting, he asked Director Farkas to bring back a budget using about ½ of what was projected and she came through with that. As mentioned last time by Trustee Wood the revenues are not increasing at the same rate as the expenditures (as pointed out by Trustee Messerknecht). Additionally, he has brought up in past conversations, when should the community be approached about increasing the millage? Ultimately, there is a fiduciary responsibility for the library and if the library wants to maintain all these levels then at some point the revenue portion of the budget needs to be fixed as a breaking point is coming. He recommends exploring, as a board, what steps need to be taken and when they should be taken.

Trustee Messerknecht said this is a good reflection of what was discussed at the last budget session. As a fiscal conservative he is always concern looking down the road as there are big expenditures coming up. He is glad to see the reduction in the fund usage in this budget session and typically it improves, as the year goes on, over what is projected. As far as collections that is the last place he would recommend to cut money as Trustee Yu said we are

a library. Trustee Messerknecht said the parking lot plans make a lot of sense, it does not look like it needs to be done immediately and there is a need to plan for it down the road.

8. Public Comment

Sharon Trumpy, resides on Harvest Drive in Novi. She is an avid reader and grateful to the board for their hard work and is especially excited to hear about the boards commitment to collections. She is a huge fan of diverse books and own voices books and is looking forward to the new selections that will hopefully be coming to the library soon and for her black son to see more books that reflect his experience. She is also a member of Novi racial awareness, accountability and action. She wanted to thank Trustee Michener and Dooley for the comments she heard from them tonight about setting funds aside in account 269 for DEI initiatives. She is really hopeful that the general fund and the 269 fund can be used to make sure this is an ongoing commitment to the diversity in Novi's community. She thanked the board for their hard work and she is excited about what will come out of DEI and the year to come.

Paula Henry, 23575 Stonehenge in Novi. President of PAASN (Parents of African American Students in Novi) She thanked Trustee Dooley and Michener for their support and the committee for support. She said the DEI needs to be a priority and she is happy that money is set aside in specifically the 269 fund. She definitely wants to protect it and continue to grow it so that it really makes a difference in the community as it relates to Diversity, Equity and Inclusion. She is super excited that everyone is excited about the future of the DEI. She is happy about what she heard tonight and thanks the board for their hard work.

Betsy Beaudoin, did not state address. Thanked the board for their hard work. Her family has been using the library a ton as she has 3 virtual learners at home. She is taking advantage of all of the great books and research. She wants to echo what Sharon and Paula and thanked the Trustees who have put the effort in the funding of the DEI initiative. Novi has been her home most of her life and she said it is a beautiful, diverse community and she would love to see the library continue to be a leader in these programs and make sure they are well funded and keep that funding protected. She would like to see an offering of many resources to everyone in the community, equally.

Monifa Henry, 49520 Waterstone Estates Circle Northville MI. NPAAS Northville Parents of African American Students, President. Thanked the board for the meetings and she noted that the board's considerations have been very well noted about the budget. She is here to support the DEI 269 fund that it be continuous to help educate the community by offering scholarships, or inviting speakers beyond February (Black History Month) and help embrace the Diversity, Equity and Inclusion that everyone is anticipating.

9. Consider approval of 2021-2022 268 and 269 Library Budgets (which includes 268 Budgets 20/21 Year End, Projected budgets for 22/23 and 23/24

No approvals.

10. Approval of 2021-2022 268 and 269 Library Budgets (which includes 268 Budgets, 20/21Yr. End, Projected budgets for 22/23 and 23/24.

Approval will take place at the January 28, 2021 Board Meeting.

11. **Adjourn**

A motion was made to adjourn the meeting at 6:00 p.m.

1st—Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Torry Yu, Secretary

Date

Warrant 598	268 Accounts	January 2021	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 116.84
Quill		268-000.00-727.000	\$ 68.57
Amazon		268-000.00-734.500	\$ 161.21
Tech Logic		268-000.00-734.500	\$ 219.80
Amazon		268-000.00-742.000	\$ 1,942.34
Barnes & Nobles		268-000.00-742.000	\$ 17.99
Brodart		268-000.00-742.000	\$15,717.11
Center Point Large Print		268-000.00-742.000	\$ 25.32
Gale/ Cengage		268-000.00-742.000	\$ 323.11
Library Network		268-000.00-742.000	\$ 40.25
Tsai Fong Books		268-000.00-742.000	\$ 249.79
Amazon		268-000.00-742.010	\$ 18.99
Brodart		268-000.00-742.010	\$ 207.58
Midwest Tape		268-000.00-742.010	\$ 9.74
Amazon		268-000.00-744.000	\$ 315.35
Midwest Tape		268-000.00-744.000	\$ 2,241.32
Midwest Tape		268-000.00-745.200	\$ 9,750.65
Spectrum Enterprises		268-000.00-801.925	\$ 56.18
IPC		268-000.00-802.100	\$ 150.00
Bank Service Charges		268-000.00-802.100	\$ 172.19
Foster Swift		268-000.00-806.000	\$ 609.00
Rubbish		268-000.00-808.100	\$ 111.31
RNA Janitorial		268-000.00-817.000	\$ 5,038.10
AT&T		268-000.00-851.000	\$ 401.61
Spectrum		268-000.00-851.000	\$ 56.18
T-Mobile		268-000.00-851.000	\$ 857.30
TelNet		268-000.00-851.000	\$ 428.80
Unlimited Conferencing		268-000.00-851.000	\$ 33.97
Verizon		268-000.00-851.000	\$ 458.58
Library Network		268-000.00-855.000	\$ 1,979.25
Fuel Charges		268-000.00-861.000	\$ 17.95
Facebook	marketing; various programs	268-000.00-880.000	\$ 17.39
MuniWeb		268-000.00-880.000	\$ 1,227.00
Accucut		268-000.00-880.268	\$ 394.80
Amazon		268-000.00-880.268	\$ 252.46
Animaker		268-000.00-880.268	\$ 35.00
GLSEN	safe space kit	268-000.00-880.268	\$ 19.25
Malzhan, Kirsten	reimburse staff	268-000.00-880.268	\$ 30.00

Oriental Trading		268-000.00-880.268	\$ 167.54
Swank Move Licensing	license	268-000.00-880.268	\$ 646.00
Millennium Business Systems		268-000.00-900.000	\$ 213.76
Consumers Energy		268-000.00-921.000	\$ 1,330.76
DTE		268-000.00-922.000	\$ 6,786.64
Allied Building		268-000.00-934.000	\$ 1,125.00
Allied Eagle		268-000.00-934.000	\$ 1,751.95
Cintas		268-000.00-934.000	\$ 544.50
Dalton		268-000.00-934.000	\$ 2,760.50
Library Design		268-000.00-934.000	\$ 1,050.00
North Star Mat		268-000.00-934.000	\$ 212.52
Orkin		268-000.00-934.000	\$ 69.50
Sherwin Williams 12/7		268-000.00-934.000	\$ 352.02
Brien's		268-000.00-941.000	\$ 250.00
Millennium Bus. Systems		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 23.98
Petty Cash (Postage)		268-000.00-728.000	\$ 17.40
TOTAL			\$61,725.29

Warrant 598	269 Accounts	January 2021	
Payable to	Invoice #	Account number	Account total
Big Frog	LLL T-Shirts balance	269-000.00-742.236	\$ 180.00
US Cutter	iCube; various crafts expenditure	269-000.00-976.046	\$ 128.36
TOTAL			\$ 308.36

Email: From Sharon Trumpy
Hello Julie and Library Board!

I just realized that tonight is the board meeting and unfortunately I am unable to call in to make a comment as I have a class to attend. I have, however, looked over the agenda and the minutes of the last meeting.

First, I would like to commend Gail Anderson in particular and NPL as a whole for the Community Listening Session and follow up. I have also been able to attend the African American discussion group and several other DEI events through the library this Fall and have very much enjoyed them. Thank you DEI committee for your hard work!

I did note on tonight's agenda that a policy prohibiting hate speech in the library has still not been passed and I am concerned. The library should be a safe place for ALL in our community and I want the library to unequivocally state that hate speech has NO place and will NOT be tolerated at the library. I understand that this policy has been previously discussed and that NPL wished to have an attorney review the policy before voting but I am confused by why this simple and important step seems to be taking so long. I hope that there will be progress towards this goal at tonight's meeting.

I also noted that the HR Manager position is still open. As I recall, serving on the DEI committee will be a part of this role and I hope that when you are considering potential candidates that this will be a high priority.

Thank you -- I know that it is sometimes challenging to hear ways in which improvements can be made. Sometimes it is hard not to take things personally. I want to assure every one of you that I hold no ill will towards you or the library, but I do want to urge you to center the voices of those who have been personally impacted by racism. If we work to make the library welcoming and inclusive to the most marginalized in our community, we will make it welcoming and inclusive for all.

I appreciate the work that has already been done and look forward to more progress to come.

Thanks,
Sharon Trumpy

Email From: Doreen Poupard

Dear Julie and Gail,

Thank you for inviting our Novi community to come together in order to reflect on the meaning of today's celebration ...

I appreciate ALL the effort and time invested for our benefit. I was honored to share and to be a part with you.

Blessings,
Doreen

From: **EK Stenson**

Date: Mon, Jan 18, 2021 at 6:23 PM

Subject: Thank You & Feedback: MLK Unity Event

To: Gail Anderson

Hello again, my wonderful sister in Christ Jesus!

Wow! What a wonderful program today - Rev.* Dr. King would have been proud of what you put together!!! We were black and white and Asian and Indian and... We were young and older and everywhere in-between... We spoke and we sang and we played instruments and we prayed and we lectured ... AND we LISTENED to each other!!! We used a myriad of mediums to "speak the truth in love" (Ephesians 4:15), the truth of Rev.* Dr. King's mission- his DREAM! Thank you for letting me be a part of such a special event! It was nice to follow Julie's wonderful greeting! I was moved enough by her verbiage that I'll plan to renew my library card in the near future! (Yes, you can tell her I said that! Lol!) It was unfortunate that my video feed didn't activate, but as I said (and you echoed), one need not see in order to pray! (My girls may actually have been relieved that they weren't on a community-wide video feed! Lol!) I hope the benefit of me being "in the dark" was that it allowed your tech team (Mary?) to work out the procedural bugs so the other presenters could be seen "in the light". (I think it may not have effected Julie's video because she was listed as a "host".) With the benefit of the event being digitally recorded, do you have plans to upload it as a video link on the NPL website? I think it would be a great blessing for those who were not in attendance today to be able to view it- or for folks to view it again! It was a fine feather in the cap of the community - and NPL! Thank you for your efforts in coordinating this, Gail, and please share my gratitude to all who were involved from Team NPL! Yea! Thank you again for inviting me to be a part of this blessed event and I look forward to taking part next year. This annual event should (rightfully) continue to become a wonderful legacy in honoring Rev.* Dr. King and reflect upon the beautiful diversity that is Novi!!! If there is anything else that I can do for you or other NPL staff, please feel free to reach out to me.

God bless you & keep you all,
Pr. Eric Stenson +

*As I have previously explained, I am on a mission to always identify our brother Martin by his full professional title in order to shine a light on his identity as a Christian pastor. I believe it further honors him AND his faith; and I truly believe he would enthusiastically accept it! ;)

Email from: Priya Gurumurthy

Dear Gail and Julie,

Thank you so much for such a wonderful opportunity today to showcase the teams thoughts on Unity. It is so important for us, on this day, to teach our kids what it means to stay together and be inclusive.

The program was very nicely done! We were able to spread this to our community as well.

Regards
Priya

Library Board Student Representatives Report December 2020

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

Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia program was held on December 2. Guests read *Willa and the Whale* by Chad Morris and answered trivia questions relating to the book. (Attendance = 7)

Teen Space Update:

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

Teen Advisory Board (TAB) Update:

The fourth Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on December 4. The meeting started with an icebreaker, in which the teens said their name, school, favorite color, and something they like that starts with the first letter of their names. The guest speaker, Novi Library employee, Tia Marie Sanders, spoke with the group about racial inequality in our community and how students can help fight racism. She also discussed an opportunity for TAB to connect with African American students in Detroit. Ms. Sanders also provided information about teen volunteer opportunities in the Novi community. The next guest speakers were students from Novi High School who shared their body positivity campaign. The remainder of the meeting was spent discussing the virtual teen talent show, which is open to high school students who reside in or attend school in Novi. Submissions are accepted from December 21 through January 22. (Attendance = 21)

Upcoming Tween and Teen Programs:

NPL is continuing to offer virtual programs in February 2021.

- Teen Advisory Board (TAB) Meeting – February 19
- BeTWEEN the Pages: Tween Book Club Trivia – February 24 (Title is *Zora and Me* by Victoria Bond. This title is available through Hoopla for instant download.)



2019 - 2022

Novi Public Library's Strategic Goals

- 1 Empower universal literacy.
- 2 Escalate an Innovative and Inclusive culture.
- 3 Enhance core Interactions within our diverse community.



How will we accomplish these goals?



Collections/Electronic Resources

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



Programming & Events

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



Outreach & Services

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



Building & Grounds

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



Human Resources

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



Technology

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



Marketing

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

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

INFORM. INSPIRE. INCLUDE.

Updated: 09/24/20

DATE: December 2020		[AD - Administration, IS - Information Services, SS - Support Services, IT - Information Technology, FAC - Facilities, CSC - Customer Service Committee]		
GOAL 1: EMPOWER UNIVERSAL LITERACY				
CATEGORY: COLLECTIONS/ELECTRONIC RESOURCES - Monitor our equity footprint for collections; Expand collection offerings in print, music and movie in addition to electronic formats; Provide online training options for residents, city/school employees and businesses				
Dept	Tactic	Status	Last Update	Staff
IS	Be an active participant in learning, developing, training of self and department/library colleagues in relation to improving/expanding diversity, equity and inclusion efforts at NPL	Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections. # OwnVoices desk display for 2nd floor, coordinated with 1st floor desk. # OwnVoices book list, to be added to Adult Subject Binder and sent to Dana to upload to NPL's new DEI page (when it is launched) Anti-Racist Reads booklist, to be added to Adult Subject Binder and sent to Dana. Also updated list in SelectReads. Listened to Beyond Books podcast on How to handle statues in Detroit. Watched Gail's programs, Why Take a Knee? and Racism Is Not a "Black People" issue. - Continued work on the NCSD 21-Day Racial Equity Habit Building Challenge including: video: Implicit Bias: Peanut Butter, Jelly, and Racism and TED Talk: What It Takes to be Racially Literate. - In addition, I have been watching the YouTube series: Uncomfortable Conversations with a Black Man. -Reviewed BCALA website and created report of information for Library Board -Attended DEI Library Board Committee meeting -Reviewed MetroParent article on Raising Anti-Racist Children -Attended Library Journal: Equity In Action: Fostering an Antiracist Library Culture webinar 3 part series. -Researched black-owned publishing companies. -Watched webinar: Advancing Diversity, Equity, & Inclusion at Your Organization" -List of anti-racism books provided by Toby from the Listening Session purchased. Will be added to an anti-racism bibliography. -Viewed "Unseen: Designing for Diversity" presentation by University of Michigan for the Southeastern Michigan League of Libraries Fall 2020 Meeting. They developed an interactive, empathy-building exercise to help libraries better understand which parts of their community are "falling through the cracks" of their services. Attended "Trauma and Young Children: What Every Early Educator Needs to Know by Sarah Erdman" webinar from Early Childhood Investigations. Discussed the important link between racism and trauma as well as the importance of self-care. -Cohosted Pride and Joy program on 11/4/20 with Adrienne Haslam and guest speaker Bobbi Ullinger. -2 boxes of weeded Spanish Youth Materials donated to Casa Colibri (a local charity for Spanish Youths) -Purchased 48 titles DEI youth and tween fiction titles to be added to the collections -Added information for Black-owned businesses to the BRC webpage -Ordered Safe Space Kit from GLSEN -Coordinated with Bethany Bratney, librarian at Novi High School, to get their YA LGBTQ+ book list -Attended webinar: Lifting Voices: The Black Friend: On Being a Better White Person	11/20, 12/20	IS Staff
IS	DEI Displays	Created anti-racist reads display and youth black lives matter display. Put up the Women's vote display. - Printed Rightfully Hers Resource Guide and placed near the patio doors on the ledge. -Displayed Suffrage posters from the Smithsonian courtesy of Rachel Maneia. - Created #OwnVoices displays around first and second floor desks. Included book lists as well. Created posters on famous black librarians and displayed on first and second floor, also shared on social media. -Created monthly Libraries Are for Everyone display to celebrate more diversity and provide marketing of our more diverse material.	11/20	IS Staff
CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL				
Dept	Tactic	Status	Last Update	Staff
IS	Oversee VR Committee and provide staff/guest training	Held VR demos to educate staff	11/20	SV

IS	Explore ways the iCube can evolve to be relevant during Covid times, devise an appointment scheduling system, taking orders similar to the 3D Printing Committee, looking for more virtual services.	Met with Charlie and Dom to discuss some ideas, as well as the iCube Team. iCube staff will begin taking one hour appointments on October 1st. All equipment sheets are being updated and safety protocols will be drafted for review by the iCube Team. Charlie and I met to discuss ways to promote the iCube during phase 4. We plan to continue to offer Grab and Go kits made with equipment in the iCube as well as placing items made in the iCube at the Information Desks. We will also talk to Gail about having a display in the 1st floor display case featuring some of the cool things that can be made in the iCube. Cut out numerous vinyl (adhesive and removable) decals for the holiday season on the Cricut Maker for the iCube Grab & Go: Seasonal Decals. As well as created an instructional handout showing guests how to remove and apply their decals to various things. Attendees picked up the kits from Nov. 16-21	11/20	MJR
IT	Develop an Action Plan to ensure continued guest use of the iCube	Plan includes training, staffing, creating collection kits, programming and determining future hardware/software.	11/20	DD, BR
iCube Action Plan: Supply staff with a working knowledge of the various equipment to assist guests				
IS/IT	Create a monthly schedule to insure staff availability for assisting guests.	A weekly staffing schedule is created for this service point.	11/20	DD, DS
IS/IT	Create a Staff Manual containing procedure, tips and tricks for each device	Links, images and various tips added for Adobe Creative Suite, Carvey CNC, Cricut/Silhouette, Wacom Mobile Studio Pro, Mug heat press, button maker. Sublimation printer section added. Dahle trimmer, FastFoto, Flatbed scanner and Dotspen information added.	11/20	DD, LRB
IS/IT	Record hands-on staff training on each device	All iCube Committee members trained on Laser, Sublimation printer and laminator. The majority of the iCube Committee has been trained on the remaining equipment.	11/20	DD, CH, MJR
IS	Learn and provide a report on how to use each piece of technology in the iCube.	Practiced making vinyl stickers on the Cricut. Trained on the 3D printer and the sublimation printer. Spent time exploring the various things you can do on the Creation Station including digitizing various media, making copies of that media and editing digital media like video and audio. Also spent time exploring the capabilities of the Silhouette device.	7/20, 8/20, 9/20	LRB
IS	Learn and provide a report on how to use each piece of technology in the iCube.	Trained on the Carvey 3D Carving Machine, Mug Heat Press, and Sawgrass software (used with the Mug Heat Press). -Trained on the new 3D printer and software, RaiseCloud3D.	7/20, 8/20, 9/20	SV
iCube Action Plan: Promote programming, equipment and Creative Kits				
IS	To continue offering opportunities for fine motor skills practice, make a series of Creative Kits for the iCube based on the fine motor skills programs from 2019-2020.	First kit is done- Pathholder Loom Weaving -Purchased remaining supplies for Scrapbook Paper Jewelry Kit	11/20, 12/20	KM
IS	Research and develop a series of 6 Exploration Kits for the iCube, with a focus on drawing children and families into the space to engage with STEAM activities appropriate to those age groups in the library			KE
IS	Plan and implement one program in the iCube	Brainstorming ideas: developing potential craft-related virtual options.	7/20, 8/20, 9/20	LRB
IS	Provide three programs using iCube equipment. (Rollover)			SV
IS	Create iCube YouTube channel and make instructional videos demonstrating equipment in the iCube. This channel will be accessible on an iPad (former RBDigital iPad) and installed in the iCube for guests to view. Since it's a YouTube channel, we can post it on our iCube web page. These videos will grow out of virtual programming.	Discussed with BR moving the iPad to the iCube and the type of equipment needed to lock it down. Met with to discuss Dana about creating a CubeTube channel as a subset under the larger Novi Public Library one. Made more short embroidery machine introductory videos.	11/20	MJR
AD	Post iCube content on social media monthly or as needed	List of Creative/Sensory/Exploration Kits highlighted in the eNewsletter, posts to social media and displayed on the informational kiosks.	11/20	DB
iCube Action Plan: Implement an appointment scheduling system				

