



Agenda
 Novi Public Library Board of Trustees--Regular Meeting
 Thursday, March 25, 2021
 at 7:00 p.m.
 Virtual Meeting

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

Call to Order by Interim-President, Kat Dooley

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

Pledge of Allegiance

Roll Call by Secretary, Torry Yu

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

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

Approval of Agenda.....1-3

Consent Agenda

1. Approve Minutes of:
 - A. February 25, 2021 – Regular Meeting4-16
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#600) 17-19

Presentations

1. None

Reports

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2. President's Report (Interim – Kat Dooley)
 - A. 2019-2022 Strategic Planning Goals.....21
 - B. 2020-2021 Goals Document UpdateN/A
 - C. Election of Officers 21-22: Begin nomination process in March, slate provided and election at April meeting, officer duties go into effect at May meeting.
3. Treasurer's Report (Geoffrey Wood)
 - A. 2020-2021 Library Budget Fund 268..... 23-25
 - B. 2020-2021 Contributed Fund Budget 26926
 - C. Financial Report February 202127
 - D. Library Fund 268 Expenditure & Revenue Report as of February 28, 2021 28-30
 - E. Library Fund 269 Contributed Fund as of February 28, 202131
 - F. Balance Sheets for Funds 268 and 269 as of February 28, 2021 32-33
 - G. 2019-2020 Annual Report..... 34-35

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F. Friends of Novi Library	N/A
G. City of Novi Historical Commission – Agenda March 17, 2021.....	77

Matters for Library Board Action

1. Consider amendment to Holidays Policy (HR Policy) Re: Juneteenth based on memo from Director Farkas.....37-39
2. Adopt amendment to B2 Closure Policy with updated language.....40

Public Comment

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

Citizens must state their first, last name and Novi address

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

Committee Reports/Non-Action Items

1. **Policy Committee:** Review current public policies for the Library (Michener–Chair, OPEN, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - Committee is currently reviewing policies referenced in the Guest Behavior Policy (P7, P12, P13, P17 and P20)
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (OPEN – Chair, Wood, Dooley, Staff Liaison – TBD)
 - Staff Committee: Julie Farkas, HR Specialist (open position), Lindsay Gojcaj and Kirsten Malzahn.
 - HR Policy staff review has been suspended until a new HR Specialist is hired.
 - New posting for HR position as of 2/19/21. Closing date for posting: 3/17/21; Interviews planned for 3/26/21.
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation (Wood- Chair, OPEN, OPEN, Staff Liaisons – Julie Farkas & Barbara Cook)
 - No Report
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities (Yu – Chair, Michener, Dooley, Staff Liaison – Julie Farkas)
 - a. Library/Community Events Attended by Library Board Members in the Last Month:
 - Trustee Dooley 3/10: APALA/NNLM Webinar: Addressing the Stigma: Mental Health and Wellness Resources for Asian/Pacific American Communities

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

6. **Building/Landscape Committee:**
(OPEN – Chair, OPEN, Wood, Staff Liaison – Julie Farkas)
 - Filters for the air duct cleaning project were on order. The air duct cleaning project had to be rescheduled for the week of March 29th. Both boilers have been repaired and working properly. We are currently waiting on a part for an elevator repair for CAR 2.

7. **Bylaw Committee: Review of Library Board Bylaws**
(OPEN- Chair, OPEN, Staff Liaison – Julie Farkas)
 - Committee met on 2/17/21 to discuss draft based on attorney review

8. **DEI: Diversity, Equity and Inclusion Committee**
(Michener – Chair, Dooley, Staff Liaisons – Julie Farkas, April Stevenson, Barb Rutkowski, Maryann Zurmuehlen, Gail Anderson, Dana Brataniec, Tia Marie Sanders)
 - Next committee meeting scheduled for Tuesday, March 30, 2021

Communications

1. 2/15/21: Letter from Linda Mulder Re: Library Services78
2. 2/23/21: Email from Katie Hayes Re: Response to January 28 Meeting.....79
3. 2/24/21: Email from Danielle Ware Re: Novi Public Library Guest Behavior Policy - Action Required.....80
4. 2/24/21: Email from Betsy Beaudoin Re: Addressing racial justice and equity in our library.....81
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6. 3/8/21: Postcard from Aaron Klenke Re: Library Services.....83

Closed Session

1. Closed session to discuss a confidential written legal opinion that is subject to attorney-client privilege
 - A. Memo: Attorney-Client Privileged Correspondence – Closed Session.....84-86

Adjournment

Supplemental Information

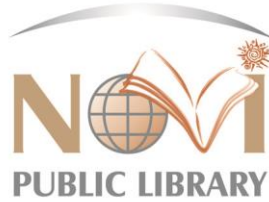
- Library Board Calendar – 202187
- Library Closings – 202188

2021 Future Events:

- **Timeframe March 5 – April 19, 2020: Library is currently in Phase 4 of COVID library operations – with recommended visits of 1 hour (Grab & Go); public computers available (1 hour use); 48 hour quarantine of materials; limited seating is available; café and book nook open; programming virtual through May 2020.**

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<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
February 25, 2021**

DRAFT

Call to Order by President, Melissa Agosta

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Torry Yu

Library Board

Melissa Agosta, President
Kat Dooley, Vice President
Bill Lawler, Board Member
Craig Messerknecht, Board Member
Tara Michener, Board Member
Geoffrey Wood, Treasurer
Torry Yu, Secretary

Student Representatives

Sarah Chang (left virtual meeting at 7:44 pm)
Tarun Tangirala (absent, excused)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Attorney

Anne Seurync
Foster, Swift, Collins, & Smith PC, Attorneys

Approval of Agenda

President Agosta reviewed approval procedures, stating that first will be the motion to approve an item, next it will be seconded, then discussion will take place, and lastly the vote. Trustee Wood added that after the motion is seconded, the first person that is allowed to speak is the person that made the motion. President Agosta asked the library attorney, Anne, who is a guest at the meeting for guidance on the proper procedure for Trustee Michener's motion (listed in the notes below). Trustee Michener read her motion several times during the meeting to be clear about her ask. The attorney clarified Trustee

Michener's motion is to add the specific request to the agenda, and under matters for Board action is when the Trustees will decide whether they agree to make the change. Therefore, right now if the motion below passes it does not approve the change, it approves to add the request to the agenda.

Trustee Michener moved to add item 2 Under Matters for Board Action, the approval to amend the document Library closings, 2021 on page 91, to show the Juneteenth Holiday as a paid Holiday, just like July 4th Independence day and every other Holiday on the Library calendar.

1st – Tara Michener

2nd – Torry Yu

The attorney suggested a roll call vote due to the meeting being held virtually. Roll call vote was taken and there were 5 yes votes and 2 no votes. The motion passed.

Trustee Michener mentioned that the whole packet has changed and asked for the distinction between correspondence and communication. Director Farkas said that she picked up the wording from the City Council meetings and correspondence has the same meaning as communication.

A motion was made to approve the Agenda as amended.

1st – Tara Michener

2nd – Craig Messerknecht

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

Presentations

- A. Kulture City & Safe Space Implementation – April Stevenson, Information Services Department Head
 - i. April Stevenson, provided the Trustees with an informative presentation about advocating for the sensory processing needs for Novi Library guests.
 - ii. April Stevenson, provided the Trustees with a presentation about safe space and affirming the LGBTQ+ community is welcome at the Novi Public Library.
- B. Recognition of Years of Service as Board Trustee (December 2013 - February 2021) – Craig Messerknecht
 - i. Director Farkas thanked Trustee Messerknecht for over 7 years of dedicated service to the Library Board. Trustees said goodbye and sent well wishes to Craig.
- C. Recognition of Years of Service on the Library Board (February 2015 – February 2021) – Bill Lawler
 - i. Director Farkas thanked Trustee Lawler for 6 years of dedicated service to the Library Board. Trustees said goodbye and sent well wishes to Bill.

Reports

- 1. Student Representatives Report

On page 4 of the February Board packet. Director Farkas commented that both student representatives will remain onboard until June. Trustee Yu asked if students from other high schools attend the TAB meetings. Student representative Chang said she believes the majority attending are Novi High School students.

Trustee Yu inquired about the past Tween Advisory Board for middle school students and Director Farkas said participation was not adequate to continue.

2. President's Report (Melissa Agosta)
 - A. 2019-2022 Strategic Planning Goals
On page 5 of the February Board packet.
 - B. 2020-2021 Goals Document Update – N/A
 - C. Election of Officers: Begin nomination process in March, slate provided and election at April meeting, officer duties go into effect at May meeting.
 - i. President Agosta requested that trustees interested in consideration for officer positions please let Trustee Yu know by March 31, 2021.
3. Treasurer's Report (Geoffrey Wood)
 - A. 2020-2021 Library Budget Fund 268
The 2020-2021 Library Fund 268 budget (COVID column) calls for revenue of \$3,124,300 with expenditures of \$3,221,824 consuming \$97,524 of the fund balance.
 - B. 2020-2021 Contributed Budget Fund 269
The 2020-2021 Library Contributed Fund 269 budget (COVID column) calls for revenue of \$46,500 and expenditures of \$51,050 consuming \$4,550 of the fund balance.
 - C. Financial Report January 2021
On page 11 of the February Board packet.
 - D. Library Fund 268 Expenditure and Revenue Report ending January 31, 2021
Revenue ending January 31, 2020 was \$3,163,613
Expenditures ending January 31, 2020 was \$1,622,378
 - E. Library Fund 269 Contributed Fund ending January 31, 2021
Revenue ending January 31, 2020 was \$15,549.
Expenditures ending January 31, 2020 was \$5,616.
 - F. Balance Sheets for Funds 268 and 269 as of January 31, 2021
Ending Fund Balance for Fund 268 as of January 31, 2020 was \$3,803,528
Ending Fund Balance for Fund 269 as of January 31, 2020 was \$1,716,912
 - G. 2019-2020 Annual Report
On pages 18-19 of the February Board packet
4. Director's Report (Julie Farkas)
On pages 20-66 of the February Board packet.
Staff members celebrating anniversaries for March are:
 - Jean Aldrich – Support Services- 4 years
 - Hillary Hentschel – Information Services -4 years
 - Maryann Zurmuehlen- Support Services- 10 years
 - Jolanta Borek – Support Services-14 years

- A. Information Technology Report (pages 49-50)
- B. Facilities Report (page 50)
- C. Information Services Report (pages 51-55)
- D. Support Services Report (page 56)
- E. Library Usage Statistics Report (pages 57-65)
- F. Friends of Novi Library – N/A
- G. City of Novi Historical Commission – February Agenda (page 66)

Consent Agenda Removals and Approvals

All items listed under Consent Agenda are considered routine by the Library Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the items will be removed from the Consent Agenda and considered at the end of the normal Agenda.

A motion was made to approve the consent agenda on pages 76-89 of the February packet.

- 1st- Craig Messerknecht
- 2nd- Kat Dooley

Discussion:
No comments

Roll Call vote was taken and the motion passed unanimously.

Matters for Library Board Action

1. Approval of the Guest Behavior Policy (2nd draft)

Director Farkas said over 30 grammatical changes were made and she thanked Hillary Hentschel as well as the staff Policy Committee for their efforts.

President Agosta asked for a Trustee to make a motion to approve the Guest Behavior Policy. Trustee Michener indicated she would like to make a motion to approve the Guest Behavior Policy and the Anti-hate Speech clause. President Agosta rephrased and asked for a request from a Trustee to make a motion to approve the Guest Behavior Policy as presented.

A motion was made to approve the Guest Behavior Policy as presented.

- 1st- Craig Messerknecht
- 2nd- Trustee Yu

Discussion:
Trustee Messerknecht had no additional comment. Trustee Michener wanted to point out the hate speech clause in this policy, since it is of ultimate importance.

Roll Call Vote was taken and the motion passed unanimously.

2. Approval of Juneteenth as a paid Holiday

Trustee Michener made a motion for approval to amend the document Library closings, 2021 on page 91, to show the Juneteenth Holiday as a paid Holiday, just like July 4th Independence day and every other Holiday on the Library calendar.

- 1st- Tara Michener
- 2nd- Trustee Yu

Discussion:

Trustee Michener reiterated the importance of Juneteenth as a paid Holiday. Discussions took place at the June 25th meeting for the closure and it was voted on unanimously. Further clarification of Juneteenth was engaged at the August meeting labeling it as a Holiday. It was a Holiday on the calendar until after December, 2020. Trustee Michener is looking for the same consideration as other similar Holidays or else it becomes an equity issue, making it lower. Director Farkas added that she does believe that this is a typo and it is noted on other information she has that it is a Holiday. Trustee Wood asked if there is a motion to be made. President Agosta asked Director Farkas to clarify if Juneteenth is a paid Holiday. Director Farkas confirmed Juneteenth is a paid Holiday. Again, this is a typo on the calendar and will be a red H on future calendars.

Motion was withdrawn as noted below:

Attorney Anne, suggested Trustee Michener withdraw the motion as unnecessary (due to the typo error). Trustee Michener requested additional clarification that Juneteenth is a paid Holiday. President Agosta confirmed that it was a typo on the calendar and Juneteenth is a paid Holiday.

Trustee Michener then withdrew the motion listed above under Matters for Board Action item 2.

Consent Agenda Removals for Library Board Action

Consent Agenda items which have been removed for discussion and/or action
N/A

Public Comment

President Agosta asked the speakers list their first name, last name and Novi address. None of the speakers listed their address.

Shy, (did not provide full name, and did not provide address/residence). Shy said every time Trustee Michener brings a motion everyone seems to be a bit confused and there seems to be a lot of aggression. Shy said that seems to be the case tonight and also last month. Shy believes Trustee Michener is owed an apology, she said Trustee Michener is not being treated fairly considering the work she has put in. She asked for a comment from the Board as to why that is the case. The President stated it is not a question/answer session. Shy added that a Board Member (president) has been rude and nasty and that Trustee Michener and all of the Board Members, should be treated better in the future.

Regina Sharma (did not provide an address/residence) Regina is a patron of the Novi Library and wanted to share that she is profoundly disappointed to observe the way Trustee Michener was treated at the January 28 meeting. She said Trustee Michener is a committed Novi resident, a dedicated volunteer and served on the Library Board many years, including as past president. Trustee Michener has been asking for a hate clause to be added to the Library's policy manual for more than half the year and was questioned as to why a hate clause would be a DEI initiative. A policy that would protect Library visitors from discrimination. When she (Trustee Michener) requested, after seven months of discussion that this clause be voted on she was interrupted, she was talked over and she was talked down to. Regina said she (Trustee Michener) was the only member of your Board being treated in this manner and she was being sent a message that her voice does not count. No one should have to explain in a public meeting that it feels bad to be discriminated against, it is shameful and Trustee Michener deserves better and

she is owed an apology. Regina added that the community members who visit this Library deserve better.

Lisa Goss-Hopson (provided a Novi address at a previous meeting) Calling in to express her sheer and utter disappointment in the (Boards) blatant disregard to make conscientious decisions in the matter of updating the diversity and equity policies. For months now, about 7 months she and many others have listened to the Board's president, filibuster her way through ignoring the pleas of (Trustee) Michener to have the Board recognize Juneteenth as a Holiday that is equal in worth, in regards to closing the Library as the 4th of July. Lisa quoted the late, great Dr. Martin Luther King, justice delayed is justice denied. Lisa takes offense to the Board's president's multiple attempts to silence (Trustee) Michener, who had every right to speak in last month's meeting in regards to the Board approving of the anti-hate speech clause in the official policy packet, which she said is conspicuously is never quite ready to be approved. Lisa continued that the rest of the Board and their complicit silence approves of the Board's Presidents bullying tactics further substantiates her main point which is, it is time to replace some of the Board members in exchange for ones who will champion the cause of celebrating and embracing every aspect of multi-culturalism in Novi. Lisa was further nauseated earlier tonight by President Agosta's perpetual reiteration of her pseudo state of confusion, while (Trustee) Michener made several attempts to make a motion to re-visit the Library's closing for the celebration of Juneteenth. She wants the Board to know she can see all of them and recognizes voter suppression a mile away. Lisa said it was (President Agosta's) intention to subvert and confuse things that were so very submissively clear. Lisa added that it is time for the Board to step up to the plate and realize they are not going away, denounce hate speech, honor Juneteenth or face losing your next election.

Betsy Beaudoin (did not provide address/residence) Betsy commented that she sent in a letter and did not notice it included in the correspondence section (of this meeting). She and NNRAAA thank the Board for approving the hate speech policy and she did see the money allocated in the 269 fund, as requested for Diversity, Equity and Inclusion. She appreciates this progress. Betsy wants to reiterate that Trustee Michener's treatment in response to her request last month was embarrassing to her, as a member of the community. She thinks that Trustee Michener was treated with disrespect. Betsy has listened in on several of the meetings and she has not heard anyone else treated that way and she has seen her (Trustee Michener) treated that way a couple of times, which she finds disappointing. Betsy added that (Trustee Michener) as the sole African American Trustee on the Board, for her to discuss her views on Racial Justice and what is needed. Betsy thinks that the white members of the Board should consider if they could be better listeners in regards to that. Additionally, her most important point of the evening is why are the bylaws changing to say that the minutes and meetings may be made public as opposed to shall be made public? Betsy said the timing of this seems very unusual to her given the scrutiny that the Board is under, that the Board is suddenly looking to hide behind the curtain and maybe not have people know how things are going. She said if the (Board) is unable to conduct themselves professionally in a way that can be publically presented as a Board this may not be a good position for anyone who is not comfortable having the meetings/minutes made public. NNRAAA will be keeping an eye on how all this is going.

