



Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, July 22, 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

Roll Call by Secretary, Brian Bartlett

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

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

Approval of Agenda.....1-5

Consent Agenda

- 1. Approve Minutes of:
 - A. June 24, 2021 – Regular Meeting.....6-23
 - B. June 26, 2021 Board Retreat.....24-27
 - C. July 12, 2021 – OMA Training.....28-32
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#604) 33-34

Presentations

- 1. Dana Brataniec, Communications Coordinator: Demonstrations for NPL's new website and Patron Point (new marketing/communications tool).....35-42
- 2. Tarun Tangirala and Sarah Chang, Student Representatives: TAB Annual Report (July 1, 2020 – June 30, 2021) and final Student Representative Report for June 202143-49
- 3. Staff Recognitions for 2021 by Julie Farkas.....(see Director's report for more info)

Public Comment

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

Citizens must state their first, last name and address

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

Reports

- 1. Student Representatives Report (June 2021)(see above in presentations)
- 2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals.....50
 - B. 2020-2021 Goals Document Update – being sent in email & provided in AugustN/A
 - C. Community Listening Session June 22, 2021: Zoom & Facebook live notes and Zoom chat transcript, provided by Dana Brataniec, Communications Coordinator.....51-55
 - D. Library Board Retreat June 26, 2021, Update: Reflection from Dr. Lee Meadow. ..56-58
 - E. OMA Training presentation slides – July 12, 2021.....59-66
- 3. Treasurer's Report (Geoffrey Wood)
 - A. 2020-2021 Library Budget Fund 268..... 67-69
 - B. 2020-2021 Contributed Fund Budget 269..... 70
 - C. Financial Report June 2021 71
 - D. Library Fund 268 Expenditure & Revenue Report as of June 30, 2021 72-74
 - E. Library Fund 269 Contributed Fund as of June 30, 202175
 - F. Balance Sheets for Funds 268 and 269 as of June 30, 2021.....76-77
- 4. Director's Report (Julie Farkas) 78-89
 - A. Information Technology Report 90-91
 - B. Facilities Report 91-92
 - C. Information Services Report 92-96
 - D. Support Services Report 97-98
 - E. Library Usage Statistics..... 99-107
 - F. Friends of Novi Library – 20/21 Yr. End Review; 21/22 Budget; 21/22 Wish list 108-111
 - G. City of Novi Historical CommissionN/A

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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.
 - Director Farkas is working with attorney on reviewing current Pandemic Procedure and Policy as we are getting closer to Phase 6 (full library operations to begin as of 9/7/21)
 - No meeting; No report

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj and Kirsten Malzahn.
 - No meeting; No report
 - Current policies being reviewed by HR Specialist and HR Attorney: Employee Smoking Policy and Remote Work Policy

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - A meeting was held on July 13, 2021: There was a discussion on costs associated with holiday pay. Carl Johnson, CFO for City of Novi, attended the meeting to continue discussions that were pre-COVID regarding an endowment/foundation opportunity for NPL.

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held Monday, July 12, 2021: Committee reviewed the soft launch of NPL's new website and gave their notes and observations. An official public announcement will be soon. Each Trustee on this committee is planning to rotate to attend a Friends of the Novi Library meeting - we feel that there should be more synergy between the two groups. Thank you to the Friends for everything they do for the library and community. Trustee Yu attended their July 14th meeting. Trustee Bartlett attended the Memorial Reception for a new art installation and fundraiser from the Krupic family - in memory of Peggy Krupic. People can purchase butterflies which helps raise funds for NPL. Brochure can be found on the website. More marketing will take place via email and social media. Read Boxes - currently on display at various public parks. We have one more box available to place. Director Farkas is currently working on the location with the city. Working on an idea to hold a public auction for more read boxes during National Library Month next April 2022. More information to follow. Currently staff is working on migrating and launching Patron Point. The hope is to send marketing to all current and active library card holders via that system. Current e-newsletter is sent via Constant Contact and approximately 2500 subscribers opt in.
 - Next Committee meeting is August 2, from 3-4 PM

Events attended by Board Members:

- Torry and Kat attended: Un-shelving The Fear In Your DEI Mission webinar through Lib Assoc. of MI - Trustee Michener was actually the presenter.
- All trustees had OMA training 7/12/21 and the Board Retreat 6/26/21.

- Torry attended Friends of Novi Library 7/14/21.
- Trustee Bartlett attended the Butterfly Fundraising debut event 6/27/21.

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 on 6/22/21. This meeting was general in nature to bring new members Yu and Cherukuri up to date on building/grounds information.
- Next meeting scheduled for July 26, from 2-3pm. Director Farkas is currently working with Barb Rutkowski, Head of IT, on technology damages due to the two large storms and power outages that occurred on 6/24/21 and 7/7/21 which resulted in the library being closed the evening of 7/7, all day 7/8 and 7/9. Technology was restored for opening on 7/10, but this is a current critical issue for hardware replacement. An inventory of hardware damages and costs are being reviewed for insurance purposes.

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

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

- Meeting was held on 7/15/21; Committee met with the attorney to review the current draft bylaws that were initiated by former committee members (dated February 25, 2021). There was a discussion about the current state of the bylaw committee not being recognized formally in the current bylaws as a standing committee, but has been recognized by President Crawford and board members are currently appointed.

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

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

- Meeting was held on July 15, 2021: Community listening session was held on June 22nd. Featured a short video showing the community what the NPL has done with DEI over the past year. Many familiar faces in attendance. Comments were primarily board focused, and have been shared with the Board at the Board Retreat on 6/26/21. The Multi-cultural Walk Through has been tabled. Director Farkas provided an update on activities from the Staff DEI Committee. Working on Committee Vision/Focus including discrete goals for the coming year.
- Next Meeting proposed for August 5th

Matters for Library Board Action

1. None

Communications

1. 6/24/21: Rob David – Re: Visit to Lakeshore Lending Library112
2. 6/25/21: Julia Tauro – Re: Your apt. in the iCube Makerspace.....112
3. 6/29/21: Sharon Trumpy – Re: Fine Free Library Considerations.....113-115
4. 7/12/21: Sue Genschoreck – Re: NPL Website searching for book.....115
5. 7/15/21: Sharon Trumpy- Re: OMA Session.....116
6. 7/16/21: Sharon Trumpy – Re: FOIA Request.....116-117
7. 7/16/21: David Molloy – Re: A big thank you.....117

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 – 2021118

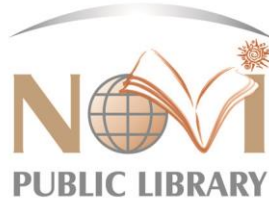
2021 Future Events:

- 8/11/21: Friends Regular Meeting at 2pm, Novi Library
- 8/15/21: Historical Commission Regular Meeting at 7pm, Novi Library
- **8/20/21: LIBRARY CLOSED – IN-SERVICE STAFF TRAINING (8:30am-4:30pm)**
- 8/26/21: Library Board of Trustees Regular Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED LABOR DAY WEEKEND – Saturday, September 4th – 6th**

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<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
June 24, 2021**

Expanded Draft

Call to Order by President, Kathy Crawford

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Kathy Crawford, President, at 7:02 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

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

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

Student Representatives

Sarah Chang (left virtual meeting at 7:28 pm)
Tarun Tangirala (left virtual meeting at 7:28 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Attorney

Tom Schultz
Rosati, Schultz, Joppich & Amtsbuechler

Approval of Agenda

President Crawford added item E – Juneteenth under President's Report. Trustee Michener added item 10 – Under Matters for Board Action - Amendment to add Juneteenth to the list of Holiday's in the Novi Public Library employee handbook. A motion was made to approve the Agenda as amended.

1st – Trustee Michener

2nd – Trustee Dooley

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

Consent Agenda

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

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

1st- Trustee Dooley

2nd- Trustee Michener

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

Presentations

1. Eva Sabolcik, Support Services Supervisor Outreach: Will discuss the soft opening of the lakeshore Lending Library. Grand Opening scheduled for Wednesday, July 7th 6-8pm.
 - a. Eva discussed the Lakeshore Lending Library Kiosk; the first self-serving library kiosk in Michigan. Guest can check out up to 5 items with their Novi library card.
 - b. There is a how to use video posted on the Lakeshore Lending Library webpage. Also, there are directions on how to check out and return items, next to the self-service screen, at the kiosk.

Trustee Yu has been receiving positive feedback from the community about the Lakeshore Lending Library. Community members in the North End have also inquired about expanding services to include remote ability to pick up holds and return items.

Reports

1. Student Representatives Report

On page 23 of the June Board packet. The June meeting is the last official meeting for the student representatives and they have been invited to return in July to present their successful year in review.
2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals – page 24
 - B. 2020-2021 Goals Document Update – N/A
 - C. Library Board Retreat Scheduled for: Saturday, June 26, 2021 from 10:00am-2:30pm
 - D. Library Board Committee Assignments Chart 21/22 – page 25
 - E. Juneteenth
 - a. President Crawford commented that President Biden declared Juneteenth a Federal Holiday. She said that Juneteenth has been a topic of discussion at the Library DEI committee and at the listening session. She would like for the policy and finance committees to meet and revisit whether Juneteenth could be added as a paid Holiday for

Library staff. Additionally, she would like the committees to bring their recommendation to the July Board meeting. She understands that some of the Board members would like a decision tonight because this issue has been discussed for over a year. However, some members of the Board did not have the benefit of that discussion and that debate.

President Crawford said that boards, commissions, committees have a process for a reason. There is a responsibility to over 60,000 residents of Novi and to the people and organizations that support the Library financially. Primary responsibility of making reasoned decisions after discussion, debate and thoughtful consideration is the primary responsibility of the Board. Therefore, surprise motions and knee jerk votes create a negative atmosphere and sometimes create animosity; that is precisely what has created unnecessary conflicts on the Board in the past. It is Kathy's hope and many others in the community's hope that this Board can move past the discord of the past.

3. Treasurer's Report (Geoffrey Wood)- pages 26-37

A. 2020-2021 Library Budget Fund 268

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

B. 2020-2021 Contributed Fund Budget 269

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

C. Financial Report - May 2021

On page 30 of the June Board packet.

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

Revenue ending May 31, 2021 was \$3,175,024.
Expenditures ending May 31, 2021 was \$2,631,639.

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

Revenue ending May 31, 2021 was \$34,994.
Expenditures ending May 31, 2021 was \$13,215.

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

Ending Fund Balance for Fund 268 as of May 31, 2021 was \$2,824,883
Ending Fund Balance for Fund 269 as of May 31, 2021 was \$1,728,758

Director Farkas commented that the answer to Trustee Michener's question regarding the Defined Contribution account, from the last board meeting, can be found on page 38 of the June Board meeting.

4. Director's Report (Julie Farkas)

On pages 38-61 of the June Board packet.

Staff members celebrating anniversaries for July are:

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

A. Information Technology Report (pages 62-63)

B. Facilities Report (pages 63)

C. Information Services Report (pages 64-67)

D. Support Services Report (pages 68-70)

E. Library Usage Statistics Report (pages 71-79)

F. Friends of Novi Library – (pages 80-83)

G. City of Novi Historical Commission – (pages 84-87)

Director Farkas commented that the Novi Public Library will partner with Novi Community Schools to participate in OverDrive's Public Library Connect Program. OverDrive is one of the libraries digital distributors of eBooks, audiobooks and online magazines. More information can be found on page 38.

On page 42 is information about the Butterfly Garden Wall. A new donation opportunity for the community.

Trustee Cherukuri asked about what percentage of high school students do not have a public library card. Director Farkas will get this information for Trustee Cherukuri.

Matters for Library Board Action

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

A motion was made to cease fine free exception status for materials returned late, due to Pandemic, beginning Tuesday, September 7, 2021.

1st- Trustee Cherukuri

2nd- Trustee Dooley

Discussion: Trustee Bartlett explained that the Finance Committee discussed this motion. He said the average fees (fines) that were due to the Novi Library were \$2.00 per library card, which is not a tremendous amount of dollars from that standpoint. Also, with this consideration, fees will not be removed for lost or missing materials which encompasses a larger dollar amount owed. Additionally, the library has no control over fines charged to other libraries that are checked out with the Novi Library card.

Trustee Michener clarified that fines represent amounts owed to the library for books that are overdue and the term fees is for lost materials. Trustee Michener discussed fines charged to library guests and cited examples and recommendations from the Government Alliance on Race and Equity in libraries.

She defined individual, institutional and structural racism. Based on her research, racial equity and inclusion must be at the forefront of how libraries form policies. Trustee Michener provided an example where staff judgement can be used in certain areas such as waiving library fines and this means that implicit bias may play a role in the decision. Also, she added that there is a sense of shame that comes with not being able to pay a fine, along with a feeling of being blocked from the library, which contribute to systemic barriers. Trustee Michener said that most library professionals agree that fine free is the way to go. Also, fines that accrue can put a hardship on guests that are struggling. Also, Trustee Michener said that the Novi school district recognizes there are disparities and gives away food without any questions asked.

Trustee Cherukuri thanked Maryann Zurmuehlen for providing data on the demographics and characteristics of cardholders with fines. He said in an ideal world there would be no fines, utility bills, parking tickets, etc... but that is not reality. Trustee Cherukuri said that a library card is a child's first independent relationship with a government entity. He wants that relationship to be approached with respect and responsibility. He added that the data shows that few of the blocked cards are actually children and the worst offenders are mostly adults in his age group. Going fine free only covers Novi Library books and does not cover the vast majority of TLN network books. Also, with going fine free a vast majority of this expenditure is recovered from the middle class. Renewing books is not at the discretion of the library staff and it is done automatically through the system. Appeals can be made to library management for special cases and card suspensions are flushed after 2 years. He said the library is approaching this issue in a way that is much more targeted and financially effective and he does not think fine free is advisable for the community.

Trustee Dooley asked Director Farkas if (during the year of COVID when the library went fine free) there was a significant impact with regards to diminishing any services or value to the community, while the library was not collecting those fines. Director Farkas said there was not and in fact the library tried to enhance and add more ways to connect with the community better during the COVID restrictions. Trustee Dooley said the library was not able to take in those fines (during COVID) and although restrictions were in place in regards to visitation to the library, the value in terms of access to books, programming, etc... were not detracted from or diminished in any way. Therefore, there is proof now that the library was able to conduct business despite the circumstances of COVID and actually add more value with podcasts, etc... because of this Trustee Dooley does not believe the library needs to rely on the fines revenue anymore. She agrees with all Trustees that spoke so far on fees; that fees will continue to be incurred on lost materials. She would like to remain fine free and not start to collect fines again.

Trustee Yu one hundred percent agrees with what Trustee Dooley just explained. When going fine free was brought up originally during budgeting time a couple years back, he voted no because he wanted to see this in action and now this was implemented (fine-free) as a good faith effort. Trustee Yu said that students do struggle to get fines paid off and he would like to not see these student accounts blocked, citing the bigger goal is to get the materials back, so he does not see a purpose in charging late fines for overdue materials.

President Crawford asked if a person has extenuating circumstances if the library has a procedure in place for these guests. Director Farkas said the staff works very hard to be equitable and they have allowed for exceptions. President Crawford said that in the past, working with community action groups has enforced her concept of responsibility of having a borrowed book. It is easy in this busy world to forget that a book is due, but she personally has always felt a degree of responsibility to the library property.

Director Farkas personally has always been in favor of going fine free for reasons of good will to the community and embracing a barrier-free environment, which fits in with the strategic planning and making the library more barrier free. However, her financial concern is that during the COVID year although the library did not have the fine revenue come in, the library did not experience normal expenditures during that time frame. So there is no apples to apples comparison to take away from that year.

Trustee Bartlett discussed TLN network implications with Novi going fine free. If a patron through TLN has borrowed a non-Novu item normal fines would accrue and be paid to the borrowing library. Only Novi materials for Novi patrons would be fine free.

Trustee Dooley asked how much data would be required to make the apples to apples comparison. The motion as it stands, if approved allows the library to start collecting fines again beginning September, with the start of the school year. Trustee Dooley asked if the makers of the motion would consider extending the time before the fines start up again to gather an apples to apples comparison.

Trustee Bartlett was interested in a number of different measurements where the Board could understand the distribution of fines within the library network, the distribution of fines to other libraries and the liability situation where the library has to collect a fine for another library in the TLN network. He added that the library currently does not have that number. Trustee Bartlett would like to see these numbers if all would go back to normal. Fine free is not a tabled issue forever.

Trustee Michener appreciates the comments from Director Farkas and Trustee Dooley. She wants to make sure the humanity piece is also a measurement and not entirely dollars and cents. She added that personal situations change and one situation is not always relatable to everyone. Trustee Michener wanted to address discrimination bias which is in the research that she read. For example, in one situation a person sympathizes with a sick person that is unable to pay the fines, but not with the person who was unable to get to the library due to a transportation issue. This example could lead to shaming for the person who had the transportation challenges. Trustee Michener is interested in a trial for fine free as recommended by Trustee Dooley and Bartlett. Trustee Michener recommends a fine free trial period for 6 months from, July – Dec, 2021 and the library would not be locked into fine-free and the Board can re-evaluate for January 2022. Her preference is fine free, but she is willing to work with the Trustees.

Trustee Bartlett suggested to the maker of the motion (Trustee Cherukuri) whether the board can amend the motion to remain fine free until the end of the year with fines being reevaluated at the January meeting.

Trustee Cherukuri is concern about finances and the opportunity cost that does affect some of the disadvantaged people. For example, less hiring of part-time people due to COVID, creating a reduction in part time salaries. If fines go away permanently and are not collected the money (approximately \$60,000) goes back to the middle class, creating a loss of potential job opportunities due to positions not being filled. He does not believe that this is a good use of the \$60,000 and believes little of that would even benefit the disadvantaged people and he prefers to stay with the original motion.

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

Yes Votes: Wood, Bartlett, Cherukuri

No Votes: Trustee's Michener, Yu, Crawford, Dooley

Director Crawford asked if a Board Member would like to make a new motion.

Trustee Michener made a motion to provide our library community, patrons and staff an opportunity for a 6 month trial for fine-free from July, 2021 – Jan. 2022.

Director Farkas clarified the time frame, which is the 6 months of July-Dec., 2021.

1st-Trustee Michener

2nd- Trustee Dooley

Discussion: Trustee Michener said this is a really good opportunity for the Board. She said that people are struggling and the middle class is shrinking. It is the Board's responsibility to serve in the best way possible and libraries are free and open to all.

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

2. Approve the expenditure for Parking Lot maintenance in account 976.100 Capital Outlay in the amount of \$10,700.00 with A&R Sealcoating for fiscal year 21/22. (Finance Committee)

A motion was made to approve the approve the expenditure for Parking Lot maintenance in account 976.100 Capital Outlay in the amount of \$10,700.00 with A&R Sealcoating for fiscal year 21/22. (Finance Committee).

1st- Trustee Bartlett

2nd- Trustee Michener

Discussion: Trustee Bartlett explained the motion was discussed in the finance committee and the original quote was less prior to COVID. He stated that asphalt increased unexpectedly, during COVID, by approximately 30 percent and asphalt is continually increasing as petroleum increases. He encourages all Board members to support this motion.

Trustee Cherukuri researched this and checked to see if the schools could coordinate efforts for better pricing. He discovered that the schools do crack filling and not seal coating as part of their maintenance.

Director Farkas commented that City employees recommended crack filling and seal coating and because it is a City building she does look to them for estimates/recommendations. She did look to see if there was a coordination opportunity with the City and they did provide companies that have done work in the past. This was not a bid because it was under the \$15,000 threshold.

Trustee Dooley finds the bid competitive and is in favor of the motion.

Director Farkas clarified that this is not a full seal coating of the entire parking lot, just fixing areas where cracks need filled and seal coated.

Trustee Michener is in favor of keeping up maintenance in order to put the library building and grounds in a better place to avoid long term costs.

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

3. Approve the expenditure for a 5 year maintenance agreement with Envisionware, vendor for Lakeshore Lending Library Kiosk, in account 734.000 Computer Software/Licensing in the amount of \$27,720 for fiscal year 21/22.

A motion was made to approve the expenditure for a 5 year maintenance agreement with Envisionware, vendor for Lakeshore Lending Library Kiosk, in account 734.000 Computer Software/Licensing in the amount of \$27,720 for fiscal year 21/22.

1st- Trustee Dooley
2nd- Trustee Bartlett

Discussion: None

Roll Call vote was taken and the motion passes unanimously with 7 yes votes.

4. Create an email address that includes ALL library board members as recipients and can be sent as one email; make available on the libraries website for public use. (DEI Committee recommendation)

A motion was made to create an email address that includes ALL library board members as recipients and can be sent as one email; make available on the libraries website for public use

1st- Trustee Cherukuri
2nd-Trustee Yu

Discussion: Trustee Dooley asked if this includes the entire board on the DEI email. Director Farkas said this is an email that would go to all 7 Trustees.

Trustee Michener wanted clarification that this does not eliminate the DEI email and Director Farkas said nothing is taken away and this just adds another email group which includes all 7 Board members.

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

5. Approve additional library closings for calendar year 2022

A motion was made to approve additional closings for calendar year 2022 with minor corrections made in discussion below.

1st- Trustee Yu
2nd- Trustee Dooley

Discussion: Trustee Michener pointed out minor changes to the document on page 43, in parenthesis the wording says Christmas Day for the 24th instead of

Christmas Eve Day and the 25th shows closed instead of Christmas Day. Director Farkas will correct.

Trustee Dooley wanted clarification on the Friends event. It is not being held in 2021 but the event is planned for 2022. Director Farkas addressed the note at the bottom of the closures requesting that the February 24th meeting be held on February 17th due to a Directors schedule conflict.

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

6. Approve 2nd Draft: Charges for Damaged, Destroyed or Lost Materials (Notes: Only approve this policy if the Board is not charging late fees on materials)

A motion was made to approve 2nd draft of this policy - Charges for Damaged, Destroyed or Lost Materials (Notes: Only approve this policy if the Board is not charging late fees on materials). Updated with fine free dates as discussed below.)

1st- Trustee Bartlett

2nd-Trustee Michener

Discussion: Director Farkas clarified that since the Board is not charging fines, at this time, then this policy would need updated to reflect not charging for overdue fines on materials. Trustee Cherukuri expressed that a date was identified in an earlier motion, when the board extended fine free through and asked if that date should be reflected on this policy. Director Farkas said thank you and yes this policy needs updated to include the extended date that fines will not be collected through. Director Farkas will update the policy to reflect no fines from July –Dec 2021. Attorney Schultz suggested that the maker of the motion and the 2nd, are asked if they agree with the discussed changes to the 2nd draft of the policy. Both Trustees are in agreement.

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

7. Approve 2nd Draft: Distributions and Postings (Reviewed by attorney, staff and Policy Committee)

A motion was made to approve 2nd Draft: Distributions and Postings (Reviewed by attorney, staff and Policy Committee)

1st- Trustee Michener

2nd-Trustee Dooley

Discussion: Director Farkas noted that minor grammatical changes were made to the document.

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

8. Approve 2nd Draft: Unattended Child Policy (Reviewed by attorney, staff and Policy Committee)

A motion was made to approve 2nd Draft: Unattended Child Policy (Reviewed by attorney, staff and Policy Committee) as amended in discussion below.

1st- Trustee Wood

2nd-Trustee Yu

Discussion: Trustee Michener suggests amending point 7 to if any child 12 years or older has not been picked up at closing time staff will contact public safety to request assistance. She said that if you are under 12 you have to be accompanied by an adult at the library, so there is already someone at the Library with them. Director Farkas clarified that a child 12 years of age or older can be at the library without supervision and if the staff runs into a situation with a child under the age of 12 is at the library, at closing, without supervision, the library staff will call public safety for assistance. The attorney, Tom S., noted point 6 is addressing children 12 years and older. Point 7 is really about children 12 years and under. He thinks what is causing Trustee Michener's comment is the part about being picked up, not the age category. He suggested phrases the sentence different, for example if a child under 12 years is at the library unattended (without supervision), at closing time, the staff will call public safety. Keeping points 6 and 7 age groups the same. President Crawford asked the maker of the motion and the second if they agreed with the change and they both agreed.

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

9. Approve 2nd Draft: Campaigning, Petitioning, Interviewing and Similar Activities (Approved by attorney, staff and Policy Committee)

A motion was made to approve the 2nd Draft: Campaigning, Petitioning, Interviewing and Similar Activities (Approved by attorney, staff and Policy Committee)

1st- Trustee Dooley

2nd-Trustee Michener

Discussion: Trustee Cherukuri noted the policy is all red and asked if there is a current policy on this. Director Farkas included the draft in the last packet and the policy is similar; just cleaned up. Additionally, it was reviewed by Policy Committee and there did not seem to be many discrepancies or concerns.