IS/IT	Configure and train staff on an appointment scheduling system.	Created an Appointment Request Form in Google Forms for guests to use and set up each device and creative kit as a resource in Picktime Scheduling software. As of our closing to the public on 11/18 we booked over 42 appointments in the iCube since starting Oct. 1st!	11/20	MJR, DD		
iCube Action Plan: Maintain current and future equipment						
IS/IT	Maintenance Log for each device	Added a Maintenance Log for each device to the Staff Manual defining the type of maintenance needed, the frequency of the maintenance, who performed the maintenance and when it was performed. Sent update to the Fire Department as new equipment was acquired.	10/20	DD, LRB, CH		
iCube Action Plan: Research and acquire new equipment or services						
IT	Explore new technology and suggestions from guests	Attends TLN Technology Committee meetings to be aware of what other libraries are exploring/implementing. Attended the Computers in Libraries virtual conference for updates on technology being used in a library setting.		BR, CH, DD		
IS	With the idea of keeping the iCube as an ever-evolving space; continue to research and acquire new equipment/services, and then promote and demonstrate them in the iCube.	<p>Purchased accessories for the sublimation printer and have been testing it out for the optimal settings. Created instructions for using the mug heat press. Also purchased supplies for the embroidery machine and created instructions for getting.</p> <p>Worked with USCutter, the vendor we use for sublimation printing, to replace mugs that arrived broken and some that were the wrong size. Started with sewing and embroider – includes screenshots and tips. I spent a lot of time in the iCube learning the embroidery machine. We are starting to get requests for using the machine, especially custom work like logos. In order to do this, I am learning the software we purchased in February. This also included two trips to the Husqvarna Viking reps for further training regarding some technical details.</p> <p>Also, since we will begin taking appointments in the iCube starting Oct. 1st, I created a Google form for making iCube appointments. In this form guests will have to indicate they will adhere to safety protocols during phase 4, and then they can select the equipment they would like to use, and the available time slots for staff assistants. Once they submit the form, an iCube team member will book the appointment in Picktime.</p> <p>Presented information on potential new items for the next budget year, like another, but smaller paper cutter, equipment for small scale portable photo studio, a Verso Desktop full color, high resolution combined printer/cutter. This would make professional level labels, decals and stickers.</p>	11/20	MJR		
AD	Gather feedback/suggestions from guests	Suggestion Box for ideas from guests	10/20	DB		
CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships						
Dept	Tactic	Status	Last Update	Staff		
IS	Provide Diverse Program Opportunities that empower cultural literacy	Focused on International Artists for Masterpiece Mondays - September, China - Ai Weiwei; October, India - S. H. Raza; November, Iraq - Suad al-Altar	11/20	KE		
IS	Investigate the possibility of providing story times that promote EQ (emotional intelligence). Specifically, virtues like empathy, kindness, and patience. Plan for in-house and/or virtual possibilities.	<p>-Plan to include ALL kinds of inclusion—adoption, disability, different types of families, LGBTQ, respecting other's difference, race, immigration.</p> <p>Currently looking into books that will fit this particular storytime.</p> <p>-Found a few that I like (The World Needs More Purple People is my favorite so far). Just have to figure out a time to do this—possibly February 2021. Looks like this will be virtual in February 2021</p>	11/20	LB		

IS	Explore community interest in an early childhood parent book club offered once per Engage period. Book selections will cover early childhood development and early literacy, Informational parenting books, as well as books with activity ideas for children will be considered.	-Wrote Engage entry and begin researching titles and resources for discussion. -Sent David information for Facebook event & Sent flyer to Ann at ECEC for distribution. -Emailed Tori at KinderCare the flyer for the first meeting to share with teachers and parents/caregivers -First meeting held virtually on Sunday, October 18th -Worked on reading the book for December's meeting, The Brave Learner: Finding Everyday Magic in Homeschool, Learning, and Life by Julie Bogart Prepare Supplemental Resources page for December meeting. -Program is being cancelled due to low interest/attendance. Will look into offering in the future perhaps when in-person programs return.	11/20, 12/20	EB
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CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; Increase staff and community advocacy, awareness and education of DEI initiatives; Improve staff training, launch a customer service initiative and support growth and innovation in library				
Dept	Tactic	Status	Last Update	Staff
ADMIN	Improve staff training	Bystander intervention training being discussed for staff	1/21	

CATEGORY: OUTREACH AND SERVICES - Positively and effectively influence outreach and partnerships pertaining to race relations; Improve library access to all Novi residents, city employees, businesses, and those working in Novi; Expand collaborations with area schools and create barrier free policies and procedures				
Dept	Tactic	Status	Last Update	Staff
ALL	Lakeshore Lending Library kiosk	Project was planned for a fall 2020 opening, however due to construction delays due to COVID, the project has been delayed until spring 2021	10/2020	

CATEGORY: MARKETING - Monitor our equity footprint for accountability; Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events, services, and tell NPL's story better through Inform, Inspire, Include.				
Dept	Tactic	Status	Last Update	Staff
SS	Patron Point Software	Investigated subscription to Patron Point automated marketing software to create customized marketing emails, newsletters, and other campaigns to improve guest engagement and retention.	1/21	MZ

GOAL 2: ESCALATE AN INNOVATIVE AND INCLUSIVE CULTURE				
CATEGORY: COLLECTIONS/ELECTRONIC RESOURCES - Monitor our equity footprint for collections; Expand collection offerings in print, music and movie in addition to electronic formats; Provide online training options for residents, city/school employees and businesses				
Dept	Tactic	Status	Last Update	Staff
IS	Oversee the implementation of a full collection analysis (all materials); investigate companies to provide the service, costs and completion of the project which will result in a full report of recommendations and collection needs (March 2021)	- Reviewed report from EL on population percentages by race. -Set up meeting with Julie and Betty to discuss specific parameters needed. -Sent inquiry email to Michlib list to find other libraries that have carried out a collection audit. - Investigated the Teen Toolbox Librarian's audit ideas. -Held a phone conference with a rep from Mackin to see what type of audit they offered and it will not currently work for us. - Looked at Diverse Books audit offered for picture book sections, and informed Emily. - Continued conversation with Benzie District Library Librarian regarding collection audit experience. Diversity Bookfinder report was ran and reviewed. It has limited results due to the college not having the most recent titles, but there are definitely titles we can look to purchase. Will run this report quarterly to find anything we might be missing. KE is working on a audit with parameters by Library Journal. She has shared this with staff. The next step is to review this and decide on parameters by March for both collection audits and how to track while ordering beginning with the next fiscal.	11/20, 12/20	AS

IS	Update the youth, tween, and YA fiction genre booklists binders at the information desks and make lists available electronically on NPL's website. This will provide guests with recommended reads available at NPL. Binders will be available for public use to access near their respective collection areas.	<ul style="list-style-type: none"> - Started to determine which genres to include in the binders -Went through VOYA journal best of 2019 teen titles to begin work on the genre lists -Continued to research titles to add to the booklists -Collaborated with the youth department to create the new monthly youth display "Libraries are for Everyone" book list featured on the website under the youth section -Collaborated with the youth department to create two book lists: 1) the December book list for the monthly youth display "Libraries are for Everyone" display featuring #OwnVoices, Hanukkah, Christmas, Kwanzaa, and craft books; and 2) the COVID-10 book list for youth and tweens plus additional online resources Added a new link to the teen book lists website page: YALSA's Outstanding Books for the College Bound and Lifelong Learners -Collaborated with the youth IS department to create the January book list for the monthly youth display "Libraries are for Everyone" display featuring MLK Day, multicultural children's book day, Coretta Scott King Award, mindfulness (feelings/emotions/stress management/yoga), and National Braille Literacy Month titles (to be added to the website soon) 	11/20, 12/20	LG				
CSC	Continue to advocate, update, and review the Be Our Guest customer tools	Updated the Educate tool to include taking a guest to library area and providing tours to new guests. Created video explaining new addition to staff for training purposes. -Created a KultureCity tool handout and video explaining this new service to staff and added to the website	11/20, 12/20	CSC				
CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL								
Dept	Tactic	Status	Last Update	Staff				
CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement. Evaluate programming needs, expand outreach and create new partnerships								
Dept	Tactic	Status	Last Update	Staff				
SS, IT	NPL Community Listening Session	All Support Services Supervisors, Support Services Manager IT Manager and IT Staff participated in a virtual Community Listening Session on October 27, 2020. IT Manager participated in the virtual Community Listening Session Reflection & Discussion.	10/1/20, 11/20	SS Supervisors/ Manager, IT Manager and Staff				
IS	Create a Youtube International Channel featuring playlists for English Language Learning, other language learning with playlists personally curated and reviewed. Attach to the International & ESL page. Channel will consist of at least 6 playlists (1 for each conversation group) and contain not only information about the language but about the culture as well. Information about our conversation groups will be added to the channel and each individual playlist.	<ul style="list-style-type: none"> - Created the channel, added our logo, started working on the Japanese Language lessons playlist -Added German language learning and culture -finished Japanese Language learning, added culture -uploaded past ELL videos -uploaded edamame chopstick challenge -Added Spanish language learning and culture -Added Easy French videos -Added English Pop Culture playlist and videos -added Easy English videos playlist -Added coronavirus video 	10/20	SOL				

IS	Provide Mental Health education opportunities	Partnered with Novi School's Mental Health Alliance Group to host programs. -Coordinated a Mental Health Series additional topics: "How Are the Kids?" "Man Stress" "Supporting Frontline Workers & Educators" -Provided Mental Health program- The Psychological Impact of Racism. -Continuing partnership with NMHA group into June.	11/20, 12/20	AS, GA
CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; increase staff and community advocacy, awareness and education of DEI initiatives; improve staff training, launch a customer service initiative and support growth and innovation in library				
Dept	Tactic	Status	Last Update	Staff
AD/IS	Memberships to BCALA and APALA		10/2020	
	LGBTQ Roundtable		10/2020	
CATEGORY: OUTREACH AND SERVICES - Positively and effectively influence outreach and partnerships pertaining to race relations; improve library access to all Novi residents, city employees, businesses, and those working in Novi; Expand collaborations with area schools and create barrier free policies and procedures				
SS	NCS D Library Card Campaigns	Completed a second library card registration campaign for NMS and NHS students to allow more students access to our physical and digital collections.	11/2020	Circulation
IS	Create an online reader's advisory form that can be marketed on NPL's website, social media, and e-newsletter. Guests can complete the form to receive personalized reading suggestions from IS staff.	- Started to investigate questions to put on the form -Continued to research questions to put on the form -Created a draft of the form; shared with IS staff for feedback; staff have until October 1 to submit feedback; will work on getting it live on the website in October -Staff input process is completed; questions for form are completed -Form has been added to our website Staff have been notified about this new service Dana included information about this new service in the November Peachjar flyer Goal is completed	11/20	LG
SS	Anthropology Outreach Event	Outreach and card sign-up event scheduled at Anthropology Senior Facility on February 11, 2021.	1/21	ES
CATEGORY: MARKETING - Monitor our equity footprint for accountability; Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events, services, and tell NPL's story better through Inform, Inspire, Include.				
GOAL 3: ENHANCE CORE INTERACTION WITHIN OUR DIVERSE COMMUNITY				
CATEGORY: COLLECTIONS/ELECTRONIC RESOURCES - Monitor our equity footprint for collections; Expand collection offerings in print, music and movie in addition to electronic formats; Provide online training options for residents, city/school employees and businesses				
Dept	Tactic	Status	Last Update	Staff
IS	Explore resources on diversifying the picture book collection, including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.	-Received information on Diverse BookFinder, will be exploring their offer of a free picture book collection diversity audit for NPL. -Continued reviewing the picture book collection for adding more own voices books. -Continue ordering to expand our newly added holidays in the Holiday Picture Books - Viewed Diverse BookFinder webinar "Multicultural Picture Books: A Deeper Look at Your Collection" for information on how to begin a diversity audit for the picture books in each of the picture book, youth biography, and youth nonfiction collections. (notes in shared IS Google Drive folder) Connected with Maryann to receive collection reports needed for the audit. Edited Picture Book collection Excel file for blank ISBNs 2002 and later. Ran first report for Picture Book Collection 11/24/20 -Report provided some information, but not a complete picture due to lack of titles from most recent years. However, can be used as a tool to find titles from past that may have been missed. Shared with selectors of youth bio and youth non-fiction for picture book lists in those collections.	11/20, 12/20	EB

IS	Explore resources on diversifying the Adult Fiction collection (Fiction, Mystery, Science Fiction, Book Club Kits), including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.	Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections.	11/20	KE					
CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL									
Dept	Tactic	Status	Last Update	Staff					
CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships									
Dept	Tactic	Status	Last Update	Staff					
IS	Be an active leader in the development of improving/expanding diversity, equity, and inclusion efforts at NPL through the creation of learning and training opportunities for staff, department, and library.	- Reviewed notes from previous studies in Diversity & Inclusion to pull what may be relevant for NPL learning and training opportunities. -Researched various projects to coordinate training opportunities and programs that improve diversity, equity, and inclusion. -Attended NPL Board Meeting in order to learn the position and statement the Board prepared regarding DEI and race relations improvement efforts. -Served as moderator for an Equity and Engagement Community Listening Session brought to you by the DEI committee. Collected data from the public to assist in determining steps to make deliberate efforts to improve race relations with the Black community. Served as moderator for an Equity and Engagement Community Listening Session Reflection brought to you by the DEI committee.	11/20	GA					

IS	Increase cultural diversity awareness, acknowledgement, and visibility through virtual and on-site library programming, and intentional displays. (Provide a minimum of 3 programs and 3 displays that accomplish this for the year).	<ul style="list-style-type: none"> - Coordinated and moderator for 5 programs in a series: "Talking Racism." This included scheduling 11 professionals as facilitators, and 8 teens. Programs included: Combating Racial Injustices, Racism Is Not a "Black People" Issue, Teens Talking Racism, Talking With Your Kids About Racism- A Black & White Perspective, and Why Take a Knee? - I also coordinated and hosted a podcast segment on the topic of racism and the removal of statues with racist ties. My special guest was a historian of cultural diversity. -Coordinated and hosted, African American Perspectives:"Civil Rights & Black Resistance," Guest presenter: Historian Jamon Jordan of Black Scroll Network. Presented as a Zoom and Facebook Live event. Attendance:162 -Proposed an African American Conversation Group, and/or ongoing Ethnic Cultural Discussion Group to include up to 4 ethnic groups. Group(s) would meet once a month. I would coordinate and host all of the virtual events. Content and description: Inspire, Inform, Include, through cultural conversation on customs, common language, holidays and events, literature, small talk, history, and resources designed specifically for ethnic culture. (Waiting on response.) - Provided an African American Ethnic Cultural Discussion Group Conversation Group, with the purpose of providing cultural conversations on customs, common language, holidays and events, inspirations, literature, small talk, history, and resources, designed for specific ethnic cultures. Partnered with Omega Psi Phi and AKA, historically African American Gook-lettered fraternity and Sorority to provide a reading series for children. - Coordinated African American Ethnic Cultural Discussion Group Conversation Group, with guest presenter Dr. Jay Marks, on the topic, " Advancing Racial Equity in Our Schools & Community." 	11/20	GA			
IS	Implement a new kind of book club with a different structure (virtual, out-of-building, etc.) and different focus (more varied and diverse genres/points-of-view, etc.) in order to target more varied demographics within our Novi community. Plan one meeting at least every other month (a total of 6)	<ul style="list-style-type: none"> - Hosted a Genre-Fied book discussion on July 23. Laid out the basic idea of the book club to new members (we will be reading a new genre every month, and meetings will remain virtual throughout the year). July's genre was Mystery and we read "Magpie Murders". Talked about the potential of having an all Mystery book club. Encouraged attendees to spread the word about the new book club! -Genre-Fied Book club to meet virtually on Aug. 27th. Total signup so far is 6 people. Genre is Historical Fiction! -Attendance for this book club is still stronger than both the other regular book clubs held by the library, and I also took recommendations from the attendees on what genres they would be interested in reading in future meetings! 	10/20	KE			

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

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

CATEGORY: OUTREACH AND SERVICES - Positively and effectively influence outreach and partnerships pertaining to race relations; Improve library access to all Novi residents, city employees, businesses, and those working in Novi; Expand collaborations with area schools and create barrier free policies and procedures

