

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

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

Call to Order by President, Melissa Agosta

Pledge of Allegiance

Roll Call by Secretary, Torry Yu

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

Approval of Agenda.....1-3

Presentations

- A. Kulture City & Safe Space Implementation – April Stevenson, Information Services Department Head
- B. Recognition of Years of Service as Board Trustee (December 2013 – February 2021) – Craig Messerknecht
- C. Recognition of Years of Service on the Library Board (February 2015 – February 2021) – Bill Lawler

Reports

- 1. Student Representatives Report.....4
- 2. President's Report (Melissa Agosta)
 - A. 2019-2022 Strategic Planning Goals..... 5
 - B. 2020-2021 Goals Document Update.....N/A
 - C. Election of Officers 21-22: Begin nomination process in March, slate provided and election at April meeting, officer duties go into effect at May meeting.
- 3. Treasurer's Report (Geoffrey Wood)
 - A. 2020-2021 Library Budget Fund 268.....7-9
 - B. 2020-2021 Contributed Fund Budget 269 10
 - C. Financial Report January 2021 11
 - D. Library Fund 268 Expenditure & Revenue Report as of January 31, 2021 12-14
 - E. Library Fund 269 Contributed Fund as of January 31, 2021 15
 - F. Balance Sheets for Funds 268 and 269 as of January 31, 2021 16-17
 - G. 2019-2020 Annual Report..... 18-19
- 4. Director's Report (Julie Farkas) 20-48
 - A. Information Technology Report 49-50
 - B. Facilities Report 50
 - C. Information Services Report 51-55
 - D. Support Services Report 56
 - E. Library Usage Statistics 57-65

F. Friends of Novi Library –	N/A
G. City of Novi Historical Commission – Agenda February 17, 2021.....	66

Consent Agenda Removals and Approvals

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

Matters for Library Board Action

1. Approval of the Guest Behavior Policy (2nd draft).....21-27

Consent Agenda Removals for Library Board Action

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

Public Comment

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

Citizens must state their first, last name and Novi address

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

Committee Reports

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

- a. Library/Community Events Attended by Library Board Members in the Last Month:
 - No Report
- 5. Strategic Planning Committee:
 - (Dooley- Chair, Yu, Staff Liaison – Julie Farkas).
 - No Report
- 6. Building/Landscape Committee: Entrance project
 - (Messerknecht – Chair, Lawler, Wood, Staff Liaison – Julie Farkas)
 - No Report
- 7. Bylaw Committee: Review of Library Board Bylaws
 - (Lawler- Chair, Agosta, Staff Liaison – Julie Farkas)
 - Committee met on 2/17/21 to discuss draft based on attorney review. 1st draft of the Bylaws included in Director's report.....28-36
- 8. DEI: Diversity, Equity and Inclusion Committee
 - (Michener – Chair, Dooley, Staff Liaisons – Julie Farkas, April Stevenson, Barb Rutkowski, Maryann Zurmuehlen, Gail Anderson, Dana Brataniec, Tia Marie Sanders)
 - No Report. Next committee meeting scheduled for Friday, February 26, 2021

Communications

- 1. 1/22/21: Email from: Sandra Lockwood, Re: Thank you to Novi Public Library for Book Donation...67
- 2. 2/3/21: Email from: Sharon Trumpy, Re: Response the Novi Public Library Meeting on 1/28/21 .67-68
- 3. 2/13/21: Email from: Dawn Spalding, Re: Student Representatives to the Library Board.....69
- 4. 2/13/21: Email from: Audra Holdorf, Re: Board Meeting 1.28.....69
- 5. 2/16/21: Email from: Ian Reed Twiss, Re: Approve Hate Speech Policy.....70
- 6. 2/18/21: Email from: Colleen Crossey, Re: Please adopt the anti-hate speech clause into the Novi Public Library Guest Behavior Policy.....70-71
- 7. 2/19/21: Email from: Tara Michener, Re: Letter to the Board Regarding the January 28, 2021 Meeting.....72-74
- 8. 2/19/21: Email from: Aaron Martinez, Re: Supporting Guest Behavior Policy.....75

Consent Agenda

- 1. Approve Minutes of:
 - A. January 28, 2021 – Regular Meeting..... 76-87
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#599) 88-89

Adjournment

Supplemental Information

- Library Board Calendar – 2021 90
- Library Closings – 2021 91

2021 Future Events:

- **Library is currently in Phase 4 of COVID library operations – visits limited to 1 hour (Grab & Go)**

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

Reports

January 2021 Library Board Student Representative Report

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

Tween and Teen Library Programs:

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

The BeTWEEN the Pages: Tween Book Club Trivia was held on January 27. Guests read *Jayla Jumps In* by Joy Jones and answered trivia questions relating to the book. (Attendance= 9)

Teen Space Update:

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

Teen Advisory Board (TAB) Update:

The fifth Teen Advisory Board (TAB) meeting, of the 2020-2021 school year, was held virtually via Zoom on January 15. The meeting kicked off with an icebreaker in which the teens stated their name, school they attend, their favorite hobby, and their favorite TV show. Next, the teens discussed ways to get more teens interested in participating in the virtual teen talent show. The last part of the meeting was spent breaking up into various committees to pick up on discussion and work from previous meetings; these committees consist of teen programs, community service, and teen book lists. (Attendance= 13)

Upcoming Tween and Teen Programs:

- Tween, Teen and Adult Grab-n-Go Craft Kits: Mini Embroidery Hoop Pendants – March 8
- Grab and Go DIY Water Bead Stress Ball Kit – March 13
- Teen Advisory Board (TAB) Meeting – March 19
- BETWEEN the Pages: Tween Book Club Trivia – March 24 (Title is *Part of Your Nightmare* by Vera Strange. This title is available through Hoopla for instant download.)



Teen Stop Featured Display:

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



2019 - 2022

Novi Public Library's Strategic Goals

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



How will we accomplish these goals?



Collections/Electronic Resources

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



Programming & Events

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



Outreach & Services

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



Building & Grounds

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



Human Resources

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



Marketing

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

Our Mission:

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

INFORM. INSPIRE. INCLUDE.

Updated: 09/24/20

GOALS – July, October, January, April

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

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

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

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

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

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

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

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

Financial Report for January 2021

Approved Budget for Fund 268 Fiscal Year 2020-2021

TOTAL REVENUES	\$3,124,300
TOTAL EXPENDITURES	\$3,221,824
NET OF REVENUES & EXPENDITURES	(\$97,524)

Approved budget for Fund 269 Fiscal Year 2020-2021

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

Revenue & Expenditure Report for Fund 268

	YTD Dec 31, 2020	YTD Jan 31,2021	Difference
TOTAL REVENUES	\$3,098,270	\$3,163,613	\$65,343
TOTAL EXPENDITURES	\$1,333,923	\$1,622,378	\$288,455
NET OF REVENUES & EXPENDITURES	\$1,764,347	\$1,541,235	

Revenue & Expenditure Report for Fund 269

	YTD Dec 31, 2020	YTD Jan 31, 2021	Difference
TOTAL REVENUES	\$13,720	\$15,549	\$1,829
TOTAL EXPENDITURES	\$5,741	\$5,616	(\$125)
NET OF REVENUES & EXPENDITURES	\$7,979	\$9,933	

Budget amounts do not reflect Approved Year End Budget Amendments to be consistent with City Financial Report

Balance Sheet Report as of January 31, 2021

The ending fund balance for Fund 268 is \$3,803,528.32

The ending fund balance for Fund 269 is \$1,716,912.54

02/10/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 01/31/2021										
% Fiscal Year Completed: 58.90										
		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	NOV 2020	DEC 2020	JAN 2021	01/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,939,255.00	0.00	0.00	0.00	2,961,042.01	(21,787.01)	100.74
268-000.00-403.001	Property Tax Revenue- County Chargeba	(6,553.64)	2,000.00	2,000.00	289.83	479.78	0.00	1,572.59	427.41	78.63
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 200	(258.43)	(259.00)	(259.00)	0.00	0.00	0.00	(276.15)	17.15	106.62
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 201	(2,983.82)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(6,071.40)	1,571.40	134.92
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(6,852.11)	(12,597.00)	(12,597.00)	0.00	0.00	0.00	(13,422.73)	825.73	106.55
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	0.00	(6,500.00)	0.00
Property tax revenue		2,815,535.41	2,917,399.00	2,917,399.00	289.83	479.78	0.00	2,942,844.32	(25,445.32)	100.87
Federal grants										
268-000.00-508.452	Federal Grants - COVID-19	0.00	0.00	0.00	22,585.46	20,073.60	7,500.00	59,143.94	(59,143.94)	100.00
Federal grants		0.00	0.00	0.00	22,585.46	20,073.60	7,500.00	59,143.94	(59,143.94)	100.00
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
State sources		44,383.68	40,000.00	20,000.00	0.00	0.00	0.00	22,354.48	(2,354.48)	111.77
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	32.51	0.40	28.55	441.41	13,558.59	3.15
268-000.00-665.100	Copier	1,172.45	600.00	600.00	73.90	0.00	50.60	641.70	(41.70)	106.95
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	2,524.79	0.00	1,249.33	4,501.81	(501.81)	112.55
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,600.00	0.00	0.00	0.00	6,847.00	(247.00)	103.74
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Other revenue		63,237.74	68,200.00	30,200.00	2,631.20	0.40	1,328.48	12,431.92	17,768.08	41.17
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	60,000.00	881.89	363.63	484.46	6,518.45	53,481.55	10.86
268-000.00-658.000	State penal fines	118,345.07	114,000.00	57,000.00	0.00	0.00	0.00	95,366.51	(38,366.51)	167.31
Fines and forfeitures		167,306.32	179,000.00	117,000.00	881.89	363.63	484.46	101,884.96	15,115.04	87.08
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	3,460.77	0.00	0.00	20,436.10	33,764.90	37.70
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	839.96	0.00	0.00	4,051.61	(24,051.61)	(20.26)
Interest income		87,344.61	34,201.00	34,201.00	4,300.73	0.00	0.00	24,487.71	9,713.29	71.60
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	55.25	254.60	106.23	465.68	3,034.32	13.31
Donations		10,318.10	6,500.00	5,500.00	55.25	254.60	106.23	465.68	5,034.32	8.47

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	NOV 2020	DEC 2020	JAN 2021	01/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	965,000.00	69,564.99	69,564.98	104,347.52	538,951.85	426,048.15	55.85
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	18,500.00	2,916.40	0.00	0.00	8,499.17	10,000.83	45.94
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	48,292.21	44,579.16	64,618.85	334,947.03	300,052.97	52.75
268-000.00-706.000	Overtime	496.47	500.00	500.00	0.00	0.00	0.00	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	9,055.62	8,548.44	12,717.64	67,893.46	56,106.54	54.75
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	14,813.05	14,579.05	11,455.55	104,567.34	90,432.66	53.62
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	612.50	612.50	2,625.00	5,687.50	612.50	90.28
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(2,835.64)	(2,835.64)	(3,175.24)	(18,618.21)	(17,381.79)	51.72
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	501.00	501.00	501.00	3,507.00	4,893.00	41.75
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	29,292.00	43,224.00	43,224.00	3,602.00	3,602.00	3,602.00	25,214.00	18,010.00	58.33
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,481.27	3,306.28	4,959.42	6,089.78	38,910.22	13.53
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	0.00	0.00	0.00	0.00	784.77	(784.77)	100.00
268-000.00-720.000	Workers compensation	3,704.77	4,100.00	4,100.00	163.05	177.17	294.84	1,462.50	2,637.50	35.67
Personnel services		1,959,395.24	2,121,060.00	2,009,024.00	150,166.45	142,634.94	201,946.58	1,079,066.56	929,957.44	53.71
Supplies										
268-000.00-727.000	Office supplies	12,337.64	19,000.00	18,000.00	476.05	185.41	947.12	5,908.84	12,091.16	32.83
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	0.00	17.40	0.00	31.60	968.40	3.16
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	212.55	0.00	3,265.00	18,443.50	51,256.50	26.46
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	110.78	311.03	349.86	2,321.06	17,478.94	11.72
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	26.98	0.00	25.42	6,899.99	18,100.01	27.60
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	180.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	185,800.00	9,046.08	21,445.53	9,644.19	97,597.25	88,202.75	52.53
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	663.82	196.55	588.48	5,963.84	14,036.16	29.82
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	1,100.00	0.00	0.00	148.94	148.94	951.06	13.54
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	0.00	0.00	0.00	2,110.33	21,889.67	8.79
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	7,739.23	5,087.38	1,070.89	50,193.18	64,806.82	43.65
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	3,487.42	5,151.06	4,494.94	30,185.39	16,714.61	64.36
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	2,090.40	0.00	0.00	57,114.08	6,885.92	89.24
Supplies		482,945.13	599,600.00	595,600.00	23,853.31	32,394.36	20,534.84	276,918.00	318,682.00	46.49

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	NOV 2020	DEC 2020	JAN 2021	01/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	56.18	56.18	0.00	334.63	165.37	66.93
268-000.00-802.000	Data processing	700.20	700.00	700.00	0.00	0.00	0.00	712.94	(12.94)	101.85
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	322.19	727.02	157.22	2,615.49	1,384.51	65.39
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	814.00	0.00	0.00	814.00	186.00	81.40
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	0.00	98.00	98.00	882.00	118.00	88.20
268-000.00-806.000	Legal fees	8,951.50	5,000.00	7,500.00	1,722.00	0.00	0.00	7,434.00	66.00	99.12
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	111.31	111.31	0.00	667.86	832.14	44.52
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	280.00	250.00	0.00	4,952.01	2,547.99	66.03
268-000.00-816.000	Professional services	250.00	10,500.00	10,500.00	0.00	0.00	0.00	1,222.50	9,277.50	11.64
268-000.00-817.000	Custodial services	37,851.60	50,000.00	50,000.00	7,288.40	5,038.10	7,288.40	45,781.87	4,218.13	91.56
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	18,384.86	17,500.00	17,500.00	5,247.63	2,127.26	(53.00)	16,033.15	1,466.85	91.62
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	(3,323.00)	1,979.25	0.00	24,056.46	41,143.54	36.90
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	1,500.00	0.00	17.95	0.00	40.05	1,459.95	2.67
268-000.00-862.000	Mileage	6.38	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	22,866.06	21,000.00	18,000.00	1,017.01	1,263.64	1,539.00	7,286.63	10,713.37	40.48
268-000.00-880.268	Library programming	18,956.32	25,000.00	25,000.00	1,123.27	956.89	(140.61)	4,531.72	20,468.28	18.13
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	19,424.00	30,000.00	28,000.00	468.22	213.76	223.69	2,077.45	25,922.55	7.42
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,500.00	0.00	0.00	0.00	12,668.00	(168.00)	101.34
268-000.00-910.001	Insurance deductibles/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	10,152.64	11,000.00	11,000.00	570.85	906.89	0.00	2,759.00	8,241.00	25.08
268-000.00-922.000	Electricity	92,792.30	95,000.00	95,000.00	7,417.39	6,786.64	6,892.95	52,047.54	42,952.46	54.79
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	1,544.53	0.00	3,096.75	4,403.25	41.29
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	8,691.93	6,790.14	4,200.30	51,947.07	60,252.93	46.30
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	0.00	0.00	0.00	25.31	474.69	5.06
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	38,000.00	2,486.25	1,326.25	2,110.00	12,303.91	25,696.09	32.38
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	650.94	650.94	650.94	4,298.74	3,701.26	53.73
268-000.00-942.100	Records storage	287.76	1,300.00	1,300.00	23.98	23.98	23.98	167.86	1,132.14	12.91
268-000.00-956.000	Conferences and workshops	9,922.24	15,000.00	10,000.00	298.00	0.00	0.00	4,142.03	5,857.97	41.42
Other services and charges										
		504,881.30	554,700.00	547,200.00	35,266.55	30,868.73	22,990.87	266,393.97	280,806.03	48.68
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	29,227.25	79,000.00	53,000.00	0.00	0.00	0.00	0.00	53,000.00	0.00
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	0.00	0.00	0.00	0.00	17,000.00	0.00
Capital outlay										
		60,659.80	111,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury										
		180,244.39	(141,060.00)	(97,524.00)	(178,541.95)	(184,726.02)	(236,053.12)	1,541,234.48	(1,638,758.48)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,188,125.86	3,245,300.00	3,124,300.00	30,744.36	21,172.01	9,419.17	3,163,613.01	(39,313.01)	(1,580.36)
TOTAL EXPENDITURES		3,007,881.47	3,386,360.00	3,221,824.00	209,286.31	205,898.03	245,472.29	1,622,378.53	1,599,445.47	(1,580.36)
NET OF REVENUES & EXPENDITURES		180,244.39	(141,060.00)	(97,524.00)	(178,541.95)	(184,726.02)	(236,053.12)	1,541,234.48	(1,638,758.48)	(1,580.36)

