



Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, August 26, 2021
at 7:00 p.m.
Location: City of Novi – City Council Chambers

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

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

Call to Order by Vice President, Kat Dooley

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Michener, Wood and Yu, Student Representatives – positions open at this time

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

Approval of Agenda.....1-5

Consent Agenda

- 1. Approve Minutes of:
 - A. July 22, 2021 – Regular Meeting.....6-18
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#605) 19-21

Presentations

- 1. Check presentation & annual report by Sue Johnson – President, Friends of Novi Library

Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the (3) three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with the Library Board. Citizens must state their first, last name and address

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

Reports

1. Student Representatives Report (update by Lindsay Gojcay, Teen Librarian) 22
2. President's Report (Kathy Crawford)
 - A. Library Board of Trustees Committee Assignments 2021-2022 updated as of 8/22/21 ... 23
 - B. 2019-2022 Strategic Planning Goals 24
 - C. 2020-2021 Goals Document Update – as of June 30, 2021 25-55
3. Treasurer's Report (Geoffrey Wood)
 - A. 2021-2022 Library Budget Fund 268 56-58
 - B. 2021-2022 Contributed Fund Budget 269 59
 - C. Financial Report July 2021 60
 - D. Library Fund 268 Expenditure & Revenue Report as of July 31, 2021 61-63
 - E. Library Fund 269 Contributed Fund as of July 31, 2021 64
 - F. Balance Sheets for Funds 268 and 269 as of July 31, 2021 65-66
4. Director's Report (Julie Farkas) 67-84
 - A. Information Technology Report 85-86
 - B. Facilities Report No Submission
 - C. Information Services Report 87-89
 - D. Support Services Report 90
 - E. Library Usage Statistics 91-99
 - F. Friends of Novi Library – July E-newsletter; 2021-2022 Year in Review 100-102
 - G. City of Novi Historical Commission – Agenda July 21, 2021 103

Public Comment

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Wood, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - Director Farkas confirmed with attorney that there are no changes needed with the current Pandemic Policy. If no further restrictions come forth by the state, MDHHS or Oakland County, the building will open to Phase 6 as of 9/7/21.
 - Meeting held: 8/19/21: Split consensus on the conversation related to Juneteenth as a paid holiday; Committee bringing forth as 1st draft for Board review the following policies:
 - A. Remote Work Policy 104-108
 - B. Confidentiality of Guest Records: Freedom of Information Act and Subpoenas 109-113
 - C. Record Retention Policy (new policy) 114
 - D. Smoking (adding language to the current Guest Behavior Policy and omitting a separate Smoking Policy) 115
 - E. Guest Behavior Policy 116-123

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj and Kirsten Malzahn.
 - No meeting; no report
 - Remote Work Policy was taken to the Policy Committee as President Crawford was going to be out of town. A draft was reviewed by the Policy Committee with suggestions by President Crawford provided to Policy Chair, Wood.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - A meeting was held: 8/24/21
 - See Chair Bartlett's report.....124

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - A meeting was held on: August 2, 2021.
 - See Chair Dooley's report125-126

Trustee Events Attended:

Trustee Yu

7/26: iCube Tour
 8/15: Festival of Chariots
 8/20 In service day

Trustee Crawford

iCube Tour 7/26
 "How To Run a Public Meeting" Aug. 2
 Library Concerts – 8/5 and 8/19

Trustee Bartlett

Library Concerts - 8/5 and -8/19
 Festival of Chariots - Library Board representation - 8/15
 Japanese Consulate welcome library - 8/18
 In-service with staff - 8/20

Trustee Dooley

July - Trustee 102
 8/5 Library Concert
 8/18 Library program on Adoption
 8/20 In service day with staff on DEI

5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).
 - No meeting; No report
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

6. **Building/Landscape Committee:**
 (Chair: Yu, Cherukuri, Staff Liaison – Julie Farkas)
 - Meeting held on 7/26/21: See Chair Yu's report.....127

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
 - Meeting was held on 8/5/21: Committee continued to work through the current draft language with the Attorney.

8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
 - Meeting was held on 8/5/21

Matters for Library Board Action

1. Recommendation for limited services on voting day, Tuesday, November 2, 2021, due to the large amounts of people that may enter the building. NPL is a polling location. The library offered limited services in November 2020 based on the safety concerns with COVID and gathering. Limited services would include: café open at 7:00am, Lobby Services: library cards/renewals, pick-up of holds and various materials set out on display, drive-up window pick-up, staff available in-person at the Support Services desk and by phone (10am-9pm). No programming that day. Teen Space cancelled due to no school.

2. Juneteenth Holiday (see information included from Finance Committee)..... 124

Communications

1. 7/22/21: Email from Sreeny Cherukuri Re: Fine Free..... 128
2. 7/22/21: Email from Sharon Trumpy Re: Fine Free..... 129
3. 7/22/21: Email from Ashwin Balaji Re: Chess Club..... 129
4. 7/28/21: Email from Sharon Trumpy Re: DEI Committee..... 130
5. 7/28/21: Email from Atasi Bagchi Re: DEI Committee..... 130
6. 7/29/21: Email from Beth Hinman Re: DEI Committee..... 131
7. 7/29/21: Email from Sue Girbach Re: Board Member..... 132
8. 7/29/21: Email from Audra Holdorf Re: DEI Committee..... 132-134
9. 7/29/21: Email from Ajay Bedi Re: DEI Committee..... 134
10. 7/30/21: Email from Ratna Rao Re: DEI Committee..... 134
11. 8/2/21: Email from Beth Hinman Re: DEI Committee..... 135
12. 8/4/21: Email from Kari LoPiccolo Re: Board Member..... 135
13. 8/19/21: Email from Sreeny Cherukuri Re: Board Member..... 136
14. 8/22/21: Email from Robert Dean Re: Thank you..... 136

Closed Session

1. None

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

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

Adjournment

Supplemental Information

- Library Board Calendar – 2021 137

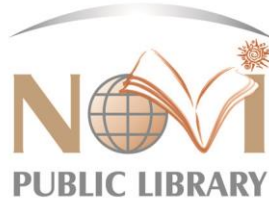
2021 Future Events:

- Month of September – Library Card Sign-up Month
- 9/4-9/6: Library Closed for Labor Day Weekend and Holiday
- 9/8: Friends of Novi Library Regular Meeting @ 2pm, Novi Library
- 9/15: Historical Commission Regular Meeting @7pm, Novi Library
- 9/23: Library Board Trustees Regular Meeting @7pm, City of Novi, Council Chambers

Inform. Inspire. Include.

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
July 22, 2021**

Expanded Draft

Call to Order by President, Kathy Crawford

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

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

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

Student Representatives

Sarah Chang (absent/excused)
Tarun Tangirala (left meeting at 7:38 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Attorney

Tom Schultz
Rosati, Schultz, Joppich & Amtsbuechler

Approval of Agenda

Trustee Michener explained to the Trustees that an oversight occurred years ago in 2016 and the Bylaw Committee is not listed in the Bylaws. She explained the options are to move to make the committee a standing committee, recognize current committee as ad-hoc or disband the committee after the current bylaw committee completes its obligations. Trustee Wood added that this could potentially be addressed tonight. Trustee Cherukuri asked if the bylaw committee and the policy committee could be

combined since the members are the same. Trustee Michener prefers not to combine the two committees.

A motion was made to approve the Agenda, as amended (see below).

1st – Trustee Cherukuri

2nd – Trustee Yu

The motion was amended to approve the agenda, with continued discussion of bylaw committee under Matters for Board Action. The maker of the motion and the second agreed to amend the motion.

Roll Call Vote was taken. 6 yes votes. Motion passes unanimously. Trustee Dooley is absent/excused.

Consent Agenda

1. Approve Minutes of:

A. June 24, 2021- Regular Meeting

A motion was made to approve the regular meeting minutes, June 24, 2021

1st- Trustee Yu

2nd- Trustee Wood

Roll Call Vote was taken. 6 yes votes. Motion passes unanimously. Trustee Dooley is absent/excused.

B. June 26, 2021 – Board Retreat

A motion was made to approve the Board Retreat minutes, June 26, 2021

1st- Trustee Cherukuri

2nd- Trustee Wood

Roll Call Vote was taken. 6 yes votes. Motion passes unanimously. Trustee Dooley is absent/excused.

C. July 12, 2021 – OMA Training

A motion was made to approve the OMA Training minutes, July 12, 2021

1st- Trustee Yu

2nd- Trustee Cherukuri

Roll Call Vote was taken. 6 yes votes. Motion passes unanimously. Trustee Dooley is absent/excused.

2. Approve Claims and Warrants of:

A. Accounts 268 and 269 (#604)

A motion was made to approve the claims and warrants (#604).

1st- Trustee Wood

2nd- Trustee Cherukuri

Roll Call Vote was taken. 6 yes votes. Motion passes unanimously. Trustee Dooley absent/excused.

Presentations

1. Dana Brataniec, Communications Coordinator: Demonstrations for NPL's new website and Patron Point (new marketing/communications tool) – pages 35-42
2. Tarun Tangirala, Student Representative: TAB Annual Report (July 1, 2020 – June 30, 2021) and final Student Representative Report for June 2021. –pages 43-49
3. Staff Recognitions for 2021 presented by Director Julie Farkas – page 78
Above and Beyond Award 2021

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

Customer Service Award 2021

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

The Trustees thanked the student representatives for volunteering and wished them well. Trustee Yu asked if the Library is bringing back teen space for this school year. Director Farkas said the plan is to bring back teen space towards the end of September.

Public Comment

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

Betsey Beaudoin, Cranbrook in Novi, MI.

- Betsey commented that there have been a lot of issues with public trust in regards to the Board and specifically the DEI committee, and having the DEI response session cancelled, so abruptly- with one day notice, furthers those issues. She is disappointed that instead of hosting the response session, as promised, the responses have been put out in writing.
- Betsey commented that only the people who have managed to re-arrange their schedules could attend the Board Meeting, this evening. So there are a bunch of people who already put time in who are not going to even get a response this evening.
- Also, it is disappointing to her that there is nothing from the committee chair in the response and she is curious why someone that is not interested in this work would want to be on the committee, as well as to be the chair. She would really like to see the whole board respond as was promised or to have that listening session response actually occur because putting out the response, in writing, seems unnecessary to her, as the whole point was to have an interactive session.
- Additionally, Betsey feels this could have been handled better and she would really love to see the committee and the board, as a whole, work harder at community trust.

Reports

1. Student Representatives Report
(Under Presentations above, item 2)

2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals – page 50
 - B. 2020-2021 Goals Document Update – (via email- will be provided in August)
 - C. Community Listening Session June 22, 2021: Zoom & Facebook live notes and Zoom chat transcript, provided by Dana Brataniec, Communications Coordinator –pages 51-55
 - D. Library Board Retreat June 26, 2021, Update: Reflection from Dr. Lee Meadow –pages 56-58
 - E. OMA Training presentation slides – July 12, 2021 – pages 59-66

President Crawford's statement is captured below in first person.

A few weeks ago, I prepared a draft of topics that were mentioned frequently in the Listening sessions as well as audience participation.

I asked Board members if they wished to add other topics.

I sent members my draft responses and asked if they had anything to add.

Copies of the Board response to the Listening Session are available tonight and if any Board members wish to add anything we can make revisions within the next month and the final version will be included in the August Board packet. There will still be time for audience members to speak to issues they read in the comments. I am sorry I missed a couple of the comments as Trustee Bartlett mentioned and they will be included in the final copy.

You will not notice comments from every Board member on every topic but that is because they concurred with the draft they were sent.

In as Much as this is a rather lengthy document, I am not going to read it, but will just mention a few things briefly. Probably the most frequently mentioned issue in the Listening sessions and public comment was related to Juneteenth. If you saw last month's Board meeting or looked at the Board minutes, you will have noted that I said that since President Biden made Juneteenth a Federal Holiday, I wanted the Finance Committee to take a look again at our budget to see about the possibility of funding the closure and making it a Holiday with pay. In addition, I asked them to bring forward their recommendation at the July Board (tonight)

The Finance Committee did meet and they discussed a variety of solutions. They cannot make a recommendation this evening because the issue is impacted by the huge unanticipated budget hit that will be incurred by the storm power outage 6/24 that affected all of our technology hardware and addition they are still studying the fine free issue and the loss of revenue.

An insurance claim has been filed, we cannot get back up to 100% usage until our emergency order of equipment arrives. It is expected that the cost of the damage will exceed \$100,000 and our deductible is \$10,000. Until the Finance committee has received all of the necessary equipment and paid all of the bills related to this emergency, they are not in a position to evaluate additional expense to the budget.

It was my decision along with DEI Chair, Cherukuri to cancel the July 20 Reflection session where it was anticipated Board members would attend and respond to the various issues brought forward. The date of July 20 was established by the previous DEI Committee last year and was somewhat of a surprise to the 3 new Board members and the new DEI committee.

When we, new members, heard of this date, we were in the midst of Board Training, update meetings with Director Farkas as well as our efforts to discover all that has taken place with the DEI since it was established.

I heard from several members that they would not be available on July 20. Since most of the topics required a Board response, it would not be appropriate for the current DEI Committee to answer for the full Board.

I suspect many may feel the Library Board has moved too slowly to address the racial issues expressed in the Listening Sessions, but if you look through the timeline of all that has taken place since June 25th of last year when the Board established a new Ad Hoc Equity and Inclusion Committee, I don't know of any Library in the region and maybe even State, that has done more in a year relating to DEI!

It wasn't until September of 2020 Board meeting that the Equity and Inclusion Committee became a standing committee of the Board and renamed Diversity, Equity and Inclusion with Trustee Michener Appointed as Chair and Trustees, Wood and I believe Dooley were appointed to the new committee.

So it hasn't even been a full year yet and look at all that has been accomplished, along with the pandemic and closures, boiler issues, staffing shortages and power outages, truly remarkable, amazing progress has been made due in large part to the passion, dedication and ingenuity of Trustee Michener, the DEI committee members, Novi Library staff and community members who have spoken up.

Congratulations to all of you who have worked so hard to bring and create dynamic programs, research and audit our collections and those brave enough to take part in difficult conversations.

I am confident that this Board and staff are going to work diligently to build on the great Diversity, Equity and Inclusion foundation you have built, this is a beginning...not an end.

The Library Board retreat and reflection from Dr. Lee Meadow is included in the July Board packet. Trustees are asked to review suggestions from Dr. Lee Meadow. Due to technology issues the OMA training was held on July 12th.

Trustee Michener responded to the cancellation of the listening session reflection. She said she saw the note explaining there was not enough notice and she said if the board is going to build trust, they have to be honest and said there is an integrity issue. She said the date was in the Engage, which they had to put out early enough. Trustee Michener said that was not a surprise date and she thinks everyone had ample notice as it was discussed at the last board meeting. She said these things definitely impact her and the community. Also, she was

dismayed by President Crawford's note that only items listed more than once were addressed. Trustee Michener said this pierced her heart because there are people that took a lot of courage to say what was on their heart and they may be the only one that cared about that concern and it is not addressed in the response because it was not brought up more than once. She wants that considered. Trustee Michener said she would be doing an injustice to herself, her community and her conscious by not saying how disappointed she is. She also said no one in the committee agreed on the cancellation except the chair and that was a hardship for many of them. On the Juneteenth, the board said finance and policy so she has been patiently wait to get her email about Juneteenth since she is on Policy committee and the President's report today said Finance only. Trustee Michener added that they want to be heard and not feel like people are trying to pull one over on them, as a community. She hopes this can be made right.

President Crawford apologized for the oversight. She said she started to write Policy and Finance together in her speech regarding Juneteenth, and it was an oversight that can be easily corrected and it was not intentional. President Crawford was concern that not all board members could attend the reflection session, who would answer since the questions were directed to the board. Also, President Crawford was open to other board members topics and she did not hear back from Trustee Michener about other topics. Trustee Michener said she did respond and that she was disappointed how it went and about the cancellation and said she did not get a response to that.

3. Treasurer's Report (Geoffrey Wood)- pages 67-69

A. 2020-2021 Library Budget Fund 268

The 2020-2021 Library Fund 268 budget (4th Quarter column) calls for revenue of \$3,190,826 with expenditures of \$3,148,793 adding \$42,033 to the fund balance.

B. 2020-2021 Contributed Fund Budget 269

The 2020-2021 Library Contributed Fund 269 budget (4th Quarter column) calls for revenue of \$40,860 and expenditures of \$49,450 consuming \$8,590 of the fund balance.

C. Financial Report - June 2021

On page 71 of the June Board packet.

D. Library Fund 268 Expenditure and Revenue Report ending June 30, 2021

Revenue ending June 30, 2021 was \$3,216,604.
Expenditures ending June 30, 2021 was \$2,922,870.

E. Library Fund 269 Contributed Fund ending June 30, 2021

Revenue ending June 30, 2021 was \$37,338.
Expenditures ending June 30, 2021 was \$13,802.

F. Balance Sheets for Funds 268 and 269 as of June 30, 2021

Ending Fund Balance for Fund 268 as of June 30, 2021 was \$2,575,231

Ending Fund Balance for Fund 269 as of June 30, 2021 was \$1,730,515

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

4. Director's Report (Julie Farkas)

On pages 78-89 of the July Board packet.

Staff members celebrating anniversaries for July are:

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

- A. Information Technology Report (pages 90-91)
- B. Facilities Report (pages 91-92)
- C. Information Services Report (pages 92-96)
- D. Support Services Report (pages 97-98)
- E. Library Usage Statistics Report (pages 99-107)
- F. Friends of Novi Library – (pages 108-111)
- G. City of Novi Historical Commission – (N/A)

Director Farkas was happy to point out that physical items checked out in June, 2021 hit 102,956 which is the highest month the Library has had in History!! (Page 101). Summer reading has a big impact on this and people are excited to be reading and checking out items again.

Trustee Cherukuri asked Director Farkas to highlight damage to the library from the storm. Director Farkas expects a cost of approximately \$100,000 to replace equipment that was damaged in the server room. She has filed an insurance claim. Also, she had to move quickly on purchasing the replacement equipment as the building is in critical mode. Parts are being moved around in the data closet to make areas functional. The public is always first and staff is not working at full potential, as they are impacted. Director Farkas will keep the board posted. Director Farkas sends a big thank you to Barb Rutkowski and her dedication to keep the public areas up and running.

Public Comment

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

Sharon Trumpy, residing on Harvest Drive, Novi.

- Sharon would like a correction to her posted comments from the community listening session notes (page 53 in the July, 2021 Board packet). It states that Sharon commended Jim Paulk and said that libraries should be resources for the entire community and should involve a breath of experience. She agrees with that, but would like to point out that she did not agree with Jim Paulk in terms of his definitions of diversity, equity and inclusion or his comments about Muslims. She

also would like a correction to the notes which says Sharon spoke of Carol Sobrowski's comment about wanting both sides of the LGBTQ+ issues addressed. Sharon stated that she believes straight people are well-represented in the library and that she is specifically in favor of making sure that the LGBTQ+ community also feel safe and represented.

- Sharon noticed in the response from the listening session, which she only had access to when she arrived, so it makes it very hard to have a conversation or respond. There is a quote from Trustee Crawford that without honest conversations both ways, trust and understanding cannot be accomplished. Sharon said this is the issue that she is struggling with, that they have been trying to have this conversation for quite some time now and the very last minute cancellation of the listening session response and especially hearing the reasons, just furthers her feelings of distrust.
- Sharon also has a schedule that she has to arrange so that she can attend these events. It would have been appreciated if when the board realized that they were not going to hold the session, it should have been communicated quickly to the public.
- Sharon sent an email, she believes the day after last month's board meeting in regards to research on fine free libraries and she received no response until an hour and fifteen minutes before the start of this board meeting, which was from Trustee Cherukuri, which she finds interesting since the fine free library discussion as she has been told has not been referred to the DEI committee.

Audra Holdorf resides off Emerald Forest Drive, Novi.

- Audra wanted to start off with a quote, "White people are the experts on racism because we created it."
- Audra commented that the listening session response was cancelled last minute with very short notice without any communication via Facebook, social media or email.
- She is disappointed that it was communicated that Trustee Cherukuri cancelled the response session without the consultation of the other Trustees on the DEI committee.
- Audra is greatly concern that Trustee Cherukuri as the head of the DEI committee used his power to cancel this session clearly showing he does not have an interest of the residents in mind, whom this affects. Also, she is still waiting to see all the items be addressed in the document.
- As Trustee Michener just stated dismissing items that were only written once is making the communities thoughts not important. She asks that Trustee Cherukuri and all the board members truly reflect if they are committed to this work or is it just another place on their resume.
- She wanted to point out a response from Trustee Crawford questioning what safety was for a Black woman. Assuming that it was a building safety issue, when the person who spoke was explicit in her concerns.
- Audra is also disappointed that the chair of the committee did not comment on any of the concerns. She can assume that Trustee Cherukuri is not for anti-racism

work and do not value the concerns of the community as referenced in his social media posts a New York minute, a cotton picking minute.

- Lastly, Audra urges the board to stop making excuses and pay the employees for Juneteenth as she is worried that the board will all be re-called.

Carol Soborowski resides on Lake Drive, Novi.

- Carol would like to share her thoughts on the fine free library structure. She understands that it does not represent much of the library revenue, but in her opinion it represents a check on human behavior. It is an accountability to bring your book back, even if it is ten cents.
- Carol commented that the flip side is that someone who is waiting for a book on hold is out. Again, she sees the fine as a check on human behavior as the human heart is deceitful.
- Carol had a comment on the not feeling safe statement. She personally would love to hear more about what that means to someone and she will put that in an email to DEI. She is curious what other people's situations are when they do not feel safe. When she thinks of it from personal experience, she could be in the safest place in the world, and if she does not feel safe who's responsibility is that? So for Carol it is a question of where does someone else's responsibility begin and end and where does hers begin and end.
- Lastly, she would like to comment and say that she has also called and emailed more than once since March and April with questions for the DEI committee and she also has not received responses.

Committee Reports/Non-Action Items

1. **Policy Committee:** Review current public policies for the Library
(Chair-Wood, Bartlett, and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - Director Farkas is working with attorney on reviewing current Pandemic Procedure and Policy as we are getting closer to Phase 6 (full library operations to begin as of 9/7/21)
 - Update: Policy committee sent available dates to Director Farkas to set a meeting.
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair -Crawford, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, and Kirsten Malzahn.
 - No meeting; No report
 - Current policies being reviewed by HR Specialist and HR Attorney: Employee Smoking Policy and Remote Work Policy
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.
(Chair- Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)

- A meeting was held on July 13, 2021: There was a discussion on costs associated with holiday pay. Carl Johnson, CFO for City of Novi, attended the meeting to continue discussions that were pre-COVID regarding an endowment/foundation opportunity for NPL.
- Update: Trustee Bartlett said the committee had a very good discussion with Carl Johnson. At this meeting, the committee also discussed a potential large donation to the library.

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

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

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

Events Attended by Library Board Members

- Torry and Kat attended: Un-shelving the Fear in Your DEI Mission webinar through Lib Assoc. of MI – Trustee Michener was the presenter.
- All trustees had OMA training 7/12/21 and attended the Board Retreat 6/26/21
- Torry attended Friends of Novi Library 7/14/21
- Trustee Bartlett attended the Butterfly Fundraising debut event 6/27/21

5. **Strategic Planning Committee:**

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

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

6. **Building/Landscape Committee:**

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

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

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

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

- Meeting was held on 7/15/21: Committee met with the attorney to review the current draft bylaws that were initiated by former committee members (dated February 25, 2021). There was a discussion about the current state of the bylaw committee not being recognized formally in the current bylaws as a standing committee, but has been recognized by President Crawford and board members are currently appointed.
- Update: Trustee Wood said the Trustees had a great meeting and acknowledged they were all new members to the by-law committee. He looks forward to more great discussions at future meetings.

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

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

- Meeting was held on July 15, 2021: Community listening session was held on June 22nd. Featured a short video showing the community what the NPL has done with DEI over the past year. Many familiar faces in attendance. Comments were primarily board focused, and have been shared with the Board at the Board Retreat on 6/26/21. The Multi-cultural Walk Through has been tabled. Director Farkas provided an update on activities from the Staff DEI Committee. Working on Committee Vision/Focus including discrete goals for the coming year.
- Next meeting proposed for August 5th.
- Update: Trustee Cherukuri said he is still relatively new to the process. He said the library has events set up by the staff and events that the board itself schedules. The listening and reflection session held last fall were staff events that board members try to attend. Most comments received last fall required staff response. He felt it was a very effective session and a lot was learned from the community to shape library actions this past year and the library continues to grow. Fast forward to spring, the latest listening session was put together. This was a staff event encouraging board members to attend by the then chair of DEI committee. The difference is this time most of the comments were geared toward board

activity/actions/opinion. The Board speaks together through actions and motions; things done at board meetings. Therefore, comments were collected and they are in the process of moving them through the entire board. President Crawford has shared the comments thus far. So that is the reason that meeting was cancelled. Trustee Cherukuri knows some people are disappointed, but the OMA has certain restrictions on how they communicate as a board and how they reflect out to people and they are doing their best in that fashion.

- Trustee Michener said on July 15th they did have a meeting. She said honesty is super important and she is hearing so much that is not true tonight; that it is making her struggle. After that session, they did talk about the comments that they had and the staff did have thoughts that pertain to them, but the chair left early. Trustee Michener commented that there are just some things that are not communicated correctly. As previous DEI chair, she worked very hard to be above board and respond to everybody's comments that emailed her. She keeps these notes together, just because sometimes people lie. Trustee Michener said it is really important to have integrity with the community. She felt the comment made about cotton picking is extremely not okay and she does not know how much the other members know about that and she is floored that that might be something that someone in charge of DEI would say. She is hoping that she is not being used as a tokenization point. When the DEI chair changed there has not been one meeting where the committee has been heard or things have been sent through. People have written letters about their concerns and the chair will not say what he feels about DEI. If someone is leading a committee she wants to know what DEI means to them.

Matters for Board Action

1. A motion was made to make the Bylaw Committee an ad-hoc committee, for the purpose of updating the by-laws. The bylaw committee will then propose whether it's to be an ad-hoc committee or a standing committee.