Danielle North (did not provide address/residence) She is speaking up on behalf of Board Member Michener and her right to put forward a policy. Danielle watched the video from the last meeting. Danielle said she has a lot of skills, experience and background in Robert's Rules of order and in last month's meeting the Board was in clear violation of

Robert's Rules of order. She said the meeting was not conducted properly. Any motion can be put forward and Board member Michener continues to be suppressed in her rights and ability as a Board member to either put forth a motion and that the Board does not have to approve the motion, but the motion can be put forward. She is very disappointed in what she continues to see in terms of the actions of the Board and she is also very disappointed in the silence from other Board members. Danielle said as people of color, Black people in America should have folks who are allies who are not the same color as they are, who understand that hate is wrong, discrimination is wrong and any type of bias is wrong. That is what she continues to see in the meeting as it relates to Board Member Michener, and as it relates to putting forth a policy that seems to be very clear, common sense that would need to be passed by a public place, a library where people of all backgrounds will need to feel safe. Danielle hopes that the Board can follow proper policy, rules and guidelines and also finalize. She said she hopes in the coming month that policy can go forward.

Aaron Martinez (did not provide address/residence) Aaron said he is a longtime Novi resident, almost 30 years. He wanted to follow up on his written comments that were included in tonight's Board packet. First, Aaron thanked the Board for finally getting the hate speech policy passed through the Library Board. He said it has been long overdue and he appreciates the efforts by Trustee Michener to facilitate that, as well as Director Farkas and her whole team. Aaron said he had an opportunity to read the proposed bylaws for the Library Board and he did take a couple issues with similar points brought up as it pertains to the minutes of the meeting. He is glad that the folks from Foster Swift are present and could potentially clarify some of that. As he reads the laws, specifically MCL 15.269 it is not a may it is a shall. Adding that a public body must be able to provide the minutes of the meeting for public inspection. Aaron encourages the Board to consider that and keep it in mind. As a public body he expects the Board to follow the open meetings act and said the Board is required to.

Sharon Trumpy (provided a Novi address at a previous meeting) Sharon stated she is a Novi resident and has been contacting the Board pretty continuously since June of this year because she loves the library and because she is the white mother of a Black son, in Novi. Sharon is going to do everything she can to make sure Novi is a safe and welcoming place for her child and for all of the citizens. Sharon is glad that the hate speech policy was passed tonight. She wanted to thank Trustee Michener for being a vocal advocate for Racial Justice. She hopes that the rest of the Board will reflect on why the delay was so unacceptable. Sharon shared private information with Board members about a racist incident that her child encountered in the past month. Her point in doing that is to point out that this does happen in Novi. Every day the Board failed to pass the hate speech policy was a day that the patrons and employees were unprotected in the Library, which is unacceptable to her. She would like to implore the Board to look at the stereotypes that they are perpetuating when they treat the only Black Board member as an angry Black woman when she is advocating for her community. Her (Trustee Michener's) treatment at the last meeting, as well as at the August meeting was unacceptable. Lastly, Sharon would like to point out that the bylaws are an equity issue and she believes it is imperative that the minutes and the video recording always be made available, so that individuals with disabilities are those who are unable to leave their homes have access to that information.

Paula Henry (provided a Novi address at a previous meeting) Paula is one of the presidents of PAASN (Parents of African American Students in Novi) She would like to speak on behalf of the behavior that was afflicted upon Trustee Michener. Paula feels

that Trustee Agosta is unprofessional, rude and out of order in the way she conducted herself towards her (Trustee Michener). Paula added because Trustee Agosta's behavior was very public she believes her apology should be as well. She thanked the Board for finally passing the hate speech policy, even though it has taken almost a year to pass. Also, Paula thanked the Board for acknowledging and passing Juneteenth as a paid Holiday. Again as previously discussed the attempts to change the bylaws from shall be to may be is inappropriate for the Novi Public Library and the theme to inform and to inspire. Keep that in mind. Again, Paula thanked the Board for passing the hate speech and the Juneteenth. Paula believes that Trustee Michener should receive a public apology for the way she was treated in the last meeting and in previous meetings. Paula said again she (Trustee Michener) is the only African American on the Board. Paula added it really did make the Novi Library look bad to treat her that way.

Trustee Michener said she requested to read her letter during correspondence, which is now communications but president Agosta asked her to use the time during public comment (as recommended by the library attorney). Trustee Michener wanted to be transparent about this. Trustee Michener read the letter she wrote to the Board regarding the January 28, 2021 meeting in its entirety. Trustee Michener's letter can be found in the Communications section of February 28, 2021 Board packet on pages 72-74.

Committee Reports

1. Policy Committee: Review current public policies for the Library
(Michener-Chair, Agosta, Staff Liaison – Julie Farkas)
 - Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - 2nd draft of Guest Behavior Policy
 - Trustee Michener added that the Guest Behavior policy passed this evening, which includes the anti-hate speech clause.
2. HR Committee: Review HR Policies for the Library, Director Review & Goals
(Agosta – Chair, Wood, Dooley, Staff Liaison – TBD)
 - Staff Committee consists of: Julie Farkas, HR Specialist (open position), Lindsay Gojcaj, Kirsten Malzahn.
 - HR Policy staff review has been suspended until a new HR Specialist is hired.
 - Committee met on 2/11/21 to discuss the open HR position. Director Farkas provided an update. The Committee is waiting on a staff survey that was created in the DEI committee to review and possibly include additional questions. Director Farkas is coordinating board trainings for spring on the topics of Roberts Rules/OMA and conflict resolution (pending new board member appointments). Committee asked for a review of the Director Performance Evaluation form.
 - New posting for HR position as of 2/19/21. Closing date for posting: 3/17/21
3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation.
(Wood- Chair, Messerknecht, Lawler, Staff Liaisons – Julie Farkas & Barbara Cook)
 - No Report

4. Events/Marketing/Fundraising Committee: Outreach opportunities
(Yu – Chair, Michener, Dooley, Staff Liaison – Julie Farkas)
 - a. Library/ Community Events Attended by Library Board Members in the Last Month:
 - No Report

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

6. Building/Landscape Committee: Entrance Project
(Messerknecht – Chair, Lawler, Wood, Staff Liaison – Julie Farkas)
 - No Report

7. Bylaw Committee: Review of Library Board Bylaws
(Lawler – Chair, Agosta, Staff Liaison – Julie Farkas)
 - Committee met on 2/17/21 to discuss draft based on attorney review. 1st draft of the Bylaws included Director's report.
 - i. Update: Draft that Committee has been working on for several months is included in the February packet, with changes highlighted in yellow. Not asking for approval tonight.
 - ii. Trustee Michener thanked the bylaw committee for their work and listed items below, to consider, that she said could put the Library at risk of violating OMA.
 1. Article 4, section 5: Changing words from shall be posted to may be available, regarding meeting minutes. Per OMA act 267 of 1976, section 9, 1 through 9.33, Public Bodies Shall make the Minutes available.
 2. Article 4, section 8: Removing... "and committee meetings". Example is if a committee consisting of three trustees not including the president meets all committee members are present and the president joins as is their right under article 3, section 4 of the bylaws, then there would be a quorum of the Library Board, therefore the OMA shall apply. Trustee Michener suggests they do not remove and committee meetings from this section.
 3. Changes that while not in violation of any superseding acts, charters or ordinances are in opposition to the Library slogan, which is Inform. Inspire. Include. Article 4, section 10.9, the Library Board has full discretion of the inclusion and detail of any public comment including written correspondence within the minutes. Trustee Michener added this would break with the current practice of including summaries of all public oral comments and all written correspondence in their entirety, this could result in minutes that are less informative and inclusive. It could also

open the door to one sided minutes, or oral public comments and written public correspondence favorable to the Library Board, it's actions, staff etc... are included in the minutes but those oral public comments or written public correspondence, that are critical, are not included in the minutes.

4. Article 4, section 11 changing language from shall be available to may be available regarding meeting broadcast recordings. Trustee Michener said this will be a break with the current practice of posting all Library Board meeting broadcast's on the Library's internet. This could result in a degradation to the Library's current commitment to the public. The public would be less informed as they would no longer be able to review or review Board meetings in their entirety to better understand the operation of the library and how it is working to serve the community. Less members of the public would be included as it is not always possible nor practical for community members to attend in person or virtually due to work, family and other commitments, access to transportation, access to live broadcast, etc...action would result in a less inspired public as viewing a meeting first hand has a much greater impact and leaves one generally with a much larger appreciation for the work the library board and library staff are doing to serve the community, then just reading over the meeting minutes.
5. Changes that could degrade the equity of all Board members and impede the Boards deliberative and decision making process. Article 3, section 4, shall act to ensure the integrity of the Board process. Trustee Michener said this is redundant to the very first sentence of section 4 is the very definition of preside, is to exercise guidance, direction or control. So one, why is this addition being necessary and two if additional clarification of the role of president is required could one just refer to Robert's Rules.
6. Article 4, section 3 emergency agenda items can be considered at the discretion of the president. Trustee Michener said this is in conflict with the last sentence of the paragraph the agenda may be amended by the action of the library board during library board meetings. Adding, it can result in a lack of equity where certain Trustees are consistently granted that their emergency agenda items are considered and other Trustees are consistently denied their additions to the agenda. In general what promoted the need to require agenda items be submitted in advance by Board members thus resulting in this

emergency agenda clause, at the requirement to submit agenda items in advance and the subsequent emergency agenda clause remain in the final version of the bylaw, then there should also be included a very clear definition of what qualifies for an emergency agenda item.

7. Article 6, section 7 Board members are required to share all guest and staff correspondence with the president or library director. The president or the library director serves as the designated spokesperson for the board and should respond in a timely manner to correspondence received by library guests and staff. Trustee Michener said the president and library director are not equivalent positions and they should not be used interchangeably. Adding per section 2 of this same article library board shall select, appoint and supervise the library director. Per Novi code of ordinances section 1926.6 the library board of directors shall have power to appoint suitable personnel, and fix their compensation and shall have powers to remove such appointees. Trustee Michener said reporting all guest and staff correspondence to the president is both impractical and unnecessary. Suggest all official library board correspondence be shared with the library. Suggest this be merely defined by correspondence sent via official library board member email only, broader definitions that include personal email, text, phone conversations, etc...could result in individuals board members personal laptops, pc's, e-phones, tablets etc.. become the subject of a freedom of information act investigation. If the Library is insistent on maintaining a broader scope for official Library communication then all Board members should be issued Novi Public Library laptops and smartphones to conduct library business on.
8. Article 9 would suggest instead of the library follow Robert's Rules section 49, page 487 line 25 through page 488 line 20 procedure at small boards as this is more appropriate and in line with the boards current operating procedures if not then Trustee Michener would question items 6 and 8. Item 6 is questions or remarks must be addressed to the president. Board members are not to speak directly to each other or to a staff member. Trustee Michener said this is problematic or impractical since the Board as a whole is charged with the supervision of the director and needs to be able to converse with the director as such. Also, from time to time Library staff will be present for special presentations usually followed by a Q and A, sending all questions to the president would unnecessarily complicate the process

especially for a small Board, like theirs. Trustee Michener added this also unnecessarily complicates and impedes healthy debate and discussion amongst the board members. Item 8, reading from books, reports, etc... is only allowed with general consent that is if there are no objections. Trustee Michener wonders what prompted the addition of this addendum. For more clarification on that Trustee Michener said you can reference section 43 line 20-25.

Trustee Michener said those additions really concern her and put them (the Board) at risk with violation of OMA and put them at risk for lack of transparency and equity not only with the community at large but as board members, having the freedom they were appointed to have.

8. DEI: Diversity, Equity and Inclusion Committee

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

- No Report. Next committee meeting scheduled for Friday, February 26, 2021
 - i. Update: Trustee Michener wanted to share that she shared an article from the PLA and MLA on understanding power, identity and oppression to the committee to review. The book suggested by Director Farkas is in the works. Also, a member gave the committee a resource to look at called the Black Tax: The cost of being a Black American.
 - ii. Trustee Dooley added there have been some initiatives that the committee has been working on and she will make sure to present that information to the committee tomorrow at the meeting.

Communications

1. 1/22/21: Email from: Sandra Lockwood, Re: Thank you to Novi Public Library for Book Donation
2. 2/3/21: Email from : Sharon Trumpy, Re: Response the Novi Public Library Meeting on 1/28/21
3. 2/13/21: Email from Dawn Spalding, Re: student Representatives to the Library Board
4. 2/13/21: Email from: Audra Holdorf, Re: Board Meeting 1/28/21
5. 2/16/21: Email from: Ian Reed Twiss, Re: Approve Hate Speech Policy
6. 2/18/21: Email from : Colleen Crossey, Re: Please adopt the anti-hate speech clause into the Novi Public Library Guest Behavior Policy
7. 2/19/21: Email from: Tara Michener, Re: Letter to the Board Regarding the January 28, 2021 Meeting
8. 2/19/21: Email from Aaron Martinez, Re: Supporting Guest Behavior Policy

Consent Agenda

1. Approve Minutes of:
 - A. January 28, 2021 – Regular Meeting
Approved above under consent agenda removals and approvals.

2. Approve Claims and Warrants of:
 - A. Account 268 and 269 (#599)
Approved above under consent agenda removal and approvals.

Adjournment

A motion was made to adjourn at 8:43 p.m.

1st— Tara Michener

2nd— Kat Dooley

Roll Call vote to adjourn was unanimous.

Supplemental Information

- Library Board Calendar – 2021
- Library Closings

Torry Yu, Secretary

Date

Warrant 600	268 Accounts	March 2021	
Payable to	Invoice #	Account number	Amount
Global	office supplies	268-000.00-727.000	\$ 25.80
Office Connection	office	268-000.00-727.000	\$ 1,239.60
Quill	office	268-000.00-727.000	\$ 579.29
OCLC		268-000.00-734.000	\$ 607.98
Solus UK Ltd	Boopsie	268-000.00-734.000	\$ 4,719.75
Tech Logic	Software Renewal thru 3-31-22	268-000.00-734.000	\$ 6,216.00
The Library Network	Envisionware Serv. 1/1/21-12/31/21	268-000.00-734.000	\$ 1,218.72
Amazon	webcam with microphone	268-000.00-734.500	\$ 158.96
CDW-G	drives; computing kit	268-000.00-734.500	\$ 1,010.92
Amazon	labels	268-000.00-740.000	\$ 334.14
Demco	labels	268-000.00-740.000	\$ 143.86
Showcases	Blu-ray dvd cases	268-000.00-740.000	\$ 120.69
Amazon		268-000.00-742.000	\$ 1,248.20
Brodart		268-000.00-742.000	\$ 8,668.19
Center Point Large Print		268-000.00-742.000	\$ 175.87
CMA Exam Academy		268-000.00-742.000	\$ 234.00
Gale/ Cengage		268-000.00-742.000	\$ 687.02
Tsai Fong Books		268-000.00-742.000	\$ 65.11
WT Cox		268-000.00-742.000	\$ 606.60
Brodart		268-000.00-742.010	\$ 390.52
Midwest Tape		268-000.00-742.010	\$ 1,318.50
WT Cox		268-000.00-743.000	\$ 14,524.85
Library Ideas		268-000.00-744.000	\$ 483.40
Midwest Tape		268-000.00-744.000	\$ 1,408.53
OverDrive		268-000.00-744.000	\$ 7,621.48
Amazon		268-000.00-745.200	\$ 241.78
Midwest Tape		268-000.00-745.200	\$ 4,538.56
The Library Network	Tumble book 1/31/21-1-31/22	268-000.00-745.300	\$ 559.30
Spectrum Enterprises		268-000.00-801.925	\$ 56.18
IPC		268-000.00-802.100	\$ 300.00
Ascension		268-000.00-804.000	\$ 98.00
Rosati, Schultz	legal	268-000.00-806.000	\$ 583.50
Brewin, Linda	NAEYC Membership	268-000.00-809.000	\$ 194.00
RNA		268-000.00-817.000	\$ 9,320.42
AT&T		268-000.00-851.000	\$ 384.03
Telnet		268-000.00-851.000	\$ 428.52
Verizon		268-000.00-851.000	\$ 464.19
Library Network	Shared automated invoice	268-000.00-855.000	\$ 15,578.75