		END BALANCE	2020-21		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	NOV 2020	DEC 2020	JAN 2021	01/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	32,401.88	27,000.00	27,000.00	1,351.45	0.00	0.00	9,815.46	17,184.54	36.35
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	328.01	0.00	0.00	2,796.55	(7,296.55)	(62.15)
Interest income										
		45,787.97	22,500.00	22,500.00	1,679.46	0.00	0.00	12,612.01	9,887.99	56.05
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,347.22	1,000.00	1,000.00	100.00	163.10	150.00	413.10	586.90	41.31
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	28.00	972.00	2.80
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	244.46	96.35	0.00	2,496.35	3,003.65	45.39
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations										
		16,803.70	19,500.00	24,000.00	344.46	259.45	150.00	2,937.45	21,062.55	12.24
Supplies										
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	137.75	0.00	0.00	968.70	31.30	96.87
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	0.00	0.00	57.07	57.07	442.93	11.41
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	0.00	(755.54)	0.00	2,119.46	(1,119.46)	211.95
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	180.00	(1,169.20)	(613.88)	15.88	1,484.12	1.06
Supplies										
		24,962.88	65,700.00	4,500.00	317.75	(1,924.74)	(556.81)	3,161.11	1,338.89	70.25
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	0.00	0.00	6,800.00	0.00
269-000.00-976.046	Makerspace Renovation	6,735.84	5,000.00	5,000.00	141.39	128.36	123.68	2,455.34	2,544.66	49.11
Capital outlay										
		6,735.84	11,800.00	46,550.00	141.39	128.36	123.68	2,455.34	44,094.66	5.27
Net - Dept 000.00 - treasury										
		30,892.95	(35,500.00)	(4,550.00)	1,564.78	2,055.83	583.13	9,933.01	(14,483.01)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		62,591.67	42,000.00	46,500.00	2,023.92	259.45	150.00	15,549.46	30,950.54	(218.31)
TOTAL EXPENDITURES		31,698.72	77,500.00	51,050.00	459.14	(1,796.38)	(433.13)	5,616.45	45,433.55	(218.31)
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(4,550.00)	1,564.78	2,055.83	583.13	9,933.01	(14,483.01)	(218.31)
TOTAL REVENUES - ALL FUNDS										
		3,250,717.53	3,287,300.00	3,170,800.00	32,768.28	21,431.46	9,569.17	3,179,162.47	(8,362.47)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,039,580.19	3,463,860.00	3,272,874.00	209,745.45	204,101.65	245,039.16	1,627,994.98	1,644,879.02	
NET OF REVENUES & EXPENDITURES		211,137.34	(176,560.00)	(102,074.00)	(176,977.17)	(182,670.19)	(235,469.99)	1,551,167.49	(1,653,745.49)	

02/10/2021		BALANCE SHEET FOR CITY OF NOVI	
		As of 01/31/2021	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(216,400.04)	
268-000.00-017.000	Investments - Pooled	4,026,861.29	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	51,113.00	
268-000.00-072.100	DUE FROM COUNTY	3,402.11	
	Total Assets	3,865,976.36	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	42,888.62	
268-000.00-215.200	Unemployment insurance liability	2,657.31	
268-000.00-259.702	Accrued liabilities-tax	13,500.00	
268-000.00-320.451	Deferred inflow - Unavailable COVID-19	3,402.11	
	Total Liabilities	62,448.04	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,281,497.53	
	Total Fund Balance	2,281,497.53	
	Beginning Fund Balance	2,281,497.53	
	Net of Revenues VS Expenditures	1,522,030.79	
	Ending Fund Balance	3,803,528.32	
	Total Liabilities And Fund Balance	3,865,976.36	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		46,951.28
269-000.00-017.000	Investments - Pooled		1,670,142.01
	Total Assets		1,717,093.29
*** Liabilities ***			
269-000.00-202.000	Accounts payable		180.75
	Total Liabilities		180.75
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted		1,612,007.62
269-000.00-390.230	Fund Balance Collections/Materials		36,835.74
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture		41,610.28
269-000.00-390.232	Fund Balance Programming		29,929.06
269-000.00-390.233	Fund BalanceTechnology Library		(13,403.17)
	Total Fund Balance		1,706,979.53
	Beginning Fund Balance		1,706,979.53
	Net of Revenues VS Expenditures		9,933.01
	Ending Fund Balance		1,716,912.54
	Total Liabilities And Fund Balance		1,717,093.29



July 2019 - June 2020

ANNUAL REPORT

INFORM. INSPIRE. INCLUDE.



A year of laughter, thoughts and tears!

"To me, there are three things we all should do every day. Number one is laugh. You should laugh every day. Number two is think. You should spend some time in thought. Number three is, you should have your emotions moved to tears, could be happiness or joy. If you laugh, you think, and you cry, that's a full day. That's a heck

of a day. You do that seven days a week, you're going to have something special." Jim Valvano
(Former Basketball Coach, North Carolina State University, 1983 NCAA Basketball Champs)

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

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

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

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

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

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

In my eyes, we are all WINNERS!!

Julie Farkas, Library Director

Our Leadership



President
Melissa Agosta



Vice President
Kat Dooley



Treasurer
Geoffrey Wood



Secretary
Torry Yu



Trustee
Tara Michener



Trustee
William Laver



Trustee
Craig Messerknecht



Student Rep.
Tarun Tangirala



Student Rep.
Mahek Nasser

Our Community



Connect With Us



2,568
Newsletter Subscribers



3,183
Facebook Followers



2,234
Twitter Followers



novilibrary.org
248-349-0720

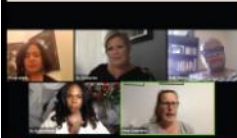


763
Instagram Followers



Accomplishments & Milestones

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



20-21 Looking Forward

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



Conquering COVID-19

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

Here are some ways NPL conquered COVID:

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



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

NPL by the Numbers

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

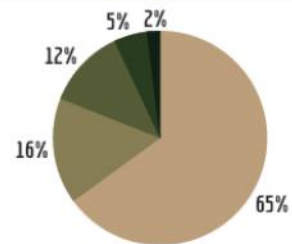
Sponsorships & Donations

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

Grants

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

Total Expenditures



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

Updated 12/14/20

Director's Report – Julie Farkas



**3/6:
3/8:
3/9:
3/12:**

Staff Anniversaries (Years of Service) for March 2021

Jean Aldrich	4 years
Hillary Hentschel	4 years
Maryann Zurmuehlen	10 years
Jolanta Borek	14 years

P11: Guest Behavior Policy (Draft 2)

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: Smoking, using e-cigarettes, vaping, chewing tobacco or otherwise using tobacco products is not allowed. Using, smoking or possessing marijuana on Library property is not allowed. (See Policy P12).

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 (see Section 3 below), 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.

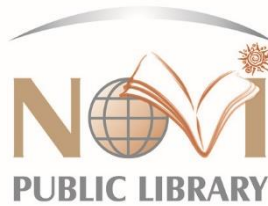
Right of Appeal

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

Signed:

Melissa Agosta
President
Novi Public Library



**BYLAWS OF THE CITY OF NOVI LIBRARY BOARD
NOVI PUBLIC LIBRARY**

**Article I
Identification**

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances.

**Article II
Membership**

Section 1. Appointments and Terms of Office. The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign. **Terms expire March 1st. (Sec 19-21 City Code).**

Section 2. Meeting Attendance. Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence.

Section 3. Vote. Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Resignation. Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

Section 6. Vacancies. In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.

Section 7. Student Representatives. The Mayor of the City of Novi may appoint two student representatives to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the schools in which they attend and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016). Student Representative must be a resident of Novi, Michigan.

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the April annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time.

Section 2. At least one month prior to the annual meeting, the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

Section 3. Officers shall serve until the next annual meeting and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), shall act to assure the integrity of the Board process and generally perform all duties associated with the office of president.

Section 5. The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

Section 6. A member of the Library staff designated by the Library Director shall be assigned to keep true and accurate minutes of all open meetings of the Board and shall issue and post notice of all regular and special meetings. The secretary shall perform the foregoing duties in the absence of Library staff and shall perform such other duties as are generally associated with the office of secretary.

Section 7. The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

Section 8. In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs.

Section 9. In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meetings. An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in April of each year or at the next regular meeting thereafter if the regular meeting in April does not occur. The president shall schedule a meeting at least once each year for the purpose of setting annual goals.

Section 3. Agendas and Notices. The order of business for regular meetings shall be according to an agenda that shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The Library Director, with consultation of the board president, shall prepare an agenda of business to be considered at each regular Library Board meeting. Board members are required to submit agenda items, including matters for board action from committee chairs, to the President and Library Director at least seven (7) days in advance of the meeting date. Emergency agenda items can be considered at the discretion of the President. The agenda shall be transmitted to Board members at least two days prior to the meeting. The agenda will provide time for public participation. The agenda may be amended by action of the Library Board during Library Board meetings.

Section 4. Executive Closed Session (from City of Novi Council Rules). A two-thirds (2/3) roll call vote of members appointed and serving shall be required to call a closed session, except for those circumstances where the Open Meetings Act, 1976 PA 267 permits the calling of an executive closed session by a lesser vote. Those circumstances not requiring a two-thirds (2/3) vote are sessions:

~~To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against the Library Director.~~

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

The purpose of the closed meeting will be stated in the motion to call the closed session and shall be in accordance with the Open Meetings Act.

A separate set of minutes shall be taken by Library Board Secretary or designee at the executive closed session. These minutes will be retained by the Library for the period of time required by the Open Meetings Act and shall not be available to the public and shall be disclosed only if required by a civil action. Minutes of closed session meetings may be available for Board member review.

Library Board Members shall not divulge to any unauthorized person confidential information discussed in an executive session in advance of the time prescribed for its authorized release to the public by the Library. Library Board members shall honor the confidentiality of the debate and discussion occurring in executive session, and be aware of the potential liability and/or other harm to the Library by premature disclosure.

Section 5. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes ~~shall be posted in the Library.~~ may be available by the Library.

Section 6. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hour notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

Section 7. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board appointed and serving.

Section 8. Open Meetings Law Compliance. All Board meetings ~~and all committee meetings~~ shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976.

Section 9. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

Section 10. Public Participation. The Novi Public Library Board welcomes and encourages comments from the public who attend board meetings.

The President will present the following public comment guidelines prior to inviting guests to speak:

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three (3) minute time limit. This is not a question-answer session, ~~therefore, Library Board members will not respond to questions.~~ It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

Guests will be required to state their full name and address.

Language recommendation from Attorney

If an agenda is available, the Library shall have copies of the agenda available for the public who attend a board meeting to review. The agenda shows designated times for the public to provide comments to the board. These rules apply to the Public Comment Period in any regular or special meeting or any portion of a public hearing where public comment is required or designated ("Public Comment").

Members of the public have no right to address the Library Board or make comments outside of the Public Comment.

I. Rules of Public Comment.

The Library has adopted the following procedures to receive public comments at Board meetings:

1. When the Library meeting reaches a designated time for Public Comment, the President (or other person who is chair of the meeting) shall call on people for Public Comment.

2. The President (or meeting chairperson) asks persons wishing to speak to raise their hands to be recognized by the President. The President shall recognize one person to speak at a time, and each speaker shall provide his/her name and address. No person in attendance shall make a comment without being recognized.

3. Public comments shall be addressed to the Library Board, not to other members of the audience or specific Board members.

4. Public comments shall be limited to three (3) minutes. Each speaker is only entitled to one (1) three minute time during each meeting and may not split the time or "give" the time to another speaker.

5. In lieu of speaking or a person reading a written comment exceeds their time limit, a person should submit any written comments to the Library Director. Written materials submitted to the Library are considered public documents.

6. The Library encourages free and complete public dialogue on Library issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.

7. If a speaker includes specific questions to the board or the director in his/her public comments, the Library Board has no obligation to respond.

8. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make such designation.

9. Speakers shall understand that the Library Board has full discretion of the inclusion and detail of any public comment, including written correspondence, within the minutes. Speakers shall not expect the minutes to include verbatim transcripts or details of any individual comment.

Section 11. Broadcast and Recording. Meetings of the Board shall be broadcast by a media generally available to the citizens of the City of Novi unless broadcast facilities are unavailable, inoperable or if it is otherwise impractical for broadcast to occur. Visual/audio recordings of all meetings shall **may** be available at the Library and on the Library's internet site for a period of time determined by the Library Director but not less than 3 months after the meeting. Closed meetings shall not be broadcast or recorded.

Article V Committees

Section 1. Standing Committees. The following committees: Finance Committee, Human Resources Committee, Events/Marketing/Fundraising Committee, Strategic Planning Committee, Building/Landscaping Committee, Policy Committee and **DEI (Diversity, Equity, Inclusion) Committee** and a chairperson for each shall be appointed by the president promptly after the annual meeting.

Section 2. Powers. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items and no committee shall have other than advisory powers.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special circumstances shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Section 4. Board committees may be appointed by the President and may also consist of Novi citizens, Library staff and other qualified resource persons or experts.

Article VI Duties of the Board of Trustees

Section 1. Responsibility for the operation of the Novi Public Library is vested in the Library Board. Subject to State law and City ordinance, the Board has the power and duty to determine the policies, rules and regulations governing Library operations and services.

Section 2. The Library Board shall select, appoint and supervise a Library Director. The Library Board shall annually review the performance of the Library Director and set the salary and benefits of the Library Director.

Section 3. The Library Board shall adopt and approve a budget for each fiscal year.

Section 4. The Library Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and shall approve all library expenditures. The Board may delegate administration of any Library funds to the City of Novi.

Section 5. The Library Board regularly reviews various physical and building needs to see that they meet the requirements of the overall library program.

Section 6. The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Library Board shall cooperate with other public officials and boards and maintain vital public relations. **Board members are required to share all guest and staff correspondence with the President or Library Director. The President or Library Director serves as the designated**

spokesperson for the Board and should respond in a timely manner to correspondence received by library guests and staff.

Section 8. The Library Board shall approve and submit an annual report of the operations of the Library to the Novi City Council.

Article VII Library Director

The Library Director shall be the chief officer of the Library and shall be responsible for the implementation of the rules and policies established by the Library Board. The Library Director shall be responsible for the day-to-day management and operation of the Library. The Library Director shall act as an advisor to the Board. The Library Director shall attend all Board meetings unless excused for good cause, and may be excused from closed sessions other than any closed session to review the performance of the Library Director, and shall have no vote.

Article VIII Conflict of Interest

~~**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.~~

~~**Section 2.** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.~~

~~**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence a vote or other official action.~~

Article VIII (From City of Novi Council Rules) Standards of Conduct for Library Board Members

A. General Rules. Library Board members will be governed by the Standards of Conduct of Novi Officers, Employees, and Consultants, as adopted and amended from time to time by City Council Resolution. Those standards generally include (but are not limited to) the following:

1. Confidential Information. A Board member shall not divulge to an unauthorized person, confidential information acquired in the course of the Board member's duties in advance of the time prescribed for its authorized release to the public.
2. Representations. A Board member shall not represent his or her personal opinion as that of the Library.

