



Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, June 24, 2021
 at 7:00 p.m.
 Virtual Meeting

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

DEI Statement: The Novi Public Library is committing to ensure that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, are treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff are dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe and supportive library environment for all.

Call to Order by President, Kathy Crawford

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

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

Pursuant to the State of Michigan Open Meetings Act, all members shall identify their physical location by stating the county, city, and state from which he or she is attending the meeting remotely.

Approval of Agenda.....1-5

Consent Agenda

1. Approve Minutes of:
 - A. May 27, 2021 – Regular Meeting6-19
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#603) 20-22

Presentations

1. Eva Sabolcik, Support Services Supervisor Outreach: Will discuss the soft opening of the Lakeshore Lending Library. Grand Opening scheduled for Wednesday, July 7th 6-8pm.

Reports

1. Student Representatives Report (May 2021).....23
 This June meeting is Tarun and Sarah's last official meeting with the Novi Board of Trustees. Both students have been asked to return for the July 22nd meeting to give a presentation regarding their successful year (July 1, 2020 – June 30, 2021). In addition, we are asking the students to stop by the Administration Office the week of June 28th to pick up a gift in appreciation of their dedication to NPL.
2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals.....24
 - B. 2020-2021 Goals Document UpdateN/A

C.	Library Board Retreat scheduled for: Saturday, June 26, 2021 from 10:30am – 2:30pm, in person at the Novi Public Library – West Meeting Room. Topics: Goal setting for 2021-2022 facilitated by Lee Meadows and OMA training by Clair Membiela, Library of Michigan.	
D.	Library Board Committee Assignments Chart 21/22.....	25
3.	Treasurer's Report (Geoffrey Wood)	
A.	2020-2021 Library Budget Fund 268	26-28
B.	2020-2021 Contributed Fund Budget 269.....	29
C.	Financial Report May 2021	30
D.	Library Fund 268 Expenditure & Revenue Report as of May31, 2021	31-34
E.	Library Fund 269 Contributed Fund as of May 31, 2021.....	35
F.	Balance Sheets for Funds 268 and 269 as of May31, 2021.....	36-37
4.	Director's Report (Julie Farkas)	38-61
A.	Information Technology Report	62-63
B.	Facilities Report	63
C.	Information Services Report	64-67
D.	Support Services Report	68-70
E.	Library Usage Statistics.....	71-79
F.	Friends of Novi Library – 5/21/21 minutes; 6/9/21 agenda	80-83
G.	City of Novi Historical Commission – 5/19/21 minutes; 6/16/21 agenda	84-87

Matters for Library Board Action

1. Cease fine free exception status for materials returned late, due to Pandemic, beginning Tuesday, September 7, 2021. (Finance Committee).....39

(Notes: fine free status was executed March 16, 2020); 24 hour quarantining of materials will also be lifted as of 9/7/21
2. Approve the expenditure for Parking Lot maintenance in account 976.100 Capital Outlay in the amount of \$10,700.00 with A&R Sealcoating for fiscal year 21/22. (Finance Committee).....39
3. Approve the expenditure for a 5 year maintenance agreement with Envisionware, vendor for Lakeshore Lending Library kiosk, in account 734.000 Computer Software/Licensing in the amount of \$27,720 for fiscal year 21/22.....40-41

(Notes: This 5 year agreement was first brought up in February 2019, but due to installation delays, the maintenance agreement discussion was tabled)
4. Create an email address that includes ALL library board members as recipients and can be sent as one email; make available on the library's website for public use (DEI Committee)
5. Approve additional library closings for calendar year 202243

(Notes: see proposed 2022 Calendar in Director's report, as well as current Closing Policy and Holiday Policy for reference)

6. Approve 2nd Draft: Charges for Damaged, Destroyed or Lost Materials.....88
(Notes: only approve this policy if the Board is not charging late fees on materials)
7. Approve 2nd Draft: Distributions and Postings (Reviewed by attorney, staff and Policy Committee).....89-90
8. Approve 2nd Draft: Unattended Child Policy (Reviewed by attorney, staff and Policy Committee).....91-93
9. Approve 2nd Draft: Campaigning, Petitioning, Interviewing and Similar Activities (Reviewed by attorney, staff and Policy Committee).....94

Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with the Library Board.

Citizens must state their first, last name and address

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

Committee Reports/Non-Action Items

1. **Policy Committee:** Review current public policies for the Library
(Chair: Wood, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - No meeting; No report
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj and Kirsten Malzahn.
 - No meeting; No report
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - A meeting was held on June 10, 2021
 - Discussion items: collection of fines for late returned Novi materials by Novi residents; reviewed parking lot quotes; moving forward with a library endowment & scheduling a meeting with City of Novi Finance Dept.; 5 yr. maintenance agreement for Lakeshore Lending Library with vendor.
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting scheduled for: Monday, June 21st 3-4pm by Zoom
 - A. Library/Community Events Attended by Library Board Members
 - B. Grand Opening of Lakeshore Lending Library: Tentatively Wednesday, July 7th

5. **Strategic Planning Committee:**
(Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).
 - No meeting; No report
 - There will be a goal setting component at the Library Board retreat in relation to the current Strategic Plan 2019-2022

6. **Building/Landscape Committee:**
(Chair: Yu, Cherukuri, Staff Liaison – Julie Farkas)
 - Meeting scheduled for June 22nd 3-4pm in person

7. **Bylaw Committee: Review of Library Board Bylaws**
(Chair: Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
 - No meeting; No report

8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas, Gail Anderson, Dana Brataniec & Nicole Williams)
 - Meeting was held on June 17, 2021
 - Discussion items: Julie Farkas reported that a separate staff DEI Committee has been formed based on comments of the DEI Board Committee being too big, they met for the first time on 6/8/21; discussion on format for the Community Listening Session for Tuesday, June 22nd at 7pm and incorporating a very short video if time allows for updates; DEI Committee email will stay active and will be monitored by the committee for public use to address questions/comments related to DEI; Tara Michener will provide examples of an Advocacy Kit and Multicultural Walk-thru to DEI Committee for library staff to execute.

Communications

1. 5/26/21: Lee Linton, Re: Seed Library.....	95
2. 5/26/21: Erica Darby, Re: Volunteerism.....	96
3. 5/28/21: Sreeny Cherukuri, Re: Mental Health Teen Stress Program.....	96
4. 6/7/21: Carol Soborowski, Re: DEI Committee.....	97
5. 6/7/21: Sharon Trumpy, Re: DEI Committee.....	98
6. 6/8/21: Sharon Trumpy, Re: DEI Committee.....	99

Closed Session

1. Library Director Annual Evaluation and discussion for performance period July 1, 2020 – June 30, 2021.

Entering into Closed Session: Need a motion, 2nd and Roll Call vote to enter into Closed Session

Exiting Closed Session: Need a motion, 2nd and Roll Call vote to enter back into the Regular Meeting.

Adjournment

Supplemental Information

- Library Board Calendar – 2021 100

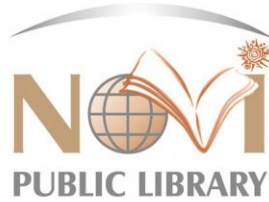
2021 Future Events:

- 6/22/21: Community Listening Session by Zoom/Facebook Live @ 7pm
- 7/4/21: LIBRARY CLOSED – HOLIDAY
- 7/14/21: Friends of Novi Library Annual Meeting @ 6-7:30pm at Lakeshore Park, Novi
- 7/21/21: City of Novi Historical Commission Regular Meeting @ 7pm, Novi Library
- 7/22/21: Library Board Regular Meeting @ 7pm, City of Novi Council Chambers
- 8/14/21: SUMMER READING PROGRAM ENDS
- 8/20/21: LIBRARY CLOSED – IN-SERVICE STAFF TRAINING

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
May 27, 2021**

Expanded Draft

Call to Order by President, Kathy Crawford

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Kathy Crawford, President, at 7:03 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

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

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

Student Representatives

Sarah Chang (left virtual meeting at 7:20 pm)
Tarun Tangirala (left virtual meeting at 7:20 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Attorney

Tom Schultz, Rosati, Schultz, Joppich & Amtsbuechler

Approval of Agenda

Kathy Crawford added Announcements - prior to Communications - on the Agenda. A motion was made to approve the Agenda as amended.

1st – Brian Bartlett

2nd – Sreeny Cherukuri

Roll Call Vote was taken. 7 yes votes. Motion passes unanimously.

Consent Agenda

1. Approve Minutes of:
 - A. April 22, 2021 – Regular Meeting
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#602)

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

1st- Brian Bartlett

2nd- Sreeny Cherukuri

Roll Call Vote was taken. 7 yes votes. Motion passes unanimously.

Presentations

1. Introduction of Nicole Williams, HR Specialist (hired 5/10/21)
 - a. Director Farkas introduced Nicole Williams to the Board.
2. Aliyah Hirji, President of TAB (Teen Advisory Board)
 - a. Aliyah shared appreciation cards that were sent from the TAB to various Novi Library Departments.

Reports

1. Student Representatives Report
On pages 21-24 of the May Board packet.
2. President's Report (Kathy Crawford)
President Crawford shared a statement of appreciation for her appointment as President and she thanked the Board Members for volunteering to serve on the Library Board. Additionally, President Crawford appreciates the professionalism of the Board and the Library staff and their commitment to the Novi Community to provide exemplary service.
 - A. 2019-2022 Strategic Planning Goals
On page 25 of the May Board packet.
 - B. 2020-2021 Goals Document Update – N/A
 - C. Committee Appointments for May 28, 2021-May 26, 2022:
Bylaws: Chair-Trustee Wood; Members-Trustee's Bartlett, Michener; Staff Liaison – Dir. Farkas
Policy: Chair-Trustee Wood; Members-Trustee's Bartlett, Michener; Staff Liaison –Dir. Farkas
(Members of the Bylaw and Policy Committees will consider joining these two committees and will make a recommendation to the Board, at a future meeting.)
HR: Chair-Trustee Crawford; Staff Liaison-Dir. Farkas, HR Specialist Williams
Strategic Planning: Chair-Trustee Michener; Members-Trustee's Dooley, Bartlett; Staff Liaison: Dir. Farkas
DEI: Chair-Trustee Cherukuri; Members-Trustee's Michener, Dooley; Staff Liaison-Dir. Farkas
Building/Grounds: Chair- Trustee Yu; Members- Trustee Cherukuri; Staff Liaison-Dir. Farkas
Finance: Chair- Trustee Bartlett; Members- Trustee's Cherukuri, Wood; Staff Liaison-Dir. Farkas

- Events/Marketing/Fundraising:** Chair-Trustee Dooley; Members-Trustee's Bartlett, Yu; Staff Liaison-Dir. Farkas
- D. Director's Annual Review: Requested Closed Session by Library Director on Thursday, June 24, 2021 (HR Committee Chair will need to facilitate the information from each board member in advance of the meeting)
 - E. Library Board Retreat scheduled for: Saturday, June 26, 2021 from 10:00am-2:30pm
3. Treasurer's Report (Geoffrey Wood)- pages 26-36
- A. Fine Free Discussion

Trustee Wood explained that fines have been relaxed during COVID. The fine's collected in the 2018-2019 FY brought in revenue of \$69,893; 2019-2020 FY fines revenue generated \$48,961 and 2020-2021 the fines revenue is budgeted at \$11,000, which is not an insignificant revenue stream of about \$70,000 when operating during a non-COVID fiscal year. Prior Board discussion has taken place about joining the library trends of going fine free. Trustee Wood will be asking President Crawford to add this to the Matters for Board Action for next month. Trustee Michener shared her thoughts that going fine free supports the Library's current Strategic Goals. Additionally, Trustee Michener said that library fines in 2018-2019 were 2.2 % of collected revenue; 1.5% in 2019-2020, which is a small percentage of total revenue. Trustee Michener added going fine free is a goodwill offering and in line with the industry. Trustee Cherukuri would like to know that average amount of fine per person or per incident? Does the Library offer ways for patrons to petition for relief? Trustee Cherukuri asked for explanation of account 268-657.000 and 268-658.000; library fines and state fines. Director Farkas explained account 658 Penal Fines is revenue generated from traffic infractions incurred on our State Highways that is allocated to the Library, through Legislation. President Crawford asked the Chair of the Finance Committee - Trustee Bartlett to discuss going fine free with the Committee and bring a recommendation to the Board. Also, Trustees are encouraged to reach out to the Community for their input.
 - B. 4th Quarter Review of 268 and 269 2020/2021 budgets

Trustee Wood explained that the 4th quarter budget amendment suggestions are on pages 26-29. These suggested changes are highlighted in red and are under action item 3 - Matters for Board Action.
 - C. 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.
 - D. 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.
 - E. Financial Report - April 2021

On page 30 of the May Board packet.

- F. Library Fund 268 Expenditure and Revenue Report ending April 30, 2021
Revenue ending April 30, 2021 was \$3,178,815
Expenditures ending April 30, 2021 was \$2,402,604
- G. Library Fund 269 Contributed Fund ending April 30, 2021
Revenue ending April 30, 2021 was \$22,175.
Expenditures ending April 30, 2021 was \$7,515.
- H. Balance Sheets for Funds 268 and 269 as of April 30, 2021
Ending Fund Balance for Fund 268 as of April 30, 2021 was \$3,057,708
Ending Fund Balance for Fund 269 as of April 30, 2021 was \$1,721,639

Trustee Michener inquired about the Federal Grant account number 268-508.452. Director Farkas explained this is a reimbursement of PPE expenditures that the library expensed, such as alcohol, sanitization items, extra upholstery cleaning, etc. These items were not included in the original budget. Trustee Cherukuri asked if this amount is showing up as additional revenue? Director Farkas said yes this is included in a revenue ledger account.

Trustee Michener asked about the decrease in account 268-718.200 (4th Qtr. Amend). Director Farkas already has an email into the City about this. Trustee Michener inquired about substantial increase in the legal fees expenditure, 268-806.000. Trustee Wood said with respect to legal fees discussion is covered under attorney client privilege and he suggested discussing during an upcoming closed session. Trustee Michener prefers a separate closed session. President Crawford said at City Council when she was a member, more than one item can be discussed during a closed session. Attorney Tom S. said that more than one topic can be covered during closed session as long as the topics are disclosed properly. Director Farkas gave an overview of the increase in legal fees. Director Farkas mentioned there has been more engagement with attorneys, to appropriately follow OMA's, to be in compliance, and there is a recent attorney's presence at library board meetings. Trustee Michener was comfortable with the Director's response and decided that the closed session was not needed at this time.

4. Director's Report (Julie Farkas)

On pages 37-48 of the May Board packet.

Staff members celebrating anniversaries for June are:

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

- A. Information Technology Report (pages 49-50)
- B. Facilities Report (pages 50-52)
- C. Information Services Report (pages 53-62)
- D. Support Services Report (pages 63-64)

- E. Library Usage Statistics Report (pages 65-73)
- F. Friends of Novi Library – (pages 74-78)
- G. City of Novi Historical Commission – (pages 79-91)

Matters for Library Board Action

1. Motion to approve the following statement by Trustee Tara Michener, as presented:

The Novi Public Library acknowledges the recent hateful acts that our AAPI and Black Community have experienced. We are committed to continually growing in our work to ensure safe spaces and equity for our entire community and beyond.

Trustee Michener wanted to acknowledge where this motion originated from, starting with George Floyd's murder. She added that past trustees wanted to make a statement to show solidarity and they wanted to commit to the Black Community. Since then no statement has been made. Trustee Michener said 1,000 more people have died from police brutality, in addition to an increase in Asian American Islander hate crimes. Trustee Michener brought up conversations from the last meeting to be all inclusive and she is concerned that the additional motion (item 2- Matters for Board Action) erases the communities, which in turn erases Black people. She added she doesn't feel safe or comfortable and the Board has challenges. However, she is dedicated to the work and the opportunities for growth. She is open to add other marginalized communities to her statement, but does not want to erase communities.

Trustee Bartlett looked at both statements, while keeping in mind his responsibility as a Trustee. He mentioned staff is authorized to revoke Library cards or revoke access to the building to help people feel safe. Coming from a management background, he said focus is on the behavior of the incident that occurred. If a Library guest is in violation of either statement the Library staff could take action. However, in his opinion the second statement focuses more on the behavior in question.

Trustee Michener wanted to be clear that this is a statement; to encourage those who may feel hurt or marginalized and this is not a policy. She wants to make sure all Trustees understand this. Trustee Michener said when she brings forth a motion on DEI, she comes from a place of education, and specializes in (DEI) and she trains people for the Library of Michigan on (DEI).

Trustee Dooley read both statements on the docket and is still in favor of what Trustee Michener is bringing forward. She added the reason this statement is relevant is because there are two communities experiencing higher levels of hatred, in a physical nature and micro-aggressions. The idea is to focus on the two communities being hurt right now and have these communities be seen. Trustee Dooley asked, "Is the Board going to be able to ensure marginalized groups going forward are going to be seen?" For example, in the Trans Community there are transgender women of color hurt at an extremely high rate. It is a challenge to balance all of this in the form of a statement and she does not want anyone to feel left out. She supports both statements and does not want anyone to feel erased. There are a lot of people in Novi that experience trauma and bigotry and they come to the Library to see themselves represented.

Trustee Yu saw the statements on the agenda as separate. The first statement acknowledges what is going on in the community and in the world today. The second statement seems to fit more of the libraries policy and goals. Trustee Yu is in support of Trustee Michener's statement.

Trustee Bartlett added that recent protest have been around the Palestinian and Israel conflicts, and these groups feel marginalized too. Should a statement be put together that delineates all groups?

The acronym will be spelled out in the official motion AAPI is Asian American Pacific Islander.

A motion was made to approve Trustee Michener's statement as presented. (This action item was postponed from the April Board Meeting)

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.

1st- Tara Michener

2nd- Kathy Crawford

Roll Call Vote was taken and the motion failed. 3 yes votes and 4 no votes.

Yes Votes: Dooley, Michener, Yu

No Votes: Trustee's Wood, Bartlett, Cherukuri, Crawford

2. Motion to approve the following statement by President Crawford as presented:

The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff is dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe, and supportive library environment for all.

A motion was made to approve the statement as presented above by President Crawford.

1st- Trustee Cherukuri

2nd- Trustee Wood

Discussion:

Director Farkas clarified the Board is voting on a support statement not a policy statement. She added that grammatically the statement should say "The Board and staff are dedicated..." The statement stands as is and the grammatical change can be made.

Trustee Michener said she does not feel safe and comfortable in this library and the statement is not accurate right now, but is something to strive for. She said statements should say, "I hear and see you". She said the statement is disconnected and she is not in favor.

Trustee Dooley mentioned the statement reads, "The Novi Library is committed..." and this suggests the library is already doing it, yet she feels the library is not there yet. She suggested that the statement read, "The Novi Library is committing...."

Implying the library is committing to learning, growing and working towards not allowing discrimination, bigotry and racism...

President Crawford accepted this as a good suggestion. Maker of the motion Trustee Cherukuri agreed to the Trustee Dooley's suggested change and Trustee Wood as the second also agreed to Trustee Dooley's suggested change.

Trustee Yu is more comfortable in accepting the statement now with the change to the word committing, as it now implies the Board is striving towards this goal and they are not already there.

Roll Call Vote was taken to accept the statement with the word "committing". The motion passed unanimously with 7 yes votes.

3. Motion to approve the 4th Quarter Amendments to the 2020-2021 268 and 269 budgets as noted on pages 26-29 in order to submit to the City of Novi Finance Department for annual auditing purposes.

1st- Trustee Wood

2nd-Trustee Dooley

Roll Call Vote was taken and the motion passed unanimously with 7 yes votes.

4. Motion to add REFORMA (The National Association to Promote Library & Information Services to Latinos and Spanish Speaking (\$100.00 annually), AILA (American Indian Library Association) \$40.00 Institutional annually, and JCLC (The Joint Council of Librarians of Color) donation range \$10-\$50 annually as new memberships for Novi Public Library (Budget #809)

President Crawford thanked Trustee Michener for bringing these additional membership to join to the Trustees.

1st-Trustee Michener

2nd-Trustee Dooley

Discussion: Trustee Michener said she researched other groups and these memberships are small costs and help the Board to grow and learn. Trustee Dooley wanted to let the Board know that the Library added the APALA and BCALA and these groups have webinars and research materials that are valuable. She asked Director Farkas if the Board could get login access to these links. Trustee Cherukuri asked how these groups fit into the ALA sub-categories and if there is any crossover. Director Farkas said she will monitor, for crossover, as these groups are new for the Library, but she is comfortable with joining the separate branches at this time.