Bembeneck, Bill	mileage reimbursement	268-000.00-862.000	\$ 13.44
Collaborative		268-000.00-880.000	\$ 474.50
Facebook	marketing exp. for virtual programs	268-000.00-880.000	\$ 20.61
Global		268-000.00-880.000	\$ 135.01
Image 360	marketing	268-000.00-880.000	\$ 48.00
Muniweb		268-000.00-880.000	\$ 736.50
Novi Rotary	sponsorship	268-000.00-880.000	\$ 150.00
Amazon	expenses for various programs	268-000.00-880.268	\$ 493.96
Aaron Parrott	MLK Unity	268-000.00-880.268	\$ 200.00
Collaborative		268-000.00-880.268	\$ 93.73
Demco		268-000.00-880.268	\$ 36.42
Mutch, Kathy	Adult Programming	268-000.00-880.268	\$ 50.00
Oriental Trading	Jan Bookworm; Early Lit; Grab Go	268-000.00-880.268	\$ 274.28
Positive Promotions	Black Hist. Mth. Posters, Bookmarks	268-000.00-880.268	\$ 150.59
Scholastic		268-000.00-880.268	\$ 33.84
Millennium Bus. Systems		268-000.00-900.000	\$ 298.53
Consumers (Tracey sent)		268-000.00-921.000	\$ 1,635.13
DTE		268-000.00-922.000	\$ 6,515.11
Allied Eagle		268-000.00-934.000	\$ 486.78
Amazon		268-000.00-934.000	\$ 25.98
Cintas		268-000.00-934.000	\$ 1,089.00
Dalton		268-000.00-934.000	\$ 2,539.00
Global	wipes; 200; COVID	268-000.00-934.000	\$ 215.64
Home Depot		268-000.00-934.000	\$ 18.35
North Star Mat		268-000.00-934.000	\$ 414.41
Orkin		268-000.00-934.000	\$ 69.50
Stanley	motion sensor -door	268-000.00-934.000	\$ 990.15
Brien's	1-20; 1-24; 1-25; 1-26; 1-31; salting	268-000.00-941.000	\$ 1,250.00
TruGreen	ice melt pallets	268-000.00-941.000	\$ 405.90
Weingartz	spark plug for snow blower	268-000.00-941.000	\$ 2.99
Millennium Bus. Systems		268-000.00-942.000	\$ 756.09
Corrigan		268-000.00-942.100	\$ 23.98
Digipalooza	online virtual webinar	268-000.00-956.000	\$ 39.00
Michigan AEYC	Early Childhood Conferences	268-000.00-956.000	\$ 99.00
Michigan Library Assoc.	MLA connect Webinar; Hackers	268-000.00-956.000	\$ 25.00
Library Design Assoc.	reupholster (48) task SitOnIt chairs	268-000.00-990.000	\$ 13,744.00
Petty Cash (Office)		268-000.00-727.000	\$ 4.45
Petty Cash (Postage)		268-000.00-728.000	\$ 17.50
TOTAL			\$120,131.58

Warrant 600	269 Accounts	March 2021	
Payable to	Invoice #	Account number	Account total
Amazon	Donation; various titles	269-000.00-742.230	\$ 34.30
Amazon	Donation; title; Midnight Library	269-000.00-742.230	\$ 18.66
Amazon	Donation; title; Four Winds	269-000.00-742.230	\$ 17.59
Amazon	iCube; garden paper; puzzles; wrapping paper	269-000.00-976.046	\$ 94.41
Amazon	iCube; rolling trimmer	269-000.00-976.046	\$ 164.10
Amazon	iCube; rainbow pack paper	269-000.00-976.046	\$ 22.91
Amazon	iCube; embroider machine; accessories	269-000.00-976.046	\$ 175.76
Total			\$ 527.73

Reports

February 2021 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia was held on February 24. Guests read *Zora and Me* by Victoria Bond and answered trivia questions relating to the book. (Attendance= 9)

Teen Space Update:

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

Teen Advisory Board (TAB) Update:

The sixth Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on February 19. The meeting kicked off with an icebreaker in which Teens stated their names, grade and school, and the last book they read. After the icebreaker, members discussed the submissions for the virtual teen talent show. Members are investigating if they have enough content to compile into one video. Members also discussed programming ideas and prizes for the Summer Reading Program. The remainder of the meeting was used to discuss next month's agenda and group activity. (Attendance= 16)

Upcoming Programs:

- Tween, Teen, and Adult Grab-N-Go Craft Kits: Seashell Wind Chimes – April 12
- BeTWEEN The Pages: Tween Book Club Trivia – April 21 (Title is *Jeremy Bender vs. the Cupcake Cadets* by Eric Luper. This title is available through Hoopla for instant download.)
- Teen Advisory Board (TAB) Meeting – April 23



Teen Stop Featured Display:

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



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

GOALS – July, October, January, April

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

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

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

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

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

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

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

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

Financial Report for February 2021

Approved Budget for Fund 268 Fiscal Year 2020-2021

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

Approved budget for Fund 269 Fiscal Year 2020-2021

TOTAL REVENUES	\$46,500
TOTAL EXPENDITURES	\$51,050
NET OF REVENUES & EXPENDITURES	(\$4,550)

Revenue & Expenditure Report for Fund 268

	YTD Jan 31, 2021	YTD Feb 28,2021	Difference
TOTAL REVENUES	\$3,163,613	\$3,169,518	\$5,905
TOTAL EXPENDITURES	\$1,622,378	\$1,868,487	\$246,109
NET OF REVENUES & EXPENDITURES	\$1,541,235	\$1,301,031	

Revenue & Expenditure Report for Fund 269

	YTD Jan 31, 2021	YTD Feb 28, 2021	Difference
TOTAL REVENUES	\$15,549	\$17,352	\$1,803
TOTAL EXPENDITURES	\$5,616	\$6,138	\$522
NET OF REVENUES & EXPENDITURES	\$9,933	\$11,214	

Balance Sheet Report as of February 28, 2021

The ending fund balance for Fund 268 is \$3,563,824.82

The ending fund balance for Fund 269 is \$1,718,193.24

03/10/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 02/28/2021										
% Fiscal Year Completed: 66.58										
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	DEC 2020	JAN 2021	FEB 2021	02/28/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,961,042.00	0.00	0.00	0.00	2,961,042.01	(0.01)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargeba	(6,553.64)	2,000.00	2,000.00	479.78	0.00	144.78	1,717.37	282.63	85.87
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 200	(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 201	(2,983.82)	(4,500.00)	(6,071.00)	0.00	0.00	0.00	(6,071.40)	0.40	100.01
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(6,852.11)	(12,597.00)	(13,423.00)	0.00	0.00	0.00	(13,422.73)	(0.27)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	0.00	(6,500.00)	0.00
Property tax revenue		2,815,535.41	2,917,399.00	2,936,771.00	479.78	0.00	144.78	2,942,989.10	(6,218.10)	100.21
Federal grants										
268-000.00-508.452	Federal Grants - COVID-19	0.00	0.00	0.00	20,073.60	7,500.00	0.00	59,143.94	(59,143.94)	100.00
Federal grants		0.00	0.00	0.00	20,073.60	7,500.00	0.00	59,143.94	(59,143.94)	100.00
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	33,000.00	0.00	0.00	0.00	22,354.48	10,645.52	67.74
State sources		44,383.68	40,000.00	33,000.00	0.00	0.00	0.00	22,354.48	10,645.52	67.74
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,146.51	14,000.00	1,200.00	0.40	28.55	79.77	521.18	678.82	43.43
268-000.00-665.100	Copier	1,172.45	600.00	1,000.00	0.00	50.60	125.20	766.90	233.10	76.69
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	0.00	1,249.33	1,096.31	5,598.12	(1,598.12)	139.95
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,847.00	0.00	0.00	0.00	6,847.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		63,237.74	68,200.00	13,047.00	0.40	1,328.48	1,301.28	13,733.20	(686.20)	105.26
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	11,000.00	363.63	484.46	759.97	7,278.42	3,721.58	66.17
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	363.63	484.46	759.97	102,644.93	3,722.07	96.50
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	4,564.38	0.00	0.00	25,000.48	29,200.52	46.13
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	(865.90)	0.00	0.00	3,185.71	(23,185.71)	(15.93)
Interest income		87,344.61	34,201.00	34,201.00	3,698.48	0.00	0.00	28,186.19	6,014.81	82.41
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	254.60	106.23	0.45	466.13	33.87	93.23
Donations		10,318.10	6,500.00	500.00	254.60	106.23	0.45	466.13	33.87	93.23

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	DEC 2020	JAN 2021	FEB 2021	02/28/2021	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	69,564.98	104,347.52	69,564.98	608,516.83	340,483.17	64.12
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	10,000.00	0.00	0.00	0.00	8,499.17	1,500.83	84.99
268-000.00-704.250	Final Payout	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	44,579.16	64,618.85	43,906.17	378,853.20	256,146.80	59.66
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	8,548.44	12,717.64	8,476.80	76,370.26	47,629.74	61.59
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	14,579.05	15,296.92	18,182.65	126,591.36	68,408.64	64.92
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	612.50	2,625.00	0.00	5,687.50	612.50	90.28
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(2,835.64)	(3,175.24)	(3,175.24)	(21,793.45)	(14,206.55)	60.54
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	4,008.00	4,392.00	47.71
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	28,816.00	14,408.00	66.67
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,306.28	4,959.42	3,306.28	9,396.06	35,603.94	20.88
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	1,400.00	0.00	0.00	0.00	784.77	615.23	56.06
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	2,500.00	177.17	294.84	214.93	1,677.43	822.57	67.10
Personnel services		1,959,395.24	2,121,060.00	1,996,324.00	142,634.94	205,787.95	144,579.57	1,227,487.50	768,836.50	61.49
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	12,000.00	185.41	1,149.94	1,473.56	7,585.22	4,414.78	63.21
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	17.40	0.00	0.00	31.60	968.40	3.16
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	0.00	9,481.00	167.55	24,827.05	44,872.95	35.62
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	311.03	349.86	1,169.88	3,490.94	16,309.06	17.63
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	0.00	3,677.19	356.92	10,908.68	14,091.32	43.63
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	22,201.45	10,733.31	6,555.62	105,997.91	65,002.09	61.99
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	196.55	1,164.12	1,133.38	7,672.86	12,327.14	38.36
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	500.00	0.00	148.94	0.00	148.94	351.06	29.79
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	14,524.85	0.00	0.00	16,635.18	7,364.82	69.31
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	5,087.38	5,662.19	990.66	55,775.14	59,224.86	48.50
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	5,151.06	4,566.16	4,040.43	34,297.04	12,602.96	73.13
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	0.00	0.00	5,444.59	62,558.67	1,441.33	97.75
Supplies		482,945.13	599,600.00	574,200.00	47,675.13	36,932.71	21,332.59	329,929.23	244,270.77	57.46

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	DEC 2020	JAN 2021	FEB 2021	02/28/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	56.18	56.18	0.00	390.81	109.19	78.16
268-000.00-802.000	Data processing	700.20	700.00	713.00	0.00	0.00	0.00	712.94	0.06	99.99
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	727.02	744.27	150.00	3,352.54	647.46	83.81
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	0.00	0.00	0.00	814.00	186.00	81.40
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	98.00	98.00	0.00	882.00	118.00	88.20
268-000.00-806.000	Legal fees	8,951.50	5,000.00	9,000.00	0.00	0.00	0.00	8,017.50	982.50	89.08
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,300.00	111.31	0.00	0.00	667.86	632.14	51.37
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	250.00	69.00	194.00	5,215.01	2,284.99	69.53
268-000.00-816.000	Professional services	250.00	10,500.00	5,500.00	0.00	0.00	0.00	1,222.50	4,277.50	22.23
268-000.00-817.000	Custodial services	37,851.60	50,000.00	93,000.00	5,038.10	7,288.40	9,320.42	55,102.29	37,897.71	59.25
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	2,127.26	1,242.24	(53.00)	17,275.39	8,724.61	66.44
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	1,979.25	0.00	0.00	24,056.46	41,143.54	36.90
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	500.00	17.95	0.00	27.20	67.25	432.75	13.45
268-000.00-862.000	Mileage	6.38	300.00	100.00	0.00	0.00	13.44	13.44	86.56	13.44
268-000.00-880.000	Community promotion	22,866.06	21,000.00	24,000.00	1,263.64	1,539.00	1,069.51	8,356.14	15,643.86	34.82
268-000.00-880.268	Library programming	18,956.32	25,000.00	15,000.00	956.89	775.19	456.54	5,904.06	9,095.94	39.36
268-000.00-880.271	Adult programs	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	19,424.00	30,000.00	28,000.00	213.76	223.69	298.53	2,375.98	25,624.02	8.49
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	906.89	1,330.76	0.00	4,089.76	7,910.24	34.08
268-000.00-922.000	Electricity	92,792.30	95,000.00	93,000.00	6,786.64	6,892.95	6,515.11	58,562.65	34,437.35	62.97
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	1,544.53	0.00	0.00	3,096.75	4,403.25	41.29
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	6,790.14	5,281.32	4,487.02	57,515.11	54,684.89	51.26
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	0.00	0.00	0.00	25.31	474.69	5.06
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	38,000.00	1,326.25	3,360.00	405.90	13,959.81	24,040.19	36.74
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	650.94	650.94	756.09	5,054.83	2,945.17	63.19
268-000.00-942.100	Records storage	287.76	1,300.00	300.00	23.98	23.98	23.98	191.84	108.16	63.95
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	0.00	69.00	0.00	4,211.03	5,788.97	42.11
Other services and charges		504,881.30	554,700.00	579,981.00	30,868.73	29,644.92	23,664.74	297,296.26	282,684.74	51.26
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	29,227.25	79,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	0.00	0.00	13,774.00	13,774.00	3,226.00	81.02
Capital outlay		60,659.80	111,000.00	17,000.00	0.00	0.00	13,774.00	13,774.00	3,226.00	81.02
Net - Dept 000.00 - treasury										
		180,244.39	(141,060.00)	(43,619.00)	(196,308.31)	(262,946.41)	(201,144.42)	1,301,030.98	(1,344,649.98)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,123,886.00	24,870.49	9,419.17	2,206.48	3,169,517.97	(45,631.97)	(2,982.72)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,167,505.00	221,178.80	272,365.58	203,350.90	1,868,486.99	1,299,018.01	(2,982.72)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(43,619.00)	(196,308.31)	(262,946.41)	(201,144.42)	1,301,030.98	(1,344,649.98)	(2,982.72)

GL NUMBER	DESCRIPTION	END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2020 NM (ABNM)	ORIGINAL BUDGET	2020-21 AMDD BUDGET	DEC 2020 INCR (DECR)	JAN 2021 INCR (DECR)	FEB 2021 INCR (DECR)	02/28/2021 NM (ABNM)	BALANCE NM (ABNM)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	1,858.46	0.00	0.00	11,673.92	15,326.08	43.24
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(352.57)	0.00	0.00	2,443.98	(6,943.98)	(54.31)
	Interest income	45,787.97	22,500.00	22,500.00	1,505.89	0.00	0.00	14,117.90	8,382.10	62.75
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,347.22	1,000.00	1,000.00	163.10	150.00	0.00	413.10	586.90	41.31
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	296.35	324.35	675.65	32.44
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	96.35	0.00	0.00	2,496.35	3,003.65	45.39
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
	Donations	16,803.70	19,500.00	24,000.00	259.45	150.00	296.35	3,233.80	20,766.20	13.47
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	0.00	0.00	0.00	968.70	31.30	96.87
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	0.00	57.07	70.55	127.62	372.38	25.52
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	(755.54)	0.00	0.00	2,119.46	(1,119.46)	211.95
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	0.00	(40.00)	0.00	(40.00)	40.00	100.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	(1,169.20)	(613.88)	0.00	15.88	1,484.12	1.06
	Supplies	24,962.88	65,700.00	4,500.00	(1,924.74)	(596.81)	70.55	3,191.66	1,308.34	70.93
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	0.00	0.00	6,800.00	0.00
269-000.00-976.046	Makerspace Renovation	6,735.84	5,000.00	5,000.00	128.36	157.49	457.18	2,946.33	2,053.67	58.93
	Capital outlay	6,735.84	11,800.00	46,550.00	128.36	157.49	457.18	2,946.33	43,603.67	6.33
	Net - Dept 000.00 - treasury	30,892.95	(35,500.00)	(4,550.00)	3,561.72	589.32	(231.38)	11,213.71	(15,763.71)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
	TOTAL REVENUES	62,591.67	42,000.00	46,500.00	1,765.34	150.00	296.35	17,351.70	29,148.30	(246.46)
	TOTAL EXPENDITURES	31,698.72	77,500.00	51,050.00	(1,796.38)	(439.32)	527.73	6,137.99	44,912.01	(246.46)
	NET OF REVENUES & EXPENDITURES	30,892.95	(35,500.00)	(4,550.00)	3,561.72	589.32	(231.38)	11,213.71	(15,763.71)	(246.46)
	TOTAL REVENUES - ALL FUNDS	3,250,717.53	3,287,300.00	3,170,386.00	26,635.83	9,569.17	2,502.83	3,186,869.67	(16,483.67)	
	TOTAL EXPENDITURES - ALL FUNDS	3,039,580.19	3,463,860.00	3,218,555.00	219,382.42	271,926.26	203,878.63	1,874,624.98	1,343,930.02	
	NET OF REVENUES & EXPENDITURES	211,137.34	(176,560.00)	(48,169.00)	(192,746.59)	(262,357.09)	(201,375.80)	1,312,244.69	(1,360,413.69)	

03/10/2021		BALANCE SHEET FOR CITY OF NOVI	
As of 02/28/2021			
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(115,080.10)
268-000.00-017.000	Investments - Pooled		3,725,995.39
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		43,745.14
268-000.00-072.100	DUE FROM COUNTY		3,402.11
	Total Assets		3,659,062.54
*** Liabilities ***			
268-000.00-202.000	Accounts payable		75,678.30
268-000.00-215.200	Unemployment insurance liability		2,657.31
268-000.00-259.702	Accrued liabilities-tax		13,500.00
268-000.00-320.451	Deferred inflow - Unavailable COVID-19		3,402.11
	Total Liabilities		95,237.72
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,281,497.53
	Total Fund Balance		2,281,497.53
	Beginning Fund Balance		2,281,497.53
	Net of Revenues VS Expenditures		1,282,327.29
	Ending Fund Balance		3,563,824.82
	Total Liabilities And Fund Balance		3,659,062.54

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	48,931.53	
269-000.00-017.000	Investments - Pooled	1,669,789.44	
	Total Assets	1,718,720.97	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	527.73	
	Total Liabilities	527.73	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,612,007.62	
269-000.00-390.230	Fund Balance Collections/Materials	36,835.74	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	41,610.28	
269-000.00-390.232	Fund Balance Programming	29,929.06	
269-000.00-390.233	Fund BalanceTechnology Library	(13,403.17)	
	Total Fund Balance	1,706,979.53	
	Beginning Fund Balance	1,706,979.53	
	Net of Revenues VS Expenditures	11,213.71	
	Ending Fund Balance	1,718,193.24	
	Total Liabilities And Fund Balance	1,718,720.97	



July 2019 - June 2020

ANNUAL REPORT

INFORM. INSPIRE. INCLUDE.



