



Agenda
Novi Public Library Board of Trustees--Regular Meeting
Thursday, April 22, 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 Interim-President, Kat Dooley

Pledge of Allegiance

Roll Call by Secretary, Torry Yu

- 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.....1-4

Consent Agenda

- 1. Approve Minutes of:
 - A. March 25, 2021 – Regular Meeting.....5-15
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#601) 16-18

Presentations

- 1. None

Reports

- 1. Student Representatives Report (March 2021) 19-21
- 2. President's Report (Interim – Kat Dooley)
 - A. 2019-2022 Strategic Planning Goals..... 22
 - B. 2020-2021 Goals Document Update – **as of April 2021** 23-44
- 3. Treasurer's Report (Geoffrey Wood)
 - A. 2020-2021 Library Budget Fund 268..... 45-47
 - B. 2020-2021 Contributed Fund Budget 269 48
 - C. Financial Report February 2021 49
 - D. Library Fund 268 Expenditure & Revenue Report as of February 28, 2021 50-52
 - E. Library Fund 269 Contributed Fund as of February 28, 2021 53
 - F. Balance Sheets for Funds 268 and 269 as of February 28, 2021 54-55

4. Director's Report (Julie Farkas)	56-81
A. Information Technology Report	81-82
B. Facilities Report	82-83
C. Information Services Report	84-90
D. Support Services Report	91-92
E. Library Usage Statistics.....	93-101
F. Friends of Novi Library	N/A
G. City of Novi Historical Commission – Agenda March 17, 2021.....	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..... 102

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.

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. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

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.

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 2/25/21 (P5, P7, P12, P13, P17, P20, and new one Record Retention). Board Committee meeting was held on 4/16/21.

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. I am awaiting a full report from the vendor before payment is expedited. There were no reported issues.

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)
 - A meeting held on 3/30/21. 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 action items from the fall community conversations. Trustee Michener will be sharing an example of an advocacy kit for library staff to review and implement.

Communications

1. 3/24/21: Email from Sharon Trumpy - Re: Welcome and Upcoming Meeting.....103
2. 3/25/21: Email from Regina Sharma - Re: Juneteenth agenda item concern.....104
3. 3/25/21: Email from Karen Liska-Evans, JD - Re: Novi Library Board Concerns.....105
4. 4/1/21: Email from Lori Berezorsky – Re: Thank you for taking part in our virtual bookmobile parade.....106
5. 4/7/21: Email from Sharon Trumpy – Re: Response to March library board meeting.....107
6. 4/7/21: Email from Dana Brataniec – Re: Thank you to Friends of Novi Library.....108

Closed Session

1. None

Adjournment

Supplemental Information

- Library Board Calendar – 2021 109

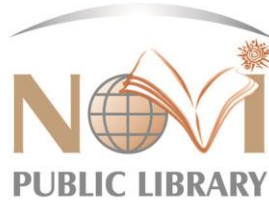
2021 Future Events:

- 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 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**

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
March 25, 2021**

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.

1. Welcome new Board Members: Brian Bartlett, Sreenivas (Sreeny) Cherukuri and Kathy Crawford

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Torry Yu

1. **Library Board**

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 7:10 pm)
Tarun Tangirala (left virtual meeting at 7:10pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Attorney

Tom Schultz, Rosati, Schultz, Joppich & Amtsbuechler

Approval of Agenda

Trustee Michener mentioned she sent an email to Trustee Dooley and Director Farkas to make sure that the violence and hate surrounding the Asian American/Pacific Islander situations occurring in the world are talked about. Trustee Michener will follow up with this under DEI Committee Meetings section of tonight's Board Meeting.

A motion was made to approve the Agenda as presented.

1st – Kathy Crawford

2nd – Geoff Wood

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

Consent Agenda

1. Approve Minutes of:
 - A. February 25, 2021 – Regular Meeting
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#600)

A motion was made to approve the consent agenda (items 1 and 2 above) as presented.

1st- Kathy Crawford

2nd- Geoff Wood

No discussion

Roll Call vote was taken and the motion passed unanimously

Presentations

1. None

Reports

1. Student Representatives Report
On page 20 of the March Board packet.
2. President's Report (Interim President- Kat Dooley)
 - A. 2019-2022 Strategic Planning Goals
On page 21 of the March Board packet.
 - B. 2020-2021 Goals Document Update – N/A
 - C. Election of Officers 21-22: Begin nomination process in March, slate provided and election at April meeting, officer duties go into effect at May meeting.
 - i. Deadline for trustees interested in consideration for an officer position is 3-31-2021
3. Treasurer's Report (Geoffrey Wood)- pages 23-35
 - 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 February 2021
On page 27 of the March Board packet.

- D. Library Fund 268 Expenditure and Revenue Report ending February 28, 2021
Revenue ending February 28, 2021 was \$3,169,518
Expenditures ending February 28, 2021 was \$1,868,487
- E. Library Fund 269 Contributed Fund ending February 28, 2021
Revenue ending February 28, 2021 was \$17,352.
Expenditures ending February 28, 2021 was \$6,138.
- F. Balance Sheets for Funds 268 and 269 as of February 28, 2021
Ending Fund Balance for Fund 268 as of February 28, 2021 was \$3,563,825
Ending Fund Balance for Fund 269 as of February 28, 2021 was \$1,718,193
- G. 2019-2020 Annual Report
On pages 34-35 of the March Board packet

Trustee Cherukuri inquired if the \$3.5 million in fund 268 is an accumulated surplus over the years. Trustee Wood answered that is correct. Trustee Wood explained that at the end of this Fiscal Year (June 30, 2021) the Library is budgeted to consume \$43,619 of that money. However, the Library is currently trending to consume less than the \$43,000.

- 4. Director's Report (Julie Farkas)
On pages 36-58 of the March Board packet.
Staff members celebrating anniversaries for March are:
 - Robin Dircks – Support Services- 8 years

April is Financial Wellness Month- Smart Money MI Kids Read 2021. 8,000 books were packaged and shipped to Michigan Libraries for the annual Read program promoting financial literacy in Michigan. This year the book is called "Give It" by Cinder McLeod. Director Farkas sends a huge thank you to Community Financial Credit Union for assisting with the book packaging and another huge thank you to Community Financial and Vibe Credit Unions for sponsoring financial literacy programs.

Two out of the three companies provided quotes for the Lending Library Kiosk wrap design. The information is on pages 41 and 42 of the March Board packet.

COVID usage update is on pages 43-44 of the March Board packet.

- A. Information Technology Report (page 59)
- B. Facilities Report (page 60)
- C. Information Services Report (pages 61-66)
- D. Support Services Report (page 67)
- E. Library Usage Statistics Report (pages 68-76)
- F. Friends of Novi Library – N/A
- G. City of Novi Historical Commission – Agenda March 17, 2021 (page 77)

Matters for Library Board Action

1. Consider amendment to Holidays Policy (HR Policy) Re: Juneteenth based on memo from Director Farkas.

Director Farkas apologized to Trustee Michener and the Board for the miscommunication on her end last month in terms of providing information about Juneteenth. Director Farkas provided a letter explaining what documents she referred to when providing her answer, last month. The letter is on page 37 of the March Board packet. Director Farkas brought back the Library Holiday policy on pages 38 and 39 for the Board to have a discussion on.

Trustee Michener appreciates the apology and she said it is for her, but it is also for the community who wants Juneteenth to be a paid Holiday. She said when this was brought forth in the beginning of June it was a commitment to the Black community with the understanding that Black people were not free on the 4th of July and this was a unanimous vote to make it just like the 4th of July. Adding there was verification that was reached later to make sure that it wasn't a staff development day, in-service day or anything of that nature. Trustee Michener added that when she brought things back last month, she was really clear because she realized if it (that Juneteenth be treated exactly as July 4th) was not put to a vote as soon as possible, there is a risk of motive changing or purpose changing. She believes that is very detrimental to the trust of the Black community, those who support the Black community, and those who support diversity and history, as well.

Trustee Michener quoted verbatim, Board members statements from the February 25, 2021 Board meeting in regards to the Juneteenth closure as a paid Holiday. After reading the statements, Trustee Michener said that when it is clear, (to be a paid Holiday, based on last Board meetings transcripts) she does not know if there really is a mistake. She hopes that the Board takes the optics of this very seriously, it does not look good and it does not feel good. This coming back a third time was dismaying for her. Especially thinking this is something that the Board has already covered. She employs the Board to vote as a paid Holiday like every other Holiday on the calendar.

Trustee Crawford commented that she is new to the Board packet and to the budget and although budget is not always her strong suit, she is very concerned about all of the lost revenue, when she reviews page 23 of the budget. She said (lost revenue) amounts to upwards of \$90,000. Also, Trustee Crawford mentioned additional costs as a result of COVID, such as PPE and other ongoing COVID expenditures; items not covered in grant money. She can't justify adding an additional expense to the Library when Trustees do not know what the libraries losses are going to be. Adding that there is an expense to add a paid Holiday. She has nothing to say about the value of the Holiday, that is not what she is talking about. She is looking at the expenses, right now, and it is something that she can't justify adding any kind of expense to the budget.

Trustee Cherukuri said his concerns are twofold. He is concerned for Holidays, and the possibility of Holiday's becoming another chance for some businesses to capitalize on; for example, by featuring a sale. He mentioned in June schools are closed and the students minds are largely shut down for the summer. His personal preference is that this would be a great day to really feature Juneteenth's meaning. The importance of the emancipation proclamation and other seminal

documents to our Country. Adding that the students in Novi will not be educated at the schools or library about Juneteenth on Juneteenth. He said this is his personal opinion and not to the lack of importance of the day and what it means. Trustee Cherukuri reviewed the current offerings to employees; 10 paid Holidays (one of which is floating), 6 personal leave days, 12 sick days and 10-25 days of vacation. Stating this vastly exceeds the offerings of the private sector and industry statewide. He does not believe it is a time to add benefits at a time when others are trying to get by. Also, he said that a floating Holiday gives people the capacity to celebrate these important Holidays.

Trustee Bartlett also looked at the Holiday list and would like to know how the libraries 10 paid Holidays compare to other folks (businesses) in the City. In his last position, ADP managed the benefits and he was informed that 10 is the standard in the US. He added that if the Board is looking to fund this (Juneteenth), he suggested replacing the floating Holiday with Juneteenth as a way to make it revenue neutral. He added that this year the library revenue is down and this would be an option to remain revenue neutral. Trustee Bartlett was surprised to see two Holiday's in the private sector and not on the Library list; Presidents Day and Martin Luther King Day. The Library remains open and holds Martin Luther King Day celebrations rather than closing the Holiday.

Interim President Kat Dooley said she wanted to be clear about the motion on the table. Stating Juneteenth is a Closure and the motion is to approve whether the Closure (Juneteenth) is a paid Holiday or not. (37:00)

A motion was made to approve Juneteenth as a paid Holiday, just like 4th of July.
1st- Trustee Michener
2nd- Trustee Yu

Discussion:

Trustee Michener had no additional comment.

Trustee Wood stated there is a lot of value in this day off. He says he has been vocal and voted in support of this day off (Juneteenth). He said he is strongly behind the DEI initiatives. He feels it is prudent to use the funds for the community DEI efforts instead of for an internal Holiday. Adding that these funds would be better suited to bring people together and support the community.

Trustee Dooley has researched Juneteenth and the validity and importance of the Holiday. Adding that the Board is aware of the importance of the day citing their actions of approving this day off, last summer, largely due to Trustee Michener championing it. Trustee Dooley said she is a firm believer that the times are changing and a lot of companies are developing this (Juneteenth) as a paid Holiday and adding it to their package of benefits. Trustee Dooley also noted that it is almost 17 years of Juneteenth being recognized by the State of Michigan, not as a formal Holiday, but it has been recognized in terms of the importance of the celebration. She said the spirit of the Holiday is about independence and emancipation and it is supposed to be treated like July 4th. Therefore, Trustee Dooley is still in support of this as a paid Holiday like July 4th. Trustee Dooley appreciates all of the Trustees feedback.

Roll Call Vote was taken and the motion did not carry with 3 yes and 4 no votes.

2. Adopt amendment to B2 Closure Policy with updated language.

Trustee Michener asked what the difference is between in-service and development day. Director Farkas said she does not see a difference in it but the language the staff uses is in-service and it makes it easier for the staff to recognize the language in terms of training.

A motion was made to approve to adopt amendment to B2 Closure Policy with updated language.

1st- Torry Yu

2nd- Brian Bartlett

Discussion:

Roll Call Vote was taken and the motion carried with 6 yes votes and 1 no vote.

Public Comment

Interim-President Dooley asked the speakers 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.

Betsy Beaudoin, Cranbrooke in Novi MI in Village Oaks. She watched the meeting last month and was definitively under the impression that Juneteenth is a paid Holiday, Mrs. Farkas assured Trustees that was happening. Betsy is disappointed that the Board would not honor its word that was given to the residents and Trustee Michener on this topic, last month. She is not sure how that came to be but wanted to express her complete disappointment in what appears to be another inappropriate action by this Board. She hopes the Board can do better for the African American Community in Novi.

Jason Michener, Harrier Place Novi MI. Jason said he tries to abstain from calling in during public comment as his wife is a Trustee of the Board. He said it is important for him to comment on what has transpired as a white male in the City of Novi and a resident since 2004. There was a promise made. For those members (Trustees) that were not present; there is no excuse. The minutes were read verbatim by Trustee Michener to the Trustees. Jason said that Trustees had the videos to review, as is their duty, to review packets and information coming to them, before the meeting. Jason said there is no excuse, reversing the decision that was promised and made not just to Trustee Michener but to the public of Novi. He said it is unconceivable for the Trustees to tell the Black members of Novi that they know better how to spend their money, when they have been asking since June of last year that Juneteenth be recognized as a paid Holiday. Jason said the level of trickery and deceit; he has never seen it. Jason said it blows his mind and leaves him at a loss for words. He does want to note that he is not the only voice, although he may be the only one that is able to call in and speak. There are many, many others in the community of Novi that are probably just as shocked and horrified as he is. He holds the entire Board accountable and said it is an egregious action by the Board and a breach of trust. Especially since the Board gave away \$5,000 to the café as a token of good faith. As a token of good faith, he would have thought the Board would have extended that good faith to the Black residents of Novi making them feel they are equal to anybody else and their Holiday is just as important, since they have been telling the Board that verbatim. He is deeply disappointed and sad and said this is a very sad day.

Paula Henry, Stonehenge Novi, MI. Paula also wanted to add how disappointed she is with the outcome of the vote. She is very upset because the Board made a promise and said one thing and now it is changed to another. She is very disappointed being President of Parents of African American students in Novi. Juneteenth was a paid Holiday

and now it is no longer a paid Holiday. She wanted to put on record how disappointed she is as a member of the Black community. The Trustees have been going round and round about this and now the letter H was forgotten and now it is something else. She wanted to make it very well know how disappointed she is with the lack of integrity. Additionally, she thanked the Trustees that did vote for it; she appreciates their support.

DeJuan Woods, Berkshire Point Novi MI. He said listening to the discussion today is disappointing, is the best way to put it, for so many reasons. Particularly, the Trustees that are trying to say this is a financial issue. Additionally, he pointed out that Trustee Crawford (in all due respect) saying that putting resources towards staff to take Juneteenth off is too costly is really insulting. He mentioned the Trustee that offered to switch it to a floating Holiday and he would be for it. DeJuan said then put that up to a vote as that would be a fair compromise. In fact, he would say if that Trustee who offered that very good suggestion could be put on the floor, he thinks a lot of the residents in this community, not just African Americans (allies such as Caucasian, Indian and Asian communities) who are concerned about these issues in this country and recognize that unity is the most important solution to a lot of the problems that are impacting the country today. This was very disheartening for him; the attempt to connect the finances of the Library to a paid Holiday when there is a viable solution that is out there. He hopes that the Board will reconsider their vote or at least add the opportunity to switch it to the floating Holiday.

Committee Reports

1. Policy Committee: Review current public policies for the Library
(Michener-Chair, OPEN, Staff Liaison – Julie Farkas)
 - Staff Committee consists of: 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
(P7, P12, P13, P17 and P20)
 - Update: Trustee Dooley as Interim-President will be a part of the committee currently.

2. HR Committee: Review HR Policies for the Library, Director Review & Goals
(OPEN – Chair, Wood, Dooley, Staff Liaison – TBD)
 - Staff Committee consists of: Julie Farkas, HR Specialist (open position), Lindsay Gojcay, and Kirsten Malzahn.
 - HR Policy staff review has been suspended until a new HR Specialist is hired.
 - New posting for HR position as of 2/19/21. Closing date for posting: 3/17/21; Interviews planned for 3/26/21.

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:
 - Trustee Dooley 3/10/21: APALA/NNLM Webinar: Addressing the Stigma: Mental Health and Wellness Resources for Asian/Pacific American Communities.
 - Update for new Trustees: Trustees please email Director Farkas events attended prior to the next meeting and these will get updated in the Board packet for transparency.
 - Trustee Dooley plans to share what she learned from the Addressing the Stigma: Mental Health and Wellness Resources for Asian/Pacific American Communities webinar to the DEI committee at the next meeting. Trustee Dooley said as an Asian-American, Bi-racial person, it was nice to hear that perspective.
 - Trustee Dooley also attended the City Civility seminar.

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

6. Building/Landscape Committee: Entrance Project
(OPEN – Chair, OPEN, Wood, Staff Liaison – Julie Farkas)
 - Filters for the air duct cleaning project were on order. The air duct cleaning project had to be rescheduled for the week of March 29th. Both boilers have been repaired and are working properly. We are currently waiting on a part for an elevator repair for CAR 2.
 - Update: Trustee Wood mentioned that the Library is getting into a phase with the building where the Board has to start thinking about the cost to maintain or fix things as they break. Trustee Michener asked about the boiler issue which essentially caused a shut down and affected Library finances. She asked if there is a preventative maintenance schedule for the boilers and was it being followed? Was any action taken after the first boiler failed? (To inspect or otherwise ensure the health of the remaining boiler). What was the actual cause of failure? Is the Library sure the issues will not be repeated?

7. Bylaw Committee: Review of Library Board Bylaws
(OPEN – Chair, OPEN, Staff Liaison – Julie Farkas)
 - Committee met on 2/17/21 to discuss draft based on attorney review.
 - Update: No action being taken; no standing members –draft is stalled

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)

- Next committee meeting scheduled for Tuesday, March 30, 2021
 - i. Update: A DEI committee meeting was held after the last Board meeting. Not all members were present. Understanding terminology/language was discussed at the meeting. For example, you could have a Board that looks diverse, but is not inclusive.
 - ii. Members emailed quite a bit. A listening session was held in October and there is a list of work to do that the members discussed.
 - iii. Seeing more opportunity for dialogue on DEI issues and consideration for another listening session.
 - iv. Trustee Michener has multicultural counseling background and discussed that they have to do better when it comes to working together. Bystander training is another consideration to discuss. April is working on a book audit to encourage learning through the window and the mirror.
 - v. Communication was sent to the Director, via email, in regards to LGBTQ+ to focus on that community and to use budget dollars toward that initiative. The DEI members have not seen this email yet. Looking at accessibility in all forms and fashion.
 - vi. Trustee Michener said she sees an opportunity for an Asian American statement of support.
 - vii. DEI committee is reading Uncomfortable Conversations with a Black Man.

Trustee Dooley responded via email to the DEI Committee about the statement of support for the Asian American Community. She said when it comes to the Asian American Community, which she is a part of there really is a lot to unpack which is why she is hoping to have conversations in the DEI committee to discuss. Historically, in matters of race they have been taught to be quiet and put their heads down and take the hate and take what was it being said in terms of micro aggressions and things of that nature. Trustee Dooley said mental health is the biggest concern that community is dealing with and she does not want to be reactionary. She still stands by actions are super important, but understands Trustee Michener's statement that words and actions are tied. Trustee Dooley would like to talk to members of the Asian community to understand what they want before action is taken. Trustee Michener wanted to note that she spoke to several people of the Asian Pacific Islander community about this and she is involved in several groups and is not just throwing ideas out as she has educated herself. Trustee Dooley said she is looking forward to Trustee Michener bringing those conversations to the DEI Committee on their behalf and thanked Trustee Michener.

Communications

1. 2/15/21: Letter from Linda Mulder, Re: Library Services
2. 2/23/21: Email from Katie Hayes, Re: Response to January 28 Meeting
3. 2/24/21: Email from Danielle Ware, Re: Novi Public Library Guest Behavior Policy- Action Required
4. 2/24/21: Email from Betsy Beaudoin, Re: Addressing racial justice and equity in our library
5. 2/25/21: Email from Jessica Moore, Re: In Support of Trustee Tara Michener
6. 3/8/21: Email from Aaron Klenke, Re: Library Services

Closed Session

1. Closed Session to discuss a confidential written legal opinion that is subject to attorney-client privilege.
 - A. Memo: Attorney-Client Privileged Correspondence- Closed Session

A motion was made to move to closed session to discuss a confidential written legal opinion that is subject to attorney-client privileged.