1st- Trustee Bartlett

2nd- Trustee Michener

Roll Call Vote was taken. 6 yes votes. Motion passes unanimously. Trustee Dooley absent/excused.

Discussion: Trustee Cherukuri asked for clarification as to the difference between policies and by-laws for the audience. Trustee Wood said that by-laws govern the organization and operations of the Library Board. Policies are more specific to the operations of the library itself.

Communications

1. 6/24/21: Rob David – Re: Visit to Lakeshore Lending Library
2. 6/25/21: Julia Tauro - Re: Your appt. in the iCube Makerspace
3. 6/29/21: Sharon Trumpy- Re: Fine Free Library Considerations

4. 7/12/21: Sue Genschoreck – Re: NPL Website searching for book
5. 7/15/21: Sharon Trumpy, Re: OMA Session
6. 7/16/21: Sharon Trumpy, Re: FOIA Request
7. 7/16/21: David Molloy – Re: A big thank you

Closed Session

1. None

Adjournment

Trustee Bartlett will miss the September Board meeting. Trustee Dooley will be acting as Secretary during the September meeting. Trustee Yu could potentially miss the September meeting.

A motion was made to adjourn at 8:42 p.m.

1st— Trustee Michener

2nd— Trustee Yu

Roll Call vote to adjourn was unanimous.

Brian Bartlett, Secretary

Date

Warrant 605	268 Accounts	August 2021	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 460.13
Max Printing		268-000.00-727.000	\$ 284.96
Quill		268-000.00-727.000	\$ 178.47
1and1 Ionis	Domain name renewal	268-000.00-734.000	\$ 40.15
Adobe	Creative Cloud; Marketing	268-000.00-734.000	\$ 359.88
cbts		268-000.00-734.000	\$ 101.25
Knight Technology		268-000.00-734.000	\$ 2,550.00
VidCom Solutions	Monitoring/Access thru 10/31/21	268-000.00-734.000	\$ 454.05
Amazon		268-000.00-734.500	\$ 65.97
Calhoun Technologies	2 -HHD	268-000.00-734.500	\$ 700.00
Tech Logic		268-000.00-734.500	\$ 59.80
Amazon		268-000.00-740.000	\$ 97.25
Amazon		268-000.00-740.000	\$ 291.75
Background Checks		268-000.00-740.000	\$ 119.94
Demco		268-000.00-740.000	\$ 217.30
Showcases		268-000.00-740.000	\$ 301.97
Amazon		268-000.00-742.000	\$ 10,545.36
Barnes & Noble		268-000.00-742.000	\$ 384.06
Brodart		268-000.00-742.000	\$ 10,330.84
Amazon		268-000.00-742.010	\$ 424.14
Brodart		268-000.00-742.010	\$ 193.17
Amazon		268-000.00-744.000	\$ 3,438.29
Midwest Tape		268-000.00-744.000	\$ 106.97
Over Drive		268-000.00-744.000	\$ 3,011.46
Amazon		268-000.00-745.200	\$ 505.36
Midwest Tape		268-000.00-745.200	\$ 279.62
Overdrive		268-000.00-745.300	\$ 1,000.00
Graphic Sciences		268-000.00-745.300	\$ 242.96
Rosen Publishing		268-000.00-745.300	\$ 795.00
Spectrum		268-000.00-801.925	\$ 56.46
IPC		268-000.00-802.100	\$ 150.00
Foster Swift	thru June 30, 2021; Michael Blum	268-000.00-806.000	\$ 756.00
Rosati, Schultz	thru June 30, 2021	268-000.00-806.000	\$ 1,148.00
Rubbish		268-000.00-808.100	\$ 111.31
AILA	Am. Indian Lib. Assoc. Membership	268-000.00-809.000	\$ 40.00
Novi Rotary	Farkas; Spring 2021 (Apr-June 2021)	268-000.00-809.000	\$ 125.00
Reforma	REFORMA Membership	268-000.00-809.000	\$ 100.00
Jay B Marks & Assoc.	DEI Workshop; 8/20/21 staff day	268-000.00-816.000	\$ 3,500.00

RNA		268-000.00-817.000	\$ 6,801.40
ATT		268-000.00-851.000	\$ 93.19
T-Mobile		268-000.00-851.000	\$ 860.32
Telnet		268-000.00-851.000	\$ 426.94
Verizon		268-000.00-851.000	\$ 917.96
The Library Network	Shared Automation thru 9-30-21	268-000.00-855.000	\$ 15,578.75
Fuel Charges		268-000.00-861.000	\$ 39.52
Muniweb		268-000.00-880.000	\$ 10,415.75
Novi Rotary	Novi Rotary 2021 Golf Outing	268-000.00-880.000	\$ 150.00
Oakland Schools	Postcards	268-000.00-880.000	\$ 1,455.92
Party City	Credit for sales tax	268-000.00-880.000	\$ (2.52)
Accucut	animal cutouts	268-000.00-880.268	\$ 367.50
Amazon		268-000.00-880.268	\$ 119.86
City of Novi	Novi Parks; Sizzling Summer	268-000.00-880.268	\$ 400.00
Hobby Lobby	Yth Program - Craft Expense	268-000.00-880.268	\$ 20.10
Five Below	Summer Grab Go and SRP	268-000.00-880.268	\$ 33.00
Laginess & Sons LLC	Summer Concert	268-000.00-880.268	\$ 500.00
Michaels	July/Aug Grab Go	268-000.00-880.268	\$ 78.47
Mutch, Kathy		268-000.00-880.268	\$ 50.00
OTC		268-000.00-880.268	\$ 121.45
Real V LLC	dba Sticky Fingers Cooking	268-000.00-880.268	\$ 50.00
Millennium Bus. Systems		268-000.00-900.000	\$ 392.66
Consumers Energy		268-000.00-921.000	\$ 210.71
DTE		268-000.00-922.000	\$ 8,536.97
City of Novi - Utility Bill	water & sewer	268-000.00-923.000	\$ 1,606.05
Allied Eagle		268-000.00-934.000	\$ 735.05
Dalton		268-000.00-934.000	\$ 3,827.50
Global		268-000.00-934.000	\$ 215.64
Home Depot		268-000.00-934.000	\$ 31.23
North Star Mat Service		268-000.00-934.000	\$ 200.28
Orkin		268-000.00-934.000	\$ 69.50
Sam's Club		268-000.00-934.000	\$ 43.44
Schindler		268-000.00-934.000	\$ 2,855.00
Brien's	weeding/mowing	268-000.00-941.000	\$ 1,250.00
Creating Sustainable Landscapes	bio swale maintenance	268-000.00-941.000	\$ 250.00
Home Depot		268-000.00-941.000	\$ 19.96
Plaque Maker		268-000.00-941.000	\$ 32.96
Sweeping Corp of Amer. (SCA)		268-000.00-941.000	\$ 195.00
Millennium Bus. Systems		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
Amigos Lib. Marketing Conf.	Library Marketing Conf. 11/2-3	268-000.00-956.000	\$ 130.00

Petty Cash (Conference)		268-000.00-956.000	\$ 5.00
Total			\$103,287.32

Warrant 605	269 Accounts	August 2021	
Payable to	Invoice #	Account number	Account total
Graph X	butterfly wall; FY 20-21	269-000.00-742.231	\$ 1,586.00
Novi Café	\$5 café gift cards (25); donation SRP	269-000.00-742.232	\$ 125.00
Kroger	ice cream social for staff recognition	269-000.00-742.236	\$ 66.56
Matter Hackers	iCube Expense; 3d printer filament	269-000.00-976.046	\$ 349.90
TOTAL			\$ 2,127.46

July 2021 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The Sticky Fingers Virtual Cooking (SFC) Class: Japanese Inspired Cuisine was held on July 6. Guests were inspired to cook healthy recipes in honor of Tanabata. Taught by a SFC's engaging and highly talented chef instructor, the cooking class combined nutritional information, safe cooking skills, hygiene, plus food history and culture. The recipes and list of ingredients were supplied to guests ahead of time. (Attendance = 8)

The BeTWEEN the Pages: Tween Book Club Trivia was held on July 21. Guests read *A Wolf Called Wander* by Rosanne Parry and answered trivia questions relating to the book. (Attendance = 7)

The iCube tween, teen and adult grab and go kit: laser engraved book binding was held on July 26. Guests could make a notebook to record their own stories and tales! Notebooks consisted of laser-engraved, wooden front and back covers made in the iCube makerspace and supplies to bind the notebook pages together were also provided. (Attendance = 35)

Mad Science of Detroit: Tales and Tails was held on July 29 in-person at Fuerst Park. The presenter taught youth and tweens about their animals' amazing features by exploring how they move, see, and evade predators. Guests also discovered animals' defenses, such as powerful electricity, toxic venom, and gooey slime. In addition, guests got to test reaction times to see if they could outrun animals and explored how mystical beasts may have been inspired by ancient animal ancestors. (Attendance = 163)

Teen Space Update:

Teen Space is not offered mid-June through August when school is not in session.

Teen Advisory Board (TAB) Update:

TAB will resume on September 24 for the 21-22 school year.

Upcoming Programs:

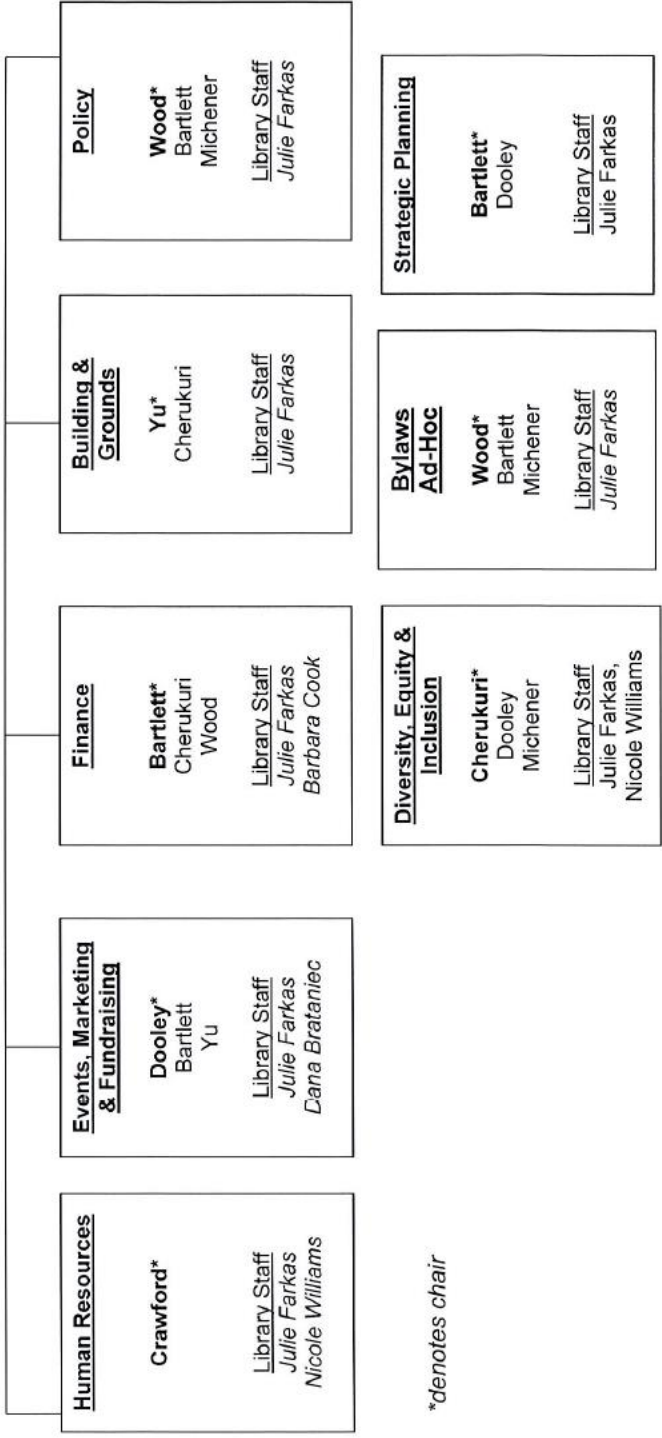
- Tween, Teen and Adult Grab and Go Kit: Fragrant Soy Candle – September 20
- BeTWEEN the Pages: Tween Book Club Trivia (Title is *Take Back the Block* by Chrystal Giles.) – September 22
- Teen Advisory Board (TAB) Meeting – September 24

Teen Stop Featured Display:

The July Teen Stop display features young adult fiction books set in the summer.



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



*denotes chair

8/22/21 updated



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

**DATE: As of
June 30, 2021**

(AD - Administration, IS - Information Services, SS - Support Services, IT - Information Technology, FAC - Facilities, CSC - Customer Service Committee)

GOAL 1: EMPOWER UNIVERSAL LITERACY

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

Dept	Tactic	Status	Last Update	Staff
IS	Be an active participant in learning, developing, training of self and department/library colleagues in relation to improving/expanding diversity, equity and inclusion efforts at NPL	<p>Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections, #OwnVoices desk display for 2nd floor, coordinated with 1st floor desk.</p> <p>#OwnVoices book list, to be added to Adult Subject Binder and sent to Dana to upload to NPL's new DEI page (when it is launched)</p> <p>Anti-Racist Reads booklist, to be added to Adult Subject Binder and sent to Dana. Also updated list in SelectReads.</p> <p>Listened to Beyond Books podcast on How to handle statues in Detroit. Watched Gail's programs, Why Take a Knee? and Racism Is Not a "Black People" Issue. - Continued work on the NCSD 21-Day Racial Equity Habit Building Challenge including; video: Implicit Bias: Peanut Butter, Jelly, and Racism and TED Talk: What it Takes to be Racially Literate. - In addition, I have been watching the YouTube series: Uncomfortable Conversations with a Black Man. -Reviewed BCALA website and created report of information for Library Board -Attended DEI Library Board Committee meeting -Reviewed MetroParent article on Raising Anti-Racist Children -Attended Library Journal: Equity In Action: Fostering an Antiracist Library Culture webinar 3 part series. -Researched black-owned publishing companies. -Watched webinar: Advancing Diversity, Equity, & Inclusion at Your Organization" -List of anti-racism books provided by Toby from the Listening Session purchased. Will be added to an anti-</p>	11/20, 12/20, 1/21, 2/21, 3/21, 4/21, 5/21, 6/21	IS Staff

		<p>racism bibliography. -Viewed "Unseen: Designing for Diversity" presentation by University of Michigan for the Southeastern Michigan League of Libraries Fall 2020 Meeting. They developed an interactive, empathy-building exercise to help libraries better understand which parts of their community are "falling through the cracks" of their services.</p> <p>Attended "Trauma and Young Children: What Every Early Educator Needs to Know by Sarah Erdman" webinar from Early Childhood Investigations. Discussed the important link between racism and trauma as well as the importance of self-care. -Cohosted Pride and Joy program on 11/4/20 with Adrienne Haslam and guest speaker Bobbi Ullinger.</p> <p>-2 boxes of weeded Spanish Youth Materials donated to Casa Colbri (a local charity for Spanish Youths) - Purchased 48 titles DEI youth and tween fiction titles to be added to the collections -Added information for Black-owned businesses to the BRC webpage - Ordered Safe Space Kit from GLSEN -Coordinated with Bethany Bratney, librarian at Novi High School, to get their YA LGBTQ+ book list -Attended webinar: Lifting Voices: The Black Friend: On Being a Better White Person and reading the book -Coordinated and hosted the MLK Unity Celebration which spotlighted the mission of Dr. King's dream for unity and justice for all. The event included performances and presentations from diverse groups from Novi and surrounding areas. Event concluded with a video presentation of the "I Have a Dream" speech with participants from the City of Novi officials, community leaders, students, and officials from nearby communities. -Ordered titles of indigenous peoples books to add to the collection -Created Black History Month English conversation group video -Placed Safe Space posters in the library to support the LGBTQ+ community, sent talking points to staff via email and video -Libraries are for Everyone: Black History Month, Chinese New Year, President's Day, Purim, and Valentine's Day - -Attended Webinar 2/20 on Black Homesteaders and the Homestead Act of 1862 - Viewed "Diversity, Equity & Inclusion Lessons for</p>		
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		<p>Libraries: Managing Change from Where You Are" Webinar - Continually working to diversify the Early Childhood Literacy Book Box books available and now will be offering teacher resource books (when possible) on DEI topics. -Applied for Libraries Transform Communities Engagement Grant -Purchased 29 titles (\$325.26) of DEI youth, tween, and YA fiction and youth nonfiction titles to be added to the collection - virtual conversation about representation, race, and identity called 'Read Woke with Cicely Lewis & Malaka Gharib' held by the Arab American National Museum and Dearborn Public Library. --Watched We Need to Talk About Anti-Asian Hate -Watched Embrace Race: Violence Against Asian Americans: How Do We Support the Children? "Passion for the Profession: What's DEI Got to Do with it!? An Equity L.O.V.E. Story" webinar -Read the book: Under Our Skin: Getting Real About Race and Getting Free from the Fears and Frustrations that Divide Us by Benjamin Watson --added playlists to our YouTube international channel for free films with English subs in German, French, Korean, Spanish, Japanese -Ingram's inClusive Diversity Audit webinar -Breaking Down Structural and Systemic Racism for Our Children webinar -Ingram's inClusive Diversity Audit webinar. Masterpiece Monday featuring Native American artist Shonto Begay. -Viewed "Teaching about Juneteenth with Children's Books" webinar -AAPI Heritage month webinar by Berkeley Library -Added 2 new holidays to the Holiday Picture Books - Juneteenth and Mid-Autumn Festival. The new Holiday Picture Books will also now receive the sticker and be displayed on top of the Holiday Picture Book shelving. -Attended the Library of Michigan's "Engaging Equity Endeavors – Serving BIPOC Communities from the Lobby to the Boardroom" webinar -May 7 - TLN May Membership Meeting with Guest Speaker Jeff Witt, Organizational Development Lead for the University of Michigan Library. Topic: "Supporting Diversity, Equity, Inclusion and Justice Work through Organizational Development"</p> <p>May 12 - TLN 101 Topic: Discovering Inherent Biases</p>		
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		<p>with Dr. Lee Meadows -Putting together Pride Month Grab and Go Kit scheduled for June 5 Created Read with Pride page on the website with all the info for the Pride Month Reading Challenge - Coordinated and hosted Understanding Juneteenth program Coordinated and hosted Fraternity/Sorority Juneteenth Storytimes</p> <p>Coordinated 3 Detroit Institute of Arts cultural programs on diversity, African American culture, and religion. Coordinated cultural connections program, to be held July 19th. Attended DEI Board Committee meeting. Hosted Community Listening Session. This goal is complete.</p>		
IS	DEI Displays	<p>Created anti-racist reads display and youth black lives matter display. Put up the Women's vote display. - Printed Rightfully Hers Resource Guide and placed near the patio doors on the ledge. -Displayed Suffrage posters from the Smithsonian courtesy of Rachel Manela. - Created #OwnVoices displays around first and second floor desks. Included book lists as well. Created posters on famous black librarians and displayed on first and second floor, also shared on social media. -Created monthly Libraries Are for Everyone display to celebrate more diversity and provide marketing of our more diverse material. - Created multiple February book lists for the monthly youth display "Libraries are for Everyone" and the website's youth book lists page; these book lists included: Holi, Passover, St. Patrick's Day, and National Nutrition Month -Pop up Business display of Black authors and entrepreneurs for Black History month -Feature Collection Display - Black History Month Desk Display - Chinese New Year Teen Stop display: featured young adult fiction books written by African American authors. Youth Feature Display: is Black History Month</p>	11/20, 12/20, 1/21, 2/21, 3/21, 4/21, 5/21, 6/21	IS Staff

		<p>Youth Desk Display: Famous Black STEM Scientists Youth DVD Display: is Black History Month -Holi and Hinamatsuri desk displays researched and created -Chinese New Year Presentation created -Pop up Business display has books about female entrepreneurs for Women's History Month -Libraries are for Everyone: Women's History Month, Passover, Holi - Created Asian American and Pacific Islander author display -Cultural donation on Hina Dolls and Gogatsu Ningyo dolls accepted Display with gogatsu ningyo currently up in the 1st floor display case -Libraries are for Everyone: Celebrate Diversity Month, National Poetry Month, Financial Wellness Month, Asian-American & Pacific Islander Heritage, National Library Week, Easter, Ramadan, Earth Day, National Superhero Day -BRC spotlight display for May: Honoring Asian and Asian American Entrepreneurs, Innovations and Business Practices - Juneteenth on the second floor desk -With the youth IS team, created multiple May book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Cinco De Mayo, Memorial Day, Star Wars, Mother's Day, and space. - created multiple June book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Fourth of July and Tanabata -Attended "COVID in BIPOC Communities: What's Happening? Now What?" webinar from EmbraceRace on 6/8. Attended "Hidden History: Pulling Back the Curtain on Marginalized Groups of the Past and Present" webinar on 6/15. Attended "A Publishing Accord for a Global Audience" Booklist webinar on 6/17. Attended EmbraceRace conversation, "Racial Socialization as Resistance to Racism, the Early Years" on 6/22.</p>		
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CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL

Dept	Tactic	Status	Last Update	Staff
IS	Oversee VR Committee and provide staff/guest training	Held VR demos to educate staff -Did the regular monthly check. Fixed one of the headsets that had been having connection issues by doing a factory reset. Both headsets are now working perfectly with the latest update, which uses hand tracking, so you can simply use your hands to navigate instead of using the controllers. -Did the regular monthly check. This goal is complete.	11/20, 3/21, 4/21, 5/21, 6/21	SV
IS	Explore ways the iCube can evolve to be relevant during Covid times, devise an appointment scheduling system, taking orders similar to the 3D Printing Committee, looking for more virtual services.	<p>Met with Charlie and Dom to discuss some ideas, as well as the iCube Team. iCube staff will begin taking one hour appointments on October 1st. All equipment sheets are being updated and safety protocols will be drafted for review by the iCube Team. Charlie and I met to discuss ways to promote the iCube during phase 4. We plan to continue to offer Grab and Go kits made with equipment in the iCube as well as placing items made in the iCube at the Information Desks. We will also talk to Gail about having a display in the 1st floor display case featuring some of the cool things that can be made in the iCube.</p> <p>Cut out numerous vinyl (adhesive and removable) decals for the holiday season on the Cricut Maker for the iCube Grab & Go: Seasonal Decals. As well as created an instructional handout showing guests how to remove and apply their decals to various things. Attendees picked up the kits from Nov. 16-21 Used a free collaboration with CreativeBug and the Cricut Maker to offer the February iCube Grab-n-Go Kit: DIY Gift Bags. They were a Valentine's Day (though not over the top) theme so that guests could learn how to make their own gift bags for Valentines or another special occasion. -I went over the iCube web page with a fine-tooth comb and after some feedback from the team, it has been updated, cleaned up, and is now easier to read with collapsible sections. Hyperlinks to iCube Google Drive documents instead of static</p>	11/20, 2/21, 3/21, 4/21, 5/21, 6/21	MJR

		PDFs mean guests can access information easier and in turn we can update the info more efficiently. -We continue to be quite active taking appointments in the iCube, including 3 embroidery requests! -We continue to be quite active taking appointments in the iCube. There was an increase in laser engraving requests this month. This goal is complete.		
IT	Develop an Action Plan to ensure continued guest use of the iCube	Plan includes training, staffing, creating collection kits, programming and determining future hardware/software. This goal is complete	11/20, 6/21	DD, BR
iCube Action Plan: Supply staff with a working knowledge of the various equipment to assist guests				
IS/IT	Create a monthly schedule to insure staff availability for assisting guests.	A weekly staffing schedule is created for this service point insuring there isn't a conflict with the two (2) Reference Desks. This goal is complete.	11/20, 3/21	DD, DS
IS/IT	Create a Staff Manual containing procedure, tips and tricks for each device	Links, images and various tips added for Adobe Creative Suite, Carvey CNC, Cricut/Silhouette, Wacom Mobile Studio Pro, Mug heat press, button maker. Sublimation printer section added. Dahle trimmer, FastFoto, Flatbed scanner and Dotspen information added. Sewing/embroidery and the Sensory Creative Kits were added. Brief introduction to the 3D scanner. Steps/how to added to iCube manual. This goal is complete.	11/20, 3/21	DD, LRB
IS/IT	Record hands-on staff training on each device	All iCube Committee members trained on Laser, Sublimation printer and laminator. The majority of the iCube Committee has been trained on the remaining equipment. Training for the Einscan 3D scanner is underway. Staff are trained on each new device as it added to the iCube. This goal is complete.	11/20, 2/21, 3/21, 6/21	DD, CH, MJR
IS	Learn and provide a report on how to use each piece of technology in the iCube.	Practiced making vinyl stickers on the Cricut. Trained on the 3D printer and the sublimation printer. Spent time exploring the various things you can do on the Creation Station including digitizing various media, making copies of that media and editing digital media like video and audio. Also spent time exploring the capabilities of the Silhouette device. Brief introduction to the 3D scanner. Steps/how to added to iCube manual - Learned the Carvey - Have learned all of the equipment. This goal is complete.	7/20, 8/20, 9/20, 2/21, 4/21, 5/21	LRB