Dept	Tactic	Status	Last Update	Staff
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IS	Continue development and training for NPL's customer service initiatives for Be Our Guest (as it relates to COVID, Kulture City, etc.); Kulture City launch (staff awareness/video, building placement, marketing to community)	- Created KC customer service guided sheet for staff. - Created KC checklist for completion of all items, KC inventory list, and KC customer service help sheet for staff. - Photographed all of the kulturecity bag items. - Put KC bags together. - Met with MZ to determine where security tags should go and on what items. Gave KC bags to MZ to tag. - Created calendar date/time with JF to determine KC signage placement. - Did a walk through of the building with JF to determine best places for KC signage. - Met with Keith to determine best way to put up signage. -Wrote script for KC staff video -Filmed videos for KultureCity staff intro. -Converted KC videos via Youtube and added to Filmora -Downloaded and added KC photos to Filmora -Completed film and sent to staff along with information sheet. Signage put up throughout the building. Bags deployed to desks. Short story on KC website and app completed. Marketing to community has begun.	11/20, 12/20	AS		
IS/SS	Investigate a Books by Mail service. Partner with a staff member from the Support Services Department. Write up a report and share with the Director all findings and recommendations by mid-December.	-Reached out to 6 libraries with questions about running a Books by Mail service. Attended a virtual and an in person meeting with Julie and Kim to discuss further. Created spreadsheet to compare answers from different libraries. Followed up with 5 libraries with more detailed questions. -Met with Julie and Kim to discuss the program. Followed up with multiple libraries with more questions. Created spreadsheet to track responses. Priced out mailbags. Working on creating a report with all the responses and other needed information. -Complete- report submitted December 7.	11/20, 12/20	KM, KS		
IS	Develop a Career Center that is accessible electronically and in the building, highlighting job search and career development resources in the library and from our partners.			HH		
CATEGORY: MARKETING - Monitor our equity footprint for accountability. Determine more targeted marketing strategies. Investigate touchscreen interaction in the building for programming, events, services, and tell NPL's story better through inform. Inspire. Include.						
Dept	Tactic	Status	Last Update	Staff		
CATEGORY: BUILDING AND GROUNDS - Execute more flexible spaces, furniture and electrical access based on guest needs; Implement sustainable processes of recycling, paper and utility usage and explore use of the building for larger community events.						
Dept	Tactic	Status	Last Update	Staff		
FAC		Every 2 hours high touch cleaning of building for sanitization purposes	July 1 - ?			
AD/FAC	Janitorial Bid and Contract (1 yr. w/renewal)	Bid awarded to RNA Janitorial; contract signed	August 3, 2020			
FAC	Staff vending machine service	New vendor initiated for snack vending in staff lounge	November 2020			
FAC		Bid executed and awarded for Air Duct Cleaning	11/20; 1/21			
COVID-19 (July 1, 2020 - June 30, 2021)						
Dept	Tactic	Status	Last Update	Staff		
ALL		Library opened for Phase 4: 30 minute use of building	July 6, 2020			
		Library opened for Phase 4: 1 hour use of building	Sept. 8, 2020			
		Library returned to Phase 3: lobby, locker and drive-up by appointment	11/18/20-1/17/21			
		COVID shut down December 1- December 8, 2020 due to 1 staff case; 5 exposures	12/20/21			
		Library returned to Phase 4: 1 hour use of the building	1/18/21			
		Following MIOSHA and MDHHA guidelines	Nov. 18, 2020 - ?			
AD		Instituted Remote Work Policy as needed for employees	12/20			
IS		Created COVID customer service and timer station help sheet for staff. Updated temp sheet per City guidelines twice over two months.	11/20	AS, MD, DB		

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

Library Board Policy Approvals (July 1, 2020 - June 30, 2021)						
Dept	Tactic	Status	Last Update	Staff		
AD	Approval of Retirement Incentive	One-time retirement incentive for eligible Full-time employees	July 23, 2020			
AD	Approval of Library Van Replacement Schedule	Every 7 years	Aug. 27, 2020			
AD	Approval of DEI standing committee	2 board members, 4 managers, 3 staff members	Sept. 24, 2020			
AD	Approval of Strategic Goals Updates	Inclusion of DEI initiatives into Strategic Plan 2019-2022	Sept. 24, 2020			
AD	Approval of Remote Work Policy		Dec. 16, 2020			

Financial Report for December 2020

Approved Budget for Fund 268 Fiscal Year 2020-2021

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

Approved budget for Fund 269 Fiscal Year 2020-2021

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

Revenue & Expenditure Report for Fund 268

	YTD Nov 30, 2020	YTD Dec 31,2020	Difference
TOTAL REVENUES	\$3,094,177	\$3,098,270	\$4,093
TOTAL EXPENDITURES	\$1,126,365	\$1,333,923	\$207,558
NET OF REVENUES & EXPENDITURES	\$1,967,812	\$1,764,347	

Revenue & Expenditure Report for Fund 269

	YTD Nov 30, 2020	YTD Dec 31, 2020	Difference
TOTAL REVENUES	\$12,370	\$13,720	\$1,350
TOTAL EXPENDITURES	\$7,666	\$5,741	(\$1,925)
NET OF REVENUES & EXPENDITURES	\$4,704	\$7,979	

Balance Sheet Report as of December 31, 2020

The ending fund balance for Fund 268 is \$4,046,714.93

The ending fund balance for Fund 269 is \$1,714,958.31

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

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

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

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

269 - Library Contributed Funds - Revenues & Expenditures						
2020-2021 (as of January 23, 2020)						
		2019-2020 Approved 2/28/2019	2019-2020 Year End Projection 1/23/2020	2019-2020 4th Qtr. Amend 5/28/2020	2020-2021 Approved 1/23/2020	2020-2021 COVID-19 5/28/2020
Revenues						
Interest Income						
664.000	Interest on Investments	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.046	Makerspace	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
665.229	Raising a Reader	5,500.00	-	-	2,500.00	2,500.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
665.233	Technology Library Revenue	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	500.00	500.00	500.00	500.00
665.235	Marketing Sponsorships		5,500.00	5,500.00	5,500.00	10,000.00
TOTAL		\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 19,500.00	\$ 24,000.00
TOTAL Revenues		\$ 39,500.00	\$ 39,500.00	\$ 39,500.00	\$ 42,000.00	\$ 46,500.00
Expenditures						
Supplies						
742.229	Raising a Reader	4,000.00	2,500.00	2,500.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	15,000.00	15,000.00	15,000.00	30,200.00	-
742.232	Programming Expenditures	3,000.00	3,000.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	5,000.00	5,000.00	5,000.00	31,000.00	-
742.234	Undesignated Misc. Expenditures	-	-	-	500.00	500.00
742.236	Staff Recognition	2,500.00	2,500.00	2,500.00	1,500.00	1,500.00
TOTAL		\$ 31,500.00	\$ 30,000.00	\$ 30,000.00	\$ 65,700.00	\$ 4,500.00
Capital Outlay						
976.044	Auto Lending Library	\$ 34,750.00	\$ 34,750.00	\$ -	\$ -	\$ 34,750.00
976.045	LED Lighting Conversion project	2,000.00	2,000.00	2,000.00	6,800.00	6,800.00
976.046	Makerspace (iCube)	7,000.00	7,000.00	7,000.00	5,000.00	5,000.00
983.000	Vehicle	-	-	-	-	-
TOTAL		\$ 43,750.00	\$ 43,750.00	\$ 9,000.00	\$ 11,800.00	\$ 46,550.00
TOTAL Expenditures		\$ 75,250.00	\$ 73,750.00	\$ 39,000.00	\$ 77,500.00	\$ 51,050.00
	Beginning Fund Balance Yr. End	\$1,676,086.58	\$ 1,676,086.58	\$ 1,676,086.58	\$1,641,836.58	\$ 1,676,586.58
	Revenues	39,500.00	39,500.00	39,500.00	42,000.00	46,500.00
	Expenditures	(75,250.00)	(73,750.00)	(39,000.00)	(77,500.00)	(51,050.00)
	NET Revenues vs. Expenditures	(35,750.00)	(34,250.00)	500.00	(35,500.00)	(4,550.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$1,640,336.58	\$ 1,641,836.58	\$ 1,676,586.58	\$1,606,336.58	\$1,672,036.58

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

01/11/2021		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
		PERIOD ENDING 12/31/2020								
		% Fiscal Year Completed: 50.41								
		*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.								
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	OCT2020	NOV2020	DEC 2020	12/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,939,255.00	0.00	0.00	0.00	2,961,042.01	(21,787.01)	100.74
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(6,553.64)	2,000.00	2,000.00	0.00	289.83	501.32	1,594.13	405.87	79.71
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(258.43)	(259.00)	(259.00)	0.00	0.00	0.00	(276.15)	17.15	106.62
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(2,983.82)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(6,071.40)	1,571.40	134.92
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(6,852.11)	(12,597.00)	(12,597.00)	0.00	0.00	0.00	(13,422.73)	825.73	106.55
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	0.00	(6,500.00)	0.00
Property tax revenue		2,815,535.41	2,917,399.00	2,917,399.00	0.00	289.83	501.32	2,942,865.86	(25,466.86)	100.87
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
State sources		44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	52.63	32.51	0.40	412.86	13,587.14	2.95
268-000.00-665.100	Copier	1,172.45	600.00	600.00	211.20	73.90	0.00	591.10	8.90	98.52
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	182.15	2,524.79	0.00	3,252.48	747.52	81.31
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,600.00	0.00	0.00	0.00	6,847.00	(247.00)	103.74
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Other revenue		63,237.74	68,200.00	30,200.00	445.98	2,631.20	0.40	11,103.44	19,096.56	36.77
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	60,000.00	1,268.41	881.89	363.63	6,033.99	53,966.01	10.06
268-000.00-658.000	State penal fines	118,345.07	114,000.00	57,000.00	0.00	0.00	0.00	95,366.51	(38,366.51)	167.31
Fines and forfeitures		167,306.32	179,000.00	117,000.00	1,268.41	881.89	363.63	101,400.50	15,599.50	86.67
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	5,891.48	0.00	0.00	16,975.33	37,225.67	31.32
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	(2,967.70)	0.00	0.00	3,211.65	(23,211.65)	(16.06)
Interest income		87,344.61	34,201.00	34,201.00	2,923.78	0.00	0.00	20,186.98	14,014.02	59.02
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	0.40	55.25	254.60	359.45	3,140.55	10.27
Donations		10,318.10	6,500.00	5,500.00	0.40	55.25	254.60	359.45	5,140.55	6.54

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	OCT2020	NOV2020	DEC 2020	12/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	965,000.00	80,508.03	69,564.99	69,564.98	434,604.33	530,395.67	45.04
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	18,500.00	0.00	2,916.40	0.00	8,499.17	10,000.83	45.94
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	48,133.93	48,292.21	44,579.16	270,328.18	364,671.82	42.57
268-000.00-706.000	Overtime	496.47	500.00	500.00	0.00	0.00	0.00	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	10,578.92	9,055.62	8,548.44	55,175.82	68,824.18	44.50
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	14,469.04	14,813.05	14,467.21	92,999.95	102,000.05	47.69
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	612.50	612.50	612.50	3,062.50	3,237.50	48.61
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(2,830.27)	(2,835.64)	(2,835.64)	(15,437.60)	(20,562.40)	42.88
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	3,006.00	5,394.00	35.79
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	29,292.00	43,224.00	43,224.00	3,602.00	3,602.00	3,602.00	21,612.00	21,612.00	50.00
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,306.28	3,481.27	3,306.28	1,124.36	43,875.64	2.50
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	0.00	784.77	0.00	0.00	784.77	(784.77)	100.00
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	4,100.00	191.25	163.05	177.17	1,167.66	2,932.34	28.48
Personnel services		1,959,395.24	2,121,060.00	2,009,024.00	159,857.45	150,166.45	142,523.10	877,007.51	1,132,016.49	43.65
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	18,000.00	848.44	476.05	68.57	4,844.88	13,155.12	26.92
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	1.40	0.00	0.00	14.20	985.80	1.42
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	1,015.00	212.55	0.00	15,178.50	54,521.50	21.78
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	269.62	110.78	311.03	1,971.20	17,828.80	9.96
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	244.89	26.98	0.00	6,874.57	18,125.43	27.50
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	180.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	185,800.00	28,575.20	9,053.34	9,270.16	75,784.95	110,015.05	40.79
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	3,037.36	558.13	123.81	5,196.93	14,803.07	25.98
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	1,100.00	0.00	0.00	0.00	0.00	1,100.00	0.00
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	0.00	0.00	0.00	2,110.33	21,889.67	8.79
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	15,943.09	6,900.45	619.24	43,815.37	71,184.63	38.10
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	3,876.25	1,674.15	1,719.41	20,445.53	26,454.47	43.59
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	0.00	2,090.40	0.00	57,114.08	6,885.92	89.24
Supplies		482,945.13	599,600.00	595,600.00	53,811.25	21,102.83	12,112.22	233,350.54	362,249.46	39.18

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	OCT2020	NOV2020	DEC 2020	12/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	56.18	56.18	0.00	278.45	221.55	55.69
268-000.00-802.000	Data processing	700.20	700.00	700.00	0.00	0.00	0.00	712.94	(12.94)	101.85
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	335.77	322.19	150.00	1,881.25	2,118.75	47.03
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	0.00	0.00	0.00	686.00	314.00	68.60
268-000.00-806.000	Legal fees	8,951.50	5,000.00	7,500.00	4,074.00	1,722.00	0.00	7,434.00	66.00	99.12
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	111.31	111.31	0.00	556.55	943.45	37.10
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	506.00	280.00	250.00	4,952.01	2,547.99	66.03
268-000.00-816.000	Professional services	250.00	10,500.00	10,500.00	0.00	0.00	0.00	200.00	10,300.00	1.90
268-000.00-817.000	Custodial services	37,851.60	50,000.00	50,000.00	7,809.00	7,288.40	0.00	33,455.37	16,544.63	66.91
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,495.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	18,384.86	17,500.00	17,500.00	2,569.80	5,247.63	(53.00)	13,905.89	3,594.11	79.46
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	7,758.11	(3,323.00)	1,979.25	24,056.46	41,143.54	36.90
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	1,500.00	0.00	0.00	17.95	40.05	1,459.95	2.67
268-000.00-862.000	Mileage	6.38	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	22,866.06	21,000.00	18,000.00	1,170.01	1,017.01	1,227.00	5,710.99	12,289.01	31.73
268-000.00-880.268	Library programming	18,956.32	25,000.00	25,000.00	969.49	1,004.76	366.46	3,963.39	21,036.61	15.85
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	19,424.00	30,000.00	28,000.00	406.40	468.22	213.76	1,853.76	26,146.24	6.62
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,500.00	0.00	0.00	0.00	12,668.00	(168.00)	101.34
268-000.00-910.001	Insurance deductibles/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	10,152.64	11,000.00	11,000.00	233.09	570.85	0.00	1,852.11	9,147.89	16.84
268-000.00-922.000	Electricity	92,792.30	95,000.00	95,000.00	7,280.88	7,417.39	6,786.64	45,154.59	49,845.41	47.53
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	0.00	0.00	1,552.22	5,947.78	20.70
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	7,791.77	8,596.12	3,328.64	42,079.46	70,120.54	37.50
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	25.31	0.00	0.00	25.31	474.69	5.06
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	38,000.00	3,376.41	2,486.25	250.00	9,117.66	28,882.34	23.99
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	650.94	650.94	650.94	3,647.80	4,352.20	45.60
268-000.00-942.100	Records storage	287.76	1,300.00	1,300.00	23.98	23.98	23.98	143.88	1,156.12	11.07
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	296.31	298.00	0.00	4,142.03	5,857.97	41.42
Other services and charges		504,881.30	554,700.00	547,200.00	48,939.76	34,238.23	15,191.62	223,565.17	323,634.83	40.86
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	29,227.25	79,000.00	53,000.00	0.00	0.00	0.00	0.00	53,000.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	0.00	0.00	0.00	0.00	17,000.00	0.00
Capital outlay		60,659.80	111,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		180,244.39	(141,060.00)	(97,524.00)	(257,969.89)	(201,649.34)	(168,706.99)	1,764,347.49	(1,861,871.49)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,124,300.00	4,638.57	3,858.17	1,119.95	3,098,270.71	26,029.29	(1,809.14)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,221,824.00	262,608.46	205,507.51	169,826.94	1,333,923.22	1,887,900.78	(1,809.14)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(97,524.00)	(257,969.89)	(201,649.34)	(168,706.99)	1,764,347.49	(1,861,871.49)	(1,809.14)

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	OCT2020	NOV2020	DEC 2020	12/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	2,197.86	0.00	0.00	8,464.01	18,535.99	31.35
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(1,107.12)	0.00	0.00	2,468.54	(6,968.54)	(54.86)
Interest income		45,787.97	22,500.00	22,500.00	1,090.74	0.00	0.00	10,932.55	11,567.45	48.59
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,347.22	1,000.00	1,000.00	0.00	100.00	163.10	263.10	736.90	26.31
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	28.00	972.00	2.80
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	0.00	244.46	96.35	2,496.35	3,003.65	45.39
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		16,803.70	19,500.00	24,000.00	0.00	344.46	259.45	2,787.45	21,212.55	11.61
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	618.44	137.75	0.00	968.70	31.30	96.87
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	0.00	0.00	(755.54)	2,119.46	(1,119.46)	211.95
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	1,108.48	180.00	(1,349.20)	449.76	1,050.24	29.98
Supplies		24,962.88	65,700.00	4,500.00	1,726.92	317.75	(2,104.74)	3,537.92	962.08	78.62
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	0.00	0.00	6,800.00	0.00
269-000.00-976.046	Makerspace Renovation	6,735.84	5,000.00	5,000.00	380.74	141.39	0.00	2,203.30	2,796.70	44.07
Capital outlay		6,735.84	11,800.00	46,550.00	380.74	141.39	0.00	2,203.30	44,346.70	4.73
Net - Dept 000.00 - treasury										
		30,892.95	(35,500.00)	(4,550.00)	(1,016.92)	(114.68)	2,364.19	7,978.78	(12,528.78)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		62,591.67	42,000.00	46,500.00	1,090.74	344.46	259.45	13,720.00	32,780.00	(175.36)
TOTAL EXPENDITURES		31,698.72	77,500.00	51,050.00	2,107.66	459.14	(2,104.74)	5,741.22	45,308.78	(175.36)
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(4,550.00)	(1,016.92)	(114.68)	2,364.19	7,978.78	(12,528.78)	(175.36)
TOTAL REVENUES - ALL FUNDS										
		3,250,717.53	3,287,300.00	3,170,800.00	5,729.31	4,202.63	1,379.40	3,111,990.71	58,809.29	
TOTAL EXPENDITURES - ALL FUNDS										
		3,039,580.19	3,463,860.00	3,272,874.00	264,716.12	205,966.65	167,722.20	1,339,664.44	1,933,209.56	
NET OF REVENUES & EXPENDITURES		211,137.34	(176,560.00)	(102,074.00)	(258,986.81)	(201,764.02)	(166,342.80)	1,772,326.27	(1,874,400.27)	

01/11/2021		BALANCE SHEET FOR CITY OF NOVI	
As of 12/31/2020			
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(145,557.05)	
268-000.00-017.000	Investments - Pooled	4,176,021.33	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	65,414.71	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	4,100,281.10	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	34,006.75	
268-000.00-215.200	Unemployment insurance liability	2,657.31	
268-000.00-259.702	Accrued liabilities-tax	13,500.00	
268-000.00-320.451	Deferred inflow - Unavailable COVID-19	3,402.11	
	Total Liabilities	53,566.17	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance	2,281,497.53	
	Net of Revenues VS Expenditures	1,765,217.40	
	Ending Fund Balance	4,046,714.93	
	Total Liabilities And Fund Balance	4,100,281.10	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	45,144.31	
269-000.00-017.000	Investments - Pooled	1,669,814.00	
	Total Assets	1,714,958.31	
*** Liabilities ***			
	Total Liabilities	0.00	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,612,007.62	
269-000.00-390.230	Fund Balance Collections/Materials	36,835.74	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	41,610.28	
269-000.00-390.232	Fund Balance Programming	29,929.06	
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)	
	Total Fund Balance	1,706,979.53	
	Beginning Fund Balance	1,706,979.53	
	Net of Revenues VS Expenditures	7,978.78	
	Ending Fund Balance	1,714,958.31	
	Total Liabilities And Fund Balance	1,714,958.31	

