



Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, September 24, 2020
at 7:00 p.m.
Virtual Meeting

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

1. Call to Order by President, Melissa Agosta
2. Roll Call by Secretary, Torry Yu
3. Pledge of Allegiance
4. Approval and Overview of Agenda 1-5
5. Consent Agenda
 - A. Approval of Regular Meeting Minutes – August 27, 2020.....6-20
 - B. Approval of Claims and Warrants (#594) – 268 and 269 Accounts..... 21-22
6. Correspondence
 - A. August, 25, 2020: Email from Sharon Trumpy, Novi Resident. Re: Library Role in Anti-racism.....23-24
 - B. August 26, 2020: Email from Kelli Kakish, Novi Resident. Re: Library Board Meeting.....24
 - C. August 27, 2020: Email from Paula & Gicentroy Henry, Residents. Re: Are we being represented by the Novi Public Library?.....25
 - D. August 27, 2020: Email from Sharon Trumpy, Novi Resident. Re: Library Role in Anti-racism.....26
 - E. August 27, 2020: Email from Adam Jimenez. Re: Book Donation.....27
 - F. September 11, 2020: Email from Grace Faoro, NCSD Teacher, Novi Woods. Re: Library Virtual Tour.....27
 - G. September 16, 2020: Email from Madison Skupin, NCSD Teacher, Novi Meadows. Re: Library Virtual Tour.....28
7. Presentation/Special Guest
 - A. Recognition of Marcia Dominick retiring after 20 years of service to NPLN/A
 - B. April Stevenson, Head of Information Services, Summer Reading 2020 Report..... 81-83
8. Student Representatives Report – for August 2020.....29
9. Executive Session
 - A. Closed session to discuss written Attorney-Client Privileged communications
10. President's Report (Melissa Agosta)
 - A. 2019-2022 Strategic Objectives (3 year plan)30
 - B. 2019-2020 Goals Update (July, October, January, April)N/A

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G. Bits & Pieces	N/A
H. Friends of Novi Library – Songfest Event September 2, 2020, Meeting Agenda September 9, 2020.....	96-97
I. City of Novi Historical Commission – Meeting Minutes August 19, 2020 and Meeting Agenda September 16, 2020.....	98-100
13. Committee Reports	
A. Policy Committee: Review current public policies for the Library	
(Michener–Chair, Agosta, Staff Liaison – Julie Farkas)	
• <u>Staff Committee consists of:</u> Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.	
• 1 st draft of building policies were sent to the attorney for review/edits as of 7/6/20.	
• The Attorney needs more time to review the policies that were sent. Attorney gave October 1, 2020 as a date for receiving edits, and will be offering suggestions to current drafts as well as model policies for the staff committee to review and consider. A date of Monday, October 12, 2020 (2-4pm) has been set for the next staff review meeting.	
• Trustee Michener is requesting a clause be added in an existing policy in relation to hate speech.	
B. HR Committee: HR Policies, Director Review & Goals, Salary Study	
(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)	
• <u>Committee consists of:</u> Julie Farkas, HR Manager (open position), Lindsay Gojcaj, Kirsten Malzahn, and Christopher Nadeau.	
• HR Manager posting closed on September 8, 2020. 83 qualified applications were received for the position. Resumes are being reviewed and interview dates are being considered.	
• We said good-bye to Marcia Dominick on Thursday, September 17, 2020. Marcia was a 20 year employee of NPL. She served as Administrative Assistant and her role encompassed both HR and Finance for a number of years.	
• HR Policy staff review has been suspended until a new HR Manager is hired.	

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

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

- Barbara Cook, NPL Bookkeeper, has been added to the Committee. Barbara will take on the work of investigating further an Endowment/Foundation opportunity for NPL in 20/21.
- Director Farkas was asked to provide information to the Committee about the BCALA costs for membership and conference attendance. This information was provided to the Committee members. Director Farkas was asked to obtain further information from City of Novi on the 7 year van ownership for the library. Information is provided in the packet.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

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

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/Community Events Attended by Library Board Members in the Last Month:
 - September Songfest at Paradise Park – Trustee Agosta (September 2, 10)

E. Strategic Planning Committee:

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

- A meeting was held on Monday, September 14, 2020. Trustees Dooley & Yu, and Director Farkas were in attendance. The Committee reviewed Trustee Michener's information packet presented to the Board in July. The Committee is presenting a draft of an updated Strategic Plan that incorporates the four equity goals that were presented in the research packet for Board consideration.

F. Building/Landscape Committee: Entrance project

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

- Lending Library Kiosk – Another push in the date, based on communications with City of Novi CIO Rob Petty, to the week of Monday, October 19, 2020. Utility work has been scheduled for end of August – mid-September. Director Farkas has met with 3 local vendors for vinyl wrap quotes for the kiosk. Pricing has been received, but not reviewed. Anticipated vinyl wrap date has been changed to Friday, October 23, 2020.
- Library Van – Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Café – 2 students from the Student Transition Program has started working in the café: Rick and Matt. See information in the Director's report.

The café has resumed early hours at 7am (Mon-Fri) as of Tuesday, September 8th with the start of the new school year. The traffic in the morning has been very slow. Café offered a discount to students, teachers and library staff the first week of school.

- Friends of Novi Library Book Nook – Due an overwhelming response to donations, the Friends have had to schedule donation drop-offs for the 2nd and 4th Thursdays of the month (10am-7pm) as of September 10. The volume was too much to handle for weekly donation drop-offs as the Friends have a very limited volunteer

pool at this time. New signage was created and communications about the change has gone out.

- Air Duct Cleaning RFP – Director Farkas will begin working on a RFP for an air duct cleaning of the full building. This was an approved budget item for 20/21. Keith Perfect is currently reviewing a document to add language specific to our building's needs.
- Voting Day (November 3, 2020) – The Library will be CLOSED to the general public for access to the collections, but drive-up, lockers, hold pick-up and phone assistance by staff will be available. Café will be open. Only the Large Meeting Room will be accessible for the voting precinct.

G. Bylaw Committee: Review of Library Board Bylaws

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

- Bylaw revisions were approved at the March 28, 2019 meeting.
- Committee has a meeting date set for Monday, October 5, 2020 at 5pm to discuss bylaw updates.

H. Equity and Inclusion Committee (ad-hoc):

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

- Committee met on Wednesday, September 2, 2020.
- Committee members requested a comprehensive list of programming offered by NPL over the past years that related to DEI efforts. See Gail Anderson's report enclosed.
- Director Farkas was asked to retrieve data from the Novi Schools regarding the diversity make up of students attending NCSD and test score percentages by diverse populations to look at education gaps and how NPL could assist with learning opportunities.
- Trustee Dooley is recommending to acknowledge current Ad Hoc Diversity, Equity, and Inclusion committee to become a standing committee going forward.
- Trustee Michener was asked to look further into BCALA affiliations for NPL and Spectrum Scholarship; information regarding the BCALA annual conference was provided to the committee regarding timeline and costs.
- Trustee Michener mentioned the idea of a Community Listening Session. The Committee is working on details for a possible October date.
- Next Committee meeting is scheduled for Tuesday, September 22nd which will include Programming Coordinator, Gail Anderson.

14. Public Comment

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

Citizens must state their first, last name and Novi address

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

15. Matters for Board Action

- A. Approval of 2019-2022 Strategic Plan with updates (1st draft).....31
- B. Approval of Library Van Replacement Schedule for every 7 years (2nd consideration for approval).....48
- C. Recommendation to approve current ad hoc Diversity, Equity, and Inclusion committee to become a standing committee for the Library Board.....N/A

16. Adjourn

Supplemental Information

- Library Calendar 101-102

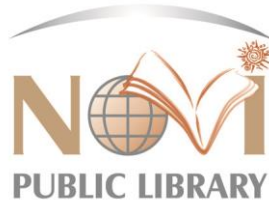
2020 Future Events:

- **Library programming virtual through December 2020**
- Friends of Novi Library Regular Meeting: Wednesday, October 14th at 7pm by conference call
- City of Novi Historical Commission Regular Meeting: Wednesday, October 21st at 7pm virtually by Zoom
- Library Board of Trustees Regular Meeting: Thursday, October 22nd at 7pm virtually by Zoom
- Friends of Novi Library Booked for the Evening Event, October 23rd **CANCELLED**
- **LIBRARY CLOSED for in-person access to library materials - Tuesday, November 3rd – for Election Day** – (staff reporting to work for guest calls, drive-up/locker services and pick-up of holds).
- **2020 Community Reads Event Featuring Author: Derf Backderf, Thursday, November 12th at 7pm virtually by Zoom (Registration Required)**
- Library CLOSED at 5pm – Wednesday, November 25th
- Library CLOSED – Thursday, November 26th and Friday, November 27th

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
August 27, 2020**

DRAFT

1. Call to Order

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

2. Roll Call by Secretary, Torry Yu

Library Board

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

Student Representatives

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

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Changes to the Agenda: Under 10. Treasurer's Report items A. and B. should read 2020-2021. A motion was made to approve the Overview of the Agenda as amended.

1st – Tara Michener

2nd – Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes –July 23, 2020

At the last meeting, Trustee Michener requested the Educational Research packet prepared from the Diversity, Equity and Inclusion Committee Meetings be included in the Board packet and it was not. President Agosta asked the Committee members about including the Educational Research packet in the Board packet. Trustee Dooley commented that the material includes discussions at the committee meetings. However, she didn't go back through her records to verify that it was going to be included in a report. But, Trustee Dooley has no issue with including the material in the Board packet going forward. The report from the Diversity Equity and Inclusion committee will be included in the next Board packet, as prepared by Trustee Michener.

A motion was made to approve the regular meeting minutes as amended.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

B. Approval of Claims and Warrants – Warrant 593 for Accounts 268 and 269

A motion was made to approve Claims and Warrant 593 for accounts 268 and 269.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

6. Correspondence

- A.** August 3, 2020: Letter from Michael Rice, State Superintendent, Dept. of Education Re: CARES Act Grant.
 - o Library awarded \$5,500 grant money from the CARES Act.
- B.** August 4, 2020: Email from Lindsay Gojcaj, Information Services Librarian to State Representative Kathy Crawford and two responses from Kathy Crawford
 - o Thank you to representative, Kathy Crawford for the Art and Humanities Touring Grant opportunity that the Library benefitted from.
- C.** August 4, 2020: Email from Kathy Doty RE: Support Services
 - o Re: excellent customer service
- D.** August 20, 2020: Email from: Sandy Bonavero, Program attendee
 - o Gail Anderson, program coordinator, received a thank you for the Rich African American History of Detroit program.
- E.** August 21, 2020: Email from Heinz Topol, Resident of Novi
 - o Re: His appreciation of the drive-up hold pick up service.

Trustee Dooley commented that with regards to the grant. The funding is earmarked for very specific things in terms of what we have to record. Director Farkas acknowledged that is correct and \$500 is for PPP and \$5,000 is for technology.

7. Presentation/Special Guest

- A.** N/A

8. Student Representatives Report

- A. The Student Representatives report for July 2020 can be found on page 25 of the August 27, 2020 Board packet.

9. President's Report (Melissa Agosta)

- A. 2019-2022 Strategic Objectives (3 year plan)
- o Strategic Objectives are on page 26
 - o No changes
- B. 2019-2020 Goals Update (July, October, January, April)
- o Next update will be in October.

10. Treasurer's Report (Geoffrey Wood)

Trustee Wood presented the Treasurer's Report.

A. 2020-2021 Library Budget Fund 268

The 2020-2021 Library Fund 268 Budget can be found on pages 28-30 of the August 27, 2020 Library Board packet.

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

B. 2020-2021 Contributed Fund Budget 269

The 2020-2021 Contributed Fund 269 Budget can be found on page 31 of the August 27, 2020 Library Board packet.

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

C. Reviewed and Adjusted 19/20 Budget from the City of Novi Finance Dept. (as of 8/12/20) for Auditing Purposes

The Adjusted Budget For FY 2019-2020 from the City of Novi Finance Department can be found on pages 32-34.

D. 2020-2021 Library Budgets for 268 & 269 Budget Amendments by City Council – 8/10/20

Approved

The 2020-2021 Library Budget amendments as approved by the Board can be found on page 35.

E. August 2020 Financial Overview

The August 2020 Financial Overview can be found on page 36.

F. Library Fund 268 Expenditure & Revenue Report (ending July 31, 2020)

The Library Fund 268 Revenue and Expenditure Report can be found on pages 37-40 of the August 27, 2020 Library Board packet.

- Revenue ending July 31, 2020 was \$23,846.
- Expenditures ending July 31, 2020 was \$213,701.

G. Contributed Fund 269 Expenditure & Revenue Report (ending July 31, 2020)

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 41 of the August 27, 2020 Library Board packet.

- Revenue ending July 31, 2020 was \$0.
- Expenditures ending July 31, 2020 was \$0.

H. Balance Sheet for Fund 268 (as of July 31, 2020)

The Balance Sheet for Fund 268 as of July 31, 2020 can be found on page 42 of the August 27, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of July 31, 2020 was \$2,093,705.

I. Balance Sheet for Fund 269 (as of July 31, 2020)

The Balance Sheet for Fund 269 as of July 31, 2020 can be found on page 43 of the August 27, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of July 31, 2020 was \$1,712,224.

11. Director's Report

The Director's Report can be found on pages 45-58 of the August 27, 2020 Library Board packet.

Staff members celebrating anniversaries in September are:

- Mary Robinson –Information Services – 15 years
- Dominic Doot – Information Technology– 9 years
- Yolanda Hockaday-Dennis – Information Services – 5 years
- Chris Nadeau- Support Services – 2 years
- Jill Wasson – Support Services – 1 year
- Leah Bruce – Information Services – 1 year

Directors Report Summary

- On page 44 are the COVID-19 expenditures through August 2020. Director Farkas will inform the Board the dollar amount reimbursed to the Library for the PPP purchases.
- On page 46 is a copy of the letter submitted to the Library Cafe, regarding the exemption of the monthly lease payments from July through December 2020.
- On page 47 is a statement that Director Farkas submitted to the Library of Michigan. Various statements about what makes you proud of your library were posted on August 18th. Director Farkas read the statement that she submitted.
- On page 47 at the bottom are the Library Director Goals for FY 2020-2021.
- On page 48 is a statement submitted by Trustee Tara Michener. This will be discussed under 14A Matters for Board Action.
- On page 48 at the bottom is the Library Van replacement schedule. This will be discussed under 14B Matters for Board Action.
- On page 49 is an update on numbers and usage of the building during COVID. We are under the capacity recommendations of 120 guests and following the time limits of 30 minutes. Trustee Lawler received a comment from a Library guest about reduced seating. Director Farkas said the reduced seating is heavily suggested to discourage congregating and gathering especially when we are allowing a 30 minute visitation time. The Library is ADA compliant and are allowing a limited number of seats, if needed, in that capacity. There are three stand up computer stations but if anyone would need a chair it can be provided. On September 8 the library is currently planning to increase the visitation to one hour.
- On page 50 are examples of signage; informing guests of library services and building usage.

- On page 51 are details explaining what is to come in September 2020 for building usage and library services. Also, there is a photo of donations in quarantine. Donations are accepted Thursdays 10am-7pm.
- On page 52 and 53 is an eNewsletter update.
- On page 54 is design work by Maryann Zurmuehlen for Lakeshore Lending Library t-shirts. Trustee Michener commented that she loved the color scheme, very cool, very serene. Director Farkas appreciated the comment as they were trying to tie into the lake and that cool water feel.
- On page 55 is the Novi Today article about the Lakeshore Lending Library.
- On page 56 is a flyer for September Songfest, an outdoor event held at Paradise Park. Registration is required and there are just a few spots available for each date.
- On page 57 is information about the 11th Annual Community Reads.
- On page 58 is an ad placed in the Novi Chamber of Commerce Directory.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on page 58 of the August 27, 2020 Library Board packet.

B. Facilities Report

The Facilities Report, provided by Keith Perfect, can be found on the top of page 59 of the August 27, 2020 Library Board packet.