3. Library resources. A Board member shall use personnel resources, property, and funds under the Board member's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
4. Gifts. A Board member shall not solicit or accept a gift or loan of money, goods, services, or other thing of substantial value for the benefit of a person or organization, other than the Library, which tends to influence the manner in which the Board member performs official duties. It shall be presumed that a non-monetary gift having a value of less than fifty dollars (\$50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.
5. Profit from Position. A Board member shall not engage in a business transaction in which the Board member may receive a substantial profit from his or her official position or authority or a substantial financial benefit from confidential information which the Board member has obtained or may obtain by reason of that position or authority. A Board member shall not use, or attempt to use, his or her official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

B. Financial Interest in Contract, Purchase, or Employment

1. No Board member shall vote on any question in which the member has a financial interest other than the common public interest or on any question concerning his or her own conduct.
2. Except as otherwise provided by State law (including all disclosure requirements), a Board member shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Board member's official duties, or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties. If such employment or services for a private or public interest (except the Library) requires the appearance, directly or indirectly, by a Board member before any employee, agency or body of the Library, it shall be conclusively presumed that such appearance is incompatible and in conflict with the Board member's official duties. Except as otherwise provided by State law (including all disclosure requirements), a Board member shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating directly to a business entity in which the Board member has a financial or personal interest.
3. No Board member shall be a party, directly or indirectly, to any contract between himself and the Library.

Article IX
Debate and Decorum

A. General Rules. "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Library Board. In addition, the following general rules of debate shall apply:

- 1) The maker of a motion is entitled to speak first.
- 2) A Board member must obtain the floor by being recognized by the President.
- 3) No Board member is entitled to speak a second time on the same motion while any other Board members wish to make their first speech.
- 4) A Board member may not speak against his/her own motion, but may vote against it.
- 5) Remarks must be confined to the merits of the pending question.
- 6) Questions and remarks must be addressed through the President. Board members are not to speak directly to each other or to a staff member.
- 7) A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited.
- 8) Reading from books, reports, etc. is only allowed with general consent of the Board by vote or general consent, that is, if there are no objections.
- 9) No Board member may comment adversely on any prior act of the Board that is not pending.

Article X
General

Section 1. An affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board **unless otherwise provided by law**. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any notice permitted or required to be given to Board Members by these Bylaws may be given by personal delivery, first class mail, or by e-mail transmission. In the case of first class mail, then notice shall be deemed to have been given on the date of the postmark. It is the responsibility of each member to keep the Library Director informed of their current and accurate contact information.

Section 3. These bylaws may be amended at any regular meeting of the Library Board by majority vote of all members of the Board, provided that notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Revised and Adopted by the Library Board November, 17, 2010; Revised September 21, 2016; Revised October 25, 2018; Revised January 24, 2019; Revised March 28, 2019.

Signed:

Tara Michener
President
Novi Public Library Board of Trustees

Large Poster Installed at Lakeshore Park Promoting the Lending Library

COMING LATE SPRING!

Lakeshore Lending Library



Michigan's first self-service library kiosk!

235 ITEMS
for you to browse through and check out

- Adult Best Sellers
- DVD/Blu-Ray
- Youth and Tween Fiction
- Adult Non-Fiction
- Youth Picture Books
- Young Adult Fiction

CATALOG ACCESS
to check your account status and browse our collection

OPEN
from dawn until dusk

Thank you to our platinum sponsor for supporting Lakeshore Lending Library!



COMMUNITY FINANCIAL
Right here right for you
always. 24/7. No-fee. No-charge.

NOVI PUBLIC LIBRARY
248-349-0720
novilibrary.org

I AM FORM INSPIRE INCLUDE

2021 Winter Reading Challenge



LOG BOOKS ON NOVILIBRARY.BEANSTACK.ORG
MONDAY, FEBRUARY 1, 2021 THROUGH SUNDAY, FEBRUARY 28, 2021



Novi PUBLIC LIBRARY
 Inform. Inspire. Include.
February 2021

Reopening Phase 4

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

BUILDING ACCESS The Library is open regular library business hours of operation.

IN-LIBRARY SERVICES Guests will be asked to visit the Library quickly and efficiently (40 minutes or less) to find and check out materials and get help. Masks, social distancing and all safety guidelines will be followed.

COMPUTERS, PRINTING, COPYING Available for guest use. Visits are limited to 60 minutes or less.

PROGRAMS All programs are virtual on novilibrary.org.

ASK A LIBRARIAN Call 248-349-0720 or email asknovienovilibrary.org.

RETURNS The returns slot is open during regular library business hours of operation. Returned materials are currently being quarantined for 5 days. Please allow up to 1 week for material to be removed from your account.

DRIVE-UP WINDOW & LOCKERS Call ahead (248-349-0720) to schedule a pickup time for available holds.

BOOK NOOK & CAFE The Book Nook is open regular library business hours of operation. Please use the **Honor Box** for payment. Café is open Mon-Fri, 9am-5pm. Proudly serving Starbucks!

DONATIONS Donations are accepted on the **2nd and 4th Thursday of the month from 10am-7pm**, weather permitting. Questions about donations? Call Admin at 248-869-7204. Please take donations to the back of the building.
 248-349-0720 | novilibrary.org

NPL Open for Visits 60 Minutes or Less

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

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

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

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

More Information



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

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

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

Upcoming Meetings

- Library Board Meeting**
Thu, February 25, 7pm - [Agenda/Zoom Info](#)
- Novi Historical Commission Meeting**
Wed, February 17, 7pm - [Agenda/Zoom Info](#)
- Friends of the Novi Library**
Wed, February 10, 7pm - Meeting Cancelled



Be Active Bags Now Available!

NPL has partnered with local 4th grade FLL First Robotics Team:

Technobots #26827 on their Innovation Project to provide Be Active Bags for the community! These bags will help guests be active indoors and outdoors and include a variety of items such as a compass, flashlight, list of local trails, stress ball, board games and more! **These**



Cozy up with a good book and get reading with Novi Library! From February 1 to February 28, NPL guests are invited to

sign up, create your own personal reading challenge for the month, and log your books on [Beanstack](#). Read for a chance to win a one-of-kind prize created in our iCube Makerspace!

Don't forget you can download and read books from Download Destination, Hoopla, Tumblebooks and EBSCO eBook Collection through the Michigan eLibrary! [Click here](#) to access our digital library.

BLACK HISTORY MONTH Spotlight Series

Black History Month Spotlight Series
Join us as we spotlight African American

trailblazers in leadership positions who are opening doors, paving ways, or impacting our current and upcoming generations!

[Thu, 2/11, 6:30pm](#): Novi Principals Mrs. Nicole Carter & Dr. Alexander Ofili

[Thu, 2/18, 6:30pm](#): Financial Advisor, Author & Mooney Matters Kids Camp Founder, Gail Perry-Mason

[Mon, 2/22, 6:30pm](#): Father/Son Certified Financial Planner/Professional & Business Owners, Michael D. Johnson & Michael J. Johnson

Programs will be held on Zoom and Facebook Live.



Black Men in White Coats: Film & Discussion

This documentary dissects the systemic barriers preventing black men from becoming medical doctors and the consequences on society at large. WHOSE FAULT IS IT? What if we had a medical workforce that actually reflected our patient population? What challenges do our black boys face? Who are their role models?

bags are located behind the 1st floor information desk and can be checked out for 7 days.



Author Q&A with Debby Irving, *Waking Up White*

In a partnership with the Northville District Library, NPL invites the community to attend this program on **Thursday, February 4 at 7pm.**

She will answer your questions about her book, how she unpacked her own long-held beliefs about colorblindness, being a good person, and wanting to help people of color.

To register for this program, [click here](#).



See How We Celebrate...Chinese New Year!

Join NPL and the Michigan

New Century Chinese School in musical presentations and more as we celebrate Chinese New Year on **Sunday, February 14 at 1pm!**

Register [here](#) to receive the Zoom link. Program will be held on Zoom and Facebook Live.



The Civility Project Workshop

Americans are best when they engage in civil

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

Watch the Film:

- [Tuesday, February 23, 6:30pm](#)
- [Wednesday, February 24, 1pm](#)
- [Wednesday, February 24, 7pm](#)
- [Thursday, February 25, 4:30pm](#)
- [Thursday, February 25, 7:30pm](#)

Click on a date and time above to register to receive a link to watch the film.

Discuss the Film:

- [Thursday, February 25, 6:30pm](#)

This discussion is for EVERYONE! Now that you've seen the film, let's talk about it!

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



Listen to the Beyond Books Podcast!

Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#). Our [newest episode](#)

looks at the year ahead at NPL, we debate some very important topics and Dana tests her [virtual trivia night](#) knowledge!

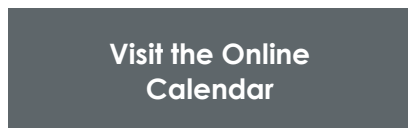


- [Language Conversation Groups](#)
- [Book Discussion Groups](#)
- [Novi Mental Health Alliance Monthly Meeting](#)
- [Pride & Joy - Parents and Guardians of LGBTQ+ Kids](#)
- [Author Q&A with Debby Irving, *Waking Up White*](#)
- [Virtual Trivia Night](#)

- [Black History Month Spotlight Series](#)
- [See How We Celebrate Chinese New Year](#)
- [Black Men in White Coats Film](#)
- [Black Men in White Coats Discussion](#)



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



- [Fraternity & Sorority Read Story Time - February 9](#)
- [Fraternity & Sorority Read Story Time - February 16](#)
- [Story Times](#)
- [Book Bunch Book Club](#)

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



**Celebrate the Chinese New Year at the library!
Which animal is your Chinese Zodiac sign? Check
the 2nd floor desk to find out!**

FRATERNITY AND SORORITY READ

Story Time

Stories will be selected by NPL and read by members of Omega Psi Phi Fraternity and AKA Sorority.

**Tue, Feb 9 & 16
7pm**

Register at [novilibrary.org!](http://novilibrary.org)

NATIONAL DAY OF
RACIAL HEALING

LIBRARIES

Now through February 28, guests are encouraged to visit and contribute their declarations of support of National Day of Racial Healing by finishing the statement "I will promote racial healing by..." on a public display in the library.

We also encourage guests to contribute their declarations of support and/or enjoy reading the posts on our social media accounts by tagging us or commenting on our National Day of Racial Healing post!

Visit both the 1st and 2nd Floor for Black History Month books and materials of interest to check out not only throughout the month of February, but the entire year!

**DIVERSITY
EQUITY
INCLUSION**

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

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

[Visit the DEI Page](#)

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

Vendors Wanted!

**Spring
Virtual
Shopping
Expo**

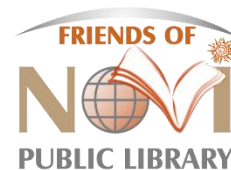
**Saturday,
April 17, 10am**
Zoom & Facebook Live



Vendors Wanted for Spring Virtual Shopping Expo

The Library is looking for small businesses to participate in our virtual shopping expo on **Saturday, April 17 at**

10am. For \$10, you get 3 minutes of airtime to show off your products and services.



The Friend's Book Nook is now open! Stop by during Library hours to browse their great collection of used books. Please use the **Honor**

Open to small online, home, and brick and mortar businesses. Priority will be given to vendors promoting Mother's Day or Father's Day gifts as well as "spring cleaning" services.

[Click here for the application.](#) Application deadline: **March 26 (or when filled).**



Teenage Private Detectives Wanted!

The Library of Michigan is recruiting teenage private detectives to stop the heist of an iconic Michigan landmark on Valentine's Day! Use the clues to discover the identity of the thief, to prevent the crime and enter for a chance to claim a reward!

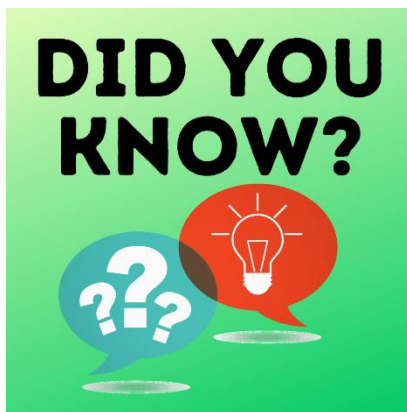
Learn more about the Quest & get started by [clicking here](#). The Quest **ends on February 14, 2021**. The MiLibraryQuest challenge is made up of public libraries across Michigan and is supported in part by the Library of Michigan. Questions? Contact: MILibraryQuest@gmail.com.

box for payments. Please use the existing Book Nook "hold" process if you would like a book in the glass case and a Friends Volunteer will contact you within one week

Become a Friends Member!

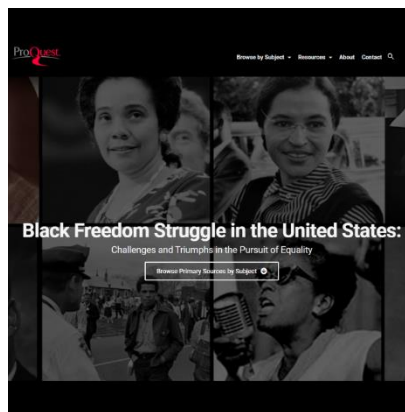
You can become a member of the Friends for as little as \$10 for an individual membership or include your whole family for just \$15. Just [print and fill out this form](#). Send it and your check to Friends of the Novi Public Library, 45255 W. Ten Mile Road, Novi, MI 48375.

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



NPL is a Safe Space

NPL is a supportive and affirming environment for the LGBTQ+ community and we want you to know that you are included and welcome at our library! Posters have been hung to show that NPL is a safe space for all! [Click here](#) for additional information about GLSEN.



Free Primary Sources for Black History Month

This resource from ProQuest supports a wide range of students, from middle and high school to college, as well as independent researchers and anyone interested in learning more about the ongoing Black Freedom Struggle. [Click here](#) for more info.

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 | 45255 W. Ten Mile Rd., Novi, MI 48375

Unsubscribe_jfarkas@novilibrary.org

[Update Profile](#) | [Customer Contact Data Notice](#)

Sent by communityrelations@cityofnovi.org powered by



NEWS RELEASE

STATE EMERGENCY OPERATIONS CENTER

Updated MDHHS Order Allows Contact Sports to Resume with Risk Reduction Measures

LANSING, MICH. Today, the Michigan Department of Health and Human Services (MDHHS) [updated its current epidemic order](#) to allow contact sports to resume as of Monday, Feb. 8, provided masks are worn during practices and competition. If masks cannot be worn, participants must be regularly tested for COVID-19 consistent with guidelines issued by MDHHS. Safety protocols like wearing masks and testing will help keep kids, coaches and families safe and allow our schools to remain open for in-person instruction. The order remains in effect through Monday, March 29.


“We continue to make progress in reducing cases and hospitalizations, helping protect our families and frontline workers and saving lives. Now, starting February 8, contact sports can resume with safety measures in place,” said Gov. Gretchen Whitmer. “Michigan continues to be a national leader in fighting this virus, and we must continue using a fact-based approach so we can return to a strong economy and normal day-to-day activities. One of the most important things Michiganders can do is to make a plan to get the safe and effective vaccine when it’s available to you. And as always, mask up and maintain six feet of social distancing. We all have a personal responsibility to slow the spread of the virus so we can end this pandemic together.”

“We are pleased at our continued progress in Michigan that has allowed us to take this step forward in a phased approach,” said Dr. Joneigh Khaldun, chief medical executive and chief deputy for health at MDHHS. “As a parent and former student-athlete myself, I get how important athletics are to our children’s physical and mental health. However, parents and athletes need to understand the risk involved with contact sports if they choose to participate. Sports that require frequent closeness between players make it more difficult to prevent disease transmission even when mitigation measures are in place, including masks. Even when not required, we urge teams to implement a testing program to protect athletes, coaches and their families.”