1st-Kathy Crawford
2nd-Sreeny Cherukuri

Trustee Michener asked why the Board is moving to closed session stating in the past Board members received a sealed Inner office envelope with information about the matter being discussed, before entering into closed sessions. Attorney said it is a confidential matter so the reason to move to closed session can't be revealed however, anyone uncomfortable to move to closed session can vote no.

Roll call vote was taken. 6 yes votes and 1 no vote, the motion carried and the Board moved to closed session at 8:19pm.

A motion was made to move from closed session and to reopen to the public at 9:01pm.

1st-Brian Bartlett
2nd-Sreeny Cherukuri

Roll call vote was taken and the vote was unanimous.

A motion was made for Interim-President Dooley to proceed with a recommendation from closed session.

1st-Kathy Crawford
2nd-Brian Bartlett

Roll call vote was taken and the vote was unanimous.

Adjournment

A motion was made to adjourn at 9:07 p.m.

1st— Tara Michener
2nd— Torry Yu

Roll Call vote to adjourn was unanimous.

Supplemental Information

- Library Board Calendar – 2021
- Library Closings -2021

2021 Future Events

- Timeframe March 5- April 19, 2021: Library is currently in Phase 4 of COVID library operations-with recommended visits of 1 hour (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 2021

Torry Yu, Secretary

Date

Warrant 601	268 Accounts	April 2021	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 133.82
Quill		268-000.00-727.000	\$ 380.78
Quill		268-000.00-727.000	\$ 13.89
USPS		268-000.00-728.000	\$ 55.00
Envisionware	end date 6/30/22	268-000.00-734.000	\$ 575.00
VidCom Solutions	software maintenance	268-000.00-734.000	\$ 45.00
Raise 3d	filament -cc	268-000.00-734.500	\$ 74.18
NPL	TLN Check	268-000.00-734.500	\$ (128.80)
TechLogic		268-000.00-734.500	\$ 1,509.00
Amazon		268-000.00-740.000	\$ 49.97
Demco	labels	268-000.00-740.000	\$ 311.68
Library Design	(2) replacement inserts	268-000.00-740.000	\$ 539.00
Midwest Tape	dvd cases	268-000.00-740.000	\$ 499.95
Showcases		268-000.00-740.000	\$ 165.89
ALA		268-000.00-742.000	\$ 31.80
Amazon		268-000.00-742.000	\$ 1,209.61
Brodart		268-000.00-742.000	\$ 13,049.07
Center Point		268-000.00-742.000	\$ 301.54
DK Agencies		268-000.00-742.000	\$ 1,750.00
Gale/Cengage		268-000.00-742.000	\$ 1,431.28
Lakeshore Learning		268-000.00-742.000	\$ 321.94
NPL	Monroe County Library; lost item	268-000.00-742.000	\$ (28.20)
NPL	Northville District Library; lost item	268-000.00-742.000	\$ (29.99)
Amazon		268-000.00-742.010	\$ 548.66
Brodart		268-000.00-742.010	\$ 767.81
Gale/Cengage		268-000.00-742.010	\$ 222.34
Midwest Tape		268-000.00-742.010	\$ 1,336.48
Commerce		268-000.00-742.100	\$ 17.99
Redford		268-000.00-742.100	\$ 4.99
Highland		268-000.00-742.100	\$ 12.99
Oxford Public Lib		268-000.00-742.100	\$ 25.99
Midwest Tape	hoopla	268-000.00-744.000	\$ 20,000.00
Midwest Tape		268-000.00-744.000	\$ 2,183.81
OverDrive		268-000.00-744.000	\$ 3,603.13
Midwest Tape		268-000.00-745.200	\$ 7,114.80
Graphic Sciences, Inc.	Novi news	268-000.00-745.300	\$ 575.54
Spectrum Enterprises		268-000.00-801.925	\$ 56.46

Bank Services Charges		268-000.00-802.100	\$ 587.05
IPC		268-000.00-802.100	\$ 150.00
Foster Swift		268-000.00-806.000	\$ 3,171.00
Rosati, Schultz, Joppich	through February 28, 2021	268-000.00-806.000	\$ 137.50
Rubbish		268-000.00-808.100	\$ 111.31
RNA	March	268-000.00-817.000	\$ 7,305.20
AT&T		268-000.00-851.000	\$ 406.24
Telnet		268-000.00-851.000	\$ 428.50
Verizon		268-000.00-851.000	\$ 458.90
The Library Network		268-000.00-855.000	\$ 1,099.22
Gasoline		268-000.00-861.000	\$ 27.20
Facebook	Marketing; Black History Month	268-000.00-880.000	\$ 8.00
Muniweb		268-000.00-880.000	\$ 626.50
Novi Youth Assistance	Bowlathon sponsor	268-000.00-880.000	\$ 125.00
Amazon		268-000.00-880.268	\$ 210.83
Demco		268-000.00-880.268	\$ 86.28
Lakeshore Learning	steam kits	268-000.00-880.268	\$ 321.94
Noah's Ark Workshop	blue shark stuffing kit	268-000.00-880.268	\$ 349.70
NPL		268-000.00-880.268	\$ (10.00)
Scholastic	Clark the Shark	268-000.00-880.268	\$ 84.60
Millennium Bus. Systems		268-000.00-900.000	\$ 268.30
Consumers		268-000.00-921.000	\$ 1,645.69
DTE		268-000.00-922.000	\$ 7,398.70
Utilities		268-000.00-923.000	\$ 1,506.08
Aero Filter	filters	268-000.00-934.000	\$ 2,047.50
Allied Building		268-000.00-934.000	\$ 3,140.30
Dalton	cleaning	268-000.00-934.000	\$ 2,789.00
Global	sanitizing wipes bucket	268-000.00-934.000	\$ 7.99
Library Design	COVID; SS Wipe Dispenser	268-000.00-934.000	\$ 471.00
North Star Mat		268-000.00-934.000	\$ 212.52
Servpro	temp heat 3/5-3/7	268-000.00-934.000	\$ 1,791.02
Voss Lighting		268-000.00-934.000	\$ 202.84
Brien's		268-000.00-941.000	\$ 2,063.75
Millennium Bus. Systems		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
MCLS	Dig Literacy Learning Plan Webinar	268-000.00-956.000	\$ 45.00
TOTAL			\$ 98,682.95

Warrant 601	269 Accounts	April 2021	
Payable to	Invoice #	Account number	Account total
Amazon	donation; collections exp.; various titles	269-000.00-742.230	\$ 30.99
Amazon	donation; collections exp.; various titles	269-000.00-742.230	\$ 9.99
Amazon	donation; collections exp.; various titles	269-000.00-742.230	\$ 17.58
Amazon	donation; collections exp.; various titles	269-000.00-742.230	\$ 12.67
Amazon	donation; collections exp.; various titles	269-000.00-742.230	\$ 16.99
Amazon	donation; collections exp.; various titles	269-000.00-742.230	\$ 92.47
Amazon	iCube; water color paint	269-000.00-976.046	\$ 11.48
Amazon	iCube; watercolor; laminating pouches	269-000.00-976.046	\$ 112.53
Fargo Additive Manuf. Equipment.	iCube; dba Fame 3d; service 3d printer - cc	269-000.00-976.046	\$ 115.00
USPS	iCube; shipment cost to service 3d printer - cc	269-000.00-976.046	\$ 144.90
TOTAL			\$ 564.60

Reports

March 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: Mini Embroidery Hoop Pendants was held on March 8. Guests could create wearable works of art by trying out cross stitch and embroidery techniques to be displayed in a mini hoop pendant. (Attendance = 50)

The Grab and Go DIY Water Bead Stress Ball Kit was held on March 13. Guests used various supplies to create their own water bead stress ball. (Attendance = 36)

The BeTWEEN the Pages: Tween Book Club Trivia was held on March 24. Guests read *Part of Your Nightmare* by Vera Strange and answered trivia questions relating to the book. (Attendance = 7)

Teen Space Update:

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

Teen Advisory Board (TAB) Update:

The seventh Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on March 19. The meeting kicked off with an icebreaker in which teens stated their names, grade, one word to describe their week, and their spring break plans. After the icebreaker, members discussed ideas for how they would like TAB to collaborate and host a future teen program with a Detroit group of high school students. Information was shared with the members about the Collaborative Summer Library Program summer reading program video challenge and encouraged teens to participate. Instead of a talent show video, members discussed compiling videos of magic tricks due to a lack of participation for the talent show. Members spent the remainder of the meeting starting to work on appreciation cards for the library staff. (Attendance = 13)

Upcoming Programs:

- Tween, Teen, and Adult Grab-N-Go Craft Kits: Watercolor Floral Pop-Up Card – May 3
- BeTWEEN The Pages: Tween Book Club Trivia – May 19 (Title is *Once Upon an Eid: Stories of Hope and Joy* by 15 Muslim Voices edited by S.K. Ali and Aisha Saeed. This title is available through Hoopla for instant download.)
- Teen Advisory Board (TAB) Meeting – May 21

Teen Stop Featured Display:

In collaboration with a Novi High School student who displayed their eating disorder awareness project and in recognition of National Nutrition Month, the March Teen Stop display featured young adult fiction body positivity and image books.



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 - 31

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


NOVI
PUBLIC LIBRARY


Rotary
Club of Novi, Michigan



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

GOALS – July, October, January, April

DATE: As of April 2021	(AD - Administration, IS - Information Services, SS - Support Services, IT - Information Technology, FAC - Facilities, CSC - Customer Service Committee)
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GOAL 1: EMPOWER UNIVERSAL LITERACY

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

GOAL 1: EMPOWER UNIVERSAL LITERACY

Dept	Tactic	Status	Last Update	Staff
IS	Be an active participant in learning, developing, training of self and department/library colleagues in relation to improving/expanding diversity, equity and inclusion efforts at NPL	Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections, #OwnVoices desk display for 2nd floor, coordinated with 1st floor desk. #OwnVoices book list, to be added to Adult Subject Binder and sent to Dana to upload to NPL's new DEI page (when it is launched) Anti-Racist Reads booklist, to be added to Adult Subject Binder and sent to Dana. Also updated list in SelectReads. Listened to Beyond Books podcast on How to handle statues in Detroit. Watched Gail's programs, Why Take a Knee? and Racism Is Not a "Black People" Issue. - Continued work on the NCSD 21-Day Racial Equity Habit Building Challenge including; video: Implicit Blas: Peanut Butter, Jelly, and Racism and TED Talk: What it Takes to be Racially Literate. - In addition, I have been watching the YouTube series: Uncomfortable Conversations with a Black Man. -Reviewed BCALA website and created report of information for Library Board -Attended DEI Library Board Committee meeting -Reviewed MetroParent article on Raising Anti-Racist Children -Attended Library Journal: Equity In Action: Fostering an Antiracist Library Culture webinar 3 part series. - Researched black-owned publishing companies. -Watched webinar: Advancing Diversity, Equity, & Inclusion at Your Organization" -List of anti-racism books provided by Toby from the Listening Session purchased. Will be added to an anti-racism bibliography. -Viewed "Unseen: Designing for Diversity" presentation by University of Michigan for the Southeastern Michigan League of Libraries Fall 2020 Meeting. They developed an interactive, empathy-building exercise to help libraries better understand	11/20, 12/20, 1/21, 2/21, 3/21	IS Staff

		<p>which parts of their community are "falling through the cracks" of their services.</p> <p>Attended "Trauma and Young Children: What Every Early Educator Needs to Know by Sarah Erdman" webinar from Early Childhood Investigations. Discussed the important link between racism and trauma as well as the importance of self-care. -Cohosted Pride and Joy program on 11/4/20 with Adrienne Haslam and guest speaker Bobbi Ullinger.</p> <p>-2 boxes of weeded Spanish Youth Materials donated to Casa Colbri (a local charity for Spanish Youths) -Purchased 48 titles DEI youth and tween fiction titles to be added to the collections -Added information for Black-owned businesses to the BRC webpage -Ordered Safe Space Kit from GLSEN -Coordinated with Bethany Bratney, librarian at Novi High School, to get their YA LGBTQ+ book list -Attended webinar: Lifting Voices: The Black Friend: On Being a Better White Person and reading the book -Coordinated and hosted the MLK Unity Celebration which spotlighted the mission of Dr. King's dream for unity and justice for all. The event included performances and presentations from diverse groups from Novi and surrounding areas. Event concluded with a video presentation of the "I Have a Dream" speech with participants from the City of Novi officials, community leaders, students, and officials from nearby communities. -Ordered titles of indigenous peoples books to add to the collection -Created Black History Month English conversation group video -Placed Safe Space posters in the library to support the LGBTQ+ community, sent talking points to staff via email and video -Libraries are for Everyone: Black History Month, Chinese New Year, President's Day, Purim, and Valentine's Day - -Attended Webinar 2/20 on Black Homesteaders and the Homestead Act of 1862 -Viewed "Diversity, Equity & Inclusion Lessons for Libraries: Managing Change from Where You Are" Webinar - Continually working to diversify the Early Childhood Literacy Book Box books available and now will be offering teacher resource books (when possible) on DEI topics. -Applied for Libraries Transform Communities Engagement Grant -Purchased 29 titles (\$325.26) of DEI youth, tween, and YA fiction and youth nonfiction titles to be added to the collection -virtual conversation about representation, race, and identity called 'Read Woke with Cicely Lewis & Malaka Gharib' held by the Arab American National Museum and Dearborn Public Library. --Watched We Need to Talk About Anti-Asian Hate -Watched Embrace Race: Violence Against Asian Americans: How Do We Support the Children? "Passion for the Profession:</p>		
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		What's DEI Got to Do with it!? An Equity L.O.V.E. Story" webinar -Read the book: Under Our Skin: Getting Real About Race and Getting Free from the Fears and Frustrations that Divide Us by Benjamin Watson --added playlists to our YouTube international channel for free films with English subs in German, French, Korean, Spanish, Japanese		
IS	DEI Displays	<p>Created anti-racist reads display and youth black lives matter display. Put up the Women's vote display. - Printed Rightfully Hers Resource Guide and placed near the patio doors on the ledge. -Displayed Suffrage posters from the Smithsonian courtesy of Rachel Manela. - Created #OwnVoices displays around first and second floor desks. Included book lists as well. Created posters on famous black librarians and displayed on first and second floor, also shared on social media. -Created monthly Libraries Are for Everyone display to celebrate more diversity and provide marketing of our more diverse material. -Created multiple February book lists for the monthly youth display "Libraries are for Everyone" and the website's youth book lists page; these book lists included: Holi, Passover, St. Patrick's Day, and National Nutrition Month -Pop up Business display of Black authors and entrepreneurs for Black History month -Feature Collection Display - Black History Month Desk Display - Chinese New Year</p> <p>Teen Stop display: featured young adult fiction books written by African American authors.</p> <p>Youth Feature Display: is Black History Month</p> <p>Youth Desk Display: Famous Black STEM Scientists</p> <p>Youth DVD Display: is Black History Month</p> <p>-Holi and Hinamatsuri desk displays researched and created</p> <p>-Chinese New Year Presentation created</p> <p>-Pop up Business display has books about female entrepreneurs for Women's History Month -Libraries are for Everyone: Women's History Month, Passover, Holi</p>	11/20, 12/20, 1/21, 2/21, 3/21	IS Staff

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

Dept	Tactic	Status	Last Update	Staff
IS	Oversee VR Committee and provide staff/guest training	Held VR demos to educate staff - <i>Did the regular monthly check. Fixed one of the headsets that had been having connection issues by doing a factory reset. Both headsets are now working perfectly with the latest update, which uses hand tracking, so you can simply use your hands to navigate instead of using the controllers.</i>	11/20, <i>3/21</i>	SV
IS	Explore ways the iCube can evolve to be relevant during Covid times, devise an appointment scheduling system, taking orders similar to the 3D Printing Committee, looking for more virtual services.	Met with Charlie and Dom to discuss some ideas, as well as the iCube Team. iCube staff will begin taking one hour appointments on October 1st. All equipment sheets are being updated and safety protocols will be drafted for review by the iCube Team. Charlie and I met to discuss ways to promote the iCube during phase 4. We plan to continue to offer Grab and Go kits made with equipment in the iCube as well as placing items made in the iCube at the Information Desks. We will also talk to Gail about having a display in the 1st floor display case featuring some of the cool things that can be made in the iCube. Cut out numerous vinyl (adhesive and removable) decals for the holiday season on the Cricut Maker for the iCube Grab & Go: Seasonal Decals. As well as created an instructional handout showing guests how to remove and apply their decals to various things. Attendees picked up the kits from Nov. 16-21 <i>Used a free collaboration with CreativeBug and the Cricut Maker to offer the February iCube Grab-n-Go Kit: DIY Gift Bags. They were a Valentine's Day (though not over the top) theme so that guests could learn how to make their own gift bags for Valentines or another special occasion. - I went over the iCube web page with a fine-tooth comb and after some feedback from the team, it has been updated, cleaned up, and is now easier to read with collapsible sections. Hyperlinks to iCube Google Drive documents instead of static PDFs mean guests can access information easier and in turn we can update the info more efficiently.</i>	11/20, <i>2/21, 3/21</i>	MJR
IT	Develop an Action Plan to ensure continued guest use of the iCube	Plan includes training, staffing, creating collection kits, programming and determininig future hardware/software.	11/20	DD, BR

iCube Action Plan: Supply staff with a working knowledge of the various equipment to assist guests

IS/IT	Create a monthly schedule to insure staff availability for assisting guests.	A weekly staffing schedule is created for this service point insuring there isn't a conflict with the two (2) Reference Desks	11/20/2020, 3/2021	DD, DS
IS/IT	Create a Staff Manual containing procedure, tips and tricks for each device	Links, images and various tips added for Adobe Creative Suite, Carvey CNC, Cricut/Silhouette, Wacom Mobile Studio Pro, Mug heat press, button maker. Sublimation printer section added. Dahle trimmer, FastFoto, Flatbed scanner and Dotspen information added. Sewing/embroidery and the Sensory Creative Kits were added. Brief introduction to the 3D scanner. Steps/how to added to iCube manual	11/20, 3/20	DD, LRB
IS/IT	Record hands-on staff training on each device	All iCube Committee members trained on Laser, Sublimation printer and laminator. The majority of the iCube Committee has been trained on the remaining equipment. Training for the Einscan 3D scanner is underway.	11/20, 2/21, 3/21	DD, CH, MJR
IS	Learn and provide a report on how to use each piece of technology in the iCube.	Practiced making vinyl stickers on the Cricut. Trained on the 3D printer and the sublimation printer. Spent time exploring the various things you can do on the Creation Station including digitizing various media, making copies of that media and editing digital media like video and audio. Also spent time exploring the capabilities of the Silhouette device. Brief introduction to the 3D scanner. Steps/how to added to iCube manual	7/20, 8/20, 9/20, 2/21	LRB
IS	Learn and provide a report on how to use each piece of technology in the iCube.	Trained on the Carvey 3D Carving Machine, Mug Heat Press, and Sawgrass software (used with the Mug Heat Press). -Trained on the new 3D printer and software, RaiseCloud3D. Trained on the new 3D scanner. -VHS to digital converter.	7/20, 8/20, 9/20, 1/21, 2/21, 3/21	SV
iCube Action Plan: Promote programming, equipment and Creative Kits				
IS	To continue offering opportunities for fine motor skills practice, make a series of Creative Kits for the iCube based on the fine motor skills programs from 2019-2020.	First kit is done- Potholder Loom Weaving -Purchased remaining supplies for Scrapbook Paper Jewelry Kit. -Jewelry kit is complete. Deciding on next kit.	11/20, 12/20, 1/21, 2/21	KM
IS	Research and develop a series of 6 Exploration Kits for the iCube, with a focus on drawing children and families into the space to engage with STEAM activities appropriate to those age groups in the library	Connected with Mary regarding purchasing containers for the kits. Continued creating labeling materials/marketing plan. Connected with Mary about purchasing containers.	1/21, 3/21	KE

