



Agenda
Novi Public Library Board of Trustees--Regular Meeting
Thursday, May 27, 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.

Call to Order by President, Kathy Crawford

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Michener, Wood and Yu, Student Representatives Chang and Tangirala

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.

Approval of Agenda.....1-5

Consent Agenda

- 1. Approve Minutes of:
 - A. April 30, 2021 – Regular Meeting.....6-18
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#602) 19-20

Presentations

- 1. Introduction of Nicole Williams, HR Specialist (hired 5/10/21)
- 2. Aliyah Hirji, President of TAB (Teen Advisory Board)

Reports

- 1. Student Representatives Report (April 2021)..... 21-24
- 2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals..... 25
 - B. 2020-2021 Goals Document UpdateN/A
 - C. Committee Appointments for May 28, 2021 – May 26, 2022
 - Bylaws
 - Policy
 - HR
 - Strategic Planning
 - DEI
 - Building/Grounds
 - Finance
 - Events/Marketing/Fundraising

- D. Director's Annual Review: Requested Closed Session by Library Director on Thursday, June 24, 2021 (HR Committee Chair will need to facilitate the information from each board member in advance of the meeting).
- E. Library Board Retreat scheduled for: Saturday, June 26, 2021 from 10:00am – 2:30pm

- 3. Treasurer's Report (Geoffrey Wood)
 - A. Fine Free Discussion.....see Director's report
 - B. 4th Quarter Review of 268 and 269 2020/2021 budgets.....26-29
 - C. 2020-2021 Library Budget Fund 268.....26-28
 - D. 2020-2021 Contributed Fund Budget 269.....29
 - E. Financial Report April 202130
 - F. Library Fund 268 Expenditure & Revenue Report as of April 30, 202131-33
 - G. Library Fund 269 Contributed Fund as of April 30, 202134
 - H. Balance Sheets for Funds 268 and 269 as of April 30, 202135-36
- 4. Director's Report (Julie Farkas) 37-48
 - A. Information Technology Report 49-50
 - B. Facilities Report 50-52
 - C. Information Services Report 53-62
 - D. Support Services Report 63-64
 - E. Library Usage Statistics..... 65-73
 - F. Friends of Novi Library - Agenda: May 12, 2021; Minutes: April 14, 202174-78
 - G. City of Novi Historical Commission – Minutes: 1/20/21, 2/17/21, 3/17/21, 4/21/21; Agenda: May 19, 2021 79-91

Matters for Library Board Action

- 1. Motion to approved the following statement by Trustee Tara Michener as presented:

The Novi Public Library acknowledges the recent hateful acts that our AAPI and Black Community have experienced. We are committed to continually growing in our work to ensure safe spaces and equity for our entire community and beyond.
- 2. Motion to approve the following statement by President Crawford as presented:

The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff is dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe and supportive library environment for all.
- 3. Motion to approve the 4th Quarter Amendments to the 2020-2021 268 and 269 budgets as noted on pages 26-29 in order to submit to the City of Novi Finance Department for annual auditing purposes.
- 4. Motion to add REFORMA (The National Association to Promote Library & Information Services to Latinos and the Spanish Speaking (\$100 annually), AILA (American Indian Library Association) \$40.00 Institutional annually, and JCLC (The Joint Council of Librarians of Color) donation range \$10-\$50 annually as new memberships for Novi Public Library (Budget #809.000)

5. Discussion regarding preparation and content of Library Board minutes in compliance with OMA.

6. **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. However, it is an opportunity to voice your thoughts with the Library Board. Remarks should be limited to those pertaining to matters before the Board, to Board business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Board, the Trustees, employees, and consultants is allowed, inappropriate, profane, vulgar or abusive language and personal attacks will not be tolerated.

Citizens must state their first, last name and address

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting. The materials cannot be changed before the meeting.

Committee Reports/Non-Action Items

1. **Policy Committee:** Review current public policies for the Library (Michener–Chair, OPEN, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - Committee met on 5/11/21 to review P7, P13, P20; P5, P12, P17 and Records Retention are still pending review and further documentation. P2 was brought to the committee’s attention in email.
 - A. 1st Draft: P2: Charges for Damaged, Destroyed or Lost Materials.....92-93
 - B. 1st Draft: P7: Distributions and Postings (Reviewed by attorney, staff and Policy Committee).....94-96
 - C. 1st Draft: P13: Unattended Child Policy (Reviewed by attorney, staff and Policy Committee).....97-102
 - D. 1st Draft: P20: Campaigning, Petitioning, Interviewing and Similar Activities (Reviewed by attorney, staff and Policy Committee).....103-105

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (OPEN – Chair, Wood, Dooley, Staff Liaisons – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj and Kirsten Malzahn.
 - HR Specialist, Nicole Williams hired on 5/10/21.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation (Wood- Chair, OPEN, OPEN, Staff Liaisons – Julie Farkas & Barbara Cook)
 - A meeting was held on 5/4/21 and 5/21/21.

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Yu – Chair, Michener, Dooley, Staff Liaison – Julie Farkas)
 - A. Library/Community Events Attended by Library Board Members
 - B. Grand Opening of Lakeshore Lending Library: Tentative for: Wednesday, July 7th

5. **Strategic Planning Committee:**
(Dooley- Chair, Yu, Staff Liaison – Julie Farkas).
 - No Report

6. **Building/Landscape Committee:**
(OPEN – Chair, OPEN, Wood, Staff Liaison – Julie Farkas)
 - Lakeshore Lending Library installation was 5/18-5/21/21. See photos included in Director’s report.

7. **Bylaw Committee: Review of Library Board Bylaws**
(OPEN- Chair, OPEN, Staff Liaison – Julie Farkas)
 - No Report

8. **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, Nicole Williams)
 - A meeting was held on 4/27/21. Next meeting scheduled for: 5/25/21.

Communications

1. April 13, 2021: Email from Sharon Trumpy – Re: GREAT program last night.....106
2. April 30, 2021: Email from Gail Anderson - Re: GREAT program last night.....106
3. May 5, 2021: Email from Sharon Trumpy – Re: Response to the April 22, 2021, library board meeting.....106-109
4. May 7, 2021: Email from Carol Soborowski – Re: Introduction.....109
5. May 7, 2021: Email from Tara Michener – Re: Introduction.....109-110
6. May 11, 2021: Email from Carol Soborowski – Re: Introduction.....110-111
7. May 11, 2021: Email from Tara Michener – Re: Introduction.....111
8. May 13, 2021: Email from Kathy Crawford – Re: Response to the April 22, 2021, library board meeting.....111
9. May 17, 2021: Email from Kelli Kakish – Re: Upcoming library board meeting and comments on last meeting.....112
10. May 21, 2021: Email from Kathy Crawford – Re: Upcoming library board meeting and comments on last meeting.....112

Closed Session

1. None

Adjournment

Supplemental Information

- Library Board Calendar – 2021 113

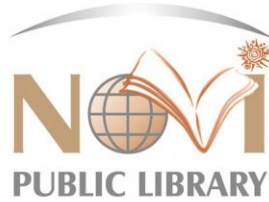
2021 Future Events:

- COVID Update April 19 – May 24, 2021: Library is currently in Phase 4 of COVID library operations – with recommended visits of 1 hour or less (Grab & Go); public computers available (1 hour use); 48 hour quarantine of materials; limited seating is available; café and book nook open; programming virtual through May 31, 2021. Masks and social distancing required. Indoor gathering of 25 people or less with proper 6ft. social distancing must be followed. Effective April 26, 2021: new guideline from MDHHS requires masks for children ages 2 and up.
- **LIBRARY CLOSED: May 30th and May 31st**
- Friends of Novi Library Regular Meeting – Wednesday, June 9th at 2pm at Novi Public Library
- Novi Historical Commission Meeting – Wednesday, June 16th at 7pm at Novi Public Library
- **LIBRARY CLOSED: June 19th and June 20th**
- Library Board of Trustees Regular Meeting – Thursday, June 24th at 7pm by ZOOM
- Library Board of Trustees Retreat – Saturday, June 26th at 10:00am – 2:30pm at Novi Public Library

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
April 22, 2021**

Expanded Draft

Call to Order by Interim-President, Kat Dooley

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Torry Yu

1. **Library Board – All members were present and stated their location.**

Kat Dooley, Interim-President
Brian Bartlett, Board Member
Sreeny Cherukuri, Board Member
Kathy Crawford, Board Member
Tara Michener, Board Member
Geoffrey Wood, Treasurer
Torry Yu, Secretary

Student Representatives

Sarah Chang (left virtual meeting at 7:17 pm)
Tarun Tangirala (left virtual meeting at 7:17 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Attorney

Tom Schultz
Rosati, Schultz, Joppich & Amtsbuechler

Approval of Agenda

A motion was made to approve the Agenda as presented.

1st – Brian Bartlett

2nd – Sreeny Cherukuri

Roll Call Vote was taken. 6 yes votes and Trustee Crawford did not vote due to wi-fi issues.

Motion Carries. No further discussion.

Consent Agenda

1. Approve Minutes of:
 - A. March 25, 2021 – Regular Meeting
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#601)

A motion was made to approve the consent agenda (items 1 and 2 above) as presented. This motion was amended to approve item 1 and to move item 2 to Matters for Board Action per guidance from Library attorney Tom S. (Trustee Michener's additional questions can be found under Matters for Board Action item 3.)

1st- Torry Yu

2nd- Brian Bartlett

Roll Call Vote was taken. 6 yes votes and Trustee Wood did not vote due to wi-fi issues.

Motion Carries. No further discussion.

Presentations

1. None

Reports

1. Student Representatives Report
On pages 19-21 of the April Board packet.
2. President's Report (Interim President- Kat Dooley)
 - A. 2019-2022 Strategic Planning Goals
On page 22 of the April Board packet.
 - B. 2020-2021 Goals Document Update – as of April, 2021
On pages 23-44 of the April Board packet
 - C. Interim-President Dooley's prepared statement:
Trustee Dooley read a statement she prepared, at the meeting. Since the statement is not in the Board packet to refer to, it is captured here verbatim in first person.

"As Interim President of the Novi Library Board, I want to take this time to let everyone know that I see and emphasize with the exhaustion and continued pain that our Black and Asian communities are feeling right now."

"These feelings of anguish and fear are real and palpable. Even though the tragic acts of violence that we collectively witness may be outside our city, the pain of that trauma still echoes here and is being felt by people in our town who have experienced racism at points in their lives - including myself as a first-generation Korean and Greek American."

"The Novi Public Library is a place where people gather to access materials, resources and programs that help expose them to different cultures, different perspectives, information, build new skills and even explore new worlds. We are a place that helps build capacity for conversations and discourse. We are here to inform people, inspire them by seeing and experiencing representation-which in turn helps inspire people to express their own voices and help foster relationships to make sure all of us feel included within the fabric of our beautiful community."

"I wanted to also acknowledge and give gratitude for the work that Trustee Michener has been doing as a member of our board and for her work in advancing the DEI space. While it's not incumbent for our community members of color to educate others on painful experiences inflicted on them due to their race, Trustee Michener still has shown up to do just that-despite the resurfacing of pain that it does cause. Many community members have also shown up to invest their time and form partnerships with us-and for that you also have my gratitude."

"We are indeed One Novi, and therefore when any member of our community feel pain and sorrow-it affects all of us. People may differ on approaches and process to help advance equity and enhance empathy in our city, but we cannot deny or debate feelings or experiences. Instead, we must all listen, learn and affirm-and keep the discourse open, collaborative, and constructive".

3. Treasurer's Report (Geoffrey Wood)- pages 45-55

A. 2020-2021 Library Budget Fund 268

The 2020-2021 Library Fund 268 budget (COVID column) calls for revenue of \$3,123,886 with expenditures of \$3,167,505 consuming \$43,619 of the fund balance.

B. 2020-2021 Contributed Budget Fund 269

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

C. Financial Report - March 2021

On page 49 of the April Board packet.

D. Library Fund 268 Expenditure and Revenue Report ending March 31, 2021

Revenue ending March 31, 2021 was \$3,175,600

Expenditures ending March 31, 2021 was \$2,120,127

E. Library Fund 269 Contributed Fund ending March 31, 2021

Revenue ending March 31, 2021 was \$22,535.

Expenditures ending March 31, 2021 was \$6,417.

F. Balance Sheets for Funds 268 and 269 as of March 31, 2021

Ending Fund Balance for Fund 268 as of March 31, 2021 was \$3,318,266

Ending Fund Balance for Fund 269 as of March 31, 2021 was \$1,723,098

Trustee Michener inquired if her questions asked under Consent Agenda could be answered now and Trustee Wood said he will discuss with Director Farkas and see if they can get some answers. Trustee Michener then added additional areas she would like a response on. Trustee Bartlett suggested Trustee Michener's list be discussed under Matters for Board Action, as was determined earlier by a previous motion. Trustee Michener's additional budget related questions will be re-read under Matters for Board Action. Also, Trustee Wood recommended Trustee Michener email the questions and they could be answered on public

record. Trustee Michener declined to email the questions and wants to read them to the public.

4. Director's Report (Julie Farkas)

On pages 56-81 of the April Board packet.

Staff members celebrating anniversaries for May are:

- Gail Anderson – Programming Coordinator- 5 years
- Amy Markus- Support Services-4 years
- Allison Janicki- Support Services- 4 years
- Rae Manela- Librarian –Sub – 2 years

Director Farkas included directions to adjust the settings in YouTube to allow for closed caption for viewers who are watching the Board Meetings.

Images for the Lakeshore Lending Library vinyl wrap design is on pages 56-57 of the April Board packet. The tentative installation time for the Lending Library is the week of Tuesday, May18th.

Summer Reading Plans provided by area libraries is on page 58.

COVID usage update is on page 59 of the April Board packet. There are no concerns with capacity limits.

- A. Information Technology Report (pages 81-82)
- B. Facilities Report (pages 82-83)
- C. Information Services Report (pages 84-90)
- D. Support Services Report (pages 91-92)
- E. Library Usage Statistics Report (pages 93-101)
- F. Friends of Novi Library – N/A
- G. City of Novi Historical Commission – N/A

Matters for Library Board Action

1. Motion to approve the slate as presented for the 2021-2022 Election of Library Board Officers (May 27, 2021-April 28, 2022): President – Kathy Crawford, Vice-President – Kat Dooley, Secretary – Brian Bartlett and Treasurer - Geoff Wood.

A motion was made to approve the Officer Election Slate as presented. There were no nominations from the floor.

1st- Tara Michener

2nd- Kathy Crawford

Discussion:

Roll Call Vote was taken and the motion passed unanimously. No further discussion.

2. Motion to approve the following statement by Trustee Michener as presented:
The Novi Public Library acknowledges the recent hateful acts that our AAPI and Black Community have experienced. We are committed to continually growing in our work to ensure safe spaces and equity for our entire community and beyond.

A motion was made to approve the statement as presented above by Trustee Michener.

1st- Tara Michener

2nd- Kathy Crawford

Discussion:

Prior to the motion Trustee Cherukuri asked if Novi Library had any incidents. Trustee Michener started the discussion by answering his question. She said it is unfortunate but Novi has racism too and this was mentioned at the listening session held in October. She said she has personally experienced it as well and it has happened at the Novi Library. She is educating herself in Library industry work and said the APALA and BCALA suggested making a statement. Also, during the library Anti-Asian hate program, attendees talked about making a statement. Trustee Michener works in DEI space in other places in addition to the library and said that a statement makes a big difference. She said that other libraries are making statements. Trustee Michener added that when statements are made about these things it shows not only is the library committed in name but the library is dedicated to it. She suggests that the Board follow suit as the industry is doing it.

Trustee Cherukuri wanted to make sure the statement is tied to things that are happening in the Novi Community and Novi Library. He is educating himself in Roberts Rules and wants to make sure it is a proper motion; matching to what the charter says. As an organization the Board is tasked with the library and things related to the library. If it is not tied to the library directly is it still proper to take on this kind of statement?

Trustee Crawford was concerned and inquired about hateful incidences or acts happening in Novi and none of her inquiries resulted in more discovery about this problem. For a number of decades she has made it her practice as a local, County and State official to commit her voting based on facts. Facts that detail how extensive a problem is and all the pieces of a problem. Upon receiving the meeting packet she endeavored to find out more information regarding recent discrimination. Trustee Crawford contacted the Novi Police Department and the City Manager's Office. If Novi is having racial profiling and acts of aggression and violence, the Board needs to know about it. The City Manager expressed to Trustee Crawford in his last seven years in Novi there have been no racial incident complaints. He added the Novi Police had over 65,000 contacts last year, 7 were escalated, and 2 complaints had to do with Civil Rights and after viewing the video it was determined that there was no violation of the persons Civil Rights. The City Manager expressed to Trustee Crawford that Novi has grown because of its diversity and as long as he has been City Manager staff has not had any complaints filed about discrimination. Trustee Crawford is unable to vote on a statement to acknowledge that she is aware of hateful acts in Novi since so far she is unaware of hateful acts. Another concern she has is that studies have shown negative rhetoric causes more issues than it solves. The statement as proposed is a negative statement and she is concern that anyone reading the minutes or listening to the meeting tonight is going to believe that Novi and Novi Library has a serious discrimination problem that exists here. She would suggest until more facts are learned and they hear from the police department to understand its prevalence, she suggests the Board votes on a more positive statement that affirms the Boards commitment to promoting Diversity, Equity and

Inclusion in the entire community. According to the Bylaws Trustees duties include determining policies, rules, regulations governing the Novi Public Library operations and services. In addition, it pertains to the selection and supervision of the Director, budget oversight, building and sight needs, cooperating with public officials and supporting legislation that relates to the Novi Library. She said she is well aware of happenings in the Nation but her concern and duty as a Trustee of the Novi Library is what is happening here.

Trustee Yu will be supporting the motion on the table. He provided some background, adding that Trustee Michener proposed a statement in the summer that ultimately did not pass, acknowledging that he also voted no at that time. Additionally, Trustee Yu acknowledged things happenings in the Nation and the hurt people are feeling and said the biggest eye opener for him was at the listening session and hearing what residents of the City expressed as concerns in the library building and in Novi. That is why he is supporting the motion in addition to the past year's increase in Social Justice and DEI initiatives, as well as library public comments and email communications. People view the Library as that learning place where people can get that information and knowledge. That is basically what the statement is saying the Library and the Board are going to continually offer those services and offerings so the community can learn and grow.

Trustee Wood said that one of the key initiatives is inclusiveness and there are other marginalized populations, but the statement calls out two. He would like to see everything addressed as a community and he feels strongly that they should have 100 percent agreement from the Board on this statement that is from the Board. The Board should address concerns of Trustees Cherukuri and Crawford and come up with a statement unified and agreed upon by all Board members 100 percent. A split vote on a statement that is for the Novi Library becomes a challenge for the Board to have credibility with it.

Trustee Bartlett said his main issue is the first statement, the word hateful and bringing out two groups, only. He is the head of a Hispanic/Latino household, which is also a minority in this Community. He shared a story about when he first moved to Novi. The Novi News did an article on minority communities and left the Hispanic community out of the list. In 2000 Hispanics were deemed the largest minority community in this Country. He is all in favor of a comment that talks about equal opportunity for all, equal opportunity for all minorities.

Trustee Dooley did not have anything to add and gave Trustee Michener an opportunity to speak after hearing other Trustees comments. Trustee Michener said the Board needs more education and that there are blind spots. She said the Black community is afraid to call the police and racism quite often happens in Novi. Trustee Michener said inclusivity is super important to her, however, some of the more egregious acts have happened to the Black and Asian American Pacific Islander communities and she is following what the library industry recommends.

Trustee Cherukuri asked if the maker of the motion would be open to tabling the motion to give the new Trustees an opportunity to view the listening session. Trustee Michener declined tabling the motion.

Another formal motion was presented:

A motion was made to postpone the statement for a month allowing new Trustees to review the listening session. (Per attorney Tom S. in this situation, if the motion to postpone prevails and it gets the majority vote there will not be a vote on the main motion).

1st-Sreeny Cherukuri

2nd-Brian Bartlett

Discussion to postpone the statement:

Trustee Cherukuri requested time for new Trustees to review the listening session that other Trustees are referring to and to craft language as Trustee Bartlett has said, that more reflects beliefs of the entire Board.

Trustee Michener is talking about those communities who have had egregious acts and she is very disheartened and has never seen so much resistance against racial equality, harmony and unity as she has recently.

Trustee Dooley respects everyone's discourse this evening. She is not in favor of tabling but appreciates the discussion. She would hope that the Board could get there as a unified body and says collaboration is key.

Trustee Yu is not in favor of tabling. He said if motion to table does prevails he hopes his fellow Trustees review the listening session video and they can as a Board work together to build the statement if that is the way the vote goes.

Trustee Crawford was not on the Board at the time of the listening session and is very much in favor of reviewing the listening session. She would like to know more about it and have more information. When hateful acts is said she wants to know what that is, as it is a broad statement.

Trustee Bartlett is in favor of tabling and cited the wording on the first part of the statement. He has Hispanic/Latino family not included in the statement. Additionally, he would like to have a positive statement that is inclusive.

Roll Call Vote was taken to postpone the statement and the motion carries with 4 yes votes and 3 no votes.

Yes Votes- Trustees Bartlett, Cherukuri, Crawford and Wood.

No Votes- Trustees Dooley, Michener and Yu.

Attorney Tom S. addressed a couple of the Trustees questions as to whether the Board is able to do a statement. Tom S. said that the Board's powers are broad and they are permitted to make a statement. It falls within the powers of the Library Board. He makes no statement as to whether it is appropriate or if they should, but he would defend the Trustees right to act broadly as a Library Board.

3. Approve Claims and Warrants of:
 - a. Accounts 268 and 269- Warrant #601

After guidance from library attorney, Tom S., the Board decided to approve the claims and warrants and return next month with answers to Trustee Michener's questions.

A motion was made to approve the claims and warrants with answers to questions (listed below) to be provided at the next meeting.

1st-Tara Michener
2nd-Kathy Crawford

Roll call vote was taken and the motion passed unanimously.