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

10. Approve Juneteenth to be added to the employee handbook to the list of Library Holidays. (this would be a paid Holiday, as all Holidays are paid in the handbook)

1st- Trustee Michener

2nd-Trustee Dooley

Discussion:

Trustee Michener said this is a passion point for her, the entire community and this is an American issue. She said many board members have listened to the listening session and have heard the participant's passion for this and their turmoil with the Board's going back and forth on this topic. She said that the Board needs to do right for the community and honor this Holiday, like this country has. Trustee Michener said this all happened on American soil where Black people dedicated their lives freely and many people can relate to how important that is. She said as the longest Board member, she has seen a lot of camaraderie around a lot of issues and she is saddened that this has not been taken in the same way. She said it is a small gesture to make things right and aligned. She said be careful not to micro-aggress each other and she has been waiting a year for this and it is not a knee jerk reaction for her. It is true Independence Day for many people and

delaying is not acceptable. She implores the Board to be fair, equitable and inclusive and she implores the Board to say yes.

President Crawford addressed that the knee jerk reaction statement she made earlier is in regards to other motions made throughout the previous year and not about Juneteenth. She encourages members take time and give thoughtful consideration when bringing forth motions. This Board is relatively new and President Crawford likes to follow a process. The process she believes the Board is best served by is going to the committees and having them bring forward the recommendations. She has no problem with the Holiday, believes it is a part of American History. But she encourages following a processes by going to the Policy and Finance Committees for recommendations to move forward at the next meeting.

Trustee Bartlett discussed the paid Holidays offered to staff and would like that compared to what the offering is in the country. Director Farkas clarified that the library currently offers 10 paid Holidays to the staff; one of which is a floating Holiday for the month of November for Veterans Day. Trustee Bartlett said according to the Bureau of Labor and Statistics the number of paid Holidays offered to hourly employees in the United States is 7.6 days, for professionals it is 8.5 days; both which the library is over. Trustee Bartlett is in support of moving the floating Holiday for Juneteenth. Holidays are different throughout the world, some US businesses offer 9 and in Germany they offer 20 paid Holidays. He feels 10 Holidays is a generous package compared to standards inside the country.

Trustee Dooley did some research on packages offered by other libraries. She reviewed class VI libraries that are city libraries and not district libraries. She reviewed hours that other class VI libraries (such as Detroit, Grand Rapids) are open and determined that Novi is open significantly more. The Novi Library is open 7 days a week, M-Th for 11 hours, Fri & Sat 8 hours and Sunday 6 hours a day, which is 66 hours a week and 344 days for the year. In the private sector, a typical salaried employee, in a year, works 2,080 core hours. Library core hours are approximately 3,102 not including added events or programs. She would like to include how much more the staff works and how many more hours the library is open, to be considered when it comes to reviewing packages offered. Trustee Dooley also added that Rochester Hills has 31 days off and Novi is not even close to that. She said on top of that the Novi Library has lots of amenities and value that it brings to the community. She is imploring the Board that adding one more paid Holiday is justified beyond the actual understanding of the Holiday and the Board knows where Trustee Dooley stands with that. She believes it is justified from a benefits package and she wants to add one more paid Holiday.

Trustee Cherukuri believes this is an important Holiday for America and he does support the idea. Respectfully he disagreed with two things in Trustee Dooley's analysis, which compares the opening of the library to the hours an employee works and employees are not expected to work 3,102 hours a year. He thinks it is not fair to benchmark other libraries and Novi is responsible to the taxpayers. He said there are an increasing amount of benefits accruing to public sector employees which do not accrue to the private sector. Novi Library has 10 Holidays, 12 sick days and 6 personal leave days and vacation from 10 to 25 days depending on seniority. He supports what President Crawford said about going

through the process and he believes that the Board can get there and achieve this in an amicable way.

Trustee Dooley appreciates Trustee Cherukuri's insight and she is obviously aware that the staff does not work an employee the entire 3,100 hours a year. However, it is important to look at the other libraries. Novi has over 60,000 plus taxpayers and some of the other communities she reviewed in the same class are significantly larger and yet they open and offer less. Also, comparing government to private sector is not a fair comparison. There is no comparison in terms of pay between these sectors, the benefits lie in the perks such as days off, Holidays, and benefits. Private Sector employees make way more compensation, have more opportunity for growth and that is not even including their benefits package.

Trustee Michener as member of the Black community and having ancestors that gave free labor to this country and are a part of the fabric of this country, to hear some of the debates around this topic is heart wrenching for her. She in the past year has been torn apart by so many semantics with approving this Holiday, as it was approved as a Holiday then taken away. She represents more than herself as a member of the board. Trustee Michener said that the libraries new HR Specialist wrote a letter today saying she listened to the listening session and she has researched and the Board definitely needs to do this. Trustee Michener said that the library HR specialist is an expert in DEI like herself. When the board is arguing labor over people who have worked in this country for free it feels ironic and unfair to her. Trustee Michener said she is only asking for a paid Holiday, and does not believe it is about money because this library has so much wealth. She wants the Board to honor this commitment and by not doing so sends a message to the community; this has been delayed for a year. Trustee Michener said that every person on the DEI Committee is for this, except Trustee Cherukuri.

Trustee Cherukuri said the perception that the public sector is less compensated is an outdated concept, studies have shown across the board that when you look at the benefits package, the quality of benefits, the retirement plan, and civil service benefits, etc... they vastly exceed what people get in the private sector. Beyond that Novi is a diverse economic community not all parents work for the big three corporations; it is a top to bottom community that also has plenty of parents working in blue collar jobs. Trustee Cherukuri wanted to clarify what Trustee Michener said and he said that everyone on the DEI Committee agreed to make Juneteenth a paid Holiday and the difference was that they could not agree on how to pay for it. He said it is not disrespectful to ask how to pay for something, as a Trustee they are entrusted with this. Trustee Cherukuri said that by failing to follow the process a poorly formed resolution was passed which has caused a lot of this angst. He said that people are working in the right direction but you have to let them work.

Trustee Michener said it was not a poorly formed motion and finds that offensive. When she brought it to the table it was discussed and it was quickly adapted. She said she represents every Black and non-Black person that believes in it. She recommends Trustee Cherukuri watch the library video.

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

Yes Votes: Trustees Michener, Dooley, Yu

No Votes: Trustees Cherukuri, Crawford, Bartlett, Wood

Public Comment

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

Tia Marie Sanders, PO Box 107 Novi, MI. Tia Marie thanked Tara Michener for continuing to advocate for what she says the country understands and the planet understands but the newly appointed Board members, whether they are able to articulate that they understand it or not, but she does know that they understand anti-Blackness. She said this process has been the most painful that she has ever gone through as a citizen of this City. She has sat through this and other Board calls and says she has listened to micro-aggressions, exceptions being made when it benefits those that are not Black and micro-aggressions towards the Black community. She said she has every single time come on these calls over the last year looking, searching, hoping, wishing, praying that based on just what has happened in this last year to citizens of this community that there would be some other kind of understanding. Tia Marie just listened to the recent comments about paying for Juneteenth and comments about private sector making as much money as the public sector. She said if the board is going to pull out those stats they need to go one more step deeper and understand that in the public sector Black people in Michigan make up 60% and yet they make the least amount of money; under \$30,000. She said in the private sector Black people make up 45% of the private sector and still make under \$30,000. She told the Board not to use another statistic to talk about what is comparative, when they do not understand Blackness. She said all that they have continued to do, as a Board, is continue to perpetuate anti-Blackness which does not make her feel safe as a resident. It does not make her feel confident in the choices the Board is making, that they are not doing the slightest amount of research on the community that is telling the Board what is needed and required. She added when the Board talks about taxpayers those are her taxpayer dollars in that building. She said her tax dollars decided that she does not mind paying taxes so that Juneteenth can be paid for. She is disappointed in the entire process surrounding the anti-Blackness that she has seen.

Regina Sharma, did not state her address. Regina said this is the third time that she has addressed the Novi Library Board in the last 6 months for what she has witnessed as bullying, suppression and discriminatory tactics by both Library administration and Board members toward Trustee Tara Michener and a continued failure to address anti-Black hate and honor the Boards responsibility of stewards of the community. In February when she first addressed the Board it was because Trustee Michener was questioned as to why a hate clause would be a DEI initiative, a policy that would protect visitors of the library from discrimination and since that time she has continued to witness a lack of transparency and continued dishonesty with regards to Juneteenth, a Holiday which referenced earlier in the meeting is now a Federal Holiday, a conversation that has been going on for over a year now. Regina said that the Board president's response suggesting that voting on Juneteenth would be a surprise vote or a knee jerk motion is simply inaccurate because this motion has been on the Board agenda for over a year and the rationale that the Board has new Board members undervalues their responsibility to the community because it is the responsibility of a Board to still honor full service to the community even in times of transition. She said that indicating that the Board is going to

postpone this matter for vote once again rationalizing; is what has caused animosity despite it being on the agenda for over a year is suppression, avoidance and continuing to inflict harm on the community members. She said the feedback from Board members calculating the financial impact of the Holiday representing liberation in the Country for the Black community is to her is problematic at best and racist at worst. She asked if the Board would quantify that same financial impact if the Board were discussing whether employees would receive a paid Holiday for Christmas or the 4th of July. She has also heard members of the Board in recent past meetings question whether racism is really a problem in Novi despite numerous members of the community providing resources on Black hate and repeated harassment experienced by Black members of the community in Novi. She said their behavior as a Board is shameful, unacceptable and she said they are an embarrassment to the Novi Community. She is not sure why after repeated public comments that have gone on for many months including those from the DEI Listening Session on Tuesday that the Board at the very least is not humiliated by their behavior. She is not sure if the Board thinks that no one is watching them, but she assures them that the Novi Community is watching, the Metro Detroit Community, at large is watching and they will take the Boards racism into account if they so choose to pursue another public office again.

Sharon Trumpy, did not state address. Sharon wished she could say that she found the vote surprising and she is saddened to say that she does not. She said it is quite apparent that the only time the Board feels that they need more time to do research is when they are upholding their anti-Blackness. The only time there is confusion about policy is when it applies to the Black community and their needs. She does not even understand what the point is in having the community listening sessions are because she does not see that the community's needs are addressed by the Board. Sharon wished that they would uphold the same standards for the Board that is imposed on the commenters. She said the group comment policy talks about not using abusive or disrespectful speech yet she has seen that go on for over a year now towards Trustee Michener. She would invite anyone who is confused on this to go to YouTube channel and watch NNRAA where you can watch a compiled video of all of the Board discussions about Juneteenth. She said this is not a new issue and there is no excuse for any Board member not being prepared to vote on it tonight. She would like to invite anyone who is listening and outreached by this to join Sharon in person at the Library this Saturday at 10:30am when the Board will be having their annual retreat, which is open to the public under OMA guidelines. She said she will also be emailing the Board with her feedback on the Boards discussion of fines and she is glad that the Board took a pause on fines. She thanks Trustee Dooley for that suggestion and she said some of the Boards discussion tonight was uninformed and ignorant and there is plenty of evidence that shame and punishment do not motivate people. The boards thinks it is their job is to teach responsibility to children who have no ability to return their own materials or to shame people into having to disclose their personal extenuating circumstances to be extended grace at a resource that is supposed to educate and empower the community is shameful. She is livestreaming this right now and she will make sure that she is sharing this widely because the Board has let her down again.

Betsey Beaudoin, did not state address. Betsey thanked the Board for the thoughtful discussion on the fines. She really appreciated the professional way that that conversation took place and she thinks that the pause was a good start and she would like to see that continue and it to be extended as a permanent policy. Betsy was disheartened to see that all of the decorum that the Board showed disappeared when

the Juneteenth discussion began, asking to have it sent back to Committee, in her opinion, is unnecessary as it has been a constant discussion with the Board for over a year. She understands that some of the Board members are newer, but they are able to read the minutes or watch the videos. She would think that given the amount of controversy surrounding this that they would have showed up prepared to do their job as Trustees. She thinks that the Board owes the community the fiscal responsibility and that is important, but she also thinks the respect that the board owes the community is paramount and needs to be a focus of their work. Asking people to wait longer after they have waited a year is appalling, unfair and unkind. She really would like to see the Board be more prepared to do their jobs professionally as they seem to be in regards to the fines discussion. Betsey thinks that everyone on the Board could have been more prepared to have this conversation in a graceful and not embarrassing way. She thinks the Board has once again embarrassed the community and she thinks there is way too much bullying towards Trustee Michener. She said to see it again and again and again is not an accident that it keeps happening when it has been pointed out to the Board and it continues to happen. Betsey said she doesn't think that it is that people don't realized that they are coming off as racist, she thinks it is something that the Board does not care about. She said if this was important to the Board to make sure that their behavior was not impacting the Black community in a negative way this behavior would have been corrected by now. She as a member of this community she would really like to see this go better and she's guessing that they have to wait longer now for this to be managed. She really hopes in the future that the Board gets things right and a lot quicker; please do better.

Committee Reports/Non-Action Items

1. **Policy Committee:** Review current public policies for the Library
(Wood-Chair, Bartlett, Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - No meeting; No report

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Crawford – Chair, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, and Kirsten Malzahn.
 - No meeting; No report

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.
(Bartlett- Chair, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - A meeting was held on June 10, 2021
 - Discussion items: collection of fines for late returned Novi materials by Novi residents: reviewed parking lot quotes: moving forward with a library endowment & scheduling a meeting with City of Novi Finance Dept.; 5 yr. maintenance agreement for Lakeshore Lending Library with vendor.

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Dooley – Chair, Bartlett, Yu, Staff Liaison – Julie Farkas& Dana Brataniec)
 - Meeting Scheduled for Monday, June 21st 3-4pm via zoom.
 - Upcoming meetings on July 12 and August 2
 - a. Library/ Community Events Attended by Library Board Members
 - Will update at the next meeting
 - b. Grand Opening of Lakeshore Lending Library: Tentative for Wednesday, July 7th.

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

6. **Building/Landscape Committee:**
(Yu – Chair, Cherukuri, Staff Liaison – Julie Farkas)
 - Meeting scheduled for June 22, 2021 , 3-4pm in person

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

8. **DEI: Diversity, Equity and Inclusion Committee**
(Cherukuri – Chair, Dooley, Michener, Staff Liaisons – Julie Farkas, Gail Anderson, Dana Brataniec, Nicole Williams)
 - Meeting was held on June 17, 2021.
 - Discussion items: Julie Farkas reported that a separate staff DEI Committee has been formed based on comments of the DEI Board Committee being too big, they met for the first time on 6/8/21; discussion on format for the Community Listening Session for Tuesday, June 22nd at 7pm and incorporating a very short video if time allows for updates; DEI Committee email will stay active and will be monitored by the committee for public use to address questions/comments related to DEI; Tara Michener will provide examples of an Advocacy Kit and Multicultural Walk-thru to DEI Committee for library staff to execute.
 - i. Update: Trustee Cherukuri commented that the listening session was Tuesday and many great, passionate comments were made. Most of the comments were towards the board and board actions and less towards the staff. He asked Director Farkas to share the comments to the board and review at retreat.
 - ii. Trustee Michener asked if the comments are taken to the board is that taking away the DEI Committees jurisdiction. Trustee Cherukuri said good question and the comments were made about board actions and as a board they move as a whole, so he does not feel it is appropriate to respond without the board included as a whole. Trustee Michener would like to continue to discuss more

about this in DEI Committee, that she is a part of. She voiced her concern for the direction the DEI Committee is heading and said that two employees are quitting DEI.

- iii. Trustee Bartlett commented on the listening session and said there were various requests by the public to have board members respond in that session. He said that is a dangerous situation and as soon as you go from the DEI of three members to adding another person from the board making comments in that session you have gone to a majority, a quorum, which OMA says specifically you can't do. He commends staff that commented this is a listening session repeatedly.

Communications

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

Closed Session

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

Entering into Closed Session: A motion was made to move to closed session for purposes of discussing Director Farkas annual review.

1st—Trustee Bartlett
2nd Trustee Dooley

Roll Call Vote to move to closed session was unanimous.
Closed session began at 9:45pm

Exiting Closed Session: A motion was made to end closed session and return to the Library Board Meeting.

1st— Trustee Dooley
2nd— Trustee Yu

Roll Call vote to end closed session was unanimous.
Closed session ended at 10:14pm

President Crawford commented that the director was given a more than meets expectations review for a number of reasons; providing key leadership in a number of categories.

A motion was made to approve a 2% increase in wage for Director Farkas who achieved a more than meets expectation review of 2020-2021.

1st-Trustee Wood
2nd-Trustee Cherukuri

Discussion: The library staff who meet expectations, received a 2% increase. Director Farkas thanked the board and appreciates the opportunity to work with the board.

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

Adjournment

A motion was made to adjourn at 10:20p.m.

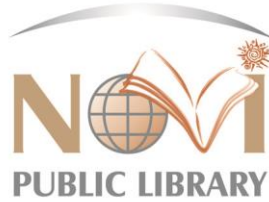
1st— Trustee Michener

2nd— Trustee Yu

Roll Call vote to adjourn was unanimous.

Brian Bartlett, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
LIBRARY BOARD RETREAT
MINUTES
June 26, 2021**

Final Draft

Call to Order by President, Kathy Crawford

The meeting was held in the North East Conference Room of the Novi Library
Called to order by President Kathy Crawford at 10:30 AM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

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

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

Library Staff

Julie Farkas, Director

Library Attorney

Beth Saarela , Rosati, Schultz, Joppich & Amtsbuechler

Guest Presenter

Lee Meadows, Facilitator for Goal Setting

Approval of Agenda

A motion was made to approve the Agenda.

1st – Kat Dooley

2nd – Sreeny Cherukuri

MOTION APPROVED: 7-0

Goal Setting Discussion

Facilitator Lee Meadows: Kicked off the session and discussed the overall functions of the library.

Identified and discussed the key constituencies involved in running the library. Those being the Library staff in charge of day to day operations. The Library board is responsible for providing oversight and monitoring of library operations. And the Community as a whole that is not only the end customer of the library, but provides critical feedback as to how the library is doing.

The board is key in both establishing strategic goals, and identifying what the key barriers to achieving those goals. Identification of key barriers are critical as well as developing a plan to overcome those barriers.

In the goal setting piece, the board must provide the critical direction to staff in achieving these goals and

Wood: From corporate world, the 3 year plan is followed up with a plan as to how we get there. How do we move towards achieving the goals. He feels strongly about the goals as written. But feels that Staff focuses on the goals, but the board needs to provide the critical direction to staff as to achieving these goals. This requires regular monitoring to assure that the library as a whole is on track to achieve them.

Crawford: Reviewed the strategic goals for 2019-2022

3. Empower Universal Literacy
4. Escalate and Innovative and Inclusive Culture
5. Enhance Core Interactions within our diverse community

Bartlett: Looking as to how committees can set their objectives to help achieve the overall goals. The committees should have objectives and that map up to achieving the overall goals to be effective.

Michener: Wants to be sure that the strategic goals meet the goals of all members of the community. There have been incidents and situations in the library that have not received the proper attention from the board and library staff. We need to be sure that goals are achieved for all members of the community especially underserved minority members and community members currently in need. The board and staff needs to recognize that there are members of the community still have had significant economic impact of COVID. As the first black person on the library board, it's a constituency that needs representation.

Cherukuri: Discussed the changing role of the library and the different needs of community members. Used the analogy of the New York Subway System. It no longer is that way as wealthier patrons have left the system. In a similar fashion, citizens may use the library system less replacing it with Amazon and internet subscription. Need to have a means of reaching all citizens.

Yu: Sees a need to better showcase the library and tell our positive story to help drive public interest. At the board also needs to address the public's concerns and effectively communicate those efforts. The library and board needs to find means of advertising the libraries capabilities.

Director Farkas: Director Farkas discussed how the library in many ways has taken the place of a community center. That there are individuals using the facility as a third workplace to engage colleagues and coworkers and provide.

One of the key areas is the workplace where clients can use 3D printing techniques to create items and create customized materials for business. This is a key added feature that increases the reach of the library beyond traditional library uses.

The library acts as a cultural center for the community and had effective programming in the past for older adults looking for activities other than bingo. The library needs to seek to understand and provide continued programming to meet all age group needs.

Need to explore High School and other youth educational opportunities. Wants to build lifelong readers and users.

Other staff objectives involve:

- Strong finances into the future including framework for donations
- Address in safety and inclusion concerns
- Marketing the successes of the library to the public
- Build a cohesive feeling among Board Members focusing on the libraries future
- Increasing the training of Trustees and Staff.
- Wants to be sure that the Board and Staff are working together to achieve goals.

How do we measure engagement among library patrons? And how do we reach those that aren't currently library patrons? One of the biggest challenges is gathering the information and analyzing what we don't know. What about the over 50+% of individuals that don't use the library?

The library is involving into a "3rd Work Place". This could be an opportunity for expanded services coming out of the COVID environment.

Facilitator Lee Meadows: Let an engaging interaction session discussing library goals and objectives. Among the key points of this discussion were:

- The committee efforts should act as "sub goals" to the overall goals of the organization. Where the library board establishes overall strategic goals, the committee's need to go about their business with those goals clearly in mind. Ideally the committee should be breaking down those goals moving towards a tactical level. Those tactics then should be measurable towards achieving the strategic goals.
- Measureables should contain both quantitative and qualitative objectives toward achieving goals. While quantitative goals such as increasing the number of active library members may be easier to measure and develop, qualitative goals need to have equal focus.

- The Library's goals will evolve over time. The board needs to keep this in mind. Libraries have been impacted by outside companies such as Amazon (decreased the need for some of the libraries use), and the internet (Computer access used to be much more critical), new customer service needs present new opportunities and goals.
- The board needs to provide mechanisms for feedback in achieving goals. One such tools that may be considered are Focus Groups that may be made up of staff or Community members.
- The committee charters/efforts should be evaluated along with the bylaws to take into account the organizational goals. This integration of efforts is best to assure that tactical efforts will help the library best serve the community.

Audience Participation

Tia Marie Sanders: Would like to thank Doctor Meadows for his leadership today. Believes it to be an important first step. Currently she feels the library is an unsafe place and has fostered a culture that is unsafe for the DEI community. She thinks the board has taken too long on several initiatives brought forward by the DEI committee and wants to see quicker and more decisive action to create a collective safe community space.

Sharon Trumpy: Doesn't feel that allowing only 3 minutes to speak is proper with only two community speakers present. The printed handout said 5 minutes were available and it was amended to 3. Feels the board should allow more time. She is speaking about inclusion for her son that she feels the board is not providing enough support for. It took the board over 2 years to take a stand on anti-hate wording and that statement was not as strong as it needs to be. While she is nervous in public, she will keep coming to these meetings on behalf of her son.

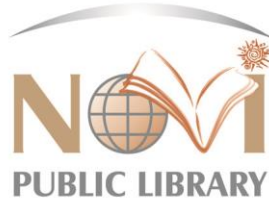
OMA training

The State OMA trainer is still unable to travel due to COVID. The internet at the library was not available and without a live camera feed, the meeting could not be attended by both the Board and Citizens per OMA guidelines. It will be postponed to a future date.

Meeting Adjournment

Motion to Adjourn the meeting
 1st – Tara Michener
 2nd – Torry Yu

MOTION APPROVED: 7-0



**CITY OF NOVI LIBRARY BOARD
LIBRARY BOARD – OMA Training
MINUTES
July 12, 2021**

Final Draft

Call to Order by Vice-President, Kat Dooley

A Zoom Meeting

Called to order by Vice President Kat Dooley at 7:01 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

3. Library Board – 6 members were present and stated their location.

Kathy Crawford, President - Absent

Kat Dooley, Vice- President

Brian Bartlett, Secretary

Sreeny Cherukuri, Board Member

Tara Michener, Board Member

Geoffrey Wood, Treasurer

Torry Yu, Board Member

Library Staff

Julie Farkas, Director

Guest Presenter

Clare Membiela

Library of Michigan

Approval of Agenda

A motion was made to approve the Agenda.

1st – Tory Yu

2nd – Brian Bartlett

MOTION APPROVED: 6-0

Goal Setting Discussion

Facilitator Clare Membiela:

Presenting from Ingham County. Clare is a law librarian with law degrees and degrees in library science.

Libraries are unique in the way they are structured. They are locally controlled government entities and could not exist without boards. They have existed in the State of Michigan before it was a state. They are typically by either government entities or boards.

Boards are chartered with safeguarding and overseeing the organization. The most important role of members of the board is to safeguard the assets of the library to guarantee its longevity to future generations and boards. Lego analogy: As an individual block each board member isn't significant, but by coming together, they can do amazing things.