IS	Plan and implement one program in the iCube	Brainstorming ideas: developing potential craft-related virtual options. Thinking of animal masks for kids made on the cricut (tails) and maybe bookbinding kits for adults (tales). Or just one or the other. -Made first animal mask prototype for my program Finalized June, Youth, iCube grab and go animal mask craft for summer reading with Mary, Katie and Lindsay. It will be on June 18th. Wrote engage entry for program Submitted engage entry	7/20, 8/20, 9/20, 2/21, 3/21	LRB
IS	Create iCube YouTube channel and make instructional videos demonstrating equipment in the iCube. This channel will be accessible on an iPad (former RBDigital iPad) and installed in the iCube for guests to view. Since it's a YouTube channel, we can post it on our iCube web page. These videos will grow out of virtual programming.	Discussed with BR moving the iPad to the iCube and the type of equipment needed to lock it down. Met with to discuss Dana about creating a CubeTube channel as a subset under the larger Novi Public Library one. Made more short embroidery machine introductory videos. -Dana put together a banner for the Novi Cube Tube channel. I tweaked it to fit the parameters allowed and created a profile picture. Also, introductory videos of the equipment in the iCube were moved to the channel. The channel has also been linked to the Novi Public Library YouTube channel.	11/20, 3/21	MJR
AD	Post iCube content on social media monthly or as needed	List of Creative/Sensory/Exploration Kits highlighted in the eNewsletter, posts to social media and displayed on the informational kiosks.	11/20	DB
iCube Action Plan: Implement an appointment scheduling system				
IS/IT	Configure and train staff on an appointment scheduling system.	Created an Appointment Request Form in Google Forms for guests to use and set up each device and creative kit as a resource in Picktime Scheduling software. As of our closing to the public on 11/18 we booked over 42 appointments in the iCube since starting Oct. 1st!	11/20	MJR, DD
iCube Action Plan: Maintain current and future equipment				
IS/IT	Maintenance Log for each device	Added a Maintenance Log for each device to the Staff Manual defining the type of maintenance needed, the frequency of the maintenance, who performed the maintenance and when it was performed. Sent update to the Fire Department as new equipment was acquired. Ongoing as new equipment is acquired.	10/20/2020, 3/2021	DD, LRB, CH
iCube Action Plan: Research and acquire new equipment or services				
IT	Explore new technology and suggestions from guests	Attends TLN Technology Committee meetings to be aware of what other libraries are exploring/implementing. Attended the Computers in Libraries	2/1	BR, CH, DD

		virtual conference for updates on technology being used in a library setting. The Einscan 3D scanner was purchased by the Friends.		
IS	With the idea of keeping the iCube as an ever-evolving space; continue to research and acquire new equipment/services, and then promote and demonstrate them in the iCube.	<p>Purchased accessories for the sublimation printer and have been testing it out for the optimal settings. Created instructions for using the mug heat press. Also purchased supplies for the embroidery machine and created instructions for getting.</p> <p>Worked with USCutter, the vender we use for sublimation printing, to replace mugs that arrived broken and some that were the wrong size. Started with sewing and embroider – includes screenshots and tips. I spent a lot of time in the iCube learning the embroidery machine. We are starting to get requests for using the machine, especially custom work like logos. In order to do this, I am learning the software we purchased in February. This also included two trips to the Husqvarna Viking reps for further training regarding some technical details.</p> <p>Also, since we will begin taking appointments in the iCube starting Oct. 1st. I created a Google form for making iCube appointments. In this form guests will have to indicate they will adhere to safety protocols during phase 4, and then they can select the equipment they would like to use, and the available time slots for staff assistants. Once they submit the form, an iCube team member will book the appointment in Picktime.</p> <p>Presented information on potential new items for the next budget year, like another, but smaller paper cutter, equipment for small scale portable photo studio, a Verso Desktop full color, high resolution combined printer/cutter. This would make professional level labels, decals and stickers. Thanks to the generosity of the Friends of the Novi Library, we were able to purchase a new 3D scanner. We purchased the EinScan-SP (Platinum), that uses safe, white light scanning technology an object into a 3D model that can then be printed on a 3D printer Once staff is trained on the equipment, it will be available for public use. We are promoting it in the April-May Engage. -I have put together a list of equipment and supplies for the iCube Team to decide on purchasing before the end of the fiscal year. I will present it at the next iCube Team meeting.</p>	11/20, 2/21 , 3/21	MJR
AD	Gather feedback/suggestions from guests	Suggestion Box for ideas from guests monitored on a regular basis	10/20	DB

CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships

Dept	Tactic	Status	Last Update	Staff
IS	Provide Diverse Program Opportunities that empower cultural literacy	Focused on International Artists for Masterpiece Mondays - September, China - Ai Weiwei; October, India - S. H. Raza; November, Iraq - Suad al-Attar -January, Kandinsky - Masterpiece Monday featuring Kehinde Wiley, Black Artist. March Genre-fied was on Thursday the 25th. This month's genre was Thriller and we discussed the book When No One is Watching by Alyssa Cole. #OwnVoices title	11/20, 1/21, 2/21, 3/21	KE
IS	Investigate the possibility of providing story times that promote EQ (emotional intelligence). Specifically, virtues like empathy, kindness, and patience. Plan for in-house and/or virtual possibilities.	-Plan to include ALL kinds of inclusion—adoption, disability, different types of families, LGBTQ, respecting other's difference, race, immigration. -Currently looking into books that will fit this particular storytime. -Found a few that I like (The World Needs More Purple People is my favorite so far). Just have to figure out a time to do this—possibly February 2021. Looks like this will be virtual in February 2021 -Choosing books for the bookclub that focus on EQ, which makes sense since the kids are a little bit older.	11/20, 2/21	LB
IS	Explore community interest in an early childhood parent book club offered once per Engage period. Book selections will cover early childhood development and early literacy. Informational parenting books, as well as books with activity ideas for children will be considered.	-Wrote Engage entry and begin researching titles and resources for discussion. -Sent David information for Facebook event & Sent flyer to Ann at ECEC for distribution. -Emailed Tori at KinderCare the flyer for the first meeting to share with teachers and parents/caregivers -First meeting held virtually on Sunday, October 18th -Worked on reading the book for December's meeting, The Brave Learner: Finding Everyday Magic in Homeschool, Learning, and Life by Julie Bogart Prepare Supplemental Resources page for December meeting. -Program is being cancelled due to low interest/attendance. Will look into offering in the future perhaps when in-person programs return. This goal is complete.	11/20, 12/20, 2/21	EB

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

Dept	Tactic	Status	Last Update	Staff
ADMIN	Improve staff training	Bystander Intervention training being discussed for staff; JF provided a description and quote for training and presented to DEI committee	1/21; 3/21	
ADMIN		HR Specialist position posted; looking for DEI experience as one of the criteria for the position;	10/20	

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

Dept	Tactic	Status	Last Update	Staff
ALL	Lakeshore Lending Library kiosk	Project was planned for a fall 2020 opening, however due to construction delays due to COVID, the project has been delayed until spring 2021. Tentative installation scheduled for May 18-20, including staff training.	10/1/2020; 04/21	MZ
SS	NCSD Employees - Library Cards	In connection with the Novi School District, regularly register new teachers/employees for library cards.	4/21	MZ

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

Dept	Tactic	Status	Last Update	Staff
ADMIN SS/IT	Patron Point Software	Investigated subscription to Patron Point automated marketing software to create customized marketing emails, newsletters, and other campaigns to improve guest engagement and retention. Patron Point email was configured and three (3) training sessions have been completed. A monthly	1/21, 3/21; 4/21	MZ, BR, DB

meeting has been scheduled with the PP rep to stay up-to-date with improvements and new features until we launch software in July 2021.

GOAL 2: ESCALATE AN INNOVATIVE AND INCLUSIVE CULTURE

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

Dept	Tactic	Status	Last Update	Staff
IS/SS	Oversee the implementation of a full collection analysis (all materials); investigate companies to provide the service, costs and completion of the project which will result in a full report of recommendations and collection needs (March 2021)	<p>- Reviewed report from EL on population percentages by race. -Set up meeting with Julie and Betty to discuss specific parameters needed. -Sent inquiry email to Michlib list to find other libraries that have carried out a collection audit. -Investigated the Teen Toolbox Librarian's audit ideas. -Held a phone conference with a rep from Mackin to see what type of audit they offered and it will not currently work for us. -Looked at Diverse Books audit offered for picture book sections, and informed Emily. -Continued conversation with Benzie District Library Librarian regarding collection audit experience. <i>Diversity Bookfinder report was ran and reviewed. It has limited results due to the college not having the most recent titles, but there are definitely titles we can look to purchase. Will run this report quarterly to find anything we might be missing. KE is working on a audit with parameters by Library Journal. She has shared this with staff. The next step is to review this and decide on parameters by March for both colleciton audits and how to track while ordering beginning with the next fiscal. Reviewed Katie's current work on this project, and possible parameters, and the possibility of a reverse audit. Reached out to Austin Texas Public Library, Oak Park Illinois Public Library, and Indianapolis Public Library to find if they have done collection audits, and if so, how.</i></p> <p><i>--SS Dept: Provide collection reports to Selectors for audits of different collections as needed.</i></p>	11/20, 12/20, 1/21; 4/21	AS, MZ
IS	Update the youth, tween, and YA fiction genre booklists binders at the information desks and make lists available electronically on NPL's website. This will provide guests with recommended reads available at NPL. Binders will be available for public	<p>- Started to determine which genres to include in the binders -Went through VOYA journal best of 2019 teen titles to begin work on the genre lists - Continued to research titles to add to the booklists -Collaborated with the youth department to create the new monthly youth display "Libraries are for Everyone" book list featured on the website under the youth section - Collaborated with the youth department to create two book lists; 1) the December book list for the monthly youth display "Libraries are for Everyone"</p>	11/20, 12/20, 1/21, 2/21, 3/21	LG

	use to access near their respective collection areas.	<p>display featuring #OwnVoices, Hanukkah, Christmas, Kwanzaa, and craft books; and 2) the COVID-10 book list for youth and tweens plus additional online resources</p> <p>Added a new link to the teen book lists website page; YALSA's Outstanding Books for the College Bound and Lifelong Learners</p> <p>-Collaborated with the youth IS department to create the January book list for the monthly youth display "Libraries are for Everyone" display featuring MLK Day, multicultural children's book day, Coretta Scott King Award, mindfulness (feelings/emotions/stress management/yoga), and National Braille Literacy Month titles (to be added to the website soon) -Collaborated with the youth department to create multiple January book lists for the monthly youth display "Libraries are for Everyone" and also added additional titles to the lists; compiled the lists into PDFs and added to the website's youth/tween book lists pages; these book lists included: Black History Month, Chinese New Year, President's Day, Purim, and Valentine's Day</p> <p>New book lists created and added to our website include:</p> <p>Winter (youth-focused list)</p> <p>Winter (tween fiction)</p> <p>Note: Both were created to coincide with the Winter Reading Challenge</p> <p>Created multiple February book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Holi, Passover, St. Patrick's Day, and National Nutrition Month</p> <p>With the youth IS team, created multiple March book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Asian American and Pacific Islander Heritage; Novels in Verse; Financial Literacy; Easter; Ramadan; and Earth Day.</p>		
CSC	Continue to advocate, update, and review the Be Our Guest customer tools	<p>Updated the Educate tool to include taking a guest to library area and providing tours to new guests. Created video explaining new addition to staff for training purposes. -Created a KultureCity tool handout and video explaining this new service to staff and added to the website -Updated the Greet tool to include a section on gender inclusive language and created a video to also share with staff</p>	11/20, 12/20, 1/21	CSC

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

Dept	Tactic	Status	Last Update	Staff
IT	Upgrade programming and room reservation software	Successfully migrated from Room Reserve to Spaces and Events to SignUp. Initial staff training was completed and advanced training is currently being held for Admin and Facilities staff	3/2021	BR, DD, CH
IT	Upgrade Library App	In the process of upgrading our current Demco library app to the Solus library app which provides additional features.	3/21	BR

CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships

Dept	Tactic	Status	Last Update	Staff
SS, IT	NPL Community Listening Session	All Support Services Supervisors, Support Services Manager IT Manager and IT Staff participated in a virtual Community Listening Session on October 27, 2020. IT Manager participated in the virtual Community Listening Session Reflection & Discussion.	10/1/20, 11/20	SS Supervisors/ Manager, IT Manager and Staff
IS	Create a Youtube International Channel featuring playlists for English Language Learning, other language learning with playlists personally curated and reviewed. Attach to the International & ESL page. Channel will consist of at least 6 playlists (1 for each conversation group) and contain not only information about the language but about the culture as well. Information about our conversation groups will be added to the channel and each individual playlist.	- Created the channel, added our logo, started working on the Japanese Language lessons playlist -Added German language learning and culture -finished Japanese Language learning, added culture -uploaded past ELL videos -uploaded edamame chopstick challenge -Added Spanish language learning and culture -Added Easy French videos -Added English Pop Culture playlist and videos -added Easy English videos playlist -Added coronavirus video -Added Black History Month Video	10/20, 1/21	SOL
IS	Provide Mental Health education opportunities	Partnered with Novi School's Mental Health Alliance Group to host programs. -Coordinated a Mental Health Series additional topics: "How Are the Kids?" "Man Stress"	11/20, 12/20, 1/21	AS, GA

		<p>“Supporting Frontline Workers & Educators”</p> <p>-Provided Mental Health program- The Psychological Impact of Racism. - Continuing partnership with NMHA group through May. -Continued Mental Health Series with more topics:“Supporting Frontline Workers & Educators” and “Man Stress”</p>		
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CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; Increase staff and community advocacy, awareness and education of DEI initiatives; Improve staff training, launch a customer service initiative and support growth and innovation in library

Dept	Tactic	Status	Last Update	Staff
AD/IS	Memberships to BCALA and APALA		10/2020	
	LGBTQ Roundtable		10/2020	
SS	Be an active participant in learning, developing, training of self and department/library colleagues in relation to improving/expanding diversity, equity and inclusion efforts at NPL	<p>--Watch TLN's "Passion for the Profession: What's DEI Got to Do with it!?" An Equity L.O.V.E. Story" with Joquetta Johnson</p> <p>--Watch TLN's "Discovering Inherent Biases" with Dr. Lee Meadows</p> <p>--Read "Mindful Stress Resilience: Riding the COVID Coaster" PDF</p> <p>--Read "Understanding Power, Identity, and Oppression" PDF</p> <p>--Read "What Does It Mean to Be an Ally" PDF</p> <hr/> <p>Additional resources examined:</p> <p>--"Spiral of Accountability" YouTube Video</p> <p>--"Deconstructing White Privilege with Robin D'Angelo" YouTube Video</p> <p>--"Family Action Network: White Fragility with Robin D'Angelo" YouTube Video</p> <p>--"The Black Tax: Cost of Being a Black American" YouTube Video</p>	4/21	SS Staff

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

SS	NCSD Library Card Campaigns	Completed a second library card registration campaign for NMS and NHS students to allow more students access to our physical and digital collections.	11/2020	SS Staff -- Circulation
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IS	Create an online reader's advisory form that can be marketed on NPL's website, social media, and e-newsletter. Guests can complete the form to receive personalized reading suggestions from IS staff.	- Started to investigate questions to put on the form -Continued to research questions to put on the form -Created a draft of the form; shared with IS staff for feedback; staff have until October 1 to submit feedback; will work on getting it live on the website in October -Staff input process is completed; questions for form are completed -Form has been added to our website Staff have been notified about this new service Dana included information about this new service in the November Peachjar flyer Goal is completed	11/20	LG
SS/AD	Anthropology Outreach Event	Outreach and card sign-up event scheduled at Anthropology Senior Facility on February 11, 2021.	1/21	ES, JF, DB
SS/IS/AD	Meet Your Superhero City of Novi Outreach Events	Outreach staff scheduled to attend and hold library card signups on June 9th at ITC Park and on June 16th at Meadowbrook Elementary.	4/21	MZ, DB, JF, IS Staff

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

GOAL 3: ENHANCE CORE INTERACTION WITHIN OUR DIVERSE COMMUNITY

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

Dept	Tactic	Status	Last Update	Staff
IS/SS	Explore resources on diversifying the picture book collection, including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.	-Received information on Diverse BookFinder, will be exploring their offer of a free picture book collection diversity audit for NPL. -Continued reviewing the picture book collection for adding more own voices books. -Continue ordering to expand our newly added holidays in the Holiday Picture Books -Viewed Diverse BookFinder webinar "Multicultural Picture Books: A Deeper Look at Your Collection" for information on how to begin a diversity audit for the picture books in each of the picture book, youth	11/20, 12/20; 4/21	EB, MZ

		<p>biography, and youth nonfiction collections. (notes in shared IS Google Drive folder)</p> <p>Connected with Maryann to receive collection reports needed for the audit. Edited Picture Book collection Excel file for blank ISBNs 2002 and later. Ran first report for Picture Book Collection 11/24/20</p> <p>-Report provided some information, but not a complete picture due to lack of titles from most recent years. However, can be used as a tool to find titles from past that may have been missed. Shared with selectors of youth bio and youth non-fiction for picture book lists in those collections.</p> <p>--SS Dept: Provide collection reports to Selectors for audits of different collections as needed.</p>		
IS/SS	<p>Explore resources on diversifying the Adult Fiction collection (Fiction, Mystery, Science Fiction, Book Club Kits), including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.</p>	<p>Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections. -Diversity audit meeting with Betty and April on January 27 to discuss specific diversity goals for collection development.</p> <p>Continued diversity audit of Adult Fiction section and started audit of book club kits.</p> <p>Continued audit of book club kits and started reverse diversity audit of Adult Science Fiction. Finished book club kit audit. Continued work on Science Fiction audit. First meeting of Diversity Audit Team and met with Julie. Began research of front-end auditing for board meeting.</p> <p>--SS Dept: Provide collection reports to Selectors for audits of different collections as needed.</p>	<p>11/20, 1/21, 2/21, 3/21; 4/21</p>	<p>KE, MZ</p>
CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL				
Dept	Tactic	Status	Last Update	Staff

CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships

Dept	Tactic	Status	Last Update	Staff
IS	Be an active leader in the development of improving/expanding diversity, equity, and inclusion efforts at NPL through the creation of learning and training opportunities for staff, department, and library.	- Reviewed notes from previous studies in Diversity & Inclusion to pull what may be relevant for NPL learning and training opportunities. -Researched various projects to coordinate training opportunities and programs that improve diversity, equity, and inclusion. -Attended NPL Board Meeting in order to learn the position and statement the Board prepared regarding DEI and race relations improvement efforts. -Served as moderator for an Equity and Engagement Community Listening Session brought to you by the DEI committee. Collected data from the public to assist in determining steps to make deliberate efforts to improve race relations with the Black community. Served as moderator for an Equity and Engagement Community Listening Session Reflection brought to you by the DEI committee. -Attended DEI Committee meeting. Proposed having a more structured meeting by providing metrics for DEI goals, and creating timelines as necessary.	11/20, 12/20, 1/21, 2/21	GA
IS	Increase cultural diversity awareness, acknowledgement, and visibility through virtual and on-site library programming, and intentional displays. (Provide a minimum of 3 programs and 3 displays that accomplish this for the year).	- Coordinated and moderator for 5 programs in a series: "Talking Racism." This included scheduling 11 professionals as facilitators, and 8 teens. Programs included: Combating Racial Injustices, Racism Is Not a "Black People" Issue, Teens Talking Racism, Talking With Your Kids About Racism- A Black & White Perspective, and Why Take a Knee? - I also coordinated and hosted a podcast segment on the topic of racism and the removal of statues with racist ties. My special guest was a historian of cultural diversity. -Coordinated and hosted, African American Perspectives:"Civil Rights & Black Resistance." Guest presenter: Historian Jamon Jordan of Black Scroll Network. Presented as a Zoom and Facebook Live event. Attendance:162 -Proposed an African American Conversation Group, and/or ongoing Ethnic Cultural Discussion Group to include up to 4 ethnic groups. Group(s) would meet once a month. I would coordinate and host all of the virtual events. Content and description: Inspire. Inform. Include. through cultural conversation on customs, common language, holidays and events, literature, small talk, history, and resources designed specifically for ethnic culture. (Waiting on response.) - Provided an African American Ethnic Cultural	11/20, 1/21, 2/21	GA