Trustee Michener noticed that the budget meeting minutes from Jan. 7 and Jan. 21 were not posted to the Library website, as well as the Jan 28 regular meeting minutes. Additionally, proposed minutes from the March 25 meeting are not posted to the website. Trustee Michener indicated there might be a violation of MCL15.269(3)... a public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer and approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

Trustee Michener next discussed the ServPro expense of \$1,791.02 asking if the Library is going to seek reimbursement through insurance to cover this cost, which occurred when the boilers were not operating. She asked if the increase in the electricity bill (DTE) will be included. Also, she inquired if the ServPro bill included the cost to upgrade the electrical outlet from 110 to 220 volts? In addition, Trustee Michener would like the breakdown of the Foster Swift invoice of \$3,171.00, since the legal fees category is over budget.

Additional Questions from the Treasurers Report included here:

(Attorney Tom S. said that Trustees are permitted to email these questions). Trustee Michener would like the approved vacation payout line of \$7,500 broken down (account 268-000.00-704.210) specifically, how much each Holiday costs the Library. Also, she would like to know if only salaried employees get paid for a Holiday or do hourly workers get paid, too? She added how does the paid Holiday cost the Library anything if only salaried employees get paid? The Library is not a retail service that loses revenue with a closure.

Public Comment

Interim-President Dooley asked the speakers to list their first name, last name and address. Interim-President Dooley stated this is a public meeting and it does not have to be a Novi address. Library attorney, Tom S. clarified that due to the meeting being virtual and public the street name should be given without the numerical part of address.

Sharon Trumpy, Harvest Drive in Novi MI. She has been commenting at Board meetings since June of 2020. She has repeatedly offered to partner with the Library to share her experiences as the parent of a Black child and to share her expertise of DEI work and racism specifically in Novi. She is disgusted this evening. Sharon wants to thank Trustee Michener who has repeatedly gone above and beyond to research best practices, not with the City, but with the library associations around the Country- BCALA, APALA, MLA, ALA and has repeatedly backed up her work with data. Trustee Crawford asked if there is racism in Novi and said she would talk with the police chief for input. Sharon shared that her Black child, in Novi, has repeatedly been called the n-word and received messages from his peers calling him the n-word. She said it seems that Kathy is not concern about that and Kathy wants to know if there is actual harm; physical violence in Novi. Sharon said that her heart breaks and her 13 year old is damaged every single time that happens and she is disgusted at the refusal to acknowledge that. She said that a Black member of the library staff intervened when a pedophile was approaching children in the library bathroom. That patron repeatedly called the staff member the n-

word and he was protected instead of the staff member, she said. The staff member filed the police report and made a statement to the attorney that is sitting here this evening. Sharon added that the Board has failed to do the research, not to reach out to the police but to reach out to the community members who have shared their trauma with the Board. Now the Board is asking for more time, when they have been given months. Sharon asked who has reached out to her and asked her for more information on how to make sure that this community is safe for her child? Time after time the hate speech policy is tabled, the Juneteenth policy is tabled. Sharon said the trust of the community is broken when the board votes against it and tonight the board wants to put a positive spin and there is no positive spin.

Lisa Holton, Novi MI. This is the first time she has participated in public comment and she is here in support of Trustee Michener. She has seen some really bad behavior headed her (Trustee Michener's) way and it is not okay. She is standing up for her (Trustee Michener's) chair- person-ship committee and she has seen her treated so poorly here and it is not okay. She said the Board does not have a Diversity, Equity, and Inclusion Committee to just look good, right? The Board has a DEI Committee to actually make a difference, to look at things, to talk to people and to act on it. For the Board to table Trustee Michener's statement tonight is not ok, the Trustees are not listening. Please vote on this statement next month. Those that have not listened to the listening session, she implores the Board to see from another viewpoint that is not your own. Listen. These people of color are saying what is happening to them, on a daily basis micro-aggressions, they are being discriminated against. The Board members do not get it. She said it took her awhile to get it right. She is not a person of color but she stands up for people of color. She told the Board they need to listen, and get it from a different point of view than their own. She said now more than ever DEI is important; have a backbone and stand up against hate and discrimination for people of color in our community in Novi. Lisa said this stuff happens everywhere and people of color do not go to the police. People do not go to the police when they are called the n-word on the street or when asked if they live in this City, just because they have brown skin. Going to the police is not going to tell the Board anything, speak to the people who live in the Community, which already happened in October. It is a statement, not really affecting anybody, but it is a statement of support for persons of color in the Community.

Betsey Beaudoin, Cranbrooke, MI. She has been attending these meeting for some time now and is very thankful for the work of Trustee Michener and the intense amount of vulnerability that she (Trustee Michener) has shared with the community with what she has experienced here. Betsey has sat here and seen people be disrespectful with her (Trustee Michener) and question her in ways nobody else on this Board is being questioned. It is alarming to her that members are saying they are not sure if there has been racism in Novi when Betsey has seen racism happen on this Board, in these meetings. She understands there are several new Trustees, she welcomes all of them. But the meetings are public and Betsey has been able to watch them and she imagines that if new members are invested enough that as new Trustees, they have taken the time to go and see these meetings. If not that would be a great place to start. She said when one African American member of this Board is being treated so obviously different than the rest of the Board that indicates to Betsey that at a very minimum there is an appearance of racism in this Board, in this community and in the library. That needs to be something the Board can all easily say is a problem because they represent a very diverse community. She said there is no way to put a positive spin on racism, the positive way is to say the Board is against it. That is the positive spin. She said acting as if it is not happening, she grew up in Novi and a resident for about 35 years and this has been

happening in this community her entire life. She said she is a white person and she was not aware of things until she went to college met different people and expanded her viewpoint. She said the members of this Board could do the community justice by expanding their viewpoint. When people of color tell you racism is occurring as a white person it is not the Boards job to tell them that is not what they are experiencing. It is the Boards job to say they are against racism. She asked the Board to think about that and hopefully they do better next month. Again, welcome to the new members and she hopes to have a better impression then she is leaving today with.

Margaret Shoesmith, Mitchell Road Novi MI. She is a member of Novi Northville Racial Awareness Accountability and Action Group- NNRAAA. She is originally from Canada and became really involved in this issue when she saw what happened with George Floyd. She wanted to become active in the community when it comes to these issues and would like to support Trustee Michener. She attends the Library with her daughter who is 2 and she always feels welcome and cared for when she sees displays of books promoting diverse cultures, colors and lifestyles. Her daughter is half Punjabi and she is happy to see books that reflects both of her cultures, back to her. She wanted to speak primarily about Juneteenth. She watched all the sessions on how the decision was made not to support the paid Holiday. She applauded Trustee Michener with the Juneteenth initiative. She wanted to address the tone of some Trustees which she perceived to be callousness on the part of some Trustees when voting down the motion to make it a paid Holiday on March 25th. She said this is a sacred day for all humans it does not matter your race. She was stunned economic reasons were used to put it down and in such a callous way. She found the economic arguments to be unconscientious considering the day is one to celebrate the end of an economic torture machine which was slavery. Let's not forget this Country became wealthy from the unpaid work of enslaved people and talking so casually that African American people do not deserve pay on a day off for something that is so relevant is truly shocking to her. If the Library funds are truly not there then more reverence at least for the enslaved people of America, should have been present in that meeting. She wanted to echo Trustee Michener, she did not hear anyone discuss the numeric cost for paying Library employees for that day. In her opinion the Library should be public with its numbers in its meetings and make a decision based on the numbers. Lastly, she said that some things are worth going into debt for.

Alexander Weyer, Huntingcross Drive Novi MI. This is his first attendance of at the Board meeting. He is in complete support of Trustee Michener and previous residents comments. He is thankful to live in a community with people speaking up, both people of color and white residents in support. He is going to be watching the community listening session on youtube. He found it and told Board members to search community listening session reflection November 9, 2020 posted on the Novi Library youtube channel. Alexander said he will be back next month to hear Board members reflections on that. It is Earth Day and he wanted to bring up a new idea for the community. Lyon Township Public Library is a seed sharing library. It is a free program that lends seeds and encourages borrowers to return seeds from their harvest to make the seed library self-sustaining. They hope to nurture a culture of sharing and abundance where people can connect to the traditions of sustainability and home grown food. Beginning and experienced gardeners alike will grow from this new forum and exchange of information. The Lyon Township Public Library uses the former card catalog to store the seeds and will offer programs for gardening, and seed preservations throughout the year. For statistical purposes registration is required with patrons writing down what they take and bring in. The program is run on the honor system and if residents are unable to return seeds at the end of the season they will not be penalized. He has a group on Nextdoor

called Novi growing together which in less than a year old and they currently have over 210 members. At the beginning of the next growing season he would like to see a seed sharing program started at the Novi Public Library. Whoever he needs to work with or talk with and whatever information he can provide, he would like to help make that happen.

Committee Reports/Non-Action Items

1. **Policy Committee:** Review current public policies for the Library
(Michener-Chair, OPEN, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - Committee is currently reviewing policies referenced in the Guest Behavior Policy that was approved in 2/25/2021 (P5, P7, P12, P13, P17, P20 and new Record Retention). Board Committee meeting was held on 4/16/21.
 - Update: Trustee Michener said at the meeting last week members reviewed a policy line by line and changes were being made. One change is to call parents of a minor smoking instead of calling the Novi Police. Policies will continue to be reviewed. At the meeting, Trustee Dooley recommended adding links on the website to make additional information for the policies easier to access.

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(OPEN – Chair, Wood, Dooley, Staff Liaison – TBD)
 - Staff Committee: Julie Farkas, HR Specialist (open position), Lindsay Gojcaj, and Kirsten Malzahn.
 - HR Policy staff review has been suspended until a new HR Specialist is hired.
 - Interviews for HR Specialist were held on 3/26/21 and 4/15/21.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.
(Wood- Chair, OPEN, OPEN, Staff Liaisons – Julie Farkas & Barbara Cook)
 - No Report

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Yu – Chair, Michener, Dooley, Staff Liaison – Julie Farkas)
 - a. Library/ Community Events Attended by Library Board Members in the Last Month:
 - April 12, 2021: The Rise in Asian-American Hate Crimes (Michener, Dooley)
 - Design work for the Lakeshore Lending Library was shared with the committee. Two designs are included in the Director's Report.

5. **Strategic Planning Committee:**
(Dooley – Chair, Yu, Staff Liaison – Julie Farkas)
 - No Report

6. **Building/Landscape Committee:**

(OPEN – Chair, OPEN, Wood, Staff Liaison – Julie Farkas)

- Air duct cleaning was completed 4/9/21. Waiting for a full report from the vendor before payment is expedited. There were no reported issues.
- Update: Trustee Michener had additional questions. When was the last time HVAC system was inspected and certified and by who? Are they properly certified by the State of Michigan boiler division? Any precautions or inspections made for the second boiler after the first boiler went down? Since, both suffered the same failure, is there a systemic issue that needs be addressed to prevent reoccurrence?

When was the last time the elevator systems were inspected and certified? Was the other elevator damage insured when it had the same circuit board failure? What other larger safety crucial systems require annual or regular inspections?

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

(OPEN – Chair, OPEN, Staff Liaison – Julie Farkas)

- No Report

8. **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)

- Meeting held on March 30, 2021. Committee is reviewing a proposal for Bystander Training. April Stevenson reported that she is working with Paula Henry from PAASN on a grant for coding program opportunities and Toby Tansil for teen programming and TAB. April's team has been finalizing a process for auditing the library's various collections. There was a review of the actions from the fall community conversations. Trustee Michener will be sharing an example of an advocacy kit for library staff to review and implement.
 - i. Trustee Michener let new Board members know there was a listening session and a reflection session. Concerns were noted during the listening session and further reflection of these concerns were brought back to the reflection session and are being addressed in DEI.
 - ii. The goals update in the Board packet includes DEI areas the Library is working towards.
 - iii. There is discussion of another listening session to be held with the community.
 - iv. Book and collections audits continue.
 - v. Trustee Michener asked about the Library, point contacts for the APALA and BCALA
 - vi. DEI committee is reading Uncomfortable Conversations with a Black Man.

Communications

1. 3/24/21: Email from Sharon Trumpy – Re: Welcome and Upcoming Meeting
2. 3/25/21: Email from Regina Sharma - Re: Juneteenth agenda item concern
3. 3/25/21: Email from Karen Liska-Evans, JD - Re: Novi Library Board concerns
4. 4/01/21: Email from Lori Berezorsky - Re: Thank you for taking part in our virtual bookmobile parade
5. 4/07/21: Email from Sharon Trumpy - Re: Response to March Library Board meeting
6. 4/07/21: Email from Dana Brataniec, Re: Thank you to Friends of Novi Library

Closed Session

1. None

Adjournment

A motion was made to adjourn at 9:01 p.m.

1st— Tara Michener

2nd— Kathy Crawford

Roll Call vote to adjourn was unanimous.

Supplemental Information

- Library Board Calendar – 2021

2021 Future Events

- COVID Update April 19 – May 24, 2021: Library is currently in Phase 4 of COVID library operations – with recommended visits of 1 hour or less (Grab&Go); public computers available (1 hour use); 48 hours quarantine of materials; limited seating is available; café and book nook open programming virtual through May 31, 2021. Masks and social distancing must be followed. Effective April 26, 2021: new guideline from MDHHS requires masks for children ages 2 and up.
- Library Closed: May 9th
- May 12th: Friends of Novi Library Regular Meeting at 2pm, Novi Library
- May 19th: City of Novi Historical Commission Regular Meeting at 7pm by Zoom (virtual)
- May 27th: Library Board of Trustees Regular Meeting at 7pm by Zoom (virtual)
- Library Closed: May 30th and May 31st

Torry Yu, Secretary

Date

Warrant 602	268 Accounts	May 2021	
Payable to	Invoice #	Account number	Amount
ELM USA Inc.	solution for disc cleaning machine	268-000.00-727.000	\$ 49.95
Global		268-000.00-727.000	\$ 435.15
Postage		268-000.00-728.000	\$ 28.25
VidCom Solutions	monitoring	268-000.00-734.000	\$ 167.55
Amazon	labels	268-000.00-740.000	\$ 22.98
Metcom	NPL single bar code labels	268-000.00-740.000	\$ 175.05
Amazon		268-000.00-742.000	\$ 1,172.70
Brodart		268-000.00-742.000	\$ 7,114.20
Center Point Large Print		268-000.00-742.000	\$ 142.85
Gale/Cengage		268-000.00-742.000	\$ 443.89
Lakeshore Learning		268-000.00-742.000	\$ 57.49
Really Useful Box		268-000.00-742.000	\$ 92.30
Amazon		268-000.00-742.010	\$ 279.48
Brodart		268-000.00-742.010	\$ 1,792.49
Midwest Tape		268-000.00-742.010	\$ 351.52
Canton Public Library		268-000.00-742.100	\$ 33.99
The Library Network		268-000.00-743.000	\$ 3,441.75
Midwest Tape		268-000.00-744.000	\$ 968.75
Amazon		268-000.00-745.200	\$ 107.18
Midwest Tape		268-000.00-745.200	\$ 1,697.10
Spectrum Enterprises		268-000.00-801.925	\$ 56.46
Foster Swift	Michael Blum; through 3/31/2021	268-000.00-806.000	\$ 3,213.00
Foster Swift	Anne Seurnyck; through 3/31/2021	268-000.00-806.000	\$ 840.00
Rubbish		268-000.00-808.100	\$ 111.31
RNA		268-000.00-817.000	\$ 7,548.70
AT&T		268-000.00-851.000	\$ 408.06
Telnet		268-000.00-851.000	\$ 428.50
Verizon		268-000.00-851.000	\$ 458.90
Library Network	Shared automated inv. thru 6-30	268-000.00-855.000	\$ 15,578.75
Facebook	Marketing; lynda.com notice	268-000.00-880.000	\$ 10.00
Muniweb		268-000.00-880.000	\$ 802.50
ALA	AP Heritage posters; bookmarks	268-000.00-880.268	\$ 158.05
Amazon		268-000.00-880.268	\$ 386.99
Brush, Emily		268-000.00-880.268	\$ 28.01
Mutch, Kathleen	April Program	268-000.00-880.268	\$ 50.00
Oriental Trading	various; SRP; grab/go; DIY	268-000.00-880.268	\$ 135.97

Millennium Bus. Systems		268-000.00-900.000	\$ 410.92
Michigan Chamber	Labor poster	268-000.00-900.000	\$ 57.50
Consumers Energy		268-000.00-921.000	\$ 1,085.37
DTE		268-000.00-922.000	\$ 7,708.35
Allied Eagle		268-000.00-934.000	\$ 168.11
Cintas		268-000.00-934.000	\$ 1,089.00
Dalton	upholstery; COVID	268-000.00-934.000	\$ 2,941.50
Demco	Cart; flat	268-000.00-934.000	\$ 519.82
Global		268-000.00-934.000	\$ 739.64
Great Lakes Power Lighting	50 amp receptacle for temp. heat	268-000.00-934.000	\$ 2,090.09
North Star Mat Service		268-000.00-934.000	\$ 212.52
Orkin		268-000.00-934.000	\$ 69.50
Sani-Vac	ductwork cleaning	268-000.00-934.000	\$ 26,500.00
Schindler Elevator	replace Cripna Board	268-000.00-934.000	\$ 3,447.00
Schindler Elevator	Tech; electronic component	268-000.00-934.000	\$ 942.69
Great Lakes Power Lighting	shepherd hook lights	268-000.00-941.000	\$ 871.16
Millennium Bus. Systems		268-000.00-942.000	\$ 650.94
Corrigan	April Payment	268-000.00-942.100	\$ 24.95
MLA	Virtual Conf.; Lib. Lit. Learning	268-000.00-956.000	\$ 45.00
MLA	Unconscious Bias Affects Everyone	268-000.00-956.000	\$ 35.00
Petty Cash (postage)		268-000.00-728.000	\$ 17.50
Petty Cash (programming)		268-000.00-880.268	\$ 13.95
TOTAL			\$ 98,430.33

Warrant 602	269 Accounts	May 2021	
Payable to	Invoice #	Account number	Account total
Amazon	donation; various titles; Zibell	269-000.00-742.230	\$ 138.98
Amazon	Bryan Mckamey donation; various titles	269-000.00-742.230	\$ 202.78
Amazon	Joyce Cherf donation; various titles	269-000.00-742.230	\$ 18.19
Amazon	Mckamey; Zibell donation; various titles	269-000.00-742.230	\$ 148.56
Amazon	zibell donation; various titles	269-000.00-742.230	\$ 134.63
Amazon	iCube; sublimation inks; printer	269-000.00-976.046	\$ 340.00
TOTAL			\$ 983.14

Reports

April 2021 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Tween, Teen, and Adult Grab-n-Go Craft Kits: Seashell Wind Chimes was held on April 12. Guests could make their own beautiful wind chimes made from seashells and beads. (Attendance = 20)

The BeTWEEN the Pages: Tween Book Club Trivia was held on April 21. Guests read *Jeremy Bender vs. the Cupcake Cadets* by Eric Luper and answered trivia questions relating to the book. (Attendance = 7)

The Special Mental Health Discussion - Talking Teen Stress was held on April 27. Many teens have experienced an increased level of stress over the past year. Teens could participate along with counselors, psychologists, and social workers as they discussed feelings of worry, frustration, and depression. (Attendance = 159)

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 eighth Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on April 23. The meeting kicked off with an icebreaker in which teens stated their names, grade and school, one word to describe their day, and answered a couple of "this or that" questions. After the icebreaker, members played a game about Earth Day to learn more about clean and safe environmental practices. Members also go to see the thank you / appreciation cards that will be sent to Library staff soon after a few more edits. Information was shared about the Teen Video Challenge offered by the Collaborative Summer Library Program (CSLP) and encouraged teens to participate. Members spent the remainder of the meeting learning about the process to apply and run for a TAB Officer position for the 2021-2022 school year. Elections will be held at the May meeting. (Attendance = 13)

Upcoming Programs:

- SAT & ACT Test Strategies: How to Help Your Teen Succeed – June 2 and June 9 (same program will be offered twice)
- Sticky Fingers Virtual Cooking Class: African American Inspired Cuisine – June 15
- BeTWEEN The Pages: Tween Book Club Trivia (Title is *Mrs. Frisby and the Rats of NIMH* by Robert O'Brien. This title is available through Hoopla for instant download.) – June 16

Teen Stop Featured Display:

To recognize National Poetry Month, the Teen Stop display featured young adult fiction novels in verse.





Dear Library Board of Trustees,

Thank you so much for all your hard work and leadership in making beneficial decisions for the library and our community. Your representation of Novi families and residents, especially Teen Advisory Board members, makes a positive difference to every person who visits the library, in-person and virtually.

Thank you so much for listening to our thoughts and taking the needs of our community into consideration with the impactful decisions you make. Each of you make the library a welcoming place for everyone. We appreciate you all so much and hope that you have a great day!

Sincerely,
Teen Advisory Board :)



Dear Administration,

Thank you so much for everything you do! Teen Advisory Board greatly appreciates the Administration Department for all the work you all have done to help keep the library organized and running during the pandemic. We acknowledge your hard work and difficult decisions you have to make. Your leadership is truly inspiring to all members of Teen Advisory Board.

We strive to be amazing community leaders like you all.

THANK YOU! :)

Sincerely,
Teen Advisory Board



Dear Library Staff,

Thank you so much for all your hard work, inside and outside the library. You make a positive difference to every person who walks into the building and virtually, especially those who feel lonely due to the pandemic. You make each person's day brighter and happier. Each of you are important pillars in making the library one of Novi's favorite places. :) We appreciate you all so much and hope that you have a great day!

Sincerely,
Teen Advisory Board

Dear Facilities,

THANK YOU so much for all your hard work and kindness! The library truly couldn't run without you. We appreciate your constant hard work in keeping the library clean and safe for our community to visit! We also appreciate you all for bringing in the donations and fixing any building problems, inside and outside. You are truly our SUPERHEROES and keep us safe and healthy while visiting the library.

Sincerely,
Teen Advisory Board :)





Thank You



To our wonderful Information Technology,

We appreciate all your hard work. Whenever there is a technology issue, you all are always so quick to help. We are grateful for you in maintaining not only the technology services within the library, but also the virtual network that keeps our community connected to all the library's tools and other events, especially at a time when such functions are needed more than ever.

We cannot say this enough, but THANK YOU!