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

Yes Votes: Trustee's Dooley, Michener, Yu, Bartlett, Cherukuri, Crawford

No Vote: Trustee Wood

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

President Crawford, with guidance from the attorney, determined that draft meeting minutes per OMA requirements can be made available at the Library building and do not need to be posted to the website. In addition, OMA does not require lengthy detailed descriptions of agenda topics. Date, time, place, members present and decisions voted on are all that is required. Additionally, President Crawford noted that meetings are livestreamed and recorded. The

meetings are transparent and easily reviewed by the public. President Crawford opened this up for discussion.

Trustee Michener said accessibility is a huge issue. She said she wants to keep the consistency as people can't get to the Library especially during a pandemic. So although the trustees would be compliant it is about accessibility and is disheartening and discouraging for her.

Trustee Wood said it is important to comply with OMA. He is in support of meeting OMA requirements as stated.

Trustee Cherukuri agrees to meet the OMA requirements in documenting decisions, votes, etc... which can be separated to achieve the 8 days.

President Crawford said the library minutes go way beyond the OMA requirements and inquired if there is some way to streamline the minutes to meet the 8 day requirement? Leaving this open for additional discussion.

Trustee Bartlett said to meet OMA guidelines the key issue is to report who was present and what decisions were made during the meeting that go into effect immediately. He looked at other entities in the State of Michigan and is finding that others are not meeting the 8 day requirements.

Trustee Dooley suggested a drafted version of the minutes be available in the 8 days. However, she does not want to reduce how the minutes are done as a whole when the Board meets to approve them. She wants the added access. She said not all organizations have detailed minutes but some do and she appreciates the libraries transparency.

Trustee Yu prefers the transparency and detailed minutes and wants to continue these. If something is missing the public can watch the recording. He researched other committee minutes and action items are posted to meet the OMA requirements.

President Crawford asked Trustees to think about the requirements and perhaps make a motion at the next meeting to adapt.

Public Comment

President Crawford asked that remarks be limited to those pertaining to matters before the Board, to Board business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Board, the Trustees, employees, and consultants is allowed, inappropriate, profane, vulgar, or abusive language and personal attacks will not be tolerated. She asked Citizens to state their first, last name and Novi address.

Jackie Smith-Baker. Did not state address. She called to say that she thinks it is unfortunate that the first version proposed earlier was not upheld and that the Board had to go with the alternate version. A Trustee said earlier in the meeting that there is not a monopoly on any specific group receiving hate crimes, she respectfully says he has to not be present to not realize that African Americans are extremely targeted. When it comes to not just hate crimes but to murder, to police brutality. Jackie said she has had very troubling experiences at the Library, as a retired social worker she applied for a job

and the hiring person did not even meet with her after she did have an interview. She said the person did not take her phone calls and the secretary gave the hiring manager messages that were not returned. Jackie applied for a 12-15 hour position just for something to do after she retired. Jackie said time passed and she received a letter that she did not get the position. She as an African American female did not receive the respect for a follow up. Jackie has lived in Novi for the last 18-19 years and said there is an array of situations that have occurred.

Carol Soborowski, Lake Drive, Novi. Her comment is specific to the DEI Committee, based on the article written in the first quarter of the Novi Today magazine; some of the YouTube videos published in the October, 2020 Listening Session. She is extremely concerned with the mission of that Committee. The question posed in the first listening session was, "How have you experienced racism in the Novi Public Library?" Some callers did cite specific instances and Carol is in full agreement that staff responsible for racist comments and actions must be addressed, corrected and taught a new way. Carol agrees with staff policy of zero tolerance for racism; it is an appropriate policy because the Board along with the staff ultimately controls the culture of the Library. What is inappropriate is any engagement the DEI Committee would take to promulgate the ideology of critical race theory, namely its claim that all white people are born racist and that all people of color are born victims. She said this is simply not true and it is one of the most destructive ideologies that this Board could allow into the beloved library. She listened to that first Community Listening Session in October and what she heard was caller after caller both White and Black repeatedly make the claim the White people inherently oppress Black people. That White people have an inherent bias and that American only exists because of 400 years of the White man's oppression and this is the reason they were saying that someone would experience racism in the Novi Library. Carol is calling on the Library Board rise higher than that and to stand against those racist principals of critical race theory that she heard not only being accepted, but agreed with during that session. Critical race theory, the core of it, pits people groups against each other based on skin color. So if that is not racist, what is? The Library Board decides what stays or goes here. She is pleading with the Library Board tonight to put a firm stop on the belief that says White people are inherent oppressors and people of color are inherent victims and give it absolutely no place in any of the committees that are under the Board's oversight because the Board has that power.

Alexander Weyer, Huntingcross Drive, Novi. He is disappointed in the non-approval of the first statement. He agrees with the approval of the second statement, but believes both of them would work best in relationship to each other and both of them presented together. Alexander believes that statements of the moment can be supported by the universal statement in relationship to one another. He believes that validation and feeling seen and heard is incredibly important to the mental health and well-being of community members. Statements are in part about directing awareness and attention as opposed to just watering down to everyone and everything, which in effect, also doesn't say much. He said that Greg M. of the listening session mentioned privilege is something that is important to interrogate not only in identity, (he said some members voted no on this) but also in class privilege. Alexander said the cushion of financial wealth of the suburbs, statements like this are more important also for those members of those communities without the cushion of protection from the finances on average available in the suburbs. He said there is a sense of perfection holding back actions which can lead to violence. Perfection holds back action creating silence which leads to violence. He believes it is more important to validate fellow human experiences than hold back or hesitate to acknowledge one another by an egoic attachment to perfection. In making

his statement right now he said he is battling his own sense of that, not knowing if it feels perfect to say but saying it anyways in order to have an impact. As for Carol's recent statements there was also a man named Toby in the listening session that did mention that race is racism; race as an ideology can perpetuate that. He believes that to an extent but also believes as work is done to get to that space of outgrowing and evolving past race. There are steps to take along the way and he believes both of the statements again in relationship to another one would take those steps together, as opposed to it being one or the other.

Margaret Shoesmith. Mitchell Rd in Novi (address stated at last meeting) Margaret agrees with the last caller that both statements would have been the way to go. She said that the second statement that Madam Crawford offered is very inspirational and she feels the comment geared towards the Black and Asian Communities is absolutely necessary. She agrees with the last caller that both statements would have worked really well together. She wanted to thank the Board for their time and she hopes the Library Board will embrace change over perfection (as the last caller also spoke about).

Tierra Turner, Did not state address. She was disappointed in the vote this evening not to adapt the initial statement. She believes the statement that was adopted is very all lives matter-ish and it does not convey the message that was intended of "we see you, we hear you, we understand, acknowledge and recognize the issues that are being experienced". She said as a Novi resident for the last 18 years she said she has experienced several issues not just at the Novi library but in Novi in general. She believes it is important to acknowledge and recognize the experiences of the community as a whole and they are all stakeholders, they are all taxpayers that deserve to be heard and to be acknowledged, recognized and appreciated. She hopes that the Board does commit to take the necessary steps and not just lip service to pretend to take those steps. She thanked the Board for their time and asked them to keep all in mind as the Board does represent the entire community.

Sharon Trumpy, Harvest Drive in Novi MI. Sharon wanted to express her sincere admiration and appreciation for Trustee Tara Michener. She was able to attend the session on DEI that Trustee Michener did for the Library of Michigan. She saw on the attendee list that Trustee Crawford was also there and she did not know if anyone else (on the Board) was able to attend. She is grateful that the Board has Trustee Michener to share her expertise, both her personal and professional experience. Sharon was disappointed tonight to hear that Tara was not named as the DEI Chair especially, because she has heard Trustee Cherukuri express on several occasions his confusion about the role of the Library Board. But she is looking forward to working with Trustee Cherukuri to make sure the Library really meets the needs of all of its citizens. She heard Carol say tonight that she watched the listening session and was concern about critical race theory. Sharon said she is going to have to revisit those sessions because she does not recall any mention of critical race theory nor the mention of white people being born oppressors. Sharon said she is a white person and she was not born an oppressor, but she was raised in a society where she observed and learned from the world around her. She feels lucky to be raised by parents who taught her well and taught her to listen to other people and to appreciate and believe their experiences and to stand up for those people who are marginalized. She is disappointed tonight with the Board, even after taking a month and learning because there was so much confusion expressed last time, she had hoped this past month they would have listened to the Black Community and she was disappointed that the first motion did not pass. She truly hopes that the Board is committed to a better future for

everyone in Novi so that the Library is a welcoming space for all and that means acknowledging, validating and appreciating each of the community members.

Betsey Beaudoin, Cranbrooke, Novi, MI. Betsy said watching this meeting tonight has been yet another disappointment and she is really saddened at the direction that this evening went. To say the Board is committing to standing in support of DEI work is great but she would have much rather see the Board actually take action to commit to doing this work. She said Trustee Michener is a well-established expert in DEI work and is not the chair of the DEI Committee. To her this makes no sense to not utilize her (Trustee Michener's) expertise to its fullest. Betsey thinks the community is missing out on the opportunity to learn from everything that she has studied by not giving her a more prominent role on that committee. Additionally, Betsey is disappointed that the statement that Trustee Michener has put forward did not pass tonight. To shut down the statement does not show that this team is committing to doing better. She said all of the members of the community deserve to be seen and recognized in the community. It would have been much better to have done both statements. Shutting down this statement in support of the Black and AAPI communities is hurtful even if the Board is saying they are against racism while voting it down. She believes there are a lot of opportunities for the Board to grow its knowledge and understanding on these topics. Finally, Betsey would like to say that there has been nothing in the statement that is in support of critical race theory. Betsey said that is a political hot button right now and it is to her unnecessary to bring a National debate in when there is just a conversation about saying that the Board is in support of minority groups that are experiencing discrimination, violence and oppression. Betsey said she stands with the Black and AAPI communities unapologetically as a white person. She is here to do that work and to learn as much as she can from the people around her in this community and she really hopes that the Library and the Library Board choose to do the same and make it align with the statement that has been put out tonight. She asked the Board to please make sure their actions match these aspirational words.

Paula Henry, Parents of African American Students in Novi, Stonehenge Blvd. Novi, MI. Paula said she finds it incredible that the highly qualified person on the Board in regards to DEI work has been demoted from being the chair, but again there goes privilege. She said please know that she will continue to support Trustee Michener in her efforts in pressing the Novi Library Board to specifically support the efforts of marginalized communities. She thanked Trustee Dooley for her support. Paula believes the first statement could have easily been a part of the second statement. She is asking those who voted against the first statement to wake up, she said, "you are not being attacked so she guesses it is easy for you to vote against it". Again she wants to thank Trustee Michener for being in the fight for Black communities. Again she gives a shout out to Trustee Yu and Trustee Dooley for their support. Please continue to remember the Novi Library Board supports everyone in the Novi community that means Asian American and the Black communities because these are the communities that are being attacked and are the marginalized communities. She asked the Board to continue to keep that in mind.

Committee Reports/Non-Action Items

1. **Policy Committee:** Review current public policies for the Library
(Michener-Chair, OPEN, Staff Liaison – Julie Farkas
 - **Staff Committee:** Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.

- Committee met on 5/11/21 to review P7, P13, P20; P5, P12, P17 and Records Retention are still pending review and further documentation. P2 was brought to the committee's attention in email.
 - Update: Trustee Michener said Trustee Dooley was present at the Policy meeting. Trustee Michener asked the Trustee's to review the information listed in A-D below.
 - A. 1st Draft : P2 Charges for Damaged, Destroyed, or Lost Materials – pages 92-93
 - B. 1st Draft: P7 Distributions and Postings (Reviewed by attorney, staff and policy committee)
 - C. 1st Draft: P13 Unattended Child Policy (Reviewed by attorney, staff and policy committee)
 - D. 1st Draft: P20 Campaigning, Petitioning, Interviewing and Similar Activities (Reviewed by attorney, staff and policy committee)
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (OPEN – Chair, Wood, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, and Kirsten Malzahn.
 - HR Specialist, Nicole Williams hired on 5/10/21.
 3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation. (Wood- Chair, OPEN, OPEN, Staff Liaisons – Julie Farkas & Barbara Cook)
 - A meeting was held on 5/4/21 and 5/21/21.
 4. **Events/Marketing/Fundraising Committee:** Outreach opportunities (Yu – Chair, Michener, Dooley, Staff Liaison – Julie Farkas)
 - a. Library/ Community Events Attended by Library Board Members
 - Trustee Michener attended the second AAPI event, the Indian Asian Culture Conversation Program, and she visited the Lending Library.
 - Trustee's Cherukuri, Bartlett and Dooley attended the Neutrality in Libraries Conversation Event hosted by U of M.
 - Trustee Yu attended the Talking Teen Stress Event
 - Trustee Dooley attended the 2nd part of the Anti-Asian Hate Panel and the Indian American Program as well.
 - b. Grand Opening of lakeshore Lending Library: Tentative for Wednesday, July 7th.
 5. **Strategic Planning Committee:** (Dooley – Chair, Yu, Staff Liaison – Julie Farkas)
 - No Report

6. **Building/Landscape Committee:**

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

- Lakeshore Lending Library installation was 5/18-5/21/21. See photos included in Director's Report.

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

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

- No Report

8. **DEI: Diversity, Equity and Inclusion Committee**

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

- A meeting was held on 4/27/2021. Next meeting scheduled for 5/25/21.
- Update: Trustee Michener discussed the next community listening session scheduled for June 22. She said in the past, Board participation has been minimal. Trustee Michener said this shows the vote of confidence. Trustee Michener said this is her last committee report on DEI and she is surprised to be demoted, especially since she is awarded in this area. She said that she feels punished for speaking up. Also, she said she hopes the Board embraces a lack of perfection and strives towards being better listeners at the community session. Trustee Michener said she is hearing a huge outpouring that people do not feel seen or heard in the community. Trustee Michener said on record she is incredibly concerned for DEI initiatives going forward and she hopes that she is utilized. She said there is 100 percent white salaried full time staff with benefits and perks and everyone else that is part time are people of color. She hopes the Board rises to the occasion.

President Crawford said she hopes that Trustee Michener does not think of this (her being a member of DEI committee and not the chair of DEI) a demotion. President Crawford said her goal was to give every Trustee a chance at being a chair of a committee. She wanted to utilize Trustee Michener's expertise particularly in the area of strategic planning.

Communications

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

10. May 21, 2021: Email from Kathy Crawford – Re: Upcoming library board meeting and comments on last meeting

Announcements

President Crawford added this section to the agenda. President Crawford wanted to commend Trustee Michener for her seminar that she presented through the Library of Michigan. She wanted to thank Trustee Michener for being a presenter and all the work she put into it.

President Crawford has a webinar she was scheduled to attend the morning after this Board meeting but she is unable to attend due to a schedule conflict. Director Farkas said she will get the link to the webinar and will send it to all the Trustees.

- Update: Trustee Michener asked if there were answers to her building questions. Trustee Wood provided answers from the library maintenance department commenting that all regular maintenance on boilers is done accordingly and as recommended to meet recommended guidelines. As far as requesting insurance reimbursement for the boiler malfunction the deductible is \$10,000 and all expenses were totaled and fall below the deductible amount. Also, the elevator is maintained in accordance with requirements and guidelines set by the industry.

Closed Session

1. None

Adjournment

A motion was made to adjourn at 9:35 p.m.

1st— Trustee Bartlett

2nd— Trustee Wood

Roll Call vote to adjourn was unanimous.

Brian Bartlett, Secretary

Date

Warrant 603	268 Accounts	June 2021	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 84.28
Quill		268-000.00-727.000	\$ 1,616.02
Applicant Pro	Career Site Fee	268-000.00-734.000	\$ 200.00
Envision ware	Licenses; IT	268-000.00-734.000	\$ 250.00
Actron Security		268-000.00-734.500	\$ 400.00
Tech Logic		268-000.00-734.500	\$ 97.00
Tech Logic		268-000.00-734.500	\$ 526.52
Amazon		268-000.00-740.000	\$ 30.76
Hanover		268-000.00-740.000	\$ 2,147.15
Metcom	RFID Tags	268-000.00-740.000	\$ 7,292.83
Amazon		268-000.00-742.000	\$ 670.93
Brodart		268-000.00-742.000	\$ 10,758.45
Gale/Cengage		268-000.00-742.000	\$ 759.81
Amazon		268-000.00-742.010	\$ 676.81
Brodart		268-000.00-742.010	\$ 2,064.07
Midwest Tape		268-000.00-742.010	\$ 577.92
Riverview Library	lost; Item	268-000.00-742.100	\$ 3.50
Springfield Twp. Library	lost; Item	268-000.00-742.100	\$ 16.89
Library Ideas	VOX items	268-000.00-744.000	\$ 483.40
Midwest Tape		268-000.00-744.000	\$ 2,117.44
Midwest Tape	hoopla	268-000.00-744.000	\$ 14,000.00
Overdrive		268-000.00-744.000	\$ 5,218.34
Midwest Tape		268-000.00-745.200	\$ 2,191.93
Spectrum Enterprises		268-000.00-801.925	\$ 56.46
IPC		268-000.00-802.100	\$ 150.00
Bank Services Charges		268-000.00-802.100	\$ 168.97
Medical Service		268-000.00-804.000	\$ 294.00
Foster Swift	Michael Blum ; through 4/30/21	268-000.00-806.000	\$ 420.00
Rosati, Schultz	through 4/30/21	268-000.00-806.000	\$ 1,428.00
Rubbish		268-000.00-808.100	\$ 111.31
RNA		268-000.00-817.000	\$ 7,053.30
AT&T		268-000.00-851.000	\$ 46.93
AT&T		268-000.00-851.000	\$ 479.62
Verizon		268-000.00-851.000	\$ 458.98
T-Mobile		268-000.00-851.000	\$ 252.80
Telnet		268-000.00-851.000	\$ 426.23
Gasoline		268-000.00-861.000	\$ 22.66

Amazon		268-000.00-880.000	\$ 88.63
Global		268-000.00-880.000	\$ 135.01
Muniweb	April	268-000.00-880.000	\$ 456.00
Muniweb	May	268-000.00-880.000	\$ 769.50
ALA	sales tax credit -cc	268-000.00-880.268	\$ (8.95)
Amazon	Adult program; gift cards - cc	268-000.00-880.268	\$ 475.64
Danielle Humphreys	Prgrm; Supporting Mental Health & Wellness LGBTQ+ Yth	268-000.00-880.268	\$ 75.00
Kohl's	SRP; raffle prizes - stuffed animals	268-000.00-880.268	\$ 12.50
Mutch, Kathleen		268-000.00-880.268	\$ 50.00
Mutch, Kathleen		268-000.00-880.268	\$ 50.00
Oriental Trading	beads, bags, stickers	268-000.00-880.268	\$ 44.01
Real V LLC	dba Sticky Fingers Cooking; ; African Am cuisine	268-000.00-880.268	\$ 200.00
Accuform	Summer Reading Brochure	268-000.00-900.000	\$ 1,675.00
Millennium Bus. Systems		268-000.00-900.000	\$ 365.05
USPS	Cook; - LL Postcards	268-000.00-900.000	\$ 900.00
Vistaprint	business cards - N. Williams	268-000.00-900.000	\$ 20.00
Consumers Energy		268-000.00-921.000	\$ 623.21
DTE		268-000.00-922.000	\$ 7,238.71
27/7/365 Inc.		268-000.00-934.000	\$ 1,550.00
Allied Building	preventative maint; spring start	268-000.00-934.000	\$ 1,630.00
Allied Eagle		268-000.00-934.000	\$ 810.96
Cintas		268-000.00-934.000	\$ 544.50
Dalton	upholstery; COVID	268-000.00-934.000	\$ 2,946.50
Home Depot		268-000.00-934.000	\$ 27.47
North Star Mat Service		268-000.00-934.000	\$ 265.65
Brien's	lawn; through 5/14/21	268-000.00-941.000	\$ 3,895.00
Cougar		268-000.00-941.000	\$ 823.92
Home Depot		268-000.00-941.000	\$ 76.56
Millennium Bus. Systems		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
Petty Cash		268-000.00-728.000	\$ 17.50
TOTAL			\$ 89,986.57

Warrant 603	269 Accounts	June 2021	
Payable to	Invoice #	Account number	Account total
Amazon	donation purchase	269-000.00-742.230	\$ 34.65
Image 360	Wrap for Lending Library Kiosk; canopy	269-000.00-976.044	\$ 1,350.24
Rich Osterman Electric	LED replacement patio	269-000.00-976.045	\$ 4,000.00
Amazon	round BackPin buttons; iCube	269-000.00-976.046	\$ 85.97
Amazon	gold cardstock; glue dots	269-000.00-976.046	\$ 29.71
American Button Machine	Button Maker Kit; iCube	269-000.00-976.046	\$ 399.95
The Container Store	iCube; storage kits	269-000.00-976.046	\$ 67.95
TOTAL			\$ 5,968.47

Reports

May 2021 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The iCube Tween, Teen and Adult Grab-n-Go Kit: Watercolor Floral Pop-up Card was held on May 3. The template for the card was made with the iCube Cricut Maker cutting machine and guests then followed a CreativeBug video tutorial to learn how to paint a bouquet of flowers and assemble a beautiful pop-up card. Watercolor paint and brush were included. (Attendance = 35)

The Teen and Adult Grab-n-Go Craft Kit: Crystal Ball Tea Bombs was held on May 17. Guests learned how to make crystal ball tea bombs with isomalt, a sugar substitute. Once formed, filled, and dropped into hot water, the glass-like sphere slowly melted away, revealing the tea and loose leaves for a satisfying and delicious hot drink. (Attendance = 40)

The BeTWEEN the Pages: Tween Book Club Trivia was held on May 19. Guests read *Once Upon an Eid: Stories of Hope and Joy* by 15 Muslim Voices edited by S.K. Ali and Aisha Saeed and answered trivia questions relating to the book. (Attendance = 4)

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 ninth and final Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on May 21. The meeting kicked off with an icebreaker in which teens stated their names, grade and school, and their summer plans. After the icebreaker, speeches for the TAB Officer elections were given for the open positions. Following the speeches, TAB members voted and new TAB Officers for the 2021-2022 school year were announced. Mrs. Gojcaj and the current President thanked the members for all of their time and hard work this year. TAB Meetings will resume in September 2021, during the next school year. (Attendance = 15)

Upcoming Programs:

- Sticky Fingers Virtual Cooking Class: Japanese Inspired Cuisine – July 6
- BeTWEEN The Pages: Tween Book Club Trivia (Title is *A Wolf Called Wander* by Rosanne Parry. This title is available through Hoopla for instant download.) – July 21
- Drive Through Party: Halfway Point of Summer Reading Program – July 25
- iCube Tween, Teen and Adult Grab & Go Kit: Laser Engraved Book Binding – July 26
- Mad Science of Detroit: Tales and Tails – July 29



Teen Stop Featured Display:

The May Teen Stop display recognizes Asian Pacific American Heritage Month with young adult fiction titles.