A year of laughter, thoughts and tears!

"To me, there are three things we all should do every day. Number one is laugh. You should laugh every day. Number two is think. You should spend some time in thought. Number three is, you should have your emotions moved to tears, could be happiness or joy. If you laugh, you think, and you cry, that's a heck of a day. You do that seven days a week, you're going to have something special." Jim Valvano (Former Basketball Coach, North Carolina State University, 1983 NCAA Basketball Champs)

This past year 2019-2020 was definitely a special year, as it brought a lot of laughter, thoughts and tears! First, the staff and many visitors dove into the exploration of the iCube Makerspace and its fabulous opportunities to "think outside the box" when it came to designing, creating or trying something new. Cheers and laughter were abound when we reopened the library's café in September and celebrated the fact that a well-known coffee product would be sold - Starbucks! The innovative partnership with the Novi Community School District and Chartwells would also offer skills training to students during the school day.

We said good-bye to the Novi Special Racecar. For ten years it was prominently displayed in our youth area for our community to view and learn about its history. Some were happy and some were sad to see it go, but thanks to the City of Novi's leaders it has a new home in the Civic Center for all to see. This allowed the Library to gain additional space for our youngest guests (those under the age of five) and create opportunities for the staff to get creative with how the space will eventually transform over the next few years.

Planning for our newest service, the Lakeshore Lending Library, continued throughout the year and just as the pandemic hit us in March, Community Financial Credit Union graciously committed \$40,000 over the next four years to support literacy and growing the library's connectivity with our north end residents. Happy tears for sure were shed!

COVID-19 definitely changed how library services were offered in the spring and early summer months. The library was closed for some time, and I believe many of us were heartbroken to be kept distant from our community and not offering the services we would normally provide. However, I have seen an amazingly strong, and dedicated library staff tackle these changes with lots of humor (we have a daily PUN that keeps us laughing), the awesome knowledge to learn new technologies quickly to go virtual for all public programming without skipping a beat, and the "can do" attitude with offering the best services we can with the restrictions that have been governed.

Finally, the fiscal year ended in deep thought for how our Library will move forward after the tragic death of George Floyd. Many of our black community members have reached out wanting NPL to look at our footprint for improving diversity, equity and inclusion when looking at collections, programming, services, outreach and policies. The work has just started and the opportunities for improvements and building stronger relationships and partnerships is endless.

In all of this, I am so appreciative of the patience I have seen by our Novi community and the dedication to using Novi Library as a resource. Novi residents believe in library services for their community, and the NPL staff believes in providing you with those services no matter what obstacles come our way!

In my eyes, we are all WINNERS!!

Julie Farkas, Library Director

Our Leadership



President
Melissa Agosta



Vice President
Kat Dooley



Treasurer
Geoffrey Wood



Secretary
Torry Yu



Trustee
Tara Michener



Trustee
William Laver



Trustee
Craig Messerknecht



Student Rep.
Tarun Tangirala



Student Rep.
Mahek Nasser

Our Community



Connect With Us



2,568
Newsletter Subscribers



3,183
Facebook Followers



2,234
Twitter Followers



novilibrary.org
248-349-0720

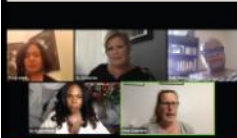


763
Instagram Followers



Accomplishments & Milestones

- Opened new Library Café, Proudly Serving Starbucks, and provided life experience skills for the Novi Adult Transition Program, in a partnership between NCSD and Chartwells
- Released Beyond Books: A Podcast Brought to You By the Staff at NPL
- Received \$40,000 commitment from Community Financial for Lakeshore Lending Library
- Featured local author, Michael Zadoorian in Community Reads
- Relocated the Novi Special to the Novi Civic Center and created additional space in Youth Area
- Approved a new Library Marketing Plan for 2019-2022
- Created engaging virtual programs and online challenges
- Expanded iCube technology and programming
- Hosted Shop Small Pop Up Market with local businesses
- Celebrated 10 years in current Library building on June 1
- Improved Library access by providing library cards for NCSD employees and students
- Launched "Be Our Guest" customer service initiative
- Approved Juneteenth (June 19th) as a closure by the Library Board



20-21 Looking Forward

- Improving diversity, equity and inclusion in the ways we serve Novi's community
- Unveiling Lakeshore Lending Library kiosk at Lakeshore Park, Spring 2021
- Strengthening relationships with community organizations and businesses
- Renovating and updating the Youth and Teen areas



Conquering COVID-19

Novi Public Library was affected by the pandemic in more ways than one. However, Staff quickly adapted to the "new normal", always keeping the community's needs at the forefront.

Here are some ways NPL conquered COVID:

- Prepared a 6 Phase approach to opening the building safely in 20/21
- Planned virtual programs
- Debuted Beyond Books Podcast - 13 episodes aired
- Created a Free Online Resource Guide
- Connected and engaged virtually with guests
- Completed staff training
- Reintroduced new services - locker holds and drive-up window



Novi Public Library | 45255 W. Ten Mile Rd. | 248-349-0720

NPL by the Numbers

720,707 items checked out	5,226 library cards issued in 19/20
325,645 Library guest visits	24,916 # of registered library cards
460 meeting room rentals	1,358 Read Box items borrowed
3,359 Teen Space visits	424,320 App visits
606,056 computer logins	151 volunteers
62,133 program participants	381 Raising a Reader participants
1,280 Summer Reading participants	*March 16-2020 - July 5, 2020, Library closed to public due to COVID.

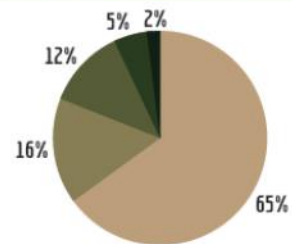
Sponsorships & Donations

\$10,000 Community Financial - Lakeshore Lending Library	\$2,591 raised in program and event sponsorships
\$205 in-kind donations	\$7,491 general donations - 268 Account
\$30,696 The Friends of the Library donations for programs, technology and furniture	\$4,795 general donations - 269 Account

Grants

\$582 Grants - 268 Account	\$800 Grants - 269 Account
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Total Expenditures



Personnel/Benefits (65%)	\$1,960,081.24
Collections/Online Resources/Catalog (16%)	\$460,403.54
Utilities/Maintenance/Building/Grounds (12%)	\$367,273.55
Programming/Marketing/Training (5%)	\$154,345.33
Supplies/Equipment/Technology/Furniture (2%)	\$65,777.81
TOTAL EXPENDITURES	\$3,007,881.47

Updated 12/14/20

Staff Anniversaries (Years of Service) for April 2021



- Robin Dircks Support Services – Shelver 8 years

April is Financial Wellness Month - Smart Money MI Kids Read 2021

8,000 books were packaged and shipped to Michigan Libraries for the annual Read program promoting financial literacy in Michigan. This year's title was **Give It** by Cinders McLeod. Two virtual programs and two grab and go options will be offered by the Youth Staff in April. Special thanks to staff members from Community Financial Credit Union for assisting with the book packaging and a HUGE thank you Community Financial Credit Union and Vibe Credit Union for sponsoring Novi's April programs.



Memo

To: Library Board of Trustees

From: Julie Farkas, Library Director

Date: 3/19/21

Re: Library Board Meeting – February 25, 2021

This memo is to inform the Library Board of Trustees of an error that I made in communicating information about the Library’s Juneteenth closure. The topic of Juneteenth was raised at the meeting as to whether the closure was a paid or unpaid holiday. I misspoke when I said that the Juneteenth closure was a *paid* holiday. My statement was based on a quick review of a document that I had access to in my office. Unfortunately, the document I was referring to was a Library Board Calendar, which indicated in red print Holiday – Juneteenth, Library Closed. The document I should have reviewed more closely was the Library Closings 2021, which was included in the packet February 25, 2021 on page 91.

The Library Closings 2021 info was brought to the Board members for the August 27, 2020, meeting and noted on page 86 for clarification as to how the closure day would be understood by the Board. In Matters for Board Action I had asked for clarification as to whether, if the day fell on a Saturday/Sunday, the Library would be closed, and whether, if the date fell on a week day it could be used as a staff training day, specific to DEI initiatives or would need to remain closed? After further review of the August minutes (September 24, 2020: Matters for Board Action) the language indicates “*Board members agreed that this date is a day off and celebrated as a Holiday.*” There was no indication, however, that the holiday would be a paid day off.

Following the February board meeting, I reviewed my email communication to the library staff that was sent on August 27, 2020. I told them that the Board approved Juneteenth as a closure but not as a paid holiday beginning June 19, 2021. I apologize for miscommunicating this information at the Board meeting to Trustee Michener, who questioned the information, and the rest of the Board. I was caught off guard by the question, as it had not been discussed since August 2020. If the Board wants Juneteenth to be a *paid* holiday, as requested by Trustee Michener at the last meeting, further clarification and action will be required at the March 25, 2021 meeting.



HOLIDAYS

Policy

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

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

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

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Eligibility for Holiday Pay:

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

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

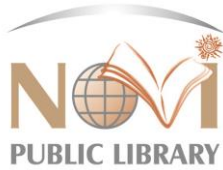
- C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the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

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

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



B2: Closure Policy

The Library will be closed on the following days:

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

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

*~~Staff Development~~ In-Service day Day is usually scheduled for the third 3rd Friday in August but is subject to change at the discretion of the Library Director.

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

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

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

Melissa Agosta
President
Novi Public Library Board of Trustees

Signoviana

NOVI PUBLIC LIBRARY
LAKESHORE LENDING LIBRARY KIOSK
DESIGN, WRAP AND INSTALLATION QUOTE as of 2/22/2021

OPTION 1: Full 3M Vinyl Wrap (Front & 2 Sides, including 8 ½ x 11 info design)	
Digitally printed and laminated (cast wrap/gloss laminate) Full color design Notes: lower front panel designed w/sponsor Community Financial Credit Union, design should tie to colors/logo of NPL and Lakeshore Lending Library marketing information (see examples provided by NPL) Customer would like 3 design options to choose from with up to 3 design changes included Customer provided dimensions of kiosk, plans and photo ideas *8 ½ x 11 info design – information provided by the library that covers basic rules for use of the kiosk (separate piece installed); can be updated from time to time at NPL's expense	
Install Location: 601 S. Lake Dr. Novi, MI	Material cost \$672.60 Installation cost \$585 Design cost \$280 8 ½ x 11 info design \$39.30 TOTAL COST \$1,576.90
OPTION 2: Full 3M Vinyl Wrap (Front ONLY, including 8 ½ x 11 info design)	
Digitally printed and laminated (cast wrap/gloss laminate) Full color design Notes: lower front panel designed w/sponsor Community Financial Credit Union, design should tie to colors/logo of NPL and Lakeshore Lending Library marketing information (see examples provided by NPL) Customer would like 3 design options to choose from with up to 3 design changes included Customer provided dimensions of kiosk, plans and photo ideas *8 ½ x 11 info design – information provided by the library that covers basic rules for use of the kiosk (separate piece installed); can be updated from time to time at NPL's expense	
Install Location: 601 S. Lake Dr. Novi, MI	Material cost \$285.50 Installation cost \$450 Design cost \$200 8 ½ x 11 info design \$39.30 TOTAL COST \$974.80
POLYGON CANOPY (2 glass panel inserts on right side of canopy)	
Digitally printed and laminated (cast wrap/gloss laminate); Full color design; Customer provided dimensions of insert area (2 - 28" x 70.5" panels); Customer would like 3 design options to choose from with up to 3 design changes included	
	TOTAL COST \$634.80 Including installation

Image 360  Chosen based on cost

NOVI PUBLIC LIBRARY
LAKESHORE LENDING LIBRARY KIOSK
DESIGN, WRAP AND INSTALLATION QUOTE as of 2/22/2021

<p>OPTION 1: Full 3M Vinyl Wrap (Front & 2 Sides, including 8 ½ x 11 info design)</p> <p>Digitally printed and laminated (cast wrap/gloss laminate)</p> <p>Full color design</p> <p>Notes: lower front panel designed w/sponsor Community Financial Credit Union, design should tie to colors/logo of NPL and Lakeshore Lending Library marketing information (see examples provided by NPL)</p> <p>Customer would like 3 design options to choose from with up to 3 design changes included</p> <p>Customer provided dimensions of kiosk, plans and photo ideas</p> <p>*8 ½ x 11 info design – information provided by the library that covers basic rules for use of the kiosk (separate piece installed); can be updated from time to time at NPL's expense</p>		<p>Material cost \$471.00</p> <p>Installation cost \$450.00</p> <p>Design cost \$100.00</p> <p>8 ½ x 11 info design \$15.00</p> <p>TOTAL COST \$1036.00</p>
<p>OPTION 2: Full 3M Vinyl Wrap (Front ONLY, including 8 ½ x 11 info design)</p> <p>Digitally printed and laminated (cast wrap/gloss laminate)</p> <p>Full color design</p> <p>Notes: lower front panel designed w/sponsor Community Financial Credit Union, design should tie to colors/logo of NPL and Lakeshore Lending Library marketing information (see examples provided by NPL)</p> <p>Customer would like 3 design options to choose from with up to 3 design changes included</p> <p>Customer provided dimensions of kiosk, plans and photo ideas</p> <p>*8 ½ x 11 info design – information provided by the library that covers basic rules for use of the kiosk (separate piece installed); can be updated from time to time at NPL's expense</p>		<p>Material cost \$215.00</p> <p>Installation cost \$250.00</p> <p>Design cost \$100.00</p> <p>8 ½ x 11 info design \$15.00</p> <p>TOTAL COST \$580.00</p>
<p>POLYGON CANOPY (2 glass panel inserts on right side of canopy)</p> <p>Digitally printed and laminated (cast wrap/gloss laminate); Full color design; Customer provided dimensions of insert area (2 - 28" x 70.5" panels); Customer would like 3 design options to choose from with up to 3 design changes included</p>		<p>TOTAL COST \$314.00</p>

COVID UPDATE

Daily use of the building by hour February 14, 2021 – March 13, 2021

2/14/2021		2/15/2021 Closed		2/16/2021 Closed		2/17/2021		2/18/2021		2/19/2021		2/20/2021	
9-10am	0	Weather		Weather		9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	9-10am	0	9-10am	0	10-11am	41	10-11am	45	10-11am	34	10-11am	48
11am-12pm	0	10-11am	27	10-11am	0	11am-12pm	42	11am-12pm	35	11am-12pm	32	11am-12pm	51
12-1pm	50	11am-12pm	28	11am-12pm	0	12-1pm	39	12-1pm	29	12-1pm	39	12-1pm	48
1-2pm	36	12-1pm	31	12-1pm	0	1-2pm	42	1-2pm	25	1-2pm	29	1-2pm	44
2-3pm	42	1-2pm	29	1-2pm	0	2-3pm	48	2-3pm	29	2-3pm	26	2-3pm	55
3-4pm	39	2-3pm	34	2-3pm	0	3-4pm	52	3-4pm	39	3-4pm	46	3-4pm	59
4-5pm	40	3-4pm	26	3-4pm	0	4-5pm	47	4-5pm	30	4-5pm	41	4-5pm	49
5-6pm	42	4-5pm	41	4-5pm	0	5-6pm	71	5-6pm	27	5-6pm	42	5-6pm	54
6-7pm	10	5-6pm	0	5-6pm	0	6-7pm	76	6-7pm	36	6-7pm	6	6-7pm	13
7-8pm	0	6-7pm	0	6-7pm	0	7-8pm	37	7-8pm	17	7-8pm	2	7-8pm	7
8-9pm	0	7-8pm	0	7-8pm	0	8-9pm	6	8-9pm	13	8-9pm	12	8-9pm	2
9-10pm	0	8-9pm	0	8-9pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	259	9-10pm	0	9-10pm	0		501		325		309		430
			216		0								

2/21/2021		2/22/2021		2/23/2021		2/24/2021		2/25/2021		2/26/2021		2/27/2021			
9-10am	0	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	33	10-11am	33	10-11am	37	10-11am	26	10-11am	36	10-11am	59		
11am-12pm	0	11am-12pm	23	11am-12pm	33	11am-12pm	34	11am-12pm	39	11am-12pm	23	11am-12pm	55		
12-1pm	64	12-1pm	28	12-1pm	40	12-1pm	35	12-1pm	30	12-1pm	24	12-1pm	42		
1-2pm	55	1-2pm	22	1-2pm	37	1-2pm	37	1-2pm	43	1-2pm	31	1-2pm	72		
2-3pm	56	2-3pm	45	2-3pm	34	2-3pm	46	2-3pm	43	2-3pm	39	2-3pm	62		
3-4pm	71	3-4pm	33	3-4pm	37	3-4pm	34	3-4pm	41	3-4pm	42	3-4pm	74		
4-5pm	66	4-5pm	40	4-5pm	40	4-5pm	42	4-5pm	38	4-5pm	57	4-5pm	65		
5-6pm	59	5-6pm	38	5-6pm	54	5-6pm	38	5-6pm	51	5-6pm	65	5-6pm	61		
6-7pm	0	6-7pm	29	6-7pm	34	6-7pm	38	6-7pm	44	6-7pm	14	6-7pm	0		
7-8pm	0	7-8pm	20	7-8pm	29	7-8pm	23	7-8pm	22	7-8pm	1	7-8pm	0		
8-9pm	0	8-9pm	32	8-9pm	27	8-9pm	27	8-9pm	26	8-9pm	2	8-9pm	0		
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0		
	371		343		398		391		403		334		490		