IS	Learn and provide a report on how to use each piece of technology in the iCube. Provide three programs using iCube equipment.	Trained on the Carvey 3D Carving Machine, Mug Heat Press, and Sawgrass software (used with the Mug Heat Press). -Trained on the new 3D printer and software, RaiseCloud3D. Trained on the new 3D scanner. -VHS to digital converter. This goal was not completed.	7/20, 8/20, 9/20, 1/21, 2/21, 3/21	SV
iCube Action Plan: Promote programming, equipment and Creative Kits				
IS	To continue offering opportunities for fine motor skills practice, make a series of Creative Kits for the iCube based on the fine motor skills programs from 2019-2020.	First kit is done- Potholder Loom Weaving -Purchased remaining supplies for Scrapbook Paper Jewelry Kit. - Jewelry kit is complete. Deciding on next kit. - Purchased supplies for 2 kits: Finger Knitting and Bead Loom Weaving. This goal is complete.	11/20, 12/20, 1/21, 2/21, 4/21	KM
IS	Research and develop a series of 6 Exploration Kits for the iCube, with a focus on drawing children and families into the space to engage with STEAM activities appropriate to those age groups in the library	Connected with Mary regarding purchasing containers for the kits. Continued creating labeling materials/marketing plan. Connected with Mary about purchasing containers. Have a planned date with Mary to go pick out containers, worked on "launch plan", more work done on labeling materials. Bought containers, printed labels, and assembled the kits! The kits will be stored in my office until all kits are put out in Phase 6. This goal is complete.	1/21, 3/21, 4/21, 5/21, 6/21	KE
IS	Plan and implement one program in the iCube	Brainstorming ideas: developing potential craft-related virtual options. Thinking of animal masks for kids made on the cricut (tails) and maybe bookbinding kits for adults (tales). Or just one or the other. -Made first animal mask prototype for my program Finalized June, Youth, iCube grab and go animal mask craft for summer reading with Mary, Katie and Lindsay. It will be on June 18th. Wrote engage entry for program Submitted engage entry -More work on getting the kit ready and pulling materials together -Discussed with Katie and Mary about how to order materials for an iCube program and then found and ordered the necessary materials to create my grab and go craft Began creating further prototypes and tests - Printed all masks and compiled in grab and go kits. This goal is complete.	7/20, 8/20, 9/20, 2/21, 3/21, 4/21, 5/21	LRB

IS	Create iCube YouTube channel and make instructional videos demonstrating equipment in the iCube. This channel will be accessible on an iPad (former RBDigital iPad) and installed in the iCube for guests to view. Since it's a YouTube channel, we can post it on our iCube web page. These videos will grow out of virtual programming.	Discussed with BR moving the iPad to the iCube and the type of equipment needed to lock it down. Met with to discuss Dana about creating a CubeTube channel as a subset under the larger Novi Public Library one. Made more short embroidery machine introductory videos. -Dana put together a banner for the Novi Cube Tube channel. I tweaked it to fit the parameters allowed and created a profile picture. Also, introductory videos of the equipment in the iCube were moved to the channel. The channel has also been linked to the Novi Public Library YouTube channel. -Made an iCube 'commercial' of equipment and services for the Novi Cube Tube channel. This video was presented at the TLN Spring Virtual Workshop: Making it Work: Finding the Right Makerspace for your Library on May 17th. I learned and used Adobe Rush software to create the video. This goal is complete.	11/20, 3/21, 5/21, 6/21	MJR
AD	Post iCube content on social media monthly or as needed	List of Creative/Sensory/Exploration Kits highlighted in the eNewsletter, posts to social media and displayed on the informational kiosks.	11/20	DB
iCube Action Plan: Implement an appointment scheduling system				
IS/IT	Configure and train staff on an appointment scheduling system.	Created an Appointment Request Form in Google Forms for guests to use and set up each device and creative kit as a resource in Picktime Scheduling software. As of our closing to the public on 11/18 we booked over 42 appointments in the iCube since starting Oct. 1st! This goal is complete.	11/20, 6/21	MJR, DD
iCube Action Plan: Maintain current and future equipment				
IS/IT	Maintenance Log for each device	Added a Maintenance Log for each device to the Staff Manual defining the type of maintenance needed, the frequency of the maintenance, who performed the maintenance and when it was performed. Sent update to the Fire Department as	10/20/2020, 3/2021	DD, LRB, CH

		new equipment was acquired. Ongoing as new equipment is acquired.		
iCube Action Plan: Research and acquire new equipment or services				
IT	Explore new technology and suggestions from guests	Attends TLN Technology Committee meetings to be aware of what other libraries are exploring/implementing. Attended the Computers in Libraries virtual conference for updates on technology being used in a library setting. The Einscan 3D scanner was purchased by the Friends. Ongoing as new equipment is acquired.	2/1	BR, CH, DD
IS	With the idea of keeping the iCube as an ever-evolving space; continue to research and acquire new equipment/services, and then promote and demonstrate them in the iCube.	<p>Purchased accessories for the sublimation printer and have been testing it out for the optimal settings. Created instructions for using the mug heat press. Also purchased supplies for the embroidery machine and created instructions for getting.</p> <p>Worked with USCutter, the vender we use for sublimation printing, to replace mugs that arrived broken and some that were the wrong size. Started with sewing and embroider – includes screenshots and tips. I spent a lot of time in the iCube learning the embroidery machine. We are starting to get requests for using the machine, especially custom work like logos. In order to do this, I am learning the software we purchased in February. This also included two trips to the Husqvarna Viking reps for further training regarding some technical details.</p> <p>Also, since we will begin taking appointments in the iCube starting Oct. 1st. I created a Google form for making iCube appointments. In this form guests will have to indicate they will adhere to safety protocols during phase 4, and then they can select the equipment they would like to use, and the available time slots for staff assistants. Once they submit the form, an iCube team member will book the appointment in Picktime.</p> <p>Presented information on potential new items for the next budget year, like another, but smaller paper</p>	11/20, 2/21, 3/21, 4/21, 5/21, 6/21	MJR

		<p>cutter, equipment for small scale portable photo studio, a Verso Desktop full color, high resolution combined printer/cutter. This would make professional level labels, decals and stickers. Thanks to the generosity of the Friends of the Novi Library, we were able to purchase a new 3D scanner. We purchased the EinScan-SP (Platinum), that uses safe, white light scanning technology an object into a 3D model that can then be printed on a 3D printer</p> <p>Once staff is trained on the equipment, it will be available for public use. We are promoting it in the April-May Engage. -I have put together a list of equipment and supplies for the iCube Team to decide on purchasing before the end of the fiscal year. I will present it at the next iCube Team meeting.</p> <p>-iCube Team met on April 22nd to discuss year end purchases. It was decided to buy a smaller 1" button maker, 8mm film digitizer, and basic supplies (3D filament, Cricut blades, Sawgrass dyes, etc.). The team will work with Dana to survey our residents about what they would like in the iCube by using Patron Point. -Purchased a smaller 1" button maker, and the Wolverine MovieMaker Pro 8mm film digitizer, and basic supplies to wrap up the fiscal year. This goal is complete.</p>		
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AD	Gather feedback/suggestions from guests	Suggestion Box for ideas from guests monitored on a regular basis	10/20; ongoing	DB
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CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships

Dept	Tactic	Status	Last Update	Staff
IS	Provide Diverse Program Opportunities that empower cultural literacy	Focused on International Artists for Masterpiece Mondays - September, China - Ai Weiwei; October, India - S. H. Raza; November, Iraq - Suad al-Attar - January, Kandinsky - Masterpiece Monday featuring Kehinde Wiley, Black Artist. March Genre-fied was on Thursday the 25th. This month's genre was Thriller and we discussed the book When No One is Watching by Alyssa Cole. #OwnVoices title -Masterpiece Monday featuring African American abstract artist Alma Thomas, program was on April 26. Everyone LOVED	11/20, 1/21, 2/21, 3/21, 4/21, 5/21	KE, SOL

		this artist! Masterpiece Monday featuring Native American artist Shonto Begay. -Bilingual Story times (12 - Hindi, Tamil, Japanese, Korean) This goal is complete.		
IS	Investigate the possibility of providing story times that promote EQ (emotional intelligence). Specifically, virtues like empathy, kindness, and patience. Plan for in-house and/or virtual possibilities.	-Plan to include ALL kinds of inclusion—adoption, disability, different types of families, LGBTQ, respecting other's difference, race, immigration. -Currently looking into books that will fit this particular storytime. - Found a few that I like (The World Needs More Purple People is my favorite so far). Just have to figure out a time to do this—possibly February 2021. Looks like this will be virtual in February 2021 -Choosing books for the bookclub that focus on EQ, which makes sense since the kids are a little bit older. This goal is complete	11/20, 2/21, 4/21	LB
IS	Explore community interest in an early childhood parent book club offered once per Engage period. Book selections will cover early childhood development and early literacy. Informational parenting books, as well as books with activity ideas for children will be considered.	-Wrote Engage entry and begin researching titles and resources for discussion. -Sent David information for Facebook event & Sent flyer to Ann at ECEC for distribution. -Emailed Tori at KinderCare the flyer for the first meeting to share with teachers and parents/caregivers -First meeting held virtually on Sunday, October 18th - Worked on reading the book for December's meeting, The Brave Learner: Finding Everyday Magic in Homeschool, Learning, and Life by Julie Bogart Prepare Supplemental Resources page for December meeting. -Program is being cancelled due to low interest/attendance. Will look into offering in the future perhaps when in-person programs return. This goal is complete.	11/20, 12/20, 2/21	EB

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

Dept	Tactic	Status	Last Update	Staff
ADMIN	Improve staff training	Bystander Intervention training being discussed for staff; JF provided a description and quote for training and presented	1/21; 3/21	

		to DEI committee; topic was not pursued based on staff survey results.		
		Based on staff survey results the topics of Cultural Competence, Equity and Inclusion are being pursued. Dr. Jay Marks will be engaged as facilitator for the staff in-service on August 20, 2021. A budget amount of \$3,500 will be expended for this all staff training.	6/21	Admin

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

Dept	Tactic	Status	Last Update	Staff
ALL	Lakeshore Lending Library kiosk	Project was planned for a fall 2020 opening, however due to construction delays due to COVID, the project has been delayed until spring 2021. Tentative installation scheduled for May 18-20, including staff training. Installation and Outreach Team training completed by May 20, 2021. Kiosk has been operational since May 20th, but several issues and glitches are still being resolved with the vendor, Envisionware, at this time.	10/1/2020; 04/21; 6/21	MZ
SS	NCSD Employees - Library Cards	In connection with the Novi School District, regularly register new teachers/employees for library cards.	4/21	MZ

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

Dept	Tactic	Status	Last Update	Staff
SS/IT	Patron Point Software	Investigated subscription to Patron Point automated marketing software to create customized marketing emails, newsletters, and other campaigns to improve guest engagement and retention. Patron Point email was configured and three (3) training sessions have been completed. A monthly meeting has been scheduled with the PP rep to stay up-to-date with improvements and new features until we launch software in August 2021. Over 20,000 card holders will benefit from this communication piece.	1/21, 3/21; 4/21	MZ, BR

GOAL 2: ESCALATE AN INNOVATIVE AN INCLUSIVE CULTURE

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

Dept	Tactic	Status	Last Update	Staff
IS/SS	Oversee the implementation of a full collection analysis (all materials); investigate companies to provide the service, costs and completion of the project which will result in a full report of recommendations and collection needs (March 2021)	<p>- Reviewed report from EL on population percentages by race. -Set up meeting with Julie and Betty to discuss specific parameters needed. -Sent inquiry email to Michlib list to find other libraries that have carried out a collection audit. -Investigated the Teen Toolbox Librarian's audit ideas. -Held a phone conference with a rep from Mackin to see what type of audit they offered and it will not currently work for us. -Looked at Diverse Books audit offered for picture book sections, and informed Emily. -Continued conversation with Benzie District Library Librarian regarding collection audit experience. Diversity Bookfinder report was ran and reviewed. It has limited results due to the college not having the most recent titles, but there are definitely titles we can look to purchase. Will run this report quarterly to find anything we might be missing. KE is working on a audit with parameters by Library Journal. She has shared this with staff. The next step is to review this and decide on parameters by March for both colleciton audits and how to track while ordering beginning with the next fiscal. Reviewed Katie's current work on this project, and possible parameters, and the possibility of a reverse audit. Reached out to Austin Texas Public Library, Oak Park Illinois Public Library, and Indianapolis Public Library to find if they have done collection audits, and if so, how. Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections. -Diversity audit meeting with Betty and April on January 27 to discuss specific diversity goals for collection development.</p> <p>Continued diversity audit of Adult Fiction section and started audit of book club kits.</p> <p>Continued audit of book club kits and started reverse</p>	11/20, 12/20, 1/21; 4/21, 5/21	AS, MZ

		<p>diversity audit of Adult Science Fiction. Finished book club kit audit. Continued work on Science Fiction audit. First meeting of Diversity Audit Team and met with Julie. Began research of front-end auditing for board meeting. -Researched front-end auditing and worked on Diversity Audit presentation -refine procedures for selectors to track the diversity of their collections. Staff will learn how to report collection needs, fill gaps and keep track of the diversity of their collections through lists and marking a DEI tag on the record through TLN.</p> <p>--SS Dept: Provide collection reports to Selectors for audits of different collections as needed. -Presented to IS staff on Front-End Diversity Auditing. -Connected with Hillary about creating a DEI tracking spreadsheet. Answered some staff questions about the DEI tracking for the new fiscal year. This goal is complete for this year and will move to a new phase in the next fiscal.</p>		
IS	<p>Update the youth, tween, and YA fiction genre booklists binders at the information desks and make lists available electronically on NPL's website. This will provide guests with recommended reads available at NPL. Binders will be available for public use to access near their respective collection areas.</p>	<p>- Started to determine which genres to include in the binders -Went through VOYA journal best of 2019 teen titles to begin work on the genre lists -Continued to research titles to add to the booklists -Collaborated with the youth department to create the new monthly youth display "Libraries are for Everyone" book list featured on the website under the youth section - Collaborated with the youth department to create two book lists; 1) the December book list for the monthly youth display "Libraries are for Everyone" display featuring #OwnVoices, Hanukkah, Christmas, Kwanzaa, and craft books; and 2) the COVID-10 book list for youth and tweens plus additional online resources</p> <p>Added a new link to the teen book lists website page; YALSA's Outstanding Books for the College Bound and Lifelong Learners</p> <p>-Collaborated with the youth IS department to create the January book list for the monthly youth display "Libraries are for Everyone" display featuring MLK Day, multicultural children's book day, Coretta Scott King Award, mindfulness (feelings/emotions/stress management/yoga), and National Braille Literacy</p>	<p>11/20, 12/20, 1/21, 2/21, 3/21, 4/21, 5/21, 6/21</p>	<p>LG</p>

		<p>Month titles (to be added to the website soon) - Collaborated with the youth department to create multiple January book lists for the monthly youth display "Libraries are for Everyone" and also added additional titles to the lists; compiled the lists into PDFs and added to the website's youth/tween book lists pages; these book lists included: Black History Month, Chinese New Year, President's Day, Purim, and Valentine's Day</p> <p>New book lists created and added to our website include:</p> <p>Winter (youth-focused list)</p> <p>Winter (tween fiction)</p> <p>Note: Both were created to coincide with the Winter Reading Challenge</p> <p>Created multiple February book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Holi, Passover, St. Patrick's Day, and National Nutrition Month With the youth IS team, created multiple March book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Asian American and Pacific Islander Heritage; Novels in Verse; Financial Literacy; Easter; Ramadan; and Earth Day. -created multiple April book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Star Wars, Cinco De Mayo, space, Mother's Day, and Memorial Day. -created multiple June book lists for the monthly youth display "Libraries are for Everyone" which were added to the website's youth book lists page; these book lists included: Fourth of July and Tanabata. This goal is complete.</p>		
CSC	Continue to advocate, update, and review the Be Our Guest customer tools	Updated the Educate tool to include taking a guest to library area and providing tours to new guests. Created video explaining new addition to staff for training purposes. -Created a KultureCity tool handout and video explaining this new service to staff and added to the website -Updated the Greet tool to	11/20, 12/20, 1/21	CSC

		include a section on gender inclusive language and created a video to also share with staff		
CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL				
Dept	Tactic	Status	Last Update	Staff
IT	Upgrade programming and room reservation software	Successfully migrated from Room Reserve to Spaces and Events to SignUp. Initial staff training was completed and advanced training is currently being held for Admin and Facilities staff. Ongoing as meeting room rentals resume.	3/21; 6/21	BR, DD, CH
IT	Upgrade Library App	In the process of upgrading our current Demco library app to the Solus library app which provides additional features. This goal was not completed due to vendor issues.	3/21, 6/21	BR
CATEGORY: PROGRAMMING AND EVENTS - Monitor our equity footprint for guest involvement; Evaluate programming needs, expand outreach and create new partnerships				
Dept	Tactic	Status	Last Update	Staff
SS, IT	NPL Community Listening Session	All Support Services Supervisors, Support Services Manager IT Manager and IT Staff participated in a virtual Community Listening Session on October 27, 2020. IT Manager participated in the virtual Community Listening Session Reflection & Discussion. A second Community Listening Session was held on June 22, 2021.	10/1/20, 11/20; 6/21	SS Supervisors/ Manager, IT Manager and Staff; DEI Committee Members
IS	Create a Youtube International Channel featuring playlists for English Language Learning, other language learning with playlists personally curated and reviewed. Attach to the International & ESL page. Channel will consist of at least 6 playlists (1 for each conversation group) and contain not only information about the language but about the culture as well. Information about our conversation groups will be added to the channel and each individual playlist.	- Created the channel, added our logo, started working on the Japanese Language lessons playlist - Added German language learning and culture -finished Japanese Language learning, added culture -uploaded past ELL videos -uploaded edamame chopstick challenge -Added Spanish language learning and culture -Added Easy French videos -Added English Pop Culture playlist and videos -added Easy English videos playlist -Added coronavirus video -Added Black History Month Video This goal is complete.	10/20, 1/21, 4/21	SOL

IS	Provide Mental Health education opportunities	Partnered with Novi School's Mental Health Alliance Group to host programs. -Coordinated a Mental Health Series additional topics: "How Are the Kids?" "Man Stress" "Supporting Frontline Workers & Educators" -Provided Mental Health program- The Psychological Impact of Racism. -Continuing partnership with NMHA group through May. -Continued Mental Health Series with more topics:"Supporting Frontline Workers & Educators" and "Man Stress" This goal is complete.	11/20, 12/20, 1/21	AS; GA
AD	Civility Project	Partnered with the City of Novi for a Civility Project workshop for the Novi community	3/2021	
CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; Increase staff and community advocacy, awareness and education of DEI initiatives; Improve staff training, launch a customer service initiative and support growth and innovation in library				
Dept	Tactic	Status	Last Update	Staff
AD/IS	Memberships to BCALA and APALA	On-going research into available booklists, webinars, conferences, and grant opportunities. Complete for this year. Will continue to follow information in the coming fiscal.	10/2020	GA, SOL
AD	Memberships to REFORMA, AILA, JCLC	On-going research into available booklists, webinars, conferences, and grant opportunities. Complete for this year. Will continue to follow information in the coming fiscal.	5/2021	
AD	LGBTQ Roundtable	On-going research into available booklists, webinars, conferences, and grant opportunities. Complete for this year. Will continue to follow information in the coming fiscal.	10/2020	SV
AD	Staff Compensation	Library Board supported and approve a 2% increase in salary for all part-time/full-time employees employed before January 1, 2021.	Jan. 28, 2021	
AD	Staff DEI Committee formed	Meeting monthly to discuss, plan and execute based on direction from Director and DEI Board Committee; Approximately 13 staff members participate	June 2021	
SS	Be an active participant in learning, developing, training of self and department/library colleagues in relation to improving/expanding diversity, equity and inclusion efforts at NPL	--Watch TLN's "Passion for the Profession: What's DEI Got to Do with it!? An Equity L.O.V.E. Story" with Joquetta Johnson --Watch TLN's "Discovering Inherent Biases" with Dr. Lee Meadows --Read "Mindful Stress Resilience: Riding the COVID Coaster" PDF	4/21; 6/21	SS Staff

		<p>--Read "Understanding Power, Identity, and Oppression" PDF</p> <p>--Read "What Does It Mean to Be an Ally" PDF</p> <p>Additional resources examined:</p> <p>--"Spiral of Accountability" YouTube Video</p> <p>--"Deconstructing White Privilege with Robin D'Angelo" YouTube Video</p> <p>--"Family Action Network: White Fragility with Robin D'Angelo" YouTube Video</p> <p>--"The Black Tax: Cost of Being a Black American" YouTube Video</p>		
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CATEGORY: OUTREACH AND SERVICES - Positively and effectively influence outreach and partnerships pertaining to race relations; Improve library access to all Novi residents, city employees, businesses, and those working in Novi; Expand collaborations with area schools and create barrier free policies and procedures

SS	NCSD Library Card Campaigns	Completed a second library card registration campaign for NMS and NHS students to allow more students access to our physical and digital collections.	11/2020	SS Staff -- Circulation
IS	Create an online reader's advisory form that can be marketed on NPL's website, social media, and e-newsletter. Guests can complete the form to receive personalized reading suggestions from IS staff.	<p>- Started to investigate questions to put on the form -</p> <p>- Continued to research questions to put on the form -</p> <p>- Created a draft of the form; shared with IS staff for feedback; staff have until October 1 to submit feedback; will work on getting it live on the website in October -Staff input process is completed; questions for form are completed -</p> <p>- Form has been added to our website</p> <p>- Staff have been notified about this new service</p> <p>- Dana included information about this new service in the November Peachjar flyer</p> <p>- Goal is completed</p>	11/20	LG
SS/AD	Anthropology Outreach Event	Outreach and card sign-up event scheduled at Anthropology Senior Facility on February 11, 2021.	1/21	ES, JF, DB
SS/IS/AD	Meet Your Superhero City of Novi Outreach Events	Outreach staff scheduled to attend and hold library card signups on June 9th at ITC Park and on June 16th at Meadowbrook Elementary.	4/21	MZ, ES, DB, JF, IS Staff
SS	Camp Lakeshore Card Campaign	Completed a library card sign-up campaign for Camp Lakeshore campers as part of the marketing drive for the new Lakeshore Lending Library kiosk.	6/21	ES, MZ

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

AD	Lakeshore Lending Library	Postcard campaign to over 9,000 residents in Novi north of I-96 promoting the Lakeshore Lending Library; video with LLL sponsor Community Financial Credit Union	6/21	
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GOAL 3: ENHANCE CORE INTERACTION WITHIN OUR DIVERSE COMMUNITY

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

Dept	Tactic	Status	Last Update	Staff
IS/SS	<i>Explore resources on diversifying the picture book collection, including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.</i>	<p>-Received information on Diverse BookFinder, will be exploring their offer of a free picture book collection diversity audit for NPL.</p> <p>-Continued reviewing the picture book collection for adding more own voices books.</p> <p>-Continue ordering to expand our newly added holidays in the Holiday Picture Books -Viewed Diverse BookFinder webinar "Multicultural Picture Books: A Deeper Look at Your Collection" for information on how to begin a diversity audit for the picture books in each of the picture book, youth biography, and youth nonfiction collections. (notes in shared IS Google Drive folder)</p> <p>Connected with Maryann to receive collection reports needed for the audit.</p> <p>Edited Picture Book collection Excel file for blank ISBNs 2002 and later.</p> <p>Ran first report for Picture Book Collection 11/24/20</p> <p>-Report provided some information, but not a complete picture due to lack of titles from most recent years. However, can be used as a tool to find titles from past that may have been missed. Shared with selectors of youth bio and youth non-fiction for picture book lists in those collections. -Ran 2nd Diverse BookFinder Collection Analysis (last report generated</p>	11/20, 12/20; 4/21	EB, MZ

		<p>Nov. 2020). What has changed? The percentages of the picture books we own compared to those that are "widely available for purchase" overall fell by a couple of percentages per category (except for Latinx/Hispanic/Latin American, which grew by 5%).</p> <p>As I have been continually ordering DEI picture books since the last report, It has really become apparent to me that this tool does not accurately represent our collection or what is "widely available for purchase." There are several big titles that came out months ago that are not included in the Diverse BookFinder Collection, so therefore not being counted in our collection. I do not plan to continue generating reports with this tool because I do not think it is providing an accurate snapshot. This goal is complete.</p> <p>--SS Dept: Provide collection reports to Selectors for audits of different collections as needed.</p>		
IS/SS	<p>Explore resources on diversifying the Adult Fiction collection (Fiction, Mystery, Science Fiction, Book Club Kits), including information on conducting a collection diversity audit, in order to continue moving towards a more authentic and inclusive collection. Share information with IS staff when relevant.</p>	<p>Completed Equity in Action: Diversifying Your Collections online course. Have started sample diversity audit of Adult Fiction collections. -Diversity audit meeting with Betty and April on January 27 to discuss specific diversity goals for collection development.</p> <p>Continued diversity audit of Adult Fiction section and started audit of book club kits.</p> <p>Continued audit of book club kits and started reverse diversity audit of Adult Science Fiction. Finished book club kit audit. Continued work on Science Fiction audit. First meeting of Diversity Audit Team and met with Julie. Began research of front-end auditing for board meeting. -Researched front-end auditing and worked on Diversity Audit presentation -refine procedures for selectors to track the diversity of their collections. Staff will learn how to report collection needs, fill gaps and keep track of the diversity of their collections through lists and marking a DEI tag on the record through TLN.</p> <p>--SS Dept: Provide collection reports to Selectors for</p>	<p>11/20, 1/21, 2/21, 3/21; 4/21, 5/21, 6/21</p>	<p>KE, EL, MZ</p>

		audits of different collections as needed. -Presented to IS staff on Front-End Diversity Auditing. -Connected with Hillary about creating a DEI tracking spreadsheet. Answered some staff questions about the DEI tracking for the new fiscal year. Procedures for selectors to track the diversity of their collections were presented to the Staff. Stats will be given to April and me at six months and again at the end of the budget year, so that we can see if the criteria has been met. This includes using 15% of the budget to add books that diversify the collection. This process will begin in July of the new budget (2021-2022).This goal is complete.		
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CATEGORY: TECHNOLOGY - Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL

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

Dept	Tactic	Status	Last Update	Staff
IS	Be an active leader in the development of improving/expanding diversity, equity, and inclusion efforts at NPL through the creation of learning and training opportunities for staff, department, and library.	- Reviewed notes from previous studies in Diversity & Inclusion to pull what may be relevant for NPL learning and training opportunities. -Researched various projects to coordinate training opportunities and programs that improve diversity, equity, and inclusion. -Attended NPL Board Meeting in order to learn the position and statement the Board prepared regarding DEI and race relations improvement efforts. -Served as moderator for an Equity and Engagement Community Listening Session brought to you by the DEI committee. Collected data from the public to assist in determining steps to make deliberate efforts to improve race relations with the Black community. Served as moderator for an Equity and Engagement Community Listening Session Reflection brought to you by the DEI committee. -Attended DEI Committee meeting. Proposed having a more structured meeting by providing metrics for DEI goals, and creating timelines as necessary. -Hosted June Listening Session.	11/20, 12/20, 1/21, 2/21, 6/21	GA