2019 - 2022

Novi Public Library's Strategic Goals

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



How will we accomplish these goals?

Collections/Electronic Resources

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

Programming & Events

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

Outreach & Services

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

Building & Grounds

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

Human Resources

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

Marketing

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

Technology

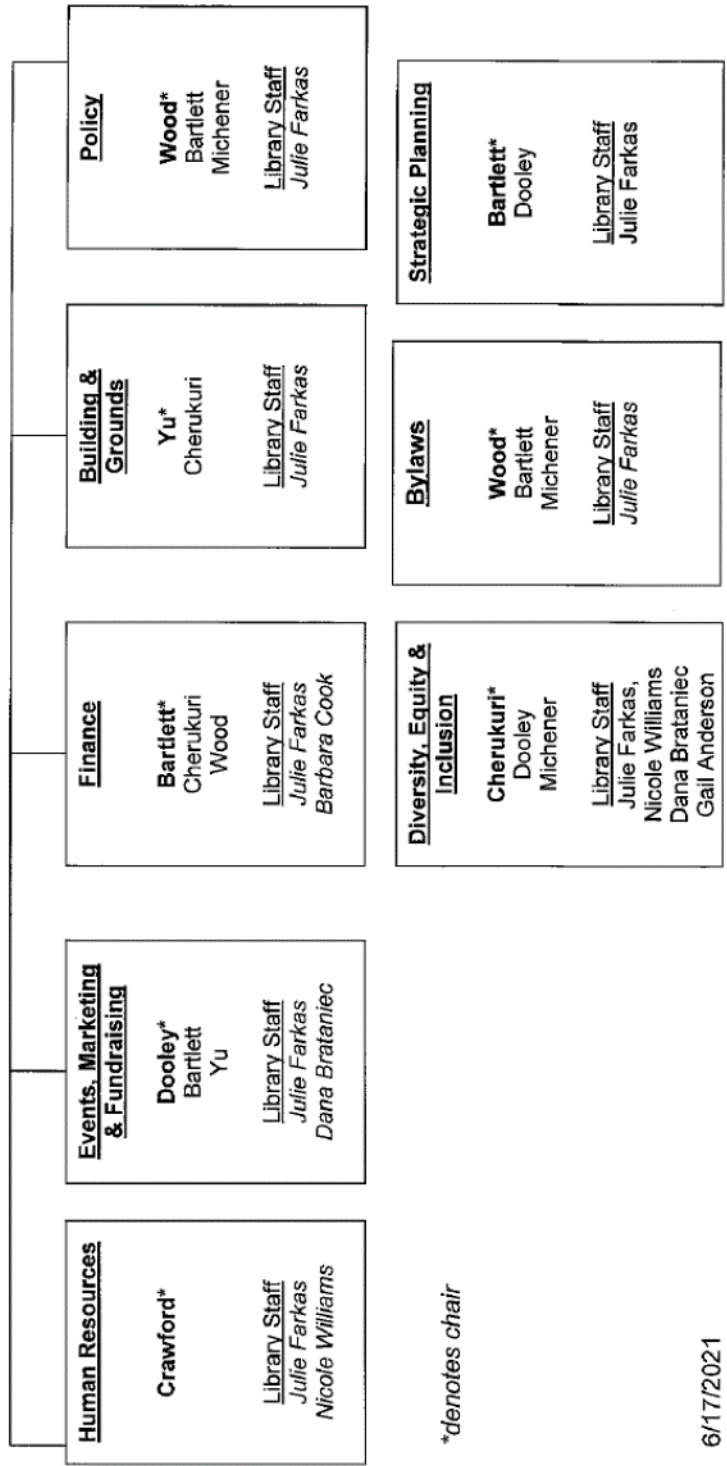
- Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL

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

INFORM. INSPIRE. INCLUDE.

Updated: 09/24/20

2021 – 2022
Novi Public Library Board
 Bartlett (Sec.) Cherukuri
 Crawford (Pres.) Dooley (V.Pres)
 Michener Wood (Treas.)
 Yu



*denotes chair

6/17/2021

2021-2022 Library Budget 268 January 28, 2021 Approval		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Revenues		6/30/2020	1/23/2020	5/28/2020	1/28/2021	5/27/2021	1/28/2021	1/28/2021	1/28/2021
Account	Description								
403.000	Tax Revenue - Current Levy	2,836,818.87	2,926,658.00	2,939,255.00	2,961,042.01	2,961,042.01	3,005,458.00	3,058,054.00	3,119,215.00
403.001	Tax Revenue - Cnty Chargebk	-6,553.64	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.003	Tax Revenue - Brownfield 2008	-258.43	-259.00	-259.00	-276.15	-276.15	-295.00	-316.00	-338.00
403.006	Tax Revenue - Brownfield 2015	-2,983.82	-4,500.00	-4,500.00	-6,071.40	-6,071.40	-10,624.00	-18,592.00	-32,536.00
403.008	Tax Revenue - CIA Cap 2018	-6,852.11		-12,597.00	-13,422.73	-13,422.73	-24,967.00	-36,452.00	-43,742.00
420.000	Tax Reveune - C/Y Del PPT	-4,635.46	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-4,900.00	-5,000.00	-5,200.00
508.450	Federal Grants					796.31			
508.452	Federal Grants - COVID 19					59,143.94			
567.000	State Aid	44,383.68	40,000.00	20,000.00	33,000.00	33,000.00	33,000.00	33,000.00	33,000.00
633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	48,961.25	65,000.00	60,000.00	11,000.00	11,000.00	48,000.00	48,000.00	48,000.00
658.000	State penal fines	118,345.07	114,000.00	57,000.00	95,366.51	95,366.51	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	63,054.71	54,201.00	54,201.00	54,201.00	54,201.00	40,000.00	42,000.00	45,000.00
664.500	Unrealiz.ed gain(loss) invest	24,289.90	-20,000.00	-20,000.00	-20,000.00	-20,000.00	10,000.00	10,000.00	10,000.00
665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	1,200.00	1,200.00	5,000.00	5,000.00	5,000.00
665.100	Copier	1,172.45	600.00	600.00	1,000.00	1,500.00	1,000.00	1,000.00	1,000.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	7,172.40	3,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	6,376.15	4,000.00	4,000.00	4,000.00	10,500.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	23,828.75	37,000.00	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	500.00	500.00	1,500.00	1,500.00	1,500.00
665.404	Novi Township Assessment	6,591.00	6,600.00	6,600.00	6,847.00	6,847.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	5,030.11	6,000.00	5,000.00	0.00	0.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,190,826.49	3,244,172.00	3,279,194.00	3,321,899.00

2021-2022 January 28, 2021 Approval		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Expenditures									
Personnel Svcs.									
Account	Description								
704.000	Permanent Salaries	931,830.31	971,650.00	965,000.00	949,000.00	949,000.00	983,000.00	1,013,000.00	1,033,500.00
704.012	COVID-19 Crisis Hazard Pay					7,500.00			
704.100	Severance/Incentive Pay					12,000.00			
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2020)	4,704.40	4,700.00	18,500.00	10,000.00	8,500.00	7,500.00	7,500.00	7,500.00
704.250	Final Payout		0.00	0.00	12,000.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	657,541.73	746,730.00	635,000.00	635,000.00	635,000.00	725,000.00	747,000.00	770,000.00
706.000	Overtime	496.47	500.00	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	120,214.43	131,456.00	124,000.00	124,000.00	124,000.00	132,000.00	135,000.00	138,000.00
716.000	Insurance	187,333.28	195,000.00	195,000.00	195,000.00	195,000.00	193,000.00	201,000.00	209,000.00
716.200	HSA - Employer Contribution	6,812.15	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-34,660.19	-36,000.00	-36,000.00	-36,000.00	-36,000.00	-37,800.00	-39,690.00	-41,300.00
718.000	Pension DB	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00	8,100.00	8,400.00	8,600.00
718.010	DB Unfunded Accrued Liability	29,292.00	43,224.00	43,224.00	43,224.00	43,224.00	53,300.00	56,000.00	58,000.00
718.050	Pension - addl DB Contribution	0.00							
718.200	Pension - Defined Contribution	41,853.35	45,000.00	45,000.00	45,000.00	25,500.00	45,900.00	46,800.00	47,700.00
719.000	Unemployment Ins	1,872.54	0.00	0.00	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00
720.000	Workers' Comp	3,704.77	4,100.00	4,100.00	2,500.00	2,500.00	2,700.00	2,800.00	2,900.00
Total Personnel Services		1,959,395.24	2,121,060.00	2,009,024.00	1,996,324.00	1,982,824.00	2,121,000.00	2,186,110.00	2,242,200.00
Supplies and Materials									
Account	Description								
727.000	Office supplies	12,337.64	19,000.00	18,000.00	12,000.00	12,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	437.76	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	28,425.30	69,700.00	69,700.00	69,700.00	69,700.00	73,000.00	92,500.00	92,500.00
734.500	Computer supplies equip	17,989.85	19,800.00	19,800.00	19,800.00	19,800.00	24,300.00	19,000.00	19,000.00
740.000	Operating supplies	27,522.36	28,000.00	25,000.00	25,000.00	25,000.00	30,500.00	28,000.00	28,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	2,152.48	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	180.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
742.000	Library Books	170,395.96	185,800.00	185,800.00	171,000.00	171,000.00	203,000.00	203,000.00	203,000.00
742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	193.88	1,100.00	1,100.00	500.00	500.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	22,335.13	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	115,000.00	115,000.00	129,000.00	129,000.00	129,000.00
745.200	Electronic media	41,512.72	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00
745.300	Electronic Resources - Online	54,193.11	64,000.00	64,000.00	64,000.00	64,000.00	70,000.00	70,000.00	70,000.00
Total Supplies & Materials		482,945.13	599,600.00	595,600.00	574,200.00	574,200.00	647,000.00	658,700.00	658,700.00

2021-2022	Library Budget 268 January 28, 2021 Approval	2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Services & Charges									
Account	Description								
801.925	Public Information (cable)	597.99	500.00	500.00	500.00	600.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	700.20	700.00	700.00	712.94	712.94	700.00	700.00	700.00
802.100	Bank Services	4,843.69	4,000.00	4,000.00	4,000.00	5,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	809.82	500.00	1,000.00	1,000.00	814.00	500.00	500.00	500.00
804.000	Medical Service	686.00	1,500.00	1,000.00	1,000.00	1,200.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	8,951.50	5,000.00	7,500.00	9,000.00	20,000.00	7,500.00	7,500.00	7,500.00
808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
809.000	Memberships & Dues	6,679.94	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	250.00	10,500.00	10,500.00	5,500.00	4,000.00	10,500.00	5,500.00	5,500.00
817.000	Custodial Services	37,851.60	50,000.00	50,000.00	93,000.00	88,000.00	93,000.00	93,000.00	93,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	18,384.86	17,500.00	17,500.00	26,000.00	26,000.00	24,000.00	24,000.00	24,000.00
855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	65,200.00	65,200.00	68,000.00	68,000.00	68,000.00
861.000	Gasoline and oil	290.48	1,500.00	1,500.00	500.00	500.00	1,500.00	1,500.00	1,500.00
862.000	Mileage	6.38	300.00	300.00	100.00	100.00	100.00	100.00	100.00
880.000	Community Promotion	22,866.06	21,000.00	18,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
880.268	Library Programming	18,956.32	25,000.00	25,000.00	15,000.00	15,000.00	28,000.00	28,000.00	28,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	19,424.00	30,000.00	28,000.00	28,000.00	23,000.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,544.00	12,500.00	12,500.00	12,668.00	12,668.00	13,000.00	13,000.00	13,000.00
910.001	Ins deduct/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	10,152.64	11,000.00	11,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
922.000	Electricity	92,792.30	95,000.00	95,000.00	93,000.00	93,000.00	95,000.00	95,000.00	95,000.00
923.000	Water and Sewer	6,860.75	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
934.000	Building Maintenance	99,352.78	112,200.00	112,200.00	112,200.00	117,000.00	100,000.00	100,000.00	100,000.00
935.000	Vehicle Maintenance	7.00	500.00	500.00	500.00	600.00	500.00	500.00	500.00
941.000	Grounds Maint.	33,276.37	38,000.00	38,000.00	38,000.00	33,000.00	39,000.00	36,500.00	36,500.00
942.000	Office Equipment Lease	7,554.60	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	287.76	1,300.00	1,300.00	300.00	300.00	400.00	400.00	400.00
956.000	Conferences & Workshops	9,922.24	15,000.00	10,000.00	10,000.00	7,500.00	17,000.00	15,000.00	17,000.00
Total Services & Charges		504,881.30	554,700.00	547,200.00	579,980.94	577,994.94	604,500.00	595,000.00	597,000.00
2021-2022	Library Budget 268 January 21, 2021 2nd draft	2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Capital Outlay									
Account	Description								
962.000	Building Maint.	0.00							
941.000	Grounds Maint./Entrance Project	0.00							
976.000	Building Improvements/Entrance	0.00	15,000.00	0.00	0.00	0.00	0.00		
976.100	Parking lot improvements	0.00					5,000.00	125,000.00	
983.000	Vehicles - Van	31,432.55							
986.000	Internal Tech - Capital Outlay AST	29,227.25	58,000.00	32,000.00	0.00	0.00	0.00	159,000.00	159,000.00
986.000	Camera/Computer replacement	0.00	21,000.00	21,000.00	0.00	0.00	32,200.00	65,800.00	35,500.00
990.000	Furniture	0.00	17,000.00	17,000.00	17,000.00	13,774.00	0.00	0.00	0.00
Total Capital Outlay		60,659.80	111,000.00	70,000.00	17,000.00	13,774.00	37,200.00	349,800.00	194,500.00
965.269	Walker Transfer								
Total Expenditures		3,007,881.47	3,386,360.00	3,221,824.00	3,167,504.94	3,148,792.94	3,409,700.00	3,789,610.00	3,692,400.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,190,826.49	3,244,172.00	3,279,194.00	3,321,899.00
680.000	TOTAL Fundbalance	180,244.89	-141,060.00	-97,524.00	-43,618.70	42,033.55	-165,528.00	-510,416.00	-370,501.00

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

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

269 - Library Contributed Funds		Revenues & Expenditures					
2021-2022 (Approval 1/28/21)		2019-2020	2020-2021	2020-2021	2020-2021	2020-2021 4th	2021-2022
		Audited	Approved	COVID-19	COVID-19 Yr.End	Qtr. Amend	Approved
		6/30/2020	1/23/2020	5/28/2020	1/28/2021	5/27/2021	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	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations							
665.036	Diversity, Equity & Inclusion						\$1,000
665.046	Makerspace (iCube)	2,030.05	2,000.00	2,000.00	2,000.00	-	2,000.00
665.229	Raising a Reader	-	2,500.00	2,500.00	2,500.00	-	2,500.00
665.230	Collections/Materials Revenue	\$ 1,347.22	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,700.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	1,000.00	1,000.00	1,000.00	2,160.00	1,000.00
665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	5,500.00	4,000.00	5,500.00
665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	1,500.00	-	1,500.00
665.234	Undesignated Misc. Donations	-	500.00	500.00	500.00	500.00	500.00
665.235	Marketing Sponsorships	10,000.00	5,500.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 19,500.00	\$ 24,000.00	\$ 24,000.00	\$ 18,360.00	\$25,000
TOTAL Revenues		\$ 62,591.67	\$ 42,000.00	\$ 46,500.00	\$ 46,500.00	\$ 40,860.00	\$ 47,500.00
Expenditures							
Supplies							
742.036	Diversity, Equity & Inclusion						\$1,000
742.229	Raising a Reader	2,555.86	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	13,004.00	30,200.00	-	-	-	15,000.00
742.232	Programming Expenditures	2,843.81	1,000.00	1,000.00	1,000.00	2,500.00	1,000.00
742.233	Technology Library Expenditures	4,721.93	31,000.00	-	-	-	26,500.00
742.234	Undesignated Misc. Expenditures	-	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	764.81	1,500.00	1,500.00	1,500.00	500.00	1,500.00
TOTAL		\$ 24,962.88	\$ 65,700.00	\$ 4,500.00	\$ 4,500.00	\$ 5,700.00	\$47,000
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ -	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00	\$ -
976.045	LED Lighting Conversion project	-	6,800.00	6,800.00	6,800.00	4,000.00	-
976.046	Makerspace (iCube)	6,735.84	5,000.00	5,000.00	5,000.00	5,000.00	11,400.00
983.000	Vehicle	-	-	-	-	-	-
TOTAL		\$ 6,735.84	\$ 11,800.00	\$ 46,550.00	\$ 46,550.00	\$ 43,750.00	\$ 11,400.00
TOTAL Expenditures		\$ 31,698.72	\$ 77,500.00	\$ 51,050.00	\$ 51,050.00	\$ 49,450.00	\$ 58,400.00
	Beginning Fund Balance Yr. End	\$ 1,676,086.58	\$ 1,641,836.58	\$ 1,676,586.58	\$ 1,706,979.53	\$ 1,706,979.53	\$ 1,702,429.53
	Revenues	62,591.67	42,000.00	46,500.00	46,500.00	40,860.00	47,500.00
	Expenditures	(31,698.72)	(77,500.00)	(51,050.00)	(51,050.00)	(49,450.00)	(58,400.00)
	NET Revenues vs. Expenditures	30,892.95	(35,500.00)	(4,550.00)	(4,550.00)	(8,590.00)	(10,900.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$1,706,979.53	\$1,606,336.58	\$1,672,036.58	\$ 1,702,429.53	\$ 1,698,389.53	\$ 1,691,529.53

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

Financial Report for May 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 Apr 30, 2021	YTD May 31, 2021	Difference
TOTAL REVENUES	\$3,178,815	\$3,175,024	(\$3,791)
TOTAL EXPENDITURES	\$2,402,604	\$2,631,639	\$229,035
NET OF REVENUES & EXPENDITURES	\$776,211	\$543,385	

Revenue & Expenditure Report for Fund 269

	YTD Apr 30, 2021	YTD May 31, 2021	Difference
TOTAL REVENUES	\$22,175	\$34,994	\$12,819
TOTAL EXPENDITURES	\$7,515	\$13,215	\$5,700
NET OF REVENUES & EXPENDITURES	\$14,660	\$21,779	