21/22 Proposed Budgets for 268 & 269 as of 1/28/21

2021-2022 Library Budget 268 January 28, 2021 Approval		a	b	c	d	e	f	g
		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2021-2022 PROPOSED	2022-2023 Projected	2023-2024 Projected
Revenues		6/30/2020	1/23/2020	5/28/2020	1/28/2021	1/28/2021	1/28/2021	1/28/2021
Account	Description							
403.000	Tax Revenue - Current Levy	2,836,818.87	2,926,658.00	2,939,255.00	2,961,042.01	3,005,458.00	3,058,054.00	3,119,215.00
403.001	Tax Revenue - Cnty Chargebk	-6,553.64	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.003	Tax Revenue - Brownfield 2008	-258.43	-259.00	-259.00	-276.15	-295.00	-316.00	-338.00
403.006	Tax Revenue - Brownfield 2015	-2,983.82	-4,500.00	-4,500.00	-6,071.40	-10,624.00	-18,592.00	-32,536.00
403.008	Tax Revenue - CIA Cap 2018	-6,852.11		-12,597.00	-13,422.73	-24,967.00	-36,452.00	-43,742.00
420.000	Tax Reveune - C/Y Del PPT	-4,635.46	-6,500.00	-6,500.00	-6,500.00	-4,900.00	-5,000.00	-5,200.00
567.000	State Aid	44,383.68	40,000.00	20,000.00	33,000.00	33,000.00	33,000.00	33,000.00
633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	48,961.25	65,000.00	60,000.00	11,000.00	48,000.00	48,000.00	48,000.00
658.000	State penal fines	118,345.07	114,000.00	57,000.00	95,366.51	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	63,054.71	54,201.00	54,201.00	54,201.00	40,000.00	42,000.00	45,000.00
664.500	Unrealized gain(loss) invest	24,289.90	-20,000.00	-20,000.00	-20,000.00	10,000.00	10,000.00	10,000.00
665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	1,200.00	5,000.00	5,000.00	5,000.00
665.100	Copier	1,172.45	600.00	600.00	1,000.00	1,000.00	1,000.00	1,000.00
665.200	Electronic media	0.00	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	0.00
665.289	Adult Programing	7,172.40	3,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	6,376.15	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	23,828.75	37,000.00	0.00	0.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	500.00	1,500.00	1,500.00	1,500.00
665.404	Novi Township Assessment	6,591.00	6,600.00	6,600.00	6,847.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	5,030.11	6,000.00	5,000.00	0.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,244,172.00	3,279,194.00	3,321,899.00

2021-2022 January 28, 2021 Approval		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2021-2022 PROPOSED	2022-2023 Projected	2023-2024 Projected
Expenditures								
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	931,830.31	971,650.00	965,000.00	949,000.00	983,000.00	1,013,000.00	1,033,500.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2019)	4,704.40	4,700.00	18,500.00	10,000.00	7,500.00	7,500.00	7,500.00
704.250	Final Payout		0.00	0.00	12,000.00	0.00	0.00	0.00
705.000	Temporary Salaries	657,541.73	746,730.00	635,000.00	635,000.00	725,000.00	747,000.00	770,000.00
706.000	Overtime	496.47	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	120,214.43	131,456.00	124,000.00	124,000.00	132,000.00	135,000.00	138,000.00
716.000	Insurance	187,333.28	195,000.00	195,000.00	195,000.00	193,000.00	201,000.00	209,000.00
716.200	HSA - Employer Contribution	6,812.15	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-34,660.19	-36,000.00	-36,000.00	-36,000.00	-37,800.00	-39,690.00	-41,300.00
718.000	Pension DB	8,400.00	8,400.00	8,400.00	8,400.00	8,100.00	8,400.00	8,600.00
718.010	DB Unfunded Accrued Liability	29,292.00	43,224.00	43,224.00	43,224.00	53,300.00	56,000.00	58,000.00
718.050	Pension - add'l DB Contribution	0.00						
718.200	Pension - Defined Contribution	41,853.35	45,000.00	45,000.00	45,000.00	45,900.00	46,800.00	47,700.00
719.000	Unemployment Ins	1,872.54	0.00	0.00	1,400.00	1,500.00	1,500.00	1,500.00
720.000	Workers' Comp	3,704.77	4,100.00	4,100.00	2,500.00	2,700.00	2,800.00	2,900.00
Total Personnel Services		1,959,395.24	2,121,060.00	2,009,024.00	1,996,324.00	2,121,000.00	2,186,110.00	2,242,200.00
Supplies and Materials								
Account	Description							
727.000	Office supplies	12,337.64	19,000.00	18,000.00	12,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	437.76	1,000.00	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	28,425.30	69,700.00	69,700.00	69,700.00	73,000.00	92,500.00	92,500.00
734.500	Computer supplies equip	17,989.85	19,800.00	19,800.00	19,800.00	24,300.00	19,000.00	19,000.00
740.000	Operating supplies	27,522.36	28,000.00	25,000.00	25,000.00	30,500.00	28,000.00	28,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	2,152.48	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	180.00	300.00	300.00	300.00	300.00	300.00	300.00
742.000	Library Books	170,395.96	185,800.00	185,800.00	171,000.00	203,000.00	203,000.00	203,000.00
742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	193.88	1,100.00	1,100.00	500.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	22,335.13	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	115,000.00	129,000.00	129,000.00	129,000.00
745.200	Electronic media	41,512.72	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00
745.300	Electronic Resources - Online	54,193.11	64,000.00	64,000.00	64,000.00	70,000.00	70,000.00	70,000.00
Total Supplies & Materials		482,945.13	599,600.00	595,600.00	574,200.00	647,000.00	658,700.00	658,700.00

2021-2022 Library Budget 268 January 28, 2021 Approval		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2021-2022 PROPOSED	2022-2023 Projected	2023-2024 Projected
Services & Charges								
Account	Description							
801.925	Public Information (cable)	597.99	500.00	500.00	500.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	700.20	700.00	700.00	712.94	700.00	700.00	700.00
802.100	Bank Services	4,843.69	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	809.82	500.00	1,000.00	1,000.00	500.00	500.00	500.00
804.000	Medical Service	686.00	1,500.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	8,951.50	5,000.00	7,500.00	9,000.00	7,500.00	7,500.00	7,500.00
808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	1,300.00	1,300.00	1,300.00	1,300.00
809.000	Memberships & Dues	6,679.94	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	250.00	10,500.00	10,500.00	5,500.00	10,500.00	5,500.00	5,500.00
817.000	Custodial Services	37,851.60	50,000.00	50,000.00	93,000.00	93,000.00	93,000.00	93,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	18,384.86	17,500.00	17,500.00	26,000.00	24,000.00	24,000.00	24,000.00
855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	65,200.00	68,000.00	68,000.00	68,000.00
861.000	Gasoline and oil	290.48	1,500.00	1,500.00	500.00	1,500.00	1,500.00	1,500.00
862.000	Mileage	6.38	300.00	300.00	100.00	100.00	100.00	100.00
880.000	Community Promotion	22,866.06	21,000.00	18,000.00	24,000.00	24,000.00	24,000.00	24,000.00
880.268	Library Programming	18,956.32	25,000.00	25,000.00	15,000.00	28,000.00	28,000.00	28,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	0.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	19,424.00	30,000.00	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,544.00	12,500.00	12,500.00	12,668.00	13,000.00	13,000.00	13,000.00
910.001	Ins deduct/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	10,152.64	11,000.00	11,000.00	12,000.00	12,000.00	12,000.00	12,000.00
922.000	Electricity	92,792.30	95,000.00	95,000.00	93,000.00	95,000.00	95,000.00	95,000.00
923.000	Water and Sewer	6,860.75	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
934.000	Building Maintenance	99,352.78	112,200.00	112,200.00	112,200.00	100,000.00	100,000.00	100,000.00
935.000	Vehicle Maintenance	7.00	500.00	500.00	500.00	500.00	500.00	500.00
941.000	Grounds Maint.	33,276.37	38,000.00	38,000.00	38,000.00	39,000.00	36,500.00	36,500.00
942.000	Office Equipment Lease	7,554.60	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	287.76	1,300.00	1,300.00	300.00	400.00	400.00	400.00
956.000	Conferences & Workshops	9,922.24	15,000.00	10,000.00	10,000.00	17,000.00	15,000.00	17,000.00
Total Services & Charges		504,881.30	554,700.00	547,200.00	579,980.94	604,500.00	595,000.00	597,000.00
2021-2022 Library Budget 268 January 21, 2021 2nd draft		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2021-2022 PROPOSED	2022-2023 Projected	2023-2024 Projected
Capital Outlay								
Account	Description							
962.000	Building Maint.	0.00						
941.000	Grounds Maint./Entrance Project	0.00						
976.000	Building Improvements/Entrance	0.00	15,000.00	0.00	0.00	0.00		
976.100	Parking lot improvements	0.00				5,000.00	125,000.00	
983.000	Vehicles - Van	31,432.55						
986.000	Internal Tech - Capital Outlay AST	29,227.25	58,000.00	32,000.00	0.00	0.00	159,000.00	159,000.00
986.000	Camera/Computer replacement	0.00	21,000.00	21,000.00	0.00	32,200.00	65,800.00	35,500.00
990.000	Furniture	0.00	17,000.00	17,000.00	17,000.00	0.00	0.00	0.00
Total Capital Outlay		60,659.80	111,000.00	70,000.00	17,000.00	37,200.00	349,800.00	194,500.00
965.269	Walker Transfer							
Total Expenditures		3,007,881.47	3,386,360.00	3,221,824.00	3,167,504.94	3,409,700.00	3,789,610.00	3,692,400.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,244,172.00	3,279,194.00	3,321,899.00
680.000	TOTAL Fundbalance	180,244.89	-141,060.00	-97,524.00	-43,618.70	-165,528.00	-510,416.00	-370,501.00

21/22: - 268 Account Capital Outlay: Camera/Computer replacements \$32,200, Main Ent \$15,000 - NO, Parking Lot \$79,000 - NO

22/23: 268 Account Capital Outlay: AST replacement \$159,000, Camera/Computer replacement \$65,800, Parking Lot \$125,000

269 - Library Contributed Funds - Revenues & Expenditures
2021-2022 (Approval 1/28/21)

		2019-2020 Audited	2020-2021 Approved	2020-2021 COVID-19	2020-2021 COVID-19 Yr. End	2021-2022 PROPOSED
		6/30/2020	1/23/2020	5/28/2020	1/28/2021	1/28/2021
Revenues						
Interest Income						
664.000	Interest on Investments	\$ 32,401.88	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.036	Diversity, Equity & Inclusion					\$1,000
665.046	Makerspace (iCube)	2,030.05	2,000.00	2,000.00	2,000.00	2,000.00
665.229	Raising a Reader	-	2,500.00	2,500.00	2,500.00	2,500.00
665.230	Collections/Materials Revenue	\$ 1,347.22	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	1,000.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	5,500.00	5,500.00
665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	-	500.00	500.00	500.00	500.00
665.235	Marketing Sponsorships	10,000.00	5,500.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 19,500.00	\$ 24,000.00	\$ 24,000.00	\$25,000
TOTAL Revenues		\$ 62,591.67	\$ 42,000.00	\$ 46,500.00	\$ 46,500.00	\$ 47,500.00
Expenditures						
Supplies						
742.036	Diversity, Equity & Inclusion					\$1,000
742.229	Raising a Reader	2,555.86	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	13,004.00	30,200.00	-	-	15,000.00
742.232	Programming Expenditures	2,843.81	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	4,721.93	31,000.00	-	-	26,500.00
742.234	Undesignated Misc. Expenditures	-	500.00	500.00	500.00	500.00
742.236	Staff Recognition	764.81	1,500.00	1,500.00	1,500.00	1,500.00
TOTAL		\$ 24,962.88	\$ 65,700.00	\$ 4,500.00	\$ 4,500.00	\$47,000
Capital Outlay						
976.044	Auto Lending Library	\$ -	\$ -	\$ 34,750.00	\$ 34,750.00	\$ -
976.045	LED Lighting Conversion project	-	6,800.00	6,800.00	6,800.00	-
976.046	Makerspace (iCube)	6,735.84	5,000.00	5,000.00	5,000.00	11,400.00
983.000	Vehicle	-	-	-	-	-
TOTAL		\$ 6,735.84	\$ 11,800.00	\$ 46,550.00	\$ 46,550.00	\$ 11,400.00
TOTAL Expenditures		\$ 31,698.72	\$ 77,500.00	\$ 51,050.00	\$ 51,050.00	\$ 58,400.00
	Beginning Fund Balance Yr. End	\$ 1,676,086.58	\$ 1,641,836.58	\$ 1,676,586.58	\$ 1,706,979.53	\$ 1,702,429.53
	Revenues	62,591.67	42,000.00	46,500.00	46,500.00	47,500.00
	Expenditures	(31,698.72)	(77,500.00)	(51,050.00)	(51,050.00)	(58,400.00)
	NET Revenues vs. Expenditures	30,892.95	(35,500.00)	(4,550.00)	(4,550.00)	(10,900.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$ 1,706,979.53	\$1,606,336.58	\$1,672,036.58	\$ 1,702,429.53	\$1,691,529.53

Notes: 21/22: Furniture for Youth/Teen 1st phase reno \$8,300 and \$6,700 upgrades; iCube advances \$11,400, \$26,000 Patron Point



July 2019 - June 2020

ANNUAL REPORT

INFORM. INSPIRE. INCLUDE.



A year of laughter, thoughts and tears!

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

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

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

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

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

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

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

In my eyes, we are all WINNERS!!

Julie Farkas, Library Director

Our Leadership



President
Melissa Agosta



Vice President
Kat Dooley



Treasurer
Geoffrey Wood



Secretary
Torry Yu



Trustee
Tara Michener



Trustee
William Lester



Trustee
Craig Messerknecht



Student Rep.
Tarun Tangirala



Student Rep.
Mahek Nasser

Our Community



Connect With Us



2,568
Newsletter Subscribers



2,234
Twitter Followers



novilibrary.org
248-349-0720



3,183
Facebook Followers



763
Instagram Followers



Accomplishments & Milestones

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



20-21 Looking Forward

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



Conquering COVID-19

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

Here are some ways NPL conquered COVID:

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



NPL by the Numbers

720,707 items checked out	5,226 library cards issued in 19/20
325,645 Library guest visits	24,916 # of registered library cards
460 meeting room rentals	1,358 Read Box items borrowed
3,359 Teen Space visits	424,320 App visits
606,056 computer logins	151 volunteers
62,133 program participants	381 Raising a Reader participants
1,280 Summer Reading participants	*March 16-2020 - July 5, 2020, Library closed to public due to COVID.

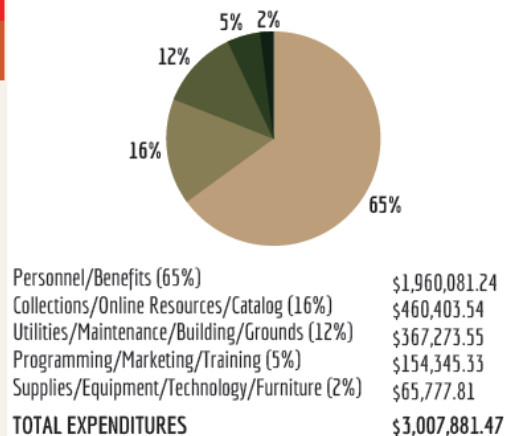
Sponsorships & Donations

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

Grants

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



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

Updated 12/14/20

Director's Report by Julie Farkas



Staff Anniversaries (Years of Service) for February 2021

February 3	Eva Sabolcik	5 yrs.
February 7	April Stevenson	10 yrs.
February 11	Tia Marie Sanders	11 yrs.
February 11	Steve Kays	2 yrs.
February 21	Colleen Kingsbury	2 yrs.
February 21	Kim Swejkoski	2 yrs.

Sales Report as of X for Novi Library Café by Evol Gazzarto, Café Manager

Year	2019	2020	
Month			
October	\$16,510.50	\$3,106.94	
November	\$14,277.40	\$2,300.52	
December	\$13,268.18	\$897.81	As of 12/17
January	\$12,327.09		
February	\$13,601.91		
March	\$6,938.54		
April	\$0		
May	\$0		
June	\$500		
July	\$2,163.90		
August	\$2,293.27		
September	\$2,836.37		

Air Duct Cleaning for NPL: Award made to Sani-Vac Service, Inc. A contract is being drawn up and a meeting is set with the vendor on Thursday, January 28th to go over the contract details and discuss a time-frame for work to be completed.

CITY OF NOVI
NOVI PUBLIC LIBRARY AIR DUCT CLEANING
JANUARY 6, 2021 AT 2:00 PM

COMPANY	\$\$	
Sani-Vac Service Inc	\$26,500	
Amistee Air Duct Cleaning	\$36,740	
Aero Filter, Inc	\$44,950	
Ductz	\$57,200	
Ventcon	\$80,000	

AWARD MADE TO SANI-VAC SERVICE INC.

DRAFT 1: Includes attorney, staff
and committee review.

P11: Rules of Conduct Guest Behavior Policy

The Novi Public Library is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials.

The ~~This~~ purpose of this policy is to protect the right of the public to orderly, peacefully, and productively have access to the Library facilities, grounds, services and resources; to insure ~~ensure~~ the safety of patrons ~~guests~~ and staff; and to protect the Library's contents, building and grounds; and to fulfill its mission to provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The word "Library" relates to the Novi Public Library building and grounds, interior and exterior, unless otherwise specified in this Policy. For the purpose of this policy, "patron" ~~"guest"~~ means any person using the Library or on Library grounds, regardless of whether they possess a library card. All patrons ~~guests~~ are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for Library patrons ~~guests~~ and staff. Failure to conform to the Rules of Conduct **Guest Behavior Policy** may result in a suspension of Library use.

The following guidelines and rules shall apply to the interior and exterior and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified.