C. Information Services Report

The Information Services Report is found on pages 59-62, prepared by April Stevenson. On page 60 under adult zoom, the program Racism is not a Black People issue had an attendance of 1,120. This was a zoom and Facebook live event. However, the Facebook live numbers on page 65 under the COVID section are much smaller for this program. Director Farkas wanted to mention this acknowledging the 1,120 is an accurate number for attendance and will be used for reporting to the State. On page 61 the Raising a Reader continues to have wonderful numbers even with it being held virtually. Also, on this page are photos of Shrinky Dink jewelry grab and go kits and Dot Mandala painting grab and go kits. On page 62 is a display from the National Archives called the Rightfully Hers Display, commemorating the 100th Anniversary of the 19th Amendment; women's voting rights. The exhibit runs through the end of August.

D. Support Service Report

The Support Services report is found on pages 63-64, prepared by Maryann Zurmuehlen.

E. COVID-19 Usage Statistics

The COVID-19 usage statistics update is included on pages 64-65. The library is now quarantining materials for 120 hours (5 days) based on a new report provided by REALM (RE-opening Archives, Libraries and Museums). Guests' accounts will still show the material on their accounts during the quarantine. The materials will be checked in once it is safe to handle the materials after the 5 day quarantine. The social media statistics are on page 65.

F. Library Usage Statistics

The Library Usage Statistics report can be found on pages 66-74. The self-checkout numbers are a little higher; people are independently checking out items. These areas have a sanitizing station for guests to use prior to using the self-checkout.

G. Friends of the Novi Library

On pages 75-78 are the Friends June 10th meeting minutes. The Friends held a July meeting and did not hold an August meeting.

H. Friends August 2020 Newsletter

On pages 79 is the Friends August 2020 Newsletter. There is a typo on this. The Newsletter says August 2019 however, it is the August 2020 newsletter. The Friends are excited about the September Songfest and are sponsoring this event with a \$1,000 commitment towards the talent. The Friends will have a table at the event.

I. City of Novi Historical Commission – Agenda Wednesday, June 17, 2020

Included on pages 80-85 are the City of Novi Historical Commission February 19, 2020 Agenda, June 17, 2020 Agenda, June 17, 2020 Meeting Minutes, and August 19, 2020 Agenda.

J. Bits & Pieces – N/A

Additional Comments Section:

- Trustee Dooley noted that under Adult Zoom programs on page 60 the attendance number is missing for Why Take a Knee? Director Farkas will get the attendance for that program and share it with Board.
- Trustee Yu inquired about the stats on page 68. Is the drive up usage referring to the drop box, the window or both? Director Farkas said that is the car drive up. Also, Trustee Yu asked for clarification on the 1,120 attendance for the Racism is not a Black People issue. Director Farkas said the 1,120 is a combination of zoom and Facebook live attendance. Trustee Yu asked if a guest views it later, is that included in the 1,120 count? Director Farkas will double check and let the Board know. Trustee Michener added that if a Facebook live video is viewed late, the numbers still count.
- Trustee Yu visited the iCube and was happy to see the Library continually adding new toys like the mug and additional 3-d printers. Also, Trustee Yu added that he is happy that the neighborhood Library association continues to grow and is up to 7. Director Farkas thanked Trustee Yu for the comment acknowledging that Commerce was added this year.

12. Committee Reports

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

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

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- 1st draft of building policies were sent to the attorney for review/edits as of 7/6/20.
- Attorney will have drafts reviewed by Tuesday, September 8, 2020; a meeting with Policy Committee is pending approval.
- Trustee Michener is requesting a clause be added under anti-bullying for no hate speech in existing policy.
 - Update: Director Farkas understands Trustee Michener's request and would like to have a no hate speech clause added to the policy. Director Farkas will work with the attorney and add a no hate speech clause to the document.
 - Trustee Michener has been communicating via email with President Agosta and Director Farkas and will be providing a date in September to meet.

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kirsten Malzahn and Christopher Nadeau.
- Committee drafts still in review as of 8/24/20.
- HR Committee meeting to discuss Library Director's Goals for 2020-2021 on Monday July 20, 2020.
- Library Director Goals for 2020-2021 submitted by HR Committee.
 - Goals are on page 47. These goals are measurable and each action step accomplished to achieve these goals can be noted. There are a combination of soft goals and measurable goals. There will be a mid-year evaluation and the Directors self-evaluation takes place at year end.
- Marcia Dominick (20 year employee) will be retiring as of Thursday, September 17, 2020. Director Farkas will be posting for a HR Manager.
- We are on our 3rd round of postings for the Driver position for Outreach (Lakeshore Lending Library). After 2 sets of interviews and offers made, the candidates accepted, then declined the positions.
 - The process began in early spring and has been challenging. The candidate's decline of the driver position was not related to the job itself, mainly personal and travel issues.
 - The online applicant system is being used. The Library is very pleased so far with the amount of applicants applying. However, there are applicants that do not show for the interview and do not follow up with a reason why.

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

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

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.
- Final 19/20 268 Budget reviewed and adjusted by City of Novi Finance Dept. for auditing purposes.
 - Director Farkas added that Bookkeeper, Barb Cook will assist Director Farkas on foundation and endowment research and attend finance meetings.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

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

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
 - Trustee Yu was an election worker at the Library.
 - Trustee Yu emailed trustees inquiring if trustees attended any programs last month. The trustees did not and thanked Trustee Yu for the email.

E. Strategic Planning Committee: Annual review of current plan

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

- No report at this time.
 - Trustee Dooley asked if a meeting is needed and is eager to be a resource for the Director and Library, as needed. Director Farkas suggested October when we have our first goal.

F. Building/Landscape Committee: Entrance project

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

- Grounds- North end drainage work completed as of June 30, 2020; staff is still watching the area for pooling of water, but little rain has occurred. Vendor was called out for some additional grading and seeding of the area.
 - Update: We are seeing progress as the area is draining.
- Lakeshore Lending Library Kiosk- Another push in the date, based on communications with City of Novi CIO Rob Petty, to the week of Monday, September 28, 2020. Utility work has been scheduled for the end of August-mid-September. Director Farkas has met with 3 local vendors for vinyl wrap quotes for the kiosk. Pricing has not been submitted yet. Anticipated vinyl wrap date is Monday, October 5, 2020.
- Library Van- Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.

- Café – Café manager was contacted about the City of Novi's relaxed signage ordinance due to COVID if wanting to pursue advertising on Ten Mile. Café manager was sent a letter pertaining to the first six (6) months (July-December) of the 20/21 lease payments to be waived based on Library Board discussion at the July 23rd meeting. See letter enclosed.

Director Farkas met with the new Assistant Superintendent for Finance/Building Operations, Greg McIntyre, to discuss his new role. Greg will oversee the bond project, transportation and food service – which the library café's management is a direct report to him.

The café is planning to resume early hours at 7am (Mon-Fri) beginning Tuesday, September 8 with the start of the new school year. In addition, a meeting is scheduled for Thursday, August 27 with Kristin Corrion, who manages the Transition Program for the district, to discuss skill building and training at NPL for students for the 20/21 school year (emphasis on the cafe and library facilities).

- Friends of Novi Library Book Nook – 2nd week of donations have been received. Friends have been very pleased with the drop off process.
- Air Duct Cleaning RFP- Director Farkas will begin working on a RFP for an air duct cleaning of the full building. This was an approved budget item for 20/21.

G. Bylaw Committee: Review Library Board Bylaws

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

- Bylaw revisions were approved at the March 28, 2019 meeting.
- Director Farkas will reach out to Trustee Lawler to schedule a meeting.

H. Equity and Inclusion Committee

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

- Meeting held on Tuesday, August 18th; attended by Michener, Dooley, Wood and Director Farkas
- This was a zoom meeting and Trustee Wood resigned from the committee at that time.
- Trustee Michener is requesting the Library purchase a membership to one of the diversity based professional organizations in the library industry recently noted in the packet: BCALA.
- Trustee Michener is requesting the Library participate in the Spectrum Scholarship program.
- Trustee Michener asked, is there a clarification of correspondence? Trustee Michener mentioned that an anonymous letter was included in a past Board packet and the Library received two pieces of information from patrons that were not included in this packet. President Agosta answered that the packet was already prepared and the correspondence will be included in the next meeting. Trustee Michener mentioned they are Black issues and wants to be sure that we not only include positive things the Library does, but also correspondence that calls us higher. Trustee Agosta commented that for

the record they will be included in the next meeting. Director Farkas added that the packet went out on Sunday and the correspondence Trustee Michener is referring to was received after the packet was created and ready for upload to the website.

- Trustee Michener mentioned that the goal coming into the August 18th meeting was to come together and work on a statement. Trustee Michener said at this time Trustee Dooley decided a statement was no longer necessary and to continue to do the work/ programs and don't negate what the Library has been doing already.
- Trustee Michener said she has remained consistent and that is not the case across the board. Trustee Michener's statement is on page 48 and will be discussed under 14. A. Matters for Board Action.
- Trustee Michener mentioned the BCALA is part of the ALA and is a reputable organization to join.
- Trustee Michener would like the library to participate in the Spectrum Scholarship program and they could perhaps provide really good advice for the libraries hiring issues. Also, to deepen our understanding and do things better to become an anti-racist organization.
- Trustee Michener discussed the PLA twitter chat. Sharing that a lot of the things she included in the packet, under PLA were discussed. The chat continually stressed that we really need a call to action when it comes to race specifically in Black communities.
- Trustee Dooley tried attending the PLA Twitter discussion, but was not familiar with the format and said she unfortunately missed out on that valuable information. Trustee Dooley offered clarification on her reasons for deciding to not put out a statement, noting that she has had a lot of really good conversations with members of the community and feedback from an attorney. Trustee Dooley is continually learning about the Board's relationship with the community and what the duties are as a Trustee. Specifically, doing the greatest good for the greatest number of Library users, as mentioned in Trustee By-Laws. As a Trustee, Dooley feels her job is to empower the staff. Additionally, Trustee Dooley was astounded by the programming Gail put out, right away, and was happy to be able to participate in some of the programs. Trustee Dooley emphasized this is what really matters a lot – the work. The fact that there is an Equity Inclusion Committee and the research Trustee Michener is passionate about. She mentioned that there are resources out there and there is still a learning curve. Trustee Dooley said we have to do the job that we do through the work, and it is not appropriate, without the support of the whole staff, to push something forward personally. Trustee Dooley respects Trustee Michener and she respects the voices that feel a statement is needed. Trustee Dooley strongly feels that actions speak louder than words and the work that the Board does is to empower the staff to do even more and there is more work to do. Setting her personal beliefs a little bit aside, to serve the community of Novi and promote available resources to the community in order to inform our community. Then when people leave the community they will be empowered to do even greater good outside of our borders. Finally, Trustee Dooley is in agreement with adding the hate speech clause.

13. Public Comment

There were 7 public speakers via zoom. The speakers are identified by how they addressed themselves on zoom. Some of the speakers during public comment did not state their address and whether they are or are not a resident of Novi.

- Trish: She was thankful to the Board for making Juneteenth a holiday, but now heard that is something that the Board is backing out of and she is extremely disheartened by this. She heard the passion of the young lady (Board Member) that just spoke and she said the Board Member has to do what is best for the people in Novi. She thinks it is best that people everywhere honor and respect exactly what Juneteenth is and what Juneteenth means to the African American Community. Survivors Speak, which is a non-profit she is associated with, represents the voice of the people and they are asking the Board to not only keep their word as to what they have voted on initially, but also to continue to educate. She said that the heart of Novi may not want something like this; that is understood and that there are a lot of places that don't want to be culturally competent or to accept the viewpoint of someone else that they don't understand. She said in this day and in this time that is totally unacceptable. She suggested to move and push forward with not only spreading awareness, but making sure that people understand that even in Novi racism will not be tolerated. Additionally, she said the Board should educate and honor what they say they are going to do, in this movement. She said they have definitely spoken to Kimberly Craig on Channel 7 news about this. She is waiting on what the outcome of the Board's decision is going to be tonight. She hopes the Board's decision is going to be to honor their word because that is why they are appointed in their positions. She asked the Board to please do not undo the work that they have done or it could set the tone not only for Novi, but other areas that can follow suit. She is asking the Board to be on the right side of history. She asked the Board to do what is right to represent and let individuals know that Novi understands and respects what Juneteenth really means and keep it as a Holiday.
- Adrienne: A Novi resident for almost 20 years, with kids in Novi schools. Her husband and she started a group back in February, in partnership with the Novi Library called Pride and Joy. There was a hiatus due to COVID and she is looking forward to starting it back up virtually this fall. Pride and Joy is meant to offer support to parents and guardians of LGBTQ+ kids, which they are blessed to have in their family. The mission of the group is to provide educational resources, advocacy opportunities and mutual support as they strive to love the children well. She said having a child who is a minority brings about a hyper awareness of the ways in which the world does and does not consider their safety, dignity and humanity. While families in this community come from diverse backgrounds and face unique challenges, she believes the greatest risk to all of the kids is ignorance which often turns to fear, hatred and violence which are in a constant loop. This is where the library is so great because education eradicates ignorance which ultimately leads to safer worlds for the kids and everyone else's kids because they are all inextricably connected. She feels a threat to justice anywhere is a threat to justice everywhere. In that spirit, she also wants to lend her voice tonight to support the anti-racism initiatives that have been brought forward by the Library's Equity and Inclusion Committee and from both the June and August emails from Sharon Trumpy, such as the hate speech

clause in the Library's anti-bullying policy, a library audit, a Spectrum Scholarship, the Juneteenth Holiday closure and the BCALA membership to continue to align with the great and focused work from the Equity Inclusion Committee. Her heart breaks for the fear that her Black friends and neighbors are feeling right now for their children's lives and their own. She said that they are inextricably connected and as much as she can understand their pain, it is her pain. If the world isn't safe for their kids it isn't safe for anyone's. Just as society is directly impacted by COVID-19, society is also directly impacted by the crisis of Anti-Black Racism and whether the impact is felt up close or as a ripple everyone is negatively impacted. She said the time is right now to take these new measures to eradicate ignorance and to unequivocally express a commitment to the value of the lives of Black neighbors, friends and families here in Novi. She said this is a chance to be part of history and truly change the world. Her family whole-heartedly support Novi Public Library anti-racism efforts.

- Dejuan: A Novi resident and parent. He stated that the speaker before him was very articulate, with allies like her and hearing the Novi Board talk about this important issue it heartens him that the Board is grappling with something that's challenging to so many people and communities across this country. As a parent, as a resident he supports the Board's actions and said that the Board has resources and allies out there, particularly with Wayne State University, where he works. He said that many of the leaders, in Novi, are connected to Wayne State, Dr. Matthew's is an alumni and Julie Farkas is an alumni of the Library Science program. Many other universities beyond Wayne State are providing solutions and opportunities to serve communities with racial equity and initiatives that he thinks are important for communities of color and African Americans in particular. He thinks Board member, Trustee Michener is doing a fabulous job in raising this important issue and addressing it in a way where it serves not just the African American Community but Novi being an International community that cuts across different racial demographics, international demographics from immigrants to economically challenged. He said the library is that beacon of hope that kids, parents, families gravitate towards to learn and give their kids a better way of life and a better opportunity than what they had and for those who are successful to have their kids prepare for the future. He said that Wayne is an ally and resource for the Library with its current library chair, Jon Cawthorne who is the President of the College Library Association representing all University and College libraries across the country. Also, Wayne State President M. Roy Wilson who is working with Michigan State's President and University of Michigan President on racial equity and social justice initiatives. He said there are resources out there and to continue the great work that the Board is doing. He thanked the Board for the time and opportunity and he suggested parents in Novi as an additional resource.
- Lisa: A resident of Novi for 15 years and a public school teacher in a neighboring suburban district. Her family and she have utilized the library throughout her entire residency here. She said that Board member Trustee Michener was cut off when she was speaking about issues that speak to the heart of Black people at large. She added that Novi is a diverse community and a Board member is undermining how the community feels at large about issues such as Black Lives Matter and celebrating Juneteenth as a

national Holiday. She said she lives in a complex in a sub division and all the subdivisions surrounding her are mostly Indian and other people of various cultures, so Novi is not this old, White Supremacist, non-inclusive, conservative, traditional place that it seems like a Board member seemed to be projecting it to be. As a Black member of the Novi demographics, she feels an All Lives Matter approach is cowardly and backwards. She said if the Board doesn't vote in favor of doing the right thing for African Americans and other disenfranchised people in the community like the pride community, they deserve negative backlash and scorn from channel 7 and the others.