Balance Sheet Report as of May 31, 2021

The ending fund balance for Fund 268 is \$2,824,882.80

The ending fund balance for Fund 269 is \$1,728,758.22

06/10/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2021										
% Fiscal Year Completed: 91.78										
		END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	MAR 2021	APRIL 2021	MAY 2021	05/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,961,042.00	0.00	0.00	0.00	2,959,058.75	1,983.25	99.93
268-000.00-403.001	Property Tax Revenue- County Chargeback	(6,553.64)	2,000.00	2,000.00	150.22	225.70	58.01	2,151.30	(151.30)	107.57
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	(13,183.71)	(239.29)	98.22
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	(8,038.90)	0.00	0.00	(8,038.90)	1,538.90	123.68
Property tax revenue		2,815,535.41	2,917,399.00	2,936,771.00	(7,888.68)	225.70	58.01	2,933,639.89	3,131.11	99.89
Federal grants										
268-000.00-508.450	Federal grants	0.00	0.00	0.00	0.00	0.00	0.00	796.31	(796.31)	100.00
268-000.00-508.452	Federal Grants - COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	59,143.94	(59,143.94)	100.00
Federal grants		0.00	0.00	0.00	0.00	0.00	0.00	59,940.25	(59,940.25)	100.00
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	33,000.00	0.00	0.00	0.00	22,354.48	10,645.52	67.74
State sources		44,383.68	40,000.00	33,000.00	0.00	0.00	0.00	22,354.48	10,645.52	67.74
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,146.51	14,000.00	1,200.00	67.05	122.98	62.55	773.76	426.24	64.48
268-000.00-665.100	Copier	1,172.45	600.00	1,000.00	315.70	247.25	170.70	1,500.55	(500.55)	150.06
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	597.14	2,222.84	26.71	8,444.81	(4,444.81)	211.12
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	979.89	2,593.07	259.96	17,566.12	(4,519.12)	134.64
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	11,000.00	574.22	967.18	682.42	9,502.24	1,497.76	86.38
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	574.22	967.18	682.42	104,868.75	1,498.25	98.59
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	5,284.20	4,612.70	0.00	42,211.43	11,989.57	77.88
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	(3,826.90)	378.75	0.00	(6,490.56)	(13,509.44)	32.45
Interest income		87,344.61	34,201.00	34,201.00	1,457.30	4,991.45	0.00	35,720.87	(1,519.87)	104.44
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	467.13	0.25	0.40	933.91	(433.91)	186.78
Donations		10,318.10	6,500.00	500.00	467.13	0.25	0.40	933.91	(433.91)	186.78

		END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	MAR 2021	APRIL 2021	MAY 2021	05/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	949,000.00	69,565.00	69,565.00	69,565.00	817,211.83	131,788.17	86.11
268-000.00-704.012	COVID-19 Crisis Hazard Pay	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	(7,500.00)	100.00
268-000.00-704.100	Severance/Incentive Pay	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	(12,000.00)	100.00
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	10,000.00	0.00	0.00	0.00	8,499.17	1,500.83	84.99
268-000.00-704.250	Final Payout	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	44,788.43	44,450.48	45,386.91	513,479.02	121,520.98	80.86
268-000.00-706.000	Overtime	496.47	500.00	500.00	0.00	0.00	0.00	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	8,544.25	8,518.88	8,579.77	102,013.16	21,986.84	82.27
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	17,200.36	17,868.11	16,771.36	178,431.19	16,568.81	91.50
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	0.00	0.00	0.00	5,687.50	612.50	90.28
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(3,175.24)	(3,171.55)	(3,247.05)	(31,387.29)	(4,612.71)	87.19
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	5,511.00	2,889.00	65.61
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	39,622.00	3,602.00	91.67
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,306.28	3,306.28	3,363.98	19,372.60	25,627.40	43.05
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	1,400.00	486.29	0.00	0.00	2,610.47	(1,210.47)	186.46
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	2,500.00	233.41	232.64	233.85	2,377.33	122.67	95.09
Personnel services										
		1,959,395.24	2,121,060.00	1,996,324.00	145,051.78	144,872.84	144,756.82	1,683,008.35	313,315.65	84.31
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	12,000.00	554.29	485.10	1,406.16	10,214.91	1,785.09	85.12
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	55.00	45.75	0.00	149.85	850.15	14.99
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	651.78	742.55	190.60	32,350.45	37,349.55	46.41
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	914.60	1,498.55	620.92	6,525.01	13,274.99	32.95
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	1,566.49	198.03	7,323.59	19,996.79	5,003.21	79.99
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	180.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	171,000.00	14,702.81	8,943.62	6,154.90	143,780.71	27,219.29	84.08
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	2,377.27	2,751.56	2,691.65	15,629.87	4,370.13	78.15
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	500.00	95.95	3.50	16.89	265.28	234.72	53.06
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	0.00	3,441.75	0.00	20,076.93	3,923.07	83.65
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	24,907.75	7,131.23	16,836.79	108,241.47	6,758.53	94.12
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	2,824.75	5,800.42	2,305.88	45,544.45	1,355.55	97.11
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	575.54	0.00	0.00	63,693.51	306.49	99.52
Supplies										
		482,945.13	599,600.00	574,200.00	49,226.23	31,042.06	37,547.38	466,469.23	107,730.77	81.24

		END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	MAR 2021	APRIL 2021	MAY 2021	05/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	56.46	56.46	0.00	559.91	(59.91)	111.98
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	307.30	318.97	0.00	4,119.85	(119.85)	103.00
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	196.00	98.00	196.00	1,372.00	(372.00)	137.20
268-000.00-806.000	Legal fees	8,951.50	5,000.00	9,000.00	4,109.00	2,688.00	0.00	18,123.00	(9,123.00)	201.37
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,300.00	0.00	222.62	0.00	1,113.10	186.90	85.62
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	0.00	0.00	0.00	5,215.01	2,284.99	69.53
268-000.00-816.000	Professional services	250.00	10,500.00	5,500.00	0.00	0.00	0.00	1,222.50	4,277.50	22.23
268-000.00-817.000	Custodial services	37,851.60	50,000.00	93,000.00	14,853.90	7,053.30	0.00	77,009.49	15,990.51	82.81
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	1,265.20	1,269.88	(53.00)	21,027.49	4,972.51	80.87
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	1,099.22	15,578.75	0.00	56,313.18	8,886.82	86.37
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	500.00	22.66	0.00	0.00	89.91	410.09	17.98
268-000.00-862.000	Mileage	6.38	300.00	100.00	0.00	0.00	30.71	44.15	55.85	44.15
268-000.00-880.000	Community promotion	22,866.06	21,000.00	24,000.00	1,349.76	812.50	529.64	11,068.65	12,931.35	46.12
268-000.00-880.268	Library programming	18,956.32	25,000.00	15,000.00	1,092.85	442.33	340.79	8,146.72	6,853.28	54.31
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	177.80	299.92	1,265.05	4,118.75	23,881.25	14.71
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	1,635.13	1,645.69	0.00	8,937.19	3,062.81	74.48
268-000.00-922.000	Electricity	92,792.30	95,000.00	93,000.00	7,398.70	7,708.35	7,238.71	80,908.41	12,091.59	87.00
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	1,506.08	0.00	0.00	4,602.83	2,897.17	61.37
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	16,428.09	34,381.13	4,301.96	113,279.75	(1,079.75)	100.96
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	2,063.75	871.16	4,795.48	21,693.19	16,306.81	57.09
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	650.94	650.94	650.94	7,007.65	992.35	87.60
268-000.00-942.100	Records storage	287.76	1,300.00	300.00	24.95	24.95	24.95	266.69	33.31	88.90
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	0.00	80.00	(21.28)	4,432.75	5,567.25	44.33
Other services and charges		504,881.30	554,700.00	579,981.00	54,237.79	74,202.95	19,299.95	468,387.42	111,593.58	80.76

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	0.00	0.00	13,774.00	3,226.00	81.02
Capital outlay		60,659.80	111,000.00	17,000.00	0.00	0.00	0.00	13,774.00	3,226.00	81.02
Net - Dept 000.00 - treasury		180,244.39	(141,060.00)	(43,619.00)	(252,925.94)	(241,340.20)	(200,603.36)	543,385.27	(587,004.27)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,123,886.00	(4,410.14)	8,777.65	1,000.79	3,175,024.27	(51,138.27)	(1,245.75)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,167,505.00	248,515.80	250,117.85	201,604.15	2,631,639.00	535,866.00	(1,245.75)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(43,619.00)	(252,925.94)	(241,340.20)	(200,603.36)	543,385.27	(587,004.27)	(1,245.75)

		END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	MAR 2021	APRIL 2021	MAY 2021	05/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	2,557.03	2,397.58	0.00	19,880.79	7,119.21	73.63
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(1,851.85)	196.87	0.00	(2,069.62)	(2,430.38)	45.99
Interest income										
		45,787.97	22,500.00	22,500.00	705.18	2,594.45	0.00	17,811.17	4,688.83	79.16
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	1,138.57	0.00	0.00	1,551.67	(551.67)	155.17
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	1,610.50	225.00	0.00	2,159.85	(1,159.85)	215.99
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	750.00	0.00	225.00	3,471.35	2,028.65	63.12
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	MARKING SPONSORSHIP	10,000.00	5,500.00	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	100.00
Donations										
		16,803.70	19,500.00	24,000.00	3,499.07	225.00	10,225.00	17,182.87	6,817.13	71.60
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	671.01	134.63	34.65	986.10	(486.10)	197.22
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	0.00	0.00	0.00	2,119.46	(1,119.46)	211.95
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	14.95	0.00	14.95	485.05	2.99
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	0.00	0.00	0.00	15.88	1,484.12	1.06
Supplies										
		24,962.88	65,700.00	4,500.00	671.01	149.58	34.65	4,105.09	394.91	91.22
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	1,350.24	1,350.24	33,399.76	3.89
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	4,000.00	4,000.00	2,800.00	58.82
269-000.00-976.046	Makerspace Renovation	6,735.84	5,000.00	5,000.00	361.01	337.00	115.68	3,760.02	1,239.98	75.20
Capital outlay										
		6,735.84	11,800.00	46,550.00	361.01	337.00	5,465.92	9,110.26	37,439.74	19.57
Net - Dept 000.00 - treasury										
		30,892.95	(35,500.00)	(4,550.00)	3,172.23	2,332.87	4,724.43	21,778.69	(26,328.69)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES										
		62,591.67	42,000.00	46,500.00	4,204.25	2,819.45	10,225.00	34,994.04	11,505.96	(478.65)
TOTAL EXPENDITURES										
		31,698.72	77,500.00	51,050.00	1,032.02	486.58	5,500.57	13,215.35	37,834.65	(478.65)
NET OF REVENUES & EXPENDITURES										
		30,892.95	(35,500.00)	(4,550.00)	3,172.23	2,332.87	4,724.43	21,778.69	(26,328.69)	(478.65)
TOTAL REVENUES - ALL FUNDS										
		3,250,717.53	3,287,300.00	3,170,386.00	(205.89)	11,597.10	11,225.79	3,210,018.31	(39,632.31)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,039,580.19	3,463,860.00	3,218,555.00	249,547.82	250,604.43	207,104.72	2,644,854.35	573,700.65	
NET OF REVENUES & EXPENDITURES										
		211,137.34	(176,560.00)	(48,169.00)	(249,753.71)	(239,007.33)	(195,878.93)	565,163.96	(643,332.96)	

06/10/2021		BALANCE SHEET FOR CITY OF NOVI	
		As Of 05/31/2021	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(214,497.68)	
268-000.00-017.000	Investments - Pooled	3,091,319.12	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	24,380.97	
268-000.00-040.400	Prepaid expenditures	734.34	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	2,906,338.86	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	60,070.94	
268-000.00-215.200	Unemployment insurance liability	4,483.01	
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	81,456.06	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance	2,281,497.53	
	Net of Revenues VS Expenditures	543,385.27	
	Ending Fund Balance	2,824,882.80	
	Total Liabilities And Fund Balance	2,906,338.86	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	68,982.95	
269-000.00-017.000	Investments - Pooled	1,665,275.84	
	Total Assets	1,734,258.79	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	5,500.57	
	Total Liabilities	5,500.57	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,612,007.62	
269-000.00-390.230	Fund Balance Collections/Materials	36,835.74	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	41,610.28	
269-000.00-390.232	Fund Balance Programming	29,929.06	
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)	
	Total Fund Balance	1,706,979.53	
	Beginning Fund Balance	1,706,979.53	
	Net of Revenues VS Expenditures	21,778.69	
	Ending Fund Balance	1,728,758.22	
	Total Liabilities And Fund Balance	1,734,258.79	

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for July 2021

• Keith Perfect	Facilities	9 yrs.
• Lisa Brinkman	Support Services	5 yrs.
• Donna Filipiak	Support Services	5 yrs.
• Tracey Pelletier	Support Services	4 yrs.
• Barbara Cook	Administration	3 yrs.
• Sarah Vander	Information Services	3 yrs.
• Dana Brataniec	Administration	2 yrs.

Question regarding less expenditures in Account 718.200 DC Retirement Plan for 20/21 budget

Information provided by Sabrina Lilla, City of Novi Finance Dept.:

The \$20,000 is due to two employees MERS DC forfeitures. After a certain passage of time after an employee leaves employment, if that employee isn't vested in the defined contribution plan, any contributions the City made to that employees DC plan, are reverted back to the City. In this case, two employees each had approx. \$9,000 of funds that were forfeited back to the City.

Connecting Novi Community School students to Novi Public Library's digital content is a win-win situation! By Mary Jarvis Robinson, NPL Librarian

At the beginning of the 2021-22 school year, Novi Public Library will partner with Novi Community Schools to participate in OverDrive's Public Library Connect Program. OverDrive is one of our digital distributors of eBooks, audiobooks, and online magazines.

This program will allow NCS students to easily and safely access the school's, Novi Public Library's, and TLN Download Destination's youth and teen OverDrive collections through the Sora app (OverDrive's app for students) using only their school Gmail login credentials. No public library card number is necessary! Of course, NPL will continue to work with the schools to get library cards into the hands of students for all the additional resources available to them.

Some benefits of this partnership will be...

- engaging the next generation of loyal library users
- increasing circulation of juvenile & young adult digital content
- gaining valuable insights into student usage of our digital collections through OverDrive's reporting dashboard
- boosting awareness of the library in the community
- continuing to build partnerships with local schools

How it will work:

Once students log in to Sora/Overdrive with their school Gmail account, they add Novi Public Library and select a check box that enables them to search both collections at once. The first time students attempt to borrow or place a hold on a title from the collection, they'll be prompted to "sign in." Once signed in they can safely borrow titles since Sora recognizes the grade level of students and will only show age appropriate books from the public library in the search.

Parking Lot Crack Filling and Sealcoat Quotations					
	Midwest Paving	A&R Sealcoating	T&M Asphalt Sealcoating	Copeland Paving Inc.	Metro Seal Coat
Hot Poured Rubber Crack Filling	\$4,875.00	\$3,600	\$3,750.00	\$6,250	\$2,280.40
Sealcoating	\$5,200.00	\$5,250.00	\$5,500.00	\$8,750.00	\$4,460.34
Pavement Markings	\$1,804.00	\$900.00	\$1,150.00	\$1,500	\$1,390.00
SUB TOTAL	\$11,879.00	\$9,750	\$10,400.00	\$16,500	\$8,130.74
OPTIONS					
Right of Way Sealcoating & Misc Work	\$539.50	\$850.00	\$950.00	\$375	\$300
Repair large crosswalk on concrete	\$200.00	\$100.00	\$100.00	N/A	does not saw/seal \$250
TOTAL w/OPTIONS	\$12,618.50	\$10,700	\$11,450.00	\$16,875	\$8,680.74
Number of days needed for work to be completed	2 1/2 days w/stripping	max 2 days	2 days	2 days	max 2 days
Thursday, August 19 & Friday, August 20th	yes	yes - August 20th; stripping 8/21	yes	yes	yes
Can work be completed on Labor Day Weekend September 4-6 at no additional charge?	yes (back up)	yes (back up)	no; additional charge	yes	no; additional charge
Signage provided by Contractor for closing off the parking lot?	barricades provided	barricades provided	barricades provided	provided by Library	barricades provided
Contractor will expedite permits?	No permit required	No permit required	T&M will pull and bill library	Library must pull	No permit required
Contractor will contact Miss Dig?	No need	No need	No need	No need	No need

ENVISIONWARE®
 Enriching Public Library Service Inside and Out
 EnvisionWare, Inc.
 2855 Premiere Parkway Suite A, Duluth, GA 30097-5201
 Toll Free +1 (800) 216-8370 Direct +1 (678) 382-6500

Quotation
 US-46876
 1/3/2019

Bill To
 Barb Rutkowski
 Novi Public Library
 45245 W Ten Mile Rd
 Novi MI 48375-3014
 United States

TOTAL
\$27,720.00
 Quote Expires: 3/21/2019

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Dexter, John
Quotation Title		Memo	
24 Hour Library 235 - Pre-Paid Maintenance 4 Years		Must be purchased with Quote 46564	

Qty	Item / Description	Ship To	Unit Price	Amount
4	WM-24L-235 1 YR MAINTENANCE: 24-Hour Library Main System - 235 Item System		\$7,700.00	\$30,800.00
	Discount: Maintenance - Advance DISCOUNT for Advance Purchase of EnvisionWare Annual Maintenance Services for Year 2-4 (Payment must be made at time of original purchase.)		-10%	(\$3,080.00)
	SUBTOTAL Services SUBTOTAL for 4 years of pre-paid maintenance. Provides 5 total years of coverage.			\$27,720.00
	** The coverage starts when the product is delivered to its installation location**			

Subtotal	\$27,720.00
Freight	\$0.00
Total Tax	\$0.00
PST-CA	
Total	\$27,720.00

Freight charges are estimated; actual charges will be billed.
 Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501
 Standard terms and conditions apply: <http://system.envisionware.com/terms>

This information is confidential and proprietary to EnvisionWare, Inc.

1



US-46876

Quotation

US-65553

6/3/2021

Bill To

Barb Rutkowski
 Novi Public Library
 45245 W Ten Mile Rd
 Novi MI 48375-3014
 United States

TOTAL

\$41,400.00

Quote Expires: 9/1/2021

Federal EIN	Currency	Terms	Sales Rep
-------------	----------	-------	-----------

58-2424595	US Dollar	Net 30 Days	Dexter, John
------------	-----------	-------------	--------------

Quotation Title	Memo
-----------------	------

24 Hour Library 235 - Pre-Paid Maintenance

Qty	Item / Description	Ship To	Unit Price	Amount
4	WM-24L-235 1 YR MAINTENANCE: 24-Hour Library Main System - 235 Item System	Main	\$11,500.00	\$46,000.00
	Discount: *EnvisionWare Products or Services 10% Pre-Payment DISCOUNT for EnvisionWare Products or Services			(\$4,600.00)

Annual maintenance and subscription starting in year 2: **\$0.00**

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>

Subtotal	\$41,400.00
Freight	\$0.00
Total Tax	\$0.00
PST-CA	
Total	\$41,400.00

This information is confidential and proprietary to EnvisionWare, Inc.

1



US-65553

New Donation Opportunity

Butterfly Garden Wall

As part of the initial installation of this butterfly garden wall, we are inviting book lovers to donate as a way to honor books well read by the community. Give this unique and lasting gift and donate for yourself, in memory or in honor of a loved one.

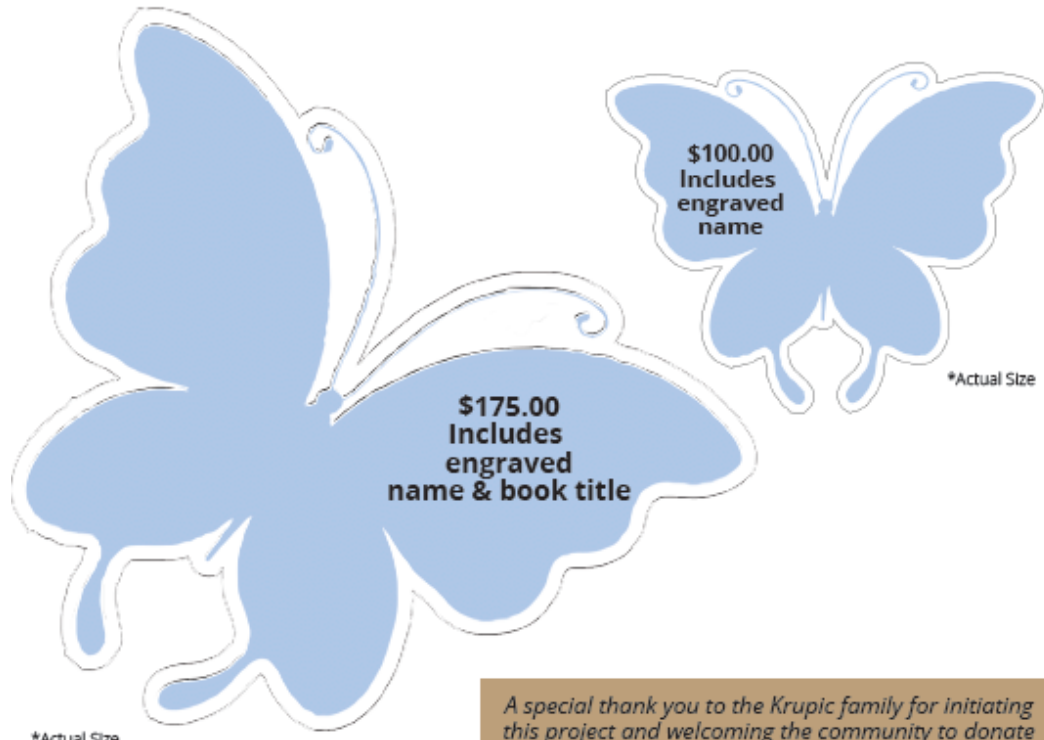


Small (3.6" w x 2.9" h): 8 available
\$100.00

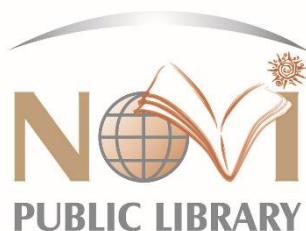
Includes engraved name

Large (6" w x 5.8" h): 8 available
\$175.00

Includes engraved name & book title



A special thank you to the Krupic family for initiating this project and welcoming the community to donate and share their love of reading with library guests!



