



Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, October 28, 2021
at 7:00 p.m.
Location: City of Novi – City Council Chambers

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

Introduction of new Student Representatives by Director Farkas: Abhay Kakarla and Rida Salim

Roll Call by Secretary, Brian Bartlett

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Michener, Wood and Yu
Student Representatives – Abhay Kakarla and Rida Salim

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Consent Agenda

- 1. Approve Minutes of:
 - A. September 23, 2021 – Regular Meeting5-17
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#607) 18-19

Presentations

- 1. No presentations scheduled

Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the (3) 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.

Reports

- 1. Student Representatives Report (update by Lindsay Gojcaj, Teen Librarian) 20-22
- 2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals.....23
 - B. Scope of work proposal - information from trustees compiled by Trustee Dooley...79-81

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Public Comment

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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

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, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel; staff meeting scheduled for: 10/25/21
 - No meeting; no report.

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj and Kirsten Malzahn.
 - Meeting held on 9/30/21 to discuss types of data gathering that is needed to proceed with further action related to Juneteenth and Holiday Pay Policy based on the Finance Committee's recommendation on August 26, 2021. A staff survey is currently being executed by the Library Director regarding paid holiday time. Included in Director Farkas's report is the In-Service staff survey results from August 20, 2021. Director Farkas would like to proceed with another In-service with Dr. Jay Marks to build from the work that first introduced in August. March 11, 2022 is being recommended.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting scheduled for 10/18/2021

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
- Next meeting scheduled: 10/18/2021
 - **GOALS:**
 - 1: Read box fundraiser during National Library Week (April 2022)
 - 2: Bigger ongoing support to Friends of Novi Library
 - 3: Marketing plan update
- Events Attended by Trustees – compiled by Trustee Dooley.....77**
5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).
- No meeting; No report.
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
6. **Building/Landscape Committee:**
 (Chair: Yu, Cherukuri, Staff Liaison – Julie Farkas)
- Meeting held: Thursday, October 14, 2021
 - Meeting update from Chair Yu.....78
 - **GOALS:**
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
- No meeting; no report.
 - **GOAL:** Review current Library Board Bylaws (last updated March 28, 2019)
8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
- No meeting held; no report.
 - Staff DEI Committee update, meeting held 10/12/21: Welcomed two new members to the staff committee. Another tour of the Sri Venkateswara Temple will take place on 10/18/21. Shannon O'Leary is sharing with staff Japanese informational/cultural magazines with staff. Continue to review the ALA DEI Scorecard. Director Farkas is looking for volunteers from the staff committee to work on certain sections of the document pertaining to: Embeddedness of DEI into the Culture and Climate of the Organization, Training & Education, Recruitment, Hiring, Retention & Promotion, Budget Priorities for DEI and Data Practices. HR Specialist, Nicole Williams is rolling out the new staff training opportunities in October for staff to take part in. More follow-up with Dr. Jay Marks is being done for future staff development. Library is currently engaging the Novi Photography Club to submit photos for an art display/contest with the theme: What does Diversity Mean to you? Two groups that have been engaged this past month: Pride & Joy (October 6th) and Mental Health Awareness (October 11th). We are looking to reconnect with PAASN.

Matters for Library Board Action

1. Approve Scope of Work proposal for engaging a consultant for the Library Board ... 79-81
2. Approve entering into a 3yr. contract with CBTS for phone equipment and service in the amount of \$15,478.20 annually.....82
3. Consideration and approval of closing the Library on Friday, March 11, 2022 for an additional In-Service day for staff training with Dr. Jay Marks to further develop and discuss DEI topics first introduced at the August 20, 2021 event; Director Farkas has two board meeting calendar conflicts which she is asking for the Board to meet a week earlier on Thursdays in February and July of 202283

Communications

1. 9/27/21: Email from Kathy Crawford, Re: iCube Project.....84
2. 9/27/21: Email from Kathy Crawford, Re: Trustee Michener's letter 84-86
3. 9/28/21: Email from Sharon Trumpy, Re: Parent to Parent Book Discussion86
4. 10/7/21: Email from Mary Storch, Re: Fines..... 86-88

Closed Session

1. None

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

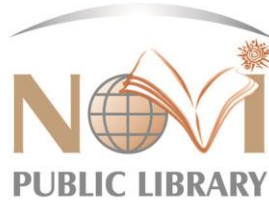
- Library Board Calendar – 202189

2021 Future Events:

- 11/2: VOTING DAY: Due to being a precinct location, the library will provide limited lobby, drive-up and café services, full use of the building is CLOSED.
- 11/10: Friends of the Novi Library Regular Meeting at 2pm, Novi Public Library
- 11/10: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 11/17: Library Board Regular Meeting at 7pm, City of Novi, Council Chambers – change from Thursday 11/24 to Wednesday 11/17 due to the Thanksgiving holiday
- 11/24: Library closes at 5pm
- 11/25: Library closed for Thanksgiving Holiday
- 11/26: Library closed
- 12/3 – 12/5: Fuerst Festive Nights Event (Library and City of Novi)
- 12/8: Friends of Novi Library – Meeting Cancelled
- 12/8: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 12/15: Library Board Regular Meeting at 7pm, City of Novi, Council Chambers – change from Thursday 12/23 to Wednesday 12/15 due to the Christmas holiday

Inform. Inspire. Include.

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
September 23, 2021**

Expanded Draft

Call to Order by President, Kathy Crawford

The meeting was held at the Novi Civic Center, Council Chambers, 45175 Ten Mile Road Novi Michigan 48375, and was called to order by Kathy Crawford, President, at 7:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Kat Dooley in absence of Brian Bartlett

1. Library Board

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

Student Representatives

New Student Representatives have been appointed – 1st Meeting 10/28/2021

Library Staff

- Julie Farkas, Director
- Barbara Cook, Bookkeeper

Library Attorney

- Lisa Hamameh
- Rosati, Schultz, Joppich & Amtsbuechler

Approval of Agenda

President Crawford added item 4 under Matters for Board Action, consideration for the Library Board to engage Dr. Lee Meadows for additional Board consulting work. A motion was made to approve the Agenda as amended.

1st – Trustee Dooley

2nd – Trustee Cherukuri

Discussion: Trustee Michener asked if the Board could also consider Dr. Jay Marks. Director Farkas explained Dr. Lee Meadows was suggested due to his involvement with the Board in a strategic planning capacity and his proposed recommendations to move forward. This is discussed further under Matters for Board Action item 4.

Roll Call Vote was taken. 5 yes votes. Motion passes unanimously. Trustees Bartlett and Yu are absent/excused.

Consent Agenda

1. Approve Minutes of:
 - A. August 26, 2021- Regular Meeting

2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#606)

A motion was made to approve the consent agenda items 1 and 2.

1st- Trustee Cherukuri

2nd- Trustee Crawford

No discussion took place.

Roll Call Vote was taken. 5 yes votes. Motion passes unanimously. Trustees Bartlett and Yu are absent/excused.

Presentations

1. No Presentations

Public Comment

None

Reports

1. Student Representatives Report
(Pages 21- 22, prepared by Librarian, Lindsay Gojcaj. Student Representatives Abhay Kakarla and Rida Salim have been appointed and will attend the October 28, 2021 Board Meeting.)

2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals (page 23)
 - B. Library Board of Trustees Committee Assignments 2021-2022 updated as of 9/14/21 reflecting appointment of Kat Dooley to HR Committee (Page 24)
 - C. Letter from Dr. Lee Meadows (previously included in July 22, 2021 packet) recommendation to have the Library Board engage further with Dr. Lee Meadows. Director Farkas is inquiring about consulting fees for this work. (Pages 25-26)
 - D. Staff has been asked to review the Community Listening Session narrative from 6/22/21 based on point of clarification provided by Sharon Trumpy. (page 27)
 - E. Based on the motion approved (5-1) regarding Juneteenth at the 8/26/21 meeting, follow-up committees has begun. HR Committee is meeting 9/20/21. Director Farkas has asked for further guidance and information pertaining to staff feedback from the HR Committee. Policy has not chosen a meeting date as of yet.
 - F. Listening Session Reflection Responses by Novi Library Board of Trustees 7/22/21 (page 28-34)

President Crawford's statement is listed below in first person:

I was very pleased to see the results of the 2020 City of Novi National Research Center survey indicating a 96 % favorable rating of Novi Library services and programs. This doesn't happen by accident...I would like to commend staff and volunteers for their dedication and hard work. The survey rating also recognized that Novi has greater social tolerance and enhanced enjoyment of the community. Respondents indicated with a score of 86% that the City values and respects residents from diverse backgrounds. In the area of inclusivity-a feeling of belonging and engagement...the City rated very high with a score of 99% feeling Novi is a place to raise children. Of course, we will continue to be committed to improving and creating enhanced programming in the areas of Diversity, Equity and Inclusion, but this data confirms that we are heading in the right direction. On page 23 you will find the Board committee chart indicating the appointment of trustee Dooley to HR Committee. I want to thank her for accepting this appointment. There are no other changes in committees at this time, however, we have all received a petition from a Northville/Novi organization asking for the removal of one member from the DEI Committee. I am very aware of perpetual conflict on this committee since its beginning in 2020. There has also been a history of contentious behavior among some members of the board. In order to find a way forward, I have had communications from and with staff, Board members and community members related to the problems on the DEI committee and Board...problems that were going on well before our latest three members were appointed. A wise person once stated that "What You Focus on EXPANDS" I am confident that if I focused on finding negative or controversial statements or shared posts from any person in this room, or people on other committees and commission, I would have no problem finding something disagreeable or something that could offend me! I do not intend to investigate each Trustee's background, nor will I ever use my limited time to follow each Trustees Facebook Posts...how would that improve our Library or the City of Novi? Trustees appointed to this Board are professionals in a variety of fields, several owning their own successful businesses and were selected due to their own expertise and history of involvement. These conflicts have got to stop, because it is affecting staff morale, creating anxiety among Board and staff, which affects our ability to address the important issues of this Library. When we had our Board Retreat the end of June, it was noted by the Presenter, Dr. Lee Meadows that this Board actually does have a strong commitment to work together to solve internal and external issues that interfere with Board effectiveness. There was a letter to Director Farkas from Dr. Lee Meadows (previously included in July 22, 2021 packet). After his very helpful presentation, Dr. Meadows offered three recommendations. I actually prefer to have a committees and Board members who are passionate people, because they want

action. We will not agree on every issue but for this current Board to move forward, we must be open to building collaboration and trust. If any Library Board member is unwilling or unable to work toward cooperation, collaboration and compromise...I urge them to contact the City Clerk and tender their resignation from this Board.

Trustee Michener asked about her letter she read at the last meeting. When it comes to fairness and unity, which she said she has not felt, how does this get rectified? Trustee Michener read the library mission statement and said she wants dedication to the DEI work without gas lighting. Trustee Michener recommends Dr. Jay Marks whom she feels is exceptional and a leader in Oakland County. Additionally, she feels ignored when she asks for help and she is not responded to. Trustee Michener wants to know the plan to move forward. President Crawford wants collaboration moving forward and wants to eliminate some of the conflicts that exist, and she will explain the plan further under the HR Committee report.

3. Treasurer's Report (Geoffrey Wood)- pages 35-45

A. 2021-2022 Library Budget Fund 268

The 2021-2022 Library Fund 268 budget calls for revenue of \$3,244,172 with expenditures of \$3,409,700 consuming \$165,528 of the fund balance.

B. 2021-2022 Contributed Fund Budget 269

The 2021-2022 Library Contributed Fund 269 budget calls for revenue of \$47,500 and expenditures of \$58,400 consuming \$10,900 of the fund balance.

C. Financial Report - August 2021

On page 39 of the August Board packet.

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

Revenue ending August 31, 2021 was \$3,203,941.
Expenditures ending August 31, 2021 was \$458,642.

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

Revenue ending August 31, 2021 was \$2,300.
Expenditures ending August 31, 2021 was \$11,249.

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

Ending Fund Balance for Fund 268 as of August 31, 2021 was \$5,329,712
Ending Fund Balance for Fund 269 as of August 31, 2021 was \$1,719,455

4. Director's Report (Julie Farkas)

On pages 46-50 of the September Board packet.

Staff members celebrating anniversaries for October are:

- Barbara Rutkowski– Information Technology - 24 years
- Pat Amireskandari – Support Services- 19 years
- Kit-Ming Tang– Support Services – 13 years
- Kristin Abate - Support Services – 13 years
- Linda Brewin- Information Services – 13 years
- Steve Palizzi – Information Services-Sub – 9 years

- Latonia Phillips- Information Services- Sub – 2 years

- A. Information Technology Report (pages 51-52)
- B. Facilities Report (pages 52-53)
- C. Information Services Report (pages 54-57)
- D. Support Services Report (page 58)
- E. Library Usage Statistics Report (pages 59-67)
- F. Friends of Novi Library – (pages 68-73)
- G. City of Novi Historical Commission – (pages 74-79)

- On page 46 is an article featured in Novi Note about the self-service Lending Library Kiosk. Also, there is a photo of Novi Resident and Library cardholder, Marcia David in front of the kiosk.
- On page 48 is a flyer for the Fall Back to Business opportunity to connect with small business. This was in collaboration with the Novi Chamber.
- On page 49 is a flyer for the annual breakfast for media specialists, principals and superintendents of the school districts that the Library works with.

Public Comment

Sharon Trumpy, resides on Harvest Drive, Novi.

- Sharon addressed the cancellation of the Community Listening Session response session. Sharon commented that there are only responses from 4 of the 7 trustees, and zero comments from the chair of the DEI committee- Trustee Cherukuri. She thanked Trustee Dooley and Michener for responding in a timely manner.
- Sharon discussed the cost to pay employees for a Holiday. She wants to know the dollar amount paid to employees for the July 4th Holiday which would be comparable to what the cost would be to pay employees for the Juneteenth Holiday with no other changes to PTO or floating Holidays. Sharon said the after the August meeting Trustee Cherukuri told her to figure it out herself. She said she does not serve on the Finance Committee and respectfully suggests that the Finance Committee provide this answer.
- Sharon commented that in the packet pages 95-103 are devoted to community petition signed by more than 270 individuals requesting the removal of DEI Chair – Trustee Cherukuri. She hopes that President Crawford and Mayor Gatt do not ignore the community's voice.
- Sharon asked President Crawford to respond to Trustee Michener's formal complaint and not permit the committee chair's to mistreat or verbally accost committee members without repercussions.
- Regarding item #11 listening session in re: to opportunity for public comment at library Board meetings. Sharon suggests the Library Board follow the local school board and allow public comment prior to Board action and the second opportunity on any topic at the very end of the meeting. The school board meetings are live streamed and the documentation (minutes) are limited to the number of comments made and the topics addressed.

Committee Reports

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
 - Committee bringing forth as 2nd draft for Board review the following policies:
 - A. Remote Work Policy (pages 80-83)
 - B. Record Retention Policy (new policy) (page 84)
 - C. Guest Behavior Policy (page 85-91)
 - D. Confidentiality of Guest Records: Freedom of Information Act and Subpoenas (pending further draft edits for October 2nd draft review)

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair -Crawford, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, and Kirsten Malzahn.
 - Meeting scheduled for 9/20/21.

Update from President Crawford: A productive Board HR Meeting was held on 9/20/21 with all members present. Discussion took place regarding the background of paid holidays and how they are initiated. They have been initiated by City policy, National and State policies, other library's policy of similar size, public demand, Board and/or staff initiatives. The Juneteenth paid holiday issue has some members concerned about adding additional costs in the budget until actual costs of recent budget impacts have been determined. Concerns centered on staff input and the numerous uncertain costs Novi Library is currently addressing: Ongoing Expenses related to COVID Protocols, storm damage expecting to exceed \$100,000, a new expenditure related to phone system, employees who qualify for paid holiday and the Fine Free costs. Expenditures are currently being addressed in the Finance Committee. Until these expenditures are finally determined, a recommendation to the Board could not be made. In addition, it was determined that the Board's DEI Committee should be PAUSED for a time to be decided. The DEI Initiatives have been and will continue to be conducted by the Employee DEI Committee under the direction of Director Farkas with Board Oversight.

Trustee Michener asked if there is no longer a Board DEI committee and President Crawford said they are PAUSING the DEI committee and the staff DEI committee will continue to do their work. President Crawford explained the HR committee is discussing how to move forward as there are strong personalities on the DEI Committee and President Crawford is

hearing that the committee is unable to move forward as it stands right now, which is why there is a PAUSE. Trustee Michener said there is healthy debate on the DEI committee and things need to be discussed and she feels isolated as she is just hearing about this now. President Crawford said this was discussed at the HR Committee meeting. Some employees and staff in the meetings said it seems impossible to move forward at this time because of the disagreements that exist. President Crawford said there was an email that the next DEI meeting was cancelled due to a conflicting schedule. Trustee Michener questions the pausing and wants a definition. President Crawford wants to pause the next meeting until it can be discussed further. Trustee Dooley provided clarification for transparency to the public. Trustee Dooley explained the Committees are at the pleasure of the president in the bylaws and the president can determine who is on the committee's and things of that nature. The HR Committee did not determine the pause; they discussed what was going on. Trustee Dooley is on the HR and DEI Committees and was asked about the effectiveness of Trustee Board (DEI Committee). Trustee Dooley answered, in the current meetings, as they have them now, there is no effectiveness that is happening (in the trustee DEI committee). Trustee Dooley thinks there is a communication breakdown that has been outlined by Trustee Michener, when she crafted her letter and read it at the last meeting. Trustee Dooley said in order to move forward with DEI initiatives as a Trustee (DEI) Board, if they are going to have any influence in conversations and guidance - Trustee Michener is the expert in DEI work. But the public needs to know there really is no work getting done right now and that is a shame. Additionally she said this is on the presidents table in terms of deciding what to do moving forward. As part of the DEI since its inception It is hard for Trustee Dooley to attend these meetings and really not see work getting done. Trustee Dooley said from the inception of the committee Trustee Michener brought experience to the table and she (Trustee Dooley) also had a hat in making it standing. Trustee Dooley said there is a lot of work that has been progressing at a very slow pace and not as quickly as a lot of people would like it to be, including herself. She has seen a lot of progress come from the staff, who are working hard to push equity and inclusion goals. She says there needs to be a lot of work to rectify this (among the Board). Trustee Michener asked for clarification that it was not a HR Committee decision and Trustee Dooley said it was not (to pause the DEI Committee). Trustee Dooley welcomes a consultant for this. Trustee Michener appreciates the clarification and said she also worked very hard at library DEI initiatives and it is not just the staff. Trustee Michener said she poured her heart into it (DEI work at the library), including her additional work at the listening sessions. Trustee Michener said it is a disservice to the Board not to have a DEI Committee. President Crawford wanted to be clear the committee exists and they are not going to have a

(DEI) meeting right away until after more discussion and input from the HR Committee. President Crawford added that there has been much talk about the dysfunction of the (DEI) committee and she wants to have more discussion, additional training and HR discussions. Trustee Michener said she was president of the Board and usually these decisions are made together.