		<p>Discussion Group Conversation Group, with the purpose of providing cultural conversations on customs, common language, holidays and events, inspirations, literature, small talk, history, and resources, designed for specific ethnic cultures.</p> <p>Partnered with Omega Psi Phi and AKA, historically African American Greek-lettered fraternity and Sorority to provide a reading series for children. - Coordinated African American Ethnic Cultural Discussion Group Conversation Group, with guest presenter Dr. Jay Marks, on the topic, "Advancing Racial Equity in Our Schools & Community." -Hosted Martin Luther King virtual celebration. -Coordinated and hosted Chinese New Year Celebration -Coordinated and hosted Black History Month programs including "Black History Month Spotlight Series," "Black Men in White Coats" film, and 7 Black Physicians Discussion</p>		
IS	<p>Implement a new kind of book club with a different structure (virtual, out-of-building, etc.) and different focus (more varied and diverse genres/points-of-view, etc.) in order to target more varied demographics within our Novi community. Plan one meeting at least every other month (a total of 6)</p>	<p>- Hosted a Genre-Fied book discussion on July 23. Laid out the basic idea of the book club to new members (we will be reading a new genre every month, and meetings will remain virtual throughout the year). July's genre was Mystery and we read "Magpie Murders". Talked about the potential of having an all Mystery book club. Encouraged attendees to spread the word about the new book club! -Genre-Fied Book club to meet virtually on Aug. 27th. Total signup so far is 6 people. Genre is Historical Fiction! -Attendance for this book club is still stronger than both the other regular book clubs held by the library, and I also took recommendations from the attendees on what genres they would be interested in reading in future meetings! -January Genre-fied was on Thursday the 28th. This month's genre was Science Fiction and we discussed the book Recursion by Blake Crouch. New faces again this month! -This month's Genre-fied book club featured; Punching the Air by Ibi Zoboi and Yusef Salaam</p>	10/20, 1/21, 2/21	KE

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

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

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

Dept	Tactic	Status	Last Update	Staff
IS	Continue development and training for NPL's customer service initiatives for Be Our Guest (as it relates to COVID, Kulture City, etc.); Kulture City launch (staff awareness/video, building placement, marketing to community)	- Created KC customer service guided sheet for staff. - Created KC checklist for completion of all items, KC inventory list, and KC customer service help sheet for staff. - Photographed all of the kulturecity bag items. - Put KC bags together. - Met with MZ to determine where security tags should go and on what items. Gave KC bags to MZ to tag. - Created calendar date/time with JF to determine KC signage placement. - Did a walk through of the building with JF to determine best places for KC signage. - Met with Keith to determine best way to put up signage. -Wrote script for KC staff video - Filmed videos for KultureCity staff intro. -Converted KC videos via Youtube and added to Filmora -Downloaded and added KC photos to Filmora -Completed film and sent to staff along with information sheet. Signage put up throughout the building. Bags deployed to desks. Short story on KC website and app completed. Marketing to community has begun. -Sent out additional video describing sensory kits created by Charlie Hokett.	11/20, 12/20, 1/21	AS
IS/SS	Investigate a Books by Mail service. Partner with a staff member from the	-Reached out to 6 libraries with questions about running a Books by Mail service. Attended a virtual and an in person meeting with Julie and Kim to	11/20, 12/20; 4/21	KM, KS

	Support Services Department. Write up a report and share with the Director all findings and recommendations by mid-December.	discuss further. Created spreadsheet to compare answers from different libraries. Followed up with 5 libraries with more detailed questions. -Met with Julie and Kim to discuss the program. Followed up with multiple libraries with more questions. Created spreadsheet to track responses. Priced out mailbags. Working on creating a report with all the responses and other needed information. Complete- report submitted December 7. Approved for FY 21-22 budget implementation.		
IS	Establish the Pop-Up Market as a recurring program, at least 1-2 times per year. Create a virtual version of the program in the style of the Home Shopping Network and present this program on Zoom and Facebook Live. Provide opportunities for participating businesses to learn about the Business Resource Center and available resources.	<p>Holiday Virtual Shopping Expo in December: 12 vendors (mix of live and video presentation) 1 corporate sponsor (DMCU) who also donated raffle prizes Event raised \$220 for programming budget 7 businesses participated in 3 coaching calls to practice their pitches and hear about the BRC 26 participants in the live Zoom program plus about 250 views of the Facebook Live video I coordinated social media posts listing the vendors and their exclusive deals as well as encouraging guests to #ShopSmall and to support minority owned businesses, leading to a new section on the BRC and DEI pages about Black-owned businesses in Novi and in Michigan</p> <p>Spring Virtual Shopping Expo in April (Money Smart Week): Spring Expo will repeat format of Holiday Expo but with an emphasis on Mother's Day gifts and "Spring Cleaning" services Application and vendor-oriented flyer completed in January Coordinating with Novi Chamber for event promotion, vendor recruitment and support with online payments for participating vendors. Application will go live on February 1 - we already have 18 applications Spring Virtual Shopping Expo in April: Spring Expo will repeat format of Holiday Expo but with an emphasis on Mother's Day gifts and "Spring Cleaning" services 25 applications and counting (20 have been accepted; evaluating ability to add others from waitlist) Offered two Vendor Coaching calls in March to five total business owners, promoting NPL business resources and assisting them in perfecting their presentations for the Expo</p>	1/21, 2/21, 3/21	HH

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

Dept	Tactic	Status	Last Update	Staff
ADMIN		Implementation of Peachjar communication for NCSD	9/20	DB
ADMIN		Email set up DEINoviLibrary@novilibrary.org for public communications	10/20	BR
ADMIN		DEI Page on Library's Website	1/21	DB
ADMIN		Patron Point implementation for enhanced target marketing and communications	4/21	DB
ADMIN		Lakeshore Lending Library – flyers and posters to promote the launch of the new service; creation of 3D models and info for various locations to promote the service; postcard to Novi households north of Twelve Mile	3/21, 4/21, 6/21	DB
ADMIN		Wrap design of the kiosk	3/21	DB
ADMIN		Novi Today article related to DEI Committee	4/21	DB

CATEGORY: BUILDING AND GROUNDS - Execute more flexible spaces, furniture and electrical access based on guest needs; Implement sustainable processes of recycling, paper and utility usage and explore use of the building for larger community events.

Dept	Tactic	Status	Last Update	Staff
FAC		Every 2 hours high touch cleaning of building for sanitization purposes	Ongoing	
AD/FAC	Janitorial Bid and Contract (1 yr. w/renewal)	Bid awarded to RNA Janitorial; contract signed	August 3, 2020	
FAC	Staff vending machine service	New vendor initiated for snack vending in staff lounge	November 2020	
AD/FAC	Air duct cleaning of building	Bid executed and awarded for Air Duct Cleaning; Air duct work March 29 - April 9, 2021	11/20; 1/21; 4/21	

COVID-19 (July 1, 2020 - June 30, 2021)

Dept	Tactic	Status	Last Update	Staff
ALL		Library opened for Phase 4: 30 minute use of building	July 6, 2020	
		Library opened for Phase 4: 1 hour use of building	Sept. 8, 2020	
		Library returned to Phase 3: lobby, locker and drive-up by appointment	11/18/20-1/17/21	
		COVID shut down December 1- December 8, 2020 due to 1 staff case; 5 exposures	12/20/21	
		Library returned to Phase 4: 1 hour use of the building	1/18/21	
		Phase 4 Continues as of April 19 – May 24, 2021: Library recommends visits of 1 hour (Grab & Go); public computers available (1 hour use); 50% capacity of building usage by public; 48 hour quarantine of materials; limited seating is available; café and book nook open; programming virtual through May 31, 2020. 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.	3/21	
		Following MIOSHA and MDHHA guidelines	Ongoing	
AD		Instituted Remote Work Policy as needed for employees	12/20	
IS		Created COVID customer service and timer station help sheet for staff. Updated temp sheet per City guidelines twice over two months. -Continuing to check both electronic sign in and paper temp sheets and record both electronically and in storage	11/20, 1/21, 2/21	AS, MD, DB
IS	Explore methods and best practices for virtual outreach story times to preschools and childcare centers in response to COVID-19 social distancing guidelines.	- Offered the first three Zoom outreach story time sessions. View recording of one to reflect. -Connected with Ann at ECEC about providing weekly recorded storytimes in place of daily in-person visits. -Encountered a new experience - I had KinderCare scheduled for a Zoom story time on 9/17, but they were a no show. We rescheduled for October 8th. -Reached out to Novi Northville about Zoom story times. They were not interested at this time, but they were interested in a new book box so I am getting that together now.	10/20	EB

		-Scheduled a visit with the ECEC Special Education classroom for the end of October. -Learned to film a family story time at the same time as the ECEC story times by reusing some of the segments (less repeat recording).		
IS	Explore ways the iCube can evolve to be relevant during Covid times, devise an appointment scheduling system, taking orders similar to the 3D Printing Committee, looking for more virtual services.	Met with Charlie and Dom to discuss some ideas, as well as the iCube Team. iCube staff will begin taking 1 hour appointments on Oct. 1st. All equipment sheets are being updated and safety protocols will be drafted for review by the iCube Team. Used a free collaboration with CreativeBug and the Cricut Maker to offer the February iCube Grab-n-Go Kit: DIY Gift Bags. They were a Valentine's Day (though not over the top) theme so that guests could learn how to make their own gift bags for Valentines or another special occasion.	11/20, 2/21	MJR

Library Board Policy Approvals (July 1, 2020 - June 30, 2021)

Dept	Tactic	Status	Last Update	Staff
AD	Approval of Retirement Incentive	One-time retirement incentive for eligible Full-time employees	July 23, 2020	JF
AD	Approval of Library Van Replacement Schedule	Every 7 years	Aug. 27, 2020	JF
AD	Approval of DEI standing committee	2 board members, 4 managers, 3 staff members	Sept. 24, 2020	JF
AD	Approval of Strategic Goals Updates	Inclusion of DEI initiatives into Strategic Plan 2019-2022	Sept. 24, 2020	JF
AD	Approval of Remote Work Policy		Dec. 16, 2020	JF
AD	Approval of Guest Behavior Policy		Feb. 25, 2021	JF

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

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

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

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

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

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

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

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

Financial Report for March 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 Feb 28, 2021	YTD Mar 31,2021	Difference
TOTAL REVENUES	\$3,169,518	\$3,175,600	\$6,082
TOTAL EXPENDITURES	\$1,868,487	\$2,120,127	\$251,640
NET OF REVENUES & EXPENDITURES	\$1,301,031	\$1,055,473	

Revenue & Expenditure Report for Fund 269

	YTD Feb 28, 2021	YTD Mar 31, 2021	Difference
TOTAL REVENUES	\$17,352	\$22,535	\$5,183
TOTAL EXPENDITURES	\$6,138	\$6,417	\$279
NET OF REVENUES & EXPENDITURES	\$11,214	\$16,118	

Balance Sheet Report as of March 31, 2021

The ending fund balance for Fund 268 is \$3,318,266.55

The ending fund balance for Fund 269 is \$1,723,098.19

04/12/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 03/31/2021										
% Fiscal Year Completed: 75.07										
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JAN 2021	FEB 2021	MAR 2021	03/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,961,042.00	0.00	0.00	0.00	2,961,042.01	(0.01)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargebac	(6,553.64)	2,000.00	2,000.00	0.00	144.78	150.22	1,867.59	132.41	93.38
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	0.00	144.78	150.22	2,943,139.32	(6,368.32)	100.22
Federal grants										
268-000.00-508.452	Federal Grants - COVID-19	0.00	0.00	0.00	7,500.00	0.00	0.00	59,143.94	(59,143.94)	100.00
Federal grants		0.00	0.00	0.00	7,500.00	0.00	0.00	59,143.94	(59,143.94)	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	28.55	79.77	67.05	588.23	611.77	49.02
268-000.00-665.100	Copier	1,172.45	600.00	1,000.00	50.60	125.20	315.70	1,082.60	(82.60)	108.26
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	1,249.33	1,096.31	597.14	6,195.26	(2,195.26)	154.88
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	1,328.48	1,301.28	979.89	14,713.09	(1,666.09)	112.77
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	11,000.00	484.46	759.97	574.22	7,852.64	3,147.36	71.39
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	484.46	759.97	574.22	103,219.15	3,147.85	97.04
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	3,526.38	0.00	0.00	28,526.86	25,674.14	52.63
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	384.19	0.00	0.00	3,569.90	(23,569.90)	(17.85)
Interest income		87,344.61	34,201.00	34,201.00	3,910.57	0.00	0.00	32,096.76	2,104.24	93.85
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	106.23	0.45	467.13	933.26	(433.26)	186.65
Donations		10,318.10	6,500.00	500.00	106.23	0.45	467.13	933.26	(433.26)	186.65

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JAN 2021	FEB 2021	MAR 2021	03/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	949,000.00	104,347.52	69,564.98	69,565.00	678,081.83	270,918.17	71.45
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	64,618.85	43,906.17	44,788.43	423,641.63	211,358.37	66.72
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	12,717.64	8,476.80	8,544.25	84,914.51	39,085.49	68.48
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	15,296.92	18,182.65	16,375.41	142,966.77	52,033.23	73.32
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	2,625.00	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)	(3,175.24)	(24,968.69)	(11,031.31)	69.36
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	4,509.00	3,891.00	53.68
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	32,418.00	10,806.00	75.00
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	4,959.42	3,306.28	3,306.28	12,702.34	32,297.66	28.23
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	294.84	214.93	233.41	1,910.84	589.16	76.43
Personnel services		1,959,395.24	2,121,060.00	1,996,324.00	205,787.95	144,579.57	143,740.54	1,371,228.04	625,095.96	68.69
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	12,000.00	1,149.94	1,657.70	554.29	8,323.65	3,676.35	69.36
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	0.00	17.50	0.00	49.10	950.90	4.91
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	14,200.75	1,386.27	651.78	31,417.30	38,282.70	45.08
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	349.86	1,169.88	840.42	4,331.36	15,468.64	21.88
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	3,677.19	356.92	49.97	10,958.65	14,041.35	43.83
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	10,613.19	14,657.21	8,829.24	122,808.62	48,191.38	71.82
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	1,164.12	1,269.91	1,414.67	9,224.06	10,775.94	46.12
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	500.00	148.94	0.00	61.96	210.90	289.10	42.18
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	0.00	0.00	0.00	16,635.18	7,364.82	69.31
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	5,662.19	4,581.22	21,062.70	80,428.40	34,571.60	69.94
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	4,566.16	4,356.79	2,695.08	37,308.48	9,591.52	79.55
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	0.00	6,003.89	575.54	63,693.51	306.49	99.52
Supplies		482,945.13	599,600.00	574,200.00	41,532.34	35,457.29	36,735.65	385,389.21	188,810.79	67.12

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JAN 2021	FEB 2021	MAR 2021	03/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	56.18	56.18	0.00	446.99	53.01	89.40
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	744.27	291.04	150.00	3,643.58	356.42	91.09
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	98.00	0.00	0.00	882.00	118.00	88.20
268-000.00-806.000	Legal fees	8,951.50	5,000.00	9,000.00	0.00	3,308.50	0.00	11,326.00	(2,326.00)	125.84
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,300.00	111.31	0.00	0.00	779.17	520.83	59.94
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	69.00	194.00	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	7,288.40	9,320.42	7,305.20	62,407.49	30,592.51	67.10
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	1,242.24	1,217.02	(53.00)	18,492.41	7,507.59	71.12
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	15,578.75	0.00	(880.03)	38,755.18	26,444.82	59.44
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	500.00	0.00	27.20	0.00	67.25	432.75	13.45
268-000.00-862.000	Mileage	6.38	300.00	100.00	0.00	13.44	0.00	13.44	86.56	13.44
268-000.00-880.000	Community promotion	22,866.06	21,000.00	24,000.00	1,539.00	1,090.12	1,341.76	9,718.51	14,281.49	40.49
268-000.00-880.268	Library programming	18,956.32	25,000.00	15,000.00	775.19	823.23	736.35	7,007.10	7,992.90	46.71
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	223.69	298.53	268.30	2,644.28	25,355.72	9.44
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	1,330.76	1,566.61	0.00	5,656.37	6,343.63	47.14
268-000.00-922.000	Electricity	92,792.30	95,000.00	93,000.00	6,892.95	6,515.11	7,398.70	65,961.35	27,038.65	70.93
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	0.00	0.00	3,096.75	4,403.25	41.29
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	5,281.32	4,938.59	10,193.70	68,362.27	43,837.73	60.93
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	3,360.00	408.89	2,063.75	16,026.55	21,973.45	42.18
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	650.94	756.09	650.94	5,705.77	2,294.23	71.32
268-000.00-942.100	Records storage	287.76	1,300.00	300.00	23.98	23.98	24.95	216.79	83.21	72.26
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	69.00	163.00	0.00	4,374.03	5,625.97	43.74
Other services and charges		504,881.30	554,700.00	579,981.00	45,334.98	31,011.95	29,200.62	349,736.04	230,244.96	60.30
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	0.00	13,774.00	0.00	13,774.00	3,226.00	81.02
Capital outlay		60,659.80	111,000.00	17,000.00	0.00	13,774.00	0.00	13,774.00	3,226.00	81.02
Net - Dept 000.00 - treasury		180,244.39	(141,060.00)	(43,619.00)	(279,325.53)	(222,616.33)	(207,505.35)	1,055,472.71	(1,099,091.71)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,123,886.00	13,329.74	2,206.48	2,171.46	3,175,600.00	(51,714.00)	(2,419.75)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,167,505.00	292,655.27	224,822.81	209,676.81	2,120,127.29	1,047,277.71	(2,419.75)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(43,619.00)	(279,325.53)	(222,616.33)	(207,505.35)	1,055,472.71	(1,099,091.71)	(2,419.75)

Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	1,519.17	0.00	0.00	13,193.09	13,806.91	48.86
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	165.51	0.00	0.00	2,609.49	(7,109.49)	(57.99)
Interest income		45,787.97	22,500.00	22,500.00	1,684.68	0.00	0.00	15,802.58	6,697.42	70.23
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	150.00	0.00	1,138.57	1,551.67	(551.67)	155.17
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	296.35	1,610.50	1,934.85	(934.85)	193.49
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	0.00	0.00	750.00	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	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		16,803.70	19,500.00	24,000.00	150.00	296.35	3,499.07	6,732.87	17,267.13	28.05
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	57.07	70.55	180.69	308.31	191.69	61.66
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	(40.00)	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	(613.88)	0.00	0.00	15.88	1,484.12	1.06
Supplies		24,962.88	65,700.00	4,500.00	(596.81)	70.55	180.69	3,372.35	1,127.65	74.94
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	157.49	457.18	98.11	3,044.44	1,955.56	60.89
Capital outlay		6,735.84	11,800.00	46,550.00	157.49	457.18	98.11	3,044.44	43,505.56	6.54
Net - Dept 000.00 - treasury		30,892.95	(35,500.00)	(4,550.00)	2,274.00	(231.38)	3,220.27	16,118.66	(20,668.66)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		62,591.67	42,000.00	46,500.00	1,834.68	296.35	3,499.07	22,535.45	23,964.55	(354.26)
TOTAL EXPENDITURES		31,698.72	77,500.00	51,050.00	(439.32)	527.73	278.80	6,416.79	44,633.21	(354.26)
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(4,550.00)	2,274.00	(231.38)	3,220.27	16,118.66	(20,668.66)	(354.26)
TOTAL REVENUES - ALL FUNDS										
		3,250,717.53	3,287,300.00	3,170,386.00	15,164.42	2,502.83	5,670.53	3,198,135.45	(27,749.45)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,039,580.19	3,463,860.00	3,218,555.00	292,215.95	225,350.54	209,955.61	2,126,544.08	1,092,010.92	
NET OF REVENUES & EXPENDITURES		211,137.34	(176,560.00)	(48,169.00)	(277,051.53)	(222,847.71)	(204,285.08)	1,071,591.37	(1,119,760.37)	

04/12/2021		BALANCE SHEET FOR CITY OF NOVI	
		As Of 03/31/2021	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(213,789.54)	
268-000.00-017.000	Investments - Pooled	3,576,379.58	
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	3,401,160.09	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	63,334.12	
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	82,893.54	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance	2,281,497.53	
	Net of Revenues VS Expenditures	1,036,769.02	
	Ending Fund Balance	3,318,266.55	
	Total Liabilities And Fund Balance	3,401,160.09	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	53,447.94	
269-000.00-017.000	Investments - Pooled	1,669,954.95	
	Total Assets	1,723,402.89	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	304.70	
	Total Liabilities	304.70	
*** 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	16,118.66	
	Ending Fund Balance	1,723,098.19	
	Total Liabilities And Fund Balance	1,723,402.89	

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for May 2021

- | | | |
|-------------------|-----------------------------|--------|
| • Gail Anderson | Programming Coordinator | 5 yrs. |
| • Amy Markus | Support Services Clerk | 4 yrs. |
| • Allison Janicki | Support Services Clerk (TS) | 4 yrs. |
| • Rae Manela | Librarian – Sub | 2 yrs. |

Closed Captioning of Library Board Meetings

I reached out to the City's Communications Dept. regarding the closed captioning of the library board's meetings on YouTube. The City facilitates those meetings for us with their Studio VI team.

