

Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, March 24, 2022
 at 7:00 p.m.
 Location: Novi Public Library

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

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

Call to Order by President, Kathy Crawford

Welcome New Board Members: Brian Bartlett (reappointed to 3 year term), Priya Gorumurthy (appointed to 1 year term) and Mark Sturing (appointed to 3 year term)

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Gorumurthy, Michener, and Sturing
 Student Representatives – Abhay Kakarla and Rida Salim

Approval of Agenda.....1-4

Consent Agenda

1. Approve Minutes of:
 - A. January 27, 2022.....5-13
 - B. No February 17, 2022 meeting based on library closure due to weather
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#611) 14-15
 - B. Accounts 268 and 269 (#612).....16-18

Presentations

1. Recognition of Trustees Wood and Yu for their years of service
2. NPL @ Your Door presentation by Kirsten Malzahn, Librarian, and Kim Swejkoski, Support Services Supervisor
3. Library Board presentation by Dr. Lee Meadows.....19-21

Public Comment

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

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

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – January and February 2022 22-23
2. President's Report (Kathy Crawford)
 - A. Appointments for open seats on Library Board Committees.....24
3. Treasurer's Report (OPEN)
 - A. 2021-2022 Library Budget Fund 268 25-27
 - B. 2021-2022 Contributed Fund Budget 269.....28
 - C. Financial Report January 2022.....29
 - D. Financial Report February 2022.....30
 - E. Library Fund 268 Expenditure & Revenue Report as of January 31, 2022..... 31-33
 - F. Library Fund 268 Expenditure & Revenue Report as of February 28, 2022.....35-37
 - G. Library Fund 269 Contributed Fund as of January 31, 2022.....34
 - H. Library Fund 269 Contributed Fund as of February 28, 2022.....38
 - I. Balance Sheets for Funds 268 and 269 as of January 31, 2022 39-40
 - J. Balance Sheets for Funds 268 and 269 as of February 28, 2022.....41-42
4. Director's Report (Julie Farkas) 43-59
 - A. Information Technology Report 60-62
 - B. Facilities Report 63-64
 - C. Information Services Report 64-69
 - D. Support Services Report 69-71
 - E. Library Usage Statistics..... 72-80
 - F. Friends of Novi Library 81
 - G. City of Novi Historical Commission 82-85

Public Comment

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

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: OPEN, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel;
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - Meeting held on March 3, 2022 to discuss drafts of HR Policies: No Smoking/Vaping, Dress Code and Rules of Conduct.....86-94
 - Next meeting scheduled for: April 7, 2022

- **GOALS:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, OPEN, Staff Liaisons – Julie Farkas & Barbara Cook)
- Copies of the newly adopted Public Library Financial Management Guide (September 2021) from Library of Michigan were given to Library Board members.
 - Meeting held on March 16, 2022 to discuss data received by library staff regarding fines and fees.....95-112
 - Next meeting: No meeting scheduled
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, OPEN, Staff Liaisons – Julie Farkas & Dana Brataniec)
- Meeting held: 2/8/2022, see notes 113
 - Updates and Events Attended by Trustees – compiled by Trustee Dooley..... 113
 - Meeting held: 3/7/2022, see notes.....113
 - Updates and Events Attended by Trustees – compiled by Trustee Dooley....114
 - **GOALS:**
 - 1: Read box fundraiser during National Library Week (April 2022)
 - 2: Bigger ongoing support to Friends of Novi Library
 - 3: Marketing plan update (Dana Brataniec)
5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).
- No meeting; No report.
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
6. **Building & Grounds Committee:**
 (Chair: OPEN, Cherukuri, Staff Liaison – Julie Farkas)
- Meeting held: 2/9/2022; see notes.....114-115
 - Next meeting: 3/10/2022
 - **GOALS:**
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: OPEN, Bartlett, Michener, Staff Liaison – Julie Farkas)
 - No meeting; no report.
 - **GOAL:** Review current Library Board Bylaws (last updated March 28, 2019)
8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: OPEN, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
 - No meeting held; no report.
 - **GOALS:**

Matters for Library Board Action

1. Vote to fill Treasurer vacancy for Novi Public Library.

Current Bylaws: Article III Officers: 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.

2. Approve NPL @ Your Door Usage policy revision.....116

Communications

1. 2/12/2022: Email from: Sharon Trumpy, Re: Farmington Hills High Walkout.....117
2. 3/1/2022: Letter from Governor Whitmer Re: March is Reading Month.....118

Closed Session

1. None

Adjournment

Supplemental Information

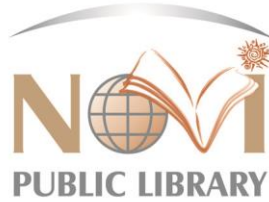
- 2022 Library Closings119
- Library Board Calendar 2022.....120

2022 Future Events:

- **3/24/22: Library Board of Trustees Regular Meeting at 7pm, Novi Library (Location change due to conflict with PRCS Commission meeting).**
- 3/28/22: National Library Week Proclamation presented by City Council at 7pm, City of Novi
- 4/3-4/9/22: National Library Week – official kick-off to in-person programming
- 4/13/22: Friends of Novi Library Board Meeting at 2pm, Novi Library
- **4/17/22: LIBRARY CLOSED**
- 4/20/22: City of Novi Historical Commission Meeting at 7pm, Novi Library
- 4/28/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- 5/4/22: Installation of Read Boxes in 3 Novi Parks (ITC, Rotary and Pavilion Shores)
- **5/8/22: LIBRARY CLOSED**

Inform. Inspire. Include.

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



**CITY OF NOVI LIBRARY BOARD
REGULAR MEETING- MINUTES
January 27, 2022**

Expanded Draft

Call to Order by President, Kathy Crawford

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

1. Library Board

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

Student Representatives

- Abhay Kakarla
- Rida Salim

Library Staff

- Julie Farkas, Director
- Barbara Cook, Bookkeeper

Library Council

- Debra Walling, Attorney

Approval of Agenda

A motion was made to approve the Agenda. President Crawford made a motion to amend the agenda to allow the board to adjourn prior to entering closed session; as no further business will be addressed. Attorney, Debra was asked to speak on the motion.

Attorney Debra said that the trustees will vote to exit closed session, then the trustees will come back to formally adjourn. Therefore, the attorney recommended that the trustees do not adjourn before entering closed session.

A motion was made to approve the agenda.

1st – Trustee Yu

2nd – Trustee Dooley

Discussion: No Further Discussion

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

Consent Agenda

1. Approve Minutes of:
 - A. December 15, 2021- Regular Meeting
 - B. January 15, 2022 – Budget Session
 - C. January 20, 2022 – Budget Session

2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#610)

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

1st- Trustee Michener

2nd- Trustee Dooley

No discussion took place.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

Presentations

1. 2020-2021 Annual Report presented by Dana Brataniec, Communications Manager.

Dana enthusiastically presented library accomplishments and opportunities looking forward.

 - Accomplishments & Milestones: Beyond Books podcast episodes, Safely re-opening building for in-person following COVID shutdown, return of Friends volunteers for donation collections, expansion of iCube technology, advancement of DEI awareness, completion of collection audit, hiring of HR specialist, unveiling of new library website, review of building and HR policies and unveiling of Michigan's first- Lakeshore Lending Library kiosk. (p.35)
 - Looking forward: advancing outreach to all 20,000+ library cardholders with new email marketing system-Patron Point, creating more partnerships to advance DEI, initiating online card library sign up and renewal, increasing outreach for North End residents, providing materials by mail service, completing specialty DEI staff training and applying for QSAC. (p.35)

Public Comment

Sharon Trumpy, Harvest Drive, Novi, MI.

- Sharon thanked the library staff and Dana for the DEI accomplishments in the presentation.
- 255 days ago the board unanimously approved the statement by President Crawford. *The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated.*
- 227 days ago the board received a formal staff complaint against Trustee Cherukuri. With the staff member stating he is mismatched for the DEI committee and does it a disservice.

- 199 days ago a community member stated their concern about Trustee Cherukuri's public social media posts.
- 164 days ago Trustee Michener made a formal complaint against Trustee Cherukuri alleging mistreatment during a DEI committee meeting. Sharon added that the board has done nothing to ensure this Trustee is treated with dignity and respect.
- 150 days ago a community petition was delivered to President Crawford requesting the removal of Trustee Cherukuri from the DEI committee as chair. (Over 280 community members signed petition). Sharon added that the board has done nothing to ensure community members are treated with dignity and respect.
- 136 days ago President Crawford said she is pausing the DEI Committee indefinitely. President Crawford said it is possible to find offensive social media posts on other public figures social media accounts. Sharon then read some of President Crawford's public social media posts.
- 101 days ago Trustee Cherukuri approached a young black female after the last meeting and said his social media posts remain intact because nothing he said is offensive. Sharon read Trustee Cherukuri's public social media posts. Sharon said that the board has not acknowledged this disrespect to the young community member.
- 43 days ago Trustee Cherukuri referred to Sharon and other community members in attendance as the virtue signaling choir, while the board sat by quietly thus giving endorsement.
- She is asking the board how many days will pass until the board keeps its word.

Jason Michener, Harrier Place, Novi, MI.

- Commented that the presentation was great and acknowledged the staff commitment to DEI.
- The DEI audit that the library touted under accomplishments - originated in the Trustee DEI committee which is currently on pause.
- The goals set for DEI 2022 also originated from the Trustees DEI committee.
- It is a disservice to the community that the Trustee DEI committee is on pause.
- Staff DEI efforts and ideas have been inspired by the Trustee DEI committee and he strongly encourages the Board to bring the Trustee DEI committee back today. The board has the power to reinstate the committee today and Jason thinks it is time to do this.

Reports

1. Student Representatives Report
Presented by student representatives Abhay Kakarla and Rida Salim. Staff Liaison Lindsay Gojcaj.
2. President's Report (Kathy Crawford)
 - A. Letter from Dr. Lee Meadows as of 1/11/22
 - Dr. Meadows is scheduled to attend the February meeting to present the information that he has collected.
 - B. Email from Director Farkas, Re; Consultant Work with Dr. Meadows

President Crawford announced that Trustee Wood will be resigning from the board. The Trustees appreciate Trustee Wood's service. Director Farkas said

that Trustee Wood is planning to attend the February 2022 meeting and that would be his final meeting.

3. Treasurer's Report (Trustee Wood – absent/excused)pages 40-50
 - A. 2021-2022 Library Budget Fund 268
The 2021-2022 Library Fund 268 budget calls for revenue of \$3,244,172 with expenditures of \$3,409,700 consuming \$165,528 of the fund balance.
 - B. 2021-2022 Contributed Fund Budget 269
The 2021-2022 Library Contributed Fund 269 budget calls for revenue of \$47,500 and expenditures of \$58,400 consuming \$10,900 of the fund balance.
 - C. Financial Report – December 2021
On page 44 of the January, 2022 Board packet.
 - D. Library Fund 268 Expenditure and Revenue Report ending December 31, 2021
Revenue ending December 31, 2021 was \$3,315,321.
Expenditures ending December 31, 2021 was \$1,544,647.
 - E. Library Fund 269 Contributed Fund ending December 31, 2021
Revenue ending December 31, 2021 was \$7,570.
Expenditures ending December 31, 2021 was \$13,834.
 - F. Balance Sheets for Funds 268 and 269 as of December 31, 2021
Ending Fund Balance for Fund 268 as of December 31, 2021 was \$4,265,987.51
Ending Fund Balance for Fund 269 as of December 31, 2021 was \$1,689,391.04
4. Director's Report (Julie Farkas)
On pages 51-61 of the January, 2022 Board packet.
Staff members celebrating anniversaries for February, 2022 are:
 - April Stevenson-Information Services-11 years
 - Kim Swejkoski- Support Services- 3 years

DEI and HR staff meeting notes are on page 51 of the January, 2022 board packet.

On page 52 is an image of the drinking fountain which was upgraded to include a water bottle filling feature. Visitors to the library still remain low.

The e-Newsletter is emailed via Patron Point to over 20,000 card users.

- A. Information Technology Report (pages 62-63)
- B. Facilities Report (N/A)
- C. Information Services Report (pages 64-66)
p. 66 under youth- no social media due to story time not being held that month only.
- D. Support Services Report (pages 66-67)
- E. Library Usage Statistics Report (pages 68-76)
p. 68 - excited to report that the kiosk had 171 check outs in December, 2nd highest

- F. Friends of Novi Library – Jan. 12, 2022 Agenda; Oct. 13, 2021 minutes (pages 77-81)
- G. City of Novi Historical Commission- Approved 2022-23 budget as of 1/19/22 (page 82)

Trustee Yu while working at Lakeshore this weekend noticed footprints in the snow to the kiosk and was happy to see that. Trustee Yu asked if programs are in person, virtual or a hybrid. Director Farkas answered there is currently a hybrid mix for programming. At this time, some presenters are comfortable with in person programs and others are not. Future programming mix depends on technology for capacity needs, and presenters comfort level.

Director Farkas announced that planning for community reads is underway. More information to be released in February, 2022.

Trustee Michener is following Michigan libraries and mentioned that some libraries still have limited availability or are closed. Trustee Michener likes accessibility and virtual does provide accessibility to library members who can't make the trip to the library. Also, the lending library being outside does represent a COVID safety measure for patrons wanting to check out items, but are not comfortable entering a building.

Trustee Dooley asked Director Farkas to discuss the DEI scorecards that the staff will be implementing (this idea originated at the Trustee DEI committee). Director Farkas will bring an update on this at a future board meeting.

Public Comment

None

Committee Reports

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

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair -Crawford, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn.
 - HR Committee met 1/11/22. See notes (page 83)
 - Next meeting scheduled for: 2/14/22
 - Directors Mid-year review January 27, 2021 in Closed Session
Goals:
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth.
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.

3. Maintain a dedicated focus on customer service and continuous improvement that support the goals and mission of the Novi Public Library.
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.
(Chair- Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting held 12/6/2021
 - No meeting; No report
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair -Dooley, Bartlett, Yu, Staff Liaison – Julie Farkas & Dana Brataniec)
 - Meeting held 12/22/21 and 1/18/22; see notes on page 84
 - GOALS:
 1. Read box fundraiser during National Library Week (April 2022)
 2. Bigger ongoing support to Friends of Novi Library
 3. Marketing plan update (Dana Brataniec)
 - Trustee Dooley update: Two read boxes are being auctioned to recognize National Library Week. Reviewing very first draft of marketing plan from communications manager, Dana Brataniec.
5. **Strategic Planning Committee:**
(Chair - Bartlett, Dooley, Staff Liaison – Julie Farkas)
 - No meeting; No report
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
6. **Building/Landscape Committee:**
(Chair-Yu, Cherukuri, Staff Liaison – Julie Farkas)
 - No meeting; no report
 - GOALS:
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan.
7. **Bylaw Committee: Review of Library Board Bylaws**
(Chair – Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
 - No meeting; no report
 - GOAL: Review current Library Board Bylaws (last updated March 28, 2019)
8. **DEI: Diversity, Equity and Inclusion Committee**

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

- No meeting held; no report.
- Goals:
- Trustee Michener request to address library board:
 - i. Her fear is erasure
 - ii. A lot of initiatives in the DEI packet originated from the Board DEI Committee (i.e. Trustee Michener wrote the staff DEI goals)
 - iii. Always wants a space to talk about DEI at the Board level
 - iv. Does not want work of founding DEI members erased
 - v. The Board DEI committee represents the leaders - they govern and set the stage for the staff DEI committee.
 - vi. Board DEI committee that is currently paused, has a long list of work they would like to undertake
 - vii. Representation matters – for example there is not a Black child represented in the annual report or this evenings power point presentation.

Matters for Library Board Action

1. Approve 2021-2022 268 Library General Fund Budget Year End:

A motion was made to approve the 2021-2022 268 Library General Fund Budget Year End.

1st- Trustee Michener

2nd- Trustee Dooley

Discussion: Trustee's discussed these budgets in depth during January, 2022 budget meetings.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

2. Approve 2021-2022 269 Library Contributed Fund Budget Year End

A motion was made to approve the 2021-2022 269 Library Contributed Fund Budget Year End.

1st- Trustee Bartlett

2nd- Trustee Yu

Discussion: Director Farkas said on p 43 (269 account) in the Capital Outlay section the account numbers for Automated Return System and Mail Entrance Design will change per the City.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

3. Approve 2022-2023 268 Library General Fund Budget

A motion was made to approve the 2022-2023 268 Library General Fund Budget.

1st- Trustee Dooley

2nd- Trustee Michener

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

4. Approve 2022-2023 269 Library Contributed Fund Budget
A motion was made to approve the 2022-2023 269 Library Contributed Fund Budget.
1st- Trustee Yu
2nd- Trustee Dooley
Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.
5. Approve 2023-2024 268 Library General Fund Budget as Projected
A motion was made to approve the 2023-2024 268 Library General Fund Budget as Projected
1st- Trustee Dooley
2nd- Trustee Michener
Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.
6. Approve 2024-2025 268 Library General Fund Budget as Projected
A motion was made to approve the 2024-2025 268 Library General Fund Budget as Projected
1st- Trustee Michener
2nd- Trustee Dooley
Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.
7. Approve NPL @ Your Door Usage Policy (2nd draft)
A motion was made to approve NPL @ Your Door Usage Policy (2nd draft)
1st- Trustee Dooley
2nd- Trustee Michener
Discussion: Director Farkas explained with this new program library materials are mailed to homes, with the mindset to remove barriers and offer accessibility. There are 70 bags to start the program with. An interested cardholder would opt for mail service and opt out of checking out items in person at the library. This service is per individual library patron, not per household. Mail participants are always welcome to visit the library even though they are unable to check out items. Initially a staff member will be involved in applications to verify accuracy of the sign up procedure. Full marketing notices will be sent out in various community newsletters and library marketing materials. This new service will be integrated with the senior community, however, some senior communities such as Fox Run function independently with their own programs. Thank you to the Friends who financially support this program.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

Communications

- 1. 12/15/21: Email from Betsey Beaudoin, Re: Fine Free Revenue
- 2. 12/17/21: Email from: Sharon Trumpy, Re: Thank you
- 3. 12/17/21: Email from Torry Yu, WLCSD Re: Thank you

Closed Session

- 1. Library Director Mid-Year Review – January 27, 2022. Director Farkas has requested a closed session for her mid-year review.

Entering into Closed Session

A motion was made to enter closed session, the board will be back to adjourn as no further business will be discussed. (Board entered closed session at 8:03pm)

1st –Trustee Yu

2nd- Trustee Bartlett

Roll call vote to enter closed session was unanimous. 5 yes votes. Trustees Cherukuri and Wood are absent /excused.

Exiting Closed Session

Trustees returned at 8:29pm to adjourn

Adjournment

A motion was made to adjourn at 8:29 p.m.

1st— Trustee Michener

2nd— Trustee Yu

Roll Call vote to adjourn was unanimous. 5 yes votes. 0 no votes. Trustees Cherukuri and Wood are absent/excused

Brian Bartlett, Secretary

Date

Warrant 611	268 Accounts	January 2022	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 91.91
Quill		268-000.00-727.000	\$ 2,169.56
Knight Watch		268-000.00-734.000	\$ 167.55
TLN	Envision ware 1/1/22-12/31/22	268-000.00-734.000	\$ 1,509.03
Amazon	Digital Postal Scale; NPL@Your Door	268-000.00-740.000	\$ 34.99
Amazon		268-000.00-742.000	\$ 1,754.15
Barnes Noble	Raising Good Humans	268-000.00-742.000	\$ 440.50
Brodart		268-000.00-742.000	\$ 28,701.55
Center Point Large Print		268-000.00-742.000	\$ 323.96
Gale/Cengage		268-000.00-742.000	\$ 976.21
Tsai Fong Books		268-000.00-742.000	\$ 326.53
WT Cox		268-000.00-742.000	\$ 744.36
Amazon		268-000.00-742.010	\$ 486.38
Brodart		268-000.00-742.010	\$ 1,673.60
Gale/Cengage		268-000.00-742.010	\$ 60.78
Midwest Tape		268-000.00-742.010	\$ 1,298.43
Springfield Twp. Lib.		268-000.00-742.100	\$ 9.00
WT Cox		268-000.00-743.000	\$ 16,876.21
Midwest Tape		268-000.00-744.000	\$ 1,157.65
Overdrive		268-000.00-744.000	\$ 6,199.96
Baker & Taylor		268-000.00-745.200	\$ 41.86
Midwest Tape		268-000.00-745.200	\$ 1,054.11
Bank Services Charges		268-000.00-802.100	\$ 781.28
Foster Swift	thru 12/31/21	268-000.00-806.000	\$ 126.00
Rosati, Schultz	thru 12/31/21	268-000.00-806.000	\$ 644.00
RNA		268-000.00-817.000	\$ 7,548.70
AT&T		268-000.00-851.000	\$ 521.70
T Mobile		268-000.00-851.000	\$ 831.61
Tel Net		268-000.00-851.000	\$ 425.65
Verizon		268-000.00-851.000	\$ 458.01
TLN		268-000.00-855.000	\$ 17,857.73
Muniweb		268-000.00-880.000	\$ 705.00
Amazon		268-000.00-880.268	\$ 261.00
ALA		268-000.00-880.268	\$ 52.20
Anderson, Gail		268-000.00-880.268	\$ 42.39
Barnes Nobles		268-000.00-880.268	\$ 10.00
Boatman, Brooke	MLK Unity	268-000.00-880.268	\$ 100.00

Edwards, Christopher	Climate Change	268-000.00-880.268	\$ 100.00
Parrott, Aaron	MLK Unity	268-000.00-880.268	\$ 200.00
Stevenson, April		268-000.00-880.268	\$ 57.49
Millennium Business		268-000.00-900.000	\$ 369.21
Consumers Energy		268-000.00-921.000	\$ 1,868.77
DTE		268-000.00-922.000	\$ 7,327.48
City of Novi - Utility Bill	Water; Sewer	268-000.00-923.000	\$ 1,710.08
Allied Building		268-000.00-934.000	\$ 2,823.40
Allied Eagle		268-000.00-934.000	\$ 657.51
Batteries + Bulbs		268-000.00-934.000	\$ 76.32
Dalton		268-000.00-934.000	\$ 3,775.00
Grainger		268-000.00-934.000	\$ 303.17
Home Depot		268-000.00-934.000	\$ 119.97
Library Design	LLL vinyl text for sign	268-000.00-934.000	\$ 375.00
North star Mat		268-000.00-934.000	\$ 275.65
Orkin		268-000.00-934.000	\$ 69.50
Schindler	Inspection Services	268-000.00-934.000	\$ 1,379.64
Voss		268-000.00-934.000	\$ 102.50
Brien's	thru 12/28	268-000.00-941.000	\$ 2,240.00
Tru Green		268-000.00-941.000	\$ 464.52
Weingartz		268-000.00-941.000	\$ 173.94
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
Spectrum Ent. PCARD		268-000.00-801.925	\$ 57.89
Eva Sabolcik		268-000.00-956.000	\$ 28.28
Emily Brush		268-000.00-956.000	\$ 34.44
Historical Soc. Of MI	MI in Perspective Workshop	268-000.00-956.000	\$ 69.00
Petty Cash		268-000.00-956.000	\$ 18.98
TOTAL			\$121,817.18

Warrant 611	269 Account	January 2022	
Payable to	Invoice #	Account number	Account total
Amazon	donation; various titles	269-000.00-742.230	\$ 101.08
Amazon	donation; various titles	269-000.00-742.230	\$ 22.18
Amazon	iCube; laminating pouches	269-000.00-976.046	\$ 46.22
American Button	iCube; button; pendant kits	269-000.00-976.046	\$ 90.40
Matter Hackers	iCube; parts for 3-d printer, cooling fan	269-000.00-976.046	\$ 54.98
things smith	iCube; 3-d printer repair	269-000.00-976.046	\$ 199.00
US Cutter	iCube; Sublimation paper	269-000.00-976.046	\$ 135.92
TOTAL			\$ 649.78

Warrant 612	268 Accounts	March 2022	
Payable to	Invoice #	Account number	Amount
Amazon		268-000.00-727.000	\$ 25.98
Global		268-000.00-727.000	\$ 449.27
Quill		268-000.00-727.000	\$ 2,035.71
Facebook Tech.	oculus	268-000.00-734.000	\$ 19.98
OCLC	thru 2/28/23	268-000.00-734.000	\$ 670.06
Tech Logic		268-000.00-734.000	\$ 6,328.00
TelSystems		268-000.00-734.000	\$ 505.00
VMware		268-000.00-734.000	\$ 1,852.54
Amazon		268-000.00-734.500	\$ 34.65
Amazon		268-000.00-734.500	\$ 114.00
A. Rifkin	Shipping Tags	268-000.00-740.000	\$ 107.54
Demco	Clear Room Dividers w/ wheels	268-000.00-740.000	\$ 211.72
Library Design		268-000.00-740.000	\$ 156.00
Amazon		268-000.00-742.000	\$ 3,800.31
Barnes Noble		268-000.00-742.000	\$ 1,469.40
Brodart		268-000.00-742.000	\$ 11,123.84
DK Agencies LTD		268-000.00-742.000	\$ 1,650.00
Tsai Fong		268-000.00-742.000	\$ 278.10
Amazon		268-000.00-742.010	\$ 206.95
Brodart		268-000.00-742.010	\$ 680.73
Gale/Cengage		268-000.00-742.010	\$ 30.39
Library Ideas	Vox	268-000.00-744.000	\$ 517.40
Midwest Tape		268-000.00-744.000	\$ 171.96
Overdrive		268-000.00-744.000	\$ 2,221.95
Baker&Taylor		268-000.00-745.200	\$ 392.05
Midwest Tape		268-000.00-745.200	\$ 122.19
The Library Network	Tumblebook Library	268-000.00-745.300	\$ 559.30
Spectrum Ent.		268-000.00-801.925	\$ 57.89
Bank Service Charges		268-000.00-802.100	\$ 184.38
Foster Swift	Blum; Thru 1/26/22	268-000.00-806.000	\$ 714.00
Rosati, Schultz	Thru 1/31/22	268-000.00-806.000	\$ 727.00
Jay Marks and Assoc.	staff in service	268-000.00-816.000	\$ 1,000.00
Knight Technology Grp.		268-000.00-816.000	\$ 7,473.87
RNA		268-000.00-817.000	\$ 7,548.70
AT&T		268-000.00-851.000	\$ 523.05
T Mobile		268-000.00-851.000	\$ 829.70
Verizon		268-000.00-851.000	\$ 457.63

Amazon		268-000.00-880.000	\$ 37.92
MuniWeb		268-000.00-880.000	\$ 405.00
Positive Promotions		268-000.00-880.000	\$ 98.42
Amazon		268-000.00-880.268	\$ 134.93
Barnes Nobles		268-000.00-880.268	\$ 20.00
Clear Checks		268-000.00-880.268	\$ 19.99
Danielsen, Barbara		268-000.00-880.268	\$ 375.00
Discount School		268-000.00-880.268	\$ 136.22
Edward, Christopher		268-000.00-880.268	\$ 100.00
Harris, Kathryn		268-000.00-880.268	\$ 225.00
Vista Print	Business cards	268-000.00-900.000	\$ 23.99
Millennium Business		268-000.00-900.000	\$ 386.45
Woodlands Library	MI ST and Fed Labor Law Poster	268-000.00-900.000	\$ 34.00
Consumers Energy		268-000.00-921.000	\$ 2,404.72
DTE		268-000.00-922.000	\$ 7,331.77
Allied Building		268-000.00-934.000	\$ 3,540.00
Allied Eagle		268-000.00-934.000	\$ 920.66
Amazon		268-000.00-934.000	\$ 668.26
Batteries+Bulbs		268-000.00-934.000	\$ 63.44
Cintas		268-000.00-934.000	\$ 595.18
Dalton		268-000.00-934.000	\$ 1,925.00
Home Depot		268-000.00-934.000	\$ 190.00
Great Lakes Power		268-000.00-934.000	\$ 741.71
Northstar Mat		268-000.00-934.000	\$ 231.64
Brien's	snow; salt thru 1/28/22	268-000.00-941.000	\$ 3,480.00
Weingartz		268-000.00-941.000	\$ 11.99
Great Lakes Power		268-000.00-941.000	\$ 421.81
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
Novi Chamber of Comm.	Power of Mentoring	268-000.00-956.000	\$ 40.00
Sams Club		268-000.00-956.000	\$ 32.40
Skillpath	seminar; transition to supervisor	268-000.00-956.000	\$ 149.00
Petty Cash (Operating)		268-000.00-740.000	\$ 8.33
Petty Cash (Postage)		268-000.00-728.000	\$ 5.10
TOTAL			\$ 80,685.06

Warrant 612	269 Accounts	March 2022	
Payable to	Invoice #	Account number	Account total
Amazon	portable photo lighting studio	269-000.00-976.046	\$ 273.42
Amazon	tabletop small phone tripod	269-000.00-976.046	\$ 21.95
Amazon	glycerin soap ; fragrance oil	269-000.00-976.046	\$ 85.89
Amazon	Melting Milk Choc.- 2lbs	269-000.00-976.046	\$ 13.00
American Button	graphic punch; pendant kits	269-000.00-976.046	\$ 310.66
American Button	re: refund for returned pendants	269-000.00-976.046	\$ (36.00)
Petty Cash	Am. Button; Return Fee	269-000.00-976.046	\$ 12.63
TOTAL			\$ 681.55

March 14, 2022

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

Novi Library Board of Directors:

I want to start by thanking you for allowing me the opportunity to, individually, meet and work with the members of the Novi Library Board of Directors. It was good being able to spend some one-on-one time with each member. It helped in getting to know each one and each unique insight was helpful in focusing on the specific issues that are part of the larger picture. All board members were cooperative, open, and honest in offering their insights, hopes and recommendations. Clearly, each has a passion and drive for wanting to serve the Board, Novi Library staff and patrons to the best of their abilities.