		Attended both staff and board DEI meetings. This goal is complete.		
IS	Increase cultural diversity awareness, acknowledgement, and visibility through virtual and on-site library programming, and intentional displays. (Provide a minimum of 3 programs and 3 displays that accomplish this for the year).	<p>- Coordinated and moderator for 5 programs in a series: "Talking Racism." This included scheduling 11 professionals as facilitators, and 8 teens. Programs included: Combating Racial Injustices, Racism Is Not a "Black People" Issue, Teens Talking Racism, Talking With Your Kids About Racism- A Black & White Perspective, and Why Take a Knee? - I also coordinated and hosted a podcast segment on the topic of racism and the removal of statues with racist ties. My special guest was a historian of cultural diversity. -Coordinated and hosted, African American Perspectives:"Civil Rights & Black Resistance." Guest presenter: Historian Jamon Jordan of Black Scroll Network. Presented as a Zoom and Facebook Live event. Attendance:162</p> <p>-Proposed an African American Conversation Group, and/or ongoing Ethnic Cultural Discussion Group to include up to 4 ethnic groups. Group(s) would meet once a month. I would coordinate and host all of the virtual events.</p> <p>Content and description: Inspire. Inform. Include. through cultural conversation on customs, common language, holidays and events, literature, small talk, history, and resources designed specifically for ethnic culture.</p> <p>(Waiting on response.) - Provided an African American Ethnic Cultural Discussion Group Conversation Group, with the purpose of providing cultural conversations on customs, common language, holidays and events, inspirations, literature, small talk, history, and resources, designed for specific ethnic cultures.</p> <p>Partnered with Omega Psi Phi and AKA, historically African American Greek-lettered fraternity and Sorority to provide a reading series for children. - Coordinated African American Ethnic Cultural Discussion Group Conversation Group, with guest presenter Dr. Jay Marks, on the topic, " Advancing Racial Equity in Our Schools & Community." -Hosted</p>	11/20, 1/21, 2/21, 5/21	GA

		<p>Martin Luther King virtual celebration. -Coordinated and hosted Chinese New Year Celebration - Coordinated and hosted Black History Month programs including "Black History Month Spotlight Series," "Black Men in White Coats" film, and 7 Black Physicians Discussion -Coordinated and hosted The Rise in Asian American Hate Crimes part 2 program. Coordinated and hosted Indian American Cultural Dialogue</p> <p>Coordinated and hosted Firsthand Account of Cambodian Genocide program -- Coordinated and hosted Understanding Juneteenth program</p> <p>Coordinated and hosted Fraternity/Sorority Juneteenth Storytimes</p> <p>Coordinated 3 Detroit Institute of Arts cultural programs on diversity, African American culture, and religion.</p> <p>Coordinated cultural connections program, to be held July 19th. Attended DEI Board Committee meeting.</p> <p>Hosted Community Listening Session.</p> <p>This goal is complete.</p>		
IS	<p>Implement a new kind of book club with a different structure (virtual, out-of-building, etc.) and different focus (more varied and diverse genres/points-of-view, etc.) in order to target more varied demographics within our Novi community. Plan one meeting at least every other month (a total of 6)</p>	<p>- Hosted a Genre-Fied book discussion on July 23. Laid out the basic idea of the book club to new members (we will be reading a new genre every month, and meetings will remain virtual throughout the year). July's genre was Mystery and we read "Magpie Murders". Talked about the potential of having an all Mystery book club. Encouraged attendees to spread the word about the new book club! -Genre-Fied Book club to meet virtually on Aug. 27th. Total signup so far is 6 people. Genre is Historical Fiction! -Attendance for this book club is still stronger than both the other regular book clubs held by the library, and I also took recommendations from the attendees on what genres they would be interested in reading in future meetings! -January Genre-fied was on Thursday the 28th. This month's genre was Science Fiction and we discussed the book Recursion by Blake Crouch. New faces again this month! -This month's Genre-fied book</p>	10/20, 1/21, 2/21, 4/21, 5/21, 6/21	KE

		club featured; Punching the Air by Ibi Zoboi and Yusef Salaam -April Genre-fied was on Thursday the 22nd. This month's genre was Classics and we discussed the book Rebecca by Daphne du Maurier. We had the largest attendance of any virtual book club this month, with 9 attendees! -May Genre-fied was on Thursday the 27th. This month's genre was Michigan Fiction and we discussed the book The Women of the Copper Country by Mary Doria Russell. -June Genre-fied was on Thursday the 24th. This month's genre was Self Help and we discussed the book Maybe You Should Talk to Someone by Lori Gottlieb. The plan was to have it on the patio but due to rain we had to go virtual. The group members would like to continue the book club, so I will be continuing it into the 21-22 year. This goal is complete.		
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CATEGORY: HUMAN RESOURCES - Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations; Increase staff and community advocacy, awareness and education of DEI initiatives; Improve staff training, launch a customer service initiative and support growth and innovation in library

Dept	Tactic	Status	Last Update	Staff
ALL	City of Novi's Diversity, Equity, & Inclusion Training	Training that focused on tools to enable an inclusive organization.	7/2020	
ALL	City of Novi's Workplace Civility Training	Training that focused on prevention of harassment and bullying.	11/2020	
	Employment	Began using the Applicant Pro software for greater reach of applicants for library positions in conjunction with the City of Novi's HR Dept.	9/20	
AD	Employment	New HR Specialist hired full-time with DEI experience; expectations of new training opportunities for library staff	5/21	

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

Dept	Tactic	Status	Last Update	Staff
IS	<i>Continue development and training for NPL's customer service initiatives for Be Our Guest (as it relates to COVID, Kulture City, etc.); Kulture</i>	- Created KC customer service guided sheet for staff. - Created KC checklist for completion of all items, KC inventory list, and KC customer service help sheet for staff. - Photographed all of the kulturecity bag items. -	11/20, 12/20, 1/21	AS

	<i>City launch (staff awareness/video, building placement, marketing to community)</i>	Put KC bags together. - Met with MZ to determine where security tags should go and on what items. Gave KC bags to MZ to tag. - Created calendar date/time with JF to determine KC signage placement. - Did a walk-through of the building with JF to determine best places for KC signage. - Met with Keith to determine best way to put up signage. -Wrote script for KC staff video -Filmed videos for KultureCity staff intro. -Converted KC videos via Youtube and added to Filmora -Downloaded and added KC photos to Filmora - Completed film and sent to staff along with information sheet. Signage put up throughout the building. Bags deployed to desks. Short story on KC website and app completed. Marketing to community has begun. -Sent out additional video describing sensory kits created by Charlie Hokett. This goal is complete for this year, but will be on-going in the future.		
IS/SS	<i>Investigate a Books by Mail service. Partner with a staff member from the Support Services Department. Write up a report and share with the Director all findings and recommendations by mid-December.</i>	-Reached out to 6 libraries with questions about running a Books by Mail service. Attended a virtual and an in person meeting with Julie and Kim to discuss further. Created spreadsheet to compare answers from different libraries. Followed up with 5 libraries with more detailed questions. -Met with Julie and Kim to discuss the program. Followed up with multiple libraries with more questions. Created spreadsheet to track responses. Priced out mailbags. Working on creating a report with all the responses and other needed information. Complete- report submitted December 7. Approved for FY 21-22 budget implementation. A new full-time Outreach Supervisor position was created to be the Project Lead for the "Materials By Mail" project. Position was filled internally with Kim Swejkoski receiving the promotion.	11/20, 12/20; 4/21; 6/21	KM, KS
IS	Establish the Pop-Up Market as a recurring program, at least 1-2 times per year. Create a virtual version of the program in the style of the Home Shopping Network and present this program on Zoom and Facebook Live. Provide opportunities for participating	Holiday Virtual Shopping Expo in December: 12 vendors (mix of live and video presentation) 1 corporate sponsor (DMCU) who also donated raffle prizes Event raised \$220 for programming budget 7 businesses participated in 3 coaching calls to practice their pitches and hear about the BRC	1/21, 2/21, 3/21, 4/21	HH

	<p>businesses to learn about the Business Resource Center and available resources.</p>	<p>26 participants in the live Zoom program plus about 250 views of the Facebook Live video I coordinated social media posts listing the vendors and their exclusive deals as well as encouraging guests to #ShopSmall and to support minority owned businesses, leading to a new section on the BRC and DEI pages about Black-owned businesses in Novi and in Michigan</p> <p>Spring Virtual Shopping Expo in April (Money Smart Week): Spring Expo will repeat format of Holiday Expo but with an emphasis on Mother's Day gifts and "Spring Cleaning" services Application and vendor-oriented flyer completed in January Coordinating with Novi Chamber for event promotion, vendor recruitment and support with online payments for participating vendors. Application will go live on February 1 - we already have 18 applications Spring Virtual Shopping Expo in April: Spring Expo will repeat format of Holiday Expo but with an emphasis on Mother's Day gifts and "Spring Cleaning" services 25 applications and counting (20 have been accepted; evaluating ability to add others from waitlist) Offered two Vendor Coaching calls in March to five total business owners, promoting NPL business resources and assisting them in perfecting their presentations for the Expo -Spring Virtual Shopping Expo in April: 23 vendors paid for a spot (\$230 raised); 22 participated (5 with pre-recorded videos) Offered four Vendor Coaching calls in March and April to seven total business owners, promoting NPL business resources and assisting them in perfecting their presentations for the Expo I plan to send a survey to guests and vendors to evaluate the success and plan for future Pop-Ups or Virtual Expos - This goal is complete.</p>		
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CATEGORY: MARKETING - Monitor our equity footprint for accountability; Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events, services, and tell NPL's story better through Inform. Inspire. Include.

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

Dept	Tactic	Status	Last Update	Staff
FAC		Every 2 hours high touch cleaning of building for sanitization purposes	Ongoing	
AD/FAC	Janitorial Bid and Contract (1 yr. w/renewal)	Bid awarded to RNA Janitorial; contract signed	August 3, 2020	
FAC	Staff vending machine service	New vendor initiated for snack vending in staff lounge	November 2020	
FAC	Air duct cleaning of building	Bid executed and awarded for Air Duct Cleaning; Air duct work March 29 - April 9, 2021	11/20; 1/21; 4/21	
	Boiler Emergency	2 boilers failed in the building and needed extensive repair; 3 day shut-down of building	March 1, 2021	
AD	Lakeshore Lending Library Maintenance Agreement	5 yr. maintenance agreement approved for the Lakeshore Lending Library kiosk	June 21, 2021	
AD	Parking Lot Maintenance	Inquiry for costs for parking lot overband, seal coat and striping; 5 cost estimates received. Work awarded with expectations of an August 20 and 21, 2021 execution	4/21; 6/21	

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

Dept	Tactic	Status	Last Update	Staff
ALL		Library opened for Phase 4: 30 minute use of building	July 6, 2020	
		Library opened for Phase 4: 1 hour use of building	Sept. 8, 2020	
		Library returned to Phase 3: lobby, locker and drive-up by appointment	11/18/20-1/17/21	
		COVID shut down December 1- December 8, 2020 due to 1 staff case; 5 exposures	12/20/21	
		Library returned to Phase 4: 1 hour use of the building	1/18/21	
		Phase 4 Continues as of April 19 – May 24, 2021: Library recommends visits of 1 hour (Grab & Go); public computers available (1 hour use); 50% capacity of building usage by public; 48 hour quarantine of materials; limited seating is available; café and book	3/21; 6/22/21	

		nook open; programming virtual through May 31, 2020. Masks and social distancing required. Indoor gathering of 25 people or less with proper 6ft. social distancing must be followed. Effective April 26, 2021: new guideline from MDHHS requires masks for children ages 2 and up.		
		Following MIOSHA and MDHHA guidelines	Ongoing	
AD		Instituted Remote Work Policy as needed for employees	12/20	
AD/IS		Library returned to Phase 5: No capacity limits or limits to time usage in the building, most services available for the guests except: meeting room rental/study room usage due to staff social distancing needs, appointments for iCube remained, limited cafe hours, programming was mostly virtual except for events that could be held safely outdoors, donations were limited to twice a month drop-offs. Library Board meeting remained virtual through June 2021. Created COVID customer service and timer station help sheet for staff. Updated temp sheet per City guidelines twice over two months. -Continuing to check both electronic sign in and paper temp sheets and record both electronically and in storage. This is complete and rescinded by MIOSHA as of June 22, 2021. Temp sheets collection ended on July 1, 2021.	11/20, 1/21, 2/21, 6/21	AS, MD, DB
IS	Explore methods and best practices for virtual outreach story times to preschools and childcare centers in response to COVID-19 social distancing guidelines.	- Offered the first three Zoom outreach story time sessions. View recording of one to reflect. -Connected with Ann at ECEC about providing weekly recorded storytimes in place of daily in-person visits. -Encountered a new experience - I had KinderCare scheduled for a Zoom story time on 9/17, but they were a no show. We rescheduled for October 8th. -Reached out to Novi Northville about Zoom story times. They were not interested at this time, but they were interested in a new book box so I am getting that together now. -Scheduled a visit with the ECEC Special Education classroom for the end of October. -Learned to film a family story time at the same time as the ECEC story times by reusing some of the segments (less repeat recording). This goal is complete.	10/20	EB

IS	Explore ways the iCube can evolve to be relevant during Covid times, devise an appointment scheduling system, taking orders similar to the 3D Printing Committee, looking for more virtual services.	Met with Charlie and Dom to discuss some ideas, as well as the iCube Team. iCube staff will begin taking 1 hour appointments on Oct. 1st. All equipment sheets are being updated and safety protocols will be drafted for review by the iCube Team. Used a free collaboration with CreativeBug and the Cricut Maker to offer the February iCube Grab-n-Go Kit: DIY Gift Bags. They were a Valentine's Day (though not over the top) theme so that guests could learn how to make their own gift bags for Valentines or another special occasion. -We continue to be quite active taking appointments in the iCube, including 3 embroidery requests! -We continue to be quite active taking appointments in the iCube. There was an increase in laser engraving requests this month. This goal is complete.	11/20, 2/21, 4/21, 5/21, 6/21	MJR
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Library Board Policy & Financial Approvals (July 1, 2020 - June 30, 2021)

Dept	Tactic	Status	Last Update	Staff
	Approval of 2021 Closure Calendar	Adding Juneteenth (June 19th) as a day of closure	July 23, 2020	
AD	Approval of Retirement Incentive	One-time retirement incentive for eligible Full-time employees	July 23, 2020	
AD	Approval of Library Van Replacement Schedule	Every 7 years	Aug. 27, 2020	
AD	Approval of DEI standing committee	2 board members, 4 managers, 3 staff members	Sept. 24, 2020	
AD	Approval of Strategic Goals Updates	Inclusion of DEI initiatives into Strategic Plan 2019-2022	Sept. 24, 2020	
AD	Approval of Remote Work Policy	Related to COVID	Dec. 16, 2020	
AD	21/22 Budget Approval	Yr. End approval for 20/21 for 268 & 269; 21/22 Approval for 268 & 269	Jan 28, 2021	
AD	Cafe Lease	Forgo cost of lease payment for NCS D for cafe for 20/21 fiscal year due to COVID	Jan. 28, 2021	
AD	Approval of Guest Behavior Policy	Inclusion of Verbal Harassment language	Feb. 25, 2021	
AD	State Aid Report	Submitted the 2019-2020 State Aid Report to the Library of Michigan. allowing for add'l state funding	Feb. 1, 2021	
AD	Approval of Closure Policy	Adding Juneteenth (June 19th) as a permanent closure for NPL	May 27, 2021	

AD	Approval of Diversity Statement		May 21, 21	
AD	Approval of Charges for Damaged, Destroyed or Lost Materials Policy	Extending no fines for late materials through December 31, 2021	June 21, 2021	
AD	Library Board Email	Created a an email for members of the public to send that would be received by all board members	June 21, 2021	
AD	Approval of 2022 Closure Calendar		June 21, 2021	
AD	Approval of Unattended Child Policy		June 21, 2021	
AD	Approval of Distributions and Postings Policy		June 21, 2021	
AD	Approval of Campaigning, Petitioning, Interviewing and Similar Activities Policy		June 21, 2021	
AD	Library Board Retreat	Presented by Dr. Lee Meadows: Goal setting 21/22 and OMA training; OMA training had to be rescheduled for July12, 2021 due to technical issues due to storm damage	June 26, 2021	

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

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

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

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

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

269 - Library Contributed Funds		Revenues & Expenditures					
2021-2022 (Approval 1/28/21)		2019-2020 Audited	2020-2021 Approved	2020-2021 COVID-19	2020-2021 COVID-19 Yr.End	2020-2021 4th Qtr. Amend	2021-2022 Approved
		6/30/2020	1/23/2020	5/28/2020	1/28/2021	5/27/2021	1/28/2021
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 32,401.88	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations							
665.036	Diversity, Equity & Inclusion						\$1,000
665.046	Makerspace (iCube)	2,030.05	2,000.00	2,000.00	2,000.00	-	2,000.00
665.229	Raising a Reader	-	2,500.00	2,500.00	2,500.00	-	2,500.00
665.230	Collections/Materials Revenue	\$ 1,347.22	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,700.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	1,000.00	1,000.00	1,000.00	2,160.00	1,000.00
665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	5,500.00	4,000.00	5,500.00
665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	1,500.00	-	1,500.00
665.234	Undesignated Misc. Donations	-	500.00	500.00	500.00	500.00	500.00
665.235	Marketing Sponsorships	10,000.00	5,500.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 19,500.00	\$ 24,000.00	\$ 24,000.00	\$ 18,360.00	\$25,000
TOTAL Revenues		\$ 62,591.67	\$ 42,000.00	\$ 46,500.00	\$ 46,500.00	\$ 40,860.00	\$ 47,500.00
Expenditures							
Supplies							
742.036	Diversity, Equity & Inclusion						\$1,000
742.229	Raising a Reader	2,555.86	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	13,004.00	30,200.00	-	-	-	15,000.00
742.232	Programming Expenditures	2,843.81	1,000.00	1,000.00	1,000.00	2,500.00	1,000.00
742.233	Technology Library Expenditures	4,721.93	31,000.00	-	-	-	26,500.00
742.234	Undesignated Misc. Expenditures	-	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	764.81	1,500.00	1,500.00	1,500.00	500.00	1,500.00
TOTAL		\$ 24,962.88	\$ 65,700.00	\$ 4,500.00	\$ 4,500.00	\$ 5,700.00	\$47,000
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ -	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00	\$ -
976.045	LED Lighting Conversion project	-	6,800.00	6,800.00	6,800.00	4,000.00	-
976.046	Makerspace (iCube)	6,735.84	5,000.00	5,000.00	5,000.00	5,000.00	11,400.00
983.000	Vehicle	-	-	-	-	-	-
TOTAL		\$ 6,735.84	\$ 11,800.00	\$ 46,550.00	\$ 46,550.00	\$ 43,750.00	\$ 11,400.00
TOTAL Expenditures		\$ 31,698.72	\$ 77,500.00	\$ 51,050.00	\$ 51,050.00	\$ 49,450.00	\$ 58,400.00
	Beginning Fund Balance Yr. End	\$ 1,676,086.58	\$ 1,641,836.58	\$ 1,676,586.58	\$ 1,706,979.53	\$ 1,706,979.53	\$ 1,702,429.53
	Revenues	62,591.67	42,000.00	46,500.00	46,500.00	40,860.00	47,500.00
	Expenditures	(31,698.72)	(77,500.00)	(51,050.00)	(51,050.00)	(49,450.00)	(58,400.00)
	NET Revenues vs. Expenditures	30,892.95	(35,500.00)	(4,550.00)	(4,550.00)	(8,590.00)	(10,900.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$1,706,979.53	\$1,606,336.58	\$1,672,036.58	\$ 1,702,429.53	\$ 1,698,389.53	\$ 1,691,529.53

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

Financial Report for July 2021

Approved Budget for Fund 268 Fiscal Year 2021-2022

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

Approved budget for Fund 269 Fiscal Year 2021-2022

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

Revenue & Expenditure Report for Fund 268

	YTD June 30, 2021	YTD July 31,2021	Difference
TOTAL REVENUES	\$3,216,949	\$3,077,349	(\$139,600)*
TOTAL EXPENDITURES	\$3,001,305	\$ 232,227	(\$2,769,078)*
NET OF REVENUES & EXPENDITURES	\$215,644	\$2,845,122	

Revenue & Expenditure Report for Fund 269

	YTD June 30, 2021	YTD July 31,2021	Difference
TOTAL REVENUES	\$37,506	\$1,625	(\$35,881)*
TOTAL EXPENDITURES	\$16,081	\$10,500	(\$5,581)*
NET OF REVENUES & EXPENDITURES	\$21,425	(\$8,875)	

Balance Sheet Report as of July 31, 2021

The ending fund balance for Fund 268 is \$5,342,263.15

The ending fund balance for Fund 269 is \$1,719,529.96

*Difference because this is the first month of the new Fiscal Year (2021-2022)

08/10/2021		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
		PERIOD ENDING 07/31/2021						
		% Fiscal Year Completed: 8.49						
		END BALANCE	2021-22		MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JULY 2021	07/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268								
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	3,085,760.50	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	(289.89)	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	(7,282.79)	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	(15,024.99)	(15,024.99)	(9,942.01)	60.18
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	(4,900.00)	0.00
Property tax revenue		2,937,811.83	2,966,672.00	2,966,672.00	3,063,162.83	3,063,162.83	(96,490.83)	103.25
Federal grants								
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00
State sources								
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00
State sources		46,164.52	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00
Fines and forfeitures								
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	864.81	864.81	47,135.19	1.80
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00
Fines and forfeitures		106,291.08	143,000.00	143,000.00	864.81	864.81	142,135.19	0.60
Interest income								
268-000.00-664.000	Interest on investments	47,950.58	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Interest income		40,122.60	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Other revenue								
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	254.03	254.03	4,745.97	5.08
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	71.40	71.40	928.60	7.14
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	6,970.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	48,000.00	13,295.43	13,295.43	34,704.57	27.70
Donations								
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	26.00	26.00	1,474.00	1.73
Donations		933.91	3,500.00	3,500.00	26.00	26.00	3,474.00	0.74

		END BALANCE	2021-22		MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JULY 2021	07/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services								
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	59,399.62	59,399.62	923,600.38	6.04
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	40,129.42	40,129.42	684,870.58	5.54
268-000.00-706.000	Overtime	111.61	500.00	500.00	78.08	78.08	421.92	15.62
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	7,501.69	7,501.69	124,498.31	5.68
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	12,684.38	12,684.38	180,315.62	6.57
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(1,559.61)	(1,559.61)	(36,240.39)	4.13
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	0.00	0.00	8,100.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	0.00	0.00	53,300.00	0.00
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	2,945.21	2,945.21	42,954.79	6.42
268-000.00-719.000	Unemployment insurance	2,610.47	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,685.57	2,700.00	2,700.00	119.04	119.04	2,580.96	4.41
Personnel services		1,912,926.88	2,121,000.00	2,121,000.00	121,297.83	121,297.83	1,999,702.17	5.72
Supplies								
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	403.85	403.85	17,596.15	2.24
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-734.000	Computer supplies, software & licensing	38,228.56	73,000.00	73,000.00	35,350.00	35,350.00	37,650.00	48.42
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	(198.35)	(198.35)	24,498.35	(0.82)
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	0.00	0.00	30,500.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	0.00	0.00	203,000.00	0.00
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	329.24	329.24	23,670.76	1.37
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	3,118.43	3,118.43	125,881.57	2.42
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	279.62	279.62	46,620.38	0.60
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	19,495.40	19,495.40	50,504.60	27.85
Supplies		544,686.45	647,000.00	647,000.00	58,778.19	58,778.19	588,221.81	9.08

		END BALANCE	2021-22		MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JULY 2021	07/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges								
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-802.000	Data processing	712.94	700.00	700.00	734.34	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	369.18	369.18	3,630.82	9.23
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	2,297.28	2,297.28	5,202.72	30.63
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	3,500.00	3,500.00	7,000.00	33.33
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	6,801.40	6,801.40	86,198.60	7.31
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	14,782.81	14,782.81	53,217.19	21.74
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	39.52	39.52	1,460.48	2.63
268-000.00-862.000	Mileage	91.53	100.00	100.00	0.00	0.00	100.00	0.00
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
268-000.00-880.268	Library programming	9,268.89	28,000.00	28,000.00	1,060.80	1,060.80	26,939.20	3.79
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	14,444.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	8,536.97	8,536.97	86,463.03	8.99
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	290.31	290.31	99,709.69	0.29
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	23,255.55	39,000.00	39,000.00	19.96	19.96	38,980.04	0.05
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	375.05	6.24
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	(750.00)	(750.00)	17,750.00	(4.41)
Other services and charges		529,917.68	604,500.00	604,500.00	52,151.52	52,151.52	552,348.48	8.63
Capital outlay								
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		13,774.00	37,200.00	37,200.00	0.00	0.00	37,200.00	0.00
Net - Dept 000.00 - treasury								
		215,644.09	(165,528.00)	(165,528.00)	2,845,121.53	2,845,121.53	(3,010,649.53)	
TOTAL REVENUES								
		3,216,949.10	3,244,172.00	3,244,172.00	3,077,349.07	3,077,349.07	166,822.93	(1,718.82)
TOTAL EXPENDITURES								
		3,001,305.01	3,409,700.00	3,409,700.00	232,227.54	232,227.54	3,179,472.46	(1,718.82)
NET OF REVENUES & EXPENDITURES								
		215,644.09	(165,528.00)	(165,528.00)	2,845,121.53	2,845,121.53	(3,010,649.53)	(1,718.82)