2/28/2021		3/1/2021		3/2/2021		3/3/2021		3/4/2021		3/5/2021 Closed		3/6/2021 Closed	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	Building Issue		Building Issue	
10-11am	0	10-11am	27	10-11am	31	10-11am	32	10-11am	25	9-10am	0	9-10am	0
11am-12pm	0	11am-12pm	35	11am-12pm	33	11am-12pm	25	11am-12pm	32	10-11am	0	10-11am	0
12-1pm	61	12-1pm	31	12-1pm	40	12-1pm	38	12-1pm	32	11am-12pm	0	11am-12pm	0
1-2pm	69	1-2pm	40	1-2pm	38	1-2pm	27	1-2pm	23	12-1pm	0	12-1pm	0
2-3pm	75	2-3pm	44	2-3pm	55	2-3pm	46	2-3pm	42	1-2pm	0	1-2pm	0
3-4pm	65	3-4pm	55	3-4pm	55	3-4pm	35	3-4pm	50	2-3pm	0	2-3pm	0
4-5pm	45	4-5pm	48	4-5pm	44	4-5pm	45	4-5pm	29	3-4pm	0	3-4pm	0
5-6pm	53	5-6pm	42	5-6pm	45	5-6pm	53	5-6pm	50	4-5pm	0	4-5pm	0
6-7pm	0	6-7pm	54	6-7pm	34	6-7pm	55	6-7pm	49	5-6pm	0	5-6pm	0
7-8pm	0	7-8pm	25	7-8pm	22	7-8pm	34	7-8pm	21	6-7pm	0	6-7pm	0
8-9pm	0	8-9pm	41	8-9pm	26	8-9pm	32	8-9pm	32	7-8pm	0	7-8pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0
	368		442		423		422		385	9-10pm	0	9-10pm	0
											0		0

3/7/2021		3/8/2021		3/9/2021		3/10/2021		3/11/2021		3/12/2021		3/13/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	47	10-11am	42	10-11am	45	10-11am	41	10-11am	26	10-11am	49
11am-12pm	0	11am-12pm	41	11am-12pm	36	11am-12pm	33	11am-12pm	45	11am-12pm	28	11am-12pm	53
12-1pm	104	12-1pm	54	12-1pm	30	12-1pm	40	12-1pm	42	12-1pm	39	12-1pm	60
1-2pm	105	1-2pm	48	1-2pm	37	1-2pm	38	1-2pm	29	1-2pm	39	1-2pm	46
2-3pm	100	2-3pm	63	2-3pm	55	2-3pm	50	2-3pm	56	2-3pm	58	2-3pm	62
3-4pm	77	3-4pm	44	3-4pm	48	3-4pm	49	3-4pm	41	3-4pm	44	3-4pm	81
4-5pm	82	4-5pm	57	4-5pm	46	4-5pm	45	4-5pm	42	4-5pm	63	4-5pm	77
5-6pm	85	5-6pm	73	5-6pm	41	5-6pm	40	5-6pm	34	5-6pm	60	5-6pm	67
6-7pm	0	6-7pm	46	6-7pm	45	6-7pm	55	6-7pm	43	6-7pm	4	6-7pm	7
7-8pm	0	7-8pm	31	7-8pm	31	7-8pm	28	7-8pm	38	7-8pm	2	7-8pm	0
8-9pm	0	8-9pm	25	8-9pm	31	8-9pm	33	8-9pm	29	8-9pm	10	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	553		529		442		456		440		373		502

Email To: Library Board

Date: 3/8/21

Good Morning Library Board!

With the Governor extending capacity usage to 50%, we can now allow up to 170 in the building at one time. Our data shows that an average usage of the building by hour is 50 guests.

We continue to stay in Phase 4 Grab and Go with a recommendation of 60 minute usage of the building, but if someone needs to stay longer they can.

We will also introduce 1 chair per table in areas of the building to allow for a guest who may need the library for studying/work/reading.

Gathering of more than 2 people and group study will be discouraged.

Large meeting room and tutor spaces are still unavailable as staff are currently using them for social distancing purposes.

Additional seating:

1st floor: 7 tables with a chair at each, 2 chairs social distanced in the magazine room

2nd floor: 8 tables with a chair at each, 6 carrels with a chair at each

Public computers will remain at 1 hour usage on the 2nd floor (we have 8 stations)

Café and Book Nook continue to be open.

We have lessened our quarantine period to 48 hours for returned materials and donations. This will allow for materials to move more often off guest accounts and materials to get on the shelves and be available for other guests to check out in less time. There has been no reported case that a library material has caused the virus, yet we will still stay cautious until more people get vaccinated. Many libraries in our area continue to quarantine for a length of time included TLN.

Programming will remain virtual through May; I am working with the staff on outdoor programming options for the summer. More info to be shared.

Thank you,
Julie



NEWS RELEASE

STATE EMERGENCY OPERATIONS CENTER

Updated MDHHS Orders Expand Restaurant Capacity, Increase Gathering and Capacity Limits, Allow for Expanded Visitation at Residential Care Facilities

LANSING, MICH. Today, the Michigan Department of Health and Human Services (MDHHS) updated two of its epidemic orders, allowing for increased capacity limits at various venues, larger residential and nonresidential gatherings and expanded visitation opportunities at residential care facilities. Changes are designed to balance reopening while controlling the spread of COVID-19 and save Michiganders' lives. Although progress has been made in reduction of hospitalizations, it is crucial that Michiganders continue to mask up and socially distance as we reopen.

"As we continue our vaccine rollout and make steady progress against the virus, we are taking additional incremental steps to re-engage to ensure we are protecting our families and frontline workers and saving lives," said Gov. Gretchen Whitmer. "Michigan is a national leader in the fight against COVID-19, and our fact-based, data-driven approach will help our state rebuild our economy and resume normal day-to-day activities. As always, mask up, maintain social distancing, and wash your hands. We all have a personal responsibility to slow the spread of the virus so we can end this pandemic together. One of the most important things Michiganders can do is make a plan to get the safe and effective vaccine when it's available to you."

"More than 2 million doses of safe and effective COVID-19 vaccine have been administered and a third vaccine will soon be arriving here in Michigan to help us end the pandemic in our state," said Elizabeth Hertel, MDHHS director. "We continue to monitor the data closely, and based on current trends we are taking another step toward normalcy. We urge Michiganders to continue doing what works and wearing a mask, washing their hands and avoiding crowds."

MDHHS had been closely monitoring [three metrics](#) for stabilization or declines over the past several weeks. As with other states, Michigan's metrics are mixed. The presence of more infectious variants, such as the B.1.1.7 variant, threatens our progress in control of the epidemic and MDHHS will be monitoring data closely. In recent days:

- Hospital capacity dedicated to COVID-19 is now at 3.9%. This metric peaked at 19.6% on Tuesday, Dec. 4.
- Overall case rates: After declining for six weeks, this metric is plateauing at 91.2 cases per million. The rate is similar to what we were at the beginning of October.
- Positivity rate: is now at 3.7% having increased slightly from last week (3.5%). This metric is similar to where we were at the beginning of October.

With all residents at skilled nursing homes having been offered their first dose of COVID-19 vaccine and a vast majority having had their second dose, the [Residential Care Facilities Order](#) goes into effect immediately. The order encourages communal dining and group activities for residents and

allows indoor and outdoor visitation in all counties regardless of county risk level. Visitation is allowed as long as the facility has not had a new COVID-19 case in the last 14 days and all indoor visitors ages 13 and older are subject to rapid antigen testing. Testing will help keep residents, staff and families safe while allowing for visitation and an increased quality of life for residents. Adult foster care homes licensed for 12 or fewer residents, hospice facilities, substance use disorder residential facilities and assisted-living facilities are encouraged to implement visitor and staff testing protocols.

Visitors will be required to wear face masks or other personal protective equipment when required by the facility at all times. In general, visitors will need to maintain six feet from residents.

“While we continue to have virus very present across the entire state, our improvements in case numbers, test positivity, and vaccinations mean we can move forward with reopening in an incremental way,” said Dr. Joneigh Khaldun, MDHHS chief medical executive and chief deputy for health. “I am glad we continue to make progress, but that progress is fragile. Everyone should continue to do important things like wearing a mask, washing hands, avoiding large gatherings and getting one of the three safe and effective vaccines when it becomes available to you.”

Changes to the [Gatherings and Mask Order](#) go into effect Friday, March 5, and remain in effect through Monday, April 19.

Capacity changes include:

- Restaurants and bars are allowed to be at 50% capacity up to 100 people. Tables must be six feet apart with no more than six people per table. There is now an 11 p.m. curfew.
- Indoor non-residential gatherings where people interact across households are permitted up to 25 people, allowing public meetings and other small indoor gatherings to resume.
- Outdoor non-residential gatherings where people interact across households are permitted up to 300, allowing larger outdoor events to resume.
- Indoor entertainment venues are allowed to be at 50% capacity, up to 300 people.
- Exercise facilities are allowed to be at 30% capacity with restrictions on distancing and mask requirements.
- Retail is allowed to be at 50% capacity.
- Casinos are allowed to be at 30% capacity.
- Indoor stadiums and arenas are allowed have 375 if seating capacity is under 10,000; 750 if seating capacity is over 10,000.
- Outdoor entertainment and recreational facilities may host up to 1,000 patrons.

Indoor residential gatherings are now limited to 15 people from three households, while outdoor residential gatherings can include up to 50 people.

The epidemic order continues to temporarily pause other venues and activities where participants have close physical contacts and are not consistently masked, like water parks. As before, employees who work in jobs that cannot be performed from home can continue to go to work, while employees who can work from home should continue to do so.

Information around this outbreak is changing rapidly. The latest information is available at Michigan.gov/Coronavirus and CDC.gov/Coronavirus. To learn more about the COVID-19 vaccine, visit Michigan.gov/COVIDVaccine.



Happy National Reading Month!
Here are some quick updates from Library Director, Julie Farkas!

Reopening Phase 4

GRAB & GO
VISIT FOR 60 MINUTES OR LESS
 Mon-Thu, 10am-9pm
 Fri & Sat, 10am-6pm
 Sun, 12-6pm

BUILDING ACCESS	The Library is open regular library business hours of operation.
IN-LIBRARY SERVICES	Guests will be asked to visit the Library quickly and efficiently (60 minutes or less) to find and check out materials and get help. Masks, social distancing and all safety guidelines will be followed.
COMPUTERS, PRINTING, COPYING	Available for guest use. Visits are limited to 60 minutes or less.
PROGRAMS	All programs are virtual on novilibrary.org.
ASK A LIBRARIAN	Call 248-349-0720 or email osknovienovilibrary.org .
RETURNS	The return slot is open during regular library business hours of operation. Returned materials are currently being quarantined for 5 days. 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. Cafe is open Mon-Fri, 9am-5pm. Proudly serving Starbucks!
DONATIONS	Donations are accepted on the 2nd and 4th Thursday of the month from 10am-7pm , weather permitting. Questions about donations? Call Admin at 248-869-7204. Please take donations to the back of the building.

248-349-0720 | novilibrary.org

NPL Open for Visits 60 Minutes or Less

NPL is now in Phase 4 of its reopening plan. Guests can visit for 60 minutes or less to:

NPL Café - Proudly Serving Starbucks Hours
Mon-Fri, 9am-5pm

The Café is open and ready to serve you delicious beverages, snacks, and meal options! Sign up for their rewards program with your phone number to get money off a future purchase.

10 points = \$2 off any sale
20 points = Free item up to \$8

Upcoming Meetings

- browse the collection and check out materials
- use public computers or utilize printing, scanning or copying services
- visit the Café and Book Nook

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

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

More Information



Tax Form Information

Pick up tax forms in-library OR schedule a pickup through our locker service by calling 248-349-0720.

2020 Tax Materials available:

- IRS 1040/1040-SR (tax form booklets)
- IRS 1040/1040-SR (instructions)
- MI 1040 (instructions & forms)
- MI 1040 CR7 (instructions & forms)
- MI 1040 CR (instructions & forms)

For additional materials, please speak with a librarian. You can also get IRS forms by [clicking here](#) or Michigan forms by [clicking here](#).



Two Days to Donate!

NPL is accepting donations on the 2nd and 4th Thursday of the month from 10am-7pm, weather permitting.

Drop off donations 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](#). Please only donate "recent" items in "great" condition. **Do not donate magazines,**

Library Board Meeting

Thu, March 25, 7pm - [Agenda/Zoom Info](#)

Novi Historical Commission Meeting

Wed, March 17, 7pm - [Agenda/Zoom Info](#)

Friends of the Novi Library

Wed, March 10, 7pm - Meeting Cancelled



The Civility Project Workshop

Americans are best when they engage in civil

conversation with people of opposing views, but today many feel they can't be friends with those who politics are different. The Civility Project is changing that. NPL has teamed up with the City of Novi to provide the community an opportunity to attend a judgement-free workshop on **Tuesday, March 2 at 7pm**. Celebrated journalists Nolan Finley and Stephen Henderson will help you build healthy disagreement and dialogue in this virtual safe space.

To register for this program, [click here](#). This program is sponsored by Delta Dental.



Celebrating Women's History Month

Join us as we observe and celebrate the vital roles of women, past and present, on

Thursday, March 18 and Thursday, March 25 at 6:30pm! [Click here](#) to register and receive the Zoom link.



Spring Virtual Shopping Expo

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

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

See product demos, win prizes and get exclusive discounts on great gifts for Mother's Day and Father's Day!

textbooks, encyclopedias, dictionaries, VHS tapes, cassette tapes and Reader's Digests.

Due to multiple community programs happening at once in the shared parking lot, traffic delays may occur. Thank you for your patience!

[Donation Guidelines](#)

If you are a small business interested in participating, [click here for the application](#). For \$10, you get 3 minutes of airtime to show off your products and services. **Application deadline: March 26 (or when filled).**

[Register](#)



Virtual Adult Programs

[Language Conversation Groups](#)
[Book Discussion Groups](#)
[Novi Mental Health Alliance Monthly Meeting](#)
[The Civility Project](#)
[Pride & Joy - Parents and Guardians of LGBTQ+ Kids](#)
[Mental Health Check-In](#)
[Virtual Trivia Night](#)
[Celebrating Women's History Month - 3/18](#)
[Perfect Your Pitch](#)
[Celebrating Women's History Month - 3/25](#)



Virtual Teen Programs

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

[Visit the Online Calendar](#)



Virtual Youth Programs

[Story Times](#)
[Fraternity & Sorority](#)
[Read Story Time](#)
[Bookworm Buddies](#)
[Book Bunch Book Club](#)

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

Borrow
magazines
& more

Try Libby.
The one-tap reading app



Magazines from the RBdigital app have moved to the Libby app as part of our OverDrive collection!

Just like before, all 3,000+ magazines will be available for check out at any time with no wait, but if there are any magazines set to auto-



Mental Health Check-In Series

This online forum is for you to present questions and have an open dialogue about mental healthcare. This is an opportunity to have questions answered by Board Certified Psychologist, Dr. Crystal

Jackson, and other professionals during the live event on **Monday, March 8 at 6:30pm.**

Questions may be submitted in advance to ganderson@novilibrary.org. Additional topics discussed at this program: "Coping with Grief and Loss." Program will be held on Zoom and Facebook Live. [Click here](#) to register.

checkout, this feature will not transfer over immediately. So keep an eye out for new issues! Another change to note, is there will still be a backlist of older issues, but it will be continuously three years, so as time passes, the oldest issues will drop off.

For those who have not yet tried the Libby app, all you need to get started is your library card number and pin. Install Libby from [Google Play](#) or the [App Store](#). If you have questions, you can find in-app support, or visit the Help site or Libby Academy within the app for assistance.



Check out the DEI page on novilibrary.org for information including:

- Upcoming programs
- How to watch past programs
- How to listen to relevant Beyond Books podcast episodes
- Current Library projects
- Online resources
- Book and material lists for all ages
- Local and national organizations

[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.



Listen to the Beyond Books Podcast!

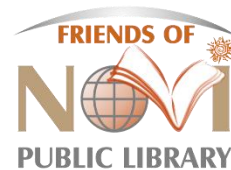
Subscribe and listen on

[Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio](#)

[Public](#). Have a topic suggestion for a future podcast episode? Fill out our feedback form [here](#). We'd love to hear from you!



The Novi Public Library is seeking to procure a Japanese Kamishibai Theater



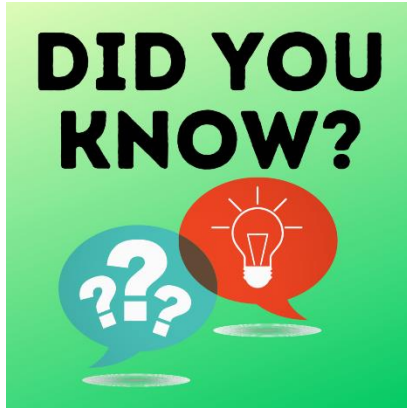
The Friend's Book Nook is now open! Stop by during Library hours to browse their great collection of used books. Please use the **Honor box** for payments. Please use the existing Book Nook "hold" process if you would like a book in the glass case and a Friends Volunteer will contact you within one week

Become a Friends Member!