As a way of leading into the core of the report, I was commissioned to conduct an objective analysis of patterns of interaction that may be hindering the Board's ability to move forward on issues that impact the operations of the Novi Library. As an oversight board, their collective efforts are needed to listen to, discuss and make recommendations to the Library Director as to the broader operational issues that impact the library. While, for the most part, this particular focus has served to maintain the consistent flow of the operations, there have been challenges, of late, that have created and foster communication patterns that have impeded on the Board's ability to engage in a wholistic governing process. Upon closer examination of the process, there appeared to be a few reoccurring themes that have disrupted the flow of communication.

1. Discussion connected to 'Juneteenth' as a holiday in the scheme of other holidays
2. The Charter mission and operation of the DE&I committee
3. The 'perceived' safety of library patrons of color
4. Miscommunication among Library Board members

I used the process of interviewing all the board members as a means of assessing the underlying causes of these issues and their individual perspective as to the communication barriers impeding movement toward problem resolution. All board members were asked a series of standard open-ended questions during an interview that lasted no longer than an hour. I was gratified by the honesty displayed by each board member and the reaffirming of their commitment and passion for serving on the Novi Library Board. What follows is the collective summary of those interviews.

There is agreement that a communication barrier casts a shadow across Board interactions, making it difficult to find consistent agreement on board issues. A large piece of the barrier is attributed to the philosophy that drives whether the primary responsibility of the Board is BROAD OVERSIGHT or Day-to-day operations. A common thread through most of the interviews suggested a return to BROAD OVERSIGHT and issue guidance for the Novi Public Library Director.

Recommendation: There is impending change taking place among board members. It is anticipated that two new members will be filling the positions being vacated by current members. Use the opportunity to clearly define the BROAD OVERVIEW perspective so that new board members can make immediate contributions as opposed to having a long learning curve that is anchored in library operations. A shared onboarding process would be a helpful way of getting at more latent communication issues among current board members.

Board members are keenly aware of critical incidents that have led to a miscommunication or lack of communication specific to 1. Safety and concern issues for patrons of color due to an incident involving racial comments by a 'patron'. The comments were about or directed toward a patron of color, seemingly, not resolved in a timely manner, 2. The recognition of Juneteenth as a staff holiday, and 3. The functional operation of the Diversity, Equity, and Inclusion (DE&I) committee. The convergence of these 3 issues have contributed to an inability for board members to communicate and be heard.

Recommendation: Misunderstandings and the unintended are at the core of most communication issues and they are compounded when race, gender, disability, or any of the diversity dimensions are factored into the equation. When bundled with an expectation of leadership, the arrow and the target are equally accountable for their reactions when seen in the larger public arena. When the structured, formal, role-centered process of interaction falls short of modeling what the public perceives, then a flexible, informal, trust building process of clearing-the-air is critical to slow removal of communication barriers. The functional operation of the DE&I committee as well as the Juneteenth are structural elements that are easily integrated into the larger organizational structure and should have a more immediate resolution. The verbal communication among board members, while a little more challenging (we're only as human as we can be), has gone viral and spiraled out into the public domain. The only question that remains for board members is, 'Do we let what has gone viral define our leadership or are we capable of modeling something better?'

One of the unfortunate results of internal issues that bog down the ability to move forward is that it is, usually, the most talked about, discussed, and overly analyzed part of the equation. This happens at the expense and recognition of the many positive activities that have been the catalyst for building and sustaining a positive reputation of community service and engagement.

Recommendation: Identify the activities and events that have been a hallmark of commitment to serving the public and use it as ‘building block’ conversations to pave the way to a better understanding of the skills and talents of board members. There is, clearly, more admiration and appreciation for the work being done by the staff and leadership of the Novi Public Library than is generally known.

A resoundingly clear thread that was woven throughout the interviews was the ‘passion and commitment’ that board members have for their work on the Novi Public Library Board. Without exception, the voices were strong in their belief for what the board represents and sincere in their commitment to serve to make it better. When trying to move past a barrier, a refocus on the core principles and values can serve as a ‘movement motivator’ in reaffirming a commitment to the mission.

This summary may, in large part, be considered or viewed as too ‘simple’ in its description, explanation and recommendations for the issues being addressed. ‘Simplicity’ would be an accurate description of addressing the surface overlay of behavioral interactions as opposed to searching for a deeper meaning. The Novi Public Library Board is sized for swift guidance around issues and personal interactions that can broaden the quality of the service being provided by staff and leadership of the Novi Public Library.

The addition of two new board members will dictate a change in the overall interactions of board members, the restoration of the DE&I committee will go a long way to solving some the current issues, the Juneteenth concern can be resolved rather quickly, and providing a ‘safe’ space for all Novi residents are BROAD OVERVIEW responses that will shape and facilitate the communication in the months ahead.

As a matter of privacy, none of the interviews were recorded to allow for the free flow of dialogue. The collective responses are discussed within the summary and this final report is the ONLY written document that captures entire process.

It has been a pleasure and an honor to have served as a facilitator and consultant for this project. I hope to have the opportunity to serve again.

Sincerely

Lee E. Meadows

Consultant

LeMeadows@comcast.net

January 2022 Library Board Student Representative Report

By: Rida Salim, Abhay Kakarla, and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The BETWEEN the Pages: Tween Book Club Trivia program was held on January 19. Guests read *Contest* by Gordon Korman and answered trivia questions relating to the book. (Attendance = 4)

The Tail Waggin' Reading Buddies program was held on January 26. It is an opportunity to provide a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 26)

Teen Space Update:

During January 2022, there were 160 guests who visited Teen Space. There was no Teen Space on January 17 and January 28.

Teen Advisory Board (TAB) Update:

The fifth TAB meeting for the 21-22 school year was held on January 21. The meeting was started with a welcome from the TAB President, Farheen. Following the welcome, teens participated in an icebreaker to help get to know each other. The teens wanted to do a virtual community service project and decided to write encouraging notes to patients at St. Jude Children's Research Hospital that could be submitted online. (Attendance = 9)

Upcoming Programs:

- Grab and Go Air Plant Terrarium – March 5
- BETWEEN the Pages: Tween Book Club Trivia – March 16 (March's title is *The First Rule of Punk* by Celia Perez.)
- Tail Waggin' Reading Buddies – March 23
- Teen Advisory Board (TAB) Meeting – March 25

Teen Stop Featured Display:

The January Teen Stop display featured young adult fiction winter themed books.



February 2022 Library Board Student Representative Report

By: Rida Salim, Abhay Kakarla, and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia program was held on February 16. Guests read *Sea in Winter* by Christine Day and answered trivia questions relating to the book. A \$10 gift card to Barnes and Noble was raffled off during the program. (Attendance = 7)

The Tail Waggin' Reading Buddies program was held on February 23. It is an opportunity to provide a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 20)

The Mad Science of Detroit: Fire and Ice program was held on February 24. This show was full of fun with amazing dry ice experiments! (Attendance = 50)

Teen Space Update:

During February 2022, there were 96 guests who visited Teen Space. There was no Teen Space on February 2-4 and February 21- 22.

Teen Advisory Board (TAB) Update:

The sixth TAB meeting for the 21-22 school year was held on February 25. The meeting started with a welcome and an icebreaker to help get to know each other. Following the welcome, information was shared about the upcoming SAT virtual proctored practice test courtesy of College Nannies, Sitters, and Tutors. Additionally, an update was provided to the teens regarding the food and apparel donation drive, in partnership with some Novi High School students that is being held in the library's lobby through March 14. We also had a guest speaker Debbie, from the Novi Community Coalition, to share information about the HOPE Photo Voice Project. A list of some teen Black History Month titles was shared with the teens as well as information about the current Teen Stop display and how to access online teen booklists on the library's website. (Attendance = 5)

Upcoming Programs:

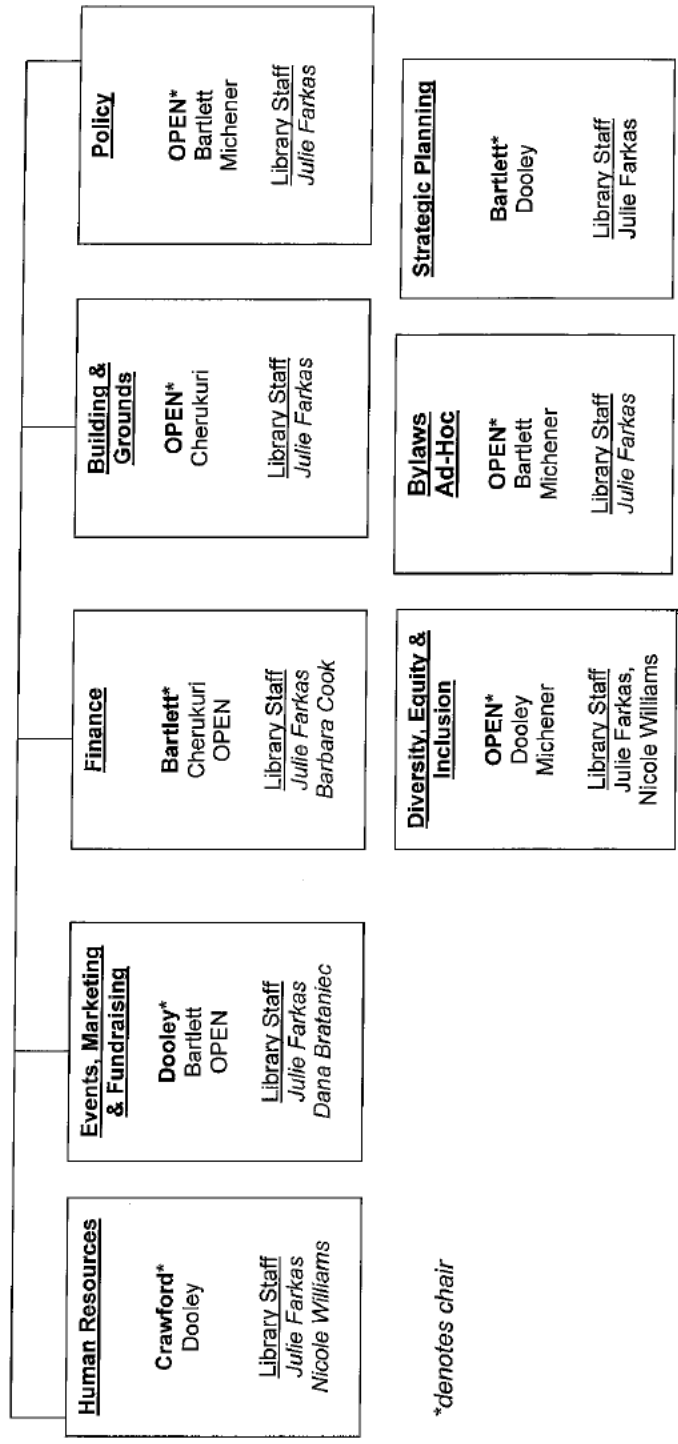
- BeTWEEN the Pages: Tween Book Club Trivia (April's title is *Rules* by Cynthia Lord) – April 13
- Tail Waggin' Reading Buddies – April 27
- TAB (Teen Advisory Board) Meeting – April 29

Teen Stop Featured Display:

In honor of Black History Month, the February Teen Stop display featured young adult fiction books written by Black authors and with Black characters. (See photo below.)



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



*denotes chair

3/20/2022 updated

2022-2023 Library Budget 268								
January 27, 2022		2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
		Approved	Audited	Approved	Yr. End	Approved	Projected	Projected
Revenues		1/23/2021	6/30/2021	1/28/2021	1/27/2022	1/27/2022	1/27/2022	1/27/2022
Account	Description							
403.000	Tax Revenue - Current Levy	2,926,658.00	2,959,058.75	3,005,458.00	3,085,760.50	3,209,191.00	3,305,467.00	3,404,631.00
403.001	Tax Revenue - Crty Chargebk	2,000.00	6,323.24	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tax Tribunal Accr	0.00	900.00	0.00	0.00	-1,000.00	-1,000.00	0.00
403.003	Tax Revenue - Brownfield 2008	-259.00	-276.15	-295.00	-295.00	0.00	0.00	0.00
403.006	Tax Revenue - Brownfield 2015	-4,500.00	-6,071.40	-10,624.00	-10,624.00	-12,749.00	-15,299.00	-18,359.00
403.008	Tax Revenue - CIA Cap 2018	0.00	-13,183.71	-24,967.00	-24,967.00	-22,538.00	-31,553.00	-41,019.00
418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
420.000	Tax Revenue - C/Y Del PPT	-6,500.00	-8,038.90	-4,900.00	-4,900.00	-5,000.00	-5,200.00	-5,200.00
508.450	Federal Grants	0.00	5,627.01	0.00	0.00	0.00	0.00	0.00
508.452	Federal Grants - COVID 19	0.00	59,143.94	0.00	0.00	0.00	0.00	0.00
567.000	State Aid	40,000.00	46,164.52	33,000.00	24,215.81	33,000.00	33,000.00	33,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	89,230.69	0.00	0.00	0.00
657.000	Library book fines	65,000.00	10,924.57	48,000.00	8,000.00	8,000.00	8,000.00	8,000.00
658.000	State penal fines	114,000.00	95,366.51	95,000.00	97,775.97	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	54,201.00	47,949.82	40,000.00	40,000.00	39,000.00	42,000.00	44,000.00
664.500	Unrealized gain(loss) invest	-20,000.00	-7,827.98	10,000.00	10,000.00	1,000.00	5,000.00	10,000.00
665.000	Miscellaneous income	14,000.00	1,063.43	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
665.100	Copier	600.00	1,700.20	1,000.00	200.00	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	3,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	4,000.00	11,243.58	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	37,000.00	0.00	25,000.00	10,000.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	3,500.00	933.91	1,500.00	200.00	1,500.00	1,500.00	1,500.00
665.404	Novi Township Assessment	6,600.00	6,847.00	7,000.00	6,970.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	6,000.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,245,300.00	3,217,848.34	3,244,172.00	3,350,566.97	3,397,404.00	3,488,915.00	3,583,553.00

2022-2023		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Expenditures								
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	971,650.00	931,050.19	983,000.00	983,000.00	1,039,792.00	1,070,986.00	1,103,116.00
704.012	COVID-19 Crisis Hazard Pay	0.00	7,500.00					
704.100	Severance/Incentive Pay	0.00	12,000.00					
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2021)	4,700.00	8,499.17	7,500.00	5,000.00	5,000.00	5,000.00	5,000.00
704.250	Final Payout	0.00	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	746,730.00	591,926.47	725,000.00	710,000.00	725,000.00	746,750.00	770,000.00
706.000	Overtime	500.00	111.61	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	131,456.00	116,389.90	132,000.00	130,000.00	135,000.00	139,100.00	143,300.00
716.000	Insurance	195,000.00	195,996.64	193,000.00	190,000.00	193,000.00	200,720.00	208,749.00
716.200	HSA - Employer Contribution	6,300.00	6,125.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-36,000.00	-36,361.13	-37,800.00	-37,800.00	-29,775.00	-30,965.00	-32,205.00
718.000	Pension DB	8,400.00	6,012.00	8,100.00	8,100.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	43,224.00	43,224.00	53,300.00	53,300.00	59,765.00	60,715.00	62,597.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	45,000.00	25,156.99	45,900.00	44,000.00	48,400.00	49,370.00	50,355.00
719.000	Unemployment Ins	0.00	3,008.04	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	4,100.00	2,666.03	2,700.00	1,800.00	1,700.00	1,800.00	1,900.00
Total Personnel Services		2,121,060.00	1,913,304.91	2,121,000.00	2,095,700.00	2,192,477.00	2,258,071.00	2,327,407.00
Supplies and Materials								
Account	Description							
727.000	Office supplies	19,000.00	11,488.89	18,000.00	15,000.00	18,000.00	18,500.00	19,000.00
728.000	Postage	1,000.00	167.35	2,000.00	500.00	2,000.00	2,050.00	2,100.00
734.000	Computer software/licensing	69,700.00	39,983.56	73,000.00	73,000.00	83,000.00	85,500.00	88,000.00
734.500	Computer supplies equip	19,800.00	7,088.93	24,300.00	133,530.69	21,000.00	31,900.00	32,800.00
740.000	Operating supplies	28,000.00	22,919.43	30,500.00	20,000.00	28,000.00	28,800.00	29,600.00
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.	5,000.00	0.00	5,000.00	5,000.00	5,000.00	5,200.00	5,400.00
741.000	Uniforms	300.00	0.00	300.00	300.00	300.00	350.00	350.00
742.000	Library Books	185,800.00	183,651.77	203,000.00	196,500.00	197,000.00	200,000.00	200,000.00
742.010	Library Books - Lending	20,000.00	18,677.92	20,000.00	17,000.00	17,000.00	17,000.00	17,000.00
742.100	Book Fines	1,100.00	265.28	1,000.00	1,000.00	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	24,000.00	20,076.93	24,000.00	24,000.00	18,000.00	18,000.00	18,000.00
744.000	Audio visual materials	115,000.00	131,158.96	129,000.00	129,000.00	136,000.00	136,000.00	136,000.00
745.200	Electronic media	46,900.00	47,025.96	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00
745.300	Electronic Resources - Online	64,000.00	63,936.47	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
Total Supplies & Materials		599,600.00	546,441.45	647,000.00	731,730.69	643,200.00	661,200.00	666,150.00

2022-2023 Library Budget 268		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Services & Charges								
Account	Description							
801.925	Public Information (cable)	500.00	672.83	500.00	700.00	700.00	700.00	700.00
802.000	Data Processing - OnBase	700.00	712.94	700.00	734.34	800.00	800.00	800.00
802.100	Bank Services	4,000.00	5,221.75	4,000.00	2,500.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	500.00	814.00	500.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,500.00	1,372.00	1,500.00	2,000.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	5,000.00	20,783.00	7,500.00	15,000.00	7,500.00	7,500.00	7,500.00
808.100	Rubbish Monthly	1,500.00	1,224.41	1,300.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	7,500.00	5,340.01	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	10,500.00	1,972.50	10,500.00	10,500.00	24,000.00	9,000.00	9,000.00
817.000	Custodial Services	50,000.00	84,097.77	93,000.00	90,000.00	90,000.00	90,000.00	90,000.00
818.000	TLN Central Services	3,500.00	3,495.00	3,500.00	3,450.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	17,500.00	26,043.29	24,000.00	24,000.00	24,000.00	24,700.00	25,400.00
855.000	TLN Automation Services	65,200.00	58,258.12	68,000.00	68,000.00	71,000.00	74,500.00	78,200.00
861.000	Gasoline and oil	1,500.00	157.33	1,500.00	400.00	500.00	550.00	600.00
862.000	Mileage	300.00	91.53	100.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	21,000.00	23,754.32	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
880.268	Library Programming	25,000.00	9,668.89	28,000.00	15,000.00	28,000.00	28,000.00	28,000.00
880.271	Adult Programming	8,000.00	0.00	8,000.00	4,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	30,000.00	6,577.85	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,500.00	12,668.00	13,000.00	14,444.00	14,500.00	14,500.00	14,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
921.000	Heat	11,000.00	10,645.77	12,000.00	12,000.00	12,000.00	12,400.00	12,700.00
922.000	Electricity	95,000.00	89,008.38	95,000.00	96,500.00	96,500.00	99,400.00	102,400.00
923.000	Water and Sewer	7,500.00	6,208.88	7,500.00	6,500.00	6,500.00	6,700.00	6,900.00
934.000	Building Maintenance	112,200.00	125,214.33	100,000.00	100,000.00	110,000.00	113,300.00	116,700.00
935.000	Vehicle Maintenance	500.00	25.31	500.00	300.00	300.00	300.00	300.00
941.000	Grounds Maint.	38,000.00	23,450.55	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00
942.000	Office Equipment Lease	8,000.00	8,309.53	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	1,300.00	291.64	400.00	300.00	400.00	400.00	400.00
956.000	Conferences & Workshops	15,000.00	4,432.75	17,000.00	8,000.00	15,000.00	17,000.00	15,000.00
Total Services & Charges		554,700.00	530,512.68	604,500.00	581,828.34	636,200.00	634,250.00	643,600.00
2022-2023 Library Budget 268		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Capital Outlay								
Account	Description							
962.000	Building Maint.							
941.000	Grounds Maint./Entrance Project							
976.000	Building Improvements/Entrance	15,000.00	0.00	0.00	0.00			
976.100	Parking lot improvements			5,000.00	10,700.00	12,500.00	125,000.00	
983.000	Vehicles - Van							
986.000	Internal Tech - AST	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Camera/Computer replacement	21,000.00	0.00	32,200.00	32,200.00	83,000.00	15,200.00	24,000.00
990.000	Furniture	17,000.00	13,774.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		111,000.00	13,774.00	37,200.00	42,900.00	95,500.00	140,200.00	24,000.00
965.269	Walker Transfer							
Total Expenditures		3,386,360.00	3,004,033.04	3,409,700.00	3,452,159.03	3,567,377.00	3,693,721.00	3,661,157.00
Total Revenues		3,245,300.00	3,217,848.34	3,244,172.00	3,350,566.97	3,397,404.00	3,488,915.00	3,583,553.00
680.000	TOTAL Fundbalance	-141,060.00	213,815.30	-165,528.00	-101,592.06	-169,973.00	-204,806.00	-77,604.00

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: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500