Sincerely,
Teen Advisory Board



Dear Information Services,

Thank you for all your hard work at our library! We appreciate your help in answering questions at information desks, purchasing new items, and planning NPL's amazing programs that keep our library running! You truly brighten everyone's day with your help and generous kindness. We appreciate you so much and hope you have a great day!

Sincerely,
Teen Advisory Board :)



Dear Tech Services,

You are all absolutely amazing. Thank you so much for your constant hard work to get new materials ready for our community to explore. Your organization and outstanding attention to detail gives us the opportunity to explore new materials for school, our hobbies, with our family and friends, and more. Your hard work and generosity truly touches so many and does not go unnoticed.

Sincerely,
Teen Advisory Board :)

Dear Support Services,

Thank you so much for all your help and hard work at the library. We appreciate your hard work and courage being on the front line checking in and out books and providing library cards in a safe way. We really appreciate you and your outstanding efforts. We are so grateful that you all keep the books organized on the shelves, making it easier for us to find what we want. You brighten each person's day with your kindness and help as you are the first face we each see when we walk into the library. :) Thank you so much and we hope you have an awesome day!

Sincerely,
Teen Advisory Board





2019 - 2022

Novi Public Library's Strategic Goals

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



How will we accomplish these goals?



Collections/Electronic Resources

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



Programming & Events

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



Outreach & Services

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



Building & Grounds

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



Human Resources

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



Marketing

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

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

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	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Revenues		6/30/2020	1/23/2020	5/28/2020	1/28/2021	5/27/2021	1/28/2021	1/28/2021	1/28/2021
Account	Description								
403.000	Tax Revenue - Current Lewy	2,836,818.87	2,926,658.00	2,939,255.00	2,961,042.01	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	2,000.00
403.003	Tax Revenue - Brownfield 2008	-258.43	-259.00	-259.00	-276.15	-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	-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	-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	-6,500.00	-4,900.00	-5,000.00	-5,200.00
508.450	Federal Grants					796.31			
508.452	Federal Grants - COVID 19					59,143.94			
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	33,000.00
633.100	Insurance Reimbursement	13,092.77	0.00	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	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	95,366.51	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	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	-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	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	1,500.00	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	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	7,172.40	3,000.00	2,000.00	0.00	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	10,500.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	23,828.75	37,000.00	0.00	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	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	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	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	3,190,826.49	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	2020-2021 4th Qtr. Amend	2021-2022 Approved	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	949,000.00	983,000.00	1,013,000.00	1,033,500.00
704.012	COVID-19 Crisis Hazard Pay					7,500.00			
704.100	Severance/Incentive Pay					12,000.00			
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2020)	4,704.40	4,700.00	18,500.00	10,000.00	8,500.00	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	0.00
705.000	Temporary Salaries	657,541.73	746,730.00	635,000.00	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	500.00
715.000	Social Security	120,214.43	131,456.00	124,000.00	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	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	6,300.00
716.999	Ins. Employee Reimbursement	-34,660.19	-36,000.00	-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	8,400.00	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	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	25,500.00	45,900.00	46,800.00	47,700.00
719.000	Unemployment Ins	1,872.54	0.00	0.00	1,400.00	1,400.00	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	2,500.00	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	1,982,824.00	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	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	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	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	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	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	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	5,000.00
741.000	Uniforms	180.00	300.00	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	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	20,000.00
742.100	Book Fines	193.88	1,100.00	1,100.00	500.00	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	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	24,000.00
744.000	Audio visual materials	101,034.40	115,000.00	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	46,900.00
745.300	Electronic Resources - Online	54,193.11	64,000.00	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	574,200.00	647,000.00	658,700.00	658,700.00

2021-2022	Library Budget 268	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
	January 28, 2021 Approval	Audited	Approved	due to COVID-19	COVID-19 Yr. End	4th Qtr. Amend	Approved	Projected	Projected
Services & Charges									
Account	Description								
801.925	Public Information (cable)	597.99	500.00	500.00	500.00	600.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	700.20	700.00	700.00	712.94	712.94	700.00	700.00	700.00
802.100	Bank Services	4,843.69	4,000.00	4,000.00	4,000.00	5,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	809.82	500.00	1,000.00	1,000.00	814.00	500.00	500.00	500.00
804.000	Medical Service	686.00	1,500.00	1,000.00	1,000.00	1,200.00	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	20,000.00	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	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	7,500.00
816.000	Professional services	250.00	10,500.00	10,500.00	5,500.00	4,000.00	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	88,000.00	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	3,500.00
851.000	Telephone	18,384.86	17,500.00	17,500.00	26,000.00	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	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	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	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	24,000.00
880.268	Library Programming	18,956.32	25,000.00	25,000.00	15,000.00	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	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	23,000.00	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	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	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	12,000.00
922.000	Electricity	92,792.30	95,000.00	95,000.00	93,000.00	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	7,500.00
934.000	Building Maintenance	99,352.78	112,200.00	112,200.00	112,200.00	117,000.00	100,000.00	100,000.00	100,000.00
935.000	Vehicle Maintenance	7.00	500.00	500.00	500.00	600.00	500.00	500.00	500.00
941.000	Grounds Maint.	33,276.37	38,000.00	38,000.00	38,000.00	33,000.00	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	8,000.00
942.100	Records storage	287.76	1,300.00	1,300.00	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	7,500.00	17,000.00	15,000.00	17,000.00
Total Services & Charges		504,881.30	554,700.00	547,200.00	579,980.94	577,994.94	604,500.00	595,000.00	597,000.00
2021-2022	Library Budget 268	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
	January 21, 2021 2nd draft	Audited	Approved	due to COVID-19	COVID-19 Yr. End	4th Qtr. Amend	Approved	Projected	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	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	0.00	159,000.00	159,000.00
986.000	Camera/Computer replacement	0.00	21,000.00	21,000.00	0.00	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	13,774.00	0.00	0.00	0.00
Total Capital Outlay		60,659.80	111,000.00	70,000.00	17,000.00	13,774.00	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	3,148,792.94	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	3,190,826.49	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	42,033.55	-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 6/30/2020	2020-2021 Approved 1/23/2020	2020-2021 COVID-19 5/28/2020	2020-2021 COVID-19 Yr. End 1/28/2021	2020-2021 4th Qtr. Amend 5/27/2021	2021-2022 Approved 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	\$ 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)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 22,500.00	\$ 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	\$ 1,700.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	1,000.00	1,000.00	1,000.00	2,160.00	1,000.00
665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	5,500.00	4,000.00	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	500.00
665.235	Marketing Sponsorships	10,000.00	5,500.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 19,500.00	\$ 24,000.00	\$ 24,000.00	\$ 18,360.00	\$25,000
TOTAL Revenues		\$ 62,591.67	\$ 42,000.00	\$ 46,500.00	\$ 46,500.00	\$ 40,860.00	\$ 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	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 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	2,500.00	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	500.00
742.236	Staff Recognition	764.81	1,500.00	1,500.00	1,500.00	500.00	1,500.00
TOTAL		\$ 24,962.88	\$ 65,700.00	\$ 4,500.00	\$ 4,500.00	\$ 5,700.00	\$47,000
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ -	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00	\$ -
976.045	LED Lighting Conversion project	-	6,800.00	6,800.00	6,800.00	4,000.00	-
976.046	Makerspace (iCube)	6,735.84	5,000.00	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	\$ 43,750.00	\$ 11,400.00
TOTAL Expenditures		\$ 31,698.72	\$ 77,500.00	\$ 51,050.00	\$ 51,050.00	\$ 49,450.00	\$ 58,400.00
	Beginning Fund Balance Yr. End	\$ 1,676,086.58	\$ 1,641,836.58	\$ 1,676,586.58	\$ 1,706,979.53	\$ 1,706,979.53	\$ 1,702,429.53
	Revenues	62,591.67	42,000.00	46,500.00	46,500.00	40,860.00	47,500.00
	Expenditures	(31,698.72)	(77,500.00)	(51,050.00)	(51,050.00)	(49,450.00)	(58,400.00)
	NET Revenues vs. Expenditures	30,892.95	(35,500.00)	(4,550.00)	(4,550.00)	(8,590.00)	(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	\$ 1,698,389.53	\$ 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

Financial Report for April 2021

Approved Budget for Fund 268 Fiscal Year 2020-2021

TOTAL REVENUES	\$3,123,886
TOTAL EXPENDITURES	\$3,167,505
NET OF REVENUES & EXPENDITURES	(\$43,619)

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 Mar 31, 2021	YTD Apr 30, 2021	Difference
TOTAL REVENUES	\$3,175,600	\$3,178,815	\$3,215
TOTAL EXPENDITURES	\$2,120,127	\$2,402,604	\$282,477
NET OF REVENUES & EXPENDITURES	\$1,055,473	\$776,211	

Revenue & Expenditure Report for Fund 269

	YTD Mar 31, 2021	YTD Apr 30, 2021	Difference
TOTAL REVENUES	\$22,535	\$22,175	\$360
TOTAL EXPENDITURES	\$6,417	\$7,515	\$1,098
NET OF REVENUES & EXPENDITURES	\$16,118	\$14,660	

Balance Sheet Report as of April 30, 2021

The ending fund balance for Fund 268 is \$3,057,708.40

The ending fund balance for Fund 269 is \$1,721,639.04

05/10/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 04/30/2021										
% Fiscal Year Completed: 83.29										
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	FEB2021	MAR 2021	APRIL 2021	04/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,961,042.00	0.00	0.00	0.00	2,961,042.01	(0.01)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargeback	(6,553.64)	2,000.00	2,000.00	144.78	150.22	225.70	2,093.29	(93.29)	104.66
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(258.43)	(259.00)	(277.00)	0.00	0.00	0.00	(276.15)	(0.85)	99.69
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(2,983.82)	(4,500.00)	(6,071.00)	0.00	0.00	0.00	(6,071.40)	0.40	100.01
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(6,852.11)	(12,597.00)	(13,423.00)	0.00	0.00	0.00	(13,422.73)	(0.27)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	0.00	(6,500.00)	0.00
Property tax revenue		2,815,535.41	2,917,399.00	2,936,771.00	144.78	150.22	225.70	2,943,365.02	(6,594.02)	100.22
Federal grants										
268-000.00-508.450	Federal grants	0.00	0.00	0.00	500.00	0.00	0.00	796.31	(796.31)	100.00
268-000.00-508.452	Federal Grants - COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	59,143.94	(59,143.94)	100.00
Federal grants		0.00	0.00	0.00	500.00	0.00	0.00	59,940.25	(59,940.25)	100.00
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	33,000.00	0.00	0.00	0.00	22,354.48	10,645.52	67.74
State sources		44,383.68	40,000.00	33,000.00	0.00	0.00	0.00	22,354.48	10,645.52	67.74
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	1,200.00	79.77	67.05	122.98	711.21	488.79	59.27
268-000.00-665.100	Copier	1,172.45	600.00	1,000.00	125.20	315.70	247.25	1,329.85	(329.85)	132.99
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	1,096.31	597.14	2,222.84	8,418.10	(4,418.10)	210.45
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	6,847.00	0.00	0.00	0.00	6,847.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		63,237.74	68,200.00	13,047.00	1,301.28	979.89	2,593.07	17,306.16	(4,259.16)	132.64
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	11,000.00	759.97	574.22	967.18	8,819.82	2,180.18	80.18
268-000.00-658.000	State penal fines	118,345.07	114,000.00	95,367.00	0.00	0.00	0.00	95,366.51	0.49	100.00
Fines and forfeitures		167,306.32	179,000.00	106,367.00	759.97	574.22	967.18	104,186.33	2,180.67	97.95
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	3,788.12	5,284.20	0.00	37,598.73	16,602.27	69.37
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	(6,612.31)	(3,826.90)	0.00	(6,869.31)	(13,130.69)	34.35
Interest income		87,344.61	34,201.00	34,201.00	(2,824.19)	1,457.30	0.00	30,729.42	3,471.58	89.85
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	500.00	0.45	467.13	0.25	933.51	(433.51)	186.70
Donations		10,318.10	6,500.00	500.00	0.45	467.13	0.25	933.51	(433.51)	186.70

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	FEB2021	MAR 2021	APRIL 2021	04/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	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	949,000.00	69,564.98	69,565.00	69,565.00	747,646.83	201,353.17	78.78
268-000.00-704.012	COVID-19 Crisis Hazard Pay	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	(7,500.00)	100.00
268-000.00-704.100	Severance/Incentive Pay	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	(12,000.00)	100.00
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	10,000.00	0.00	0.00	0.00	8,499.17	1,500.83	84.99
268-000.00-704.250	Final Payout	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	43,906.17	44,788.43	44,450.48	468,092.11	166,907.89	73.72
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	8,476.80	8,544.25	8,518.88	93,433.39	30,566.61	75.35
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	18,182.65	17,200.36	12,748.44	156,540.16	38,459.84	80.28
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	0.00	0.00	0.00	5,687.50	612.50	90.28
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(3,175.24)	(3,175.24)	(3,171.55)	(28,140.24)	(7,859.76)	78.17
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	5,010.00	3,390.00	59.64
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	36,020.00	7,204.00	83.33
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,306.28	3,306.28	3,306.28	16,008.62	28,991.38	35.57
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	1,400.00	0.00	0.00	0.00	784.77	615.23	56.06
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	2,500.00	214.93	233.41	232.64	2,143.48	356.52	85.74
Personnel services		1,959,395.24	2,121,060.00	1,996,324.00	144,579.57	144,565.49	139,753.17	1,531,306.16	465,017.84	76.71
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	12,000.00	1,657.70	554.29	485.10	8,808.75	3,191.25	73.41
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	17.50	55.00	28.25	132.35	867.65	13.24
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	1,386.27	651.78	742.55	32,159.85	37,540.15	46.14
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	1,169.88	914.60	1,498.55	5,904.09	13,895.91	29.82
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	356.92	1,566.49	198.03	12,673.20	12,326.80	50.69
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	171,000.00	14,657.21	14,690.82	8,358.77	137,028.97	33,971.03	80.13
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	1,269.91	2,377.27	2,597.83	12,784.49	7,215.51	63.92
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	500.00	0.00	95.95	0.00	244.89	255.11	48.98
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	0.00	0.00	3,441.75	20,076.93	3,923.07	83.65
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	4,581.22	24,907.75	1,912.89	86,186.34	28,813.66	74.94
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	4,356.79	2,824.75	5,800.42	43,238.57	3,661.43	92.19
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	6,003.89	575.54	0.00	63,693.51	306.49	99.52
Supplies		482,945.13	599,600.00	574,200.00	35,457.29	49,214.24	25,064.14	422,931.94	151,268.06	73.66

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	FEB2021	MAR 2021	APRIL 2021	04/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	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	56.46	0.00	503.45	(3.45)	100.69
268-000.00-802.000	Data processing	700.20	700.00	713.00	0.00	0.00	0.00	712.94	0.06	99.99
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	291.04	307.30	150.00	3,950.88	49.12	98.77
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	0.00	0.00	0.00	814.00	186.00	81.40
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	0.00	196.00	0.00	1,078.00	(78.00)	107.80
268-000.00-806.000	Legal fees	8,951.50	5,000.00	9,000.00	3,308.50	4,109.00	840.00	16,275.00	(7,275.00)	180.83
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,300.00	111.31	0.00	111.31	1,001.79	298.21	77.06
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	194.00	0.00	0.00	5,215.01	2,284.99	69.53
268-000.00-816.000	Professional services	250.00	10,500.00	5,500.00	0.00	0.00	0.00	1,222.50	4,277.50	22.23
268-000.00-817.000	Custodial services	37,851.60	50,000.00	93,000.00	9,320.42	14,853.90	0.00	69,956.19	23,043.81	75.22
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	18,384.86	17,500.00	26,000.00	1,217.02	1,265.20	(53.00)	19,757.61	6,242.39	75.99
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	0.00	1,099.22	15,578.75	56,313.18	8,886.82	86.37
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	500.00	27.20	22.66	0.00	89.91	410.09	17.98
268-000.00-862.000	Mileage	6.38	300.00	100.00	13.44	0.00	0.00	13.44	86.56	13.44
268-000.00-880.000	Community promotion	22,866.06	21,000.00	24,000.00	1,090.12	1,349.76	802.50	10,529.01	13,470.99	43.87
268-000.00-880.268	Library programming	18,956.32	25,000.00	15,000.00	823.23	1,104.84	225.33	7,600.92	7,399.08	50.67
268-000.00-880.271	Adult programs	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	19,424.00	30,000.00	28,000.00	298.53	177.80	299.92	2,853.70	25,146.30	10.19
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,668.00	0.00	0.00	0.00	12,668.00	0.00	100.00
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	12,000.00	1,566.61	1,635.13	0.00	7,291.50	4,708.50	60.76
268-000.00-922.000	Electricity	92,792.30	95,000.00	93,000.00	6,515.11	7,398.70	7,708.35	73,669.70	19,330.30	79.21
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	1,506.08	0.00	4,602.83	2,897.17	61.37
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	4,938.59	16,428.09	32,485.48	107,082.14	5,117.86	95.44
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	0.00	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	408.89	2,063.75	871.16	16,897.71	21,102.29	44.47
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	756.09	650.94	650.94	6,356.71	1,643.29	79.46
268-000.00-942.100	Records storage	287.76	1,300.00	300.00	23.98	24.95	24.95	241.74	58.26	80.58
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	163.00	0.00	0.00	4,374.03	5,625.97	43.74
Other services and charges										
		504,881.30	554,700.00	579,981.00	31,123.26	54,249.78	59,695.69	434,592.20	145,388.80	74.93
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	13,774.00	0.00	0.00	13,774.00	3,226.00	81.02
Capital outlay										
		60,659.80	111,000.00	17,000.00	13,774.00	0.00	0.00	13,774.00	3,226.00	81.02
Net - Dept 000.00 - treasury										
		180,244.39	(141,060.00)	(43,619.00)	(225,051.83)	(244,400.75)	(220,726.80)	776,210.87	(819,829.87)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,123,886.00	(117.71)	3,628.76	3,786.20	3,178,815.17	(54,929.17)	(1,779.52)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,167,505.00	224,934.12	248,029.51	224,513.00	2,402,604.30	964,330.70	(1,779.52)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(43,619.00)	(225,051.83)	(244,400.75)	(220,726.80)	776,210.87	(819,829.87)	(1,779.52)

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	FEB2021	MAR 2021	APRIL 2021	04/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	1,732.82	2,557.03	0.00	17,483.21	9,516.79	64.75
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(3,024.13)	(1,851.85)	0.00	(2,266.49)	(2,233.51)	50.37
	Interest income	45,787.97	22,500.00	22,500.00	(1,291.31)	705.18	0.00	15,216.72	7,283.28	67.63
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	1,138.57	0.00	1,551.67	(551.67)	155.17
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	296.35	1,610.50	225.00	2,159.85	(1,159.85)	215.99
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	0.00	750.00	0.00	3,246.35	2,253.65	59.02
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	MARKING SPONSORSHIP	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	296.35	3,499.07	225.00	6,957.87	17,042.13	28.99
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	0.00	0.00	0.00	968.70	31.30	96.87
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	88.74	671.01	134.63	951.45	(451.45)	190.29
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	0.00	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	(40.00)	40.00	100.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	0.00	0.00	(147.75)	(131.87)	1,631.87	(8.79)
	Supplies	24,962.88	65,700.00	4,500.00	88.74	671.01	(13.12)	3,867.74	632.26	85.95
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	457.18	361.01	340.00	3,647.34	1,352.66	72.95
	Capital outlay	6,735.84	11,800.00	46,550.00	457.18	361.01	340.00	3,647.34	42,902.66	7.84
	Net - Dept 000.00 - treasury	30,892.95	(35,500.00)	(4,550.00)	(1,540.88)	3,172.23	(101.88)	14,659.51	(19,209.51)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
	TOTAL REVENUES	62,591.67	42,000.00	46,500.00	(994.96)	4,204.25	225.00	22,174.59	24,325.41	(322.19)
	TOTAL EXPENDITURES	31,698.72	77,500.00	51,050.00	545.92	1,032.02	326.88	7,515.08	43,534.92	(322.19)
	NET OF REVENUES & EXPENDITURES	30,892.95	(35,500.00)	(4,550.00)	(1,540.88)	3,172.23	(101.88)	14,659.51	(19,209.51)	(322.19)
	TOTAL REVENUES - ALL FUNDS	3,250,717.53	3,287,300.00	3,170,386.00	(1,112.67)	7,833.01	4,011.20	3,200,989.76	(30,603.76)	
	TOTAL EXPENDITURES - ALL FUNDS	3,039,580.19	3,463,860.00	3,218,555.00	225,480.04	249,061.53	224,839.88	2,410,119.38	808,435.62	
	NET OF REVENUES & EXPENDITURES	211,137.34	(176,560.00)	(48,169.00)	(226,592.71)	(241,228.52)	(220,828.68)	790,870.38	(99,959.38)	

05/10/2021		BALANCE SHEET FOR CITY OF NOVI	
		As Of 04/30/2021	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(208,410.96)	
268-000.00-017.000	Investments - Pooled	3,315,940.37	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	34,167.94	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	3,146,099.46	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	68,831.64	
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	88,391.06	
*** 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	776,210.87	
	Ending Fund Balance	3,057,708.40	
	Total Liabilities And Fund Balance	3,146,099.46	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	57,543.21	
269-000.00-017.000	Investments - Pooled	1,665,078.97	
	Total Assets	1,722,622.18	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	983.14	
	Total Liabilities	983.14	
*** 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 BalanceTechnology Library	(13,403.17)	
	Total Fund Balance	1,706,979.53	
	Beginning Fund Balance	1,706,979.53	
	Net of Revenues VS Expenditures	14,659.51	
	Ending Fund Balance	1,721,639.04	
	Total Liabilities And Fund Balance	1,722,622.18	

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for June 2021

- Cathy Huff Support Services 13 years
- Mary Grewell Support Services 13 years
- Lindsay Gojcaj Information Services 6 years
- Laura Bateman Support Services 6 years
- Eileen Massarello Support Services 4 years
- Josef Ploski Facilities 4 years
- Ruth Rice Support Services 3 years
- Charles Hokett Information Technology 2 years

Fines and Fees

TLN Libraries Fine Free as of Dec. 10, 2019	Other Michigan Libraries Fine Free	Larger Libraries Across the United States Fine Free
Taylor Franklin Redford Milford (1 year trial) Garden City Belleville Allen Park Pinckney Southgate Lyon Township Hartland/Cromaine	Detroit Public Library Monroe County Library System Kalamazoo Public Library Grand Rapids Kent District Library Boyne District Bad Axe Library Lapeer District Library	Denver Public Library Baltimore – Enoch Pratt Cleveland Public Library San Francisco Public Library Nashville Public Library Columbus Public Library Toledo Lucas Library System

Here are the libraries that are fine free (and one that will be as of July 2021):

Library	Fine Free Since
Allen Park	July 2019
Bellville	July 2019
Birmingham Baldwin	July 2021
Chelsea	May 2020
Ferndale	October 2019 (except new items)
Franklin	N/A
Garden City	April 2019
Hartland Cromaine	N/A
Lyon Twp	June 2019
Madison Heights	January 2021
Milford	N/A
Pinckney	July 2019
Redford	April 2019
Southgate	N/A
Taylor	July 2019
Wixom	N/A

*Most libraries quoted “wanting to be barrier free” for their communities and residents when instituting the no fines policy.