		END BALANCE	2021-22		MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JULY 2021	07/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269								
269-000.00-664.000	Interest on investments	23,226.91	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	0.00	0.00	(4,500.00)	0.00
	Interest income	20,323.11	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00
Donations								
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	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	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	625.00	625.00	375.00	62.50
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	500.00	0.00
269-000.00-665.235	MARKING SPONSORSHIP	10,000.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
	Donations	17,182.87	25,000.00	25,000.00	1,625.00	1,625.00	23,375.00	6.50
Supplies								
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	10,500.00	10,500.00	16,000.00	39.62
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
	Supplies	5,983.53	47,000.00	47,000.00	10,500.00	10,500.00	36,500.00	22.34
Capital outlay								
269-000.00-976.044	Auto Lending Library	1,350.24	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	0.00	0.00	11,400.00	0.00
	Capital outlay	10,097.02	11,400.00	11,400.00	0.00	0.00	11,400.00	0.00
Net - Dept 000.00 - treasury		21,425.43	(10,900.00)	(10,900.00)	(8,875.00)	(8,875.00)	(2,025.00)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:								
TOTAL REVENUES		37,505.98	47,500.00	47,500.00	1,625.00	1,625.00	45,875.00	81.42
TOTAL EXPENDITURES		16,080.55	58,400.00	58,400.00	10,500.00	10,500.00	47,900.00	81.42
NET OF REVENUES & EXPENDITURES		21,425.43	(10,900.00)	(10,900.00)	(8,875.00)	(8,875.00)	(2,025.00)	81.42
TOTAL REVENUES - ALL FUNDS		3,254,455.08	3,291,672.00	3,291,672.00	3,078,974.07	3,078,974.07	2,126,972.93	
TOTAL EXPENDITURES - ALL FUNDS		3,017,385.56	3,468,100.00	3,468,100.00	242,727.54	242,727.54	3,229,572.46	
NET OF REVENUES & EXPENDITURES		237,069.52	(176,428.00)	(176,428.00)	2,836,246.53	2,836,246.53	(3,012,674.53)	

08/10/2021		BALANCE SHEET FOR CITY OF NOVI	
		As Of 07/31/2021	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(73,713.05)	
268-000.00-017.000	Investments - Pooled	2,669,981.70	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	2,809,987.42	
268-000.00-040.050	Accounts Receivable - BSA MR	6,970.00	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	5,417,628.18	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	53,791.75	
268-000.00-202.100	Accounts Payable - Manual	188.16	
268-000.00-215.200	Unemployment insurance liability	4,483.01	
268-000.00-259.702	Accrued liabilities-tax	13,500.00	
268-000.00-320.451	Deferred inflow - Unavailable COVID-19	3,402.11	
	Total Liabilities	75,365.03	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance - 20-21	2,281,497.53	
	Net of Revenues VS Expenditures - 20-21	215,644.09	
	*20-21 End FB/21-22 Beg FB	2,497,141.62	
	Net of Revenues VS Expenditures - Current Year	2,845,121.53	
	Ending Fund Balance	5,342,263.15	
	Total Liabilities And Fund Balance	5,417,628.18	
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(4,911.70)
269-000.00-017.000	Investments - Pooled	1,724,441.66
	Total Assets	1,719,529.96
*** Liabilities ***		
	Total Liabilities	0.00
*** 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 - 20-21	1,706,979.53
	Net of Revenues VS Expenditures - 20-21	21,425.43
	*20-21 End FB/21-22 Beg FB	1,728,404.96
	Net of Revenues VS Expenditures - Current Year	(8,875.00)
	Ending Fund Balance	1,719,529.96
	Total Liabilities And Fund Balance	1,719,529.96
* Year Not Closed		

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for September 2021

• Mary Robinson	Information Services	16 years
• Dominic Doot	Information Technology	10 years
• Yolanda Hockaday-Dennis	Information Services	6 years
• Jill Wasson	Support Services	2 years
• Leah Bruce	Information Services	2 years



Consul General Shindo of Japan visited the Novi Public Library on Wednesday, August 20, 2021. Photographed here is Julie Farkas – Library Director, Brian Bartlett – Board Trustee, Consul General Shindo and former Library Board Trustee and City Council Member, Ramesh Verma. A HUGE thank you goes to Shannon O'Leary, International Language Librarian, who actually was our star tour guide as she welcomed the Consul General speaking fluently in Japanese, shared various international collections and displays and presenting him with an honorary Novi library card, books in Japanese and a gift of a tea pot.

Facebook Post by the Consulate General Office:

On August 18th, Consul General Shindo visited the Novi Public Library. An avid reader himself, Consul General Shindo admired the shelves of literature and was happily surprised to find many authentic materials in Japanese. He sensed the welcoming atmosphere the city of Novi has towards people of various backgrounds through the Library's rich international collection, which includes Japanese novels, magazines, films and even manga and anime. By providing community members access to such materials, we hope it has sparked interest in the Japanese language and culture in both the youth and adults in the area. We hope you will have the chance to see their collection for yourself!

Engaging with Communities by Dana Brataniec, Communications Coordinator

The University of Michigan School of Information put out a call seeking cultural heritage institutions as clients for a master's level graduate student class called **Engaging with Communities**. In this class, students would engage with libraries, museums, or archives to help better identify community needs and inform initiatives and outreach. The Library submitted a proposal mid-July for a student-lead project to help identify areas of Diversity, Equity and Inclusion need within the community and help market these newly identified DEI initiatives, services, programs, resources, etc. If selected as a client, the project would be worked on from September-December 2021.

The FRBR catalog will replace our current catalog in approximately three weeks, on Sept. 7.

We will be the fourth CARL site to go live with the FRBR catalog. The first two sites, Loudoun County and Somerset County, did minimal publicity. They used social media, primarily Facebook. You can search Somerset County Library System NJ and look at posts in early June. They are referring to FRBR as "title clusters" and they posted a few teasers before their live date. Loudoun County Public Library had a Facebook post the day they went live ([April 26](#)) using the slogan "one search, all formats." They said they have received very little feedback from the public and the transition was seamless. They both also recommended promoting it to staff in advance of the transition.

Metropolitan Library System (Oklahoma City) went live on August 2. They did not publicize it to their patrons but they sent a series of staff emails prior to the transition. I have attached a document containing those emails that you may share with staff.

FRBR is available on our test server now at catalogtest.tln.lib.mi.us. (You may get a security warning; if so, click "advanced" and on the next screen click on "proceed to ...") Remember that the data on the test server is refreshed about once a year so very new titles will not appear in the test catalog. Please encourage your staff to take a look at the catalog in advance of the transition so they can respond to any questions or comments from patrons.

Development of the FRBR catalog will continue and CARL is eager to hear comments and suggestions for improvement. Please send any questions, comments, or suggestions to me.

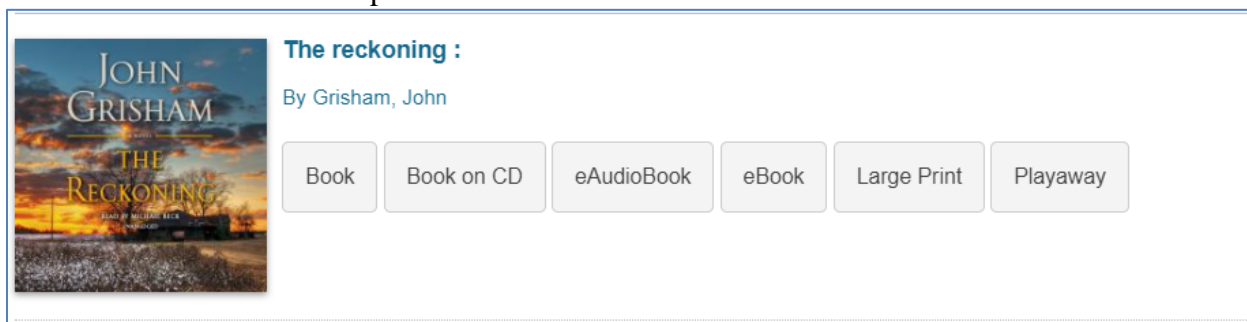
Thanks.

Celia

Celia Morse
Automation Services Consultant
The Library Network

In the new catalog, the main results page will show you all the formats available for each title. Everything in a book form will show up under one record. If there is a movie adaptation, there will be another entry for each movie adaptation.

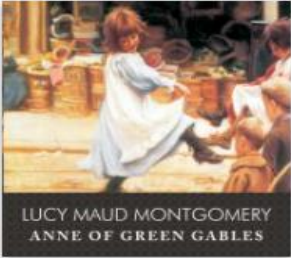
Here is a title with all of the print and audio formats available:



The reckoning :
By Grisham, John

Book Book on CD eAudioBook eBook Large Print Playaway

This title has print and audio versions plus a movie adaptation:



Anne of Green Gables

By Montgomery, L. M., 1874-1942

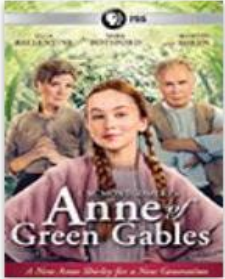
Book

Book on CD

eAudioBook

eBook

Playaway



Anne of Green Gables

JMOVIE ANN VIDEO DISC

DVD

Here are some definitions of the formats available to customers:

- Book – traditional print material
- eBook – downloadable book to read in Overdrive/Libby or EBSCO
- Large Print – physical material in Large Print
- Book on CD – audiobook on CD
- eAudioBook – downloadable book to listen to in Overdrive/Libby or EBSCO

COVID UPDATE

Daily use of the building by hour July 11, 2021 – August 14, 2021

7/11/2021		7/12/2021		7/13/2021		7/14/2021		7/15/2021		7/16/2021		7/17/2021	
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	99	10-11am	92	10-11am	89	10-11am	85	10-11am	44	10-11am	59
11am-12pm	0	11am-12pm	86	11am-12pm	81	11am-12pm	68	11am-12pm	74	11am-12pm	48	11am-12pm	75
12-1pm	62	12-1pm	87	12-1pm	68	12-1pm	72	12-1pm	85	12-1pm	43	12-1pm	73
1-2pm	105	1-2pm	84	1-2pm	86	1-2pm	61	1-2pm	56	1-2pm	63	1-2pm	69
2-3pm	103	2-3pm	104	2-3pm	124	2-3pm	101	2-3pm	80	2-3pm	78	2-3pm	74
3-4pm	91	3-4pm	89	3-4pm	111	3-4pm	60	3-4pm	91	3-4pm	82	3-4pm	111
4-5pm	74	4-5pm	98	4-5pm	87	4-5pm	66	4-5pm	65	4-5pm	79	4-5pm	103
5-6pm	113	5-6pm	109	5-6pm	65	5-6pm	66	5-6pm	58	5-6pm	96	5-6pm	91
6-7pm	0	6-7pm	102	6-7pm	99	6-7pm	83	6-7pm	52	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	73	7-8pm	79	7-8pm	60	7-8pm	57	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	78	8-9pm	104	8-9pm	49	8-9pm	43	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	548		1,009		996		775		746		533		655

7/18/2021		7/19/2021		7/20/2021		7/21/2021		7/22/2021		7/23/2021		7/24/2021	
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	68	10-11am	57	10-11am	65	10-11am	78	10-11am	75	10-11am	62
11am-12pm	0	11am-12pm	95	11am-12pm	62	11am-12pm	67	11am-12pm	76	11am-12pm	81	11am-12pm	67
12-1pm	69	12-1pm	57	12-1pm	66	12-1pm	51	12-1pm	58	12-1pm	92	12-1pm	64
1-2pm	52	1-2pm	79	1-2pm	60	1-2pm	64	1-2pm	72	1-2pm	75	1-2pm	76
2-3pm	71	2-3pm	101	2-3pm	66	2-3pm	60	2-3pm	71	2-3pm	96	2-3pm	89
3-4pm	69	3-4pm	83	3-4pm	54	3-4pm	64	3-4pm	66	3-4pm	90	3-4pm	72
4-5pm	71	4-5pm	86	4-5pm	74	4-5pm	72	4-5pm	71	4-5pm	97	4-5pm	68
5-6pm	76	5-6pm	67	5-6pm	75	5-6pm	70	5-6pm	64	5-6pm	92	5-6pm	57
6-7pm	0	6-7pm	51	6-7pm	53	6-7pm	76	6-7pm	66	6-7pm	0	6-7pm	53
7-8pm	0	7-8pm	46	7-8pm	70	7-8pm	54	7-8pm	91	7-8pm	0	7-8pm	48
8-9pm	0	8-9pm	45	8-9pm	64	8-9pm	43	8-9pm	80	8-9pm	0	8-9pm	63
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	408		778		701		686		793		698		719

7/25/2021		7/26/2021		7/27/2021		7/28/2021		7/29/2021		7/30/2021		7/31/2021	
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	60	10-11am	38	10-11am	67	10-11am	59	10-11am	68	10-11am	56
11am-12pm	0	11am-12pm	59	11am-12pm	31	11am-12pm	78	11am-12pm	69	11am-12pm	61	11am-12pm	49
12-1pm	60	12-1pm	88	12-1pm	41	12-1pm	80	12-1pm	77	12-1pm	77	12-1pm	101
1-2pm	63	1-2pm	71	1-2pm	38	1-2pm	93	1-2pm	69	1-2pm	62	1-2pm	121
2-3pm	81	2-3pm	73	2-3pm	40	2-3pm	66	2-3pm	55	2-3pm	95	2-3pm	57
3-4pm	66	3-4pm	63	3-4pm	64	3-4pm	69	3-4pm	105	3-4pm	63	3-4pm	78
4-5pm	57	4-5pm	67	4-5pm	70	4-5pm	54	4-5pm	70	4-5pm	67	4-5pm	115
5-6pm	87	5-6pm	74	5-6pm	80	5-6pm	74	5-6pm	67	5-6pm	131	5-6pm	74
6-7pm	0	6-7pm	72	6-7pm	69	6-7pm	58	6-7pm	60	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	73	7-8pm	96	7-8pm	109	7-8pm	71	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	54	8-9pm	112	8-9pm	53	8-9pm	65	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	414		754		679		801		767		596		651

8/1/2021		8/2/2021		8/3/2021		8/4/2021		8/5/2021		8/6/2021		8/7/2021	
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	64	10-11am	82	10-11am	61	10-11am	61	10-11am	43	10-11am	49
11am-12pm	0	11am-12pm	103	11am-12pm	104	11am-12pm	93	11am-12pm	59	11am-12pm	51	11am-12pm	72
12-1pm	65	12-1pm	139	12-1pm	68	12-1pm	71	12-1pm	54	12-1pm	54	12-1pm	79
1-2pm	66	1-2pm	93	1-2pm	66	1-2pm	111	1-2pm	66	1-2pm	76	1-2pm	84
2-3pm	71	2-3pm	89	2-3pm	63	2-3pm	62	2-3pm	72	2-3pm	75	2-3pm	93
3-4pm	80	3-4pm	67	3-4pm	78	3-4pm	70	3-4pm	73	3-4pm	63	3-4pm	74
4-5pm	57	4-5pm	87	4-5pm	86	4-5pm	90	4-5pm	53	4-5pm	75	4-5pm	85
5-6pm	80	5-6pm	76	5-6pm	79	5-6pm	56	5-6pm	74	5-6pm	90	5-6pm	93
6-7pm	0	6-7pm	63	6-7pm	73	6-7pm	73	6-7pm	51	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	69	7-8pm	83	7-8pm	47	7-8pm	54	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	73	8-9pm	53	8-9pm	41	8-9pm	62	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	419		923		835		775		679		527		629

8/8/2021		8/9/2021		8/10/2021		8/11/2021		8/12/2021		8/13/2021		8/14/2021	
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	84	10-11am	67	10-11am	81	10-11am	81	10-11am	78	10-11am	47
11am-12pm	0	11am-12pm	64	11am-12pm	78	11am-12pm	114	11am-12pm	85	11am-12pm	80	11am-12pm	85
12-1pm	66	12-1pm	58	12-1pm	74	12-1pm	65	12-1pm	100	12-1pm	75	12-1pm	85
1-2pm	64	1-2pm	58	1-2pm	81	1-2pm	72	1-2pm	93	1-2pm	74	1-2pm	62
2-3pm	76	2-3pm	65	2-3pm	80	2-3pm	64	2-3pm	86	2-3pm	110	2-3pm	94
3-4pm	61	3-4pm	79	3-4pm	71	3-4pm	75	3-4pm	88	3-4pm	86	3-4pm	79
4-5pm	72	4-5pm	67	4-5pm	65	4-5pm	40	4-5pm	80	4-5pm	63	4-5pm	61
5-6pm	71	5-6pm	66	5-6pm	61	5-6pm	61	5-6pm	58	5-6pm	79	5-6pm	88
6-7pm	0	6-7pm	66	6-7pm	71	6-7pm	51	6-7pm	66	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	52	7-8pm	64	7-8pm	78	7-8pm	53	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	71	8-9pm	61	8-9pm	50	8-9pm	62	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	410		730		773		751		852		645		601

NEW TO NOVI - LAKESHORE LENDING LIBRARY

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



VISIT LAKESHORE PARK!



Inform. Inspire. Include.

August 2021

Summer Closures

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



Parking Lot Closed

There will be no parking in the public parking lot on Friday, August 20 and Saturday, August 21 for parking lot maintenance.

Reopening Phase 5



NO CAPACITY LIMITS

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

BUILDING ACCESS	The Library is open regular library business hours of operation.
IN-LIBRARY SERVICES	Guests can visit to browse for materials, study, use public computers, etc. We encourage masks and social distancing if you are not vaccinated. Meeting and study rooms are not available.
COMPUTERS, PRINTING, COPYING	These services are available for guest use.
PROGRAMS	Virtual and limited outdoor programs available this summer on novilibrary.org .
ASK A LIBRARIAN	Call 248-349-0720 or email asknovianovilibrary.org .
RETURNS	Our drive-up automatic return slot will be open 24/7 (with the exception of holiday closures). The Library Board of Trustees approved staying fine-free for overdue materials owned by NPL for the rest of the year. Fine free not applicable to lost or damaged materials.
DRIVE-UP WINDOW & LOCKERS	Call ahead (248-349-0720) to schedule a pickup time for available holds.
BOOK NOOK & CAFE	The Book Nook is open regular library business hours of operation. Please use the Honor Box for payment. Café is open Mon-Fri, 7am-5pm. Proudly serving Starbucks!
DONATIONS	Donations are accepted on the 2nd and 4th Thursday of the month from 10am-7pm, weather permitting. Questions about donations? Call Admin at 248-369-7204. Please take donations to the back of the building.

248-349-0720 | novilibrary.org

NPL Now in Phase 5 - No Capacity Limits

- Do not enter the Library if you are sick.
- We encourage masks and social distancing if you are not vaccinated.
- Computer services, printing, scanning and copying are available.

SUMMER MUSIC

THURSDAYS, 7PM

PARADISE PARK

- AUGUST 5 - DUELING PIANOS
- AUGUST 19 - MAJOR DUDES
- SEPTEMBER 9 - THE RICK AND DAYNA DUO
- SEPTEMBER 16 - STEPHEN FLOYD

NOVI LIBRARY PATIO

AUGUST 26 - VON ZIPPERS

SPONSORED BY:



45799 GRAND RIVER AVE. NOVI
ARRIVE AT 6:30PM TO PLACE YOUR
ORDERS FOR DINNER AND DRINKS!

Events are free. Events at Paradise Park will be held under an outdoor, covered pavilion, cash bar, food service, attractions and games available for purchase.

REGISTRATION REQUIRED.
45255 TEN MILE RD. NOVI
NOVILIBRARY.ORG | 248-349-0720

Register for the free concert & receive 1-hour unlimited wristband for kids for only \$18.95. [Click here](#) for more information.

Register Online

- Library Cafe and Book Nook are open!
- Meeting and study rooms are not available.

We are hopeful that by Labor Day, we will be in the final phase of our reopening plan. This phase will allow for public use of meeting rooms, in-person programming, and the reintroduction of items for playing and learning for our youngest guests. In addition, we will begin in August to open up the small group study rooms one at a time on a first come first serve basis. Please check with a Librarian at either the first or second floor information desk for more information on their coming availability.

[More Information](#)



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

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

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



Marcia, one of our of long-time library guests, recently visited Lakeshore Lending Library to test out the new kiosk and check out a book! Thank you for visiting and sending us photos of your visit to Lakeshore Park!

A New Way to Check Out Library Materials

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

Items available include:

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

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

Click below to watch an interview with Natalie M. from Community Financial Credit Union! Community Financial is contributing \$40,000.00 to Lakeshore Lending Library over the course of 4 years!



A New Donation Opportunity!

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

Small Butterfly - \$100.00
Includes engraved name

Large Butterfly - \$175.00
Includes engraved name & book title

For more information, contact Library Administration at 248-869-7204 or email administration@novilibrary.org.



NPL Cafe
Mon-Fri, 7am-5pm
Start your work day off right by stopping in for a coffee and bagel!

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



Upcoming Meetings

- Friends of the Novi Library Meeting**
August meeting cancelled
- Novi Historical Commission Meeting**
Wed, Aug 18, 7pm - [Agenda](#)
- Library Board Meeting**
Thu, Aug 26, 7pm - [Agenda](#)

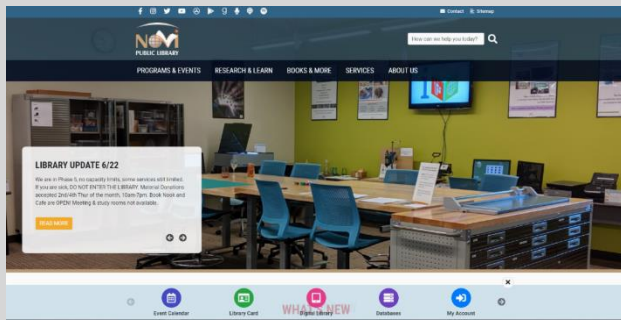


We're Hiring!

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

Available Positions:

- **Systems Administrator** - Full Time
- **Library Technology Assistant - Information Services** - Part Time
- **Library Technology Assistant - Information Technology** - Part Time
- **Meeting Room Coordinator** - Part Time
- **Support Services Supervisor (Customer Service)** - Part Time
- **Support Services Clerk (Outreach)** - Part Time
- **Support Services Clerk (Technical Services)** - Part Time
- **Support Services Shelver** - Part Time



New Novi Library Website

If you have visited novilibrary.org recently, you will have noticed that it has a brand new look! Our new site has many more features to help you find what you're looking for quickly and efficiently. We appreciate your patience as we work to make the website work for you. **If you have any suggestions or feedback, please email teamweb@novilibrary.org.**



Full Text Newspapers Now Available Online!

With the addition of some new eResources, it is now easier than ever for guests to access **full text newspapers online!** The resources can be accessed by Novi Library cardholders remotely and by any cardholder or guest inside the library. **Visit our [Magazines and Newspapers](#) page for more information!**



International Summer Games

Get into the summer games spirit with us on **Tuesday, August 3 or Wednesday, August 4 from 4-6:30pm**, with an afternoon of crafts, activities and contests. Who will take home the gold!?

Students in grades 3-6 welcome!
[Click here](#) to register for August 3. [Click here](#) to register for August 4.

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



Join the Novi Chamber of Commerce along with the City of Novi for a morning of making great business connections on **Tuesday, September 21 from 8-10am**. Hosted by the Novi Public Library.

Attend (\$5 per person): This is a great opportunity for small to medium sized businesses.

Exhibit (\$20 per exhibitor): Come out and promote your business and connect with other Novi businesses.

Continental breakfast is included for both attendees and exhibitors. Library staff will be on hand to give tours of the iCube Makerspace. The City of Novi's Studio VI will be present to shoot a 30 second video for both attendees and exhibitors.

To sign up to attend this event, please [click here](#). For more information, please contact Mary Ledermann at 248-349-3743 or info@novichamber.com.



[Language Conversation Groups](#)
[Book Discussion Groups](#)



[BeTWEEN the Pages: Tween Book Club](#)
[Trivia](#)



[Story Times](#)
[Lunch Bunch Book Club](#)

[Virtual Trivia Night](#)
[The Adoption Option - Cutting Through the Red Tape](#)
[Summer Music - Dueling Pianos](#)
[Summer Music - Major Dudes Band](#)
[Summer Music - Von Zippers](#)

Visit the Online Calendar

[Doug Scheer's Adventures in Reading](#)
[Bilingual Story Time: Hindi](#)
[Bilingual Story Time: Tamil](#)
[Bilingual Story Time: Japanese](#)
[Bilingual Story Time: Korean](#)



Visit the Library to view our displays this month! NPL will be celebrating Back to School Month, Spider-Man Day, Book Lovers Day, Raksha Bandhan and more!



Visit our 2nd Floor display near the elevators to view a display showcasing Tokyo, Japan!

Community Information

Festival of Chariots

Sunday, August 15, 11am-5pm

ISKCON Detroit will present their 36th Annual Festival of Chariots (RathYatra) parade down the major streets of Novi. Following the 3 mile parade, a grand celebration awaits the crowd, including an exhibition showcasing India's spirituality and culture.

Location: Novi Civic Center



Coming in 2021-2022

- **Collections:** Approximately **\$46,000.00** (15% of the total Collections budget) will go towards the purchase of diverse materials for all ages. This also includes materials purchased for Lakeshore Lending Library.
- **Staff In-Service:** Novi Library staff will receive diversity training at their August 20 In-Service. **\$3,500.00** has been dedicated towards Equity, Inclusion and Cultural Competence training.
- **Diversity, Equity & Inclusion Account:** **\$2,000.00** is currently available for DEI initiatives in the 21-22 budget, which includes a \$1,000 matching donation from a community member. This new account will continue to grow through donations and other avenues.
- **Patron Point:** This automated email marketing system will allow us to reach 20,000+ cardholders with valid emails. Patron Point will also include online card renewal and library card sign up, both of which will create easier ways for Novi residents to access library materials.

Novi Community Coalition Festival of Hope (Helping Our Parents Engage)

Sunday, August 22, 12-4pm

This event will offer local individuals and families supplies, resources, tips, screenings and family friendly activities.