You can become a member of the Friends for as little as \$10 for an individual membership or include your whole family for just \$15. Just [print and fill out this form](#). Send it and your check to Friends of the Novi Public Library, 45255 W. Ten Mile Road, Novi, MI 48375.

or Stage, for future programming. If you are interested in donating or selling your Kamishibai Theater or Stage, please contact Shannon O'Leary at 248-869-7287 or [email](#).

If you have a PayPal account, you can [join or renew at Friends PayPal Membership](#). Click on the link and enter your information. You will receive a receipt and we will get a copy to update our information.



The New York Times

Did you know your Novi Library card now gets you access to the New York Times online? Check out a 24 hour digital pass today, inside the library or from the comfort of your home, and start catching up on all the latest news! [Click here](#) for more info.



Research Your History At Home with Ancestry.com

This database contains passenger lists from all major U.S. ports, naturalization records ranging from 1700 to 1900, immigration records for more than 100 countries, an increase of more than 10 million names and more. Start researching by [clicking here](#).

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



Governor Whitmer Kicks off March by Declaring the Month as March is Reading Month

LANSING, Mich. – Today, Governor Whitmer issued a proclamation declaring the month of March as Reading Month in Michigan. Throughout the month, schools, children, and adults alike use this time to promote the importance of reading.

“Every year the country uses this month to promote reading and imagination. I am proud to declare March as Reading Month in Michigan and I encourage everyone to find time to read,” said **Governor Whitmer**. “This month, we should recommit ourselves to encouraging children and young adults to read diverse literary works early and often so they can see themselves and others in what they read.”

The governor is committed to ensuring students and schools have the resources they need to learn and teach safely. That is why, in January, Governor Whitmer proposed her MI COVID Recovery Plan that invests \$1.7 billion directly to our schools. She also proposed her FY2022 executive budget recommendation that makes the largest investment in K-12 schools in Michigan history.

A report from MSU and the Education Policy Innovation Collaborative (EPIC) showed that 97% of school districts have met the governor’s goal to get students back to in-person learning by today, March 1st.

There are so many fun ways to celebrate “March is Reading Month” but MLA wants to take the opportunity to encourage you to use this time to invite your legislators to your library for a storytime! Participating in a read-aloud or storytime could be virtual or in-person and is a great way for legislators to engage with the community, and also a wonderful way for your library to build relationships with our legislators and strengthen our collective advocacy efforts.

You can find your legislator's contact information online using [MLA's Find my Legislator tool](#). Or contact MLA and we will help you connect with your legislator to facilitate a virtual or in-person visit.

We hope to see libraries all across Michigan take this opportunity to engage with our legislators and continue to advocate for the importance of library workers and libraries!



Deborah E. Mikula
Executive Director

MLA Members Meet With New Legislators

MLA started off the new year ready to connect with new legislators and educate them about our work and the critical importance of libraries. [Click here to download our Legislator Leave Behind brochure \(pdf\).](#)

February has been a busy month of meet and greets with our freshman legislators. Approximately 30 new house members were elected last November, took office in January, and MLA has been busy ever since setting up 30-minute introductory Zoom meetings with each of them. The new legislators have been very open to our conversations and have expressed their sincere support for libraries throughout Michigan.

The calls have included MLA Executive Director, Debbie Mikula, MLA lobbyist, Bob DeVries and a library director or two from the new legislators' districts. In addition, stepping up for all 30 calls is Jenny Marr, MLA's Advocacy and Legislative Committee Chair and director at the Ferndale Area District Library. She has made it her mission to help lead these conversations and focus attention on the general issues that tend to come in front of our legislators. A special thank you for her time and energy to participate fully.

Special shout out to our members who have joined us (or will be joining us) on these calls to share their programs/services, successes and challenges during the pandemic, and invite our legislators to join them for coffee hours and reading opportunities!

Thank you to Lance Werner, Garrett Hungerford, Michelle Howard, Steve Bowers, Jennifer Dean, Kay Schwartz, Lorrie Taylor, Maria McCarville, Holly Ward Lamb, Mallorie DeVilbiss, Juliane Morian, Bobbi Schoon, Don Priest, Ryan Wieber, Riti Grover, Trish Burns, Mary Hill, Nancy Bellaire, David Conklin, Julie Farkas, Jacalynn Harvey, Amelie Dawson, Eva Davis, Josie Parker, Brandi Swinehart, Nicole Market, Jessica Rivett, Kate Van Auken, Jackie Skinner and Tamara Sochacka. We are grateful for their contributions to these calls.

Thank you to everyone who participated in a meet and greet!



ABOUT US

Libraries throughout Michigan are centers for learning and self-discovery, providing free and open access to information to all residents. Libraries are simultaneously community centers, tourist destinations, places to read, places to gather and socialize, places to study, and places to learn – cultural institutions in the heart of every community, and on every campus, throughout Michigan. Michigan residents love their local and school libraries. Michigan libraries provide free access to vital resources for all Michiganders, including our most vulnerable and disenfranchised citizens.

The Michigan Library Association (MLA) leads the advancement of all Michigan libraries through advocacy, education and engagement. As Michigan's oldest and largest library association, MLA has advocated for libraries on behalf of the state's residents since 1891. MLA is uniquely positioned to be a service and advocacy organization. Our membership is comprised of 1900 libraries, library professionals and library supporters who come from urban, suburban and rural areas from all throughout Michigan. We support the growth and professional development of library personnel; provide consulting and technical assistance; advocate for the value of libraries; and ultimately, unite all libraries through a shared ecosystem, giving Michigan residents the ability to connect to our vast wealth of knowledge and information from cradle to grave.

KEY MLA CONTACTS



Deborah E. Mikula

Executive Director, Michigan Library Association
dmikula@mlibraries.org

Since June 2019, Debbie has served as MLA's Executive Director. For over 35 years, she has been a passionate advocate of arts and culture in the state and on a national basis – leading the Arts Council of Greater Lansing, ArtServe Michigan, Michigan Association of Community Arts Agencies, and the League of Historic American Theatres. Debbie has a bachelor's degree in Theatre from Michigan State University and a Graduate Certificate in Arts Management from The American University in Washington, D.C.



Bob DeVries

Lobbyist, Governmental Consultant Services Inc.
Devries.b@gcsionline.com

Before joining Governmental Consultant Services Inc., Bob served for 10 years as Chief of Staff to Senator Arlan Meekhof, the former Michigan Senate Majority Leader. During his time in the legislature, Bob managed many difficult legislative issues and became one of Lansing's leading experts on the legislative process. Bob has his bachelor's degree in political science from Grand Valley State University and his law degree from Thomas M. Cooley Law School.

GCSI was founded in 1983 and has been repeatedly recognized as Lansing's most effective lobbying firm. The firm employs nine lobbyists from diverse political backgrounds. GCSI has represented the Michigan Library Association since 2007.

LIBRARIES ARE MORE THAN JUST BOOKS

Michigan libraries serve millions of patrons and continue to innovate, expand and evolve both in-person and virtual programs and services to serve Michigan communities. They are so much more than just lenders of books.

Libraries provide:

- High-speed internet access and digital literacy training
- Resources to facilitate remote learning for educators and students of all ages
- Employment assistance, from resume writing to job search and career skills training
- Support in applying for government services such as veterans benefits, unemployment assistance, and medical coverage
- Programs that foster early literacy, entrepreneurship, and lifelong learning

There are 396 public library systems in Michigan serving our more than 10 million residents (with more than 50% of Michigan residents possessing a library card). State aid to libraries is currently at \$13,067,700 (about .43 cents/capita). Your investment in public libraries helped them achieve these remarkable statistics across Michigan.

In 2019 Michigan's public libraries:

- Loaned out more than 75 million books, movies, music and electronic materials like eBooks to patrons
- Had 49.8 million visits to library websites
- Had 43.6 million patrons walk through their doors
- Offered 176,353 programs and enrichment opportunities
- Hosted more than 4 million people at Michigan library programs
- Answered more than 7.1 million reference questions
- Provided WiFi that was used more than 13 million times and library computers that were used more than 6 million times
- Employed more than 8,100 people

FOR MORE INFORMATION



Michigan Library Association
3410 Belle Chase Way, Suite 100
Lansing, MI. 48911
517-394-2774
www.milibraries.org
mla@milibraries.org



Novi Public Library

News and Upcoming Events to Inform, Inspire and Include

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

Hours

Monday-Thursday, 10am-9pm

Friday & Saturday, 10am-6pm

Sunday, 12-6pm

Visit the Library for Recommended 60 Min or Less!



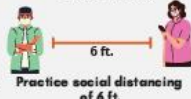
Masks required per MDHHS Order



DO NOT ENTER the Library if you are sick



Small groups of no more than 12 people strongly encouraged



Practice social distancing of 6 ft.



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



Meeting and study rooms are not available



Library Café



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

The Novi Library Café will be extending their morning hours to help cater to early commuters! Start your work day off right by stopping in for your morning coffee and bagel. Don't forget to sign up for their rewards program with your phone number!



Smart Money MI Kids Read Story Time featuring Vibe Credit Union and Community Financial Credit Union

WED APR 14 11:00AM Join Vibe Credit Union for a read-aloud of *Save It!: A MoneyBunny Book* by Cinders McLeod

THU APR 15 11:00AM Join Community Financial Credit Union for a read-aloud of *Give It!: A MoneyBunny Book* by Cinders McLeod

No registration required. Story times will be shown on the Novi Public Library's Facebook page.

facebook.com/novipubliclibrary



Be Active Bags Available!



NPL has partnered with local 4th grade FLL First Robotics Team: Technobots #26827 on their Innovation Project to provide Be Active Bags for the community!

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



The creators of the Be Active Bags are looking for feedback on how to improve their bags! If you have checked one out or are planning on it, please fill out a survey by scanning the QR code.

Thank you for your help!

Baby and Tot Time Story Time

Mon, 11am

Ages: 0-24 Months

Location: Virtual - Facebook

Time for Twos & Threes Story Time

Tue, 11am

Ages: 2-3 Years

Location: Virtual - Facebook

On My Own Story Time

Thu, 2pm

Ages: 4-5 Years

Location: Virtual - Facebook

Family Story Time

Sat, 11am

Ages: Birth-5 Years

Location: Virtual - Facebook



HAS YOUR CHILD RECEIVED
AN AUTISM DIAGNOSIS
AND RECOMMENDATION FOR ABA THERAPY?

THURSDAY | APRIL 8
7-8PM



Payton and Anna are Board Certified Behavior Analysts (BCBA) at Inspire Autism located in Novi, MI.

In this virtual presentation, they will discuss what Applied Behavior Analysis (ABA) is, how to get started, and the questions you should know. Q&A to follow.

Program will be held on Zoom. Register on novilibrary.org for Zoom link.



TAB - Teen Advisory Board Meeting
Fri, 3:30pm
Apr 23

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

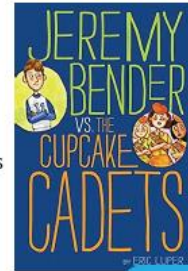
Grades: 9-12
Registration Begins: Jan 1
Location: Virtual - Zoom Meeting



BeTWEEN the Pages:
Tween Book Club Trivia
Wed, 7pm
Apr 21

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

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



Book Club for Kids!

Book Bunch Book Club
Tue, 6:30pm
Apr 20

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

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



CHECK OUT THE TEEN STOP DISPLAY!



In conjunction with our current partnership with a Novi High School student who is displaying their eating disorder awareness project and in recognition of National Nutrition Month, this month's display features young adult fiction body positivity and image books!

Spring Virtual Shopping Expo



Saturday, April 17, 10am
Zoom & Facebook Live



Back by popular demand!

We're offering another opportunity to connect with and support local small businesses!

See product demos, win prizes and get exclusive discounts on great gifts for Mother's Day and Father's Day!

Register on novilibrary.org.

The Rise in Asian-American Hate Crimes



Monday, April 12, 6:30pm
Asian-Americans are part of a troubling pattern of rising hate crimes across America. Why is this happening? What are their fears and anxieties? What should be done? Join the conversation, ask questions or just listen in.

Register on novilibrary.org to receive the Zoom link.

Financial Survival & Last Minute Tax Talk



Tuesday, April 13, 7pm
Join us as we talk with the experts about smart money moves during the pandemic, as well as last minute tax tips. Get library and community resources to help guide you

through these trying financial times. Ask questions or just listen in.

Register on novilibrary.org to receive the Zoom link.

Wednesday, April 14 at 6pm

TOP SCORING TEAMS WIN PRIZES!

Register at novilibrary.org.

Diversity, Equity & Inclusion at NPL



The Library's Diversity, Equity and Inclusion (DEI) committee is hard at work evaluating how the Library serves the diverse community of Novi.

Current initiatives include:

- Undergoing a collection review for diverse titles and topics
- Planning of diversity training for staff
- Creation of DEI webpage

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

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

Lynda.com is becoming LinkedIn Learning

Learn business, creative, and technology skills to achieve your personal and professional goals.

Upgrade will take place on March 24.

On March 24, our subscription to Lynda.com will be upgraded to LinkedIn Learning!

You can still access this best-in-class online learning platform free of charge. LinkedIn Learning will continue to offer:

- Thousands of online courses in 7 languages
- Expert instructors with real-world experience
- New courses added each week
- A new mobile experience
- Login via NPL card & PIN

Access LinkedIn Learning from the Education section on our Online Tools page at novilibrary.org

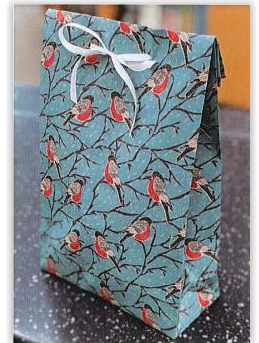
Information Technology Report by Barbara Rutkowski – February

General

- Provided tech support to guests using the Tech Expert phone line.
- Closed 43 Help Desk tickets.
- Mid-Year Reviews have been completed.

iCube

- We had 12 iCube appointments for the month of February.
- The February Grab & Go Project was a DIY Wrapping Paper Gift Bag craft.
- The iCube Committee printed 9 3D objects for our guests.
- Members of the iCube Committee are investigating new equipment possibilities.
- Charlie created three (3) Make-and-Take Creative Kits that address sensory needs. The kits can be assembled in the building or at home. He also created a video explaining their purpose and assembly instructions which is available on our website.



Training

- IT Staff held 12 iCube Guest appointments:
 - 1 Sublimation printer
 - 4 Flatbed Scanner
 - 3 VHS to Digital Converter
 - 1 FastFoto Scanner
 - 3 Laser Muse
 - One of our guests was making a mechanical keyboard and used the laser to cut the acrylic.



- IT Staff held 6 Staff sessions on the Einscan 3D Scanner.
- IT Staff viewed "The Gender Inclusive – Safe Space" customer service video.
- Barb attended the City of Novi's "The Civility Project" seminar.
- Barb attended two (2) Patron Point Zoom training sessions.
- Barb attended "The Good Professionals' Guide to Bad Guys: Who Wants to Hack You and How to Stop Them" seminar.
- IT Staff viewed and discussed the first four (4) episodes of Emmanuel Acho's "Uncomfortable Conversations with a Black Man" videos.

Facilities Report by Keith Perfect – February

In the past month the Facilities Department has closed 11 Facilities tickets, 0 Meeting Room Requests and has updated 358 Periodic Maintenance tickets.

- The Facilities Department has been performing frequent daily sanitizations of restrooms and high touch surfaces which has been ongoing and will continue as needed.
- 3 light ballasts were changed.
- Patching and painting of interior walls has been in progress and most are complete. This is an ongoing project as there are a few small areas left to be done as time allows.
- Extended surface air filters for HVAC air-handler units have been ordered.
- Wheels on two Book Nook book carts were replaced due to wear.
- An issue occurred with the main entrance doors. The inside motion sensor on the outside door was replaced by vendor.
- A pallet of Ice Melt was ordered and delivered to us.
- A wheelchair for public use has been placed in the lobby for our guests to use within the building if a guest should need to use it.
- (24)- re-upholstered rolling desk chairs were returned to us by the vendor.
- The handle on the break room freezer was re-attached.
- 5 Gaylord bins full of books were picked up and sent to Thrift Books for re-sale or recycling.
- Over a foot of snow and ice was removed from the vestibule roof and gutters due to ice damming which caused some water to drip inside. The water stopped dripping as soon as the gutter was cleared.