The trend has been on the rise since 2015 based on articles and webinars that have been read/attended. Based on the 2018-2019 audited budget, fines consist of 2.2% of the revenue collected.

FY 2018-2019 Fines and Lost Fees Report - Revenue Account 268-000.00-657.000

Month	Fines & Lost	Fines	Lost	
-	-	-	-	
July-18	\$ 7,849.51	\$ 7,528.63	\$ 320.88	
August-18	\$ 5,996.76	\$ 5,612.14	\$ 384.62	
September-18	\$ 5,810.69	\$ 5,426.47	\$ 384.22	
October-18	\$ 8,510.99	\$ 8,088.13	\$ 422.86	
November-18	\$ 4,953.32	\$ 4,356.74	\$ 596.58	
December-18	\$ 4,837.04	\$ 4,489.03	\$ 348.01	
January-19	\$ 6,009.14	\$ 5,439.67	\$ 569.47	
February-19	\$ 5,297.62	\$ 4,855.88	\$ 441.74	
March-19	\$ 5,031.47	\$ 4,346.60	\$ 684.87	
April-19	\$ 5,017.51	\$ 4,312.28	\$ 705.23	
May-19	\$ 5,112.22	\$ 4,473.80	\$ 638.42	
June-19	\$ 5,466.53	\$ 4,711.01	\$ 755.52	
Totals:	\$ 69,892.80	\$ 63,640.38	\$ 6,252.42	
	Percentage	91%	9%	



The Library Network

Libraries Working Together

41365 Vincent Court, Novi, MI 48375
Phone: (248) 536-3100 Fax: (248) 536-3098
Online: <http://tln.lib.mi.us>

May 17, 2021

To: Delivery Libraries

From: Vince Nash, Building & Distribution Manager

Re: Updated Delivery policy during Covid-19 Pandemic

Due to the State of Michigan easing some restrictions that were put in place due to the Covid-19 pandemic, TLN is updating its Delivery policy. Quarantining of materials may be discontinued if the state of Michigan does maintain "55% of Michiganders (4,453,304 residents), plus two weeks" or higher as is currently scheduled for May 24 for the return to work date, per the Vacc to Normal Plan. Many libraries will soon be discontinuing quarantining of their own materials (or already have) as many articles have reported that it is highly unlikely to become infected from any contamination that may be on objects, rather than via inhalation.

Effective May 24, libraries utilizing TLN delivery will no longer be required to quarantine their materials for 24 hours.

We leave it to the individual libraries to determine what, if any, quarantining of materials they require.

Although the Covid-19 pandemic is not over, significant strides have been made in the fight to combat the spread of the virus, as such, we are proceeding with caution.

Please keep in mind that we are still requiring the following, until further notice:

- TLN Delivery Drivers are instructed to practice social distancing, and are required to wear a mask.

If you are choosing to continue to quarantine your library's material, please do not use TLN delivery bins to do so.

If you have any questions or concerns, please contact me via email, vnash@tln.lib.mi.us, by phone 248-536-3100 x 111, or cell 734-558-2180.

Thank you!

COVID UPDATE

Daily use of the building by hour April 11, 2021 – May 15, 2021

4/11/2021		4/12/2021		4/13/2021		4/14/2021		4/15/2021		4/16/2021		4/17/2021	
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	36	10-11am	33	10-11am	37	10-11am	39	10-11am	30	10-11am	58
11am-12pm	0	11am-12pm	45	11am-12pm	35	11am-12pm	35	11am-12pm	47	11am-12pm	31	11am-12pm	63
12-1pm	63	12-1pm	34	12-1pm	52	12-1pm	33	12-1pm	29	12-1pm	26	12-1pm	67
1-2pm	53	1-2pm	41	1-2pm	53	1-2pm	36	1-2pm	34	1-2pm	33	1-2pm	70
2-3pm	62	2-3pm	43	2-3pm	37	2-3pm	46	2-3pm	46	2-3pm	44	2-3pm	60
3-4pm	55	3-4pm	47	3-4pm	42	3-4pm	47	3-4pm	35	3-4pm	34	3-4pm	67
4-5pm	72	4-5pm	41	4-5pm	47	4-5pm	33	4-5pm	46	4-5pm	48	4-5pm	92
5-6pm	77	5-6pm	53	5-6pm	46	5-6pm	39	5-6pm	65	5-6pm	59	5-6pm	66
6-7pm	0	6-7pm	42	6-7pm	56	6-7pm	40	6-7pm	40	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	47	7-8pm	56	7-8pm	35	7-8pm	38	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	47	8-9pm	45	8-9pm	16	8-9pm	24	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
	382		476		502		397		443		305		543

4/18/2021		4/19/2021		4/20/2021		4/21/2021		4/22/2021		4/23/2021		4/24/2021	
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	42	10-11am	46	10-11am	38	10-11am	47	10-11am	42	10-11am	53
11am-12pm	0	11am-12pm	33	11am-12pm	33	11am-12pm	38	11am-12pm	40	11am-12pm	38	11am-12pm	49
12-1pm	82	12-1pm	28	12-1pm	37	12-1pm	31	12-1pm	47	12-1pm	30	12-1pm	50
1-2pm	42	1-2pm	25	1-2pm	44	1-2pm	37	1-2pm	38	1-2pm	34	1-2pm	78
2-3pm	52	2-3pm	26	2-3pm	48	2-3pm	53	2-3pm	43	2-3pm	49	2-3pm	72
3-4pm	54	3-4pm	47	3-4pm	35	3-4pm	37	3-4pm	32	3-4pm	40	3-4pm	64
4-5pm	72	4-5pm	49	4-5pm	31	4-5pm	40	4-5pm	46	4-5pm	48	4-5pm	64
5-6pm	56	5-6pm	47	5-6pm	27	5-6pm	42	5-6pm	42	5-6pm	59	5-6pm	71
6-7pm	0	6-7pm	76	6-7pm	34	6-7pm	62	6-7pm	52	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	33	7-8pm	30	7-8pm	48	7-8pm	34	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	32	8-9pm	24	8-9pm	20	8-9pm	35	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
	358		438		389		446		456		340		501

4/25/2021		4/26/2021		4/27/2021		4/28/2021		4/29/2021		4/30/2021		5/1/2021	
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	36	10-11am	29	10-11am	34	10-11am	47	10-11am	39	10-11am	45
11am-12pm	0	11am-12pm	29	11am-12pm	30	11am-12pm	24	11am-12pm	42	11am-12pm	36	11am-12pm	62
12-1pm	71	12-1pm	18	12-1pm	30	12-1pm	33	12-1pm	34	12-1pm	51	12-1pm	59
1-2pm	64	1-2pm	41	1-2pm	38	1-2pm	32	1-2pm	42	1-2pm	48	1-2pm	45
2-3pm	49	2-3pm	50	2-3pm	40	2-3pm	57	2-3pm	49	2-3pm	44	2-3pm	45
3-4pm	68	3-4pm	41	3-4pm	56	3-4pm	45	3-4pm	31	3-4pm	66	3-4pm	41
4-5pm	44	4-5pm	45	4-5pm	44	4-5pm	49	4-5pm	35	4-5pm	48	4-5pm	62
5-6pm	83	5-6pm	39	5-6pm	51	5-6pm	45	5-6pm	56	5-6pm	65	5-6pm	65
6-7pm	0	6-7pm	46	6-7pm	49	6-7pm	46	6-7pm	40	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	49	7-8pm	41	7-8pm	20	7-8pm	34	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	40	8-9pm	40	8-9pm	29	8-9pm	20	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
	379		434		448		414		430		397		424

5/2/2021		5/3/2021		5/4/2021		5/5/2021		5/6/2021		5/7/2021		5/8/2021	
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	50	10-11am	48	10-11am	33	10-11am	52	10-11am	50	10-11am	48
11am-12pm	0	11am-12pm	52	11am-12pm	41	11am-12pm	36	11am-12pm	36	11am-12pm	31	11am-12pm	56
12-1pm	47	12-1pm	36	12-1pm	36	12-1pm	28	12-1pm	42	12-1pm	36	12-1pm	61
1-2pm	40	1-2pm	49	1-2pm	40	1-2pm	30	1-2pm	35	1-2pm	45	1-2pm	51
2-3pm	54	2-3pm	45	2-3pm	52	2-3pm	57	2-3pm	44	2-3pm	49	2-3pm	59
3-4pm	61	3-4pm	49	3-4pm	63	3-4pm	37	3-4pm	42	3-4pm	41	3-4pm	61
4-5pm	41	4-5pm	52	4-5pm	42	4-5pm	39	4-5pm	58	4-5pm	45	4-5pm	67
5-6pm	58	5-6pm	55	5-6pm	49	5-6pm	56	5-6pm	51	5-6pm	56	5-6pm	71
6-7pm	0	6-7pm	56	6-7pm	42	6-7pm	68	6-7pm	31	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	39	7-8pm	43	7-8pm	46	7-8pm	28	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	28	8-9pm	51	8-9pm	43	8-9pm	25	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
	301		511		507		473		444		353		474

5/9/2021 Closed		5/10/2021		5/11/2021		5/12/2021		5/13/2021		5/14/2021		5/15/2021	
Mother's Day		9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
9-10am	0	10-11am	49	10-11am	44	10-11am	42	10-11am	40	10-11am	29	10-11am	48
10-11am	0	11am-12pm	39	11am-12pm	54	11am-12pm	25	11am-12pm	33	11am-12pm	34	11am-12pm	46
11am-12pm	0	12-1pm	46	12-1pm	49	12-1pm	35	12-1pm	43	12-1pm	36	12-1pm	47
12-1pm	0	1-2pm	48	1-2pm	38	1-2pm	39	1-2pm	24	1-2pm	39	1-2pm	58
1-2pm	0	2-3pm	70	2-3pm	53	2-3pm	48	2-3pm	50	2-3pm	30	2-3pm	57
2-3pm	0	3-4pm	64	3-4pm	57	3-4pm	39	3-4pm	58	3-4pm	54	3-4pm	44
3-4pm	0	4-5pm	59	4-5pm	45	4-5pm	40	4-5pm	51	4-5pm	48	4-5pm	55
4-5pm	0	5-6pm	60	5-6pm	46	5-6pm	54	5-6pm	49	5-6pm	59	5-6pm	64
5-6pm	0	6-7pm	69	6-7pm	49	6-7pm	46	6-7pm	36	6-7pm	0	6-7pm	0
6-7pm	0	7-8pm	39	7-8pm	52	7-8pm	34	7-8pm	37	7-8pm	0	7-8pm	0
7-8pm	0	8-9pm	79	8-9pm	43	8-9pm	37	8-9pm	38	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		622		530		439		459		329		419
	0												

Reading Program, Lakeshore Lending Library here for you this summer

By Dana Brataniec, Communications Coordinator, Novi Public Library

Tails and Tales

The Novi Public Library is thrilled to be kicking off its Summer Reading Program on Monday, June 7! Readers of all ages will explore the animal kingdom this summer as the Novi Public Library presents "Tails and Tales".

The reading goal for each age group is as follows:

- **Early Readers (Birth-Pre-K):** 100 books
- **Youth (grades K-4):** 20 books
- **Tween (grades 5-8):** 10 books
- **Teen (grades 9-12):** 4 books
- **Adult (ages 18+):** 4 books

Guests can log in or register for an account on Beanstack to get started! Easily download the Beanstack Tracker app onto your mobile device to track all the books each member of the family is currently reading and has finished reading. You can also use the app's barcode scanner to quickly add titles to your reading log. Visit <https://novilibrary.beanstack.org/reader365> to sign up!

What's a summer reading program without prizes? If readers reach their goal by August 14, depending on their age group, they'll be eligible to receive some awesome prizes like a free book, a gift card to the Library café, and an entry into our grand prize raffle. Grand prize raffles include a gift basket of goodies for young readers and a gift card to Stuart's of Novi for older readers!

Readers in grades K-12 who complete their goal will also get to celebrate the end of the Summer Reading Program with two



finale parties at Paradise Park of Novi! Not only will they get to enjoy entertainment for free in the park for two-and-a-half hours, they'll also get two slices of pizza and a beverage!

Remember, summer isn't just for kids! Adults can also pick up a new book to enjoy on those hot summer nights, just make sure you log it into Beanstack! For more information on the Summer Reading Program and to view upcoming programs, visit novilibrary.org.

The Novi Public Library would like to thank the following sponsors for their support of its Summer Reading Program: The Friends of the Novi Public Library, Paradise Park, The Goddard School of Novi for Early Childhood Development and the Novi Community School District.

Lakeshore Lending Library Update

The time has finally come for Novi residents, especially those in the north end, to take advantage of a brand-new piece of technology in Novi. Lakeshore Lending Library, Michigan's first self-service library kiosk, is now available at Lakeshore Park for guests to browse through and check out materials!

Open from dawn until dusk, the kiosk, which features



three rotating carousels, holds 235 items for all ages. There's something for everyone in Lakeshore Lending Library!

Novi library cardholders can also get access to their account and browse the library's collection at the kiosk. Parking is close and convenient, which makes visiting Lakeshore Lending Library perfect for those on the go!

If you're a Novi resident and you don't have a Novi library card, now is the time to get one! Don't miss out on this new service. Get your Novi library card today! Keep an eye on novilibrary.org as the library plans to hold library card sign-up events at the kiosk in the near future.

The Novi Public Library would like to thank Community Financial Credit Union for its Platinum Sponsorship of Lakeshore Lending Library. A huge thank



you as well to the City of Novi

for helping make this a possibility for the residents of Novi.

For more information about Lakeshore Lending Library, visit novilibrary.org. Note: The opening of Lakeshore Lending Library is subject to change due to COVID.

LAKESHORE LENDING LIBRARY

Michigan's first self-service library kiosk for Novi residents!



**COMING SOON
TO LAKESHORE PARK!**



Inform. Inspire. Include.

May 2021

Upcoming Library Closures

Sunday, May 9
Sunday, May 30
Monday, May 31
Saturday, June 19
Sunday, June 20

Reopening Phase 4



GRAB & GO

RECOMMENDED VISIT TIME: 60 MIN OR LESS

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

BUILDING ACCESS	The Library is open regular library business hours of operation.
IN-LIBRARY SERVICES	Guests will be asked to visit the Library quickly and efficiently (recommended visit time: 60 min or less) to find and check out materials and get help. Masks, social distancing and all safety guidelines will be followed.
COMPUTERS, PRINTING, COPYING	Available for guest use. Public computers are available for 1 hour.
PROGRAMS	All programs are virtual on novilibrary.org .
ASK A LIBRARIAN	Call 248-349-0720 or email asknovi@novilibrary.org .
RETURNS	The return slot is only open during regular library business hours of operation. Returned materials are currently being quarantined for 48 hours. Please allow up to 1 week for material to be removed from your account.
DRIVE-UP WINDOW & LOCKERS	Call ahead (248-349-0720) to schedule a pickup time for available holds.
BOOK NOOK & CAFE	The Book Nook is open regular library business hours of operation. Please use the Honor Box for payment. Café is open Mon-Fri, 9am-5pm. Proudly serving Starbucks!
DONATIONS	Donations are accepted on the 2nd and 4th Thursday of the month from 10am-7pm , weather permitting. Questions about donations? Call Admin at 248-349-7204. Please take donations to the back of the building.

248-349-0720 | novilibrary.org

Visit NPL for Grab & Go Services

NPL is currently in Phase 4 of its reopening plan. Guests can:

- visit for a recommended 60 min. or less
- browse the collection and check out materials
- use public computers for 1 hr. or utilize printing, scanning or copying services
- visit the Café and Book Nook
- only return items during regular library business hours of operation



NPL Café

Mon-Fri, 7am-5pm

The Novi Library Café has extended their morning hours to help cater to early commuters! Start your work day off right by stopping in for a coffee

and bagel.

Don't forget to sign up for their rewards program with your phone number.

10 points = \$2 off any sale

20 points = Free item up to \$8

Upcoming Meetings

Friends of the Novi Library

Wed, May 12, 2pm - West Meeting Room

Novi Historical Commission Meeting

Wed, May 19, 7pm - [Agenda/Zoom Info](#)

Library Board Meeting

Thu, May 27, 7pm - [Agenda/Zoom Info](#)



Masks and social distancing are required. Small groups of no more than 1-2 people are strongly encouraged.

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

[More Information](#)



Lakeshore Lending Library Coming to Lakeshore Park in Late Spring!

Michigan's first self-service library kiosk for Novi residents, Lakeshore Lending Library, will be opening at Lakeshore Park late spring! This kiosk has three rotating carousels and holds 235 items that you can browse through and check out with your Novi library card. Visit novilibrary.org near the end of this month to get details regarding its grand opening!

Items available will include:

- Adult Best Sellers & Large Print
- DVD/Blu-ray
- Youth and Tween Fiction
- Adult Non-fiction
- Youth Picture Books
- Young Adult Fiction

If you're a Novi resident and you don't have a Novi library card, now is the time to get one! Don't miss out on this new service. Get your Novi library card today!

From **June 7 through August 14**, Novi Public Library guests of all ages are invited to join our 2021 Summer Reading Program! More information can be found on our [Beanstack](#) website. Read books, win prizes and much more fun, all at the Library this summer!



Asian-American Conversation on Hate, Equality and Understanding: Part II

Join the conversation, ask questions or just listen in on an Asian-American conversation about hate, justice and understanding on **Saturday, May 1** at 7pm. [Register here.](#)

ART SUPPLY DRIVE

Partnership between the Novi Public Library's Teen Advisory Board and Art in STEM to benefit Novi Rotary Foundation's Feed the Need Program

MAY 1 - 29

Drop off at the Novi Public Library's lobby
45255 W. Ten Mile Rd. Novi, MI 48375

SUPPLIES NEEDED

- Paint and paintbrushes
- Watercolor palettes
- Construction paper
- Drawing paper
- Tissue paper
- Pipe cleaners
- Craft pom pom balls
- Markers
- Colored pencils
- Crayons
- Canvas boards
- Glue and glue sticks
- Glitter glue
- Tape
- Kids scissors



THE ART IN STEM



For more information and to view our FAQ about Lakeshore Lending Library, please [click here](#).



We would like to thank Community Financial Credit Union for their

Platinum Sponsorship of Lakeshore Lending Library. A huge thank you as well to the City of Novi for helping make this a possibility for the residents of Novi!



Mental Health Awareness Month

Looking out for your own mental health is more important now more than ever. NPL has put together a list of mental health resources including hotlines, books, websites, magazines and more to help you or a loved one. [Click here](#) to view the brochure.



- [Language Conversation Groups](#)
- [Book Discussion Groups](#)
- [Asian-American Conversation on Hate, Equality and Understanding](#)
- [Novi Mental Health Alliance Monthly Meeting](#)
- [Pride & Joy](#)
- [Resume Essentials](#)
- [Virtual Trivia Night](#)



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



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

Visit the Online Calendar



Visit the Library to view information desk and shelf displays this month! NPL will be celebrating Asian American & Pacific Islander Culture, Mental Health Awareness, Ramadan, Star Wars Day, Mother's Day, Memorial Day and more!



The DEI Committee is hard at work evaluating how NPL serves the diverse community of Novi. Current initiatives include:

- Undergoing a collection review for diverse titles and topics
- Planning of diversity training for staff
- Creation of the DEI page on our website



DEI Committee Recommends [Uncomfortable Conversations with a Black Man](#) by Emmanuel Acho.



May is Asian American and Pacific Islander Heritage Month! Stop by and check out our display of 12 posters that highlight Asian and Pacific Islander authors, including some of their most popular works! Scan the QR code on each poster to learn more. [Click here](#) to view a booklist featuring books of Asian and Pacific Islander heritage.

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.

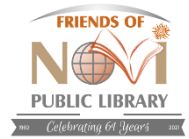
Community Programs

Free Naloxone Training
Please join the Alliance of Coalitions for Healthy Communities, the Novi Community Coalition, the Novi Rotary Club, and the Novi Chamber of Commerce for a virtual FREE Naloxone training on **Friday, May 7 from 8:30-9:30am.**

For more information and to register, [click here](#). You can also contact the Alliance at 248-221-7101.



From now through August 4, get FREE audiobooks for Teens through SYNC! Want text alert reminders about these audiobooks? For title releases, TEXT **syncya** to 866-984-0598 or visit audiobooksync.com. The first two titles available include *Come On In: 15 Stories About Immigration and Finding Home* by Adi Alsaid and *Illegal* by Francisco X. Stork.



Become a Friends Member!
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.



Thank you to Madison and the rest of the team at Michigan First Credit Union for donating gently used and new adult and youth books during our donation collection day on April 22!



A huge thank you as well to the Kelley family for donating beautiful Gogatsu Ningyo (May Dolls) and Hina Ningyo (Hina Dolls) to the Novi Library! We are so incredibly excited to use these in future displays to bring more knowledge about the celebrations of Hinamatsuri (Doll's or Girl's Day, March 3), Kodomo no Hi (Children's or Boy's Day, May 5), and many other Japanese cultural celebrations to the Novi community!