269 - Library Contributed Funds						
Revenues & Expenditures						
2022-2023 (as of 1-27-22)						
		2019-2020 Audited	2020-2021 Audited	2021-2022 Approved	2021-2022 Year End	2022-2023 Approved
		6/30/2020	6/30/2021	1/28/2021	1/27/2022	1/27/2022
Revenues						
Interest Income						
664.000	Interest on Investments	\$ 32,401.88	\$ 23,226.98	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	13,386.09	(2,903.80)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 20,323.18	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.036	Diversity, Equity & Inclusion			\$1,000	\$1,000	\$1,000
665.046	Makerspace (iCube)	2,030.05	-	2,000.00	-	1,000.00
665.229	Raising a Reader	-	-	2,500.00	-	1,500.00
665.230	Collections/Materials Revenue	\$ 1,347.22	\$ 1,551.67	\$ 1,000.00	\$ 1,548.97	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	2,159.85	1,000.00	1,675.00	1,000.00
665.232	Programming Revenue	3,376.43	3,471.35	5,500.00	1,500.00	1,500.00
665.233	Technology Library Revenue	50.00	-	1,500.00	-	2,500.00
665.234	Undesignated Misc. Donations	-	-	500.00	-	500.00
665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 17,182.87	\$25,000	\$ 15,723.97	\$20,000
TOTAL Revenues		\$ 62,591.67	\$ 37,506.05	\$ 47,500.00	\$ 38,223.97	\$ 42,500.00
Expenditures						
Supplies						
742.036	Diversity, Equity & Inclusion			\$1,000	\$1,000	\$1,000
742.229	Raising a Reader	2,555.86	968.70	1,000.00	500.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 986.10	\$ 500.00	\$ 500.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	13,004.00	1,586.00	15,000.00	15,000.00	34,200.00
742.232	Programming Expenditures	2,843.81	2,244.46	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	4,721.93	-	26,500.00	26,500.00	-
742.234	Undesignated Misc. Expenditures	-	182.39	500.00	500.00	500.00
742.236	Staff Recognition	764.81	15.88	1,500.00	1,500.00	1,500.00
TOTAL		\$ 24,962.88	\$ 5,983.53	\$47,000	\$46,500	\$39,700
Capital Outlay						
976.044	Auto Lending Library	\$ -	\$ 34,100.24	\$ -	\$ -	\$ 2,500.00
976.045	LED Lighting Conversion project	-	4,000.00	-	-	-
976.046	Makerspace (iCube)	6,735.84	4,746.78	11,400.00	11,400.00	3,000.00
976.140	Automated Return System					115,800.00
976.141	Main Entrance Design					10,000.00
983.000	Vehicle	-	-	-	-	-
TOTAL		\$ 6,735.84	\$ 42,847.02	\$ 11,400.00	\$ 11,400.00	\$ 131,300.00
TOTAL Expenditures		\$ 31,698.72	\$ 48,830.55	\$ 58,400.00	\$ 57,900.00	\$ 171,000.00
Beginning Fund Balance Yr. End		\$ 1,676,086.58	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,695,655.03	\$ 1,675,979.00
Revenues		62,591.67	37,506.05	47,500.00	38,223.97	42,500.00
Expenditures		(31,698.72)	(48,830.55)	(58,400.00)	(57,900.00)	(171,000.00)
NET Revenues vs. Expenditures		30,892.95	(11,324.50)	(10,900.00)	(19,676.03)	(128,500.00)
Beginning Fund Balance						
Ending Fund Balance Expected		\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,684,755.03	\$ 1,675,979.00	\$ 1,547,479.00

Notes: 21/22: Furniture for Youth/Teen 1st phase reno \$8,300 and \$6,700 upgrades; iCube advances \$11,400, \$26,000 Patron Point
22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD Collection upgrade,
Auto Lending Library \$2,500 for library card dispensing service

Financial Report for January 2022

Approved Budget for Fund 268 Fiscal Year 2021-2022

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

Approved budget for Fund 269 Fiscal Year 2021-2022

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

Revenue & Expenditure Report for Fund 268

	YTD Dec 31, 2021	YTD Jan 31, 2022	Difference
TOTAL REVENUES	\$3,315,321	\$3,318,843	\$3,522
TOTAL EXPENDITURES	\$1,544,647	\$1,782,475	\$237,828
NET OF REVENUES & EXPENDITURES	\$1,770,674	\$1,536,368	

Revenue & Expenditure Report for Fund 269

	YTD Dec 31, 2021	YTD Jan 31, 2022	Difference
TOTAL REVENUES	\$7,570	\$8,098	\$528
TOTAL EXPENDITURES	\$13,834	\$14,196	\$362
NET OF REVENUES & EXPENDITURES	(\$6,264)	(\$6,098)	

Balance Sheet Report as of January 31, 2022

The ending fund balance for Fund 268 is
\$4,031,680.89

The ending fund balance for Fund 269 is
\$1,689,556.87

Financial Report for February 2022

Approved Budget for Fund 268 Fiscal Year 2021-2022

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

Approved budget for Fund 269 Fiscal Year 2021-2022

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

Revenue & Expenditure Report for Fund 268

	YTD Jan 31, 2021	YTD Feb 28, 2022	Difference
TOTAL REVENUES	\$3,318,843	\$ 3,322,740	\$3,897
TOTAL EXPENDITURES	\$1,782,475	\$ 2,038,204	\$255,729
NET OF REVENUES & EXPENDITURES	\$1,536,368	\$1,284,536	

Revenue & Expenditure Report for Fund 269

	YTD Jan 31, 2021	YTD Feb 28, 2022	Difference
TOTAL REVENUES	\$8,098	\$9,695	\$1,597
TOTAL EXPENDITURES	\$14,196	\$16,510	\$2,314
NET OF REVENUES & EXPENDITURES	(\$6,098)	(\$6,815)	

Balance Sheet Report as of February 28, 2022

The ending fund balance for Fund 268 is
\$3,779,848.93

The ending fund balance for Fund 269 is \$1,688,839.39

02/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 01/31/2022										
% Fiscal Year Completed: 58.90										
		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	0.00	0.00	0.00	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	40.13	462.61	155.99	1,433.34	566.66	71.67
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,024.99)	(9,942.01)	60.18
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00
Property tax revenue		2,938,711.83	2,966,672.00	2,966,672.00	40.13	462.61	155.99	3,066,652.10	(99,980.10)	103.37
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
State sources		46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	89,230.69	0.00	0.00	89,230.69	(89,230.69)	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	779.53	582.13	508.05	3,883.31	1,116.69	77.67
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	0.00	0.00	0.00	71.40	928.60	7.14
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	0.00	1,391.43	0.00	5,965.31	(1,965.31)	149.13
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	1,178.04	1,898.74	1,457.46	6,341.46	18,658.54	25.37
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	0.00	0.00	0.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	48,000.00	91,188.26	3,872.30	1,965.51	118,462.17	(70,462.17)	246.80
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	576.12	466.25	406.61	5,342.94	42,657.06	11.13
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	0.00	0.00	97,775.97	(2,775.97)	102.92
Fines and forfeitures		106,291.08	143,000.00	143,000.00	576.12	466.25	406.61	103,118.91	39,881.09	72.11
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	3,394.58	0.00	0.00	16,255.51	23,744.49	40.64
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	(1,483.21)	0.00	0.00	(10,545.62)	20,545.62	(105.46)
Interest income		40,121.84	50,000.00	50,000.00	1,911.37	0.00	0.00	5,709.89	44,290.11	11.42
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	26.11	0.50	578.27	684.60	815.40	45.64
Donations		933.91	3,500.00	3,500.00	26.11	0.50	578.27	684.60	2,815.40	19.56

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	74,478.34	109,619.16	70,006.29	523,482.35	459,517.65	53.25
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	51,992.47	73,598.52	46,013.34	359,611.84	365,388.16	49.60
268-000.00-706.000	Overtime	111.61	500.00	500.00	0.00	0.00	68.33	146.41	353.59	29.28
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	9,474.26	13,814.00	8,677.61	66,170.23	65,829.77	50.13
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	17,733.14	17,348.51	978.58	102,713.90	90,286.10	53.22
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	350.00	350.00	612.50	2,537.50	3,762.50	40.28
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(3,460.81)	(3,295.64)	(3,032.92)	(21,428.38)	(16,371.62)	56.69
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	0.00	3,078.00	5,022.00	38.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	4,867.00	0.00	29,202.00	24,098.00	54.79
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	3,718.08	5,249.60	3,319.44	11,633.04	34,266.96	25.34
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	150.40	220.20	139.46	1,080.63	1,619.37	40.02
Personnel services		1,913,304.91	2,121,000.00	2,121,000.00	159,815.88	222,284.35	126,782.63	1,078,227.52	1,042,772.48	50.84
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	704.49	1,184.09	642.54	5,604.00	12,396.00	31.13
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	57.75	0.00	0.00	60.31	1,939.69	3.02
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	526.71	1,509.03	0.00	42,177.96	30,822.04	57.78
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	573.59	800.90	17.00	102,075.27	(77,775.27)	420.06
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	300.80	0.00	34.99	3,243.08	27,256.92	10.63
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	14,518.01	22,912.50	15,403.91	82,572.16	120,427.84	40.68
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	771.33	1,390.16	1,462.52	6,809.60	13,190.40	34.05
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	166.61	8.07	9.00	567.55	432.45	56.76
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	0.00	16,876.21	0.00	17,363.44	6,636.56	72.35
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	6,427.10	4,902.09	79.98	52,860.84	76,139.16	40.98
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	2,485.92	1,704.03	0.00	18,474.53	28,425.47	39.39
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	5,512.65	0.00	0.00	62,378.88	7,621.12	89.11
Supplies		546,441.45	647,000.00	647,000.00	32,044.96	51,287.08	17,649.94	394,309.62	252,690.38	60.94

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	57.89	57.89	0.00	345.91	154.09	69.18
268-000.00-802.000	Data processing	712.94	700.00	700.00	0.00	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	342.79	888.49	184.38	2,503.65	1,496.35	62.59
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	0.00	1,351.00	149.00	90.07
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	1,714.00	770.00	0.00	10,215.00	(2,715.00)	136.20
268-000.00-808.000	Rubbish	0.00	0.00	0.00	0.00	(26.27)	0.00	(26.27)	26.27	100.00
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	208.00	0.00	0.00	5,612.45	1,887.55	74.83
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	0.00	1,465.00	0.00	5,555.00	4,945.00	52.90
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	7,288.40	6,767.80	0.00	43,503.70	49,496.30	46.78
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	26,043.29	24,000.00	24,000.00	2,972.46	2,188.61	778.61	13,786.84	10,213.16	57.45
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	0.00	(2,120.11)	16,358.15	46,490.64	21,509.36	68.37
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	36.55	45.09	0.00	215.08	1,284.92	14.34
268-000.00-862.000	Mileage	91.53	100.00	100.00	0.00	0.00	0.00	88.60	11.40	88.60
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	2,816.46	1,677.50	0.00	8,264.85	15,735.15	34.44
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	1,052.59	383.41	1,057.20	7,160.54	20,839.46	25.57
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	431.51	486.28	369.21	3,126.84	24,873.16	11.17
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	0.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	448.29	877.29	0.00	2,416.14	9,583.86	20.13
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	7,186.87	7,458.62	0.00	48,333.11	46,666.89	50.88
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	0.00	1,710.08	0.00	3,420.16	4,079.84	45.60
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	11,713.16	12,203.60	4,535.01	55,208.14	44,791.86	55.21
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	0.00	456.85	456.85	43.15	91.37
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	3,094.25	3,967.10	464.52	16,249.08	22,750.92	41.66
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	3,905.64	4,094.36	48.82
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	174.65	225.35	43.66
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	0.00	35.62	62.72	2,207.34	14,792.66	12.98
Other services and charges										
		530,512.68	604,500.00	604,500.00	40,039.11	39,511.89	24,942.54	299,238.28	305,261.72	49.50
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		13,774.00	37,200.00	37,200.00	0.00	0.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury										
		213,815.30	(165,528.00)	(165,528.00)	(138,157.96)	(308,281.66)	(166,268.73)	1,536,368.06	(1,701,896.06)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,217,848.34	3,244,172.00	3,244,172.00	93,741.99	4,801.66	3,106.38	3,318,843.48	(74,671.48)	(928.16)
TOTAL EXPENDITURES		3,004,033.04	3,409,700.00	3,409,700.00	231,899.95	313,083.32	169,375.11	1,782,475.42	1,627,224.58	(928.16)
NET OF REVENUES & EXPENDITURES		213,815.30	(165,528.00)	(165,528.00)	(138,157.96)	(308,281.66)	(166,268.73)	1,536,368.06	(1,701,896.06)	(928.16)

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	1,252.19	0.00	0.00	7,248.66	19,751.34	26.85
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	(547.13)	0.00	0.00	(3,724.21)	(775.79)	82.76
Interest income										
		20,323.18	22,500.00	22,500.00	705.06	0.00	0.00	3,524.45	18,975.55	15.66
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	1,523.97	25.00	50.00	1,598.97	(598.97)	159.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	275.00	0.00	0.00	1,675.00	(675.00)	167.50
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	0.00	0.00	50.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	250.00	250.00	250.00	50.00
269-000.00-665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations										
		17,182.87	25,000.00	25,000.00	1,798.97	25.00	350.00	4,573.97	20,426.03	18.30
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	0.00	384.05	0.00	515.54	484.46	51.55
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	0.00	123.26	123.26	376.74	24.65
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	0.00	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	360.59	(105.00)	0.00	1,344.47	155.53	89.63
Supplies										
		5,983.53	47,000.00	47,000.00	360.59	279.05	123.26	12,466.11	34,533.89	26.52
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	433.61	7.31	40.22	1,730.47	9,669.53	15.18
Capital outlay										
		42,847.02	11,400.00	11,400.00	433.61	7.31	40.22	1,730.47	9,669.53	15.18
Net - Dept 000.00 - treasury										
		(11,324.50)	(10,900.00)	(10,900.00)	1,709.83	(261.36)	186.52	(6,098.16)	(4,801.84)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		37,506.05	47,500.00	47,500.00	2,504.03	25.00	350.00	8,098.42	39,401.58	55.95
TOTAL EXPENDITURES		48,830.55	58,400.00	58,400.00	794.20	286.36	163.48	14,196.58	44,203.42	55.95
NET OF REVENUES & EXPENDITURES		(11,324.50)	(10,900.00)	(10,900.00)	1,709.83	(261.36)	186.52	(6,098.16)	(4,801.84)	55.95
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,291,672.00	96,246.02	4,826.66	3,456.38	3,326,941.90	(35,269.90)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,468,100.00	232,694.15	313,369.68	169,538.59	1,796,672.00	1,671,428.00	
NET OF REVENUES & EXPENDITURES		202,490.80	(176,428.00)	(176,428.00)	(136,448.13)	(308,543.02)	(166,082.21)	1,530,269.90	(1,706,697.90)	

03/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 02/28/2022										
% Fiscal Year Completed: 66.58										
		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	DEC 2021	JAN 2022	FEB 2022	02/28/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	0.00	0.00	0.00	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	462.61	(237.23)	0.00	1,040.12	959.88	52.01
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,024.99)	(9,942.01)	60.18
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00
Property tax revenue		2,938,711.83	2,966,672.00	2,966,672.00	462.61	(237.23)	0.00	3,066,258.88	(99,586.88)	103.36
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
State sources		46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	89,230.69	(89,230.69)	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	582.13	508.05	439.97	4,323.28	676.72	86.47
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	0.00	0.00	13.01	84.41	915.59	8.44
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	1,391.43	0.00	1,106.97	7,072.28	(3,072.28)	176.81
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	1,898.74	1,457.46	2,054.13	8,395.59	16,604.41	33.58
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	0.00	0.00	0.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	48,000.00	3,872.30	1,965.51	3,614.08	122,076.25	(74,076.25)	254.33
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	466.25	406.61	675.58	6,018.52	41,981.48	12.54
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	0.00	0.00	97,775.97	(2,775.97)	102.92
Fines and forfeitures		106,291.08	143,000.00	143,000.00	466.25	406.61	675.58	103,794.49	39,205.51	72.58
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	0.00	0.00	0.00	16,255.51	23,744.49	40.64
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	0.00	0.00	0.00	(10,545.62)	20,545.62	(105.46)
Interest income		40,121.84	50,000.00	50,000.00	0.00	0.00	0.00	5,709.89	44,290.11	11.42
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	0.50	578.27	0.00	684.60	815.40	45.64
Donations		933.91	3,500.00	3,500.00	0.50	578.27	0.00	684.60	2,815.40	19.56

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	DEC 2021	JAN 2022	FEB 2022	02/28/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	109,619.16	70,006.29	68,228.00	591,710.35	391,289.65	60.19
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	73,598.52	46,013.34	46,863.09	406,474.93	318,525.07	56.07
268-000.00-706.000	Overtime	111.61	500.00	500.00	0.00	68.33	437.28	583.69	(83.69)	116.74
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	13,814.00	8,677.61	8,654.54	74,824.77	57,175.23	56.69
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	15,142.83	20,250.14	16,786.01	136,565.79	56,434.21	70.76
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	350.00	612.50	0.00	2,537.50	3,762.50	40.28
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(3,295.64)	(3,032.92)	(2,736.96)	(24,165.34)	(13,634.66)	63.93
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	0.00	0.00	3,078.00	5,022.00	38.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	0.00	0.00	29,202.00	24,098.00	54.79
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	5,249.60	3,319.44	3,234.87	14,867.91	31,032.09	32.39
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	220.20	139.46	138.54	1,219.17	1,480.83	45.15
Personnel services										
		1,913,304.91	2,121,000.00	2,121,000.00	220,078.67	146,054.19	141,605.37	1,236,898.77	884,101.23	58.32
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	1,184.09	1,914.90	1,753.40	8,629.76	9,370.24	47.94
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	0.00	0.00	5.10	65.41	1,934.59	3.27
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	1,509.03	0.00	6,492.15	48,670.11	24,329.89	66.67
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	800.90	17.00	144.20	102,219.47	(77,919.47)	420.66
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	0.00	(1,629.98)	376.05	1,954.16	28,545.84	6.41
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	22,912.50	22,601.08	14,252.49	104,021.82	98,978.18	51.24
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	2,136.83	1,718.60	918.07	8,730.42	11,269.58	43.65
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	8.07	9.00	0.00	567.55	432.45	56.76
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	16,876.21	0.00	0.00	17,363.44	6,636.56	72.35
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	5,292.94	2,668.49	2,911.31	58,751.51	70,248.49	45.54
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	2,198.08	307.15	122.19	19,397.92	27,502.08	41.36
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	0.00	0.00	559.30	62,938.18	7,061.82	89.91
Supplies										
		546,441.45	647,000.00	647,000.00	52,918.65	27,606.24	27,534.26	433,431.75	213,568.25	66.99

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	DEC 2021	JAN 2022	FEB 2022	02/28/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	57.89	57.89	0.00	403.80	96.20	80.76
268-000.00-802.000	Data processing	712.94	700.00	700.00	0.00	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	888.49	184.38	0.00	2,503.65	1,496.35	62.59
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	98.00	1,449.00	51.00	96.60
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	770.00	1,441.00	0.00	11,656.00	(4,156.00)	155.41
268-000.00-808.000	Rubbish	0.00	0.00	0.00	(26.27)	0.00	0.00	(26.27)	26.27	100.00
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	0.00	0.00	0.00	5,612.45	1,887.55	74.83
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	3,590.00	5,123.87	1,000.00	13,803.87	(3,303.87)	131.47
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	6,767.80	7,548.70	7,548.70	58,601.10	34,398.90	63.01
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	26,043.29	24,000.00	24,000.00	2,188.61	1,729.11	776.70	15,514.04	8,485.96	64.64
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	(2,120.11)	16,358.15	0.00	46,490.64	21,509.36	68.37
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	45.09	0.00	0.00	215.08	1,284.92	14.34
268-000.00-862.000	Mileage	91.53	100.00	100.00	0.00	0.00	0.00	88.60	11.40	88.60
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	1,677.50	0.00	742.92	9,007.77	14,992.23	37.53
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	383.41	1,067.20	1,071.03	8,241.57	19,758.43	29.43
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	486.28	369.21	420.45	3,547.29	24,452.71	12.67
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	0.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	877.29	1,671.00	0.00	4,087.14	7,912.86	34.06
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	7,458.62	7,327.48	7,331.77	62,992.36	32,007.64	66.31
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	1,710.08	0.00	0.00	3,420.16	4,079.84	45.60
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	12,273.10	6,796.62	5,929.10	63,468.35	36,531.65	63.47
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	456.85	0.00	456.85	43.15	91.37
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	3,967.10	4,118.46	11.99	19,915.01	19,084.99	51.06
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	4,556.58	3,443.42	56.96
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	199.60	200.40	49.90
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	35.62	131.72	18.98	2,295.32	14,704.68	13.50
Other services and charges										
		530,512.68	604,500.00	604,500.00	41,706.39	55,057.53	25,625.53	357,173.30	247,326.70	59.09
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		13,774.00	37,200.00	37,200.00	0.00	0.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury										
		213,815.30	(165,528.00)	(165,528.00)	(309,902.05)	(226,004.80)	(190,475.50)	1,284,536.10	(1,450,064.10)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,217,848.34	3,244,172.00	3,244,172.00	4,801.66	2,713.16	4,289.66	3,322,739.92	(78,567.92)	(776.02)
TOTAL EXPENDITURES		3,004,033.04	3,409,700.00	3,409,700.00	314,703.71	228,717.96	194,765.16	2,038,203.82	1,371,496.18	(776.02)
NET OF REVENUES & EXPENDITURES		213,815.30	(165,528.00)	(165,528.00)	(309,902.05)	(226,004.80)	(190,475.50)	1,284,536.10	(1,450,064.10)	(776.02)

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	DEC 2021	JAN 2022	FEB 2022	02/28/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	0.00	0.00	0.00	7,248.66	19,751.34	26.85
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(3,724.21)	(775.79)	82.76
Interest income		20,323.18	22,500.00	22,500.00	0.00	0.00	0.00	3,524.45	18,975.55	15.66
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	25.00	50.00	0.00	1,598.97	(598.97)	159.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	0.00	0.00	96.35	1,771.35	(771.35)	177.14
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	1,500.00	1,500.00	4,000.00	27.27
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	0.00	50.00	0.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	250.00	0.00	250.00	250.00	50.00
269-000.00-665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		17,182.87	25,000.00	25,000.00	25.00	350.00	1,596.35	6,170.32	18,829.68	24.68
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	100.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	384.05	0.00	0.00	515.54	484.46	51.55
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	123.26	427.64	550.90	(50.90)	110.18
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	0.00	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	(105.00)	0.00	0.00	1,344.47	155.53	89.63
Supplies		5,983.53	47,000.00	47,000.00	279.05	123.26	1,427.64	13,893.75	33,106.25	29.56
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	7.31	520.52	405.89	2,616.66	8,783.34	22.95
Capital outlay		42,847.02	11,400.00	11,400.00	7.31	520.52	405.89	2,616.66	8,783.34	22.95
Net - Dept 000.00 - treasury		(11,324.50)	(10,900.00)	(10,900.00)	(261.36)	(293.78)	(237.18)	(6,815.64)	(4,084.36)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		37,506.05	47,500.00	47,500.00	25.00	350.00	1,596.35	9,694.77	37,805.23	62.53
TOTAL EXPENDITURES		48,830.55	58,400.00	58,400.00	286.36	643.78	1,833.53	16,510.41	41,889.59	62.53
NET OF REVENUES & EXPENDITURES		(11,324.50)	(10,900.00)	(10,900.00)	(261.36)	(293.78)	(237.18)	(6,815.64)	(4,084.36)	62.53
TOTAL REVENUES - ALL FUNDS		3,255,354.39	3,291,672.00	3,291,672.00	4,826.66	3,063.16	5,886.01	3,332,434.69	(40,762.69)	
TOTAL EXPENDITURES - ALL FUNDS		3,052,863.59	3,468,100.00	3,468,100.00	314,990.07	229,361.74	196,598.69	2,054,714.23	1,413,385.77	
NET OF REVENUES & EXPENDITURES		202,490.80	(176,428.00)	(176,428.00)	(310,163.41)	(226,298.58)	(190,712.68)	1,277,720.46	(1,458,484.46)	

02/10/2022	BALANCE SHEET FOR CITY OF NOVI		
	As of 01/31/2022		
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(143,051.10)	
268-000.00-017.000	Investments - Pooled	4,209,436.08	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	47,346.67	
	Total Assets	4,114,731.65	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	65,570.18	
268-000.00-215.200	Unemployment insurance liability	4,880.58	
268-000.00-259.702	Accrued liabilities-tax	12,600.00	
	Total Liabilities	83,050.76	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,495,312.83	
	Total Fund Balance	2,495,312.83	
	Beginning Fund Balance	2,495,312.83	
	Net of Revenues VS Expenditures	1,536,368.06	
	Ending Fund Balance	4,031,680.89	
	Total Liabilities And Fund Balance	4,114,731.65	

Fund 269 - LIBRARY CONTRIBUTION FUND 269				
*** Assets ***				
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	26,758.90		
269-000.00-017.000	Investments - Pooled	1,695,717.45		
	Total Assets	1,722,476.35		
*** Liabilities ***				
269-000.00-202.000	Accounts payable	169.48		
269-000.00-202.100	Accounts Payable - Manual	32,750.00		
	Total Liabilities	32,919.48		
*** Fund Balance ***				
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81		
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31		
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13		
269-000.00-390.232	Fund Balance Programming	31,155.95		
269-000.00-390.233	Fund BalanceTechnology Library	(13,403.17)		
	Total Fund Balance	1,695,655.03		
	Beginning Fund Balance	1,695,655.03		
	Net of Revenues VS Expenditures	(6,098.16)		
	Ending Fund Balance	1,689,556.87		
	Total Liabilities And Fund Balance	1,722,476.35		

03/10/2022

BALANCE SHEET FOR CITY OF NOVI

AS Of 02/28/2022

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(233,092.13)
268-000.00-017.000	Investments - Pooled	4,044,436.08
268-000.00-018.000	Cash on hand	1,000.00
268-000.00-020.000	Current taxes receivable	46,906.07
	Total Assets	3,859,250.02
*** Liabilities ***		
268-000.00-202.000	Accounts payable	61,920.51
268-000.00-215.200	Unemployment insurance liability	4,880.58
268-000.00-259.702	Accrued liabilities-tax	12,600.00
	Total Liabilities	79,401.09
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,495,312.83
	Total Fund Balance	2,495,312.83
	Beginning Fund Balance	2,495,312.83
	Net of Revenues VS Expenditures	1,284,536.10
	Ending Fund Balance	3,779,848.93
	Total Liabilities And Fund Balance	3,859,250.02

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(5,043.53)
269-000.00-017.000	Investments - Pooled	1,695,717.45
	Total Assets	1,690,673.92
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,834.53
	Total Liabilities	1,834.53
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13
269-000.00-390.232	Fund Balance Programming	31,155.95
269-000.00-390.233	Fund BalanceTechnology Library	(13,403.17)
	Total Fund Balance	1,695,655.03
	Beginning Fund Balance	1,695,655.03
	Net of Revenues VS Expenditures	(6,815.64)
	Ending Fund Balance	1,688,839.39
	Total Liabilities And Fund Balance	1,690,673.92

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for March 2022

• Jolanta Borek	Support Services	15 years
• Maryann Zurmuehlen	Support Services	11 years
• Jean Aldrich	Support Services	6 years
• Hillary Hentschel	Information Services	5 years
• Anna Jakubiec	Support Services	1 year

Staff Anniversaries (Years of Service) for April 2022

- No staff currently hired in the month of April

Community Read 2022

The Neighborhood Library Association (NLA) has announced the pick for the 2022 Community Reads program: *Firekeeper's Daughter* by Angeline Boulley! 50 copies of the book are available on the 1st Floor. We will be hosting Angeline Boulley in-person for a presentation and book discussion on Monday, May 9 at 7pm. If guests would like to register, they can visit novilibrary.org or go to <https://novilibrary.evanced.info/signup/EventDetails?EventId=23875>.