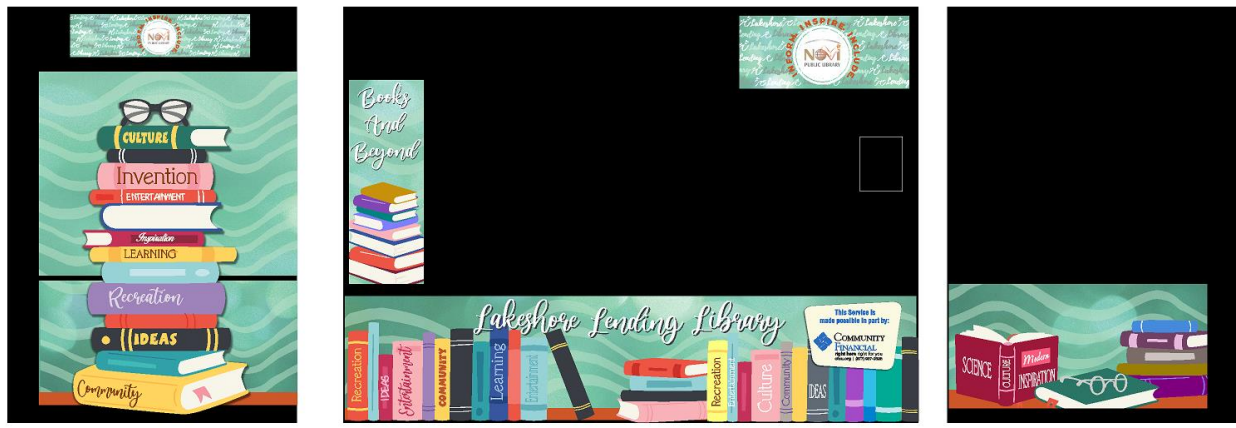
I was provided the process for changing the settings in YouTube:

In YouTube click on captions-->setting-> background opacity --->100%

The City confirmed that a viewer can change the opacity in settings and it brings them to the front. This can be adjusted in the settings for CC and is compliant with all ADA requirements.

Update: Lakeshore Lending Library Vinyl Wrap Design

OPTION 1



North Panel

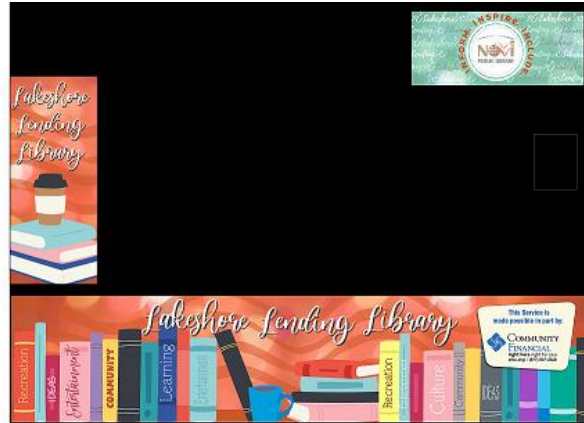
Front Panel (facing west)

South Panel

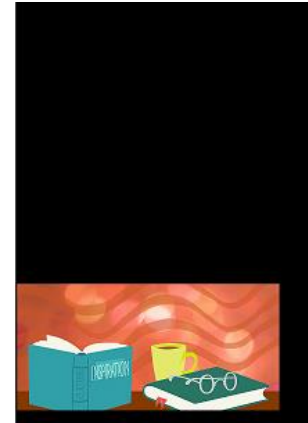
OPTION 2



North Panel



Front Panel (facing west)



South Panel



Tentative Installation Timeline (as of April 15, 2021)

- **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 + machine soft-open
 - Make sure Dana is available Friday May 21st to work on how-to video, QR code, temp signage
 - Temporary canopy panels (similar to what we have now) at the machine letting users know how to use the machine, video and QR code information
 - 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 ?):** Permanent canopy panel vinyl wrap design installed by end of June

**Summer Reading Plans Provided by Area Libraries in Comparison to Novi Library
(information gathered by April Stevenson)**

	NPL	Lyon Township Public Library	Northville District Library	Commerce Township Library	Walled Lake Library
	Virtual for story times. Keep going with Grab & Go's, as they are very popular. Continue with virtual, but try a few outdoor programs (partnering with City of Novi) with rain date & virtual options.	We are remaining Virtual and will continue with take & make kits!	Northville's summer events will all be virtual, with the exception of Worldwide Knitting in Public Day which we will do in the park next to the Library on Saturday, June 12 th .	We're working on booking a couple outdoor programs, but are mostly asking that our presenters send us two invoices and program descriptions so we have the option of virtual or in-person when the time comes. We are also doing take-&-make kits.	We are planning for outdoor programs at various parks and places around town and will be regulars at the weekly farmer's market. Virtual wasn't a draw for our community.
Virtual Story Times	Yes	Yes	Yes	Yes	No
Live Story Times	No (too intimate a program w/expected interaction)	No	No	No	Yes
Grab & Go's	Yes	Yes	Yes	Yes	Yes
Outdoor Programs	Yes – planning for approximately 10+	No	No, only 1 will be outdoors	A couple of outdoor programs	Yes
Virtual Programs	Yes	Yes	Yes	Yes	No

** Continue to stay in Phase 4 based on the current guidelines that have been shared by the state as of April 16, 2021.

** COVID Update April 19 – May 24, 2021: Library is currently in Phase 4 of COVID library operations – with recommended visits of 1 hour (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, 2020. 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.

** MDHHS has extended the remote work option if/when possible through October 2021. Knowing the majority of work for NPL requires in-person service with our community, there is awareness to provide staff with separated office space to maintain social distancing when possible of 6ft, thus the utilization of public tutor/study and meeting room spaces. Mask requirements for staff and public continue and temperature reporting for staff. Meeting room rentals will not occur at this time, unless more restrictions lift.

** Working with City of Novi Parks & Recreation to partner on outdoor space usage and joint sponsored events.

COVID UPDATE

Daily use of the building by hour March 14, 2021 – April 10, 2021

3/14/2021		3/15/2021		3/16/2021		3/17/2021		3/18/2021		3/19/2021		3/20/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	26	10-11am	38	10-11am	27	10-11am	30	10-11am	34	10-11am	47
11am-12pm	0	11am-12pm	22	11am-12pm	31	11am-12pm	45	11am-12pm	37	11am-12pm	27	11am-12pm	58
12-1pm	47	12-1pm	34	12-1pm	41	12-1pm	33	12-1pm	32	12-1pm	25	12-1pm	55
1-2pm	63	1-2pm	32	1-2pm	22	1-2pm	32	1-2pm	34	1-2pm	30	1-2pm	59
2-3pm	52	2-3pm	45	2-3pm	42	2-3pm	53	2-3pm	36	2-3pm	37	2-3pm	64
3-4pm	89	3-4pm	53	3-4pm	51	3-4pm	49	3-4pm	40	3-4pm	48	3-4pm	68
4-5pm	73	4-5pm	52	4-5pm	49	4-5pm	36	4-5pm	50	4-5pm	45	4-5pm	65
5-6pm	78	5-6pm	42	5-6pm	41	5-6pm	35	5-6pm	50	5-6pm	52	5-6pm	64
6-7pm	0	6-7pm	37	6-7pm	37	6-7pm	35	6-7pm	36	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	38	7-8pm	37	7-8pm	43	7-8pm	17	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	28	8-9pm	36	8-9pm	33	8-9pm	45	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
	402		409		425		421		407		298		480

3/21/2021		3/22/2021		3/23/2021		3/24/2021		3/25/2021		3/26/2021		3/27/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	26	10-11am	30	10-11am	37	10-11am	56	10-11am	28	10-11am	31
11am-12pm	0	11am-12pm	26	11am-12pm	32	11am-12pm	28	11am-12pm	43	11am-12pm	32	11am-12pm	36
12-1pm	64	12-1pm	30	12-1pm	47	12-1pm	48	12-1pm	52	12-1pm	35	12-1pm	61
1-2pm	75	1-2pm	33	1-2pm	50	1-2pm	37	1-2pm	35	1-2pm	33	1-2pm	66
2-3pm	51	2-3pm	46	2-3pm	38	2-3pm	51	2-3pm	36	2-3pm	48	2-3pm	75
3-4pm	59	3-4pm	46	3-4pm	42	3-4pm	54	3-4pm	34	3-4pm	50	3-4pm	68
4-5pm	47	4-5pm	37	4-5pm	49	4-5pm	50	4-5pm	47	4-5pm	67	4-5pm	75
5-6pm	56	5-6pm	46	5-6pm	39	5-6pm	49	5-6pm	37	5-6pm	60	5-6pm	60
6-7pm	0	6-7pm	34	6-7pm	30	6-7pm	40	6-7pm	25	6-7pm	21	6-7pm	0
7-8pm	0	7-8pm	38	7-8pm	46	7-8pm	26	7-8pm	34	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	31	8-9pm	31	8-9pm	24	8-9pm	19	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	5	9-10pm	0	9-10pm	0
	352		393		434		444		423		353		405

3/28/2021		3/29/2021		3/30/2021		3/31/2021		4/1/2021		4/2/2021		4/3/2021	
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	41	10-11am	37	10-11am	37	10-11am	52	10-11am	57	10-11am	31
11am-12pm	0	11am-12pm	72	11am-12pm	44	11am-12pm	39	11am-12pm	49	11am-12pm	51	11am-12pm	35
12-1pm	60	12-1pm	46	12-1pm	40	12-1pm	48	12-1pm	53	12-1pm	30	12-1pm	31
1-2pm	55	1-2pm	54	1-2pm	44	1-2pm	51	1-2pm	49	1-2pm	40	1-2pm	40
2-3pm	63	2-3pm	44	2-3pm	43	2-3pm	47	2-3pm	39	2-3pm	52	2-3pm	60
3-4pm	78	3-4pm	34	3-4pm	50	3-4pm	42	3-4pm	62	3-4pm	54	3-4pm	65
4-5pm	61	4-5pm	39	4-5pm	44	4-5pm	61	4-5pm	30	4-5pm	47	4-5pm	45
5-6pm	72	5-6pm	51	5-6pm	57	5-6pm	55	5-6pm	42	5-6pm	48	5-6pm	46
6-7pm	0	6-7pm	33	6-7pm	38	6-7pm	47	6-7pm	37	6-7pm	16	6-7pm	0
7-8pm	0	7-8pm	32	7-8pm	32	7-8pm	36	7-8pm	27	7-8pm	16	7-8pm	0
8-9pm	0	8-9pm	19	8-9pm	19	8-9pm	30	8-9pm	55	8-9pm	13	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	389		465		448		493		495		424		353

Holiday		4/5/2021		4/6/2021		4/7/2021		4/8/2021		4/9/2021		4/10/2021	
4/4/2021		9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
9-10am	0	10-11am	38	10-11am	58	10-11am	52	10-11am	53	10-11am	37	10-11am	54
10-11am	0	11am-12pm	37	11am-12pm	44	11am-12pm	46	11am-12pm	46	11am-12pm	36	11am-12pm	64
11am-12pm	0	12-1pm	28	12-1pm	38	12-1pm	36	12-1pm	38	12-1pm	33	12-1pm	69
12-1pm	0	1-2pm	30	1-2pm	38	1-2pm	36	1-2pm	40	1-2pm	32	1-2pm	56
1-2pm	0	2-3pm	45	2-3pm	47	2-3pm	49	2-3pm	35	2-3pm	45	2-3pm	76
2-3pm	0	3-4pm	43	3-4pm	41	3-4pm	59	3-4pm	45	3-4pm	70	3-4pm	70
3-4pm	0	4-5pm	60	4-5pm	53	4-5pm	45	4-5pm	48	4-5pm	69	4-5pm	76
4-5pm	0	5-6pm	61	5-6pm	50	5-6pm	75	5-6pm	36	5-6pm	89	5-6pm	71
5-6pm	0	6-7pm	55	6-7pm	38	6-7pm	35	6-7pm	45	6-7pm	0	6-7pm	0
6-7pm	0	7-8pm	44	7-8pm	52	7-8pm	39	7-8pm	34	7-8pm	0	7-8pm	0
7-8pm	0	8-9pm	40	8-9pm	45	8-9pm	43	8-9pm	46	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		481		504		515		466		411		536
	0												

MIOSHA Extension of Emergency Rules

The Michigan Occupational Safety and Health Administration (MIOSHA) has extended its emergency rules until October 14, 2021. (NOTE: the emergency rules can be modified or withdrawn at any time in response to changes in COVID-19 spread.)

Under the emergency rules, employers must continue to implement policies that require remote work for employees where remote work is feasible, to help ensure that COVID-19 transmission is mitigated to the maximum extent possible. While in-person work is permitted when remote work is not feasible, remote work is recommended as a strategy to minimize in-person contacts and is included in guidance from the CDC and Federal OSHA to protect employees in the workplace.

The rules establish workplace safety requirements and employers should coordinate these requirements with the MDHHS Emergency Order restricting gathering sizes, requiring face coverings in public spaces and childcare facilities, placing capacity limitations on stores, bars and other public venues and providing safer workplaces.

https://www.michigan.gov/.../Final_MIOSHA_Rules_705164_7.pdf



Deborah E. Mikula

Executive Director

Michigan Library Association



COVID-19

MDHHS EPIDEMIC ORDER EFFECTIVE APRIL 19 THROUGH MAY 24



Limits on attendance at residential gatherings.

- Face masks are required at all times, unless eating or drinking. Fully vaccinated individuals (persons for who at least two weeks has passed after receiving the final dose of a FDA-approved or authorized COVID-19 vaccine) may remove their mask as long as not exhibiting symptoms of COVID-19.
- Residents should follow MDHHS [guidelines for safe social gatherings](#) and are encouraged to form a “pod” of people to socialize with consistently.

INDOORS: UP TO 15 PERSONS FROM 3 HOUSEHOLDS
OUTDOORS: UP TO 50 PERSONS



Limits on attendance at non-residential gatherings.

- Everyone must wear a face mask at all times, unless eating or drinking while seated in a designated area.
- Consumption of food or beverages is permitted only while seated in a designated area with a group of no more than 6 people.
- While eating or drinking, each group must be at least 6 feet apart and may not intermingle.

INDOORS: UP TO 25 PERSONS
OUTDOORS: UP TO 300 PERSONS

“Gathering” means any occurrence where two or more persons from more than one household are present in a shared space. Incidental gatherings (where people do not mingle with others outside their group) are excepted. For more information on gathering rules, please see the FAQs.



Face masks are still required.

Businesses, government offices, schools, child care organizations, operators of public transit, and all other gathering organizers must not allow indoor or outdoor gatherings of any kind unless they require individuals to wear a face mask. These entities may not assume that someone who enters the business without a face mask falls in one of the exceptions; but may accept an individual’s verbal representation that they are not wearing a face mask because they fall within a specified exception.

Beginning April 26, the face mask requirement includes children ages 2-4 and a good faith effort must be made to ensure that these children wear masks while in gatherings at childcare facilities or camps.



Retail and personal services

- Gatherings at a retail setting, library or museum, may not exceed 50% of total occupancy limits established by the fire marshal. Spaces for indoor dining, including food courts, must comply with the requirements for food service establishments.

- Gatherings to receive personal care services, including hair, nail, tanning, massage, spa, tattoo, body art, and piercing services are permitted by appointment. Masks must be worn at all times except if a customer is receiving a medical or personal care service for which the removal of the face mask is necessary.



Recreation and entertainment

- The following recreation and entertainment venues are open for enjoyment by individuals or groups of up to 25 persons: auditoriums; arenas; cinemas; concert halls; performance venues; sporting venues; stadiums; theaters; archery ranges; amusement parks; arcades; bingo halls; bowling alleys; gun ranges; laser tag; and trampoline parks.
 - Indoor Facilities: must not exceed 50% of the limits established by the fire marshal, and must not exceed an overall total of 300 people.
 - Outdoor Facilities: must not exceed 50% of the limits established by the fire marshal (if applicable), and must not exceed an overall total of 1000 people.
 - Everyone must wear a face mask at all times, unless eating or drinking while seated in a designated area.
 - Consumption of food or beverages is permitted only while seated in a designated area with a group of no more than 6 people.
 - Groups must be spaced 6 feet apart.
 - Large Indoor Stadiums/Arenas: up to 375 patrons for large venues with a seating capacity up to 10,000 seats, and up to 750 patrons for large venues with a seating capacity greater than 10,000 seats.



Outdoor stadiums or arenas

- Gatherings may be permitted up to 20% capacity in an OUTDOOR stadium or arena, if they do all of the following:
 - “Stadiums and arenas” are venues with fixed seating for at least 5,000 spectators.
 - Establish and abide by an infection control plan that complies with the protocols included in MDHHS’s Enhanced Outdoor Stadium and Arena Guidance.
 - Post their plan publicly.
 - Infection control plans must be made available to the local health department and MDHHS at least seven days before scheduled events.
 - Outdoor stadiums and arenas that do not establish and abide by an infection control plan in accordance with MDHHS’s Enhanced Outdoor Stadium and Arena Guidance must not exceed an overall total of 1000 people.
 - Sports organizers of events occurring at outdoor stadiums must administer a testing program as specified in MDHHS’s Interim Guidance for Athletics all players.



Food service

- Indoor and outdoor dining is only allowed until 11 p.m. and in designated dining areas where patrons are seated, groups of patrons do not exceed 6 people at a table, and each table is separated by at least 6 feet. See the [Outdoor Seating Infographic](#) for more details.
- **Indoor dining** at restaurants and bars is permitted up to 50% normal seating capacity or 100 persons, whichever is less.

- **Outdoor dining** is permitted at 100% capacity.
- Food service for takeout and delivery is permitted.
- Dining in an igloo, hut, or small tent is permitted so long as there is only one group inside.



Exercise, fitness, and sports

- **Exercise facilities:** Gatherings are permitted both indoors and outdoors for individual exercise, group classes, and individual and group instruction. Exercise facilities include gymnasiums; fitness centers; exercise studios; tracks; sports complexes, pools, yoga, dance, gymnastics, and cycling studios; ice rinks; roller rinks; and trampoline parks.
 - Attendance must not exceed 30% of the total occupancy limits.
 - There must be at least 6 feet of distance between each occupied workout station
 - Spaces and activities must be set up to maintain 6 feet between all persons at all times.
 - Masks are required, except for swimming.
- Capacity limits for ice and roller rinks must not exceed 10 persons per 1,000 square feet (approximately 175 people at once on a typically sized rink).
- **Youth Sports:** Athletes ages 13 – 19 are required to be tested consistent with the testing protocol specified in MDHHS Interim Guidance for Athletics. A mask must be worn unless a sports organizer has deemed a type of sport to be unsafe to play while masked and a more frequent testing protocol is followed. All participants across the entire organization must be tested consistent with the testing protocol specified in MDHHS Interim Guidance for Athletics.
- For more information on sports and athletics: [Coronavirus - Sports and Athletics \(Michigan.gov\)](#).

To read the complete MDHHS April 16, 2021, Epidemic Order, visit [Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus). Questions or concerns can be emailed to COVID19@michigan.gov.



Email from: Julie Farkas, Library Director
Date: 3/23/21
Subject: Novi Library Remote Meetings Update

Novi Library Board Members,

The City of Novi passed a State of Emergency last night, through June 30, 2021, which will allow the Library Board to continue to hold virtual meetings for any reason until that expire date. If the state or other bodies make policies that will affect Library Board remote meeting capabilities we will continue to keep you updated.

Below is a snippet from the Novi resolution that will allow the Library Board to continue with virtual meetings for now:

"NOW, THEREFORE, IT IS RESOLVED, THAT, pursuant to the authority contained at § 3 of the Home Rule Cities Act, MCL 117.3 (j) authorizing cities to provide for the public health and safety of persons; §3 of the Open Meetings Act, MCL 15.263 (2) permitting a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster if meeting in person would place at risk the personal health or safety of members of the public or members of the public body; and §10 (b) of the Emergency Management Act permitting the Mayor or Council to declare a local state of emergency:

Based on the findings made by the Michigan Department of Health and Human Services regarding the public health threat posed by the COVID-19 novel coronavirus and its variant strains, the Mayor of the City of Novi, as affirmed by the City Council, hereby declare a local state of emergency to permit the City Council and all other public bodies of the City to continue to meet by electronic and telephonic means after March 31, 2021 through June 30, 2021."

New Amendment for Capacity Limits for Meetings

A new amendment to the state’s capacity limits order provides greater flexibility to hold in-person meetings.

An order signed Wednesday by the Michigan Department of Health & Human Services (MDHHS) notes that while many counties and other local units of government have declared a local state of emergency, others have not, meaning in-person meetings “may now be the only lawful option to conduct the public’s business in accordance with the Open Meetings Act.”

Previously, capacity limits were for no more than 25 total people, no matter how large the space. The amendment allows “gatherings of public bodies and attendees of meetings held by public bodies” at “50% of the total occupancy limits established by the fire marshal.”