MDHHS had been closely monitoring [three metrics](#) for stabilization or declines over the past several weeks, and Michigan continues to see improvements . In recent days:

- Hospital capacity dedicated to COVID-19 patients has been in 10-week decline, with current capacity at 6.6% for beds with COVID-19 patients. Peaked at 19.6% on Tuesday, Dec. 4.
- Overall case rates: Currently at 159 cases per million after peaking at 740 cases per million on Saturday, Nov. 14. Rate has been in solid decline for 24 days. Three MERC regions in the state are now below 150 cases per million people: the Detroit, Traverse City and Upper Peninsula regions.
- Positivity rate: currently at 4.9% and declining. This is the first time positivity has been this low since mid-October

Contact sports are allowed as long as participants are masked during play or practice. For sports where masks cannot be worn and social distancing cannot be maintained all participants must be tested consistent with the program specified in the Testing and Additional Mitigation Measures for Athletic Practice and Play section of MDHHS’s Interim Guidance for Athletics which will be available online at Michigan.gov/coronavirus on Sunday, Feb. 7. Sports organizers are encouraged to administer a testing program even if it is not required.









FEB. 8

SPORTS AND COVID-19


Indoor

Outdoor

	Indoor	Outdoor
Non-contact sports		 <small>*Where athletes are playing a non-contact sport outdoors and can consistently maintain social distance, a mask is not required.</small>
Contact sports		
Contact sports and cannot mask safely		

- Contact sports that can be played with a mask can proceed with contact practice and competition beginning Monday, Feb. 8.
- Where contact sports participants cannot remain masked, they must be tested consistent with the testing protocol specified in MDHHS’s Guidance for Athletics issued February 7, 2021.
- Non-contact sports where distancing can be maintained and a mask is not possible can continue with no changes.

For more information about sports and COVID-19, visit Michigan.gov/Coronavirus. Questions or concerns can be emailed to COVID19@michigan.gov.



Participants need to maintain six feet of distance when not actively engaged in play and wear face masks at all times. Spectators are allowed with up to 250 people in stadiums that seat less than 10,000 and up to 500 people at venues that seat over 10,000 people.

“Today’s announcement is possible because of our progress over the last two months,” said Elizabeth Hertel, MDHHS director. “Michiganders need to remain vigilant, however, as we now

have a new more easily transmitted variant of this virus present in our state. All Michigan residents need to minimize their risk by avoiding gatherings, wearing masks properly, social distancing, and making a plan to get the safe and effective COVID-19 vaccine when it is their turn.”

“I want to thank Governor Whitmer and her administration for the decision to begin winter contact sports competition,” said Dr. Michael Shibley, superintendent of Rockford Public Schools. “I applaud their priority to keep students and adults safe during the pandemic and for the decision to provide student-athletes the opportunity to compete.”

Indoor residential and non-residential gatherings are limited to 10 people and two households. MDHHS continues to urge families to avoid indoor gatherings or to pick a single other household to interact with consistent with [guidance already released by the department](#). Families are encouraged to stay home as much as possible to maintain momentum and to protect loved ones. Families are also encouraged to [Mask Up, Mask Right](#), using guidance for what masks to wear and how to wear them.

The epidemic order continues to temporarily pause other venues and activities where participants have close physical contacts and are not consistently masked, like water parks.

As before, employees who work in jobs that cannot be performed from home can continue to go to work, while employees who can work from home should continue to do so.

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

###

MEDIA CONTACT: [Lynn Sutfin](#), 517-241-2112

COVID UPDATE

Daily use of the building by hour January 17, 2021 – February 17, 2021

1/17/2021		1/18/2021		1/19/2021		1/20/2021		1/21/2021		1/22/2021		1/23/2021	
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	29	10-11am	39	10-11am	26	10-11am	52	10-11am	33	10-11am	45
11am-12pm	0	11am-12pm	34	11am-12pm	28	11am-12pm	13	11am-12pm	48	11am-12pm	25	11am-12pm	31
12-1pm	32	12-1pm	21	12-1pm	23	12-1pm	26	12-1pm	34	12-1pm	34	12-1pm	45
1-2pm	33	1-2pm	30	1-2pm	16	1-2pm	22	1-2pm	35	1-2pm	36	1-2pm	58
2-3pm	42	2-3pm	20	2-3pm	20	2-3pm	36	2-3pm	49	2-3pm	38	2-3pm	53
3-4pm	17	3-4pm	36	3-4pm	34	3-4pm	36	3-4pm	44	3-4pm	37	3-4pm	78
4-5pm	23	4-5pm	41	4-5pm	33	4-5pm	39	4-5pm	31	4-5pm	50	4-5pm	56
5-6pm	29	5-6pm	20	5-6pm	43	5-6pm	32	5-6pm	50	5-6pm	53	5-6pm	53
6-7pm	14	6-7pm	13	6-7pm	35	6-7pm	24	6-7pm	33	6-7pm	23	6-7pm	6
7-8pm	0	7-8pm	5	7-8pm	18	7-8pm	22	7-8pm	23	7-8pm	7	7-8pm	3
8-9pm	0	8-9pm	3	8-9pm	7	8-9pm	25	8-9pm	17	8-9pm	3	8-9pm	1
9-10pm	0	9-10pm	6	9-10pm	10	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	190		258		306		301		416		339		429

1/24/2021		1/25/2021		1/26/2021		1/27/2021		1/28/2021		1/29/2021		1/30/2021	
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	23	10-11am	17	10-11am	37	10-11am	30	10-11am	29	10-11am	40
11am-12pm	0	11am-12pm	36	11am-12pm	14	11am-12pm	25	11am-12pm	42	11am-12pm	24	11am-12pm	72
12-1pm	34	12-1pm	24	12-1pm	15	12-1pm	29	12-1pm	45	12-1pm	26	12-1pm	53
1-2pm	31	1-2pm	31	1-2pm	25	1-2pm	40	1-2pm	31	1-2pm	31	1-2pm	47
2-3pm	29	2-3pm	46	2-3pm	32	2-3pm	58	2-3pm	39	2-3pm	43	2-3pm	61
3-4pm	17	3-4pm	43	3-4pm	22	3-4pm	48	3-4pm	44	3-4pm	45	3-4pm	46
4-5pm	20	4-5pm	45	4-5pm	27	4-5pm	38	4-5pm	36	4-5pm	46	4-5pm	40
5-6pm	42	5-6pm	55	5-6pm	28	5-6pm	54	5-6pm	43	5-6pm	56	5-6pm	46
6-7pm	0	6-7pm	36	6-7pm	25	6-7pm	37	6-7pm	49	6-7pm	11	6-7pm	15
7-8pm	0	7-8pm	32	7-8pm	16	7-8pm	37	7-8pm	24	7-8pm	5	7-8pm	0
8-9pm	0	8-9pm	24	8-9pm	31	8-9pm	30	8-9pm	20	8-9pm	3	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	173		395		252		433		403		319		420

1/31/2021		2/1/2021		2/2/2021		2/3/2021		2/4/2021		2/5/2021		2/6/2021	
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	21	10-11am	36	10-11am	5	10-11am	40	10-11am	18	10-11am	38
11am-12pm	0	11am-12pm	25	11am-12pm	34	11am-12pm	23	11am-12pm	48	11am-12pm	16	11am-12pm	51
12-1pm	32	12-1pm	32	12-1pm	29	12-1pm	25	12-1pm	26	12-1pm	19	12-1pm	60
1-2pm	34	1-2pm	20	1-2pm	37	1-2pm	47	1-2pm	41	1-2pm	25	1-2pm	60
2-3pm	55	2-3pm	35	2-3pm	47	2-3pm	43	2-3pm	43	2-3pm	40	2-3pm	54
3-4pm	39	3-4pm	47	3-4pm	32	3-4pm	40	3-4pm	47	3-4pm	28	3-4pm	51
4-5pm	46	4-5pm	35	4-5pm	36	4-5pm	47	4-5pm	44	4-5pm	46	4-5pm	53
5-6pm	30	5-6pm	45	5-6pm	45	5-6pm	47	5-6pm	52	5-6pm	41	5-6pm	79
6-7pm	0	6-7pm	48	6-7pm	28	6-7pm	61	6-7pm	41	6-7pm	8	6-7pm	0
7-8pm	0	7-8pm	24	7-8pm	19	7-8pm	44	7-8pm	27	7-8pm	1	7-8pm	0
8-9pm	0	8-9pm	31	8-9pm	34	8-9pm	56	8-9pm	36	8-9pm	11	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	236		363		377		438		445		253		446

2/7/2021		2/8/2021		2/9/2021		2/10/2021		2/11/2021		2/12/2021		2/13/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	25	10-11am	31	10-11am	33	10-11am	44	10-11am	38	10-11am	27
11am-12pm	0	11am-12pm	30	11am-12pm	26	11am-12pm	29	11am-12pm	32	11am-12pm	24	11am-12pm	35
12-1pm	62	12-1pm	29	12-1pm	34	12-1pm	30	12-1pm	29	12-1pm	43	12-1pm	48
1-2pm	60	1-2pm	13	1-2pm	36	1-2pm	38	1-2pm	34	1-2pm	46	1-2pm	37
2-3pm	43	2-3pm	31	2-3pm	35	2-3pm	38	2-3pm	38	2-3pm	57	2-3pm	36
3-4pm	50	3-4pm	40	3-4pm	43	3-4pm	47	3-4pm	48	3-4pm	29	3-4pm	55
4-5pm	35	4-5pm	38	4-5pm	37	4-5pm	43	4-5pm	42	4-5pm	36	4-5pm	41
5-6pm	26	5-6pm	47	5-6pm	47	5-6pm	40	5-6pm	64	5-6pm	84	5-6pm	45
6-7pm	0	6-7pm	37	6-7pm	48	6-7pm	32	6-7pm	35	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	38	7-8pm	25	7-8pm	26	7-8pm	22	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	34	8-9pm	42	8-9pm	55	8-9pm	4	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
	276		362		404		411		392		357		324

2/14/2021		Closed 5pm 2/15/2021		Closed-Weather 2/16/2021		2/17/2021	
9-10am	0					9-10am	0
10-11am	0	9-10am	0	9-10am	0	10-11am	41
11am-12pm	0	10-11am	27	10-11am	0	11am-12pm	42
12-1pm	50	11am-12pm	28	11am-12pm	0	12-1pm	39
1-2pm	36	12-1pm	31	12-1pm	0	1-2pm	42
2-3pm	42	1-2pm	29	1-2pm	0	2-3pm	48
3-4pm	39	2-3pm	34	2-3pm	0	3-4pm	52
4-5pm	40	3-4pm	26	3-4pm	0	4-5pm	47
5-6pm	42	4-5pm	41	4-5pm	0	5-6pm	71
6-7pm	10	5-6pm	0	5-6pm	0	6-7pm	76
7-8pm	0	6-7pm	0	6-7pm	0	7-8pm	37
8-9pm	0	7-8pm	0	7-8pm	0	8-9pm	6
9-10pm	0	8-9pm	0	8-9pm	0	9-10pm	0
	259	9-10pm	0	9-10pm	0		501
			216		0		

OAKLAND COUNTY



PHOTO COURTESY OF NOVI PUBLIC LIBRARY

Novi Public Library is one of 50 local libraries that offers a digital collection through Download Destination. Library Director Julie Farkas is pictured outside the library.

Libraries see rising digital checkouts during pandemic

By Monica Drake
m Drake@medianewsgroup.com

Download Destination, which offers e-books and audiobooks to 50 libraries in southeast Michigan, surpassed one million checkouts of digital materials in 2020.

"With the temporary closure of libraries that started in mid-March, demand for OverDrive digital materials has grown at an unprecedented rate," said Jim Flury, technical services manager of the state's Library Network.

For several years, this digital collection has provided readers with the ability to check out online reading materials all day, every day through OverDrive and the award-winning Libby reading app. Oakland County member libraries include Commerce Township Community Library, Northville District Library, Novi Public Library and Waterford Township Public Library.

Julie Farkas, Novi Public Library director, said, "We are excited to be offer-

ing Download Destination to our Novi community. Many residents have benefited from the opportunity to access digital materials during the pandemic.

"Our usage has definitely increased, and we have welcomed new adopters of the technology as well. This is just one of the many services that public libraries are proud to be offering in order to stay connected with our residents."

To take advantage of Download Destination's OverDrive-powered digital collection, readers just need a valid library card from a member library. It's accessible on all major devices, including Apple, Android, Chromebook and Kindle. Visit tln.overdrive.com or download the Libby app to start borrowing e-books and audiobooks. For more information about The Library Network, visit tln.lib.mi.us.

Monica Drake is a multimedia journalist with The Oakland Press. Reach her at m Drake@medianewsgroup.com.

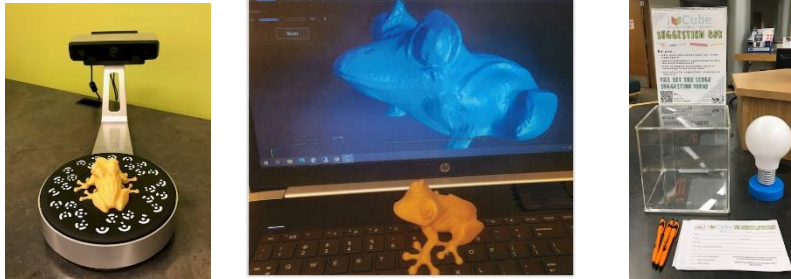
Information Technology Report by Barbara Rutkowski – January

General

- We have upgraded our room reserve and programming calendaring software, which is especially convenient for guests using mobile devices. Guests can add Library events to personal calendars, request text or email reminders and receive notifications for upcoming events.
- IT Staff provided support to guests using the Tech Expert phone line and closed 42 Help Desk tickets.
- Currently surplus Computer Lab workstations are being reconfigured for staff.

iCube

- We are in the process of training staff on our latest addition which is a 3D Scanner. A big THANK YOU to the Friends who provided the funding for this equipment. Below is a 3D scan of a 3D printed frog.
- We've also added a Suggestion Box for guests to share their thoughts about the iCube.



- Sublimated puzzles with images taken from around the library were the January Grab & Go project.



- Below is a project that was created using the Carvey, which is a 3D carving machine capable of handling MDF, acrylics, woods and other materials.



Training

- IT Staff held 1 Virtual Guest session
 - 1 3D Printing
- IT Staff held 10 Staff sessions:
 - 2 Muse Laser
 - 5 Carvey
 - 1 Sublimation
 - 1 Sign-up Programming Calendaring
 - 1 Spaces Room Reserve Calendaring

Facilities Report by Keith Perfect – January

In the past month the Facilities Department has closed 3 Facilities tickets, 0 Meeting Room Requests and has updated 346 Periodic Maintenance tickets.

- Patching and painting of interior walls has been in progress and most are complete. This is an ongoing project as there are a few small areas left to be done as time allows.
- The monthly deep cleaning of restrooms was performed by vendor.
- (8)- wheels on two Book Nook carts were replaced.
- A wheelchair was purchased for guest use within the library and will be kept near the main entrance.
- Extended Surface Air-Filters have been ordered.
- A shipment of tax forms were delivered and then moved to the first floor copier area for guest access.
- Seven Gaylord bins were picked up.
- Library Board packets were delivered.
- The front entrance doors experienced some issues. A motion sensor needed to be replaced by vendor.
- The State of Michigan elevator weight test certification was performed by elevator vendor.
- The wall mounted manipulative games/toys in the youth area were removed for painting and will be moved to another location on the opposing wall in preparation of re-purposing the area with a new, updated look.
- 24- chairs were reupholstered.
- The staff break room refrigerator was defrosted and cleaned.
- Snow removal and salting was performed on numerous days, but January started very light and then went to full on blizzard. PURE MICHIGAN!