Information Services Department Report by April Stevenson – February

News and Notes

- Applied for Libraries Transform Communities Engagement Grant
- Held virtual winter reading program
- Added Be Active Bags to the collection. Created by local 4th grade FLL First Robotics Team: Technobots #26827
- Adding DEI teaching resources and books of interest for preschool & childcare providers in our Early Childhood Literacy Book Boxes.
- Created multiple February book lists for the monthly youth display “Libraries are for Everyone” and the website’s youth book lists page; these book lists included: Holi, Passover, St. Patrick’s Day, and National Nutrition Month
- Coordinated and hosted Black History Month programs including “Black History Month Spotlight Series,” “Black Men in White Coats” film, and 7 Black Physicians Discussion
- Coordinated and hosted Chinese New Year Celebration
- Masterpiece Monday featuring Kehinde Wiley, Black Artist
- This month’s Genre-fied book club featured; Punching the Air by Ibi Zoboi and Yusef Salaam
- Created Virtual English Conversation Group: Black History Month segment
- Adding youth UHD 4K collection
- Added student posters on eating disorders and body positivity to the Teen Stop
- Created Elementary/Preschool Read Aloud List
- Put out tax forms

IS Staff Virtual Meetings/Webinars

- Library of Michigan MiYouth meeting - Lindsay
- MI Library Quest Meeting - Lindsay (Co-Chair)
- YALSA T3 Meeting - Lindsay
- Library of Michigan Train the Trainer cohort meetings - Lindsay
- DEI Committee Meeting - Gail
- Read Woke with Cicely Lewis & Malaka Gharib held by the Arab American National Museum and Dearborn Public Library - Mary
- Library Board Meeting KultureCity and Safe Space presentation - April
- City of Novi Civility Training - April
- Brodart Rep meeting - April, Betty
- Diversity Audit meeting with Collection Specialist from Austin Public Library - April
- Entrepreneurship Week webinar series: Hillary
 - Libraries as a Partner in the Entrepreneurial Ecosystem
 - New Tools for the Gig: Using Library Resources for e-Ship and Job Hunters
 - Libraries and Nonprofit Startups: An Easy Lift
 - Setting up an Entrepreneur Mentorship Program at Your Library
 - Developing a Library Makerspace and Coworking Center
- Met new Economic Development Director, Mike McCready; emailed to follow up and provide information about our business resources - Hillary
- Chamber Ambassador Meeting - Hillary
- Tuesday & Friday Coffee with the Chamber - Hillary
- Diversity, Equity & Inclusion Lessons for Libraries: Managing Change from Where You Are Webinar - Kirsten, Sarah
- ABWA Monthly Meeting - Hillary
- AAUW Monthly Meeting – Gail

Adult Programs

- Black History Month Spotlight Series (3 sessions)- 978
- See How We Celebrate Chinese New Year - 203
- Black Men in White Coats Film (4 sessions) - 83

- Young Black Doctors: Exploring and Empowering Our Community - 169
- Feature Collection Display - Black History Month
- Desk Display - Chinese New Year
- Business Spotlight Display: New Year/New Business
- Pop up Business display of Black authors and entrepreneurs for Black History month

Youth/Tween/Teen/Family Programs

- Fraternity & Sorority Read Story Time (3 sessions) - 234
- Preschool Zoom Story Times (6 sessions) - 90
- Grab & Go Chinese New Year Kits - 30
- Grab & Go Valentine's Day Kit - 48
- Grab & Go Black History Month Kit - 48
- Teen Stop display: featured young adult fiction books written by African American authors.
- Youth Feature Display: is Black History Month
- Youth Desk Display: Famous Black STEM Scientists
- Youth DVD Display: is Black History Month
- Libraries are for Everyone: Black History Month, Chinese New Year, President's Day, Purim, and Valentine's Day



Raising a Reader 1,000 Books Before Kindergarten Stats

- # of active participants logging 100 books or more: 407
- # of logs received to date: 1,700
- # of paper logs submitted this month: 7
- # of online logs submitted this month: 12
- # of books read this month: 1,900

100 Books – 407	600 Books – 127
200 Books – 266	700 Books – 112
300 Books – 209	800 Books - 98
400 Books – 162	900 Books – 90
500 Book – 145	1000 Books – 84

Raising a Reader Grab and Go Party Bag photos!

Valentine from Pen Pal



Teen Stop February Display Black Authors

Business Display Black Authors and Entrepreneurs



Masterpiece Monday featuring Black Artist Kehinde Wiley (Guest Example)



January Social Media Stats

Adult Programming Statistics for Board Report-January 2021

Date	Program Title	Programs	Total Attendance:	Virtual Programs Recorded	Zoom		Facebook		Instagram	YouTube	Twitter
					Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
5-Jan	Fraternity/Sorority Story Time	1	169	1	1	28		37		104	
7-Jan	Mental Health-Frontline & Educators	1	370	1	1	68	9	288		5	
11-Jan	German Conversation Group	1	9		1	9					
13-Jan	Trivia Night	1	19		1	19					
13-Jan	Photography club	1	15		1	15					
13-Jan	Fraternity/Sorority Storytime	1	132	1	1	14		14		104	
14-Jan	Mental Health-Man Stress	1	303	1	1	46	15	238		4	
18-Jan	MLK Unity Celebration	1	1322	1	1	113	17	1151		41	
18-Jan	Spanish Conversation Group	1	9		1	9					
20-Jan	Korean Conversation Group	1	6		1	6					
21-Jan	All About 3D Printing	1	7		1	7					
21-Jan	Resume Essentials	1	5		1	5					
25-Jan	French Conversation Group	1	8		1	8					
25-Jan	Masterpiece Monday	1	30		1	30					
28-Jan	Genre-Fied Book Club	1	5		1	5					

Youth & Teen Programming Stats - January 2021

Date	Program	Program Totals				Zoom				Facebook				Instagram		YouTube		Twitter	
		Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views
13-Jan	ECEC - Special Education Zoom Story Time	1	4	0	0	1	4												
14-Jan	Little Birds Montessori Zoom Story Time	1	14	0	0	1	14												
15-Jan	TAB Meeting		0	1	13			1	13										
16-Jan	Kirsten Family Story Time	1	37	0	0					32					5				
26-Jan	Book Bunch Book Club	1	7	0	0	1	7												
11-Jan	ECEC - Sweet Treats Story Time	1	18	0	0										18				
18-Jan	ECEC - Pizza Story Time	1	16	0	0										16				
25-Jan	ECEC - Rachael Wolf Zoom Story Time	1	15	0	0	1	15												
25-Jan	ECEC - Emily Roque Zoom Story Time (4s)	1	15	0	0	1	15												
26-Jan	ECEC - Keri Storm Zoom Story Time	1	15	0	0	1	15												
26-Jan	ECEC - Emily Roque Zoom Story Time (3s)	1	15	0	0	1	15												
27-Jan	ECEC - Megan Gilmore Zoom Story Time	1	15	0	0	1	15												
29-Jan	ECEC - Michelle Rudy Zoom Story Time	1	15	0	0	1	15												
23-Jan	Emily Family Story Time - Pizza	1	64	0	0					31					33				
27-Jan	BeTWEEN the Pages Tween Book Club Trivia		0	1	9			1	9										
11-Jan	Danielle Baby & Tot Time	1	26	0	0					10					16				
18-Jan	Danielle Baby & Tot Time	1	29	0	0					7					22				
25-Jan	Danielle Baby & Tot Time	1	47	0	0					8					39				
12-Jan	Linda Two's Threes Storytime-Cows	1	61	0	0					34					27				
14-Jan	Linda Fours Storytime-Sophia	1	29							21					8				
19-Jan	Linda Twos and Threes Storytime-Moon/Stars	1	33							20					13				
21-Jan	Linda Fours Storytime-Flamingos	1	35							25					10				
26-Jan	Linda Twos and Threes Storytime-Arctic Animals	1	81							39					42				
28-Jan	Linda Fours Storytime-Yeti's	1	48							27					21				
11-Jan	Bookworm Buddies	1	15			1	15												
6-Jan	RoboRhinos Novi Middle School Robotics Team Demo			1	35			1	35										
30-Jan	Kirsten Family Story Time	1	9							9									

February Social Media Stats

Adult Programming Statistics for Board Report-February 2021											
Date	Program Title	Programs	Total Attendance:	Virtual Programs Recorded	Zoom		Facebook		Instagram	YouTube	Twitter
					Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
3-Feb	Japanese conversation Group	1	7		1	7					
3-Feb	Pride + Joy	1	11		1	11					
7-Feb	English Conversation Group - Black History Month	1	8	1						8	
8-Feb	German Conversation Group	1	11		1	11					
10-Feb	Photography club	1	11		1	11					
10-Feb	Trivia Night	1	17		1	17					
11-Feb	Black History Month Spotlight Series	1	557		1	22	6	454		75	
14-Feb	See How We Celebrate...Chinese New Year	1	203		1	98	9	94		2	
17-Feb	Korean Conversation Group	1	5		1	5					
18-Feb	Black History Month Spotlight Series	1	319		1	33	9	268		9	
22-Feb	French Conversation Group	1	7		1	7					
22-Feb	Black History Month Spotlight Series	1	102		1	12	7	72		11	
22-Feb	Masterpiece Monday	1	35		1	35					
25-Feb	Genre-Fied Book Discussion	1	4		1	4					
26-Feb	Young Black Doctors: Exploring & Empowering Our Community	1	169		1	53	7	99		10	

February-2021-Youth & Teen Programming Stats																			
Date	Program	Program Totals				Zoom				Facebook				Instagram		YouTube		Twitter	
		Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views
1-Feb	Danielle Baby & Tot Time - Valentines	1	34		0					10						24			
1-Feb	Fraternity & Sorority Read Story Time	1	150		0	1	5			132					13				
2-Feb	Fraternity & Sorority Read Story Time	1	28		0	1	4			18					6				
2-Feb	ECEC - Emily Satterfield - Zoom Story Time	1	15		0	1	15												
3-Feb	ECEC - Stephanie Hawkins - Zoom Story Time	1	15		0	1	15												
5-Feb	ECEC - Courtney Christopoulos - Zoom Story Time	1	15		0	1	15												
9-Feb	Fraternity & Sorority Read Story Time	1	56		0	1	11			28					17				
10-Feb	ECEC - Special Education - Zoom Story Time	1	15		0	1	15												
17-Feb	Goddard Zoom Story Time	2	30		0	2	30												
18-Feb	Little Birds Zoom Story Time	1	15		0	1	15												
22-Feb	ECEC - Shella Sowel - Zoom Story Time	2	30		0	2	30												
22-Feb	Danielle Baby & Tot Time - Duck	1	32		0					18					14				
23-Feb	KinderCare Zoom Story Time	1	20		0	1	20												
6-Feb	Emily - Family Story Time - Arctic Animals	1	40		0					36					4				
8-Feb	ECEC - Valentine's Day Story Time	1	29		0										29				
19-Feb	Teen Advisory Board (TAB) Meeting	0		1	16			1	16										
24-Feb	BeTWEEN the Pages: Tween Book Club Trivia	0		1	9			1	9										
2-Feb	Linda Two's & Three's Storytime--Valentines	1	71		0					27					44				
4-Feb	Linda Four's Storytime--Beach	1	57		0					32					25				
23-Feb	Linda Two's & Three's Storytime--Horses	1	30		0					22					8				
25-Feb	Linda Four's Storytime--Grumpy Bears	1	37		0					28					9				
24-Feb	Book Bunch Book Club	1	5		0	1	5												
27-Feb	Kirsten Family Story Time-Colors	1	25							21					4				

Support Services Department Report by Maryann Zurmuehlen – February

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attend weekly department catchup meetings.
- Attended the City of Novi's "The Civility Project" seminar on February 3rd.
- Attended a Lending Library Committee Zoom meeting on February 4th.
- Attended a Patron Point Zoom training on February 10th and 25th.
- Attended a Brodart Rep Zoom meeting on February 24th.
- Attended a TLN SASUG Zoom meeting on February 25th.
- Mid-Year Reviews have been completed.

Circulation & Shelves

- Interviews and In-Person Testing took place on February 9th, 10th, 16th, 17th, 18th, and 24th.
- Positions currently posted include: (1) 16 hour Shelver and (1) 19 hour Outreach Driver
- Phase 4 Duties as of 1/18: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Working on fiscal year goals.

Tech Services

- Working on the following projects: Youth 4K Blu-Ray Collection Ordering and Processing, Picture Book Awards Re-processing and Re-cataloging
- Phase 4 Duties as of 1/18: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Working on fiscal year goals.

Statistics (February 2021)

- **Library Cards Issued: 188**
- **Items Checked Out: 70,308**
- **Items Interloaned for NPL Patrons: 5,608 (85 through MeLCat)**
- **Items Interloaned to Other Libraries: 5,366 (167 through MeLCat)**
- **Items Added to the Collection: 1,524**
- **Items Discarded from the Collection: 1,991**
- **Drive-Up Window & Locker Hold Pickups: 73**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 2**
- **Read Boxes: Currently Suspended**
- **Outreach:**
 - **Facilities Visits: Currently Suspended**
 - **6 Book Discussions / 90 Items Provided**

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258	484	112	80	119	188					1,517
Items checked out	36,135	45,904	57,383	87,312	75,656	38,822	46,425	70,308					457,945
Items borrowed	6,456	5,336	6,118	5,352	5,096	7,033	7,807	5,608					48,806
Items loaned	4,589	4,597	4,801	4,546	4,710	4,700	7,674	5,366					40,983
Drive-Up Window & Locker Hold Pickups	394	105	101	96	127	114	113	73					1,123
Read Boxes	0	0	0	0	0	0	0	0					0
MAP Checkouts	8	14	3	6	1	0	2	2					36
Novi School's Card Registration	0	0	0	0	0	0	0	0					0

		February 2021	February 2020						February 2021	February 2020	
Library cards issued		188	284								
Total checkouts		70,308	66,778					READ Boxes	Adult	0	0
									Youth	0	0
Items borrowed	TLN	5,523	4,352						Total	0	0
	MeL	85	76								
		5,608	4,428								
								Due to reopening phases, Read Boxes are currently suspended.			
Items loaned	TLN	5,199	3,707								
	MeL	167	164								
		5,366	3,871								
*Increase due to launch of auto-renewal of items feature in CARL on October 1, 2020.								*Increase due to 2 school card campaigns.			

Self-Check Totals 2020-21 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	36,135	54.12%	19,555	8,393	6,615	4,547	0	0	0
August	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
September	57,383	50.07%	28,729	10,464	9,478	8,787	0	0	0
October	87,312	25.44%	22,214	7,908	7,959	6,347	0	0	0
November	75,656	20.15%	15,244	5,732	5,330	4,182	0	0	0
December	38,822	15.78%	6,128	3,728	2,400	0	0	0	0
January	46,425	33.34%	15,480	6,341	6,237	2,902	0	0	0
February	70,308	27.34%	19,221	6,766	6,549	5,906	0	0	0
March									
April									
May									
June									
FYTD	457,945	34.75%	150,343	58,887	53,315	38,141	0	0	0

Library Usage									
2019-2020 Fiscal Year					2020-2021 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	37,288	4,188	41,476	1,383	July	8,095	4,307	12,402	477
August	31,987	4,304	36,291	1,251	August	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September	8,729	5,114	13,843	513
October	33,571	4,205	37,776	1,219	October	11,833	3,794	15,627	504
November	32,056	4,138	36,194	1,341	November	8,845	4,475	13,320	493
December	29,670	3,982	33,652	1,246	December	5,213	3,285	8,498	304
**January	29,994	4,165	34,159	1,139	January	8,810	3,297	12,107	404
February	31,619	3,845	35,464	1,223	February	9,952	2,888	12,840	459
March	17,264	1,802	19,066	1,271	March				
April	0	0	0	0	April				
May	0	0	0	0	May				
June	0	4,073	4,073	0	June				
FYTD Total	287,160	38,485	325,645	1,324	FYTD Total	71,663	31,251	102,914	451

* Counter was unavailable 9-28 and 9-29

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

Computer Logins											
2019-2020 Fiscal Year						2020-2021 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	2,599	76,972	6	79,577	2,653	July	0	16,504	0	16,504	635
August	2,304	62,034	4	64,342	2,076	August	55	18,127	0	18,127	587
September	2,194	71,569	9	73,772	2,732	September	624	19,329	0	19,953	739
October	2,603	85,278	1	87,882	2,835	October	942	20,359	0	21,301	687
November	2,249	68,998	6	71,253	2,545	November	401	18,514	0	18,915	701
December	1,892	49,485	5	51,382	1,903	December	0	9,673	0	9,673	345
January	1,877	53,164	3	55,044	1,835	January	219	3,323	0	3,542	118
February	2,003	65,275	6	67,284	2,403	February	629	10,709	0	11,338	405
March	931	25,930	2	26,863	1,791	March				0	0
April	0	4,403	0	4,403	0	April				0	0
May	0	5,417	0	5,417	0	May				0	0
June	0	12,172	0	12,172	0	June				0	0
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	2,241	105,829	0	108,070	524

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

Technology Training Sessions 2020-21 Fiscal Year

	Cricut/Silhouette	Creation Station	Photo Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
Jul											0	
<i>Guests</i>												0
Aug										18	18	
<i>Guests</i>										18		18
Sep										15	15	
<i>Guests</i>										15		15
Oct	5	1	1	1	3	0	9	2	0	7	29	
<i>Guests</i>	5	1	1	1	3	0	9	2	0	7		29
Nov	1	3	1	0	2	0	3	3	3	35	51	
<i>Guests</i>	1	3	1	0	2	0	3	3	3	35		51
Dec							2			35	37	
<i>Guests</i>							2			35		37
Jan					1	5	2		1	2	11	
<i>Guests</i>					1	5	2		7	2		17
Feb		3	5		1		3			6	18	
<i>Guests</i>		3	5		1		3			6		18
Mar												
<i>Guests</i>												
Apr												
<i>Guests</i>												
May												
<i>Guests</i>												
Jun												
<i>Guests</i>												
Sessions	6	7	7	1	7	5	19	5	4	118	179	
<i>Guests</i>	6	7	7	1	7	5	19	5	10	118		185

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							
April							
May							
June							
FYTD Total	12,017	3,396	17,868	352,605	2,814	1,505	10,220

2020-2021 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	5,684	2,758	8,442	106
August	5,471	2,682	8,153	115
September	5,023	2,226	7,249	157
October	4,903	2,084	6,987	116
November	4,692	2,026	6,718	105
December	5,206	2,233	7,439	86
January	5,393	2,481	7,874	104
February	7,160	2,202	9,362	116
March				
April				
May				
June				
FYTD Total	43,532	18,692	62,224	905

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		
April	0	0	April		
May	0	0	May		
June	0	0	June		
FYTD	460	9,366	FYTD	0	0

Library App - 2020-2021 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	38,823	1.	Catalog	January	37,832	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	Library Locator
		4.	OverDrive			4.	OverDrive
		5.	Boopsie Popular Books			5.	Boopsie Popular Books
August	42,350	1.	Catalog	February	39,909	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Zino
September	45,076	1.	Catalog	March			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Boopsie Popular Books				
October	38,543	1	Catalog	April			
		2	My Account				
		3	Library Locator				
		4	OverDrive				
		5	Zino				
November	32,249	1	Catalog	May			
		2	My Account				
		3	Art at the Library				
		4	Library Locator				
		5	OverDrive				
December	43,056	1	Catalog	June			
		2	My Account				
		3	Overdrive				
		4	Library Locator				
		5	Boopsie Popular Books				
				Total	317,837		



NOVI HISTORICAL COMMISSION

Wednesday, **March 17, 2021** 7pm
ZOOM

Call to Order...via ZOOM

Introductions of guests

Approval of Agenda

Approval of Minutes- February 2021

Treasurer's report –Kim (Approval of expenses)

Communications

LIBRARY LIAISON REPORT

Betty Lang

Upcoming Conferences/Programs

Library's re-opening

Women In History program _Gail Anderson Guest: Kathy Crawford

Thursday 6:30 pm ZOOM

New roster

Welcome New Commissioner-Daniel Pierce

DISCUSSION ITEMS

* Removal of Garland and wreaths in cemeteries

Kelly and Kim

* Tributes/gifts for outgoing Commissioners (crystal paperweight)

* Veterans Memorial

Kim

*Rules and *Procedures booklet

BACK BURNER PROJECTS Discussion

David Barr presentations

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Storage Unit

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS planning in May

Rae

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

DISPLAY CABINET DOWNSTAIRS

Kim

PUBLIC COMMENT

NEW BUSINESS/Other Business

Goals/Objectives for 2021/22

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, April 21, 2021**

Adjourn

February 15, 2021

Julie Farkas
Director
Novi Public Library
45255 West Ten Mile Road
Novi, Michigan 48375

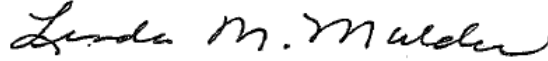
Dear Mrs. Farkas,

This letter is meant to show my sincere appreciation for the excellent manner that you have supervised the Library for these many years. Especially during this enduring pandemic you have created a safe atmosphere for our community to avail ourselves of the Library Services when possible.