[https://www.michigan.gov/documents/coronavirus/FINAL_Masks_and_Gatherings_order - 3-31-21 - OMA amendment 1235pm 721001 7.pdf](https://www.michigan.gov/documents/coronavirus/FINAL_Masks_and_Gatherings_order_-_3-31-21_-_OMA_amendment_1235pm_721001_7.pdf)



Deborah E. Mikula
Executive Director
Michigan Library Association



Upcoming Library Closures

Sunday, April 4
 Sunday, May 9
 Sunday, May 30
 Monday, May 31

Reopening

Phase 4



GRAB & GO

RECOMMENDED VISIT TIME: 60 MIN OR LESS

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

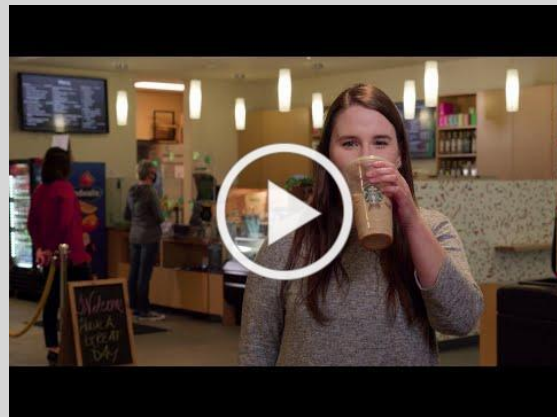
BUILDING ACCESS	The Library is open regular library business hours of operation.
IN-LIBRARY SERVICES	Guests will be asked to visit the Library quickly and efficiently (recommended visit time: 60 min or less) to find and check out materials and get help. Masks, social distancing and all safety guidelines 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 248-549-0720 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 (248-549-0720) 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 248-869-7204. 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 - NEW Spring Hours!

Starting April 5
 Mon-Fri, 7am-5pm

The Novi Library Café is extending 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, April 14, 2pm

Novi Historical Commission Meeting

Wed, April 21, 7pm - [Agenda/Zoom Info](#)

Library Board Meeting

Thu, April 22, 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](#)



Welcome New Library Board Members!

The Novi Public Library would like to welcome three new board members, Kathy Crawford, Sreeny Cherukuri and Brian Bartlett. These new board members will help oversee the Library's financials and budget, make policies, advocate, fundraise, strategically plan and so much more.



WELCOME TO YOUR LIBRARY ALA Michigan LIBRARIES TRANSFORM

National Library Week

National Library week is celebrated April 4 - 10 and we'll be showcasing your Library the whole week! Visit our [Facebook](#) and [Instagram](#) pages to participate in library trivia, learn about library staff and services, and more!

Don't miss a special program featuring NPL staff and behind-the-scenes looks at Library services and the building on **Tuesday, April 6 at 7pm!** [Click here to register.](#)

Library Giving Day

Save the Date: Library Giving Day is April 7

Libraries strengthen communities and transform lives every day. In addition to well-loved books, many libraries offer innovative programs that promote lifelong learning, connect guests to technology and advance knowledge. Join the Novi Public Library during Library Giving Day! This one-day online fundraising event will occur on **Wednesday, April 7**, and we encourage guests and library lovers to make a gift in support of your library anytime by visiting us at novilibrary.org.



The Rise in Asian-American Hate Crimes

Asian-Americans are part of a troubling pattern of rising hate crimes across America. Why is this happening? What are their fears and anxieties? What should be done? Join the

conversation, ask questions or just listen in on **Monday, April 12 at 6:30pm.** [Click here to register.](#)



Financial Survival & Last Minute Tax Talk

Join us on **Tuesday, April 13 at 7pm** as we talk with experts about smart money moves during the pandemic, as well as last minute tax tips. [Click here to register.](#)



Watch this special story time with Library Director Julie Farkas, as she reads "Be You" by Peter H. Reynolds to celebrate the end of March is Reading Month!



Spring Virtual Shopping Expo

Back by popular demand! We're offering another opportunity to connect with and support local small businesses on

Saturday, April 17 at 10am on Zoom and Facebook Live.

See product demos, win prizes and get exclusive discounts on great gifts for Mother's Day and Father's Day! [Click here to register!](#)



The Novi Public Library was thrilled to provide used books to help kick-start a resident's library at Anthology of Novi, a new retirement community on 12 Mile Rd. Residents are now able to browse a selection of historical fiction, mystery, classics, historical non-fiction, biographies and religious books!

Happy Reading, Anthology!



**Promote the Be Active Lifestyle!
#BeActive**

NPL has partnered with local 4th grade FLL First Robotics Team: Technobots

#26827 on their Innovation Project to provide Be Active Bags for the community!

These bags will help guests be active indoors and outdoors and include a variety of items such as a compass, flashlight, list of local trails, stress ball, board games and more!

The creators of the Be Active Bags are looking for feedback on how to improve their bags. Complete this [survey](#) or use the QR code found in the bag and be entered into a raffle to win a Be Active Bag with a number of fun items. *Raffle ends April 30.



Virtual Adult Programs

- [Language Conversation Groups](#)
- [Book Discussion Groups](#)
- [Novi Mental Health Alliance Monthly Meeting](#)
- [Welcome to Your Library](#)



Virtual Teen Programs

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



Virtual Youth Programs

- [Smart Money MI Kids Read Story Time: Vibe Credit Union](#)



[Has your child received an Autism diagnosis and recommendation for ABA therapy?](#)

[The Rise in Asian-American Hate Crimes](#)

[Financial Survival & Last Minute Tax Talk](#)

[Virtual Trivia Night](#)

[Shop Small Spring Virtual Shopping Expo](#)

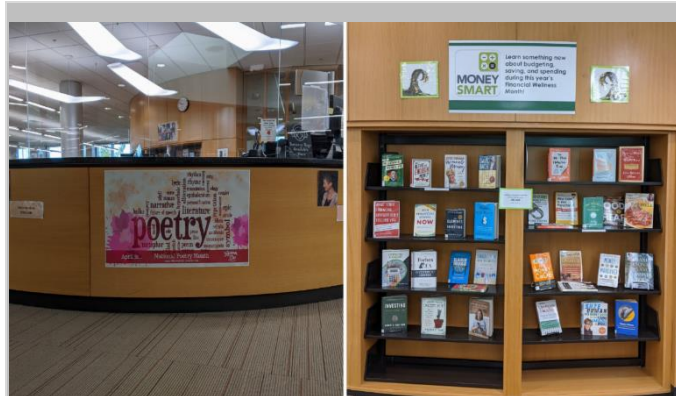
[Special Mental Health Discussion - Talking Teen Stress](#)

Visit the Online Calendar

[Smart Money MI Kids Read Story Time: Community Financial Credit Union](#)



[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](#)

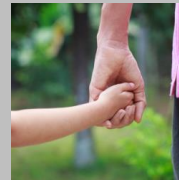


Visit the Library to view shelf and information desk displays this month! NPL will be showcasing Poets and Poetry Month, Financial Awareness Month, Celebrate Diversity Month, Asian-American and Pacific Islander Heritage, National Library Week, Ramadan, Earth Day and more!

LinkedIn Learning

Lynda.com is now LinkedIn Learning!

Log into LinkedIn Learning with your Novi Library card and PIN to view thousands of free online courses in 7 languages and learn from expert instructors with real-world experience! [Click here to log in!](#)



Has your child received an Autism diagnosis and recommendation for ABA therapy?

Payton and Anna are Board Certified Behavior Analysts (BCBA) at Inspire Autism located in Novi, MI. Join them for this virtual discussion on **Thursday, April 8 at 7pm**, as they talk about what Applied Behavior Analysis (ABA) is, how to get started, and the questions you should ask. Q&A to follow. Register by [clicking here](#).

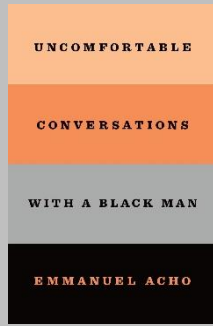


The DEI Committee is hard at work evaluating how NPL serves the diverse community of Novi. Current initiatives include:

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



A huge thank you to Yoko and Akiko for donating Japanese Kamishibari Theater plays! We greatly appreciate your kindness and generosity and look forward to introducing the Novi community to this amazing storytelling art form!



DEI Committee Recommends

Uncomfortable Conversations with a Black Man by Emmanuel Acho

[Click here](#) to search our catalog!

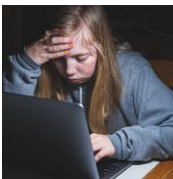
[Visit the DEI Page](#)

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.



Novi Mental Health Alliance

The Novi Mental Health Alliance invites you to join them on **Monday, April 5 at 6pm** for a special presentation about technology and how it affects kid's mental health. [Click here to register.](#)



Talking Teen Stress

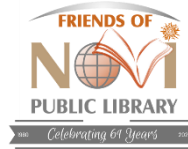
Many teens have experienced an increased level of stress over the past year. Join them, along with licensed counselors, psychologists, and social workers as they discuss feelings of worry, frustration and depression on

Tuesday, April 27 at 6:30pm. [Click here to register.](#)



The Novi Library is happy to announce that we will be partnering with Gro-Town again

this spring to provide seeds to our young library guests! The Gro-Town Seed Station will arrive at the Library in April. Stop by to pick-up a seed packet for your child! Through music, videos, and gardening initiatives, Gro-



The Friend's Book Nook is open! Stop by during Library hours to browse their great

collection of used books. Please use the **Honor box** for payments. Please use the existing Book Nook "hold" process if you would like a book in the glass case and a Friends Volunteer will contact you within one week

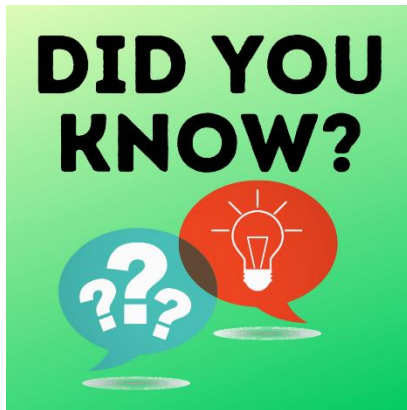
Become a Friends Member!

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.

Town seeks to instill in children a sense of gratitude and wonderment for the small and simple world around us.

For more information, music videos, and activity pages, [click here!](#) You can also watch their "Diggin in the Dirt" music video [here!](#)

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.



Did you know NPL has Ultra High-Definition Blu-ray "4K" films?

They're located in the drawers directly opposite the wall of Blu-ray feature films. Don't forget! To watch a 4K disc on TV, you will need a 4K Blu-ray player, a 4K TV and a HDMI 2.0 cable. On a PC, you will need a 4K Blu-ray drive, a 4K monitor and 4K Blu-ray player software.



Listen to the Beyond Books Podcast!

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Listen to our [newest episode!](#) Dana and Hillary speak with two inspiring Novi Community School District students and Gail and David speak with Dr. Crystal Jackson about stress during the pandemic.

Share your COVID-19 story!

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



Share your COVID-19 story

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

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG



Novi Public Library

News and Upcoming Events to Inform, Inspire and Include

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

Closures

Sunday, May 9
Sunday, May 30
Monday, May 31

Hours

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

Visit the Library for
Recommended 60 Min or Less!

Masks required per MDHHS Order

DO NOT ENTER the Library if you are sick

Small groups of no more than 12 people strongly encouraged

Practice social distancing of 6 ft.

Computer services available for 1 hr. Printing, scanning, copying also available.

Meeting and study rooms are not available

Library Café

Monday-Friday
7am-5pm

The Novi Library Café has extended their morning hours! Stop in on your way to work or school to grab a delicious drink. Don't forget to sign up for their rewards program with your phone number!



Baby and Tot Time Story Time

Mon, 11am
Ages: 0-24 Months
Location: Virtual - Facebook

Time for Twos & Threes Story Time

Tue, 11am
Ages: 2-3 Years
Location: Virtual - Facebook

On My Own Story Time

Thu, 2pm
Ages: 4-5 Years
Location: Virtual - Facebook



Family Story Time

Sat, 11am
Ages: Birth-5 Years
Location: Virtual - Facebook



Lakeshore Lending Library Opening Late Spring!

The time has come! Lakeshore Lending Library, Michigan's first self-service library kiosk for Novi residents, will open at Lakeshore Park in late spring!

Lakeshore Lending Library is a kiosk with three rotating carousels holding 235 items that you can browse through and check out with your Novi library card.

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 card today!

Items available will include:

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

Keep an eye on novilibrary.org and our social media accounts for a grand opening date!



NPL would also like to thank Community Financial Credit Union for their Platinum Sponsorship of the kiosk! Without their support, the kiosk would not have been possible!



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



Michael L. Printz AWARDS

According to the American Library Association, the Michael L. Printz Award "annually honors the best book written for teens, based entirely on its literary merit."

Visit the Michael L. Printz Award display outside of the Teen Stop to check out these award winners!

The 2021 Printz Award Winner is...

Book Club for Kids!

Book Bunch Book Club
Tue, 6:30pm
May 18

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

Grades: 2 and 3
Registration Begins: 30 Days Before Event
Location: Virtual - Zoom Meeting

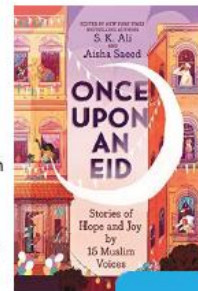


hoopla

BeTWEEN the Pages:
Tween Book Club Trivia
Wed, 7pm
May 19

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

Grades: 4-8
Registration Begins: One Month Prior
Location: Virtual - Zoom Meeting



hoopla

TAB - Teen Advisory Board Meeting
Fri, 3:30pm
May 21

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

Grades: 9-12
Registration Begins: Jan 1
Location: Virtual - Zoom Meeting





Asian-American Conversation on Hate, Equality, and Understanding: Part II Sat, 7pm May 1

Join the conversation, ask questions or just listen in. This is an Asian-American conversation about hate, stereotypes, and understanding.

Ages: 16+

Registration Begins: Apr 13

Location: Virtual - Zoom Meeting & Facebook Live

Resume Essentials

Tue, 6:30pm

May 11

A certified professional resume writer will help you build your resume, get past applicant tracking systems, and impress recruiters. Presented by School Craft College Career Services.

Ages: 16+

Registration Begins: Apr 1

Location: Virtual - Zoom Meeting



On Display at NPL in May

Amazing Asian Authors #StopAsianHate

Haruki Murakami
Kiyomasa Prose, Newbery Prize, Norma Library Prize, Imoto Kafka Award, World Fantasy Award, Gropius Award

Kang Han
High honors International Prize, Korean Fiction Award, Young Adult Award, Young Adult Literature Award, Young Adult Library Choice Award, Best Hardcover Book

May is Asian American and Pacific Islander Heritage Month. Visit the 2nd Floor to view a series of 12 posters that highlight Asian American and Pacific Islander authors, including some of their most popular works!

Diversity, Equity & Inclusion at NPL



The Library's Diversity, Equity and Inclusion (DEI) committee is hard at work evaluating how the Library 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 DEI webpage

The DEI webpage is updated frequently and includes the DEI's goals, approved September 24, 2020, upcoming programs and events, where you can watch or listen to past programs, displays and projects happening in the Library, book and material lists, Black-owned business resources and information on community and national organizations.

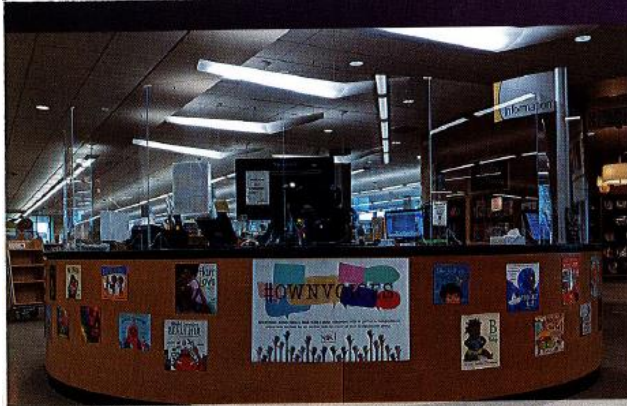
The DEI Committee is dedicated to listening to the voices of Novi and encourages questions, comments and concerns be sent to DEInovilibrary@novilibrary.org. This email is reviewed by members of the committee, therefore a response back may take up to 48 hours. They appreciate your patience as they work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

VIRTUAL TRIVIA NIGHT

Wednesday, May 12 at 6pm

TOP SCORING TEAMS WIN PRIZES!

Register at novilibrary.org



WINDOWS, MIRRORS AND SLIDING GLASS DOORS

The new initiative of the Novi Public Library By Allison Boulware

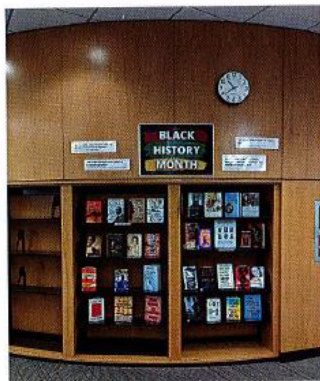
The summer of 2020 saw a much-needed discussion about diversity, equity and inclusion. In the wake of the Black Lives Matter movement and protests, the Novi Public Library wanted to reevaluate its role in promoting diversity and inclusion.

With a unanimous vote, the library began work on its Diversity, Equity and Inclusion initiative.

The first step to this was the formation of a Diversity, Equity and Inclusion team, known as the DEI committee. This committee aims to review the library's practices and collections and enact permanent positive changes through training and events.

When the DEI committee was formed, it established six main goals:

- Monitor the equity footprint for guest involvement.
- Monitor the equity footprint in collections.



- Monitor the equity footprint for accountability.
- To positively and effectively influence outreach and partnerships pertaining to race relations.
- Increase staff and community advocacy, awareness and education of DEI initiatives.
- Commit to equal opportunity for employment and upward mobility for all applicants and employees, including those from historically marginalized populations.

Dana Brataniec, communications coordinator for the library, is excited about the new initiative.

"The library should be a safe haven for the community, and its collection of materials should be as diverse as the community," she said.

To that end, the DEI committee is constantly reviewing the library's collection.

According to the DEI committee, a library's collection should have "windows, mirrors, and sliding glass doors", meaning that the books and materials should be windows to see others' experiences, mirrors to reflect one's own experiences, and sliding glass doors that allow you to step into new experiences.

Another key aspect of this initiative is creating displays within the library that can highlight issues and educate guests. These displays are carefully crafted to be eye-catching and help introduce readers of all ages to new experiences, as well as ensuring readers of all races, religions,

sexual orientation and genders are seen and represented.

In addition to being mindful of the collection and creating displays, the Novi Public Library is partnering with community organizations to put on events for community members. These events include presentations, group conversations, listening sessions, workshops and more.

Some events and displays will feature Black History Month, Women's History Month, and Pride Month.

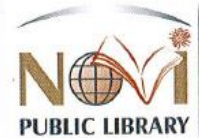
Brataniec said that so far, the community response to this initiative has been very positive and supportive.

Upcoming Events

You can find a list of the library's upcoming events and programs on the DEI webpage by visiting Novi Public Library's website and clicking on Diversity, Equity and Inclusion.

Like everything else, COVID-19 affected how the library could execute this new initiative. Since in-person experiences were not always possible, the library has shifted to offering more virtual programs. Guests can watch events from home via livestream or a recording on YouTube, as well as see the diverse displays online. They can also explore the library's collection online.

Visit the library's webpage at novilibrary.org.





LIBRARY OF MICHIGAN

Trustee Times - April 2021

Trustee Times is a bi-monthly newsletter published by the Library of Michigan, featuring information of interest to public library boards. Information included in this newsletter is for informational purposes, and does not constitute legal or financial advice. Please consult your library's attorney with any questions about your specific situation.



Hennika District Library, Wayland

In this Issue:

1. [Spring is Finally Here!](#)
2. [National Library Week](#)
3. [Resources for New Trustees - New Library Privacy Act](#)
4. [Upcoming Trustee Training Opportunities](#)
5. [Tips - Uniform Chart of Accounts Updates](#)
6. [Stay Connected](#)

7. Spring is Finally Here!

Spring is finally here! It is so nice to see a bit more sun and enjoy the outdoors with a few less layers this month. We trust you have been safe and well through the winter. April brings with it the fourth issue of the Trustee Times. Hopefully the content and articles of the past few issues have been useful in your role as a public library trustee. Please take a moment to respond to [our survey here and provide feedback](#) about what is useful or not to you and what you might like to see in future issues or as training topics for Michigan trustees.

In this issue, several of the resources we have available are recordings of trainings or information sessions that relate to library administration



and trustees. These can be viewed 24/7 online at your convenience. We hope you find useful information that can help in your role as a public library trustee.