LIBRARY CLOSINGS 2022

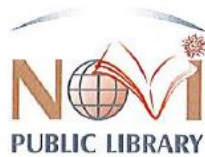
- SATURDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 17 (Easter Sunday) **H**
- SUNDAY, MAY 8 (Mother's Day)
- SUNDAY, MAY 29 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 30 (Memorial Day) **H**
- SUNDAY, JUNE 19 (Juneteenth)
- SUNDAY, JUNE 19 (Father's Day)
- MONDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 12 (Staff In-Service Day)
- SATURDAY, SEPTEMBER 3 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 4 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 5 (Labor Day) **H**
- FRIDAY, OCTOBER 21 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 23 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 24 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 25 (Closed)
- FRIDAY, DECEMBER 23 (Closed based on current policy)
- SATURDAY, DECEMBER 24 (Christmas Day) **H**
- SUNDAY, DECEMBER 25 (Closed) **H**
- FRIDAY, DECEMBER 30 (Closed based on current policy)
- FRIDAY, DECEMBER 31 (New Year's Eve Day) **H**

LIBRARY BOARD MEETINGS

- REQUEST FOR FEBRUARY 24TH LIBRARY BOARD MEETING TO BE HELD ON WEDNESDAY, FEBRUARY 17TH DUE TO CONFLICT WITH LIBRARY DIRECTOR'S SCHEDULE

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

H – Paid Holiday



B2: Closures

The Library will be closed on the following days:

- **New Year's Day
- Easter Sunday
- Mother's Day
- Sunday of Memorial Day weekend
- Memorial Day
- Juneteenth
- Father's Day
- Independence Day
- *Staff In-Service Day
- Saturday of Labor Day weekend
- Sunday of Labor Day weekend
- Labor Day
- Wednesday before Thanksgiving (Library closes at 5 p.m.)
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day
- **Christmas Day
- New Year's Eve Day

Any other day may be approved by the Library Board from time to time.

*Staff In-Service Day is usually scheduled for the third Friday in August but is subject to change at the discretion of the Library Director.

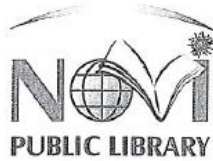
**Whenever Christmas Day or New Year's Day falls on a Sunday, the Library will be closed on the Friday before.

Notice of all closures will be posted in the Library and on the website.

Approved: December 19, 2007; Amended May 1, 2010; February 11, 2012, Effective January 1, 2013; October 15, 2014; June 22, 2017, Effective January 1, 2018; Amended June 25, 2020; Amended March 25, 2021

Signed:

Katherine Dooley
Interim-President
Novi Public Library Board of Trustees



HOLIDAYS

Policy

The following days shall be called "Library Holidays" and the Library shall not be open for service:

New Year's Day
Easter Sunday
Memorial Day
Independence Day
Labor Day
Veteran's Day (library is not closed this day, but floating holiday for November)
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

NPL Employee Handbook: Approved December 19, 2007; Amended May 1, 2010;
Amended February 11, 2012, Effective January 1, 2013; Amended October 15, 2014,
Effective January 1, 2015; Amended March 16, 2016

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week shall be entitled to holiday pay for those days designated as "Library Holidays." These shall be referred to as eligible employees.
- B. Eligible part time employees working between 20-29.5 hours per week will receive a flat rate of pay based on the number of hours they are regularly scheduled to work per week.

Hours Regularly Scheduled Per Week	Hours Received per Holiday
20-23	4
23.5-25.5	5
26-29.5	6

- C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.
- D. If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.
- E. To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.
- F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave.
- G. Holiday time off requests will be approved based on staffing needs and past patterns of holiday vacation leave time. Holiday time off requests are time off requests that are around any holidays.
 - 1. Time off requests will only be approved up to 6-months in advance.
 - 2. Time off requests must be made at least 30 days in advance.
 - 3. In the case of international travel/airline ticket purchases, time off requests will be approved beyond the 6-month timeframe, and will be approved on a case-by-case basis.
 - 4. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already make reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved October 9, 1995; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

COVID UPDATE

Daily use of the building by hour May 16, 2021 – June 12, 2021

5/16/2021		5/17/2021		5/18/2021		5/19/2021		5/20/2021		5/21/2021		5/22/2021	
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	37	10-11am	44	10-11am	43	10-11am	33	10-11am	32	10-11am	44
11am-12pm	0	11am-12pm	24	11am-12pm	35	11am-12pm	42	11am-12pm	40	11am-12pm	33	11am-12pm	45
12-1pm	52	12-1pm	36	12-1pm	32	12-1pm	31	12-1pm	35	12-1pm	31	12-1pm	52
1-2pm	59	1-2pm	32	1-2pm	28	1-2pm	22	1-2pm	51	1-2pm	24	1-2pm	69
2-3pm	65	2-3pm	42	2-3pm	46	2-3pm	40	2-3pm	38	2-3pm	37	2-3pm	40
3-4pm	45	3-4pm	48	3-4pm	53	3-4pm	44	3-4pm	48	3-4pm	46	3-4pm	67
4-5pm	65	4-5pm	55	4-5pm	57	4-5pm	39	4-5pm	40	4-5pm	35	4-5pm	55
5-6pm	64	5-6pm	47	5-6pm	50	5-6pm	39	5-6pm	53	5-6pm	54	5-6pm	85
6-7pm	0	6-7pm	38	6-7pm	60	6-7pm	72	6-7pm	47	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	42	7-8pm	41	7-8pm	60	7-8pm	45	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	65	8-9pm	43	8-9pm	40	8-9pm	21	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
	350		401		489		472		451		292		457

5/23/2021		5/24/2021		5/25/2021		5/26/2021		5/27/2021		5/28/2021		5/29/2021	
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	37	10-11am	36	10-11am	33	10-11am	65	10-11am	38	10-11am	49
11am-12pm	0	11am-12pm	39	11am-12pm	33	11am-12pm	44	11am-12pm	45	11am-12pm	42	11am-12pm	78
12-1pm	53	12-1pm	36	12-1pm	43	12-1pm	29	12-1pm	36	12-1pm	37	12-1pm	56
1-2pm	46	1-2pm	30	1-2pm	37	1-2pm	39	1-2pm	54	1-2pm	40	1-2pm	54
2-3pm	43	2-3pm	51	2-3pm	49	2-3pm	53	2-3pm	46	2-3pm	52	2-3pm	61
3-4pm	41	3-4pm	39	3-4pm	37	3-4pm	49	3-4pm	57	3-4pm	62	3-4pm	60
4-5pm	40	4-5pm	39	4-5pm	46	4-5pm	53	4-5pm	52	4-5pm	60	4-5pm	52
5-6pm	41	5-6pm	39	5-6pm	45	5-6pm	57	5-6pm	44	5-6pm	69	5-6pm	82
6-7pm	0	6-7pm	46	6-7pm	42	6-7pm	44	6-7pm	45	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	30	7-8pm	39	7-8pm	47	7-8pm	36	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	43	8-9pm	33	8-9pm	27	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
	264		429		440		475		525		400		492

5/30/2021 Closed		5/31/2021 Closed		6/1/2021		6/2/2021		6/3/2021		6/4/2021		6/5/2021	
9-10am	0	Memorial Day		9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	9-10am	0	10-11am	60	10-11am	49	10-11am	49	10-11am	38	10-11am	56
11am-12pm	0	10-11am	0	11am-12pm	41	11am-12pm	47	11am-12pm	51	11am-12pm	31	11am-12pm	70
12-1pm	0	11am-12pm	0	12-1pm	44	12-1pm	37	12-1pm	40	12-1pm	41	12-1pm	56
1-2pm	0	12-1pm	0	1-2pm	60	1-2pm	51	1-2pm	38	1-2pm	38	1-2pm	63
2-3pm	0	1-2pm	0	2-3pm	76	2-3pm	49	2-3pm	49	2-3pm	40	2-3pm	59
3-4pm	0	2-3pm	0	3-4pm	78	3-4pm	51	3-4pm	30	3-4pm	64	3-4pm	63
4-5pm	0	3-4pm	0	4-5pm	48	4-5pm	53	4-5pm	50	4-5pm	44	4-5pm	52
5-6pm	0	4-5pm	0	5-6pm	58	5-6pm	56	5-6pm	48	5-6pm	91	5-6pm	66
6-7pm	0	5-6pm	0	6-7pm	76	6-7pm	45	6-7pm	41	6-7pm	0	6-7pm	0
7-8pm	0	6-7pm	0	7-8pm	100	7-8pm	34	7-8pm	41	7-8pm	0	7-8pm	0
8-9pm	0	7-8pm	0	8-9pm	57	8-9pm	43	8-9pm	54	8-9pm	0	8-9pm	0
9-10pm	0	8-9pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	0	9-10pm	0		698		515		491		387		485

6/6/2021		6/7/2021		6/8/2021		6/9/2021		6/10/2021		6/11/2021		6/12/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	50	10-11am	29	10-11am	41	10-11am	68	10-11am	80	10-11am	65
11am-12pm	0	11am-12pm	41	11am-12pm	42	11am-12pm	36	11am-12pm	44	11am-12pm	62	11am-12pm	74
12-1pm	58	12-1pm	38	12-1pm	68	12-1pm	47	12-1pm	38	12-1pm	50	12-1pm	93
1-2pm	61	1-2pm	37	1-2pm	38	1-2pm	49	1-2pm	47	1-2pm	49	1-2pm	71
2-3pm	48	2-3pm	55	2-3pm	66	2-3pm	64	2-3pm	41	2-3pm	52	2-3pm	73
3-4pm	41	3-4pm	45	3-4pm	60	3-4pm	46	3-4pm	56	3-4pm	55	3-4pm	63
4-5pm	46	4-5pm	43	4-5pm	55	4-5pm	55	4-5pm	50	4-5pm	60	4-5pm	97
5-6pm	53	5-6pm	52	5-6pm	50	5-6pm	74	5-6pm	41	5-6pm	95	5-6pm	74
6-7pm	0	6-7pm	37	6-7pm	35	6-7pm	58	6-7pm	55	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	44	7-8pm	45	7-8pm	42	7-8pm	56	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	45	8-9pm	42	8-9pm	38	8-9pm	50	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
	307		487		530		550		546		503		610

Planning for Phase 5: based on public use guidelines that go into effect June 22, 2021

- **Furniture:** Begin to put out furniture in most public areas of the Library to accommodate the 100% capacity usage guidelines (including: café, 1st/2nd floor large tables to accommodate summer tutoring needs, lounge furniture, Quiet Study room)
- **Masks:** No masks will be required for the public
- Due to a shortage in IT staff, the team will begin to roll-out more computers for public usage as schedules allow (goal to have all public computers available by 9/7/21)
- **Meeting Room Rentals:** Meeting room rentals and 9 study/tutor spaces cannot be opened up until there is clear understanding of MiOSHA's emergency rules which are still in effect until October 2021. This is due to staff currently using these spaces for social distancing and a combination of vaccinated/non-vaccinated employees.
- **Programming:** Summer programming is mostly virtual (story times) with a few outdoor events planned.
- Staff will begin to plan for more in-person programming after 9/7/21; however, knowing there is a virtual audience that has been built in our community, some virtual programs will be provided.
- **Sanitization:** Facilities staff will continue high touch cleaning knowing the numbers are increasing (this has become a regular duty), however the times for when cleaning is done will be re-evaluated. Full access to restrooms will occur; looking at a new touchless drinking fountain option before opening back up to the public
- **Quarantining:** Fine free status need to be discussed by the Library Board in order to change some processes in Support Services.
- **Play equipment:** Usage of youth play equipment and toys have not been determined at this time.
- **Staffing Needs:** IT position (FT), Support Services Supervisor (FT), 2 Clerks (PT), Support Services Supervisor (PT), 3 Shelves, 1 Librarian (PT), 1 IT Assistant (PT), 1 Technology Assistant iCube (PT)



FOR IMMEDIATE RELEASE

June 17, 2021

Contact: Press@michigan.gov

Gov. Whitmer Announces State will Open to Full Capacity on June 22

More than nine million vaccines administered as new COVID cases fall to one-year low.

LANSING, Mich. – Governor Gretchen Whitmer today accelerated the end of all COVID-19 epidemic orders on gatherings and masking as COVID-19 cases continue to plummet following increased vaccinations. Beginning June 22, capacity in both indoor and outdoor settings will increase to 100% and the state will no longer require residents to wear a face mask.

“Today is a day that we have all been looking forward to, as we can safely get back to normal day-to-day activities and put this pandemic behind us,” said **Governor Whitmer**. “We owe a tremendous debt of gratitude to the medical experts and health professionals who stood on the front lines to keep us all safe. And we are incredibly thankful to all of the essential workers who kept our state moving. Thanks to the millions of Michiganders who rolled up their sleeves to get the safe, effective COVID-19 vaccine, we have been able to make these changes ahead of schedule. Our top priority going forward is utilizing the federal relief funding in a smart, sustainable way as we put Michigan back to work and jumpstart our economy. We have a once-in-a-lifetime opportunity to ensure that Michigan’s families, small businesses, and communities emerge from this pandemic stronger than ever before.”

Nearly five million Michiganders ages 16 and older have received their first vaccine dose, according to Centers for Disease Control and Prevention data. According to data from the Michigan Care Improvement Registry, half of Michigan residents have completed their vaccination and over 60% have gotten their first shots.

“This is great news and a day all of us have been looking forward to for more than a year,” said **Elizabeth Hertel**, Michigan Department of Health and Human Services director. “We have said all along that the vaccine would help us return to a sense of normalcy and today we announce that day is here.”

Case rates, percent positivity and hospitalizations have all plummeted over the past several weeks. Currently, Michigan is experiencing 24.3 cases per million and has recorded a 1.9% positivity rate over the last seven days.

“This is a great day, however, there is more work to be done,” said **Dr. Joneigh Khaldun**, chief medical executive and chief deputy for health at MDHHS. “We can’t let our guard down as there continue to be several variants of the COVID-19 virus circulating in our state, including the concerning Delta variant. The COVID-19 vaccine is the most important tool we have to reduce the spread of the virus and I urge everyone ages 12 and up who has not yet received their vaccine to get it as soon as possible. Talk to your health care provider, your local health department or your neighborhood pharmacist about joining the millions of Michiganders who have received their vaccine.”

In addition to the Gatherings and Mask Order, additional orders are being rescinded as of June 22. These include:

- [Temporary Restrictions for Entry into Congregate Care and Juvenile Justice Facilities](#)
- [Mandatory Testing for Michigan Department of Health and Human Services' Juvenile Justice Facility Staff](#)
- [Mandatory Testing for Michigan Department of Health and Human Services Hospitals and Centers Staff](#)
- [Exceptions to Temporary Restrictions on Entry into Congregate Care and Juvenile Justice Facilities](#)
- [Exceptions to Temporary Restrictions on Entry into Certain Facilities](#)
- [Safe Housing for Housing Unstable Individuals](#)
- [Handling of Bodily Remains](#)
- [Safe Housing for Michigan Homeless](#)

Additionally, some orders will remain in effect to protect vulnerable populations in corrections, long-term care and agriculture. Public health measures will continue for reporting requirements and COVID testing to make sure areas where community spread is high are identified, kids are safe in school and free COVID-19 tests are available. Guidance for keeping children and staff safe in schools will be released next week.

MDHHS will continue to provide recommendations to keep Michiganders safe and reduce the risk of COVID-19 transmission in higher risk settings and places where vulnerable populations or populations with large numbers of individuals are not yet fully vaccinated.

To learn more about the COVID-19 vaccine and where to find the nearest vaccination site, visit Michigan.gov/COVIDVaccine and VaccineFinder.org.

- [FINAL_MDHHS_Rescission_of_Emergency_Orders.pdf](#)



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

June 17, 2021

Rescission of Emergency Orders

Michigan law imposes on the Michigan Department of Health and Human Services (MDHHS) a duty to “continually and diligently endeavor to prevent disease, prolong life, and promote the public health,” and gives the Department “general supervision of the interests of the health and life of the people of this state.” MCL 333.2221.

On March 10, 2020, MDHHS identified the first two presumptive-positive cases of COVID-19 in Michigan. Since October 9, 2020, MDHHS has issued epidemic orders to control the spread of COVID-19 across the state. As of June 16, 2021, Michigan has seen a total of 892,830 confirmed cases and 19,578 confirmed deaths attributable to COVID-19.

Since the April 2021 peak, positivity rates, case rates, hospitalizations, and deaths have decreased. As of June 14, 2021, the weekly average positivity rate has decreased by 90% from the mid-April 2021 peak to 1.9%. The seven-day average case rate for Michigan has fallen by 96% to 24.3 cases per million through June 9, 2021. The rate of COVID-19 cases detected per day in Michigan is below 500 and continues to fall. These are the lowest percent positivity and case rates in Michigan over the past year. As of June 16, 2021, there are 493 Michiganders hospitalized with COVID-19, a decline of 87% since the mid-April 2021 peak. The seven-day average daily death rate through June 9, 2021, has declined by 75% to 1.9 deaths per million.

Since December 11, 2020, the Food and Drug Administration has granted emergency use authorization to three vaccines to prevent COVID-19, providing a path to end the pandemic. As of June 15, 2021, 60.6% of Michigan residents 16 and older have received at least one dose of a COVID-19 vaccine. The introduction of highly effective and safe COVID-19 vaccines and the warmer weather have greatly reduced the spread of COVID-19 across the United States. An increasing number and volume of therapeutics are also available, such as monoclonal antibodies, which can help to reduce the severity of COVID-19 cases.

Considering the above, and upon the advice of scientific and medical experts, I have concluded that although the COVID-19 pandemic continues to constitute an epidemic in Michigan, certain protective measures and requirements can be lifted at this time.

I therefore order that the following Emergency Orders be rescinded **effective June 22, 2021, at 12:01 AM**:

1. Gatherings and Face Mask Order (signed on May 24, 2021; effective on June 1, 2021)
2. Temporary Restrictions for Entry into Congregate Care and Juvenile Justice Facilities (October 29, 2020)
3. Mandatory Testing for Michigan Department of Health and Human Services' Juvenile Justice Facility Staff (signed on September 18, 2020)
4. Mandatory Testing for Michigan Department of Health and Human Services Hospitals and Centers Staff (September 14, 2020)
5. Exceptions to Temporary Restrictions on Entry into Congregate Care and Juvenile Justice Facilities (June 29, 2020)

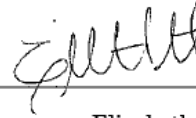
333 SOUTH GRAND AVENUE • PO BOX 30195 • LANSING, MICHIGAN 48909
www.michigan.gov/mdhhs • 517-241-3740

6. Exceptions to Temporary Restrictions on Entry into Certain Facilities (June 3, 2020)
7. Safe Housing for Housing Unstable Individuals (May 12, 2020)
8. Handling of Bodily Remains (May 4, 2020)
9. Safe Housing for Michigan Homeless (April 28, 2020)

This order does not affect any proceedings or prosecutions based on conduct that has or will occur before the effective rescission date of the above orders.

This Order is effective immediately.

Date: June 17, 2021



Elizabeth Hertel, Director

Michigan Department of Health and Human Services

City of Novi Meet Your Super Heroes Event – June 9th & 16th (ITC Park and Meadowbrook Elementary)



State Aid Update by Kathy Webb, Library of Michigan

Hello Library Directors,

I have an update on state aid payments to public libraries from our State Aid Coordinator Kathy Webb.