Information Services Department Report by April Stevenson – January

News and Notes

- Podcasts: The year ahead, inauguration memes, spirited debates and games
- Created I Have a Dream Video for MLK Virtual Unity Celebration
- Launched Be Active Bags in partnership with local 4th grade FLL First Robotics Team: Technobots #26827
- Placed Safe Space posters in the library to support the LGBTQ+ community
- Held a reference desk observation for an LIS Student
- Participated in the MiLibraryQuest: Mystery Edition for teens
- Participated in a study on Black History Month (BHM) Programming for BCALA
- Visited Anthology Senior Living to discuss outreach services
- Updated Libraries are for Everyone webpage
- Created and launched Winter Reading Challenge
- Met with representative from Bound to Stay Bound Books
- Met with Wiz Kid Coding representatives
- Created Black History Month video for the English Conversation Group

IS Staff Out & About in the Virtual Community

- Lessons in Diversity, Equity and Inclusion from Public Libraries: Managing Change from Where You Are - April, Lindsay, Mary, Danielle, Hillary
- MI Library Quest Meeting - Lindsay (Co-Chair)
- YALSA T3 Meeting - Lindsay
- DEI Committee Meeting - April
- Be Your Best Self in 2021 - Danielle
- ALA Midwinter Conference - Danielle
 - Natalie Baszile (featured speaker, author of "We Are Each Other's Harvest: Celebrating African American Farmers, Land, and Legacy")
 - Ruby Bridges (featured speaker, author of "This is Your Time" and civil rights activist)
 - Ibram X. Kendi & Keisha N. Blain (opening session speakers, editors of "Four Hundred Souls: A Community History of African America, 1619-2019")
 - Bloomsbury Children's Book Buzz
 - Cicely Tyson (featured speaker, author of "Just as I am," actress, model, pioneering African American woman)
 - Dr. Jill Biden (closing speaker, brief Q&A session)

- Chamber Ambassador Meeting - Hillary
- Friday Coffee with the Chamber - Hillary
- Chamber Speed Networking event with multiple local chambers - Hillary
- ABWA Monthly Meeting - Hillary
- AAUW Monthly Meeting - Gail

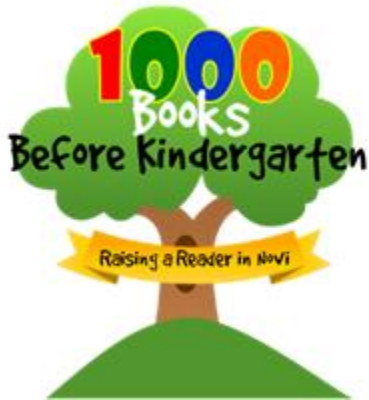
Adult Zoom Programs/Meetings

- MLK Virtual Unity Celebration - 1,187
- Mental Health Series - Supporting Frontline Workers & Educators - 288
- Mental Health Series - Man Stress- You're Not Alone - 238
- Grab & Go Craft Kits: Bullet Journaling Starter kit - 45
- Resume Essentials - 5
- VIRTUAL Masterpiece Monday - Kandinsky - 30
- All About 3-D Printing - 7
- Feature Collection Display - National Book Awards

- Desk Display - Best Books of 2020
- Business Spotlight Display: New Year, New Business

Youth/Tween/Teen/Family Zoom Programs/Meetings

- Fraternity & Sorority Read Story Time (2 sessions) - 51
- RoboRhinos - Novi Middle School Robotics Team Demo - 35
- Grab & Go Winter Wonderland - 48
- Grab & Go MLK Day Kits - 48
- Grab & Go Early Literacy Kits - Play Snow - 20
- Grab & Go Crafternoon in the UK - 20
- Grab & Go Raising a Reader in Novi Party Bags - 20
- Book Buddies: Perfectly Norman - 15
- Teen Stop display: best young adult fiction books of 2020, then young adult fiction books written by African-American authors
- Youth Feature Display: for second half of January and all of February is Black History Month
- Youth DVD Display: for second half of January and all of February is Black History Month
- Libraries are for Everyone: Black History Month, Chinese New Year, President's Day, Purim, and Valentine's Day



Raising a Reader 1,000 Books Before Kindergarten Stats

- # of active participants logging 100 books or more: 405
- # of logs received to date: 1,681
- # of paper logs submitted this month: 3
- # of online logs submitted this month: 16
- # of books read this month: 1,900

100 Books – 405	600 Books – 126
200 Books – 264	700 Books – 111
300 Books – 206	800 Books - 98
400 Books – 158	900 Books – 88
500 Book – 142	1000 Books – 83

Grab & Go MLK Day Craft Kit:



Grab & Go Raising a Reader in Novi Party Bag





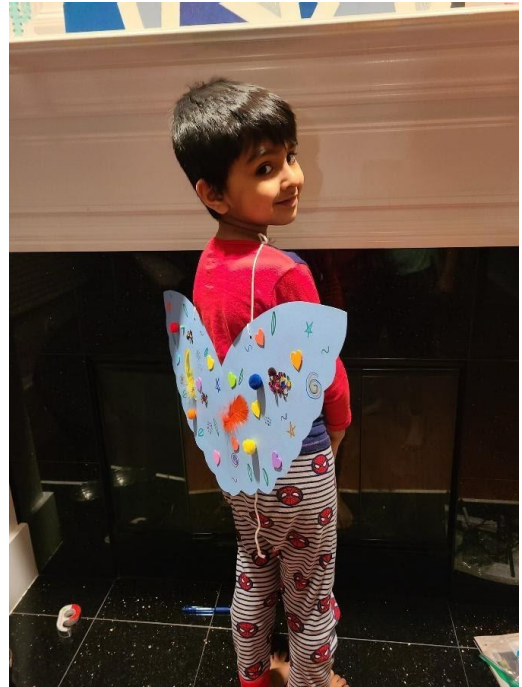
Build a Piggie Story Time Creativity



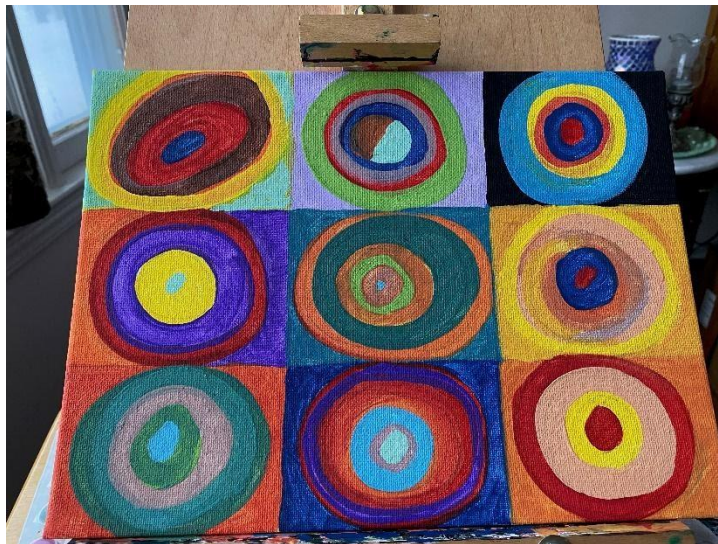
Black History Month Display (2nd floor)



Perfectly Norman Story Time and Grab & Go



Masterpiece Monday paintings: "Squares with Concentric Circles" by Wassily Kandinsky



Support Services Department Report by Maryann Zurmuehlen – January

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attend weekly department catchup meetings.
- Attended a Patron Point Zoom demo on January 6th.
- Attended a Lending Library Committee Zoom meeting on January 7th.
- Participated in HR Manager Interviews on January 8th.
- Attended a TLN SASUG Zoom meeting on January 28th.
- Completed a two-week training session for new clerk, Jarah Killian.
- Mid-Year Reviews are currently in progress.

Circulation & Shelves

- Positions currently posted include: (1) 18 hour Clerk (1) 16 hour Shelver and (1) 19 hour Outreach Driver (1) Shelver Substitute (1) Clerk Substitute
- Phase 4 Duties as of 1/18: 5 Day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Grab and Go Services, Extra Cleaning of Dept. Surfaces
- Working on fiscal year goals.

Tech Services

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

Statistics (January 2021)

- **Library Cards Issued: 119**
- **Items Checked Out: 46,425**
- **Items Interloaned for NPL Patrons: 7,807 (71 through MeLCat)**
- **Items Interloaned to Other Libraries: 7,674 (118 through MeLCat)**
- **Items Added to the Collection: 1,862**
- **Items Discarded from the Collection: 1,146**
- **Drive-Up Window & Locker Hold Pickups: 113**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 2**
- **Read Boxes: Currently Suspended**
- **Outreach:**
 - **Facilities Visits: Currently Suspended**
 - **6 Book Discussions / 92 Items Provided**

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167	258	484	112	80	119						1,329
Items checked out	36,135	45,904	57,383	87,312	75,656	38,822	46,425						387,637
Items borrowed	6,456	5,336	6,118	5,352	5,096	7,033	7,807						43,198
Items loaned	4,589	4,597	4,801	4,546	4,710	4,700	7,674						35,617
Drive-Up Window & Locker Hold Pickups	394	105	101	96	127	114	113						1,050
Read Boxes	0	0	0	0	0	0	0						0
MAP Checkouts	8	14	3	6	1	0	2						34
Novi School's Card Registration	0	0	0	0	0	0	0						0

		January 2021	January 2020						January 2021	January 2020	
Library cards issued		119	301								
Total checkouts		46,425	65,046					READ Boxes	Adult	0	0
									Youth	0	0
Items borrowed	TLN	7,736	5,670						Total	0	0
	MeL	71	125								
		7,807	5,795					Due to reopening phases, Read Boxes are currently suspended.			
Items loaned	TLN	7,556	3,572								
	MeL	118	181								
		7,674	3,753								
*Increase due to launch of auto-renewal of items feature in CARL on October 1, 2020.								*Increase due to 2 school card campaigns.			

Self-Check Totals 2020-21 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	36,135	54.12%	19,555	8,393	6,615	4,547	0	0	0
August	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
September	57,383	50.07%	28,729	10,464	9,478	8,787	0	0	0
October	87,312	25.44%	22,214	7,908	7,959	6,347	0	0	0
November	75,656	20.15%	15,244	5,732	5,330	4,182	0	0	0
December	38,822	15.78%	6,128	3,728	2,400	0	0	0	0
January	46,425	33.34%	15,480	6,341	6,237	2,902	0	0	0
February									
March									
April									
May									
June									
FYTD	387,637	35.81%	131,122	52,121	46,766	32,235	0	0	0

Library Usage									
2019-2020 Fiscal Year					2020-2021 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	37,288	4,188	41,476	1,383	July	8,095	4,307	12,402	477
August	31,987	4,304	36,291	1,251	August	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September	8,729	5,114	13,843	513
October	33,571	4,205	37,776	1,219	October	11,833	3,794	15,627	504
November	32,056	4,138	36,194	1,341	November	8,845	4,475	13,320	493
December	29,670	3,982	33,652	1,246	December	5,213	3,285	8,498	304
**January	29,994	4,165	34,159	1,139	January	8,810	3,297	12,107	404
February	31,619	3,845	35,464	1,223	February				
March	17,264	1,802	19,066	1,271	March				
April	0	0	0	0	April				
May	0	0	0	0	May				
June	0	4,073	4,073	0	June				
FYTD Total	287,160	38,485	325,645	1,324	FYTD Total	61,711	28,363	90,074	450

* Counter was unavailable 9-28 and 9-29

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

Computer Logins											
2019-2020 Fiscal Year						2020-2021 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	2,599	76,972	6	79,577	2,653	July	0	16,504	0	16,504	635
August	2,304	62,034	4	64,342	2,076	August	55	18,127	0	18,127	587
September	2,194	71,569	9	73,772	2,732	September	624	19,329	0	19,953	739
October	2,603	85,278	1	87,882	2,835	October	942	20,359	0	21,301	687
November	2,249	68,998	6	71,253	2,545	November	401	18,514	0	18,915	701
December	1,892	49,485	5	51,382	1,903	December	0	9,673	0	9,673	345
January	1,877	53,164	3	55,044	1,835	January	219	3,323	0	3,542	118
February	2,003	65,275	6	67,284	2,403	February				0	0
March	931	25,930	2	26,863	1,791	March				0	0
April	0	4,403	0	4,403	0	April				0	0
May	0	5,417	0	5,417	0	May				0	0
June	0	12,172	0	12,172	0	June				0	0
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	2,241	105,829	0	108,070	540

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

Technology Training Sessions 2020-21 Fiscal Year

	Cricut/Silhouette	Creation Station	Photo Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Creative Kits	Tech Time	Staff Training	Total Classes	Total Guests
Jul											0	
<i>Guests</i>												0
Aug										18	18	
<i>Guests</i>										18		18
Sep										15	15	
<i>Guests</i>										15		15
Oct	5	1	1	1	3	0	9	2	0	7	29	
<i>Guests</i>	5	1	1	1	3	0	9	2	0	7		29
Nov	1	3	1	0	2	0	3	3	3	35	51	
<i>Guests</i>	1	3	1	0	2	0	3	3	3	35		51
Dec							2			35	37	
<i>Guests</i>							2			35		37
Jan					1	5	2		1	2	11	
<i>Guests</i>					1	5	2		7	2		17
Feb												
<i>Guests</i>												
Mar												
<i>Guests</i>												
Apr												
<i>Guests</i>												
May												
<i>Guests</i>												
Jun												
<i>Guests</i>												
Sessions	6	4	2	1	6	5	16	5	4	112	161	
<i>Guests</i>	6	4	2	1	6	5	16	5	10	112		167

2020-2021 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	1,413	400	1,987	36,146	336	198	1,088
August	1,463	405	2,285	42,924	346	114	903
September	1,334	385	2,348	42,781	347	136	663
October	1,374	390	2,632	48,061	349	161	959
November	1,546	428	2,219	58,404	355	163	725
December	1,537	451	2,023	38,266	358	329	3,318
January	1,706	484	2,196	43,876	363	203	1,126
February							
March							
April							
May							
June							
FYTD Total	10,377	2,943,240	15,690	308,458	2,448	1,304	8,782

2020-2021 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	5,684	2,758	8,442	106
August	5,471	2,682	8,153	115
September	5,023	2,226	7,249	157
October	4,903	2,084	6,987	116
November	4,692	2,026	6,718	105
December	5,206	2,233	7,439	86
January	5,393	2,481	7,874	104
February				
March				
April				
May				
June				
FYTD Total	36,372	16,490	52,862	789

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

Library App - 2020-2021 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	38,823	1.	Catalog	January	37,832	1	Catalog
		2.	My Account			2	My Account
		3.	Library Locator			3	Library Locator
		4.	OverDrive			4	OverDrive
		5.	Boopsie Popular Books			5	Boopsie Popular Books
August	42,350	1.	Catalog	February			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Boopsie Popular Books				
September	45,076	1.	Catalog	March			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Boopsie Popular Books				
October	38,543	1	Catalog	April			
		2	My Account				
		3	Library Locator				
		4	OverDrive				
		5	Zino				
November	32,249	1	Catalog	May			
		2	My Account				
		3	Art at the Library				
		4	Library Locator				
		5	OverDrive				
December	43,056	1	Catalog	June			
		2	My Account				
		3	Overdrive				
		4	Library Locator				
		5	Boopsie Popular Books				
				Total	277,928		



**NOVI HISTORICAL COMMISSION
Agenda
Wednesday, February 17, 2021 7pm
ZOOM**

Call to Order...via ZOOM
Introductions of guests
Approval of Agenda
Approval of Minutes- January 2021
Treasurer's report –Kim (Approval of expenses)
Communications

LIBRARY LIAISON REPORT Betty Lang
Upcoming Conferences/Programs
Library's re-opening
New roster

DISCUSSION ITEMS Kelly and Kim
* Removal of Garland and wreaths in cemeteries
* Commissioner interviews
 Tributes/gifts for outgoing Commissioners (crystal paperweight)
 Update on Commission Application page
* Veterans Memorial Kim
 Memorial Day Parade
*Rules and *Procedures booklet

BACK BURNER PROJECTS Discussion
 David Barr presentations
 Novi Rd. Cemetery Sign- Removal
 Memorial sign options sub-committee
 Historical sites brochure
 Storage Unit
 Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS planning in May Rae
 If you have any ideas for programs, please get suggestions to Rae

DISPLAY CABINET DOWNSTAIRS Kim

PUBLIC COMMENT

NEW BUSINESS/Other Business
 Goals/Objectives for 2021/22

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: Wednesday, March 17, 2021
Adjourn

Email to: Shannon O'Leary, Librarian
Email from: Sandra Lockwood
Date: January 22, 2021
Subject: Thank You to Novi Library for Book Donation

Casa Colibri would like to recognize the staff at the Novi Public Library for their kindness in donating over eighty (80) Spanish books to our mission ministry. In particular, we want to send our heartfelt "Thank You!" to Shannon O'Leary and Julie Farkas for their thoughtfulness to arrange this generous transfer. These books will be used in our Literacy Committee initiative to create "mini-libraries" for school-age children in the rural areas around our mission in Guatemala.