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

(Chair- Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)

- No meeting; no report

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

(Chair -Dooley, Bartlett, Yu, Staff Liaison – Julie Farkas & Dana Brataniec)

- A meeting was held on: September 13, 2021
- GOALS:
 1. Read box fundraiser during National Library Week (April 2022)
 2. Bigger ongoing support to Friends of Novi Library
 3. Marketing plan update
- Chair Dooley's report is on pages 92-93 of the September Board packet.
- Updates from original report: Tour of the SV Temple in Novi was rescheduled to September 20th and Trustee Dooley was not able to attend. Trustee Bartlett, Yu and Cherukuri were in attendance with staff. Trustee Dooley attended the Hispanic Heritage recognition program. Trustee Michener is planning to attend the parent to parent book club with Dr. Matthews.

5. **Strategic Planning Committee:**

(Chair - Bartlett, Dooley, Staff Liaison – Julie Farkas)

- No meeting; No report
- Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

6. **Building/Landscape Committee:**

(Chair-Yu, Cherukuri, Staff Liaison – Julie Farkas)

- No meeting; no report.
- GOALS:
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan.
- Update from Director Farkas:

-A visit from the Risk Control Consultant for the Insurance claim pertaining to technology damage due to two storms this summer occurred on Monday, September 13, 2021. The consultant will now move along the information to the underwriters.

-RFPs for the phone system were received. A total of 16 proposals were submitted and are currently being reviewed by Julie Farkas and Barb Rutkowski.

- Some staff have experienced tire issues due to the construction debris in the Novi High School staff parking lot. This was addressed with the high school construction contractor and frequent sweepings of the lot have been offered by the contractor.

- The library parking lot has been experiencing a high volume of vehicle traffic from 2:45pm – 3:20pm. High school parents are using the library lot as a pick-up to avoid getting stuck in the high school lots, unfortunately this has created back-ups to the drive-up window and excessive cueing of cars to pick-up students and to exit out of the parking lot. Contact was made with Assistant Superintendent Greg McIntyre, Principal Carter at Novi High and the Novi Police Dept. Extra patrolling of the main entrance by Library staff has been executed.

- Director Farkas is grateful to have a great relationship with the Novi High School principal and Assistant Superintendent and appreciates their help with the parking lot concerns,

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

(Chair – Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)

- No meeting; no report
- GOAL: Review current Library Board Bylaws (last updated March 28, 2019)

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

(Chair – Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)

- No meeting held; no report.
- Staff DEI Committee Update: Meeting held 9/14/21: Committee is looking into a community event for utilizing the \$1,000 in the DEI budget: creating some kind of challenge (targeting April during National Library Week, which is also Diversity month). Possibly a 30 day challenge with a scorecard/bingo card/calendar idea where we can engage all users of the library. The ALA scorecard for Library and Information Organizations that was developed by ALA Committee on Diversity was discussed further and staff are offering up additional information pertaining to NPL. A tour of the Sri Venkateswara Temple & Cultural Center was rescheduled for Monday, September 20th. Nicole, from HR, is working on a series of webinars/presentations for staff to participate in related to DEI for 21/22. The Library unfortunately was not chosen for the U of M DEI project proposal.

Matters for Board Action

1. Remote Work Policy

A motion was made to approve the Remote Work Policy. (pages 80-83)

1st- Trustee Cherukuri

2nd-Trustee Wood

Discussion: Trustee Michener is concern about a sentence in the Remote Work Agreement Document on page 82. She is referring to the second sentence of

the last paragraph on page 82. Which states, the employee will allow the Library Director or delegate to have access to the remote working location for purposes of assessing safety and security, upon reasonable notice. Trustee Dooley asked if this was crafted from similar organizations remote work policies. She does not believe her current remote work policy has that specific provision in it. Director Farkas explained this policy started as a pandemic policy and she worked with the attorney to have it written more general for remote work. Director Farkas is comfortable with striking that sentence and believes she will have strong communications with employees regarding equipment and adequacy (safety/security) of remote work environment. This sentence the Trustees agreed to strike is not part of the policy and can be found in the remote work agreement.

Attorney Lisa stated the motion is now a floor motion that can be amended by the Trustees. But all Trustees must agree to amend it before they can vote on it.

Trustee Cherukuri gave the floor to Trustee Michener to make the motion to amend the original motion on the floor. Trustee Michener accepted the original motion to approve the policy with one amendment, which is to strike the following sentence (from the remote work agreement). The Library Director or delegate to have access to the remote working location for purposes of assessing safety and security, upon reasonable notice.

1st – Trustee Michener

2nd- Trustee Wood

Prior to Roll Call Vote Director Farkas reminded the Trustees that they are voting to approve the policy and the sentence being stricken is from the remote work agreement. Director Farkas should be able to amend and change the remote work agreement, as needed. Trustee Michener thought the agreement was a part of the policy and believes that (removing that sentence) should be voted on. There was confusion about voting on the policy as one motion vs. voting on the remote work agreement as another motion (specifically removing one sentence) or combining the motions. Attorney Lisa clarified this can be done as one motion and still allow Director Farkas to make changes to the remote work agreement since only one sentence is being removed from the agreement. The Trustees decided to vote on the original motion from Trustee Cherukuri with an amendment as restated below:

Trustee Cherukuri made a motion to amend his original motion. His amended motion states to accept the remote work policy and to ensure the future use of the remote work agreement strikes the sentence, The Library Director or delegate to have access to the remote working location for purposes of assessing safety and security, upon reasonable notice.

1st- Trustee Cherukuri

2nd – Trustee Dooley

Roll Call Vote was taken. 5 yes votes. Motion passes unanimously. Trustees Bartlett and Yu are absent/excused.

Trustees agreed this amended motion took care of item 1 Under Matters for Board

Action.

2. Record Retention Policy (new policy)

A motion was made to approve the Record Retention Policy (page 84)

1st – Trustee Wood

2nd- Trustee Michener

Discussion: None

Roll Call Vote was taken. 5 yes votes. Motion passes unanimously. Trustees Bartlett and Yu are absent/excused.

3. Guest Behavior Policy (omitting the Smoking Policy as a separate policy and adding language to the Guest Behavior Policy).

A motion was made to approve the Guest Behavior Policy (pages 85-91)

1st – Trustee Dooley

2nd- Trustee Crawford

Discussion: Trustee Cherukuri asked if the smoking policy is eliminated. Director Farkas said the Smoking Policy will go away because it is incorporated in the Guest Behavior Policy as stated so on page 86. Additionally, on item 7 Chapter 22, Article V, Section 22-101 (d) goes after the word Library Building at the end of the sentence. This minor change does not alter the motion.

Roll Call Vote was taken. 5 yes votes. Motion passes unanimously. Trustees Bartlett and Yu are absent/excused.

4. Consulting work with Dr. Lee Meadows

President Crawford moved that the Novi Library Board engage Dr. Lee Meadows for Consulting work based on the June Strategic Planning Session and recommend the cost not to exceed \$1500.

1st – Trustee Crawford

2nd- Trustee Dooley

Discussion: Trustee Michener would like the Board to consider more than one presenter. She is recommending Dr. Jay Marks as he has a history with the library and has spoken at some of the programs. President Crawford said this is the beginning and Dr. Meadows is able to conduct one on one interviews in early October. He can provide these confidential interviews both in person and Zoom. He has a good sense of what he noted in the strategic planning session. Dr. Meadows would plan to put together his findings and provide his thoughts to the full Board at the Wednesday, November 16 public Board meeting, with a 30 minute presentation along with additional recommendations. This cost can be covered in the current Professional Services budget #816. Trustee Michener is asking for time to think about this motion and not vote on it today. President Crawford would like to move forward due to the crisis on the (DEI) Committee. Trustee Wood commented in the past, things were rushed and added at the agenda to the last second and people have been pressured to vote on matters therefore, he prefers to have this motion tabled until next month. Trustee Dooley said Dr. Jay Marks trained staff at the in service and he is phenomenal in the DEI space. Also, she said Dr. Meadows was present at the strategic planning and there is a need for continued education. She is exciting about consulting on a one on one basis with Dr. Meadows and feels a lot of awful behavior has occurred and she wants to work towards the healing because the work is very important and she asks the Board to find a way to get there. She wants training to happen and continual training from thought leaders in the space, like Dr. Marks and others that are qualified. President Crawford agrees that Trustees need time to review motions but because of the critical issues that are happening with the committee she felt it should move forward. Director Farkas asked for guidance from the Board on how to present this to Dr. Marks, since Dr. Meadows spent time with the Board and came up with a plan. Trustee Michener prefers two options

(for consultants) to choose from for training. President Crawford said the Board can direct additional trainers and this is just the beginning training.

Trustee Dooley asked if the chair would consider amending the motion on the floor to allow additional suggestions/proposals not to exceed \$1500 instead of voting on a specific person (vote on the action to get proposals). President Crawford is willing to withdraw her motion if the seconder is willing to withdraw and a new motion can be made. Trustee Dooley as the seconder agreed to withdraw. The original motion has officially been withdrawn.

Director Farkas asked for clarification. Is she bringing a proposal back from Dr. Jay Marks on his ideas to work with the Board? Trustee Michener said Dr. Marks has already worked with the library and maybe he can do research himself and bring something to the table. Attorney Lisa suggested since the motion has been withdrawn and the Trustees are looking for other options (for DEI training) then there is no point to another motion. President Crawford asked if this is open to other DEI experts. Trustee Michener prefers a motion to make sure the work happens. Trustee Cherukuri prefers a monetary cap and a detailed scope of work to help possible trainers prepare their proposals/suggestions. Director Farkas asked for guidance on what the Board is looking for when she reaches out for additional proposals because at this time she is only working from the event that occurred in June. Trustee Wood prefers to vote on items in the agenda that are printed, and at this time he does not feel a motion is needed and Director Farkas can return with other options. Trustee Dooley offered some clarification to Director Farkas. Trustee Dooley said the specific training needs to be centered on diversity, equity and inclusion. Also, the training should be based on how the board currently works and communicates. Lastly, the trainer needs to bring recommendations on how to move forward on training the Board -with focus primarily on DEI. Finally, if the work does not exceed \$1500 that would be great. Director Farkas will reach out to both consultants again to get a more apples to apples comparison and suggested the Trustees let her know if there are other consultants they would like her to reach out to. The Trustees decided to have the Director reach out to the current two consultants instead of preparing RFP's. Attorney Lisa suggested to table the discussion.

The Trustees decided to table the discussion until the next Board meeting. A motion was made to table the discussion until the October Board Meeting.

1st- Trustee Dooley

2nd- Trustee Michener

Roll Call Vote was taken. 5 yes votes. Motion passes unanimously. Trustees Bartlett and Yu are absent/excused.

Communications

1. 8/26/21: Email from Ian Reed Twiss Re: How does this advance DEI
2. 8/27/21: Email from Sharon Trumpy Re: Recent message
3. 9/9/21: Email from NNRAAA Re: Petition for the Removal of Sreeny Cherukuri
4. 9/14/21: Email from Emily Brush, NPL Librarian Re: Thank you

Closed Session

1. None

Adjournment

A motion was made to adjourn at 8:39 p.m.

1st— Trustee Michener

2nd— Trustee Cherukuri

Roll Call vote to adjourn was unanimous. 5 yes votes. Motion passes unanimously.
Trustees Bartlett and Yu are absent/excused

Brian Bartlett, Secretary

Date

Warrant 607	268 Accounts	October 2021	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 108.70
Quill		268-000.00-727.000	\$ 600.54
Apple	Developer Program	268-000.00-734.000	\$ 104.94
Canva	subscription	268-000.00-734.000	\$ 119.40
Knight Watch		268-000.00-734.000	\$ 245.00
Amazon		268-000.00-734.500	\$ 162.71
Midwest Tape		268-000.00-740.000	\$ 699.93
Showcases		268-000.00-740.000	\$ 110.75
Specialty Store Serv.		268-000.00-740.000	\$ 965.55
Amazon		268-000.00-742.000	\$ 2,454.74
Brodart		268-000.00-742.000	\$ 5,277.63
Gale/Cengage		268-000.00-742.000	\$ 79.17
Really Useful Boxes		268-000.00-742.000	\$ 58.04
Tsai Fong Books		268-000.00-742.000	\$ 607.89
Amazon		268-000.00-742.010	\$ 68.91
Brodart		268-000.00-742.010	\$ 771.64
Midwest Tape		268-000.00-742.010	\$ 73.47
Elsie Public Library		268-000.00-742.100	\$ 17.95
Midwest Tape		268-000.00-744.000	\$ 1,024.72
Amazon		268-000.00-745.200	\$ 217.30
Midwest Tape		268-000.00-745.200	\$ 2,801.93
Pro Quest		268-000.00-745.300	\$ 1,967.50
Spectrum Enterprises		268-000.00-801.925	\$ 57.89
Foster Swift	thru 8/31/21	268-000.00-806.000	\$ 1,218.00
Rosati, Schultz	thru 8/31/21	268-000.00-806.000	\$ 910.00
AAUWNN		268-000.00-809.000	\$ 84.00
ALA		268-000.00-809.000	\$ 550.00
RNA		268-000.00-817.000	\$ 7,028.10
ATT		268-000.00-851.000	\$ 467.51
T-Mobile		268-000.00-851.000	\$ 852.22
Verizon		268-000.00-851.000	\$ 458.90
Muni web		268-000.00-880.000	\$ 645.00
JoAnn		268-000.00-880.000	\$ 8.97
Target		268-000.00-880.000	\$ 55.22
Amazon		268-000.00-880.268	\$ 166.58
Barnes & Noble		268-000.00-880.268	\$ 10.00

MI Humanities Council		268-000.00-880.268	\$ (158.00)
Oriental Trading		268-000.00-880.268	\$ 75.60
Target		268-000.00-880.268	\$ 6.00
Engraving Conn.		268-000.00-900.000	\$ 48.24
Consumers Energy		268-000.00-921.000	\$ 242.71
DTE		268-000.00-922.000	\$ 8,523.87
Allied Eagle		268-000.00-934.000	\$ 976.95
Allied Building	Main.; filter change	268-000.00-934.000	\$ 1,630.00
Batteries + Bulbs		268-000.00-934.000	\$ 576.51
Boynton Safety	Fire extinguisher Inspections	268-000.00-934.000	\$ 2,193.00
Cintas		268-000.00-934.000	\$ 1,139.68
Conney Safety		268-000.00-934.000	\$ 131.48
Dalton	cleaning	268-000.00-934.000	\$ 3,775.00
Home Depot		268-000.00-934.000	\$ 120.46
Orkin		268-000.00-934.000	\$ 69.50
Brien's	weeding/mowing	268-000.00-941.000	\$ 2,100.00
Cut My Tree Down		268-000.00-941.000	\$ 1,350.00
SCA		268-000.00-941.000	\$ 120.00
Corrigan		268-000.00-942.100	\$ 24.95
MLA	Think Space- May and Dec Sessions	268-000.00-956.000	\$ 1,595.00
MLA	MLA Virtual Conference	268-000.00-956.000	\$ 950.00
A&R Sealcoating	parking lot improvements	268-000.00-976.100	\$ 10,700.00
Petty Cash (Office Exp.)		268-000.00-727.000	\$ 23.97
Petty Cash (postage)		268-000.00-728.000	\$ 2.56
Petty Cash (meeting)		268-000.00-956.000	\$ 5.00
TOTAL			\$ 67,273.28

Warrant 607	269 Accounts	October 2021	
Payable to	Invoice #	Account number	Account total
Brush, Emily	Raising a Reader - party supplies expense	269-000.00-742.229	\$ 23.79
Target	party supplies expense	269-000.00-742.229	\$ 33.70
Panera	Credit for sales tax; Board Lunch; Training day	269-000.00-742.234	\$ (7.16)
Amazon	iCube; neg./pos. photo scanner	269-000.00-976.046	\$ 52.06
Amazon	iCube; glass vials; DIY candle making	269-000.00-976.046	\$ 116.79
Galat, Justine	iCube; reimburse for supplies crafts	269-000.00-976.046	\$ 102.50
US Cutter	iCube; sublimation mugs	269-000.00-976.046	\$ 194.99
US Cutter	iCube; sublimation mugs	269-000.00-976.046	\$ 129.29
TOTAL			\$ 645.96

Welcome New Students Representatives:



My name is Rida Salim. I am a sophomore at Novi High School. I moved to Novi from Texas in January of 2020, before lockdown. I love reading and biking. My career aspiration is to become a lawyer.