Mostly using the pickup window for my holds, I want to commend the Circulation Staff and others for their wonderful help always given with kindness and courtesy. It is greatly appreciated to be able to have Library materials available to be picked up and returned in a safe and secure manner.

In my opinion, you were such an excellent choice for the City of Novi Public Library. You have worked hard to make our Library a place of excellence for the entire community. Thank you!

Sincerely,



Linda M. Mulder
Long time Novi Resident

Email from: Katie Hayes
Date: 2/23/21
Re: Response to January 28 Meeting

Dear Novi Public Library Board Members,

I write today from neighboring Farmington Hills to call attention to the anti-Black racism that I bore witness to in the recording of your January 28 board meeting. In Farmington Hills we have had our own experiences in which Black leaders advocating for equity and justice have been silenced and marginalized, and I refuse to be silent when characteristics of white supremacy arise in our communities.

Trustee Tara Michener raised an important point regarding the delay of actions that would protect all patrons from hate within the Novi Public Library. What followed was a disturbing display in which Ms. Michener, the sole Black member of your board, was treated in a disrespectful and demeaning manner while simply trying to enact her duties in alignment with the named priorities of community members. I implore this board to recognize that their own behavior in the January board meeting serves as evidence of the need for the swift enactment of a guest behavior policy that includes a hate speech clause.

Public libraries should be sacred places in which all patrons feel safe, welcomed, and can benefit from (at least in my opinion) the greatest public service available to us as community members. Please work to ensure this experience for your community members and treat Ms. Michener with respect along with all members of your board who advocate for your patrons. Without them, your library and this board would not exist.

Sincerely,

Katie Hayes
Friend of the Farmington Community Library

Email from: Danielle Ware

Date: 2/24/21

Re: Novi Public Library Guest Behavior Policy - Action Required

Dear Novi Public Library Board Members,

I was extremely dismayed at the clear and evident anti-Black racism that I witnessed in the recording of your January 28th board meeting. The belief that inflicting microaggressions on your Black leaders advocating for equity and justice to silence and marginalize them would go unnoticed is an error on your part and I and many others refuse to be silent when characteristics of white supremacy arise in our communities.

Trustee Tara Michener raised an important point regarding the delay of actions that would protect all patrons from hate within the Novi Public Library. What followed was a disturbing display in which Ms. Michener, the sole Black member of your board, was treated in a disrespectful and demeaning manner while simply trying to enact her duties in alignment with the named priorities of community members and even more alarming is the willingness of the other board members to sit silently and let it happen. I implore this board to recognize that their own behavior in the January board meeting serves as evidence of the need for the swift enactment of the guest behavior policy that includes a hate speech clause.

Public libraries should be sacred places in which all patrons feel safe, welcomed, and can benefit from the greatest public service available to us as community members. Please work to ensure this is a shared experience for your community members and treat Ms. Michener with civility and respect, as well as all members of your board who advocate for your patrons. Without them, your library and this board would not exist.

Sincerely,

Danielle Ware

Community Equity Organization

Founder, President

Email from: Betsy Beaudoin

Date: 2/24/21

Re: Addressing racial justice and equity in our library

Dear Library Board Trustees,

As a founding member of NNRAAA and a long term Novi resident, I have been very excited to see the progress being made by the DEI team. Novi is a very diverse community and all members of our community should feel welcome and protected in our library. As Trustee Michener stated, this Hate Speech policy has been in the works for quite some time. Although the timeline was debated during the meeting, I know members of NNRAAA had requested the library work on this policy at least 6 months ago. The Hate Speech policy must be approved without further delay. It is my sincere hope that this is done immediately to remove the appearance that this board is resistant to protecting our community from hate speech while in our library. Having the sole African American trustee on the board appears to be the only one seeing the need for this policy is not a good look for our community.

Additionally, Trustee Michener's treatment in response to this request was embarrassing to me as a white member of this community. I have seen several of these meetings and she is the ONLY trustee I have seen treated with such disrespect. Her treatment was completely uncalled for and was upsetting to watch. While I cannot speak to the motivations of Ms. Farkas or Trustee Agosta, their actions certainly appeared to be racially motivated. Our sole African American trustee was discussing the need for racial justice reform, and she was interrupted and disrespected repeatedly.

Finally, I am surprised to see the proposed bylaws have been altered to indicate that the recordings and minutes MAY be shared publicly, where they have previously said this information SHALL be made public. I hope that it is a coincidence that immediately after this disappointing behavior occurred, the adjustments to the bylaws are being discussed. If a trustee is unable to conduct themselves professionally enough to be viewed publicly, perhaps resignation would be appropriate. I certainly don't think that hiding poor behavior from the public is the solution. Please see to it that the minutes and recordings continue to be made public. It is important for our community to know the priorities and conduct of our board members. NNRAAA is committed to racial justice in our community and we look forward to the day when this committee is clearly moving in an anti-racist direction.

With Hope,
Betsy Beaudoin

Email from: **Jessica Moore**

Date: Thu, Feb 25, 2021 at 1:40 PM

Re: In support of Trustee Tara Michener from Artist and Artist and Literacy Advocate jessica Care moore

Dear Novi Public Library Board,

I am writing to you after witnessing what I can only describe as unprofessional, disrespectful and really shocking treatment of Tara Michener during your last board meeting.

I am a board member at MOCAD in Detroit and I was also appointed by Governor Whitmer and currently serve on the Michigan Council of the Arts and Humanities.

I have never witnessed any board meeting ran in such a tyrannical fashion.

Besides the obvious ill treatment Mrs Michener, who has been a Chair of this board, the fact that a library located right outside of Detroit, and serving a diverse community would be grappling with a decision based on hate speech for such a long period is absolutely absurd!

I am hoping action will be taken so the Tara can feel safe on this board, as the ONLY black voice residing on it.

Are we not working to make humanity better?
Is Novi an island of some sort?

Libraries are beautiful public spaces that serve the community.
It does not belong to you alone.

I have contacted the NAACP which I am a former Executive Committee member of, and I hope to see action taken to resolve this behavior.

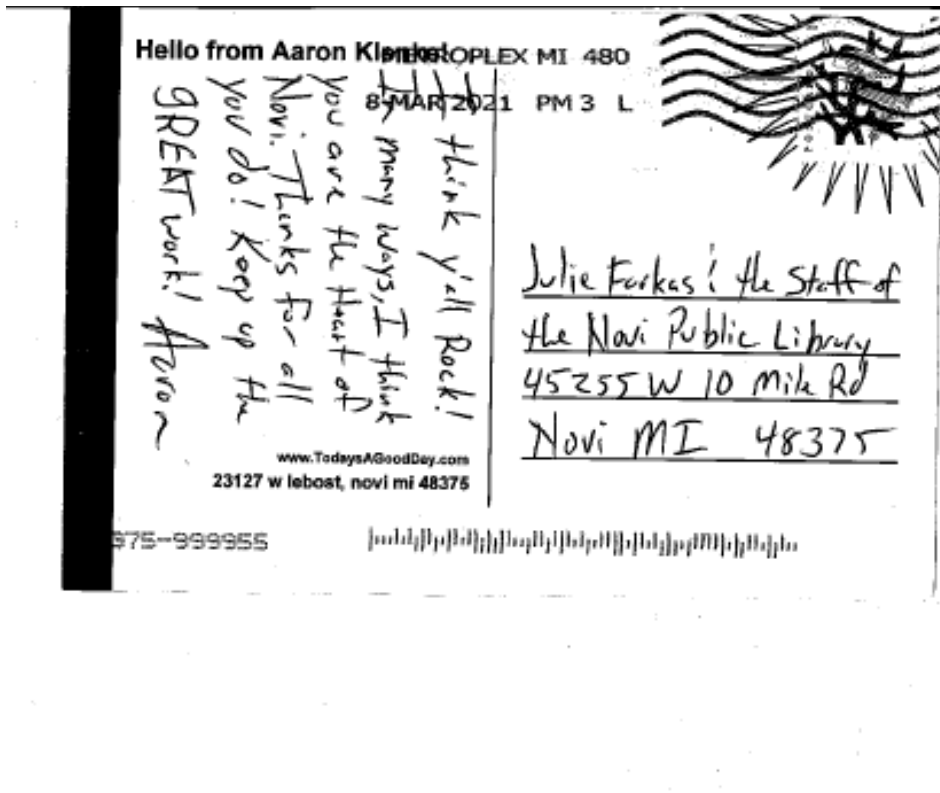
No one deserves to be “talked over” and cut off during a meeting this way.

This is what silencing sounds like.

Sincerely,

jessica Care moore
MICHIGAN RESIDENT

Postcard from: Aaron Klenke
3/8/21
Re: Library Services



MEMO

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

TO: Julie Farkas
FROM: Michael R. Blum
DATE: March 18, 2021
RE: Attorney-Client Privileged Correspondence – Closed Session

We understand that the Novi Public Library (“Library”) may move into closed session to discuss an attorney-client privileged communication. We wanted to provide this letter in order to clarify what the Library may discuss in closed session and the proper procedure for moving into closed session.

A. Background and Scope of Exemption.

Generally, meetings of public bodies must be open to the public pursuant to the requirements of the Open Meetings Act (“OMA”), MCL 15.261 *et seq.* However, the OMA provides certain exemptions to allow the Library to go into closed session. Among those exemptions, pursuant to Section 8(h) of the OMA, a public body may meet in a closed session to “consider material exempt from discussion or disclosure by state or federal statute.” MCL 15.268(h). Material subject to the attorney-client privilege is exempt by statute pursuant to Section 13(1)(g) of the Michigan Freedom of Information Act (“FOIA”). MCL 15.243(1)(g). However, the Library should note that the FOIA only covers written materials, not verbal opinions from attorneys.

Michigan Courts have also found that a public body may go into closed session to consider material subject to attorney-client privilege. *Booth Newspapers, Inc v Wyoming City Council*, 168 Mich App 459; 425 NW2d 695 (1988). However, *the closed session must be limited to the discussion of confidential legal advice presented in a written legal opinion*. The Court of Appeals in *People v Whitney*, 228 Mich App 230; 578 NW2d 329 (1998), explained the exemption as follows:

It would be illogical to construe the attorney-client-privilege exemption as authorizing a public body to evade the open meeting requirements of the OMA merely by involving a written opinion from an attorney in the substantive discussion of a matter of public policy for which no other exemption in the OMA would allow a closed meeting. To avoid this illogical result, we conclude that proper discussion of a written legal opinion at a closed meeting is, with regard to the attorney-client privilege, limited to the meaning of any strictly legal advice presented in the written opinion. The attorney-client-privilege exemption does not extend to matters other than the provision of strictly legal advice.

Id. at 246-247. (Internal Citations Omitted.) Thus, the Library must not discuss the following:

1. Verbal opinions from an attorney. For example, the Library may not meet in closed session to convey the results of telephone conference with an attorney.
2. Any matters outside the legal advice presented in the opinion. For example, if the attorneys drafted a legal opinion solely related to closed sessions and the Open Meetings Act, the Library could not use that same opinion as a basis to discuss other issues, even if they are legal issues.
3. Issues involving public policy. For example, the Library Board may not meet in closed session to discuss the adoption of a library policy. If there is a confidential written legal opinion accompanying the policy, the legal opinion may be discussed. But, policy decisions must be made in the open session.

Moreover, any “decision,” defined in part as any determination, action, vote or disposition, on public policy may not be made in the closed session. Put another way, no motions or Board actions should be taken in closed session. Here, the Board can discuss the legal issues involved in the memorandum.

If a public body is found to violate the OMA, the Courts could award damages, if the violations were found to be intentional, provide injunctive relief, or declare that any decisions that were made in violation of the OMA should be declared void. In addition, intentional violations of the OMA are considered a misdemeanor and could result in criminal penalties. Further, if the Court finds that a public body has violated the OMA, the Court must award attorneys’ fees to the person bringing the action.

B. Meeting Procedure.

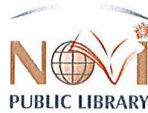
In order to move into closed session under Section 8(h), the Board must conduct a 2/3 roll call vote of members elected or appointed and serving. MCL 15.267(1). For example, with a nine (9) member board, at least six (6) members must approve the motion to go into closed session. The roll call vote and the purpose or purposes for calling the closed session must be entered into the minutes of the meeting at which the vote is taken. MCL 15.267(1). **The motion should state that the Library is going into closed session to discuss a “confidential written legal opinion that is subject to attorney-client privilege.”** The Library is not required to state the subject matter or details about the legal advice in the minutes of the open session – such requirement would defeat the purpose of moving into closed session.

A separate set of minutes must be taken by the Secretary at the closed session and these minutes are not available to the public. MCL 15.267(2). We suggest that you attach a copy of the legal opinion to the separate minutes of the closed session and collect the legal opinion from all members after the closed session. These minutes may be destroyed one (1) year and one (1) day after approval of the minutes.

However, any subsequent motion, resolution or other decision should not reveal the content of the legal advice, otherwise a waiver of attorney-client privilege may occur or a violation of the OMA's requirement that closed session discussions be kept confidential.

If you have any further questions or concerns, please feel free to contact us.

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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	Holiday – Juneteenth, Library Closed
June 20	Father's Day, Library Closed
June 24	Library Board Regular Meeting
June 24	Library Director Annual Review
July 3	Library Closed
July 4	Holiday – Independence Day, Library Closed
July 22	Library Board Regular Meeting
August 20	Staff In-Service, Library Closed
August 26	Library Board Regular Meeting
September 4	Library Closed
September 5	Library Closed
September 6	Holiday – Labor Day, Library Closed
September 23	Library Board Regular Meeting, Novi Library
October 22	Friends Booked for the Evening, 7-9 p.m. (Library closing at 5pm)
October 28	Library Board Regular Meeting
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library TBD
November 2	General Election Day
November 17	Library Board Regular Meeting (Wednesday)
November 24	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 25	Holiday – Thanksgiving, Library Closed
November 26	Library Closed
December 15	Library Board Regular Meeting (Wednesday)
December 15	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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



LIBRARY CLOSINGS 2021

- FRIDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 4 (Easter Sunday) **H**
- SUNDAY, MAY 9 (Mother's Day)
- SUNDAY, MAY 30 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 31 (Memorial Day) **H**
- SATURDAY, JUNE 19 (Juneteenth)
- SUNDAY, JUNE 20 (Father's Day)
- SATURDAY, JULY 3 (Closed)
- SUNDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 20 (Staff In-Service Day)
- SATURDAY, SEPTEMBER 4 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 5 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 6 (Labor Day) **H**
- FRIDAY, OCTOBER 22 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 24 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 25 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 26 (Closed)
- FRIDAY, DECEMBER 24 (Christmas Eve Day) **H**
- SATURDAY, DECEMBER 25 (Christmas Day) **H**
- SUNDAY, DECEMBER 26 (Closed)
- FRIDAY, DECEMBER 31 (New Year's Eve Day) **H**

LIBRARY BOARD MEETINGS

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

H – Paid Holiday

6-2020