12th ANNUAL NLA COMMUNITY READS

FIREKEEPER'S DAUGHTER

ANGELINE BOULLEY

May 9, 2022
7:00 PM
NOVI PUBLIC LIBRARY

Join us for a presentation and book discussion with Michigan author, Angeline Boulley, on her groundbreaking debut novel, *Firekeeper's Daughter*.

As a biracial, unenrolled tribal member and the product of a scandal, Daunis Fontaine has never quite fit in—both in her hometown and on the nearby Ojibwe reservation. When her family is struck by tragedy, Daunis puts her dreams on hold to care for her fragile mother. The only bright spot is meeting Jamie, the charming new recruit on her brother's hockey team.

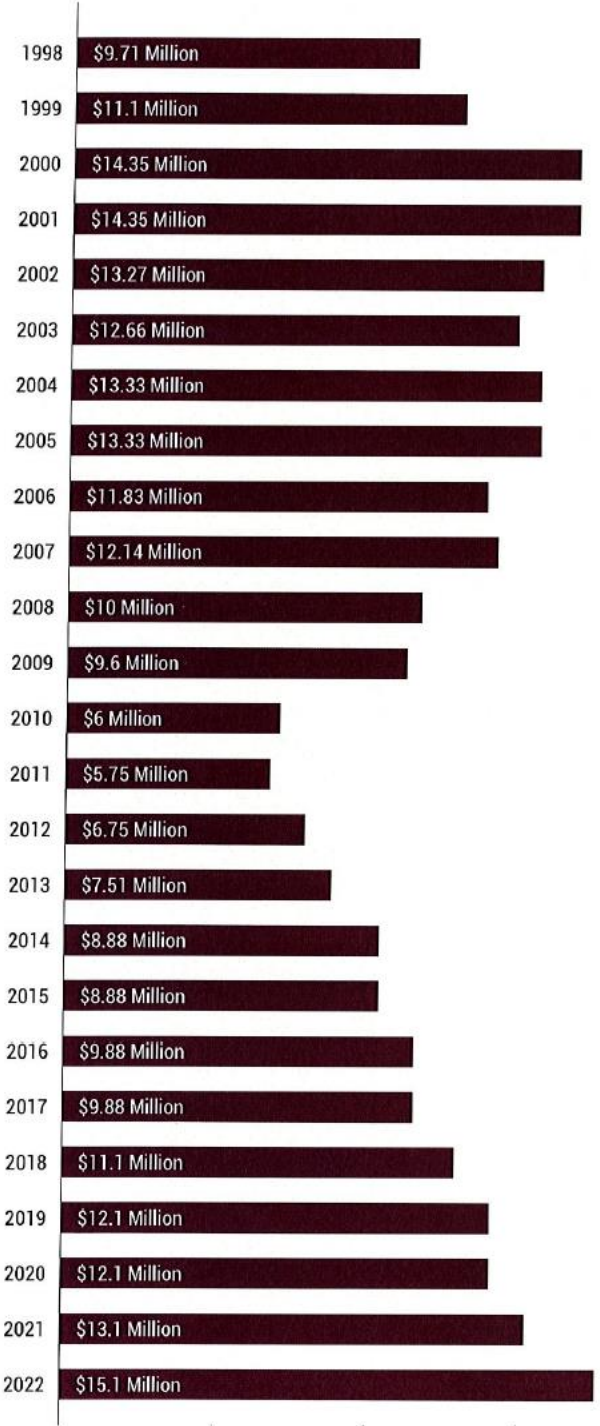
After Daunis witnesses a shocking murder that thrusts her into a criminal investigation, she agrees to go undercover. But the deceptions—and deaths—keep piling up and soon the threat strikes too close to home. How far will she go to protect her community if it means tearing apart the only world she's ever known?

REGISTRATION IS REQUIRED AT:
novilibrary.org

VISIT OUR WEBSITE FOR MORE DETAILS
nlacommunityreads.weebly.com

Logos at the bottom: Covington Township Library, LTPL, Northville District Library, Novi Public Library, SSLDL, Called Laity Library, WP.

State Aid to Libraries in Michigan (1998-2022) in millions of dollars



DEI Staff Committee Meeting

February 1, 2022

Host: Bill Bembeneck

- I. What have the committee members been up to? (Reports, Updates, Events)
 - A. Maryann.
 1. 596 library cards were given out to all schools in Novi including employees. Meadows received 142. Special thank you to Kim Swejkoski for her efforts in preparation.
 2. Outreach to Rose Center, Anthology and the Lakeshore Park event did not gain any new library cards.
 3. Just a note. Fox Run visitors are transported to the library during the month.
 4. Novi Public Library at Your Door Program is for guests that cannot come into the library. They request items (books, DVD's, audio books etc.) from librarians, which are mailed back to the guest. Guests must commit to being in the program for four weeks. They may use library resources if they visit the library, but are unable to check things out while in the program.
 - B. Nicole.
 1. Nine DEI trainings have been offered to staff as of Feb. 1, 2022. Four trainings have been face to face.
 2. Staff have shown "exceptional reception" to these trainings. Staff have provided insightful reflections in their reports.
 3. Reminder: Purpose of these trainings is "to improve customer service based on diversity in our community".
 4. Trainings in the future:
 - a. Japanese culture—history—customs—communication February 17
 - b. TLN series Cultivating Cultures of Belonging #2 February 23. #3 March 16. Time: 10:30-12:00.
 - c. Training on the hearing impaired culture.
 - d. Training on sign language.
 - e. Training focused upon Native American culture in April.
 - f. Training focused upon the Muslim culture and religion in May.
 - g. Training focused upon "the area on aging in June.
 - C. Dana.
 1. Patron Point is scheduled to begin in March. Guests may sign up for and renew library cards.
 2. Dana, working with April are preparing schedules for paintings, drawings and other art work that can be done on canvas. These will be on display in June through August of 2022.
 3. The Historical Society is hosting a program entitled "Anti Slavery and Underground Railroad in Michigan. This program is scheduled for February 23.
 - D. Gail.
 1. Martin Luther King Day Unity Program was "very inspirational".
 2. Gail's notes on the MLK Day Unity Program:

The MLK Unity event is probably one of the library's most motivational examples of "Inspire", one of NPL's motto words. Our live virtual attendance was 97. The social media views are just over 200. This event focused on the unity we can bring throughout the Novi community and beyond. Participants included civic and community leaders, law enforcement, students, school faculty, NPL trustees, Novi residents, and more. The purpose was to come together to express what unity means, the impact of "I Have a Dream," and the theme "Better United Than Divided." We also had live representation from India (a former 35 year resident of Novi) as one of the speakers. We had phenomenal music including a steel pan and keyboard musician who played "Glory", and a powerful young vocalist who sung one of Dr. King's favorite hymns "Precious Lord." This event can be found on NPL Facebook and YouTube.
 - E. Sarah.
 1. Pride & Joy may resume their meetings in June.
 2. Family Resource Kits. This project has been given to Sarah by April. A workbook will circulate among the Staff Committee before being made available to the public. The workbook is entitled "Kids Can Help End Racism". Kits will be available in March of 2022.
 3. Sarah's statement on the Family Resource Kits.

The aims of the Family Discussion Kits are to celebrate diverse voices and to help facilitate family discussions about racial equity, identity, and justice. Included in the kits are discussion questions for recommended books, further recommended reading, and activities and other resources to help parents talk with their children about various topics related to race, identity, and equity. The kits intended for children aged 4-7 and their families are broken down into 4 topics: Identity & Belonging, Immigration & Refugees, Joy & Self-Love, and Solidarity & Activism. The kits intended for children aged 8-11 are broken down into 4 similar topics: Identity & Belonging, Immigration & Refugees, Justice & Systemic Racism, and Solidarity & Activism. Starting in March, these discussion kits will be placed out on the lobby tables, free for anyone to take. There will be a display of books related to these discussion topics next to the kits for guests to check out.

F. Julie.

1. Plans to visit the SRI Venkateswara Temple are continuing. Julie is working with Nicole on potential dates.
2. Agenda for the March 11 Staff In -Service Day basically consists of morning instruction with Dr. Marks, lunch, an ALICE review with our Police Department and closing out the afternoon with departmental meetings.
3. There are no DEI related updates from the Library Board of Directors.
4. Our committee gave preliminary responses to the DEI Scorecard. Further work is scheduled for the next meeting.

Submitted to the Staff DEI Committee by
Bill Bembeneck 2/9/2022

Next meeting is scheduled for Tuesday, March 1 at 3:00 pm

Host for the next meeting is Bill Bembeneck

DEI Staff Committee Meeting Minutes – 3/1/2022

Bill Bembeneck – Host

A. Updates

1. Shannon. Japanese dolls are displayed in the display case. This display has generated much interest.
2. Maryanne. The NPL At Your Door launch is set for Monday, March 28, 2022.
3. Nicole. Involved with various interviews
 - a. The latest webinar was on Understanding Japanese Culture. Good feedback was received.
 - b. An updated calendar will be sent out soon containing other webinars.
 - c. A change is coming concerning the webinars. Staff will select one webinar of their own choosing.
 - d. Nicole is looking into webinars on how to build resilience in the workplace.
4. Sarah. Family book discussion kits have been assembled and are on display in the lobby.
5. Dana. Amy C. is involved with the Caring Community. Updated information is provided and a multitude of services is given. Julie demonstrated the link on the Novi website for this service.

B. Question.

What does equity look like in a practical setting?

Bill began with a scenario of a senior unable to meet the requirement of lifting 50lbs or pushing 500lbs. A discussion followed including the following thoughts.

1. Equity means to provide the tools to place all on the same level.
2. In a similar vein, Opportunities and resources should be provide to get the same outcome.
3. A statement was made that if a person is unable to do the job when the tools and opportunities are provided, then this may not be the job for them.
4. Equity includes listening to others. Libraries are open door for others in the community. Some members of the community may not feel represented. In that case, steps of action need to take place to help them feel included.
5. The discussion then turned to statements on including the deaf culture.

C. Scorecard.

Julie led this part of the meeting.

Julie's question, why did you score the scorecard the way you scored it? Julie gave us a copy of the scorecard as it was scored by the committee members. A discussion followed.

1. Nicole made a statement that embeddedness of DEI is the umbrella. All of the other points on the scorecard line up under this umbrella.
2. I did not capture too many reasons the members gave for scoring the way they scored. The discussion seemed to move around getting to understand the terms better and especially for the committee members before introducing the scorecard to the library staff—which is a future desire for Julie.
3. The discussion moved to launching the DEI committee on March 11, at the in-service day before the library staff. In August, the DEI committee will present itself with a fuller understanding of the DEI initiatives to the library staff at the in-service day.
4. Final thought. We need to define diversity and not limit it to only race.
5. DEI is the way to do business

Submitted by Bill Bembeneck 3/5/2022

Staff In-Service – March 11, 2022

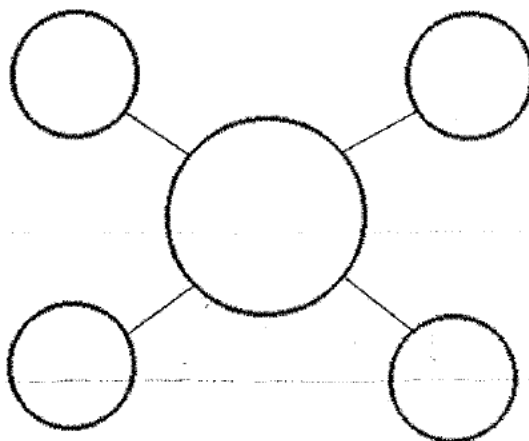
Worksheets presented to staff during the March 11, 2022 In-Service pertaining to DEI. Unfortunately, due to time constraints, Director Farkas did not get a chance to introduce the many committee members that are actively participating in 8 committees at NPL. A follow-up correspondence was sent to all staff to thank members for their engagement.

Circles of My Multicultural Self-Handout

This activity highlights the multiple dimensions of our identities. It addresses the importance of individuals self-defining their identities and challenging stereotypes.

Directions:

Place your name in the center circle of the structure below. Write an important aspect of your identity in each of the satellite circles -- an identifier or descriptor that you feel is important in defining you. This can include anything: Asian American, female, mother, athlete, educator, brother, Christian, scientist, or any descriptor with which you identify.



1. Share a story about a time you were especially “proud”, “included” or “respected” in relation to one of the descriptors you used above.
2. Share a story about a time it was especially “painful”, “excluded” or “disrespected” in relation to one of the descriptors you used above.
3. Name a stereotype associated with one of the groups with which you identify that is NOT consistent with whom you are.

Fill in the following sentence:

I am (a/an) _____ but I am NOT (a/an) _____.

Office of Human Relations Programs
University of Maryland, College Park

Tool: Recognizing Microaggressions and the Messages They Send

Microaggressions are the everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, that communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership (from *Diversity in the Classroom, UCLA Diversity & Faculty Development, 2014*). The first step in addressing microaggressions is to recognize when a microaggression has occurred and what message it may be sending. The context of the relationship and situation is critical. Below are common themes to which microaggressions attach.

THEMES	MICROAGGRESSION EXAMPLES	MESSAGE
Alien in One's Own Land When Asian Americans, Latino Americans and others who look different or are named differently from the dominant culture are assumed to be foreign-born	<ul style="list-style-type: none"> "Where are you from or where were you born?" "You speak English very well." "What are you? You're so interesting looking!" A person asking an Asian American or Latino American to teach them words in their native language. Continuing to mispronounce the names of students after students have corrected the person time and time again. Not willing to listen closely and learn the pronunciation of a non-English based name. 	You are not a true American. You are a perpetual foreigner in your own country. Your ethnic/racial identity makes you exotic.
Ascription of Intelligence Assigning intelligence to a person of color or a woman based on his/her race/gender	<ul style="list-style-type: none"> "You are a credit to your race." "Wow! How did you become so good in math?" To an Asian person, "You must be good in math, can you help me with this problem?" To a woman of color: "I would have never guessed that you were a scientist." 	People of color are generally not as intelligent as Whites. All Asians are intelligent and good in math/science. It is unusual for a woman to have strong mathematical skills.
Color Blindness Statements that indicate that a White person does not want to or need to acknowledge race.	<ul style="list-style-type: none"> "When I look at you, I don't see color." "There is only one race, the human race." "America is a melting pot." "I don't believe in race." Denying the experiences of students by questioning the credibility /validity of their stories. 	Assimilate to the dominant culture. Denying the significance of a person of color's racial/ethnic experience and history. Denying the individual as a racial/cultural being.
Criminality/Assumption of Criminal Status A person of color is presumed to be dangerous, criminal, or deviant based on his/her race.	<ul style="list-style-type: none"> A White man or woman clutches his/her purse or checks wallet as a Black or Latino person approaches. A store owner following a customer of color around the store. Someone crosses to the other side of the street to avoid a person of color. While walking through the halls of the Chemistry building, a professor approaches a post-doctoral student of color to ask if she/he is lost, making the assumption that the person is trying to break into one of the labs. 	You are a criminal. You are going to steal/you are poor, you do not belong. You are dangerous.
Denial of Individual Racism/Sexism/Heterosexism A statement made when bias is denied.	<ul style="list-style-type: none"> "I'm not racist. I have several Black friends." "As a woman, I know what you go through as a racial minority." To a person of color: "Are you sure you were being followed in the store? I can't believe it." 	I could never be racist because I have friends of color. Your racial oppression is no different than my gender oppression. I can't be a racist. I'm like you. Denying the personal experience of individuals who experience bias.
Myth of Meritocracy Statements which assert that race or gender does not play a role in life successes, for example in issues like faculty demographics.	<ul style="list-style-type: none"> "I believe the most qualified person should get the job." "Of course he'll get tenure, even though he hasn't published much—he's Black!" "Men and women have equal opportunities for achievement." "Gender plays no part in who we hire." "America is the land of opportunity." "Everyone can succeed in this society, if they work hard enough." "Affirmative action is racist." 	People of color are given extra unfair benefits because of their race. The playing field is even so if women cannot make it, the problem is with them. People of color are lazy and/or incompetent and need to work harder.

Adapted from Sue, Derald Wing, *Microaggressions in Everyday Life: Race, Gender and Sexual Orientation*, Wiley & Sons, 2010.

Tool: Recognizing Microaggressions and the Messages They Send

THEMES	MICROAGGRESSION	MESSAGE
<p>Pathologizing Cultural Values/Communication Styles The notion that the values and communication styles of the dominant/White culture are ideal/"normal".</p>	<ul style="list-style-type: none"> • To an Asian, Latino or Native American: <i>"Why are you so quiet? We want to know what you think. Be more verbal."</i> <i>"Speak up more."</i> • Asking a Black person: <i>"Why do you have to be so loud/animated? Just calm down."</i> • <i>"Why are you always angry?"</i> anytime race is brought up in the classroom discussion. • Dismissing an individual who brings up race/culture in work/school setting. 	<p>Assimilate to dominant culture.</p> <p>Leave your cultural baggage outside. There is no room for difference.</p>
<p>Second-Class Citizen Occurs when a target group member receives differential treatment from the power group; for example, being given preferential treatment as a consumer over a person of color.</p>	<ul style="list-style-type: none"> • Faculty of color mistaken for a service worker. • Not wanting to sit by someone because of his/her color. • Female doctor mistaken for a nurse. • Being ignored at a store counter as attention is given to the White customer. • Saying <i>"You people..."</i> • An advisor assigns a Black post-doctoral student to escort a visiting scientist of the same race even though there are other non-Black scientists in this person's specific area of research. • An advisor sends an email to another work colleague describing another individual as a "good Black scientist." • Raising your voice or speaking slowly when addressing a blind student. • In class, an instructor tends to call on male students more frequently than female ones. 	<p>People of color are servants to Whites. They couldn't possibly occupy high status positions. Women occupy nurturing positions. Whites are more valued customers than people of color.</p> <p>You don't belong. You are a lesser being.</p> <p>A person with a disability is defined as lesser in all aspects of physical and mental functioning. The contributions of female students are less worthy than the contributions of male students.</p>
<p>Sexist/Heterosexist Language Terms that exclude or degrade women and LGBT persons.</p>	<ul style="list-style-type: none"> • Use of the pronoun "he" to refer to all people. • Being constantly reminded by a coworker that <i>"we are only women."</i> • Being forced to choose Male or Female when completing basic forms. • Two options for relationship status: married or single. • A heterosexual man who often hangs out with his female friends more than his male friends is labeled as gay. 	<p>Male experience is universal. Female experience is invisible.</p> <p>LGBT categories are not recognized. LGBT partnerships are invisible.</p> <p>Men who do not fit male stereotypes are inferior.</p>
<p>Traditional Gender Role Prejudicing and Stereotyping Occurs when expectations of traditional roles or stereotypes are conveyed.</p>	<ul style="list-style-type: none"> • When a female student asks a male professor for extra help on an engineering assignment, he asks <i>"What do you need to work on this for anyway?"</i> • <i>"You're a girl, you don't have to be good at math."</i> • A person asks a woman her age and, upon hearing she is 31, looks quickly at her ring finger. • An advisor asks a female student if she is planning on having children while in postdoctoral training. • Shows surprise when a feminine woman turns out to be a lesbian. • Labeling an assertive female committee chair/dean as a "b____," while describing a male counterpart as a "forceful leader." 	<p>Women are less capable in math and science.</p> <p>Women should be married during child-bearing ages because that is their primary purpose.</p> <p>Women are out of line when they are aggressive.</p>

Adapted from Sue, Derald Wing, *Microaggressions in Everyday Life: Race, Gender and Sexual Orientation*, Wiley & Sons, 2010.

Tool: Interrupting Microaggressions

MICROAGGRESSION EXAMPLE AND THEME	THIRD PARTY INTERVENTION EXAMPLE	COMMUNICATION APPROACH
<p>Alien in One's Own Land To a Latino American: "Where are you from?"</p> <p>Ascription of Intelligence To an Asian person, "You're all good in math, can you help me with this problem?"</p> <p>Color Blindness "I don't believe in race."</p>	<p>"I'm just curious. What makes you ask that?"</p> <p>"I heard you say that all Asians are good in math. What makes you believe that?"</p> <p>"So, what do you believe in? Can you elaborate?"</p>	<p>INQUIRE Ask the speaker to elaborate. This will give you more information about where s/he is coming from, and may also help the speaker to become aware of what s/he is saying. KEY PHRASES: "Say more about that." "Can you elaborate on your point?" "It sounds like you have a strong opinion about this. Tell me why." "What is it about this that concerns you the most?"</p>
<p>Myth of Meritocracy "Everyone can succeed in this society, if they work hard enough."</p> <p>Pathologizing Cultural Values/Communication Styles Asking a Black person: "Why do you have to be so loud/animated? Just calm down."</p>	<p>"So you feel that everyone can succeed in this society if they work hard enough. Can you give me some examples?"</p> <p>"It appears you were uncomfortable when ___ said that. I'm thinking that there are many styles to express ourselves. How we can honor all styles of expression—can we talk about that?"</p>	<p>PARAPHRASE/REFLECT Reflecting in one's own words the essence of what the speaker has said. Paraphrasing demonstrates understanding and reduces defensiveness of both you and the speaker. Restate briefly in your own words, rather than simply parroting the speaker. Reflect both content and feeling whenever possible. KEY PHRASES: "So, it sounds like you think..." "You're saying... You believe..."</p>
<p>Second-Class Citizen You notice that your female colleague is being frequently interrupted during a committee meeting.</p> <p>Pathologizing Cultural Values/Communication Styles To a woman of color: "I would have never guessed that you were a scientist."</p>	<p>Responder addressing the group: "___ brings up a good point. I didn't get a chance to hear all of it. Can ___ repeat it?"</p> <p>"I'm wondering what message this is sending her. Do you think you would have said this to a white male?"</p>	<p>REFRAME Create a different way to look at a situation. KEY PHRASES: "What would happen if..." "Could there be another way to look at this..." "Let's reframe this..." "How would you feel if this happened to your ___..."</p>
<p>Second-Class Citizen Saying "You people..."</p> <p>Use of Heterosexist Language Saying "That's so gay."</p>	<p>"I was so upset by that remark that I shut down and couldn't hear anything else."</p> <p>"When I hear that remark, I'm offended too, because I feel that it marginalizes an entire group of people that I work with."</p>	<p>USE IMPACT AND "I" STATEMENTS A clear, nonthreatening way to directly address these issues is to focus on oneself rather than on the person. It communicates the impact of a situation while avoiding blaming or accusing the other and reduces defensiveness. KEY PHRASES: "I felt ___ (feelings) when you said or did ___ (comment or behavior), and it ___ (describe the impact on you)."</p>
<p>Second-Class Citizen A woman who is talked over.</p> <p>Making a racist, sexist or homophobic joke.</p>	<p>She responds: "I would like to participate, but I need you to let me finish my thought."</p> <p>"I didn't think this was funny. I would like you to stop."</p>	<p>USE PREFERENCE STATEMENTS Clearly communicating one's preferences rather than stating them as demands or having others guess what is needed. KEY PHRASES: "What I'd like is..." "It would be helpful to me if..."</p>

Adapted from Kenney, G. (2014). *Interrupting Microaggressions*, College of the Holy Cross, Diversity Leadership & Education. Accessed on-line, October 2014. Kraybill, R. (2008). "Cooperation Skills," in Armster, M. and Amstutz, L., (Eds.), *Conflict Transformation and Restorative Justice Manual*, 5th Edition, pp. 118-117. LeBaron, M. (2008). "The Open Question," in Armster, M. and Amstutz, L., (Eds.), *Conflict Transformation and Restorative Justice Manual*, 5th Edition, pp. 123-124. Peavey, F. (2003). "Strategic Questions as a Tool for Rebellion," in Brady, M., (Ed.), *The Wisdom of Listening*, Boston: Wisdom Publ., pp. 168-189.