My name is Abhay Kakarla and I am a sophomore at Novi High School. My birthday is April 28 and I am currently 15 years old. I was born in Denver, Colorado, but my parents were both born in India. Some of my favorite subjects are Chemistry and Biology, and I aspire to go into the medical field in the future. My hobbies include playing basketball, football, and tennis (I play tennis for the school team). I am also a hard-working and very open individual who works very well as a team. A fun fact about me is that I have lived six different places including, Colorado, 2 places in California (Las Angles and San Diego), Chicago, India, and Michigan.

September 2021 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

New Student Representatives met with Director, Mrs. Farkas and Teen Librarian, Mrs. Gojcaj on September 28, 2021 for a student rep orientation. Expectations were discussed (see document).

Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia was held on September 22. Guests read Take Back the Block by Chrystal Giles and answered trivia questions relating to the book. (Attendance = 1)

Teen Space Update:

Teen Space will begin on October 4.

Teen Advisory Board (TAB) Update:

The first TAB meeting for the 21-22 school year was held on September 24. The meeting was started with a welcome from Lindsay Gojcaj, Information Services Librarian. Following the welcome, teens were introduced to the current TAB Officers as well as provided more information about what TAB is and what TAB does. Teens then participated in an icebreaker to

help get to know each other. We had guest speakers from MSU and Novi Rotary to present on the October school supply donation drive and how TAB could get involved by helping to promote the donation drive. Following the presentation, the teens were asked whether they would prefer in person versus virtual programming. Due to a split in votes, the decision was made to remain virtual and will be re-evaluated on a month to month basis. (Attendance = 14)

Upcoming Programs:

BeTWEEN the Pages: Tween Book Club Trivia (Title is The Sign of the Beaver by Elizabeth George Speare) – November 17

Teen Advisory Board (TAB) Meeting – November 19

Teen Stop Featured Display:

The September Teen Stop display featured young adult fiction books that recognized Banned Books Week titles from the frequently challenged young adult book list provided by the American Library Association's Office for Intellectual Freedom.



Novi Public Library Student Representatives Expectations

Library Board Meetings

- Attending monthly Board Meetings; meetings held on the fourth Thursday of the month
 - September 23, October 28, November 17, December 15, January 27, February 16, March 24, April 28, May 26, June 23 and July 28
- Verbally present information, including program and stats

Monthly Reports

- Write-up a monthly report to be submitted to the Library Board; includes tween and teen programming descriptions, attendance statistics, program pictures and upcoming programs

Year-End Reflection Presentation

- Compile yearly information, including important accomplishments and what you learned into a presentation given to the Library Board; presented either in June or July

Teen Advisory Board (TAB)

- Attend a monthly TAB Meeting, meetings held on Fridays at 3:30pm
 - Future TAB dates: October 29 & November 19
- Write-up information about TAB Meeting for monthly report
- Recruit new members to join TAB

Outreach

- Attend at least one outreach event per year (i.e. Novi High School Open House)

Teen Volunteer

- Sign-up to be a teen volunteer at the Novi Public Library





2019 - 2022

Novi Public Library's Strategic Goals

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



How will we accomplish these goals?



Collections/Electronic Resources

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



Programming & Events

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



Outreach & Services

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



Building & Grounds

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



Human Resources

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



Marketing

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

Our Mission:

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

INFORM. INSPIRE. INCLUDE.

Updated: 09/24/20

2021-2022 Library Budget 268									
January 28, 2021 Approval		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Revenues		6/30/2020	1/23/2020	5/28/2020	1/28/2021	5/27/2021	1/28/2021	1/28/2021	1/28/2021
Account	Description								
403.000	Tax Revenue - Current 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	Unrealized gain(loss) invest	24,289.90	-20,000.00	-20,000.00	-20,000.00	-20,000.00	10,000.00	10,000.00	10,000.00
665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	1,200.00	1,200.00	5,000.00	5,000.00	5,000.00
665.100	Copier	1,172.45	600.00	600.00	1,000.00	1,500.00	1,000.00	1,000.00	1,000.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	7,172.40	3,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	6,376.15	4,000.00	4,000.00	4,000.00	10,500.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	23,828.75	37,000.00	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	500.00	500.00	1,500.00	1,500.00	1,500.00
665.404	Novi Township Assessment	6,591.00	6,600.00	6,600.00	6,847.00	6,847.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	5,030.11	6,000.00	5,000.00	0.00	0.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,190,826.49	3,244,172.00	3,279,194.00	3,321,899.00

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

2021-2022 Library Budget 268 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									
Capital Outlay									
Account	Description								
962.000	Building Maint.	0.00							
941.000	Grounds Maint./Entrance Project	0.00							
976.000	Building Improvements/Entrance	0.00	15,000.00	0.00	0.00	0.00	0.00		
976.100	Parking lot improvements	0.00					5,000.00	125,000.00	
983.000	Vehicles - Van	31,432.55							
986.000	Internal Tech - Capital Outlay AST	29,227.25	58,000.00	32,000.00	0.00	0.00	0.00	159,000.00	159,000.00
986.000	Camera/Computer replacement	0.00	21,000.00	21,000.00	0.00	0.00	32,200.00	65,800.00	35,500.00
990.000	Furniture	0.00	17,000.00	17,000.00	17,000.00	13,774.00	0.00	0.00	0.00
Total Capital Outlay		60,659.80	111,000.00	70,000.00	17,000.00	13,774.00	37,200.00	349,800.00	194,500.00
965.269	Walker Transfer								
Total Expenditures		3,007,881.47	3,386,360.00	3,221,824.00	3,167,504.94	3,148,792.94	3,409,700.00	3,789,610.00	3,692,400.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,190,826.49	3,244,172.00	3,279,194.00	3,321,899.00
680.000	TOTAL Fundbalance	180,244.89	-141,060.00	-97,524.00	-43,618.70	42,033.55	-165,528.00	-510,416.00	-370,501.00

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

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

269 - Library Contributed Funds		Revenues & Expenditures					
2021-2022 (Approval 1/28/21)		2019-2020 Audited	2020-2021 Approved	2020-2021 COVID-19	2020-2021 COVID-19 Yr.End	2020-2021 4th Qtr. Amend	2021-2022 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 September 2021

Approved Budget for Fund 268 Fiscal Year 2021-2022

TOTAL REVENUES	\$3,244,172
TOTAL EXPENDITURES	\$3,409,700
NET OF REVENUES & EXPENDITURES	(\$165,528)

Approved budget for Fund 269 Fiscal Year 2021-2022

TOTAL REVENUES	\$47,500
TOTAL EXPENDITURES	\$58,400
NET OF REVENUES & EXPENDITURES	(\$10,900)

Revenue & Expenditure Report for Fund 268

	YTD Aug 31, 2021	YTD Sep 30,2021	Difference
TOTAL REVENUES	\$3,203,941	\$3,212,122	\$8,181
TOTAL EXPENDITURES	\$ 458,642	\$706,064	\$247,422
NET OF REVENUES & EXPENDITURES	\$2,745,299	\$2,506,058	

Revenue & Expenditure Report for Fund 269

	YTD Aug 31, 2021	YTD Sep 30,2021	Difference
TOTAL REVENUES	\$2,300	\$5,270	\$2,970
TOTAL EXPENDITURES	\$11,249	\$12,144	\$895
NET OF REVENUES & EXPENDITURES	(\$8,949)	(\$6,874)	

Balance Sheet Report as of September 30, 2021

The ending fund balance for Fund 268 is \$5,001,370.35

The ending fund balance for Fund 269 is \$1,688,780.65

10/08/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 09/30/2021											
% Fiscal Year Completed: 25.21											
		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE		
		06/30/2021	ORIGINAL	2021-22	JULY 2021	AUG 2021	SEPT 2021	09/30/2021	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED	
Fund 268 - LIBRARY FUND 268											
Property tax revenue											
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	3,085,760.50	0.00	0.00	3,085,760.50	(80,302.50)	102.67	
268-000.00-403.001	Property Tax Revenue- County Charge	6,323.24	2,000.00	2,000.00	0.00	398.86	86.41	485.27	1,514.73	24.26	
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2	(276.15)	(295.00)	(295.00)	(289.89)	0.00	0.00	(289.89)	(5.11)	98.27	
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2	(6,071.40)	(10,624.00)	(10,624.00)	(7,282.79)	0.00	0.00	(7,282.79)	(3,341.21)	68.55	
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	(15,024.99)	0.00	0.00	(15,024.99)	(9,942.01)	60.18	
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00	
Property tax revenue		2,938,711.83	2,966,672.00	2,966,672.00	3,063,162.83	398.86	86.41	3,063,648.10	(96,976.10)	103.27	
Federal grants											
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
State sources											
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	24,215.81	0.00	24,215.81	8,784.19	73.38	
State sources		46,164.52	33,000.00	33,000.00	0.00	24,215.81	0.00	24,215.81	8,784.19	73.38	
Fines and forfeitures											
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	1,214.94	826.86	1,010.26	3,052.06	44,947.94	6.36	
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	97,775.97	0.00	97,775.97	(2,775.97)	102.92	
Fines and forfeitures		106,291.08	143,000.00	143,000.00	1,214.94	98,602.83	1,010.26	100,828.03	42,171.97	70.51	
Interest income											
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	2,465.95	0.00	0.00	2,465.95	37,534.05	6.16	
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	1,926.18	0.00	0.00	1,926.18	8,073.82	19.26	
Interest income		40,121.84	50,000.00	50,000.00	4,392.13	0.00	0.00	4,392.13	45,607.87	8.78	
Other revenue											
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	254.03	783.41	450.98	1,488.42	3,511.58	29.77	
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	71.40	0.00	0.00	71.40	928.60	7.14	
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	0.00	2,240.12	1,362.61	3,602.73	397.27	90.07	
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	0.00	0.00	852.85	852.85	24,147.15	3.41	
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	6,970.00	0.00	0.00	6,970.00	30.00	99.57	
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	100.00	
Other revenue		20,854.21	48,000.00	48,000.00	13,295.43	3,023.53	2,666.44	18,985.40	29,014.60	39.55	
Donations											
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	26.00	1.10	25.26	52.36	1,447.64	3.49	
Donations		933.91	3,500.00	3,500.00	26.00	1.10	25.26	52.36	3,447.64	1.50	

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JULY 2021	AUG 2021	SEPT 2021	09/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	59,399.62	69,173.47	69,366.91	197,940.00	785,060.00	20.14
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	40,129.42	48,945.77	48,506.89	137,582.08	587,417.92	18.98
268-000.00-706.000	Overtime	111.61	500.00	500.00	78.08	0.00	0.00	78.08	421.92	15.62
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	7,501.69	8,800.47	8,781.64	25,083.80	106,916.20	19.00
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	16,418.55	11,085.02	4,330.92	31,834.49	161,165.51	16.49
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	0.00	437.50	437.50	875.00	5,425.00	13.89
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(1,559.61)	(3,423.96)	(3,423.96)	(8,407.53)	(29,392.47)	22.24
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	513.00	1,539.00	6,561.00	19.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	4,867.00	4,867.00	14,601.00	38,699.00	27.39
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	2,945.21	3,496.16	3,507.77	9,949.14	35,950.86	21.68
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	138.58	142.56	142.25	423.39	2,276.61	15.68
Personnel services		1,913,304.91	2,121,000.00	2,121,000.00	130,431.54	144,036.99	137,029.92	411,498.45	1,709,501.55	19.40
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	704.43	801.99	570.62	2,077.04	15,922.96	11.54
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-734.000	Computer supplies, software & licensi	39,983.56	73,000.00	73,000.00	37,930.03	598.85	4,830.00	43,358.88	29,641.12	59.40
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	561.45	1,248.07	151.56	1,961.08	22,338.92	8.07
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	519.27	254.87	810.68	1,584.82	28,915.18	5.20
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	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	0.00	300.00	300.00	0.00	122.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	1,995.71	11,252.82	6,346.75	19,595.28	183,404.72	9.65
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	58.15	1,690.97	599.12	2,348.24	17,651.76	11.74
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	92.97	56.94	17.95	167.86	832.14	16.79
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	329.24	157.99	0.00	487.23	23,512.77	2.03
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	3,494.34	17,624.94	466.86	21,586.14	107,413.86	16.73
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	2,556.99	5,801.28	2,273.37	10,631.64	36,268.36	22.67
268-000.00-745.300	Electronic resources (CD rom material	63,936.47	70,000.00	70,000.00	52,704.40	0.00	0.00	52,704.40	17,295.60	75.29
Supplies		546,441.45	647,000.00	647,000.00	100,946.98	39,610.72	16,066.91	156,624.61	490,375.39	24.21

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JULY 2021	AUG 2021	SEPT 2021	09/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	56.46	57.89	0.00	114.35	385.65	22.87
268-000.00-802.000	Data processing	712.94	700.00	700.00	734.34	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	369.18	223.31	150.00	742.49	3,257.51	18.56
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	392.00	196.00	273.00	861.00	639.00	57.40
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	1,652.00	2,128.00	0.00	3,780.00	3,720.00	50.40
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	3,471.45	809.00	84.00	4,364.45	3,135.55	58.19
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	3,500.00	165.00	0.00	3,665.00	6,835.00	34.90
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	6,801.40	7,809.00	7,028.10	21,638.50	71,361.50	23.27
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	2,236.62	2,151.05	(53.00)	4,334.67	19,665.33	18.06
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	14,782.81	(387.94)	0.00	14,394.87	53,605.13	21.17
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	39.52	34.58	0.00	74.10	1,425.90	4.94
268-000.00-862.000	Mileage	91.53	100.00	100.00	40.16	0.00	0.00	40.16	59.84	40.16
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	(2.52)	1,705.98	780.01	2,483.47	21,516.53	10.35
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	1,246.37	1,940.65	147.72	3,334.74	24,665.26	11.91
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	198.44	407.46	684.89	1,290.79	26,709.21	4.61
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	14,444.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	492.45	210.71	0.00	703.16	11,296.84	5.86
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	8,536.97	8,815.92	8,523.87	25,876.76	69,123.24	27.24
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	2,296.17	7,340.83	8,293.75	17,930.75	82,069.25	17.93
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	1,462.92	1,060.00	1,470.00	3,992.92	35,007.08	10.24
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	0.00	650.94	650.94	1,301.88	6,698.12	16.27
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	74.85	325.15	18.71
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	(615.00)	84.00	1,595.00	1,064.00	15,936.00	6.26
Other services and charges		530,512.68	604,500.00	604,500.00	62,160.69	35,427.33	29,653.23	127,241.25	477,258.75	21.05
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	10,700.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		13,774.00	37,200.00	37,200.00	0.00	10,700.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury		213,815.30	(165,528.00)	(165,528.00)	2,788,552.12	(103,532.91)	(178,961.69)	2,506,057.52	(2,671,585.52)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,217,848.34	3,244,172.00	3,244,172.00	3,082,091.33	126,242.13	3,788.37	3,212,121.83	32,050.17	(1,513.98)
TOTAL EXPENDITURES		3,004,033.04	3,409,700.00	3,409,700.00	293,539.21	229,775.04	182,750.06	706,064.31	2,703,635.69	(1,513.98)
NET OF REVENUES & EXPENDITURES		213,815.30	(165,528.00)	(165,528.00)	2,788,552.12	(103,532.91)	(178,961.69)	2,506,057.52	(2,671,585.52)	(1,513.98)

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JULY 2021	AUG 2021	SEPT 2021	09/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	1,611.29	0.00	0.00	1,611.29	25,388.71	5.97
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	1,258.60	0.00	0.00	1,258.60	(5,758.60)	(27.97)
Interest income		20,323.18	22,500.00	22,500.00	2,869.89	0.00	0.00	2,869.89	19,630.11	12.76
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	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	1,551.67	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	625.00	675.00	100.00	1,400.00	(400.00)	140.00
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	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	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		17,182.87	25,000.00	25,000.00	1,625.00	675.00	100.00	2,400.00	22,600.00	9.60
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	65.00	0.00	23.79	88.79	911.21	8.88
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	10,500.00	(10.00)	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	66.56	1,259.75	(500.00)	826.31	673.69	55.09
Supplies		5,983.53	47,000.00	47,000.00	10,631.56	1,249.75	(476.21)	11,405.10	35,594.90	24.27
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	436.22	274.60	28.35	739.17	10,660.83	6.48
Capital outlay		42,847.02	11,400.00	11,400.00	436.22	274.60	28.35	739.17	10,660.83	6.48
Net - Dept 000.00 - treasury		(11,324.50)	(10,900.00)	(10,900.00)	(6,572.89)	(849.35)	547.86	(6,874.38)	(4,025.62)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		37,506.05	47,500.00	47,500.00	4,494.89	675.00	100.00	5,269.89	42,230.11	63.07
TOTAL EXPENDITURES		48,830.55	58,400.00	58,400.00	11,067.78	1,524.35	(447.86)	12,144.27	46,255.73	63.07
NET OF REVENUES & EXPENDITURES		(11,324.50)	(10,900.00)	(10,900.00)	(6,572.89)	(849.35)	547.86	(6,874.38)	(4,025.62)	63.07
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,291,672.00	3,086,586.22	126,917.13	3,888.37	3,217,391.72	74,280.28	
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,468,100.00	304,606.99	231,299.39	182,302.20	718,208.58	2,749,891.42	
NET OF REVENUES & EXPENDITURES		202,490.80	(176,428.00)	(176,428.00)	2,781,979.23	(104,382.26)	(178,413.83)	2,499,183.14	(2,675,611.14)	

10/08/2021		BALANCE SHEET FOR CITY OF NOVI	
		As of 09/30/2021	
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		2,401,640.02
268-000.00-017.000	Investments - Pooled		2,571,907.88
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		81,100.52
	Total Assets		5,055,648.42
*** Liabilities ***			
268-000.00-202.000	Accounts payable		36,609.33
268-000.00-202.100	Accounts Payable - Manual		188.16
268-000.00-215.200	Unemployment insurance liability		4,880.58
268-000.00-259.702	Accrued liabilities-tax		12,600.00
	Total Liabilities		54,278.07
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,281,497.53
	Total Fund Balance		2,281,497.53
	Beginning Fund Balance - 20-21		2,281,497.53
	Net of Revenues VS Expenditures - 20-21		213,815.30
	*20-21 End FB/21-22 Beg FB		2,495,312.83
	Net of Revenues VS Expenditures - Current Year		2,506,057.52
	Ending Fund Balance		5,001,370.35
	Total Liabilities And Fund Balance		5,055,648.42
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	21,125.53
269-000.00-017.000	Investments - Pooled	1,700,700.26
	Total Assets	1,721,825.79
*** Liabilities ***		
269-000.00-202.000	Accounts payable	295.14
269-000.00-202.100	Accounts Payable - Manual	32,750.00
	Total Liabilities	33,045.14
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,612,007.62
269-000.00-390.230	Fund Balance Collections/Materials	36,835.74
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	41,610.28
269-000.00-390.232	Fund Balance Programming	29,929.06
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)
	Total Fund Balance	1,706,979.53
	Beginning Fund Balance - 20-21	1,706,979.53
	Net of Revenues VS Expenditures - 20-21	(11,324.50)
	*20-21 End FB/21-22 Beg FB	1,695,655.03
	Net of Revenues VS Expenditures - Current Year	(6,874.38)
	Ending Fund Balance	1,688,780.65
	Total Liabilities And Fund Balance	1,721,825.79
* Year Not Closed		

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for November 2021

Betty Lang	Information Services	33 years
Bill Bembeneck	Facilities	21 years
Julie Farkas	Director	14 years
Lisa Rinkel	Support Services	5 years
Kirsten Malzahn	Information Services	4 years
Katie Edmiston	Information Services	4 years

National Friends of Libraries Week October 17-October 23

Unfortunately, due to COVID, the Friends of the Novi Library did not schedule their annual Gala for 2021. This is typically done during National Friends of Libraries Week. I would like to take a moment to recognize the amazing leadership, talents and dedication that is gifted to us by the Novi Library Friends. This is an awesome group of volunteers who work daily to serve our community through the Novi Library. They are advocates in our community, dedicated to supporting the Library through many efforts (operation of the Book Nook, supporting and promoting programs/events, services, resources, technology and our building). 61 years ago (in September 1960) they established the means for a public library in our community through book donation efforts, and today our building is an example of that dedication to literacy and creating a community connection for all residents. They are the largest fundraising body dedicated to NPL, raising hundreds of thousands of dollars for library wish list items annually. In addition, they now represent themselves on a state level by being active in the Friends of Michigan Libraries organization.