Blessings on your day!

Sandra

Email to: Novi Public Library board and Director Farkas
Email from: Sharon Trumpy
Date: February 3, 2021
Subject: Response the Novi Public Library Meeting on 1/28/21

To the Novi Public Library board and Director Farkas,

I have been a regular attendee of library board meetings over the past few months. This is because I LOVE the library, I love Novi, and I want the library to be leaders in making sure the needs of our diverse community are addressed. I was unable to attend the meeting last Thursday as I had a previous commitment. No big deal, I figured. What could go wrong? The YouTube video of the meeting was posted this afternoon and I just finished watching. sigh As you probably realize, some things went wrong.

- Trustee Wood, I appreciated your recognition that members of the disabled committee should also be included in the library's work for diversity equity and inclusion. While racial justice is at the forefront right now, for good reason, it is just as important to recognize the marginalization of other groups including the disability community, the LGBTQ+ community, the elderly, ESL community members, and more. The library serves the Novi community -- ALL of the Novi community -- and I appreciated the recognition of the value of the adult transition students who work at the cafe.
- On a somewhat related note, I noticed while watching the YouTube video of the board meeting that it is now closed-captioned which is great so that community members with hearing loss can have access! However, the closed captioning was obscured because it appeared behind the title on the lower third of the video which has the logo and the meeting title. I just wanted to bring this to attention so that hopefully the placement can be changed in future videos.
- Several times during the meeting, I noticed that two people might start speaking at the same time -- for example, I think this happened at the beginning of a discussion between Trustee Agosta and Trustee Wood. I also saw Director Farkas and Trustee Dooley respectfully navigate a similar situation. In both cases it went something like, "Oh, sorry, I didn't mean to speak over you!" "Oh, no problem, go ahead!" It was jarring to see the contrast between these interactions and the response when Trustee Michener began to ask a question and was interrupted by Trustee Agosta who informed her that it was not her turn. I could not understand why Trustee Agosta did not simply say, "Oh, actually, would you mind holding that question? I haven't given my response yet and I'd like to do that." But, I thought to myself, perhaps this was a simple misunderstanding?

As the discussion of the guest behavior policy began, however, it was made abundantly clear that this was not a misunderstanding. Trustee Michener is the only trustee who I have ever seen spoken to as if she is a misbehaving child in need of a stern reprimand. I was truly astounded when President Agosta told her to "stop arguing with Julie," as what I saw was a member of the board asking a legitimate question about how long the hate speech policy had been worked on. I did not see this as an argument and, if President Agosta did, why did she view Trustee Michener as more responsible for this "argument" than Director Farkas? I noticed that later in the meeting, Trustee Dooley seconded a motion and then backtracked to ask a clarifying question. President Agosta was quite understanding of this question and said, "That's okay! No problem!" and said she was going to "back up because Trustee Dooley is confused." Why is Trustee Dooley's question treated as a benevolent misunderstanding and Trustee Michener's question aggressively

labeled as an "argument" and "irrelevant" to the conversation? To see Trustee Michener directly address how disrespectfully she was being treated, with tears visible in her eyes, and be met with silence from the rest of the board and continued admonishments from the president was completely unacceptable. It was unprofessional and it was unkind.

Let me be very clear here that I am not commenting on the policy itself nor the merits of anyone's view on the draft (I will get to that later!) I am speaking as clearly and directly as I can to professional behavior. I do not care at all whether or not any board member likes another. I do not care at all whether or not any board member is easy or difficult to work with, or what history you might share, or even how often you agree or disagree on policy. There is no justification for bullying or disrespecting another board member. Trustee Michener was treated with disrespect and derision at this meeting by President Agosta. It is especially infuriating to witness Trustee Michener being described as "arguing with Julie" for asking questions since "the angry Black woman" is a harmful stereotype that Black women must navigate every day. From the outside looking in over many meetings, there appears to be a great deal of animosity towards Trustee Michener. I do not know the source of this animosity. I do know that this is NOT how professionals should treat each other. I do not know if the library board signs a code of conduct or adheres to an ethics policy but I cannot imagine that this type of behavior would be considered acceptable if you do. I would truly encourage each of you to watch the YouTube video (to save you some time, the DEI committee report begins at roughly the 48 minute mark and is followed by the Guest Behavior Policy discussion beginning around 1 hour and 9 minutes.) Watch it and imagine being a community member seeing this. Is this how you want to represent the library and the city of Novi? If there is animosity, I urge you to be adults and work it out between yourselves so it does not continue to disrupt these meetings and prevent you from doing your jobs as library board trustees.

- Finally, the discussion of the Guest Behavior Policy was, to be honest, infuriating. I heard Trustee Michener say more than once that she specifically wished for the hate speech policy to be approved without delay. I felt that I completely understood some of the commentary -- this was a first draft, first drafts are not typically voted on, the board is in support of the the guest behavior policy and will, in all likelihood, approve a second draft at the next board meeting. It looked, however, like there is so much animosity and ego impinging on these meetings that you are not really listening to each other and trying to find solutions. This seems so simple to me. The community and members of the library staff have REPEATEDLY requested a policy addressing hate speech. Members of the library staff have been called the n-word in the library! I do not know how long your hate speech policy has been worked on. I do know that I have been specifically asking for it since June 2020, a full seven months ago. I have heard multiple other community members also comment requesting a hate speech policy. I fully understand delaying a vote on the entire Guest Behavior Policy. What I cannot understand is why no one made a motion to approve the hate speech policy by itself. You said it has been reviewed and approved by the lawyer. It is a few lines long. It seems that all of the board members could easily have read that very specific policy and voted to approve it without delay. I heard Trustee Michener state that she would be happy with that. If the rest of the board was not comfortable with her motion to approve the first draft of the guest behavior policy, WHY did no one make a motion to approve the hate speech provision? My guess is that there was so much frustration and so much anger that the focus was NOT on actually addressing the issue but on winning. Here is where the above bullet point intersects with your functioning as a board. I fully expect that the hate speech policy will be approved at the next meeting. I am truly disappointed, however, that not a single member put forward a motion to approve the hate speech policy specifically at the January meeting. I believe you can do better.

The library staff and the members of the DEI have achieved some great things in the past few months. I am looking forward to more outstanding programs, more fantastic books, more great work from the board but that can only happen if you all do your best. At the last meeting, I did not see your best.

Sharon Trumpy

Email to: Student Representatives
Email from: Dawn Spalding
Date: February 12, 2021
Subject: Student Representatives to the Library Board

Hi Sarah an Tarun,

Congratulations; you've both been reappointed as Student Representatives to the Library Board for a term expiring on 6/30/21!

No further action is required.

Thank you for your continued service!
Dawn

Dawn Spalding | Deputy City Clerk
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA

Email to: Novi Public Library Board Trustees
Email from: Audra Holdorf
Date: February 13, 2021
Subject: Board Meeting 1.28

Hello Novi Public Library Board and Trustees,

I am writing you this letter in response to the board meeting that was held on Jan. 28th. I am asking you to approve the policy prohibiting hate speech.

Although a hate speech policy has been repeatedly discussed at library board meetings in the past 6 months, it has not received board approval. At the 1/28/21 meeting, a draft of a Guest Behavior Policy was presented which contained a hate speech clause. The hate speech clause had been adapted from the American Library Association and was approved by an attorney.

Trustee Michener, the only Black board member, advocated for the approval of the hate speech clause but the motion failed. Additionally, Trustee Michener spoke out during this discussion about being treated disrespectfully by the board president at this as well as previous board meetings. The behavior of your board president was racist and was disrespectful. The president's tone, interrupting and questioning Trustee Michener during the meeting was aweless, and was done purposefully to cut her off from speaking and sharing information. I urge you to examine your actions fully and to release a public statement of apology and an action plan of what your board is going to do in result to the covert racist and overt racist behaviors of your board members.

Sincerely,
Audra Holdorf
Novi Resident

Email to: Novi Public Library Board Trustees
Email from: Ian Reed Twiss
Date: February 16, 2021
Subject: Approve Hate Speech Policy

To the Board of the Novi Public Library:

As a pastor in Novi, I am concerned about discriminatory treatment of minority groups in our community. I'm writing today to urge you to adopt the proposed Hate Speech Policy currently in draft form as part of your Guest Behavior Policy. It is very important that our libraries and other community institutions uphold a space in which ideas may be rigorously debated without staff or patrons being subjected to offensive, hurtful, and hate-filled attacks. Every month that goes by without such a policy is a month in which such behavior is enabled. Please take this stand at the very next opportunity.

I also want to express my dismay and disappointment at the way the board president treated Trustee Michener during the January 28, 2021 meeting while Trustee Michener was in the process of clarifying what was, to my mind, a relevant point about the care and time that had been put into the crafting of that very Hate Speech policy. Disagreement is an important part of public democracy, and Trustee Michener has a right to speak her mind without interruption or disrespect.

Yours sincerely,

Ian Reed Twiss

--

(He, Him, His)

Ian Reed Twiss, Pastor
Holy Cross Episcopal Church
40700 W. 10 Mile Road
Novi, MI 48375

Email to: Novi Public Library Board Trustees
Email from: Colleen Crossey
Date: February 18, 2021
Subject: Please adopt the anti-hate speech clause into the NPL Guest Behavior Policy

Dear Novi Library Board trustees;
Current Membership
Kat Dooley
Melissa Agosta
Bill Lawler
Craig Messerknecht
Datara Michener
Torry Yu
Geoffrey Wood
Student Representatives - Two Year Terms
Sarah Chang
Taron Tangirala
Staff Liaison
Julie Farkas, Library Director

I just viewed the January 28, 2021 library board meeting. I see that the Library board has not adopted an anti-hate speech clause into the Guest Behavior Policy. It is imperative that our Novi community leaders take a stand against hate speech.

At the 1/28/21 meeting, a draft of a Guest Behavior Policy was presented which contained a hate speech clause. The hate speech clause had been adapted from the American Library Association and was approved by an attorney. Trustee Michener, the only Black board member, advocated for the approval of the hate speech clause but the motion failed.

I enjoy going to the Novi Library. I really want it to be a place where everyone, can feel safe.

In the course of the meeting, I noticed that Tara Michener was interrupted, cut off, and even scolded by the chair. This is shocking to me. No one should be given this kind of disrespectful treatment. Such disrespectful behavior is unacceptable. I think that Ms. Michner deserves an apology as the Novi Library board moves forward.

In Solidarity,

Colleen Crossey LMSW

Letter to: Novi Public Library Board of Trustees and Director
Letter from: Tara Michener
Date: February 19, 2021
Subject: Regarding the January 28, 2021 Meeting

TARA MICHENER

49568 Harrier Place, Novi MI 48374 | 734-968-4458 | whoiamnotwhatiam@yahoo.com

February 19, 2021

Novi Public Library Board
(CC: Novi Public Library Director)

Dear Library Board and Director,

My purpose in being a trustee on this board is to offer my voice to the Novi Public Library and be committed to the stated mission of 'Inspire. Inform. Include.'
However, I am not feeling inspired or included and when I have tried to inform, I have been disrespected. The January 28th meeting reflected that I am not entitled to the same treatment as the rest of the board. My purpose is not to have a segregated set of rules, or to be interrupted or to be silenced into inferiority. I utilize resources provided by our MLA and governing bodies to make sure that I am a leader as a trustee. I take my role seriously and see it as my duty to the people of Novi to be present for each and every meeting of the board. If you check my record you will see that I have exemplary attendance in the 6+ years that I have been a board member.

I want to go on record by saying that, for the last 6+ months, I feel I have been treated differently on this board than other members of this body. I have spoken up about this both subtly and not subtly. Many of these experiences have been recorded for the public but some have not. The way that I was regarded on January 28th at our public board meeting calls our conduct into question. I was spoken to disrespectfully, scolded, told to be silent when I am in the middle of

speaking, accused of being argumentative and I received hostile regard that can be referenced in the public video by the board president Melissa Agosta. My viewpoint of this encounter is not mine alone as a member of our community, that I did not know, shared that she was using our last meeting to show how systemic racism has continued to evolve past slavery and into the boardroom. She said she showed her kids the recording of that board meeting so they would understand why they needed to not be bystanders when they see this type of behavior. This is shameful.

My goal in sharing this letter is to report what I have endured for the board record and to implore the board that DEI work should not be performative at all; to be true leaders in this work, we need to lead by example. The goal of the trustee is not to always agree with one another nor to be a passive figure (as it states in our own trustee manual and warns against this exact thing). I want to acknowledge that I will continue to bring the same education and professionalism that I have committed myself to offering since I was appointed on this board. I ask that the discriminatory conduct that has been bestowed onto me last month and prior to last month be something that is not repeated. It is vital that we consider how we operate as a body. I step into this meeting today hoping that the board understands that I did not feel as though I was in a space safe from bias or discrimination at the last meeting and essentially since George Floyd's murder. In fact, I do not feel safe today. I ask us to consider our collective responsibility as our community continues to bring attention to these matters where they also have not felt welcome within our doors. There is a stark contrast in healthy debate or a disagreement in regard to a vote and shutting a board member down to a point of humiliation and exclusion.

I find it relevant to emphasize that this letter is written from my experience as the only Black board member that has ever been appointed in the Novi Public Library's 60 plus year history and the chair of the diversity, equity and inclusion committee. I also speak from my professional perspective as a mental health counselor, Ted-x speaker and published author who specializes in racial trauma, anti-bullying and relational aggression. I ask that this letter is public and included in the correspondence section of our board packet for the February meeting for true transparency.

Respectfully,

A handwritten signature in black ink, consisting of a series of loops and a central dot, representing the name Tara Michener.

Tara Michener

Email to: Members of the Library Board
Email from: Aaron Martinez
Date: February 19, 2021
Subject: Supporting Guest Behavior Policy

Dear Members of the Library Board:

I am writing to express my sincere disappointment at what occurred during the discussion of the guest behavior policy during the January 2021 meeting.

First, I want to be clear that I am unequivocally in support of the guest behavior policy that prohibits hate speech by individuals using the library services. Why there seems to be a delay in getting this passed, I'm not certain. Director Farkas indicated that the substance of the policy was reviewed and that the only changes would be to the form, not to the content. This policy could have, and should have, been passed in January with a vote on a motion to "Approve the content of the policy and allow for the Director to make edits to its form prior to publication." It is very disappointing that such a motion could not be made or passed during the Board's meeting.

This policy is not controversial. The policy is a clear mandate from this Board, and our City, that prejudice, discrimination, and hatred will not be tolerated or accepted. I think Trustee Michener's comments were well founded and properly made - our community has been waiting for leadership on racial issues for a long time, and waiting for a more convenient season is simply not acceptable any longer. I can respect that the Board wants to be thorough in its decision making, but this is one decision that does not require the micro-combing it is receiving. I would implore you to make the passage of this policy a top priority at your next meeting, without any further delay. I wish to give my thanks to Trustees Dooley, Michener, and Yu for standing up and voting in support of this policy when it was proper and timely to do so.