The key steps to being a successful trustee:

- Seek opportunities to train and learn to increase knowledge
- Ask and inquire from others. Staff, directors and other Trustees.
- Actively discuss and participate in board meetings.
- Trust and Respect others on the board
- Focus on the welfare and "safeguarding" the library.

All work is done in a public meeting. This is part of the OMA rules and regulations. The Board is autonomous to make decisions for the library's best interest. All members need to be able to set aside any personal agendas and politics to act as a fiduciary for the entity's best interest.

Open Meetings Act – Enables Michigan Citizens to view, attend, address, and witness the work and decision making of public policies. The key word is transparency. The concept applies to all states and the federal government. Each State establishes their Open Meetings law. The official statute in Michigan is MCL 15.263(2). MCL stands for Michigan Compiled laws which keeps laws up to date with all modifications to date.

A "decision" involves not only the final action, but all discussion and actions leading up to that action. All deliberations of a public body constituting a quorum are an open meeting. Anyone in the public can attend an open meeting. There can be no requirement to sign in, register, or identify themselves and all public members must be accommodated. If a room runs out of capacity due to capacity, the meeting needs to be postponed until a larger facility can be obtained.

Danger areas regarding the Open Meetings act:

- "Work" meetings where factions of the board are discussing board decisions. Committees making recommendations in finite areas are ok, but not general discussion.
- "No Parking lot Chats". All discussions should be in open meeting.
- No individual canvassing to achieve "round the horn" votes. The importance is the discussion.

- No email or texts regarding business and agenda items. Do not discuss board packet in email or text.
- Don't choose times/days when the public can't attend.
- Using personal phone/email/text to discuss business can open up your personal devices to FOIA (Freedom of Information Act) requests.

You can have a Closed Session for board decisions.

- To consider dismissal, suspension or disciplining of or charges against a public officer, employee, or staff member. This can only happen IF the officer, employee or staff member requests it. They can choose to move this to private session, or keep it in public session at their request.
- Negotiating a collective bargaining agreement
- To consider the purchase or lease of a property.
- To consult with an attorney regarding trial, settlement, or action against the board. (Attorney- Client privilege)
- Interviews are held in open session. There are instances where a candidate wishes their interview to be private (at the candidate's discretion).
- If the issue is covered by another privacy law such as ADA, HIPPA.

Minutes from Private session are kept on file, but not shared with the public. They need to be maintained for one year.

At a meeting the public has a right to speak. All public members need to be controlled by the same set of rules and time frames. Persons are free to discuss anything they wish. You can request a sign-in and identification as long as it is the same for everyone. It's best to have a written firm policy. It's best for the board to focus on behavior rather than content. You can specify:

- Length of time
- Rules for conduct, but not regulate speech.
- It is not a debate session – the board is encouraged not to respond.
- It is best that the board models the behavior they expect among themselves (mutual respect).

Committees do not have a quorum or decision authority. This can be a gray area. For example if the HR committee is evaluating resumes, and discarding some, this is a decision. It should probably be in open meeting. When in doubt, it is best to call an open meeting.

Minutes shall be available. Within 8 days minutes highlighting the attendance in decisions. The minutes require date, time, and members present, any decisions made at the meeting open to the public and any and all roll call votes. The public body will make corrections at the next public meeting. The best practice is to put them on the organizations web site. Minutes are kept forever.

A brief discussion of FOIA (Freedom of Information Act) of what items are open record.

- Staff Salaries and employment contracts
- Staff Benefits (but personal information and medical information are protected)
- Employee evaluations

- Discussion of strategic plans
- Contracts for purchases
- Financial information and budgets

Modifications of the OMA includes remote meetings if there is a current state of emergency, a medical condition and military duty. This was put in place for COVID. Previously only Military Duty allowed for remote attendance. After December 31, 2021 this change expires. An agenda if one exists should be on web site (If available, it is not required).

Tips for OMA compliance

- Lots of training and a Bylaw requirement for new members
- Signage around the room "Remember the OMA"
- Cheat Sheets – What is allowed, what is not
- Assign a board member as an "OMA GURU"
- Err on the side of Transparency whenever in doubt.
- Consult your board attorney

As a board member you are obligated to identify violations and report to local attorney's and authorities

A word about civil discourse. Be sure that all members treat each other with respect. Consider a set of meeting rules to encourage collegiality.

- Cell phones off
- Everyone e speaks once on a topic until any member gets to comment a second time.
- One person speaks at a time
- No raised voices
- Actively listen.
- All members abide by the same debate rules
- If you wouldn't post a statement in public for all to see, don't say it.
- Disagreement is find, Bullying, intimidation and name calling are not.

Comments/ Questions from the board:

Trustee Cherukuri: Interested in emails being received from the public regarding an individual trustee. What is the best specific response. Should all board members be cc'd. Also interested in Committee meetings regarding a recommendation. If all members agree with a committee decision, are they violating the OMA. Also, what are the things trustees need to keep in mind when trying to secure new large donors.

Clare Membiela: The email response is really at your discretion as to who you copy and inform of your response to the member of the public. The danger becomes if it becomes a conversation and discussion about an issue. That discussion would be in an open meeting.

Committee recommendations are OK as long as the committee provides the information to the board as a whole to discuss the recommendation and make the business decision in open meeting.

For enticing new library donors, there can be no use of public money for wining, dining, or entertaining. The rules are very strict in that regard.

Trustee Michener: Had questions regarding the group ICube tour. Is this an issue with the OMA? Also she has requested Org chart information that has not been forthcoming. Is this an issue for OMA or FOIA?.

Clare Membiela: The ICube or outing is acceptable as long as the board treats it only as an information gathering event and does not discuss any board business. It needs to be a pure knowledge gathering event.

Information you have not received that you are entitled to should be FOIA.

Trustee Dooley: What is the libraries responsibility to create documents that may not exist for FOIA requests? Is the requestor entitled to have their requirements meant? And what are the requirements for providing information for public comment?

Clare Membiela: If a document doesn't exist the library simply states the document is not available. FOIA requests do not translate to needs for the library to fulfill them. Using the previous example of the library org chart. If no traditional org chart exists, the library is not obligated to create one.

PUBLIC COMMENT

No public comment was made.

Meeting Adjournment

Motion to Adjourn the meeting
1st – Sreeny Cherukuri
2nd – Torry Yu

MOTION APPROVED: 6-0

Warrant 604	268 Accounts	July 2021	
Payable to	Invoice #	Account number	Amount
Amazon		268-000.00-727.000	\$ 29.99
Engraving Connection		268-000.00-727.000	\$ 72.84
Global		268-000.00-727.000	\$ 269.44
Quill		268-000.00-727.000	\$ 357.87
Adobe	Creative Cloud; 1 year sub	268-000.00-734.000	\$ 719.76
cbts	7/1/21-6-30-22; FY 21-22	268-000.00-734.000	\$ 4,588.00
Dymaxion	FY 21-22	268-000.00-734.000	\$ 288.00
Envision ware	FY 21-22 (5 yr. maint. Agreement)	268-000.00-734.000	\$ 27,720.00
Tech Logic	FY 21-22	268-000.00-734.000	\$ 2,754.00
Zoom	annual through 5/17/2022	268-000.00-734.000	\$ 1,949.50
Amazon		268-000.00-734.500	\$ 100.95
Amazon		268-000.00-740.000	\$ 197.43
Zurmuehlen, Maryann	Reimburse staff - supplies	268-000.00-740.000	\$ 64.67
Amazon		268-000.00-742.000	\$ 3,481.95
Barnes & Noble		268-000.00-742.000	\$ 1,475.87
Big Frog	book club kit bags	268-000.00-742.000	\$ 144.00
Brodart		268-000.00-742.000	\$ 8,008.46
Amazon		268-000.00-742.010	\$ 694.12
Barnes & Noble		268-000.00-742.000	\$ 126.96
Brodart		268-000.00-742.010	\$ 981.08
WT Cox	FY 21-22	268-000.00-743.000	\$ 667.11
Overdrive		268-000.00-744.000	\$ 19,439.21
Amazon		268-000.00-745.200	\$ 443.86
Jo-Anne Stores, LLC	FY 21-22	268-000.00-745.300	\$ 1,250.00
MCLS	reference; thru 6/30/2022; FY 21-22	268-000.00-745.300	\$ 9,863.70
MCLS	Morning Star; FY 21-22	268-000.00-745.300	\$ 2,831.70
Pronunciator	FY 21-22	268-000.00-745.300	\$ 1,800.00
Zoobean	FY 21-22	268-000.00-745.300	\$ 2,750.00
Spectrum Enterprises		268-000.00-801.925	\$ 56.46
Rosati, Schultz	through 5/31/21	268-000.00-806.000	\$ 756.00
MCLS	Annual Membership; FY 21-22	268-000.00-809.000	\$ 250.00
MLA	Institutional Membership; FY 21-22	268-000.00-809.000	\$ 2,047.28
Meadows, Lee		268-000.00-816.000	\$ 750.00
RNA		268-000.00-817.000	\$ 7,088.28
ATT		268-000.00-851.000	\$ 421.07
T-Mobile		268-000.00-851.000	\$ 857.59

Telnet		268-000.00-851.000	\$ 433.15
The Library Network		268-000.00-855.000	\$ 1,944.94
Zurmuehlen, Maryann	Mileage; LL trips 2021	268-000.00-862.000	\$ 47.38
Party City		268-000.00-880.000	\$ 44.50
Accucut		268-000.00-880.268	\$ 360.00
Amazon		268-000.00-880.268	\$ 133.86
Brush, Emily	Reimburse staff; SRP Prizes	268-000.00-880.268	\$ 112.98
Facebook	Marketing Expense	268-000.00-880.268	\$ 10.00
MPLC	FY 21-22	268-000.00-880.268	\$ 260.80
Real V LLC	Sticky Fingers Cooking; FY 21-22	268-000.00-880.268	\$ 200.00
Millennium Bus. Systems		268-000.00-900.000	\$ 371.44
Consumers Energy		268-000.00-921.000	\$ 492.45
DTE		268-000.00-922.000	\$ 8,099.97
Cintas		268-000.00-934.000	\$ 544.50
Dalton		268-000.00-934.000	\$ 1,925.00
North Star Mat Service		268-000.00-934.000	\$ 200.28
Home Depot		268-000.00-941.000	\$ 62.36
Millennium Bus. Systems		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
Petty Cash (Office Exp.)		268-000.00-727.000	\$ 30.60
Petty Cash (Operating Exp.)		268-000.00-740.000	\$ 4.45
TOTAL			\$121,251.70

Warrant 604	269 Accounts	July 2021	
Payable to	Invoice #	Account number	Account total
Patron Point	Patron Point; FY 21-22	269-000.00-742.233	\$ 10,500.00
Panera Bread	Lunch Exp.- Board Training on OMA	269-000.00-742.234	\$ 147.44
Amazon	iCube; cardstck; craft sticks	269-000.00-976.046	\$ 36.43
Amazon	iCube; canvas panels	269-000.00-976.046	\$ 10.30
Amazon	iCube; moviemaker	269-000.00-976.046	\$ 409.48
Amazon	iCube; sublimation puzzles	269-000.00-976.046	\$ 80.65
Petty Cash (Misc. Exp.)	Gift Cards for Student Reps	269-000.00-742.234	\$ 20.00
TOTAL			\$ 11,204.30

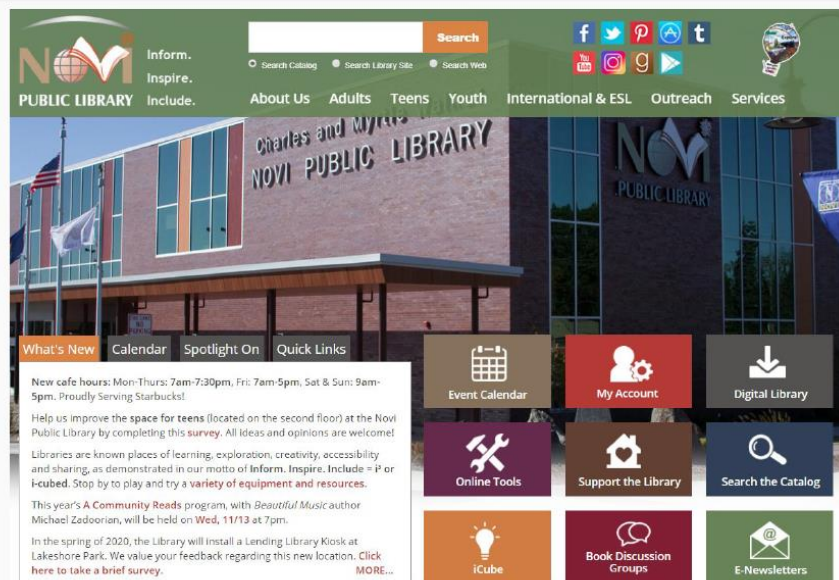
Website and Patron Point Presentation by Dana Brataniec, Communications Coordinator

Novi Public Library

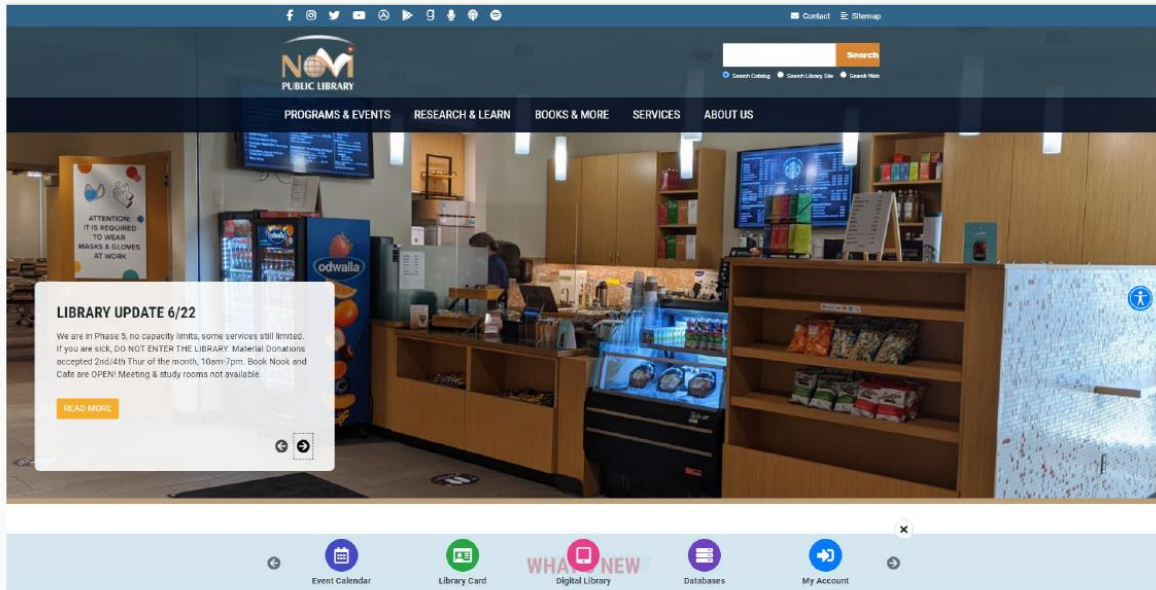
New Website & Patron Point

By Dana Brataniec, Communications Coordinator

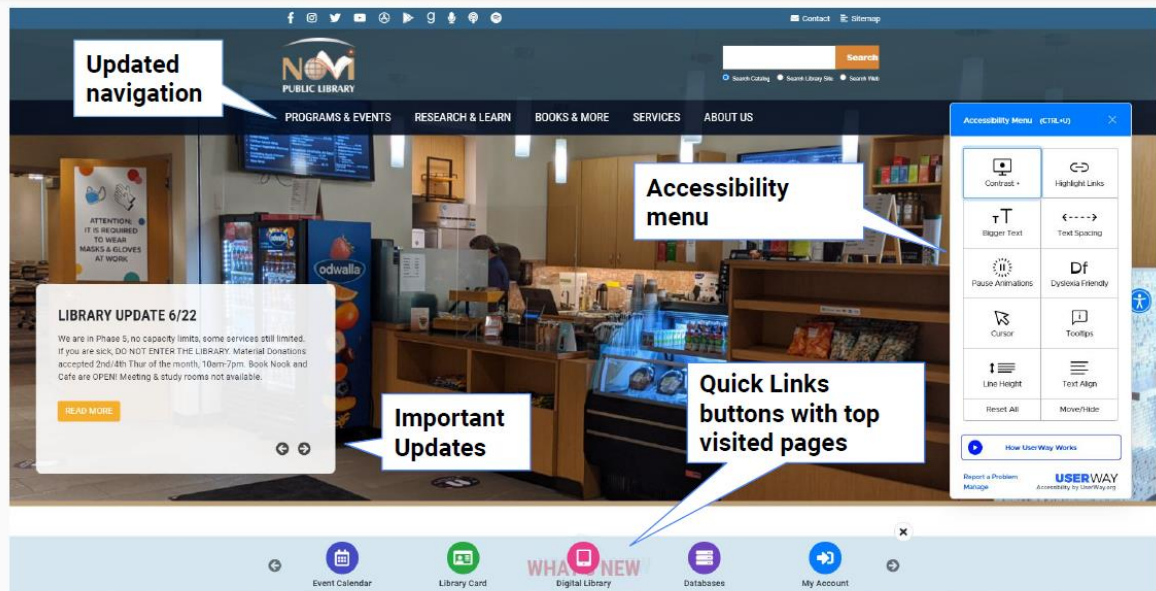
OLD Homepage - www.novilibrary.org



NEW Homepage - www.novilibrary.org



Homepage - www.novilibrary.org



Homepage - www.novilibrary.org

What's New:

- Highlight programs, services, & top NPL news
- Expandable for more information
- VISUAL!

WHAT'S NEW

WATCH THE COMMUNITY LISTENING SESSION
Tuesday, June 22

WATCH THE COMMUNITY LISTENING SESSION
6/22/2021
Novi residents were invited to take part in another conversation session on 6/22 to share thought...

Summer Reading Program
6/16/2021
All ages are invited to join and read to win prizes all summer long!

Lakeshore Lending Library is Now Open
6/10/2021
Visit Lakeshore Park to check out materials with your Novi library card at the new Lakeshore Lending Library kiosk.

"BEHIND THE SEEN" VIRTUAL PROGRAMS
Tuesday, 6:30 - 7:30pm
JULY 13
LEARNING THE SECRETS OF DETROIT'S AMERICAN ART
JULY 27

DETROIT INSTITUTE OF ARTS "BEHIND THE SEEN"
6/15/2021
Join us as presenters from Detroit Institute of Arts provide this engaging program.

CALENDAR | Event Calendar | Library Card | Digital Library | Databases | My Account | **SPOTLIGHT**

Homepage - www.novilibrary.org

Online Calendar - Guests can register right here

Video highlights

SPOTLIGHT

Bilingual Story Time - Japanese, June 4, 2021

Watch on YouTube

Event Details: Grab and Go Ceramic Mini Animal Plate Kit
Saturday, July 10, 2021 — All Day
Novi Public Library — Online-Go
Register to get a grab and go ceramic mini animal plate kit. Kit will include paint and a paintbrush. You will have a week to pick up the kit starting on Saturday, July 10. Please include your email or phone number to be notified with pick up details. Feel free to submit any photos of your project for us to share to Address@novilibrary.org

Event Calendar | Library Card | Digital Library | Databases | My Account

Main Pages

The screenshot shows the library website's main page. At the top, there is a navigation bar with links for PROGRAMS & EVENTS, RESEARCH & LEARN, BOOKS & MORE, SERVICES, and ABOUT US. Below this is a 'SERVICES' section with six icons: ICUBE MAKERSPACE, LAKESHORE LENDING LIBRARY, LIBRARY CARD, RENT A MEETING ROOM, CHECK OUT A MICHIGAN ACTIVITY PASS, and MY ACCOUNT. A 'WHAT'S TRENDING' section features a large banner for 'LAKESHORE LENDING LIBRARY NOW OPEN' with a 'READ MORE' button. A right-hand sidebar contains a 'SERVICES' dropdown menu with items like 3D PRINTING, ACCESS TECHNOLOGY, and CHILD CARE DIRECTORY. A bottom navigation bar includes icons for Event Calendar, Library Card, Digital Library, Databases, and My Account.

Buttons on main navigation pages: highly visited pages

What's Trending:

- Highlight programs, services, & top NPL news
- Expandable for more information

Program Pages

The screenshot shows the library website's program page, specifically the 'YOUTH' section. It features a filter section with tabs for 'Date', 'Event Types', 'Age Groups', 'Locations', and 'Options', and a search box. Below the filters are two event listings: 'Grab and Go Ceramic Mini Animal Plate Kit' (Saturday, July 10, 2021) and 'Build-a-Shark and Story Time with Miss Danielle' (Tuesday, July 13, 2021). A right-hand sidebar contains a 'PROGRAMS & EVENTS' dropdown menu with categories like ADULT, BATTLE OF THE BOOKS, BEANSTACK READING CHALLENGES, and YOUTH. A bottom navigation bar is identical to the main page.

Embedded Calendars

- Check program status
- Register
- See if a program is full or if waitlist is available

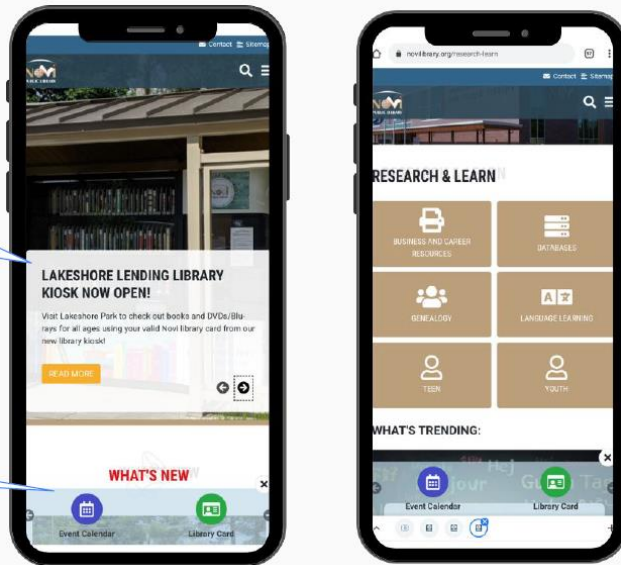
Information is ALWAYS update-to-date!

Responsiveness

Mobile View:

- Many of our users visit the website on their mobile device
- Ability to “swipe” the homepage box, Quick Links and What’s New items

- Quick Links stay at the bottom



Patron Point

Patron Point

“Patron Point is a fully featured marketing automation platform, exclusively for public libraries, that connects with your ILS and other data, allowing you to segment your patrons in any number of ways based on data and harness the power of automation in your day-to-day customer messaging.”



Patron Point

Patron Point allows us to connect directly with EVERY Novi library cardholder with a valid email!

Ways NPL Will Utilize Patron Point

- Welcome Campaign
- Library Card Renewal Campaign
- Program Promotion
- Urgent Library Updates
- Monthly eNewsletters
- Targeted Emails

Cardholders*
20,434

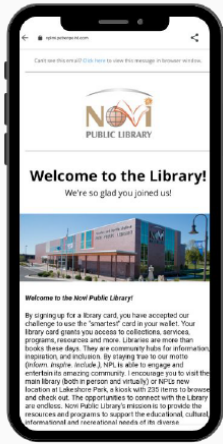
*with a valid email, as of 7/5/21

And online library card sign-up!



Welcome Campaign

Emails sent to new library cardholders



Welcome Email #1



Welcome Email #2

Emails will be sent over the course of a week

Welcome Email #1 - Letter from the Director

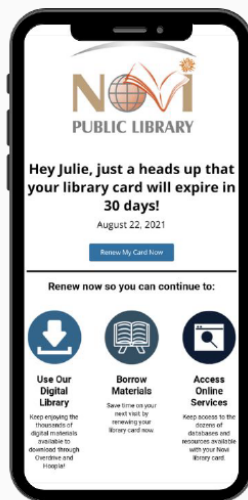
Welcome Email #2 - Using Your New Library Card

Welcome Email #3 - Get Started with Our eLibrary

Allows us to get them the most important library information right from the start!

Renewal Campaign

Library card renewal emails



Emails will be sent over the course of 2 months

Renewal Email #1 - 30 Days Before Expiration

Renewal Email #2 - 7 Days Before Expiration

Renewal Email #3 - 7 Days After Expiration

Renewal Email #4 - 30 Days After Expiration

Allows guests to renew their card right from the email!
Once their card is renewed, they will drop off the campaign and will not receive further renewal emails.

Coming Soon!