- Clifton: Clifton is from the City of Livonia. His family members are big readers and are regular patrons to the libraries all around metro Detroit. Clifton is researching a number of the cities implementing Juneteenth as a Holiday. He stated that it is an incredible stance, showing that All Lives Matter and that it opens up room to educate the community on racism and the intolerance of it. As a Black family in America they are proud to patronize places where they feel welcome and they would love for that to be Novi as well.
- Tia Marie: An employee of the Novi Library and activist in the community. She said she has been in Novi over 14 years advocating for Black families, for Black experiences, for Black lives, for their protection, for their equitable inclusion. She felt her advocacy requests were mostly ignored and when May 25th came and George Floyd took his last breath on television, she reached out to the Board wanting the Library to speak up for Black families for the pain suffering and anguish that they go through on a day to day basis in non-Black environments and how their safety is in question. She shared her own experience as recently as last year with a patron calling her the n-word on her job and not feeling very protected or supported in that situation. She said she thought it would be great if she could reach out to the Board and her supervisor, Julie Farkas and share what it felt like at that moment back in early June and how she could support the Library and take a stand. It is extremely important to her that the Library make a unified statement. She said there are going to be staff members or Board members that do not agree that Black Lives are important, but that is not the heart and spirit of the residents and community members. Tia Marie said it is not inclusive in Novi for everyone, that may be the intent, but that is not the experience. Tia Marie heard that Juneteenth was slated to be a Holiday, then she heard it would change to a staff professional development day. She added that there are only 4 Black employees at the Novi library and they do not have any other days to honor them.
- Margaret: A Northville resident commented that she is a patron of the Novi Library and wants to second what Tia Marie, Trustee Michener and what others have said. She said they are not as far advanced in Northville as having Equity and Inclusion group within the library, they are looking to Novi for the efforts that they are doing because they are looking at doing things in Northville as well. She just wanted to let the Board know that people outside of the community are also watching and listening to what you do.

14. Matters for Board Action

A. Approval of Trustee Michener's proposed statement

Trustee Michener said that the criticism she just heard (public comment) was that the Board is not un-acknowledging the things that they have already done. Trustee Michener read her statement on page 48. Additionally, she added that we can't just say we had a great speakers in, we need to do the work recommended by the speakers. Trustee Michener stated that since she wrote the statement there have been more murders and horrific events happening in our world.

President Agosta is continuing her stance that actions are much louder than words. President Agosta summarized the libraries strategic goals and stated that the strategic goals represent our libraries action plans.

Trustee Yu thanked the Equity and Inclusion Committee for their work/research and Trustee Michener for coming up with this statement. Trustee Yu asked, is it necessary to mention George Floyd by name, because unfortunately there are more murders as Trustee Michener mentioned. He asked if they should consider changing the statement to be inclusive of systemic racism. Listening to the comments this evening, Trustee Yu is not opposed to having a statement at this point. However, if the Board does go that route and puts out a statement they need make sure they are mentioning all the initiatives they are doing to combat anti-racism. Trustee Yu added that he is researching what other libraries in the area have done. He said that the library is an educational hub and should list books, movies and items people can use to further educate themselves with so it is important to include the initiatives that are being done and the libraries offerings/commitments. He said that a lot of the commitments do line up with the strategic plan which is reviewed every three years. Whatever the Board decides as a whole, on whether to have a statement or not, this has been eye-opening to have all of the research and discussions. The Board has added a diversity audit of the materials, they changed the applicant system for HR to expand their horizons on the applicants they are recruiting.

A motion was made to approve Trustee Michener's statement on page 48. The motion was not seconded and did not pass.

B. Approval for the Library Van Replacement Schedule for every 7 years.

Director Farkas said the City typically keeps a vehicle for 7 years then funds from the sale of the vehicle would go towards a purchase of new vehicle. The library has never been on a plan like this and is looking for the Board response for future financial planning purposes. The Board decided to allow the Finance Committee to review and gather more information about the suggested van replacement schedule. Board members on the Finance committee will provided Director Farkas with questions and thoughts and she will get answers for them.

C. Director Farkas is looking for clarification and approval on the previously adopted annual June 19th closure. If the date falls on a Saturday/Sunday would the Library be closed? If the date falls on a week day can it be used as a staff training day, specific to DEI initiatives or remain closed?

Director Farkas said the approval is for the Library to be closed on June 19th and the approval came up quickly at the last meeting and she is just asking for clarification on how to proceed with the Holiday. Board members agreed that this date is a day off and celebrated as a Holiday. Trustee Dooley suggested educating the community, the week prior to the Holiday, about the importance of Juneteenth.

Trustee Michener asked about the Spectrum scholarship and the BCALA membership. Trustee Michener wants these put forward for consideration, for a vote. President Agosta apologized and did not realize it was to be for a vote. President Agosta asked the Finance committee to review the details for budgeting purposes. Director Farkas is going to follow up with the Finance committee on these items.

15. Adjourn

A motion was made to adjourn at 9:08 p.m.

1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Torry Yu, Secretary

Date

Warrant 594	268 Account	September 2020	
Payable to	Invoice #	Account number	Account total
Global		268-000.00-727.000	\$ 151.12
Quill		268-000.00-727.000	\$ 591.67
Canva	Canva Pro Software Renewal	268-000.00-734.000	\$ 119.40
Dymaxion	staff base license	268-000.00-734.000	\$ 288.00
Sen Source	Annual Data Hosting Service	268-000.00-734.000	\$ 240.00
Amazon	smartphone microphone	268-000.00-734.500	\$ 239.96
Batteries+Bulbs		268-000.00-734.500	\$ 135.80
Raise3d	Filament	268-000.00-734.500	\$ 104.97
Amazon		268-000.00-740.000	\$ 25.20
Global	book tape	268-000.00-740.000	\$ 206.04
Showcase	dvd cases	268-000.00-740.000	\$ 244.94
Midwest Tape	dvd cases	268-000.00-740.000	\$ 914.92
Amazon	books	268-000.00-742.000	\$ 390.00
Barnes and Nobles	Kent State Four Dead in Ohio	268-000.00-742.000	\$ 1,049.40
Brodart		268-000.00-742.000	\$ 9,458.98
Center Point Large Print		268-000.00-742.000	\$ 458.30
Gale/ Cengage		268-000.00-742.000	\$ 541.47
Amazon		268-000.00-742.010	\$ 278.98
Library Ideas	Vox ; various titles	268-000.00-744.000	\$ 483.40
Midwest Tape		268-000.00-744.000	\$ 2,251.49
The Library Network	OverDrive Participation fee;	268-000.00-744.000	\$10,204.05
Amazon		268-000.00-745.200	\$ 40.61
Midwest Tape		268-000.00-745.200	\$ 4,054.32
Gale/ Cengage	Gale eBook Hosting Fee	268-000.00-745.300	\$ 300.00
Pro Quest	Ancestry Library	268-000.00-745.300	\$ 1,967.43
Spectrum Enterprises	Aug-20	268-000.00-801.925	\$ 54.30
Integrated Pymt. Consultants		268-000.00-802.100	\$ 150.00
Foster Swift		268-000.00-806.000	\$ 105.00
ABWA		268-000.00-809.000	\$ 24.00
MLA		268-000.00-809.000	\$ 85.00
RNA Facilities Mgmt.	August 2020	268-000.00-817.000	\$ 7,305.20
AT&T		268-000.00-851.000	\$ 422.74
Tel Net		268-000.00-851.000	\$ 432.97
T-Mobile		268-000.00-851.000	\$ 636.23
Unlimited Conferencing	August 2020	268-000.00-851.000	\$ 33.97
Verizon		268-000.00-851.000	\$ 416.62
Zoom.com	1 yr. ; webinar for 100	268-000.00-851.000	\$ 634.26
facebook	marketing; talking racism series	268-000.00-880.000	\$ 44.98
Global	poster paper	268-000.00-880.000	\$ 135.01
MuniWeb		268-000.00-880.000	\$ 786.00
Novi Athletics Boosters	FY 2019-2020; sponsorship	268-000.00-880.000	\$ 500.00
Amazon	puzzle; coloring books; kids	268-000.00-880.268	\$ 30.70

Brodart		268-000.00-880.268	\$ 57.47
Mutch, Kathleen	July 16th via zoom	268-000.00-880.268	\$ 50.00
Noah's Ark Workshop		268-000.00-880.268	\$ 349.70
Novi Community Schools	\$5 Café Gift Cards; SRP Gift	268-000.00-880.268	\$ 500.00
Oriental Trading		268-000.00-880.268	\$ 117.80
Oriental Trading		268-000.00-880.268	\$ 158.36
Quiet Storm Publishing		268-000.00-880.268	\$ 17.79
Millennium Business Systems		268-000.00-900.000	\$ 381.18
Consumers Energy		268-000.00-921.000	\$ 152.59
DTE		268-000.00-922.000	\$ 7,498.93
Aero Filter	various filters	268-000.00-934.000	\$ 2,265.74
Allied Eagle		268-000.00-934.000	\$ 1,013.04
Allied Building Services	Maintenance	268-000.00-934.000	\$ 1,630.00
Amazon	70% Isopropyl Alcohol; COVID	268-000.00-934.000	\$ 373.55
Cintas	Tile Clean	268-000.00-934.000	\$ 544.60
Dalton	all carpet and various chairs	268-000.00-934.000	\$ 3,375.50
Grainger		268-000.00-934.000	\$ 9.85
Global	COVID	268-000.00-934.000	\$ 432.00
Library Design	COVID stainless steel wipe	268-000.00-934.000	\$ 446.00
North Star Mat		268-000.00-934.000	\$ 215.72
Orkin	Service Date 08/17/20	268-000.00-934.000	\$ 69.50
Brien's	lawn.; shrub trim; fertilizer	268-000.00-941.000	\$ 1,825.00
C&J Parking Lot Sweep	July 31, 2020	268-000.00-941.000	\$ 60.00
Millennium Business Systems		268-000.00-942.000	\$ 1,044.04
Corrigan Record Storage	08/01-08/31/2020	268-000.00-942.100	\$ 23.98
Schoolcraft College		268-000.00-956.000	\$ 399.00
Skillpath	Excelling at Managing People	268-000.00-956.000	\$ 299.00
MLA Virtual Conference	MLA Virtual Conference	268-000.00-956.000	\$ 950.00
Virtual Tech Forum		268-000.00-956.000	\$ 10.00
Petty Cash (Programming)		268-000.00-880.268	\$ 9.52
TOTAL			\$70,817.29

Warrant 594	269 Accounts	September 2020	
Payable to	Invoice #	Account number	Account total
Amazon	RAR; titles	269-000.00-742.229	\$ 16.49
APB (Amer. Prgm Bureau)	Derf Backderft	269-000.00-742.232	\$ 1,250.00
Pam Jaslove	September Songfest	269-000.00-742.232	\$ 375.00
US Cutter	iCube; mugs; heat transfer	269-000.00-742.233	\$ 446.88
Scrapbook	scrapbook refunds due to COVID	269-000.00-742.233	\$ 960.00
TOTAL			\$ 3,048.37

From: Sharon Trumpy
Sent: Tuesday, August 25, 2020 3:38 PM
To: Julie Farkas and Library Board
Subject: Re: library role in anti-racism

Hello Julie and Library Board!

I contacted you in June with several specific requests for the library to take an active role in anti-racism and specifically anti-Blackness in our community. I wanted to let you know that I am pleased to see that an Equity Committee has been formed and I appreciated the Talks on Racism which took place this summer.

I spent some time today watching the June and July library board meetings and looking over the agenda for the upcoming meeting this Thursday. Unfortunately, I am unable to participate in Thursday's meeting as I am a member of the Novi Educational Foundation's Executive Board and have a meeting that conflicts. I am writing to reiterate what I am asking of the library which is to be a LEADER in our community and to be unapologetically anti-racist.

-- I am in support of Trustee Michener's request that a clause be added to the anti-bullying policy that specifically addresses hate speech. NO patron or staff should be expected to tolerate hate speech and I am honestly a bit shocked that there is not already a policy in place to protect your staff and patrons of color.

-- I would like to compliment Trustee Michener and the Equity Committee on the thorough research presented at the 7/23/20 meeting. There are SO many great resources and examples of how libraries can and SHOULD be leaders in anti-racism efforts. I am discouraged to hear what appears to be some reticence on the part of some board members to specifically and strongly address racism. When libraries and other public systems, such as schools, lift up and serve the most marginalized, it benefits ALL. Expressing a commitment to the Black community is the DEFINITION of inclusive because this is the population that has been systemically excluded and underserved. If you are doing a good job of serving your most underserved, you can be sure that you are truly serving all.

To be quite clear, I expect the library to make apparent your commitment to your Black community NOT a blanket statement about "equality and diversity." This is insufficient. The Black community is not looking to be placated, but to be heard and respected. Will there be "defensiveness" in response to anti-racism efforts? Undoubtedly yes. What I want to make clear is that your role as a public service is not to avoid conflict but to do what is just and equitable. If racist community members are uncomfortable with a library affirming a commitment to the Black community, please imagine the discomfort of BEING a Black community member visiting or working at a library that values the comfort of white people over the dignity of Black people.

-- I would like to express support for the Equity and Inclusion committee's proposal to purchase a membership to BCALA. The current library staff and board are almost exclusively white. One of my requests to the library was that you develop a plan to support your current staff that are BIPOC and that you review your recruiting, interview, hiring and promotion processes so that your staff can reflect the community you serve. Membership in BCALA is a great place to start working on these goals.

-- I am in support of the Equity and Inclusion Committee's proposal to participate in the Spectrum Scholarship program which directly leads to more racial diversity in library sciences.

-- I also want to respond to item 14C on the agenda, which addresses library closure for Juneteenth. If you wish to truly show support for your staff and patrons of color, please give Juneteenth the same respect and importance as July 4th. Juneteenth celebrates the freedom that was so long denied to Black Americans. It should be treated as such. If July 4th is not used as a staff training day, it is time that Juneteenth be recognized as of equal importance.

I am looking forward to viewing the video of Thursday's meeting. While I certainly appreciate that true progress will require time, I hope to see the library board voice their whole-hearted commitment to anti-racism and to the Black community, and to begin to take action in achieving these goals.

Thanks very much,

Sharon Trumpy

From: Kelli Kakish
Sent: August 26, 2020
To: Julie Farkas
Subject: Library Board Meeting

Hi Julie,
My name is Kelli Kakish. I've lived in Novi for 15 years, have 4 kids going through the school system and absolutely treasure the library! I just want to let you know I support Sharon Trumpy's proposal for a more pro active anti racist stance at the library. I feel now is the time to make a real change for the black community within Novi. I hope the the Novi library can be part of that.

Take care,
Kelli

Email from: Paula Henry

Date: August 27, 2020

Subject: Are we being represented by the Novi Public Library?

Board Members of the Novi Public Library,

As President of the Parents of African American Students in Novi, we must admit at how disappointed we are with the way we are not represented by our home library, the Novi Public Library. We have purposely been quiet watching, waiting, and listening to see how we, African Americans in Novi, are really thought of here in Novi. Does my community care about how African Americans are being treated and not just what we see on television, but in Novi? Does my library represent African Americans in Novi? Why is that the few African Americans that work at the library are part-time and not one of them is full time? Are we "The Help?" Are we there just to maintain order when kids get loud or there is an angry patron? Are we not good enough to work as librarians or even be invited to a training program? Maybe we moved up when we got a black person to run programs related to "cultural diversity?" But again, she is part-time as well! Hmmm, are we seeing a pattern here?

What happened to the proposals that you agreed to in June? Do you think that we aren't paying attention and not staying abreast of what is happening in regards to the Novi Public Library?