How can we support the Friends of Novi Library? Become a member! Attend and promote their programs (Kaleidoscope Series) music programs, etc., make a donation to support their efforts, and donate books for the Book Nook - just a few examples.



President – Sue Johnson
Vice President – Vacant
Secretary – Evelyn Cadicamo
Treasurer – Marilyn Amberger
Trustees
Marge Bixby
Linda Giglio
Carol Hoffman
Carol Neumann
Karen Schubert

22/23 Board of Trustees Budget Sessions:

Session 1: Saturday, January 8, 2022: 10am-12:30pm at Novi Public Library

Session 2: Thursday, January 20, 2022: 6:00pm – 8:00pm at Novi Public Library

Approval of 22/23 Budget: Thursday, January 27, 2022: 7:00pm Regular Library Board Meeting

21/22 GOAL: QSAC (Quality Services Audit Checklist) Update:

What is QSAC? QSAC is a voluntary management standards program that assists public libraries by setting benchmarks for Governance & Administration, Human Resources, Services, Collection Development, Technology, Facilities & Equipment and Public Relations. The Library of Michigan recognizes public libraries as they achieve each level. Libraries can be certified at the Essential, Enhanced and Excellent levels. QSAC measures AND certifications are on a three-year update and renewal schedule to ensure that measures and libraries stay on top of quality service. The Library of Michigan works with volunteer librarians every three years to revise the measures based on participating libraries' experiences and new trends in library services, programs and technology. It is our goal that QSAC measures will continue to provide direction and support for libraries as they look to both improve their services and justify their services to funders.

Thank you to Lindsay Gojcaj, Teen Librarian, who was willing to take on the review of certification guidelines as one of her goals this year. Lindsay will work with Director Farkas to assess Novi's current data and submit the documentation needed to keep Novi in compliance.

Tour of Sri Venkateswara Temple & Cultural Center for Library Staff DEI Committee and Board Members – September 20, 2021 (next tour scheduled for: October 18, 2021)

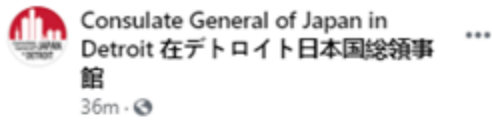


Huge thank you to Joe Peddiboyina, Priest Prasad, Parvathi Doddipatla, Srinivas Koneru, Veena Annavarapo, and Mahesh Chintalapati, for hosting the Novi Library staff and Board Members on a tour of the Hindu temple. It was a beautiful opportunity to learn more about the Hindu religion, history and purpose for its community.



Novi Chamber of Commerce Pop In 4 Lunch Event & Tour by Dana Brataniec, September 24, 2021

Dinner with Consul General of Japan – September 24, 2021



Consul General Shindo recently met with Mike Ransom of ima Noodles and Nick George of Dr. Sushi, chefs and owners of restaurants inspired by Japanese cuisine. Joining them were Shannon O'Leary, International Service Librarian at the Novi Public Library, and Rachele Stucker, a former JET who lived in Japan for a total of 10 years. The group discussed how to incorporate locally-grown ingredients and sustainable options, such as fish from the Great Lakes, into Japanese cuisine. CG Shindo was pleased to meet such enthusiastic creators and consumers of Japanese-inspired meals! [See Less](#)



Patron Point welcomes Novi Public Library

September 17th, 2021

Today we are pleased to **announce** that **Novi Public Library** of Michigan has selected Patron Point to support the goal for more targeted marketing strategies as part of the Library's current strategic plan.

Novi Public Library provides the resources and programs to support the educational, cultural, informational, and recreational needs of its diverse community of over 60,000. With a collection of resources in excess of 1.2 million items, the Library further enhances the resources available to their library members with nearly 4 million items, through participation in The Library Network, a public library cooperative serving 74 libraries in southeast Michigan.

Welcome Novi!

Diversity Series for Library Staff 2021 - 2022

Welcome to a purview of the Diversity Series for our staff. Each month there will be a minimum of one diversity presentation or webinar. In the course of the 2021-2022 year staff will be required to participate in at least three presentations/webinars. If you are interested in more than three we welcome you to attend those that you may be interested in.

For staff that were not able to attend the In-service training in August you will be given additional curriculum to serve as make up for that missed opportunity. As we go please reach out to your managers and administration to let us know what you like, want to see more of or think it can be tweaked.

<u>Calendar Month</u>	<u>Topic</u>
October 2021	Anti-Defamation League Equity and Inclusion
November 2021	"A Day in the Life of an African American Male" Cornelius Godfrey
December 2021	Transition into Senior hood
January 2022	Nothing Bundt Cakes- Novi, MI (Business Owner) Kelly
February 2022	Parenting an LGBTQ Teen
March 2022	Latinx Culture
April 2022	Native American Culture/Perspectives
May 2022	Muslim Heritage/Religion

Topics are being coordinated by Nicole Williams, HR Specialist, in addition to feedback provided by the staff following the annual In-service and recommendations from staff involved in the Staff DEI Committee.

Staff In-Service Survey Results

Below is the compiled information from the staff survey that was sent out following the Staff In-Service on Friday, August 20, 2021. The results have been shared with the consultant, Dr. Jay Marks, library staff, library staff DEI Committee, and the Board HR Committee.

Staff In-Service Day Survey Results

Friday, August 20, 2021

28 Surveys returned out of 49 attendees.

1. How would you rate the time spent for the In-Service Day? (Select one)

Waste of time 1	Okay 5	Just Enough Time 8	Not Enough Time 0	Great use of time 11	Unanswered 3
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- Great speaker
- Would like a department time option; overall subject matter was great use of time
- Staff are stressed and frustrated. Dr. Marks info is so so important but this much while we're like this? Waste.
- I would have liked more variety of activities and lectures. For example, we choose between concurrent sessions going on in different rooms at the same time.
- Learning is time never wasted.
- Disappointed in lack of team building time/activities after the year we've had; it would have been nice to do that

2. How would you rate Session 1 by Jay Marks? (Select one)

Poor 0	Okay 2	Good 6	Great 9	Excellent 10	Unanswered 1
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- Great icebreaker to talk with colleagues who I don't see on a normal basis
- What stuck with me is that there is always room to grow
- It's a journey, not a destination
- The importance of listening to others in order to truly understand
- Interactive format far more effective than a lecture. Far more effective than recruiting talent from city departments.
- I have been on the correct path as a person.
- Jay is an excellent speaker; learning is normal, good and meant to be lifelong
- Enlightening
- I really liked Dr. Marks
- Love the gallery walk and brainstorm activity
- Dr. Marks was very engaging speaker and had a good variety of activities – never dull or boring
- Self-assessment had concrete ways to improve cultural competence
- While Dr. Marks is an excellent public speaker, I was taken aback somewhat at this use of slang, referring to the group as "fam" and white women as "sis". Seems inappropriate for someone who is a DEI consultant. I was also disappointed that our most vocal DEI board member, Tara, was not in attendance. In addition, I wondered where our African American employees were – Gail Anderson and Tia Marie Sanders, as well as the board DEI chair, Sreeny Cherukuri. It seems that DEI may not be as important to these folks as they claim to be.
- Jay is a very good public speaker.

3. How would you rate Session 2 by Jay Marks? (Select one)

Poor 0	Okay 3	Good 5	Great 9	Excellent 9	Unanswered 2
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- I learned my shortcomings w/cultural competence and skills I need to work on and ways I need to educate myself
- Equity is to make things equal. Equity is to give the tools to have equal opportunities
- Some identities are social, some are personal and some mean more to certain people, etc.
- None or very little; I've reflected on myself a lot/too often.
- Social identity you are not aware of may be incredibly important and visible to people you are working with or serving
- I really enjoyed the activities and reflections – it helped me engage with and process the training material.
- Difficult tasks, but worthy
- I thought the content presented was too simple, and I would have liked to have gone deeper into racism and anti-racism

4. How would you rate Session 3 by Jay Marks? (Select one)

Poor 0	Okay 4	Good 5	Great 9	Excellent 10	Unanswered 0
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- Loved the trading places activity; you can never judge a book by its cover
- Being self-aware about your social identity & the biases you may have and counter them
- We can't stop ourselves from having bias and assumptions, but we can be aware of them
- We will never be free of biases, but we can still fight them

- I can see the point of it, but the trading spaces exercise made me uncomfortable – and I find it somewhat counterintuitive as a teaching tool. But bias is unavoidable, so... I don't know. Maybe if it were framed differently? Catch yourself basing decisions on assumptions – check yourself.
- I thought the trading places activity was very interesting and thought provoking. I didn't like the social identities conversation though. I felt uncomfortable sharing my personal social identities with people at my table, who I didn't know well. I would have liked the option to sit next to people I know better, although I did meet some new people, which is great.
- It was challenging to complete the tasks/exercises in the time given, but I found them valuable and enlightening.
- Dr. Marks was excellent
- Unconscious bias 101 is a waste of my time

5. How would you rate the Library Safety presentation by the Facilities Team? (Select one)

Poor 0	Okay 2	Good 7	Great 11	Excellent 7	Unanswered 1
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- Great refresher to the facilities tour
- The locations of the binders, safe rooms and tornado rooms
- We could use a wheelchair on the 2nd floor; clear & helpful
- Would go viral if put out; very sophisticated humor which stuck
- According to the Fire Marshall, we need better doors.
- I've been through one fire drill. I manned the clip board and it was stressful because the names were tiny and hard to find everyone. This task could use more people.
- Great job facilities team
- Get in the box
- They always do a great job at keeping us engaged; get in the box

6. How would you rate the Customer Service presentation by the Customer Service Committee? (Select one)

Poor 0	Okay 0	Good 2	Great 11	Excellent 14	Unanswered 1
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- Great training tool for refreshing our skills and use for future employees
- Take a deep breath in a stressful situation
- Please keep making your videos; We have the tools and procedures to maintain the peace.
- Both hilarious and informational
- Slow is smooth and smooth is fast
- I loved the customer service video. It felt great to have some comic relief during a mostly serious day.
- Very informative and funny. The visuals will help me remember how to respond to certain situations.
- Slow is smooth; smooth is fast.
- Very entertaining.

7. How would you rate the food for the staff lunch?

Poor 0	Okay 2	Good 3	Great 12	Excellent 9	Unanswered 2
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- Panera
- Pizza
- Loved the box lunches, but felt bad about the all the cardboard waste
- Pizza

8. Would you be interested in serving on the 2022 In-Service planning committee?

Yes 2	No	Name: Dana Brataniec, Kim Swejkoski
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9. What fun activities (not work related, but an opportunity to interact with your co-workers) would you like to see offered during our In-Service in August 2022?

- Team building; escape room/ trivia game
- Fun, team-building activities – especially w/in each dept.
- Team building. In-services in past ex: scavenger hunt, jeopardy. We had opportunity to build bonds with others & still learn something. This year, especially, we needed to decompress, distress. Perhaps in future we can spend ½ day learning to deal with stress & resolve some of it. Sometimes these are too heavy, heavy-handed. Would have been a good year to do lending library for part of the day.

- This has been asked before but never done.
- Craft/art themed activities
- Bowling; more fun yet team-building; or relaxation/wellness techniques
- Getting to know staff outside of your department – activities to engage with people you've never gotten to talk to before
- More staff mock awards
- Escape room; cart racing in the library; going out for drinks afterwards (optional)
- Outside activities
- Scavenger hunt in the library
- Icebreakers or a game
- Mini-golf, art project (like Katie's Masterpiece Monday)
- Escape room or other similar activity that is fun and team building

10. We welcome more volunteers - would you be interested in serving on the DEI committee and furthering opportunities for our staff that would be devoted to diversity, equity and inclusion?

Yes 1	No	Name: Jill Wasson
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Please share any ideas that you would like to see at an upcoming Staff In-Service

- Some more get to know your colleague games or activities; or chance to get to talk with people I normally do not see on a day to day basis
- Small group learning, presenting, fun competition
- Can we take a break from customer service presentations? Everyone does a good job but it becomes repetitive. However, they are entertaining.
- Destressing, meditation, dealing with toxic guests, bonding with co-workers
- Be careful about organized fun. We did this before. Today I noticed people really, really enjoyed just group talking to each other.
- Mocktails for afternoon
- Team-building activities such as an escape room or treasure hunt. Something fun to bring us together and learn something too.
- I think using the iCube or doing a painting project again would be really fun
- Anything that gets staff out of the building for part of the day, even if it's just for lunch
- My partner was very unhappy with the decision to hold an indoor in-service while COVID case numbers are rising, which is why I wore my mask the whole time. I hope next year is more normal than this.
- Small groups, rotating sessions, usage of park or patio space to be outside

Please share any training topics or ideas that you would like to see offered throughout the year to library employees or at an upcoming Staff In-Service

- Mental health; stress relief
- Throughout the day's activities on DEI, one group that is under-served is the elderly. Happy to hear it is being included in on-going training.
- Please listen to the needs of the staff. We're tired, stressed and burning out. Yet we keep getting asked to take on more and more. Give us a change to rejuvenate before introducing more. Can we get paid to go to local cultural events like we do for volunteering? It would be DEI? There an Indian festival every year and another Japanese one at the high school.
- Self defense
- First half of day – informational; second half of day – something fun
- Learning to communicate better with ESL guests, getting through the language barrier. Learning to deal with difficult guests – more customer service tips
- Learning about different cultures, particularly Indian and Asian cultures
- Self defense class
- What to do in a medical emergency

Next year's In-Service is tentatively scheduled for: Friday, August 12th, 2022

KEYWORDS/CHARACTERISTICS

- Open-minded; being open; welcoming
- Sensitivity
- Willingness & desire to learn/listen about other cultures
- Respect; tolerance; acceptance
- Understanding; knowledge; education
- Awareness; curiosity
- Group responsibility
- Appreciation; acceptance; inclusion
- Empathy; compassion
- Fairness
- Grace; patience
- Humility—willing to not be in power/control
- Honesty
- Non-biased
- Genuine; honesty; authenticity
- Vulnerability
- Non-judgmental; welcoming
- Thoughtfulness

DEFINITION

- Opportunity to enhance the good for all by taking the initiative to learn, understand & embrace all cultures.
- An awareness & understanding of where you live/work
- Respect
- Open-minded/empathetic to your audience; create safe spaces
- Pursuit of great
- Education/awareness of other viewpoints/identities
- Being open to other people's life experiences; listening w/empathy to their wants & needs & being willing to help them as they are.
- Ability to be open-minded to learn & incorporate info based on understanding of others' beliefs/experiences
- Ability to show respect thru actions/attitudes towards all cultures
- Making a concerted effort to respect, learn & understand cultures & norms outside your own
- Educating & learning about other cultures different from yours so you can understand and respect around you
- The desire to learn & engage with other cultures. Respect while allowing each culture to exist w/o dominating all others
- Using the tools of empathy to understand a person's authentic self
- Fostering an open environment to understand/embrace differences

CULTURAL COMPETENCE

EXAMPLES

- Embracing your own culture; participate without appropriation
- Differences are to be celebrated & accepted
- Understanding & accepting everyone is different
- Knowing/learning cultural do's and don'ts
- Personal relationships; work environments; sharing
- Customs of cultures; traditions; stories; celebrating cultures
- Create safe spaces; Culture City
- Non-gendered language; removing gender
- Knowing your audience
- Listening, willing to learn, be curious for learning
- Being welcoming; discussion; dialogue
- Inclusion
- Having new experiences; be curious/find opportunities to learn
- Knowledge; know your audience; pronounce someone's name
- Follow through w/questions
- Leave comfort zone
- Willingness to adapt; seeking other viewpoints
- Ask for pronouns