Donation Collection

The Novi Public Library is

accepting donations on the 2nd and 4th Thursday of the month from 10am-7pm, weather permitting. Drop off donations on Thursday, May 13 and Thursday, May 27 at the back of the Library, NOT at the front doors (go to entry off of Taft Rd. by Novi High School). [Click here](#) to view a map.

For donation guidelines, please [click here](#).

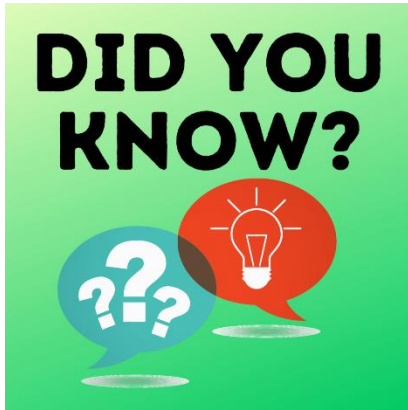


Novi Mental Health Alliance

The Novi Mental

Health Alliance invites you to join them on **Monday, May 3 at 6pm** as they discuss and develop outreach programs.

[Click here to register.](#)



iCube Makerspace Now Has a YouTube Channel!

Make sure you subscribe to the iCube's new YouTube channel: [Novi Cube Tube](#). Visit the channel to view videos about some of the technology available in the iCube Makerspace. We'll be adding more videos in the future so check back often for new content!



Listen to the Beyond Books Podcast!

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Our Podcast Team would love to get feedback about what you would like to hear on a future episode! [Click here](#) to fill out our Podcast Feedback form.

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 | 45255 W. Ten Mile Rd., Novi, MI 48375

[Unsubscribe jfarkas@novilibrary.org](mailto:jfarkas@novilibrary.org)

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Information Technology Report by Barbara Rutkowski – April

General

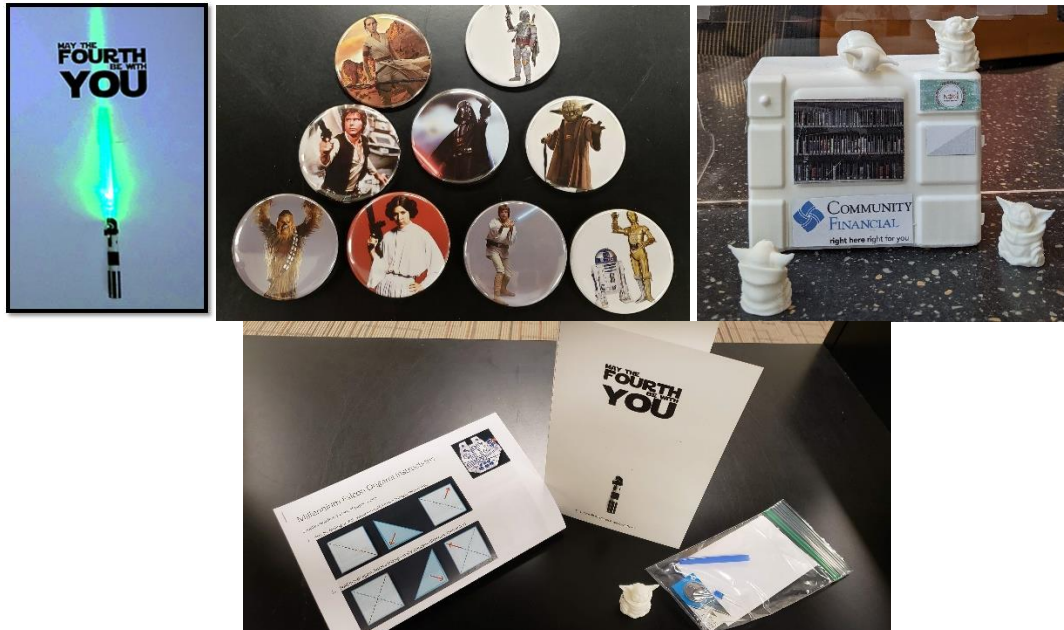
- Closed 27 Help Desk tickets.
- The control box for one of the Smart Bins was repaired and reinstalled.
- The software for the current RFID pads was upgraded.
- Barb and Charlie attended the TLN Technology Committee meeting where the topic of security camera systems and other security issues were discussed.

iCube

- We 3D printed 10 objects for our guests.
- ScanSmart was installed on the FastFoto hardware for OCR (Optical Character Recognition).
- The components for the Grab and Go Mother's Day Floral Pop-up greeting card kit were created using the Cricut Maker. Also included in the kit were mini watercolor paint pans for guests to explore color combinations and techniques as well as an instructional handout with a link to a Creative Bug video.



- The components for the Grab and Go Star Wars May the 4th be with You kit were also created using iCube equipment including the 3D printer, button maker and Paper Circuitry Creative Kit for the LED light saber.



We held 31 iCube appointments:

- 6 Analog to Digital/VHS to DVD
- 6 FastFoto
- 6 Flatbed Scanner

- 2 Laser
- 1 Sublimation
- 3 Adobe Creative Cloud
- 1 Creative Kits
- 2 Embroidery
- 1 3D Scanner
- 2 Heat Press
- 1 Button Maker

Training

- IT Staff held 7 Staff sessions:
 - 1 Carvey
 - 2 Laser
 - 3 Adobe Creative Cloud
 - 1 Creation Station
- IT Staff viewed and discussed episodes 8-Part II through 10 of Emmanuel Acho's "Uncomfortable Conversations with a Black Man" videos.
- IT staff attended training for developing a digital literacy learning plan for library staff.
- IT Staff attended the Facilities Staff's building tours which focused on safety.
- Barb attended a Patron Point training session.
- Barb attended a DEI Committee meeting.
- Barb attended three (3) Lending Library Committee meetings.

Facilities Report by Keith Perfect – April

In the past month the Facilities Department has closed 2 Facilities tickets, 1 Meeting Room Request and has updated 365 Periodic Maintenance tickets.

- 2 large orders of janitorial supplies were received.
- 4 light ballasts were changed.
- 8 Gaylord bins full of discarded and donated books have been sent to Thrift Books for re-sale or recycling.
- Our landscaping vendor has completed the spring clean-up.
- The air-duct cleaning project has been completed by vendor.
- The extended surface air filters in both air-handlers has been changed as part of the air-duct cleaning project by vendor.
- All Emergency Manuals have been updated.
- A book shelf directory sign has been repaired.
- The Facilities Dept. team has participated in updated Kulture City training.
- Four electronic circuit control boards for the motorized window shades were replaced and the blinds are now working as they should.

- The Support Services door has been oiled and is now opening and closing correctly.
- The Facilities Department team has started giving Top Ten Safety tours to staff. This training is an effort to familiarize current and new staff of the building. This tour also covers locations of severe weather shelter areas, lockdown shelters, fire extinguisher training, fire extinguisher locations, AED location, fire evacuation procedures and locations of all first-aid kits and hand held radios.
- The restroom deep clean and sanitization was performed by vendor.
- The Book Nook one-way floor signage was touched up.
- One of the partitions in the second floor women's restroom was re-aligned to allow the stall door to close properly.
- The HVAC preventative maintenance was performed by vendor.
- The Library has increased the fertilization/weed control applications with the landscape vendor to minimize dandelions and other weeds throughout the property.
- A toilet in the first floor women's restroom was repaired.
- The Facilities staff has participated in training and fine tuning of the new Spaces software. This new software will be the new meeting room set-up ticket interface that will be used when setting up for programs.
- The lawn irrigation system was scheduled to be turned on in May.
- The flower bed mulch application was scheduled to take place in May.

SANI-VAC

SERVICE, INC.
"INDOOR AIR SPECIALISTS"

COMPLETION CERTIFICATE

AIR CONVEYANCE SYSTEM CLEANING

This document is an acknowledgement that the contracted service has been completed in accordance with all NADCA standards.

Date: 4/26/2021
 Job Name or Location: Novi Public Library
 City: Novi State: MI
 Contact Person: Keith Perfect

Air Handling Units:	<u>AHUs 1 and 2, All exhaust Fans</u>
Supply Ductwork:	<u>All attached serving library</u>
V.A.V. or Reheat Coils:	<u>All VAVs, reheat coils and mixing boxes</u>
Return & Fresh Air Ductwork:	<u>All Attached including exhaust ductwork</u>
Diffusers & Grills:	<u>All serving library</u>
Duct Liner Resurfacing:	<u>NA</u>
Duct Liner Replaced:	<u>NA</u>
Sanitized:	<u>NA</u>

Diffuser filter media was removed: Yes No
 Units are turned back on: Yes No
 New filters installed: Yes No

Comments or concerns:
Job is complete. No issues or concerns were noted during the cleaning process. To maintain cleanliness level recommended to clean all return and exhaust grills annually.

Supervisor on site: Keith Hamilton
 Management approval: Doran Oboza Date: 4/16/2021
 Date of completion: 4/9/2021
 Customer's signature: _____ Date: _____



5750 ENTERPRISE CT.
 WARREN, MI 48092
 (586) 558-9200
 FAX (586) 558-9400



Information Services Department Report by April Stevenson – April

News and Notes

- Podcast: Financial Wellness Month
- Created Asian American and Pacific Islander author display
- Accepted a cultural donation of Hina Dolls and Gogatsu Ningyo dolls
- Created a display with gogatsu ningyo currently up in the 1st floor display case
- Applied for the 2021 Talk Story Grant from APALA
- Presented the Welcome to Your Library National Library Week program
- Coordinated with Danielle Carlomusto from Gro-Town to offer guests a seed station
- Updated Mental Health Resources brochure on the website
- Updated Math Books and Resources brochure
- Added flyers for the Sync Free Audiobooks for Teens program. It runs April 29-August 4

IS Staff Virtual Meetings/Webinars

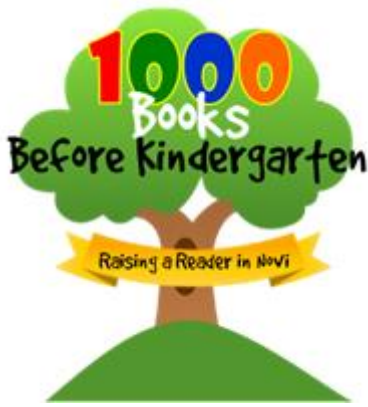
- Ingram's Inclusive Diversity Audit webinar - Katie
- KultureCity refresher training - Katie, Leah
- We Need to Talk About Anti-Asian Hate - Leah, Emily
- MI Library Quest Meeting - Lindsay
- YALSA T3 Meeting - Lindsay
- Co-presented T3 (Train the Trainer) MI cohort trainings for library staff throughout the State of Michigan - Lindsay
- Co-presented to the State of Louisiana youth librarians about the MiLibraryQuest - Lindsay
- Michigan State University Extension Youth Mental Health First Aid all-day training - Lindsay
- DEI Committee Meeting - Gail, April
- Breaking Down Structural and Systemic Racism for Our Children webinar - Danielle, Kirsten
- KultureCity Sensory Inclusion Advocacy Fireside Chat - April, Danielle
- Pages Against Prejudice webinar - Danielle
- Cultural Crossroads: Exploring the important intersection of summer program training & design with the critical need to address race, equity, and inclusion webinar
- Indiana Genealogical Society Virtual Conference - Betty
- Disrupting Literary Hegemony: Trans and Nonbinary Author Spotlight - Sarah
- Friday Coffee with the Chamber - Hillary
- Chamber Ambassador meeting - Hillary
- AAUW Monthly Meeting – Gail
- Cultural Arts Advisory Board meeting - Mary

Adult Programs

- National Library Week- "Welcome to Your Library" - 138
- The Rise in Asian-American Hate Crimes - 570
- Financial Survival & Last Minute Tax Talk - 73
- Shop Small@ Spring Virtual Shopping Expo - 195
- Special Mental Health Discussion- Talking Teen Stress - 159
- Has your child received an Autism diagnosis and recommendation for ABA therapy? - 1
- Mental Health Check-in Domestic Violence -141
- Novi Mental Health Alliance Monthly Meeting - 38
- Virtual Masterpiece Monday - 30
- Feature Collection Display - Financial Wellness Month
- Desk Display - Poets from around the world and through history
- Business Spotlight Display: "Home + Work" and features books about working from home as well as starting or running a home-based business.

Youth/Tween/Teen/Family Programs

- Smart Money MI Kids Read Story Time: Vibe Credit Union - 5
- Smart Money MI Kids Read Story Time: Community Financial Credit Union - 4
- Teen Advisory Board - 13
- BeTWEEN the Pages - 7
- Book Bunch Book Club - 7
- Grab & Go Smart Money MI Kids Read Grab and Go Piggy Bank Kit - 36
- Grab & Go Smart Money MI Kids Read Grab and Go Book Kit - 80
- Grab & Go Tween, Teen, and Adult Grab-n-Go Craft Kits: Seashell Wind Chimes - 20
- Grab & Go Early Literacy Kit - Seed Planting - 30
- Grab & Go Exploring Asia Craft kits - 60
- Teen Stop display features young adult novels in verse fiction books.
- Youth Feature Display: is April Showers, Read for Hours features books about Spring
- Desk Display: Spring into Reading
- Libraries are for Everyone: Celebrate Diversity Month, National Poetry Month, Financial Wellness Month, Asian-American & Pacific Islander Heritage, National Library Week, Easter, Ramadan, Earth Day, National Superhero Day



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 415
of logs received to date: 1,751
of paper logs submitted this month: 11
of online logs submitted this month: 40
of books read this month: 5,100

100 Books – 415	600 Books – 132
200 Books – 274	700 Books – 116
300 Books – 214	800 Books - 102
400 Books – 165	900 Books – 94
500 Book – 152	1000 Books – 87

Gro-Town Seed Station



Asian American and Pacific Islander author display

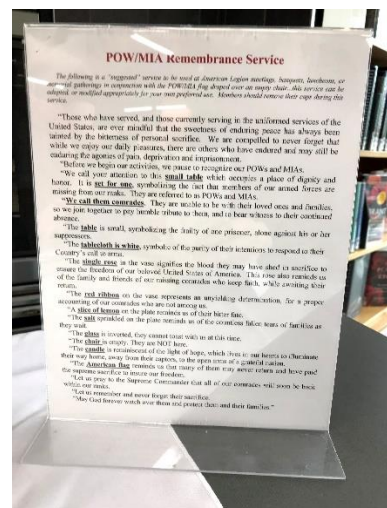
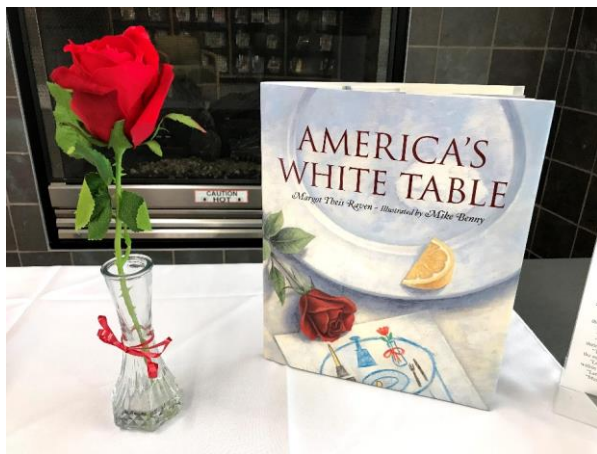


Display with gogatsu ningyo currently up in the 1st floor display case

You will notice a table and a chair set up near the fireplace. These tables are set up across Michigan to remind the community of those military members who are missing and never returned from deployment. The table ritual is practiced by veterans around the country during the Memorial Day and Veteran's Day activities.

The Lexington Alarm Society of the Michigan Society of Children of the American Revolution held a ceremony today in which they set up the Missing Man table as the book "America's White Table" by Margot Theis Raven was being read. They made a video to be shared on their social media.

There is information on the table, along with the book that is read. The table will be up until just past Memorial Day.



Diversity Audit Recommendations for NPL

NPL Diversity Audit Research Group: April Stevenson, Betty Lang, Katie Edmiston

Consultations:

Austin Public Library, Texas

Evanston Public Library, Illinois

Indianapolis Public Library, Indiana

Oak Park Public Library, Illinois

Library Journal Professional Development Course: Equity in Action: Building Diverse Collections

Diversity BookFinder

Teen Toolbox

Brodart

Mackin

Recommendation:After careful consideration, research, auditing of various collections (full-picture books, adult book discussion kits; sample-adult fiction 10%; and front-end-science fiction collection) it is the recommendation of the NPL Diversity Audit Research Group to move forward with front-end auditing.

Front-End Auditing is a term we have coined to describe the process we feel will be the best fit for our library's collections. Because diversity audits are such a new topic in the library profession, there is not a lot of information on how to adapt one for your library's needs.

In its most complete form, a diversity audit requires selectors to evaluate every title in a collection to determine whether or not it is a DEI item or not. A book is considered DEI if it's main character(s) fall into minority and under-represented groups...basically anyone that is not white, straight, male and/or Christian. A full

diversity audit involves recording all of the different diverse groups that those main characters represent in the categories of race, gender, sexuality, and so on, and then totaling all of the data to determine what percentages of each minority group are represented in the collection. Research of the book's author may be required as well to determine if the book is an #OwnVoices title or not (#OwnVoices means that the author is a part of the same under-represented group that their main character(s) are in the book).

For libraries that do not have the time or resources to complete a full diversity audit (which most do not), the other methods often suggested are Reverse Diversity Audits and Book Order Audits. A Reverse Diversity Audit involves researching to develop a list of diverse titles (such as Adult mysteries featuring Black main characters) and then checking the library's catalog to see how many you own and what gaps need to be filled. A Book Order Audit is when a librarian audits all of the orders they are placing for new books, and keeps track of how many represent minority groups.

With all of this in mind, the NPL Diversity Audit Research Group is suggesting a hybrid of all of these methods that we have termed Front-End Auditing. Front-End Auditing requests that librarians track all DEI materials in new book orders, with the goal of ensuring that at least 15% of the books ordered represent DEI in some way. While tracking new books that are coming in, selectors will also determine gaps in the current collection and backorder important titles that may be missing. New and older titles that are identified as DEI will be added to book lists for librarians to refer to in order to make recommendations to guests, and to pull for book displays.

On a final note, in the words of Karen Jensen, "not all representation is good representation. A book may have a black main character but might be a problematic slavery narrative that reinforces stereotypes. Or it may be a book with Jewish representation but is another Holocaust book in a collection with many. There is nothing wrong with books about slavery or the Holocaust, but all titles cannot center on the same scenarios....We're looking for more than

representation—we need **healthy** representation that affirms experiences and helps people outside that group to question and challenge harmful stereotypes.” A final aspect of Front-End Auditing is taking intentional time to make sure the DEI items we are ordering have the quality along with the quantity. We want to identify and order books that will offer complex, well-rounded, multi-dimensional characters and stories to serve as the mirrors, windows, and doors our library patrons need. In this way we can truly serve and represent our community through our collections. -- KE

Sample articles with more information:

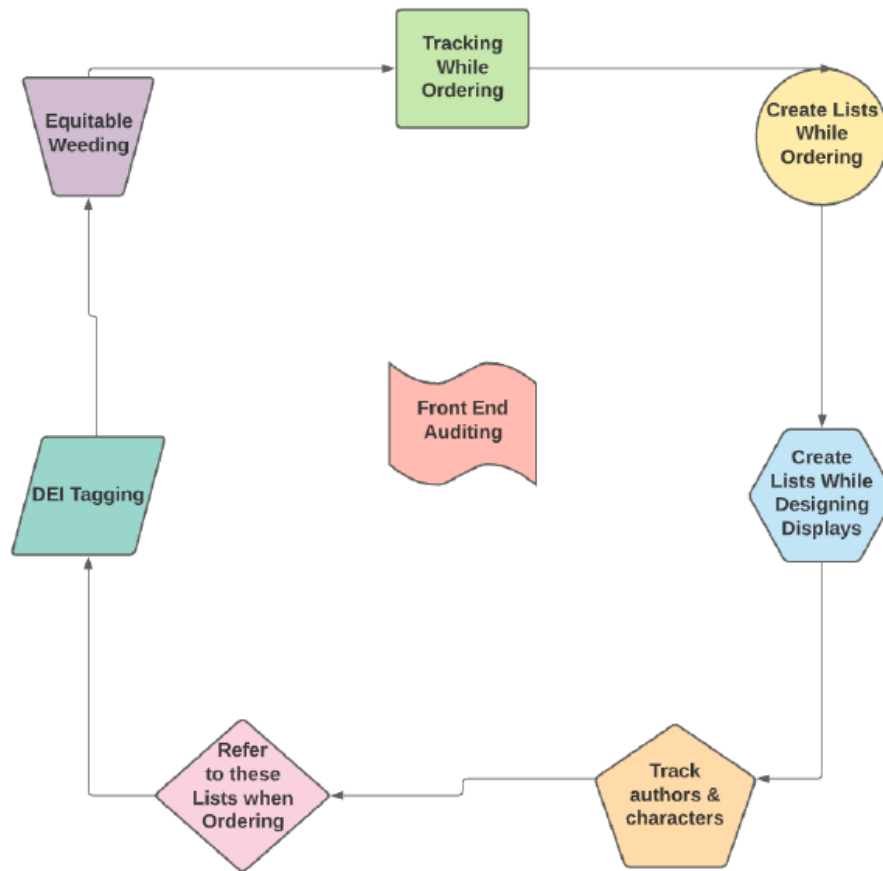
[Diversity Auditing 101: How to Evaluate Your Collection by Karen Jensen](#)

[Doing a YA Collection Diversity Audit: The How To \(Part 2\) by Karen Jensen](#)

Discussions and presentations by other libraries are showing that a traditional full or sample audit while yielding a “snapshot in time” does not fix the issues. A front-end audit with a weeding practice that precludes marginalized authors/characters from being withdrawn for a set number of years yields not only results, but firm data when reviewed annually.

Lastly, this type of audit provides an easier way to include DEI tagging (searchable data points) for annual reports.

Procedure: Front-End Auditing



1. **Tracking while ordering** - Selectors will track what they order by cart and report on this information at the halfway point of the year and the end of the year to the Collection Specialist and the Department Head. Overall percentage will be tracked at that time. Will start with looking for 15% which mirrors the material budget.
 - a. Seek out small press publishers to find marginalized authors.