Please note the following:

- We are in support of Trustee Michener's request that a clause is added to the anti-bullying policy that specifically addresses hate speech.
- We expect the library board to review the research presented on 7/23/20 by the Equity Committee and to use this to approve a statement of support for the Black community and against racism, NOT a blanket statement about "equality and diversity."
- We support the Equity and Inclusion committee's proposal to purchase a membership to BCALA which will be a starting point for diversifying hiring and promotion practices at NPL.
- We are in support of the Equity and Inclusion Committee's proposal to participate in the Spectrum Scholarship program which directly leads to more racial diversity in library sciences.
- We request that Juneteenth be an NPL holiday treated as NPL treats July 4th.
- Please stop bullying board members who are working on our behalf. You, as white board members don't know what we need because you aren't black. **STOP TALKING. LISTEN TO HER BECAUSE SHE REPRESENTS US. DO WHAT IS BEST FOR YOUR COMMUNITY, THE AFRICAN AMERICAN COMMUNITY WHO PAY TAXES. BE A PART OF THE SOLUTION AND NOT THE PROBLEM.**
- We expect this letter to be a part of the public record for the August 27 meeting.

Best,

Gicentroy & Paula Henry

Parents of African American Students in Novi

Email to Library Board: On August 27, 2020
From: Sharon Trumpy
Subject: Library Role in Anti-racism

Library board trustees,

It is hard for me to express the depths of disappointment I feel tonight. Unfortunately, my commitment as a member of the NEF Executive Board prevented me from attending most of tonight's meeting. I joined the Zoom just in time to see Trustee Michener's presentation. It is my understanding that about six people spoke during public comments in support of Trustee Michener's proposals. I submitted an email in support and it is my understanding that multiple other people did as well. The library mission statement is INSUFFICIENT. Your actions thus far are INSUFFICIENT. As a very active library patron and community member, as the mother of a Black child, I am appalled that Trustee Michener could not even get a second on a simple statement affirming your commitment to the Black community. I heard a comment that actions speak louder than words, and I wholeheartedly agree. But your SILENCE is deafening. Trustee Michener has proposed some very simple actions -- a statement, support of the Spectrum scholarship, join the BCALA. I wrote to you in JUNE. These issues were first discussed by the Board in JUNE. Your inaction and your silence tells me that my Black child's dignity and wholeness are not important to you, and that breaks my heart. One of the very first steps in anti-racism is to acknowledge the limitations of your own experiences and to LISTEN to the voices of those who are directly impacted. Tara Michener is DIRECTLY IMPACTED by systemic racism. Tia Marie Sanders is DIRECTLY IMPACTED by systemic racism. My Black son is DIRECTLY IMPACTED by systemic racism. For those of us who are white, myself included, it is time to put aside our own defensiveness and LISTEN to these voices, UPLIFT these voices, AFFIRM these voices. When I first emailed you, I was SO confident that the Novi Public Library would step up to take action. I am so disappointed. Tonight showed me Black voices silenced, the lived experiences of Black people in our OWN community dismissed. I expect more.

Sharon Trumpy

Email from: Adam Jimenez
Date: August 27, 2020
Re: Book Donation

Dear Shannon and Julie,

Thank you both for your quick response. I will be sure to let Keiko Yokota-Carter (the librarian at UMP) know. The books are in English but have some spots with Japanese to provide context for bilingual readers but for all intents and purposes, the books were translated from Japanese into English with the overseas reader in mind.

The books are being prepared now. I'm not quite sure when the books will get to you but we will try to send them in a way that ensures their smooth delivery.

Shannon, would it be best to use the address in your email signature for the shipping label?

Best,

Adam Jimenez

From: Shannon O'Leary, Information Services International Librarian
Sent: Friday, August 28, 2020 12:11 AM
Subject: Re: Book donation

Hi Adam,

Thank you so much! These titles look great. We are pleased to accept. Please give our thanks to the Librarian at the University of Michigan who suggested this. Our community will be very pleased. Will these books be in English, Japanese or both? Either way we are happy to have them.

Email: On Friday, September 11, 2020 Grace Faoro, 5th Grade Teacher, Novi Woods:

Oh April I am so thankful you were willing to join us and the kids really did say it was a highlight of the week when we had our closing meeting.

Thank you so much again :)

Email: On Fri, Sep 11, 2020 at 3:25 PM April Stevenson wrote:

Hi Grace,

Thank you for inviting me to share the Library's information. Your students were amazing and asked great questions. It is wonderful to see how adaptive they are to this situation. Kudos to you for adapting as well. So thankful for all of the teachers and media specialists for your efforts. Have a wonderful school year and hopefully we'll be able to see you and the students in person at some point this year. If I can be of any further assistance please let me know.

Be well,
April

Email: On Wed, Sep 16, 2020 at 10:54 AM April Stevenson wrote:

Hi Madison,

Thank you for inviting me to share the Library's information. Your students were amazing. It is wonderful to see how adaptive they are to this situation. Kudos to you for adapting as well. So thankful for all of the teachers and media specialists for your efforts. Have a wonderful school year and hopefully we'll be able to see you and the students in person at some point this year. If I can be of any further assistance please let me know.

Be well,
April

Email: On Thursday, September 17, 2020 Madison Skupin, 5th Grade Teacher, Novi Meadows wrote:

Hi April,

Thank you again so much, I really appreciate you taking the time out of your day to come do our virtual field trip. The students were very excited after you left and shared with me today that they had already went on and checked out the NPL website. Thank you again :)

August 2020 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The STEM Building Challenge: Three Little Pigs program was held on August 5. Guests were able to build a house made of various materials that withstood the huff and puff of the big, bad wolf (aka. the hairdryer and/or fan). Guests were provided with a bag of materials that they were able to pick up at the Library prior to the program to use to build their houses. (Attendance = 15)

The BeTWEEN the Pages: Tween Book Club Trivia program was held on August 26. Guests read *Friendship Experiment* by Erin Teagan and answered trivia questions relating to the book. (Attendance = 8)

Teen Space Update:

Per the current Executive Order limiting indoor gatherings to 10 people or less, Teen Space will not be held at this time.

Teen Advisory Board (TAB) Update:

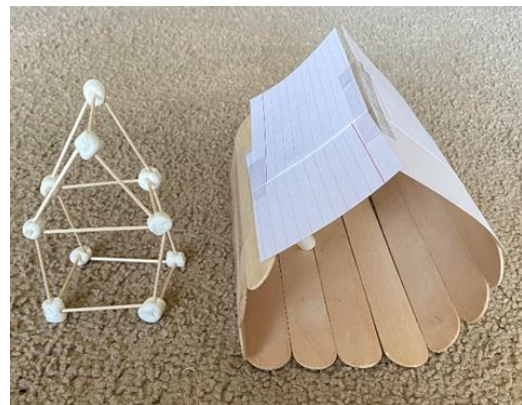
TAB will resume again for the 2020-2021 school year on Friday, September 18 for a virtual meeting.

Upcoming Tween and Teen Library Programs:

NPL is continuing to offer virtual programs in October 2020.

- Grab-n-Go Craft Kit: Chalk it Up! Chalk Lettering Craft – October 5
- Teen Advisory Board Meeting – October 16
- SAT Practice Test – October 17
- Grab-n-Go Craft Kit: Non-Partisan Felt VOTE Patch Kit – October 19
- BeTWEEN the Pages: Tween Book Club Trivia – October 21 (Title is *Spirit Hunters* by Ellen Oh. This title is available through Hoopla for instant download.)

STEM Building Challenge: Three Little Pigs program photos





2019 - 2022

Novi Public Library's Strategic Goals

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



How will we accomplish these goals?

Collections/Electronic Resources

Expand collection offerings in print, music and movie in addition to electronic formats. Provide online training options for residents, city/school employees and businesses.

Technology

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

Outreach & Services

Improve Library access to all Novi residents, city employees, businesses and those working in Novi. Expand collaborations with area schools and create barrier free policies and procedures.

Building & Grounds

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

Programming & Events

Evaluate programming needs, expand outreach, and create new partnerships.

Marketing

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

Staff Development

Improve staff training, launch a customer services initiative, and support growth and innovation in our library team.

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

INFORM. INSPIRE. INCLUDE.



2019 - 2022

Novi Public Library's Strategic Goals

- 1 Empower universal literacy.
- 2 Escalate an Innovative and Inclusive culture.
- 3 Enhance core Interactions within our diverse community.



How will we accomplish these goals?

Collections/Electronic Resources

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

Programming & Events

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

Outreach & Services

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

Building & Grounds

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

Human Resources Staff Development

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

Marketing

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

Technology

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

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

INFORM. INSPIRE. INCLUDE.

Updated: 09/17/20

GOALS UPDATE (July, **October**, January, April) – N/A

2020-2021 Library Budget 268 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Revenues		2/28/2019	1/23/2020	5/28/2020	1/23/2020	5/28/2020	1/23/2020
Account	Description						
403.000	Tax Revenue - Current Levy	2,827,689.00	2,827,689.00	2,846,224.00	2,926,658.00	2,939,255.00	3,043,724.00
403.001	Tax Revenue - Cnty Chargebk	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tx Tribunal	-1,000.00	-1,000.00	-1,000.00	0.00	0.00	0.00
403.003	Tax Revenue - Brownfield 2008	-250.00	-250.00	-250.00	-259.00	-259.00	-270.00
403.006	Tax Revenue - Brownfield 2015	-3,000.00	-3,000.00	-3,000.00	-4,500.00	-4,500.00	-6,000.00
403.008	Tax Revenue - CIA Cap			-6,395.00		-12,597.00	
420.000	Tax Revenue - C/Y Del PPT	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00
567.000	State Aid	36,000.00	40,000.00	44,383.68	40,000.00	20,000.00	40,000.00
633.100	Insurance Reimbursement	0.00	0.00	13,158.40	0.00	0.00	0.00
657.000	Library book fines	58,000.00	58,000.00	48,961.25	65,000.00	60,000.00	65,000.00
658.000	State penal fines	113,000.00	118,345.07	118,345.07	114,000.00	57,000.00	114,000.00
664.000	Interest on Investments	53,000.00	53,000.00	53,000.00	54,201.00	54,201.00	55,663.00
664.500	Unrealized gain(loss) invest	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00
665.000	Miscellaneous income	15,000.00	15,000.00	7,100.00	14,000.00	14,000.00	14,000.00
665.100	Copier	1,600.00	600.00	1,100.00	600.00	600.00	600.00
665.200	Electronic media	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
665.289	Adult Programming	3,000.00	4,610.53	6,200.00	3,000.00	2,000.00	3,000.00
665.290	Library Fundraising	4,000.00	4,000.00	4,100.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	45,000.00	40,000.00	24,000.00	37,000.00	0.00	37,000.00
665.400	Gifts and donations	3,500.00	3,500.00	2,900.00	3,500.00	3,500.00	3,500.00
665.404	Novi Township Assessment	6,400.00	6,400.00	6,591.00	6,600.00	6,600.00	6,600.00
665.650	Library Café	5,000.00	5,030.11	5,030.11	6,000.00	5,000.00	6,000.00
Total Revenues		3,142,439.00	3,147,424.71	3,145,948.51	3,245,300.00	3,124,300.00	3,362,317.00

2020-2021 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	949,000.00	920,000.00	900,000.00	971,650.00	965,000.00	995,941.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2019)	4,000.00	4,704.40	4,704.40	4,700.00	18,500.00	4,800.00
704.250	Final Payout				0.00	0.00	0.00
705.000	Temporary Salaries	677,000.00	660,000.00	642,000.00	746,730.00	635,000.00	765,398.00
706.000	Overtime	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	123,000.00	112,000.00	120,000.00	131,456.00	124,000.00	134,742.00
716.000	Insurance	211,000.00	192,000.00	192,000.00	195,000.00	195,000.00	204,750.00
716.200	HSA - Employer Contribution	5,800.00	5,800.00	7,500.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-40,700.00	-38,000.00	-33,000.00	-36,000.00	-36,000.00	-37,800.00
718.000	Pension DB	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00
718.010	DB Unfunded Accrued Liability	29,300.00	29,300.00	29,300.00	43,224.00	43,224.00	45,000.00
718.050	Pension - add'l DB Contribution						
718.200	Pension - Defined Contribution	34,000.00	37,700.00	40,000.00	45,000.00	45,000.00	45,900.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	3,900.00	3,900.00	3,900.00	4,100.00	4,100.00	4,200.00
Total Personnel Services		2,005,200.00	1,936,304.40	1,915,304.40	2,121,060.00	2,009,024.00	2,178,131.00
Supplies and Materials							
Account	Description						
727.000	Office supplies	19,000.00	19,000.00	16,000.00	19,000.00	18,000.00	19,000.00
728.000	Postage	1,000.00	1,000.00	700.00	1,000.00	1,000.00	1,000.00
734.000	Computer software/licensing	94,000.00	94,000.00	94,000.00	69,700.00	69,700.00	69,700.00
734.500	Computer supplies equip	56,100.00	56,100.00	56,100.00	19,800.00	19,800.00	26,800.00
740.000	Operating supplies	28,100.00	28,100.00	28,100.00	28,000.00	25,000.00	28,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	2,500.00	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	389.00	300.00	300.00	300.00	300.00	300.00
742.000	Books	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00
742.010	Lending Library Books	10,000.00	10,000.00	10,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	96,000.00	96,000.00	96,000.00	115,000.00	115,000.00	115,000.00
745.200	Electronic media	41,900.00	41,900.00	41,900.00	46,900.00	46,900.00	46,900.00
745.300	Online (Electronic) Resources	61,500.00	61,500.00	61,500.00	64,000.00	64,000.00	64,000.00
Total Supplies & Materials		621,389.00	621,300.00	618,000.00	599,600.00	595,600.00	606,600.00

2020-2021 Library Budget 268 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	500.00	500.00	500.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	700.00	700.00	700.20	700.00	700.00	700.00
802.100	Bank Services	2,500.00	5,000.00	5,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	1,000.00	475.00	809.82	500.00	1,000.00	500.00
804.000	Medical Service	1,500.00	1,200.00	800.00	1,500.00	1,000.00	1,500.00
806.000	Legal Fees	5,000.00	7,500.00	10,500.00	5,000.00	7,500.00	5,000.00
808.100	Rubbish	1,250.00	1,300.00	1,300.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	7,000.00	7,000.00	7,000.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	5,500.00	5,500.00	1,000.00	10,500.00	10,500.00	5,500.00
817.000	Custodial Services	48,300.00	48,300.00	45,000.00	50,000.00	50,000.00	50,000.00
818.000	TLN Central Services	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	19,900.00	16,500.00	16,500.00	17,500.00	17,500.00	18,000.00
855.000	TLN Automation Services	74,000.00	62,000.00	66,000.00	65,200.00	65,200.00	66,000.00
861.000	Gasoline and oil	1,200.00	600.00	600.00	1,500.00	1,500.00	1,500.00
862.000	Mileage	700.00	200.00	200.00	300.00	300.00	300.00
880.000	Community Promotion	20,000.00	20,000.00	23,000.00	21,000.00	18,000.00	21,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	26,500.00	26,500.00	26,500.00	25,000.00	25,000.00	25,000.00
880.271	Adult Programming	0.00	0.00	0.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	34,500.00	32,000.00	29,000.00	30,000.00	28,000.00	30,000.00
910.000	Property & Liability Insurance	13,500.00	12,544.00	12,544.00	12,500.00	12,500.00	12,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	23,158.40	0.00	0.00	0.00
921.000	Heat	10,000.00	10,000.00	10,000.00	11,000.00	11,000.00	12,000.00
922.000	Electricity	100,000.00	93,000.00	90,000.00	95,000.00	95,000.00	97,000.00
923.000	Water and Sewer	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,800.00
934.000	Building Maintenance	82,500.00	87,500.00	105,500.00	112,200.00	112,200.00	117,200.00
935.000	Vehicle Maintenance	200.00	200.00	0.00	500.00	500.00	500.00
941.000	Grounds Maint.	45,400.00	50,900.00	45,000.00	38,000.00	38,000.00	118,000.00
942.000	Office Equipment Lease	10,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	300.00	300.00	300.00	1,300.00	1,300.00	1,300.00
956.000	Conferences & Workshops	15,000.00	15,000.00	11,500.00	15,000.00	10,000.00	15,000.00
Total Services & Charges		537,950.00	523,714.00	551,407.42	554,700.00	547,200.00	639,300.00
2020-2021 Library Budget 268 January 23, 2020		2019-2020 Approved	2019-2020 Year End Projection	2019-2020 4th Qtr. Amendment	2020-2021 Approved	2020-2021 due to COVID-19	2021-2022 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project						
976.000	Building Improvements/Entrance	10,000.00	0.00	0.00	15,000.00	0.00	
976.100	Parking lot improvements						
983.000	Vehicles - Van	28,500.00	32,000.00	32,000.00			
986.000	Internal Tech - Capital Outlay	14,000.00	14,000.00	14,500.00	58,000.00	32,000.00	40,200.00
986.000	Data Proc - camera replacement	17,500.00	17,500.00	14,702.25	21,000.00	21,000.00	21,000.00
990.000	Furniture				17,000.00	17,000.00	17,000.00
Total Capital Outlay		70,000.00	63,500.00	61,202.25	111,000.00	70,000.00	78,200.00
965.269	Walker Transfer						
Total Expenditures		3,234,539.00	3,144,818.40	3,145,914.07	3,386,360.00	3,221,824.00	3,502,231.00
Total Revenues		3,142,439.00	3,147,424.71	3,145,948.51	3,245,300.00	3,124,300.00	3,362,317.00
680.000	TOTAL Fundbalance	-92,100.00	2,606.31	34.44	-141,060.00	-97,524.00	-139,914.00