If you have not received your first state aid payment, just a friendly reminder; state aid annual reports are being reviewed in the order of reports received. The sooner you submitted the sooner they will be reviewed and first payments made.

Kathy is currently reviewing reports received on 1/19/21 (#220 out of 390 reports received) She continues to review reports each day and hopes to have all 390 reports reviewed by June 30th.

Please be assured that if Kathy has any questions in regards to your report she will contact you directly.



Check out the June edition of our monthly outreach to Michigan Legislators where we continue to educate them on the value of our libraries and the critical role of library staff. Our monthly letters include information on programs and services that libraries provide, education on library funding, the return on investment for our communities, stats and fun facts about library usage and more.

Since 1835, the people of the State of Michigan constitutionally mandated that penal fines be allocated to public libraries. Michigan is one of 12 states that uses penal fines as funding for public libraries, and the only one where that promise is enshrined in the state constitution. Article VIII, section 9 of the Michigan Constitution states:

The legislature shall provide by law for the establishment and support of public libraries which shall be available to all residents of the state under regulations adopted by the governing bodies thereof. All fines assessed and collected in the several counties, townships and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and county law libraries as provided by law.

Despite some slight language alterations, the intent of the drafters has consistently been to promote and support the right of every Michigan citizen to access a public library. Early on, the notion of "...using the fruits of crime to provide the opportunity and resources for knowledge, which would help people refrain from crime" was universally accepted.

Operating a library is costly. Like any business, libraries must pay for staff salaries and benefits, building maintenance, utilities, insurance, equipment, digitization, books, etc. Penal fines are a unique and important funding source. Despite repeated attempts by municipalities to usurp these funds, they account for 3% to 70% of annual budgets for public libraries. While penal fines have never been intended to be a primary source of a library's funding, libraries depend on penal fines as reliable revenue in their budgets.

In 2008, penal fines were at their highest level -- \$32 million. By 2020, penal fines had dropped to \$24 million. While we expect some variations on amounts from year to year and county to county, since penal fines are constitutionally guaranteed to libraries, and funded outside of the state's tax revenues and budget, penal fines should not be affected by the legislature or state agencies.

But they are. Even being constitutionally protected, MLA continues to see a slow erosion of this source of income for libraries across the state. What is causing this?

- Court reform/consolidation;
- Legalization of recreational marijuana;
- Increased speed limits on highways;
- Adoption of parallel local ordinances that reduce penal fines to civil fines;
- Weigh stations being bypassed with new technology and not being staffed.

Penal fines are a unique and important, yet complicated funding source for libraries. The uneven allotment of fines across the state results in a feast or famine outcome for many libraries. Until a new source of funding is secured, MLA will responsibly protect penal fines for public libraries throughout all 83 Michigan counties.

Sincerely,



Deborah E. Mikula
Executive Director
Michigan Library Association

More information on penal fines can be found on MLA's advocacy page at milibraries.org/penal-fines



Summer Closures

- Sunday, May 30
- Monday, May 31 (Memorial Day)
- Saturday, June 19 (Juneteenth)
- Sunday, June 20
- Saturday, July 3
- Sunday, July 4 (Fourth of July)
- Friday, August 20 (In-Service - Staff Training)

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 are not necessary for fully vaccinated guests. Practice social distancing of 6 ft. if not fully vaccinated.
COMPUTERS, PRINTING, COPYING	Available for guest use. Public computers are available for 1 hour.
PROGRAMS	Virtual and limited outdoor programs available this summer on novilibrary.org.
ASK A LIBRARIAN	Call 248-349-0720 or email asknovinovilibrary.org.
RETURNS	The return slot is only open during regular library business hours of operation. Returned materials are currently being quarantined for 48 hours. Please allow up to 1 week for material to be removed from your account.
DRIVE-UP WINDOW & LOCKERS	Call ahead (248-349-0720) to schedule a pickup time for available holds.
BOOK NOOK & CAFE	The Book Nook is open regular library business hours of operation. Please use the Honor Box for payment. Café is open Mon-Fri, 9am-5pm. Proudly serving Starbucks!
DONATIONS	Donations are accepted on the 2nd and 4th Thursday of the month from 10am-7pm , weather permitting. Questions about donations? Call Admin at 248-869-7204. 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



Read with Pride in June!

The goal of this reading challenge is to recognize Pride Month, which takes place in June and celebrates the LGBTQ+ community. Readers of all ages are encouraged to read 3 books in June that tell the story of an LGBTQ+ character or real person. [Click here](#) to view book lists for all ages. Log your books online by [clicking here](#).



Visit Lakeshore Lending Library!

Novi residents with a valid Novi library card are able to visit Lakeshore Lending Library to check out library materials!

Masks are not necessary for fully vaccinated guests. Practice social distancing of 6 ft. if not fully vaccinated.

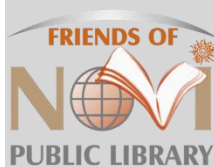
NPL continues to monitor and follow guidance from the Oakland County Health Department, the Michigan Department of Health and Human Services, and the Centers for Disease Control and Prevention.

[More Information](#)



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

We would like to thank the follow sponsors for their support of our Summer Reading Program!



Love is in the Air!

Larry visited NPL last month to work on a photo book for the purpose of a surprise engagement to his girlfriend, Julia.

This kiosk has three rotating carousels and holds 235 items that can be browsed through and checked out with a Novi library card. Visit novilibrary.org near the end of this month to get details regarding a grand opening event!

Items available will include:

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

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

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



We would like to thank Community Financial Credit Union for their

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

Upcoming Meetings

Friends of the Novi Library

Wed, Jun 9, 2pm - West Meeting Room

Novi Historical Commission Meeting

Wed, Jun 16, 7pm - [Agenda](#)

Library Board Meeting

Thu, Jun 24, 7pm - [Agenda/Zoom Info](#)



Community Listening Session

In an effort to continue to engage with the community, Novi residents are invited to

take part in another conversation session to share thoughts, ideas and experiences as it relates to the Novi Library and building of

Congratulations Larry and Julia on your future wedding!



NPL Cafe

Mon-Fri, 7am-5pm

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

bagel.

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

10 points = \$2 off any sale

20 points = Free item up to \$8

Diversity, Equity and Inclusion for the organization on **Tuesday, June 22 from 7-8pm.**
[Click here to register.](#)



Understanding and Recognizing the Significance of Juneteenth

Join us on **Monday, June 14 at 7pm** as special guests provide

an in-depth view on the relevance of recognizing Juneteenth. Ask questions or just listen in! [Click here to register.](#)



- [Language Conversation Groups](#)
- [Book Discussion Groups](#)
- [Detroit Institute of Arts - Let Me Tell You a Story "Behind the Seen"](#)
- [Virtual Trivia Night](#)
- [Understanding and Recognizing the Significance of Juneteenth](#)
- [Community Listening Session](#)
- [Building a Kinder, Safer Tomorrow](#)
- [One Hug at a Time](#)
- [Supporting Mental Health & Wellness for LGBTQ+ Youth](#)



- [BeTWEEN the Pages: Tween Book Club](#)
- [Trivia](#)
- [SAT & ACT Test Strategies: How to Help Your Teen Succeed](#)
- [June 2 or June 9](#)
- [Sticky Fingers Virtual Cooking Class: African American Inspired Cuisine](#)



- [Story Times](#)
- [Book Bunch Book Club](#)
- [Howell Nature Center: Tales About Tails](#)
- [Doug Scheer's Adventures in Reading](#)
- [Bilingual Story Time: Japanese](#)
- [Bilingual Story Time: Korean](#)
- [Bilingual Story Time: Tamil](#)
- [Bilingual Story Time: Hindi](#)

Visit the Online Calendar



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

- Hosting a [Community Listening Session](#) on Tuesday, June 22 at 7pm
- Undergoing a collection audit for diverse titles and topics

Visit the Library to view information desk and shelf displays this month! NPL will be celebrating Pride Month, Outdoor Month, Cooking, Juneteenth and Father's Day! [Click here](#) to view booklists for each of these celebrations.



The Lexington Alarm Society of the Michigan Society of the Children of the American Revolution held a ceremony on Tuesday, May 18 at NPL in which they set up the Missing Man table as the book "America's White Table" by Margot Theis Raven was being read. These tables are being set up across Michigan to remind the community of those military members who are missing and never returned home from deployment. **If you would like to view the table in person, it will be set up at the library on the 1st Floor until just after Memorial Day.**



Enjoying the Be Active Bag? Take a picture of yourself using one of the items in the bag. Make sure to have the bag itself in the picture. Send the picture to April Stevenson, Head of Information Services, at astevenson@novilibrary.org. At the end of the month, we will post all of the pictures in a collage on our social media!

- Planning of diversity training for staff in August 2021
- Creation of the DEI page on our website

[Visit the DEI Page](#)

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

Community Information

Lyon Township Public Library Grows - Seed Sharing Library

The LTPL Seed Sharing Library is a free program that lends seeds and encourages borrowers to return some seeds from their harvests to make the seed library self-sustaining. Registration is required to use the Seed Sharing Library. For additional information, please [click here](#).

Lyon Township Public Library is located at 27005 Milford Rd., South Lyon, MI, 48178.

Oakland Livingston Human Services Agency (OLSHA)

[Click here](#) to view program flyers from OLSHA for those in the community who may be experiencing challenges right now due to the COVID-19 pandemic.



Building a Kinder, Safer Tomorrow One Hug at a Time

Join us on **Wednesday, June 23 at 7pm** to hear from Sara Cunningham, the founder of Free Mom Hugs, a nonprofit that advocates for the

LGBTQ+ community. [Click here to register.](#)



Supporting Mental Health and Wellness for LGBTQ+ Youth

Danielle Humphreys, Youth Suicide Prevention and Wellness Specialist at Whatcom Family &

Community Network, will be sharing helpful information on how to support the mental health of LGBTQ+ youth on **Wednesday, June 30 at 7pm.**

[Click here to register.](#)



In honor of summer reading fun, [hoopla](#) checkouts will increase from 8 to 10 items per month! Hoopla is a

great resource for Novi cardholders to check out digital books, audiobooks, music, movies and comics free of charge with no wait. **This will begin on June 7, the first day of our Summer Reading Program!**



Thank you to Margot M. for donating a tape rewriter to the iCube Makerspace. This will be incredibly helpful when guests visit to use our VHS digitization equipment!

To make your one hour

appointment to visit the iCube and work on a project, [click here!](#)



Friends of Novi Library Silent Auction

You can become the owner of this beautiful "God Bless America," 31" x 23" watercolor by Rose Paulus by participating in the Friends Silent Auction, from **Monday, June 21 - Monday, June 28.** Stop by the Book Nook to view the painting in person!

The starting bid will be \$100.00. Submit your bid by visiting the Circulation Desk or email it to friends@novilibrary.org. Bids may be made in \$10 increments. The highest bid from the day before will be posted each morning at 10am on the [Friend's page](#) and in the Book Nook. Questions? Email friends@novilibrary.org

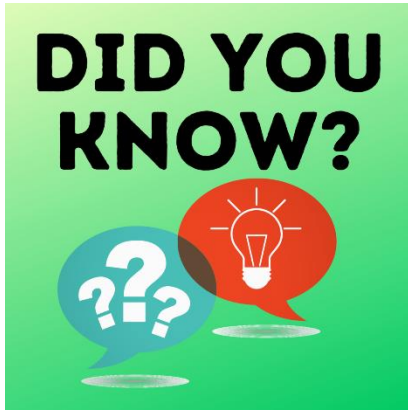


Donation Collection

The Novi Public Library is accepting donations on the 2nd and 4th Thursday of the month

from 10am-7pm, weather permitting. Drop off donations on **Thursday, June 10 and Thursday, June 24** at the back of the Library, NOT at the front doors (go to entry off of Taft Rd. by Novi High School). [Click here](#) to view a map.

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



NPL is a KultureCity Inclusive Space!

We have partnered with KultureCity to create sensory accessibility and inclusion to those with invisible disabilities. We are providing sensory inclusive bags for guests that are designed to help sensory needs in both adults and children. **These bags can be found at the Circulation and both Information desks.**



Listen to the Beyond Books Podcast!

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Our [newest episode](#) features International Best-Selling author Viola Shipman. He speaks about his newest book [The Clover Girls](#) and gives great advice to aspiring writers!

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



Information Technology Report by Barbara Rutkowski – May

General

- Closed 16 Help Desk tickets.
- Workstations for the Support Services staff were upgraded with reconfigured Computer Lab workstations.

iCube

- We 3D printed 10 objects for our guests including the keychain below.



- Dominic Doot and Mary Robinson created an iCube "commercial" of equipment and services for the Novi Cube Tube channel. On 05-17-2021 this video was presented at the TLN Spring Virtual Workshop, Making it Work: Finding the Right Makerspace for your Library. Dominic and Mary were the presenters for large library makerspaces.
- iCube equipment was used to make parking pass hang tags for staff and updated office signage.



We held 46 iCube appointments:

- 10 Adobe Create Cloud
- 10 Analog to Digital/VHS to DVD
- 9 Flatbed Scanner
- 5 Cricut
- 5 Laser
- 3 3D Printer
- 2 Sewing/Embroidery
- 1 Shirt Press
- 1 Sublimation

Training

- IT Staff held 2 Staff sessions:
 - 1 Flatbed Scanner
 - 1 Sublimation
- IT Staff attended the COVID-19 Training and Update.
- Barb attended a DEI Committee meeting.
- Barb attended two (2) Lending Library Committee meetings.
- Charlie attended the "What the 7.1B in emergency E-rate funds means for Michigan libraries" webinar.

From Katie Iversen, Librarian

Had a ton of fun yesterday with iCube guest Sreenivas Cherikuri and his two daughters, sublimating some t-shirts. They turned out great!



Facilities Report by Keith Perfect – May

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

- The Facilities Department team has been giving Top Ten Safety tours to staff. This training is an effort to familiarize current and new staff of the building. This tour also covers locations of severe weather shelter areas, lockdown shelters, fire extinguisher training, fire extinguisher locations, AED location, fire evacuation procedures and locations of all first-aid kits and hand held radios. Most staff have received this tour. Substitute librarians and seasonal staff will be given this tour on their return for their next shift.
- The restroom deep clean and sanitization was performed by vendor.
- Power washing of the patio concrete/wall/ furniture has begun in preparation for patio sealer to be completed this month.
- All interior/exterior glass has been cleaned by vendor.
- The lawn irrigation system has been started-up by vendor.
- The patio lights have been upgraded to an LED bulb by vendor.
- Mulch was added to all flower beds by vendor.
- The office door signs in the Administration Office have been updated for the addition of Nicole W.
- Materials were purchased for the patio concrete sealing project.
- All first-aid kits have been updated and any expired products removed and discarded.

Information Services Department Report by April Stevenson – May

News and Notes

- Podcast: International Best-Selling and local author Wade Rouse (pen name Viola Shipman)
- Created #Anti-Asian Hate posters with information on Asian authors
- Created Asian Pacific Heritage Month Booklist
- Partnered with the Novi Community Coalition for Mental Health Awareness Month to provide adult mental health grab and go toolkit bags
- Added Asian American & Pacific Islander Heritage book lists to youth area
- Created a summer reading video to promote at local schools
- Partnered with Principal Ascher to create a summer reading video to promote at Novi Woods
- Increased Hoopla monthly checkouts from 8-10
- Partnered with The Lexington Alarm Society of the Michigan Society of Children of the American Revolution and the Daughters of the American Revolution to provide the Missing Man ceremony and display table
- Created a Parent to Parent bibliography of all of Dr. Matthews' book choices
- Adding digital access to newspapers; New York Times, Washington Post, Wall Street Journal, Detroit Free Press and more.
- Introduced Front End Auditing to staff for the 21-22 fiscal year
- Added 2 new holidays to the Holiday Picture Books - Juneteenth and Mid-Autumn Festival
- Co-presented in two 1.5 hour T3 (Train the Trainer) MI cohort trainings for library staff throughout the State of Michigan
- Created Read with Pride page on the website with all the info for the Pride Month Reading Challenge
- Provided Grab & Go bags for the Lakeshore Campers

IS Staff Virtual Meetings/Webinars

- Cultural Intelligence: Unconscious Bias Affects Everyone - David
- Mental Health First Aid USA for Adults Assisting Children and Youth - Lindsay
- Library of Michigan's "Engaging Equity Endeavors – Serving BIPOC Communities from the Lobby to the Boardroom" - Katie, Betty, Lindsay, Mary, Danielle
- AAPI Heritage month webinar by Berkeley Library - Shannon
- TLN Membership Meeting, "Supporting Diversity, Equity, Inclusion and Justice Work through Organizational Development" - Mary, Danielle
- TLN 101 Topic: Discovering Inherent Biases with Dr. Lee Meadows - Mary, April, Danielle
- eContent Users Group quarterly - Mary
- Teaching about Juneteenth with Children's Books - Kirsten, Danielle
- Shake Up Your Shelves: Diversify Your Book Collection! - Danielle
- Windows and Mirrors" Booklist webinar - Danielle
- DEI Committee Meeting - Gail, April
- Walled Lake Transitions Parent Café/Meeting - April
- YALSA T3 Training Sessions for Michigan - Lindsay
- TLN Teen Services Committee meeting - Lindsay
- Tuesday Coffee with the Chamber - Hillary
- MiYouth meeting through the Library of Michigan - Lindsay
- MiLibraryQuest meetings - Lindsay
- Prioritizing and Promoting Self-Care to Avoid Burnout – Danielle

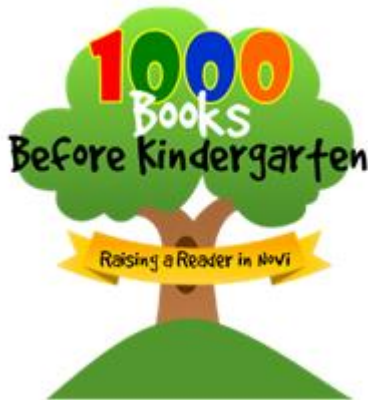
Adult Programs

- Cambodian Genocide - 72

- Asian-Indian American Dialogue - 446
- Asian American Conversation on Hate - 223
- Resume Essentials - 11
- Masterpiece Monday featuring Native American artist Shonto Begay - 33
- Grab & Go Crystal Ball Tea Bombs - 40
- Grab & Go Watercolor Floral Pop-up Card - 35
- Feature Collection Display - May is Mental Health Month. Books on display included information on stress, anxiety, and depression for yourself or loved ones, books on mediation, and books on promoting well-being.
- Desk Display - Asian Pacific Islander authors in honor of Asian Pacific Islander Heritage month
- Business Spotlight Display honors Asian and Asian American entrepreneurs, innovations, and business practices

Youth/Tween/Teen/Family Programs

- Grab & Go DIY Wood Birdhouse Kit - 36
- Grab & Go DIY Wood Flower Photo Holder Kit - 36
- Grab & Go Early Literacy Kit - Birds - 25
- Grab & Go DIY Wind Chime Kit - 36
- Teen Stop display recognizes Asian Pacific American Heritage Month with young adult fiction titles. There is also a teen fiction booklist on our website if you are looking for some recommendations.
- Youth Feature Display: "Don't Bug Me...I'm Reading!" and features books about bugs
- Libraries are for Everyone: Asian & Pacific Islander Heritage, Ramadan, Star Wars Day, Cinco De Mayo, National Space Day, Mother's Day, Memorial Day



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 415

of logs received to date: 1,764

of paper logs submitted this month: 6

of online logs submitted this month: 7

of books read this month: 1,300

100 Books – 415 600 Books – 132

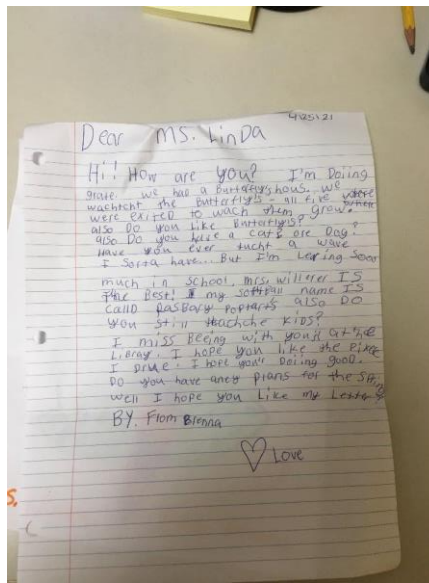
200 Books – 275 700 Books – 120

300 Books – 219 800 Books - 104

400 Books – 166 900 Books – 94

500 Book – 152 1000 Books – 8

Pen Pal Letters to Miss Linda



Grab & Go: Crystal Ball Tea Bombs



Youth & Teen Programming Stats - May 2021						
Date	Program	Program Totals		Facebook		YouTube
		Total Youth Programs	Total Youth (w/adults) Attendance	Youth FB Live	Youth FB Recorded views	Youth YouTube Recorded Views
1-May	Family Story Time KM	1	14		9	5
3-May	Baby & Tot Time - Frogs Turtles	1	18		3	15
4-May	Two's and Three's Storytime--Mother's Day - LB	1	61		23	38
6-May	Four's and Five's Storytime--Turtles - LB	1	59		32	27
8-May	Family Story Time EB - Gardening	1	30		22	8

Adult Programming Statistics for Board Report-May 2021										
Date	Program Title	Programs	Total Attendance:	Zoom		Facebook		Instagram	YouTube	Twitter
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
1-May	Asian American Conversation on Hate pt. 2	1	223	1	26	10	182	5		
18-May	Asian-Indian American Dialogue	1	446	1	60	10	356		20	
24-May	Cambodian Genocide	1	72	1	21	5	41		5	

Support Services Department Report by Maryann Zurmuehlen – May

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a Lending Library Committee Zoom meeting on May 5th and May 13th.
- Completed training for an 18-hour Clerk, a 19-hour Clerk, and a 19-hour Outreach Driver.
- Attended a TLN SASUG Zoom meeting on May 27th.
- Year-End Performance Reviews are being completed.