NON-EXAMPLES

- A country's identity can be multicultural
- "One size fits all"
- Intolerance; ignoring due to lack of understanding
- Insensitivity
- Close minded; closed off; defensiveness; intentional disengagement
- Generalizations; judgement; stereotypes; broad-brushing
- Being disingenuous
- Sensational media; social media
- Cultural isolation
- Demaneing/disrespectful speech; indifference; hate
- Talking over someone
- Assumptions; blind assumptions; mob mentality; strict group think
- Micro-aggressions
- Cultural appropriation (holidays, sports team logos)
- Prejudice; judgement, bias, don't pass judgement; ignoring
- Virtue signaling
- Proselytizing
- Learning but not doing

COVID UPDATE

Daily use of the building by hour September 12 – October 13, 2021

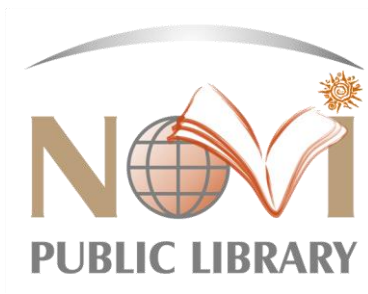
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3-4pm	96	3-4pm	113	3-4pm	117	3-4pm	136	3-4pm	150	3-4pm	162	3-4pm	92
4-5pm	68	4-5pm	115	4-5pm	90	4-5pm	104	4-5pm	104	4-5pm	82	4-5pm	91
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6-7pm	0	6-7pm	66	6-7pm	80	6-7pm	130	6-7pm	82	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	68	7-8pm	48	7-8pm	99	7-8pm	61	7-8pm	0	7-8pm	0
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9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
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9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
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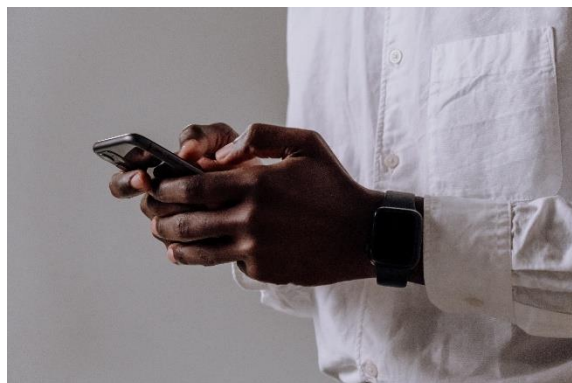
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6-7pm	0	6-7pm	66	6-7pm	96	6-7pm	65	6-7pm	71	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	73	7-8pm	63	7-8pm	37	7-8pm	59	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	52	8-9pm	50	8-9pm	52	8-9pm	50	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	521		742		794		719		701		565		454

10/3/2021		10/4/2021		10/5/2021		10/6/2021		10/7/2021		10/8/2021		10/9/2021	
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10/10/2021		10/11/2021		10/12/2021		10/13/2021	
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12-1pm	74	12-1pm	69	12-1pm	44	12-1pm	94
1-2pm	61	1-2pm	55	1-2pm	51	1-2pm	50
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5-6pm	76	5-6pm	66	5-6pm	74	5-6pm	92
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7-8pm	0	7-8pm	38	7-8pm	34	7-8pm	68
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9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	434		599		640		719



NPL's Boopsie App Is No Longer Functional



Effectively immediately, Novi Public Library encourages guests to no longer download or use the Boopsie mobile app. The app is no longer functional. Guests should delete the app from their smartphones.

Production on a new app has been initiated but development is delayed due to ongoing and unresolved issues on the vendor's part. There is no estimated launch date at this time.

We apologize for the inconvenience, and we will continue to search for a workable solution for our guests. Thank you for your patience and understanding.

As an alternative to Boopsie, NPL recommends two apps:

TLN Library Catalog App

This app replicates the online catalog for mobile use. You can log into your **My Account**, browse the catalog, or place holds.



mobile-pocket App

This loyalty card app allows you to save a digital copy of yours and any family member's library cards to your smartphone and always have them on hand.





As a reminder, a **valid library card** is required for services at NPL. Make sure to always have with you either the physical wallet or keychain version you received at registration or download a digital copy to your smartphone.

If you have lost your library card or yours is in poor condition, present your driver's license at the Library's main circulation desk to get a free replacement card.

Thank you for supporting the Novi Public Library!

Connect With Us:



[Click here to unsubscribe.](#)

NOVI PUBLIC LIBRARY

News and Upcoming Events to Inform, Inspire and Include



CLOSURES

- Tuesday, November 2*
- Wednesday, November 24, 5pm
- Thursday, November 25
- Friday, November 26
- Friday, December 24
- Saturday, December 25
- Friday, December 31
- Saturday, January 1

*Election Day - Limited lobby services available 10am-9pm

- Drive-up window & locker services by appointment
- Available hold pick-up
- Library card sign-up/renewal
- Information Services with a Librarian
- Cafe services beginning at 7am
- Craft Grab-N-Go pick up registration required)

HOURS

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

LIBRARY CAFÉ

Monday - Friday, 9am-5pm
Pumpkin spice and everything nice! Visit the Café for a Proudly Serving Starbucks beverage. Sign-up for their rewards program with your phone number. The Café is a partnership between NPL, Novi Community School District and Chartwells.

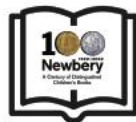
WIN A GIFT CARD BY PLAYING TEENTOBER BINGO!



TeenTober is a nationwide celebration hosted by libraries every October and aims to celebrate teens, promote year-round teen services, and the innovative ways teen services help teens learn new skills, and fuel their passions in and outside the Library.

Visit the Novi Library to participate in our TeenTober library BINGO challenge for teens in grades 7-12. Turn in your completed BINGO sheet by October 31 for a chance to win a gift card to Barnes and Noble.

NEWBERY 100TH ANNIVERSARY CELEBRATION



Celebrate a century of a Newbery Medal Award! This award is given annually for the most distinguished contribution to American literature for children by the American Library Association. Now through November 30, visit Novi Library to participate in our Newbery reading challenge for tweens and teens in grades 4-12 for a chance to win a Newbery Medal Award book!

JOIN THE NOVI MENTAL HEALTH ALLIANCE

The mission of this group is to raise mental health awareness, well-being, and self-efficacy in the Novi Community School District's (NCSD) K-12 system for students, with the support of parents, staff, and community members. It is hoped that through offering these community resources that coping strategies can be gained to help build healthier families, classrooms, and communities.



Check the Library's program calendar at novilibrary.org for upcoming meetings or email Sarah Lephart at slephart@novik12.org.

LIBRARY CARD SIGN UP EVENTS AT LAKESHORE PARK

Did you know a library card is the smartest card in your wallet? Don't have a library card? No worries! We're bringing two library card sign up events to Lakeshore Park this month! Stop by the park on **Tuesday, October 19 from 5:30pm-6:30pm** or **Tuesday, October 26 from 6-7pm** to sign up. We'll also be doing tours of our new Lakeshore Lending Library kiosk!



Lakeshore Park is located at 601 S Lake Dr, Novi. Library card sign up events will be held rain or shine.



PARENT TO PARENT BOOK DISCUSSION MON, 6:30PM OCT 25

Participate with NCSD Superintendent Dr. Steve Matthews in a parent book club. Read books that challenge, inspire, and help us as we work with our children and students in the district.



Ages: 18+
Registration Begins: 30 Days Before Event
Location: West Meeting Room

YOUTH PROGRAMS

BOOK BUNCH BOOK CLUB TUE, 6:30PM NOV 16

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

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



STORY TIMES

Baby and Tot Time Mon, 11am

Ages: 0-24 Months
Location: Virtual - Facebook

Time for Twos & Threes Tue, 11am

Ages: 2-3 Years
Location: Virtual - Facebook

CREEPY CRAWLIES TUE, 7PM OCT 26

Join Dan Briere from The Little Creatures Co. and various reptiles, arachnids, and other creepy crawlies. Dan will share information about these amazing creatures and allow for up-close viewing and touching!

Ages: Pre-K+
Registration Begins: No Registration Required
Location: Lakeshore Park, 601 S. Lakeshore Dr. Novi

VIRTUAL BEDTIME STORIES WITH MISS EMILY WED, 7PM NOV 10

Put on your pajamas and get comfy, Miss Emily will be sharing virtual bedtime stories for the whole family!

Ages: Birth-5 Years
Registration Begins: 30 Days Before Event
Location: Virtual - Zoom Meeting



TWEEN & TEEN PROGRAMS

SCHOOL SUPPLY DRIVE THRU OCT 31

There's still time to donate supplies to help MSU's College of Engineering and School of Planning, Design and Construction's Women Building Tanzania initiative! Your donations will help improve student's learning and development at the Shule ya Msingi ya Kiparang'anda! Visit novilibrary.org to view a supplies list and for more information.



BETWEEN THE PAGES: TWEEN BOOK CLUB TRIVIA WED, 7PM NOV 17

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

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

TEEN ADVISORY BOARD (TAB) MEETING FRI, 3:30PM NOV 19

TAB is open to high school students and meets once per month on Fridays from 3:30-4:30pm. Meeting attendance will count towards community service hours if you are signed up as a teen volunteer (you do not need to be a registered volunteer to attend TAB). Please come to the 2nd Floor Information kiosk to pick-up the teen volunteer information packet.

Grades: 9-12
Registration Begins: One Month Prior
Location: Virtual - Zoom Meeting



Teen Space is a partnership between the Library, Novi Community School District, City of Novi Parks & Recreation, and Novi Youth Assistance. Teen Space is held on **Monday-Friday from 2:45pm-5:30pm** on regular school days and 11:15am-1:15pm on half days (except during vacation breaks and days that school is closed) during the school year in either the Whole Meeting Room or the Youth Activity Room of the Library.

Teen Space is open to students in grades 7-12 and a school ID and mask are required for admittance.

DIVERSITY, EQUITY & INCLUSION @ NPL

2021-2022

- **Collections:** Approximately **\$46,000.00** (15% of the total Collections budget) will go towards the purchase of diverse materials for all ages. This also includes materials purchased for Lakeshore Lending Library.
- **Staff In-Service:** Novi Library staff received diversity training at their August 20, 2021 In-Service. **\$3,500.00** was dedicated towards Equity, Inclusion and Cultural Competence training.
- **Diversity, Equity & Inclusion Account:** **\$2,000.00** is currently available for DEI initiatives in the 2021-2022 budget, which includes a \$1,000.00 matching donation from a community member. This new account will continue to grow through donations and other avenues.
- **Patron Point:** This automated email marketing system allows us to reach 20,000+ cardholders with valid emails. Patron Point will also include online card renewal and library card sign up, both of which will create easier ways for Novi residents to access library materials and services.
- **Art Display:** The Friends of the Novi Library sponsored a **\$1,500.00** art display system for the 2nd Floor which will allow us to create a cultural art area for local artists.

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



ADULT PROGRAMS

NEW AND SELECTED WORKS IN WORDS

THU, 7-8:30PM

OCT 21

A poet who documents and celebrates his Irish heritage, Thomas Lynch will talk about his writing and his two most recently published books: *The Depositions*, new and selected essays, and *Bone Rosary*, new and selected poems.

Ages: All

Registration Begins: Sep 1

Location: Whole Meeting Room

VILLA BARR

WED, 7-8:30PM

OCT 27

Join Kathy Crawford, Chair of the Novi Historical Commission, as she discusses the brilliance and lasting legacy of the local artist who had a global reach, artist and visionary, David Barr.

Ages: All

Registration Begins: Aug 1

Location: Virtual - Zoom & Facebook Live

WORD TO PAGE: COMMUNITY READ-ALONG

MON, 7-8PM

OCT 25

Bring an original work or your favorite poem or story by another author for a community poetry and story reading!

Ages: All

Registration Begins: Sep 1

Location: East Meeting Room

LOCAL AUTHOR SPOTLIGHT SERIES

TUE, 7-7:30PM

OCT 26

Discover a great new read by an author near you! This program will feature a local author in or around the Novi area.

Ages: All

Registration Begins: Sep 1

Location: Virtual - Zoom Meeting

CUTTING THE CORD: ALTERNATIVES TO CABLE

MON, 7-8PM

NOV 8

Look at and compare options for replacing cable TV and help you decide what's right for you and your household!

Ages: All

Registration Begins: Sep 1

Location: Whole Meeting Room

FOR THE HEALTH OF IT: LUNG CANCER PREVENTION & EARLY DETECTION

TUE, 7-8PM

NOV 9

Join NPL as we partner with medical health professionals and representatives from Ascension Providence Hospital and the American Cancer Society in a virtual health series.

Ages: All

Registration Begins: Sep 1

Location: Virtual - Zoom & Facebook Live



Attacking from every angle.™

BRINGING THE MUSIC TO YOU

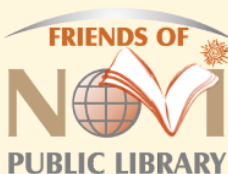
NOVI PUBLIC LIBRARY MUSIC SERIES

Enjoy multi-talented
solo musician & vocalist, Tola Lewis,
for a live concert, sponsored
by the Friends of the Novi Library.



**MEADOWBROOK
ACTIVITY
CENTER**

**Thursday,
November 18
2-3pm**



**Registration required.
Please visit
novilibrary.org
or call 248-349-0730.**

MICHIGAN LIBRARY APPRECIATION MONTH

KEEPING OUR
COMMUNITIES
CONNECTED



October is [Michigan Library Appreciation Month](#) and the celebration continues all month long!

Check out the proclamation from Governor Whitmer and the House Resolution below, and don't miss our resources, including the Michigan Library Appreciation Month videos and graphics that your library can use to help highlight Michigan libraries and library workers and all the ways they help keep our communities connected!

We can't wait to connect with hundreds of Michigan library professionals online this week at the [MLA 2021 Virtual Conference](#). Don't forget to tune in on October 13 to celebrate and honor outstanding libraries and library workers at the [Michigan Library Awards!](#) You can watch the show on our Facebook page and on Facebook pages of libraries and library organizations throughout Michigan.

It's Official!

It's official! Governor Gretchen Whitmer has declared October as Michigan Library Appreciation Month and the House voted to name October as Library

Appreciation Month in the State of Michigan. [Check out the proclamation from Governor Whitmer here.](#) [Visit our Facebook page to view the video](#) from Tuesday, October 5, when the Michigan House of Representatives adopted House Resolution 173!



Let's Celebrate!

There are several ways libraries, library staff and patrons can get involved! Have you seen the [Michigan library Appreciation Month video!?](#)

Please check it out and give it a share on Facebook! ([Follow this link.](#)) The full video and three 30-second versions are available for download and all are free to use and distribute. We encourage you to use them at your library, embed them on your website, or even run one on your local TV station! Download [Michigan Library Appreciation Month Videos.](#)

Visit our [website and check out promotional resources](#) including a content calendar with suggested activities and posts, social media and website graphics, social media graphic templates, a sample press release, and more. Follow us on [Facebook](#) and [Twitter](#) and share our daily posts featuring fun facts, stats and inspirational quotes to help spread the Michigan library love.



LEARN MORE



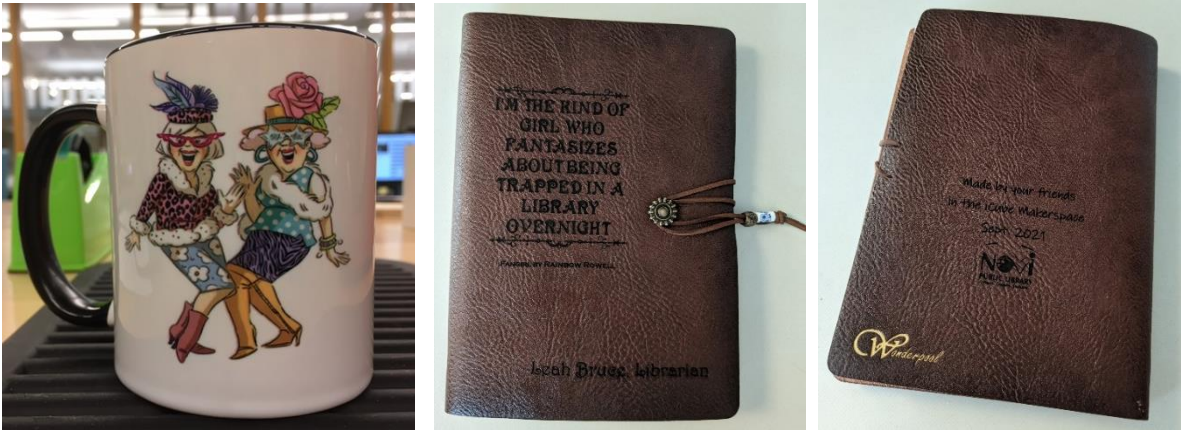
Information Technology Report by Barbara Rutkowski – September

General

- Closed 19 Help Desk tickets.
- Currently we are evaluating the bid documents we received from 16 vendors in response to our Phone System RFP.

iCube

- On September 7th, the iCube was open during library hours for **Green** level equipment drop-in usage on a first come, first serve basis. Green level equipment is easy to use and has accompanying instructions. **Yellow** and **Red** level equipment are more complicated and still require guests to make an appointment.
- We held 170 iCube appointments:
 - 57 Sublimation (shirts, mugs, mouse pads)
 - 46 Mug Press
 - 21 Adobe Creative Cloud
 - 13 3D Printer
 - 7 Analog to Digital Conversion
 - 5 Sewing/Embroidery
 - 4 8mm Converter
 - 3 Cricut
 - 3 Flatbed scanner
 - 2 3D Scanner
 - 2 FastFoto
 - 2 FormBox
 - 2 Shirt Press
 - 1 Button Maker
 - 1 Carvey
 - 1 Laser
- Below are examples of projects completed by our guests this month.