20/21 - 268 Account: Computer replacements \$31,200, **Smartboards \$26,470.00 (NO)**, Camera Upgrade \$21,000, Furniture updates \$17,000, Airducts \$25,000, **Main Entrance \$15,000 (NO)**

269 - Library Contributed Funds - Revenues & Expenditures						
2020-2021 (as of January 23, 2020)						
		2019-2020 Approved 2/28/2019	2019-2020 Year End Projection 1/23/2020	2019-2020 4th Qtr. Amend 5/28/2020	2020-2021 Approved 1/23/2020	2020-2021 COVID-19 5/28/2020
Revenues						
Interest Income						
664.000	Interest on Investments	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.046	Makerspace	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
665.229	Raising a Reader	5,500.00	-	-	2,500.00	2,500.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
665.233	Technology Library Revenue	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	500.00	500.00	500.00	500.00
665.235	Marketing Sponsorships		5,500.00	5,500.00	5,500.00	10,000.00
TOTAL		\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 19,500.00	\$ 24,000.00
TOTAL Revenues		\$ 39,500.00	\$ 39,500.00	\$ 39,500.00	\$ 42,000.00	\$ 46,500.00
Expenditures						
Supplies						
742.229	Raising a Reader	4,000.00	2,500.00	2,500.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	15,000.00	15,000.00	15,000.00	30,200.00	-
742.232	Programming Expenditures	3,000.00	3,000.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	5,000.00	5,000.00	5,000.00	31,000.00	-
742.234	Undesignated Misc. Expenditures	-	-	-	500.00	500.00
742.236	Staff Recognition	2,500.00	2,500.00	2,500.00	1,500.00	1,500.00
TOTAL		\$ 31,500.00	\$ 30,000.00	\$ 30,000.00	\$ 65,700.00	\$ 4,500.00
Capital Outlay						
976.044	Auto Lending Library	\$ 34,750.00	\$ 34,750.00	\$ -	\$ -	\$ 34,750.00
976.045	LED Lighting Conversion project	2,000.00	2,000.00	2,000.00	6,800.00	6,800.00
976.046	Makerspace (iCube)	7,000.00	7,000.00	7,000.00	5,000.00	5,000.00
983.000	Vehicle	-	-	-	-	-
TOTAL		\$ 43,750.00	\$ 43,750.00	\$ 9,000.00	\$ 11,800.00	\$ 46,550.00
TOTAL Expenditures		\$ 75,250.00	\$ 73,750.00	\$ 39,000.00	\$ 77,500.00	\$ 51,050.00
	Beginning Fund Balance Yr. End	\$1,676,086.58	\$ 1,676,086.58	\$ 1,676,086.58	\$1,641,836.58	\$ 1,676,586.58
	Revenues	39,500.00	39,500.00	39,500.00	42,000.00	46,500.00
	Expenditures	(75,250.00)	(73,750.00)	(39,000.00)	(77,500.00)	(51,050.00)
	NET Revenues vs. Expenditures	(35,750.00)	(34,250.00)	500.00	(35,500.00)	(4,550.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$1,640,336.58	\$ 1,641,836.58	\$ 1,676,586.58	\$1,606,336.58	\$1,672,036.58

Notes: 20/21 Projects: NO- Digital Marketing \$31,000, Phase 1 Youth Reno \$17,000, Phase 1 Teen Reno \$13,200
Lighting upgrades and wall mounts \$6,800, iCube development \$5,000

Financial Report for September 2020

Approved Budget for Fund 268 Fiscal Year 2020-2021

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

Approved budget for Fund 269 Fiscal Year 2020-2021

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

Revenue & Expenditure Report for Fund 268

	YTD July 31, 2020	YTD Aug 31, 2020	Difference
TOTAL REVENUES	\$23,847	\$127,768	\$103,921
TOTAL EXPENDITURES	\$213,702	\$453,402	\$239,700
NET OF REVENUES & EXPENDITURES	(\$189,855)	(\$325,634)	

Revenue & Expenditure Report for Fund 269

	YTD July 31, 2020	YTD Aug 31, 2020	Difference
TOTAL REVENUES	\$0	\$278.00	\$278.00
TOTAL EXPENDITURES	\$0	\$1,351.49	\$1,351.49
NET OF REVENUES & EXPENDITURES	\$0	(\$1,073.49)	

Balance Sheet Report as of August 31, 2020

The ending fund balance for Fund 268 is \$1,963,929.37

The ending fund balance for Fund 269 is \$1,705,906.04

09/10/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 08/31/2020										
% Fiscal Year Completed: 16.99										
		END BALANCE	2020-21		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE		
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUGUST 2020	08/31/2020	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED	
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,836,818.87	2,939,255.00	2,939,255.00	0.00	0.00	0.00	2,939,255.00	0.00	
268-000.00-403.001	Property Tax Revenue- County Chargebacks	1,946.36	2,000.00	2,000.00	0.00	446.02	446.02	1,553.98	22.30	
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(258.43)	(259.00)	(259.00)	0.00	0.00	0.00	(259.00)	0.00	
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(2,983.82)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(4,500.00)	0.00	
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,635.46)	(6,500.00)	(6,500.00)	0.00	0.00	0.00	(6,500.00)	0.00	
Property tax revenue		2,830,887.52	2,929,996.00	2,929,996.00	0.00	446.02	446.02	2,929,549.98	0.02	
State sources										
268-000.00-567.000	State aid	44,383.68	40,000.00	20,000.00	22,354.48	0.00	22,354.48	(2,354.48)	111.77	
State sources		44,383.68	40,000.00	20,000.00	22,354.48	0.00	22,354.48	(2,354.48)	111.77	
Other revenue										
268-000.00-633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	5.00	187.95	192.95	13,807.05	1.38	
268-000.00-665.100	Copier	1,172.45	600.00	600.00	0.00	105.00	105.00	495.00	17.50	
268-000.00-665.290	Library fund raising revenue	6,376.15	4,000.00	4,000.00	328.71	0.00	328.71	3,671.29	8.22	
268-000.00-665.300	Meeting room	23,828.75	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-665.404	Novi Township assessment	6,591.00	6,600.00	6,600.00	6,847.00	0.00	6,847.00	(247.00)	103.74	
268-000.00-665.650	Library Cafe	5,030.11	6,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	
Other revenue		63,237.74	68,200.00	30,200.00	7,180.71	292.95	7,473.66	22,726.34	24.75	
Fines and forfeitures										
268-000.00-657.000	Library book fines	48,961.25	65,000.00	60,000.00	1,158.71	968.33	2,127.04	57,872.96	3.55	
268-000.00-658.000	State penal fines	118,345.07	114,000.00	57,000.00	0.00	95,366.51	95,366.51	(38,366.51)	167.31	
Fines and forfeitures		167,306.32	179,000.00	117,000.00	1,158.71	96,334.84	97,493.55	19,506.45	83.33	
Interest income										
268-000.00-664.000	Interest on investments	63,054.71	54,201.00	54,201.00	0.00	0.00	0.00	54,201.00	0.00	
268-000.00-664.500	Unrealized gain (loss) on investments	24,289.90	(20,000.00)	(20,000.00)	0.00	0.00	0.00	(20,000.00)	0.00	
Interest income		87,344.61	34,201.00	34,201.00	0.00	0.00	0.00	34,201.00	0.00	
Donations										
268-000.00-665.289	Adult programs	7,172.40	3,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
268-000.00-665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	0.00	0.20	0.20	3,499.80	0.01	
Donations		10,318.10	6,500.00	5,500.00	0.00	0.20	0.20	5,499.80	0.00	

		END BALANCE	2020-21		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUGUST 2020	08/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	931,830.31	971,650.00	965,000.00	73,759.68	73,435.64	147,195.32	817,804.68	15.25
268-000.00-704.210	Vacation Payout	4,704.40	4,700.00	18,500.00	0.00	0.00	0.00	18,500.00	0.00
268-000.00-705.000	Temporary salaries	657,541.73	746,730.00	635,000.00	39,065.01	44,945.28	84,010.29	550,989.71	13.23
268-000.00-706.000	Overtime	496.47	500.00	500.00	0.00	80.37	80.37	419.63	16.07
268-000.00-715.000	Social security	120,214.43	131,456.00	124,000.00	8,629.61	8,881.38	17,510.99	106,489.01	14.12
268-000.00-716.000	Insurance	187,333.28	195,000.00	195,000.00	8,885.49	14,697.98	23,583.47	171,416.53	12.09
268-000.00-716.200	HSA - employer contribution	6,812.15	6,300.00	6,300.00	0.00	612.50	612.50	5,687.50	9.72
268-000.00-716.999	Insurance - Employee Reimbursement	(34,660.19)	(36,000.00)	(36,000.00)	(1,264.77)	(2,835.64)	(4,100.41)	(31,899.59)	11.39
268-000.00-718.000	Pension - DB Normal Cost	8,400.00	8,400.00	8,400.00	0.00	0.00	0.00	8,400.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	29,292.00	43,224.00	43,224.00	0.00	0.00	0.00	43,224.00	0.00
268-000.00-718.200	Pension - defined contribution	41,853.35	45,000.00	45,000.00	3,256.06	3,294.99	6,551.05	38,448.95	14.56
268-000.00-719.000	Unemployment insurance	1,872.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	3,853.33	4,100.00	4,100.00	153.82	161.38	315.20	3,784.80	7.69
Personnel services		1,959,543.80	2,121,060.00	2,009,024.00	132,484.90	143,273.88	275,758.78	1,733,265.22	13.73
Supplies									
268-000.00-727.000	Office supplies	12,337.64	19,000.00	18,000.00	2,333.24	434.99	2,768.23	15,231.77	15.38
268-000.00-728.000	Postage	437.76	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-734.000	Computer supplies, software & licensing	28,425.30	69,700.00	69,700.00	8,568.01	452.55	9,020.56	60,679.44	12.94
268-000.00-734.500	Computer supplies/equipment	17,989.85	19,800.00	19,800.00	608.36	135.80	744.16	19,055.84	3.76
268-000.00-740.000	Operating supplies	27,522.36	28,000.00	25,000.00	2,906.97	1,353.78	4,260.75	20,739.25	17.04
268-000.00-740.200	Supplies - Desk chairs and file cabinets	2,152.48	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	180.00	300.00	300.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	170,395.96	185,800.00	185,800.00	5,220.25	4,433.09	9,653.34	176,146.66	5.20
268-000.00-742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	17.43	261.55	278.98	19,721.02	1.39
268-000.00-742.100	Library Books - Fines	193.88	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00
268-000.00-743.000	Library periodicals	22,335.13	24,000.00	24,000.00	1,800.00	0.00	1,800.00	22,200.00	7.50
268-000.00-744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	2,964.31	10,995.83	13,960.14	101,039.86	12.14
268-000.00-745.200	Electronic media	41,512.72	46,900.00	46,900.00	2,405.32	3,857.89	6,263.21	40,636.79	13.35
268-000.00-745.300	Electronic resources (CD rom materials)	54,193.11	64,000.00	64,000.00	51,256.25	0.00	51,256.25	12,743.75	80.09
Supplies		482,945.13	599,600.00	595,600.00	78,080.14	21,925.48	100,005.62	495,594.38	16.79

Other services and charges										
268-000.00-801.925	Public information (cable, etc)	597.99	500.00	500.00	54.30	0.00	54.30	445.70	10.86	
268-000.00-802.000	Data processing	700.20	700.00	700.00	0.00	0.00	0.00	700.00	0.00	
268-000.00-802.100	Bank Service Charges	4,843.69	4,000.00	4,000.00	150.00	150.00	300.00	3,700.00	7.50	
268-000.00-803.000	Independent audit	809.82	500.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
268-000.00-804.000	Medical service	686.00	1,500.00	1,000.00	98.00	196.00	294.00	706.00	29.40	
268-000.00-806.000	Legal fees	8,951.50	5,000.00	7,500.00	105.00	0.00	105.00	7,395.00	1.40	
268-000.00-808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	
		END BALANCE	2020-21		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE		
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUGUST 2020	08/31/2020	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED	
268-000.00-809.000	Memberships and dues	6,679.94	7,500.00	7,500.00	3,222.01	85.00	3,307.01	4,192.99	44.09	
268-000.00-816.000	Professional services	250.00	10,500.00	10,500.00	200.00	0.00	200.00	10,300.00	1.90	
268-000.00-817.000	Custodial services	37,851.60	50,000.00	50,000.00	4,024.67	0.00	4,024.67	45,975.33	8.05	
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00	
268-000.00-851.000	Telephone	18,384.86	17,500.00	17,500.00	1,876.01	994.39	2,870.40	14,629.60	16.40	
268-000.00-855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	15,662.85	0.00	15,662.85	49,537.15	24.02	
268-000.00-861.000	Gasoline and oil	290.48	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	
268-000.00-862.000	Mileage	6.38	300.00	300.00	0.00	0.00	0.00	300.00	0.00	
268-000.00-880.000	Community promotion	22,866.06	21,000.00	18,000.00	905.51	0.00	905.51	17,094.49	5.03	
268-000.00-880.268	Library programming	19,456.32	25,000.00	25,000.00	451.81	714.03	1,165.84	23,834.16	4.66	
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	
268-000.00-900.000	Printing, graphic design and publishing	19,424.00	30,000.00	28,000.00	0.00	381.18	381.18	27,618.82	1.36	
268-000.00-910.000	Property & liability insurance	12,544.00	12,500.00	12,500.00	12,668.00	0.00	12,668.00	(168.00)	101.34	
268-000.00-910.001	Insurance deductibles/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-921.000	Heat	10,152.64	11,000.00	11,000.00	639.42	0.00	639.42	10,360.58	5.81	
268-000.00-922.000	Electricity	92,792.30	95,000.00	95,000.00	8,067.55	7,498.93	15,566.48	79,433.52	16.39	
268-000.00-923.000	Water and sewer	6,860.75	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00	
268-000.00-934.000	Building maintenance	99,352.78	112,200.00	112,200.00	7,152.92	8,354.19	15,507.11	96,692.89	13.82	
268-000.00-935.000	Vehicle maintenance	7.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
268-000.00-941.000	Grounds maintenance	33,276.37	38,000.00	38,000.00	210.00	1,825.00	2,035.00	35,965.00	5.36	
268-000.00-942.000	Office equipment lease	7,554.60	8,000.00	8,000.00	0.00	1,044.04	1,044.04	6,955.96	13.05	
268-000.00-942.100	Records storage	287.76	1,300.00	1,300.00	23.98	23.98	47.96	1,252.04	3.69	
268-000.00-956.000	Conferences and workshops	9,707.86	15,000.00	10,000.00	858.72	0.00	858.72	9,141.28	8.59	
Other services and charges		505,166.92	554,700.00	547,200.00	56,370.75	21,266.74	77,637.49	469,562.51	14.19	
Capital outlay										
268-000.00-976.000	Building improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-983.000	Vehicles	31,432.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-986.000	Internal Technology - Capital Outlay	29,227.25	79,000.00	53,000.00	0.00	0.00	0.00	53,000.00	0.00	
268-000.00-990.000	Furniture	0.00	17,000.00	17,000.00	0.00	0.00	0.00	17,000.00	0.00	
Capital outlay		60,659.80	111,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00	
Net - Dept 000.00 - treasury		195,162.32	(128,463.00)	(84,927.00)	(236,241.89)	(89,392.09)	(325,633.98)	240,706.98		
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,203,477.97	3,257,897.00	3,136,897.00	30,693.90	97,074.01	127,767.91	3,009,129.09	383.43	
TOTAL EXPENDITURES		3,008,315.65	3,386,360.00	3,221,824.00	266,935.79	186,466.10	453,401.89	2,768,422.11	383.43	
NET OF REVENUES & EXPENDITURES		195,162.32	(128,463.00)	(84,927.00)	(236,241.89)	(89,392.09)	(325,633.98)	240,706.98	383.43	