- **Program Promotion**
 - Blasts to draw attention to our biggest programs
 - Help push events with low registration
- **Urgent Library Updates**
 - Emergency closures
 - Important announcements

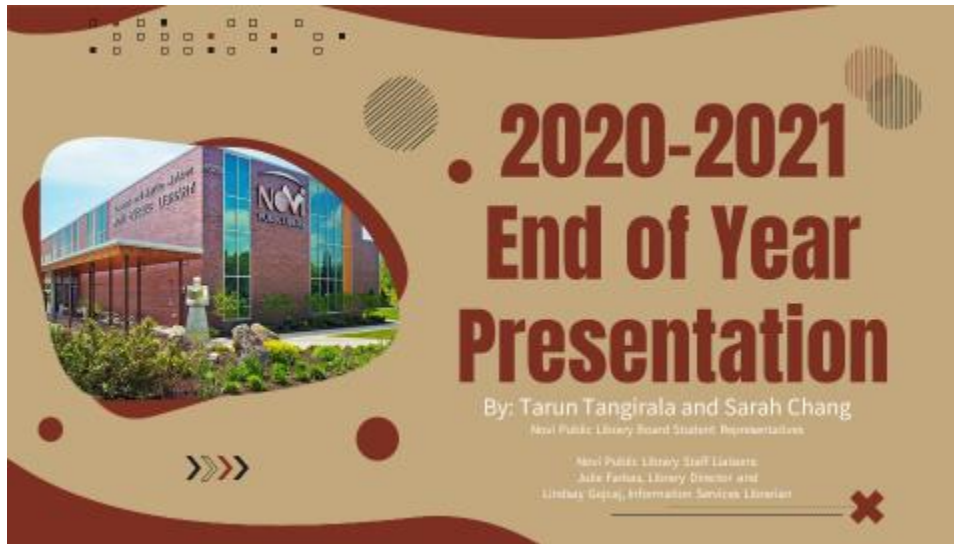
In the Future!

- **Monthly eNewsletters**
 - Migrate from Constant Contact
- **Targeted Emails**
 - Coding in website to opt-in guests on certain emails depending on their preferences
- **Library Card Sign-Up**
 - Register online to receive your library card!

Reports

End of Year Library Board Student Representative Report 2020-2021

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



2020-2021 End of Year Presentation

By: Tarun Tangirala and Sarah Chang
New Public Library Board Student Representatives

New Public Library Staff Liaisons:
Julia Farias, Library Director and
Lindsay Gojcaj, Information Services Librarian



Summer 2020 Programs

The Witches, Wizards, Potion & Magic with Longway Planetarium

July 8 - Guests were able to participate in various hands-on activities with materials that are provided by Longway Planetarium. The activities consisted of many science projects, including building your own wand. (Attendance = 22)

The Fossils, Footprints, and Fun with PaleoJoe

July 15 - PaleoJoe is a paleontologist, author, and storyteller who introduced the guests to various animals, plants, and creatures that have been extinct for millions of years. Many fossil casts were showcased, including an Utah Raptor foot, T-Rex tooth, and more. (Attendance = 18)

Due to the pandemic, NPL held virtual programming and offered grab and go kits from July 2020 through June 2021.

Additional Summer 2020 Programs




The Your Story is Important! Writing Workshop with Supriya Keikar

July 29 - Guests learned more about Keikar's inspirations for writing her latest book, *American as Pie: Pie* (NPL owns a copy of this book and others she has written). Guests also learned how to write their own stories through an interactive writing workshop where they practiced how to be descriptive in building their own story telling skills. (Attendance = 17)

The STEM Building Challenge: Three Little Pigs

August 3 - Guests were able to build a house made of various materials that withstood the "huff and puff" (aka a hairdryer or fan) of the big, bad wolf. Guests were provided with the materials at the library prior to the program. (Attendance = 15)



July and August Teen Stop display featured YA fiction set in the summer and summer-related covers.

Summer/Fall 2020 Grab and Go Kits

July 6 - Shrinky Dink Jewelry/Key Chain Craft (Attendance = 50)

July 27 - Mandala Painting (Attendance = 50)

October 5 - Chalk It Up! Chalk Lettering Craft - Guests could create a unique sign to display in their homes. (Attendance = 50)

October 19 - Non-Partisan Felt Vote Patch - The felt pieces for this kit were cut out with the Cricut Maker and the Silhouette Cameo cutting machines located in the iCube Makerspace. (Attendance = 25)

November 9 - Macrame Hanging Planters (Attendance = 25)

November 16 - Seasonal Decals - Guests could pick out a seasonal decal to decorate things found in their homes. Some examples included a mug, a water bottle, a mirror, or notebook. The decals in this kit were cut out on the Cricut Maker and the Silhouette Cameo cutting machines located in the iCube Makerspace. (Attendance = 30)

December 21 - Seasonal Ornaments - Guests could pick out a seasonal ornament to bring some holiday cheer to their homes or work places. The ornaments in this kit were cut out on the Muse laser cutter and engraver located in the iCube Makerspace. (Attendance = 30)


Fall 2020 Programs

Share a Story with Local Author A. Kidd

November 4 - The author read excerpts from her tween fiction fantasy book, *The Healing Star*. She also demonstrated how to make a fun, book-related craft using pipe cleaners and beads to make constellations. One lucky guest won a signed copy of her book. (Attendance = 7)

ACT Practice Test (x2)

November 21 - Two free, full-length, proctored virtual ACT practice tests were offered courtesy of the Library's educational sponsor, Huntington Learning Center of Novi. (Attendance = 22 total; 13, 9)



Banned Books Week Teen Stop display was recognized from September 27-October 3

The BETWEEN the Pages: Tween Book Club Trivia

This program was held monthly from July 2020 through June 2021. Guests read a variety of books from different genres and answered trivia questions relating to the book. The purpose of this program is to encourage reading, explore new books, and make friends. (Attendance = 14, 8, 9, 7, 7, 7, 9, 9, 7, 7, 4, 5)

Fall 2020 Teen Stop Displays



The October Teen Stop display featuring young adult fiction mysteries and thrillers



The November and December Teen Stop Display featured young adult historical fiction books set during war times

Winter 2021 Teen Stop Displays



January Teen Stop Display featured the best young adult fiction books of 2020



In honor of Black History Month, the February Teen Stop display featured young adult fiction books written by African American authors

Winter 2021 Programs

RoboRhinos Novi Middle School Robotics Team Demo

January 6 - The team demonstrated their current project which involved discussing their robot's design, how they built it, and how it was programmed to perform various functions. This program gave the team an opportunity to showcase their projects prior to competition. (Attendance = 35)

Spring/Summer 2021 Grab and Go Kits

January 11 - Bullet Journaling Starter Kit - Bullet Journaling is an organizational system in a notebook. It can be used as a calendar, a to-do list, and is a visual way to de-stress and work creativity into your day. (Attendance = 45)

January 25 - Sublimation Printed Puzzle - Guests could chase away the winter blues by selecting one of five designs. The images on the puzzles were printed by our Sawgrass Sublimation Printer located in the iCube Makerspace. Sublimation printing allows for custom, full-color artwork to be transferred onto a wide variety of popular items. (Attendance = 45)

February 8 - DIY Gift Bags - Guests could create their own Valentine's Day themed gift bags! The materials for the DIY Gift Bags were created on the iCube Cricut Maker. (Attendance = 35)

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

March 13 - Guests used various supplies to create their own water bead stress ball. (Attendance = 36)

April 12 - Seashell Wind Chimes - Guests could make their own beautiful wind chimes made from seashells and beads. (Attendance = 20)

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

May 17 - Crystal Ball Tea Bombs - Guests learned how to make crystal ball tea bombs with isomalt, which is a sugar substitute. Once formed, filled, and dropped into hot water, the glass-like sphere slowly melted away, revealing the tea and loose leaves for a satisfying and delicious hot drink. (Attendance = 40)

Spring/Summer 2021 Program & Displays

Mental Health Discussion - Talking Teen Stress

April 27 - Many teens have experienced an increased level of stress over the past year. Teens could participate along with counselors, psychologists, and social workers as they discussed feelings of worry, frustration, and depression. (Attendance= 159)



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



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



Additional Summer Teen Stop Displays



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



The Teen Stop display features young adult fiction and graphic novels in recognition of LGBTQ+ Pride Month in June.



MiLibraryQuest



MiLibraryQuest is a group of library staff who work together to create innovative and fun competitive quests for teens in Michigan in collaboration with Library of Michigan and statewide public libraries. Participation in these quests is open to all teens in Michigan as well as all public libraries. Registration is free, but required for participation both by individual libraries and teens. Teens visit various library websites to collect clues for a chance to win prizes from their home libraries. NPL participated in three quests: Summer 2020, Winter 2021, and Summer 2022.

Programs Overview

Out of all the teen programs the library hosted in 2020-2021, we recognized that the programs with the highest teen attendance were the programs that involved hands-on activities, such as the various grab and go kits. Due to the pandemic, the grab and go kits were popular because guests could pick up materials at the Library and then complete the activities on their own time. Additionally, the mental health discussion was also well attended, which reflects the stress that teens are experiencing as a result from the pandemic and how their lives have changed.



Teen Advisory Board (TAB) Update

TAB meetings took place each month from September through May (concurrent with the school year)

All meetings were conducted virtually via Zoom

The 2021-2022 TAB officers were elected during the May meeting

A few goals, set from last year, that were accomplished included:

- Be involved with at least one community service project or outreach opportunity
- Discussion amongst TAB members to find out what teen programs are wanted at the Library
- Maintain active TAB members



2021-2022 TAB GOALS

Be involved in outreach programs and community service projects in the community



Continue to increase active TAB members from various high schools



Share TAB information with local high schools and teen organizations



Promote TAB through social media and other forms of communication that reach teens



June 2021 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The SAT & ACT Test Strategies: How to Help Your Teen Succeed was held on June 2 and June 29. Mark J. Mayberry, the founder of Exam Experts and Principal of Hope Academy in Detroit, presented a review of the SAT and ACT tests, scores needed to get scholarships, and test-taking strategies. There was also time for a Q&A session at the end of the program. (Attendance = 12 and 23)

The BeTWEEN the Pages: Tween Book Club Trivia was held on June 16. Guests read *Mrs. Frisby and the Rats of NIMH* by Robert O'Brien and answered trivia questions relating to the book. (Attendance = 5)

The Sticky Fingers Virtual Cooking (SFC) Class: African American Inspired Cuisine was held on June 30. Guests were inspired to cook healthy recipes in honor of Juneteenth. Taught by a SFC's engaging and highly talented chef instructor, the cooking class combined nutritional information, safe cooking skills, hygiene, plus food history and culture. The recipes and list of ingredients were supplied to guests ahead of time. (Attendance = 7)

Teen Space Update:

Per the current Executive Order limiting indoor gatherings and social distancing, Teen Space will not be held at this time. Teen Space is not offered mid-June through August when school is not in session.



2019 - 2022

Novi Public Library's Strategic Goals

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



How will we accomplish these goals?

Collections/Electronic Resources

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

Programming & Events

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

Outreach & Services

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

Building & Grounds

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

Human Resources

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

Marketing

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

Technology

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

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

INFORM. INSPIRE. INCLUDE.

Updated: 09/24/20

Community Listening Session – Tuesday, June 22, 2021, 7-8pm

Zoom & Facebook Live

Sharon Trumpy:

- Commended Trustee Michener on her work on the DEI Committee.
- Complimented the attendance of DEI meetings (ex. Juneteenth, Anti-Asian Hate, Indian panel), displays in the library and the diversity audit of library collections.
- Wants to see that the Library community as a whole takes steps for inclusion and equity.
- She has been disappointed over the year about a lot of defensiveness from leadership about concerns addressed, instead of truly listening.
- She voiced concern and disappointment about the Thursday, June 24, 2021 Board Packet: specifically voting on the fine structure, especially when so many libraries are going towards a fine-free structure. Wants the Board and Administration to understand the importance of putting that into action.

Betsy Beaudoin:

- Spoke about Juneteenth holiday evolution
- She said that there was a lot of confusion with how that process happened. She said it's a really important holiday in our culture and it's important to a lot of people in our community. Requests more information about how that happened and what the Board can do moving forward to be more responsive to the African American community in Novi.
- It's important to hear where the community is coming from instead of making assumptions.

Jason Michener:

- Thanks DEI Committee for their work, especially the audit since it's huge and important. Complimented programming as being insightful and really good. DEI Committee is working hard and doing well with bringing equity to the collections, but with Board meetings, the opposite is happening. A lot of pushbacks and doesn't understand why there is disconnect.
- Spoke about the Juneteenth holiday evolution through the Board meetings over the past year.
- Brought up the Thursday, June 24, 2021 Board Packet and the Closure and Holiday policies brought forward. From policy amendments, he does not see that Juneteenth was added as a holiday at all. Says there is a lack of transparency and honesty, that Juneteenth is not being raised to the importance of July 4th. He's disheartened that it's still being discussed one year later, even now that it's a Federal holiday. It's creating turmoil for the Black community in Novi. He does not believe the Library Board and the Director are listening to the community. The community wants Juneteenth to be a paid holiday.
- Spoke of page 45 of Thursday, June 24, 2021 Board Packet, listing out the cost of having a paid holiday. He approximated cost of holiday closures (\$4,500). Commented on lawyer and legal fees for last two months (April and May - \$5,901). Says Café pays Library \$5,000 for the year.

Questioned if Novi Community School District would take that money and put it towards making Juneteenth a paid holiday or if Library would partition that money to pay for the holiday.

- Said that feedback from Board and Director Farkas doesn't match what the community is asking of them. Strongly suggests Board makes it a paid holiday.

Audra Holdorf

- Echoes Jason's sentiment of the behavior of some of the Board members. Spoke of egregious behavior towards Trustee Michener and wants the Board to show empathy and transparency. She said that if this behavior was tolerated in any other organization, there would be a recall.
- Commends Trustee Michener and her husband for fighting for all voices in the community. Supports keeping meetings broadcasted and recorded.

Toby Tansil

- Commends Jason Michener for a job well done for honesty, information provided and bravery.
- Said that as a non-white person, all you want is complete honesty and transparency.
- Believes the Board should stay away from deception and stay away from symbolic gestures because that causes confusion.
- Says that you either be deceptively abusive and completely honest, or a person/persons who believes in justice.

Jim Paulk

- Spoke of definitions of diversity, equity and inclusion. Believes the paid holiday vs unpaid holiday is not in disrespect or respect, that there's more to look into about that.
- Supports diversity audit of collections – a very good library has enough in it to offend everybody.

Tia Marie Sanders

- Asked for references that Jim Paulk referenced in his comments to see what his point was.

Jason Michener

- Statement of Recognition comments: Statements do not cost anything or effect policy. Statements are free and they are easy to do. On an emotional level, he doesn't understand why the Board wouldn't support it.
- He stated the specific example of the rejection of Black and Asian American and Pacific Islander statement of support. Says the Board has stood there and done nothing when statements were brought forth.

- Suggests the Board does some soul searching. Questioned the 4 Board members who have voted against them.

Sharon Trumpy

- Spoke of speaking up to Director Farkas a year ago in hopes that the library would do a better job at servicing the needs of the entire community. She said over the year, there's a pattern of confusion (ex. towards statement of anti-asian and anti-black hate). When concerns were addressed and Board was sent resources and invitations to contact her directly about experiences of a black child in Novi, the Board still questioned what was going on in the community. She said she can tell you that racism is a problem in Novi. She asks what's the harm and risk in acknowledging the pain of members in the community?
- Commends Jim Paulk and that libraries should be resources for the entire community and should involve a breadth of experience.
- Spoke of Carol Sobrowski's comments to Library Board that she wants both sides of LGBTQ issues addressed. Sharon agrees and said there are so many books in the library about white children and white history. She wants to make sure her child can find books about his experiences.
- Spoke of disrespect during Board meetings when there are facial expressions when she is speaking.
- She is grateful to the librarians and those who have used their voice to represent both of her children.

Jim Paulk

- Believes Juneteenth is a legitimate holiday.
- He said Black people are not oppressed because a Black president was elected twice.

Community Listening Session – Tuesday, June 22, 2021, 7-8pm

Zoom Chat Transcript

00:24:46 Tia Marie Sanders: How long is the term of thw Chair of the DEI committee and where can that term information be found publically?

00:30:09 Tia Marie Sanders: Hi Tia Marie, Committees are appointed annually. So @ Board members Sreeny How did you get appointed as chair to a committee that is less than 1 year old? and for the sake od transparency please do not private message me as a citizens of Novi . Thank you.

00:31:21 Dana - Novi Library: If anyone would like to speak, please feel free to message me. Thank you.

00:31:26 Sharon (she/her): I can share my thoughts.

00:40:27 Tia Marie Sanders: Why has it been so hard for some of the board members in particular the newest board members to Acknowledge Anti Black Hate and the harm of racism to the Black community?

00:44:08 Tia Marie Sanders: Great work Library staff for the Programming that has had Black Women and Men as part of the Programming. Black men especially being represented is Paramount for a genuine and tangible move in the right direction, next will hopefully be the first black man working at the library or the board one day.

00:45:21 Audra Holdorf (she/her/hers): Thanks you so much Tara M. For her diligent work in The library's DEI initiative. Her dedication and hard work is much appreciated

00:49:57 Audra Holdorf (she/her/hers): I would like to ask what are the future plans with the new director of the DEI committee to continue to uplift black voices in the community and to work towards equity within your own board as well as the policies that the NpL still has not changed -

00:51:40 Sharon (she/her): Agree Jason. The board meetings have been very hurtful. There has been consistent disrespect towards Tara Michener, there has been a lot of back and forth on issues like Juneteenth, and public comment has been moved to the end of the meetings AFTER voting takes place.

00:51:54 Audra Holdorf (she/her/hers): Please let Jason finish- mine can be read later

00:55:59 Betsy Beaudoin: I agree with Jason too! It has been embarrassing the way Trustee Michener has been treated by the previous session and this one as well. No other board members have been dismissed and disputed the way that the ONE Black member of our board has been treated. While I agree the DEI committee and staff have worked to create a welcoming space for all, I am disheartened everytime I watch a board meeting and see the way our board speaks to, rolls their eyes at, and interrupts Trustee Michener. The board must do better because their behavior discredits the work of the staff and DEI committee.

00:57:50 Betsy Beaudoin: @Jason, if we don't need to earmark the money to pay for other holidays, there is no reason we should have to do all that for Juneteenth. it should be recognized and treated with respect.

00:58:42 Sharon (she/her): Yes. Just need transparency.

01:00:52 jim paulk: Next break I'll comment

01:03:12 Tia Marie Sanders: What specifically will all the board members, (other Than Tara, Tori, and Kat) do during the board meetings to help me me as a black woman restore confidence in my safety in the space of the library, whose board representation of Library values are directly effected by the culture, tone and the words you say during these public meeting ? This concerns me deeply if board members who can't articulate their understanding of Anti Black hates existence, and the board does not acknowledge that Anti-Black hate exists and has been and is part of my experience in the library how can the Board members set a tone to help protect me and my family in the library?Thank you the staff for doing everything they can to help me restore a sense of my well-being at the library.

01:03:57 Tia Marie Sanders: Please Share your references sir

01:04:41 Audra Holdorf (she/her/hers): Juneteenth is a federal holiday that means paid.

01:06:36 Tia Marie Sanders: that last part was for the last gentleman who spoke. Thank you Gail.

01:07:07 ervfdpsodjhgvfhoqpwehfhuieo2pweghteorfugioeorugh: To Jim's point, I'd like to hear in the reflection session what DEI means to each of the board members and director in this session

01:08:29 Sharon (she/her): I would like to speak again if there is time

01:12:23 Tia Marie Sanders: Hello Yes you mentioned what the meaning of Diversity Equity and Inclusion are. I wanted to know if you could shared the sources or bibliography of your sources. I want to look up the meaning that you gave.

01:19:50 Audra Holdorf (she/her/hers): Sir that is not true.

01:22:31 Sharon (she/her): I think we can BOTH care about white kids who get their "heads beat in" AND care about Black children being called the N-word. We can acknowledge that hate is bad. It is not a contest.

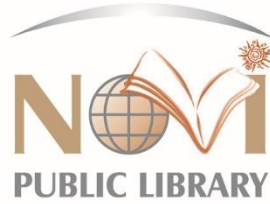
01:22:38 Paula Henry: Jim, you are an idiot if you think that racism doesn't exists because we have had a black president.

01:23:07 Tia Marie Sanders: Thank you NPL staff For everything you have worked so hard on to embrace all experiences and taking the NLP forward with Action.

01:23:19 Paula Henry: Thank you Tara for continuing to fight the fight!

01:24:03 Danielle Ware: Hi Jim 4 black americans were lynched last year alone. Whatever trauma you experienced you are still here.

01:24:12 Tia Marie Sanders: Thank you Gail always love the programs keep them coming. After chat see me on Facebook live.



Library Board Retreat
Saturday, June 26, 2021
10:30am – 2:30pm
West Meeting Room, Novi Public Library

AGENDA

1. Call to Order- Kathy Crawford, President
2. Roll Call – Brian Bartlett
Pursuant to the State of Michigan Open Meetings Act, all members shall identify their physical location by stating the county, city, and state from which he or she is attending the meeting remotely.
3. Pledge of Allegiance
4. Approval and Overview of Agenda
5. Welcome and Introduction of Lee Meadows, Facilitator for Goal Setting – Kathy Crawford, President
6. Goal Setting Session for 21/22 – Lee Meadows (10:30am – 12:00pm)
7. Public Comment (12:00pm – 12:15pm)
In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the five minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

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

LUNCH BREAK -----12:15pm – 1:00pm -----

8. OMA (Open Meetings Act) Training by Clare Membiela, Library of Michigan by ZOOM (1:00pm – 2:30pm)
9. Adjourn

Julie Farkas
Library Director (she/her/hers)
Novi Public Library
45255 Ten Mile Road
Novi, MI 48375

Julie

I want to thank you for the opportunity to meet with and facilitate an open meetings session with you and the Board of Directors of the Novi Public Library on Saturday, June 26th, 2021.

It was an enlightening experience and one that allowed me a deep appreciation for the role of the Board of Directors in addressing the needs of its growing number of library patrons. There is an unwavering dedication by board members to be aligned with the needs of the staff, patrons, and surrounding citizens. In my role as a facilitator, I was privy to the dialogue among the board members and able to ask questions designed to solicit their insights and build relationships that transcend personal agendas. As such, one of my responsibilities was to provide a summary of what was discussed and recommendations for moving forward during the 2021 – 2022 fiscal year.

The transitioning of the Board of Directors: As a monthly board, members are charged with providing overall direction to the Library Director based on the principles and policies that govern the structure. While this may imply a form of direct supervision of the day-to-day operations, what emerged in the facilitated dialogue was a recognition that being a source of information, guidance and counsel to the Library Director is consistent with supporting the 'Big Picture' impact for staff, patrons and the community. In doing so, the Board of the Directors has,

1. Empowered the Library Director to focus on 3 strategic activities while continuing to run the day-to-day operations.
2. Elevated the role of the committees and committee chairpersons to focus on activities that are aligned with, support and share information consistent with the 3 strategic objectives.
3. Established a connecting dialogue between the Board, the Library Director, the committees and the engaged patrons.

The realignment of the Board of Directors: The addition of 3 new board members offers a new dynamic in which pre-existing patterns of communication are usurped in favor of post pandemic patterns that allow for a more informed and interactive process in which Board members, the Library Director and patrons have greater opportunity in which to engage around relevant issues. While this is always the hope of any communication process, the realignment allows for,

1. The removal of perceived barriers that may have inhibited or restricted engaged dialogue prior to the pandemic.
2. The opportunity to create an 'open' forum of discussion that, with the assistance of 3 new board members, will bring an enthusiasm for engagement and willingness to grow as board member communication styles set a new tone for future interactions.
3. The means to address issues that have been roadblocks to understanding, from a fresh and broader perspective.

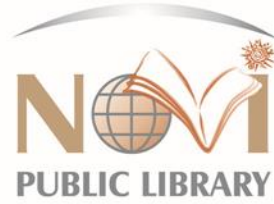
The repurposing of the Board of Directors: As events and activities open up due to the removal of COVID level restrictions, the Novi Public Library returns to being a full-service provider of materials, programming and education to the patrons who have immediate access to the full range of offerings. In the midst of the post pandemic changes, the Board of Directors will have to address emerging issues that will challenge the primary purpose of the library. While, historically, the safe haven for reading, reflecting, learning and growing, an increasing social complexity encroaches on that primary purpose at the risk of altering its trajectory. In doing so, it allows for,

1. An examination of the role of the library within the emerging 'social justice' mantra. As a publicly accessible resource, is the Novi Public Library a platform for social justice or an instrument in a social justice orchestra?
2. The opportunity to be a conduit that receives, interprets and disseminates information through the library director, the library committees and the general public. This allows for input from various sources to ensure that the Board of Directors are informed as to all the elements that make up the larger City of Novi picture.
3. A re-establishment of a communication process among board members and among the community that was hindered by the pandemic. When building trust within a relationship, any opportunity that allows for a closer understanding of colleagues, staff, patrons and the community, honest communication is essential to that process

Having had the opportunity to facilitate an 'open' session with the Novi Library Board of Directors, it is clear that there is a strong commitment to working together to solve, both, internal and external issues that could interfere with board effectiveness. What may be at issue is how each board member prioritizes relevant issues. Therefore, the following recommendation is submitted for consideration.