Tool: Interrupting Microaggressions

MICROAGGRESSION EXAMPLE AND THEME	THIRD PARTY INTERVENTION EXAMPLE	COMMUNICATION APPROACH
<p>Color Blindness "When I look at you, I don't see color."</p> <p>Myth of Meritocracy "Of course he'll get tenure, even though he hasn't published much—he's Black!"</p>	<p>"So you don't see color. Tell me more about your perspective. I'd also like to invite others to weigh in."</p> <p>"So you believe that _____ will get tenure just because of his race. Let's open this up to see what others think."</p>	<p>RE-DIRECT Shift the focus to a different person or topic. (Particularly helpful when someone is asked to speak for his/her entire race, cultural group, etc.) KEY PHRASES: "Let's shift the conversation..." "Let's open up this question to others...."</p>
<p>Myth of Meritocracy In a committee meeting: "Gender plays no part in who we hire."</p> <p>"Of course she'll get tenure, even though she hasn't published much—she's Native American!"</p> <p>Second-Class Citizen In class, an instructor tends to call on male students more frequently than female ones.</p>	<p>"How might we examine our implicit bias to ensure that gender plays no part in this and we have a fair process? What do we need to be aware of?"</p> <p>"How does what you just said honor our colleague?"</p> <p>"What impact do you think this has on the class dynamics? What would you need to approach this situation differently next time?"</p>	<p>USE STRATEGIC QUESTIONS It is the skill of asking questions that will make a difference. A strategic question creates motion and options, avoids "why" and "yes or no" answers, is empowering to the receiver, and allows for difficult questions to be considered. Because of these qualities, a strategic question can lead to transformation. Useful in problem-solving, difficult situations, and change efforts. KEY PHRASES: "What would allow you..." "What could you do differently...." "What would happen if you considered the impact on..."</p>
<p>Traditional Gender Role Prejudicing and Stereotyping In the lab, an adviser asks a female student if she is planning to have children while in postdoctoral training.</p>	<p>To the adviser: "I wanted to go back to a question you asked _____ yesterday about her plans for a family. I'm wondering what made you ask that question and what message it might have sent to her."</p> <p>To the student: "I heard what your advisor said to you yesterday. I thought it was inappropriate and I just wanted to check in with you."</p>	<p>REVISIT Even if the moment of a microaggression has passed, go back and address it. Research indicates that an unaddressed microaggression can leave just as much of a negative impact as the microaggression itself. KEY PHRASES: "I want to go back to something that was brought up in our conversation/meeting/class" "Let's rewind ___minutes..."</p>
<p>CONSIDERATIONS:</p> <ul style="list-style-type: none"> • The communication approaches are most effective when used in combination with one another, e.g., using impact and preference statements, using inquiry and paraphrasing together, etc. • Separate the person from the action or behavior. Instead of saying "<u>you're</u> racist", try saying "that could be perceived as a racist remark." Being called a racist puts someone on the defensive and can be considered "fighting words." • Avoid starting questions with "Why"—it puts people on the defensive. Instead try "how" "what made you" • When addressing a microaggression, try to avoid using the pronoun "you" too often—it can leave people feeling defensive and blamed. Use "I" statements describing the impact on you instead or refer to the action indirectly, e.g., "when _____ was said..." or "when _____ happened..." • How you say it is as critical as what you say, e.g., tone of voice, body language, etc. The message has to be conveyed with respect for the other person, even if one is having a strong negative reaction to what's been said. So it is helpful to think about your intention when interrupting a microaggression—e.g., do you want that person to understand the impact of his/her action, or stop his/her behavior, or make the person feel guilty, etc. Your intention and the manner in which you execute your intention make a difference. • Sometimes humor can defuse a tense situation. 		

Adapted from Kenney, G. (2014). *Interrupting Microaggressions*, College of the Holy Cross, Diversity Leadership & Education. Accessed on-line, October 2014. Kraybill, R. (2008). "Cooperation Skills," in Armster, M. and Amstutz, L., (Eds.), *Conflict Transformation and Restorative Justice Manual*, 5th Edition, pp. 116-117. LeBaron, M. (2006). "The Open Question," in Armster, M. and Amstutz, L., (Eds.), *Conflict Transformation and Restorative Justice Manual*, 5th Edition, pp. 123-124. Peavey, F. (2003). "Strategic Questions as a Tool for Rebellion," in Brady, M., (Ed.), *The Wisdom of Listening*, Boston: Wisdom Publ., pp. 168-189.

BUILDING INCLUSIVE COMMUNITIES

INTERRUPTING BIASE: A TECHNIQUE

THE PALS APPROACH

This is a methodology to use when you hear someone say something that may be problematic or hurtful to a specific group of people or yourself. The major objective of this approach is to stay connected with the person and speak your truth clearly.

P

Pause

Pause/Halt/Stop/Slow the conversation

Things you can say:

- "Wait a Second."
- "Excuse me."
- "Um, hold on a second..."

The goal here is to interrupt the flow of the conversation to let the speaker know that you are interested in learning more about something they just said. Use your own instinct and language, but the most important first step is pausing the conversation when you hear something that you think might need to be addressed further.

A

Acknowledge/Ask

Acknowledge what the person is saying.

This sends the message that you are trying to make meaning out of what the person said, even if it is at odds with your own ideas. It shows respect/dignity/interest in collaboration/dialogue.

- "What I hear you saying is..."
- Or: "I appreciate your thinking on this..."

Ask for clarification, get curious, make sure you understand what the person said.

- "That sounds important, can you say more?"

Let them know what you think you heard them say.

Maybe you misunderstood the person. Keep your voice calm. Sometimes that is all you need to do.

- "I think you said that gender defines who makes a good leader."

L

Listen

Listen to what the person said.

Treat them with dignity.
What really matters to the person?

Though listening may sound simple, it is probably the most important thing you can do to continue to engage the person. There is a difference

between simply hearing a person in order to think of your response and the more active, engaged listening that takes place when you are truly trying to understand the meaning of what is being said. It is important to get curious and authentically listen to learn.

S

Speak Your Truth/Share Stories

Speak your truth. Be clear.

Describe your objection.

Share your learning. Speak calmly.

There is something powerful in story telling. While sharing factual data may be helpful, we know that people are moved to open up and take other perspectives when they hear stories.

You may share your own story, or share the story about someone you know.

- "I used to think that way too, but I have learned this is a stereotype and a person can be a good leader regardless of gender."

MSU Office of Inclusion and Intercultural Initiatives prepared by Donna Rich Kaplow © 2018

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MICHIGAN STATE UNIVERSITY
OFFICE FOR INCLUSION AND INTERCULTURAL INITIATIVES



BUILDING INCLUSIVE COMMUNITIES

5

INTERRUPTING BIAS: A TECHNIQUE

The Tips for Building Inclusive Communities Series was designed to address questions from faculty, staff, students, and community members about how to create inclusive spaces in classrooms, meetings, on study abroad, in community settings and beyond. Every Tip in the series is designed to share basic details about different methods for creating inclusive communities in a way that is quickly accessible to the reader.

BUILDING INCLUSIVE COMMUNITIES is a university-wide initiative that reflects Michigan State University's core value of inclusion and its rich history in supporting the efforts of every student to realize their full potential through academic pursuit. Students, alumni, faculty, and staff carry this message forward, on campus and across the globe to help build inclusive communities where diversity and differences are acknowledged as strengths.

It is the mission of the Office for Inclusion and Intercultural Initiatives to promote Building Inclusive Communities so that our differences will be acknowledged as our strength, so that we can be different together, and that our many voices sound together to form one will. The need to embrace and share this message has never been greater.

Why Build Inclusive Communities? When we participate in the process of Building Inclusive Communities we create the opportunity to see the world differently, in our research, in the work we pursue, in the classroom, in social relationships, as consumers, voters, partners, families, travelers, and more. Building Inclusive Communities starts with a frame of mind and a deep-seated understanding that inclusion is at the core of MSU's values and the very foundation of our life-long educational journey. But results don't occur overnight. It takes time and commitment to sustain. Together we will create a supportive and welcoming environment for all Spartans.



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MUTUALITY

- Mutuality is at the heart of interculturalism.
- Interculturalism is primarily about building relationships.
- Time must be taken to listen to our differences in building relationships. This is indispensable.
- Differences have to be approached directly. No assumptions can be made about anyone.
- The goal is to appreciate differences as differences, nonjudgmentally.
- Trying to work together without taking the time to discover the richness of our diversity increases the possibility for conditioned historical conflict to assert itself.
- A sense of everyone's life stories is needed to illuminate different points of view.
- In listening respectfully and accepting our differences, our similarities are discovered.
- At the heart of cultural diversity is the idea that each cultural group has valued and knowledge that others need. No one person or culture is whole without relationship to other people and cultures.
- No one culture should be dominant to the exclusion of other cultures. When dominance occurs, balance is lost which is essential to wholeness.
- The ultimate understanding of human diversity is that everyone is unique, yet interconnected with everyone else in the human community.
- **A Mutuality Model**
 1. Listen with respect.
 2. Share accurate histories.
 3. Appreciate oneself: Self esteem.
 4. Appreciate others: Esteem others.

- Roberto Chené

DEEP LISTENING: OUTCOMES

- Reminds us to slow up
- Models the value of focused attention
- Practice reciprocity
- Experience nonjudgment and sense of equality
- Enjoy mutual discovery of differences and commonalities
- Lowers fear and discomfort level
- Establishes some sense of safety and trust
- Explicit expression of community: not left to chance
- Practice in bypassing stereotype and bias
- It's about the other, not about you
- Experience sense of being taken seriously
- Establish relationship roots for harder work later on
- Promotes peace making
 - We experience the opposite of oppression and exclusion
 - Certain amount of personal transformation
 - Sets the tone for building on commonalities
 - Generates energy for change

Roberto Chené
5/28/03

Daily use of the building by hour January 16, 2022 – March 12, 2022

1/16/2022		1/17/2022		1/18/2022		1/19/2022		1/20/2022		1/21/2022		1/22/2022	
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4-5pm	88	4-5pm	61	4-5pm	91	4-5pm	123	4-5pm	111	4-5pm	114	4-5pm	81
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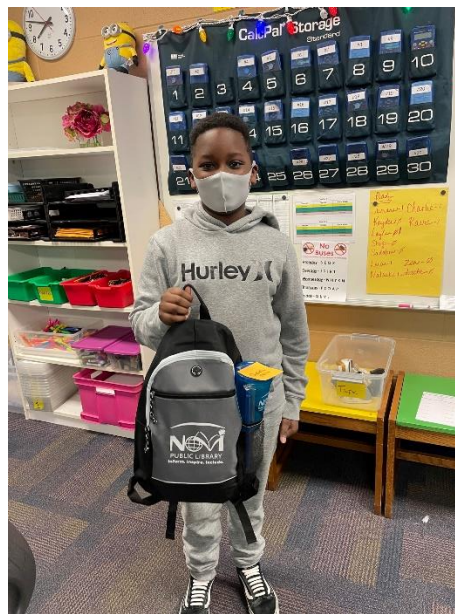
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9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	620		857		857		894		938		1,317		805

** 3/4/2022: After hours event with Novi Meadows. For 5th/6th grade students in partnership with Meadows PTO, the library provided a scavenger hunt and an opportunity for material check out from 6:30-8:30pm. A total of 497 students and parents were in attendance. Below are two students who won backpack from the event.



3/6/2022		3/7/2022		3/8/2022		3/9/2022		3/10/2022		3/11/2022		3/12/2022	
9-10am	46	9-10am	0	9-10am	0	9-10am	0	9-10am	0	Staff In-Service		9-10am	0
10-11am	11	10-11am	61	10-11am	61	10-11am	46	10-11am	60	9-10am	0	10-11am	100
11am-12pm	88	11am-12pm	47	11am-12pm	61	11am-12pm	44	11am-12pm	60	10-11am	0	11am-12pm	93
12-1pm	80	12-1pm	53	12-1pm	58	12-1pm	54	12-1pm	67	11am-12pm	0	12-1pm	109
1-2pm	93	1-2pm	45	1-2pm	51	1-2pm	50	1-2pm	63	12-1pm	0	1-2pm	100
2-3pm	88	2-3pm	70	2-3pm	104	2-3pm	85	2-3pm	133	1-2pm	0	2-3pm	127
3-4pm	102	3-4pm	39	3-4pm	156	3-4pm	160	3-4pm	132	2-3pm	0	3-4pm	121
4-5pm	84	4-5pm	58	4-5pm	155	4-5pm	115	4-5pm	142	3-4pm	0	4-5pm	88
5-6pm	117	5-6pm	51	5-6pm	110	5-6pm	79	5-6pm	111	4-5pm	0	5-6pm	113
6-7pm	0	6-7pm	59	6-7pm	102	6-7pm	95	6-7pm	86	5-6pm	0	6-7pm	0
7-8pm	0	7-8pm	58	7-8pm	67	7-8pm	65	7-8pm	57	6-7pm	0	7-8pm	0
8-9pm	0	8-9pm	44	8-9pm	60	8-9pm	60	8-9pm	57	7-8pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	9-10pm	0
	709		585		985		853		968	9-10pm	0		851
											0		

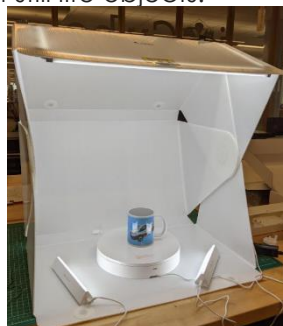
Information Technology Report by Barbara Rutkowski – January

General

- The replacement equipment for the switches damaged during the extreme weather this past summer finally arrived and were Installed.
- Working with the vendor to implement our new IP/Cloud-Based phone system.
- Closed 22 Help Desk tickets.

iCube

- We held 39 iCube appointments:
 - 4 Adobe Creative Cloud
 - 19 Creative Kits
 - 6 Digital Conversion
 - 2 Laser
 - 3 Sewing/Embroidery
 - 5 Sublimation (shirts, mugs, mouse pads)
- We are in the process of training staff on our latest addition which is a photo box that can be used to photograph 360 degrees of still life objects.



- We've had many guests this month working on Creative Kits such as handmade gift bags and bookmarks. Jessica worked with a guest to create a hand-bound journal.



- Dominic and Mary gave Jane Fleming from the Portage District Library a tour of the iCube.

Dear Dominic + Mary,
 I want to thank you so much for taking time out of your busy schedules to show me around the iCube. It made such a difference to actually see the machines close up and to see some of the amazing things you've made. Thank you for being so generous with your time and expertise. Best,
 Jane Fleming

- Dominic and Jessica reorganized the workbench, which now has only Guest supplies and remains unlocked, since we are now allowing Guests without an appointment to use the iCube.

Training

- IT Staff viewed various DEI training sessions.

Information Technology Report by Barbara Rutkowski – February

General

- The AV equipment in the meeting rooms were tested to verify they are working properly in preparation of future rentals.
- Closed 23 Help Desk tickets.

iCube

- We held 105 iCube appointments:
 - 7 3D Prints/Adobe
 - 1 3D Scanner
 - 5 Creative Cloud
 - 22 Creative Kits
 - 6 Cameo/Cricut
 - 15 FormBox
 - 5 Laser
 - 4 Sewing/Embroidery
 - 3 Heat Press
 - 2 Sublimation
 - 35 Digital Conversion
- One of our Craftastic programs used a couple iCube devices: 3D printer and FormBox. First 3D shapes were printed then used the FormBox to make a mold which was then used to make soaps.



- Committee members are working with the Novi High School Frog Force Robotics Team to embroider their logo. Canvas tote bags were created using the Cricut and sublimation printer to be raffled off with our Winter Reading Program and iCube graphics.



- Dominic and Mary gave Sharon Lu from the Farmington Community Library a tour of the iCube.

Training

- IT Staff viewed various DEI training sessions.

Facilities Report by Keith Perfect – December/January

In the past two months the Facilities Department has closed 8 Facilities tickets, 58 Meeting Room Requests and has updated 352 Periodic Maintenance tickets.

- A new water bottle fill station was installed across from the café.
- All of the water lines and fixtures in the building were flushed after the boil water advisory ended due to the water main break within the city of Farmington Hills, again. The filter in the new water bottle fill station was also changed.
- The small Toro snow blower received its annual maintenance with new rubber paddles, scraper blade, an oil change and new spark plug.
- The library has started working with Mission Books for our book recycling needs. So far the relationship has been going well.
- A few additional wall-mounted hand sanitizer dispensers have been installed throughout the building.
- A new hydraulic door closer has been installed on the staff entrance door. The door is now closing correctly.
- A new piece of artwork was installed in the Teen Stop area.
- An RPZ valve was replaced on boiler #2. CSD1 inspections were completed on both boilers.
- After some troubles starting the van, the van received a new battery and its second oil change. (oil change not related to starting issue)
- The State of Michigan has inspected both elevators with no issues reported.
- Multiple light ballasts were changed throughout the building.
- One of the three interior pendant lights near the main entrance has been upgraded to LED. The other two will be upgraded as time allows. All three are currently working.
- A pallet of Ice Melt was delivered by vendor.
- HVAC filters have been changed. The next filter change is due in April.
- A new, larger trash dumpster was delivered by GFL waste management.
- The DVD/Disc cleaning machine has been cleaned/repared, pads changed. It is no longer leaking from the clogged drain tube.
- The first-aid kits throughout the building have been replenished and any expired materials were discarded.

- The middle café sink was repaired after a report of low pressure. The water pressure has been restored to normal.

Facilities Report by Keith Perfect – February

In the past month the Facilities Department has closed 6 Facilities tickets, 50 Meeting Room Requests and has updated 364 Periodic Maintenance tickets.

- 8 Gaylord bins full of discarded and donated books have been sent to Mission books for re-sale or recycling.
- The restroom deep clean and sanitization was performed by vendor.
- Vendors for both the elevator and fire panel were on-site to diagnose a trouble fault related to the phone lines. It was determined to be a loose connection for both devices. All is now working as it should.
- Two HVAC Mixing Boxes were repaired by vendor. One needed a control relay and the other needed a blower motor.
- A tire inner-tube was replaced in the walk behind salt spreader.
- With the weird timing of snow falls the Facilities Department has cleared more snow this season than many other seasons. We started the season with an order of commercial ice melt (rock salt) and we have plenty left to finish the season with what we have left. This is great news since we would normally place two or more orders per season. Fingers crossed.

Information Services Department Report by April Stevenson – January

News and Notes

- Hosted MLK Day Unity Program
- Met with Tollgate officials and representatives from the Laurasian Institute regarding the on-boarding of their new Japanese Outreach Initiative person - Shannon and April
- Adjudicated the Northville High School Reflections contest
- Created a guide to youth and tween graphic novels
- Held a Winter Reading Challenge - Read for a Better World to encourage readers of all ages to explore diversity, empathy, and action through literature.

Community read, 75,418 Minutes for the month

- Provided low vision resource information to Fox Run
- Updated the Adult Subject binder
- Reviewed titles to ensure that NPL owned a copy of the Novi High School Teen Book Club; and displayed flyers to advertise the book club at NPL and on social media
- Connected with Novi Schools ESL Coordinators to find student translators

Professional Development

- Resilience, Anxiety, Self Care Webinar - Emily, Hillary, Lindsay
- Nothing Bundt Cakes, Kelly Rankin - Lindsay, Sarah, Danielle, Linda, Shannon, Kirsten
- Protecting a Student's Right to Read in a Hyper-Partisan Environment webinar - Danielle
- Newbery on Newbery: Celebrate 100 years of the Newbery with four award-winning authors - Danielle
- We Are Not Alone: Finding Community and Self in Story a Scholastic webinar - Danielle

IS Staff Outreach

- Novi Chamber Ambassador Meeting - Hillary
- MiLibraryQuest - Lindsay
- Library of Michigan SRP - Lindsay
- TLN Teen Services Meeting - Lindsay
- Novi ECEC Special Education Zoom Story Time - Emily
- Novi ECEC Zoom Story Times (12) - Emily
- Little Birds Montessori Zoom Story Time - Emily

Adult Programs

- Cooking Up Vegan With Professional Chefs - 174
- Local Author Spotlight Series - 53
- Novi Game Night - 7
- MLK Virtual Unity Celebration - 302
- Craftastic Wednesday: DIY Hand-carved Rubber Stamp - 12
- Parent to Parent Book Discussion - 17
- Grubs Up! What Civil War Soldiers Ate - 28

Adult Displays

- **Feature Collection Display** - Curl Up with a Cozy Mystery
- **Desk Display** - Winter titles
- **Business Spotlight Display** - "New Year, New Business" featuring books about how to start your own business.
- **Second Floor Glass Display** - Who wants to Learn a Language? The glass case is filled with artifacts from various cultures around the world

Youth/Tween/Teen/Family Programs

- Grab and Go Chinese New Year - 36
- Grab and Go Snow Painting - 36
- Book Bunch Book Club - 8
- Tail Waggin' Reading Buddies (6 sessions) - 26
- Teen Advisory Board (TAB) Meeting - 9

Youth/Tween/Teen Displays

- **Teen Stop display** - There's "snow" greater thing than a book! Features young adult fiction winter themed books.
- **Youth Feature Display** - Reading with my Snowmies, books about winter, snow and snow-people
- **Youth Desk Display** - December Holidays/Snow themed
- **Lobby Display** - Winter Reading Challenge - Read for a Better World
- **Libraries are for Everyone** - National Braille Literacy Month, New Youth Non-Fiction, National Science Fiction Day, Martin Luther King, Jr. Day, International Lego Day, and Multicultural Children's Book Day
- **Pop-up display** - Youth Christmas DVD/blu-ray
- **Pop up display** - on Anime Director Mamoru Hosoda

Raising a Reader Stats provided quarterly, next will be the April Report

Second Floor Glass Display - Who Wants to Learn a Language?



Craftastic Wednesday DIY Hand-Carved Rubber Stamp:



Social Media Stats – Adult Programs/Marketing - January

Date	Program Title	Programs	Total Attendance:	Zoom		Facebook		YouTube
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	YouTube Recorded Views
5-Jan	Cooking Up Vegan	1	174	1	77	12	85	
5-Jan	Japanese CONversation Group	1	7	1	7			
10-Jan	German Conversation Group	1	2	1	2			
11-Jan	Local Author Spotlight	1	53	1	7	5	41	
17-Jan	MLK Unity Celebration	1	302	1	64	33	144	61
17-Jan	Spanish Conversation Group	1	7	1	7			
20-Jan	Photography Club	1	12	1	12			
1-19	Korean Conversation Group	1	3	1	3			
24-Jan	French Conversation Group	1	6	1	6			

Social Media Stats – Youth/Tween/Teen Programs/Marketing - January

Program	Program Totals				Zoom				Facebook				Instagram		YouTube		Twitter	
	Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views
Baby & Tot Time - Wintertime	1	31		21					10						21			
Baby & Tot Time - Space	1	16		7					9						7			
Time for Twos & Threes - Koalas	1	34		17					17						17			
On My Own - Pink	1	34		22					12						22			
Baby & Tot Time - Night Animals	1	23		18					5						18			
Time for Twos & Threes - Smiling	1	38		25					13						25			
Time for Twos & Threes - Lions	1	27		14					13						14			
Baby & Tot Time - Winter Animals	1	13		10					3						10			
On My Own - Piggy	1	18							8						10			
Family Story Time - Polar Bears	1	12		8					4						8			

Information Services Department Report by April Stevenson – February

News and Notes

- Launched Youth Advocacy Kits
- Put out all of the state and federal tax forms and instructions
- Communicated with WSU SIS Communication and Engagement Coordinator about my early influences and guidance from a WSU adjunct professor for article
- Submitted 1 SLJ Book Review
- Updated "10 Ways NPL Supports Businesses" flier
- Provided tour to the City of Novi's new Economic Development Specialist

Professional Development

- Understanding your Japanese Patrons - Kirsten, Sarah, Shannon
- We are not Okay: Library Worker Trauma Before and During Covid-19 and What Happens After - Kirsten, Emily, Danielle, Linda
- Let's Talk Race Toolkits webinar - Sarah, Danielle
- "Supporting Trans People in Libraries" book by Stephen G. Krueger - Sarah
- Detroit Zoo Oceans of Possibilities webinar - Lindsay, Danielle
- Narrative Non-Fiction Webinar - Betty
- STEMinist Reads: a PreK-12 Feminist Reading List webinar - Danielle
- New Homes, New Stories: An Illustrator Panel about Home and Family webinar - Danielle
- Bridging the Digital Divide with Beanstack" webinar - Danielle
- Handling Unwanted Customer Behaviors in Your Library - Danielle
- Raising empowered kids in picture books webinar - Danielle
- Spanish Round Table (Brodart) Meeting - Shannon

IS Staff Outreach

- Novi Chamber Ribbon Cutting for Tri-Coverly Massage and Flexibility- Hillary
- February ABWA meeting - Hillary
- MiLibraryQuest - Lindsay
- YSAC Library of Michigan - Lindsay
- e-Content User Group - Mary
- ESL Meeting with leader from Faith Covenant Church - Shannon

Adult Programs

- Climate Change as of 2022: Simple, Serious, Solvable - 43
- For The Health of It-Heart Health - 455
- Transitioning Into Seniorhood - 45
- Craftastic Wednesday: Valentine's Day Handmade Soap - 13
- Novi Game Night - 5

- Notable Women in Black History - 89
- Notable Women in Black History- Jarena Lee - 81
- The "Colored Section" of Oak Ridge Cemetery - 52
- Antislavery and the Underground Railroad in Michigan - 38

Adult Displays

- **Feature Collection Display** - Black History Month
- **Desk Display** - Chinese New Year
- **Business Spotlight Display** - Black History Month with books by Black authors and entrepreneurs
- **Anime Pop-up Display** - Month for Love

Youth/Tween/Teen/Family Programs

- BeTWEEN the Pages - 7
- STEAM Leap Into Science: Balance - 16
- Tail Waggin' Reading Buddies (6 sessions) - 20
- Mad Science of Detroit: Fire and Ice - 50

Youth/Tween/Teen Displays

- **Teen Stop display** - Black History Month
- **Youth Feature Display** - Black History Month
- **Youth Desk Display** - Black History Month
- **Lobby Display** - Black History Month
- **Libraries are for Everyone** -
 - Black History Month
 - 100 Days of School
 - Chinese New Year
 - Winter Olympics
 - Valentine's Day
 - President's Day
 - Carnival
- **Pop up display** - on Anime Director Mamoru Hosoda

Raising a Reader Stats provided quarterly, next will be the April Report

Social Media Stats – Adult Programs/Marketing – February

Adult Programming Statistics for Board Report-February 2022

Date	Program Title	Programs	Total Attendance:	Virtual Programs Recorded	Zoom		Facebook		Instagram	YouTube	Twitter
					Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
1-Feb	Climate Change	1	43	1	1	11	10	22			
8-Feb	For The Health of It-Heart Health	1	455	1	1	9	4	442			
10-Feb	Transitioning Into Seniorhood	1	45	1	1	27	2	16			
15-Feb	Notable Women in Black History	1	89	1	1	30	9	22		29	
17-Feb	Notable Women in Black History	1	81	1	1	23	6	37		16	
21-Feb	"Colored Section" of Oak Ridge Cemetery	1	52	1	1	26	4	20		2	
23-Feb	Photography Club Meeting	1	8		1	8					
14-Feb	German Conversation	1	4		1	4					
21-Feb	Spanish Conversation	1	7		1	7					
28-Feb	French Conversation	1	3		1	3					

Social Media Stats – Youth/Tween/Teen Programs/Marketing - February

Youth & Teen Programming Stats - February 2022

Date	Program	Program Totals				EL Attendance		Outreach			Zoom				Facebook				Instagram		YouTube	
		Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	EL Programs	Youth (w/adults)	Outreach Programs	Youth (w/adults)	Teens (w/adults)	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views
7-Feb	Baby & Tot Time - Pets	1	22												1						21	
8-Feb	Time for Twos & Threes - Valentine's Day	1	7		0										7							
10-Feb	On My Own - Friends	1	22												7						15	
12-Feb	Family Story Time - EB - Valentine's Day	1	23												6						17	
14-Feb	Baby & Tot Time - Valentine's Day	1	20												2						18	
15-Feb	Time for Twos & Threes - Ice	1	27												5						22	
17-Feb	On My Own - Flamingo	1	23												7						16	
21-Feb	Baby & Tot Time - Jungle	1	16												4						12	
22-Feb	Time for Twos & Threes - Kitties	1	21												4						17	
22-Feb	STEAM Leap into Science: Balance	1	16		0					1	16											
24-Feb	On My Own - Ducks	1	17												10						7	
26-Feb	Family Story Time - EB - Sweet Treats	1	20												7						13	
16-Feb	BETWEEN the Pages: Tween Book Club			1	7							1	7									
25-Feb	Teen Advisory Board (TAB) Meeting			1	5							1	5									
7-Feb - 1	Zoom ECEC Story Times (Pizza)	9	360		0	9	360	9	360			9	360									
24-Feb	Zoom Little Birds Montessori Story Time - Dinosaurs	1	15		0	1	15	1	15			1	15									
22-Feb	Book Bunch Book Club** Rescheduled to March 1	1	5		0							1	5									

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.
- Attended weekly department catchup meetings.
- Attended a DEI seminar on January 5th.
- Attended a Lakeshore Lending Library Committee meeting on January 18th.
- Attended a Novi @ Your Door Committee meeting on January 18th.
- Attended a TLN SASUG Zoom meeting on January 27th.