		END BALANCE	2020-21		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2020	ORIGINAL	2020-21	JULY 2020	AUGUST 2020	08/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	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	32,401.88	27,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(4,500.00)	0.00
Interest income		45,787.97	22,500.00	22,500.00	0.00	0.00	0.00	22,500.00	0.00
Donations									
269-000.00-665.046	Makerspace Renovation Revenue	2,030.05	2,000.00	2,000.00	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	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,347.22	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	28.00	28.00	972.00	2.80
269-000.00-665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	0.00	250.00	250.00	5,250.00	4.55
269-000.00-665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Automated Lending Library/Drop Box	10,000.00	5,500.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Donations		16,803.70	19,500.00	24,000.00	0.00	278.00	278.00	23,722.00	1.16
Supplies									
269-000.00-742.229	Raising a Reader Expense	2,555.86	1,000.00	1,000.00	0.00	16.49	16.49	983.51	1.65
269-000.00-742.230	Collections/Materials Expense	1,072.47	500.00	500.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	13,004.00	30,200.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.232	Programming Expense	2,843.81	1,000.00	1,000.00	0.00	375.00	375.00	625.00	37.50
269-000.00-742.233	Technology Library Expense	4,721.93	31,000.00	0.00	80.00	880.00	960.00	(960.00)	100.00
269-000.00-742.234	Undesignated Misc	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	764.81	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Supplies		24,962.88	65,700.00	4,500.00	80.00	1,271.49	1,351.49	3,148.51	30.03
Capital outlay									
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	0.00	6,800.00	6,800.00	0.00	0.00	0.00	6,800.00	0.00
269-000.00-976.046	Makerspace Renovation	6,735.84	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Capital outlay		6,735.84	11,800.00	46,550.00	0.00	0.00	0.00	46,550.00	0.00
Net - Dept 000.00 - treasury		30,892.95	(35,500.00)	(4,550.00)	(80.00)	(993.49)	(1,073.49)	(3,476.51)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:									
TOTAL REVENUES		62,591.67	42,000.00	46,500.00	0.00	278.00	278.00	46,222.00	23.59
TOTAL EXPENDITURES		31,698.72	77,500.00	51,050.00	80.00	1,271.49	1,351.49	49,698.51	23.59
NET OF REVENUES & EXPENDITURES		30,892.95	(35,500.00)	(4,550.00)	(80.00)	(993.49)	(1,073.49)	(3,476.51)	23.59
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		3,266,069.64	3,299,897.00	3,183,397.00	30,693.90	97,352.01	128,045.91	3,055,351.09	
TOTAL EXPENDITURES - ALL FUNDS		3,040,014.37	3,463,860.00	3,272,874.00	267,015.79	187,737.59	454,753.38	2,818,130.62	
NET OF REVENUES & EXPENDITURES		226,055.27	(163,963.00)	(89,477.00)	(236,321.89)	(90,385.58)	(326,707.47)	237,230.47	

09/10/2020		BALANCE SHEET FOR CITY OF NOVI	
		As Of 08/31/2020	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	451,838.85	
268-000.00-017.000	Investments - Pooled	2,422,809.68	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	(881,782.30)	
268-000.00-040.050	Accounts Receivable - BSA MR	6,847.00	
268-000.00-040.400	Prepaid expenditures	1,408.79	
	Total Assets	2,002,122.02	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	30,820.11	
268-000.00-215.000	Accrued workers compensation	(832.16)	
268-000.00-215.200	Unemployment insurance liability	2,704.70	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	38,192.65	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,101,253.14	
	Total Fund Balance	2,101,253.14	
	Beginning Fund Balance - 19-20	2,101,253.14	
	Net of Revenues VS Expenditures - 19-20	188,310.21	
	*19-20 End FB/20-21 Beg FB	2,289,563.35	
	Net of Revenues VS Expenditures - Current Year	(325,633.98)	
	Ending Fund Balance	1,963,929.37	
	Total Liabilities And Fund Balance	2,002,122.02	
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	44,197.07
269-000.00-017.000	Investments - Pooled	1,667,345.46
	Total Assets	1,711,542.53
*** Liabilities ***		
269-000.00-202.000	Accounts payable	5,636.49
	Total Liabilities	5,636.49
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,564,246.11
269-000.00-390.230	Fund Balance Collections/Materials	36,560.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	54,614.28
269-000.00-390.232	Fund Balance Programming	29,396.44
269-000.00-390.233	Fund Balance Technology Library	(8,731.24)
	Total Fund Balance	1,676,086.58
	Beginning Fund Balance - 19-20	1,676,086.58
	Net of Revenues VS Expenditures - 19-20	30,892.95
	*19-20 End FB/20-21 Beg FB	1,706,979.53
	Net of Revenues VS Expenditures - Current Year	(1,073.49)
	Ending Fund Balance	1,705,906.04
	Total Liabilities And Fund Balance	1,711,542.53
* Year Not Closed		

Director's Report by Julie Farkas



Staff Anniversaries for October

Barbara Rutkowski	23 years
Patricia Amireskandari	18 years
Kit Tang	12 years
Kristen Abate	11 years
Linda Brewin	11 years
Steve Palizzi	8 years
Emily Miller	1 year
Jamie Young	1 year
Latonia Phillips	1 year



September 8, 2020: Kick-off to Community Reads 2020 featuring Kent State by Derf Backderf

Student Transition Program at Novi Community School District

I am very pleased to share that we are welcoming back four students from the Student Transition Program at Novi Community School District this week! Below are photos, names and locations for where these wonderful students will be assisting the Library this school year!

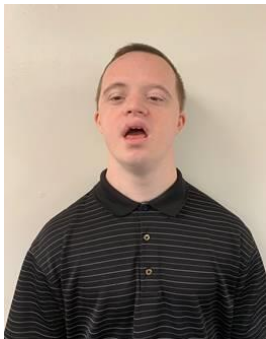
When you see them in the building, please say hello! Bill Bembeneck is taking the lead with the two students assisting in Facilities. Keith is Bill's back-up when Bill is not working. All students follow the same protocols as the staff related to COVID screening, mask wearing if approved, 6ft. distancing, hand washing and no group gathering. All students are accompanied by a coach to the library on their volunteer day.



Michael Manning – Library Facilities Dept., Work Day: Thursday



Liz Paul -- Library Facilities Dept., Work Day: Monday



Rick Nicklaus – Café, Work Day: Tuesday



Matt Heslop – Café, Work Day: Friday

COVID UPDATE as of September 19, 2020

Daily use of the building by hour September 3, 2020 – September 18, 2020

9/3/2020		9/4/2020		9/5/2020		9/6/2020		9/7/2020		9/8/2020	
9-10am	3	9-10am	3	9-10am	0	9-10am	0	9-10am	0	9-10am	10
10-11am	34	10-11am	26	10-11am	0	10-11am	0	10-11am	0	10-11am	50
11am-12pm	43	11am-12pm	44	11am-12pm	0	11am-12pm	0	11am-12pm	0	11am-12pm	37
12-1pm	39	12-1pm	34	12-1pm	0	12-1pm	0	12-1pm	0	12-1pm	47
1-2pm	46	1-2pm	45	1-2pm	0	1-2pm	0	1-2pm	0	1-2pm	56
2-3pm	41	2-3pm	33	2-3pm	0	2-3pm	0	2-3pm	0	2-3pm	50
3-4pm	39	3-4pm	52	3-4pm	0	3-4pm	0	3-4pm	0	3-4pm	63
4-5pm	40	4-5pm	71	4-5pm	0	4-5pm	0	4-5pm	0	4-5pm	81
5-6pm	45	5-6pm	72	5-6pm	0	5-6pm	0	5-6pm	0	5-6pm	72
6-7pm	38	6-7pm	8	6-7pm	0	6-7pm	0	6-7pm	0	6-7pm	65
7-8pm	26	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	86
8-9pm	4	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	33
9-10pm	5	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	7
	403		388		0		0		0		657
9/9/2020		9/10/2020		9/11/2020		9/12/2020		9/13/2020		9/14/2020	
9-10am	5	9-10am	6	9-10am	5	9-10am	2	9-10am	0	9-10am	3
10-11am	28	10-11am	29	10-11am	34	10-11am	36	10-11am	0	10-11am	18
11am-12pm	24	11am-12pm	31	11am-12pm	41	11am-12pm	70	11am-12pm	0	11am-12pm	25
12-1pm	34	12-1pm	28	12-1pm	35	12-1pm	47	12-1pm	46	12-1pm	37
1-2pm	37	1-2pm	32	1-2pm	24	1-2pm	44	1-2pm	51	1-2pm	42
2-3pm	45	2-3pm	34	2-3pm	56	2-3pm	61	2-3pm	58	2-3pm	48
3-4pm	62	3-4pm	69	3-4pm	42	3-4pm	64	3-4pm	62	3-4pm	44
4-5pm	69	4-5pm	67	4-5pm	43	4-5pm	46	4-5pm	49	4-5pm	62
5-6pm	48	5-6pm	42	5-6pm	56	5-6pm	53	5-6pm	58	5-6pm	60
6-7pm	49	6-7pm	62	6-7pm	8	6-7pm	9	6-7pm	5	6-7pm	50
7-8pm	18	7-8pm	36	7-8pm	0	7-8pm	0	7-8pm	0	7-8pm	37
8-9pm	0	8-9pm	21	8-9pm	0	8-9pm	0	8-9pm	0	8-9pm	26
9-10pm	0	9-10pm	5	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	5
	419		462		344		432		329		457

9/15/2020		9/16/2020		9/17/2020		9/18/2020	
9-10am	4	9-10am	4	9-10am	6	9-10am	7
10-11am	21	10-11am	17	10-11am	26	10-11am	30
11am-12pm	23	11am-12pm	46	11am-12pm	31	11am-12pm	36
12-1pm	26	12-1pm	30	12-1pm	29	12-1pm	23
1-2pm	29	1-2pm	55	1-2pm	33	1-2pm	28
2-3pm	38	2-3pm	56	2-3pm	39	2-3pm	32
3-4pm	44	3-4pm	34	3-4pm	44	3-4pm	50
4-5pm	51	4-5pm	52	4-5pm	46	4-5pm	50
5-6pm	45	5-6pm	39	5-6pm	53	5-6pm	46
6-7pm	59	6-7pm	30	6-7pm	53	6-7pm	14
7-8pm	40	7-8pm	28	7-8pm	25	7-8pm	0
8-9pm	17	8-9pm	16	8-9pm	15	8-9pm	0
9-10pm	7	9-10pm	4	9-10pm	5	9-10pm	0
	404		411		405		316

Program Stat Tracking: Compiled by April Stevenson

Program stat tracking is based off of what is required to report for state aid. This includes stats by audience; youth, teen, and adult. There are also special designations for stats of early literacy and summer reading. Due to the onset of Covid and virtual programming, the Library of Michigan is requiring additional information on stats. They need to know how many programs were recorded and how many people viewed the recording. They also need to know how many programs were done live (this would include software like zoom or Facebook Live) and how many viewed it live. They also want to know how many people viewed the recorded version of the live event under recorded programs attendance.

Recorded programs can be viewed immediately after their release (whether released originally recorded or released recorded after the live event) and until it is removed from the source of its release. In most circumstances, programs are never removed unless there was a designation of removal by a paid performer or author.

As time goes by it is less likely that a recorded program will continue to get views. At this time for the purpose of the Information Services monthly report to the board, numbers for virtual programs are listed as of the date the report is turned in to the Library Director. For the purposes of state aid there is no official stop date for counting views of recorded programs. There is a state aid refresher course on Monday, September 21st and I will inquire with them at that time.

When the Social Media stats were originally included in the board report there was no information provided from the Library of Michigan on what needed to be counted for State Aid. Now that there is, we have updated the chart to reflect the changes needed. Again, the numbers listed in the Information Services monthly report to the board are recorded as of the date the report is turned in to the Library Director. Further stats will be looked at and recorded for the purposes of State Aid per the Library of Michigan's specific designations.

Follow-up Questions Pertaining to the Library Van for Replacement Purposes by Michael Rhatigan

1. Why 7 years? Why not 5 or 10?

- I estimated 7 years based on the rest of the data I have been collecting. A Van's best value for resale is in between 5-8 years normally. 7 years normally being the max Total Cost of ownership (TCO) value. That means if we take the purchase price plus the estimated maintenance over the lifespan of the vehicle minus the sale price. We would spend the least amount of money overall replacing it between 5-8 years. I only have a comparable estimate of resale at the 5 year mark which would range the value of the vehicle which would be \$18,000-\$21,000 for resale. We purchased the van for \$27,598 plus the wrap \$3,834 & estimated maintenance of \$4,000 over 5 years. It would be an estimated TCO of (\$14,432-\$17,432) over a 5 year period. Due to the wrap of the vehicle and the total cost of install/removal to be \$4,500 in the TCO I would suggest the van be replaced every 7-8 years before we start inquiring larger maintenance costs as well. Past the first 5 years of the vehicle until year ten the vehicle is estimated to lose around \$1,600 of value for each year. The sweet spot should be between 7-8 years.

2. What are the current warranties for this vehicle? Time/miles

- Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty
- 60,000 miles 60 months Powertrain Warranty

3. Is there an expected amount of mileage annually for the van? Do you have any averages from other City vehicles? With COVID the mileage so far is really low, but we will start more deliveries in the fall with the opening of the Lakeshore Lending Library.

- I do not have an estimated mileage for the library van specifically because we put the van into service a month or two prior to COVID. Other city vehicles could average from 3,000 miles (city pool vehicles) a year to 20,000 miles (Police) a year. It all depends on the fleet sizes and usage. If I were to guess on the Library van thinking about the in town trips with limited traveling outside of the city, I would guess it would be more around 3,000 miles a year. This would mean that if we replace the van at 7 years I would estimate it to have 21,000 miles on it.

Diversity, Equity & Inclusion Programming:

Members of the DEI Committee had asked for a compilation of programming that had been executed by Novi staff. Below is a comprehensive list of programs provided to our library guests since 2016 which represent and support diversity, equity, and inclusion. This list was compiled by Gail Anderson, Programming Coordinator.

NPL- Programs and Presenters- Groups, and Organizations

From a Diversity, Equity, and Inclusion Perspective

African American Specific

Talking Racism Series July 2020:

Combating Racial Injustices 7/7

Racism Is Not a Black People Issue 7/14

Teens & Young Adults Talk Racism 7/16

Talking With Your Kids About Racism 7/22

Why Take a Knee 7/30

Buffalo Soldiers Organization 2/2/19-African American soldiers who mainly served on the Western frontier following the American Civil War. In 1866, six all-Black cavalry and infantry regiments were created after Congress passed the Army Organization Act.

Tuskegee Airmen, Detroit- this group represents the primarily African-American military pilots and airmen who fought in World War II.

AKA Sorority, Omega Epsilon Chapter (MLK Breakfast special invited guest and speaker 2018 & 2019) - Alpha Kappa Alpha Sorority, Inc. is the first historically African American Greek-letter sorority.

Sphinx Organization- is a Detroit-based national organization dedicated to transforming lives through the power of diversity in the arts, founded in 1997 by Aaron P. Dworkin with the goal of addressing the underrepresentation of people of color in classical music. 11/5/17-Clayton Penrose Whitmore, 3/16/19 Hannah White & Sterling Elliot

Black Catholic Ministries Gospel Choir (2018)- Black Catholic Ministries offers programs and outreach to diverse communities of Catholics throughout the Archdiocese of Detroit.