National Library Week



[National Library Week](#) is taking place **April 4-10, 2021**. The theme is **Welcome to Your Library**. Libraries are open to everyone and whether people visit in person or virtually, libraries offer a multitude of opportunities. A full week of activities are planned, including [National Library Workers Day](#) (April 6), a [Virtual Bookmobile Parade](#) (April 7), and a release of the [State of America's Libraries report](#). Natalie Portman, actress, author, and activist, is the 2021 National Library week Honorary Chair.

The American Library Association (ALA) provides a [day-by-day calendar](#) to use in local planning, as well as [free downloadable graphics](#) for library use on social media and other digital communication.

Watch the **Library of Michigan** [Facebook](#) page and other LM social channels for a celebration of Michigan libraries during National Library Week!

Resources for New Trustees - New Library Privacy Act

In December, Governor Whitmer signed into law SB 611, which amends the [Library Privacy Act \(MCL 397. 601 et seq.\)](#) A set of requirements that probably are not often discussed among library boards, the *Library Privacy Act* protects library records such as patron identity, reading history, and library usage details from disclosure. Michigan's law is similar to library privacy laws in approximately 47 other states. The majority of these laws were implemented in the 1970s and 80s when state and federal law enforcement agencies began to use library records as leads to suspects and evidence of crime



– often erroneously. It was determined that as a part of Americans' constitutional right to information, people have a right to access information of their choosing without fear of judgment or retribution.

Michigan's Library Privacy law, while strong, did not anticipate certain changes in the way libraries operate that have occurred over time as a result of technological, societal, and economic shifts. In addition, a lack of legal authority to assist in the interpretation of the existing law resulted in inconsistent application of the law's requirements among libraries

across the state. Even attorneys were divided over compliance with certain portions of the existing law.

The amendments added by SB 611 ([2020 PA 315](#)), **go into effect on March 29, 2021**, and include provisions that provide clarification and reasonable options for libraries struggling to balance protection of patron information with the realities of modern library service:

- Clarifies whether security video is a “library record” (it is not unless the images display a patron’s use of specific library services or materials, such as a legible image of a computer screen being accessed by a patron), and permits the disclosure of such footage to law enforcement without a warrant.
- Permits library staff to provide testimony to law enforcement with regards to information in connection to a crime occurring in the library (The existing law was unclear on whether this was permitted).
- Clarifies the penalties of violation by separating liability for the library as an entity from individual staff and board member liability.

The library is liable to a fine, court costs, and reasonable attorney fees plus a civil suit for damages suffered by the person whose information was wrongly disclosed, even if the disclosure isn’t intentional.

Staff, agents, volunteers working for the library, and board members are individually liable for the same costs, fees, and potential damages if they knowingly disclose information without written permission of the person owning the record. Knowingly means the person discloses the information even though they know that the law prohibits it. Patrons whose information was disclosed can also sue the library as an entity if disclosure knowingly occurs by a staff member, volunteer, board member, agent, or vendor.

The penalty clarification also extends liability to vendors with library contracts who have access to patron information (such as database vendors, ILS vendors, etc.). This means if a vendor handling patron information has a data breach, or mishandles the information, they are liable for the same fees, costs, and damages as library staff and board.

It is important to note that **many of the updated disclosure sections are discretionary**. This means that it is up to the library whether they wish to change their policy of requiring a warrant for all disclosure to law enforcement. The decision on whether to and/or how to amend policies and procedures relating to patron information is one that a board and director are strongly encouraged to discuss with their attorney.

However a library decides to proceed with disclosure policies, these amendments will still mean that a library must update its privacy policies. In addition, boards, staff, volunteers, vendors, and other parties who may be liable for a violation of this act, must be notified of the law and their responsibilities under it. Libraries will want to provide adequate training and information to these entities.

It is a good idea for boards and their directors to consult their library attorneys for advice on an updated policy as well as the liability risk.

- [Michigan Library Association – Amendments to the Library Privacy Act – SB 611](#)

- [Library Privacy Act Amendments: What to Know](#) – recorded webinar from January 2021 with speakers from the Library of Michigan, Michigan Library Association, and Foster, Swift, Collins and Smith Law Firm.
- [Library Privacy Act Amendments: What to Know Part 2](#) - recorded webinar from March 2021 with speakers from the Library of Michigan, Michigan Library Association, and Foster, Swift, Collins and Smith Law Firm.

Upcoming Trustee Training Opportunities



The month of April brings with it a variety of training sessions of interest to trustees. You can find full details and registration for these online webinars using the links below or on [our website](#) under LM Continuing Education Opportunities.

- [Proactive Advocacy and Communication for Library Trustees and Staff](#) An online recorded webinar available for viewing anytime at WebJunction – Learn about simple steps boards and library staff can integrate into their communication process, to be better prepared for unknown changes. Learn about the tools and how they can set the stage for dealing more effectively with any crisis your library faces in the future. Board and staff members can set up their own free [WebJunction](#) account to access.
- [Uniform Chart of Accounts Updates](#) Recorded session from March 2, 2021. The Michigan Uniform Chart of Accounts, UCA, provides a systematic arrangement and means for the uniform accumulation, recording, and reporting of financial information and transactions for all local units of government in Michigan. Local units of government, including public libraries, are required to use the UCA in administering their financial accounts. The Michigan Department of Treasury issued an update in late 2020.
- [Library of Michigan Webinar Archives](#) Miss a recent training session? You can find captioned recordings of our webinars approximately 7-10 days after the live event. Find recordings under: Library Law, Public Library Financial Management, Public Library Administration, and more, from the LM Webinar Archives page.

The above resources are made possible in part by LM and the Institute of Museum and Library Services.

- [Michigan Library Association Library Advocacy Day](#) On April 20 you can join a live online opportunity to learn skills and networks to support advocacy efforts of public libraries. Register and find more details on the linked MLA website.

- [Get on Board! Effective Board Meetings and Good Governance](#) MSU-Extension presents this three-part series, April 12, 19, and 26, from 6:00 to 7:30 pm EST. The webinar series is intended for new or seasoned elected and appointed government boards to explore good governance, effective meetings, and Robert's rules of order.

Never registered for a LM webinar? You will need to create an account in our system. [Instructions](#) can be found on our website. Need extra help with your registration? Email us at LM-LibTraining@michigan.gov or call 517-335-1517.

Find all of LM's training opportunities on the [Continuing Education](#) page. Have you missed a LM webinar or want to share the information with other board members? You can find recordings of many LM sessions on our [webinar archive page](#). Be sure to look at the recordings found under the Library Law section of this page.

Have You Missed an Issue of Trustee Times?

Read Previous Trustee Times online: [October](#) & [December](#) and [February](#)

Tips - Uniform Chart of Accounts Updates

In late November 2020, the Michigan Department of Treasury announced the final release of the Michigan Uniform Chart of Accounts (UCA). Revisions have been released in a number of drafts over the past few years and feedback has been solicited from local units of government. The changes have been made in order to comply with changing accounting principles. In April, the Department of Treasury released [implementation dates](#) for local units. We recommend public libraries review the information with their auditors, accountants, bookkeepers, and municipal staff as needed to ensure compliance by the required deadline.



LM has posted links to the Department of Treasury and other resources to assist public libraries at [For Libraries – Administration -- Financial Management](#). You can find links here to the Department of Treasury site with additional information such as the UCA Final Release Memo, FAQs, and UCA Implementation Dates. On March 2, LM also hosted a 90-minute webinar, [Uniform Chart of Accounts Updates](#). A recording of this session is available on the same site.

For general information to support directors, staff, and Board members in performing accounting and financial management functions, LM has the [Public Library Financial](#)

[Management Guide September 2019](#) online at the LM website. Public libraries received a paper copy of this manual in March.

Stay Connected



Looking for information or resources to help you with your duties as a public library board member? LM's Library Development web pages have lots of content to support trustees. Find topics under the [Administration](#) section. Be sure to visit our website or [connect with us](#) for assistance.

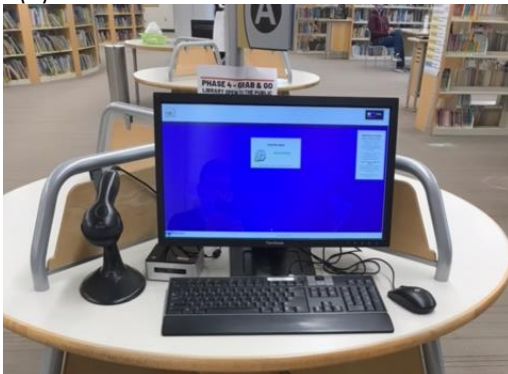
Follow LM on [Facebook](#), [Twitter](#) and [Instagram](#) too!

Please note that any research or resources provided here are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue, question, or problem.

Information Technology Report by Barbara Rutkowski – March

General

- Four (4) workstations were returned to the Youth Area.



- Provided tech support to guests using the Tech Expert phone line.
- Closed 18 Help Desk tickets.

iCube

- We 3D printed 19 objects for our guests.

- We held 42 iCube appointments in the month of March:
 - 10 Analog to Digital/VHS to DVD
 - 10 FastFoto
 - 9 Flatbed Scanner
 - 6 Laser
 - 3 Sublimation
 - 1 Adobe Creative Cloud
 - 1 Creative Kits
 - 1 Cricut
 - 1 Embroidery

Training

- IT Staff held 9 Staff sessions:
 - 1 Creation Station
 - 1 Cricut
 - 2 3D Printer
 - 2 Sublimation
 - 3 Sewing/Embroidery
- IT Staff viewed and discussed episodes 5-8 of Emmanuel Acho's "Uncomfortable Conversations with a Black Man" videos.
- IT Staff viewed the Kulture City Sensory Inclusive Refresher training.
- IT staff reviewed Tornado/Severe Weather procedures and Life Safety Maps in observance of Michigan's Severe Weather Awareness Week – March 21-27, 2021.
- Barb attended two (2) Patron Point training sessions.
- Barb attended a Policy Committee meeting.
- Barb attended a DEI Committee meeting.
- Barb attended two (2) Lending Library Committee meetings.

Facilities Report by Keith Perfect – March

Hello Team,

In the past month the Facilities Department has closed 3 Facilities tickets, 0 Meeting Room Requests and has updated 360 Periodic Maintenance tickets.

- It was reported to the library that the shepherd hook lights along the Ten Mile Road sidewalk was not working. An electrician needed to be called in for service. It was determined that a bad ballast in one fixture caused the rest to short out. The ballast was replaced and all lights are now working.
- A well water usage report was completed and returned to Oakland County.
- In preparation of the air-duct cleaning, some of the stored furniture was moved to provide access to those areas for the technicians to complete the work.

- A number of chairs were put back out for guest use as we extended phase 4 of public service with the increased capacity limits that were restricted by the COVID19 guidelines.
- A book cart was determined to be unsafe for continued use and was removed from service and recycled as scrap metal.
- There was a boiler failure due to a sensor malfunction and a new sensor needed to be installed. The parts for the other failed boiler were also obtained and installed. Both boilers are now working as normal.
- A leak in a sink was reported by café staff. The leaking part was replaced.
- A sign holder displaying the café hours was permanently affixed to the wall near the café.
- A circuit board in elevator car #2 failed and was replaced by elevator vendor. Both elevators are working as normal.
- For Severe Weather Awareness Week library staff participated by reviewing emergency procedures instead of participating in a tornado drill as we would normally do. Due to social distancing recommendations a drill was not possible.
- Library Board packets were delivered to board members.
- A leaking toilet was repaired. (fresh water)
- A sink in a staff restroom was repaired. The sink is now producing good water pressure and warmer water. The mixing valve was cleaned out and two rubber washers were replaced on the shut-off valves.
- The patio has been opened for seasonal guest use.
- A First Aid Disaster Kit was picked up by the fire dept. and will be updated and returned at a later date.
- Staff members have participated in training/practice using the new meeting room reservation/ set-up software.

Information Services Department Report by April Stevenson – March

News and Notes

- Podcast: Teen Mental Health Check-in
- Donated books to Anthology Senior Living facility
- Met with NCSD to discuss summer program support - April
- Updated KultureCity customer service tool - April
- Presented MiLibraryQuest: A Multi-Library Virtual Teen Challenge at the MLA Spring Institute - Lindsay
- Added Ultra Hi-Def 4K Blu-ray youth videos - Kirsten
- Added 6 new STEAM kits to the collection - Kirsten
- Created a video to market our STEAM kits - Kirsten
- Participated as a judge in the Midwest Book Awards - Kirsten
- Presented at Novi Woods ELL Parents meeting - Shannon
- Transitioned RBDigital magazines to Overdrive magazines - Mary
- Updated language learning flyers on the shelves in 400s collection, added Online Language Resources pamphlet - Sarah
- Partnered with City of Novi for Civility Project Workshop

IS Staff Virtual Meetings/Webinars

- Library of Michigan MiYouth meeting - Lindsay
- (Co-Chair)
- YALSA T3 Meeting - Lindsay
- DEI Committee Meeting - Gail, April
- MI Library Quest Meeting - Lindsay
- Youth Services Advisory Council meeting - Lindsay
- Met with Phase4ward to discuss ways to host a future program with our teen groups - Lindsay, April
- Friday Coffee with the Chamber - Hillary
- Virtual ABWA meeting on the subject "Bias Impacts Relationships" with a DEI consultant as presenter - Hillary
- AAUW Monthly Meeting - Gail
- We Need to Talk About Anti-Asian Hate - April
- Accessibility Services Roundtable - Emily, Danielle
- Michigan in Perspective: The Local History Conference - Betty
- Walled Lake Head Start Advisory Meeting - April
- Oakland County Historical Resources annual meeting - Betty
- Michigan in Perspective conference - Betty
- KultureCity refresher training - April
- Violence Against Asian Americans: How Do We Support the Children? - April, Danielle
- The Black Tax: Cost of Being a Black American - April
- Passion for the Profession: What's DEI Got to Do with it!? An Equity L.O.V.E. Story - April, Sarah, Hillary, Danielle, Kirsten, Mary
- What's Essential When Serving Youth and Families in Crisis Times? - Danielle

Adult Programs

- Mental Health Check-in - 221
- Celebrating Women's History Month - 108
- Novi Mental Health Alliance Monthly Meeting - 19
- Pride & Joy - Parents & Guardians of LGBTQ+ Kids - 10
- Virtual Masterpiece Monday - 35
- Feature Collection Display - Women's History Month

- Desk Display - Holi and Hinamatsuri
- Business Spotlight Display: "Home + Work" and features books about working from home as well as starting or running a home-based business.
- Pop up Business display has books about female entrepreneurs for Women's History Month

Youth/Tween/Teen/Family Programs

- Fraternity and Sorority Read Story Time (4) - 155
- Bookworm Buddies - 15
- Teen Advisory Board - 13
- BeTWEEN the Pages - 7
- Book Bunch Book Club - 5
- Grab & Go Detective Science Bite Mark Evidence Kit - 25
- Grab & Go DIY Water Bead Stress Ball Kit - 36
- Grab & Go Crafternoon in Ireland - 20
- Grab & Go Holi Straw Blow Art – 37
- Grab & Go Mini Embroidery Hoop Pendants - 50
- Teen Stop display: In conjunction with our current partnership with a Novi High School student who is displaying their eating disorder awareness project and in recognition of National Nutrition Month, we featured young adult fiction body positivity and image books.
- Youth Feature Display: is Reading Gives You Wings
- Libraries are for Everyone: Women's History Month, Read Across America Day/ March is Reading Month, National Nutrition Month, St. Patrick's Day (March 17), Passover, Holi
- Youth DVD display: Women's history



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 411

of logs received to date: 1,700

of paper logs submitted this month: 2

of online logs submitted this month: 15

of books read this month: 1,700

100 Books – 411	600 Books – 128
200 Books – 269	700 Books – 112
300 Books – 211	800 Books – 100
400 Books – 163	900 Books – 90
500 Book – 149	1000 Books – 84

Digital Usage Report for eBooks by Mary Robinson, Librarian

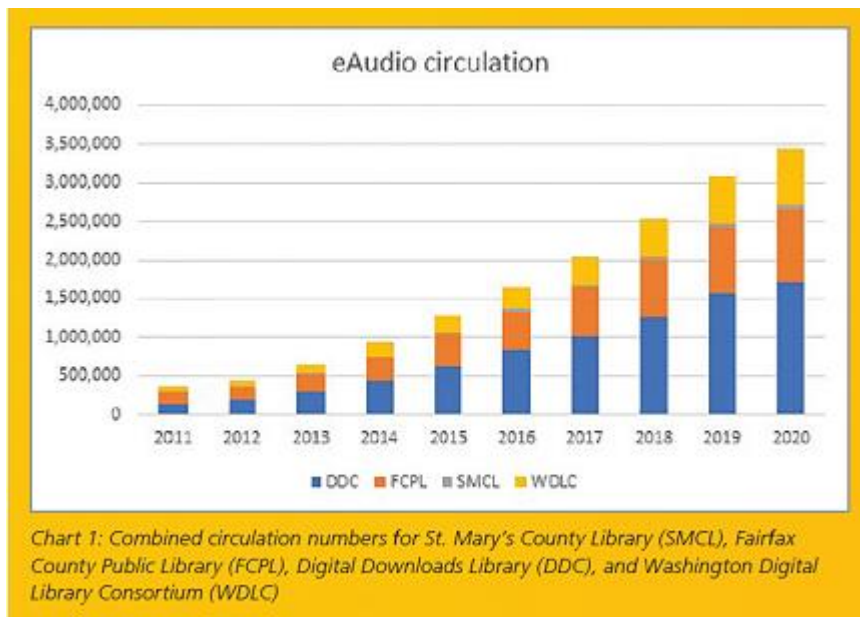
Just about a year ago, when we temporarily closed because of Covid19, we raised the hoopla check out limit from 6 to 8. The closure encouraged some guests who said they'd never try ebooks to now be digital converts. I've heard this from staff as well. As you can see, our hoopla digital stats increased significantly over the last 3 yrs:

Hoopla checkouts 2018-19: **7,296**

Hoopla checkouts 2019-20: **11,421**

Hoopla checkouts 2020-21 (so far): **14,260**

Also, as a side note, we have seen a significant rise in audiobook checkouts (as evidenced in the Computer in Libraries article, 'Digital Audiobooks in Public Libraries: A Current assessment,' April 2021). All indicators show this interest to continue to increase. Hoopla has been a great resource for providing audiobooks to our guests - I feel like it is their strength!



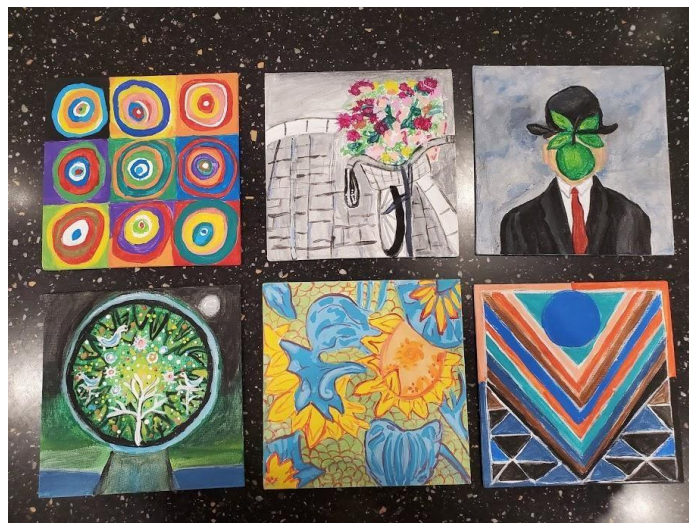
Even with increased checkouts, the budget remains stable and we've never had to throttle usage

In light of all this, I would like to propose that we increase hoopla checkouts from **8 to 10** this year.