Lakeshore Lending Library

- Polar Prizes @ LLL Winter Contest is running December 2021 – February 2022. Guests can win prizes by checking out items from LLL.
- Here's how to win:
 - Check out items from Lakeshore Lending Library using your valid Novi library card and you may find a prize inside! Prizes include: gift cards to the Novi Library Café, coupons to the Friends' Book Nook, and entry tickets for Pauly the Polar Bear's Prize Basket giveaway.
 - Check out an item from Lakeshore Lending Library using your valid Novi library card. Take a photo of yourself at the kiosk and upload it to Facebook or Instagram. Tag us and use the hashtag below and get entered to win a special prize! Limit one entry per person per hashtag per month.
 - December 2021: #PolarPrizesatLLL
 - January 2022: #SnowMuchFunatLLL
 - February 2022: #WinterWonderatLLL
 - At the end of the contest, two lucky guests will win one of two Pauly the Polar Bear Prize baskets.



Circulation & Shelves

- Robin Dircks's last day was Wednesday, January 26th.
- Austin Webberly accepted the Supervisor position. His first day in his new role will be Sunday, February 20th.
- Interviews are being held for a 12-hour Shelver position.
- Working on cleanup of the patron database.
- Working on DEI goal.
- Working on Shelving Standards goal.
- Completion of NCSD card campaigns for the NCSD Elementary schools.

Tech Services

- Interviews are being held for a 27-hour Tech Services Clerk position.
- Cataloging and recategorizing of Lakeshore Lending Library materials.
- Working on DEI goal.
- Working on Shelving Standards goal.
- Task coverage in the Circulation department due to staff shortages and unfilled positions.

Statistics (January 2022)

- **Library Cards Issued: 346**
- **Items Checked Out: 58,396**
- **Items Interloaned for NPL Patrons: 4,705 (62 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,952 (88 through MeLCat)**
- **Items Added to the Collection: 1,937**
- **Items Discarded from the Collection: 2,078**
- **Drive-Up Window & Locker Hold Pickups: 20**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 2**
- **Lakeshore Lending Library Checkouts: 98**

- **Outreach:**
 - **3 Facilities Visits /33 Items Provided**
 - **6 Book Discussions / 90 Items Provided**

Support Services Department Report by Maryann Zurmuehlen – February

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a DEI Committee Zoom meeting on February 1st.
- Attended a DEI webinar on February 17th.
- Attended a TLN SASUG Zoom meeting on February 24th.
- Completed Mid-Year reviews.

Circulation & Shelves

- Interviews were held for a 12-hour Shelves position.
- Working on cleanup of the patron database.
- Working on DEI goal.
- Working on Shelving Standards goal.

Tech Services

- Interviews were held for a 27-hour Tech Services Clerk position.
- Cataloging and recategorizing of Lakeshore Lending Library materials.
- Working on DEI goal.
- Working on Shelving Standards goal.
- Mary Grewell and Lisa Rinkel completed a refresher MeLCat webinar.
- Task coverage in the Circulation department due to staff shortages and unfilled positions.

Statistics (February 2022)

- **Library Cards Issued: 272**
- **Items Checked Out: 53,783**
- **Items Interloaned for NPL Patrons: 4,250 (91 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,362 (111 through MeLCat)**
- **Items Added to the Collection: 1,533**
- **Items Discarded from the Collection: 944**
- **Drive-Up Window & Locker Hold Pickups: 15**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 0**
- **Lakeshore Lending Library Checkouts: 112**
- **Outreach:**
 - **4 Facilities Visits /32 Items Provided**
 - **6 Book Discussions / 102 Items Provided**

Support Services Statistics 2021 -2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	320	321	358	296	422	363	346	272					2,698
Items checked out	103,798	73,089	61,737	61,697	55,812	57,359	58,396	53,783					525,671
Items borrowed	4,763	4,580	4,541	3,997	4,484	3,902	4,705	4,250					35,222
Items loaned	3,940	3,569	3,480	3,281	3,206	3,013	3,952	3,362					27,803
Drive-Up Window & Locker Hold Pickups	14	12	19	17	21	16	20	15					134
Read Boxes	272	247	406	118	0	0	0	0					1,043
MAP Checkouts	43	36	17	22	6	20	2	0					146
Novi School's Card Registration	0	0	0	0	0	0	0	0					0
Lakeshore Lending Library	223	75	88	66	39	171	98	112					872

		February 2022	February 2021						February 2022	February 2021
Library cards issued		272	188							
Total checkouts		53,783	70,308				READ Boxes	Adult	0	0
								Youth	0	0
Items borrowed	TLN	4,159	5,523					Total	0	0
	MeL	91	85							
		4,250	5,608				Read Boxes were emptied out for the season on October 13, 2021.			
Items loaned	TLN	3,251	5,199							
	MeL	111	167							
		3,362	5,366							

Self-Check Totals 2021-22 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0	0	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0	0	0
October	61,697	18.87%	21,189	7,453	7,023	6,713	0	0	0
November	55,812	39.72%	22,168	7,858	7,314	6,996	0	0	0
December	57,359	39.56%	22,693	7,387	6,343	5,528	3,435	0	0
January	58,396	41.35%	24,147	10,110	6,708	6,071	1,258	0	0
February	53,783	41.42%	22,278	8,233	3,465	5,327	5,253	0	0
March			0						
April			0						
May			0						
June			0						
FYTD	525,671	36.86%	185,818	69,323	55,161	51,388	9,946	0	0

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	8,095	4,307	12,402	477	July	18,971	6,852	25,823	956
August	10,186	4,091	14,277	461	August	20,561	6,291	26,852	895
September	8,729	5,114	13,843	513	September	19,302	7,168	26,470	980
October	11,833	3,794	15,627	504	October	20,862	8,079	28,941	934
November	8,845	4,475	13,320	493	November	20,346	8,066	28,412	1,015
December	5,213	3,285	8,498	304	December	18,663	5,498	24,161	895
January	8,810	3,297	12,107	404	January	20,444	7,621	28,065	936
February	9,952	2,888	12,840	459	February	18,798	8,617	27,415	979
March	12,510	5,224	17,734	572	March				
April	12,277	4,784	17,061	588	April				
May	12,199	4,714	16,913	626	May				
June	17,300	6,647	23,947	855	June				
FYTD Total	125,949	52,620	178,569	521	FYTD Total	157,947	58,192	216,139	948

Computer Logins											
2020-2021 Fiscal Year						2021-2022 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	0	16,504	0	16,504	635	July	983	30,634	0	31,617	1,171
August	55	18,127	0	18,127	587	August	944	35,958	0	36,902	1,230
September	624	19,329	0	19,953	739	September	853	39,555	0	40,408	1,497
October	942	20,359	0	21,301	687	October	1,086	44,813	0	45,899	1,481
November	401	18,514	0	18,915	701	November	867	41,990	0	42,857	1,531
December	0	9,673	0	9,673	345	December	779	43,942	0	44,721	1,656
January	219	3,323	0	3,542	118	January	643	36,790	0	37,433	1,248
February	629	10,709	0	11,338	405	February	901	42,253	0	43,154	1,541
March	860	19,648	0	20,508	662	March					
April	893	20,319	0	21,212	731	April					
May	903	21,637	0	22,540	835	May					
June	966	27,206	0	28,172	1,006	June					
FYTD Total	6,492	205,348	0	211,840	618	FYTD Total	7,056	315,935	0	322,991	1,417

Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October	112	1,989	17
November	0	0	0	November	277	5,636	20
December	0	0	0	December	271	5,382	19
January	0	0	0	January	291	5,750	19
February	0	0	0	February	333	6,603	19
March	4	118	29	March			
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
FYTD Total	304	5,402	20	FYTD Total	2,036	39,729	19

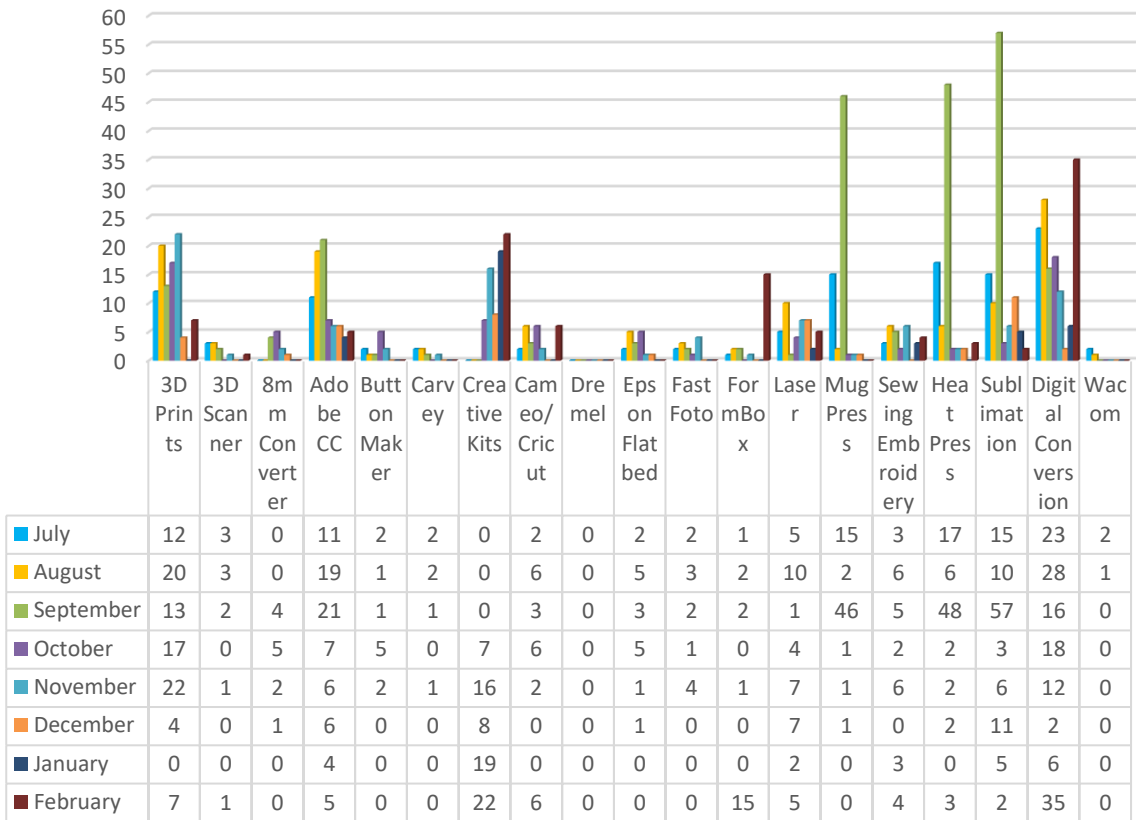
Technology Training Sessions 2021-22 Fiscal Year

	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
Jul	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3		101	
Aug	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3		118	
Sep	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31		201	
Oct	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77		
<i>Guests</i>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6		77	
Nov	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1	85		
<i>Guests</i>	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1		85	
Dec	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0	40		
<i>Guests</i>	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0		40	
Jan	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0	39		
<i>Guests</i>	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0		39	
Feb	7	6	25	10	4	2	0	5	15	1	5	0	3	22	0	1	0	106		
<i>Guests</i>	7	6	25	10	4	2	0	5	15	1	5	0	3	22	0	1	0		106	
Mar																		0		
<i>Guests</i>																				0
Apr																		0		
<i>Guests</i>																				0
May																		0		
<i>Guests</i>																				0
Jun																		0		
<i>Guests</i>																				0
Sessions	95	25	101	40	29	109	6	41	21	10	79	11	80	1	1	1	44	767		
<i>Guests</i>	95	25	101	40	29	109	6	41	21	10	79	11	80	74	1	1	44		767	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,508	366	94	32	666
September	1,375	309	99	24	330
October	1,302	358	104	25	446
November	1,437	376	119	24	380
December	1,405	37	119	26	702
January	1,543	45	121	26	715
February	1,513	47	127	24	470
March					
April					
May					
June					
FYTD Total	11,529	1,912	869	209	4,393

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August	7,982	1,794	689	10,465	87
September	7,139	1,536	609	9,284	80
October	7,181	1,661	649	8,842	78
November	7,156	1,614	724	8,770	71
December	7,429	1,757	835	9,186	95
January	7,915	2,007	791	9,922	89
February	7,121	1,764	804	8,885	97
March					
April					
May					
June					
FYTD Total	59,397	14,042	5,771	73,439	679

2021-22FY iCube Appointments



Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October	14	426
November	0	0	November	22	578
December	0	0	December	14	304
January	0	0	January	16	317
February	0	0	February	25	533
March	0	0	March		
April	0	0	April		
May	0	0	May		
June	0	0	June		
FYTD	0	0	FYTD	91	2,158

Library App - 2021-2022 Fiscal Year

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

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – February 9, 2022**

- | | |
|---|------------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the January 12, 2021 Meeting * | Evelyn Cadicamo |
| III. Treasurer’s Report* | Marilyn Amberger |
| • Prior month(s) Income and Expense | |
| • Statement Balances | |
| IV. Reports | |
| • Library Liaison | Dana Brataniec |
| • Book Nook | Carol Hoffman |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| • Kaleidoscope update - Bailey Isgro, Detroit History Tours, \$75 deposit paid | |
| • Purchase of new laptop | |
| • Mailed newsletter | |
| Dana – NPL at your Door, Kaleidoscope, Lakeshore Lending Library 3 Month Campaign | |
| Carol N – Book Nook – support for school book exchange | |
| Sue – fundraising, Paradise Park event?, iCube display | |
| • 2022/2023 Wish List | |
| • Fundraising for 2022 – Paradise Park Event | |

V. Announcements

VI. Calendar

Kaleidoscope

-

2022 Listen at the Library

-

2022 Bringing the Music to You – Tola Lewis

- Anthology of Novi – to be rescheduled spring
- Fox Run – to be rescheduled – April, May – renovation issue

2022 Summer Music at Paradise Park

-

Friends Events

VII. Adjournment*

*Requires Action



NOVI HISTORICAL COMMISSION
Wednesday, January 19, 2022 7pm
Novi Library Local History

CALL TO ORDER: 7:01pm

ATTENDANCE: Kathy Crawford, Rachel Manela, Kim Nice, Debbie Wrobel, Dan Pierce, Sharon Larson,

ABSENT: Kelly Kasper

INTRODUCTION OF GUESTS: Sue Grifor (Volunteer), Betty Lang (Library Liaison)

APPROVAL OF AGENDA: ALL APPROVED as amended

APPROVAL OF DECEMBER MINUTES: ALL APPROVED

TREASURERS REPORT- Kim

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2021/2022 Fiscal Year

	BUDGET	EXPENDITURES Through January 16, 2022
Display Cabinet Exhibit	\$ 900	\$ -
Marketing/Brochures/Engage/Name Badges	\$ 1,200	\$ (455.35)
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ -
Program/Speaker Fees	\$ 900	\$ (200.00)
Storage Unit	\$ 2,500	\$ (2,431.00)
Acquisition (Books/Materials)	\$ 500	\$ (27.98)
Conferences/Continuing Education	\$ 2,200	\$ (50.00)
Legal Fees	\$ 1,000	\$ -
Special Projects	\$ 3,600	\$ (69.92)
Examples: (Vita Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)		
Total:	\$ 14,000	\$ (3,234.26) \$ 10,766
Equitable Projects	Expenditures	Revenue Received
Vita Barr Book Sales YTD		\$40.00 YTD
Wreaths Across Novi Project	\$ (1,856.84)	\$1,850.00 \$ 798.34 carryover funds

Treasurer's Report: ALL APPROVED

The donation from Obrien arrived in the mail (\$300) for Wreaths across Novi

Proposed Budget: ALL APPROVED

COMMUNICATIONS

Policy on Social Media:

Proposed idea for a social media calendar or policy

5th/6th Grade Scavenger Hunt at Library: Friday evening March, 4th.

WELCOME new Commissioner- Sharon Larson



NOVI HISTORICAL COMMISSION

Wednesday, January 19, 2022 7pm
Novi Library Local History

LIBRARY LIASON REPORT Betty Lang

- Michigan in Perspective Conference

Early bird Registration: Now-Feb. 13th

Commissioners can be reimbursed for their conference attendance.

- Northville Genealogical Society:

The Northville Genealogical society will be offering free genealogical research assistance on the 4th Monday of each month from 12-2pm starting on Monday, February 28th. Drop in to ask questions, get help on ancestry databases, and more. This program will take place in the Local History Room on the 2nd floor of the library.

Due to COVID concerns, the library respects the request from our presenters to require masks be worn during this program. Questions? Contact Betty Lang: elang@novilibrary.org.

-Michigan Historical Society Workshops

If you go, bring back feedback to the commission. Again, members are reimbursed for fees for these programs.

History room volunteers:

Monday 2/7 (12-2pm) Debbie Wrobel

Monday 2/21 (6-8pm) Kim Nice

Monday 3/7 (12-2pm) Sharon Larson, Kathy Crawford

ELECTION OF OFFICERS

Nomination:

Chair: Rae Manela

Vice-Chair: Kathy Crawford

Secretary: Dan Pierce

Treasurer: Kim Nice

ALL APPROVED

DISCUSSION ITEMS:

Approval of Annual Budget Kathy/Kim Commission Name tag update Kim

The city is working on fixing the nametag mix up. We need a new nametag for Kathy and one for Sharon

Lee Mamola presentation moved to Feb. 16 Kathy

Brining a slide presentation to talk about his 1832 home in Novi.



NOVI HISTORICAL COMMISSION

Wednesday, January 19, 2022 7pm
Novi Library Local History

Tollgate Farms Display wrap up Kim/Kelly

Everything was taken down and put in the storage unit.

Upcoming Historical Program Rae

(See terrific cabinet display downstairs...great job Sue and Kim)

Jan: What Civil War Soldiers Ate

Feb: Michigan and the underground Railroad

March: Michigan Women who Make a Difference (Jewish Historical Society)

April: The Walled Lake Amusement Park

Organizing Gravesites Dan

Dan looked into Omeka – Allows organizations to store photos, label them, map them

Organizations: \$350/year or \$1,000/year

Motion: To approve purchasing a 1 year \$350/year subscription

With directions from the library on how to pay for the subscription.

ALL APPROVED

Tributes/gifts for outgoing Commissioners, Debbie

Debbie went back to Things Remembered

Clocks have been obtained!

Payment was already approved.

Novi Historic Sites Brochure Update

Questions to be resolved: Private Homes, highlights, site markers

The city says its not copyrighted.

Make it a major discussion item for the March Meeting

Veterans Memorial for KIA/Forms, Kim

No new information

BACK BURNER PROJECTS

Storage Unit

Cemetery Sign removal/change

Historic Sites Sign Style

Cemetery upkeep/renovations



NOVI HISTORICAL COMMISSION

**Wednesday, January 19, 2022 7pm
Novi Library Local History**

DISPLAY CABINET

February: Underground Railroad

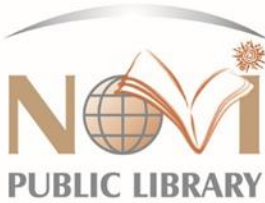
NEW BUSINESS/OTHER NONE

WEBSITE UPDATES NONE

PUBLIC COMMENT NONE

ADJOURN: 8:43PM

(NEXT MEETING FEBRUARY 16)



DRAFT 1

NO SMOKING/VAPING

The Library maintains a smoke and tobacco free work environment. No smoking or use of other tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco as well as any vaping products) is allowed on/in Library property and vehicles (see the Motor Vehicle Operations policy prohibiting smoking in City/Library owned vehicles). Marijuana is a controlled substance under federal law and prohibited under the Federal Controlled Substance Act. It remains unacceptable for use in the workplace.

Employees may smoke or vape outside in designated areas during breaks as long as the employee is 100 feet away from any building entrance/exit (Section 22-101 (d) of the City of Novi Code of Ordinances).

When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

No additional breaks beyond those allowed under the break policy (see Break Policy) may be taken for the purpose of using tobacco or similar products.

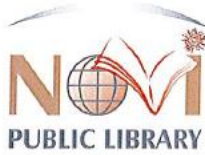
Being permitted to use tobacco products while on/in Library property, during breaks, is a privilege, as long as such use does not interfere with the employee's work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.

Employees in violation of this policy will be subject to disciplinary measures, up to and including termination.

NPL Employee Handbook: Approved January 21, 2009; Amended May 15, 2021;
Amended March 16, 2016, **Amended March 24, 2022**

Signed:

Kathy Crawford, President
Novi Public Library Board of Trustees



SMOKING

Policy

Smoking is strictly prohibited inside the Library building and on the patio.

City ordinance, Article V, Section 22-101 extends the no smoking prohibition to 100 feet from the entrances of all buildings, except as otherwise designated.

The use of tobacco or e-cigarettes is prohibited in all Library/City owned vehicles.

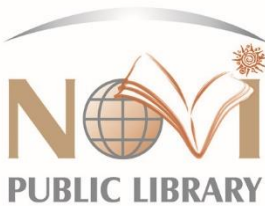
It is unlawful for anyone under the age of 18 to use or possess tobacco. If staff suspects a youth under the age of 18 to be smoking, the Novi Police Department will be contacted at the non-emergency number to investigate.

NPL Employee Handbook: Approved January 21, 2009; Amended May 15, 2010;
Amended March 16, 2016

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht".

Craig Messerknecht
President
Novi Public Library Board of Trustees



DRAFT 1

RULES OF CONDUCT

Conduct that interferes with operations, discredits the Library, or is offensive to either another employee, **volunteer** or guest will not be tolerated.

An employee must follow these rules of conduct:

- Comply with the Library's policies, procedures, health codes, and safety rules
- Report to work on time as scheduled
- Notify a Manager/Supervisor/**HR Specialist** in advance when unable to report for work on time or when absent from work; contact the staff line to report being late or absent
- Carry key fob/keys to access secure points in the Library and report to the Administration Office if lost
- Perform assigned tasks efficiently
- Conduct yourself in a professional manner
- Refrain from sharing personal concerns and/or hardships with other employees
- Maintain a work area that is clean and orderly
- Consume food and beverages in designated areas
- Refrain from using personal devices on work time, unless an emergency

The following conduct is not allowed:-

- Reporting to work under the influence of alcohol, marijuana and/or illegal drugs
- Use, sale, dispensing, or possession of alcoholic beverages, marijuana and/or illegal drugs on/in Library grounds
- Use of profanity or abusive language
- Possession of firearms or other weapons, including tasers, mace, and pepper spray on/in Library grounds
- Secretly recording conversations and/or communications
- Bullying, harassment, fighting or assault on another employee, **volunteer** or guest; threatening or intimidating another employee, **volunteer** or guest
- Theft, destruction, defacement or misuse of Library property or the personal property of an employee, volunteer or guest
- Gambling on/in Library grounds
- Loitering at the Library while not on duty
- Falsifying or altering any library record or report, such as an application for employment, a medical report, a timecard, an expense account, an absentee report, guest record or shipping and receiving invoices
- Sleeping on the job
- Accepting personal gifts, gratuities, favors or services from guests; purchasing from guests on/in Library grounds
- Using Library owned equipment for personal use

The examples above are not intended to be all-inclusive. Please direct any questions to a Manager/Supervisor/HR Specialist. If an employee sees something, then they should say something to a Manager/Supervisor/HR Specialist.

Employees in violation of this policy will be subject to disciplinary measures, up to and including termination.

NPL Employee Handbook: Approved October 21, 2009; Amended September 21, 2011; Amended March 16, 2016; Amended March 24, 2022

Signed:

Kathy Crawford, President
Novi Public Library Board of Trustees



RULES OF CONDUCT

Policy

We at the Library are all about providing welcoming and efficient service to our patrons. Therefore, it is imperative that we all conduct ourselves professionally and respectfully at all times. It is important for us all to remember to leave our personal concerns and/or baggage outside of the Library. We know that this can be difficult at times, but it is vital to the success of our mission. Our daily attitudes and the way we approach our jobs directly affects the experience of our patrons.