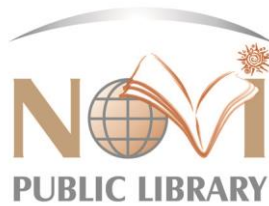
Secondly, I want to make sure that the Board is fully understanding of its obligations under its bylaws to faithfully adhere to Robert's Rules of Order, pursuant to Article IV, Section 8 of the bylaws. Roberts Rules is clear that there is no basis or mechanism for the presiding officer to make a motion. To make a motion on any issue, even if procedural in nature, would amount to the presiding officer being no longer able to act impartially as the presiding officer is required to be. If the presiding officer of the Board wishes to engage in debate and no longer wishes to remain impartial, that officer has the right to vacate their position as presiding officer and return to a Trustee position on the Board. For your future consideration, I am attaching a reference sheet that I have always found to be helpful when conducting meetings. It is my hope this will allow you to avoid confusion and tension during your meetings on the public's behalf.

Lastly, I think it is paramount that the members of the Board consider their roles as a reflection of the people you all serve. I was dismayed to see the extent to which Trustee Michener's comments were ruled by President Agosta as being "argumentative" or somehow out of order. There was a clear miscommunication over whether Ms. Farkas was saying that the complete policy document as a whole was not in the works for over a year. Trustee Michener was very clearly stating that the *specific policy* involving hate speech had been in the works for some time. For stating this truth, she was unnecessarily and inappropriately reprimanded. I believe her comments were well within the boundaries of Roberts Rules and were improperly shut down during the meeting. Our country has a deeply entrenched history of viewing Black women in particular as being hostile for simply stating an opposing viewpoint.

Times are difficult for everyone right now and I know you all are likely no different, but as you conduct your public meetings I wish to respectfully reiterate that I believe you have an obligation to rise above and hold yourselves to a higher level of accountability, respect, and decorum. I intend my comments to point out the flaws of the last meeting, and to encourage you all to do better moving forward. I believe in Novi, and I believe that you are all capable of rising to this challenge.

Respectfully submitted,

Aaron Martinez
Juris Doctor Candidate
Detroit Mercy Law ('22)



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
January 28, 2021**

DRAFT

1. Call to Order

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

2. Roll Call by Secretary, Torry Yu

Library Board

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

Student Representatives

Sarah Chang (left virtual meeting at 7:14 pm)
Tarun Tangirala (left virtual meeting at 7:14 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the Overview of the Agenda.

1st – Kat Dooley

2nd – Craig Messerknecht

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes –December 16, 2020

On page 7, of the December 16, 2020 minutes, the second paragraph under item B. was changed from "B published" authors to now read, to be published authors. A motion was made to approve the regular meeting minutes from December 16, 2020 as amended.

1st – Bill Lawler

2nd – Torry Yu

The motion passed unanimously.

B. Approval of Budget Session Meeting Minutes – January 7, 2021

A motion was made to approve the budget session minutes from January 7, 2021.

1st – Bill Lawler

2nd – Torry Yu

The motion passed unanimously.

C. Approval of Budget Session Meeting Minutes – January 21, 2021

A motion was made to approve the budget session minutes from January 21, 2021.

1st– Bill Lawler

2nd– Torry Yu

The motion passed unanimously.

D. Approval of Claims and Warrants (#598) for Accounts 268 and 269

A motion was made to approve the claims and warrants 598 and 599 for accounts 268 and 269.

1st– Bill Lawler

2nd– Torry Yu

The motion passed unanimously.

6. Correspondence

- A. 12/16/20: Email from Sharon Trumpy Re: Library Role in Anti-racism
- B. 01/21/21: Email from Doreen Poupard to Gail Anderson and Julie Farkas. Re: MLK Unity event.
- C. 01/18/21: Email from Pastor Eric Stenson to Gail Anderson. Re: MLK Unity event.
- D. 01/18/21: Email from Priya Gorumurthy to Gail Anderson and Julie Farkas. Re: MLK Unity event.

7. Presentation/Special Guest

- A. N/A

8. Student Representatives Report

- A. The Student Representatives report for December, 2020 can be found on page 38 of the January Board packet. Novi Library continues to offer virtual programs in February, 2021.

Due to COVID, the student representatives were asked to continue their roll on the Board through the end of the school year. Director Farkas will confirm their new end date.

9. Executive Session (Closed session requested by Director Farkas)

- A. Mid-year review for Library Director, Julie Farkas
The Library Board motioned to move into closed executive session to discuss the Director's Mid-year review.

1st– Kat Dooley

2nd- Torry Yu

A roll call vote to move to closed executive session was taken by Secretary, Torry Yu. All 7 trustees at the virtual meeting voted yes. The closed session began at 7:14 pm and adjourned at 7:27 pm. No action was taken during closed executive session.

10. President's Report (Melissa Agosta, President)

- A. 2019-2022 Strategic Planning Goals
 - o On page 39 of the January Board packet
- B. 2020-2021 Goals Document as of January 2021
 - o On pages 40-49 of the January Board packet

11. Treasurer's Report (Geoffrey Wood)

A. Financial Report December 2020

The December 2020 financial report can be found on page 50 of the January Board packet.

B. 2020-2021 Library Budget Fund 268

The 2020-2021 Library Fund 268 Budget can be found on pages 51-53 of the January 28, 2021 Library Board packet.

- The 2020-2021 Library Fund 268 budget (COVID column) calls for revenue of \$3,124,300 with expenditures of \$3,221,824 consuming \$97,524 of the fund balance.

C. 2020-2021 Library Budget Fund 269

2020-2021 Library Contributed Fund 269 Budget can be found on page 54 of the January 28, 2021 Library Board packet.

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

D. Library Fund 268 Expenditure & Revenue Report ending December 31, 2020

The Library Fund 268 Revenue and Expenditure Report can be found on pages 55-57 of the January 28, 2021 Library Board packet.

- Revenue ending December 31, 2020 was \$3,098,270
- Expenditures ending December 31, 2020 was \$1,333,923

E. Library Fund 269 Contributed Fund Expenditure & Revenue Report ending December 31, 2020

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 58 of the January 28, 2021 Library Board packet.

- Revenue ending December 31, 2020 was \$13,720.
- Expenditures ending December 31, 2020 was \$5,741.

F. Balance Sheets for Funds 268 and 269 as of December 31, 2020

The Balance Sheet for Fund 268 and 269 as of December 31, 2020 can be found on pages 59-60 of the January 28, 2021 Library Board packet.

- Ending Fund Balance for Fund 268 as of December 31, 2020 was \$4,046,714.93
- Ending Fund Balance for Fund 269 as of December 31, 2020 was \$1,714,958.31

G. 2021-2022 Proposed Budget for 268 & 269 as of January 28, 2021

The Proposed Budget for 268 & 269 can be found on pages 61-64 of the January 28, 2021 Library Board packet.

H. 2019-2020 Annual Report

The 2019-2020 Annual Report can be found on pages 65-66 of the January 28, 2021 Annual Report.

12. Director's Report

The Director's Report can be found on pages 67-118 of the January 28, 2021 Library Board packet.

Staff members celebrating anniversaries for February are:

- Eva Sabolcik – Support Services – 5 years
- April Stevenson – Information Services– 10 years
- Tia Marie Sanders – Facilities – 11 years
- Steve Kays- Support Services – 2 years
- Colleen Kingsbury – Support Services – 2 years
- Kim Swejkoski – Support Services – 2 years

Directors Report Summary

- On page 67 is a sales report from Evol Gazzarto, Café Manager, comparing 2019 to 2020 sales.
- On page 68 are the bids received for the air duct cleaning.
- On pages 69-78 is the draft for the Guest Behavior Policy that will be discussed under 15. Matters for Board Action.
- On pages 79-80 is a press release from the Library Network announcing a record breaking one million digital book checkouts in 2020. Novi Library is mentioned in the press release.
- On pages 81-82 is a COVID update on gathering from the MDHHS.
- On pages 83-84 are the monitoring numbers for the daily use of the building.
- On pages 85-91 is the Library's January e-Newsletter
- On pages 92-94 is the peachjar library upcoming events that is sent via email through the Novi community schools.
- The library is partnering with the City of Novi on The Civility Project. Information on this project is provided on page 95. Director Farkas invites all Board members to take part in this session.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on page 96 of the January 28, 2021 Library Board packet. The report includes a photo of a sublimation puzzle made in the iCube, preparing for the Grab & Go craft. The iCube is available by appointment only.

B. Facilities Report

The October, November and December Facilities Report, provided by Keith Perfect, can be found on pages 96-99 of the January 28, 2021 Library Board packet.

C. Information Services Report

The Information Services Report prepared by April Stevenson is found on pages 99-103. On page 100 are the statistics for Raising a Reader, even with it being virtual children are taking a part of this great program. On page 101 is a photo of lobby book tables that were set up to accommodate guests when they were unable to enter the library. On page 102 are social media statistics. On Page 103 is a photo of a Be Active Bag introduced by the 4th grade Technobots#26827. The

Technobots team partnered with the Novi Library to bring Be Active Bags to the community, beginning this February.

D. Support Service Report

The Support Services report prepared by Maryann Zurmuehlen is found on pages 104-105. On page 105 are photos of the shell for the Lending Library kiosk, which will be located at Lakeshore Park. Director Farkas sends a big thank you to the Novi parks and recreations department for the opportunity to bring the kiosk into the park to connect with the community in the North End. Trustee Yu inquired about signage to notify the community what the shell is for. Director Farkas said information was submitted in Engage and other avenues, such as eNewsletter. Also, Postcards will be mailed to homes informing the community about the kiosk. In the meantime Director Farkas will look into adding a poster to the inside of the shell to inform the community that the kiosk is coming.

E. Library Usage Statistics

The Library usage statistics update is included on pages 106-114.

F. Friends of Novi Library-FOML Update, COVID Grant & January 2021 E-newsletter

Tia Marie Sanders and Dana Brataniec provided Sue Johnson with information to apply for the Oakland County Grant. On page 115 is information about the \$10,000 grant money that the Friends received from Oakland County. Director Farkas announced to the Board that Sue Johnson, the Friends of Novi Library President has accepted a Vice-President position with the Friends of Michigan Libraries. On page 116 is the Friends of Novi Library January newsletter.

G. City of Novi Historical Commission- Agenda January 20, 2021; Agenda December 16, 2020

On pages 117-118 are the December 16, 2020 and the January 20, 2021 agenda.

Question/Answer/Comment Section

The Library Board Calendar is on page 119.

Trustee Messerknecht inquired about the transition from the COVID approach of automatic renewals and no late fees to once again imposing fines in the future. Director Farkas acknowledged that is a great question and she will communicate with guests early on to prepare them for the date when the library is planning to collect fines, in the future. This future date will coincide with more relaxed quarantine rules.

13. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener-Chair, Agosta, Staff Liaison- Julie Farkas)

- o Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- o Committee met on January 13, 2021 to review a 1st draft of the Guest Behavior Policy. The staff committee has also reviewed the draft and a subsequent draft was sent to the Policy Committee for further review as of January 20, 2021. A first draft of the Guest Behavior Policy is included in the Directors Report.
 - o Trustee Michener asked the Board to review the Guest Behavior Policy found on pages 69-76. She read aloud item 3 on the bottom

of page 70 regarding abusive or threatening language and she noted other changes in the policy. Trustee Michener thanked everyone on the Policy Committee, and the staff for their work and thoroughness. Director Farkas also thanked the committee and added that the full committee was not able to respond in time for this meeting. However, she does not believe there will be any major changes. Director Farkas asked to wait until next month to view a cleaner copy of the policy. Trustee Michener would still like to put it for vote tonight, if only grammatical changes are expected, since the community has been waiting for this document.

B. HR Committee: HR Policies, Director Review & Goals, Salary Study

(Agosta – Chair, Wood, Dooley, Staff Liaison – TBD)

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj, and Kirsten Malzahn.
- HR Policy staff review has been suspended until a new HR manager is hired.
- HR Manager posting closed on September 8, 2020. 83 applications were received for the position. Interviews took place in October (by zoom and in-person), unfortunately, the position was not filled. Another round of candidates (14 people) are being considered at this time. Deadline for the candidates is December 16, 2020.
- As of December 16, 2020: Out of 14 possible candidates, 5 responded (3 not interested in interview due to job placement and 2 accepting an interview, 9 candidates no response). Zoom interviews with 2 candidates took place on Friday, January 8, 2021. Both candidates were invited for 2nd interviews which were scheduled for Wednesday, January 20, 2021. Both candidates contacted Director Farkas less than 24 hours before interview and had to cancel due to personal conflicts. Candidates have been offered an opportunity to reschedule. A date has not been determined.

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

(Wood – Chair, Messerknecht, Lawler, Staff Liaison -Julie Farkas & Barbara Cook)

- State Aid and DSLRT Submissions – DSLRT report filed. State Aid report is almost completed. Waiting on couple questions to be answered by the Library of Michigan before submission. Deadline for State Aid report filing is February 1, 2021.
 - Update: State Aid has been filed.
- 20/21 268 & 269 Yr. End Budgets to be approved under 15. Matters for Board Action.
- 21/22 268 & 269 Proposed Budgets to be approved under 15. Matters for Board Action.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley, Staff Liaison -Julie Farkas)

1. Library/ Community Events attended by Library Board Members in the last month:

- Trustee Michener attended MLK Unity event. Trustee Michener said the Library's virtual event highlighted MLK's memory, showed diversity in action and included every age group. Director Farkas thanked Gail Anderson for hosting and organizing this great event and mentioned that the video is still available to the community for viewing. Trustee Yu was able to view the video and enjoyed it.

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu, Staff Liaison – Julie Farkas)

- No updates

F. Building/Landscape Committee: Entrance project

(Messerknecht – Chair, Lawler, Wood, Staff Liaison – Julie Farkas)

- Lending Library Kiosk- Projected time for implementing and unveiling of the kiosk is May 2021 due to COVID.
- Air Duct Cleaning RFP – 5 bids submitted on Wednesday, January 6, 2021. See bid information under Director's report. Contract signing is scheduled for Thursday, January 28, 2021.
- Library Café-Information was shared with the Finance Committee to consider not charging the Café vendor rent for January – June 2021 due to COVID and the very limited hours and closures that have occurred over the past 6 months. There is a motion for Board Action under item 15 D on this agenda 1/28/2021.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta, Staff Liaison – Julie Farkas)

- Committee received a 1st draft to review changes/edits in January
 - Update: Committee is looking to schedule a meeting for next week to finalize their proposals, then it will be presented to the Board.

H. Diversity, Equity and Inclusion Committee

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

- Committee meeting held on Tuesday, January 12, 2021. Projects discussed: Racial Day of Healing (kick-off on January 19, 2021 – February 28, 2021), Partnership with Northville District Library to host author Debby Irving (February 4, 2021), Civility Project w/City of Novi (March 2, 2021).
 - Update: Debby Irving's book is titled, "Waking up White". Trustee Michener added that Northville Library contacted the Novi Library for this partnership and added that it is nice to be recognized as partners in conversations on race and similar dialogue.

- Trustee Dooley and Tia Marie Sanders are working on a staff survey which will be shared with the HR Committee for review.
- Gail Anderson is preparing for the MLK Unity event planned for Monday, January 18, 2021 at 11 am as well as a Step Show program and ideas for a media program.
- Trustee Michener offered the idea for the committee to read one book together, Julie Farkas suggested Uncomfortable Conversations with a Black Man by Emmanuel Acho. April will check on copies for the members to borrow.
 - Update: The DEI committee is interested in reading this book together and will share thoughts and insights.
- There was a conversation about suggesting a DEI fund in the 269 account for budget purposes for 21/22.
 - Update: This fund was established in the 269 budget.
- Dana Brataniec announced the DEI webpage has launched.
- April continues her work with her staff on diverse collection building and evaluation as well as providing resources for young people when dealing with difficult times based on what they may be seeing in the news.
- Projects still to consider: partnerships with PAASN and other Novi organizations, Culture Walk-through, Macy's donation suggested by Tia Marie.
- Julie has reached out to Interfaith Council for Peace and Justice to discuss Bystander Intervention training for the Library staff. The school district is also planning similar training.