2. **Create lists while ordering** - While ordering carts, items that are DEI should be recorded in general lists of fiction (youth, tween, YA, adult), non-fiction (DEI subjects). These lists can be categorized to include race, ownvoice,

diverse subject, disability, LGBTQ+. These lists will be kept in a shared folder for easy access to assist guests, create displays, and mirror purchases.

a. Seek out small press publishers to find marginalized authors.

3. **Create lists while designing displays** - Add to the general lists already created and/or create a separate reading list to compare titles, characters, authors, and to find more material by other marginalized authors. These lists become collection builders for multiple selectors. They also serve as readers' advisory assistance.
 - a. Seek out small press publishers to find marginalized authors.
4. **Track authors/characters** - While creating lists, track authors/characters that are missing from the collection to use while ordering.
5. **DEI tag on record** - This can be done through TLN. Similar to a discard list - send titles and ID (barcode) to Kristin for TLN to add. You can also add additional tags yourself through the catalog as long as you are logged in to your account. Reports must be generated by TLN. This will be useful at the halfway point and the end of the year to track what has been added and/or called out in the collection.
6. **Equitable Weeding** - While weeding collections, BIPOC and other marginalized groups will receive a "weeding pause." More thought, research, and time will be given to these groups to ensure our collections continue to remain diverse.

Social Media Program Stats:

Adult Programming Statistics for Board Report-April 2021

Date	Program Title	Programs	Total Attendance:	Zoom		Facebook		Instagram	YouTube	Twitter
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
6-Apr	Welcome to Your Library	1	138	1	11	8	102		17	
17-Apr	Shop Small Spring Virtual Shopping Expo	1	195	1	28	11	156			
12-Apr	The Rise In Asian American Hate	1	570	1	91	38	406		35	
13-Apr	Financial Survival	1	73	1	4	3	66			
19-Apr	Mental Health Check-in Domestic Violence	1	141	1	8	17	110		6	
27-Apr	Talking Teen Stress	1	159	1	9	22	124		4	

Youth & Teen Programming Stats - April 2021

Date	Program	Program Totals		Zoom		Facebook		Instagram	YouTube	Twitter
		Total Youth Programs	Total Youth (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Youth IG Recorded Views	Youth YouTube Recorded Views	Youth Twitter Recorded Views
17-Apr	Emily - Family Story Time - Frogs	1	8						8	
14-Apr	Vibe Credit Union Story Time (\$mart Money MI Kids Read)	1	5				5			
15-Apr	Community Financial Story Time (\$mart Money MI Kids Read)	1	4				4			
24-Apr	Kirsten- Family Story Time	1	33				30		3	
13-Apr	Time for Two's and Three's--Linda--Rain/Spring	1	50				25		25	
15-Apr	On My Own--Linda--Mermaids	1	43				26		17	
20-Apr	Time for Two's and Three's--Linda--Baby	1	42				15		27	
22-Apr	On My Own--Linda--Pirates	1	48				31		17	
27-Apr	Time for Two's and Three's--Linda--Ladybugs	1	24				23		1	
29-Apr	On My Own--Linda--Fashion	1	23				21		2	
12-Apr	Baby & Tot Time - Baby Animals	1	24				13		11	
19-Apr	Baby & Tot Time - Birds	1	21				9		12	
26-Apr	Baby & Tot Time - Showers & Duckies	1	13				5		8	

Support Services Department Report by Maryann Zurmuehlen – April

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a Patron Point Zoom training on April 14th.
- Attended a Lending Library Committee Zoom meeting on April 13th, 15th, and 27th.
- Participated in HR Specialist presentations on April 15th.
- Attended a DEI Committee meeting on April 27th.
- Completed training for an 18-hour Clerk and 16-hour Shelver.

Lakeshore Lending Library

- Tentative Installation Timeline:
 - **Tuesday, May 18th:** Machine install date at Lakeshore Park with vendor on site.
 - **Wednesday, May 19th:** Physical hardware checks and networking/ILS connection checks at machine with vendor on site assisting library.
 - **Thursday, May 20th:** Begin on-site training of library staff with Envisionware (vendor)
 - **Friday, May 21st:** Target date for vinyl wrap install on machine
 - **Week of May 24th:** Prepare for Memorial Day weekend and machine soft-open (Outreach Team will work with machine to determine internal procedures regarding filling, monitoring, and machine upkeep (subject to be improved upon as machine usage or need shows us)
 - **Tuesday, June 1st:** Postcard mailer out to Novi households north of 12 Mile introducing LLL
 - **Week of June 14th:** Summer camp at Lakeshore Park starts.
 - **Grand Opening (July?)**

Circulation & Shelves

- Amanda Signori's last day was May 1st. She received an internship at Ypsilanti District Library in the Youth Services Department, which is her area of focus for her MLIS degree. We will certainly miss her but wish her luck in her new endeavor!
- Kyle Schumann's first day as our new 19-hour Outreach Driver and Jessica Holowicki's first day as our 18-hour Clerk is May 10th. Please say "hi" and welcome them to NPL when you see them!
- Anna Jakubiec has been promoted from Shelver to a 19-hour Clerk, and her first day in the new position is also May 10th. Please congratulate her when you see her!
- Phase 4 Duties as of 3/8: 2 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Finishing up fiscal year goals.

Tech Services

- Working on the following projects: Lending Library Collection Ordering and Processing, Picture Book Awards Re-processing and Re-cataloging
- Phase 4 Duties as of 3/8: 2 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Finishing up fiscal year goals.

Statistics (April 2021)

- Library Cards Issued: 161
- Items Checked Out: 81,228
- Items Interloaned for NPL Patrons: 5,396 (99 through MeLCat)
- Items Interloaned to Other Libraries: 4,736 (123 through MeLCat)
- Items Added to the Collection: 1,534
- Items Discarded from the Collection: 2,097
- Drive-Up Window & Locker Hold Pickups: 73
- Novi School's Card Registration: 0
- MAP Checkouts: 2
- Read Boxes: Currently Suspended; planning for a June 16, 2021 launch in 3 Novi parks.
- Outreach:
 - Facilities Visits: Currently suspended based on COVID guidelines
 - 6 Book Discussions / 90 Items Provided



Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258	484	112	80	119	188	157	161			1,835
Items checked out	36,135	45,904	57,383	87,312	75,656	38,822	46,425	70,308	85,380	81,228			624,553
Items borrowed	6,456	5,336	6,118	5,352	5,096	7,033	7,807	5,608	5,772	5,396			59,974
Items loaned	4,589	4,597	4,801	4,546	4,710	4,700	7,674	5,366	5,425	4,736			51,144
Drive-Up Window & Locker Hold Pickups	394	105	101	96	127	114	113	73	72	73			1,268
Read Boxes	0	0	0	0	0	0	0	0	0	0			0
MAP Checkouts	8	14	3	6	1	0	2	2	0	2			38
Novi School's Card Registration	0	0	0	0	0	0	0	0	0	0			0

		April 2021	April 2020						April 2021	April 2020
Library cards issued		161	36							
Total checkouts		81,228	1,278					READ Boxes	Adult	0
									Youth	0
Items borrowed	TLN	5,297	0						Total	0
	MeL	99	0							0
		5,396	0					Due to reopening phases, Read Boxes are currently suspended.		
Items loaned	TLN	4,613	0							
	MeL	123	0							
		4,736	0							

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

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

***Due to COVID closures.**

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	46,425	33.34%	15,480	6,341	6,237	2,902	0	0	0
February	70,308	27.34%	19,221	6,766	6,549	5,906	0	0	0
March	85,380	34.00%	23,851	7,947	9,502	6,858	0	0	0
April	81,228	27.00%	22,504	8,393	7,227	6,884			
May									
June									
FYTD	624,553	33.37%	196,704	75,227	69,594	51,883	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	8,810	3,297	12,107	404
February	31,619	3,845	35,464	1,223	February	9,952	2,888	12,840	459
March	17,264	1,802	19,066	1,271	March	12,510	5,224	17,734	572
April	0	0	0	0	April	12,277	4,784	17,061	588
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	96,450	41,259	137,709	478

* 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	219	3,323	0	3,542	118
February	2,003	65,275	6	67,284	2,403	February	629	10,709	0	11,338	405
March	931	25,930	2	26,863	1,791	March	860	19,648	0	20,508	662
April	0	4,403	0	4,403	0	April	893	20,319	0	21,212	731
May	0	5,417	0	5,417	0	May				0	0
June	0	12,172	0	12,172	0	June				0	0
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	4,623	156,505	0	161,128	559

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	0	0	0
February	840	17,256	20	February	0	0	0
March	326	6,764	20	March	0	0	0
April	0	0	0	April	0	0	0
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	3D Scanner	Adobe CC	Button Maker	Heat Press	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					1	5	2						1	2	11	
<i>Guests</i>					1	5	2						7	2		17
Feb		3	5		1		3							6	18	
<i>Guests</i>		3	5		1		3							6		18
Mar	1	10	19	1	3	0	6	0	1	0	0	1	0	0	42	
<i>Guests</i>	1	10	19	1	3	0	6	0	1	0	0	1	0	0		42
Apr	0	6	12	2	1	0	2	1	3	1	2	1	1	7	39	
<i>Guests</i>	0	6	12	2	1	0	2	1	3	1	2	1	1	7		39
May															0	
<i>Guests</i>																0
Jun															0	
<i>Guests</i>																0
Sessions	7	23	38	4	11	5	27		4			7	5	125	260	
<i>Guests</i>	7	23	38	4	11	5	27		4			7	110	125		266

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	428	2,219	58,404	355	163	725
December	1,537	451	2,023	38,266	358	329	3,318
January	1,706	484	2,196	43,876	363	203	1,126
February	1,644	453	2,178	44,147	366	201	1,438
March	1,504	465	2,256	55,473	383	123	892
April	1475	415	1,777	43,619	44	32	1,164
May							
June							
FYTD Total	14,996	4,256	21,901	451,697	3,241	1,660	12,276

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	4,692	2,026	6,718	105
December	5,206	2,233	7,439	86
January	5,393	2,481	7,874	104
February	7,160	2,202	9,362	116
March	7,702	2,448	10,150	80
April	7,585	2,477	10,062	71
May				
June				
FYTD Total	58,819	23,617	82,436	1,056

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	0	0
February	59	1,627	February	0	0
March	24	596	March	0	0
April	0	0	April	0	0
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	37,832	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	Library Locator
		4.	OverDrive			4.	OverDrive
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
August	42,350	1.	Catalog	February	39,909	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Zino
September	45,076	1.	Catalog	March	34,837	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	OverDrive
		4.	OverDrive			4.	Library Locator
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
October	38,543	1	Catalog	April	27,728	1.	Catalg
		2	My Account			2.	My Account
		3	Library Locator			3.	OverDrive
		4	OverDrive			4.	Library Locator
		5	Zino			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	380,402		

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – May 12, 2021**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the May 14, 2021 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
- IV. Reports
- Library Liaison -- Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Newsletter
 - Overview of what other Friends groups are doing in the way of fundraising and book sales.
 - Hanging basket sale
 - Book give away with summer lunch program
 - Drive by book sale
 - Gardening on the library grounds
 - Holiday Silent Auction

V. Announcements

VI. Calendar

Kaleidoscope

•

Listen at the Library

•

2021 Summer Music on the Patio

- 1 event on the Library patio

2021 Summer Music at Paradise Park - Thursdays, 7-8pm

- July 15- Stephen Floyd
- July 22- Billy Mack & The Juke Joint Johnnies
- Aug 5- Dueling Pianos

Friends Events

•

VII. Adjournment*

*Requires Action

**Friends of the Novi Public Library
Meeting of the Board of Directors
April 14, 2021**

(This meeting of the Friends Board was the first in-person meeting in about a year. We had been in compliance with all the regulations regarding meetings due to the COVID-19 Coronavirus. It was a pleasure and a delight to be able to meet one another in person while still observing the necessary guidelines under Phase 4.)

Call to Order: Sue Johnson. Sue invited all of us assembled to please partake of the refreshments she provided. Needless to say, no one had to be invited twice!! We all enjoyed the mini Bundt cakes and bottles of water. Sue then called the meeting to order at 2:08 p.m.

Present: Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Lin Giglio, Carol Hoffman, Sue Johnson, Karen Schubert, and Dana Brataniec, Library Liaison.

Guest: We were delighted to have a guest observe our meeting. Sheila is new to Novi having moved here from out of state. As she is beginning to feel more secure, she was interested in finding out more about us.

Minutes of the November 11, 2020 Meeting: Evelyn Cadicamo. Upon reviewing the Minutes, and there being no issue with them, motion was made by Marilyn to accept the Minutes as submitted. Motion was seconded by Marge. Motion passed: 7-0.

Treasurer's Report: Marilyn Amberger and Dana Brataniec. Marilyn drew our attention to the financial statements and offered that "there is not a lot of spending going on!" We have accumulated some funds due in large part to a grant Dana was made aware of. It seems Oakland County offered a Revenue Lost Grant for charities that lost revenue. All we had to do to enter was answer the questions on an online form and state how our revenue was gone. Shortly before Christmas, Novi Public Library was notified that we had won the \$10,000 grant. Marilyn stated that truly our revenues were down by approximately 10,000. This was truly wonderful news! Our statements are as follows:

Income	\$2,678.75	CF CD	\$15,364.25
Expenses	<u>365.37</u>	CF Checking	14,253.64
Overall Total	\$2,313.38	<u>CF Savings</u>	<u>10,001.18*</u>
		Vibe Checking	8,482.71
		<u>Vibe Savings</u>	<u>11,022.37</u>
		Total Bank Accts.	59,124.15
		Startup Fund	<u>100.00</u>
		Overall Total	\$59,224.15

*includes the aforementioned \$10,000 Oakland County Grant.

There being no further discussion regarding the Treasurer's report, motion was made to accept them as submitted by Karen Schubert, and seconded by Lin Giglio. Motion carried 7-0.

Budget Items: Sue Johnson. Sue just wanted to bring us up to date on a few things:

- Regarding the Lakeshore and the lending library – one can take out as many as 5 titles; use of the apparatus to accomplish this operates pretty much like a vending machine! Also confirmed was the fact that non-residents can use the park.
- Honorarium for Joyce Cherf in honor of her 80th birthday; as Joyce loved mysteries, it was decided that the next \$100 worth of mysteries would have a book plate inserted in her honor. We have already received the \$100 donation.
- Gail Anderson will have \$2300 for 5 summer music programs. (This is money in the current budget that will be paid in advance of the events so as to come out of the 2020/2021 budget.)
- Dana will have \$1000 for Sizzling Summer give-a-ways with Friends logo. (Reallocation from unspent Kaleidoscope item.)
- Dana will have \$1000 for giveaways for the Lakeshore Lending Library. (Already in the budget.)
- April will use the \$800 from Programming in North Novi for performers/programming to take place at Lakeshore Park. (This would go in the 269 account to use in June/July.) Friends will write a check for \$800.
- April will have the \$4600 from the Baby Garden Wall for the Youth Department for Grab & Go supplies. Purchasing will be before June 30, 2021.

Sue made this motion to accept the items discussed and it was seconded by Marilyn. Motion was passed 7-0.

Book Nook: Carol Hoffman. Carol proudly announced that “We are alive and well!” Carol stated that the library was closed 23 of the 52 weeks in 2020 and that the library had taken in \$12,271 during that period! WOW! In order to accomplish this, we relied on 11 volunteers who worked autonomously accomplishing all the collecting, sorting, preparing and distributing of the donated materials. They did everything short of the actual selling!!!! Carol stated that “the well is full!” meaning all space available for storage of books is taken; there is physically no more room for more workers to come and volunteer. Everything that can be out in the Book Nook is out! We will adjust when we can, and that is when we can open up fully. We have tried to keep the Feature Shelf up-to-date and have made changes when we could. We now have cookbooks from the 1940s as well as cookbooks featuring KETO. Carol hopes we can continue with what they have been averaging in sales, namely, about \$400 a month, through this fiscal year. That would bring in about \$5200. The new fiscal year begins July 1. By the way, through all of this the Library has taken in \$6,821 through Thrift. GREAT JOB, Everyone!!!

Membership: Sue Johnson. Sue informed us that we have lost about 10% of our membership. While this is a disappointment, COVID did take its toll. Sue intends to send out reminders as we do get some nice donations when this information is received. She felt that “this is about all we can do for now.”

Giving Wall: Sue Johnson. In our packets, was an advertisement for a Donor Recognition Lookbook. A potential donor was shown this pamphlet as she wanted to have some sort of memorial to her mother. She wanted to donate her mother’s collection which included books as well as pictures. Upon being shown what the library had in

mind, she displayed no interest at all. On the other hand, using this vinyl display case in lieu of the **Recognition Wall** we had been thinking about generated some discussion. It would be lower in cost than say a bronze plaque. We could arrange for giving levels, e.g., bronze, silver, gold; put the donor's name on the spine of the book, and where the ad shows two benches underneath the display section, we could have one bench underneath the display that matches the fabric we have on other pieces of furniture. This may not be the right time, but it is something to think about.

Booked for the Evening: Sue Johnson and Lin Giglio. If we undertook this event, it would be in October, and we would have to make that decision today!!! There was much discussion regarding how this event would be returning. It doesn't make sense to have a "welcome back" event and then charge \$20. Many thought this would not be received very well. Further discussion centered around the hardships many businesses have experienced and whether they would be able to support such an initiative. The question of charging for a ticket was revisited. It was felt that we would need to generate some interest in this type of event and perhaps pick another time of year to accomplish this. The overall feeling was that it was not the right time to go ahead with this; postpone this type of event to perhaps summer of 2022. The climate is not right, nor is it good right now. The ultimate decision was that we will have no event this year as the climate is just not correct.

Calendar: Sue Johnson. Our next in-person Board meeting will be **Wednesday, May 12, 2021 at 2 p.m.** should the same meeting circumstances remain as they are now.

Our June meeting will be in-person on **Wednesday, June 9, 2021 at 2 p.m.** This is where we decide on the Budget and make Wish List decisions for approval.

A suggestion was made that perhaps we could hold our **Annual Meeting on July 14, 2021** at Lakeshore Park. This was well received. Details to come.

Sue did mention that we have to send some sort of letter to the Friends prior to the annual meeting. Last year we did so electronically. We have enough pictures and press to send out to let people know of our accomplishments (in spite of the pandemic) during the year!

Adjournment: There being no further business to discuss, Sue made a motion to adjourn at 3:30 p.m. Motion was seconded by Carol. Motion approved 7-0.

Respectfully submitted.

Evelyn Cadicamo

Hi all!

I just wanted to send a quick THANK YOU to the Friends for helping Battle of the Books by funding the purchase of two new banners for the program!!

They're fantastic quality and we're so excited to show them off at future Battles!

Thank you, Friends!!





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

Call to Order...via ZOOM: 7:06pm

Attendance: Kathy Crawford, Rae Manela, Kim Nice, Kelly Kasper, Debbie Wrobel,

Introductions of guests: Betty Lang (Library Liaison)

Approval of Agenda: ALL APPROVED

Approval of Minutes- December 2020: ALL APPROVED

Treasurer's report –Kim (Approval of expenses)

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

	BUDGET	EXPENDITURES Through January 20, 2021
Display Cabinet Exhibit	\$ 900	\$ (50.66)
Marketing/Brochures/Engage	\$ 1,200	0.00
Equipment/Supplies/Office	\$ 1,200	\$ -
Program/Speaker Fees	\$ 1,600	\$ -
Storage Unit	\$ 2,300	\$ (1,146.00)
Acquisition	\$ 900	\$ (152.00)
Conference/Continuing Education	\$ 2,500	\$ (108.00)
Special Projects	\$ 3,400	\$ (2,627.06)
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)		
Revenue Received:		
Villa Barr Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ 2,050.00
Total:	\$ 14,000	\$ (4,083.72) \$ 9,916

Only thing not included is the check from ITC for the Wreaths Across Novi Project. It had been addressed to the wrong department. A new check has been issued. The check is for \$500

Kim is looking for a January Invoice for the Storage Space

ALL APPROVED



NOVI HISTORICAL COMMISSION

Wednesday, January 20, 2021 7pm
ZOOM

LIBRARY LIAISON REPORT, Betty Lang

Upcoming Conferences/Programs

- Michigan in Perspective Conference: Virtual March 19th and 20th
-

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

Debbie's tour of History Room, didn't happen due to COVID-19 Restrictions

New roster review

Property Question-28635-28651 Haggerty Rd.

2021 Calendar meeting schedule

Commission Calendar, Bi-Laws & Agendas to City Hall

* Election of Officers

Chair: Kathy Crawford, ALL APPROVED

Vice-Chair: Kelly Kasper, ALL APPROVED

Treasurer: Kim Nice, ALL APPROVED

Secretary: Rae Manela, ALL APPROVED

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

Rae will send out the Resource management plan

Kathy will work on the update and send to commission members for approval

* Discussion regarding Tributes/gifts for outgoing Commissioners

Rae suggested a plaque with years of service

Kelly suggested a physical gift maybe with years of service listed on it

Dhara suggested a local gift card

Kim suggested a plaque might be nice, perhaps a small etched glass statue, paper weight

Requirements: Must serve at least 1 full term.

We need to see what the library does and what vendor the City uses

We all agreed on something like a glass statue/paperweight

* Bi Law final review regarding Julie's comments

ALL APPROVED

Rae will send approved By-Laws to commission members, library liaisons, and City Clerk

Signed version, signed by Kathy Crawford needs to be taken care of.

* Villa Barr discussion related to report



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

- * Tollgate Farm-Light up the Night project-wrap up Kelly & Kim
 - It was really great! We are looking forward to participating in it again
 - Final expense: \$53.42 for storage units for decorations for Kim Nice ALL APPROVED
 - Thoughts about next year?
 - We want the same spot
 - Consider buying our own tree and electrical equipment
 - We want to hot-glue the ornaments to their hanging pieces
- * Veterans Memorial Kim
 - Nothing new
- BACK BURNER PROJECTS Discussion
 - David Barr presentations
 - Novi Rd. Cemetery Sign- Removal
 - Memorial sign options sub-committee
 - Historical sites brochure
 - Storage Unit
 - Kim called the storage facility and is waiting for a call back
 - Looking into what a new contract will cost
 - Consider paying in full for 1 more year due to COVID making it difficult to get in there
 - Novi Rd. Cemetery improvements
- HISTORICAL COMMISSION PROGRAMS Rae
 - Will begin planning in May
- DISPLAY CABINET DOWNSTAIRS Kim
- PUBLIC COMMENT
 - Sue Griffor said hi
- NEW BUSINESS/Other Business
 - Novi History Talks
 - Kathy would like to revive history talks/Motor City Marker Tour with volunteers at different locations to give a talk.
 - Cemetery Walk
 - How can we make Novi History come alive?
 - Going to talk at scout meetings or schools
 - Kelly Suggested we start our won Youtube channel and do little reports from around the city
 - Kelly suggested QR codes on Historical Markers
 - Scavenger Hunt?