Experience Culture- African American- 2/24/18- Learned about culture, traditions, and customs, through presentations, food, music, art, displays, history and more

February 2017& 2018- 1st and 2nd floor poster displays of Black History events in honor of Black History Month.

Cooking With Soul- 2/18/17 African American Owned "Beans & Cornbread Soulful Bistro" shared tips and recipes in an interactive cooking demonstration. Samples included! 65 attendees

MLK Day Unity Celebration and Breakfast- (2017, 2018, 2019) with separate youth program for ages 5-10- special guest speakers, musical performances, African American youth groups, Unity essay and craft contests.

Ivalas Quartet- Listen at the Library- 9/17/17 classical musical group of culturally diverse backgrounds, founded at the University of Michigan, composed of winners of the Sphinx Competition.

Diversity Day- 10/2016 & 10/3/17 - celebrated 23 ethnically diverse groups through music, dance, history, exhibits, food, and more. Each year, over 1000 people from many nations joined in learning how to embrace unity, while celebrating cultural differences.

Don Carey, Detroit Lions Safety and African American Author special appearance, book signing and reading of his book "It's Not Because I'm Better Than You.12/4/17

Dine & Discuss 3/20/ 2018, 4/19/2018 & 6/14/2018- community conversation on race, politics, and other divisive topics in the news over dinner.

Showing of the movie Hidden Figures- 2/15/18 Three brilliant African-American women at NASA who served as the brains behind one of the greatest operations in history

Showing of top-rated release Black Panther 10/4/18, along with a free light meal of walking tacos, or hot dogs, chips, beverage, and other movie treats. African American superhero film based on the Marvel Comics (Over 100 in attendance)

Cooking With an Area Chef-11/3/18 African American Chef Bobby Watts prepared a delicious broccoli bow tie pasta salad for everyone to sample, along with other easy dish ideas.

Let's Talk About Race 2/9/19 - Youth Program (ages 4-12) Guest community readers shared stories with children and led an age appropriate discussion on the topic of race. A craft was

offered following the discussion. This program is offered as part of the 2019 "Let's Talk About" series in conjunction with the libraries of Lyon Township, Northville District, Salem-South Lyon District, Wixom and Walled Lake City. Each month one of the partnering libraries will host a reading and discussion exploring a different social justice topic.

The Price of Providence Film 3/26/19- This film premiered at the Great Lakes International Film Festival, where it won the Audience Choice Award. It depicts an African American man from Detroit who was wrongfully convicted, and spent 10 years in prison for a crime he did not commit. He was freed through the work of the Michigan Innocence Clinic at the University of Michigan Law School.

Braylon Edwards Author Visit 12/7/19- Former U of M and NFL player was the special guest author and speaker at the NPL Author Fair.

{NEW MONTHLY PROGRAM} African American Ethnic Discussion Group 10/8/20- each month we will Inform. Inspire. Include. through cultural conversations on customs, common language, holidays and events, inspirations, literature, small talk, history, and resources, designed for specific ethnic cultures.

Other Diversity Related Programs

Michigan's Indian Immigrants Documentary- Essential Arrival 9/6/18

Get to Know Your Muslim Neighbor 9/18/18

Jewish Traditions & Celebrations 10/11/18

Business Culture of Japan and US 4/30/19

Holocaust Remembered Documentary & Discussion 9/23/19

Japanese New Year Celebration 1/19/20

Experience Culture: spotlighting and celebrating ethnic groups to learn about their culture, traditions, and customs through presentations, food, music, art, and more

Philippine Culture 1/28/18,

Irish Culture 3/4/18

Italian Culture 4/28/18

Chinese Culture 5/5/18

Mexican Culture 8/12/18

Indian Culture 9/30/18

Romainian Culture 11/10/18

Nigerian Culture 12/1/18

Polish Culture 3/24/19

Puerto Rican Culture 5/5/19

Armenian Culture 7/28/19

Native American Culture 8/17/19

Chinese Culture 9/21/19

French Culture 12/8/19

Equity Committee Summary and Research June-July

Chair: Tara Michener Member: Geoff Wood Member: Katherine Dooley

A Timeline

- Email was sent from Julie on June 26th to seek an opportunity for alignment with the city and our special meeting that was scheduled for the 30th to complete the Commitment and send it out was canceled
- Talking Racism Series moderated from Gail (Combating Racial Injustices) with Dr. Kenneth Harris and Commissioner Alicia Bell July 7th
- Talking Racism Series moderated from Gail with Judge Cynthia and Reginald July 14th
- Equity Meeting July 7th
- Equity Meeting July 14th
- This week email communications to include Julie on invite to meetings.
- As of this week different opinions on statement
- Julie invited us to PLA Twitter Inclusion Talk
- I suggested we all watch reruns of Racism Series

PLA Statement and Call to Action for Public Library Workers to Address Racism

PLA Statement Condemning Systemic Racism and Violence Against BIPOC People

- The Public Library Association (PLA), a division of the American Library Association (ALA), calls on public library workers to commit to structural change and to taking action to end systemic racism and injustice. PLA thanks members of the [PLA Task Force on Equity, Diversity, and Inclusion](#) for their guidance and leadership in development of this statement and call to action. The statement recognizes and supports [ALA's long-term commitment to equity, diversity, and inclusion](#) and ALA's [profound support for BIPOC librarians](#) in perpetuating structural racism. PLA applauds the creation of a working group to create recommendations on remedial justice practices and the risk prevention of police in libraries. [CRJ 17-0177](#)
- The Public Library Association shares the nation's anger, sadness, and frustration over the epidemic of violent acts perpetrated against Black people. We demand justice for George Floyd, Breonna Taylor, Ahmaud Arbery and countless others, and for their families and communities. We stand in solidarity with Black people engaging in collective action against systemic racism, oppression, and injustice. Across the country, the pattern of police violence in response to protests—coupled with a pandemic that is disproportionately impacting communities of color—has rekindled our country's disgraceful legacy of inter-generational violence against Black people. We join the chorus of voices calling for justice and demanding that Black lives matter.
- Because we believe that #LibrariesTransform, we also commit to honest reflection and structural change. We acknowledge that public libraries have been—and still are—caught in systems that oppress, exclude, and harm Black people, Indigenous people, and people of color (BIPOC). The library profession remains [underrepresented](#), despite decades of emphasis on diversity and inclusion. We see knowledge [shared by BIPOC librarians and educators](#), yet the profession has largely failed to improve conditions and create pathways for advancement among library workers of color. We commit to dismantling white supremacy in libraries and librarianship. We recognize the urgency of this collective work and commit to hold ourselves, our colleagues, and our institutions accountable when we fail to start.

Call to Action for Public Library Workers

- We call on public library workers to join us in taking the following action steps:
- Study, amplify, and align with the policy demands of the [Movement for Black Lives](#). Ask yourself: What can the movement's call to divert from punishment and policing — while investing in long-term safety strategies such as schools, libraries, employment, health, and housing—mean for your library and your community?
- Change library policies that punish and criminalize police behavior. Invest in alternatives to policing and security guards within library spaces. [See: It's not enough to say Black Lives Matter.](#)
- Evaluate the messages about police and policing libraries promote to children and families in programs and collections. [See: Policing Doesn't Protect Us, and Disrupting Children's Books About Police.](#)
- Create a plan of action for addressing racism and working toward collective liberation, start where you are, engage others, and make a long-term commitment to listening, action, and reflection.
- Address structural racism. Work with BIPOC communities to identify and implement structural changes that root equity within libraries. Build staff investment at every level, while shifting resources to support [local public institutions locally](#) and staff-led action teams. Increase policies and procedures using [social justice tools](#) and [services](#) that address racism. [Disrupt the work.](#)
- Develop and lead programs, services, and collections that center the voices and experiences of people of color and shift power to communities for co-creation and co-creation.
- Materially support organizations that provide resources and build capacity for BIPOC working in libraries, including [ALA's](#), the [National Black Leadership Initiative](#), [Equity](#), and [JPLP](#).

PLA and the PLA Task Force on Equity, Diversity, Inclusion and Social Justice commit to do the following:

- Convene meaningful conversations about BIPOC in public libraries. In the next few months, we will be hosting a series of Twitter chats. The next chat will be on Creating Inclusive Communities on August 5, 2020 at 12:00 PM Central.
- Identify the action step(s) above that we are collectively best positioned to address during our next year of work and develop concrete recommendations for ALA to advance racial equity and organizational change in libraries.
- Evaluate the structure of the task force with the aim of creating a more diverse and representative entity with the capacity to move this transformative work forward; and
- Release discomfort as we navigate challenging and emotional subjects to upset racism and white supremacy within ourselves and our institutions will require immense courage, compassion, and the fondest desire for accountability.

ALA Long-Term Strategies for Diversity Recruitment

Develop a Vision and Embrace It

- Diversity should be part of the institution's leadership vision. Diversity should be part of the institution's values and goals. Senior managers should understand the value of diversity and its specific benefit to the institution and community. If your organization has a diversity statement, make that statement publicly available, including available to prospective applicants.
- All levels of management should understand diversity is a priority and recognize its necessity.

Become Involved in the Communities of Diverse Librarians

- Demonstrating a sustained and meaningful interest in the community of diverse librarians can be an important step towards recruiting a diverse staff. As a director or personnel administrator, making the effort to join the ethnic affiliates, RainbowRT, ASGLA, or other diversity groups is a relatively simple but clear indication of your concern for and interest in the diversity within the profession. Membership allows you to connect with (via discussion list, events, etc.) diverse professionals and learn more about their professional concerns, interests, and motivations.
- Beyond membership, make concerted efforts to attend events or conferences hosted by diverse professionals.
- Making your presence known and demonstrating a commitment to the diversity within the profession will send a clear message that diversity is valued within the leadership of your library.

Engage Future Generations of Diverse Professionals

- Libraries can leverage internships and other pre-professional positions to help future diverse professionals gain valuable experience and lend new perspectives to the library. Making these opportunities available can help lay the groundwork for the diverse professionals' future employment in the library and make a clear demonstration to other diverse professionals that the library is interested in cultivating a diverse workforce.

Learn About the Diversity and Culture Within Your Community

- Diverse professionals will do more than just work in the library—they will live in the community and seek connections within their new place. By proactively seeking out the cultural diversity of your location, you can be prepared to demonstrate to diverse candidates that both the library and the community are a place for their personal and professional growth. By demonstrating a commitment to diverse professionals' overall experience, you can promote positions that will provide long-term personal and professional satisfaction.

Establish a Diversity Committee

- An internal diversity committee can provide a forum for staff members to share their ideas about diversity within the organization. The committee can be charged with developing or sponsoring training, advocating for diversity within the organization, and developing and sharing best practices. The committee can also help to share some of staff's concerns with specific diversity-related issues within the organization.

MLA Equity, Diversity and Inclusion Statement

Adopted by the MLA Members on October 17, 2019

The Michigan Library Association (MLA) and its Board of Directors, staff, and volunteers are committed to recognizing, enhancing and promoting diversity, equity and inclusion in all forms.

MLA is committed to create an equitable and inclusive environment that fully supports and promotes our commitment to modeling diversity and inclusion for the entire library community, and to maintaining an inclusive environment with equitable treatment for all. In order to do this, we will:

- Certify that all organizational leadership, staff and volunteers embrace the values of mutual respect and dignity for all persons when looking at our internal practices and policies with relation to governance, volunteer service, and employment, ensuring equality of opportunity that is free from unfair discrimination and harassment.
- Ensure open, responsive and respectful communication with staff, members, volunteers, and any/all statewide stakeholders.
- Create a strong collaboration and partnership with the community in any interactions regarding issues of diversity and equity, ensuring that we are reflective and responsive to the needs of the diverse state we serve.
- Continually monitor and evaluate our internal and external activities to ensure we are providing an environment that welcomes equality and diversity in all its forms, allowing us to set an example of best practices to create a culture of shared values and cross-cultural understanding.

MLA is committed to expanding diversity and inclusiveness across the State, including embracing and encouraging the rich socio-economic, physical, cultural, racial and ethnic differences that make-up the Michigan library community.

Resources and Information

- If you both get a chance, Chief Molly's Interview I think we can use as a reference in our document and promise for the library. <https://anchor.fm/city-of-novi/episodes/Police-Matters-egmgpt/a-a2lft2f>
- [Kat sent this podcast to us as a resource for data from our Police Dept.](#)

Info

- Harvard Business Review article about systemic racism in philanthropy. https://hbr.org/2020/06/the-problem-with-color-blind-philanthropy?utm_source=linkedin&utm_medium=social&utm_campaign=guykawasaki&utm_sq=qfivtn5fgx&utm_content=guyssocialmedia
Which brought me to a study from the Racial Equity Institute that I downloaded and have attached for us to read when we can.
- It is called the Groundwater Approach. "In an effort to help leaders, organizers, and organizations stay focused on the structural and cultural roots of racial inequity, we developed the 'Groundwater' metaphor and accompanying analytical framework to explain the nature of racism as it currently exists in the United States." (Kat sent this info)

1st Equity Committee Meeting Summary

- Summary of research on what other libraries/prof. orgs have been doing (Tara)
 - MLA has a home page that begins with Black Lives Matter, a commitment and resources
 - Found a few organizations dedicated to Black professionals in the library field and could be a source for recruiting and awareness efforts for NPL
 - Partner with policy committee to add hate speech clause
- Develop committee goal list for next meeting
- Pull together list of diversity consultants
- Look to set up a Listening Session - once a month invite members of the community to dialogue with the Equity Committee to let us know their needs/concerns

Ideas for Partnering

Wayne State / OCC

- Black Internship/job shadow Program – utilize students in Wayne State's Library School and OCC's Info Systems programs or undergrads pursuing Masters Programs
- Career Days - empower Wayne State Library students interested in the field
- Job Postings - provide regular job update list to Wayne State when we have open positions in our library

Black Library organizations / professional associations / student chapters

- Seek to join and have a physical presence in these organizations
- Artist in residence program - partnership with Charles H. Wright Museum or Detroit Historical Society Could be advantageous for our library
- Partnership with PAASN or other Black student organizations developing a career crash course to empower librarians of tomorrow could be a fun and educational program for students K-12 to understand the day to day operations and work of being a librarian
- Job Postings - postings should be sent to the diverse librarian associations

Other Libraries

- Visiting Librarian program featuring African-American professionals
- Best practice sharing of recruiting Black professionals in library science
- African American Children's Lit Specialist Librarian (Kat's idea)
- Equity Roundtable Brainstorm Sessions with other libraries

Within NPL

- Professional development / upward mobility - Empowering our current diverse staff with opportunities to attend professional development / upward mobility events and workshops or school to become immersed in the field and to be future leaders.
- Black substitute librarian program - offering current Black librarians an opportunity to substitute would build morale and provide a natural path for recruitment

More Data from the Field

https://www.racialequityalliance.org/wp-content/uploads/2018/04/GARE_LibrariesReport_v8_DigitalScroll_WithHyperlinks.pdf

2nd Equity Committee Meeting Summary

Stated Equity Committee Goals:

1. To positively and effectively influence outreach and partnerships pertaining to race relations at the Novi Public Library
 2. Increasing hiring opportunities and upward mobility for marginalized populations
 3. Staff and community advocacy, awareness and education focused
 4. Monitoring our racial footprint as far as collections, involvement, accountability
- Other points of discussion:
 - Get more affiliated with the professional industry associations
 - Forging more focused opportunities with existing partners like Wayne State, utilizing their student body, alumni etc. for filling student intern, shadowing and full time job opportunities
 - Chief Molloy podcast and policing in Novi
 - NPL Commitment Statement
 - NPL statement vs. the City of Novi's
 - Need for NPL Commitment Statement to be published and the importance of what it says, specifically in reference to Black Lives
 - Concern about how long it is taking to be presented to the community.
 - All members recognized where as the committee's efforts towards equity is very important and follows/mirrors the MLA and other library industry efforts, that some may oppose our efforts and we need to be prepared for that as everyone is not open to change when it comes to these topics
 - Proposed handwritten note "signed" by our committee thanking the panelists that contributed to Gal's series on race

ALA President Statement - Wanda Kay Brown

Representation matters.