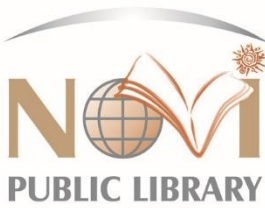
Our rules of conduct listed below are founded on the principles of common sense and decency, and must be followed by all employees at all times:

- Do not use foul language at the Library.
- Conduct yourself in a professional manner.
- Refrain from sharing your personal concerns and hardships with patrons and other employees.
- Maintain workplace safety.
- Keep an eye out for the patron's safety.
- Respect other people's property.
- Provide correct, unaltered information on all Library records.
- Perform your job as to the job description and requirements.
- Adhere to your work schedule.
- Avoid tardiness.
- Respect the Break Policy.
- The Library is an alcohol and drug free work place.
- Loitering at the Library when not on duty is not appropriate.
- Always maintain a neat, clean appearance and follow the dress code guidelines.
- Eat food and beverages in designated employee areas only.
- Refrain from making personal phone calls, unless in case of emergency.
- Do not listen to I-Pods or similar devices in public areas.
- Follow all health code and safety rules at all times.
- Possession of weapons is strictly prohibited, including tasers, mace and pepper spray.
- The secret recording of conversations or communications is prohibited.
- Do not destroy or deface property.
- Do not accept any gifts, gratuities, favors or services from patrons. Do not buy anything from patrons at the Library.

NPL Employee Handbook: Approved October 21, 2009; Amended September 21, 2011;
Amended March 16, 2016

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



DRAFT 1

DRESS CODE

As a representative of the Library and the City of Novi, an employee and/or volunteer is expected to dress in a professional, business-like manner.

An employee and/or volunteer must follow the dress code guidelines.

- Wear the Library's identification badge while working
- May not wear headphones/wireless earbuds while working in a public area
- Practice good personal hygiene
- Maintain a clean, well-groomed appearance
- Use discretion in wearing scented products

Acceptable:

- Business or business casual dress and shoes
- Tennis shoes or athletic shoes free of dirt and holes
- Library and City of Novi logo wear and summer reading apparel
- Skirts and dresses no shorter than 2 inches above the knee when standing and no shorter than mid-thigh when sitting
- Jeans

Unacceptable:

- Tank tops or strapless tops unless worn under a jacket, sweater or covering
- Baseball caps, visors, hats, and head coverings, unless they are being worn for library programs, medical or religious reasons
- Shorts
- Athletic, athleisure, or workout apparel
- Flip flops or casual beach shoes of any kind
- Attire that is sheer or revealing
- Attire that is torn, ripped, faded, frayed, worn or has holes, soiled, stained, odorous, or excessively wrinkled
- Attire that contains obscene language, pictures, slogans, symbols or political slogans, logos or messages

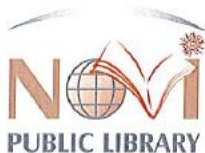
An employee who violates the dress code policy will be given a verbal warning and will be asked to go home, change, and return to work, making up the time missed or using benefit time. An employee choosing not to return to work must use benefit time or go without pay.

Employees in violation of this policy will be subject to disciplinary measures, up to and including termination.

NPL Employee Handbook: Approved February 18, 2009; Amended October 21, 2009; Amended March 16, 2016; Amended March 24, 2022

Signed:

Kathy Crawford, President
Novi Public Library Board of Trustees



DRESS CODE

Policy

The Novi Public Library is a public service institution and each employee and volunteer represents the Library and the City of Novi. Personal appearance and dress convey a message to the public we service. As a member of the Library staff, you are expected to dress and conduct yourself in a business-like manner suitable to your position and work to be performed. All employees are required to wear NPL identification in plain sight during working hours. Exceptions to the policy can be made at the discretion of the Director, Assistant Directors and/or Department Heads when required by the nature of the work.

Hygiene:

Employees and volunteers are expected to practice good personal hygiene and maintain a clean, well-groomed appearance. Good grooming should reflect appropriate business standards including discretion in use of perfume/cologne, makeup, nail polish, and moderation in hairstyle.

Acceptable:

1. Business dress or business casual dress.
2. Skirts and dresses no shorter than 2 inches above knee when standing (no shorter than mid-thigh when seated).
3. Any type of business dress or business casual shoe (heels, flats, sandals, slides etc.).
4. Tennis shoes or appropriate athletic shoes, free of holes and dirt, may be worn by any staff member whose job requires her/him to stand or walk for extended period of time.
5. Denim clothing such as shirts, skirts, dresses or jackets in any color. Any clothing bearing the NPL logo, City of Novi logo, school logo (Library Assistants), or summer reading apparel can be worn with proper business dress or business casual attire.
6. During the summer months (May through September) hosiery is optional.

Unacceptable:

1. Shorts, cut – offs or athletic shorts.
2. Athletic apparel; workout attire.
3. Strapless or spaghetti-strings unless worn with business attire.
4. Any clothing that is revealing.
5. Torn, worn or frayed clothing.
6. Soiled, stained, odorous and excessively wrinkled clothing.

7. Baseball caps, visors, hats, and headscarves, unless they are being worn for Library programs, medical or religious reasons.
8. Blue denim jeans. (Dependent upon departmental need)
9. Flip flops or casual beach shoes of any kind.

If clothing fails to meet these standards, as determined by the Director or Department Head, the employee will be asked to go home to change and return. If employee chooses not to return to work, the employee must use benefit time or go unpaid. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

NPL Employee Handbook: Approved February 18, 2009; Amended October 21, 2009; Amended March 16, 2016

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

Library Board Finance Committee

Meeting held on: March 16, 2022 to review the following data which was compiled by Head of Support Services, Maryann Zurmuehlen, in cooperation with TLN and Director Farkas. This report includes all the questions that were sent to Director Farkas pertaining to fines/fees by Library Board members.

Fines/Fees Board Questions Report

Comparing Fine Periods of

July 1 – December 31, 2019 (Pre-COVID) to July 1 – December 31, 2021 (COVID)

- **Please note that this is a partial report:**
 - **TLN is still generating reports for us for some of the questions. They have been backlogged for two to three months with major projects for the shared system.**
-

1. What have we learned during this fine free trial period?

- To answer this question, we looked at the following areas:
 - For July – December 2019, the returns to check outs percentage was 75%. For July – December 2021, the returns to check outs percentage was slightly less at 64%. This means that the number of returns versus check outs percentage was 11% lower during the fine free trial period.
 - In general, front desk staff have had less questions and complaints from guests about fines on accounts, especially during library card renewals, when guests have to clear their account of all fines and fees to renew.
 - Staff have also spent less time resolving negative fine interactions not related to library card renewals.

2. How does this 6 months compare to the previous 6 months as far as materials being taken out?

Month	Total Check Outs JUL – DEC 2019	Total Check Outs JUL – DEC 2021
July	82,118	103,798
August	77,766	73,089
September	68,074	61,737
October	68,084	61,697
November	65,531	55,812
December	62,193	57,359
TOTAL:	423,766	413,492

3. Has there been an increase in number of materials returned over the previous 6 month period? Covid would likely affect data?

Month	Total Returns JUL – DEC 2019	Total Returns JUL – DEC 2021
July	62,743	49,936
August	59,664	51,268
September	51,686	43,530
October	50,992	41,381
November	47,396	39,888
December	45,459	38,131
TOTAL:	317,940	264,134

4. In general, trial periods are utilized in order to evaluate or examine a program. The trial and evaluation data should answer questions.
- The trial timeframe is July 1 – December 31, 2019 (Pre-COVID) to July 1 – December 31, 2021 (COVID). Please see the answers to all of the other questions.
5. Has there been an increase in number of materials returned over the previous 6 month period? Covid would likely affect data?
- Same question as #3. Please see above.
6. Has there been an increase in damaged materials or returning late materials during the trial period?
- No
7. Is there a particular Novi zip code that has more late fees and blocked cards?
- July – December 2019

Overdue Fines	48167	48374	48375	48377
July	\$ 74.80	\$ 79.60	\$ 155.20	\$ 204.80
August	\$ 15.40	\$ 56.40	\$ 48.15	\$ 15.40
September	\$ 25.40	\$ 189.40	\$ 178.80	\$ 47.80
October	\$ -	\$ -	\$ -	\$ -
November	\$ 17.60	\$ 101.80	\$ 194.40	\$ 103.00
December	\$ 65.80	\$ 210.80	\$ 197.60	\$ 76.40
TOTAL:	\$ 199.00	\$ 638.00	\$ 774.15	\$ 447.40

Blocked Patrons	48167	48374	48375	48377
July	0	13	12	7
August	2	10	9	10
September	1	5	12	6
October	4	8	11	14
November	0	6	9	6
December	3	6	16	6
TOTAL:	10	48	69	49

- July – December 2021

Overdue Fines	48167	48374	48375	48377
July	\$ 32.60	\$ 66.40	\$ 114.60	\$ 116.60
August	\$ 11.40	\$ 75.40	\$ 101.20	\$ 96.60
September	\$ 43.80	\$ 44.80	\$ 97.80	\$ 48.60
October	\$ 4.40	\$ 43.80	\$ 67.20	\$ 29.80
November	\$ 11.60	\$ 14.40	\$ 60.40	\$ 51.00
December	\$ 9.60	\$ 33.60	\$ 77.80	\$ 17.80
TOTAL:	\$ 113.40	\$ 278.40	\$ 519.00	\$ 360.40

Blocked Patrons	48167	48374	48375	48377
July	4	6	20	7
August	7	26	40	17
September	4	16	34	19
October	5	7	23	9
November	1	14	17	12
December	1	9	23	7
TOTAL:	22	78	157	71

8. What is the percentage of late fees coming from non-residents?

- **TLN is still generating reports for us for this question.**

9. If we block someone's access to our materials, can they still have access at another library?

- No. Their library card is blocked throughout the whole TLN shared system.

10. What is the percentage of our operating budget that comes from fines...separate from damaged or lost materials?

Year	Fines/Fees Revenue	Total Revenue (as of end of year)	Percentage of Revenue of Budget	Notes
Jun-21	\$10,924.57	\$3,217,848.34	0.30%	no fines; only fees - COVID
Jun-20	\$48,961.25	\$3,188,125.86	1.50%	no fines as of 3/16/20 - COVID
Jun-19	\$69,892.80	\$3,130,757.03	2.20%	fines and fees assessed
Jun-18	\$55,449.41	\$2,952,558.81	1.90%	fines and fees assessed
Jun-17	\$62,701.26	\$2,842,382.14	2.20%	fines and fees assessed
Jun-16	\$66,886.35	\$2,824,862.38	2.40%	fines and fees assessed
Jun-15	\$65,010.47	\$2,670,151.81	2.40%	fines and fees assessed

11. How many of our patrons have their cards blocked?

- As of:
 - December 31, 2019: 1,298
 - **December 31, 2021: 1,549**

12. Has the money that we have taken in from fines decreased over the last 5 years?

- See chart for question 10.

13. Has there been any gathering of stories from our patrons and non-patrons regarding how fines affect them?

- No. However, we have surveyed guests as to how they rank the importance of fines in relation to other topics/areas of concern.

14. Is it possible to reconstruct - using anonymized data, like only the card number - the path of one of these people through time. How many are people do we think have become "zombies" because of the fine issue?

- Even keeping a patron anonymous, the data gathered to answer the Trustee's 3 questions below is comprised of over 12 different reports. With that data, it is not possible to trace one specific patron through time to see if they have become an inactive guest.
- If we tried an alternative option and were to look into one guest's account, we would be able to see a complete history of when fines and fees were charged to the account and when they were paid. However, our system does not keep a history of a guest's checkout dates. It also does not keep a history of activity dates for that guest where we could see each time they visited the library. We can only see the last activity date. Unfortunately, with this data that we can see, we cannot map out a timeframe of when a guest incurs fee charges and how that impacts their activity at the library. Additionally, data would not be able to tell us the personal reasons why a guest might become inactive.

- **Previous Questions**

- **Each fine transaction paid for a quarter or a full year period.**

- Note: A transaction is defined as all the fines paid at one time by a patron. If patron, Jane Smith, pays \$5 of her fines (5 \$1.00 overdue fines for DVDs) on Monday and pays \$2.00 of her fines (\$.20/day fine for a book overdue for 10 days) on Thursday, each of these is considered a transaction, not the individual fines being paid.
- TLN was able to provide data for 2018, 2019, 2020, and 2021, broken down into every patron transaction per day per quarter per year. However, to abide by the Michigan Library Privacy Act, the data cannot be released as is because it contains private patron information.
- **So the answer to the Trustee's question is yes, we have that data, but we would need to know what parameters one would like the data narrowed down to, such as a comparison of January 2019 (not in COVID) versus January 2021 (in COVID) for example.**

- **Outstanding amounts of fines against every card in the system at a specific date in time.**

- I believe the Trustee meant a snapshot in time showing the total amount of fines each of our patrons owe broken down by patron, so we can see them ranked from the highest to the lowest total amount.
- TLN was able to provide data for 2018, 2019, and 2020, broken down into the total amount owed by a patron on a certain day in that year. There is not data for every single day in a year, but there is data for most days. Again, to abide by the Michigan Library Privacy Act, the data cannot be released as is because it contains private patron information.
- **So the answer to the Trustee's question is yes, we have that data, but we would need to know what parameters he would like the data narrowed down to, such as a comparison of August 2019 (not in COVID) versus August 2020 (not in COVID) for example.**

- **Show how many patrons have reached the limit of fines and have been blocked and when they paid those fines off to remove the block.**
 - I believe the Trustee meant how frequently large fine balances occur and how often they get paid off and resolved.
 - TLN was able to provide a snapshot of all current unpaid bills by patron account.
 - Again, to abide by the Michigan Library Privacy Act, the data cannot be released as is because it contains private patron information.
 - **So the answer to the Trustee's question is yes, we have some of that data. However, data is not available that shows when those exact unpaid bills for each patron gets resolved.**
 - An example of the data:
Here is a comparison of the largest amount of ONLY unpaid overdue fines for a single patron and the largest amount of ONLY unpaid LOST replacement fees for a single patron in October 2019 (not in COVID) versus October 2021 (in COVID):

LARGEST AMOUNT CHARGED TO A SINGLE PATRON	OCTOBER 2019 (not in COVID)	OCTOBER 2021 (in COVID)
ONLY Overdue Fines	\$47.40	\$14.00
ONLY Lost Replacement Fees	\$174.25	\$276.79

- In connection with the patron referred to in the Trustee's original email who "shared her experience of having racked up a \$100+ in fines related to some overdue videos back when she was a mom with young children," when looking at both October 2019 and October 2021, neither month saw a patron with \$100 or more in only overdue fines.

15. As I learned much of what we have learned in finance has not worked its way over to the rest of the board.

- **Can we summarize from the November survey - the relative importance our citizens have put on fine free - vs the other services the library provides. (Let's make sure that we give an honest reading. As you may have gleaned, I disagreed with the conclusions the HR committee presented as the results of the employee survey regarding holidays.)**
 - Please see the survey results below:



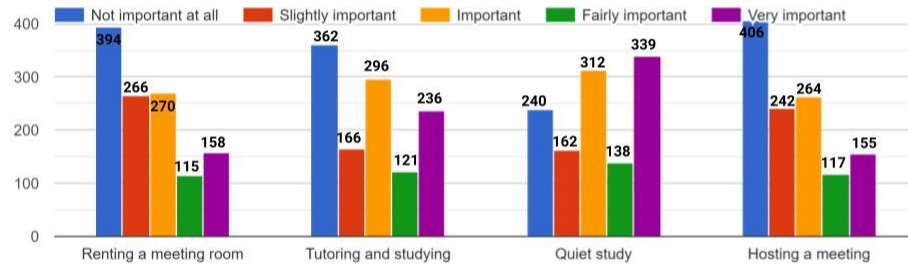
Novi Public Library Usage Survey

Data taken from Tuesday, November 9, 2021 at 6pm through Monday, February 28, 2022

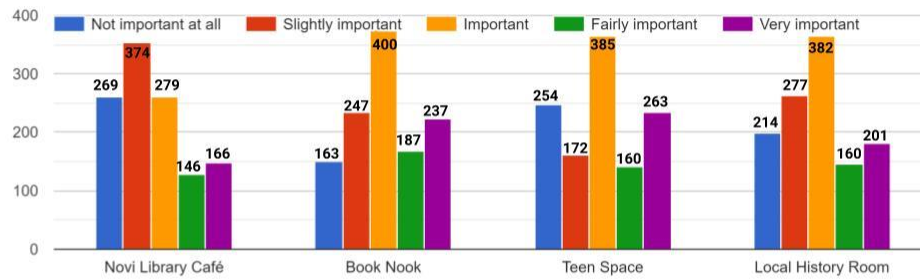
How would you rate the importance of the Novi Public Library's in-person services?



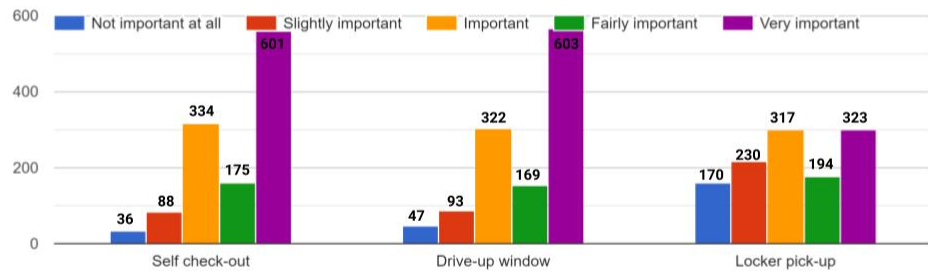
How would you rate the importance of your use of space at the Novi Public Library?



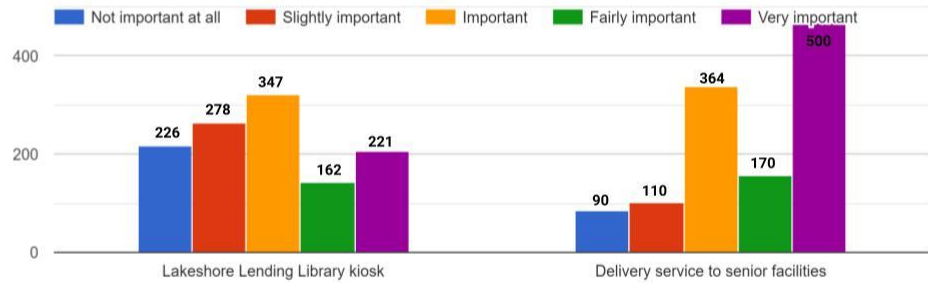
How would you rate the importance of the following Novi Public Library's concierge services?



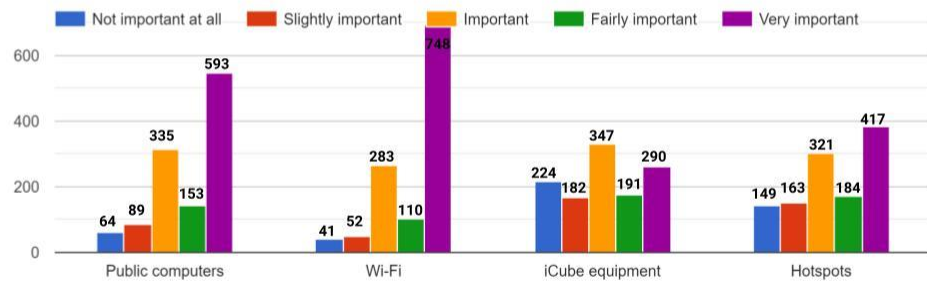
How would you rate the importance of the Novi Public Library's self-service and contactless opportunities?



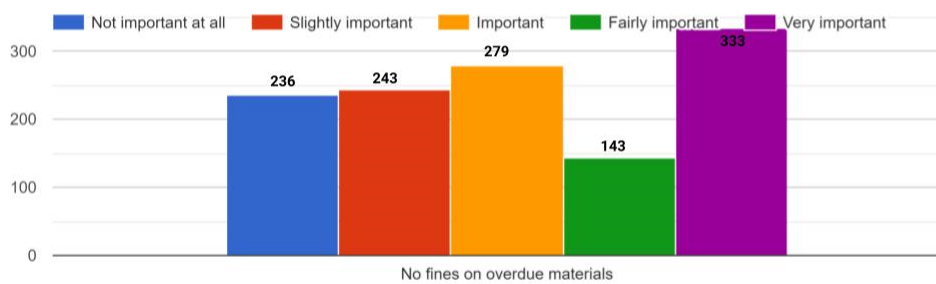
How would you rate the importance of the Novi Public Library's outreach services?



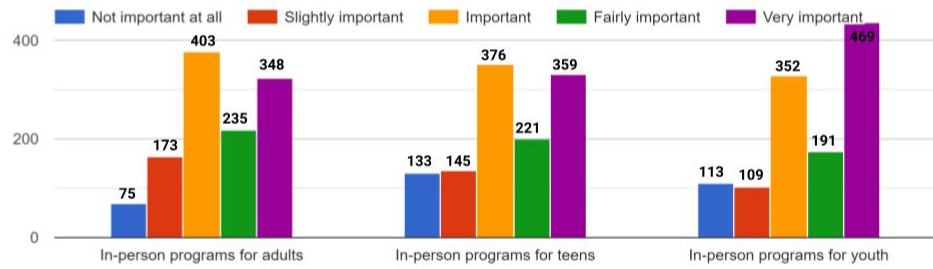
How would you rate the importance of the following technology at the Novi Public Library?



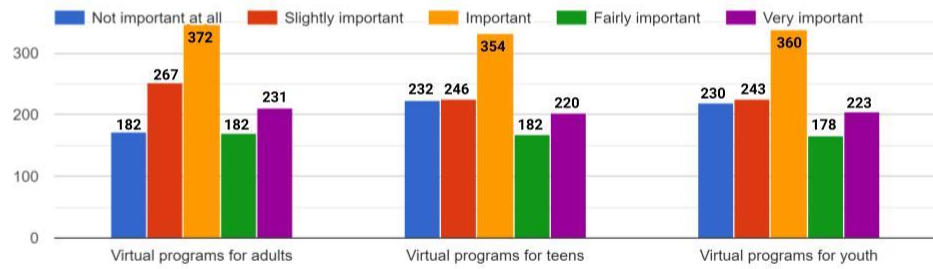
How would you rate the importance of fine-free at the Novi Public Library?



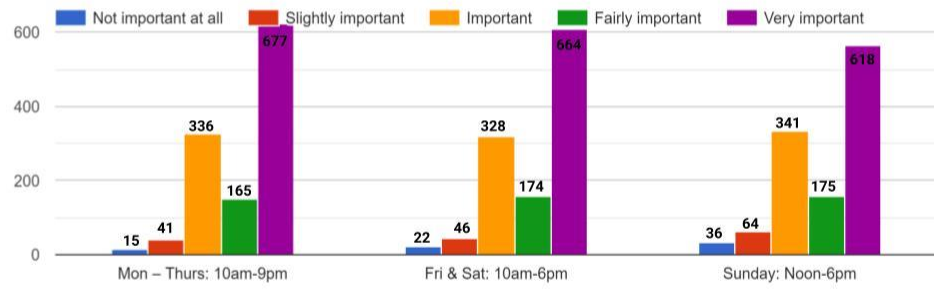
How would you rate the importance of attending performances and events in-person at the Novi Public Library?



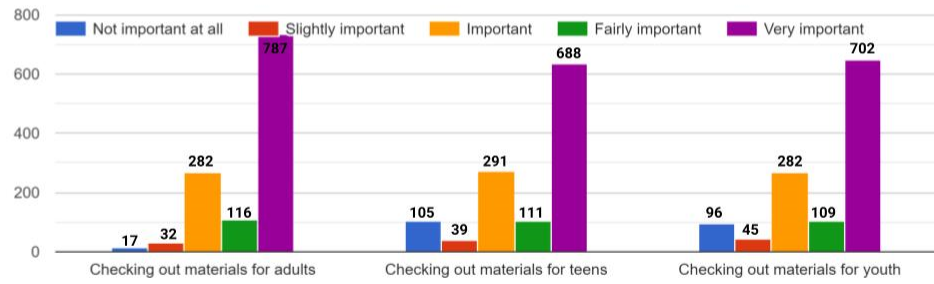
How would you rate the importance of attending performances and events hosted virtually by the Novi Public Library?



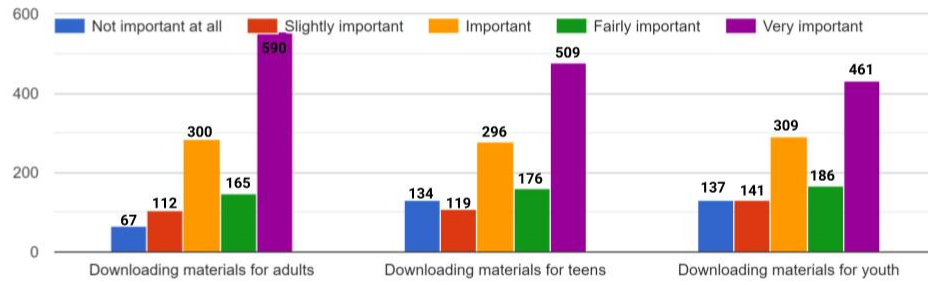
How would you rate the importance of the Novi Public Library's hours of service?



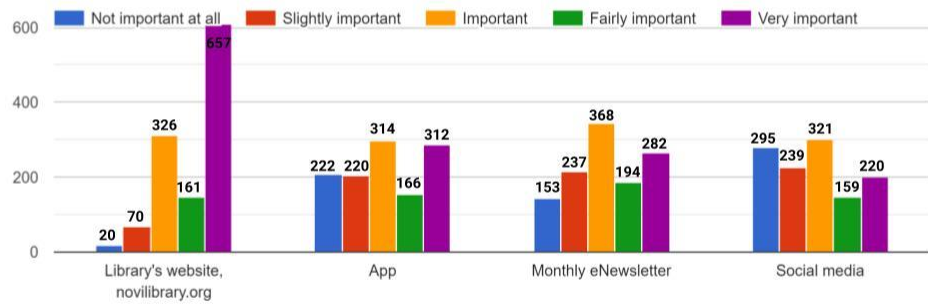
How would you rate the importance of checking out materials (books, music, DVD/Blu-rays, magazines, etc.) at the Novi Public Library?