NOVI HISTORICAL COMMISSION

Wednesday, January 20, 2021 7pm
ZOOM

Goals/Objectives for 2021/22

- Rules and Procedures Binder: What should be included?
- By-Laws
- Procedure for gift to leaving commission members
- Villa Barr Book ownership
 - Recurring events procedures
- Wreaths Across America
- Tollgate Light Display
- What to keep in the storage unit
- What we want

WEBSITE UPDATES : Facebook link/Instagram

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

Adjourn: **9:00pm**



NOVI HISTORICAL COMMISSION
Wednesday, February 17, 2021 7pm
ZOOM

Call to Order...via ZOOM

Attendance: Rachel Manela, Kathy Crawford, Debbie Wrobel, Kim Nice, Kelly Kasper, Dhara came in at the end of the meeting

Introductions of guests: Betty Lang (Library Liaison), Sue Grifor

Approval of Agenda:

Approval of Minutes- January 2021: ALL APPROVED with a few corrections

Treasurer's report –Kim (Approval of expenses):

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2020/2021 Fiscal Year			
	BUDGET	EXPENDITURES Through February 17, 2021	
Display Cabinet Exhibit	\$ 900	\$	(50.66)
Marketing/Brochures/Engage	\$ 1,200	\$	0.00
Equipment/Supplies/Office	\$ 1,200	\$	-
Program/Speaker Fees	\$ 1,600	\$	-
Storage Unit	\$ 2,300	\$	(1,528.00)
Acquisition	\$ 900	\$	(152.00)
Conference/Continuing Education	\$ 2,500	\$	(108.00)
Special Projects	\$ 3,400	\$	(2,680.38)
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)			
Revenue Received:			
Villa Barr Book Sales YTD		\$	-
Wreaths Across Novi Project		\$	2,550.00
Total:	\$ 14,000	\$	(4,519.04) \$ 9,481

\$2,550 raised for Wreath Project. A second report will come out comparing the 2 events to see about money rolled over.

ALL APPROVED

Communications: None

LIBRARY LIAISON REPORT, Betty Lang

Betty updated the Commission members list

Upcoming Conferences/Programs

March 19th and 20: Michigan in Perspective Conference

Be sure to register soon! Virtual program.

ALL MEMBERS wishing to attend the conference, 1 day or 2 are approved and can be reimbursed for their conference fee.



NOVI HISTORICAL COMMISSION
Wednesday, February 17, 2021 7pm
ZOOM

OCHR – Oakland County Historical Resources

Motion to pay the \$1,200 for the OCHR, Motion made by Kim Nice

Second: Rachel Manela

ALL APPROVED

Library's re-opening

Nothing has changed yet.

New roster

Approved, one update on Kim Nice's information

DISCUSSION ITEMS

*** Removal of Garland and wreaths in cemeteries, Kelly and Kim**

Kim received a message from the city asking when we would remove the garland. There is too much snow currently. Will reach out to the city, hopefully Jeff Muck to ask about when to do it.

*** Commissioner interviews**

A few people interviewed. Next week, more people will be interviewing.

Tributes/gifts for outgoing Commissioners (crystal paperweight)

Need to hear from Library board about what they do

Need to set a price range

Need to decide what it will say

Update on Commission Application page

Kathy Crawford sent the update in to Cortney at the city to update the information

*** Veterans Memorial**

Memorial Day Parade, Kim

Kim is still working on this

***Rules and Procedures booklet**

What would be in the Binder?

By-Laws

Procedure for gift to leaving commission members

Villa Barr Book ownership

Recurring events procedures

Wreaths Across America

Tollgate Light Display

What to keep in the storage unit

What we want to collect

How to run the speaker program

Rae will make a Google doc for planning this. Other commission members will take on different parts.



NOVI HISTORICAL COMMISSION
Wednesday, February 17, 2021 7pm
ZOOM

BACK BURNER PROJECTS Discussion ON HOLD

David Barr presentations

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Novi Rd. Cemetery improvements

Storage Unit

Kim got a quote for paying it annually.

Kim was thinking keep it month to month until June then have the annual contract. Kim is going to get a discount

Need to make a plan for deciding on the size of unit we need at Corrigan

Need to make an inventory list and decide what we're keeping and what we're not. What do we have deeds of gift for?

HISTORICAL COMMISSION PROGRAMS planning in May, Rae

If you have any ideas for programs, please get suggestions to Rae

DISPLAY CABINET DOWNSTAIRS

Kim

Dodge Brothers/Lakeshore park

Kim and Sue will work on this

PUBLIC COMMENT

Sue Grifor: The selling of Lee Begole's house

Kathy will reach out to the city to inquire if the family wants to donate anything.

NEW BUSINESS/Other Business

Goals/Objectives for 2021/22

WEBSITE UPDATES : Facebook link/Instagram

The Website has been updated

NOTE: Next MEETING: Wednesday, March 17, 2021

Adjourn: 8:36pm



NOVI HISTORICAL COMMISSION
Wednesday, March 17, 2021 7pm
ZOOM

Call to Order...via ZOOM

Attendance: Kathy Crawford, Kelly Kasper, Rachel Manela, Kim Nice, Debbie Wrobel, Dan Pierce

Introductions of guests: Betty Lang (Library Liaison)

Approval of Agenda: ALL APPROVED

Approval of Minutes- February 2021: ALL APPROVED

Treasurer's report –Kim (Approval of expenses)

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

	BUDGET	EXPENDITURES Through March 17, 2021
Display Cabinet Exhibit	\$ 900	\$ (50.66)
Marketing/Brochures/Engage	\$ 1,200	0.00
Equipment/Supplies/Office	\$ 1,200	\$ -
Program/Speaker Fees	\$ 1,600	\$ -
Storage Unit	\$ 2,300	\$ (1,719.00)
Acquisition	\$ 900	\$ (152.00)
Conference/Continuing Education	\$ 2,500	\$ (108.00)
Special Projects	\$ 3,400	\$ (2,680.38)
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)		
Revenue Received:		
Villa Barr Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ 2,550.00
Total:	\$ 14,000	\$ (4,710.04) \$ 9,290

ALL APPROVED

Communications

Monthly Magazines from Michigan Historical Society

LIBRARY LIAISON REPORT

Betty Lang

Betty sent an example of what the Library Board does for a Cert. of Appreciation

Michigan in Perspective Conference

When is Library reopening for meetings – Not yet...

Upcoming Conferences/Programs

Women In History program _Gail Anderson Guest: Kathy Crawford

Thursday 6:30 pm ZOOM



NOVI HISTORICAL COMMISSION
Wednesday, March 17, 2021 7pm
ZOOM

New roster

Emailed new roster to all members

Welcome New Commissioner-Daniel Pierce

Welcome to Dan Pierce to the Commission!

DISCUSSION ITEMS

*** Removal of Garland and wreaths in cemeteries**

Kelly and Kim

Kelly went to 9 mile cemetery and cleaned up the wreaths and garland

Kelly went to the Novi Rd. Cemetery and cleaned up the Garland and about half of the wreaths.

Plans on returning and finish cleaning up remaining wreaths this week.

Will contact Jeff Muck at the City to have the wreaths cleaned up

*** Tributes/gifts for outgoing Commissioners (crystal paperweight)**

Waiting to hear from City Manager's office about what they plan to do to thank people for serving.

In the meantime we will send a thankyou card.

*** Veterans Memorial**

Kim

Kim has reached out to the City about this but has not yet heard back

***Rules and *Procedures booklet**

We have a Google Doc we are developing. Day to day procedures

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

History of the Troops buried at Novi Cemetery, Kelly

Kelly would like to reach out to the local scout troops and give them a small presentation before the Wreaths across Novi event so they can learn more about the history before laying the wreaths and then have an educational activity for them at the event. Possibility of aligning the event to help Scouts receive a Citizenship Merit Badge.

HISTORICAL COMMISSION PROGRAMS planning in May

Rae

If you have any ideas for programs, please get suggestions to Rae

DISPLAY CABINET DOWNSTAIRS

Kim



NOVI HISTORICAL COMMISSION
Wednesday, March 17, 2021 7pm
ZOOM

PUBLIC COMMENT

Sue Grifor- Went to Lakeshore Park and saw display about the Dodge Brothers

NEW BUSINESS/Other Business

Goals/Objectives for 2021/22

Kathy Crawford reached out to see if there are any documents or items from Lee Begole's home.

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: Wednesday, April 21, 2021

Adjourn: 8:37pm



NOVI HISTORICAL COMMISSION
Wednesday, April 21, 2021, 7pm
ZOOM

Call to Order via ZOOM: 7:05pm
Attendance: Kathy Crawford, Rae Manela, Debbie Wrobel, Dan Pierce
Introductions of guests: Betty Lang (Library Liaison)
Approval of Agenda: ALL APPROVED
Approval of Minutes- March 2021: ALL APPROVED
Treasurer’s report –Kim (Approval of expenses)

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

	BUDGET	EXPENDITURES Through April 21, 2021
Display Cabinet Exhibit	\$ 900	\$ (50.86)
Marketing/Brochures/Engage	\$ 1,200	(148.00)
Equipment/Supplies/Office	\$ 1,200	\$ -
Program/Speaker Fees	\$ 1,800	\$ -
Storage Unit	\$ 2,300	\$ (1,910.00)
Acquisition	\$ 900	\$ (152.00)
Conference/Continuing Education	\$ 2,600	\$ (173.00)
Special Projects	\$ 3,400	\$ (2,680.38)
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)		
Revenue Received:		
Villa Barr Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ 2,850.00
Total:	\$ 14,000	\$ (5,114.04) \$ 8,886

Communications None

LIBRARY LIAISON REPORT

Betty Lang

Upcoming Conferences/Programs

Library’s re-opening

Library Kiosk at Lakeshore Park goes in May 8th.

Discussion from attendees of annual Michigan in Perspective Conference

Betty Lang: “Living with the enemy” WWII POWs in Michigan

Italian and German POWs working in Michigan and Detroit

“The Greenbook” – Helping African Americans travel through the US to know where to go and how to stay safe

“Sharing the Wealth” – Legacy of CS Mott

“Back on Track” – Michigan Central Station Restoration

History Skills Workshops from the Michigan Historical Society Kathy

How can we make better presentations?

Keeping Cemeteries Alive



NOVI HISTORICAL COMMISSION
Wednesday, April 21, 2021, 7pm
ZOOM

DISCUSSION ITEMS

- * New program idea Kelly
Postponed to the next meeting
- * New program Worksheet Kathy
We discussed how we can narrow down the topics we want to make programs about
How do you build a program, tell a story
A form to follow in developing our programs, to clarify what you want to accomplish
- * Programs that have virtual potential Kathy
- * Photographer...mapping graves Kathy

- * Goals/Objectives for 2021/22 Kathy
- * Tributes/gifts for outgoing Commissioners
- * Veterans Memorial Kim
Waiting on update from Kim
- * Rules and *Procedures booklet

BACK BURNER PROJECTS

- David Barr Power Point
Looking at letter going out to local libraries about the presentation and selling the book.
- Walled Lake Amusement Park Power Point
- Novi Rd. Cemetery Sign- Removal
- Memorial sign options
- Historical sites brochure
- Storage Unit
- Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS... planning in May Rae
If you have any ideas for programs, please get suggestions to Rae

DISPLAY CABINET DOWNSTAIRS

Kim

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

PUBLIC COMMENT

Sue Grifor: Volunteer, checking in about the display case.

NOTE: Next MEETING: Wednesday, May 19, 2021 in person at Novi Public Library
Adjourn: 8:30pm



NOVI HISTORICAL COMMISSION

Wednesday, May 19, 2021 7pm

Novi Library

Call to Order... IN PERSON AT LAST... main meeting room first floor.

Introductions of guests

Approval of Agenda

Approval of Minutes- April 2021

Treasurer's report –Kim (Approval of expenses)

Communications

LIBRARY LIAISON REPORT

Betty Lang

Presentation: Oakland County Historical Resources (OCHR)

David

Upcoming Conferences/Programs

Library's re-opening status

Discussion from attendees of annual History Conference History Skills Workshops

DISCUSSION ITEMS

* New program idea-Michigan Reads-"The Women of the Copper Country"

Kelly

* Photographer...mapping graves

Dan

* Lakeshore Park History (Marilyn Combs)

Kathy & Kim

* David Barr program letter to libraries

* New program Worksheet

* Rules and Procedure booklet updates

BACK BURNER PROJECTS

David Barr Power Point

Tributes/gifts for outgoing Commissioners

Veterans Memorial

Rules and *Procedures booklet

Walled Lake Amusement Park Power Point

Novi Rd. Cemetery Sign- Removal

Memorial sign options

Historical sites brochure

Storage Unit

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS... planning in May

Rae

If you have any ideas for programs, please get suggestions to Rae

DISPLAY CABINET DOWNSTAIRS

Kim & Sue

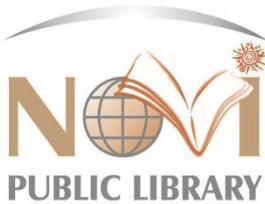
NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

PUBLIC COMMENT

NOTE: Next MEETING: Wednesday, June 16, 2021...Novi Library

Adjourn



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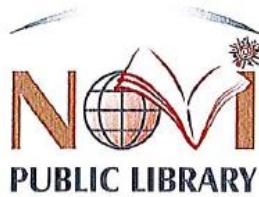
P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies

- Due dates and ~~overdue charges~~ are intended to encourage ~~patrons~~ **guests** to bring back materials within reasonable periods of time.
- ~~Fines for overdue materials will be charged at the rates stated in a Schedule of Loans, Fines, and Fees established by the Library Director.~~
- The current ~~Schedule of Loans, Fines and Fees~~ **Borrowing Period & Fees information** shall be available at all circulation **service** desks and will be posted on the website. The Library Director has the authority to change the **borrowing period and fee** ~~Schedule of Loans, Fines and Fees information~~.
- ~~Patrons~~ **Guests** shall be responsible for any ~~finer~~, fees or other charges due in accordance with the Library's standard schedules. Failure to pay these ~~finer~~ **fees** may result in the suspension of borrowing privileges.
- A charge will be ~~levied~~ **assessed** for any damage incurred to library materials.
- In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the ~~Schedule of Loans, Fines and Fees~~ **Borrowing Period & Fees** **Borrowing Period & Fees information**.
- ~~Abuse of library materials, policies and procedures may result in revocation or suspension of a patron's guest's borrowing privileges. Revocation or suspension of borrowing privileges may result from repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse, nonpayment of overdue fines or loss charges, and/or deliberate disregard of library policies and regulations.~~

REWRITE AS: **Cancellation or suspension of borrowing privileges may result from abuse of library materials, policies and procedures; repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse; or nonpayment of loss charges.**

- Overdue materials are considered lost and will be billed to the ~~patron~~ **guest** twenty-one (21) days after the due date. Payments for lost materials are not refundable.
- All ~~finer and fees~~ must be paid in full prior to ~~L~~library card renewal.

Approved: June 19, 2003; Amended May 1, 2010; April 20, 2011; August 15, 2012; **Amended**



Policy Manual

PUBLIC

P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies

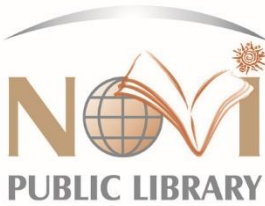
1. Due dates and overdue charges are intended to encourage patrons to bring back materials within reasonable periods of time. Fines for overdue materials will be charged at the rates stated in a Schedule of Loans, Fines, and Fees established by the Library Director. The current Schedule of Loans, Fines and Fees shall be available at all circulation desks and will be posted on the web site. The Library Director has the authority to change the Schedule of Loans, Fines and Fees.
2. Patrons shall be responsible for any fines, fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fines may result in the suspension of borrowing privileges.
3. A charge will be levied for any damage incurred to library materials.
4. In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the Schedule of Loans, Fines and Fees.
5. Abuse of library materials, policies and procedures may result in revocation or suspension of a patron's borrowing privileges. Revocation or suspension of borrowing privileges may result from repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse, nonpayment of overdue fines or loss charges, and/or deliberate disregard of library policies and regulations.
6. Overdue materials are considered lost and will be billed to the patron 28 days after the due date. Payments for lost materials are not refundable.
7. All fines and fees must be paid in full prior to Library card renewal.

Approved: June 19, 2003; Amended: May 1, 2010; April 20, 2011; August 15, 2012

Signed:

Mark A. Sturing
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; Amended April, 2011; August, 2012



DRAFT

P7: Community Postings and Distribution of Materials Distributions and Postings

The Library Director or his or her designee will review materials to be posted in designated areas and/or distributed from the Library and reserves the right to limit quantities **as space is limited**. ~~and outdated materials. Space is limited.~~ **Priority for limited space shall be given to Novi community services, events and information.**

Materials will be posted no earlier than four (4) weeks prior to the event. The Director or designee has exclusive authority to determine how long the materials will be posted.

~~A Posting and distribution~~ Distribution and posting **of materials areas are is** available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use. **Distribution and posting of information does not necessarily imply endorsement or recommendation by the Library.**

The Library will not print emailed promotions; they must be printed and delivered by the requestor. The Library will not post information to its **website, social media or library email listservs.**

Materials accepted for distribution and/or posting will be:

- Consistent with the Library's Mission Statement and Motto
- Civic, educational, cultural or recreational in nature
- For non-profit, non-commercial organizations
- For activities that have relevance to the continuing education and cultural enlightenment of the community from groups outside the community (for example, information on museums, symphony orchestras, university continuing education courses for credit and other related groups);
- Limited to one posting per sponsor at a time and must contain the name of the sponsor
- Single-sided posters and flyers between 8.5" x 11" and 18" x 24"
- In support of the City of Novi and local school districts that serve residents in the City of Novi

The Library Director or designee reserves the right to refuse or remove any display, notice or handout which does not comply with these ~~policies and guidelines~~. Non-compliant or out of date materials ~~that are removed~~ will be disposed of ~~by Library staff~~ and not held for return.

Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

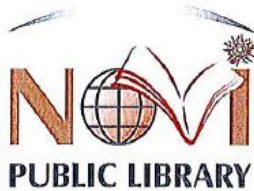
The Library does not permit ~~petitioning~~ **petitions**, solicitations ~~(including fundraising activities and events)~~, or distribution of literature, leaflets or similar types of appeals in the distribution area. ~~Display Space.~~

Any person may appeal the Library Director's or designee's decision by sending an appeal in writing to the President of the Library Board within ten (10) business days. The decision of the Library Board is final.

~~Materials accepted for posting and/or distribution must be of general public interest, legal and current. Materials must be civic, educational, cultural or recreational in nature and must be consistent with the Library's Mission Statement. Commercial notices will not be posted. The Library Director or her designee shall be responsible for approving the placement of postings or distribution material.~~

- ~~• Priority for limited space shall be given to Novi community services, events, and information.~~
- ~~• There is a limit of one posting per sponsor at a time. Items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11.~~
- ~~• Posting and/or distribution of information does not imply endorsement or recommendation by the Library.~~
- ~~• Unauthorized materials or materials that are no longer current will be promptly removed and/or destroyed.~~

Approved: February 1, 1997; Amended: May 1, 2010; June 22, 2017; Renamed and Amended:



Policy Manual

PUBLIC

P7: Community Postings and Distribution of Materials

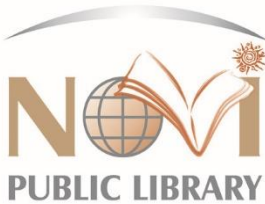
- A. The Library Director or his or her designee will review materials to be posted in designated areas and/or distributed from the Library and reserves the right to limit quantities and outdated materials. Space is limited. The Director has exclusive authority to determine how long the materials will be posted.
- B. Posting and distribution areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- C. Materials accepted for posting and/or distribution must be of general public interest, legal and current. Materials must be civic, educational, cultural or recreational in nature and must be consistent with the Library's Mission Statement. Commercial notices will not be posted. The Library Director or her designee shall be responsible for approving the placement of postings or distribution material.
- D. Priority for limited space shall be given to Novi community services, events, and information.
- E. There is a limit of one posting per sponsor at a time. Items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11.
- F. Posting and/or distribution of information does not imply endorsement or recommendation by the Library.
- G. Unauthorized materials or materials that are no longer current will be promptly removed and/or destroyed.
- H. Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.
- I. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Display Space.

Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within ten (10) business days. The decision of the Library Board is final.

Approved: February 1, 1997; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees
Policy Manual - May, 2010; June, 2017



DRAFT

P13: Unattended Child (Children)

~~The purpose of this~~ **This** policy is to provide for the safety and well-being of children ~~on~~ **at** the ~~Library's premises~~ **Library**. A "child" is any person under the age of **eighteen (18)**. Children need to feel comfortable in the use of the **Library** and the services and collections designed specifically for them. However, as in any public facility, the usual cautions and dangers exist. ~~The purpose of this policy is to provide for the safety and well-being of children on Novi Public Library premises.~~ If you see or experience something suspicious, please report it to ~~the library staff~~ immediately.