- ~~1. Patrons **Guests** shall be engaged in activities associated with the use of the public Library while in the building or on Library property. Patrons **Guests** not reading, studying, attending a library **Library** program or using library materials or facilities as intended and for civic, educational and cultural, or engaged in the activities associated with the use of the Library, uses may be required to leave the premises.~~
1. **Engaging in Proper Library Activities:** Guests shall be engaged in activities associated with the use of the Library while in the building or on Library property. Guests not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or facilities as intended for civic, educational or cultural purposes will be required to leave the building and cannot remain on Library property. This includes sleeping on Library furniture or floors.
2. **Respecting the Rights of Others:** Patrons **Guests** shall respect the rights of other patrons ~~guests~~ and staff. Patrons ~~Guests~~ may not stare, stalk, harass, bully threaten, photograph, record or behave in a manner:
 - a. ~~That~~ can be reasonably expected to disturb patrons ~~guests~~ or staff while in at the Library; or on Library property; (2)

- b. ~~That~~ That interferes with any ~~patron's~~ ~~guest's~~ use of the Library or the ability of the staff person to do ~~his/her~~ ~~their~~ job; (3)
- c. ~~w~~ Would create or may result in a hostile work environment for Library staff; and/or (4)
- d. ~~t~~ That violates ~~Michigan law~~ federal, state or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing library materials from the property without authorization through the approved lending procedures, vandalism or copyright infringement) is prohibited.

For the purposes of this policy:

- Harassment is defined as behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting their rights.
- ~~For the purposes of this Policy,~~ Bullying is defined as the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size, or ability. If bullying is done by a group, it is called mobbing.
- 1. Engaging in Proper Library Activities: Guests shall be engaged in activities associated with the use of the Library while in the building or on Library property. Guests not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials will be required to leave the building and cannot remain on Library property. This includes sleeping on Library furniture or floors.
- 2. Verbal or Physical Harassment: of ~~Library patrons~~ ~~guests~~ and staff will not be tolerated and will be reported to the police.
- 3. Abusive or threatening language or writing that expresses prejudice, intends to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin will not be tolerated.

4. Violations of Law: Patrons Guests cannot engage or attempt to engage in illegal activities while at the Library or on Library premises. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, vandalism or copyright infringement) is prohibited.
5. Weapons: Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is forbidden.
5. Sexual Activity: Engaging in any sexual contact, activities or conduct is prohibited.
6. Alcohol; Drugs: ~~Patrons~~ Guests cannot possess, use consume, sell, distribute or be under the influence of alcohol, marijuana or illegal drugs on Library property.
 - a. Alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Director.
7. Smoking; Tobacco or Marijuana Use: Smoking, ~~of any kind, including using~~ e-cigarettes, vaping, chewing tobacco or otherwise using tobacco products is strictly prohibited. Using, smoking or possessing marijuana on Library property is prohibited. ~~inside (see Policy P12). building, on the Patio, and anywhere on Library grounds that is within 100 feet of any exit/entrance to the Library building. (See Policy P12).~~
8. Interference with Staff: ~~Patrons~~ Guests may not cannot interfere with the staff's performance of duties in the Library ~~or on Library property~~. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
9. Identification: ~~Library staff members may ask a patron~~ ~~guest~~ to provide identification, name, address, phone number, and name of parent or guardian at any time. ~~Guests must provide identification to Library staff when requested.~~
10. Loud Noise: ~~Patrons~~ ~~Guests~~ are expected to speak in a tone of voice appropriate for the area in which they are speaking. ~~Producing or allowing any loud, unreasonable, or disturbing noises that interferes with a patron's~~ ~~guest's~~ use of the Library or which can be reasonably expected to disturb other persons, including those from ~~personal~~ electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment ~~content~~ is required.

Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other guests' use of the Library or which can be reasonably expected to disturb other guests or have the intent of annoying other guests, including yelling, cheering, talking

(with others) or noises from electronic, entertainment and communication devices, such as cell phones, tablets, headphones and radio is not allowed. Guests may use headphones or earbuds but at a volume that cannot be heard by other Library guests or staff.

Caregivers may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

11. Phone Usage: Quiet conversations utilizing phones or other electronic devices are permitted. Phone usage is prohibited in the Quiet Study Room. Staff have the right to request a guest move to another location to complete their phone conversation. ~~If violations occur, see Policy B5 for further details on how to proceed. (See Policy B5).~~ Guests are expected to end phone conversations before approaching a Library service desk.
12. Library's Phone System: ~~Patrons~~ **Guests** are not permitted to use the Library's phone system. Staff may not make calls for ~~patrons~~ **guests** except in case of an accident, emergency or child needing to contact a **parent, guardian or caregiver.** ~~parent/caregiver.~~
 - a. ~~In the event that a child or library staff notice suspicious activity involving a child, that child can also request to contact a parent/caregiver, or if library staff deems appropriate, local authorities.~~ **In the event that a child reports suspicious activity or staff notice suspicious activity involving a child, that child can request to contact a parent, guardian or caregiver or, if staff deems appropriate, the police.**
13. Open Flame: Lighters, candles, matches, open flame and other ~~incendiary~~ **flammable** devices are not allowed and cannot be used inside the Library.
14. Parking or Standing: in vehicles at the main entrance or in the drive-up window lane is not permitted. Parking is not allowed in fire lanes.
15. Congregating: in public areas in large groups (more than 4 people) is not permitted.
16. School Groups and Tours: must be approved in advance through Administration. A teacher or other appropriate staff is required to be present to ensure students use the Library in conformance with these rules.
17. ~~Patrons~~ **Guests shall cannot not block aisles** Blocking aisles, doors, or entrances: with personal items or leaving such items unattended ~~on~~ at the ~~Library premises~~ at any time **is not allowed.**
17. All doors, ~~and~~ aisles and obstacles must remain obstacle free. Personal items, such as strollers or power cords, cannot obstruct an entrance, exit, or passageway or interfere with the normal operations of the Library. (see above)

17. ~~The Library is not responsible for lost or stolen items. Lost or stolen items: are not the responsibility of the Library or library staff.~~

18. Personal Property: Personal items brought into the Library are subject to the following:

a. One carry-on item (backpack or briefcase) can be carried into the library. The Library prohibits large items such as suitcases, large sports equipment bags/duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library and cannot block doors, entrances or aisles.

b. The Library is not responsible for personal belongings left unattended and Library staff is not allowed to guard or watch personal belongings (unless the guest is utilizing a restroom).

c. The Library does not provide storage for personal property.

d. Personal items may not take up seating or space if needed for use by other ~~patrons~~ guests.

e. Items may be removed from the Library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.

19. **Staff ONLY Areas:** ~~Patrons~~ **Guests** are not permitted in any areas designated as “staff only” without prior authorization.

20. **Public Announcements:** will not be permitted by library guests.

21. **One (1) ~~Person~~ Guest per Chair and One (1) ~~person~~ Guest per Computer:** is allowed in the interest of safety.

22. ~~All ~~p~~ Photography and recording: of Library facilities and programs must be approved in advance by Administration. ~~Taking pictures~~ **Photography and recording** of Library staff or ~~patrons~~ **guests** without their knowledge and consent is ~~prohibited~~ **not allowed**. This paragraph does not apply to photography or recordings made at meetings that are open to the public pursuant to the Open Meetings Act (see Policy P17). **Unattended children may not have their pictures taken.**~~

a. **Guests** are subject to photo or video surveillance.

23. **Vandalism, damaging of library property, copyright infringement and stealing of library material:** ~~from the property without authorization through the approved lending procedures~~ is not allowed. Climbing on tables, shelving or other library furnishings is not allowed.

24. **Care of Library Property:** Guests must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment, furniture in the Library building or the grounds. Guests shall not load or install any programs or software on Library computers. Guests will be responsible to reimburse the Library for costs incurred by the Library for

violating this provision. Guests shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.

~~24. Patrons~~ ~~Guests shall not damage, mar, or deface, or steal library materials. Or~~ (see above)

~~24. Library materials are not allowed in the public restrooms.~~ (see 37)

~~26. Guests shall not damage Library furnishings, walls, equipment/devices, or other Library property.~~ (This is number 23 & 24)

25. Recreational Equipment and Personal Transport Devices: Use of skateboards, rollerblades, roller skates, or other wheeled forms of recreational equipment is not allowed in the Library or on Library property. Library guests must park bicycles or other recreational vehicles in designated areas.

26. Wheelchairs, scooters, and other power driven mobility devices: are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

27. Guest Use of Youth Area and Computers: The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any ~~patron~~ **guest** may be asked to leave the area if they are not using the Youth area for its intended purpose.

28. Unattended Children Policy: Parents, guardians or caregivers ~~and~~ of children must comply with the Unattended Children Policy (See Policy P13).

29. Café Usage: The café seating area is reserved for café customers **only**. **No outside food (delivery or carry-out) is allowed in the café area.**

30. Food and Drink: Food and drink **purchased at the library café** is allowed in designated areas of the Library. **No outside food (delivery or carry-out) is allowed in the Library.** Meeting room and patio rentals (1st floor: east and west meeting room, youth activity room and 2nd floor: board room, 10 person meeting room) are allowed outside food/catering. **Re-sealable** containers for liquids are required. ~~Patrons~~ **Guests** are expected to use care when eating or drinking. ~~Closed~~ ~~Visitors~~ **Guests** are expected to pick up after themselves and properly dispose of waste.

31. ~~Animals:~~ ~~Patrons~~ ~~Guests~~ cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.

33. ~~Use of skateboards, rollerblades, roller skates or other wheeled form of recreational equipment is not allowed in the Library or on Library property at the Library.~~ Library patrons ~~guests~~ must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements. (see above in different location and more info)

32. ~~Shirts, Shoes and Masks:~~ ~~Patrons~~ ~~Guests~~ shall ~~must~~ wear shirts and shoes at all times in the Library building. Bathing suits are not permitted. Based on city, county or state regulations, masks worn over the nose and mouth may be required for health and safety purposes.

33. ~~Odor:~~ ~~Patrons~~ ~~Guests~~ whose body ~~personal~~ odor, due to poor personal hygiene, overpowering perfume or cologne is offensive so as to constitute a nuisance to other patrons ~~guests~~ or staff may be required to leave the Library. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is not allowed. (For example, if the guest's odor interferes with staff or other guests' use of the Library, the guest violates this Policy.)

36. ~~Weapons of any kind are prohibited on at the Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.~~ (see weapons section at beginning using new language from attorney)

34. ~~Campaigning, petitioning, leafleting, survey taking, soliciting or sales by the public is prohibited inside the Library and otherwise regulated by the Campaigning, Petitioning, Interviewing and Similar Activities Policy. (See Policy P21).~~

34. Campaigning, Petitioning, Interviewing and Similar Activities: As a limited public forum, the Library reserves the right to regulate the time, place and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

a. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are not allowed inside the Library building.

b. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:

1. Persons or groups are requested to sign in with a Manager on duty in advance.

2. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is subject to the petition, interview, campaign or discussion.

3. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas that are 100 feet from all entrances.

4. No person shall block ingress or egress from the Library building.

5. Permitted times will be limited to operating hours of the Library.

6. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

35. Distributions; Postings: Distributing or posting printed material/literature ~~on library property~~ on Library property not in accordance with Library policy is ~~prohibited~~ not allowed (See Policy P7).

36. Tables or Structures on Library Property: No person may use or set up a table, stand, display, sign or similar structure on Library property. This does not apply to Library sponsored or co-sponsored events.

37. ~~Sales, solicitations and/ or Solicitations of Monetary Donations or the selling of products or services are prohibited~~ is not allowed unless incidental to library programming and require advance approval by the Library Director.

~~39. Library materials are not allowed in the public restrooms.~~ (see 38)

38. Restrooms: Misuse of restrooms, including laundering, sleeping, shaving, bathing, hair cutting/trimming, drug usage and sexual activity is ~~prohibited~~ not allowed. Unless a parent or guardian is assisting a child or a guest is assisting a person with a disability, there shall only be one person to a stall. Library materials are not allowed in the public restrooms.

~~41. Climbing on tables, shelving or other library Library furnishings is prohibited.~~ (see 23)

39. Unauthorized Use: ~~Patrons~~ Guests must leave the building promptly at closing and may not be in the Library when it is not open to the public. Children (under the age of ~~18~~ 12) who are still at the Library at closing time will be turned over to the ~~Novi Police Department~~ police as set forth in the Unattended Children Policy (See Policy P13). Any patron guest whose privileges have been denied may not enter the Library. Any patron guest whose privileges have been limited may not use the Library in any manner that

conflicts with those limits placed on the ~~patron~~ guest by the Library Director, ~~his/her~~ their designee, or the Library Board.

40. **Guest Privileges Denied:** Any ~~patron~~ guest whose privileges have been denied may not enter the Library. Any ~~patron~~ guest whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the ~~patron~~ guest by the Library Director, ~~his/her~~ their designee, or the Library Board.

~~45. Lighters **open flame** and other incendiary devices cannot be used inside the Library.~~

43. No person may use or set up a table, stand, sign or similar structure **at the Library**. ~~on Library property~~. This does not apply to Library-sponsored or co-sponsored events. ~~Library materials may only be removed from Library property with authorization through established lending procedures.~~ (see 36)

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or ~~the Director's~~ ~~their~~ designee may restrict access to the Library facilities with immediate dismissal of the ~~patron~~ guest from the premises, by suspending the ~~patron's~~ guest's access to the Library facilities for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the ~~local~~ police may be called to intervene.

- **Incident Reports:** ~~Library's~~ Staff shall **complete** ~~record in writing in the form of~~ an Incident Report **Form** for any violation of this Policy ~~that resulted~~ in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the ~~patron~~ guest. A copy of the suspension of privileges letter should **by be** attached, if applicable.
- **Violation of the Policy – Suspension of Privileges:** Unless otherwise provided in this Policy, (see Section 3 below), the Library shall handle violations as follows:
 - **Initial Violation:** Library ~~patrons~~ guests observed violating this Policy will be asked to ~~cease~~ **stop** the violation with a verbal request. If the ~~patron~~ guest does not comply ~~with the request, he or she~~ ~~they~~ the guest will be asked to leave the building for the day. If ~~they~~ the guest refuses, the police may be called.
 - **Subsequent Violations:** The Director or ~~the Director's~~ authorized ~~their~~ designee may further limit or suspend the ~~patron's~~ guest's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional

suspensions of increasing length.

- **Violations that Affect Safety and Security:** Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or ~~patrons~~ **guests** shall be handled as follows:
 - **Initial Violation:** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of **this** nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the ~~Library~~ Director or ~~his/her~~ **their** designee may add additional time to the initial limitation or suspension period.
 - **Subsequent Violations:** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or ~~the Director's authorized~~ **their** designee, may further limit or suspend the ~~patron's~~ **guest's** Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- **Reinstatement:** The ~~patron~~ **guest** whose privileges have been limited or suspended shall attend a meeting with the Director or ~~the Director's authorized~~ **their** designee to review the ~~Library Patron-Guest Behavior~~ **Guest Behavior** Policy (P11) before their privileges may be reinstated.

Right of Appeal

~~Patrons~~ **Guests** may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within **ten (10)** business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Download Destination Surpasses One Million Ebook and Audiobook Checkouts in 2020

Top 30 public library consortium worldwide in total digital circulation

NOVI, Mich. – January 12, 2021 – [Download Destination](#) announced today that it reached a record-breaking one million digital book checkouts in 2020. For Download Destination, this accomplishment illustrates the continued growth and importance of library digital lending of ebooks and audiobooks, especially in a year with building closures due to the global pandemic. Download Destination, consisting of 50 libraries in southeast Michigan, is one of 102 public library systems worldwide that surpassed one million checkouts (complete list [here](#)). Download Destination member libraries have been providing readers 24/7 access to ebooks and audiobooks for several years through [OverDrive and its award-winning Libby reading app](#). Reader interest and usage has grown every year. Member libraries include Novi Public Library, Livonia Civic Center Library, Waterford Township Public Library, Northville District Library and Commerce Township Community Library.

“The 50 member libraries of the OverDrive Download Destination group are very pleased and proud at having achieved one million checkouts of OverDrive digital materials in 2020,” said Jim Flury, Technical Services Manager of The Library Network. “While the digital format has seen an uptick in usage every year in our libraries, with the temporary closure of libraries that started in mid-March demand for OverDrive digital materials has grown at an unprecedented rate. Please be sure to use your library card, or contact your library to get a card if you don't have one, to "check out" our Download Destination OverDrive collection! “

The highest-circulating title Download Destination readers borrowed through OverDrive in 2020 was *Where the Crawdads Sing* by Delia Owens. The top-circulating genre, thrillers, represents the most popular in a vast catalog that also includes romance, biographies and children/young adult.

The top 5 ebook titles borrowed through Download Destination’s digital collection in 2020:

1. *Where the Crawdads Sing* by Delia Owens
2. *The Giver of Stars* by Jojo Moyes

3. *Little Fires Everywhere* by Celeste Ng
4. *Educated* by Tara Westover
5. *The Silent Patient* by Alex Michaelides

The top 5 audiobook titles borrowed through Download Destination’s digital collection in 2020:

1. *Harry Potter and the Sorcerer’s Stone* by J.K. Rowling
2. *Where the Crawdads Sing* by Delia Owens
3. *Becoming* by Michelle Obama
4. *The Giver of Stars* by Jojo Moyes
5. *Educated* by Tara Westover

Readers in southeast Michigan just need a valid library card from a member library to access digital books from Download Destination’s OverDrive-powered digital collection. Readers can use any major device, including Apple^(R), Android[™], Chromebook[™] and Kindle^(R) (US only).

Visit <https://tln.overdrive.com/> or download the Libby app to get started and borrow ebooks and audiobooks anytime, anywhere.

About Download Destination

The Library Network (TLN) is a public library cooperative serving 74 libraries in southeast Michigan. Download Destination is a group of 50 TLN libraries that have joined together to make OverDrive digital materials available to their patrons.

About OverDrive

OverDrive strives to create “a world enlightened by reading.” Serving a growing network of 65,000 libraries and schools in 84 countries, OverDrive delivers the industry’s largest digital catalog of ebooks, audiobooks, magazines and other content through award-winning apps. The [Libby](#) reading app for libraries is one of *Popular Mechanics*’ 20 Best Apps of the Decade, while the student reading app [Sora](#) is one of *TIME*’s Best Inventions of 2019. Founded in 1986, OverDrive is based in Cleveland, Ohio USA and was named a Certified B Corp in 2017. www.overdrive.com

Contact:

Jim Flury
Download Destination
248-536-3100
jflury@tln.lib.mi.us



HOW MDHHS GATHERING ORDER OF 1/22/2021 AFFECTS PUBLIC LIBRARIES

This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

1/22/2021

The MDHHS Order issued, Friday 1/22/2021 amends protocols for restaurants and in-service dining. https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-550215--,00.html

This order goes into effect on February 1, 2021

There is one change that affects PUBLIC Libraries (*Academic and School and School/public have differing requirements as explained in Section 5 of the Order*):

Section 2(a)(2) now states:

General capacity limitations at gatherings.

- a. Indoor gatherings:
 2. Are prohibited at non-residential venues, except where no more than **10 persons from no more than 2 households are gathered.**

This is a change from the previous order, which prohibited ANY indoor non-residential gatherings.

So, what does this mean?

- The order still defines “gatherings” as “*any occurrence, either indoor or outdoor, where two or more persons from more than one household are present in a shared space.*” (Section 1(h)).
- The order still defines “Households” as “*a group of persons living together in a shared dwelling with common kitchen or bathroom facilities. In dwellings with shared kitchen or bathroom facilities occupied by 20 or more unrelated persons, households are defined by individuals who share a bedroom.*” (Section 1(i)).