Location: Novi Civic Center Parking Lot

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.



Make an iCube Appointment Today!

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

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

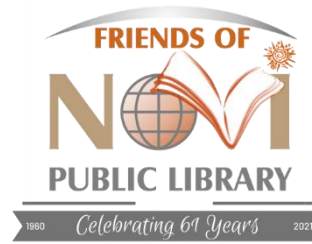


Donation Collection

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

from 10am-7pm, weather permitting. Drop off donations on **Thursday, August 12 and Thursday, August 26** at the back of the Library, NOT at the front doors (go to entry off of Taft Rd. by Novi High School). [Click here](#) to view a map.

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



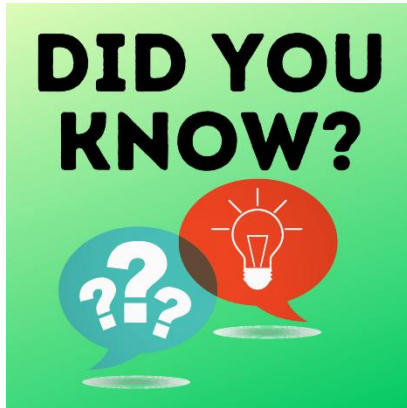
Friends of Novi Library Annual Meeting

On Wednesday, July 14, the Friends of the Novi Library held their annual meeting. They discussed their [budget](#) for 2021-2022 and spoke of the challenges and rewards of 2020-2021. If you would like to download their Year in Review, please [click here](#). The Friends also presented the Library a check for \$27,800.00. A huge thank you to the Friends for their incredible support of the Library. The Library would not be what it is without them!

Children's Book Sale

Visit the Book Nook to view and purchase a wide range of used children's books! This sale is perfect for teachers starting a new classroom library!

Money for purchases can be placed in the Honor Box.



Go On an Adventure with Michigan Activity Pass!

Visit hundreds of Michigan's best parks, recreation area, cultural institutions and more with Michigan Activity Pass. Use your Novi library card to "check out" a free or discounted admission pass to somewhere fun! [Click here](#) for more information.



Listen to the Beyond Books Podcast!

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

Share your COVID-19 story!

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



Share your COVID-19 story

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

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG



Patron Point launch on Tuesday, August 17, 2021, from Maryann Zurmuehlen and Dana Brataniec:

Our first library update email through Patron Point about our closure for in-service and parking lot maintenance has been sent as of 5pm today. So far, over 20,000 emails were sent out (excludes staff cards) and 32.54% (about 6500) have been read.



Upcoming Building & Parking Lot Closure



The Novi Public Library will be closed on Friday, August 20 for training for library staff.

There will also be no access to the public parking lot, drive-up window, or electric car charging stations from **9pm on Thursday, August 19 until 9:30am on Saturday, August 21**, due to parking lot maintenance.

The drive-up return slots will also be closed and unavailable. Due dates and overdue fines that would normally be charged will be waived during this timeframe.

Vehicles left on-site will be towed from the property.

Thank you for your patience and understanding.

Novi Public Library

Novi Public Library
45255 Ten Mile Rd, Novi, MI 48375
Phone: (248) 349-0720

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

Lakeshore Lending Library
At Lakeshore Park
601 S. Lake Dr, Novi, MI 48375

Hours
7 Days a Week
Dawn to Dusk

[Visit Our Website](#)

Powered by  Patron Point

Novi Public Library

News and Upcoming Events to Inform, Inspire and Include

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

Summer Closures

Friday, August 20*

*Closed for staff training. There will be no access to the public parking lot, drive-up window, or electric car charging stations from 9pm, Thu, Aug 19 - 9:30am, Sat, Aug 21.

Saturday, September 4

Sunday, September 5

Monday, September 6

Hours

Monday-Thursday, 10am-9pm

Friday & Saturday, 10am-6pm

Sunday, 12-6pm

Welcome Back!

Phase 5 - No Capacity Limits



DO NOT ENTER the Library if you are sick

Practice social distancing of 6 ft. if not vaccinated



Computer services, printing, scanning and copying are available.



Meeting rooms are not available until after Labor Day.

We are hopeful that by Labor Day, we will be in the final phase of our reopening plan. This phase will allow for public use of meeting and study rooms, in-person programming, and the reintroduction of items for playing and learning for our youngest guests.

Library Café



Monday-Friday
8:30am-5pm

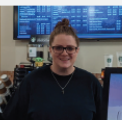
Hours September 7-17

Monday-Friday, 7:30am-5:30pm

Hours Starting September 20

Monday-Thursday, 7:30am-7:30pm

Friday, 7:30am-5:30pm



The Café has a new smiling face! Stop by and meet Samantha! She is excited to meet the Novi community and whip up delicious beverages and food items for you. The Café is a partnership between the Library, Novi Community School District and Chartwells.

September is LIBRARY CARD SIGN-UP MONTH!

"A library card provides opportunity for discovery and access to a rich and diverse world. It empowers you to make change and experience new stories."

-BARLEY DIAL, Library Card Sign-Up Month Memory Card



Celebrate Library Card Sign-Up Month!

Starting September 1, visit the Novi Public Library to participate in our Library Card Sign-Up Month reading challenge! Grab a bookmark from our lobby display. Fill it out as you read or listen to titles with

Black female main characters or are written by Black female authors as well as watch movies with Black female lead actresses. Turn in your completed bookmark by September 30 for a chance to win:

- **Kindergarten-Adult (3 winners):** \$25 gift card to the following businesses - Chick-Fil-A, Nothing Bundt Cakes or Sugah Please Coffee House
- **Birth-PreK:** Basket of goodies featuring picture books - "The Day You Begin" by Jacqueline Woodson and "Ambitious Girl" by Meena Harris

Guests will also receive an additional entry into the raffle if they have a Novi library card. Don't have a card? Stop by the Circulation Desk to sign up for one today!

Summer Music from the Friends of Novi Library!

Enjoy lively music throughout the summer from great area bands, brought to you by the Friends of the Novi Public Library, on Thursdays at 7pm!



Paradise Park

August 19 - Major Dudes

September 9 - The Rick & Dayna Duo

September 16 - Stephen Floyd

Novi Library Patio

August 26 - Von Zippers

Events are free and fun for the whole family!

Events at Paradise Park will be held under an outdoor, covered pavilion. Visit our online calendar to register. Paradise Park is located at 45799 Grand River Ave, Novi.

Have You Visited Lakeshore Lending Library?



Lakeshore Lending Library, Michigan's first self-service library kiosk for Novi residents, is now open at beautiful Lakeshore Park!

Lakeshore Lending Library is a kiosk with three rotating carousels holding 235 items that you can browse through and check out with your Novi library card. You can also check your account and browse our catalog at the kiosk!

Items available include:

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

Check out our FAQ page by visiting novilibrary.org. Lakeshore Lending Library is open from dawn until dusk!



NPL's Summer Reading Program came to a close on August 14. Thank you to everyone who participated and worked towards completing their reading goal over the summer! Congratulations as well to all of the mid-point and completion prize winners!

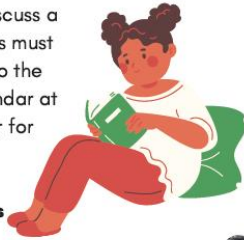
We would also like to say a huge THANK YOU to the following sponsors for their support of our Summer Reading Program this year:



**Book Bunch Book Club
Tue, 6:30pm
Sep 21**

Each month, attendees will discuss a book and answer trivia! Guests must read the selected book prior to the program. Visit our online calendar at novilibrary.org one month prior for details about the book.

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



Visit our monthly Libraries are For Everyone display on the first floor! This display highlights current events and many of the holidays and observances celebrated in our diverse community. You can also browse book lists online by visiting the "Books & More" section on novilibrary.org.

Story Times

Begin the week of September 13

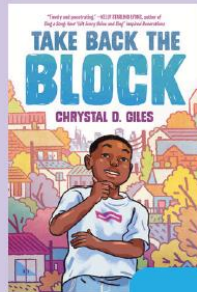
- | | |
|---|---|
| <p>Baby and Tot Time
Mon, 11am
Ages: 0-24 Months
Location: Virtual - Facebook</p> | <p>On My Own
Thu, 2pm
Ages: 4-5 Years
Location: Virtual - Facebook</p> |
| <p>Time for Twos & Threes
Tue, 11am
Ages: 2-3 Years
Location: Virtual - Facebook</p> | <p>Family Story Time
Sat, 10:15 am & 11:15am
Ages: Birth-5 Years
Location: Story Time Room</p> |



**BETWEEN the Pages:
Tween Book Club Trivia
Wed, 7pm
Sep 22**

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**



Join our virtual TAB

TEEN ADVISORY BOARD

- Get involved!
- Share ideas!
- Make a difference!

TAB is open to high school students and meets once per month on Fridays from 3:30-4:30pm:

- September 24

Meeting attendance will count towards community service hours if you are signed up as a teen volunteer (you do not need to be a registered volunteer to attend TAB).

Starting September 1, please come to the 2nd Floor Information kiosk to pick-up the teen volunteer information packet. Register to attend by visiting www.novilibrary.org.

Teen Space

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

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

Please check our website by Labor Day for the Teen Space reopening date!



Women Balancing Life One Day at a Time
Mon, 7-8:30pm
Aug 23, Sep 20

Join us virtually for this Mental Health Series as we discuss with professionals the many challenges women face in balancing work, home, family, friends, relationships, body image and more.

Ages: All
Registration Begins: Aug 1
Location: Virtual - Zoom & Facebook Live



Understanding Culture
7-8:30pm
Sep 2, Sep 14 & Sep 28

Join us virtually as we recognize and embrace diversity through understanding the influence and contributions of various cultures. Programs include Jewish Culture & Rosh Hashanah, Hispanic Heritage and Native American Heritage.

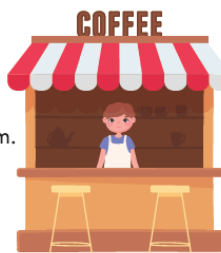
Ages: All
Registration Begins: Aug 1
Location: Virtual - Zoom & Facebook Live



Small Business Toolbox
Mon, 7-8:30pm
Sep 13

Learn the basics of starting your own business, including library and community resources to help you get started and start growing. This free program will be held via Zoom. Please provide a valid email address when registering.

Ages: 18+
Registration Begins: Jul 1
Location: Virtual - Zoom Meeting



WE'RE HIRING!

The Novi Public Library is seeking enthusiastic people with a quest for knowledge, an appreciation of reading, providing excellent customer service and a super positive demeanor. Our motto is "Inform. Inspire. Include."
Come join our family!



Available Positions

- **Systems Administrator**
Full Time - Open Until Filled
- **Youth Librarian**
Part Time - Open Until Filled
- **Sunday Librarian**
Part Time - Open Until Filled
- **Support Services Clerk (Outreach)**
Part Time - Open Until Filled

Apply by visiting
novilibrary.org or
novilibrary.applicantpro.com/jobs

Questions?
Please email Nicole Williams,
HR Specialist,
at nwilliams@novilibrary.org.

The Novi Public Library is an Equal Opportunity Employer. We provide equal employment opportunities to all applicants for employment without regard to any characteristic protected by federal, state and local laws.



Diversity, Equity & Inclusion at NPL
Coming in 2021-2022

- **Collections:** Approximately **\$46,000.00** (15% of the total Collections budget) will go towards the purchase of diverse materials for all ages. This also includes materials purchased for Lakeshore Lending Library.
- **Staff In-Service:** Novi Library staff will receive diversity training at their August 20, 2021 In-Service. **\$3,500.00** has been dedicated towards Equity, Inclusion and Cultural Competence training.
- **Diversity, Equity & Inclusion Account: \$2,000.000** is currently available for DEI initiatives in the 2021-2022 budget, which includes a \$1,000.00 matching donation from a community member. This new account will continue to grow through donations and other avenues.
- **Patron Point:** This automated email marketing system will allow us to reach 20,000+ cardholders with valid emails. Patron Point will also include online card renewal and library card sign up, both of which will create easier ways for Novi residents to access library materials and services.
- **Art Display:** The Friends of the Novi Library sponsored a **\$1,500.00** art display system for the 2nd Floor which will allow us to create a cultural art area for local artists.

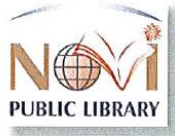
The DEI Committee is dedicated to listening to the voices of Novi and encourages questions, comments and concerns be sent to DEInovilibrary@novilibrary.org. This email is reviewed by members of the committee, therefore a response back may take up to 48 hours. They appreciate your patience as they work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

FROM YOUR LIBRARY

Increased access on the horizon, more ways to connect and check out materials

COVID Updates

At time of press, the Novi Public Library is currently in Phase 5 of its reopening plan. The library is happy to be able to provide more areas inside the building for guests to relax with a great book or magazine, and for students to study. The library is hopeful that by Labor Day, it will be in its final reopening phase. This phase will allow for public use of meeting and study rooms, in-person programming, and the reintroduction of items for playing and learning for their youngest guests. Please keep an eye on novilibrary.org as updates become available over the next few months. The library is excited to reengage with the community and see all your smiling faces again!



before heading to the park or beach. Directions on how to use the machine are located on the front of the kiosk. You can also visit novilibrary.org to view a tutorial video. If you're a Novi resident and you don't have a Novi library card, now is the time to get one! Don't miss out on this new service. Get your Novi library card today!

Connecting with You

The Novi Public Library is hard at work figuring out ways to connect with you! It recently updated its website with brand new features and navigation. The new website incorporates more images and videos to help highlight services and programs, better accessibility options to be inclusive to all, an easier way to connect with staff, and more! The library has also begun using a new email system called Patron Point to help connect you to its resources, services and programs through monthly emails. Be on the lookout in the future for these communications from your library!



From the Library Board

At the May 27, 2021 Novi Public Library Board of Trustees Meeting, the Board voted 7-0 for the approval of the following statement:

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

The Board also approved in a 7-0 vote that the library remain fine-free for overdue materials* through the end of December 2021. Since COVID started in March 2020, the library has been fine-free. The Board recognizes the hardships that residents may be going through due to the pandemic and hopes that staying fine-free through the end of the year will help reduce barriers in accessing Library services during this difficult time.

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

A New Way to Check Out Materials

Lakeshore Lending Library, a self-service library kiosk located at Lakeshore Park, is now open for Novi library cardholders to enjoy! The kiosk holds 235 books, DVDs and Blu-rays for all ages and can be used from dawn until dusk. Residents visiting Lakeshore Park for a fun day in the sun can quickly grab a book to read



FALL BACK to Business

Fall Back to Business with the Novi Chamber of Commerce and the City of Novi.
Hosted by the Novi Public Library.

**Tuesday, September 21
8-10am**

Novi Public Library Patio - 45255 Ten Mile Rd, Novi

\$5 Per Person

Attend: It's a great opportunity for small to medium sized businesses to come and meet like-minded people, while also learning valuable information about the services available to them in the area.

\$20 Exhibitor

Includes one exhibit table, one chair & one entrance fee

Exhibit: As an exhibitor, we invite your company to staff a table that includes business material and/or discounts or samples related to your business. This event is a great opportunity to promote your business and connect with other Novi businesses.



Continental Breakfast

Breakfast is included for both attendees and exhibitors.



iCube Makerspace

Library staff will be on hand to give tours of the iCube Makerspace!



Studio VI

The City of Novi's Studio VI will be present to shoot a 30 second video for both attendees and exhibitors!

**To sign up to attend this event, please register at novichamber.com.
For more information, please contact Mary Ledermann
at 248-349-3743 or info@novichamber.com.**



THE NOVI CHAMBER
OF COMMERCE



Information Technology Report by Barbara Rutkowski – July

General

- Due to extreme storms in the area, Novi Library suffered two large power outages (06-24-2021 and 07-07-2021), which resulted in the loss of 11 Cisco 48-port POE switches for a total loss of 528 ports. Equipment in the Server Room and both Data Closets were plugged into UPS's which are 100% in good working order. The cause of the hardware failure was the quick on and off of power to the building. This turned the UPS's on to charge back up only to go off 10-30 seconds later which destroyed the mainboard in each of the switches. Due to the microchip shortage currently being experienced due to COVID-19, the ship date for the replacement equipment has been delayed. Presently, we are operating in a mission critical state.
- Closed 16 Help Desk tickets.

iCube

- Staff held an iCube tour for members of the Board of Trustees on July 26th. The tour included demonstrating the operation of newly added equipment as well as a chance to any questions about the space. Some iCube services available to guests are appointment scheduling and Grab and Go kits.
- The employee iCube event, in partnership with the City's Wellness & Engagement Committee, to customize a reusable water bottle using the sublimation printer was held on July 13th for city staff. The artwork was amazing!



- One of July's Grab and Go projects was bookbinding using covers engraved using the iCube's laser.
- The Summer Reading Program midpoint prize bags included a Bingo card for guests to complete for a prize which was a button pin made in the iCube.
- A happy guest sent us a photo of himself enjoying his laser-engraved glass.



- We held 98 iCube appointments:
 - 18 Analog to Digital/VHS to DVD
 - 15 Mug Press
 - 15 Sublimation (shirts, mugs, mouse pads)
 - 12 3D Printer
 - 11 Adobe Creative Cloud
 - 5 Laser
 - 3 3D Scanner
 - 3 Sewing/Embroidery
 - 2 Button Maker
 - 2 Carvey
 - 2 Cricut
 - 2 Flatbed scanner
 - 2 FastFoto
 - 2 Shirt Press
 - 2 Wacom
 - 1 FormBox
 - 1 Turntable
- New equipment was added in July: 1.25" Button Maker



- We 3D printed 12 objects for our guests.

Training

- IT Staff held 3 Staff sessions:
 - 1 3D Printer
 - 1 Cricut
 - 1 Laser
- Barb attended meetings for the DEI Committee, Lending Library Committee, Patron Point Committee and iCube Committee.

Facilities Report by Keith Perfect – No submission provided

Information Services Department Report by April Stevenson – July

News and Notes

- Celebrated the Japanese Star Festival: Tanabata near the SRP table in the lobby.
- Provided an SRP mid-point drive-thru party
- Assisted a library science student with career information
- Started Front End Auditing collections

Professional Development

- Engaging Equity Endeavors: Unshelving the Fear in your DEI Mission" webinar -Danielle
- Looking Back to Move Forward: Unpacking our own Racial Socialization - Danielle
- The Attack on "Critical Race Theory": What's Going on? Webinar - Mary

IS Staff Outreach

- Provided outreach story times to Novi Summer School students - Danielle, Emily, Shannon, Linda, April
- Novi Rotary (2) - Lindsay
- MiLibraryQuest meeting - Lindsay
- City of Novi CAAB meeting - Mary
- Street Artists, Music & Networking" Chamber event - Hillary
- ABWA monthly meeting - Hillary

Adult Programs

- Detroit Institute of Arts- Seeking the Sacred "Behind the Seen" Virtual Program - 43
- Detroit Institute of Arts- In Our Own Voices:African American Art "Behind the Seen" Virtual Program - 33
- Summer Music at Paradise Park - Stephen Floyd - 44
- Summer Music at Paradise Park - Billy Mack & The Juke Joint Johnnies - 77
- Cultural Connection and Conversation - 241
- Grab & Go Laser Engraved Book Binding - 35

Adult Displays

- Feature Collection Display - Fourth of July; nonfiction books on U.S. Government, the Constitution/Bill of Rights, Founding Figures in history, and other things related to the holiday.
- Desk Display - National Parks Month
- Business Spotlight Display for summer will feature professional development books on business skills like business writing, etiquette, negotiation, networking, presentations/public speaking, and time management

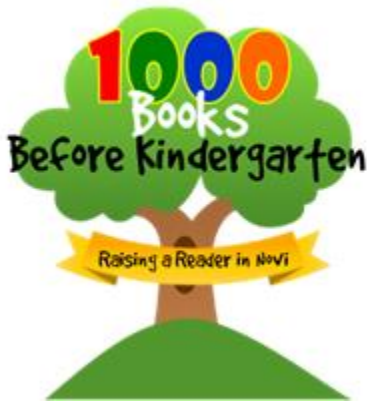
Youth/Tween/Teen/Family Programs

- Sticky Fingers Virtual Cooking Class - Japanese Inspired - 8
- Drive Through Party: Halfway Point of Summer Reading Program - 152
- Mad Science of Detroit: Tales and Tails - 163
- Bilingual Storytime: Japanese - 6
- Bilingual Storytime: Korean - 1
- Bilingual Storytime: Tamil - 1
- Bilingual Storytime: Hindi - 6
- Grab & Go Celebrate Tanabata - 30
- Grab & Go Ceramic Mini Animal Plate Kit - 36
- Grab & Go Build-a-Shark and Story Time - 30
- Grab & Go Early Literacy Shaving Cream Shenanigans - 25

- Grab & Go Peppa Pig - 30
- Grab & Go Upcycled Crafts - 20

Youth/Tween/Teen Displays

- Teen Stop display is young adult fiction set in the summer
- Youth Feature Display: "Reach Up and Read" featuring Gina the Giraffe and books about animals
- Libraries are for Everyone: National ice cream month, Fourth of July, Tanabata (Star Festival), Shark week, Nelson Mandela International Day, Summer Olympics, Harry Potter's Birthday



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: **446**
 # of logs received to date: **1,844**
 # of paper logs submitted this month: **5**
 # of online logs submitted this month: **39**
 # of books read this month: **4,400**

100 Books – 446	600 Books – 135
200 Books – 286	700 Books – 123
300 Books – 229	800 Books - 107
400 Books – 173	900 Books – 99
500 Book – 156	1000 Books – 90

Build your own shark program



Social Media Stats – Adult Programs/Marketing

Adult Programming Statistics for Board Report-July 2021									
Date	Program Title	Programs	Total Attendance:	Zoom		Facebook		Instagram	YouTube
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views
13-Jul	DIA Seeking the Sacred	1	43	1	15	6	14		8
19-Jul	Cultural Connections & Conversation	1	241	1	32	11	193		5
27-Jul	DIA Our Own Voices African American Art	1	33	1	8	4	6		15

Social Media Stats – youth programs/Marketing

Youth & Teen Programming Stats - July 2021															
Date	Program	Program Totals		Zoom				Facebook		Instagram		YouTube		Twitter	
		Total Youth Programs	Total Youth (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth 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
2-Jul	Bilingual Story Time - Hindi	1	15					1	8			6			
5-Jul	Baby and Tot Time - Summer Time	1	22					1	4			17			
6-Jul	Time for Twos and Threes - Pajamas	1	27					1	12			14			
8-Jul	On My Own - Birds	1	38					1	13			24			
9-Jul	Bilingual Story Time - Japanese	1	146					1	139			6			
10-Jul	Kirsten Family Story Time	1	10					1	5			4			
12-Jul	Baby and Tot Time - Under the Sea	1	10					1	3			6			
13-Jul	Time for Twos and Threes - Counting	1	29					1	17			11			
15-Jul	On My Own - Wigs	1	39					1	24			14			
16-Jul	Bilingual Story Time - Tamil	1	7					1	5			1			
17-Jul	Family Story Time - Farm	1	34					1	19			14			
19-Jul	Baby and Tot Time - Insects	1	29					1	4			24			
20-Jul	Time for Twos and Threes - Feeling	1	50					1	28			21			
22-Jul	On My Own - Mooses	1	24					1	10			13			
24-Jul	Kirsten Family Story Time	1	18					1	10			7			
26-Jul	Baby and Tot Time - Gardens	1	13					1	2			10			
27-Jul	Time for Twos and Threes - Hippo	1	22					1	10			11			
29-Jul	On My Own - Splish Splash	1	36					1	13			22			
30-Jul	Bilingual Story Time - Korean	1	3					1	1			1			
31-Jul	Family Story Time - Vegetables	1	19					1	14			4			

Support Services Department Report by Maryann Zurmuehlen – July

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a DEI Committee meeting on July 6th.
- Attended a Lakeshore Lending Library Committee meeting on July 15th.
- Provided demonstrations of the AST Machine and Lending Library kiosk on July 15th, 16th, and 23rd.
- Attended a TLN SASUG Zoom meeting on July 22nd.
- Attended the TLN Membership picnic at Lakeshore Park on July 23rd.
- Attended Patron Point Committee meetings on July 22nd and 29th.
- Held interviews for 2 Shelver positions and a Technical Services Clerk position on July 14th and 27th.

TLN SASUG Committee Meeting (7/22/21)

- TLN is working on data cleanup in preparation for the move to the FRBR catalog on September 7th.
- SASUG approved the Shared System and BDBS budgets as presented.

Circulation & Shelves

- Kristin Elmy was promoted to a part-time Customer Service Supervisor position, which she will start on August 8th. Please congratulate her when you see her!
- Task coverage in the Shelving department due to staff shortages and unfilled positions.
- Working on cleanup of the patron database.

Tech Services

- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Working on processing the mass orders from the switchover to a new fiscal year.

Statistics (July 2021)

- **Library Cards Issued: 320**
- **Items Checked Out: 103,798**
- **Items Interloaned for NPL Patrons: 4,763 (85 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,940 (97 through MeLCat)**
- **Items Added to the Collection: 1,663**
- **Items Discarded from the Collection: 1,295**
- **Drive-Up Window & Locker Hold Pickups: 14**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 43**
- **Read Boxes:**
 - **3 Weekly Deliveries**
 - **40 Adult Items Circulated**
 - **232 Youth Items Circulated**
- **Lakeshore Lending Library Checkouts: 223**
- **Outreach:**
 - Facilities Visits: Currently suspended based on COVID guidelines**
 - 6 Book Discussions / 94 Items Provided**

Support Services Statistics 2021 -2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	320												320
Items checked out	103,798												103,798
Items borrowed	4,763												4,763
Items loaned	3,940												3,940
Drive-Up Window & Locker Hold Pickups	14												14
Read Boxes	272												272
MAP Checkouts	43												43
Novi School's Card Registration	0												0
Lakeshore Lending Library	223												223

	July 2021	July 2020		July 2021	July 2020
Library cards issued	320	109			
Total checkouts	103,798	36,135	READ Boxes	Adult 40	0
				Youth 232	0
Items borrowed	TLN 4,678	6,412		Total 272	0
	MeL 85	44			
	4,763	6,456	Read Boxes were filled for the first time this season on June 16, 2021.		
Items loaned	TLN 3,843	4,589			
	MeL 97	0			
	3,940	4,589			
* Due to COVID closures.					