President Agosta noticed that there is only one Public Comment opportunity. Director Farkas will investigate if this was changed due to COVID and the introduction of virtual meetings

14. Public Comment

Jason Michener, 49568 Harrier Place, Novi MI. Jason stated that he is the husband of Tara Michener. Jason is very excited that the Board is voting on the updated policies addressing not allowing the use of hate speech in the library. This is very big for him, his family and for many others in the community whom he has spoken to. He really appreciates the Board taking action, stating it was long coming, but at least finally here. He is very anxious to see how the Board will vote tonight and he is hoping the changes will be approved. He thanked the Board for their time.

15. Matters for Board Action

- A.** Approve 2020-2021 Year End Budgets for 268 & 269.

President Agosta read the 20/21 budgeted year end revenue amount of \$3,123,886.24, expenditure amount of \$3,167,504.94 potentially consuming

\$43,618.70 of the fund balance. Which is a reduction of fund usage from the previously approved 20/21 budget.

A motion was made to approve the 2020-2021, COVID- Year End Budgets for 268 & 269

1st- Tara Michener

2nd- Kat Dooley

The motion passed unanimously.

B. Approve 2021-2022 268 Proposed Budget.

President Agosta read the 21/22 budgeted revenue amount of \$3,244,172, expenditure amount of \$3,409,700 potentially consuming \$165,528 of the fund balance.

A motion was made to approve the 2021-2022 268 Proposed Budget.

1st- Geoffrey Wood

2nd- Tara Michener

The motion passed unanimously.

C. Approve 2021-2022 269 Proposed Budget.

President Agosta read the 21/22 budgeted revenue amount of \$47,500, expenditure amount of \$58,400 potentially consuming \$10,900 of the fund balance.

A motion was made to approve the 2021-2022 269 Proposed Budget.

1st- Geoffrey Wood

2nd- Kat Dooley

The motion passed unanimously.

D. Approve to forgo the cost of lease payment to NCS D for the Library café for the remainder of budget year January 1, 2021 – June 30, 2021 due to COVID closure and loss of sales, with reserving the right to re-evaluate if more aid is needed after the new budget year begins July 1, 2021.

Trustee Michener appreciates the opportunity to think on it and the information included in the packet. She revisited the recent budget meetings and discussions to cut important things. She mentioned that this year hit everyone hard, collectively and does not feel it would be fiscally conservative to approve.

Trustee Dooley mentioned the board approved the budget going forward without taking any big cuts and feels they are gaining more. Additionally, she feels the café is a big asset to the community especially with the partnership with the school. She feels that allowing the café to forgo the remaining \$2,500 is appropriate, to not risk losing the amenities they provide to the community.

Trustee Wood said with the Boards focus on DEI it would be short-sighted not to support this. The café hires the transition students, offering them work opportunities and this is a very important relationship to foster.

Trustee Messerknecht agrees with what Trustee's Dooley and Wood said. The café is an important part of the library and would hate to put it at risk over a relatively minor amount of money and he feels it has a lot of payback beyond just the monetary amount that the library gets from it.

Trustee Yu mentioned he voted no on it last meeting and appreciates the café sales revenue report (included in this Board packet) as it puts in perspective how the café was affected by the closure. He will support this.

Trustee Lawler also supports not charging the café (rent) for this period. He explained it is hard to put a value on goodwill, but he feels besides the revenue the café generated once and will generate again, it also generates a lot of goodwill for the library and the community. He tries to find savings where possible, but finds this one to be a little bit short sided and is in favor of granting the forbearance.

Trustee Michener wanted to ask a question. Trustee Agosta pointed out that she had not had her own turn to speak about the café, yet.

Trustee Agosta commented what the café brings is much more than just a rent payment. Trustee Agosta added that they bring so much more than coffee and food and is in favor of supporting this.

Trustee Michener asked to be respectful to each other. Trustee Agosta said yes, and added that she didn't see Trustee Michener's hand go up and Trustee Agosta apologized if she missed Trustee Michener's hand and Trustee Agosta wanted her time to speak. Trustee Michener said she did not want to take anyone's time to speak and just had a question. Trustee Michener then asked her question to Director Farkas, inquiring if the café asked for the forbearance. Director Farkas said it is something she is offering to the cafe, knowing they are struggling.

A motion was made to approve to forgo the cost of lease payment to NCSD for the Library café for the remainder of budget year January 1, 2021 – June 30, 2021 due to COVID closure and loss of sales, with reserving the right to re-evaluate if more aid is needed after the new budget year begins July 1, 2021.

1st- Kat Dooley

2nd-Craig Messerknecht

The motion passed unanimously

E. Guest Behavior Policy – 1st draft

Trustee Agosta said she personally likes everything in the policy. Trustee Michener and her agreed on everything, however she feels there is a lot of red ink in the policy. She asked Director Farkas for clarification. Director Farkas said red ink indicates things already in the policy before but are reconfigured and better language was added. The yellow highlights were added from other policies, attorney review and new information. Director Farkas added this is a major policy the staff refers to when it comes to behavior and use of the library. Trustee Agosta is more comfortable with another set of eyes reviewing the policy, prior to approving. Also, she said this document is a first draft and it should be reviewed to make sure nothing was missed or misunderstood.

Trustee Wood's first question was answered, that the legal review was complete. His second question inquired who from the library staff has weighed in on this. Director Farkas said under Policy committee is a list of staff members who have reviewed the policy. Although she has not received an email back from everyone. Trustee Wood is not overly concern with approving tonight after hearing how many have reviewed it and is okay with going along with what the Board decides.

Trustee Michener said there have been a lot of changes (to the policy) but they have been waiting on this policy for a very long time; over a year. Adding there

was a lot of work put into the policy and it was not a quick thing. If you refer to the minutes, Trustee Michener said she has referred to the need for a hate clause, a lot. She said when thinking in terms of the DEI committee and not having this passed (the hate clause) tonight would be a disservice to the community. She would even be okay with the Board approving just the hate clause tonight and taking time to review the remainder of the document at a later time. Adding that the Country cannot go another day not having a clause that protects against hate. Also, stating there is a need for things to be in writing when it comes to protection of people.

Director Farkas added a point of clarification, this one policy has not been a year in the making. The whole, entire policy manual has been worked on for a year. The Library has not been sitting on this one policy for one year. Trustee Michener said if she remembered correctly this one has been about 7 months and either way it is still long. She mentioned she has asked about it (hate clause) quite a bit in past minutes. Trustee Agosta intervened and said Trustee Michener thank you but we do not have to argue that point. Trustee Michener said that is not appropriate to Trustee Agosta. Trustee Michener said please don't yell at me and Trustee Agosta said she is not raising her voice and asked Trustee Michener to please stop arguing. Trustee Michener said it is hostile and disrespectful and she has a right to speak. Trustee Michener wants it added to the minutes that she is complaining of the president being hostile to her and said it has happened more than once tonight. Trustee Michener added she has never had anyone disrespect her like this in a public meeting. Trustee Agosta said she just asked Trustee Michener to please stop arguing with Director Farkas so the Board could move on with the discussion. Trustee Michener said she was not arguing with Director Farkas. Trustee Michener said she is just trying to respond to Trustee Agosta and Trustee Agosta said she is not looking to argue. Trustee Michener said she was timed and told she could not talk. She has never had this happen. Trustee Michener said she was the president before and would have never done this to someone. She said she is a professional and educated woman and reads the OMA a lot and what Trustee Agosta is doing is a violation. She wants president Agosta to know that. Trustee Agosta asked if Trustee Michener has any additional feedback about the document in front of the Board this evening. Trustee Michener said she is glad the meeting is being recorded. She does have feedback she said she was trying to give when she was yelled at. Trustee Michener said a lot of people put a lot of time into this (policy) and she was clarifying it has taken a long time for this and it has not been a quick process and it is important for the Board who is about to vote to know that. Additionally, Trustee Michener wanted the staff to be acknowledged and she does not want hate to go on another day. Hate is a bad thing and she thinks the clause should be approved tonight. She stands by that, hate is bad. Trustee Michener said people should be civil and that it feels bad to be discriminated against.

Trustee Dooley thanked the committee and the staff for all the hard work. She mentioned that a lot of changes have been made throughout the document and in this specific section. She said that someone can tell a lot of thought and care has been put into the document, to protect the staff and also the Library guests. Trustee Dooley asked for confirmation by Director Farkas that the document has already been reviewed by a majority of the staff, by an attorney, and does Director Farkas have any concerns of anything missing so that the Board could move forward with the approval this evening. Director Farkas clarified it has not been reviewed by a majority of the staff, just by the staff members on the policy committee and it has been reviewed by the attorney. Director Farkas added that this is a policy that continually moves and breathes.

Regardless, Director Farkas would clean up the document after approval, intent would not change just grammatical changes. Director Farkas would bring back a second draft in February. Trustee Dooley said then we are making a motion to approve the first draft tonight. Director Farkas said she does not need any approval tonight as she will bring back as a second draft due to all the changes, to clean it up.

Trustee Messerknecht said as we have seen in the past a document is presented with a lot of changes/revisions, it is going to be reviewed again, potentially more minor changes could come from that. He is in favor of waiting to approve it once the 2nd draft is presented.

Trustee Agosta made a motion to postpone the vote for the 1st draft of the Guest Behavior Policy, until the Board gets 2nd draft and final copy at the February meeting.

1st- Melissa Agosta

2nd-Craig Messerknecht

The motion received 3 yes votes and 1 abstain. Motion did not pass

Trustee Agosta then requested a member make a motion to approve the 1st draft of Guest Behavior Policy. Trustee Dooley prefers the Board be very specific with the language when requesting the motion. Trustee Michener made a motion to approve this policy to go forward, as is.

1st-Trustee Michener

2nd-Trustee Dooley

The motion received 3 yes votes. Motion did not pass

A final draft and second copy of the Guest Behavior Policy will be presented at the February Board Meeting.

16. Adjourn

A motion was made to adjourn at 8:57 p.m.

1st— Tara Michener

2nd— Trustee Messerknecht

The motion passed unanimously.

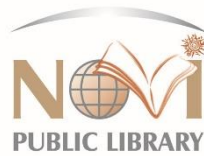
Torry Yu, Secretary

Date

Warrant 599	268 Accounts	February 2021	
Payable to	Invoice #	Account number	Amount
Amazon	COVID; masks	268-000.00-727.000	\$ 23.98
Elm USA	disc cleaning machine	268-000.00-727.000	\$ 174.95
Global		268-000.00-727.000	\$ 279.88
Quill		268-000.00-727.000	\$ 457.79
Sam's		268-000.00-727.000	\$ 40.44
Zurmuehlen, Maryann	reimburse for office purchase	268-000.00-727.000	\$ 25.90
Library Network	Envision ware Equip. Invoice	268-000.00-734.000	\$ 3,265.00
Vid Com	monitoring through 4/30/21	268-000.00-734.000	\$ 167.55
Amazon		268-000.00-734.500	\$ 349.86
Jan Way	plastic bags; guest items	268-000.00-740.000	\$ 3,410.00
Saturn Printing	COVID; social distance decals	268-000.00-740.000	\$ 120.00
Amazon		268-000.00-742.000	\$ 1,480.09
Brodart		268-000.00-742.000	\$ 13,472.46
Center Point Large Print		268-000.00-742.000	\$ 667.32
Gale/ Cengage		268-000.00-742.000	\$ 519.01
Tsai Fong Books		268-000.00-742.000	\$ 439.49
Brodart		268-000.00-742.010	\$ 47.45
Midwest Tape		268-000.00-742.010	\$ 694.17
Auburn Hills Public Lib		268-000.00-742.100	\$ 29.95
Belleville Area Dist. Lib		268-000.00-742.100	\$ 27.99
Oxford Public Lib		268-000.00-742.100	\$ 27.00
Royal Oak Public Lib		268-000.00-742.100	\$ 32.00
Waterford Twp. Public Lib		268-000.00-742.100	\$ 32.00
Amazon		268-000.00-744.000	\$ 653.02
Midwest Tape		268-000.00-744.000	\$ 1,123.63
Over Drive		268-000.00-744.000	\$ 3,260.58
Amazon		268-000.00-745.200	\$ 702.75
Midwest Tape		268-000.00-745.200	\$ 3,834.88
MCLS	2/1/21-1/31/22; Value Line	268-000.00-745.300	\$ 5,444.59
Bank Service Charges		268-000.00-802.100	\$ 584.24
Rubbish		268-000.00-808.100	\$ 111.31
NAEYC	membership renewal for librarian	268-000.00-809.000	\$ 69.00
Knight Technology		268-000.00-816.000	\$ 1,022.50
RNA		268-000.00-817.000	\$ 7,288.40
AT&T	due Feb 4, 2021	268-000.00-851.000	\$ 382.60
Verizon		268-000.00-851.000	\$ 458.58
Telnet		268-000.00-851.000	\$ 429.44
Global	poster paper refill	268-000.00-880.000	\$ 135.01

Muni Web		268-000.00-880.000	\$ 1,539.00
Amazon	Program craft; empty paint pots	268-000.00-880.268	\$ 349.19
Ani maker		268-000.00-880.268	\$ 35.00
Discount School Supply	Feb Early Lit Grab/Go; crafts	268-000.00-880.268	\$ 61.60
Doctor Dale MD	Black Men in Coats program	268-000.00-880.268	\$ 299.00
Holocaust Survivor	program 9/23/20	268-000.00-880.268	\$ 100.00
Michaels	Masterpiece Mon. paint crafts	268-000.00-880.268	\$ 20.94
Mutch, Kathy	Virtual Program Dec, Jan, Feb	268-000.00-880.268	\$ 150.00
Millennium Bus. Systems		268-000.00-900.000	\$ 223.69
Consumers		268-000.00-921.000	\$ 1,566.01
DTE		268-000.00-922.000	\$ 6,892.95
Utilities		268-000.00-923.000	\$ 1,544.53
Amazon	COVID; alcohol 70%	268-000.00-934.000	\$ 299.75
Batteries +bulbs		268-000.00-934.000	\$ 63.44
Cintas		268-000.00-934.000	\$ 544.50
Dalton		268-000.00-934.000	\$ 3,248.50
Doors & Drawers	countertop glue /repair	268-000.00-934.000	\$ 145.00
Home Depot	emergency lights	268-000.00-934.000	\$ 620.86
Sherwin Williams	paint	268-000.00-934.000	\$ 398.56
Brien's	Snow contract; less 1/3/21 plow	268-000.00-941.000	\$ 2,576.25
B&B Landscaping	Jan 3rd plow/salt	268-000.00-941.000	\$ 610.00
Corrigan		268-000.00-942.100	\$ 23.98
Millennium Bus. Systems		268-000.00-942.000	\$ 650.94
Historical Society of MI	Local History Conference	268-000.00-956.000	\$ 69.00
Petty Cash (Office)		268-000.00-727.000	\$ 5.34
TOTAL			\$ 73,322.84

Warrant 599	269 Accounts	February 2021	
Payable to	Invoice #	Account number	Account total
Amazon	With donation various titles were purchased	269-000.00-742.230	\$ 57.07
Amazon	iCube; paper punch	269-000.00-976.046	\$ 33.46
Amazon	iCube; heat transfer vinyl bundle; fire blanket	269-000.00-976.046	\$ 50.24
Amazon	iCube; jigsaw puzzles	269-000.00-976.046	\$ 39.98
JoAnn	iCube; Valentine craft; grab and go	269-000.00-976.046	\$ 33.81
TOTAL			\$ 214.56

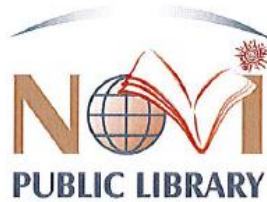


Library Board Calendar

2021

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

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



LIBRARY CLOSINGS 2021

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

LIBRARY BOARD MEETINGS

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

H – Paid Holiday

6-2020