- Dominic Doot and Mary Robinson held a Zoom tour/makerspace informational meeting with Jane Fleming from the Portage District Library.
- A tour was given to a group of Novi High School students.

Training

- IT Staff held 31 Staff sessions:
 - 6 Laser
 - 3 3D Printer
 - 3 FastFoto
 - 3 Flatbed scanner
 - 3 Sublimation (shirts, mugs, mouse pads)
 - 2 3D Scanner
 - 2 8mm Converter
 - 2 Analog to Digital Conversion
 - 2 Carvey
 - 2 Mug Press
 - 2 Wacom Tablet
 - 1 Dots Pen
- iCube Committee members are completing a laser safety training session.



- Barb attended meetings for our new library app, the phone system bid opening, Patron Point, Management Team and EnvisionWare.

Facilities Report by Keith Perfect – September

In the past month the Facilities Department has closed 8 Facilities tickets, 8 Meeting Room Requests and has updated 367 Periodic Maintenance tickets.

- 10 Gaylord bins full of discarded and donated books have been sent to Thrift Books for re-sale or recycling.
- Several small trees that have outgrown their spaces have been removed from the property.
- The Lakeshore Lending Library enclosure glass and framing was cleaned.
- The wall mounted manipulative toys in the youth play area were reattached to the walls and they area is now open for public use.
- Our annual maintenance of emergency lighting has begun. So far we have changed several failed fixtures and replaced numerous batteries.
- The flags outside on the flagpoles have been changed with new flags.
- The patio planters have been weeded.

- Several new staff members have participated in a Facilities safety tour.
- Several new staff members have been assigned building keys.
- All first-aid kits have been updated and re-stocked.

Information Services Department Report by April Stevenson – September

News and Notes

- Provided a poster exhibition; September 11, 2001: The Day That Changed the World.
- Provided a Library Card Sign up display and raffle. This year's theme was Marley Dias and her #1000BlackGirlBooks. Display featured materials with black female main characters or lead actresses and/or be written by a black female authors.
- Library Card Sign up month raffle supported local black-owned businesses.
- Lent our Hop, Hop, Jump Story Walk to MSU Tollgate for their Pumpkinfest.
- Added a Celebrate Latinx & Hispanic Heritage Month booklist to our Libraries are for Everyone area.
- Opened the early literacy area to our guests.
- Opened Teen Space .
- Created Memoirs from Around the World book list.
- Activated Public Library Connect (PLC/SORA/Overdrive) with Novi High School.
- Added a Latinx & Hispanic Voices booklist
- Shared boxes of international titles with Novi Meadows, and the ESL program

Professional Development

- Combating Workplace Injustice in Public Libraries and the Importance of Diversifying Collections - Sarah
- Celebrate Hispanic and Latinx Heritage Month" webinar - Kirsten
- Embrace Race: Racial Socialization as Resistance to Racism, the Early Years - Kirsten
- Anti-Racist Education: Building Your Inclusive Collection & Curriculum - Danielle
- Identity-Celebrating Stories - Danielle
- Embrace Race: Why & How to Talk to Young Kids About Race - Danielle
- Partnering to Meet Community Workforce Needs - Hillary
- Supporting Patrons to Obtain In-Demand Credentials That Boost Employability and Career Mobility - Hillary

IS Staff Outreach

- Dinner at the Japanese Consulate (twice) - Shannon
- Tour of Sri Venkataswara Temple - Shannon
- Novi Woods Montessori Story Time Visit - Emily
- Little Birds Montessori Story Time Visit - Emily
- OCHR meeting - Betty
- MiLibraryQuest meeting - Lindsay
- Novi Rotary - Lindsay
- ABWA monthly meeting - Hillary
- Novi Chamber Friday Coffee Networking - Hillary
- TLN e-Content Users Group - Mary
- City of Novi CAAB meeting - Mary

Adult Programs

- Looking Through the Lens: An Art Talk with Villa Barr Resident Artist Julia Forrest - 4
- Summer Music @ Paradise Park - Rick and Dayna Duo - 133
- Novi Mental Health Alliance Meeting - 13
- Small Business Toolbox - 1
- Understanding Culture- Hispanic Heritage - 92
- Summer Music @ Paradise Park - Stephen Floyd - 88
- Tween, Teen and Adult Grab and Go kit: Fragrant Soy Candle - 35
- Women Balancing Life One Day at a Time - 56
- Fall Back to Business - 72
- Resume Essentials - 2
- Yankee Air Museum - 12
- Understanding Culture- Native American Heritage - 70
- Summer Music @ Paradise Park - Von Zippers - 84

Adult Displays

- Feature Collection Display - Hispanic and Latinx Heritage Month
- Desk Display - Rosh Hashanah and Yom Kippur
- Business Spotlight Display is Labor Day: Celebrating American Workers

Youth/Tween/Teen/Family Programs

- Patio Story Time with Miss Emily - 45
- Grab and Go Early Literacy - Apple Tree Finger Painting - 28
- Grab and Go Library Card Sign-Up Month Kit - 36
- Grab and Go Hispanic & Latino Heritage Month Kit - 25
- Grab and Go Fall Paper Quilling Kit - 36
- Sunrise Stories with Miss Emily - 60
- Virtual Bedtime Stories with Miss Emily - 16

Youth/Tween/Teen Displays

- Teen Stop display: Banned Books week
- Youth Feature Display: Whoo's Going Back to School featuring books about school, 123 and ABC
- Youth Desk Display: fall themed picture books
- Libraries are for Everyone: Rosh Hashanah, 20th anniversary of September 11, Yom Kippur, Hispanic Heritage month, International Talk Like a Pirate Day, Sukkot, Mid-Autumn Festival



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 466
 # of logs received to date: 1,952
 # of paper logs submitted this month: 2
 # of online logs submitted this month: 27
 # of books read this month: 2,900
 # of people who have completed each 100 amounts:

100 Books – 466	600 Books – 144
200 Books – 303	700 Books – 130
300 Books – 238	800 Books - 117
400 Books – 186	900 Books – 104
500 Book – 166	1000 Books – 98

Patio Story Time



Soy Candle Grab & Go Kits

Programming Update: from Gail Anderson and April Stevenson

Most presenters have not been comfortable with presenting in person due to COVID concerns. As options, the Library has offered larger rooms and outdoor spaces for social distancing and required masks of guests attending events based on presenter needs. Many presenters have offered virtual programming or unfortunately, requested to wait until sometime next year (2022). Virtual programming has taken place through Zoom and Facebook with overall success. Through these platforms, NPL has been able to maintain a positive and consistent connection with NPL guests and the Novi community.

Social Media Stats – Adult Programs/Marketing:

Adult Programming Statistics for Board Report-September 2021												
Date	Program Title	Programs	Total Attendance:	Virtual Programs Recorded	Zoom		Facebook		Instagram	YouTube	Twitter	
					Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views	
13-Sep	German Conversation Group	1	5		1	5						
1-Sept	Japanese Conversation Group	1	9		1	9						
9-Sep	Looking Through the Lens - An Art Talk with Novi Villa Barr Artist-in-Residence Julia Forrest	1	4		1	4						
13-Sep	Small Business Toolbox	1	1		1	1						
14-Sep	Understanding Culture - Hispanic Heritage	1	92	1	1	13	4	67		8		
15-Sept	Korean Conversation Group	1	6	1	1	6						
20-Sep	Women Balancing Life - Pt. 1	1	56	1	1	12	4	40		0		
22-Sep	Resume Essentials	1	2		1	2						
23-Sep	Genre-Fied Book Club (hybrid)	1	6		1	1						
27-Sep	Masterpiece Monday - Munch's The Scream	1	29		1	8						
28-Sep	Understanding Culture - Native American Heritage	1	70	1	1	16	7	42		5		

Social Media Stats – Youth/Tween/Teen:

Youth & Teen Programming Stats - September 2021																			
Date	Program	Program Totals				Zoom				Facebook				Instagram		YouTube		Twitter	
		Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views
13-Sep	Baby & Tot Time - Happy	1	29							8						21			
14-Sep	Time for Twos & Threes - Firefighters	1	27							19						8			
16-Sep	On My Own - Cake	1	18							11						7			
18-Sep	Family Story Time (Emily) - Fall	1	45							22						23			
20-Sep	Baby & Tot Time - Getting Dressed	1	19							5						14			
21-Sep	Time for Twos & Threes - Tutus	1	27							12						15			
23-Sep	On My Own - Back to School	1	22							11						11			
29-Sep	Virtual Bedtime Stories with Miss Emily	1	16			1	16												
21-Sep	Book Bunch Book Club	1	4			1	4												
25-Sep	Family Story Time-Kirsten	1	15							9						6			
27-Sep	Baby & Tot Time - Construction	1	12							3						9			
28-Sep	Time for Twos & Threes - Dance	1	11							4						7			
30-Sep	EOEC Special Education Zoom Story Time - Squirrels/Leaves	1	25			1	25												
30-Sep	On My Own - Cowboy/Cowgirl	1	4							4									
22-Sep	BeTWEEN the Pages: Tween Book Club Trivia	0		1	1			1	1										
24-Sep	Teen Advisory Board (TAB) Meeting	0		1	15			1	15										

Support Services Department Report by Maryann Zurmuehlen – September

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 Patron Point Committee meetings on September 1st.
- Completed training for 2 Outreach Clerks from September 13th – 24th.
- Attended a Lakeshore Lending Library Committee meeting on September 16th.
- Attended an Outreach Committee meeting on September 27th.
- Held interviews for a Shelver position on September 28th.

Circulation & Shelves

- Gabby Stangis and Austin Webberly's first days as our new 18-hour Clerks was September 13th. Please say "hi" and welcome them to NPL when you see them!
- Task coverage in the Shelving department due to staff shortages and unfilled positions.
- Working on cleanup of the patron database.
- Completion of NCSD card campaigns for NMS and NHS.
- Preparations for card campaigns for Novi Remote Schools, Novi 5th/6th graders, and WLCSD students for October.

Tech Services

- Lisa Rinkel has been promoted from Shelver to a 19-hour Tech Services Clerk, and her first day in the new position was September 7th. Please congratulate her when you see her!
- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Projects in progress: changing Youth Parenting books to regular Non-Fiction.

Statistics (September 2021)

- **Library Cards Issued: 358**
- **Items Checked Out: 61,737**
- **Items Interloaned for NPL Patrons: 4,541 (95 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,480 (136 through MeLCat)**
- **Items Added to the Collection: 1,546**
- **Items Discarded from the Collection: 1,617**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 17**
- **Read Boxes:**
 - **5 Weekly Deliveries**
 - **30 Adult Items Circulated**
 - **376 Youth Items Circulated**
- **Lakeshore Lending Library Checkouts: 88**
- **Outreach:**
 - **5 Facilities Visits / 9 Items Provided**
 - **6 Book Discussions / 94 Items Provided**

Support Services Statistics 2021-2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	320	321	358										999
Items checked out	103,798	73,089	61,737										238,624
Items borrowed	4,763	4,580	4,541										13,884
Items loaned	3,940	3,569	3,480										10,989
Drive-Up Window & Locker Hold Pickups	14	12	19										45
Read Boxes	272	247	406										925
MAP Checkouts	43	36	17										96
Novi School's Card Registration	0	0	0										0
Lakeshore Lending Library	223	75	88										386

	September	September					September	September
	2021	2020					2021	2020
Library cards issued	358	258						
Total checkouts	61,737	57,383			READ Boxes	Adult	30	0
						Youth	376	0
Items borrowed	TLN 4,446	6,030				Total	406	0
	MeL 95	88						
	4,541	6,118						
						Read Boxes were filled for the first time this season on June 16, 2021.		
Items loaned	TLN 3,344	4,723						
	MeL 136	78						
	3,480	4,801						
* Due to COVID closures.								

Self-Check Totals 2021-22 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	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0	0	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0	0	0
October			0						
November			0						
December			0						
January			0						
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	238,624	32.83%	73,343	28,282	24,308	20,753	0	0	0

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	8,095	4,307	12,402	477	July	18,971	6,852	25,823	956
August	10,186	4,091	14,277	461	August	20,561	6,291	26,852	895
September	8,729	5,114	13,843	513	September	19,302	7,168	26,470	980
October	11,833	3,794	15,627	504	October				
November	8,845	4,475	13,320	493	November				
December	5,213	3,285	8,498	304	December				
January	8,810	3,297	12,107	404	January				
February	9,952	2,888	12,840	459	February				
March	12,510	5,224	17,734	572	March				
April	12,277	4,784	17,061	588	April				
May	12,199	4,714	16,913	626	May				
June	17,300	6,647	23,947	855	June				
FYTD Total	125,949	52,620	178,569	521	FYTD Total	58,834	20,311	79,145	942

Computer Logins											
2020-2021 Fiscal Year						2021-2022 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	0	16,504	0	16,504	635	July	983	30,634	0	31,617	1,171
August	55	18,127	0	18,127	587	August	944	35,958	0	36,902	1,230
September	624	19,329	0	19,953	739	September	853	39,555	0	40,408	1,497
October	942	20,359	0	21,301	687	October					
November	401	18,514	0	18,915	701	November					
December	0	9,673	0	9,673	345	December					
January	219	3,323	0	3,542	118	January					
February	629	10,709	0	11,338	405	February					
March	860	19,648	0	20,508	662	March					
April	893	20,319	0	21,212	731	April					
May	903	21,637	0	22,540	835	May					
June	966	27,206	0	28,172	1,006	June					
FYTD Total	6,492	205,348	0	211,840	618	FYTD Total	2,780	106,147	0	108,927	1,297

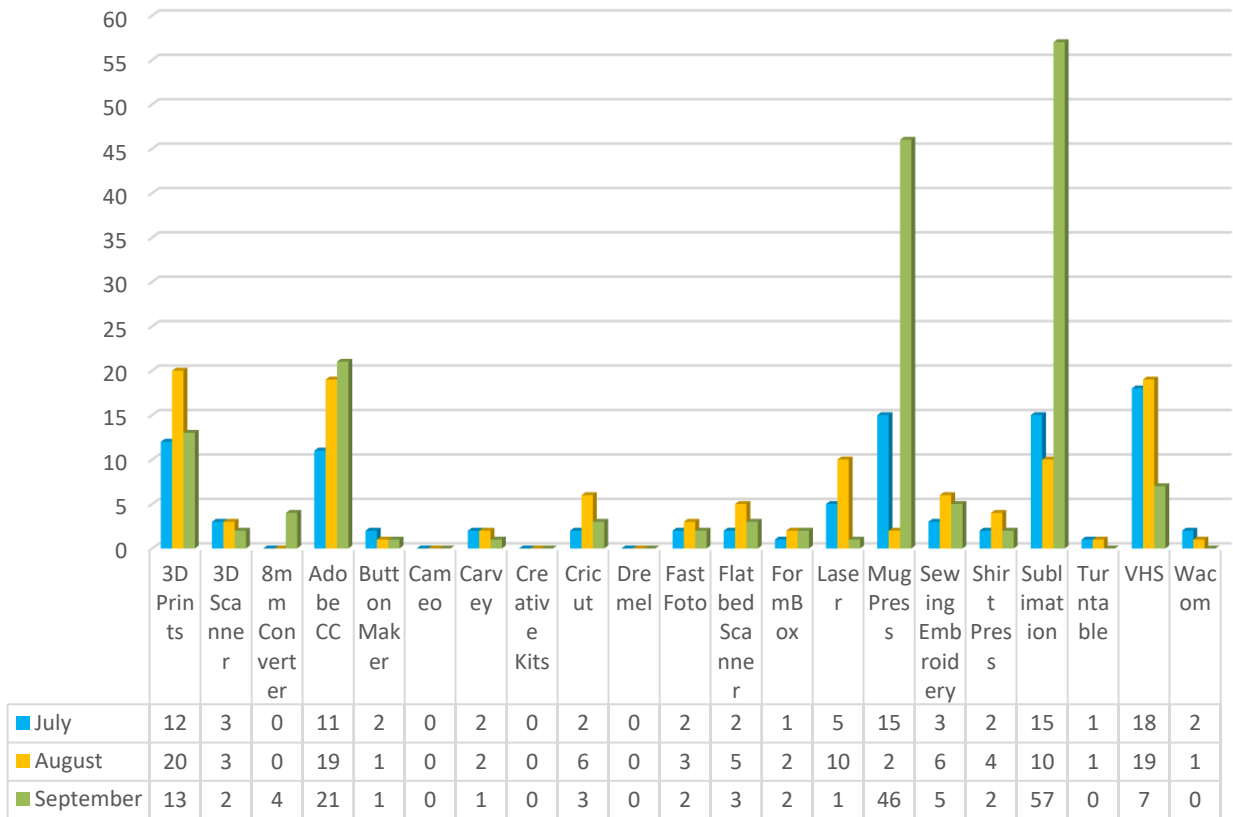
Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October			
November	0	0	0	November			
December	0	0	0	December			
January	0	0	0	January			
February	0	0	0	February			
March	4	118	29	March			
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
FYTD Total	304	5,402	20	FYTD Total	520	10,316	18

Technology Training Sessions 2021-22 Fiscal Year																				
	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
Jul	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3		101	
Aug	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3		118	
Sep	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31		201	
Oct																		0		
<i>Guests</i>																				0
Nov																		0		
<i>Guests</i>																				0
Dec																		0		
<i>Guests</i>																				0
Jan																		0		
<i>Guests</i>																				0
Feb																		0		
<i>Guests</i>																				0
Mar																		0		
<i>Guests</i>																				0
Apr																		0		
<i>Guests</i>																				0
May																		0		
<i>Guests</i>																				0
Jun																		0		
<i>Guests</i>																				0
Sessions	45	11	51	17	14	82	5	16	5	8	51	4	71	2	1	0	37	420		
<i>Guests</i>	45	11	51	17	14	82	5	16	5	8	51	4	71	2	1	0	37		420	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,507	366	94	32	666
September	2,883	484	99	24	330
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	5,836	1,224	279	84	1,680

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August	7,982	1,794	689	10,465	87
September	7,139	1,536	609	9,284	80
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	22,592	5,239	1,968	29,799	247

2021-22FY iCube Appointments



Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October		
November	0	0	November		
December	0	0	December		
January	0	0	January		
February	0	0	February		
March	0	0	March		
April	0	0	April		
May	0	0	May		
June	0	0	June		
FYTD	0	0	FYTD	0	0

Library App - 2021-2022 Fiscal Year

	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	30,330	1.	Catalog	January			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Events				
August	27,716	1.	Catalog	February			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Zinio				
September	30,192	1.	Catalog	March			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Events				
October				April			
November				May			
December				June			
				Total	88,238		

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – October 13, 2021**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the September 8, 2021 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
 - Additional Book pages for outreach
- IV. Reports
- Library Liaison Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Walk-through for donor wall
 - Kaleidoscope
 - Stationary
 - Vera Bradley event, November 13, 10-7
 - Insurance for the Friends
 - Possible internet seller
 - Volunteers for Fuerst Festive Nights
 - Downton Abbey Basket raffle – Carol Neumann
 - Holiday Sale – plans and workers for 11/6-7

V. Announcements

VI. Calendar

Kaleidoscope

- Thursday, **October 21** - Thomas Lynch, Milford essayist and poet *New & Selected Work in Words*
- Thursday **November 18** - Bailey Isgro-Moore, author, owner Detroit History Tours *Michigan Suffragettes*
- Thursday **December 2** - Steve McBride, executive director *The Pewabic Pottery*

Listen at the Library

- 2021 Summer Music on the Patio
- 2021 Summer Music at Paradise Park

Friends Events

- November 6/7 Holiday Sale

VII. Adjournment*

*Requires Action

Friends of the Novi Public Library
Meeting of the Board of Directors
September 8, 2021

(This meeting of the Friends Board was held in the Board Room of the Novi Library. All those in attendance were in compliance with the necessary guidelines put forth due to the COVID-19 Corona virus in order to hold such a meeting.)