Lakeshore Lending Library

- Installation of LLL Kiosk the week of May 17th, involved:
 - **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:** On-site training of library staff with Envisionware (vendor)
 - **Friday, May 21st:** Vinyl wrap install on machine
- Soft Launch of LLL Kiosk the week of May 24th, involved:
 - Daily visits to kiosk to create and tweak procedures for filling with items and emptying returns
 - Troubleshooting various issues relating to installation with the vendor
 - Permanent canopy wrap signage installed
- **Monday, June 21st:** Postcard mailer out to Novi households north of 12 Mile introducing LLL
- **Wednesday, July 7th:** Grand opening of Lakeshore Park





TLN SASUG Committee Meeting (5/27/21)

- The three-year anniversary for our switch to CARL was May 28.
- A motion to remove gender fields in CARL was voted on and approved.
- A motion to adopt the FRBR catalog as soon as possible after September 1, 2021 was voted on and approved.
- TLN has removed the 24-hour quarantine requirement for delivery materials.
- NPL's new Lakeshore Lending Library was promoted.

Circulation & Shelves

- The following staff attending LLL training on Thursday, May 20th: Maryann Zurmuehlen, Eva Sabolcik, Elizabeth Kopko, Jean Aldrich, Anna Jakubiec, Tracey Pelletier, and Kristin Abate.
- Colleen Kingsbury's last day was May 27th. She received a Youth Services Librarian position at White Lake Library. We will certainly miss her but wish her luck in her new endeavor!
- Phase 4 Duties as of 3/8: 2 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Finishing up fiscal year goals.

Tech Services

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

Statistics (May 2021)

- Library Cards Issued: 156
- Items Checked Out: 77,876
- Items Interloaned for NPL Patrons: 4,323 (69 through MeLCat)
- Items Interloaned to Other Libraries: 4,020 (132 through MeLCat)
- Items Added to the Collection: 1,177
- Items Discarded from the Collection: 2,068
- Drive-Up Window & Locker Hold Pickups: 40
- Novi School's Card Registration: 0
- MAP Checkouts: 26
- Read Boxes: Currently Suspended; planning for a June 16, 2021 launch in 3 Novi parks.
- Lakeshore Lending Library Checkouts: 36
- Outreach:
 - Facilities Visits: Currently suspended based on COVID guidelines
 - 6 Book Discussions / 90 Items Provided

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258	484	112	80	119	188	157	161	156		1,991
Items checked out	36,135	45,904	57,383	87,312	75,656	38,822	46,425	70,308	85,380	81,228	77,876		702,429
Items borrowed	6,456	5,336	6,118	5,352	5,096	7,033	7,807	5,608	5,772	5,396	4,323		64,297
Items loaned	4,589	4,597	4,801	4,546	4,710	4,700	7,674	5,366	5,425	4,736	4,020		55,164
Drive-Up Window & Locker Hold Pickups	394	105	101	96	127	114	113	73	72	73	40		1,308
Read Boxes	0	0	0	0	0	0	0	0	0	0	0		0
MAP Checkouts	8	14	3	6	1	0	2	2	0	2	26		64
Novi School's Card Registration	0	0	0	0	0	0	0	0	0	0	0		0
Lakeshore Lending Library	0	0	0	0	0	0	0	0	0	0	36		36

		May 2021	May 2020		May 2021	May 2020
Library cards issued		156	9			
Total checkouts		77,876	127	READ Boxes	Adult	0
					Youth	0
Items borrowed	TLN	4,254	0		Total	0
	MeL	69	0			0
		4,323	0			
Items loaned	TLN	3,888	0			
	MeL	132	0			
		4,020	0			

Due to reopening phases, Read Boxes are currently suspended.

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

***Lakeshore Lending Library launched on May 20, 2021.**

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

***Due to COVID closures.**

Self-Check Totals 2020-21 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	36,135	54.12%	19,555	8,393	6,615	4,547	0	0	0
August	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
September	57,383	50.07%	28,729	10,464	9,478	8,787	0	0	0
October	87,312	25.44%	22,214	7,908	7,959	6,347	0	0	0
November	75,656	20.15%	15,244	5,732	5,330	4,182	0	0	0
December	38,822	15.78%	6,128	3,728	2,400	0	0	0	0
January	46,425	33.34%	15,480	6,341	6,237	2,902	0	0	0
February	70,308	27.34%	19,221	6,766	6,549	5,906	0	0	0
March	85,380	34.00%	23,851	7,947	9,502	6,858	0	0	0
April	81,228	27.00%	22,504	8,393	7,227	6,884	0	0	0
May	77,876	28.31%	22,048	8,152	7,544	6,352	0	0	0
June									
FYTD	702,429	32.91%	218,752	83,379	77,138	58,235	0	0	0

Library Usage									
2019-2020 Fiscal Year					2020-2021 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	37,288	4,188	41,476	1,383	July	8,095	4,307	12,402	477
August	31,987	4,304	36,291	1,251	August	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September	8,729	5,114	13,843	513
October	33,571	4,205	37,776	1,219	October	11,833	3,794	15,627	504
November	32,056	4,138	36,194	1,341	November	8,845	4,475	13,320	493
December	29,670	3,982	33,652	1,246	December	5,213	3,285	8,498	304
**January	29,994	4,165	34,159	1,139	January	8,810	3,297	12,107	404
February	31,619	3,845	35,464	1,223	February	9,952	2,888	12,840	459
March	17,264	1,802	19,066	1,271	March	12,510	5,224	17,734	572
April	0	0	0	0	April	12,277	4,784	17,061	588
May	0	0	0	0	May	12,199	4,714	16,913	626
June	0	4,073	4,073	0	June				
FYTD Total	287,160	38,485	325,645	1,324	FYTD Total	108,649	45,973	154,622	491

* Counter was unavailable 9-28 and 9-29

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

Computer Logins											
2019-2020 Fiscal Year						2020-2021 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	2,599	76,972	6	79,577	2,653	July	0	16,504	0	16,504	635
August	2,304	62,034	4	64,342	2,076	August	55	18,127	0	18,127	587
September	2,194	71,569	9	73,772	2,732	September	624	19,329	0	19,953	739
October	2,603	85,278	1	87,882	2,835	October	942	20,359	0	21,301	687
November	2,249	68,998	6	71,253	2,545	November	401	18,514	0	18,915	701
December	1,892	49,485	5	51,382	1,903	December	0	9,673	0	9,673	345
January	1,877	53,164	3	55,044	1,835	January	219	3,323	0	3,542	118
February	2,003	65,275	6	67,284	2,403	February	629	10,709	0	11,338	405
March	931	25,930	2	26,863	1,791	March	860	19,648	0	20,508	662
April	0	4,403	0	4,403	0	April	893	20,319	0	21,212	731
May	0	5,417	0	5,417	0	May	903	21,637	0	22,540	835
June	0	12,172	0	12,172	0	June					
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	5,526	178,142	0	183,668	583

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	69	1,301	18
May	0	0	0	May	97	1,636	16
June	0	0	0	June			
FYTD Total	6,665	130,186	19	FYTD Total	166	2,937	17

Technology Training Sessions 2020-21 Fiscal Year																	
	3D Printing	Cricut/Silhouette	Creation Station	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
Jul																0	
<i>Guests</i>																	0
Aug															18	18	
<i>Guests</i>															18		18
Sep															15	15	
<i>Guests</i>															15		15
Oct		5	1	1	1	3	0	9					2	0	7	29	
<i>Guests</i>		5	1	1	1	3	0	9					2	0	7		29
Nov		1	3	1	0	2	0	3					3	3	35	51	
<i>Guests</i>		1	3	1	0	2	0	3					3	3	35		51
Dec								2							35	37	
<i>Guests</i>								2							35		37
Jan						1	5	2						1	2	11	
<i>Guests</i>						1	5	2						7	2		17
Feb			3	5		1		3							6	18	
<i>Guests</i>			3	5		1		3							6		18
Mar		1	10	19	1	3	0	6	0	1	0	0	1	0	0	42	
<i>Guests</i>		1	10	19	1	3	0	6	0	1	0	0	1	0	0		42
Apr	10	0	6	12	2	1	0	2	1	3	1	2	1	1	7	49	
<i>Guests</i>	10	0	6	12	2	1	0	2	1	3	1	2	1	1	7		49
May	3	5	10	9	2	1	0	5	0	10	0	1	0	0	2	48	
<i>Guests</i>	3	5	10	9	2	1	0	5	0	10	0	1	0	0	2		48
Jun																0	
<i>Guests</i>																	0
Sessions		12	33	47	6	12	5	32		14			7	5	127	318	
<i>Guests</i>		12	33	47	6	12	5	32		14			7	11	127		324

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	1,475	415	1,777	43,619	44	32	1,164
May	1,604	412	2,266	49,275	47	28	1,032
June							
FYTD Total	16,600	4,668	24,167	500,972	3,288	1,688	13,308

2020-2021 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	5,684	2,758	8,442	106
August	5,471	2,682	8,153	115
September	5,023	2,226	7,249	157
October	4,903	2,084	6,987	116
November	4,692	2,026	6,718	105
December	5,206	2,233	7,439	86
January	5,393	2,481	7,874	104
February	7,160	2,202	9,362	116
March	7,702	2,448	10,150	80
April	7,585	2,477	10,062	71
May	7,465	1,821	9,386	78
June				
FYTD Total	66,284	25,438	91,822	1,134

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

Library App - 2020-2021 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	38,823	1.	Catalog	January	37,832	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	Library Locator
		4.	OverDrive			4.	OverDrive
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
August	42,350	1.	Catalog	February	39,909	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Zino
September	45,076	1.	Catalog	March	34,837	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	OverDrive
		4.	OverDrive			4.	Library Locator
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
October	38,543	1	Catalog	April	27,728	1.	Catalog
		2	My Account			2.	My Account
		3	Library Locator			3.	OverDrive
		4	OverDrive			4.	Library Locator
		5	Zino			5.	Zino
November	32,249	1	Catalog	May	6,131	1	Catalog
		2	My Account			2	My Account
		3	Art at the Library			3	OverDrive
		4	Library Locator			4	Artwork at the Library
		5	OverDrive			5	Book DVD/Lists
December	43,056	1	Catalog	June			
		2	My Account				
		3	Overdrive				
		4	Library Locator				
		5	Boopsie Popular Books				
				Total	386,533		

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

*(This meeting of the Friends Board was the **second in-person** meeting in over a year. We had been in compliance with all the regulations regarding meetings due to the COVID-19 Coronavirus. Until further notice, we will continue observing the necessary guidelines under Phase 4.)*

Call to Order: Sue Johnson. Sue called our meeting to order at 2:02 p.m. She also made a pleasant announcement that Carol Neumann will rejoin the Friends Board. Motion was made to welcome Carol back by Carol Hoffman, and seconded by Evelyn Cadicamo. Motion carried: 4-0.

Present: Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Carol Neumann, and Dana Brataniec, Library Liaison.

Absent: Marilyn Amberger, Lin Giglio, and Karen Schubert.

Minutes of the April 14, 2021 Meeting: Evelyn Cadicamo. Minutes were distributed to all present. Upon completion of reading them, the Board was asked if there were any comments or issues. There being none, motion was made by Marge to accept the Minutes as presented. Motion was seconded by Sue. Motion passed 5-0.

Treasurer's Report and Financials: Sue Johnson. "We have lots of money!" Sue happily reported, "but there really isn't very much going on." With regard to the financial statements, Sue pointed out on the Cash Flow statement that (1) technically, April has five weeks so the amount of income reported was not all that was earned. The receipts earned during the last week in April will actually be deposited and reported in May. (2) Sue also pointed out the receipt of donations. One was \$111. that was found in the paperback books bag; the other was a nice crisp \$20 bill found among the paperbacks selling for 50 cents.

Income	\$1,819.13	CF CD	\$15,364.25
Expenses	<u>147.75</u>	CF Checking	14,501.76
Overall Total	\$1,671.38	CF Savings	<u>10,001.59</u>
		Vibe Checking	9,905.11
		Vibe Savings	<u>11,022.82</u>
		Total Bank Accts.	60,795.53
		Startup Fund	<u>100.00</u>
		Total Cash Accts.	\$60,895.53

There being no further discussion regarding the financial statements, Carol Neumann made a motion to accept the financials as offered. Motion was seconded by Carol Hoffman. Motion passed: 5-0.

Library Liaison: Dana Brataniec. Dana brought lots of goodies to show us what would be included in the give-away bags at the Lakeshore Lending Library event. Of course,

there will be sunglasses (both child size as well as adult) inside a give-way bag. There will also be multi-colored beach balls (no logo), little whale squirt toys, which will be used for the summer reading program. Also in the goodie bag will be a four-pack of crayons, a pencil sharpener and best of all, Bubbles, which will have the Friends logo on it. As Dana said, "this is all good stuff" and will get us through to the fall!!!!

Book Nook: Carol Hoffman. Carol reported that April was a great month for the Book Nook, having taken in \$2,140. Applause! Applause! Right now there is a table loaded with books available for 50 cents. Also available is a collection of DVDs. There are 39 boxes of just children's books which will have to be put out soon. These are good sellers as teachers come in before school starts and stock up on various titles. Hopefully these books will be used in person rather than any other way!

Membership: Sue Johnson. Sue sent out renewals, received some back, and stated that people were being very generous with the Library. Responses are rather slow but she expects a "pick up" within the next two months. We are doing about all we can right now. Some of the Friends groups in Northern Michigan experienced no impact at all, and their membership remained fairly constant.

President's Remarks:

- **Wish List** - Sue pointed out that the Youth Department monies came from the Garden Wall funds. Monies will go to Shannon for a Japanese Little Theatre complete with figurines, books and a stage. Dana will furnish some information about this so we can promote this. The Evening Arts Series (\$800) and Listen @ the Library (\$1,500) monies will be paid forward in order to get these expenditures out of this year's Budget.
- **Change Meeting Time** - Karen has a possible conflict with the Wednesday at 2 p.m. meeting time. She has a group starting up again that meets at that time. She will see if they are willing to change their meeting time.
- **Newsletter** - Dana was asked to put together a draft, e.g., annual year-in-review type newsletter. Articles to be included would be the Lakeshore Lending Library, Summer Music Series, canceling Booked for the Evening and the Summer Sizzling goodies. Sue would like to include some information to attract future Board members. Dana will draft something up and email it to Sue. The newsletter should go out by June 9th.

Sue prefaced our next discussion point by stating that she is involved with the Michigan Friends of the Library and the group came together to discuss what they were doing during the pandemic. The following are a few of the ideas they came up with:

- **Hanging Basket Sale** - Make up a voucher; sell it for \$25. Go to the garden store and present the voucher for your selection. Friends would be charged \$15. for every voucher submitted. The Library would then make \$10 for each basket sold.

- **Book Give-Away with Summer Lunch Program** – One Library wanted to get rid of some books so they put together 4 or 5 books by age group. When the people came, they doled out the appropriate-age books. This encouraged the youngsters who wanted to come into the Library. The parents would come in with the kids as they, too, were encouraged to visit the library.
- **Drive-By Book Sale** – Tables were outside and arranged by genre. A car could drive up to the library and actually park. After having chosen the genre, select a book, pay for it, go back to the car and drive off. Friends would man the tables but customers would have to go into the library to pay for the book(s)
- **Gardening on the Library Grounds** – Sue told us that South Lyon does this and those that take care of the grounds do a lovely job.
- **Holiday Silent Auction** – This was suggested by a group in the Grand Rapids area. The Friends got donations, nothing really high priced. A lot of Friends donated things. They also got gift cards from a few of the businesses in the community. They merchandised this event utilizing the Library's glass cases; they sent out circulars, and even had a sign at the Circulation Desk announcing the time and date of the event. They even posted it on Facebook. Items displayed were a Christmas puzzle; a 15 inch doll and five outfits; two certificates for \$10 each; a winter scene puzzle; they had a couple of pictures donated; vintage wine glasses; jewelry. These items were placed in the glass cases with a beginning bid. Once discussion started, it was agreed that we could do something like this, but on a smaller scale. We discussed items we could auction off: teapots, pictures, Library wine glasses, a Downton Abbey item. Sue suggested someone who makes hand-milled soap; the Christmas items from last year: wreaths, ornaments, baskets. Why, we could even make something from the IQ. It was decided to try a dry run. We have a patriotic painting. We will display it beginning June 11. We will run the auction June 21 through June 28, 2021.

Annual Meeting: We are scheduled to conduct our Annual Meeting at the Lakeshore on **Wednesday, July 14, 2021**. Meeting time is still to be determined.

Our next meeting will be **Wednesday, June 9, 2021 at 2 p.m.** We will be discussing the Budget for next year. We will not be back to normal, even next year. We will not have a scholarship next year; it just seems not to be worth while. Sad.

There being no further business to discuss, motion was made to adjourn the meeting. The motion was offered by Carol Hoffman and seconded by Carol Neumann. Motion passed: 5-0. Meet adjourned 3:09 p.m.

Respectfully submitted,
Evelyn Cadicamo

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – June 9, 2021**

- | | |
|---|------------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the May 12, 2021 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Marilyn Amberger |
| • Prior month(s) Income and Expense | |
| • Statement Balances | |
| IV. Reports | |
| • Kaleidoscope | Kathy Mutch |
| • Library Liaison | Dana Brataniec |
| • Book Nook | Carol Hoffman |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| • Newsletter -- mailed 6/3/2021 | |
| • Silent auction of picture | |
| • Summer reading -- \$1 Book Nook coupon | |
| • Annual meeting | |
| • Budget for 2021/22 | |
| • Coverage for music programs | |

V. Announcements

VI. Calendar

Kaleidoscope

-

Listen at the Library

-

2021 Summer Music on the Patio

- 1 event on the Library patio

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

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

Friends Events

-

VII. Adjournment*

*Requires Action



NOVI HISTORICAL COMMISSION
Wednesday, May 19, 2021 7pm
Novi Library

We need to see if the Commission is still a member organization. And what fees would our commission members pay a lower fee for workshops?

Library's re-opening status

No changes yet.

Discussion from attendees of annual History Conference History Skills Workshops

DISCUSSION ITEMS

- * New program idea-Michigan Reads-"The Women of the Copper Country"
Kelly
- * Photographer...mapping graves, Dan
Postponed due to Dan's Absence
- * Lakeshore Park History (Marilyn Combs), Kathy & Kim
Spoke to Kim and Kathy about Lakeshore Park, Ship Ahoy, provided photos that need to be scanned and News Papers from the 1950s. She attended the Bassett School.
Led to a discussion about Oral History Project development
Requirements: 2 digital recording devices, Oral History Agreement, Development of questions
- * David Barr program letter to libraries
Discussion about how to advertise it. Perhaps send it to just the local libraries.
- * New program Worksheet:
Want to add The Budget needed
- * Rules and Procedure booklet updates
On Google Docs, Asking everyone to update their sections

BACK BURNER PROJECTS

David Barr Power Point
Tributes/gifts for outgoing Commissioners
Veterans Memorial, Kim Nice
Jeff Muck would like to see the application form. Kim will give him the updated form. The Commission would receive the form, give it to Julie who would give it to Parks and Rec, Memo City Council about adding the person's name to the wall.
It would be up to the Commission to Verify the people.
How do we advertise the form? Social Media, Engage, etc.
Walled Lake Amusement Park Power Point
Novi Rd. Cemetery Sign- Removal
Memorial sign options
Historical sites brochure



NOVI HISTORICAL COMMISSION
Wednesday, May 19, 2021 7pm
Novi Library

Call to Order...IN PERSON AT LAST...main meeting room first floor: 7:08pm
 Attendance: Kathy Crawford, Kim Nice, Rachel Manela, Debbie Wrobel,
 Introductions of guests: Sue Grifor, Betty Lang (Library Liaison)
 Approval of Agenda: ALL APPROVED
 Approval of Minutes- April 2021: ALL APPROVED
 Treasurer's report –Kim (Approval of expenses)

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

	BUDGET	EXPENDITURES Through May 19, 2021
Display Cabinet Exhibit	\$ 900	\$ (184.18)
Marketing/Brochures/Engage	\$ 1,200	(148.00)
Equipment/Supplies/Office	\$ 1,200	\$ (22.91)
Program/Speaker Fees	\$ 1,800	\$ -
Storage Unit	\$ 2,300	\$ (2,101.00)
Acquisition	\$ 900	\$ (152.00)
Conference/Continuing Education	\$ 2,500	\$ (251.00)
Special Projects Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, Veterans Wreaths, Motor City Marker)	\$ 3,400	\$ (2,680.38)
Revenue Received:		
Villa Barr Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ 2,550.00
Total:	\$ 14,000	\$ (5,519.47) \$ 8,481

Kim wants to update the Treasurer's Report to show that Revenue money carries over whereas the budget does not. So, we can carry money brought in over for a project(s) next year.