- Children are the responsibility of parents, **guardians** or caregivers (ages 18 and older).
- Children must comply with the Library's ~~Rules of Conduct~~ **Guest Behavior Policy (P11)** at all times.
- The Library will not function as a babysitting service or day care facility. ~~Library staff~~ **Staff** will not be expected to monitor or supervise children.
- Parents, guardians or caregivers of children under the age of **seven (7)** years must be responsible for maintaining visual contact **with** and **must be** in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent, **guardian** or caregiver must remain in the Library for the duration of the program.
- Parents, **guardians** or caregivers of children between **seven (7) and eleven (11)** ~~7~~ **—11 years old** must remain ~~on~~ **at** the ~~library's premises~~ **Library** but not necessarily in visual contact **with their child**.
- Children **twelve (12) years** and older may be left on their own to attend library programs or use the Library unless ~~Library staff~~ determines the child needs supervision, assistance or the child has demonstrated that ~~he/she~~ **they** cannot comply with the ~~Library's Rules of Conduct~~ **Guest Behavior Policy (P11)**. **Children twelve (12) years or older who are unattended at the Library should know their telephone number and other contact information. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls. If a parent, guardian or caregiver is unreachable, staff will contact the police non-emergency number to request assistance.**
- ~~Unattended youth must be picked up at least 10 minutes before closing time.~~ If a child (under the age of ~~18~~ **twelve (12)**) has not been picked up at closing time, staff will contact the ~~Novi Police Department~~ **police Non-Emergency non-emergency** number to request assistance.

- Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian, or responsible caregiver at all times.
- Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.
- Unattended children 12 and older cannot be left at the library for more than 2 hours.
- Children ~~twelve (12)~~ years or older who are unattended at the Library must know their telephone number and other contact. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls

Follow Disciplinary Process for Library Facilities in Guest Behavior Policy (P11).

Disciplinary Process

The Library shall enforce violations of this Policy as follows:

• **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 result~~ing~~ed in a verbal warning or a suspension of Library privileges., ~~and 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 be ~~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 the violation with a verbal request. If the patron ~~guest~~ does not comply with the request, he or she ~~they~~ will be asked to leave the building for the day. If ~~they~~ 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 Rules of Conduct 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.

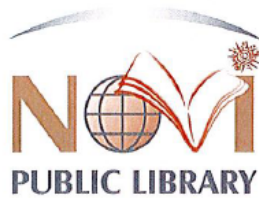
- **Incident Reports.** Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded 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 be attached, if applicable.

- ~~**Suspension of Privileges.** The Library shall handle violations as follows:~~
 - ~~**Initial Violation:** Library patrons ~~guests~~ observed violating this Policy will be asked to cease the violation with a verbal request. If the patron ~~guest~~ does not comply with the request, he or she ~~they~~ will be asked to leave the building for the day. If he or she ~~they~~ refuses, the police may be called.~~
 - ~~**Subsequent Violations:** The Director or the Director's authorized 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 this Policy shall 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 designee to review the Library Patron ~~Guest~~ Behavior ~~Rules of Conduct~~ Policy 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.~~

Approved: January 16, 2008; Amended: May 15, 2010; June 20, 2012; June 22, 2017; June 27, 2019; Amended



Policy Manual

PUBLIC

P13: Unattended Children

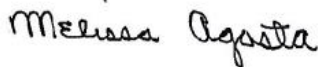
The purpose of this policy is to provide for the safety and well-being of children on the Library's premises. A "child" is any person under the age of 18. Children need to feel comfortable in the use of the library and the services and collections designed specifically for them. However, as in any public facility, the usual cautions and dangers exist. The purpose of this policy is to provide for the safety and well-being of children on Novi Public Library premises. If you see or experience something suspicious, please report it to the library staff immediately.

- A. Children are the responsibility of parents or caregivers (ages 18 and older). Children must comply with the Library's Rules of Conduct Policy (P11) at all times.
- B. The Library will not function as a babysitting service or day care facility. Library staff will not be expected to monitor or supervise children.
- C. Parents, guardians or caregivers of children under the age of 7 years must be responsible for, maintain visual contact and in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent or caregiver must remain in the Library for the duration of the program.
- D. Parents or caregivers of children 7 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the Library unless Library staff determines the child needs supervision, assistance or the child has demonstrated that he/she cannot comply with the Library's Rules of Conduct Policy.
- E. Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
- F. Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.
- G. Unattended children 12 and older cannot be left at the library for more than 2 hours.

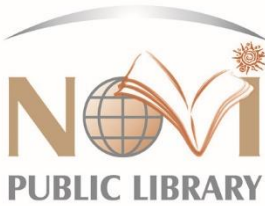
- H. Children 12 years or older who are unattended at the Library must know their telephone number and other contact. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls
- I. Unattended youth must be picked up at least 10 minutes before closing time. If a child (under the age of 18) has not been picked up at closing time, staff will contact the Novi Police Department Non-Emergency number to request assistance.
- J. Disciplinary Process. The Library shall enforce violations of this Policy as follows:
 - 1. Incident Reports. Library staff shall record in writing in the form of an Incident Report 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. A copy of the suspension of privileges letter should be attached, if applicable.
 - 2. Suspension of Privileges. The Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.
 - 3. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
- K. Right of Appeal. Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 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.

Approved: January 16, 2008; Amended: May 15, 2010; June 20, 2012; June 22, 2017; June 27, 2019

Signed:



Melissa Agosta
President
Novi Public Library



DRAFT

P20: 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:

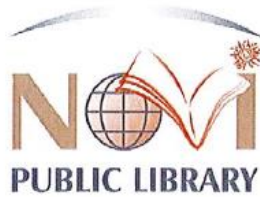
a. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are not allowed inside the Library building.

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 required to check in with a Manager on duty.
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. Locations 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. 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.
7. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
8. When the Library serves as a polling location for general elections, campaigning is allowed outside the Library limited to an area 100 feet from all entrances. No person shall violate Michigan law.

Follow Disciplinary Process for Library Facilities in Guest Behavior Policy (P11).

Approved: June 22, 2017; Amended



Policy Manual

PUBLIC

P21: 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:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in with a Library Manager in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the library building shall be limited to an area 100 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
3. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
4. When the Library serves as a polling location for general elections, campaigning is allowed outside the Library limited to an area 100 feet from all entrances. No person shall violate Michigan law.
5. Disciplinary Process

The Library shall enforce violations of this Policy as follows:

- a. Incident Reports. Library staff shall record in writing in the form of an Incident Report 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. A copy of the suspension of privileges letter should be attached, if applicable.

b. Suspension of Privileges. The Library shall handle violations as follows:

1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.

c. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

6. Right of Appeal

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 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.

Approved: June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

On Tue, Apr 13, 2021 at 10:24 AM Sharon Trumpy wrote:

Hi Gail! I wanted to tell you how much I enjoyed last night's program on Anti-Asian Hate Crimes. You did a great job facilitating and the speakers were excellent! The conversation was moving and enlightening. Thank you to you and the DEI committee for your work on this and other programs.

I am also cc'ing the NPL board to encourage you to watch the program when you get a chance. I did see Trustee Michener was watching live but I know with all the programs offered by NPL, you cannot possibly attend them all. I think this one would really be worth your time.

Sharon Trumpy

On Friday, April 30, 2021 at 7:45 PM Gail Anderson wrote:

Hi Sharon,

I am pleased that you enjoyed and appreciated this program! My goal is to bring awareness to matters that impact the Novi community and guests of the Novi Public Library. I appreciate your feedback and for sharing.

Thank you for your support!

Gail

On Wednesday, May 5, 2021 at 7:30pm Sharon Trumpy wrote:

To Director Farkas and the Library Board of Trustees,

At the April 22, 2021, board meeting, the board "tabled" voting on Trustee Michener's proposed statement, "The Novi Public Library acknowledges the recent hateful acts that our AAPI and Black Community have experienced. We are committed to continually growing in our work to ensure safe spaces and equity for our entire community and beyond."

Over the past year, I have seen the library board delay over and over on simple steps that address community concerns such as the approval of a hate speech policy or recognizing the importance of Juneteenth through a paid holiday. Thus, it was extremely distressing to see yet another action delayed. I have watched the video of the board meeting to ensure that I am aware of each trustees' concerns and stated reasons for tabling the motion. I am writing to address those concerns and direct the trustees to resources.

Given that the library board agenda is posted on the Monday before your Thursday board meeting, I was surprised that both Trustee Cherukuri and Trustee Crawford needed more time to investigate whether or not Black and AAPI community members in Novi have experienced any hateful acts. I was especially alarmed to hear that Trustee Crawford had contacted Director Farkas but still was unaware of any racism in the library or the community. I would certainly expect that Director Farkas would be able to provide Trustee Crawford with ample learning resources available through the library including the Community Listening Session. I also cannot

understand why Director Farkas would not have alerted Trustee Crawford that there was in fact a documented incident of hate speech directed at an employee on January 10, 2019. This would have permitted Trustee Crawford to contact the Novi Police and acquire the police report related to this incident. I assume that the City Manager and police department may not have immediately thought of this incident when asked by Trustee Crawford about acts of racism, as the resultant charges related to the perpetrator -- a pedophile with charges going back to 2015 -- involved propositioning children. I would definitely expect that Director Farkas, however, would be able to easily remember an employee being repeatedly called the N-word and would share this information in response to Trustee Crawford's question. Since the board now has plenty of time to learn about the experiences of racism in Novi, I have included several links at the bottom of this email for all of you to explore beyond the Community Listening Session. This includes video and minutes of the July 16, 2020, NCSB Board of Ed meeting at which personal experiences of racism in Novi were shared.

Trustee Cherukuri also shared some confusion about his role as a trustee and the role of the library board. I would direct him to the DEI goals approved by the NPL Board of Trustees on September 24, 2020, which include "To positively and effectively influence outreach and partnerships pertaining to race relations." He may also be interested in the library's strategic goals which can be found here: <https://novilibrary.org/About-Us/Library-Board/StrategicPlan2019-2022.aspx> The library's mission statement is "To provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community." Trustee Michener's proposed statement is in alignment with supporting the needs of our diverse community and, as Trustee Michener explained at the meeting, statements such as this have been recommended by the BCALA and APALA. Trustee Cherukuri further stated that he wanted to "stay within the boundaries set by the mayor and council" as "this is an appointed position." I truly hope that the mayor and city council have not suggested to Trustee Cherukuri that it is his duty to serve THEM but to serve the COMMUNITY, since a public library is a COMMUNITY resource.

Trustee Bartlett and Trustee Wood both expressed concern that the statement was "not inclusive." I would suggest that the line "to ensure safe spaces and equity for our entire community and beyond" is quite inclusive, but if these trustees desire to acknowledge that other marginalized communities have also experienced acts of hate, I certainly applaud this! Perhaps Trustee Bartlett and Trustee Wood would appreciate the first line being amended to read "The Novi Public Library acknowledges the recent hateful acts that our AAPI, Black and other marginalized communities have experienced."

Later in the meeting, Trustee Crawford stated that she was "not sure in my mind what that [hateful acts] is" and questioned whether it was just "making a racial statement." She also said more than once that she wanted a "positive statement." I cannot provide further resources here because I cannot understand this confusion. "Making a racial statement" is not a hateful act. For example, I might say, "Trustee Michener is the only Black library trustee." This is a statement of fact. But if the "racial statement" is using a racial slur, that is DEFINITELY a hateful act. If this is unclear to any trustee, I am seriously concerned that they are unsuited to serve on this board, in a library that claims to be dedicated to "the needs of our diverse community." I am left to wonder if other trustees have also been unable to understand that hate speech is hateful and if perhaps this explains the over two years that passed between an employee being the target of hate speech and the board approval of a hate speech policy? As I mentioned in my comment, my own son has

experienced many instances of hate speech in Novi and I can assure you that there is NOTHING positive about it. HATEFUL ACTS are negative. ACKNOWLEDGING hateful act is NOT negative.

Finally, Trustee Crawford seems to think that the police chief and city manager are the best resources for learning about acts of hate in our community. Although Trustee Michener stated quite clearly that the Black community has many reasons not to call the police (ranging from the extremely disproportionate rates of ticketing and arrests of Black people by Novi Police to nationwide acts of police brutality), Trustee Crawford repeated that she would get more data from the police. I hope she will look at the arrest and ticketing data described here: [Novi, Northville police to post arrest, ticket data online \(hometownlife.com\)](#) I also hope that she will recognize that the best resource for learning about racism against the Black and AAPI communities are, in fact, those communities. It was shocking to see Trustee Michener share so vulnerably that she has experienced racism in Novi and not a single trustee acknowledged this or thanked her for educating them.

I would like to thank Trustee Michener for listening to the community concerns, for drawing on industry resources such as BCALA and APALA to inform her motion, and for sharing both her personal and professional experience. I recently saw that Trustee Michener has been selected by the Library of Michigan to lead a webinar entitled "Engaging Equity Endeavors - Serving BIPOC Communities from the Lobby to the Boardroom." Congratulations to her and I hope that all of the trustees will register to attend the webinar and learn from their esteemed colleague. The event is coming up on May 18 and the registration can be found here: [Library of Michigan \(z2systems.com\)](#)

I would also like to thank Trustees Dooley and Yu who voted against tabling Trustee Michener's motion. I especially appreciated Trustee Yu's honesty as he recalled voting against a similar statement proposed by Trustee Michener last summer and how the Community Listening Session helped him better understand the needs of the community. This is the kind of commitment, learning, and reflection that I hope to see from all of the board members at the next meeting.

Additionally, thank you to the DEI committee and to Gail for excellent programming, especially the recent sessions about the experiences of the Asian American community. I learned so much and was inspired to see the very diverse group of panelists that participated.

To learn more about racism in Novi, I am asking that the library board trustees explore the following:

Revised Minutes of the July 16, 2020, NCSD Board of Education meeting including personal stories of racism shared by students, parents, alumni and community members. <https://resources.finalsite.net/images/v1599771827/novik12mius/kicmaswdyp68ng0c1i3q/Revised-RegularMeetingMinutesofJuly162020.pdf>

You Tube video of the public comments regarding experiences of racism in Novi schools from the 7/16/2020 meeting <https://youtu.be/fBHeyGFL3z4?t=2527>

A video featuring some of the stories shared which illustrate failures to respond to acts of racism in Novi schools [Faces of Racism Novi - YouTube](#)

Novi Public Library Community Listening
Session <https://www.youtube.com/watch?v=VNmmvRzI-Is>

Novi Public Library Community Listening Response <https://www.youtube.com/watch?v=fL-zQ58jGO4>

Novi Public Library Rise in Asian-American Hate Crimes Part
I <https://www.youtube.com/watch?v=1OSxKRO6Mnk>

Novi Public Library Asian-American Conversation on Hate, Equality and Understanding Part
II <https://www.youtube.com/watch?v=0JU-CXghhmo>

Sincerely,
Sharon Trumpy

On Friday, May 7, 2021 at 11:10am Carol Soborowski wrote:

Hi everyone on the DEI Committee,

My name is Carol Soborowski and I am the person who spoke with Julie Farkas and presented my (many) questions, concerns, suggestions, and personal thoughts based on my own beliefs, observations, and convictions about the purpose, parameters, and work that the DEI is endeavoring to engage in. It is definitely in my heart to continue to engage with this group. I plan on attending future community sessions. It is my understanding from Julie that the committee was wanting to answer my questions and have a conversation with me directly, which I would wholeheartedly welcome, just let me know how you would like for that to occur.

Thank you and looking forward to the conversations to come,
Carol Soborowski

On Friday, May 7, 2021 at 7:30pm Tara Michener wrote:

Hi Carol,
My name is Tara Michener and I am the current chair of the DEI committee. Thanks so much for your email. Our practice when we receive written communications from our patrons is to place them in our board packet for our monthly meetings. If you would like this email or any previous communication included we can do that so that it is a part of the record and minutes and privy to the entire board of trustees.

The reason why we mentioned to Julie that we needed a name is because this process does involve stating name and location in order to be noted in the meetings and for the record. We welcome our patrons thoughts and we are in the process of selecting a date and format for our next community listening session. This is the main way that the community can bring their

comments and concerns directly to the DEI committee and also listen to other people in our city do the same. You are also welcome to utilize the public comment opportunity at our monthly board meeting. Our next board meeting is on May 27th at 7:00 p.m.

Best,

Tara Michener, MA, LPC, NCC, RYT 200 (she/her/hers)

Thank you for your reply, Tara!

On Tuesday, May 11, 2021 at 1:14pm Carol Soborowski wrote:

Below is the gist of my comments from when I spoke with Julie. I would like them added to the DEI board packet for discussion.

And, can you clarify for me, when you say the Board is meeting on May 27th and DEI comments may be presented there, this is the Library Board?

Thank you again,
Carol

- Some of the information seems one-sided. Will the group focus on/support/provide other information for the opposing viewpoints? Will the group focus on commonalities that we all have in common? My experience with Diversity and Inclusion groups is that they separate out groups, almost always Black, Female, LGBTQ+, and this is what I see the Novi DEI doing. What is the DEI Committee's goal and desired outcome of focusing on separations by identity group?
 - Specifically on the committee's choice to celebrate Pride Month and the language in the article (Novi Today, 2021 1Qtr, pg 4) that says "displays are carefully crafted to be eye-catching and help introduce readers of all ages to new experiences". That phrase and the desire to catch the attention of all-ages specifically concerned me that those displays must present both sides of the LGBTQ+ coin.
 - After listening to the community listening sessions where the topic of racism was so prevalent: there is another viewpoint other than systemic racism and Critical Race Theory. Is the committee willing to have discussions around different viewpoints?
- On the topic of addressing whether the theory that America is inherently racist and founded by racist white men (again, because this seemed to be a predominant assumption by some of the contributors in the Community Listening Sessions): would the committee consider viewing two videos I am familiar with: The American Heritage Series (David Barton) and Constitution Alive . ***I believe that libraries are houses of information and discussion for communities, places to learn and grow in our knowledge and understanding of all things, so I believe having a conversation grounded in Original Documents from our nation's founding and the Founders themselves is the only way to have an educated understanding of the founding of our nation. The American Heritage Series videos use original documents from the founding era as its only source for presenting the Founders and our nation's history.***
- I hope the library is not taking on the burden of blame for the community, but is serving as a place of information/knowledge for all. *Similar to the above bullet point: I hope that the library doesn't feel the need to take one side of an issue and present one side to the community as a solution, but instead to give the community the space to converse, share, and learn together and*

provide the information (SO IMPORTANT!!!) to make informed decisions with. Obviously the library must take a stance on some things, like having zero-tolerance for racism and bullying, but, on a larger scale, like in answering the questions "Why is there racism?" and "Is someone to blame for racism in America and who is it?" I think the library can provide the information necessary (ie: both sides an issue; original sources) for people to make their own convictions and conclusions and also provide the space for hearing other people's viewpoints and having a safe place to talk and even to disagree...and talk about why we disagree! I think that is a better solution for inclusion than taking a one-sided stance "for" or "on behalf of" the community, because the library will never represent everybody by taking one side. Again, my comments here are specific reflections from what I was hearing from the Community Listening conversation.

On Tuesday, May 11, 2021 at 2:26pm Tara Michener wrote:

Hi Carol,

Thank you and yes the monthly library board public meeting is what I was referring to. I will ask Julie to make sure that your communication is placed in the May Library board packet for the record.

Best,

Tara Michener, MA, LPC, NCC, RYT 200 (she/her/hers)

On Thursday, May 13, 2021 at 11:59am Kathy Crawford wrote:

Dear Ms. Trumpy I want to thank you for your continued interest and support of the Novi Public Library as well as your community service in the City of Novi.

Speaking for the three of us new Board Trustees, we have been working diligently to become better informed regarding previous meetings relating to DEI issues. We did take your advice and watched the suggested videos. In addition, we are reviewing State and Federal Library statements and registering for a number of upcoming DEI related seminars, including the one Trustee Michener is the featured speaker.

The learning curve for new Library Trustees regarding their role is considerable, but we continue to be actively pursuing professional development for new members as well as development of the entire Board.

Thank you, once again for your concerns and I assure you that we are now, and will continue listening carefully to community members and Library staff.

Kathy Crawford, President of Novi Public Library Board

On Monday, May 17, 2021 at 8:22am Kelli Kakish wrote:

Hi, I wanted to let you know that I felt the last board meeting was very disappointing. I hold you all in high regard as great members of the community who are donating their time to the library. I'm honestly just really confused as to why President Melissa Agosta would speak to Trustee Tara Michener in such a demeaning way. It seemed obvious to me that President Agosta didn't want Trustee Michener to bring to light how long it is taking to approve the hate speech clause. As a white person observing I will tell you that it looked racially motivated. This is not a good look for Novi. It seems like moving forward with the hate speech clause is an easy way to demonstrate how forward thinking you all are especially in today's social climate. I also don't think changing the bylaws to make broadcasting or releasing the notes to the meetings are a good idea. It will come across as non transparent and I think a public library should be forthcoming with the goings on of the Board.

I hope you will all keep this in mind for the future. I know I'm not alone in my opinions and everyone I know just wants the library to be a safe haven for patrons and employees alike.

Thank you,
Kelli Kakish

On Friday, May 21, 2021 at 11:50am Kathy Crawford wrote:

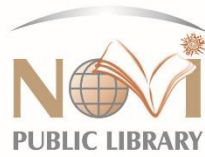
Hello Ms. Kakish, Trustee Dooley forwarded your email regarding concerns related to Library Board conduct observed by you in February.

First of all, I want to thank you for your interest in the Novi Public Library and for your comments. Public amenities, such as the Library's, rely on community member input and involvement in order to maintain the highest standards of service. Our Novi Public Library has received numerous awards for excellence in service and our Board of Trustees expects to maintain and improve this level of excellence.

Our current Board of Trustees is committed to transparency, honesty, accountability, training and the highest level of respect for each other and all community members. Our monthly meetings are always open to the public and records/minutes/video of the proceeds are available.

Thank you again for sharing your concerns relating to previous meetings.

Kathy Crawford
Novi Public Library President



Library Board Calendar

2021

January 1	Holiday—New Year's Day, Library Closed
January	Budget Planning Session TBD
January 28	Library Board Regular Meeting
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	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	Library Closed
September 5	Library Closed
September 6	Holiday – Labor Day, Library Closed
September 23	Library Board Regular Meeting, Novi Library
October 22	Friends Booked for the Evening, 7-9 p.m. (Library closing at 5pm)
October 28	Library Board Regular Meeting
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library TBD
November 2	General Election Day
November 17	Library Board Regular Meeting (Wednesday)
November 24	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 25	Holiday – Thanksgiving, Library Closed
November 26	Library Closed
December 15	Library Board Regular Meeting (Wednesday)
December 15	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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