1. Conduct one-on-one interviews with each board member to assess their understanding of the issues needing to be addressed.
 2. Summarize the issues in an 'open' meeting with the Board of Directors to identify and prioritize the barriers preventing problem resolution.
 3. Identify a process to implement solutions identified for specific problems.
- These recommendations are being made to further advance the process of building trust and collaborative approaches for the Board of Directors, the Library Director, staff, patrons and the Novi community.

Sincerely,
Lee E. Meadows, Ph.D.




Agenda
Monday, July 12th 7-8:30pm
Virtual Meeting

1. Call to Order- Kathy Crawford, President
2. Roll Call – Brian Bartlett
Pursuant to the State of Michigan Open Meetings Act, all members shall identify their physical location by stating the county, city, and state from which he or she is attending the meeting remotely.
3. Pledge of Allegiance
4. Approval and Overview of Agenda
5. Welcome and Introduction of OMA (Open Meetings Act) Training by Clare Membiela, Library of Michigan by ZOOM - Kathy Crawford, President
6. Public Comment
7. Adjourn




**BOARD-ING SCHOOL:
BOARD MEETINGS
AND
THE OMA**




Thank You For Your Service!

- Some form of public library boards has been around since Michigan has had public libraries.
- Since before statehood, Michigan has had public libraries.
- As locally-controlled government entities, Michigan public libraries could not exist as they are without citizens willing to volunteer.



Disclaimer

The research, resources and discussion that are part of this presentation are for informational purposes only and not for the purpose of providing legal advice. You should *contact your attorney to obtain advice with respect to any particular issue or problem.*



Role of a Board

- Board members, or trustees' role in most Michigan libraries is one of group governance and big-picture management.
- Boards are government by consensus.
 - Authority and powers bestowed by statute- not municipality.
 - Authority and powers bestowed by statute on BODY- not individual members.




Welcome

Clare D. Membiela,
MLS, J.D., Library of Michigan
membielc@michigan.gov
517-335-8132




All or Nothing



Library board members are TRUSTEES – officers who are chosen to *safeguard and oversee* an organization. The community trusts the board to take care of the library, protect its assets and ensure that it continues to serve the community into the future.

- No one member has a more important role than another
- No one member can legally act unilaterally
- Nothing is accomplished if the board cannot act as a group.



Boards can do great things



LIBRARY OF MICHIGAN

Board Meetings

- Virtually ALL work of a board occurs during an open public meeting.
- Most Boards are autonomous and make their own decisions. (Establishment law determines this)
- Board members have fiduciary duty to library as entity.
 - Duty is to library as an entity- NOT municipality, NOT Director, NOT personal politics or preferences.

LIBRARY OF MICHIGAN

Libraries are Different

- Library boards have some similarities, but do not function like:
 - Legislatures
 - Non-profit boards
 - Corporate boards

LIBRARY OF MICHIGAN

Open Meetings Act

Purpose:

To enable Michigan citizens to view, attend, address, and witness the work and decision-making of public bodies. To encourage transparency in government and further democracy by enabling the "people" to learn about issues they vote on and the government that serves them.

LIBRARY OF MICHIGAN

How to Succeed as a Library Trustee

- Training/Learning
- Asking
- Reading/Watching
- Talking/Participating
- Trust/Respect (Notice it doesn't say "mutual admiration.")

A Library board is a partnership between board/director /community

LIBRARY OF MICHIGAN


Purpose of OMA

- Provides access to proceedings of government.
- Requires procedures public bodies must follow to notify and include the public in meetings of government bodies.

LIBRARY OF MICHIGAN


Quorum = Public Meeting

MCL 15.263
(3) All deliberations of a public body constituting a quorum of its members must take place at a meeting open to the public except as provided in this section and sections 7 and 8.
(4) A person must not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.



“Non” Public Meetings of a Board


MCL 15.263
 (10) This act does **not apply to a meeting that is a social or chance gathering or conference** not designed to avoid this act.
Attorney General Opinion No 6074, June 11, 1984 addresses “Educational sessions”, workshops, “working groups,” etc.



Decisions must be made publicly


MCL 15.263(2)
All decisions of a public body must be made at a meeting open to the public.

Includes all discourse towards a decision.




Discussion is key

- A board meeting without discourse is a board with problems.
- Attending a meeting unprepared or having already assembled a consensus removes defeats transparency.
- A public body (especially one funded by an optional millage) has a responsibility to engage in open decision making.
- Closed sessions are available for some sensitive discussions.



Open Meetings Act


- No “work” meetings
- No “parking lot chats”
- No individual canvassing “round the horn”
- No e-mail or text meetings
- Don’t choose times/days for meeting when majority of the public can’t attend



6 reasons for Closed Sessions

A public body may meet in a closed session only for the following purposes:

- (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.
- (c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- (d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if all parties meeting would have a detrimental financial effect on the litigation or settlement position of the public body.
- (f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).
- (g) To consider material exempt from discussion or disclosure by state or federal statute.
- (i) For a compliance conference conducted under section 16231 of the public health code, 1978 PA 368, MCL 333.16231, before a complaint is issued.



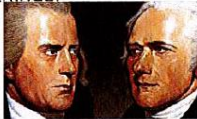
Closed Session Caveats

- Employment discipline and evaluations AND applications NOT automatic – MUST be requested by employees and/or applicants affected.
- Closed Session permitted for information already protected by statute (FOIA, Library Privacy Act, Medical information, FERPA, Attorney Client privilege, etc.).
- Board must enter closed session from public meeting and exit closed session into public meeting.

LIBRARY OF MICHIGAN

Last Rule

- Get over it- You have accepted a public office and everyone is an adult. As with most workplaces and professions, people don't have to like each other to work together and do great things.



"Sometimes, you have to pour yourself a drink, put on some lipstick, and pull yourself together."... Marilyn Monroe

LIBRARY OF MICHIGAN

A Word About Civil Discourse

- Decision making can be messy.
- Members will not always agree – and that is ok!
- Problems are caused by behavior- not differing points of view.
- The Board sets the tone and culture of the workplace. Community, staff and other board members will follow the lead of unstatesmanlike behavior.
- Behave as if your parents and your children were in attendance- treat your colleagues as you prefer to be treated.

LIBRARY OF MICHIGAN

Tips

- Non-board gatherings and opportunities for team-building.
 - Small groups
 - Community volunteer opportunities
 - Project collaboration
- One act of kindness/patience/understanding goes a long way
- If someone cannot rise to the challenge of civil discourse, members should address it as a group.

LIBRARY OF MICHIGAN

Tips to Encourage Collegiality

- **Meeting Rules**
 - Cell Phones off or on mute.
 - Everyone wishing to speak gets a chance to speak once on a topic before anyone comments an additional time.
 - One person speaks at a time.
 - No raised voices.
 - Members will actively listen to their colleagues as they wish to be heard.
 - All members abide by the same debate rules.
 - If you wouldn't post a statement on a billboard in the center of town, don't say it.
 - Disagreement is fine, bullying, intimidation, and name-calling are not.

LIBRARY OF MICHIGAN

Notice


- 10 days after 1st meeting of calendar year- list of all meetings for year
- If schedule changes, notice of amended schedule posted 3 days after meeting approving change.
- Unexpected or emergency change or special meeting posted 18 hours before changed meeting or special meeting or rescheduled
- 18-hour notices on website if body has maintained an official Internet presence

LIBRARY OF MICHIGAN

Meetings can't be limited in size

MCL 15.263 (1):
All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. **However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.**

(6) **A person must not be excluded from a meeting otherwise open to the public** except for a breach of the peace actually committed at the meeting.


 LIBRARY OF MICHIGAN

Committees

Committees of the Board:
Can meet out of public meeting if:

- No quorum
- No decision -making authority


- Err on side of public meeting
- Watch "Committee of the Whole" – that likely requires public meeting.

 LIBRARY OF MICHIGAN

The Public has a Right to speak

(5) **A person must be permitted to address a meeting of a public body under rules established and recorded by the public body.** The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

(1) **The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting.** The exercise of this right does not depend on the prior approval of the public body. **However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.**

 LIBRARY OF MICHIGAN

Minutes SHALL be Available


MCL 15.269

(1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) **Minutes are public records open to public inspection,** and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make **proposed minutes available for public inspection within 8 business days** after the meeting to which the minutes refer. **The public body shall make approved minutes available for public inspection within 5 business days** after the meeting at which the minutes are approved by the public body.

NOTE that these requirements are the LEAST that should be done.

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Public Comment

- Board should establish public comment times and rules
 - When comment occurs
 - How long comments can be
 - Rules for conduct (can't regulate speech but can regulate conduct)
 - Not a debate session
 - Boards should model the behavior they want

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Minutes

- Requires minutes be taken and made available to the public.
- Time limit for access to proposed and final minutes- 8 days after meeting for proposed, 5 days after approval for final.
- If possible, best practice is for remote meetings and hybrid on website

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Information NOT protected

- Staff salaries and employment contracts
- Staff benefits (but staff personal medical info and personal information like SS numbers are protected)
- Employee evaluations
- Discussion of strategic plans
- Contracts for purchases, etc.
- Financial information and budgets




Remote Attendance

Three options until after Dec 31, 2021:

1. Member lives in area under local state of emergency.
2. Member has a medical condition.
3. Member is on Active Military Duty


Medical condition" means an illness, injury, disability, or other health-related condition.



2020 Amendments to OMA

[2020, Act 228](#), Imd. Eff. Oct. 16, 2020
[2020, Act 254](#), Imd. Eff. Dec. 22, 2020

Both amendments added language that enables and regulates Remote Meetings.




But my Board.... Tips for Compliance

- Varied and Regular Training
 - Bylaw requirement
- Reminders
 - Cheat Sheets (like "Closed session dos and don'ts).
 - Signage "Remember the OMA"
- Assign one Board officer to be "OMA Compliance Guru"
- Post notices and minutes on website
- Make discussed documents available at meeting (reports, agendas, etc.).



Remote Meeting


- Until Dec. 31, 2021, permitted only if under local state of emergency in location where body usually holds its meetings.
- MCL 15.263(a) requires additional noticing and language requirements for remote meetings.
- Agenda (if one exists) must be on website with notice.



If in Doubt

FOIA and OMA are intended to provide transparency and citizen participation as part of a democracy that relies on citizen participation.

Err on the side of transparency.



Reporting

- **Board President/Officers/Trustees**
 - Bylaws should have behavior and ethics/duty requirements AND consequences for violation.
 - Removal from Board office
 - Removal from Committees and projects
- **Library Attorney**
- **Local Prosecutor**
- **Municipal attorney**

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Resources, Records Management

- Freedom of Information Act 1976 PA 442, MCL 15.231, et seq.
<http://legislature.mi.gov/doc.aspx?mcl-act-442-of-1976>
- Government Retention Schedule, Public Libraries
https://www.michigan.gov/documents/dtmb/RMS_GS17_640201_7.pdf
- Michigan Dept. Management, Technology & Budget (DTMB) Records Management Manual for Local Governments
https://www.michigan.gov/documents/dtmb/rms_Local_RM_Manual_640086_7.pdf
- State of Michigan Records Management, FAQ on Electronic Records for Local Governments
https://www.michigan.gov/documents/dtmb/rms_arecordsfaq_640083_7.pdf
- State of Michigan Records Management, Records Management policies and manuals
https://www.michigan.gov/dtmb/0,5552,7-358-82948_21738_73541-382755--00.html

LIBRARY OF MICHIGAN

Legal Penalty

- Violations can cause decisions to be invalidated and intentional violations are punishable by Criminal fines of \$1,000 per official, Civil fines of \$500 per official, and for a second offense or higher in the same term \$2000 per official
- MCL 15.272 & MCL 15.273

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Thanks!

Clare D. Membiela, MLS, J.D.
membielc@michigan.gov
 517-335-8132

Don't forget to complete the survey!
<https://survey.alchemer.com/s3/5965690/Library-Law-Spotlight-Webinars>

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Resources

- Open Meetings Handbook -
https://www.michigan.gov/documents/egte/egle-ogmd-mining-crmfopenmeetingsact_674793_7.pdf
- Michigan Municipal League – Open Meetings Act & FOIA
https://www.mml.org/resources/information/oma_foia.htm
- MSU Extension – Michigan Open Meetings Act- An Introduction
https://www.canr.msu.edu/news/michigans_open_meetings_act_an_introduction
- MSU Extension – Michigan's Open Meetings Act – Exploring the Details
https://www.canr.msu.edu/news/michigans_open_meetings_act_exploring_the_details
- MSU Extension – Michigan's Open Meetings Act – Understanding Closed Sessions
https://www.canr.msu.edu/news/michigan_open_meetings_act_understanding_closed_sessions
- Foster Swift Collins and Smith – OMA sheet
<https://www.fosterswift.com/services/OpenMeetingsActPrint>

LIBRARY OF MICHIGAN

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 Revenue - 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		Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Capital Outlay									
Account	Description								
962.000	Building Maint.	0.00							
941.000	Grounds Maint./Entrance Project	0.00							
976.000	Building Improvements/Entrance	0.00	15,000.00	0.00	0.00	0.00	0.00		
976.100	Parking lot improvements	0.00					5,000.00	125,000.00	
983.000	Vehicles - Van	31,432.55							
986.000	Internal Tech - Capital Outlay AST	29,227.25	58,000.00	32,000.00	0.00	0.00	0.00	159,000.00	159,000.00
986.000	Camera/Computer replacement	0.00	21,000.00	21,000.00	0.00	0.00	32,200.00	65,800.00	35,500.00
990.000	Furniture	0.00	17,000.00	17,000.00	17,000.00	13,774.00	0.00	0.00	0.00
Total Capital Outlay		60,659.80	111,000.00	70,000.00	17,000.00	13,774.00	37,200.00	349,800.00	194,500.00
965.269	Walker Transfer								
Total Expenditures		3,007,881.47	3,386,360.00	3,221,824.00	3,167,504.94	3,148,792.94	3,409,700.00	3,789,610.00	3,692,400.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,190,826.49	3,244,172.00	3,279,194.00	3,321,899.00
680.000	TOTAL Fundbalance	180,244.89	-141,060.00	-97,524.00	-43,618.70	42,033.55	-165,528.00	-510,416.00	-370,501.00

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

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

269 - Library Contributed Funds							
Revenues & Expenditures							
2021-2022 (Approval 1/28/21)							
		2019-2020 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 June 2021

Approved Budget for Fund 268 Fiscal Year 2020-2021

TOTAL REVENUES	\$3,190,825
TOTAL EXPENDITURES	\$3,148,793
NET OF REVENUES & EXPENDITURES	\$42,033

Approved budget for Fund 269 Fiscal Year 2020-2021

TOTAL REVENUES	\$40,860
TOTAL EXPENDITURES	\$49,450
NET OF REVENUES & EXPENDITURES	(\$8,590)

Revenue & Expenditure Report for Fund 268

	YTD May 31, 2021	YTD June 30,2021	Difference
TOTAL REVENUES	\$3,175,024	\$3,216,604	\$41,580
TOTAL EXPENDITURES	\$2,631,639	\$2,922,870	\$291,231
NET OF REVENUES & EXPENDITURES	\$543,385	\$293,734	

Revenue & Expenditure Report for Fund 269

	YTD May 31, 2021	YTD June 30,2021	Difference
TOTAL REVENUES	\$34,994	\$37,338	\$2,344
TOTAL EXPENDITURES	\$13,215	\$13,802	\$587
NET OF REVENUES & EXPENDITURES	\$21,779	\$23,536	

Balance Sheet Report as of June 30, 2021

The ending fund balance for Fund 268 is \$2,575,231.38

The ending fund balance for Fund 269 is \$1,730,515.80

07/12/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 06/30/2021										
% Fiscal Year Completed: 100.00										
GL NUMBER	DESCRIPTION	END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	APRIL 2021	MAY 2021	JUNE 2021	06/30/2021	BALANCE	% BDGT
		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	2,836,818.87	2,939,255.00	2,961,042.00	0.00	0.00	0.00	2,959,058.75	1,983.25	99.93
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(6,553.64)	2,000.00	2,000.00	225.70	58.01	4,171.94	6,323.24	(4,323.24)	316.16
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(258.43)	(259.00)	(277.00)	0.00	0.00	0.00	(276.15)	(0.85)	99.69
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(2,983.82)	(4,500.00)	(6,071.00)	0.00	0.00	0.00	(6,071.40)	0.40	100.01
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(6,852.11)	(12,597.00)	(13,423.00)	0.00	0.00	0.00	(13,183.71)	(239.29)	98.22
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	(8,038.90)	1,538.90	123.68
Property tax revenue		2,815,535.41	2,917,399.00	2,936,771.00	225.70	58.01	4,171.94	2,937,811.83	(1,040.83)	100.04
Federal grants										
268-000.00-508.450	Federal grants	0.00	0.00	796.00	0.00	0.00	4,830.70	5,627.01	(4,831.01)	706.91
268-000.00-508.452	Federal Grants - COVID-19	0.00	0.00	59,143.00	0.00	0.00	0.00	59,143.94	(0.94)	100.00
Federal grants		0.00	0.00	59,939.00	0.00	0.00	4,830.70	64,770.95	(4,831.95)	108.06
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	33,000.00	0.00	0.00	23,810.04	46,164.52	(13,164.52)	139.89
State sources		44,383.68	40,000.00	33,000.00	0.00	0.00	23,810.04	46,164.52	(13,164.52)	139.89
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,146.51	14,000.00	1,200.00	122.98	62.55	289.67	1,063.43	136.57	88.62
268-000.00-665.100	Copier	1,172.45	600.00	1,500.00	247.25	170.70	199.65	1,700.20	(200.20)	113.35
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	10,500.00	2,222.84	26.71	2,798.77	11,243.58	(743.58)	107.08
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,847.00	0.00	0.00	0.00	6,847.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		63,237.74	68,200.00	20,047.00	2,593.07	259.96	3,288.09	20,854.21	(807.21)	104.03
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	11,000.00	967.18	682.42	1,356.36	10,858.60	141.40	98.71
268-000.00-658.000	State penal fines	118,345.07	114,000.00	95,367.00	0.00	0.00	0.00	95,366.51	0.49	100.00
Fines and forfeitures		167,306.32	179,000.00	106,367.00	967.18	682.42	1,356.36	106,225.11	141.89	99.87
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	4,612.70	3,173.81	0.00	45,385.24	8,815.76	83.74
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	378.75	949.05	0.00	(5,541.51)	(14,458.49)	27.71
Interest income		87,344.61	34,201.00	34,201.00	4,991.45	4,122.86	0.00	39,843.73	(5,642.73)	116.50
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	500.00	0.25	0.40	0.00	933.91	(433.91)	186.78
Donations		10,318.10	6,500.00	500.00	0.25	0.40	0.00	933.91	(433.91)	186.78

		END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	APRIL 2021	MAY 2021	JUNE 2021	06/30/2021	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	931,830.31	971,650.00	949,000.00	69,565.00	69,565.00	104,347.50	921,559.33	27,440.67	97.11
268-000.00-704.012	COVID-19 Crisis Hazard Pay	0.00	0.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00	100.00
268-000.00-704.100	Severance/Incentive Pay	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	100.00
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	8,500.00	0.00	0.00	0.00	8,499.17	0.83	99.99
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	44,450.48	45,386.91	71,677.42	585,156.44	49,843.56	92.15
268-000.00-706.000	Overtime	496.47	500.00	500.00	0.00	0.00	0.00	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	8,518.88	8,579.77	13,166.28	115,179.44	8,820.56	92.89
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	17,868.11	16,771.36	16,740.27	195,171.46	(171.46)	100.09
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	0.00	0.00	437.50	6,125.00	175.00	97.22
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(3,171.55)	(3,247.05)	(4,559.55)	(35,946.84)	(53.16)	99.85
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	6,012.00	2,388.00	71.57
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	29,292.00	43,224.00	43,224.00	3,602.00	3,602.00	3,602.00	43,224.00	0.00	100.00
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	25,500.00	3,306.28	3,363.98	5,305.60	24,678.20	821.80	96.78
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	1,400.00	0.00	0.00	0.00	2,610.47	(1,210.47)	186.46
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	2,500.00	232.64	233.85	288.70	2,666.03	(166.03)	106.64
Personnel services		1,959,395.24	2,121,060.00	1,982,824.00	144,872.84	144,756.82	211,506.72	1,894,515.07	88,308.93	95.55
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	12,000.00	485.10	1,700.30	730.14	11,239.19	760.81	93.66
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	45.75	17.50	0.00	167.35	832.65	16.74
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	742.55	3,921.57	226.10	36,307.52	33,392.48	52.09
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	1,498.55	620.92	497.95	7,022.96	12,777.04	35.47
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	198.03	8,082.99	1,649.85	22,406.04	2,593.96	89.62
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	180.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	171,000.00	8,943.62	8,836.06	15,929.64	162,391.51	8,608.49	94.97
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	2,751.56	2,734.36	2,388.03	18,060.61	1,939.39	90.30
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	500.00	3.50	16.89	0.00	265.28	234.72	53.06
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	3,441.75	0.00	0.00	20,076.93	3,923.07	83.65
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	7,131.23	25,458.44	10,857.55	127,720.67	(12,720.67)	111.06
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	5,800.42	2,305.88	976.15	46,520.60	379.40	99.19
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	0.00	0.00	0.00	63,693.51	306.49	99.52
Supplies		482,945.13	599,600.00	574,200.00	31,042.06	53,694.91	33,255.41	515,872.17	58,327.83	89.84

		END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	APRIL 2021	MAY 2021	JUNE 2021	06/30/2021	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)	597.99	500.00	600.00	56.46	56.46	0.00	616.37	(16.37)	102.73
268-000.00-802.000	Data processing	700.20	700.00	713.00	0.00	0.00	0.00	712.94	0.06	99.99
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	5,000.00	318.97	537.99	375.75	5,033.59	(33.59)	100.67
268-000.00-803.000	Independent audit	809.82	500.00	814.00	0.00	0.00	0.00	814.00	0.00	100.00
268-000.00-804.000	Medical service	686.00	1,500.00	1,200.00	98.00	196.00	0.00	1,372.00	(172.00)	114.33
268-000.00-806.000	Legal fees	8,951.50	5,000.00	20,000.00	2,688.00	756.00	0.00	18,879.00	1,121.00	94.40
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,300.00	222.62	0.00	0.00	1,113.10	186.90	85.62
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	0.00	0.00	0.00	5,215.01	2,284.99	69.53
268-000.00-816.000	Professional services	250.00	10,500.00	4,000.00	0.00	0.00	750.00	1,972.50	2,027.50	49.31
268-000.00-817.000	Custodial services	37,851.60	50,000.00	88,000.00	7,053.30	0.00	7,088.28	84,097.77	3,902.23	95.57
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	18,384.86	17,500.00	26,000.00	1,269.88	1,212.65	(106.00)	22,187.14	3,812.86	85.34
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	15,578.75	0.00	1,944.94	58,258.12	6,941.88	89.35
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	500.00	0.00	29.12	0.00	119.03	380.97	23.81
268-000.00-862.000	Mileage	6.38	300.00	100.00	0.00	30.71	47.38	91.53	8.47	91.53
268-000.00-880.000	Community promotion	22,866.06	21,000.00	24,000.00	812.50	529.64	769.50	11,838.15	12,161.85	49.33
268-000.00-880.268	Library programming	18,956.32	25,000.00	15,000.00	442.33	389.34	520.85	8,716.12	6,283.88	58.11
268-000.00-880.271	Adult programs	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	19,424.00	30,000.00	23,000.00	299.92	1,285.05	2,046.44	6,185.19	16,814.81	26.89
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,668.00	0.00	0.00	0.00	12,668.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	10,152.64	11,000.00	12,000.00	1,645.69	1,085.37	0.00	10,022.56	1,977.44	83.52
268-000.00-922.000	Electricity	92,792.30	95,000.00	93,000.00	7,708.35	7,238.71	8,099.97	89,008.38	3,991.62	95.71
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	0.00	0.00	4,602.83	2,897.17	61.37
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	117,000.00	34,381.13	6,052.24	2,496.97	117,527.00	(527.00)	100.45
268-000.00-935.000	Vehicle maintenance	7.00	500.00	600.00	0.00	0.00	0.00	25.31	574.69	4.22
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	33,000.00	871.16	4,795.48	62.36	21,755.55	11,244.45	65.93
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	650.94	650.94	650.94	7,658.59	341.41	95.73
268-000.00-942.100	Records storage	287.76	1,300.00	300.00	24.95	24.95	24.95	291.64	8.36	97.21
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	7,500.00	80.00	(21.28)	0.00	4,432.75	3,067.25	59.10
Other services and charges		504,881.30	554,700.00	577,995.00	74,202.95	24,849.37	24,772.33	498,709.17	79,285.83	86.28
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	29,227.25	79,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	13,774.00	0.00	0.00	0.00	13,774.00	0.00	100.00
Capital outlay		60,659.80	111,000.00	13,774.00	0.00	0.00	0.00	13,774.00	0.00	100.00
Net - Dept 000.00 - treasury		180,244.39	(141,060.00)	42,032.00	(241,340.20)	(218,177.45)	(232,077.33)	293,733.85	(251,701.85)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,190,825.00	8,777.65	5,123.65	37,457.13	3,216,604.26	(25,779.26)	100.81
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,148,793.00	250,117.85	223,301.10	269,534.46	2,922,870.41	225,922.59	92.83
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	42,032.00	(241,340.20)	(218,177.45)	(232,077.33)	293,733.85	(251,701.85)	698.83