(Note that under these definitions, family members living at different addresses would be different households)

- Permitted gatherings of people from no more than 2 households must comply with established protocols including MASKS and SOCIAL DISTANCING.

For Example:

- **In-person Board Meetings are STILL PROHIBITED**- Even a 5-member board will be comprised of people from more than 2 households, and even if they were, a meeting of 10 people is not large enough to satisfy the Open Meetings Act requirements.
- **In-person programming is still prohibited** if it involves more than 2 households (including the library staff presenting it).
- **In-Person Staff meetings are still prohibited** if there are more than 2 households involved.
- **Meeting room use by patron groups is still prohibited** if more than 2 households are represented.

If there are any questions, please contact your library attorney for clarification of your library's particular situation.

This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries. Libraries should be sure to consult local municipal and Health department directives for additional guidance.

**Clare Membiela
Library Law Consultant
Library of Michigan**

Daily use of the building by hour December 6, 2020 – January 16, 2021

12/6/2020		12/7/2020		12/8/2020		12/9/2020		12/10/2020		12/11/2020		12/12/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	0	10-11am	0	10-11am	42	10-11am	28	10-11am	29	10-11am	21
11am-12pm	0	11am-12pm	0	11am-12pm	0	11am-12pm	19	11am-12pm	21	11am-12pm	18	11am-12pm	25
12-1pm	0	12-1pm	0	12-1pm	0	12-1pm	26	12-1pm	23	12-1pm	12	12-1pm	28
1-2pm	0	1-2pm	0	1-2pm	0	1-2pm	29	1-2pm	36	1-2pm	16	1-2pm	32
2-3pm	0	2-3pm	0	2-3pm	0	2-3pm	36	2-3pm	24	2-3pm	33	2-3pm	35
3-4pm	0	3-4pm	0	3-4pm	0	3-4pm	40	3-4pm	30	3-4pm	30	3-4pm	44
4-5pm	0	4-5pm	0	4-5pm	0	4-5pm	37	4-5pm	36	4-5pm	35	4-5pm	58
5-6pm	0	5-6pm	0	5-6pm	0	5-6pm	54	5-6pm	56	5-6pm	37	5-6pm	25
6-7pm	0	6-7pm	0	6-7pm	0	6-7pm	12	6-7pm	8	6-7pm	4	6-7pm	2
7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	0		0		0		295		262		214		270

12/13/2020		12/14/2020		12/15/2020		12/16/2020		12/17/2020		12/18/2020		12/19/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	29	10-11am	20	10-11am	21	10-11am	28	10-11am	18	10-11am	21
11am-12pm	0	11am-12pm	16	11am-12pm	22	11am-12pm	16	11am-12pm	22	11am-12pm	24	11am-12pm	21
12-1pm	19	12-1pm	14	12-1pm	28	12-1pm	19	12-1pm	16	12-1pm	25	12-1pm	30
1-2pm	33	1-2pm	18	1-2pm	24	1-2pm	25	1-2pm	25	1-2pm	24	1-2pm	34
2-3pm	41	2-3pm	31	2-3pm	50	2-3pm	30	2-3pm	35	2-3pm	36	2-3pm	29
3-4pm	26	3-4pm	31	3-4pm	26	3-4pm	39	3-4pm	27	3-4pm	36	3-4pm	47
4-5pm	24	4-5pm	17	4-5pm	40	4-5pm	38	4-5pm	34	4-5pm	51	4-5pm	36
5-6pm	19	5-6pm	33	5-6pm	34	5-6pm	30	5-6pm	35	5-6pm	38	5-6pm	27
6-7pm	6	6-7pm	11	6-7pm	12	6-7pm	13	6-7pm	17	6-7pm	7	6-7pm	4
7-8pm	0	7-8pm	6	7-8pm	20	7-8pm	15	7-8pm	16	7-8pm	1	7-8pm	0
8-9pm	0	8-9pm	8	8-9pm	14	8-9pm	18	8-9pm	11	8-9pm	9	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	168		214		290		264		266		269		249

12/20/2020		12/21/2020		12/22/2020		12/23/2020		12/24/2020		12/25/2020		12/26/2020	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	32	10-11am	33	10-11am	35	10-11am	0	10-11am	0	10-11am	16
11am-12pm	0	11am-12pm	28	11am-12pm	44	11am-12pm	38	11am-12pm	0	11am-12pm	0	11am-12pm	18
12-1pm	22	12-1pm	38	12-1pm	31	12-1pm	22	12-1pm	0	12-1pm	0	12-1pm	23
1-2pm	36	1-2pm	33	1-2pm	25	1-2pm	30	1-2pm	0	1-2pm	0	1-2pm	21
2-3pm	30	2-3pm	45	2-3pm	47	2-3pm	56	2-3pm	0	2-3pm	0	2-3pm	34
3-4pm	28	3-4pm	51	3-4pm	36	3-4pm	41	3-4pm	0	3-4pm	0	3-4pm	24
4-5pm	36	4-5pm	43	4-5pm	40	4-5pm	40	4-5pm	0	4-5pm	0	4-5pm	30
5-6pm	14	5-6pm	34	5-6pm	35	5-6pm	39	5-6pm	0	5-6pm	0	5-6pm	20
6-7pm	3	6-7pm	21	6-7pm	11	6-7pm	23	6-7pm	0	6-7pm	0	6-7pm	5
7-8pm	0	7-8pm	10	7-8pm	16	7-8pm	18	7-8pm	0	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	8	8-9pm	9	8-9pm	19	8-9pm	0	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	6	9-10pm	0	9-10pm	8	9-10pm	0	9-10pm	0	9-10pm	0
	169		349		327		369		0		0		191

12/27/2020		12/28/2020		12/29/2020		12/30/2020		12/31/2020		1/1/2021		1/2/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	26	10-11am	17	10-11am	28	10-11am	0	10-11am	0	10-11am	25
11am-12pm	0	11am-12pm	39	11am-12pm	20	11am-12pm	19	11am-12pm	0	11am-12pm	0	11am-12pm	38
12-1pm	33	12-1pm	25	12-1pm	34	12-1pm	36	12-1pm	0	12-1pm	0	12-1pm	30
1-2pm	32	1-2pm	26	1-2pm	36	1-2pm	30	1-2pm	0	1-2pm	0	1-2pm	29
2-3pm	16	2-3pm	43	2-3pm	24	2-3pm	39	2-3pm	0	2-3pm	0	2-3pm	52
3-4pm	26	3-4pm	52	3-4pm	33	3-4pm	47	3-4pm	0	3-4pm	0	3-4pm	43
4-5pm	20	4-5pm	46	4-5pm	41	4-5pm	28	4-5pm	0	4-5pm	0	4-5pm	38
5-6pm	14	5-6pm	33	5-6pm	34	5-6pm	36	5-6pm	0	5-6pm	0	5-6pm	38
6-7pm	8	6-7pm	16	6-7pm	17	6-7pm	18	6-7pm	0	6-7pm	0	6-7pm	9
7-8pm	0	7-8pm	13	7-8pm	11	7-8pm	24	7-8pm	0	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	7	8-9pm	12	8-9pm	9	8-9pm	0	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	4	9-10pm	4	9-10pm	2	9-10pm	0	9-10pm	0	9-10pm	0
	149		330		283		316		0		0		302

1/3/2021		1/4/2021		1/5/2021		1/6/2021		1/7/2021		1/8/2021		1/9/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	29	10-11am	40	10-11am	27	10-11am	33	10-11am	0	10-11am	27
11am-12pm	0	11am-12pm	20	11am-12pm	27	11am-12pm	17	11am-12pm	20	11am-12pm	0	11am-12pm	25
12-1pm	28	12-1pm	29	12-1pm	19	12-1pm	22	12-1pm	19	12-1pm	0	12-1pm	47
1-2pm	16	1-2pm	24	1-2pm	33	1-2pm	26	1-2pm	19	1-2pm	0	1-2pm	33
2-3pm	33	2-3pm	36	2-3pm	29	2-3pm	34	2-3pm	28	2-3pm	0	2-3pm	31
3-4pm	34	3-4pm	31	3-4pm	35	3-4pm	40	3-4pm	37	3-4pm	0	3-4pm	49
4-5pm	38	4-5pm	28	4-5pm	37	4-5pm	38	4-5pm	29	4-5pm	0	4-5pm	38
5-6pm	25	5-6pm	50	5-6pm	42	5-6pm	40	5-6pm	39	5-6pm	0	5-6pm	32
6-7pm	5	6-7pm	26	6-7pm	48	6-7pm	15	6-7pm	19	6-7pm	0	6-7pm	13
7-8pm	0	7-8pm	23	7-8pm	21	7-8pm	17	7-8pm	16	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	15	8-9pm	17	8-9pm	5	8-9pm	10	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	6	9-10pm	4	9-10pm	6	9-10pm	0	9-10pm	0
	179		311		354		285		275				295

1/10/2021		1/11/2021		1/12/2021		1/13/2021		1/14/2021		1/15/2021		1/16/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	14	10-11am	24	10-11am	22	10-11am	20	10-11am	17	10-11am	33
11am-12pm	1	11am-12pm	15	11am-12pm	18	11am-12pm	18	11am-12pm	24	11am-12pm	17	11am-12pm	26
12-1pm	22	12-1pm	15	12-1pm	28	12-1pm	15	12-1pm	23	12-1pm	24	12-1pm	23
1-2pm	33	1-2pm	14	1-2pm	26	1-2pm	24	1-2pm	30	1-2pm	20	1-2pm	34
2-3pm	24	2-3pm	39	2-3pm	39	2-3pm	26	2-3pm	40	2-3pm	32	2-3pm	39
3-4pm	31	3-4pm	23	3-4pm	22	3-4pm	55	3-4pm	35	3-4pm	24	3-4pm	53
4-5pm	36	4-5pm	23	4-5pm	49	4-5pm	40	4-5pm	29	4-5pm	18	4-5pm	35
5-6pm	28	5-6pm	35	5-6pm	30	5-6pm	35	5-6pm	28	5-6pm	46	5-6pm	39
6-7pm	4	6-7pm	28	6-7pm	15	6-7pm	22	6-7pm	28	6-7pm	5	6-7pm	4
7-8pm	4	7-8pm	17	7-8pm	13	7-8pm	17	7-8pm	9	7-8pm	0	7-8pm	2
8-9pm	1	8-9pm	13	8-9pm	10	8-9pm	9	8-9pm	9	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	9	9-10pm	19	9-10pm	7	9-10pm	4	9-10pm	0	9-10pm	0
	184		245		293		290		279		203		288



**Novi Public Library's Annual Report
July 2019 - June 2020**

[Click here to download](#) NPL's Annual Report to view highlights, accomplishments, future plans, Library statistics and more!



**NPL Café - Proudly
Serving Starbucks
Hours
Mon-Fri, 9am-5pm**

The Café is open and ready to serve you delicious beverages, snacks, and meal options! Sign up for their rewards program with your phone number to get money off a future purchase.

**10 points = \$2 off any sale
20 points = Free item up to \$8**

Upcoming Meetings

Library Board Budget Study Session

Thu, January 7, 5pm - [Agenda/Zoom Info](#)

Thu, January 21, 5pm - [Agenda/Zoom Info](#)

Library Board Meeting

Thu, January 28, 7pm - [Agenda/Zoom Info](#)

Novi Historical Commission Meeting

Wed, January 20, 7pm - [Agenda/Zoom Info](#)

Friends of the Novi Library

Wed, January 13, 7pm - Meeting Cancelled



**Reopening
Phase 3**



**LOBBY SERVICES &
DRIVE-UP/LOCKER
BY APPOINTMENT**

Mon-Thu, 10am-9pm
Fri & Sat, 10am-6pm
Sun, 12-6pm

BUILDING ACCESS	The lobby is open regular library business hours of operation.
LOBBY SERVICES	Available hold pick-up, Library card sign-up/renewal, Café Services (Mon-Fri, 9am-5pm) and craft grab-n-go pick-up.
PROGRAMS	All programs are virtual on novilibrary.org
ASK A LIBRARIAN	Call 248-869-7202 or email asknovienovilibrary.org .
RETURNS	The return slot is open regular library business hours of operation. Returned materials are currently being quarantined for 5 days. Please allow up to 1 week for material to be removed from your account.
DRIVE-UP WINDOW & LOCKERS	Call ahead (248-869-7202) to schedule a pickup time for available holds.
LIBRARY CAFE	The Café is open Mon-Fri, 9am-5pm. Proudly serving Starbucks!
DONATIONS	Donations are not accepted at this time.
NOT AVAILABLE	Collections, Book Nook, public computers, scanning, copying, printing, and iCube are not available at this time.

248-349-0720 | novilibrary.org

**Library Open for Lobby, Drive-Up
Window & Locker Services Only**

NPL continues to stay in Phase 3 of its reopening plan based on guidelines from the



MLK Virtual Celebration - What Does Unity Mean To You?

Express what Unity means to you in your own way during the [Virtual Celebration](#), through essay, poem, song, instrumental, etc., up to 2 minutes.

Submit a recording of your Unity presentation to Gail Anderson at ganderson@novilibray.org by Monday, January 11 for a chance to perform live at the MLK Virtual Celebration. Please include your name, grade and contact information. Students K-12 welcome! Contact Gail for additional information.

Tune in on Monday, January 18 at 11am to enjoy music, guest speakers, and presentations on this day of unity and service! This program will be held virtually through Zoom & Facebook Live. [Register here](#) to receive the Zoom link.



The Library has recently partnered with

KultureCity; a wonderful organization that helps individuals diagnosed with autism by providing opportunities for children with autism to do things regular kids just take for granted.

Through KultureCity the Library is providing sensory inclusive bags for guests. These bags are designed to help sensory needs in both adults and children. They are filled with items that can help lessen sensory overload and also engage. These bags are available for use within the library at any time. Just stop at any of our service desks to inquire.

Thank you to the City of Novi Parks and Recreation Department for introducing this opportunity to the Library!

State of Michigan and Michigan Department of Health and Human Services.

Lobby Services

Mon-Thu, 10am-9pm, Fri & Sat, 10am-6pm, Sun, 12-6pm

- Available hold pick-up
- Library card sign-up/renewal
- Craft grab-n-go pick-up
- Café services (Mon-Fri, 9am-5pm)
- **Collections, Book Nook, iCube, public computers, copying, scanning, and printing services are not available**
- **Donations will not be accepted at this time.**

Drive-up Window & Locker Services

Mon-Thu, 10am-8pm, Fri & Sat, 10am-5pm, Sun, 12-5pm

- Call ahead (248-869-7202) to schedule a pickup time for holds

Please check novilibray.org or follow us on [Facebook](#) for future service updates. Thank you for your continued patience and support!

[More Information](#)



January 19, 2021 will be the fifth annual National Day of Racial Healing (NDORH). This day is an opportunity for people, organizations and communities across the U.S. to call for racial healing, bring people together in their common humanity and take collective action to create a more just and equitable world.

NPL will be recognizing this day by inviting guests to visit between January 19-February 28 and contribute their declarations of support by finishing the statement "I will promote racial healing by..." on a public display in the library.

We also encourage guests to contribute their declarations of support and/or enjoy reading




2021
Winter Reading Challenge

NOVI PUBLIC LIBRARY

Mark your calendars for our Winter Reading Challenge! **From February 1 to February 28**, NPL guests are invited to sign up, create your own personal reading challenge for the month, and log your books on [Beanstack](#). Read for a chance to win a one-of-kind prize created in our iCube Makerspace!


the posts on our social media accounts by tagging us or commenting on our National Day of Racial Healing post!



NOVI PUBLIC LIBRARY
 TEEN ADVISORY BOARD'S
VIRTUAL TEEN TALENT SHOW

The Teen Advisory Board at NPL is accepting submissions for a virtual Teen Talent Show **now through Friday, January 22!** Submitted videos will be compiled into one video and published on the library's YouTube channel.

[Click here](#) for additional information regarding video submission rules and how to submit!



Virtual Adult Programs

- [Language Conversation Groups](#)
- [Book Discussion Groups](#)
- [Mental Health Series - Supporting Frontline Workers & Educators](#)
- [Novi Mental Health Alliance Monthly Meeting](#)
- [Virtual Trivia Night](#)
- [Mental Health Series - "Man Stress - You're Not Alone"](#)
- [MLK Virtual Unity Celebration - "What Does Unity Mean To You?"](#)
- [All About 3D Printing](#)
- [Resume Essentials](#)



Virtual Teen Programs

- [RoboRhinos - Novi Middle School](#)
- [Robotics Team Demo](#)
- [BeTWEEN the Pages: Tween Book Club Trivia](#)
- [Teen Advisory Board \(TAB\)](#)

Visit the Online Calendar



Virtual Youth Programs

- [Fraternity & Sorority Read Story Time - January 5](#)
 - [Fraternity & Sorority Read Story Time - January 13](#)
 - [Story Times](#)
 - [Book Bunch Book Club](#)
- Previously recorded story times!
- [Baby and Tot Time](#)
 - [Time for Twos & Threes](#)
 - [On My Own](#)
 - [Family Story Time](#)
 - [Additional Story Times](#)

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

MENTAL HEALTH SERIES

Supporting Frontline Workers & Educators

Thursday | January 7 | 6:30-8pm

- Learn coping mechanisms and emotional well-being.
- **Special guest: Selena Schmidt, Nurse Practitioner and VP of Behavioral Health, Ascension Michigan, Mr. Damian Perry, H.S. Principal, and Ms. Leah Gawel, Educator**

Man Stress - You're Not Alone

Thursday | January 14 | 6:30-8pm

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



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



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



DIVERSITY EQUITY INCLUSION



The DEI Committee and the Novi Public Library have created a Diversity, Equity and Inclusion page on novilibrary.org. This page will be updated regularly and will be your go-to for all things DEI related including:

- Upcoming programs
- How to watch past programs
- How to listen to relevant Beyond Books podcast episodes
- Current Library projects
- Online resources
- Book and material lists for all ages
- Local and national organizations

[Visit the DEI Page](#)

If you would like to connect with the DEI Committee, please email DEInovilibrary@novilibrary.org. This email is reviewed by members of the committee, therefore a response back may take up to 48 hours. We appreciate your patience as they work to respond in the best way possible.



Libraries Are For Everyone!

Visit our [Libraries are for Everyone](#) page to see highlighted current events and

FRATERNITY AND SORORITY READ Story Time

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

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



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



Story Times will be held virtually through Zoom & Facebook Live. Register at novilibrary.org to receive the Zoom link.



novilibrary.org
248-349-0720

Register for These Programs

many of the holidays and observances celebrated in our diverse community!

In January, we are highlighting:

- Coretta Scott King Award books
- Mindfulness (Feelings, Emotions, Stress Management and Yoga)
- National Braille Literacy Month
- Martin Luther King Jr. Day
- Multicultural Children's Book Day

To view youth books related to these observances, please [click here](#).

MiLibraryQuest

WINTER 2021

CALLING TEEN PRIVATE DETECTIVES!