Self-Check Totals 2021-22 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0
August									
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0

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

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

Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	59	1,101	18
August	0	0	0	August			
September	0	0	0	September			
October	0	0	0	October			
November	0	0	0	November			
December	0	0	0	December			
January	0	0	0	January			
February	0	0	0	February			
March	4	118	29	March			
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
FYTD Total	304	5,402	20	FYTD Total	59	1,101	18

Technology Training Sessions 2021-22 Fiscal Year

	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
Jul	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	3	101	
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	3		101
Aug																	0	
<i>Guests</i>																		0
Sep																	0	
<i>Guests</i>																		0
Oct																	0	
<i>Guests</i>																		0
Nov																	0	
<i>Guests</i>																		0
Dec																	0	
<i>Guests</i>																		0
Jan																	0	
<i>Guests</i>																		0
Feb																	0	
<i>Guests</i>																		0
Mar																	0	
<i>Guests</i>																		0
Apr																	0	
<i>Guests</i>																		0
May																	0	
<i>Guests</i>																		0
Jun																	0	
<i>Guests</i>																		0
<i>Sessions</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	3	101	
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	3		101

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	1,446	374	86	28	684

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	7,471	1,909	670	10,050	80

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

Library App - 2021-2022 Fiscal Year

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



Friends of the Novi Library July 2021

Book Nook News:

The Book Nook made \$16,596 from 7/1/2020 – 6/30/2021. Book Nook staff was pleased with this considering the Library was closed for 10 weeks during that time. Also there were far fewer people visiting the Library as stays were limited and many resources were not available.

We are currently featuring 50 cent books and DVDs on the table in the Book Nook. In August we will feature children's books. We have 50 boxes of children's books in storage.

What's New:

After over a year of having to cancel events and change plans, we have become much more cautious. But now, most have shed their masks so we can see smiles again and we are again planning events.

- We will be bringing sellers back into the Book Nook after Labor Day.
- We will be going back to taking donations through the front entrance after August.
- We are exploring a wine tasting fundraiser to replace "Booked" for National Friends week in October.
- We are planning our Holiday sale for 2021 as we still have cards, ornaments, wreaths and others packed away.

From the President:

Our new fiscal year began July 1, 2021 and with it new optimism for the coming year. At our annual meeting held at Lakeshore Park on July 14th we approved the Budget and Wish List for 2021/2022. Friends Board President Sue Johnson presented a check for \$27,800 to Library Director Julie Farkas and Library Board trustee Torry Yu for the coming year.



We also got a first-hand view of the new Lakeshore Lending Library. Here is Friend's member Don Collom checking out a book so the Friends Board could see how it worked! All were impressed with how smoothly it went.



I have attached our year-in-review for 2020/2021. We managed to accomplish quite a bit during the pandemic. A special Thank You to the Friends Board and our Book Nook team for their hard work and support during the year.

Mark Your Calendars - Events:

2021 Summer Music on the Patio - Thursday 7-8pm

- August 26 - Von Zippers - Library patio

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

- July 22 - Billy Mack & The Juke Joint Johnnies
- Aug 5 - Dueling Pianos
- August 19 - Major Dudes
- September 9 - Chris Canas Band

Kaleidoscope

- October 21 - Thomas Lynch, Milford essayist and poet
New & Selected Work in Words - Thursday, 7-8:30 pm
- November 18 - Bailey Isgro-Moore, author, owner Detroit History Tours, *Michigan Suffragette* - Thursday, 7-8:30 pm
- December 2 - Steve McBride, executive director
The Pewabic Pottery - Thursday, 7-8:30 pm

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

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

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

July

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

August

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



September

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

October

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



November

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

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

December

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

January

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

February

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

April

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

May

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



June

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





NOVI HISTORICAL COMMISSION

Wednesday, July 21 7pm

Novi Library

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

Introductions of guests

Approval of Agenda

Approval of Minutes- June 2021

Treasurer's report –Kim (Approval of expenses)

Communications

LIBRARY LIAISON REPORT

Betty Lang

Upcoming Conferences/Programs

Library's re-opening status

DISCUSSION ITEMS

* moving October meeting to Weds. Oct. 13 &

November and December mtg. conflicts with Library Board meetings

Kathy

* Lakeshore Park History (Marilyn Combs)

Kim & Kathy

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

Kelly

* Photographer...mapping graves

* David Barr program letter to libraries

* New program Worksheet

* Rules and Procedure booklet updates

BACK BURNER PROJECTS

Veterans Memorial

Storage Unit

David Barr Power Point

Tributes/gifts for outgoing Commissioners

Walled Lake Amusement Park Power Point

Novi Rd. Cemetery Sign- Removal

Memorial sign options

Historical sites brochure

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS...

Rae

Dates: Sept.22 (Yankee Air Museum), Oct. 27, Villa Barr) Jan. 26, (Civil War-What Soldiers Ate) Feb. 23, (Antislavery/Underground Railroad) March 30, (Michigan Women Who Make a Difference) April 27, Walled Lake Amusement Park) May 25 (The Chautauqua Movement: It's Origins, Impact and Presence in Michigan)

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

DISPLAY CABINET DOWNSTAIRS

Kim & Sue

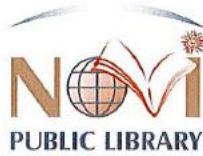
NEW BUSINESS/Other Business –

WEBSITE UPDATES : Facebook link/Instagram

PUBLIC COMMENT

NOTE: Next MEETING: Wednesday, August 18...Novi Library HISTORY ROOM at last!!!

Adjourn



REMOTE WORK POLICY DURING PANDEMIC

The Novi Public Library is committed to protecting the health and safety of its employees, in full compliance with all federal, state and local laws, orders and guidelines, including PA 2020 238 signed in law by the governor on October 22, 2020, the MDHHS Gatherings and Face Order effective November 18, 2020, the MIOSHA Emergency Rules issued October 14, 2020, and CDC guidelines.

This remote work procedure is implemented in supplement to the Library's Preparedness and Response Plan, in compliance with MIOSHA Emergency Rule 5(8) prohibiting in-person work for employees to the extent an employee's work activities can feasibly be completed remotely. This procedure will be reviewed or rescinded when public health guidelines or business needs change.

All remote work must receive prior approval from the Library Director. Approval for remote work will be based on the nature of the employee's duties and needs of the library. Not all positions are appropriate or feasible for remote work.

Employees who must perform in-person work because their work cannot feasibly be completed remotely will be informed by the Library Director or their supervisor of that requirement and the reasons for it. Guidelines for employees who work from home are set forth below.

To ensure that employee performance will not suffer during time working remotely, employees are encouraged to:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their department manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

Your assigned work schedule while working remotely will be the same as it is for in-person work, unless changed by the Department Manager and approved by the Library Director. Department managers should schedule regular meetings with employees working remotely via telephone conference call or videoconferencing.

Employee working remotely must follow all library policies applicable to in-person work. Non-exempt employees must follow all applicable policies regarding meal and rest breaks, approval for overtime, and timekeeping. Off-the-clock work is prohibited.

The Library will provide remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable.) VPN and required software will be installed on equipment issued to employees.

Equipment that is provided to employees remains the property of the Library. The Library retains control over the property and reserves the right to monitor Library property even when used at the employee's remote location. Employees must keep all Library property safe and avoid any misuse. Equipment supplied by the Library is to be used for business purposes only. Employees must take proper measures to secure Library information, assets and systems.

Upon termination of employment, all Library property must be promptly returned to the Library.

Melissa Agosta
President
Novi Public Library Board of Trustees
Policy Manual – December 15, 2020

~~Telework~~ Remote Work Policy

~~Telework~~ Remote Work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Novi Public Library (“NPL”) considers ~~telework~~ to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. ~~Telework~~ may be appropriate for some employees and jobs but not for others. ~~Telework~~ is not an entitlement, and it in no way changes the terms and conditions of employment with NPL.

Employees will be advised of the opportunity or requirement to ~~telecommute~~ work remote by the Library Director. Preparations should be made by employees and managers well in advance to allow ~~telework~~ remote work. This includes appropriate equipment needs, such as hardware, software, phone and data lines. IT personnel will be available to review these equipment needs with employees and to provide support to employees in advance of emergency ~~telework~~ remote work situations. **The employee will comply with all Library rules, policies, practices and instructions that would apply if the employee were working at the library.**

To ~~telework~~ remote work, the employee and their manager must sign a Remote Work ~~Telework~~ Agreement, which must be approved by the Library Director before ~~telework~~ remote work can begin.

The employee must establish an appropriate work environment within their home for work purposes. The NPL will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

There are various types of jobs in the NPL organization. To ensure that employee performance will not suffer during time working remotely, employees are encouraged to:

- Choose a quiet and distraction free working space
- Have an internet connection that is adequate for their job
- Dedicate their full attention to the job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their department manager in in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

The Library Director will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the NPL is to be used for business purposes only.

Consistent with the NPL's expectations of information security for employees working at the NPL, ~~teleworking~~ remote working employees will be expected to ensure the protection of confidential library and patron information accessible from their home office.

Employees should not assume any specified period of time for emergency ~~telework~~ remote work arrangements, and the NPL ~~may~~ can require employees to return to regular, in-person work at any time.

Remote Work Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

FLSA status: Exempt Nonexempt

This ~~telework~~ **remote work** agreement will begin and end on the following dates:

Start date: _____ End date: _____

Work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain Library Director approval prior to working any overtime hours.

The employee will report to the library as necessary upon directive from the Library Director.

The employee will communicate regularly with his or her **manager**/supervisor, the Library Director, and co-workers, which includes a weekly written report of activities.

The employee will comply with all Library rules, policies, practices and instructions that would apply if the employee were working at the library.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that ~~teleworking~~ **remote working** is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe and secure work environment at all times. The employee will allow the Library Director or delegate to have access to the ~~telecommuting~~ **remote working** location for purposes of assessing safety and security, upon reasonable notice. The employee will report work-related injuries to the Library Director as soon as practicable.

The Library will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that the Library's equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on the Library's equipment. All tools and resources provided by the Library shall remain the property of the Library at all times.

The employee agrees to protect Library equipment and resources from theft or damage and to report theft or damage to the Library Director immediately.

The employee agrees to comply with the Library's policies and expectations regarding information security. The employee will be expected to ensure the protection of confidential library and patron information accessible from their home offices.

The employee understands that all terms and conditions of employment with the Library remain unchanged, except those specifically addressed in this agreement.

The employee understands that Library Board or Library Director retains the right to modify this agreement for any reason at any time.

The employee agrees to return Library equipment and documents within five days of termination of employment.

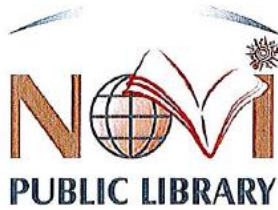
Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

APPROVED:

Library Director Signature: _____ Date: _____

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Policy Manual

PUBLIC

P5: Confidentiality of Patron Records: Freedom of Information Act Requests and Subpoenas

1. Michigan Library Privacy Act. The purpose of this policy is to preserve the confidentiality and privacy of the registration and circulation records of Library patrons to the fullest extent permitted by law. To that end, the registration and circulation records of the Library shall be released or disclosed only in accordance with this Policy and the Michigan Library Privacy Act (PA 455 of 1982, as amended). If there is any conflict between the provisions of this policy and the Michigan Library Privacy Act, the terms of the Act will control.

Unless ordered by a court of competent jurisdiction, no employee of the Library may release or disclose a Library Record (as defined below) to any person without the written consent of the person who is liable for payment or for return of the materials identified in that Library Record. In the case of a minor, that means the person who has co-signed for the minor's library card (see Policy P1). Please note that if only one parent has co-signed for the minor's library card, the other parent cannot be given access to the minor's Library Records under the Michigan Library Privacy Act.

For purposes of this policy, a Library Record means a document, record or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a library. A Library Record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act (PA 442 of the Public Acts of 1976, as amended).

2. Nonidentifying Records. Any other record or data pertaining to the circulation of library materials or any public record that does not meet the definition of a Library Record under the Michigan Library Privacy Act may be released or disclosed to the extent and in the manner provided in the Michigan Freedom of Information Act (See MCLA Section 15.235).

3. Freedom of Information Act Requests. Any employee of the Library who receives a request for a public record or who is served with a subpoena, court order, or other legal process, to release or disclose any library circulation record or other public records shall promptly notify the Library Director. The Library Board adopts the City of Novi's Freedom of Information Act Policy and Procedure, written public summary and detailed itemization by reference approved by the City of Novi on June 22, 2015, and the FOIA Coordinator for the City of Novi shall also act as the FOIA Coordinator for the Library. The FOIA policies and procedures and written public summary are available at cityofnovi.org.
4. Subpoena. If the Library Director believes that a subpoena seeks the disclosure of a Library Record covered by the Michigan Library Privacy Act, or seeks the disclosure of any other information that the Library Director believes is privileged or subject to non-disclosure, the Library Director will refer the matter to the City Attorney. All subpoenas will be reported to the Library Board.

Adopted: November 11, 1996; Amended: May 1, 2010; July 15, 2015; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

1st Draft

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P5: Confidentiality of Patron Guest Records: Freedom of Information Act Requests and Subpoenas

Commented [A51]: The Library's current policy may be used as amended. See comments.

Michigan Library Privacy Act.

The purpose of this policy is to preserve the confidentiality and privacy of the registration and circulation records of Library patrons-guests to the fullest extent permitted by law. To that end, the registration and circulation records of the Library shall be released or disclosed only in accordance with this Policy and the Michigan Library Privacy Act (PA 455 of 1982, as amended). If there is any conflict between the provisions of this policy and the Michigan Library Privacy Act, the terms of the Act will control.

~~Unless permitted by the Library Privacy Act and this Policy ordered by a court of competent jurisdiction, no employee or agent of the Library may release or disclose a Library Record (as defined below) to any person without the written consent of the person who is liable for payment or for return of the materials identified in that Library Record.~~ In the case of a minor, that means the person who has co-signed for the minor's library card (see Policy P1). Please note that if only one parent has co-signed for the minor's library card, the other parent cannot be given access to the minor's Library Records under the Michigan Library Privacy Act.

For purposes of this policy, a Library Record means a document, record or other method of storing information retained by a library that contains information that personally identifies a library patron guest, including the patron's guest's name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a library. A Library Record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general. A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library. The Library Director or designee shall be responsible for determining whether a record is a "library record" under the Library Privacy Act.

Commented [A52]: You don't want each staff member making individual assessments

In addition, an "agent or employee" includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act (PA 442 of the Public Acts of 1976, as amended).

Disclosure of Library Records:

A. Nonidentifying Records Documents other than "Library Records"

Any other record or data pertaining to the circulation of library materials or any public record that does not meet the definition of a Library Record under the Michigan Library Privacy Act may be released or disclosed to the extent and in the manner provided in the Michigan Freedom of Information Act (See MCLA Section 15.235).

B. Freedom of Information Act Requests

Any employee of the Library who receives a Freedom of Information Act request for a public record or who is served with a subpoena, court order, or other legal process, ~~to release or disclose any library circulation record or other public records~~ shall promptly notify the Library Director. The Library Board adopts the City of Novi's Freedom of Information Act Policy and Procedure, written public summary and detailed itemization by reference approved by the City of Novi on June 22, 2015. As FOIA Coordinator for the Library, the Library Director designates ~~and~~ the FOIA Coordinator for the City of Novi to act on his or her in accepting and processing requests for the Library's public records, including approving a denial shall also act as the FOIA Coordinator for the Library. The FOIA policies and procedures and written public summary are available at cityofnovi.org.

Commented [AS3]: Where do appeals go?

C. Subpoena, Court Orders or Legal Process.

Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a State or Local law enforcement agency or (2) a Federal law enforcement agency shall promptly notify the Library Director, or his or her designee. If neither is available, the Library Board President shall be contacted.

A. Consultation with Attorney. The Library Director, his or her designee, or the Board President has the authority to consult with the Library's Attorney regarding the sufficiency, ~~scope or any other matter related to the subpoena, court order or other legal process.~~

B. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, ~~his or her designee,~~ or the Board President shall take appropriate action to respond.

C. Opportunity to be Heard. Depending upon the type of subpoena or court order, the Library may appear and be represented by counsel at a hearing on the request for records.

D. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his or her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform

Commented [AS4]: Currently says City attorney, so your policy would not allow any other attorney to represent you. We broadened it to allow you to consult with us or any other lawyer you choose.

the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

D. IV. Consent

In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a record may provide written consent for the release of that record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's (under the age of 18) Library materials and accepts financial liability for that child's Library fines and other charges, may authorize the disclosure of the minor's Library Records by signing the disclosure and release statement granting consent on behalf of the minor.

E. Voluntary Disclosure without Court Order and Consent.

A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

F. Disclosures Regarding Alleged Crimes in the Library.

The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library. As used in this subsection, a law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615. Further, a crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.

G. Video Surveillance Records.

A Library Record does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library. So, the Library Director or his or her designee shall review the surveillance records to determine what images may be released without a court order or consent.

NOVI PUBLIC LIBRARY

RECORD RETENTION POLICY

In compliance with Michigan law, the Novi Public Library shall manage and dispose of its records pursuant to the record retention policy applicable to libraries that had been approved by the Michigan Department of History, Arts and Libraries and the State of Michigan Records Management Services and the State Administrative Board, General Schedule #17 (GS#17). In addition, General Schedule #1 (GS#1) may be used to define non-record materials. The Library Director or ~~his or her~~ designee shall be responsible for the proper storage, retention, and disposal of records in accordance with this Record Retention Policy.

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Policy Manual

PUBLIC

P12: Smoking In/On Library Property

1. Smoking of any kind, including e-cigarettes, vaping, chewing tobacco or otherwise using tobacco products is strictly prohibited inside the Library building and on the Patio.
2. City ordinance, Article V, Section 22-101 extends the no smoking prohibition to 100 feet from the entrances of all buildings, except as otherwise designated.
3. The use of tobacco is prohibited in Library vehicles.
4. It is unlawful for anyone under the age of 18 to use or possess tobacco. If staff suspects a youth under the age of 18 to be smoking, the Novi Policy Department will be contacted at the non-emergency number to investigate.
5. Disciplinary Process
In addition to any police involvement, the Library shall enforce violations of this Policy as follows:
 - a. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
 - b. Suspension of Privileges. The Library shall handle violations as follows:
 1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 2. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.

Policy Manual - May, 2010; June, 2017

- c. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
6. Right of Appeal
Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved: January 21, 2009; Amended: May 15, 2010; July 17, 2013; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



P11: Guest Behavior Policy

This policy protects the right of the public to orderly, peacefully and productively have access to the Library facilities, grounds, services and resources; to ensure the safety of guests and staff; to protect the Library's contents, building and grounds; and to fulfill its mission to provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. Failure to conform to the Guest Behavior Policy may result in a suspension of Library use.

For the purposes of this policy:

- Harassment is defined as behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting their rights.
- Bullying is defined as the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size or ability. If bullying is done by a group, it is called mobbing.

The following guidelines and rules shall apply to the interior and exterior and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified.

1. Engaging in Proper Library Activities: Guests shall be engaged in activities associated with the use of the Library while in the building or on Library property. Guests not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or facilities as intended for civic, educational or cultural purposes will be required to leave the building and cannot remain on Library property. This includes sleeping on Library furniture or floors.
2. Respecting the Rights of Others: Guests shall respect the rights of other guests and staff. Guests may not stare, stalk, harass, bully, threaten, photograph, record or behave in a manner that:
 - a. Can be reasonably expected to disturb guests or staff while at the Library;

- b. Interferes with any guest's use of the Library or the ability of the staff person to do their job;
 - c. Would create or may result in a hostile work environment for Library staff; and/or
 - d. Violates federal, state or local law, ordinance or regulation (including but not limited to assault, indecent exposure, and larceny, removing library materials from the property without authorization through the approved lending procedures, vandalism or copyright infringement).
3. Verbal Harassment: Abusive or threatening language or writing that expresses prejudice, intends to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin will not be tolerated.
 4. Weapons: Carrying guns, pistols or other weapons, except as specifically allowed and exempt from local regulation by law, is forbidden.
 5. Sexual Activity: Engaging in any sexual contact, activities or conduct is not allowed.
 6. Alcohol and Drugs: Guests cannot possess, consume, sell, distribute or be under the influence of alcohol, marijuana or illegal drugs on Library property.
 - a. Alcohol may be allowed at certain Library-sponsored events if specifically approved by the Library Director.
 7. Smoking, Tobacco or Marijuana Use: **The Library is smoke free.** Smoking, using e-cigarettes, vaping (**or electronic nicotine delivery systems**), chewing tobacco or otherwise using tobacco products is not allowed within 100 feet of Library entrances (**City of Novi ordinance, Article V, Section 22-101 (d)**) and within the Library Building. Using, smoking or possessing marijuana on Library property is not allowed. **Violators will be asked to leave the premises.** (~~See Policy P12~~).

No use of separate Smoking Policy if incorporated into the Guest Behavior Policy

8. Interference with Staff: Guests cannot interfere with staff's performance of duties in the Library. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or physical and/or verbal harassment.
9. Identification: Guests must provide identification to Library staff when requested.
10. Loud Noise: Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other guests' use of the Library or which can be reasonably expected to disturb other guests or have the intent of annoying other guests, including yelling, cheering, talking (with others) or noises from electronic, entertainment and communication devices, such as cell phones, tablets, headphones and radio is not allowed. Guests may use headphones or earbuds but at a volume that cannot be heard by other Library guests or staff.

Caregivers may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

11. Phone Usage: Quiet conversations utilizing phones or other electronic devices are allowed. Phone usage is not allowed in the Quiet Study Room. Staff have the right to request a guest move to another location to complete their phone conversation. Guests are expected to end phone conversations before approaching a Library service desk.
12. Library's Phone System: Guests are not allowed to use the Library's phone system. Staff may not make calls for guests except in case of an accident, emergency or child needing to contact a parent, guardian or caregiver.
 - a. In the event that a child reports suspicious activity or staff notice suspicious activity involving a child, that child can request to contact a parent, guardian or caregiver or, if staff deems appropriate, the police.
13. Open Flame: Lighters, candles, matches, and other flammable devices are not allowed and cannot be used inside the Library.
14. Parking or Standing: Vehicles are not allowed to park or stand at the main entrance or in the drive-up window lane. Parking is not allowed in fire lanes.
15. Congregating: Guests cannot congregate in public areas in large groups (more than 4 people).
16. School Groups and Tours: School groups and tours must be approved in advance through Administration. A teacher or other appropriate staff is required to be present to ensure students use the Library in conformance with these rules.
17. Blocking Access: Blocking aisles, doors or entrances with personal items or leaving such items unattended at the Library at any time is not allowed.
18. Personal Property: Personal items brought into the Library are subject to the following:
 - a. One carry-on item (backpack or briefcase) can be carried into the Library. The Library does not allow large items such as suitcases, large sports equipment bags/duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library and cannot block doors, entrances or aisles.
 - b. The Library is not responsible for personal belongings left unattended and Library staff will not guard or watch personal belongings (unless the guest is utilizing a restroom).
 - c. The Library does not provide storage for personal property.
 - d. Personal items may not take up seating or space if needed for use by other guests.
 - e. Items may be removed from the Library if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
19. Staff Areas: Guests are not allowed in any areas designated as "staff only" without prior authorization.
20. Announcements: Public announcements will not be allowed by library guests.
21. Seating: In the interest of safety, only one (1) guest per chair and one (1) guest per computer is allowed.

22. Photography and Recording: Photography and recording of Library facilities and programs must be approved in advance by Administration. Photography and recording of Library staff or guests without their knowledge and consent is not allowed. This paragraph does not apply to photography or recordings made at meetings that are open to the public pursuant to the Open Meetings Act (see Policy P17). Unattended children may not have their pictures taken.

a. Guests are subject to photo or video surveillance.

23. Care of Library Property: Guests must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment or furniture from the Library building or the grounds. Copyright infringement and stealing of library material is not allowed. Guests shall not load or install any programs or software on Library computers. Guests shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library. Climbing on tables, shelving or other library furnishings is not allowed. Guests will be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

24. Recreational Equipment and Personal Transport Devices: Use of skateboards, rollerblades, roller skates or other wheeled forms of recreational equipment is not allowed in the Library or on Library property. Library guests must park bicycles or other recreational vehicles in designated areas.

25. Mobility Devices: Wheelchairs, scooters and other power driven mobility devices are allowed by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

26. Guest Use of Youth Area and Computers: The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any guest may be asked to leave the area if they are not using the Youth area for its intended purpose.

27. Unattended Children Policy: Parents, guardians or caregivers of children must comply with the Unattended Children Policy (see Policy P13).

28. Café Usage: The café seating area is reserved for café customers only. No outside food (delivery or carry-out) is allowed in the café area.

29. Food and Drink: Food and drink purchased at the library café is allowed in designated areas of the Library. No outside food (delivery or carry-out) is allowed in the Library. Meeting room and patio rentals (1st floor: East and West Meeting Room, Youth Activity Room and 2nd floor: Board Room, Small Meeting Room) are allowed outside food/catering. Re-sealable containers for liquids are required. Guests are expected to use care when eating or drinking. Guests are expected to pick up after themselves and properly dispose of waste.

30. Animals: Guests cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.

31. Shirts, Shoes and Masks: Guests must wear shirts and shoes at all times in the Library building. Bathing suits are not allowed. Based on city, county or state regulations, masks worn over the nose and mouth may be required for health and safety purposes.

32. Odor: Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library that causes a nuisance, is not allowed. (For example, if a guest's odor interferes with staff or other guests' use of the Library, the guest violates this Policy.)