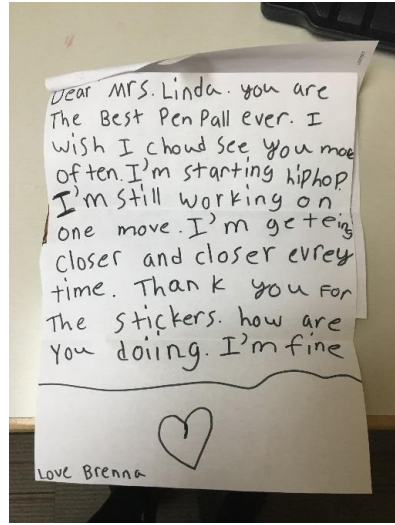
Pop up Business display has books about female entrepreneurs for Women's History Month



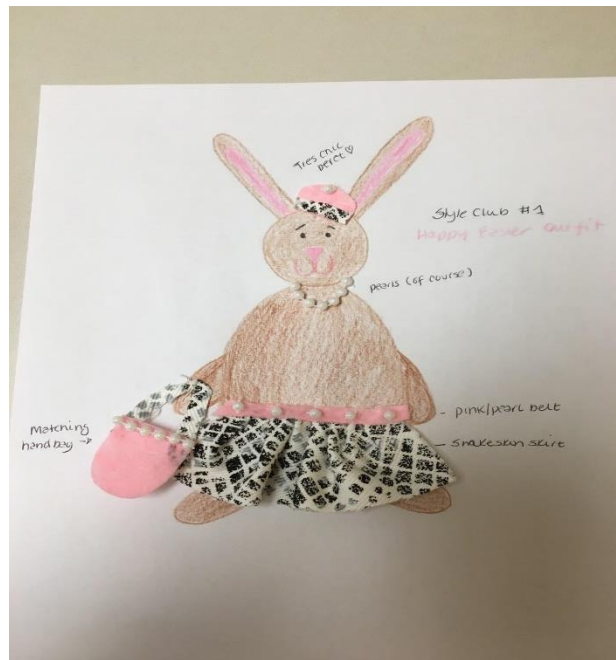
One of the Masterpiece Monday regulars brought in all of her paintings since we went virtual for us to see. So fun!



Letter and drawing from pen pal Brenna (photo attached)



Participated in Scarlett's (former story time attendee) "Style Club" via mail.



Adult Programming Statistics for Board Report-March 2021

Date	Program Title	Programs	Total Attendance:	Virtual Programs Recorded	Zoom		Facebook		Instagram	YouTube	Twitter
					Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views			
1-Mar	Novi Mental Health Alliance Group	1	19		1	19					
3-Mar	Pride + Joy	1	10		1	10					
8-Mar	Mental Health Check-in	1	221	1	1	10	189		12		
10-Mar	Trivia Night	1	30		1	30					
10-Mar	Photography Club	1	15		1	15					
18-Mar	Women's History Month	1	108	1	1	14	13	71	10		
29-Mar	Masterpiece Monday	1	35		1	35					
25-Mar	Genre-Fied Book Club	1	6		1	6					
1-Mar	Spanish Conversation Group Makeup Session	1	9		1	9					
3-Mar	Japanese Conversation Group	1	7		1	7					
8-Mar	German Conversation Group	1	7		1	7					
15-Mar	Spanish Conversation Group	1	11		1	11					
17-Mar	Korean Conversation Group	1	7		1	7					
22-Mar	French Conversation Group	1	6		1	6					

Youth & Teen Programming Stats - March 2021

Date	Program	Program Totals				Zoom				Facebook			Instagram			YouTube			Twitter		
		Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Attendance	Teen Zoom Programs	Teen Zoom Attendance	Youth FB Recorded Views	Teen FB Recorded Views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views				
10-Mar	ECFC - Special Education Zoom Story Time	1	15	0	0	1	15														
11-Mar	Little Birds Montessori Zoom Story Time	1	15	0	0	1	15														
24-Mar	ECFC - Secret Reader - Stephanie Hawkins	1	15	0	0	1	15														
6-Mar	Emily - Family Story Time - Dinosaurs	1	16	0	0																
3/1/21	ECFC Recorded Story Time - Dinosaurs	1	15	0	0																
8-Mar	ECFC Recorded Story Time - Colors	1	13	0	0																
2-Mar	Linda--Time for 2s and 3s--Bear Over Mountain	1	16	0	0																
4-Mar	Linda--On My Own--ABC's	1	34	0	0																
9-Mar	Linda--Time for 2s and 3s--Sheep	1	37	0	0																
11-Mar	Linda--On My Own--Characters	1	22	0	0																
15-Mar	Linda--Bookworm Buddies--Zoom Story Time	1	6	0	0	1	6														
16-Mar	Linda--Time for 2s and 3s--City Kitties	1	19	0	0																
19-Mar	Teen Advisory Board (TAB) Meeting	1	0	1	13			1	13												
20-Mar	Book Bunch Book Club	1	5	0	0	1	5														
13-Mar	Kirsten - Family Story Time - Forest Animals	1	2	0	0																
24-Mar	BeTWEEN the Pages: Tween Book Club Trivia	1	0	1	7			1	7												
1-Mar	Danielle-Baby and Tot Time: MY Body	1																			

Youth & Teen Programming Stats - March 2021

Date	Program	Program Totals				Zoom				Facebook			Instagram			YouTube			Twitter		
		Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Attendance	Teen Zoom Programs	Teen Zoom Attendance	Youth FB Recorded Views	Teen FB Recorded Views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views				
15-Mar	Danielle-Baby and Tot Time: Space/Moon/Star	1	26	0	0																
21-Mar	Danielle-Baby and Tot Time: Jungle Animals	1	17	0	0																
20-Mar	Emily - Family Story Time - March is Reading Mo!	1	10	0	0																
18-Mar	Linda--On My Own--Rabbits	1	33	0	0																
2-Mar	Fraternity & Sorority Storytime	1	35	0	0					31											
11-Mar	Fraternity & Sorority Storytime	1	61	0	0	1	12			25											
17-Mar	Fraternity & Sorority Storytime	1	35	0	0					23											
22-Mar	Fraternity & Sorority Storytime	1	24	0	0	1	3			17											
25-Mar	Julie - March is Reading Month Story Time	1	16																		
Non-Virtual Programs																					
6-Mar	Grab and Go Detective Science Bile Mark Evid	1	25																		
27-Mar	Hill Straw Blow Art Grab & Go	1	37																		
13-Mar	Grab and Go DIY Water Bead Stress Ball Kit	1	36																		
20-Mar	Craftroom in Ireland	1	20		0																
15-Mar	Bookworm Buddies Craft	1	15																		

Support Services Department Report by Maryann Zurmuehlen – March

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attend weekly department catchup meetings.
- Attended a Patron Point Zoom training on March 3rd and 10th.
- Attended a Lending Library Committee Zoom meeting on March 4th and March 31st.
- Attended a TLN webinar “Passion for the Profession: What’s DEI Got to Do With It? An Equity L.O.V.E. Story” on March 5th.
- Attended a TLN webinar “Accounting and Budgeting Fundamentals” on March 10th.
- Attended a Policy Committee meeting on March 11th.
- Attended a TLN SASUG Zoom meeting on March 25th.
- Participated in HR Specialist interviews on March 26th.
- Attended a DEI Committee meeting on March 30th.
- Training currently underway for an 18-hour Clerk and 16-hour Shelver.

Circulation & Shelves

- Interviews and In-Person Testing took place on March 3rd, 22nd, 23rd, 25th, 30th, and 31st for the following open positions: 19-hour Outreach Driver and 16-hour Shelver.
- Steve Kays' last day was April 5th. He is starting graduate school in May. Jarah Killian's last day was also April 5th. She received a full time position closer to her home. We will certainly miss both of them but will get to see them now and then as substitutes!
- Kristin Elmy's first day as our new 18-hour Clerk was March 29th. Anna Jakubiec's first day as our new 16-hour Shelver was April 3rd. Please say “hi” and welcome them to NPL when you see them!
- 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
- Working on 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.
- Working on fiscal year goals.

Statistics (March 2021)

- **Library Cards Issued: 157**
- **Items Checked Out: 85,380**
- **Items Interloaned for NPL Patrons: 5,772 (96 through MeLCat)**
- **Items Interloaned to Other Libraries: 5,425 (175 through MeLCat)**
- **Items Added to the Collection: 1,850**
- **Items Discarded from the Collection: 2,938**
- **Drive-Up Window & Locker Hold Pickups: 72**
- **Novi School's Card Registration: 0**

- MAP Checkouts: 0
- Read Boxes: **Currently suspended; planning for a June 16, 2021 launch in 3 Novi parks.**
- Outreach:
 - Facilities Visits: **Currently Suspended**
 - 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				1,674
Items checked out	36,135	45,904	57,383	87,312	75,656	38,822	46,425	70,308	85,380				543,325
Items borrowed	6,456	5,336	6,118	5,352	5,096	7,033	7,807	5,608	5,772				54,578
Items loaned	4,589	4,597	4,801	4,546	4,710	4,700	7,674	5,366	5,425				46,408
Drive-Up Window & Locker Hold Pickups	394	105	101	96	127	114	113	73	72				1,195
Read Boxes	0	0	0	0	0	0	0	0	0				0
MAP Checkouts	8	14	3	6	1	0	2	2	0				36
Novi School's Card Registration	0	0	0	0	0	0	0	0	0				0

		March 2021	March 2020							March 2021	March 2020
Library cards issued		157	239								
Total checkouts		85,380	50,474					READ Boxes	Adult	0	0
									Youth	0	0
Items borrowed	TLN	5,676	2,327						Total	0	0
	MeL	96	59								
		5,772	2,386								
								Due to reopening phases, Read Boxes are currently suspended.			
Items loaned	TLN	5,250	1,696								
	MeL	175	66								
		5,425	1,762								
*Increase due to launch of auto-renewal of items feature in CARL on October 1, 2020.								*Increase due to 2 school card campaigns.			

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									
May									
June									
FYTD	543,325	34.00%	174,200	66,834	62,367	44,999	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				
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	84,173	36,475	120,6478	466

* 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	0
April	0	4,403	0	4,403	0	April				0	0
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	3,730	136,916	0	139,916	540

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			
May	0	0	0	May			
June	0	0	0	June			
FYTD Total	6,665	130,186	19	FYTD Total	0	0	0

Technology Training Sessions 2020-21 Fiscal Year

	Cricut/Silhouette	Creation Station	Photo Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
Jul											0	
<i>Guests</i>												0
Aug										18	18	
<i>Guests</i>										18		18
Sep										15	15	
<i>Guests</i>										15		15
Oct	5	1	1	1	3	0	9	2	0	7	29	
<i>Guests</i>	5	1	1	1	3	0	9	2	0	7		29
Nov	1	3	1	0	2	0	3	3	3	35	51	
<i>Guests</i>	1	3	1	0	2	0	3	3	3	35		51
Dec							2			35	37	
<i>Guests</i>							2			35		37
Jan					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		6	1	1	9	51	
<i>Guests</i>	1	10	19	1	3		6	1	1	9		51
Apr												
<i>Guests</i>												
May												
<i>Guests</i>												
Jun												
<i>Guests</i>												
Sessions	7	17	26	2	10	5	25	6	5	127	230	
<i>Guests</i>	7	17	26	2	10	5	25	6	11	127		236

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							
May							
June							
FYTD Total	13,521	3,841	20,124	408,078	3,197	1,628	11,112

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				
May				
June				
FYTD Total	51,234	21,140	72,374	985

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		
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			
		2	My Account				
		3	Library Locator				
		4	OverDrive				
		5	Zino				
November	32,249	1	Catalog	May			
		2	My Account				
		3	Art at the Library				
		4	Library Locator				
		5	OverDrive				
December	43,056	1	Catalog	June			
		2	My Account				
		3	Overdrive				
		4	Library Locator				
		5	Boopsie Popular Books				
				Total	352,674		

BALLOT
LIBRARY BOARD OFFICERS
APRIL 22, 2021

President
Term: 05/27/2021 – 04/28/2022

- Kathy Crawford
- _____
Nomination from the floor

Vice President
Term: 05/27/2021 – 04/28/2022

- Kat Dooley
- _____
Nomination from the floor

Treasurer
Term: 05/27/2021 – 04/28/2022

- Geoff Wood
- _____
Nomination from the floor

Secretary
Term: 05/27/2021 – 04/28/2022

- Brian Bartlett
- _____
Nomination from the floor

Board Member Signature

Email from: Sharon Trumpy
Date: 3/24/21
Subject: Welcome and Upcoming meeting

Hello Julie and Library Board Trustees!

First, I'd like to welcome the new board members and thank them for their service. The Novi Public Library is such an asset to our community and I appreciate each of you volunteering your time. For those that don't know me yet, my family moved to Novi in 2012. We chose Novi specifically because we wanted a community with deep diversity where our two sons, one white and one Black, could be embraced, included and supported. The very first business day after we moved here, we headed straight to the Novi Public Library to get our library cards. I LOVE to read and am always seeking out new perspectives and knowledge, so the library has meant an opportunity not just to read great books, but to attend the Parent-to-Parent book club, Community Reads events, Parents of African American Students in Novi meetings, and much more. In June 2020, I reached out to the NPL to share my thoughts on how the NPL could strengthen their diversity, equity and inclusion efforts and included information about another library system as an example. I'm including the information here again. <https://www.oppl.org/about/anti-racism/>

Since that time, I've been regularly attending the Library Board meetings, celebrating accomplishments such as the community listening sessions and creation of a standing DEI committee, as well as urging action when I see a need such as the push for the library to adopt a clear policy prohibiting hate speech.

Looking at the agenda for this week's meeting, I was surprised to see that Juneteenth as a paid holiday is under Matters for Board Action yet again. I read Julie's memo and understand that this was an error. However, I sincerely hope that Juneteenth will be approved by the board as a paid holiday at the upcoming meeting. Not only was Tara Michener urged to withdraw her motion, which appeared to have the support of the board at that time, but voting for this to be a paid holiday is an acknowledgement of the equal importance of Juneteenth with the paid July 4th holiday. Our Black community members were not free on July 4th and the independence of Black Americans is owed the respect and celebration of Juneteenth.

Additionally, I would encourage the library to examine how the organization as a whole and the DEI committee specifically can truly meet the needs of our diverse community. I expect the DEI committee to strive to center Black staff and community members voices in your planning and decision making. I also ask that you seek out members of other racial and ethnic groups and the LGBTQ+ community. I hope you will recognize that members of a culture are best able to lead your efforts at equity and inclusion for that culture. As your HR director is expected to take an active role in DEI work, I ask that you prioritize hiring an individual with experience in equity work.

I look forward to seeing all the library can achieve in the months and years ahead with the support of the board and the Novi community!

Sharon Trumpy

Email From: Regina Sharma
Date: March 25, 2021
Subject: Juneteenth agenda item concern

Dear Trustees of the Novi Public Library,

After participating in public comment to your board at the last library board meeting in February addressing my concerns around the continued aggressions and problematic discriminatory actions toward Trustee Tara Michener and the fact that you are leaving Novi residents and the community at large vulnerable due to your unexplainable delays in approving a hate policy, I was very displeased to learn in reviewing the board packet for your March meeting that once again your Library Director is delaying progress for your community. Trustee Michener has spoken out on several occasions regarding the request for Juneteenth, a holiday celebrating the emancipation of those who have been enslaved in the United States, to be honored as a paid holiday for the library just as all other holidays are on the calendar. The library director indicated that she was "mistaken" and that it is indeed a paid holiday and that the issue would no longer need to remain on the board's agenda items. She has now indicated that she was "mistaken" again and has added the matter to the agenda again. Our community is not blind to the ill intent behind this continued "confusion" related to this matter. Our community deserves better. Your responsibility as trustees on this board is to do better and I expect this matter to be remedied and for Juneteenth to be approved as a public holiday at your meeting on March 25th.

Thank you,
Regina Sharma

March 25, 2021

To the Members of the Board:

It was with some measure of shock and dismay that I watched the Library Board meetings of January 2021 and February 2021 and witnessed the consistent negative treatment toward Trustee Michener. I felt compelled to write as a local parent, attorney, and prospective Novi community member.

In the January 2021 Board meeting, the now-former Board President consistently attempted to silence, talk over, and speak rudely to Trustee Michener. It was uncomfortable to watch any person be addressed in this way, but it was particularly difficult given the context in which the only Black board member was discussing (or attempting to discuss) a Hate Speech clause for the Library's guest policy. I cannot imagine community members of color feeling comfortable engaging with the Library after watching this behavior, nor feeling safe in visiting a Library whose Board members fail to prioritize something as important to vulnerable community members as this type of clause.

In the February 2021 Board meeting, Trustee Michener was once again challenged and spoken rudely to in ways that no other board members were. There was little valid reason to challenge her ability to add an agenda item, or her ability to share an update on the committee that she chairs during an agenda period dedicated to such updates. Again, the optics of the situation were difficult to stomach: the only Black board member, discussing the importance of a holiday of importance to our communities of color (Juneteenth), being spoken over and challenged repeatedly, cannot create a safe feeling for patrons. The addition of the Juneteenth issue to the March 2021 agenda after saying in February that the issue was settled brings up similar concerns.

Of further concern is the Board's decision to attempt to evade Michigan laws regarding public availability of meeting minutes, and to undermine common practices regarding public availability of Board meeting recordings. In a similar vein, public comment at the February 2021 Board meeting started with a request for commenters to state their "Novi address," inferring that Novi residency is a requirement for speaking at a Board meeting when it obviously is not. As Trustees, you hold the public's interest in your hands, and any attempt to shield items from public view undermines the duties that you have, and erodes community trust in your Board.

I strongly encourage the Board to reflect upon the public comments from the February meeting, and on the impact that the treatment of other Board members has on the community and Library patrons. I also strongly encourage the Board members to engage in their own work around diversity, equity, and inclusion. The Michigan Library Association and the American Library Association both offer resources in these areas. Similarly, books such as *Me and White Supremacy* or courses such as the Cleveland YWCA's Diversity and Anti-racism Challenge can help bring about an understanding of why these issues matter. A library is a home of information, a community enrichment space, and a beacon of knowledge. The Board can live out the meaning of being part of a library, and can truly inspire and lead this community, by intentionally engaging in anti-racism learning, by ensuring transparency of Board activities, and by ensuring equitable treatment of all Board members and community members during and in between Board meeting sessions. Although the primary board member who exhibited these behaviors appears to have stepped down, the culture that allowed her to persist still remains worth addressing.

Sincerely,

Karen Liska-Evans, JD

From: Vice President ABOS

Sent: Thursday, April 1, 2021

Subject: Thank you for taking part in our Virtual Bookmobile Parade!

I want to thank you for submitting a photo of your bookmobile or van (or all of your vehicles!) to be included in our 2nd Virtual Bookmobile Parade. We received 313 entries, which more than doubled the participation from last year!

Be prepared to follow the parade on Twitter, Facebook, and Instagram beginning at 12:00 a.m. and ending at 11:59 p.m., April 7, 2021. With so many mobile libraries to schedule, you'll be seeing a different one every 3-5 minutes.

Facebook: <https://www.facebook.com/abosoutreach>

Twitter: https://twitter.com/abos_outreach

Instagram: <http://www.instagram.com/abos.outreach/>

If you aren't able to see all the bookmobiles that day, you can still check them out by searching the hashtags #bookmobileparade or #libraryoutreachday.

Thanks again!

Lori Berezovsky

2021 ABOS Vice President (Association of Bookmobile and Outreach Services)

Email From: Sharon Trumpy
Date: Wed, Apr 7, 2021 at 10:38 AM
Subject: response to March library board meeting

1. As I have pointed out before, the closed captioning on the YouTube video is obstructed by the city logo and runner at the bottom of the screen. This is an equity and access issue. Closed captioning serves no purpose if it is not visible to read. This should be corrected without further delays.

2. The vote to NOT honor the commitment that Juneteenth be a paid holiday is appalling. How new members of the board WOULD have voted had they been on the board previously is irrelevant. Whether the board process was sloppy in the past, whether the director and board members were disorganized or negligent in their past communications, whether other companies pay for Juneteenth is all irrelevant. You did NOT honor the clear commitment made in the February 2021 meeting. You did NOT honor the voices of the community. **Your actions are fostering distrust and eroding faith in your stated commitment to inclusion.** When you repeatedly delay, as happened with the hate speech policy, and when you repeatedly give assurances that are then not honored, as with Juneteenth and with the initial proposed statement on racism in June 2020, you should NOT be surprised that the Black community and concerned community members feel disempowered, disrespected and devalued.

Members of the Black community and other involved citizens came to you in good faith in June 2020 with offers to work WITH the library and library board. Diverse book purchases and programming are obviously important and appreciated. But if these are not matched with RESPECT for the REAL people both on your board and in your community, how are we to work together?

3. Many boards have two opportunities for public comment -- one prior to board action which allows the public to speak on agenda items and one near the end of the meeting for public comment unrelated to agenda items. When you do not have an opportunity for public comment prior to voting on action items, this further reinforces that you do not value the voices of the community.

Sharon Trumpy

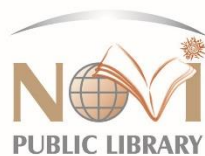
Hi Sue & Friends Board!

I wanted to extend a HUGE thank you to the Friends for providing library staff a delicious spread of bundtinis from Nothing Bundt Cakes for National Library Workers Day on April 6.

They were thoroughly enjoyed by all and I wanted to pass along thanks from all of our staff for the wonderful treat!!

-Dana





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.