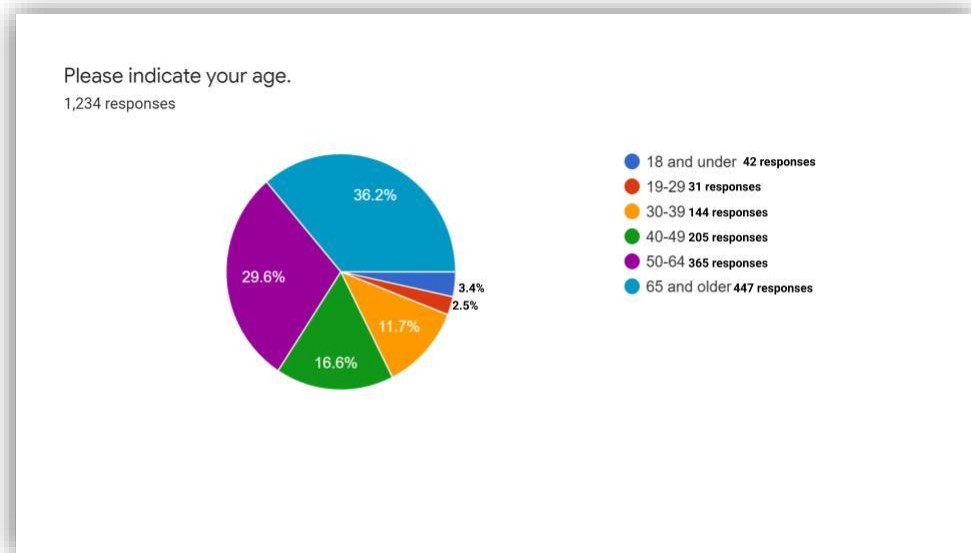
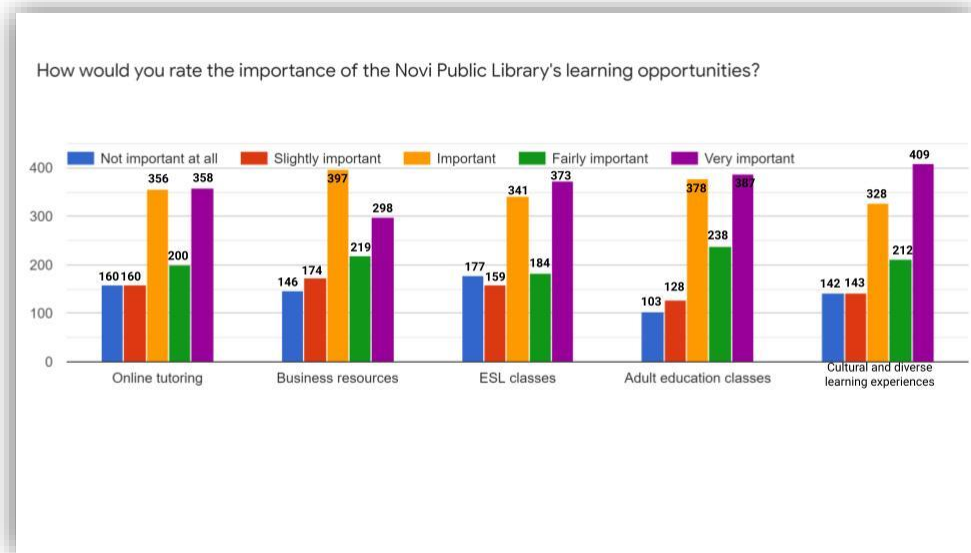


How would you rate the importance of downloading digital materials (books, music, movies, and magazines) from the Novi Public Library?



How would you rate the importance of how you receive information about the Novi Public Library?





- There was a lot of data gathered on this last year. I am attaching the email threads. Please make sure this information works its way into the Q&A page.
 - Please see answer above.
- There was a thread with the subject Fines population. I sent a response to the thread a few minutes ago. Maryann provided some preliminary data. We need to drill further to identify an actual population of impacted.
 - Please see the answer to question 14.
- In terms of the revenue that we see..
 - How much is fines (late), how much is fees (lost).
 - TLN is still generating reports for us for this question.
 - For both of those categories - what is the ratio of collected to uncollected.
 - TLN is still generating reports for us for this question.

- **How much do we forgo each year, when we purge the old records (I recall this is done every 2 years).**
 - No data has been collected from previous years when this process has been completed.

16. Have we seen any service disruptions (i.e. longer waits for holds) from the Fine Free trial?

- There has been no change in the wait time for holds.

17. Has there been any feedback received from residents and/or staff regarding us going Fine Free (both positive and negative/constructive)?

- (Provided by Julie Farkas):
 - "I went back through all my comments/suggestions that were received from our comment boxes as far back as 2018. Only one comment was received related to fines/fees and it said "donation jar for late fees". When I contacted the guest on 11/30/18 the guest was looking for a jar to be placed on the check-out desk so that if a fine is .20 she could put the change from her \$1.00 into the jar and donate the rest."

18. Have we heard any feedback from our neighboring libraries on how their Fine Free roll out has gone (I believe Wixom moved that way)?

- We asked for feedback from those libraries in the Neighborhood Library Association (NLA) that have gone fine free. Out of Commerce Township Community Library, Lyon Township Public Library, Northville District Library, Salem-South Lyon District Library, Walled Lake City Library, and Wixom Public Library, only Lyon Township and Wixom have gone fine free.
- The questions we asked included:
 - When did your library go fine free?
 - What were the reasons your library went fine free?
 - Was your Board in full support of going fine free?
 - How was going fine free received by your community?
 - Have you had to address any negative responses to going fine free? If so, what were they?
 - What was the amount of annual revenue lost by going fine free?
 - How have you recouped the lost revenue from fines?
- The feedback we received was:
 - **Lyon Township Public Library (provided by Holly Teasdale)**
 - When did your library go fine free?
 - 2019
 - What were the reasons your library went fine free?
 - Removal of barrier of access for our patrons; better customer service and interaction with patrons at the desk; residents are already paying for materials to purchase them, and will have to pay for them if the item is lost - no reason to charge them for this.
 - Was your Board in full support of going fine free?
 - Yes
 - How was going fine free received by your community?
 - Well received. A few people were worried about (1) People would keep the books forever! Until we explained that if materials were not returned, patrons would still be charged for the total cost of the book. If they still didn't return, they would be sent to collections. People show up and return the stuff when they get that letter in the mail. And (2) That it would affect our revenue. It was only 2% of our revenue.

- Have you had to address any negative responses to going fine free? If so, what were they?
 - See above answer.
- What was the amount of annual revenue lost by going fine free?
 - 2%
- How have you recouped the lost revenue from fines?
 - We ended up recouping the loss in an increase in interest from our Fund Balance (we had recently passed a new operating millage, allowing us to build the fund balance).

Wixom Public Library (provided by Andrea Dickson)

- When did your library go fine free?
 - January 1, 2020
- What were the reasons your library went fine free?
 - Equity in access was the primary reason to go fine free. We pulled a list of patrons with fines and broke the spreadsheet down by age and neighborhood, specifically apartments and senior housing. We found that fines were impacting patrons living in areas that generally have lower incomes compared to higher cost neighborhoods in the City (1 in 10 patrons living in neighborhoods were blocked vs. 1 in 6 for apartments/senior housing). We also discovered that the average fine amount was higher in areas with lower overall income. Ultimately our goal was to get materials returned knowing some patrons didn't return overdue items because they wouldn't be able to pay the overdue fine (we haven't noticed any significant change in overdue rates since going fine free). Ultimately, our mission is to ensure all residents can access our resources, regardless of socioeconomic status.
- Was your Board in full support of going fine free?
 - The Board discussed it for a few months and unanimously voted in favor of going fine free.
- How was going fine free received by your community?
 - We only had positive responses, especially when they saw how little revenue actually came from overdue fines. I made a point to send a memo and copy of the flyer to all City Council members in case they received any comments from residents. I attended a meeting as well and they were also supportive. We actually just had the Deputy Mayor tell a staff member how grateful he was for the Library being fine free after his daughter went into early labor and they didn't have to worry about the late books at her house.
- Have you had to address any negative responses to going fine free? If so, what were they?
 - We did not have any negative responses to going fine free from residents or City officials. We have an independent, elected governing Board so it was exclusively their decision but I was proactive about providing information and reasoning to other City officials since we serve the same community.
- What was the amount of annual revenue lost by going fine free?
 - Total overdue fines the fiscal before going fine free were \$9,383. That amount doesn't include fees for lost or damaged items.
- How have you recouped the lost revenue from fines?
 - We just absorbed it into our budget. We are stricter on payments for lost or damaged items now that we are fine free. We've always charged that but we are significantly less likely to waive any charges for those items now.

- Additional Comment:
 - Going fine free has been great and I recommend it. A significant benefit has been the positive impact on customer service and the reduction in staff time and arguments about small overdue fines on accounts. I recently went through paperwork and discovered that I basically have no patron files regarding arguments related to fines since we went fine free. It's been a little harder to analyze some of the impact because COVID hit shortly after we went fine free. However, that proved to be fortuitous timing because we didn't have patrons panicking about overdue materials during closures, if they were sick, etc.

19. Do we know how many patrons may have had their account suspended for a while and have yet to pay and/or renew their card?

- Data was examined to see if a pattern of inactivity could be determined. Unfortunately, there is not enough data to determine any type of trend or pattern.

20. I think it is really important that we understand and document for the board the unwritten "2 year amnesty" procedure.

- This process is not publicized but completed in-house only with TLN's assistance.
- This process is completed annually based on TLN's suggestions and as a way to keep the shared system database as accurate as possible.
 - TLN automatically removes patron accounts after 13 months of inactivity (when there are no checkouts, lost items, or fines or fees associated with the account).
- This is a manual process that we have to contact TLN to do each year. This process is done in July and involves two steps.
 - As an example, here is how the process was completed in July 2020:
 - Purge all Novi fines and fees that were charged to patron accounts prior to July 1, 2018 (for all amounts and for all patrons throughout shared system that were charged fines and fees on Novi materials).
 - Purge all patron accounts that have been expired prior to July 1, 2018 that did not have fines or lost items (fees) owned by other libraries charged to their account.
- **As I recall you explaining, that when library cards expire (after 2 year), any associated fines are purged. Is that correct? Does this apply to fines and fees?**
 - Yes. See above.
- **Does this happen on a rolling basis? Or at a certain time each year?**
 - Yes. Every July.
- **Do we have any tracking or estimate of how much in fines/fees is forgiven each year through this process?**
 - No data has been collected from previous years when this process has been completed.
 - Per TLN, in the future, it is possible to collect this data when the process is completed each year.

Additional Questions from Board Finance Committee (received 3/9/22)

- **In Questions 2, 3, 5. I believe the goal was to understand how fine free is affecting loss rates. If I look at the data shared so far, it says that in Jul-Dec 2019, 423K items were checked out and 317K were returned. Does that mean that 105k items were never returned? or lost? It seems implausible.**
 - The two numbers are not directly related to one another in a 1-to-1 relationship because these are not static numbers. They are fluid numbers that change day-by-day.
 - We do not check out X amount of items in July and expect to have the same X amount of items returned in July or even the next month. Every item has different checkout periods and renewal limits. And patrons may have checked out items prior to those periods (i.e. in June), but returned them in July or August. Similarly, patrons may have checked out items in these periods but returned them after the period ended (i.e. January or February).

 - **Question 11. Can you add the data from Dec 31, 2020. How many of people had their cards were blocked in 2019 were still blocked in 2020, and 2021. - or what is the longevity of the block. . That would tell us if we are capturing a long term problem or us a snapshot in time,**
 - We can add the data for December 31, 2020. However, the data is the total number of blocked cards and is just a snapshot of the total on December 31st of each year. The data/report does not allow us to trace multiple patrons throughout 2019, 2020, and 2021 to see how many remained blocked all three years.

 - **Question 14. If the data cannot be shared - the analysis needs to be completed by trusted people so that the results can be shared. If anonymized data can be shared - I am happy to lend a hand with some data analysis. Data can be anonymized by removing patron names and addresses and simply leaving a card number. If a further level of anonymity is needed, we card numbers can be replaced with unique identifiers created by some kind of hash.**
 - We can make a patron anonymous, but the analysis requested is not possible from the data gathered in the multiple reports.
-

Additional Items Discussed at Board Finance Committee Meeting on 3/16/22

- **Does NPL offer guests options for fine amnesty?**
 - Yes, we offer the following options:
 - Annual "Food for Fines" event (not held in 2020-2022 due to COVID)
 - Bring in 1 canned item and get \$1.00 in overdue fines waived.
 - Up to 10 items totaling \$10.00 accepted per cardholder per day.
 - In partnership with TLN and Gleaners.

Board Events/Marketing/Fundraising Committee by Trustee Dooley:

1. Meeting held on 2/8/22

The committee continued to review the Marketing Plan and made a process for review of marketing looking through the DEI lens and curation of images to represent our Novi community. Dana will begin to make edits based on the committee's feedback. This was Trustee Yu's last meeting.

Events Attended by Trustees in January/February 2022:

- Public Library Financial Management Seminar hosted by Library of Michigan – Trustee Bartlett, 2/8/22

Next meeting scheduled for: March 7, 2022

2. Meeting held on March 7, 2022

Old Business

* Staff Updates

- NPL at your Door: March 28th is the official opening. Lots of buzz about it. Flyers, Patron Point.
- Online Library Card and Renewal are still in the works - waiting on TLN & Patron Point
- Mobile App Update - Sent a beta test of the app to Dana and Staff to Test. Took their comments and sent to app vendor.
- Family Discussion Kits were gone very quickly!
- Novi Meadows did a PTO Scavenger Hunt. Huge success, over 400 people came.
- In-Person Storytime coming back soon in April
- Gail will have a National Library Week Spring Concert - official launch of In-Person programs - Thursday April 7th, staff will also do some infomercials about library at event as well.
- Launch Community Read on Wed March 9th - coming up in May - Novi will host it in May on May 9th in person at 7 PM

* Upcoming Read Box Fundraiser

- Boxes are done and are beautiful.
- Materials cost \$160 for both boxes + staff time. Starting bids will be at \$100 with \$25 increments. Launch beginning of April to end of April.

* National Library Week Promotions

- Library giving day on April 6th - Donate to the library, will see if a company will offer a matching donation
- Coordinate staff appreciation lunch
- March 28th - Proclamation from the Mayor and City Council

New Business

- Committee shifts coming in May
- Possible posts to hop on upcoming Comic Con at Suburban - to promote graphic novels and manga reading
- Engaging businesses (summer event)
- Program with Bill Morrison (local illustrator and industry creative) later in the year
- MSU vs. U of M possible program and fundraiser in the Fall

April Meeting: Wed April 20th at Noon

Events Attended by Trustees in February/March 2022:

- Bartlett: 2/17 MLA Advocacy Hour: Discussion of Headlee Amendment and Proposal A Reform
- Crawford: 2/23 Historical Commission program "Underground Railroad"; 3/7 Volunteer in the Local History Room; 3/9 "Connect For Life" a new initiative program; 3/14 Michigan Capitol Commission in Lansing; 3/16 Historical Commission
- Dooley: 2/15 Notable Women - Harriet Tubman; 2/28 Chief Molloy Retirement

Board Building & Grounds Committee by Trustee Yu

Meeting held via Zoom on Wednesday, February 9, 2022 at 11am

Attendees: Torry Yu (Chair), Sreeny Cherukuri, Julie Farkas (Director)

Technology Plan: committee to review the current technology plan and it will be reviewed by Barb Rutkowski, Head of IT, at the next committee meeting.

Café:

- Dana is our liaison with the café.
- Our current lease is up in August so the committee is being asked to review the current lease/agreement.
 - Julie has asked for a sales report from August to December 2021 to allow the committee to see how the café has been doing.
 - Due to the continued COVID pandemic, Julie is recommending to the committee that the Board renews the current contract for an additional 3 years, keeping at \$6,000/annually in rent from the café. It was discussed that it was worth keeping the café with a good name/service and its benefits to our community with including the Novi Transitions students in the café operations. The café has also dealt with other pandemic-related challenges, including additional closures and staffing changes.
- There was good momentum in November and December but fell in the New Year. The café has changed their hours to 10am to 5pm due to slower traffic in the morning and continuing to be available for the students after school, which is its main business.
- Looking to push catering opportunities with meeting room rentals resuming.

Shared Services: Trustee Cherukuri asked about shared service opportunities at the Board's budget meeting. Julie has looked at what opportunities there are and has done so in the past. An example would be looking at the snow removal contract with the City. The quote for the Library would have been \$27,000 where our current vendor only charges \$15,000. We will continue to look into opportunities for shared services.

Energy Audit: we are looking to engage with DTE for another energy audit, which was last done prior to the LED conversion project, to see if they have any additional recommendations for us. The energy audit is required for QSAC certification, which staff is currently working on.

Old Business:

- **Server:** all the equipment that was ordered from the server failure from the summer has arrived and the vendor has been in to reconfigure the different ports. At this time, we are over 50% up and running.
- Barb is currently short a full-time Systems Administrator position. There have been good interviews conducted so far so it is hopeful that this position is filled very soon.

Next Meeting: this is Trustee Yu's last committee meeting with his term ending this month and not renewing. Julie will work with Trustee Cherukuri until additional committee appointments are made in May. The next meeting will be held on Thursday, March 10 at 3pm in-person at the Library to review the technology plan with Barb.

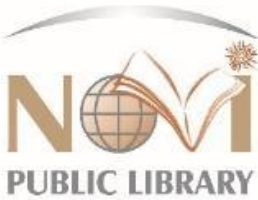
Board Building & Grounds Committee

Meeting held: March 10

Director Farkas met with Trustee Cherukuri to discuss the following:

- Technology Plan currently under review. Barb Rutkowski, Head of IT, will provide a comprehensive update of the plan at the next meeting.
- The equipment that was damaged from the two storms in July 2021 is 90% installed and functioning. Area that still need to be addressed: credit card devices at some of the self-check-out machines, some print receipt technology and a cash register in the AST room.
- Full-time Systems Administrator position has been filled. The new employee will start on Monday, April 4, 2022.
- Next meeting scheduled for: April 13, 2022

Update from Director Farkas as of 3/18/22: We are having difficulty with finalizing the Phone System Project contract for the Library with the current vendor, CBTS, which was approved by the Library Board on October 28, 2022. Vendor was made aware of the bid approval verbally in October. Barb Rutkowski and Director Farkas have made several attempts, including an in-person meeting with the vendor on January 20, 2022 to get a signed contract. Vendor's costs are not equaling the proposed and approved bid, based on bid specifications. We hope to have a decision made in the next week as to whether we will need to go back out to bid again. The initial response from the vendor is that pricing has gone up since the bid process.



NPL @ Your Door Usage

- The NPL @ Your Door program is a service provided to Novi residents to receive library materials by mail: books, movies, music, audiobooks and more. If residents are unable to come to the Library due to accessibility, illness or other ~~issues~~ reasons, NPL can mail materials to a resident's home.
- To qualify for the NPL@ Your Door program, a resident must:
 - have a valid Novi Public Library card in good standing and;
 - be 18 years or older to apply for this service. If a resident is under 18 years old, a parent, guardian or caregiver must sign the child up for the NPL @ Your Door program and take responsibility for all borrowed items.
- In order to sign up for the NPL @ Your Door program, a resident:
 - may call or email the Library to submit an application for this service;
 - will be notified by Library staff when the resident has been accepted into the program and;
 - must agree that the resident's library card will be used exclusively for the NPL @ Your Door program. The resident may not use their library card for any checkouts at the Library, including the drive-up window, lockers or Lakeshore Lending Library.
 - must designate if the resident will participate in the program on a permanent or temporary basis,
 - must provide a participation start date and end date at registration, if using the service temporarily, with a minimum of four weeks required for participation in the program.
- A resident is allowed one mailer bag at a time per library card. The number of items allowed per mailer bag is determined by weight limit.
 - Materials are mailed directly to the resident in a mailer bag at no charge. The resident is required to mail all materials back to the Library within the checkout time limit using the provided postage prepaid mailer bag.
 - Only items owned by NPL can be mailed
- A resident may be suspended from the NPL @ Your Door program for:
 - damage to materials, including the provided mailer bag;
 - repeated failure to return materials (either part of or the total of items checked out) using the provided postage prepaid mailer bag;
 - repeated in-person check out of materials at the Library;
 - repeated in-person return of materials at the Library, or;
 - any other misuse of the program as determined by the NPL @ Your Door committee.
- The NPL @ Your Door program may be discontinued at any time for any reason.

Policy Handbook: Approved January 27, 2022, Amended March 24, 2022

Signed:

Kathy Crawford
President
Novi Public Library Board of Trustees

Email To: Director Farkas, President Crawford, Library Board Trustees and Dr. Meadows

Email From: Sharon Trumpy

Date: 2/12/2022

Dear Director Farkas, President Crawford, Library Board Trustees and Dr. Meadows,

I wanted to draw your attention to this recent news story which is not just receiving local attention but has been covered by newspapers across the country including Miami, Kansas City, Phoenix and more. It is about the walk out staged by students after a substitute teacher directed the racist expression "cotton-pickin'" at a Black student at Farmington High School. These teens recognized the racism inherent in this phrase and reacted immediately to support their classmate and demand action against this substitute teacher. The school superintendent, instead of making excuses, acknowledged that this language is unacceptable and the substitute teacher was barred from serving in Farmington schools in the future.

Perhaps you will notice that the offensive phrase in question is one that your Diversity, Equity and Inclusion Chair has used and defended, even after being told by a Black trustee, Trustee Michener, as well Black community members and employees, that this is a racist expression. As you are aware, Trustee Cherukuri has publicly posted other bigoted and racist content such as referring to Vice President Kamala Harris as a "skank," and suggesting that Eric Garner's death at the hands of police was the mob "getting more than they asked for."

In contrast to the reaction in Farmington Hills, the Novi Library Board President has continued to defend Trustee Cherukuri, stating that everyone has offensive content on their social media and suggesting that the real problem is the community members who are calling out this racism. Despite numerous public comments and a community petition calling for Trustee Cherukuri's removal from the DEI committee, President Crawford continues to suggest that his behavior is somehow justified by the "big personalities" on the DEI Board committee. Instead of courageously condemning this racism, as the superintendent in Farmington Hills did, President Crawford has left the responsibility of DEI work solely on the shoulders of the staff and "indefinitely paused" the board DEI committee.

I hope that at the February Library Board meeting I will finally hear Trustee Cherukuri's racism condemned, the DEI board committee restarted, and the Novi Library Board finally stand behind the statement that you yourselves approved:

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

Sharon Trumpy

<https://www.clickondetroit.com/news/local/2022/02/10/farmington-high-school-students-protest-after-substitute-teacher-uses-racist-phrase/>

Email From: Kathy Crawford, Library Board President

To: Sharon Trumpy

Date: Sun, Feb 13, 2022

Ms. Trumpy, thank you for your recent communication and continued interest and support of the Novi Public Library. The Library staff and the Board are committed to training and working diligently to avoid subjecting people to microaggressions.

Novi's extensive multiculturalism challenges each of us to become better informed about race, culture, ethnicity and other qualities. We also intend to pursue opportunities for honest discussion regarding attitudes and biases that may hurt others.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

March 1, 2022

Novi Public Library
45245 West Ten Mile Road
Novi, MI 48375

Dear Friends,

Happy March is Reading Month! Let's celebrate all the wonderful libraries across Michigan that provide Michiganders of all ages with resources, knowledge, and fellowship. Your service to your community is invaluable and has the potential to change lives.

Throughout history, libraries have been beacons of knowledge. The Novi Public Library is no different, providing events, books, and programs for people of all ages. Libraries plant seeds of inspiration in our young people and create a nurturing environment for their ideas to grow. It is incumbent on all of us to work together to ensure our communities succeed, which is why we are thankful for Novi Public Library and the library professionals, staff, and volunteers who go above and beyond to make a real difference in people's lives.

Thank you always for your hard work, and especially throughout these past two years. Not only have you continued to provide traditional resources, but libraries across Michigan have stepped up as crucial institutions in the coordination of public health programs. From COVID testing and vaccination to COVID-related information, libraries have continued to meet the ever-changing needs of their communities, supporting not only strong minds, but strong bodies too. I am so proud to work alongside you as we build a brighter future for all Michiganders.

Again, wishing everyone at the Novi Public Library a happy March is Reading Month! I send my best wishes for a successful next chapter.

Sincerely,

Gretchen Whitmer
Governor of Michigan



LIBRARY CLOSINGS 2022

- SATURDAY, JANUARY 1 (New Year's Day) **H**
- FRIDAY, MARCH 11 (Staff In-Service Day)
- SUNDAY, APRIL 17 (Easter Sunday) **H**
- SUNDAY, MAY 8 (Mother's Day)
- SUNDAY, MAY 29 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 30 (Memorial Day) **H**
- SUNDAY, JUNE 19 (Juneteenth) **H**
- SUNDAY, JUNE 19 (Father's Day)
- MONDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 12 (Staff In-Service Day)
- SATURDAY, SEPTEMBER 3 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 4 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 5 (Labor Day) **H**
- FRIDAY, OCTOBER 21 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 23 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 24 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 25 (Closed)
- FRIDAY, DECEMBER 23 (Closed based on current policy)
- SATURDAY, DECEMBER 24 (Christmas Eve Day) **H**
- SUNDAY, DECEMBER 25 (Christmas Day) **H**
- FRIDAY, DECEMBER 30 (Closed based on current policy)
- SATURDAY, DECEMBER 31 (New Year's Eve Day) **H**

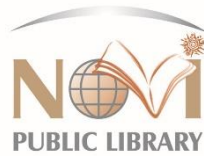
LIBRARY BOARD MEETINGS

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

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

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

H – Paid Holiday for Employee



Library Board Calendar

2022

January	Budget Planning Sessions at NPL: January 15th at 10am & January 20th at 6pm
January 27	Library Board Regular Meeting, Council Chambers Library Director Mid-year Review
February 17	Library Board Regular Meeting, NPL Whole Meeting Room (Approved change)
March 11	Staff In-service Day, Library Closed
March 24	Library Board Regular Meeting, NPL Whole Meeting Room (Change by City of Novi)
April 3-9	National Library Week
April 28	Library Board Regular Meeting, Council Chambers (Board Elections)
May 26	Library Board Regular Meeting, Council Chambers
June 23	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 21	Library Board Regular Meeting, NPL Whole Meeting Room (Approved change)
August 12	Staff In-service, Library Closed
August 25	Library Board Regular Meeting, Council Chambers
September 22	Library Board Regular Meeting, Council Chambers
October 27	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Wednesday), Council Chambers
December 21	Library Board Regular Meeting (Wednesday), Council Chambers

- 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.