Extra Space Storage, need a new quote about paying in full

ALL APPROVED

Communications: None

LIBRARY LIAISON REPORT

Betty Lang

Presentation: Oakland County Historical Resources (OCHR), David

POSTPONED

Upcoming Conferences/Programs

History Skills Workshops Put on by the Michigan Historical Society.



NOVI HISTORICAL COMMISSION
Wednesday, May 19, 2021 7pm
Novi Library

Storage Unit
Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS... planning in May Rae
Rae has planned the schedule and the hopes for the speakers. When she has confirmation about documents needed from each speaker she will start scheduling.

DISPLAY CABINET DOWNSTAIRS, Kim & Sue

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

321 Instagram Followers

PUBLIC COMMENT

Patriot Project, Sue Grifor

Oakland County Virtual Veteran Cemetery

NOTE: Next MEETING: [Wednesday, June 16, 2021](#)...Novi Library

Adjourn: 8:50pm



NOVI HISTORICAL COMMISSION

Wednesday, June 16 2021 7pm
Novi Library

Call to Order...**IN PERSON** ...main meeting room first floor.

Introductions of guests

Approval of Agenda

Approval of Minutes- May 2021

Treasurer's report –Kim (Approval of expenses)

Communications

LIBRARY LIAISON REPORT

Betty Lang

Presentation: Oakland County Historical Resources (OCHR)

David

Upcoming Conferences/Programs

Library's re-opening status

DISCUSSION ITEMS

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

Kelly

* Photographer...mapping graves

Dan

* Lakeshore Park History (Marilyn Combs)

Kathy & Kim

* David Barr program letter to libraries

* New program Worksheet

* Rules and Procedure booklet updates

BACK BURNER PROJECTS

Rules and Procedures booklet

Veterans Memorial

Storage Unit

David Barr Power Point

Tributes/gifts for outgoing Commissioners

Walled Lake Amusement Park Power Point

Novi Rd. Cemetery Sign- Removal

Memorial sign options

Historical sites brochure

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS...

Rae

Dates: Sept.22, Oct. 27, Jan. 26, Feb. 23, March 23, April 27, May 26

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

DISPLAY CABINET DOWNSTAIRS

Kim & Sue

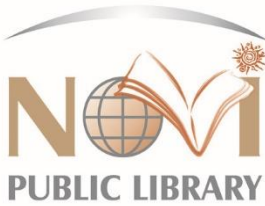
NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

PUBLIC COMMENT

NOTE: Next MEETING: **Wednesday, Jul. 21, 2021**...Novi Library HISTORY ROOM at last!!!

Adjourn



DRAFT 2
Only approve if late fees are not charged

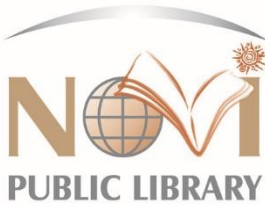
Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies

- Due dates and ~~overdue charges~~ are intended to encourage ~~patrons~~ **guests** to bring back materials within reasonable periods of time.
- ~~Fines for overdue materials will be charged at the rates stated in a Schedule of Loans, Fines, and Fees established by the Library Director.~~

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

REWRITE AS: **Cancellation or suspension of borrowing privileges may result from abuse of library materials, policies and procedures; repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse; or nonpayment of loss charges.**
- Overdue materials are considered lost and will be billed to the ~~patron~~ **guest** twenty-one (21) days after the due date. Payments for lost materials are not refundable.
- All ~~fines and~~ fees must be paid in full prior to **Library** card renewal.

Approved: June 19, 2003; Amended May 1, 2010; Amended: April 20, 2011; Amended: August 15, 2012; **Amended June 25, 2021**



DRAFT 2

Community Postings and Distribution of Materials Distributions and Postings

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

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

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

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

Materials accepted for distribution and/or posting will MUST be:

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

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

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

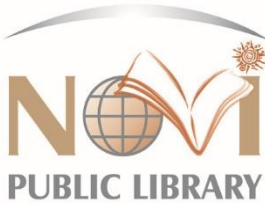
The Library does not permit petitioning petitions, solicitations (including fundraising activities and events), or distribution of literature, leaflets or similar types of appeals in the distribution area. Display Space.

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

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

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

Approved: February 1, 1997; Amended: May 1, 2010; Amended: June 22, 2017; **Renamed and Amended: June 25, 2021**



DRAFT 2

Unattended Child/Children

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

- Children are the responsibility of parents, ~~guardians~~ guardians or caregivers (ages 18 and older).
- Children must comply with the Library's ~~Rules of Conduct~~ Guest Behavior Policy (P11) at all times.
- The Library will not function as a babysitting service or day care facility. ~~Library staff~~ Staff ~~are not~~ are not expected to monitor or supervise children.
- Parents, guardians or caregivers of children under the age of ~~seven~~ (7) years must be responsible for maintain~~ing~~ visual contact ~~with~~ and ~~must be~~ in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent, ~~guardian~~ guardian or caregiver must remain in the Library for the duration of the program.
- Parents, ~~guardians~~ guardians or caregivers of children between ~~seven (7) and eleven (11)~~ 7—14 years old must remain ~~on~~ at the library's premises ~~Library~~ but not necessarily in visual contact ~~with their child~~.
- Children ~~twelve (12) years~~ and older may be left on their own to attend library programs or use the Library unless ~~Library~~ staff determines the child needs supervision, assistance or the child has demonstrated that ~~he/she~~ they cannot comply with the Library's ~~Rules of Conduct~~ Guest Behavior Policy (P11). Children ~~twelve (12) years or older who are unattended at the Library should know their telephone number and other contact information.~~ It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls. If a parent, guardian or caregiver is unreachable, staff will contact ~~the police non-emergency number~~ ~~public safety~~ to request assistance.
- ~~Unattended youth must be picked up at least 10 minutes before closing time.~~ If a child (under the age of ~~18~~ ~~twelve (12)~~ has not been picked up at closing time, staff will contact ~~the Novi Police Department~~ ~~police Non-Emergency~~ ~~non-emergency~~ number ~~public safety~~ to request assistance.
- Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian, or ~~responsible~~ responsible caregiver at all times.
- Staff ~~will not be~~ ~~are not~~ are not responsible if unattended children leave the Library ~~premises~~ alone or with other persons. Further, staff ~~will not be~~ ~~are not~~ are not responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.
- ~~Unattended children 12 and older cannot be left at the library for more than 2 hours.~~

- Children ~~twelve (12)~~ years or older who are unattended at the Library must know their telephone number and other contact. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls

Follow Disciplinary Process for Library Facilities in Guest Behavior Policy

Approved: January 16, 2008; Amended: May 15, 2010; Amended: June 20, 2012; Amended: Amended: June 22, 2017; Amended: June 27, 2019; **Amended June 25, 2021**

Disciplinary Process

The Library shall enforce violations of this Policy as follows:

• ~~Incident Reports~~

~~Library s~~Staff shall **complete** record in writing in the form of ~~an Incident Report Form for~~ any violation of this Policy that result~~ing~~ in a verbal warning or a suspension of Library privileges., **and** by the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron **guest**. A copy of the suspension of privileges letter should **be** attached, if applicable.

• ~~Violation of the Policy – Suspension of Privileges~~

~~Unless otherwise provided in this Policy, (see Section 3 below), the Library shall handle violations as follows:~~

- ~~Initial Violation:~~ Library patrons **guests** observed violating this Policy will be asked to cease the violation with a verbal request. If the patron **guest** does not comply with the request, he or she **they** will be asked to leave the building for the day. If **they** refuses, the police may be called.
- ~~Subsequent Violations:~~ The Director or the Director's authorized **their** designee may further limit or suspend the patron's **guest's** Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

• ~~Violations that Affect Safety and Security~~

~~Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons **guests** shall be handled as follows:~~

- ~~Initial Violation:~~ The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of **this** nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her **their** designee may add additional time to the initial limitation or suspension period.

- ~~**Subsequent Violations:** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized ~~their~~ designee, may further limit or suspend the patron's ~~guest's~~ Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.~~

- ~~**Reinstatement**~~

~~The patron ~~guest~~ whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's authorized ~~their~~ designee to review the Library Patron ~~Guest~~ Behavior ~~Rules of Conduct~~ Policy (P11) before their privileges may be reinstated.~~

~~**Right of Appeal**~~

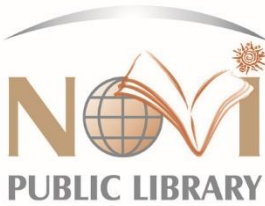
~~Patrons ~~Guests~~ may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ~~ten (10)~~ business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library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

- ~~**Incident Reports.** Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron ~~guest~~. A copy of the suspension of privileges letter should be attached, if applicable.~~

- ~~**Suspension of Privileges.** The Library shall handle violations as follows:~~
 - * ~~**Initial Violation:** Library patrons ~~guests~~ observed violating this Policy will be asked to cease the violation with a verbal request. If the patron ~~guest~~ does not comply with the request, he or she ~~they~~ will be asked to leave the building for the day. If he or she ~~they~~ refuses, the police may be called.~~
 - * ~~**Subsequent Violations:** The Director or the Director's authorized designee may further limit or suspend the patron's ~~guest's~~ Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.~~

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

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



DRAFT 2

Campaigning, Petitioning, Interviewing and Similar Activities

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

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

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

- Persons or groups are required to check in with a Manager on duty.
- Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is subject to the petition, interview, campaign or discussion.
- Locations for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas that are 100 feet from all entrances.
- No person shall block ingress or egress from the Library building.
- Times will be limited to operating hours of the Library.
- Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- When the Library serves as a polling location for general elections, campaigning is allowed outside the Library limited to an area 100 feet from all entrances. No person shall violate Michigan law.

Follow Disciplinary Process for Library Facilities in Guest Behavior Policy

Approved: May 2021; Amended: June 22, 2017; Amended: June 25, 2021

From: Lee Linton
Sent: Wednesday, May 26, 2021 6:53 AM
To: Julie Farkas <jfarkas@novilibrary.org>
Subject: Seed Library

Hi Julie! I hope you and yours are well after this weird year.

I have been involved in seeking information about the seed library that my friend Alexander Weyer mentioned at last month's meeting of the Library Trustees. Much of the leg work back and forth between Lyon Township Library and our gardening group has been done by me.

There is a very big network of seed sharing going on throughout Michigan and libraries are the hubs in many communities. That is to say that this is a pretty well-oiled machine. Pam Quackenbush is the librarian at Lyon Township that has created her collection. It has been up and running for 13 years.

I would love to talk to you about this if you are at all interested. It would be amazing if NPL would partner in this effort even if it is just to house the collection.

Just wanted you to know that you and NPL have a friend in me and I will work very hard to see this through if given the chance!

Fondly,
Lee Linton

Thu 5/27/2021 9:46 AM

Hello Lee!

Great to hear from you! Yes, from last month's library board meeting and Andrew's comment, my team engaged Lyon Township Library and inquired about their seed library. In an effort not to duplicate, but share with other libraries locally, Lyon Township is welcoming Novi residents to participate in their seed library. Therefore my team members are gathering the information and will be promoting the opportunity in the next edition of the June e-news as well as on our website, social media, etc.

This allows us another opportunity to share resources with other libraries and give our Novi community a new service. I understand donating seeds to the Lyon Township library is one of the requests in being a user of the seed library service. I encourage you to share your seeds and enjoy their collection.

Here is a blurb from their website:

The LTPL Seed Sharing Library is a free program that lends seeds and encourages borrowers to return some seeds from their harvests to make the seed library self-sustaining. All seeds borrowed and shared at LTPL are open-pollinated seeds, and many of them are considered heirloom varieties since they have been grown for generations.

I love how they have arranged them in an old wooden card catalog stand – brings back great memories of how libraries used to be 😊 Great to be in touch with you and thank you for your continued support!

Julie

From: Erica Darby
Sent: Wed 5/26/2021 2:15 PM
To: DEInovilibrary@novilibrary.org
Re: Volunteerism

Good Afternoon-

I would like to inquire about opportunities to become active with your committee. In additional information you could provide would be most appreciated. Please feel free to contact me via email (removed email and phone number for privacy purposes).

Thank you-
Erica Darby

Erica Darby was contacted directly by Nicole Williams, HR Specialist.

On Fri, May 28, 2021 at 10:25 AM Sreeny Cherukuri <scherukuri@novilibrary.org> wrote:

Hi Tarun, Sarah

I didn't get a chance to ask during your presentation.. mainly because I was slow to absorb what I was reading..

You guys mentioned that the attendance at the Special Mental Health Discussion - Teen Stress was 159. That strikes me as quite a lot compared to our other online forums. Was it mostly teens? Or was that number including a lot of professionals in attendance?

I know teenagers have been under a lot of stress this year - and its invisible to many parents - even though the kids have mostly been home the past year.

Did the size of attendance surprise you? Is it something you feel the Library needs to pay closer attention to over the coming year?

Thanks,
Sreeny Cherukuri

Fri 5/28/2021 7:52 PM
Hi Mr. Cherukuri,
Thank you very much for your email and concerns.

We contacted Ms. Gail Anderson, our Program Coordinator, to get the official numbers between the split of students vs. professionals. The Special Mental Health Discussion was an adult program that included a teen audience. Therefore, we don't have data differentiating how many in attendance were teens compared to adults. We do know there were 2 professional counselors that led the discussion.

You're absolutely right, teens have been under a lot of stress this year, and the size of attendance does not surprise us at all. The pandemic truly hurt the mental health of many individuals. In regards to the library, we started providing Mental Health programs in December 2020 for adults and continue to do so every month. Seeing such a large turnout for the Teen Discussion, Sarah and I will work closely with Ms. Lindsay Gojcaj, our Teen Program Coordinator, to ensure these mental health programs are integrated with our teen sector.

Please let me know if you have any further questions or need any clarification.

Regards,
Tarun T

From: Carol Soborowski
Sent: Mon 6/7/2021 12:38 PM
To: DEI Committee
Subject: Follow Up to questions, concerns

Hello again,

I'm following up on the questions and concerns that I sent to the Committee and the Board as I am expecting responses to them. It's unclear to me how to correspond to the DEI Committee. I've had a telephone conversation with Director Farkas, who submitted my questions and concerns to the Committee, who then asked if I would like my questions presented to the Library Board, which I said Yes to. I attended the May Library Board meeting and I do know that my questions were in the Board packet, but not addressed. How and when can I expect a response from the Committee or the Board?

Again, as a lifelong Novi resident who really loves our city, the questions and concerns that I have submitted, multiple times now, are very important not only to me, but other Novi residents as well, and I would like the honor of a reply.

Thank you,
Carol Soborowski

On Jun 7, 2021, at 6:59 PM, Julie Farkas <jfarkas@novilibrary.org> wrote:

Hi Carol!

Thank you for your email. At the Library Board meeting on May 27th the President appointed a new chair to the DEI Committee. The Committee is working to finalize on a date to meet to discuss your email and questions. There is a community listening session scheduled for Tuesday, June 22nd at 7pm. We welcome you to attend. See information below.

Thank you,
Julie

In an effort to continue to engage with the community, Novi residents are invited to take part in another conversation session to share thoughts, ideas and experiences as it relates to the Novi Library and building of Diversity, Equity and Inclusion for the organization.

All planned attendees must register to receive the Zoom link to the event.

Community Listening Session Reflection & Discussion will follow on Tuesday, July 20 at 7pm. Please [click here](#) to register.

Event Type(s): Adult Programs
Age Group(s): Adult

Tue 6/8/2021 5:26 PM

Thank you, Julie. I appreciate your response-

Carol

From: Sharon Trumpy
Sent: Monday, June 07, 2021 11:01 PM
To: DEInovilibrary@novilibrary.org
Subject: DEI committee

Hello Chairman Cherukuri and DEI team!

In looking over the packet from the most recent library board meeting, I was noticing that the DEI program, "The Rise in Asian American Hate" was by far the library's most well-attended program in April 2021 with 570 attending! Kudos to all those who worked on that program and the wonderful panelists. I also see some great events on the schedule for the month of June regarding Pride Month and Juneteenth, which I look forward to and hope all of you will watch as well.

I think the attendance for the Asian American Hate program really illustrates that the Novi community is concerned about discrimination and acts of hate, and wants the library to be a space where all groups are acknowledged, recognized and reflected. As I have expressed previously, I am saddened that, even after spending a month educating themselves on the existence of racism in our own community and library, Trustee Michener's statement acknowledging hateful acts that the AAPI and Black community have experience was voted down by the board, including by you Chairman Cherukuri. I don't really understand why it is difficult to approve a statement acknowledging that hate directed towards BIPOC communities have caused harm when NPL presented a panel on this very topic?

I also noted that in the packet there was a letter from Carol Soborowski stating, "It is my understanding from Julie that the committee was wanting to answer my questions and have a conversation with me directly, which I would wholeheartedly welcome." Are the committee meetings open to the public? Chairman Cherukuri, if it is your intent to welcome the public to your DEI committee meetings, I request that I be notified as I too would like to have my questions answered directly. I would also like to know how I can obtain committee meeting minutes for the DEI meetings going forward if you are welcoming Ms. Soborowski or other non-committee members to attend. Thanks so much! I am really looking forward to seeing what this group accomplishes under your leadership, Chairman Cherukuri!

Sincerely,
Sharon Trumpy

From: Julie Farkas <jfarkas@novilibrary.org>
Sent: Tuesday, June 8, 2021 7:33 AM
To: Sharon Trumpy **Cc:** Sreeny Cherukuri <scherukuri@novilibrary.org>
Subject: RE: DEI committee

Good Morning Sharon!

Thank you for your email and comments about the programming being offered at NPL. We are very fortunate to have Gail Anderson on our team as she has been orchestrating the various topics and speakers for our organization. They have been well received and allow for much needed and welcomed dialog, a practice the library will continue to offer and engage the community in.

As of June, Mr. Cherukuri will be chairing the DEI committee based on the new appointments made by the Library Board President at the May meeting. He is working to finalize a date for our next board committee meeting. With him just coming on the committee, I took the lead in responding to you this morning.

The DEI committee meetings have not been open to the public, however, we have encouraged community members to send in comments, which Ms. Soborowski has, and I have communicated with her about the upcoming community conversation event that will be occurring on June 22nd. In addition, I did take a phone call by Ms. Soborowski to explain what the DEI committee is to help her understand the focus of the committee and answer her questions and hear her thoughts, a similar call was also welcomed by you a number of months ago. Engaging with the community is important to me and the library staff. I hope you will be able to join us for the next community conversation. The event is scheduled for 7pm. Please register.

Respectfully,
Julie Farkas

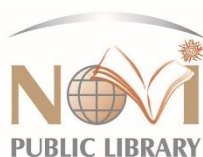
From: Sharon Trumpy
Sent: Tue 6/8/2021 9:13 AM
To: DEInovilibrary@novilibrary.org
Subject: DEI committee

Thanks Julie!

For clarity, I appreciated our phone conversation last summer and, as I told you at that time, if you have other questions about racial equity I always welcome your call 😊 And of course, I have no issue with you speaking with Ms. Soborowski or any other community member. I was writing specifically in regards to Ms. Soborowski's comment that she understood you to want her to speak with the DEI committee. If the meetings are to remain closed to community members, that is fine. If, however, you plan to have the DEI committee meet Ms. Soborowski to answer her questions, I would like the same for myself and any other interested community members. Thanks!

Very much looking forward to the listening session!

Sharon



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. (CANCELLED)
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.