Before Sue would call the meeting to order, International Librarian, Shannon O'Leary, offered us a demonstration of Japanese Kamishi Bi, which is a play in Japanese. It is a mini theatre that folds up into a case, portable, and tells a story using story cards. She told a short story in her demonstration and informed us she also had fairy tales, tales for older audiences, as well as fables. She offered part of the story in Japanese, showed us the story cards, and then finished the tale in English. She also used the wooden clappers, which indicate the next phase of the story, or the story's end.

Call to Order: Sue Johnson. Sue called the meeting to order at 2:20 p.m.

Present: Marilyn Amberger, Evelyn Cadicamo, Sue Johnson, Carol Neumann, Karen Schubert and Dana Brataniec. Also present was Brian Bartlett, a representative from the Library Board.

Excused Absence: Carol Hoffman.

Absent: Marge Bixby, Lin Giglio.

President's Remarks: Sue Johnson. Sue welcomed Brian to our Board. We were informed that a member of the Library Board will make every attempt to attend the Friends meetings in order that we might benefit from a closer relationship. Sue then told us that she had attended the August 26, 2021 meeting of the Library Board and delivered a five-minute presentation on the state of the Friends Board. Sue's remarks were well received, especially when Sue gave high praise to Julie Farkas, the Library Director, for all her leadership and direction during the past 18 months dealing with COVID and all its related issues.

Minutes of the June 9, 2021 Meeting: Evelyn Cadicamo. As all members of the Board had finished reading the Minutes, motion was made to accept the Minutes as presented by Carol Neumann, and seconded by Evelyn Cadicamo. Motion passed: 5-0.

Treasurer's Report and Financials: Marilyn Amberger and Sue Johnson. Marilyn drew our attention to the account balances and remarked that we were "doing very well considering what we have been through." She pointed out a few of the balances, namely, the CF CD and the total of our bank accounts. Marilyn stated they were healthy, and informed us that these balances would change as our programs were just starting up.

Sue had us turn to the Cash Flow statement and pointed out an item. It seems there was an error made regarding a bank entry of \$1,202.75. Sue pointed out this error to the bank and

they indicated they would look into the matter. Upon further checking, it turns out that this was indeed an error, and this charge will be corrected and reversed on next month's statement. The bank admitted that it had indeed been their error. Sue was happy that by next month, our cash flow will be increased by that \$1,200!!!! Happy Days!

Income	\$8,563.40	CF CD	\$15,379.57
Expenses	<u>2,284.41</u>	CF Checking	12,353.40
Overall Total	\$6,278.99	CF Savings	<u>15,003.46</u>
		Vibe Checking	8,929.07
		Vibe Savings	<u>11,024.68</u>
		Total Bank Accts.	62,690.18
		Start-up Fund	<u>100.00</u>
		Overall Total	\$62,790.18

Karen made a motion to accept the Treasurer's Report and the Cash Flow financial explanation; seconded by Carol Neumann. Motion carried: 5-0.

Joyce Churf donation: Sue Johnson. Sue informed us that the Friends sometimes receives donations intended for the Library. Individuals need their donations to go to a 501(c)(3) entity which we are, but the library is not. The check is made payable to the Friends; we, in turn, deposit it and write our Friends check to the Library.

The above statement explains a contribution from Rob David for the Butterfly plaque. In this case, the money is passed through to the library. This procedure has been followed a number of times and has worked very well.

Joyce has made a \$5,000 donation to the Friends and has stipulated that we can do "whatever we wanted" with it!. She was a long-time worker in the Library so her gift is much appreciated. We do have in mind a Donor wall that could possibly be displayed in the downstairs area. Sue stated that by next month we should have more information from Library Design regarding the cost and what the shelf would look like. She hopes there will be a rendering that would help us decide whether or not to include a bench, similar to the one at the entrance.

Library Liaison: - Dana Brataniec. The big news here was the announcement of Dana's engagement! We are all excited for her and she admitted that she has become very "left-handed" of late!!!!

Dana brought up the new Cultural Art Display. This was an item on last year's Wish List and, for want of a better description, is an art display system. The photography club was presented with a question and whatever each participant wants to display that answers the themed question, will be on display September 28 at 7 p.m. Details of this display still needs to be finalized.

The Music Series was discussed. The senior programs, of which there are four, will be held at different locations: Anthology, Fox Run, Meadowbrook Commons and Rose Living.

Anthology will have a limited complimentary dinner. Only Friends members will be invited to attend along with those living at Anthology. Tola Lewis' dates are on the calendar (the one that is not viewable to the public.) There will be a requirement in that one must register for the desired performance. We are holding this series in the four difference senior locations so that people me become familiar with the facilities. Invitations to the series will not be going out to our whole membership list and each of the facilities would be limited in how many additional people each venue would be able to accommodate.

Book Nook: Carol Neumann. We ended the month of August making \$1,800. Carol was pleased we did so well; we had higher sales, but less than it had been previously. Considering what we have lived through, this was a cause for celebration. During the first week of September we brought in \$495. This was terrific considering that first week had a holiday in it!!! The children's book sales are going strong and will probably remain up through the end of September.

There was mixed feeling about leaving the large table up for the next sale, or remove it for a few weeks so that we could bring out our holiday books. That decision has yet to be made. Carol stated that we will be having a refresher workshop on sorting so that all of us would be brought up to date on the procedures and guide lines. Alas, we will all have to work again in the small sorting room. Carol let us know we have a new volunteer who wants to work selling and is interested in learning how to sort. Carol will bring her along and work with her. Our tentative date for our workshop is scheduled for early October.

Membership: Sue Johnson. Membership is "going along pretty well." The Paradise Park events were very well received. We did get a corporate membership and about 3-4 others. The owners of Paradise Park do not charge for the events so it was a delightful surprise to receive their corporate \$50 contribution! It is a wonderful working relationship!

Summer reading - \$1 Book Nook coupon: Sue Johnson and Carol Newman. The program was free but if you completed the program, a participant was given \$1.00 coupon for use in the Book Nook. Thus far, 77 coupons have been returned as people used the coupons to buy the books the wanted. Pretty good deal!!!!

Pay Pal fees: Sue Johnson. Sue informed us that Pay Pal has increased their fees. Sue went on to explain just how this works and some of us were not familiar. For example, on a \$10 membership, the library would realize \$9.31; \$.69 goes towards fees. A few personal examples of the use of Pay Pal, and tie-ins with checking accounts, were offered and this set everyone to thinking about how to minimize costs. One other example was offered: if we mail out a renewal, that costs \$.55; returning the renewal in the envelope provided is another \$.55. One transaction costs us \$1.10. Using Pay Pal allows us to be ahead of the game!!!

Holiday Sale: Sue Johnson. The Holiday Sale is scheduled for November 6 & 7, 2021. Carol has ornaments; Sue has ornaments; Diane has donated some new little perfume bottles; Marian is making four floral arrangements, plus we will have wreaths and cards. The sale will be in the Library right by the fireplace. In conjunction with all these festivities, we will start our Holiday Book Sale at the same time. Nothing like being steadily busy!!! Love it!

Vera Bradley Event: Sue Johnson. We decided to hold this event on November 13, 2021. Responding to how successful our event was last year, it was decided that we would again offer a raffle. We are to get busy creating baskets with “a lot of cool stuff!” We were quite successful last year, and this event was held during COVID! Stands to reason we will have either the same level of success, or perhaps even more. So, get your thinking caps on!! Karen and Evelyn volunteered to work this event.

Stationery: Sue Johnson. The stationery used to mail the acknowledgement of receipt of membership dues is a little heavier and a little more ivory in color. The reason for the choosing of this type of stationery, including envelope, was so that it would stand out when a batch of mail was received. We are out of stationery. The question posed was: do we investigate this type of bond paper and envelope? Or, do we print the letter on regular bond (since this letter more than likely will be found in a file somewhere, negating the need for a heavy bond paper), or do we just investigate the ivory envelope that is a heavier weight? After some discussion, it was decided that we would just use the regular bond paper to print the letter, and just get the heavier grade envelope.

Kaleidoscope: Sue Johnson. Sue drew our attention to the information regarding the October, November and December Kaleidoscope events.

Adjournment: There being no further items of business to discuss, motion was made by Marilyn to adjourn the meeting. The motion was seconded by Evelyn. Motion passed: 5-0.

Meeting adjourned at 3:23 p.m.

Our next meeting tentatively scheduled for October will be decided through email. We will poll everyone to determine our meeting time: do we continue to meet during the day, or do we return to meeting at night? Decision to be forthcoming.

Respectfully submitted,

Evelyn Cadicamo



NOVI HISTORICAL COMMISSION
Wednesday, October 13, 2021 7pm
Novi Library

Call to Order...IN PERSON ...Novi History Room.
Introductions of guests
Approval of Agenda
Approval of Minutes- September 2021
Treasurer's report –Kim (Approval of expenses)
Communications

LIBRARY LIAISON REPORT

Betty Lang
History Room volunteers: Monday, Oct. 18, (6-8) Rae & Kelly,
Monday, Nov. 1 12-2 _____ Monday, Nov.15, 6-8 pm _____

DISCUSSION ITEMS

- * Photographer...mapping graves Dan
(Abigail Rose PhotographyLLC@gmail.com...\$550
- Tributes/gifts for outgoing Commissioners Debbie
- * Tollgate Christmas lights December 16-20 Set up- Sat. Dec. 11 take down- 12/21 Kim/Kelly
- * Veterans Wreaths Kelly
- * 9/11 interviews...see Novi First Responders
- * Rules and Procedure booklet updates
- * Villa Barr Program volunteers, Weds. October 27

BACK BURNER PROJECTS

Veterans Memorial
Storage Unit
Walled Lake Amusement Park
Novi Rd. Cemetery Sign- Removal
Memorial sign options
Historical sites brochure
Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS...

See Flyer

Rae

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

DISPLAY CABINET DOWNSTAIRS

Kim & Sue

NEW BUSINESS/Other Business – NOTE: Friday, October 15 is City Volunteer Appreciation at Links of Novi- 6:30

Annual election of officers

WEBSITE UPDATES: Facebook link/Instagram

PUBLIC COMMENT

NOTE: Next MEETING: Wednesday, November 10 (this date and the December 8 are two meeting dates that were moved up!)

Adjourn

Events Attended by Library Trustees (September – October, 2021), compiled by Trustee Dooley

Trustee Michener

- Native American Program
- September Library Card Sign-up Challenge supporting Black Women Books and media
- Parent to parent Book Club September and signed up for October
- MLA Presenting at State Library Conference
- Octoberfest Appreciation Event

Trustee Dooley

- Native American Program
- Friend of Library meeting
- MLA Conference attendee

Trustee Bartlett

- MLA Coffee Hour - Library Funding Initiatives
- MLA Annual Conference Attendee

Trustee Yu

- Temple Tour
- Walled Lake Schools Library Card sign up at Lakeshore park on 10/26

Trustee Crawford

- Historical Commission Program (Yankee Air Museum)
- Made projects in iCube
- Library concert at Paradise Park
- MLA Annual Conference attendee
- Octoberfest Appreciation Event

Trustee Cherukuri

- Temple visit

Building & Grounds Committee Meeting Minutes

Thursday, October 14, 2021

Attendance: Chair Yu, Trustee Cherukuri, Director Farkas & Barb Rutkowski (Head of IT).

Telephone RFP Update:

- 18 bids were submitted from 16 vendors. 2 of the bids received were for on-site equipment services, while the others were cloud based services. It was determined before the evaluation process began that cloud based was the preferred method for phone system execution. From that, Julie Farkas & Barb Rutkowski (Head of IT) narrowed it down to the 5 lowest bids for further evaluation as they all had similar features. The criteria we were looking at included: features and quality of proposed system components, the vendor's expertise, past performance, work plan, features, & overall costs.

- NPL has an existing, positive relationship with CBTS and their proposed bid was the second lowest bid received. In addition, areas of expertise, service, and performance were evaluated higher than other vendors. The Building & Grounds Committee along with staff is recommending CBTS to be our cloud based phone service provider and enter into a 3 year contract for service in the amount of \$15,478.20 annually.

Other discussion:

- Storm damage and Insurance Claim: no update to report on the server/technology issues. The on-site inspection has occurred and is currently with the underwriter. Some equipment has started to arrive.

- Touchless drinking fountain is currently on order.

- Landscaping: a fall clean-up of the grounds will be taken care in the next few weeks.

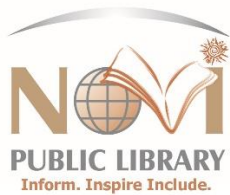
There were a few dead shrubs that were removed.

- Emergency Lighting in the building has been checked. Some were found to be in need of replacement and are on order. We do have a Fire Inspection coming up soon.

- Fire Drill is scheduled for October 28 (weather permitting) with the public taking part as well.

- Backflow Inspection has been completed and found that a part is in need of replacing.

- Looked at some building & ground projects that we may want Julie to look into during 22/23 budget discussions.



SCOPE OF WORK

The Novi Public Library (NPL) Board of Trustees wishes to engage a consultant for the purposes of:

Immediate Action

- Assessing issues that have caused communication breakdowns and created barriers to effective governance
- Gaining new tools and processes to help each board member and the board as a whole work on building trust and rebuilding a framework for respectful communication, especially in times of conflict
- Establishing common connecting points in governance and communication to guide the NPL organization forward; identifying board strengths and weaknesses to help overcome board conflict
- Learning new approaches for how to effectively and positively administer their roles as board members and board committee members for overseeing the library in relation to policy making (both for public use & employees), financial planning & annual budgeting, strategic planning, building & grounds, supporting diversity, equity & inclusion, and marketing, events & fundraising.

Future Action

- Training for Library Board members pertaining specifically to Diversity, Equity and Inclusion

The Library Board wants the best option for engaging board members with the above purposes for training (Immediate and Future Action), therefore the Library Board is open to recommendations by the consultant for how to proceed with implementing a training structure that is most effective for positive outcomes and improved board governance. The Library Board wants to show due diligence to its community for the work they will engage in, therefore, once training sessions are identified and implemented with the board members, a written summary with future recommendations would be required, as well as a public presentation.

Board Information

The Board consists of seven members, which includes leadership roles identified as President, Vice-President, Treasurer and Secretary. The Board has seven active advisory committees: Policy, HR, Strategic Planning, Building & Grounds, Marketing, Events & Fundraising, Finance, Diversity, Equity & Inclusion and one ad-hoc committee for bylaw review. The Board meets monthly on the 4th Thursday of the month (unless otherwise designated) at 7:00pm at the City of Novi, Civic Center to review, approve and respond to library related information, acknowledge the recommendations and tasks actively being engaged in committees, and to be updated on library operations by the Library Director. The Library Board follows the Open Meetings Act, therefore, if quorum of board members exists in one setting, a public meeting must be engaged.

Required Information for Proposal

The consultant is required to provide the following for Library Board consideration of services:

- A detailed plan of action for how to address the Immediate Action scope of work outlined above
- Process for engagement: timeframe for engaging the Library Board (# of suggested meetings, length of meetings, types of meetings (in-person/Zoom/one on one, etc.)
- Written document summarizing the work completed and recommendations
- Presentation to the Library Board at a public meeting (approximately 20-30 minutes in length)

Cost

At the September 23, 2021, the Library Board suggested a fee of \$1,500.00 for required services by the consultant when engaging in the Immediate Action scope of work. If additional costs are required by the consultant to achieve the required services, then the consultant is asked to provide more details for achieving the Immediate Action scope of work and an additional fee proposal.