An anonymous tip has come in that a thief will steal an iconic Michigan landmark on Valentine's Day.

We're recruiting teenage private detectives to stop the heist!

Figure out who the thief is and who they're stealing to prevent the crime and claim your reward.

JOIN THE QUEST AND CLAIM YOUR REWARD

The Quest begins on January 1 and ends on February 14, 2021.

Learn more: mi.gov/MiLibraryQuest
Questions? Email: miLibraryQuest@gmail.com

The Mi Library Quest challenge is made up of public libraries across Michigan and supported in part by the Library of Michigan.

Teenage Private Detectives Wanted!

Extra! Extra! Read all about it! An anonymous tip has come in that a thief will steal an iconic Michigan landmark on Valentine's Day. The Library of Michigan is recruiting teenage private detectives to stop the heist! Use the clues to discover the identity of the thief, to prevent the crime and enter for a chance to claim a reward!

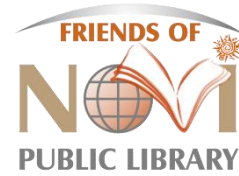
Learn more about the Quest & get started by [clicking here](#). The Quest **begins on January 1 and ends on February 14, 2021**. The MiLibraryQuest challenge is made up of public libraries across Michigan and is supported in part by the Library of Michigan. Questions? Contact: MiLibraryQuest@gmail.com.



3D Printed Ornaments from Novi Middle School STEM Class Eighth Grade

Stem students at Novi Middle School completed a 3D printing project that gave them the opportunity to be creative with engineering, art, math, and technology. Students were introduced to Wilson "Snowflake" Bentley and used patterns, symmetry, and rotation to create beautiful and unique snowflake designs. Students had requirements and constraints to follow which included working within specific dimensions, adding or subtracting material to make their design an ornament, and including six-points in the layout. As students worked through the engineering design process they improved their original design many times before getting the perfect design for their snowflake. They worked very hard on their 3d models and we are very proud of them!

Thank you Ms. Erica Sowders and students for bringing this project to NPL!



Become a Friends Member!

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

You can become a member of the Friends for as little as \$10 for an individual membership or include your whole family for just \$15.

Just [print and fill out this form](#). Send it and your check to Friends of the Novi Public Library, 45255 W. Ten Mile Road, Novi, MI 48375.

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

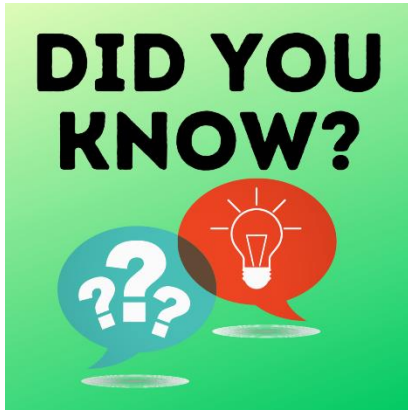


Novi Historical Commission

The Novi Historical Commission decorated an area at Tollgate Farm for their Holiday Lights event last month. Their team put together a wonderful display for this first ever, drive-through only event!

Additionally, congratulations new member Debbie Wrobel and reappointed member Kelly Kasper!





Get crafty with Creativebug!

Enjoy unlimited access to over 1000 online art and craft classes, anytime, anywhere! Guests can access Creativebug remotely at home through the Apple iOS and Android Apps!

[Click here](#) to log in with your Novi library card.



Listen to NPL's podcast!

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#).

Episodes feature a wide range of subjects! Listen to our newest episode [here](#), where staff discuss the #OwnVoices movement and how NPL is bringing diverse voices to the community!

Share your COVID-19 story!

Letters | Journals | Poems | Drawings

Photos | Videos | Stories



Share your COVID-19 story!

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

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG



Novi Public Library

News and Upcoming Events to Inform, Inspire and Include

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

Hours

Monday-Thursday, 10am-9pm

Friday & Saturday, 10am-6pm

Sunday, 12-6pm



Library Café



Hours

Mon-Fri: 9am-5pm

Visit the Novi Library café,
Proudly Serving Starbucks!



Americans are best when they engage in civil conversation with people of opposing views, but today many feel they can't be friends with those whose politics are different. The Civility Project is changing that. NPL has teamed up with the City of Novi to provide the community an opportunity to attend a judgement-free workshop on **Tuesday, March 2 at 7pm**. Celebrated journalists Nolan Finley and Stephen Henderson will help you build healthy disagreement and dialogue in this virtual safe place. Register at <http://bit.ly/NoviPublicLib>.

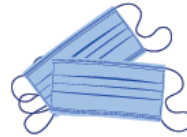


Visit the Library for 60 Minutes or Less!

NPL is now in Phase 4 - Grab and Go of its reopening plan. The Library building is now open for visits of 60 minutes or less. Guests can browse the collection, use the public computers and print, scan or copy items.



Visit 60 minutes or less



Masks required per MDHHS Section 2253 Public Health Code



DO NOT ENTER the Library if you are sick



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



Practice social distancing of 6 ft.



Printing, scanning, copying and computer services are available



Library Café and Book Nook are OPEN



Meeting and study rooms are not available



Black Men in White Coats: Film & Discussion

This documentary dissects the systemic barriers preventing black men from becoming medical doctors and the consequences on society at large. WHOSE FAULT IS IT? What if we had a medical workforce that actually reflected our patient population? What challenges do our black boys face? Who are their role models?

Guests will have 5 opportunities to view the film virtually, February 23 - February 25. A discussion of the film will take place on Thursday, February 25 at 6:30pm. Register to watch the film and participate in the discussion on novilibrary.org.



The Library has recently partnered with KultureCity; a wonderful organization that helps individuals with autism by providing opportunities for children with autism to do things regular kids just take for granted.



Through KultureCity, the Library is providing sensory inclusive bags for guests. These bags are designed to help sensory needs in both adults and children. They are filled with items that can help lessen sensory overload and also engage. These bags are available for use within the library at any time. Just stop by any of our service desks to inquire.

Omega Psi Phi Fraternity Step Show



Enjoy the entertainment and education of one of the most popular ways fraternity organizations show their spirit and pride, through step shows. This virtual program will take place on **Saturday, February 20 at 7pm.**

Register to receive the Zoom link by visiting novilibrary.org.



**PROGRAM BEGINS ON MONDAY, FEBRUARY 1, 2021
AND ENDS ON SUNDAY, FEBRUARY 28, 2021**
All ages can participate!

To log your books and access Beanstack, visit the Youth, Teen or Adult sections on novilibrary.org or go to novilibrary.beanstack.org.

Read for a chance to win a special prize created in the the Library's iCube Makerspace!

Don't forget you can download and read books from Download Destination, Hoopla, Tumblebooks, and EBSCO eBook Collection through the Michigan eLibrary!

Diversity, Equity & Inclusion at NPL

Visit the new Diversity, Equity & Inclusion page on novilibrary.org!

This page will be updated frequently and will be your main stop for information related to the Library's DEI initiatives, including goals, approved September 24, 2020, upcoming programs, where to watch or listen to past programs, great digital resources, local and national organizations, Black-owned business information, and so much more!

The DEI Committee is dedicated to listening to the voices of Novi and encourages questions, comments and concerns be sent to DEInovilibrary@novilibrary.org. This email is reviewed by members of the committee, therefore a response back may take up to 48 hours. They appreciate your patience as they work to respond in the best way possible.



National Day of Racial Healing

January 19, 2021 was the fifth annual National Day of Racial Healing (NDORH). This day was an opportunity for people, organizations and communities across the U.S. to call for racial healing, bring people together in their common humanity and take collective action to create a more just and equitable world.

NPL will be recognizing this day by inviting guests to visit through February 28 and contribute their declarations of support by finishing the statement "I will promote racial healing by..." on a public display in the library.

We also encourage guests to contribute their declarations of support and/or enjoy reading the posts on our social media accounts by tagging us or commenting on our National Day of Racial Healing post!



Author Q&A with Debbie Irving, *Waking Up White*

In a partnership with the Northville District Library, we invite the community to attend this program with Debby Irving, author of "Waking Up White" on **Thursday, February 4 at 7pm.** She will answer your questions about her book, how she unpacked her own

long-held beliefs about colorblindness, being a good person, and wanting to help people of color.

Attendees are strongly encouraged to read the book prior to the program. To register, visit the Event Calendar on novilibrary.org.

Youth Programs

Baby and Tot Time Story Time Mon, 11am

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

Ages: 0-24 Months

Location: Virtual - Facebook

Time for Twos & Threes Story Time Tue, 11am

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

Ages: 2-3 Years

Location: Virtual - Facebook

On My Own Story Time Thu, 2pm

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

Ages: 4-5 Years

Location: Virtual - Facebook

Family Story Time

Sat, 11am

A story time for the whole family!

Ages: Birth-5 Years

Location: Virtual - Facebook



Story Times

FRATERNITY AND SORORITY READ

Story Time

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



Tue, Feb 2 & 9

7pm



Register at
[novilibrary.org!](http://novilibrary.org)



novilibrary.org
248-949-0720

Book Club for Kids!

Book Bunch Book Club

**Tue, 6:30pm
Feb 23**

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

Grades: 2 and 3

Registration Begins: 30 Days Before Event

Location: Virtual - Zoom Meeting



hoopla

Tween & Teen Programs

TAB - Teen Advisory Board Meeting Fri, 3:30pm Feb 19

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

Grades: 9-12

Registration Begins: Jan 1

Location: Virtual - Zoom Meeting



BeTWEEN the Pages: Tween Book Club Trivia Wed, 7pm Feb 24

Join our Tween book club to discover new books and answer trivia questions based on what you read! Trivia will come directly from the book's plot, characters, and setting. Guests must read the book prior to the program.

Grades: 4-8

Registration Begins: One Month Prior

Location: Virtual - Zoom Meeting



hoopla



VIRTUAL TEEN TALENT SHOW

Submissions are being accepted
through Friday, January 29.

Open to high school students
who reside in or attend school in Novi.

HOW TO SUBMIT

Visit the Teen section on novilibrary.org to get additional information, download the model release form and to submit your video!

MiLibraryQuest

Extra! Extra! Read all about it! An anonymous tip has come in that a thief will steal an iconic Michigan landmark on Valentine's Day. The Library of Michigan is recruiting teenage private detectives to stop the heist! Use the clues to discover the identity of the thief, to prevent the crime and enter for a chance to claim a reward!

Learn more about the Quest & get started
by visiting milibraryquest.wixsite.com.
The Quest ends on February 14, 2021.

THE CIVILITY PROJECT

WITH NOLAN FINLEY & STEPHEN HENDERSON

www.greatlakescivilityproject.com

Americans are best when they engage in civil conversation with people of opposing views, but today many feel they can't be friends with those whose politics are different.

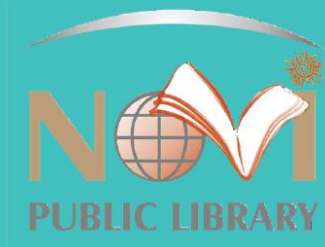
The Civility Project is changing that.

This judgment-free workshop is a safe place to talk, express yourself and be OK with the outcome.

The Civility Project goal: Build healthy disagreement and dialogue

Civility Session
Tuesday, March 2, 2021
7-8:30 p.m.

Register: <http://bit.ly/NoviPublicLib>



Celebrated journalists Nolan Finley and Stephen Henderson have been longtime friends, despite their different perspectives on pretty much everything. The one thing they agree on is the importance of their friendship—which includes a healthy dose of disagreement and mutual respect.



Stephen Henderson is an American journalist who won the 2014 Pulitzer Prize for commentary and the 2014 National Association of Black Journalists Journalist of the Year Award while writing for the *Detroit Free Press*. A native of Detroit, Stephen is a graduate of the University of Detroit Jesuit High School and the University of Michigan. Since 2015, he has been the host of "Detroit Today" on WDET. He has worked for the *Baltimore Sun*, the *Chicago Tribune*, the *Lexington Herald-Leader* and *Knight Ridder*.



Nolan Finley began his newspaper career as a copy boy at *The Detroit News* while a senior in college. After a brief stint with the *Jackson Citizen Patriot*, he returned to *The Detroit News* as a reporter, covering the administration of Mayor Coleman A. Young. He's been the newspaper's City Editor, Business Editor, Politics Editor and Deputy Managing Editor. In 2000, he was named Editorial Page Editor and his columns have appeared in the newspaper ever since. As he wrote in his introductory column, Finley is a product of *The Detroit News* and the Detroit community. He graduated from both Schoolcraft College and Wayne State University and in 2012 was inducted into the Michigan Journalism Hall of Fame.



Delta Dental of Michigan is a proud sponsor of The Civility Project.

Information Technology Report by Barbara Rutkowski – December

General

- Provided tech support to guests using the Tech Expert phone line.
- Closed 25 Help Desk tickets.
- Obsolete equipment was recycled.
- Repaired the touch feature on one of the self-check workstations.

iCube

- Staff practiced sublimating puzzles in preparation for the January Grab & Go craft.



- Replaced a defective cable for the Muse Laser's rotary attachment.
- Investigating new equipment possibilities.

Training

- IT Staff held 37 Staff sessions:
 - 35 Demco SignUp and Spaces
 - 2 Muse Laser
- IT Staff completed the updated COVID-19 Training

Facilities Report by Keith Perfect – December

In the past month the Facilities Department has closed 3 Facilities tickets, 0 Meeting Room Requests and has updated 346 Periodic Maintenance tickets.

The holiday tree was assembled and placed near the patio doors.

2 light ballasts were changed.

Patching and painting of interior walls has been in progress and most are complete. This is an ongoing project as there are a few small areas left to be done as time allows.

(7) vendors participated in a building walk through for the purpose of preparing bids for HVAC duct cleaning.

The Facilities team assisted in the preparation of the budget for next budget year for facility needs.

The Facilities team has deep cleaned the restroom partitions in public restrooms and are now looking new once again.

Keith has assisted the iCube team with the replacement of a bad electrical connector on the Muse laser engraver and a thorough cleaning of the machine with compressed air to remove dust build-up of its internal components.

Bill has cleaned/dusted the HVAC vents throughout the building. This is done annually as preventative maintenance.

Joe has been working diligently cleaning base boards throughout the building. This work is related to annual preventative maintenance and the building painting project.

New laminate rolls were installed in the laminating machine.

Facilities Report by Keith Perfect – November and October

In the past month the Facilities Department has closed 21 Facilities tickets, 3 Meeting Room Requests and has updated 350 Periodic Maintenance tickets.

The library van was picked up after getting a new vinyl wrap.

Multiple light ballasts were changed.

8 Emergency lights were replaced due to failure. 13 emergency lights received new batteries. 3 exit signs received new battery packs.

A large load of hazardous waste (batteries and electronics and old paint) was dropped off at the hazardous waste drop off day location.

The buildings back flow valves on the plumbing system were tested by vendor. One failed valve was replaced.

The annual fire drill and inspection was completed by staff and fire dept. We passed the inspection with good results.

A pallet of Ice Melt was ordered/delivered for the start of the winter season.

Snow removal equipment was tested and is ready for the winter season.

Some staining of the elevator doors was corrected and doors have been polished.

The hardware on the interior main entrance doors was cleaned and oiled and is now closing/opening quietly.

All of the Emergency Manuals have been updated.

Floor signage in the public areas have been touched up.

Batteries in all emergency CB radios have been replaced.

The emergency panic buttons were tested and a few of them failed. It was determined that the system was due to be upgraded. All panic buttons are now working. Thank you Barb R. for working with the vendor on this project.

A new vending machine was installed in the break room. YAY! Snacks!

An HVAC alarm was triggered on AHU-1. It was an issue with the fan motors electronic driver module. The vendor was able to clean the unit out and restart the systems with no further issues since.

Another alarm sounded on one of the boilers ignition system. The vendor replaced the ignition module and once it was running it was discovered that a second part was bad. (the boiler needed to be running to determine the second bad part) We are currently waiting for the vendor to install that second part that needed to be ordered.

A broken door prop on the first floor men's restroom door was replaced.

The canopy at the staff entrance was washed.

Excess chairs not currently used by staff were removed from offices to avoid being charged for cleaning of furniture not being used due to limited staff in building.

All Facilities Dept. staff have participated in multiple training videos related to COVID19, room reserve software and workplace harassment/ diversity provided by the city.

Patching and painting of damaged walls has begun and is an ongoing project. The building is starting to look brand new again!

The Facilities team has assisted in providing budget related needs/numbers to Julie for budget evaluation.

Library Board Packets were delivered to Library Board members.

Multiple building directory/collection signs were repaired.

During the time we were closed to most staff and all public visitors due to an employee testing positive for COVID19, the Facilities team spent several days (first week of December) thoroughly cleaning the building. All desks, phones knobs, key boards, handles, appliances, equipment, carts, cabinets, drawers, doors, buttons, restrooms/partitions and all other surfaces commonly touched by staff was cleaned. All carpet and upholstery was cleaned by vendor.