		END BAL	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	APRIL 2021	MAY 2021	JUNE 2021	06/30/2021	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	32,401.88	27,000.00	27,000.00	2,397.58	1,804.73	0.00	21,685.52	5,314.48	80.32
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	196.87	539.66	0.00	(1,529.96)	(2,970.04)	34.00
Interest income										
		45,787.97	22,500.00	22,500.00	2,594.45	2,344.39	0.00	20,155.56	2,344.44	89.58
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,347.22	1,000.00	1,700.00	0.00	0.00	0.00	1,551.67	148.33	91.27
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	2,160.00	225.00	0.00	0.00	2,159.85	0.15	99.99
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	4,000.00	0.00	225.00	0.00	3,471.35	528.65	86.78
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	MARKING SPONSORSHIP	10,000.00	5,500.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	100.00
Donations										
		16,803.70	19,500.00	18,360.00	225.00	10,225.00	0.00	17,182.87	1,177.13	93.59
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	0.00	0.00	0.00	968.70	31.30	96.87
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	1,200.00	134.63	34.65	0.00	986.10	213.90	82.18
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	2,500.00	0.00	0.00	0.00	2,119.46	380.54	84.78
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	14.95	0.00	0.00	14.95	485.05	2.99
269-000.00-742.236	Staff Recognition	764.81	1,500.00	500.00	0.00	0.00	0.00	15.88	484.12	3.18
Supplies										
		24,962.88	65,700.00	5,700.00	149.58	34.65	0.00	4,105.09	1,594.91	72.02
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	1,350.24	0.00	1,350.24	33,399.76	3.89
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	100.00
269-000.00-976.046	Makerspace Renovation	6,735.84	5,000.00	5,000.00	337.00	183.63	518.86	4,346.83	653.17	86.94
Capital outlay										
		6,735.84	11,800.00	43,750.00	337.00	5,533.87	518.86	9,697.07	34,052.93	22.16
Net - Dept 000.00 - treasury										
		30,892.95	(35,500.00)	(8,590.00)	2,332.87	7,000.87	(518.86)	23,536.27	(32,126.27)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		62,591.67	42,000.00	40,860.00	2,819.45	12,569.39	0.00	37,338.43	3,521.57	91.38
TOTAL EXPENDITURES		31,698.72	77,500.00	49,450.00	486.58	5,568.52	518.86	13,802.16	35,647.84	27.91
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(8,590.00)	2,332.87	7,000.87	(518.86)	23,536.27	(32,126.27)	274.00
TOTAL REVENUES - ALL FUNDS										
		3,250,717.53	3,287,300.00	3,231,685.00	11,597.10	17,693.04	37,457.13	3,253,942.69	(22,257.69)	100.69
TOTAL EXPENDITURES - ALL FUNDS										
		3,039,580.19	3,463,860.00	3,198,243.00	250,604.43	228,869.62	270,053.32	2,936,672.57	261,570.43	91.82
NET OF REVENUES & EXPENDITURES		211,137.34	(176,560.00)	33,442.00	(239,007.33)	(211,176.58)	(232,596.19)	317,270.12	(283,828.12)	948.72

07/12/2021		BALANCE SHEET FOR CITY OF NOVI	
		AS OF 06/30/2021	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(170,219.81)	
268-000.00-017.000	Investments - Pooled	2,872,268.17	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-040.400	Prepaid expenditures	934.34	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	2,707,384.81	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	46,491.41	
268-000.00-215.200	Unemployment insurance liability	4,483.01	
268-000.00-232.000	Accrued Liabilities - MERS EE/ER Monthly	361.52	
268-000.00-232.030	Employees pension payable - DC	2,741.49	
268-000.00-232.040	Employee health care savings payable	510.00	
268-000.00-233.000	Employees federal withholding payable	4,510.92	
268-000.00-234.000	Employees State withholding payable	2,087.89	
268-000.00-237.000	Deferred compensation	1,546.44	
268-000.00-241.000	Employees FICA payable	8,855.63	
268-000.00-243.000	Employees flexible spending withholding	122.50	
268-000.00-257.000	Accrued wages payable	43,278.83	
268-000.00-257.999	Accrued wages - garnishment	261.68	
268-000.00-259.702	Accrued liabilities-tax	13,500.00	
268-000.00-320.451	Deferred inflow - Unavailable COVID-19	3,402.11	
	Total Liabilities	132,153.43	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance	2,281,497.53	
	Net of Revenues VS Expenditures	293,733.85	
	Ending Fund Balance	2,575,231.38	
	Total Liabilities And Fund Balance	2,707,384.81	

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	5,237.16
269-000.00-017.000	Investments - Pooled	1,725,815.50
	Total Assets	1,731,052.66
*** Liabilities ***		
269-000.00-202.000	Accounts payable	536.86
	Total Liabilities	536.86
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,612,007.62
269-000.00-390.230	Fund Balance Collections/Materials	36,835.74
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	41,610.28
269-000.00-390.232	Fund Balance Programming	29,929.06
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)
	Total Fund Balance	1,706,979.53
	Beginning Fund Balance	1,706,979.53
	Net of Revenues VS Expenditures	23,536.27
	Ending Fund Balance	1,730,515.80
	Total Liabilities And Fund Balance	1,731,052.66

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for August 2021

- | | | |
|-------------------|----------------------|----------|
| • Elizabeth Kopko | Support Services | 11 years |
| • Danielle Mazur | Information Services | 1 year |

STAFF AWARDS FOR 2021

ABOVE & BEYOND Award 2021:

This award recognizes a staff member by the Library's Management Team who has been seen going Above & Beyond in their attempt to reach their annual goals OR has made a significant impact on a library service, collection or program for NPL that truly meets our motto of Inform. Inspire. Include.

- **Eva Sabolcik – Support Services Supervisor**
- **Barb Rutkowski – Head of Information Technology**
- **April Stevenson – Head of Information Services**
- **Maryann Zurmuehlen – Head of Support Services**

Customer Service Award 2021:

The award recognizes a staff person that has provided the most consistent and most positive customer service to our NPL guests or staff members over the past year. This person ALWAYS greets guests with a smile. This staff person goes ABOVE & BEYOND to assist a guest or fellow NPL employee. This person is calm in chaotic situations. (Nominations are received by the full staff).

- **Dana Brataniec – Communications Coordinator**
- **Katie Edmiston – Librarian, Information Services**
- **Lisa Brinkman – Support Services Shelver**
- **Mary Robinson – Librarian, Information Services**

New: Community Champion Award 2021:

This award recognizes a staff person that has put themselves out in the Novi community and has worked with a resident/a Novi group/a Novi business to champion library services and build library connections with NPL. How was the relationship formed? What impact was made for NPL with the resident/group/business connection with this staff person? (Nominations are received by the full staff)

- **Gail Anderson – Programming Coordinator, Information Services**
- **Hillary Hentschel – Business Librarian, Information Services**

****Annually the President of the Board and Library Director take winners to dinner in Novi to celebrate. This recognition is generously donated by the Friends of the Novi Library. A plaque is also being designed and will be proudly displayed at the Library.**

Staff In-Service August 20, 2021

**** Library is CLOSED this day for staff enrichment and engagement****

The three topics that will be focused on: Equity, Cultural Competence and Inclusion

The Tentative Agenda:

Start: 8:30am Welcome remarks by Julie Farkas

Session 1 8:30am-10:00am: By Jay Marks, Oakland County Schools

Library Safety 10:00am – 10:45am: By Library Facilities Dept.

11:00am-12:00pm: Lunch (Panera individual box lunches)

Session 2 12:00-1:30pm: By Jay Marks

Customer Service Update 1:30pm -2:00pm By Customer Service Committee

2:00 – 2:30: Ice Cream break (NPL Patio)

Session 3 2:30pm – 4pm: Jay Marks

Staff Awards 4:00pm – 4:30pm by Nicole Williams & Julie Farkas

Wellness & Engagement by Dana Brataniec

On Tuesday, July 13, 2021, we partnered with the City of Novi's Wellness & Engagement Committee to bring an employee water bottle decorating event to the iCube Makerspace. "Reduce, Reuse, Rehydrate" was presented as a chance for City employees to not only decorate, sublimate and keep a reusable water bottle to use during the summer, but to also get them into the iCube to be introduced to all of the craft and hobby technology we have to offer. Fourteen City employees attended and many were in awe of the amount of technology in the room! We look forward to working with the City in the future to bring even more opportunities for employees to visit the Library!



Email: 7/12/21: Thank you!

To: Clare Membiela, Library of Michigan

From: Julie Farkas

Hi Clare!

On behalf of myself and the Library Board I wanted to extend a HUGE thank you to you for your presentation on the OMA this evening. Great information was provided. I truly appreciated your time especially with it being after normal business hours in order to accommodate our members. Happy to share your updated slides when you send them. The Board did receive a paper copy on June 26th at the planned training.

Have a great week!

Julie

TLN Board Approves New Mission and Vision

Based on recommendations of the [TLN Strategic Planning Committee](#).

Mission

To create a vibrant, collaborative partnership among our libraries, driving access to shared services and resources.

Vision

To support and inspire development, leadership, and innovation in our libraries.

Tagline/Motto

Libraries Working Together

Values

1. We strive to provide excellent service to advance all libraries.
2. We facilitate resource sharing and **collaboration** as we are stronger together.
3. We embrace **equity**, **diversity**, and **inclusion** and promote these principles for providing library services to all.
4. We foster **fiscal responsibility** through robust purchasing power and proactive planning realizing a positive return on investment for our libraries.

Priorities

- **Inclusive Culture:** TLN will reflect the diversity of the membership we serve and strive to realize an equitable organization.
- **Connection:** Members and employees will feel connected to one another and to the mission of TLN through open communication.
- **Engagement:** The TLN membership and offices will be actively engaged in defining our work together.
- **Infrastructure:** TLN will assess member needs and establish an infrastructure to move towards delivery of our mission and goals.
- **New Shared Resources:** Shared resources will be expanded in order to maximize the benefits of working together.
- **New Services:** TLN will work to identify new and expanded services in order to maximize benefits for all member libraries.

COVID UPDATE

Daily use of the building by hour June 13, 2021 – July 10, 2021

6/13/2021		6/14/2021		6/15/2021		6/16/2021		6/17/2021		6/18/2021		6/19/2021 Closed	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	Juneteenth	
10-11am	0	10-11am	57	10-11am	69	10-11am	74	10-11am	70	10-11am	41	9-10am	0
11am-12pm	0	11am-12pm	87	11am-12pm	65	11am-12pm	84	11am-12pm	59	11am-12pm	59	10-11am	0
12-1pm	76	12-1pm	75	12-1pm	83	12-1pm	79	12-1pm	34	12-1pm	64	11am-12pm	0
1-2pm	77	1-2pm	66	1-2pm	55	1-2pm	51	1-2pm	61	1-2pm	80	12-1pm	0
2-3pm	87	2-3pm	81	2-3pm	64	2-3pm	62	2-3pm	61	2-3pm	90	1-2pm	0
3-4pm	72	3-4pm	103	3-4pm	67	3-4pm	54	3-4pm	46	3-4pm	69	2-3pm	0
4-5pm	58	4-5pm	82	4-5pm	69	4-5pm	58	4-5pm	47	4-5pm	69	3-4pm	0
5-6pm	69	5-6pm	59	5-6pm	48	5-6pm	61	5-6pm	43	5-6pm	110	4-5pm	0
6-7pm	0	6-7pm	81	6-7pm	71	6-7pm	57	6-7pm	43	6-7pm	0	5-6pm	0
7-8pm	0	7-8pm	67	7-8pm	71	7-8pm	43	7-8pm	63	7-8pm	0	6-7pm	0
8-9pm	0	8-9pm	68	8-9pm	57	8-9pm	67	8-9pm	80	8-9pm	0	7-8pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0
	439		826		719		690		607		582	9-10pm	0
													0

6/20/2021 Closed		6/21/2021		6/22/2021		6/23/2021		6/24/2021		6/25/2021		6/26/2021	
Father's Day		9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
9-10am	0	10-11am	101	10-11am	79	10-11am	75	10-11am	62	10-11am	62	10-11am	76
10-11am	0	11am-12pm	117	11am-12pm	62	11am-12pm	96	11am-12pm	67	11am-12pm	66	11am-12pm	67
11am-12pm	0	12-1pm	122	12-1pm	69	12-1pm	84	12-1pm	64	12-1pm	52	12-1pm	72
12-1pm	0	1-2pm	105	1-2pm	73	1-2pm	62	1-2pm	76	1-2pm	72	1-2pm	97
1-2pm	0	2-3pm	126	2-3pm	108	2-3pm	99	2-3pm	89	2-3pm	76	2-3pm	61
2-3pm	0	3-4pm	96	3-4pm	95	3-4pm	60	3-4pm	72	3-4pm	71	3-4pm	74
3-4pm	0	4-5pm	90	4-5pm	80	4-5pm	51	4-5pm	68	4-5pm	87	4-5pm	59
4-5pm	0	5-6pm	105	5-6pm	67	5-6pm	65	5-6pm	57	5-6pm	84	5-6pm	99
5-6pm	0	6-7pm	99	6-7pm	87	6-7pm	81	6-7pm	53	6-7pm	0	6-7pm	0
6-7pm	0	7-8pm	124	7-8pm	68	7-8pm	65	7-8pm	48	7-8pm	0	7-8pm	0
7-8pm	0	8-9pm	61	8-9pm	53	8-9pm	64	8-9pm	63	8-9pm	0	8-9pm	0
8-9pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
9-10pm	0		1,146		841		802		719		570		605
	0												

6/27/2021		6/28/2021		6/29/2021		6/30/2021		7/1/2021		7/2/2021		7/3/2021 Closed	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	61	10-11am	57	10-11am	79	10-11am	81	10-11am	75	10-11am	0
11am-12pm	0	11am-12pm	48	11am-12pm	62	11am-12pm	77	11am-12pm	90	11am-12pm	69	11am-12pm	0
12-1pm	134	12-1pm	77	12-1pm	66	12-1pm	68	12-1pm	78	12-1pm	62	12-1pm	0
1-2pm	68	1-2pm	57	1-2pm	60	1-2pm	89	1-2pm	49	1-2pm	72	1-2pm	0
2-3pm	74	2-3pm	93	2-3pm	66	2-3pm	92	2-3pm	107	2-3pm	84	2-3pm	0
3-4pm	72	3-4pm	68	3-4pm	54	3-4pm	77	3-4pm	62	3-4pm	83	3-4pm	0
4-5pm	82	4-5pm	57	4-5pm	74	4-5pm	71	4-5pm	48	4-5pm	112	4-5pm	0
5-6pm	89	5-6pm	57	5-6pm	75	5-6pm	68	5-6pm	59	5-6pm	132	5-6pm	0
6-7pm	0	6-7pm	61	6-7pm	58	6-7pm	54	6-7pm	66	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	51	7-8pm	70	7-8pm	63	7-8pm	60	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	60	8-9pm	64	8-9pm	54	8-9pm	52	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
	519		690		706		792		752		689		0

7/4/2021 Closed		7/5/2021		7/6/2021		7/7/2021		7/8/2021 Closed		7/9/2021 Closed		7/10/2021	
Independence Day		9-10am		9-10am		Power Outage		Power Outage		Tech Repairs		9-10am	
9-10am	0	10-11am	47	10-11am	84	9-10am	0	9-10am	0	9-10am	0	10-11am	99
10-11am	0	11am-12pm	64	11am-12pm	73	10-11am	104	10-11am	0	10-11am	0	11am-12pm	87
11am-12pm	0	12-1pm	57	12-1pm	74	11am-12pm	65	11am-12pm	0	11am-12pm	0	12-1pm	99
12-1pm	0	1-2pm	54	1-2pm	96	12-1pm	93	12-1pm	0	12-1pm	0	1-2pm	93
1-2pm	0	2-3pm	63	2-3pm	118	1-2pm	53	1-2pm	0	1-2pm	0	2-3pm	108
2-3pm	0	3-4pm	83	3-4pm	100	2-3pm	132	2-3pm	0	2-3pm	0	3-4pm	105
3-4pm	0	4-5pm	46	4-5pm	77	3-4pm	71	3-4pm	0	3-4pm	0	4-5pm	110
4-5pm	0	5-6pm	35	5-6pm	64	4-5pm	76	4-5pm	0	4-5pm	0	5-6pm	107
5-6pm	0	6-7pm	39	6-7pm	66	5-6pm	0	5-6pm	0	5-6pm	0	6-7pm	0
6-7pm	0	7-8pm	26	7-8pm	58	6-7pm	0	6-7pm	0	6-7pm	0	7-8pm	0
7-8pm	0	8-9pm	34	8-9pm	63	7-8pm	0	7-8pm	0	7-8pm	0	8-9pm	0
8-9pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0	8-9pm	0	9-10pm	0
9-10pm	0		548		873	9-10pm	0	9-10pm	0	9-10pm	0		808
	0						594		0		0		

LAKESHORE LENDING LIBRARY

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



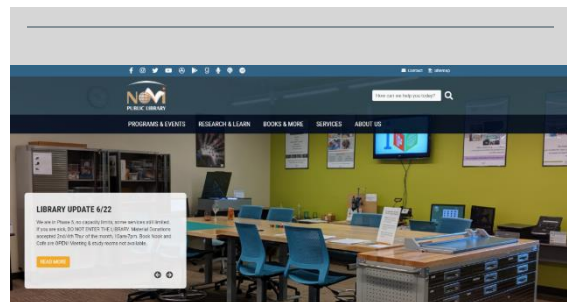

NOW OPEN AT LAKESHORE PARK!

Summer Closures

- Saturday, July 3
- Sunday, July 4
- Friday, August 20
- Saturday, September 4
- Sunday, September 5
- Monday, September 6

Fine-Free for Overdue Materials Through December 31, 2021

Since the start of COVID in March 2020, the Library has been fine-free. The Library's Board of Trustees approved staying fine-free for overdue materials* owned by NPL for the rest of the year, in a 7-0 vote at their meeting on June 24, 2021. The Board recognizes the hardships that Novi residents may be going through due to COVID and hopes that



New Website

If you have visited novilibrary.org recently, you will have noticed that it has a brand new look! We have updated our site to help you find what you're looking for quickly and efficiently. The new

this will reduce access barriers to NPL's services during this difficult time.

*Fine-free not applicable to lost or damaged materials.



Click above to watch an update on services from NPL Director, Julie Farkas.

Reopening Phase 5	NO CAPACITY LIMITS Mon-Thu, 10am-9pm Fri & Sat, 10am-6pm Sun, 12-6pm
BUILDING ACCESS	The Library is open regular library business hours of operation.
IN-LIBRARY SERVICES	Guests can visit to browse for materials, study, use public computers, etc. Practice social distancing of 6 ft. if not fully vaccinated. Meeting and study rooms are not available.
COMPUTERS, PRINTING, COPYING	These services are available for guest use.
PROGRAMS	Virtual and limited outdoor programs available this summer on novilibrary.org .
ASK A LIBRARIAN	Call 248-349-0720 or email asknovianovilibrary.org .
RETURNS	The return slot is only open during regular library business hours of operation. Returned materials are currently being quarantined for 48 hours. Please allow up to 1 week for material to be removed from your account.
DRIVE-UP WINDOW & LOCKERS	Call ahead (248-349-0720) to schedule a pickup time for available holds.
BOOK NOOK & CAFE	The Book Nook is open regular library business hours of operation. Please use the Honor Box for payment. Café is open Mon-Fri, 9am-5pm. Proudly serving Starbucks!
DONATIONS	Donations are accepted on the 2nd and 4th Thursday of the month from 10am-7pm , weather permitting. Questions about donations? Call Admin at 248-369-7204. Please take donations to the back of the building.
248-349-0720 novilibrary.org	

NPL Now in Phase 5 - No Capacity Limits

While in Phase 5, guests can:

- browse the collection and check out materials
- use public computers or utilize printing, scanning or copying services
- visit the Café and Book Nook
- use public tables for studying and tutoring
- only return items during regular library business hours of operation

website is more visual to help showcase all of the amazing programs and services offered to the Novi community.

Do you have any comments or suggestions regarding our new website? Please send an email to teamweb@novilibrary.org.



Visit Lakeshore Lending Library!

Novi residents with a valid Novi library card can now visit Lakeshore Lending Library to check out materials! Lakeshore Lending Library has three rotating carousels and holds 235 items that can be browsed through and checked out with a Novi library card.

Items available include:

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

Join us for Lakeshore Park's Open House and Lakeshore Lending Library's Grand Opening on **Wednesday, July 7 from 6-8pm!** There will be tours, light refreshments, ice cream and more! If you don't yet have a Novi library card, stop by and we'll sign you up on the spot!

Practice social distancing of 6 ft. if not fully vaccinated. Meeting and study rooms are not available at this time.

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

[More Information](#)



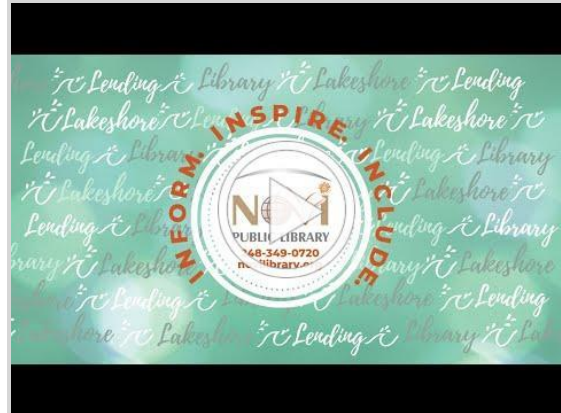
There's still time to join our Summer Reading Program! **Now through August 14**, register the entire family on our [Beanstack](#) website. Read books, win prizes and much more fun, all at the Library this summer!

Prizes include free books, gift cards, entries into a grand prize drawing and gift baskets. Readers K-12 will also receive a "Read and Win" prize which includes one (1) free fair-only entry pass to Literacy Day at the Michigan State Fair on Thursday, September 2!

Join us on [Sunday, July 25 from 1-3pm](#) to celebrate the halfway point of Summer Reading with a Drive Through Party! Take home a goodie bag while supplies last. Bags suited for youth in grades K-4. Drive around to the back of the library (entrance off of Taft Rd.). You must remain in your vehicle during the drive through.

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

Click below to watch a tutorial video about using Lakeshore Lending Library!



For more information and to view our FAQ page, please [click here](#).



We would like to thank Community Financial

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

Upcoming Meetings

Friends of the Novi Library Annual Meeting

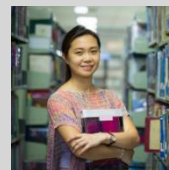
Wed, Jul 14, 2pm - [Lakeshore Park](#), Shelter #2

Novi Historical Commission Meeting

Wed, Jul 21, 7pm - [Agenda](#)

Library Board Meeting

Thu, Jul 22, 7pm - [Agenda](#)



We're Hiring!

NPL is seeking enthusiastic people with a quest for knowledge, an appreciation of reading, providing excellent customer service and a super positive demeanor. Come join our family!