Supplemental Information

Following the September 23, 2021, Library Board meeting, Trustee Dooley engaged board members in gaining feedback from the members. To help guide the Immediate Action scope of work, information was solicited by the Library Board members when provided the following statement:

Please indicate what you want to see for the next training, and then also what you want to see in future training sessions.

- I do not feel we are able to focus on DEI until we are able to resolve individual Board member disagreements and behaviors.
- The process and skills for managing difficult personalities
- Achieving peaceful resolutions in disputes
- Addressing negative attitudes and triggers to episodes of conflict
- Self-Awareness
- Assess issues that have caused communication breakdowns and created barriers to effective governance

- Tools to help the board work on building trust and rebuilding framework for respectful communication, especially in times of conflict
- Future training focus: DEI specific training sessions for the board
- Our NPL board needs help. We have community complaints consistently against us about racism, homophobia, gender for example. Some clear concerns that they would be effective in: systemic racism and bias, crisis management, community engagement, interpersonal relations and respect
- I would ask candidates to review past meetings and give honest assessments on what they saw.
- I would not ask for personal interviews for individual board members but group meetings to insure equity and that all members are regarded the same even in shared company.
- I would like some training on assigning importance of DEI efforts relative to other priorities within the organization. There worthy are many issues and initiatives which compete for attention and resources of the board and staff. It is also critical that the Board be able to set an example of balancing priorities - so that the staff understands the same.
- It would be nice to get some perspective on how organizations come to consensus on this - and perhaps to learn what other organizations have done.
- I completely agree with the goals that you [Trustee Dooley] mentioned in your email. I don't know if this is what you are looking for, but I believe that because we already had a training/in-service with Dr. Meadows as a full board, we should continue to see what he has to provide and follow-up from our last training session. And then with Dr. Marks, who I really enjoyed and would be beneficial for an in-service with the full board, I don't know if it would be beneficial that 3 trustees (you, me, and Trustee Bartlett) attended the in-service, unless there would be different components to the training.
- Have not reviewed what the issue is. I am not even sure what moving forward involves. But as I understand it involves next level training.
- Switching instructors who normally deliver multi session courses, may mean we have significant repetition and lose economies of scale. (Or possibly start with the new instructors base level course.)
- Dr. Meadows did an excellent job discussing goal setting and Dr. Marks session on DEI was equally impressive.
- In the future, I believe the library should be copied on all the instructor evaluation forms with the understanding that those along with board/ library staff will use them as a factor in instructor evaluation.
- And that evaluation needs to be done within a month of the training.

Proposal Deadline

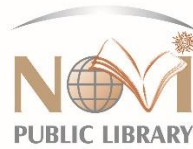
A consultant proposal is due no later than Monday, November 8, 2021 by 5pm. Proposals can be submitted via email to Julie Farkas, Library Director, at jfarkas@novilibrary.org.

Phone Service RFP

18 bids were submitted from 16 vendors. 2 of the bids received were for on-site equipment services, while the others were cloud based services. It was determined before the evaluation process began that cloud based was the preferred method for phone system execution. Director, Julie Farkas & Barb Rutkowski (Head of IT) narrowed it down to the 5 lowest bids for further evaluation as all vendors provided similar features. The criteria reviewed included: features and quality of proposed system components, the vendor's expertise, past performance, work plan, features, & overall costs.

Recommendation to the Building & Grounds Committee by Julie Farkas and Barb Rutkowski is to enter into a contract with CBTS.

Library New IP/Cloud Based Phone System						
	Cloud	New Equip	Month	Annual	Start-Up Costs	Total
Vonage	Yes	Yes	\$1,152.58	\$13,830.96	\$400.00	\$14,230.96
CBTS - Cloud	Yes	Yes	\$989.95	\$11,878.20	\$3,600.00	\$15,478.20
TelNet Worldwide	Yes	Yes	\$1,119.41	\$13,432.92	\$4,275.00	\$17,707.92
Call Harbor	Yes	Yes	\$1,480.50	\$17,766.00	\$0.00	\$17,766.00
123.Net	Yes	Yes	\$1,849.00	\$22,188.00	\$0.00	\$22,188.00
Zoom	Yes	Yes	\$940.50	\$11,286.00	\$11,286.00	\$22,572.00
Verizon	Yes	Yes	\$1,550.00	\$18,600.00	\$6,376.00	\$24,976.00
IVS	Yes	Yes	\$300.00	\$3,600.00	\$22,230.00	\$25,830.00
Trace3 - 8x8	Yes	Yes	\$1,123.89	\$13,486.68	\$13,389.31	\$26,875.99
Teoma	No	Yes	\$0.00	\$0.00	\$27,000.00	\$27,000.00
Nerds-Budget	Yes	Yes	\$253.00	\$3,036.00	\$24,914.00	\$27,950.00
TelNet Mitel	No	Yes	\$0.00	\$0.00	\$34,495.00	\$34,495.00
Evans	Yes	Yes	\$1,039.32	\$12,471.84	\$23,219.32	\$35,691.16
Rudolph	Yes	Yes	\$924.00	\$11,088.00	\$29,433.44	\$40,521.44
Trace 3 - Ring Central	Yes	Yes	\$1,800.52	\$21,606.24	\$21,606.26	\$43,212.50
CBTS - on-site	No	Yes	\$0.00	\$0.00	\$44,033.48	\$44,033.48
Clear Rate	Yes	Yes	\$1,899.00	\$22,788.00	\$25,303.35	\$48,091.35
Nerds-Server 24SC	Yes	Yes	\$253.00	\$3,036.00	\$48,261.00	\$51,297.00



LIBRARY CLOSINGS CALENDAR 2022

- SATURDAY, JANUARY 1 (New Year's Day) **H**
- FRIDAY, MARCH 11 (Staff In-Service Day)
- 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 Eve Day) **H**
- SUNDAY, DECEMBER 25 (Christmas Day) **H**
- FRIDAY, DECEMBER 30 (Closed based on current policy)
- FRIDAY, DECEMBER 31 (New Year's Eve Day) **H**

LIBRARY BOARD MEETINGS

FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @
7:00 P.M.

(Except Feb. 17th, July 21st – held third Thursday

Nov. 16th, Dec. 21st – held the third Wednesday)

H – Paid Holiday for Employee

Email from: Kathy Crawford
To: Julie Farkas
Date: 9/27/21

Just wanted to let you know how exceptional the ICUBE service was from Dominic Doot. I was given expert assistance in choosing a graphic and message for the 45 mugs I needed for an upcoming senior event. Dominic was so patient with me as I had never made anything in the ICube before but was inspired by my tour a few weeks back. Dominic shared his schedule so that we could plan on a two session project.

Not only was he so helpful in completing the project, but he also put all 45 mugs in secure boxes and met me out front of the Library to place in my car.

He needs a blue ribbon!

Kathy Crawford

Email from Kathy Crawford
Date: 9/27/21

Dear Tara Michener, in the interest of full transparency, your recent message to me has been attached because you have concerns with the full Board and Director Farkas relating to your perception of their behavior.

I understand from your communication, your concerns appear to highlight the following:

- *My handling of the items related to DEI (illegal pausing of DEI committee meetings and exclusion of your thoughts regarding the behaviors at DEI Committee meeting.

- *You accuse me of "discriminatory, underhanded, unfair and lack of sound leadership, as well as lack of transparency".

- *Reprehensible body language, ie: gestures while you were speaking, eye-rolling, whispering and passing of notes between Director and City Attorney, side conversations.

- *Your extensive DEI work is not recognized by the Board

- *Your removal as DEI Chair without cause or consultation has stopped the progress

- *A lack of respect and regard, as this Board's only Black member

- *You are being excluded

- *I ignore your complaints and pleading for fair treatment by Board members and do not condemn their discriminatory acts.

REPLY:

*I did receive your communication on Aug. 25, regarding DEI meetings as well as received numerous communications from others relating to the most recent DEI meeting and the DEI meetings of 2020. I was out of state on vacation at the time I received your message and though my reply was not judged timely by you, I did apologize to you on Sept. 7, with an explanation.

The question of legality to "pause" the DEI Committee meetings for a period, is being evaluated by the City Attorney and will be addressed at the October Board meeting. It is well known by staff and Board members that this committee has been rife with conflict and lack of direction since its inception.

*I am meeting with the City Attorney to address your accusation of my being underhanded, unfair and discriminatory as well as lacking transparency. The lack of "Sound leadership" is your opinion and perhaps others as well, who have the option of not electing me President again.

*I have not seen any gestures while you were speaking because I have been looking at you. I would suggest that you question the person or persons who were making gestures and inquire their reason. I have addressed the question of Director Farkas's whispering and note passing with the Director. This action was never intended to cause harm or the perception of ridicule. Those actions were the result of a new attorney being present and questioning Director Farkas as to whether she should intervene that moment relating to the questions about a motion. In the future, I expect that Director Farkas will be more aware of the perception. I will also remind the Board at the October meeting of how certain body language could be misinterpreted.

*I have complimented you publicly about your passion for DEI and your work in this field. I have heard others compliment you as well. Several of us have attended one or more of your DEI sessions on line. It is unclear as to how you wish to be recognized by the Board, as a leader in this field.

*It is within the responsibilities of the Board President to appoint Board Chairs annually. My approach to this responsibility included asking each member the top three committees in order of their priority. I did not seek to ask members what they wished to Chair. My priority was to attempt to assign members to committees based on their requests as well as discuss with Director Farkas the effectiveness of the committees in the past. Once my decision was made, I discussed the potential Chairmanships with each member, including my desire for you to serve as Chair of Strategic Planning. That decision was based on your previous experience and was agreed upon by you, however, you resigned as Chair when you were not additionally made Chair of DEI. My goal was for each Board member to be Chair of a committee.

*As far as respecting you as the only Black Board member, I do not see any difference in respecting you as a member or others who may be Asian, Hispanic, an older adult, or any other difference. I respect every member of our Board and think of us as a team working together to improve our Novi Library. I do not agree with special recognition of anyone because of their race.

* I do not know how you have been excluded from the Board unless you communicate examples. If you feel excluded, it certainly is not my intent to ever exclude any member of this Board.

*The fact that I am answering your message means that I am not ignoring your complaints, but am attempting to address your concerns. If you have suggestions to offer as a better way to preside over the Board, I am always open to hear it.

Dear Kathy Crawford,

This is a follow up from my last letter to you about my concerns with you in respect to the way that I have been regarded on this Novi Public Library board and the way that items related to diversity, equity and inclusion have been handled. I am dismayed about my exclusion from matters related to the current DEI standing committee. I was not asked, interviewed or consulted about your decision to pause the DEI committee. In your words you have talked to a group of people about your choice to pause this group including the HR specialist, the library director, the other board members on the DEI committee but not me. I want to bring to your attention that intentional or not this is a discriminatory action.

If all were consulted about this choice and not the founder of the committee who has voiced concerns that have gone unanswered this is in fact a problem. I have consulted legal information and the bylaws. You cannot "pause" a committee without board consultation. You stated that the HR committee made this choice the HR Committee like all committees are not able to determine anything otherwise they would have to have a quorum and have a public meeting. Later on your co-committee member stated that it was only your decision to pause this. This is confusing as you both told different stories about the status of this standing committee. You said that you paused the committee because of the bickering and the petition containing 275 names that complained about the current chairs actions of racism, homophobia and gender discrimination. I need clarification on why the choice would be to justify this behavior but to pause the committee. You also stated that you had the right to tell the chair just to stop scheduling meetings if you wanted and I simply would not have known.

This statement is not one of sound and fair leadership and shows the discriminatory actions that take place that are not OMA compliant but underhanded and not transparent. Ms. Crawford during your meeting the director and the visiting attorney passed notes and whispered to each other during the course of the event. They also rolled their eyes and made gestures many times when I talked. All of these things can be found in the video on YouTube. Public meetings do not allow for note passing or side conversations as those are not transparent to the board or those watching the board consult business. I do not think it is professional to make faces, gestures or to

mimic board members and this behavior is reprehensible and highlights the spirit of what I have dealt with in many circumstances in this body.

One of my biggest concerns is also the note about the DEI committee not being effective or getting anything done in the inception. This is not true. I have brought forth many motions for statements in support of our community. I have researched and brought forth membership opportunities to the board for APALA, BCALA, Reforma and more specialized affiliates of the American Library Association. I have created and collaborated on a successful Fall listening session with a reflection session, I have answered community letters and submitted reports and I created an extensive report on DEI and us as a library. I have suggested the audit that is now underway as well as suggested advocacy kits for children for DEI. My work in diversity, equity and inclusion has been recognized by our community with positive words but also the entire library community as a result of my work I have been asked to create courses for The Library of Michigan, to speak on a state level more than once and I have also become a education speaker on DEI and library policy both at our state conference (MLA) and at our National Conference (PLA). The progress at NPL stopped when you removed me as chair without cause or consultation and replaced me with Trustee Cherukuri. You stopped the next listening session and halted progress in this way although over 300 community members viewed the first session and longed for the next promised one that was canceled the day before. I really need to make sure that you retract your intention to pause the DEI committee, this is not something that can happen per our rules. This committee was put in place by a board vote and would have to pause by a board vote and no one can unilaterally pause the work without that action. I look forward to a reply on ways that you can make sure that your only Black board member can feel as though I am respected and regarded as everyone else. This means please stop excluding me. Please speak up when others ridicule me or commit or condone discriminatory acts. Please stop ignoring my written complaints and pleads for fair treatment and help from you as chair. I know that you said that you do not know what to do about my feelings but I urge you to consider that a feeling of inclusion should be afforded to all.

Email from: Sharon Trumpy

To: April Stevenson, Head of Information Services

Date: 9/28/21

I attended Dr. Matthews' Parent to Parent book club last night – it was SO great to be back after so many months! I believe Dr. Matthews said that you put together the brochure that contains all the books that have been read by the book club. Just wanted to say thank you as I really enjoyed looking through it and was astounded to count and find that I have attended 28 Parent to Parent book club meetings! I'm so grateful for the awesome book collection I've grown through the book club and the great conversations I have had with other parents.

Sharon Trumpy

Email from: Mary Storch

Date: 10/7/21

Hello Board Members,

My name is Mary Storch. I live in Novi and retired from NPL three years ago after working there almost nineteen years as a librarian.

It has been all over the news this week, but in case you missed it, the largest library system in the U.S., the New York Public Library, is the latest library system to eliminate late fines. Read about it [here](#) and [here](#). Local libraries continue to add themselves to this list as well, with Birmingham's Baldwin library the latest I've heard about.

I would like to weigh in on the topic of permanently eliminating late fines that you will be voting on later this year. It is understood that this discussion is only in relation to eliminating overdue fines and not on charges for replacing lost or damaged items.

1. Fines are not meant to be revenue

Although most libraries have come to count on a certain amount of revenue from their fines and fees, library overdue fines were never created with that intent.

2. Fines are unnecessary

With the large interloan system we have, the need to fine patrons as an incentive to get items returned timely is not necessary when the item may be brought in from another library. Maybe in the days of stand-alone libraries this was an issue. Why fine someone for an overdue item when there are more copies sitting on the shelf or when no one is waiting for the item?

3. Bad optics and missed opportunity to create good will

In my years of experience as a Novi Librarian, I believe that the directors and staff I worked with tried very hard to create opportunities for positive interactions with patrons. Why then continue to impose overdue fines, which by their very nature are negative and meant to be punitive: a way to 'teach patrons to be responsible and punish them when they aren't.' Fines have always put libraries in a negative light. People make jokes about 'Library Cops.' Check out the Seinfeld episode. Studies have shown that fines have almost no effect on the timely return of materials. Fines are "an antiquated, ineffective way to encourage patrons to return their books; for those who can afford the fines, they are barely an incentive," New York Public Library President Anthony W. Marx said. Asking for payment of fines is never a positive interaction with patrons. Most overdue fines are associated with families with young children; the very people you want to support and encourage to use the library. What does that conversation feel like when a clerk has to tell the parent with young children that their card is blocked? How much time is wasted by clerks arguing with patrons about their late fines? Are they informing, inspiring and including? Books checked out so long that they are marked missing will still be billed to the patron's account and research has shown the items are more likely to be returned if patrons don't have to pay a large overdue fine.

4. Fines create inequity

Since their inception libraries have been known as the 'poor man's university;' a way for everyone, no matter their means, to have free access to services and information. The Library Bill of Rights creates a barrier to using the library. Even Novi has indigent and homeless people. How many children qualify for free and reduced-cost lunches in Novi or participate in the summer Feed the Need program? Through fines and the ultimate 'blocked' account, libraries end up hurting the patrons who need the library the most. They are the ones who cannot afford to pay to unblock their account and have no other resource for the information they are seeking. These families are also taxpayers who should not be prohibited from using the library they support. According to Curtis Rogers, the Communications Director of the Urban Libraries Council. "Overdue fines do not distinguish between people who are responsible and those who are not—they distinguish between people who have or do not have money."

5. There's more...

Libraries that have eliminated fines have reported the return of lapsed users, increased circulation and increase in the number of returned lost items. The good will it generates also transfers to the ballot box when support is needed for the library. See article from Syracuse University School of Information Studies [here](#)

I ask all of you to please consider the benefits for the residents of Novi and the library by permanently eliminating late fines at NPL.

Thank you very much,
Mary Storch

Additional Email on 10/7/21:

Oops!

When I attempted to add a link to Syracuse University website, I accidentally hit the 'send' button before I was ready.

Here's the article about the benefits:<https://school.syr.edu/five-unexpected-benefits-to-eliminating-library-fines/>

Also in #4: Fines Create Inequity should read:

The Library Bill of Rights fundamentally opposes the creation of economic barriers to access services and resources provided by publicly funded libraries, including public, school, and academic libraries. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services.

Thanks for your consideration,
Mary Storch



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, Postponed until 2022
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.