Information Services Department Report by April Stevenson – December

News and Notes

- Podcasts: Libraries are for Everyone! and Own Voices!
- Started a series of Mental Health Programs
- Added Black Owned Business Resources to the Business Resource Center page on the website
- Purchased 48 new DEI youth and tween fiction titles to add to those collections
- Coordinated with Novi High School Media Specialist to share LGBTQ+ titles that can be added to our collection
- Judged the Northville High School Reflections Contest
- Judged the Hickory Woods Reflections Contest
- Moved all grab and go crafts to the lobby for easy access
- Added two tables of new and popular materials to the lobby
- Partnered with Novi Mental Health Alliance to host meetings
- Hosted a Novi High School student's poster on global warming
- Started a Grab and Go Kit instruction area on the website so guests can recreate the kits
- Donated 2 boxes of weeded Spanish Youth Materials to Casa Colbri (a local charity for Spanish Youths)
- Added three business book lists to the Business Resource Center page on the website: Corporate Histories, Diversity Equity Inclusion, Side Hustles and the Gig Economy
- Assisted WSU Library Science student with assignment
- Met with Library Design to change Caldecott signage to Picture Book Awards to be more inclusive of other picture book awards in the future

IS Staff Out & About in the Virtual Community

- MI Youth Meeting - Lindsay
- MI Library Quest Meeting - Lindsay (Co-Chair)
- YALSA T3 Meeting - Lindsay
- DEI Committee Meeting - April
- Unseen: Designing for Diversity - Danielle
- Trauma and Young Children: What Every Early Educator Needs to Know - Danielle
- Outreach Outside the Box - Danielle
- Kalamazoo Public Library's 2020 Youth Literature Seminar - Danielle
- Bridging Michigan: advancing diversity, equity and inclusion in an organization - Leah
- Lifting Voices: The Black Friend: On Being a Better White Person - Kirsten
- Chamber Ambassador Meeting - Hillary
- Friday Coffee with the Chamber - Hillary
- Chamber Bingo Networking Event - Hillary

- ABWA Monthly Meeting - Hillary
- AAUW Monthly Meeting - Gail

Adult Zoom Programs/Meetings

- African American Ethnic Cultural Discussion Group - 256
- Shop Small@ Virtual Shopping Expo - 272
- Mental Health Series-The Psychological Impact of Racism - 116
- Mental Health Series- "How Are the Kids?" - 312
- Cooking with a Novi area restaurant - 77
- Novi Mental Health Alliance Meeting - 23
- Desk Display - #OwnVoices
- Business Spotlight Display: Social Media Marketing

Youth/Tween/Teen/Family Zoom Programs/Meetings

- Fraternity & Sorority Read Story Time (2) - 447
- Grab and Go Detective Science Making Impressions Kit - 20
- Grab & Go STEM Kits - 25
- Grab and Go Crafternoon in France - 15
- Teen Stop display: In honor of Veteran's day, young adult historical fiction books set during war times.
- Youth DVD Display: Picture Books on DVD



Raising a Reader 1,000 Books Before Kindergarten Stats

- # of active participants logging 100 books or more: 401
- # of logs received to date: 1,662
- # of paper logs submitted this month: 4
- # of online logs submitted this month: 5
- # of books read this month: 900

100 Books – 401	600 Books – 124
200 Books – 257	700 Books – 110
300 Books – 204	800 Books - 97
400 Books – 158	900 Books – 88
500 Book – 142	1000 Books – 81

Build a Piggie Story Time



Lobby tables with material available for check-out



December Social Media Program Stats:

Adult Programs		Zoom	Facebook		Instagram	YouTube	Twitter
Program Title	Total Attendance:	Zoom Attendance	FB Live	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
Fraternity/Soroity Read Storytime	336	4		316		16	
Pride + Joy	10	10					
Japanese Virtual Conversation Group	9	9					
African American Discussion Group	256	25	9	216		6	
ESL Book Discussion	9	9					
Early Childhood Parent Book Club	1	1					
Fraternity/Soroity Read Storytime	111	4		85		22	
Photography Club	14	14					
Mental Health Series-Racism	116	26	11	46		33	
Cooking with Novi Restaurant pt.2	77	4		56		17	
German Conversation Group	3	3					
Korean Conversation Group	6	6					
Shop Small Virtual Shopping Expo	272	26		246			
Mental Health-How Are the Kids	312	29	13	261		9	
Spanish Conversation Group	9	9					

Youth/Teen Programs	Zoom				Facebook				Instagram		YouTube		Twitter	
Program	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views
Danielle Baby and tot time													23	
Linda - twos and threes - yawns													25	
ACT Practice Test score back session			1	16										
BeTWEEN the Pages Tween Book Club Trivia			1	7										
Linda - On my Own - Grover													20	
Teen Advisory Board (TAB) Meeting			1	21										
Emily - Family Story Time													8	
Danielle - Baby & Tot Time - things that go													24	
Linda - on my Own - Balloons													44	
Linda - On my own - mice skating													8	
Kirsten - Family Story Time													4	
Danielle - Baby & Tot Story Time													27	
Book Bunch Book Club	1	4												
Linda - twos and threes - dragons													37	
Linda - On my own - wolf													8	
ECEC Special Education Zoom Story Time	1	12												
Emily - Family Story Time													9	
ECEC Story Time - Snow													27	
ECEC Story Time - Soup													13	

NPL Partners with local 4th grade FLL First Robotics Team: Technobots #26827 to bring you the Be Active Bag.



In early October, local FLL Team: Technobots approached the library about partnering with them on their Innovation Project. This project needed to solve the following problem: *"People are not able to be active, or cannot afford to be active"*

The team thought of designing a bag that would hold various materials to encourage people to be active. In order to help validate this idea, they conducted online personal interviews followed by a refined survey to help narrow what goes in the bag, how many days it should be borrowed etc., to specific details that would help them refine their proposal to the Library. They also sought out many local sponsors to help with costs.

In mid-November the team presented their idea of the Be Active Bag to the Novi Library. These 10 bags hold a variety of items including; a compass, flashlight, and list of local trails; stress balls, board games, frisbees, tennis sets, jump ropes, soccer balls, stretch bands, and many other items. Each bag varies what it contains. The Be Active Bags will help the library's guests to be active indoors and outdoors. The goal of this program is to help people live a healthy lifestyle by being active both mentally and physically.

The Novi Library is happy to partner with Technobots to bring the community the Be Active Bags this coming February. These will circulate like our other bags and kits and will promote health and well-being.

Project Manager: April Stevenson

Support Services Department Report by Maryann Zurmuehlen – December

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attend weekly department catchup meetings.
- Attended a Lending Library Committee Zoom meeting on January 7th.

Circulation & Shelves

- Jarah Killian has accepted the 19 hour Clerk position. Her first day is Monday, January 11th. Please welcome her to the team when you see her!
- Amanda Signori has accepted the 16 hour Shelver position. Her first day is Tuesday, January 19th. Please welcome her to the team when you see her!
- Rebecca McBee has submitted her resignation for her 16 hour Shelver position. Her last day is Monday, January 18th.
- Positions soon-to-be posted include: (1) 18 hour Clerk (1) 16 hour Shelver and (1) 19 hour Outreach Driver
- Phase 3 Duties as of 11/18: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Limited Lobby Services, Extra Cleaning of Dept. Surfaces
- With us moving back to Phase 3, hold requests have increased from an average of 150 - 225 holds to nearly 1,000 or more per day, and the number of TLN delivery bins received with in-transit materials and holds has also increased from an average of 10 - 15 bins to upwards of 25 bins per day. With limited lobby services, the Circulation Desk saw non-stop traffic of guests coming in to pick up holds and sign-up or renew their library card since Wednesday, 11/18.
- Working on fiscal year goals.

Tech Services

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

Statistics (December 2020)

- **Library Cards Issued: 80**
- **Items Checked Out: 38,822**
- **Items Interloaned for NPL Patrons: 7,033 (72 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,700 (94 through MeLCat)**
- **Items Added to the Collection: 712**
- **Items Discarded from the Collection: 1,309**
- **Drive-Up Window & Locker Hold Pickups: 114**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 0**
- **Read Boxes: Currently Suspended**
- **Outreach: Currently Suspended**

Lakeshore Lending Library Photos as of 1/8/21:



Self-Check Totals 2020-21 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	36,135	54.12%	19,555	8,393	6,615	4,547	0	0	0
August	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
September	57,383	50.07%	28,729	10,464	9,478	8,787	0	0	0
October	87,312	25.44%	22,214	7,908	7,959	6,347	0	0	0
November	75,656	20.15%	15,244	5,732	5,330	4,182	0	0	0
December	38,822	15.78%	6,128	3,728	2,400	0	0	0	0
January									
February									
March									
April									
May									
June									
FYTD	341,212	36.22%	115,642	45,780	40,529	29,333	0	0	0

Library Usage									
2019-2020 Fiscal Year					2020-2021 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	37,288	4,188	41,476	1,383	July	8,095	4,307	12,402	477
August	31,987	4,304	36,291	1,251	August	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September	8,729	5,114	13,843	513
October	33,571	4,205	37,776	1,219	October	11,833	3,794	15,627	504
November	32,056	4,138	36,194	1,341	November	8,845	4,475	13,320	493
December	29,670	3,982	33,652	1,246	December	5,213	3,285	8,498	304
**January	29,994	4,165	34,159	1,139	January				
February	31,619	3,845	35,464	1,223	February				
March	17,264	1,802	19,066	1,271	March				
April	0	0	0	0	April				
May	0	0	0	0	May				
June	0	4,073	4,073	0	June				
FYTD Total	287,160	38,485	325,645	1,324	FYTD Total	52,901	25,066	77,967	459

* Counter was unavailable 9-28 and 9-29

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

Computer Logins											
2019-2020 Fiscal Year						2020-2021 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	2,599	76,972	6	79,577	2,653	July	0	16,504	0	16,504	635
August	2,304	62,034	4	64,342	2,076	August	55	18,127	0	18,127	587
September	2,194	71,569	9	73,772	2,732	September	624	19,329	0	19,953	739
October	2,603	85,278	1	87,882	2,835	October	942	20,359	0	21,301	687
November	2,249	68,998	6	71,253	2,545	November	401	18,514	0	18,915	701
December	1,892	49,485	5	51,382	1,903	December	0	9,673	0	9,673	345
January	1,877	53,164	3	55,044	1,835	January					
February	2,003	65,275	6	67,284	2,403	February					
March	931	25,930	2	26,863	1,791	March					
April	0	4,403	0	4,403	0	April					
May	0	5,417	0	5,417	0	May					
June	0	12,172	0	12,172	0	June					
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	2,022	102,506	0	104,528	615

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

Technology Training Sessions 2020-21 Fiscal Year

	Cricut/Silhouette	Creation Station	Photo Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
Jul											0	
<i>Guests</i>												0
Aug										18	18	
<i>Guests</i>										18		18
Sep										15	15	
<i>Guests</i>										15		15
Oct	5	1	1	1	3	0	9	2	0	7	29	
<i>Guests</i>	5	1	1	1	3	0	9	2	0	7		29
Nov	1	3	1	0	2	0	3	3	3	35	51	
<i>Guests</i>	1	3	1	0	2	0	3	3	3	35		51
Dec							2			35	37	
<i>Guests</i>							2			35		37
Jan												
<i>Guests</i>												
Feb												
<i>Guests</i>												
Mar												
<i>Guests</i>												
Apr												
<i>Guests</i>												
May												
<i>Guests</i>												
Jun												
<i>Guests</i>												
Sessions	6	5	2	1	5	0	14	5	0	110	150	
<i>Guests</i>	6	5	2	1	5	0	14	5	0	110		150

2020-2021 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	1,413	400	1,987	36,146	336	198	1,088
August	1,463	405	2,285	42,924	346	114	903
September	1,334	385	2,348	42,781	347	136	663
October	1,374	390	2,632	48,061	349	161	959
November	1,546	424	2,219	58,404	355	163	725
December	1,537	451	2,023	38,266	358	329	3,318
January							
February							
March							
April							
May							
June							
FYTD Total	8,667	2,455	13,494	264,582	2,085	1,101	7,656

2020-2021 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	5,684	2,758	8,442	106
August	5,471	2,682	8,153	115
September	5,023	2,226	7,249	157
October	4,903	2,084	6,987	116
November	6,718	2,666	9,384	105
December	7,439	2,859	10,298	86
January				
February				
March				
April				
May				
June				
FYTD Total	35,238	15,275	50,513	685

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

Library App - 2020-2021 Fiscal Year						
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages
July	38,823	1.	Catalog	January		
		2.	My Account			
		3.	Library Locator			
		4.	OverDrive			
		5.	Boopsie Popular Books			
August	42,350	1.	Catalog	February		
		2.	My Account			
		3.	OverDrive			
		4.	Library Locator			
		5.	Boopsie Popular Books			
September	45,076	1.	Catalog	March		
		2.	My Account			
		3.	Library Locator			
		4.	OverDrive			
		5.	Boopsie Popular Books			
October	38,543	1	Catalog	April		
		2	My Account			
		3	Library Locator			
		4	OverDrive			
		5	Zino			
November	32,249	1	Catalog	May		
		2	My Account			
		3	Art at the Library			
		4	Library Locator			
		5	OverDrive			
December	43,056	1	Catalog	June		
		2	My Account			
		3	Overdrive			
		4	Library Locator			
		5	Boopsie Popular Books			
				Total	240,097	

Novi Friends President, Sue Johnson, Joins FOML as Vice-President:

Charles Hanson puts together the roster for Friends of Michigan Libraries (FOML) each year. Terms begin in March for one year. Both the current President, Jill Mason, who works at Albion College and the current Vice President, Roger Mendel, Library Consultant, wished to step down from their FOML positions for the coming 2021 term. Charles asked if I would take on the Vice President role for the coming year and I agreed. The organization is currently focused on how it can best add value to Friends groups. They began a Friends focused newsletter in September of 2020 that has been well received. Several articles about the Novi Friends have been included. They also held a successful workshop called Friends Finding Our Way Forward 2020. I attended both two hour sessions and learned what others are doing as well as sharing what the Novi Friends have done.

Sue Johnson

Date: Tue, Dec 15, 2020 at 1:43 PM

Subject: Oakland Together Non-Profit COVID-19 Economic Impact Grant –

To: <friends@novilibrary.org>

Friends of the Novi Public Library,

Thank you for applying to the Oakland Together Non-Profit COVID-19 Economic Impact Grant. The application for Friends of the Novi Public Library has been reviewed and selected to receive a grant award of \$10000.00.

The Agreement you signed with the Application has been fully executed by the Oakland County Board of Commissioners and is attached to this email.

The Grant Award will be moved forward for processing, and a check will be sent via Federal Express to the address provided on your application within the next two weeks. You will get an email from FedEx once it has been shipped. You will need to sign for the package.

For questions please contact: Marcus Pearson (pearsonm@oakgov.com)

Thank you,

Hilarie Chambers,
Chief Deputy County Executive
Oakland County



Friends of the Novi Library January, 2021

Book Nook News:

Sadly the Book Nook is currently closed. In November as cases spiked again, the Library had to go back to Phase 3.

In the weeks between July and mid November we made \$6257. We were all pleased with this.

For the calendar year 2020, we made \$12,356. Compare this to \$27,916 that we made in 2019.

We look forward to a better 2021. A Happy New Year to all!

What's New and Exciting:

The Friends has received an Oakland Together Non-Profit COVID-19 Economic Impact Grant.

We applied for the grant in November just shortly before the cut-off date for applications.

On December 15th we were told that we had been awarded a grant of \$10,000. With Book Nook sales down by \$15,700 for 2020, this could not have come at a better time. This grant will help us do more for the Library in 2021!

From the President:

I looked back at the Friends January newsletter 2020. We were celebrating our 60th and looking forward to Booked for the Evening with Steve and Rocky's wonderful appetizers. Sales from the Book Nook were at an all time high, Kaleidoscopes were scheduled and we were looking forward to Jazz on the patio in June.

On March 16th that all stopped and nothing has been quite the same since. We opened the Book Nook for a time in the summer and received thousands of donations of books/CDs/DVDs. Many of you came into the Library to shop at the Book Nook. Given our high sales numbers during that time, I suspect that more than a few of you put a little extra in the Honor Box. – Many Thanks!

We have good news from the Harry Potter drawing. We had fifty-one people enter and added twenty-two new members. Total revenue from the Vera Bradley Saturday event and the Harry Potter Drawing was \$652.



Here is Library Director Julie Farkas with our winner Siddharth Sanghvi.

Just a reminder that the Cafe in the Library is still open, and the lobby has tables of books and DVD's available to check out. It is a nice selection. Check it out!

A special thanks to the library staff who have worked during this stressful time to provide us with library services!

Mark Your Calendars - Events:

We are planning for Kaleidoscope programs to resume in the fall and music programs in the summer.



NOVI HISTORICAL COMMISSION
Wednesday, **January 20, 2021** 7pm
ZOOM

Call to Order...via ZOOM

Introductions of guests

Approval of Agenda

Approval of Minutes- December 2020

Treasurer's report –Kim (Approval of expenses)

Communications

LIBRARY LIAISON REPORT

Betty Lang

Upcoming Conferences/Programs

Library's Covid plan for re-opening/History Room hours

Debbie's tour of History Room

New roster review

Property Question-28635-28651 Haggerty Rd.

2021 Calendar meeting schedule

Commission Calendar, Bi-Laws & Agendas to City Hall

* Election of Officers

* Commissioner interviews...deadline for applications Jan.29

Discussion regarding Tributes/gifts for outgoing Commissioners

* Bi Law final review regarding Julie's comments

* Villa Barr discussion related to report

* TollGate Farms-Light up the Night project-wrap up

Kelly & Kim

* Veterans Memorial

Kim

*

BACK BURNER PROJECTS Discussion

David Barr presentations

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Storage Unit

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS

Rae

DISPLAY CABINET DOWNSTAIRS

Kim

PUBLIC COMMENT

NEW BUSINESS/Other Business

Goals/Objectives for 2021/22

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, FEBRUARY 17, 2021**

Adjourn



NOVI HISTORICAL COMMISSION
Wednesday, December 16, 2020 7pm
ZOOM

Call to Order...via ZOOM

Introductions of guests

Approval of Agenda

Approval of Minutes- November 2020

Treasurer's report –Kim (Approval of expenses)

Communications:

Library Liaison Report

Betty Lang

Upcoming Conferences/Programs

Share Your Covid Story

Commissioner interviews

Discussion items:

Tollgate Farms Light-up project

Kim & Kelly

2021/22 Budget

2020 Veteran Wreath project wrap up

Kelly's suggestion regarding Veteran/scout presentations

Cemetery Preservation Talk

Tammy Lee

By Laws/Procedures status

Virtual meetings/programs

Veterans Memorial

BACK BURNER PROJECTS Discussion

David Barr presentations

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Storage Unit

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAM

DISPLAY CABINET DOWNSTAIRS

Kim

PUBLIC COMMENT

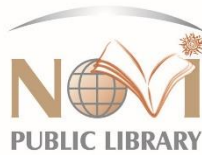
NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, JANUARY 20, 2021 7pm**

YAY...Say goodbye to that challenging 2020

Adjourn



Library Board Calendar

2021

January 28

Library Board Regular Meeting
Library Director Mid-Year Review

February 25

Library Board Regular Meeting

March 1-31

National Reading Month

March 25

Library Board Regular Meeting

April 4

Holiday—Easter, Library Closed

April 5-9

National Library Week

April 10-17

Money Smart Week @ Library

April 22

Library Board Regular Meeting

May 9

Mother's Day, Library Closed

May 27

Library Board Regular Meeting

May 30

Library Closed

May 31

Holiday – Memorial Day, Library Closed

June

Summer Reading Begins

June 19

Holiday – Juneteenth, Library Closed

June 20

Father's Day, Library Closed

June 24

Library Board Regular Meeting

June 24

Library Director Annual Review

July 3

Library Closed

July 4

Holiday – Independence Day, Library Closed

July 22

Library Board Regular Meeting

August 20

Staff In-Service, Library Closed

August 26

Library Board Regular Meeting

September 4, 5

Library Closed

September 6

Holiday – Labor Day, Library Closed

September 23

Library Board Regular Meeting, Novi Library

October 22

Friends Booked for the Evening, 7-9 p.m. (Library closing at 5pm)

October 28

Library Board Regular Meeting

November

Annual Library Report – City Council Meeting, TBD

November

Community Read, Library TBD

November 2

General Election Day

November 17

Library Board Regular Meeting (Wednesday)

November 24

Wednesday before Thanksgiving, Library Closes at 5 p.m.

November 25

Holiday – Thanksgiving, Library Closed

November 26

Library Closed

December 15

Library Board Regular Meeting (Wednesday)

December 15

Library Director – Mid-year Review

December 24

Holiday – Christmas Eve, Library Closed

December 25

Holiday – Christmas, Library Closed

December 26

Library Closed

December 31

Holiday – New Year's Eve, Library Closed

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



LIBRARY CLOSINGS 2021

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

LIBRARY BOARD MEETINGS

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

H – Paid Holiday

6-2020