NPL Cafe

Mon-Fri, 7am-5pm

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

Don't forget to sign up for their rewards program with your phone number.
10 points = \$2 off any sale
20 points = Free item up to \$8

Available Positions:

- **Support Services Shelver:** Part Time, Open Until Filled
- **Technology Assistant - Information Services:** Part Time, Application Deadline July 15
- **Technology Assistant - Information Technology:** Part Time, Application Deadline July 15

Apply by [clicking here](#). Questions? Please email Nicole Williams, HR Specialist, at nwilliams@novilibrary.org.



- [Language Conversation Groups](#)
- [Book Discussion Groups](#)
- [Detroit Institute of Arts - Seeking the Sacred](#)
- [Virtual Trivia Night](#)
- [Summer Music - Stephen Floyd](#)
- [Summer Music - Billy Mack & the Juke Joint Johnnies](#)
- [Cultural Connection and Conversation](#)
- [Detroit Institute of Arts - African American Art](#)



- [BeTWEEN the Pages: Tween Book Club Trivia](#)
- [Sticky Fingers Virtual Cooking Class - Japanese Inspired Cuisine](#)

Visit the Online Calendar



- [Story Times](#)
- [Book Bunch Book Club](#)
- [Mad Science of Detroit: Tales and Tails](#)
- [Bilingual Story Time: Hindi](#)
- [Bilingual Story Time: Japanese](#)
- [Bilingual Story Time: Tamil](#)
- [Bilingual Story Time: Korean](#)



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

- Hosted a [Community Listening Session](#) on Tuesday, June 22

Visit the Library to view our displays this month! NPL will be celebrating the Fourth of July, Tanabata (Star Festival), Shark Week, Nelson Mandela International Day, the Summer Olympics and more! [Click here to view booklists for each of these celebrations.](#)



Celebrate the Japanese Star Festival, Tanabata!

Starting July 1, guests at NPL will be invited to decorate our Tanabata tree in the lobby. Slips of paper for people to write wishes on will be provided, along with origami paper and instructions for some Tanabata ornaments (while supplies last). We welcome anyone who wishes to participate and guests are invited to take a picture in traditional dress. The tree will be up for approximately 1 week.

- Hosting a [Community Listening Session Reflection](#) on Tuesday, July 20 at 7pm
- Planning multicultural walkthrough survey and advocacy kits for guests
- Undergoing a collection audit for diverse titles and topics
- Planning of diversity training for staff in August 2021
- Creation of the DEI page on our website

[Visit the DEI Page](#)

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

Community Information

Novi Mental Health Alliance Book Club

[Thursday, July 15, 6:30-7:30pm](#)

[Thursday, August 5, 6:30-7:30pm](#)

Join the Novi Mental Health Alliance as they discuss "Never Let Go: How to Parent Your Child Through Mental Illness" by Suzanne Alderson. Chapters 1-8 will be discussed in July and Chapter 9-14 will be discussed in August. Meetings will be held in the Novi Library's Board Room.

Dog Licenses

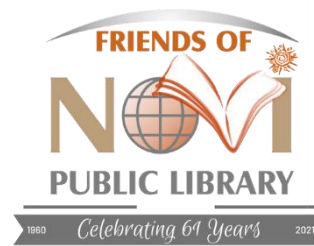
Workers from the Oakland County Animal Shelter & Pet Adoption Center Census will be in Novi around July 29 going door-to-door to verify compliance with the Michigan State Dog Law of 1919 that required all dogs to have a valid dog license. [Click here](#) for more information.



New to the iCube - Mold in Minutes with the FormBox

Recreate shapes in minutes with industrial grade vacuum forming on your desktop.

Use any object you can find or make to create unique molds.



Friends of Novi Library Annual Meeting

- **Chocolatiers:** Food safe mold making for detailed, delightful chocolates
- **Craft Businesses:** Detailed molds for homewares, soaps, sculptors and more
- **Design & Manufacturing:** Prototyping and part creation for designers and engineers.

Make an iCube Appointment Today!

Now you can visit the iCube by appointment only and work on projects for 1 hour! To schedule an appointment to use the technology available in the iCube, please [click here](#), fill out the form, and a member of the iCube team will contact you!

Please note that due to COVID restrictions, some iCube equipment and services may not be available until Phase 6.



The Annual Meeting of the Friends of the Novi Library will be held at Lakeshore Park, at **6pm on Wednesday, July 14**. At this meeting, which is open to all current Friends members, decisions will be made which guide Friends activities for the coming year. In addition, a tour of the new Lakeshore Lending Library kiosk is planned. In the event of inclement weather the meeting will be held at the Novi Public Library.

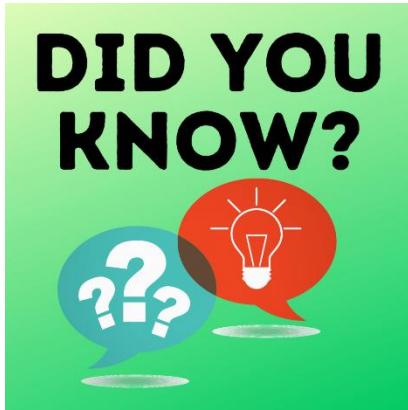
You can become a member of the Friends for as little as \$10 for an individual membership or include your whole family for just \$15. [Click here](#) for more information.



Donation Collection

The Novi Public Library is accepting donations on the 2nd and 4th Thursday of the month from 10am-7pm, weather permitting. Drop off donations on **Thursday, July 8 and Thursday, July 22** at the back of the Library, NOT at the front doors (go to entry off of Taft Rd. by Novi High School). [Click here](#) to view a map.

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



Get Personalized Reading Recommendations

Ask the experts! Our staff is happy to provide personalized reading recommendations based on your interests. Simply fill out the information on the form by [clicking here](#) and a librarian will select three recommendations for you. One request per guest per month please.



Listen to the Beyond Books Podcast!

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Our [newest episode](#) features Michigan author Christopher Cosmos. Hear about his newest book, "Once We Were Here", his writing process, advice for writers and reading recommendations!

Share your COVID-19 story!

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



Share your COVID-19 story

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

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG



Information Technology Report by Barbara Rutkowski – June

General

- Closed 24 Help Desk tickets.

iCube

- New equipment was added in June:
 - The Form Box is a desktop vacuum former that creates a thin plastic shell over anything that fits inside the build area. Since it accepts several different types of plastic, you have a variety of material options to fill your mold such as chocolate, crayon or candle wax, resin, ice, foam, concrete, gelatin, plaster, silicon and more.



- The MovieMaker Pro will convert 8mm and Super 8 movies up to 9" reels to a digital format. This converter uses a 3.53MP 1/3" CMOS sensor to create detailed Full HD 1080p video at 20 fps by scanning the film frame by frame. You can scan and save digital movies onto SD/SDHC cards up to 32GB in size.



- We 3D printed 7 objects for our guests.
- We held 62 iCube appointments:
 - 21 Adobe Create Cloud
 - 11 3D Printer
 - 10 Analog to Digital/VHS to DVD
 - 8 Laser
 - 5 Sublimation (shirts, mugs, mouse pads)
 - 2 Flatbed Scanner
 - 2 Shirt Press
 - 2 FastFoto
 - 1 Button Maker



Training

- IT Staff held 5 Staff sessions:
 - 1 Form Box
 - 1 Camtasia
 - 2 Laser
 - 1 SignUp/Spaces
- Barb attended an EnvisionWare Central Management training for the Lakeshore Lending Library,
- Barb attended Policy Committee, Patron Point and Lending Library Committee meetings.

Facilities Report by Keith Perfect – June

In the past month the Facilities Department has closed 6 Facilities tickets, 4 Meeting Room Requests and has updated 370 Periodic Maintenance tickets.

- Since the new library building opened eleven years ago, the Facilities and IT Department has closed over 20,000 Facilities Help Desk Tickets. WOW!
- A wax ring was replaced on a toilet in the first floor women's restroom. This project included minor drywall and tile repair.
- Elevator car #2 received a new Soft Start Control Board and the elevator is now working once again.
- The library van was dropped off at DPW fleet maintenance for an oil change.
- Some irrigation system repairs to some drip lines were completed by vendor.
- Library Board packets were delivered to current board members.
- Social distancing signs were removed from restrooms and all stalls/urinals were re-opened as we moved into phase 5.
- Previously stored furniture was brought back out and returned to its normal locations as we moved into phase 5.
- Some minor concrete repairs were made on the sidewalks at the main entrance.

- About 30 paver stones in front of the benches near the main entrance were removed and re-installed to their proper height to eliminate a trip hazard.
- The main entrance patio and patio on the West side of building were thoroughly power washed in preparation of the concrete sealer application that was done by the Facilities Department. Patio sealer was applied the first week of July.

Information Services Department Report by April Stevenson – June

News and Notes

- Podcast: Michigan author Christopher Cosmos talks about his book Once We Were Here
- Created a summer reading promo video
- Kicked off the 2021 Summer Reading Program
- Sent SRP brochures to all local schools; including Walled Lake's Hickory Woods, Meadowbrook, and Northville's Thornton Creek
- Created and packed bags for Lakeshore Park campers
- Provided tour to local guest deciding on whether to attend library school and what type of library work she would like to do
- Hosted Community Listening session
- Provided extended reference for teachers, personal recommendations and pulling books for pick-up
- Launched Read with Pride reading challenge with recommended reading list
- Provided a GSA Pride Month Art Showcase
- Displayed Japanese Hina Dolls
- One box of Japanese youth books given to the Hinoki foundation
- Attended City Superhero Events
- Participated in the virtual MiLibraryQuest program for tweens and teens
- Provided a Summer Reading promotional table in the lobby encouraging guests to sign up and check out books
- Added a Juneteenth booklist to our Libraries are for Everyone display
- Invited guests to decorate our bamboo tree in the lobby as part of the Japanese Star Festival Celebration: Tanabata.

IS Staff Community Events/Meetings/Webinars

- "COVID in BIPOC Communities: What's Happening? Now What?" webinar from EmbraceRace - Danielle
- "Hidden History: Pulling Back the Curtain on Marginalized Groups of the Past and Present" - Danielle
- "A Publishing Accord for a Global Audience" Booklist webinar - Danielle
- EmbraceRace conversation, "Racial Socialization as Resistance to Racism, the Early Years" - Danielle
- "Learning Together: Increasing staff and family commitment to early literacy - Danielle
- OverDrive Public Library Connect + SORA meeting - Mary
- "Using ARPA Funding to Support your Digital Collection" - Mary
- "Kanopy for Michigan Public Libraries" - Mary
- Building Business Know-How through Data Literacy (PLA) - refresher on Census data and its uses for small businesses - Hillary
- Attended City Superhero Events - Shannon & Lindsay
- "Playing Makes You Smarter" webinar - Kirsten
- City of Novi CAAB meeting - Mary
- MiLibraryQuest meetings - Lindsay

- Chamber of Commerce: attended Friday Coffee (in person!) and Chamber Ambassador Meeting - Hillary
- ABWA monthly meeting - Hillary

Adult Programs

- Detroit Institute of Arts- Let Me Tell You a Story "Behind the Seen" Virtual Program - 16
- Understanding and Recognizing the Significance of Juneteenth - 332
- Community Listening Session - 319
- Building a Kinder, Safer Tomorrow One Hug at a Time - 12
- Supporting Mental Health and Wellness for LGBTQ+ Youth - 9
- Feature Collection Display - features titles by and about LGBTQ+
- Desk Display - Juneteenth
- Business Spotlight Display for summer will feature professional development books on business skills like business writing, etiquette, negotiation, networking, presentations/public speaking, and time management

Youth/Tween/Teen/Family Programs

- SAT & ACT Test Strategies: How to Help Your Teen Succeed (2 sessions)- 12, 23
- Bilingual Storytime: Japanese - 43
- Bilingual Storytime: Korean - 10
- Bilingual Storytime: Tamil - 24
- Bilingual Storytime: Hindi - 14
- Fraternity & Sorority Juneteenth Storytimes - (3 sessions) - 12, 24, 15
- Howell Nature Center: Tales About Tails - 170
- Sticky Fingers Virtual Cooking Class: African American Inspired Cuisine - 7
- Meet Your City Superhero Events (2) - 322 (ITC), 450 (Meadowbrook elem.)
- Grab & Go Juneteenth Kit - 48
- Grab & Go Fourth of July Kit - 48
- Grab & Go Early Literacy Kit Muddy Pigs - 30
- Grab & Go Pride Month Kit - 40
- Teen Stop display young adult fiction and graphic novels in recognition of LGBTQ+ Pride Month
- Youth Feature Display: "Reach Up and Read" featuring Gina the Giraffe and books about animals
- Libraries are for Everyone: LGBTQ+ Pride month, Great Outdoors month, Cooking month, Juneteenth, Father's Day

Raising a Reader 1,000 Books Before Kindergarten Stats



of active participants logging 100 books or more: 431

of logs received to date: 1,800

of paper logs submitted this month: 3

of online logs submitted this month: 33

of books read this month: 3,600

100 Books – 431

600 Books – 133

200 Books – 276

700 Books – 122

300 Books – 224

800 Books - 105

400 Books – 169

900 Books – 97

500 Book – 154

1000 Books – 89

Reach Up & Read Display



GSA Pride Month Art Showcase



Japanese Hina Doll Display



Tanabata Tree



Social Media Stats – youth programs/Marketing

Youth & Teen Programming Stats - June 2021									
Date	Program	Program Totals		Zoom		Facebook	Instagram	YouTube	Twitter
		Total Youth Programs	Total Youth (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Youth FB Recorded views	Youth IG Recorded Views	Youth YouTube Recorded Views	Youth Twitter Recorded Views
4-Jun	Bilingual Story Time - Japanese	1	43			16		27	
7-Jun	Baby & Tot Time - Summer Reading	1	28			12		16	
8-Jun	Time for Twos and Threes - Giraffes	1	41			18		23	
10-Jun	One My Own - Baseball	1	35			22		13	
11-Jun	Bilingual Story Time - Korean	1	10			8		2	
12-Jun	Kirsten Family Story Time	1	17			13		4	
15-Jun	Time for Twos and Threes - Father's Day	1	49			28		21	
17-Jun	One My Own - Camping	1	42			18		24	
18-Jun	Bilingual Story Time - Tamil	1	24			19		5	
18-Jun	Fraternity & Sorority Story Time - Mr. Malcolm Arnell	1	12			5		7	
18-Jun	Fraternity & Sorority Story Time - Mrs. Rochelle Dorn-Hayes	1	24			15		9	
18-Jun	Fraternity & Sorority Story Time - Mr. Malcom Arnell #2	1	15			4		11	
19-Jun	Family Story Time - Sharks	1	13					13	
21-Jun	Baby & Tot Time - Old MacDonald	1	30			9		21	
22-Jun	Time for Twos and Threes - Cookie Monster	1	46			18		28	
24-Jun	On My Own - Tiger	1	38			17		21	
25-Jun	Bilingual Story Time - Hindi	1	14			8		6	
26-Jun	Kirsten Family Story Time	1	9			9			

Social Media Stats – Adult Programs/Marketing

Adult Programming Statistics for Board Report-June 2021									
Date	Program Title	Programs	Total Attendance	Zoom		Facebook	Instagram	YouTube	Twitter
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views
8-Jun	Beanstack: Login	1	53					53	
8-Jun	Beanstack: Log Books	1	68					68	
8-Jun	Beanstack: Create New Account	1	62					62	
14-Jun	Understanding Juneteenth	1	332	1	36	17	250	29	
22-Jun	Community Listening Session	1	319	1	29	17	248	25	
22-Jun	Lakeshore Lending Library: How-To	1	150				62	88	
23-Jun	Building a Kinder, Safer Tomorrow One Hug at a Time	1	12	1	10			2	
30-Jun	Supporting Mental Health and Wellness for LGBTQ+ Youth	1	9	1	5			4	

Support Services Department Report by Maryann Zurmuehlen – June

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a Policy Committee Zoom meeting on June 2nd.
- Attended a Patron Point Zoom meeting on June 2nd.
- Attended Envisionware Central Management Training for the LLL with Barb Rutkowski and Eva Sabolcik on June 3rd.
- Attended a Lending Library Committee Zoom meeting on June 3rd and 24th.
- Held interviews for 3 Shelver positions and a FT Outreach Supervisor position on June 21st, June 22nd, and June 24th.
- Attended the NPL Community Listening Session #2 as part of the DEI Committee on June 22nd.
- Attended a TLN SASUG Zoom meeting on June 24th.
- Year-End Performance Reviews have been completed.

TLN SASUG Committee Meeting (6/24/21)

- The "Blind & Physically Handicapped" Profile Type has been renamed "Accessibility & Outreach Services."
- The gender field is soon to be removed from CARL to be more inclusive.
- TLN is working on data cleanup in preparation for the move to the FRBR catalog sometime after September 1st.

Circulation & Shelves

- Kim Swejkoski was promoted to a full-time Outreach Supervisor position, which she will start on July 12th. Please congratulate her when you see her!
- Eva Sabolcik and Maryann Zurmuehlen provided library card sign-ups at the City of Novi "Meet Your Superheroes" events on June 9th and 16th, respectively.
- Phase 5 Duties as of 6/22: 1 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Finishing up fiscal year goals.

Tech Services

- Working on the following projects: End of Fiscal Year Ordering and Processing, Picture Book Awards Re-processing and Re-cataloging
- Phase 5 Duties as of 6/22: 1 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Finishing up fiscal year goals.

Statistics (June 2021)

- **Library Cards Issued: 355**
- **Items Checked Out: 102,956**
- **Items Interloaned for NPL Patrons: 5,499 (97 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,264 (133 through MeLCat)**
- **Items Added to the Collection: 1,883**

- **Items Discarded from the Collection: 1,056**
- **Drive-Up Window & Locker Hold Pickups: 38**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 31**
- **Read Boxes:**
 - **3 Weekly Deliveries**
 - **59 Adult Items Circulated**
 - **322 Youth Items Circulated**
- **Lakeshore Lending Library Checkouts: 98**
- **City of Novi "Meet Your Superheroes" Library Card Sign-Ups: 9 new; 9 renewals**
- **Outreach:**
 - **Facilities Visits: Currently suspended based on COVID guidelines**
 - **6 Book Discussions / 94 Items Provided**

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258	484	112	80	119	188	157	161	156	355	2,346
Items checked out	36,135	45,904	57,383	87,312	75,656	38,822	46,425	70,308	85,380	81,228	77,876	102,956	805,385
Items borrowed	6,456	5,336	6,118	5,352	5,096	7,033	7,807	5,608	5,772	5,396	4,323	5,499	69,796
Items loaned	4,589	4,597	4,801	4,546	4,710	4,700	7,674	5,366	5,425	4,736	4,020	4,264	59,428
Drive-Up Window & Locker Hold Pickups	394	105	101	96	127	114	113	73	72	73	40	38	1,346
Read Boxes	0	0	0	0	0	0	0	0	0	0	0	380	380
MAP Checkouts	8	14	3	6	1	0	2	2	0	2	26	31	95
Novi School's Card Registration	0	0	0	0	0	0	0	0	0	0	0	0	0
Lakeshore Lending Library	0	0	0	0	0	0	0	0	0	0	36	98	134

		June 2021	June 2020			June 2021	June 2020
Library cards issued		355	27				
Total checkouts		102,956	6,068	READ Boxes	Adult	59	0
					Youth	321	0
Items borrowed	TLN	5,402	2,754		Total	380	0
	MeL	97	0				
		5,499	2,754	Read Boxes were filled for the first time this season on June 16, 2021.			
Items loaned	TLN	4,131	247				
	MeL	133	0				
		4,264	247				

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

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

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

***Due to COVID closures.**

Self-Check Totals 2020-21 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	36,135	54.12%	19,555	8,393	6,615	4,547	0	0	0
August	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
September	57,383	50.07%	28,729	10,464	9,478	8,787	0	0	0
October	87,312	25.44%	22,214	7,908	7,959	6,347	0	0	0
November	75,656	20.15%	15,244	5,732	5,330	4,182	0	0	0
December	38,822	15.78%	6,128	3,728	2,400	0	0	0	0
January	46,425	33.34%	15,480	6,341	6,237	2,902	0	0	0
February	70,308	27.34%	19,221	6,766	6,549	5,906	0	0	0
March	85,380	34.00%	23,851	7,947	9,502	6,858	0	0	0
April	81,228	27.00%	22,504	8,393	7,227	6,884	0	0	0
May	77,876	28.31%	22,048	8,152	7,544	6,352	0	0	0
June	102,956	24.44%	25,160	8,585	8,856	7,719	0	0	0
FYTD	805,385	32.20%	243,912	91,964	85,994	65,954	0	0	0

Total Checkouts by year:

2018: 734,996

2019: 857,854

2020: 613,810 **COVID shut down began March 16, 2020

2021: 805,385 ** Library opened to public again July 7, 2020; 2 week COVID shut down in October and December 2020 as well

Library Usage									
2019-2020 Fiscal Year					2020-2021 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	37,288	4,188	41,476	1,383	July	8,095	4,307	12,402	477
August	31,987	4,304	36,291	1,251	August	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September	8,729	5,114	13,843	513
October	33,571	4,205	37,776	1,219	October	11,833	3,794	15,627	504
November	32,056	4,138	36,194	1,341	November	8,845	4,475	13,320	493
December	29,670	3,982	33,652	1,246	December	5,213	3,285	8,498	304
**January	29,994	4,165	34,159	1,139	January	8,810	3,297	12,107	404
February	31,619	3,845	35,464	1,223	February	9,952	2,888	12,840	459
March	17,264	1,802	19,066	1,271	March	12,510	5,224	17,734	572
April	0	0	0	0	April	12,277	4,784	17,061	588
May	0	0	0	0	May	12,199	4,714	16,913	626
June	0	4,073	4,073	0	June	17,300	6,647	23,947	855
FYTD Total	287,160	38,485	325,645	1,324	FYTD Total	125,949	52,620	178,569	521

* Counter was unavailable 9-28 and 9-29

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

Total Visits by Year:

2018: 488,788

2019: 463,818

2020: 325,646 **COVID shut down began March 16, 2020

2021: 178,569 ** COVID usage restrictions continued with limited public use until June 22, 2021

Computer Logins											
2019-2020 Fiscal Year						2020-2021 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	2,599	76,972	6	79,577	2,653	July	0	16,504	0	16,504	635
August	2,304	62,034	4	64,342	2,076	August	55	18,127	0	18,127	587
September	2,194	71,569	9	73,772	2,732	September	624	19,329	0	19,953	739
October	2,603	85,278	1	87,882	2,835	October	942	20,359	0	21,301	687
November	2,249	68,998	6	71,253	2,545	November	401	18,514	0	18,915	701
December	1,892	49,485	5	51,382	1,903	December	0	9,673	0	9,673	345
January	1,877	53,164	3	55,044	1,835	January	219	3,323	0	3,542	118
February	2,003	65,275	6	67,284	2,403	February	629	10,709	0	11,338	405
March	931	25,930	2	26,863	1,791	March	860	19,648	0	20,508	662
April	0	4,403	0	4,403	0	April	893	20,319	0	21,212	731
May	0	5,417	0	5,417	0	May	903	21,637	0	22,540	835
June	0	12,172	0	12,172	0	June	966	27,206	0	28,172	1,006
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	6,492	205,348	0	211,840	618

Early Literacy Workstation Usage							
2019-2020 Fiscal Year				2020-2021 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	996	20,235	20	July	0	0	0
August	844	16,206	19	August	0	0	0
September	684	12,146	17	September	0	0	0
October	695	12,191	17	October	0	0	0
November	817	16,381	20	November	0	0	0
December	686	12,748	20	December	0	0	0
January	777	16,259	20	January	0	0	0
February	840	17,256	20	February	0	0	0
March	326	6,764	20	March	4	118	29
April	0	0	0	April	69	1,301	18
May	0	0	0	May	97	1,636	16
June	0	0	0	June	134	2,347	17
FYTD Total	6,665	130,186	19	FYTD Total	304	5,402	20