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

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

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

1. Persons or groups are requested to sign in with a Manager on duty in advance.
2. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is subject to the petition, interview, campaign or discussion.
3. Locations for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas that are 100 feet from all entrances.
4. No person shall block ingress or egress from the Library building.
5. Times will be limited to operating hours of the Library.
6. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

34. Distributions and Postings: Distributing or posting printed material/literature on Library property not in accordance with Library policy is not allowed (see Policy P7).

35. Tables or Structures on Library Property: No person may use or set up a table, stand, display, sign or similar structure on Library property. This does not apply to Library sponsored or co-sponsored events.

36. Sales or Solicitation: Sales or solicitation of monetary donations is not allowed unless incidental to library programming and requires advance approval by the Library Director.

37. Restrooms: Misuse of restrooms, including laundering, sleeping, shaving, bathing, hair cutting/trimming, drug usage and sexual activity, is not allowed. Unless a parent or guardian is assisting a child or a guest is assisting a person with a disability, there must be only one person to a stall. Library materials are not allowed in the public restrooms.

38. Unauthorized Use: Guests must leave the building promptly at closing and may not be in the Library when it is not open to the public. Unattended children (under the age of 12) who are still at the Library at closing time will be turned over to the police as set forth in the Unattended Children Policy (see Policy P13).

39. Guest Privileges Denied: A guest whose privileges have been denied cannot enter the Library. Any guest whose privileges have been limited cannot use the Library in any manner that conflicts with those limits placed on the guest by the Library Director, Director's designee or the Library Board.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or Director's designee may restrict access to the Library with immediate dismissal of the guest from the premises, by suspending the guest's access to the Library for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the police may be called to intervene.

Incident Reports: Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the guest. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, the Library shall handle violations as follows:

Initial Violation: Library guests observed violating this Policy will be asked to stop the violation with a verbal request. If the guest does not comply, the guest will be asked to leave the building for the day. If the guest refuses, the police will be called.

Subsequent Violations: The Director or Director's designee may further limit or suspend the guest's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

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

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

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

Reinstatement: The guest whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the Guest Behavior Policy (P11) before their privileges may be reinstated.

Right of Appeal

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

Adopted as Rules of Conduct Policy June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017; June 27, 2019; Title Change and amended February 25, 2021; **September 23, 2021**

Signed:

President
Novi Public Library

Library Board Meeting: 8/26/2021

Juneteenth DEI holiday proposal – Finance Committee

The following proposal is presented for the Board's consideration to become effective in the 2022 calendar year.

1. An optional PTO day will be converted to an 11th paid library holiday for all Library Employees, Salaried and Hourly personnel. Part Time employees will accrue Holiday time per current employment policies as with other holidays.
2. Included in this proposal, the Veterans Day holiday, which is currently designated as November 11th or a floating holiday in the month of November, will be modified. Veterans day will become a floating holiday capable of being used any time throughout the calendar year.
3. Similarly, the Juneteenth Holiday can be moved at an employees request as a floating holiday anytime in the calendar year as well. Without an employee request, the Juneteenth Holiday and Veterans Day holiday will remain as June 19th and November 11th respectively.
4. This proposal will not affect the Library's observed closures for holidays. The Library will remain closed in observance of Juneteenth on the 19th of June and open on November 11th. (Personnel is empowered to act with their discretion to be sure a base level of service is maintained on November 11th if required.)

Scenarios:

Examples of the employee options with this structure:

- A. In 2022 the Juneteenth Holiday falls on a Sunday. An Employee looking to extend the holiday to Monday such as Memorial and Labor Day holidays, has the option to take an extended the holiday to Monday.
- B. For those who observe Jewish, Islam, Hindi and other religious practices, the employee can use one or both days to accommodate their religious beliefs.
- C. Employees can utilize these holidays for planned family events (weddings, reunions, anniversary's etc.) rather than committing vacation time.

We feel this proposal aids in the libraries ability to recognize, recruit and retain a diverse work force. In the current post-Covid world and the tight labor market this can provides an added plus for the Novi Library.

Marketing, Events and Fundraising Committee Meeting Minutes – August 2, 2021 by Chair Dooley

Old Business

- Torry attended the annual meeting - great to learn what they do for NPL.
- Revenue in the Book Nook is still a big money maker
- Accepting the annual check from the Friends \$27,800
- Members checked out the lending library - at Lakeshore
- Brian Bartlett going to Friends meeting

Bosco Park - Confirmed that last Read Box will be installed Next Spring
National Library Week and campaign the read boxes. Neighborhood and HOA

Staff Updates

- Patron Point is the next big update - 20+K cardholder email - coming out this week
- Welcome series - 4 emails over a week
 - Welcome to Library
 - How to use your card - FAQs
 - In the Library - amenities (12 different spots)
 - Digital Library
- E-News upgraded by October
- New app coming
- New Card may launch in September
- NPL Bulletin (October - Staff)

New Business

- MLA Conference in Virtual - October 13 and 14th
- In Service August 20th
- Open houses for Hickory Woods and Meadowbrook (August 30th) - to get in front of families
- August 22nd - Civic Center event to promote Library - from Novi Community Coalition
- iCube - filling Charlie's full time position - it is still appointment only and another position that is part time
 - Green - walk in
 - Otherwise need appt
- Sunday, August 15th at 11 am - India Festival of Chariots - Launch of the Festival - Starts at the city and there is a parade to Furst Park
- Detroit Historical Museum - History of Motown exhibit - Julie and Shannon attended. Exhibit until October 3rd
- New Consulate of Japan - Julie will be giving a tour August 18th - Wednesday at 3 PM - Consulate General Shindo
- Steve and Rocky's Wine Tasting for the Friends
- Friend's love the butterfly donation wall - they want to do their own donor wall. Book related.
- November 10 Veteran's Event - iCube will provide ornaments at that event
- Furst Festive Nights Dec 3, 4, 5 - Library's adjacent - grab and go craft, hot chocolate, and smores on the library's patio
- Programs - Do we want to do any at Lakeshore - looking at a Storytime, a monthly book club
- Gail is working on an outreach series - Nov through Feb - 4 sessions - 4 locations. Fox Run, Rose, Meadowbrook, and Anthology. Music experience. Part of the friends and their morning music series - shifting it for outreach.
- Partnering with Chamber of Commerce - Fall Back into Business Event - 8 am September 21st - Table
- Community read next year in April
- Cafe will be 7 am to 7:30 M - TH, 7 am - 5:30 pm on Friday (after Labor Day) - Not open on Weekends yet.
- Working on Goals for the Committee in alignment with overall strategic plan
 - Read box Fundraiser for National Library Week - Outreach and Access to more places in Novi

- Be a bigger support to friends by having a Trustee attend on rotation a meeting once a month - create more synergy with Friends of Novi Library who are a key support to NPL and our community
- Working on 3rd Goal - TBA
- Developing September Date - TBA Soon

Friday, August 20th - Deadline for Packet

Building & Grounds Committee met on July 26 to review building/grounds matters and to set goals for the 21-22 year by Chair, Torry Yu

- Technology Issue: over 500 ports in our data closets were damaged after storms caused electrical issues. The City approved us purchasing emergency parts to repair the damaged equipment due to future pricing increases. An insurance claim was filed for replacement parts and, if approved, would include a \$10,000 deductible.
- Phone System: an RFP went out for a new phone system as the Library found out our provider would no longer support our current system.
- Water Bottle Filling Station: Julie is working with a grant through Oakland Schools to purchase a water bottle filling station that would be at the first floor, across from the café.
- Parking Lot: work will begin on Friday, August 20 and finish on Saturday, August 21 before we open for service.
- Library Café: hours will be expanding soon (date to be determined after Labor Day) from 7:00am-7:30pm, Monday-Friday. The café will remain closed on the weekends for the time being.
- Cleaning Contract: our current custodial contract with RNA Holdings was renewed. Julie sat down with the company to review cleaning expectations as we return to full service. High-touch sanitizing by our facilities team will continue.
- Committee Goals:
 1. Apply for the Build America's Great Libraries grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan

Email From: Sreeny Cherukuri
To: Sharon Trumpy
Sent: July 22, 2021

Dear Ms. Trumpy,

Thank you for your letter, I appreciate your involvement and efforts to improve our library, and so I wanted to respond to your concerns on this matter.

Please note, that in responding I am only sharing my opinions on the issue, and do not represent the entire board, but I have cc'd them as they were part of the original email.

I reviewed the extant literature advocating for a fine-free approach. And while the purported benefits are well stated - they are not without a cost to a library system.

When spending money on any program for public benefit, government needs to evaluate the effectiveness of the proposed solution. In the current case we need to understand - how much of the expenditure actually goes to those in need, vs how much of that expenditure is an accidental subsidy to a middle class that has not asked for it.

Using the federal school lunches as an example, there are some schools where there are so many qualifying students that they make it available to all students (*Community Eligibility*).. but the federal government does not extend that to every school (except during the COVID emergency) because it would be a wasteful use of resources.

With regards to most of the links you have shared. These are policy papers advocating a specific viewpoint. They are not, however, peer reviewed studies in which either the purported benefits or nor the applicable boundaries have been documented and evaluated. They provide anecdotal benefit - but no substantive analysis on the effectiveness of the program from a cost per beneficiary perspective.

There is no consideration of alternate means of achieving the same goals. Nor is there any post implementation metrics recommended to evaluate the cost effectiveness.

In 2019-20 full; year library book fine revenue was estimated to be about \$60,000. (The audited financials showed actual revenue of \$48,961 - which was likely due to the suspension of fines during COVID shut down).

These lost revenues, were fine free to become a permanent practice would be equivalent to:

- eliminating 10% of our part time staff - often high school and college students, or
- 1/3 what the library spends on new books each year,
- our annual budget for custodial and grounds maintenance
- the entire amount spent on electronic online resources, etc.

Looking beyond the existing budget such a sum could fund 4 university co-op positions for library science students, or a significant amount of programming reachign out to our community, or myriad other worthy programs. Opportunity costs are real - and it would irresponsible of us to close our eyes to them.

Clearly the amounts in play are significant, and the opportunity costs are not inconsequential. Whatever the arguments for or against, it is not a decision to be taken lightly.

So where are we now. The Board of Trustees has agreed to continue our current fine free policy through the end of the year. At that time we will evaluate the cost-benefits of the program. Discussions are ongoing as to how we evaluate the effectiveness of this program. And I would invite you and others who may be similarly interested to suggest concrete metrics which we might measure to determine whether this has been the best expenditure of Library's funds.

Thank you for your dedication to our library.
Sincerely yours,
Sreenivas Cherukuri

Email from: Sharon Trumpy
To: Sreeny Cherukuri and Library Board
Date: 7/22/21

Mr. Cherukuri,

It is apparent that you have strong opinions on this matter and I hope that this does not mean that you have made a decision before the evaluation period has passed. I am also a bit surprised to hear from you as it was my understanding that this matter had been referred back to the Policy and Finance committees. It is my understanding that you are not the chair of either of those committees. I had anticipated that a response would come from the president, as usually occurs. I will take more time to look this over later but would have appreciated a more timely response as I am receiving this just before the start of the library board meeting. I am cc'ing the other board members as it looks like this was only sent to Julie.

Sharon

Email From: **Ashwin Balaji**
To: David Silberman (NPL Librarian)
Date: Jul 22, 2021

Hi, How are you? Its been a while. I just wanted to email you expressing my gratitude for all you have done for me in high school with my chess club. Without you I wouldn't have been able to help so many chess students and advance my goal of bringing more chess opportunities to Novi. I will be attending Ross at the University of Michigan Ann Arbor in the fall, and I plan to major in finance, and I couldn't have made it without you. Once again, I just wanted to express my gratitude and thanks for supporting me through this process.

From,
Ashwin Balaji

Just a final note, I still continue the online chess club to this day, but not to the same degree, but unfortunately I do not think I will be able to run it when I go to college. However I do plan to join the chess club there so I hope to be able to continue my chess journey.

From: Sharon Trumpy
To: Mayor Gatt, Director Farkas and Library Board
Date: 7/28/21

Dear Mayor Gatt, Director Farkas and Library Board,

At the most recent library board meeting, a community member was expressing her concern about the cancellation of the response to the Library DEI Listening session and mentioned that she had looked at Sreeny Cherukuri's public Facebook posts. She stated that he had many offensive posts that made her concerned about his fitness as DEI chair, including a post that read, "A New York minute and a cotton pickin' minute. What's the conversion?" As she said this, I saw Mr. Cherukuri laugh. Later, Trustee Michener stated that this post was offensive and hurtful and I saw Mr. Cherukuri again smile. After the meeting, he approached the concerned community member, told her not to "make a big deal about linguistics" and then walked away.

Mr. Cherukuri's refusal to listen to the impact of his words and to make light of the concerns of both a community member and a fellow trustee is disgraceful. Since the meeting, I have myself looked at Mr. Cherukuri's public Facebook posts which are filled with misogyny, racism and homophobia. It is alarming to me that Mayor Gatt would select this man to serve on the library board at any time, but especially after months of the community voicing a desire for increased diversity, equity and inclusion efforts at the library and concerns about the repeated mistreatment of Trustee Michener by her fellow board members. Either Mayor Gatt neglected to properly vet candidates for the library board or he agrees with Mr. Cherukuri's posts. Likewise, the fact that President Crawford then removed Trustee Michener as chair of the DEI committee and replaced her with Sreeny Cherukuri is terrible. Again, I question if President Crawford was delinquent in her duty to select a chair who is actually working for DEI initiatives or if she agrees with his sentiments.

I would like to understand why Mayor Gatt appointed Mr. Cherukuri to the library board, why President Crawford selected him to chair the DEI committee, the response of each to his offensive posts and what Mayor Gatt and the library board plan to do to address this.

Thank you,
Sharon Trumpy

*** Images were unable to copy into the document based on the size.

Email from: Atasi Bagchi
To: Mayor Gatt, Ms. Farkas and the entire Board of Trustees
Date: 7/28/21

I am a nearly 20 year resident of Novi Michigan and very proud to be raising my children in this community. The library is a resource that is invaluable and should be focused on serving the needs of the children of our great city.

Diversity equity and inclusion are values and strengths that should be echoed by the library board. I am very distressed that the board includes members (specifically the DEI chair) who publicly denigrate these values and absolutely unapologetically mock them on social media platforms.

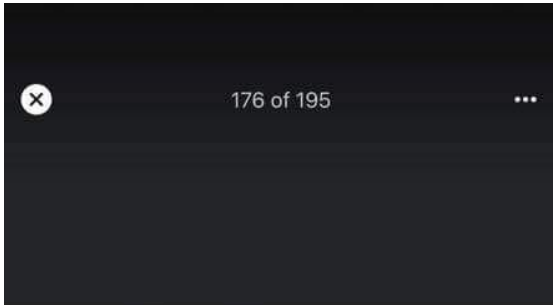
It is shameful and embarrassing and not the example I want my children or other children to be exposed to.

Please advise on how the board intends to address this.
Atasi Bagchi

Email from: Beth Hinman

To: Mayor Gatt, Ms. Farkas and the entire Board of Trustees

Date: 7/29/21



UPDATE: ELLEN LIKES BUSH!



THIS IS THE KIND OF PERSON GATT APPOINTS TO BE THE CHAIR OF THE DIVERSITY EQUITY & INCLUSION COMMITTEE?!!! Someone that is this ignorant, hateful and posts stuff like this on Facebook. Viewing his Facebook page proves he's bascially unbalanced and the LAST PERSON EVER TO CHAIR A COMMITTEE ON DIVERSITY! So disgusted with Gatt's legacy of the destruction of our city and what used to be a great place to live. If any of you continue to support Gatt, or this horrible Cherukuri person, I am done with supporting the city and the library.

Email From: Sue Girbach
To: City and Library Officials
Date: 7/29/21

Dear City and Library Officials,

I am extremely concerned about the racist, misogynistic and homophobic posts Sreeny Cherukuri has put on social media. As stated in the letter below by the City of Madison, meaningful conversation and action needs to occur at all levels of government. I am very concerned that our city is not heading in a similar direction as the City of Madison and others with the appointment of Sreeny Cherukuri to the library board and as head of a DEI committee.

Concerned Novi Resident,
Sue Girbach

Email from: Audra Holdorf
To: Mayor Gatt, President Crawford, Ms. Farkas and the entire Board of Trustees
Date: 7/29/21

Good morning Mayor Gatt, President Crawford, Ms. Farkas and the entire Board of Trustees,

I am writing you this evening as follow up to my public comment from the Novi Public Library Listening Session Public Comment forum last week. I spoke regarding my disappointment and disdain regarding the appointment of Chair Cherukuri as the DEI committee chair and his actions /lack of actions regarding furthering Diversity, Equity and Inclusion for the NPL. Within my comment, I brought up some valid and quite horrific concerns regarding Chair Cherukuri's social media posts that, in fact show a lack of movement to swing the pendulum of inclusion within our community. One specific post, while there are many, as you can see stated, "What's the difference between a cotton pickin minute and a New York Minute?" (Most recent library board meeting <https://youtu.be/dnflCMGYScQ> June Library DEI Listening Session)

The references here, share the racist overtones from his social media post: <https://www.bustle.com/articles/118386-5-racist-english-phrases-with-a-seriously-awful-history> , <https://grandstandcentral.com/2018/sections/race/brian-davis-used-cotton-picking-to-describe-russell-westbrook/>

Furthermore, when this comment was brought up in the meeting, Chair Cherukuri laughed as well as when Trustee Michener, spoke regarding the slur and the impact it has on her as a black woman. He again, laughed off her comment.(Most recent library board meeting <https://youtu.be/dnflCMGYScQ> June Library DEI Listening Session

The Novi Public Library Board has been very contentious over the past year with marked mistreatment of their only Black trustee, Tara Michener, and lots of loss of trust among the Black community due to resistance to diversity and Inclusion work by the board. The mayor, Bob Gatt, appointed 3 new trustees in March, all very right leaning. Kathy Crawford, former state rep (R) became board president. She makes committee assignments.

The new chair of the DEI committee is Sreenivas Cherukuri—his Facebook profile is public and FULL of racist, misogynistic and homophobic posts, as this is a sampling below:



He is also responsible for billboards on 96 that said KAVANAUGH IS INNOCENT. <https://www.facebook.com/sreenivas.cherukuri.3>

<https://www.metrotimes.com/news-hits/archives/2018/10/05/we-talked-to-the-guy-who-put-a-kavanaugh-is-innocent-billboard-in-detroit>

<https://www.michiganradio.org/post/barbers-cut-hair-michigan-capitol-lawn-protest-anti-coronavirus-shutdown> <https://youtu.be/t4osvCYTQQQ>

Following the meeting, Chair Cherukui approached me and as I engaged him in conversation and asked to meet with him to further discuss his social media posts, he stated, "now let's not get caught up in linguistics" and walked away. This lack of open communication and dialogue is the exact opposite of what the chairperson of the DEI committee should be doing.

I urge you as the Library Board, the Mayor and the Director of the Library to take action on this matter, to either remove the appointment of Chair Cherukuri, and/ or to appoint a new chair with a PUBLIC apology to Trustee Michener and the entire black community of NOVI.

Regards,
Audra Holdorf

Email from: Ajay Bedi
To: Mayor Gatt, Library Board
Date 7/29/21

Mayor Gatt and others -

I am deeply concerned with your recent choice for the chair of the Diversity, Equity and Inclusion chair. This library board member has had numerous social media posts **that promote division and judgement** among our society and does not promote the true purpose of Diversity, Equity and Inclusion. In my opinion, **we need to find someone who will see differences but also see commonalities and bring all diverse citizens of Novi together and truly value and acknowledge them.**

Please consider changing this appointee to this crucial committee. Thank you.

Ajay Bedi
Novi Resident

Email from: Ratna Rao
To: Mayor Gatt, Library Board
Date: 7/30/21

Dear Mayor Gatt, Ms. Farkas and the Library Board, My name is Ratna Rao and I am 22 year resident of Novi. I just saw the online posts of your colleague, Srinu Cherukuri and I am disappointed and disgusted that such a person would be selected to be on the board of an institution that serves to nourish the minds of children and youth. I can't imagine that his ugly words represent the value of our city or its residents. If you haven't seen his public persona yet, please check out his Facebook posts!

As a fellow Indian American I am deeply saddened to bring his words to your attention. This not only reflects poorly on the city but my community as well. I know the responsibility of service. In my very small way, I too have tried. I was on the Beautification Commission and remain as the Chair of the Silver Lining Mentors program of Novi Youth Assistance. I have also attended two of the recent DEI events conducted by the library, it is disturbing to think that such events would be guided by Mr. Cherukuri.

Please do something to remove such toxicity from our DEI committee and our library board. These must be institutions governed by thoughtful individuals who are sensitive to the community at large.

I hope to get a response to this email. Thanks Ratna

Email from: Beth Hinman
To: DEI Committee
Date: 8/2/21

"The Novi Public Library is committing to ensure that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, are treated with dignity and respect. **Discrimination, bigotry and racism with will not be tolerated.**"

The above is taken directly from the Library's DEI's web site page. How can you justify Cherukuri as the chair of the DEI when he stands for everything that is the opposite of this statement? How can you justify Crawford being on the Library Board, let alone role as President, when she is the same Trump supporting Republican (which essentially equates to hate, racism and corruption)?

The status of our local decision making and appointments is a sad and destructive. The hypocrisy of the DEI and the Library Board are unfathomable. What actions are going to be taken to correct this horrible situation?

Email from: Kari LoPiccolo
To: Library Board
Date 8/4/21

Hi,

I'm writing you to voice my deep concern regarding the new library board appointee, Sreeny Cherukuri. Our library/city is desperately in need of diversity, equity and inclusion work so it's mind boggling to me how a man is appointed to represent this much needed, important work for our community when he's caught making highly offensive, inappropriate social media posts and then has the audacity of smirking/laughing at being called out for his inappropriate comments. I don't support the racism, misogyny and homophobia evident in Sreeny Cherukuri's posts and I'm concerned that Bob Gatt appointed him to the library board. I'd like to request a petition to remove Sreeny Cherukuri from this DEI position, and Tara Michener reappointed to this DEI position, in order to truly move Novi forward with the purest DEI growth intentions so that our community's DEI work is being appropriately handled and supported. I'd be happy to remind the Board of his inappropriate social media posts, if evidence is needed. Please reply with your thoughts and how I may continue to appropriately advocate.

Sincerely,

Kari LoPiccolo

Email From: Sreeny Cherukuri
To: Ms. Hinman
CC: Library Board
Date: 8/19/21

Dear Ms. Hinman,

It is unclear why you object to my promoting a link to Ellen Degeneres (via Matt Drudge). I normally don't respond to vitriolic messages - but your divisiveness is beyond the pale.

It is, without doubt, your right as an American to disagree and even impugn members of the LGBT community for their viewpoints, But It is very small of you to attack Degeneres and Drudge for spreading an uplifting message. Had you bothered to read the link - you would have seen this from Ellen

The comedian defended her friendship with Bush and urged others to spend time with people with different views.

"I'm friends with George Bush. In fact, I'm friends with a lot of people who don't share the same beliefs that I have," she said. "We're all different and I think that we've forgotten that that's OK that we're all different. For instance, I wish people wouldn't wear fur. I don't like it but I'm friends with people who wear fur.

"But just because I don't agree with someone on everything doesn't mean I'm not going to be friends with them," she continued. "When I say be kind to one another, I don't mean only the people that think the same way that you do. I mean be kind to everyone."

<https://pagesix.com/2019/10/08/ellen-degeneres-defends-george-w-bush-friendship-after-cowboys-game-backlash/>

IMO. These are certainly words that our Country needs now more than ever, which is why I shared them. Too, I hope you can follow Ellen's advice as we all work to make the Library an inviting, informative, and inspiring place.

Thank you for your participation,
Sreenivas Cherukuri

Email from: First name: Robert
Last name: Dean
Date: 8/22/21
To: Julie Farkas

Hello Julie, I wanted to send you a quick note to thank you and all of the Novi Public Library Staff (and affiliated folks) for doing what they do. I love the library and I visit around 2-3 times per month. There is a great selection (I fell in love walking by the huge shelf of sci-fi/fantasy) and I have been able to look into materials that interest me, sometimes on a whim (example: Henry Ford documentary on DVD, Martin Luther documentary on DVD). I like doing research on some topics (personal research) and have found plenty for my studies just at Novi Public Library. I do use the inter-library loan options as well. I also use Libby in addition to other online resources like genealogical tools. Our library has been a very critical resource for me, and I will make sure to contact my Congress critters (state and federal) and ask them to support local libraries. -Robert Dean III -Novi Resident



Library Board Calendar

2021

January 1	Holiday—New Year's Day, Library Closed
January	Budget Planning Session TBD
January 28	Library Board Regular Meeting
February 25	Library Board Regular Meeting
March 1-31	National Reading Month
March 25	Library Board Regular Meeting
April 4	Holiday—Easter, Library Closed
April 5-9	National Library Week
April 10-17	Money Smart Week @ Library
April 22	Library Board Regular Meeting
May 9	Mother's Day, Library Closed
May 27	Library Board Regular Meeting
May 30	Library Closed
May 31	Holiday – Memorial Day, Library Closed
June	Summer Reading Begins
June 19	Juneteenth, Library Closed
June 20	Father's Day, Library Closed
June 24	Library Board Regular Meeting
June 24	Library Director Annual Review
July 3	Library Closed
July 4	Holiday – Independence Day, Library Closed
July 22	Library Board Regular Meeting
August 20	Staff In-Service, Library Closed
August 26	Library Board Regular Meeting
September 4	Library Closed
September 5	Library Closed
September 6	Holiday – Labor Day, Library Closed
September 23	Library Board Regular Meeting, Novi Library
October 22	Friends Booked for the Evening, 7-9 p.m. (CANCELLED)
October 28	Library Board Regular Meeting
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library TBD, postponed until spring 2022
November 2	General Election Day
November 17	Library Board Regular Meeting (Wednesday)
November 24	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 25	Holiday – Thanksgiving, Library Closed
November 26	Library Closed
December 15	Library Board Regular Meeting (Wednesday)
December 15	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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