Technology Training Sessions 2020-21 Fiscal Year																	
	3D Printing	Cricut/Silhouette	Creation Station	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
Jul																0	
<i>Guests</i>																	0
Aug															18	18	
<i>Guests</i>															18		18
Sep															15	15	
<i>Guests</i>															15		15
Oct		5	1	1	1	3	0	9					2	0	7	29	
<i>Guests</i>		5	1	1	1	3	0	9					2	0	7		29
Nov		1	3	1	0	2	0	3					3	3	35	51	
<i>Guests</i>		1	3	1	0	2	0	3					3	3	35		51
Dec								2							35	37	
<i>Guests</i>								2							35		37
Jan						1	5	2						1	2	11	
<i>Guests</i>						1	5	2						7	2		17
Feb			3	5		1		3							6	18	
<i>Guests</i>			3	5		1		3							6		18
Mar		1	10	19	1	3	0	6	0	1	0	0	1	0	0	42	
<i>Guests</i>		1	10	19	1	3	0	6	0	1	0	0	1	0	0		42
Apr	10	0	6	12	2	1	0	2	1	3	1	2	1	1	7	49	
<i>Guests</i>	10	0	6	12	2	1	0	2	1	3	1	2	1	1	7		49
May	3	5	10	9	2	1	0	5	0	10	0	1	0	0	2	48	
<i>Guests</i>	3	5	10	9	2	1	0	5	0	10	0	1	0	0	2		48
Jun	11	0	10	4	0	4	0	8	0	21	1	3	0	0	5	67	
<i>Guests</i>	4	0	10	4	0	4	0	8	0	21	1	3	0	0	5		60
Sessions	24	12	43	51	6	16	5	40	1	35	2	6	7	5	132	385	
<i>Guests</i>	17	12	43	51	6	16	5	40	1	35	2	6	7	11	132		384

2020-2021 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	1,413	400	1,987	36,146	336	198	1,088
August	1,463	405	2,285	42,924	346	114	903
September	1,334	385	2,348	42,781	347	136	663
October	1,374	390	2,632	48,061	349	161	959
November	1,546	428	2,219	58,404	355	163	725
December	1,537	451	2,023	38,266	358	329	3,318
January	1,706	484	2,196	43,876	363	203	1,126
February	1,644	453	2,178	44,147	366	201	1,438
March	1,504	465	2,256	55,473	383	123	892
April	1,475	415	1,777	43,619	44	32	1,164
May	1,604	412	2,266	49,275	47	28	1,032
June	1,443	386			74	30	1,346
FYTD Total	18,043	5,059	24,167	500,972	3,362	1,718	14,654

2020-2021 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,684	2,758	8,442		106
August	5,471	2,682	8,153		115
September	5,023	2,226	7,249		157
October	4,903	2,084	6,987		116
November	4,692	2,026	6,718		105
December	5,206	2,233	7,439		86
January	5,393	2,481	7,874		104
February	7,160	2,202	9,362		116
March	7,702	2,448	10,150		80
April	7,585	2,477	10,062		71
May	7,465	1,821	9,386		78
June	5,449	1,981	7,430	576	82
FYTD Total	71,733	27,419	99,252	576	1,216

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

Library App - 2020-2021 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	38,823	1.	Catalog	January	37,832	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	Library Locator
		4.	OverDrive			4.	OverDrive
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
August	42,350	1.	Catalog	February	39,909	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Zino
September	45,076	1.	Catalog	March	34,837	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	OverDrive
		4.	OverDrive			4.	Library Locator
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
October	38,543	1	Catalog	April	27,728	1.	Catalog
		2	My Account			2.	My Account
		3	Library Locator			3.	OverDrive
		4	OverDrive			4.	Library Locator
		5	Zino			5.	Zino
November	32,249	1	Catalog	May	6,131	1	Catalog
		2	My Account			2	My Account
		3	Art at the Library			3	OverDrive
		4	Library Locator			4	Artwork at the Library
		5	OverDrive			5	Book DVD/Lists
December	43,056	1	Catalog	June	30,486	1	Catalog
		2	My Account			2	My Account
		3	Overdrive			3	OverDrive
		4	Library Locator			4	Library Locator
		5	Boopsie Popular Books			5	Events
				Total	417,019		

Friends of the Novi Library – 2020/2021 Year in Review

We have had a surprisingly successful year in the Book Nook with sales of \$16,596 from July 1, 2020 to June 30, 2021. During that time we were closed for 10 weeks due to the pandemic. In the last 12 months, revenue from Thrift Books was \$10,888. While this revenue goes directly to the library, the sort team processed each of the 32,600 books sent to Thrift last year.

Membership was \$6452 for the year. Although the actual number of memberships is down about 10%, revenue from memberships remains strong due to your generosity in these tough times. We have a great family of Friends! Thank you

July

- Our annual meeting on July 8, 2020 was held via conference call.
- After closing March 16, 2020, we opened the Book Nook when the Library reopened on July 6. We were only selling from our existing stock, as we were not accepting donations at that time. Four volunteers restocked the shelves and emptied the honor box.
- Membership renewals continued to be sent out and acknowledged.

August

- On August 13, 2020 we began accepting book/DVD/CD donations. Donations were accepted on the 2nd and 4th Thursdays. Items were quarantined until the following Monday when five volunteers would sort and shelve.



September

- Sponsored September Songfest at Paradise Park, which featured 4 talented artists including Tola Lewis, Rob Crozier, Stephen Floyd and The Pam Jaslove Trio. A lot of singing and dancing ensued at these programs!

October

- The Novi Library Friends were asked by the Vera Bradley store in our Twelve Oaks Mall to participate in a fundraiser with them on Saturday, October 24, 2020. We gave out discount coupons for a donation. As a result, the store gave us a Harry Potter tote which we used in a raffle. We made \$652 from the combined events.



November

- Sponsored Community Read author Derf Backderf. His graphic novel, Kent State: Four Dead in Ohio, chronicled the harrowing events that occurred at Kent State 50 years ago on May 4, 1970.
- Mid November we were again forced to close due to the pandemic and would not open again until mid-January.

Friends of the Novi Library – 2020/2021 Year in Review

December

- We received a \$10,000.00 Oakland County Non-Profit COVID-19 Economic Impact Grant which helped to make up for the money lost in Book Nook sales during the Library's COVID closure.

January

- We reopened the Book Nook on January 18, 2021 after being closed for 9 weeks. Donations were again accepted. Carol Hoffman, Carol Neumann, Sandy Butler, Karen Schubert and Sue Johnson were the sort and shelve team!!
- Evelyn Young continued to send out the membership renewals. Many Thanks!

February

- Sadly we did not receive any qualifying applicants for our yearly high school scholarship.

April

- Our April meeting was our first in-person meeting in over a year.
- Since the money allocated to some of the Wish List items would not be spent due to the pandemic limitations, we reallocated money to other programs. Part of it went to Grab and Go bags for children throughout the summer.
- The decision was made to cancel Booked for the Evening as at that time the future of events was still uncertain.

May

- Carol Neumann was elected to the Friends Board by a unanimous vote!
- Mailed out our Spring Newsletter announcing that our annual meeting on July 14, 2021 would be held at Lakeshore Park, the site of our new Lending Library Kiosk



June

- Agreed to hold music programs at several of the senior living locations in Novi for 2021.
- Kathy Mutch planned 3 programs for the Fall Kaleidoscope 2021.
- Again Sponsored the Summer Music program. Those meeting their reading goals, received a coupon for \$1 at the Book Nook.



Friends of Novi Library
2021 - 2022 Budget - Approved July 14, 2021

	Approved 2020-2021 Budget	Actual 2020-2021	Approved 2021-2022 Budget
INCOME			
Book Sales - Weekly	10,000	16,596	20,000
Book Sales - Other	200		
Donations	250	1,353	250
Fundraisers	0		2000
Gala Raffle	0		0
Gala ticket sales	0		0
Grants	0	10000	0
Interest	100	171	100
Membership	5,000	6,452	6,000
TOTAL INCOME	15,550	34,572	28,350
Fund Balance Transfer	12,025	12,235	5,950
Income + Transfer	27,575	22,337	34,300
EXPENSES			
Annual Library Contributions (1,3)	10,000	8,550	12,500
Book Nook	500	163	500
Cards/Gifts	100	0	100
Director's Wish Lists (2), (4), (5)	12,275	11,368	15,300
Fees/Dues/Registrations	200	145	200
Donation Honorarium	0	100	0
Gift of Reading	500	500	500
Kaleidoscope	0	0	1,500
Membership Expense	0	0	0
PayPal Fee		30	
Promotion	500	0	500
Scholarships (3)	1,000	0	1,000
Special Program	1,000	1,000	500
Supplies/Postage	500	139	500
Taxes	1,000	342	1,200
TOTAL EXPENSES	27,575	22,337	34,300

1. Annual Library Contributions - Programs and items funded: Adult and Youth Summer Reading (\$2,500), Battle of the Books (\$500), Community Reads (\$2,500), Programming in North Novi (\$800), Evening Art Series (\$1600), Engage (\$400), Listen@ the Library (\$3,000), Staff In-Service (\$500), Raising a Reader (\$3,000) and Book Page Subscription (\$500).
2. Director's Wish List - Purchases to be determined jointly with Director.
3. Scholarships - \$1,000 for summer interns.

Friends Wish List 2021-22

Wish List Item	Description	Cost
NPL at Your Door (Outreach)	A mail service for those unable to come into the library building (purchase 70 mail bags, mail machine)	\$1,400.00
Youth Story time books (Programming)	A collection of books in multiples to use during story time sessions with little guests	\$700.00
Art Hanging System (Outreach)	2 nd floor for creating a cultural art area for local artist displays	\$1,500.00
iCube Fun and Innovations (Technology)	Adding more items for guest use: light box, paper cutter, green screen, smartphone printer, launch pad pro, 3D scanner, thermal imaging camera	\$5,700.00
Story time Presentations for staff (Technology/Programming)	Small tripod w/remote for IPod touch, tripod adapter, selfie/ring lighting set	\$100.00
Podcast Equipment (Marketing)	For staff to produce new shows and engage the Novi community	\$2,800.00
Staff National Library Week Celebration (1 lunch)	Opportunity for the Friends Library Board and staff to get together and celebrate	\$300.00
	Total	\$12,500
	Annual Library Contributions — 2021/2022	revised
	Summer Reading Program (Adult/Youth)	\$2,500.00
	Battle of the Books - March	\$500.00
	Community Read	\$2,500.00
	Programming in north Novi	\$800.00
	Evening Arts Series - \$1,000 off-site locations/\$600 at NPL	\$1,600.00
	Engage	\$400.00
	Listen @ the Library - \$3000	\$3,000.00
	Staff In-Service	\$500.00
	Raising a reader - \$3000	\$3,000.00
	Book Page	\$500.00
	TOTAL	\$15,300.00

Approved July 14, 2021

Email: 6/24/21: Visit to Lakeshore Lending Library
From: Rob David
To: Julie Farkas

Here are some photos from a recent visit to the new Lakeshore Lending Library by one of your favorite patrons. It sure is an attractive addition to the library's offerings and hopefully will get heavy usage by the local community. We do have one comment to make. We had a challenge trying to read some of the book titles since the necessary label covered over the letters. Just an observation.

*Director Farkas has passed this information on to the Lending Library team and we are making changes for better readability.



Email: 6/25/21: Your appointment in the iCube makerspace
From: Julia Tauro
To: Mary Jarvis Robinson, Librarian

Hi Mary,

I hope this email finds you well!

I thought you might enjoy an update of my dad's reaction to his engraved glass. He loves the glass a lot and has been admiring his initials every time he drinks from it. Here is a picture:

Thank you for all your help in creating this special gift for him! You really helped me make his 50th birthday memorable!

Thank you so much!

Julia



Email: 6/29/21: Fine Free Library Considerations
From: Sharon Trumpy

Dear Director Farkas and Library Board Trustees,

I was pleased with your decision at the June board meeting to continue a fine-free policy for the remainder of the calendar year and then reevaluate. I was also encouraged to see that your discussion with each other was civil, as this has not been the case with other DEI-related topics in the past or at this meeting. I was, however, dismayed that many of the concerns and objections regarding going fine-free were uninformed and ignorant. This topic was on the agenda, so it was not a “knee-jerk” motion or vote. I expect that trustees will make decisions that are based not on their personal opinions or experiences, but on guidance from industry professionals and relevant research. I was disappointed that several trustees did not appear to have sought out such resources so I will summarize some of my research and sources below.

First, I would refer you to the American Library Association’s “Resolution on Monetary Library Fines as a Form of Social Inequity” which was adopted in January 2019 ([Resolution on Monetary Library Fines as a Form of Social Inequity-FINAL \(ala.org\)](#)) and encourages libraries to move towards elimination of late fees. The Novi Public Library’s own strategic goals include creating barrier free policies and procedures and Director Farkas supported becoming fine-free for this reason. So, at the most basic level, I would like library board trustees to demonstrate that they understand and wish to support both the ALA and NPL goals.

At the beginning of discussion of the motion, Trustee Michener provided information from Government Alliance on Race and Equity. She explained interpersonal racism occurs when library staff applies subjective criteria to library fines. Trustee Cherukuri denied that this was an issue at the Novi Public Library stating that “renewal is not at the discretion of the library staff.” Yet throughout the remainder of the discussion, there was repeated reference to the ability to offer exceptions for “extenuating circumstances.” This is exactly Trustee Michener’s point, as interpersonal racism can easily result in inequity when an individual has the power to decide if a patron’s reason for accruing late fines is “valid” or not. Furthermore, requesting an exception and then being required to share extenuating circumstances is shaming and requires a patron to share private information to be treated with compassion.

Trustee Cherukuri stated during the meeting, “My opinion, for most children, for all children, a library card is actually their first independent relationship with a government entity and I want that relationship to be one where children learn respect and responsibility.” From the American Library Association ([Eliminating Library Fines as a form of Social Equity Working Group FAQ The American Library Association's position on library](#)), “There is no evidence supporting the claim that library fines teach responsibility or accountability.” The ALA further points out that “the San Francisco Public Library addressed this issue directly in their white paper and states: ‘If there is a conflict between teaching responsibility and ensuring equal access, the library is duty bound to prioritize equal access.’” The ALA also makes note of the fact that public libraries’ missions “include equitable access to information but do not include teaching responsibility.” This is true at the Novi Public Library, where your mission statement, values statement and motto (<https://www.novilibrary.org/about-us/mission,-values,-vision>) all charge you to prioritize inclusion and access, not the teaching of responsibility.

President Crawford shared Trustee Cherukuri’s sentiments regarding library fines teaching responsibility but went even further, stating, “I used to work for a community action agency and everyone was poverty level and people were learning to be responsible.” This is an uninformed and simplistic view of poverty in which being poor is equated with being irresponsible. There is a large body of research that supports that the root causes of poverty are structural, not individual. Here is one summary by the University of Michigan’s Shervin Assari, M.D., M.P.H. who studies health disparities and mental health (<https://ihpi.umich.edu/news/why-poverty-not-personal-choice-reflection-society>).

President Crawford also supported the idea of library fines stating that her personal opinion was that they are motivational. She said, “I always was motivated when I found out my book was due and our children were too. . . We didn’t have a lot of money but I felt responsible for the material that I had taken out which really didn’t belong to me.” She later reconfirmed saying, “I do believe in my heart that it is a motivating

thing if there is some penalty in a way.” There is always danger in relying upon our personal experience in making decisions for others, so I expect library trustees to look beyond their opinions and anecdotal evidence and instead educate themselves.

While it might sound logical that fines would be motivational, they in fact are not. I would again refer you to the ALA ([Eliminating Library Fines as a form of Social Equity Working Group FAQ The American Library Association's position on library](#)) which states, “In libraries that have eliminated library fines, the return rate remained consistent before and after the change.” There is even evidence that eliminating late fees may increase return rates. The ALA reports that “Vernon Public Library reported the average number of days overdue dropped by 42% after eliminating fines.” According to the article, “Are Library Late Fees a Barrier to Equity” ([WP_Fine-Free-Final.pdf \(netdna-ssl.com\)](#)), “Chicago libraries reportedly saw a 240-percent increase in book returns within the first month of going fine-free. After going fine free in 2019, Denver libraries saw a 17-percent increase in the number of lost items returned that year.” They conclude that “fines have no such effect on borrowers’ behavior and can actually discourage people from returning materials at all, because they don’t want to pay the late charges they have incurred. When patrons who have racked up late fees are barred from using library resources or avoid the library altogether because they’re unable or unwilling to pay their fines, circulation suffers— and citizens lose access to critical information.”

During the community listening session, I had used the example of transportation to illustrate how late fines are an equity issue. During the board meeting, President Crawford referenced my comment and expressed her disbelief, stating, “Transportation. When I heard that as an issue, it made me wonder, ‘Well, how did they get the book to begin with? . . . They must have had transportation to get the book.” This dismissive response ignores that transportation is only one barrier and that many people may not have *reliable* transportation. Beyond that, President Crawford only needed to listen to the earlier presentation at the board meeting, where the Lakeshore Lending Library was described as providing access to library materials for north-end residents who may find it difficult to access the main library yet the Lending Library has no mechanism for book return. It seems evident that a resident might walk, bike or otherwise access the Lending Library and then accrue fines due to their inability to reach the main library.

At the Library Board Retreat this past weekend, I heard Director Farkas discuss how many Novi residents do not have a library card. If NPL decides to eliminate fines, this may result in greater usage of the library and an increase in the number of library cards issued. From “Are Library Late Fees a Barrier to Equity,” “anecdotal evidence suggests the fine-free movement is having its intended effect of increasing access to materials. For instance, the Chicago Public Library System reportedly had 400 more library card renewals in the month it went fine-free than in the same time frame the year before. In Denver, 36 percent of customers whose existing fines were forgiven used a library service in 2019, says Manager of Books and Borrowing Jennifer J. Hoffman — resulting in 38,000 additional users.”

During the discussion of fines as a source of revenue, there was frequent reference from Trustee Cherukuri to the amount of revenue generated from fines without recognition of the cost of fine collection. From the Fines Working Group FAQ previously referenced, it is worth noting that “in many cases the overall process for fine collection utilizes more resources than what is collected, and ultimately punishes loyal patrons along with lower income and diverse populations.” Examples given include the San Rafael Public Library where it was calculated that every transaction used approximately ten minutes of staff time. The Vernon Area Public Library District determined that “the cost of staff time to handle overdue fines and of processing the amounts to more than what they’re earning back from patrons.” Time that staff spend on fines could be spent on other duties which also benefit the library and patrons such as programming. I also heard no mention of whether or not the revenue generated from fines at NPL has changed over time, as many libraries have seen that fines contribute less to their revenue stream than they have in the past. This is in part due to “the growing use of electronic materials, which don’t generate fines but simply disappear from the user’s device at the end of the loan period ([WP_Fine-Free-Final.pdf \(netdna-ssl.com\)](#)).”

I hope that in the coming months, the library board evaluates not only the financial implications of eliminating fines, but also the implications for equitable access to services. And in this as well as other decisions, I encourage all of you to ensure that you are taking advantage of the immense knowledge of

the ALA and MLA, as well as relevant research, so that your own personal biases and lack of understanding do not adversely impact the citizens of Novi.

Thank you,
Sharon Trumpy

A few resources:

<https://www.urbanlibraries.org/blog/how-eliminating-library-fees-advances-racial-equity>
<https://guides.lib.de.us/profdev/feesandfines>
<https://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/Resolution%20on%20Monetary%20Library%20Fines%20as%20a%20Form%20of%20Social%20Inequity-FINAL.pdf>
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>
https://2gak752fc8ct3pek1q1k9kh9-wpengine.netdna-ssl.com/wp-content/uploads/2020/07/WP_Fine-Free-Final.pdf
[Eliminating Library Fines as a form of Social Equity Working Group FAQ The American Library Association's position on library](#)
<http://www.anchoragelibrary.org/about/about-apl/library-news/anchorage-public-library-is-now-late-fine-free/fine-free-research>

Email: 7/12/21: Novi Public Library Website - Searching for Book
To: Sue Genschoreck
From: Dana Brataniec, Communications Coordinator

Good afternoon Sue,

Thank you for contacting the Novi Public Library. My name is Dana Brataniec and I'm the Communications Coordinator here. I'm so sorry that your recent use of the Library's new website was frustrating while trying to search for a book. We are still trying to work out some technical issues with our Library's new site and I greatly appreciate your feedback and patience while we work to make the website work for you. May I inquire as to where on the website you were searching for the book? Were you on a desktop computer or on your phone? Thank you and I look forward to hearing from you.

-Dana

Email: 7/12/21: Re: Novi Public Library Website - Searching for Book
To: Dana Brataniec
From Sue Genschoreck

Hi Dana,

Thank you for replying to my email.

I was on my phone & in the past have never had any issues. I tried both the search icon at the top & also went to quick links & tried to search from there. Both were unsuccessful & frustrating. To check that it wasn't an issue with my phone, I tried Northville's Library site & had no issues. I hope this information helps.

Thank you so much for caring. I went on the website after reading your email. I am so happy to be able to tell you it's easy to navigate again. I'll definitely be using it going forward.

Thank you again,
Sue G

Email: 7/15/21: OMA Session
To: Director Farkas and Library Board Trustees
From: Sharon Trumpy

Hello Director Farkas and Library Board Trustees!

Thank you so much for inviting Claire Membiela for the OMA training session! I learned so much from her presentation and really appreciated the opportunity to attend. I saw that the session was recorded but cannot yet find it on the library youtube. Please let me know when it will be posted or send me the link to the recording at your earliest convenience.

One question I had from the presentation is in regard to interviews. I believe that Claire stated that interviews were to be conducted publicly. I had been unaware of this! How does NPL inform the public of when these interviews are occurring and how they can attend or observe?

Looking forward to seeing you at the upcoming Listening Session Response!
Sharon Trumpy

Email: 7/15/21: Re: OMA Session
To Sharon Trumpy
From: Kathy Crawford

As stated in the OMA Handbook, interviews by a public body for employment or appointment to a public office, shall be held in an open meeting. The only time the Novi Library Board would be conducting interviews would be for a Library Director.

Email: 7/15/21: Re: OMA Session
To: Sharon Trumpy
From: Julie Farkas

Hi Sharon!

Sorry I have been in back to back meetings all day. The link is below and located on the Library Board Meetings page.

<https://novilibrary.org/about-us/library-board/meetings>

I hope this is helpful!

Thank you,
Julie

Email: 7/16/21: FOIA requests
To: Julie and Board Trustees
From: Sharon Trumpy

Hi Julie and Board Trustees,

I am unable to find on the library website your process for FOIA requests. If the library does not partner with the city on FOIA requests, not having the policy on your website is problematic. The statute requires that your policy be posted if you charge copying fees. Please advise as to who I direct FOIA requests related to NPL.

Thanks,
Sharon Trumpy

Email: 7/16/21: Re: FOIA requests
To: Sharon Trumpy
From: Julie Farkas
Hi Sharon!

Thank you for your email.

FOIA Requests and Subpoenas information is part of NPL's P5: Confidentiality of Patron Records: Freedom of Information Act Requests and Subpoenas Policy located at this link on the library's website.

<https://novilibrary.org/about-us/policies>

In section 3, it is noted that all requests go through the Clerk's Office at the City of Novi.

Thank you,

Julie

Email: 7/16/21: A big Thank You!
To: Julie Farkas
From: David Molloy, Director of Public Safety/Chief of Police

Hi Julie,

I visited the library today to renew my card and the young lady in training at the front desk was MORE than helpful, professional, and kind. She answered all my questions and directed me to the second floor for some technical assistance for assistance in downloading books to my new Kindle. Once on the second floor, I met Information Services Librarian Shannon O'Leary and I can't begin to tell you how kind, patient, and professional she was. She walked me through step-by-step and was outstanding! She helped me set up my phone with the Libby software and showed me how to sync it with my Kindle via Amazon. She was phenomenal. You are very fortunate to have a great team of helpful individuals.

With appreciation,

David



David E. Molloy | Director of Public Safety/Chief of Police

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twitter: @ChiefMolloy

cityofnovi.org | InvestNovi.org

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Library Board Calendar

2021

January 1	Holiday—New Year's Day, Library Closed
January	Budget Planning Session TBD
January 28	Library Board Regular Meeting
February 25	Library Board Regular Meeting
March 1-31	National Reading Month
March 25	Library Board Regular Meeting
April 4	Holiday—Easter, Library Closed
April 5-9	National Library Week
April 10-17	Money Smart Week @ Library
April 22	Library Board Regular Meeting
May 9	Mother's Day, Library Closed
May 27	Library Board Regular Meeting
May 30	Library Closed
May 31	Holiday – Memorial Day, Library Closed
June	Summer Reading Begins
June 19	Juneteenth, Library Closed
June 20	Father's Day, Library Closed
June 24	Library Board Regular Meeting
June 24	Library Director Annual Review
July 3	Library Closed
July 4	Holiday – Independence Day, Library Closed
July 22	Library Board Regular Meeting
August 20	Staff In-Service, Library Closed
August 26	Library Board Regular Meeting
September 4	Library Closed
September 5	Library Closed
September 6	Holiday – Labor Day, Library Closed
September 23	Library Board Regular Meeting, Novi Library
October 22	Friends Booked for the Evening, 7-9 p.m. (CANCELLED)
October 28	Library Board Regular Meeting
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library TBD, postponed until spring 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.