That's what I keep coming back to as I grieve with the nation and mourn the deaths of George Floyd and countless other Black Americans. Would they still be alive if Black people were better represented in positions of power? If there was diversity in our legislatures and statehouses? If more Black voices were lifted up in publishing? If Black history—before enslavement and beyond the civil rights movement—was really taught in our schools? If the ranks of librarianship were more representative of our nation?

As a librarian, I always come back to the idea that library users need to see themselves reflected in the people who work there. What would be the impact if there were more Black faces in the libraries? In library leadership positions? As a Black woman, and someone who has benefited from the mentorship of other Black librarians, I believe redoubling our efforts to diversify our profession is necessary and urgent.

Representation matters—on police forces, in hospitals, in government, in libraries. By supporting school persistence and engaging young people after and outside of school, I believe libraries can also play a role in stopping the school-to-prison pipeline that disproportionately impacts Black youth. We must employ the right folks and pay them equitably for the work they do—work that is instrumental to a community's ability to thrive and advance together. Our communities benefit greatly when our health care, education, and police professionals are people who have love and genuine care for the people of the community first and, secondly but equally, love for the work they do. Having librarians committed to social justice who come from the communities they serve would be a big step forward. It won't bring back any of those who we've tragically lost, but it might begin the process of healing and move us toward justice.

#librariesrespond

- **Evaluate policies**
- **Ensure that the public knows the library's stance - Understand that it is not a political stance to state that Black Lives Matter**
 - [Black Lives Matter at School](#)
 - [Chicago Public Library - Black Lives Matter - A Booklist](#)
 - [Oakland Public Library - OPL Responds: Working toward Racial Justice](#)
 - [Penn State University Libraries - Black Lives Matter Libguide](#)
 - [The Public Library of Cincinnati and Hamilton County - Back Joy Booklist for Children and Young Adults](#)
 - [Schomburg Center Black Liberation Reading List](#)
 - [University of Indiana-Purdue University Indianapolis - Black Lives Matter Libguide](#)
 - Be prepared to respond to [an All Lives Matter stance](#)

#librariesrespond

- **Be aware of the ways your library may not seem welcoming**
 - Do you highlight materials featuring Black authors and main characters throughout the year (and not just during Black History Month or MLK Day)?
 - Do you have a security guard in place? Understand that [Black patrons may not feel comfortable with library security](#).
 - Consider how your library fine policies present an economic barrier to access of library materials and services.
 - Rethink patron Codes of Conduct
- **Call to Action**
 - <http://www.ala.org/pla/initiatives/edi/calltoaction>

#librariesrespond

- **Examine the language you use**
 - Are Black Lives Matter groups considered 'protesters,' 'rioters,' 'looters,' or 'thugs'? The language used to describe this movement is rooted in white supremacy.
 - Do you invoke the teachings of Dr. Martin Luther King Jr. when describing effective ways to protest? Acknowledge that Dr. Martin Luther King, Jr.'s messages have been diluted and co-opted.
 - Speak about injustices done to Black people specifically. Black people and People of Color (POC) are not interchangeable as all racial identities groups have different experiences and different needs.
- **Center and Support Black voices in LIS**
- **Amplify the voices of Black library workers and support their community spaces through donations and membership**
 - [BCALA](#)
 - [Black Excellence in LIS Syllabus \(edited by T-Kay Sangwand\)](#)
 - [Black Librarians](#)
 - [The Washington Post - The black women who launched the original anti-racist reading list](#)
 - [The Blackivists](#)
 - [WOC+Lib](#)
 - [We Here](#)

#librariesrespond

- **Read about and promote the historic contributions of Black LIS workers and add books to your collection**
 - [Book Riot - Pioneering Black American Librarians](#)
 - [E.J. Josey - Transformational Leader of the Modern Library Profession](#)
 - [The 21st-Century Black Librarian in America](#)
 - [Regina Anderson Andrews, Harlem Renaissance Librarian](#)
 - [The Association for the Study of African American Life and History \(ASALH\)](#)
 - [American Libraries - Blazing Trails - Pioneering African-American librarians share their stories](#)

#librariesrespond

- **Staff development**
- **Train all staff on topics related to equity, diversity, and inclusion**
 - [Consider hiring a local facilitator](#) to speak to your staff about EDI.
 - [ALA - Webinars on Equity, Diversity, and Inclusion](#)
 - [We Here Community School](#)
- **Commit to hiring Black library workers, connecting paraprofessionals to scholarship opportunities, and supporting residents and interns**
 - [BCALA Job List](#)
 - [Spectrum Scholarship Program](#)
 - [We Here Job List](#)
 - [COVID Residents Open Letter](#)
- **Consider your workplace retention strategies**
 - Ground your equity, diversity and inclusion plan in anti-racism (eg: [Oregon Library Association EDI Task Force](#))
 - Provide support to [Affinity Groups](#).

Executive Director of the Young Adult Library Services Association Statement

I want to say that I am shocked by the live broadcast of the killing of George Floyd, and all of the events that have led to civil unrest, but I am not.

I am frustrated.

I am frustrated by the plague of racism in the US, which leads to injustice.

I am frustrated with the actions of the police toward African Americans like George Floyd and Breonna Taylor, as well as countless others in America.

I am frustrated as a Black woman, who is three times as likely to contract and die from COVID-19. All I can think is, *"Wow, even this virus is targeting African Americans."*

I am frustrated with racism and the white supremacy that has been infectious spreading for hundreds of years. Yet when we encounter or fight against racism, we are counteracted faster than any response to a viral disease that has killed more than 100,000 Americans in less than four months.

I am frustrated that I have to have a campaign, Black Lives Matter, to convince the world that I am just as human as the next person.

I am frustrated that the young people who want to make a difference have no clear leadership to help them navigate and make sustainable change...

Executive Director of the Young Adult Library Services Association Statement

(cont')

As the executive director of the Young Adult Library Services Association (YALSA), I want to contribute to the lives of young adults by infusing equity, diversity, and inclusion into all of our programs, products, and services. I stand with the young adults fighting for their rights for true freedom and equality. They need resources and support, and I want to contribute to the changes they are bringing to their communities.

YALSA is making a short-term strategic plan to serve our members, so that they are stronger together during this time of unrest. YALSA wants to empower our youth by offering virtual opportunities that create partnerships with communities to advocate for youth services. This will happen as we foster better communication with our members and learn their needs, so that they are successful in their endeavors and the next generation is not as frustrated as I am.

Statements from Library Leaders

As we live through another day of protests and rebellions, I'm having trouble reflecting on how we can act against racism and what work we need to do within a library association and profession. As we say their names—George Floyd, Breonna Taylor, Ahmaud Arbery, Tony McDade, Jamel Floyd—it will not bring these people back, it will not stop police brutality, it will not stop state violence, it will not stop them from being murdered, it will not stop white supremacy. We need to move beyond statements and do the work to be actively antiracist at a personal level, build with one another to be accomplices in our day-to-day lives, and work collectively to transform policies and procedures at our workplaces and library associations.

This work does not end after the protests end. This work does not end with initial reforms. This work must continue until it transforms the current missions and visions held by our communities, our profession, and our associations into missions and visions that center, promote, and value our community members and library professionals who are black, indigenous, and other people of color.

This work also needs to be done within Latinx communities, regarding how we are discussing and dealing with antiblackness as well as the ways in which blackness intersects with gender, class, sexuality, and religiosity. I believe it is something we can accomplish, and I'm heartened by the changes that have already taken shape since the protests and rebellions started. We need to keep pushing to ensure that we address racism at the systemic level and continue to hope that we can all work together to make sure this happens.

What we don't want...

IT'S PERFORMATIVE

MILLENNIAL BLACK @OFFICIALMILLENNIALBLACK

MANY COMPANIES HAVE DIVERSITY AND INCLUSION COMMITTEES JUST TO BE ABLE TO SAY THAT THEY HAVE THEM.

THESE EMPLOYEE LED INITIATIVES ARE TREATED BY BUSINESSES AS A GET OUT OF JAIL FREE CARD, SO THEY DON'T HAVE TO TAKE THE REAL STEPS OF CHANGING THE STRUCTURAL RACISM IN THEIR ORGANISATION.

INSTEAD OF FORCES FOR CHANGE, THESE GROUPS CAN BECOME PR TALKING POINTS FOR RACIST COMPANIES UNWILLING TO MAKE CHANGE.

Statements from Leaders in the Library Industry

The idea of racism has always been coupled with extreme violence, which we have deemed Very Bad. But even then, the idea persists that a Black person must have done something to receive that sort of treatment. A young Black boy walking in a gated community wearing a hoodie was most likely up to no good—that's why he was targeted. Black people are always responsible for proving their humanity and worth to a white society.

Even on a smaller scale, Black, Indigenous, and People of Color (BIPOC) experience racism daily. From patrons specifically requesting to have the white library worker assist them, to security targeting Black students at a campus library, Black people are always expected to prove why they deserve to exist in a space.

As an association, we can influence the profession and ensure that BIPOC voices are heard. This is a time for ALA to reaffirm its commitment to equity, diversity, and inclusion; make space for BIPOC library workers at the table; and critically examine why so many leave the profession or report low morale. We must all work collectively on identifying, challenging, and changing the values, structures, and behaviors that perpetuate systemic racism.

We can provide more leadership opportunities for BIPOC, and more opportunities for BIPOC to become librarians, so that their patrons can see someone who looks like them. We can take a stand to aggressively combat racism through both actions and words. We can educate white library workers so that the emotional burden does not fall on their BIPOC colleagues. We can examine the ways in which library policies and actions contribute to systemic racism. We can hold each other accountable, and we can move this association to a place where all library workers feel that they belong, they have a voice, and they are a part of an association that reflects the profession they want to see.

Statements from Leaders in the Library Industry

Racist actions and influence in our civilian police forces must be addressed. Police brutality against any person that is not addressed and punished is a reflection of us and is our failure. Black and brown people have disproportionately suffered from these abuses of authority. Correcting this will require that we acknowledge the problem: that unacceptable and unchecked policing exists and we must fight to change it.

I have been asked recently when things will get back to "normal." Normal for who? This discomfort and uncertainty should stay with us until we are motivated to act. Those unwilling or unable to acknowledge the sin of racism in this country and its influence on our institutions will likely find normal soon. The rest of us must make it our life's work to ensure equity and fairness for all is established and maintained, so that the hateful forces within our society do not ultimately destroy us.

Statements from Leaders in the Library Industry

I am the same age as Ruby Bridges, the first African-American child to attend an all-white school in the South. When I entered 1st grade in my own neighborhood school, I knew that I belonged. I did not need an escort of four federal marshals to protect me.

Much has changed. Yet challenges remain.

How do school librarians lead equity, diversity, and inclusion? We read and provide access to the stories of all people, create welcoming spaces that validate all learners and their cultures, and use instructional strategies to engage all learners in academic conversation. To do this effectively we must recognize that systemic racism is a real barrier experienced by many of our colleagues, neighbors, and students, and we must strive to become culturally competent.

One of the Shared Foundations of the AASL *National School Library Standards*, "Include," describes our commitment to inclusiveness and respect for diversity. This shared foundation calls us to develop our own cultural competence so we can engage in difficult conversations and recognize and oppose oppression. Through cultivating the ability to interact effectively with people of different cultures, we can lead learners to value diversity, engage in informed debate, and embrace friendships with peers from other backgrounds. Each of us must strive to stretch beyond our own personal comfort zones to create a future free of racial oppression.

Statements from Leaders in the Library Industry

Another Black death hits the news and non-Black folk express outrage at the overt violence of the police. Seeing disbelief and anger on social media, what is often missing is a commitment to take action. To pledge to do painful self-reflection, learn history, and to work for justice for the long haul—not just for this moment in time.

As members of the Asian and Asian Pacific American community, we have a responsibility to address anti-Blackness in our own communities, which may mean having difficult and uncomfortable conversations with our family members. White supremacy has historically pitted Asian communities against Black communities as a way to maintain control and power. We need to follow the example of Asian activists who organized with and supported Black activists. We must unequivocally support the right to protest without fear of a violent police response. We must listen to Black voices, donate to Black causes, and follow Black-led organizations and leaders.

White supremacy is insidious and multifaceted. While Black people are dying at the hands of police, migrant children are housed in cages, anti-Asian scapegoating and harassment are on the rise, trans folks of color are being murdered, and indigenous peoples fight for their land and resources.

Within our library organizations, we must interrupt the silent and pervasive culture of white supremacy. We must acknowledge the white, segregationist history of libraries; the culture of exclusion; and the persistent racial inequality and commit to doing better. We must confront our discomfort with talking about race and we must take action.

I stand with Black people everywhere demanding justice. I believe more than ever in the power of building bridges, in the capacity for a broad cross-racial movement based on true solidarity, in an intersectional analysis, and in centering the voices and demands of those suffering the most oppression. As a queer, cisgender, mixed-race Asian American woman, I pledge to fight the systemic, institutionalized racism and unchecked violence that's led to the countless murders of Black people in our country. I commit to addressing anti-Blackness both inside and outside of my community and to support and love our Black and Asian siblings. I promise to use my skills, power, and privilege to dismantle oppressive systems in our library institutions and the wider community.

Don't let your outrage fade with the next news cycle. What will you do to actively work for racial justice and to support Black people?

Statements from Leaders in the Library Industry

As I reflect on the civic unrest that has encompassed my country, state, city, and community, I find myself filled with worry and concern for the America my two black grandsons will grow up in.

I recall that in 1995, when my dad and brothers drove to Washington, D.C., to participate in the Million Man March, they were stopped and questioned by police. I think of my husband as a black man working in law enforcement, and the fine line he must walk. I think of my son who had just graduated from the University of Missouri before the 2015 protests on race relations came to campus and was living near Ferguson during the protests after the killing of Michael Brown in 2014.

Today I also think of how my dad and mother marched in the 1960s with Dr. King for racial equality and fair education and housing for black and brown people. They marched against police brutality and for those disenfranchised by systemic and institutionalized racism, and 50-plus years later we are still marching and fighting against these same societal ills.

I think of how, as the daughter, wife, sister, mother, and grandmother of black males, I fear for the target that is on their backs. While a lot of these battles need to be fought on a national level, we have the power to effect change in our communities by getting or staying involved. As a member of the board for the South Deering Manor (Ill.) Community Association, I remain committed to doing "something simple that will have a positive impact on my block," in the words of Jahmal Cole, founder of [My Block, My Hood, My City](#).

Statements from Leaders in the Library Industry

Though I do not experience the isolation of racism firsthand, I cannot ignore the inequalities, injustice, and constant pressure of societal racism that is a daily reality for people of color. I try to understand the reasons behind images, including the horrific video of George Floyd's death, that appear daily in the media. Awareness of racism has not always been part of my world. I came up in a different time and place—the segregated South. Awareness has come gradually with years of conscious learning, observing, listening, and yes, reading. And still the awareness of the sting of discrimination and the devaluation of fellow human beings is a sadness I process in my mind rather than my heart.

As a protected white person, I have not experienced the hurt and anger that is carried (and often buried) in colleagues and neighbors of color. Even as we communicate on professional or neutral topics, there is a layer of protective reticence. I know there is more to say and feel, but I have not yet earned the trust to share these feelings from the heart. At this stage of my life, the next steps to break down racism are probably small and personal, beginning with truly listening and trusting what colleagues and neighbors have to say.

These words are not meant as an apology or an excuse. Rather they are an admission of my shortcomings, my journey, and my hope to make a difference one person at a time.

Statements from Leaders in the Library Industry

I CAN'T BREATHE!

Three words that are painful to hear, see, and feel. As a black woman with a black son and a black grandson, hearing George Floyd say those words was horrific. When he asked for his mother, it was gut-wrenching. I cried because at that moment George Floyd was my son. He was killed by the hands of another human being who felt his life did not matter—a human being who displayed such painful hate.

I have seen and known all too well what racism looks like. Whether it is institutional, systemic, or blatant, it exists. We can no longer sit and pretend that it does not.

We are living in a time of serious political, civil, and social unrest. We are existing in a socioeconomic panic. We are even still coping with a pandemic. My heart is heavy, but unfortunately we are left with no other recourse. I never support criminal acts to make a statement, but I understand there is anger and built-up self-hatred from more than 400 years of oppression. **WE ARE ANGRY, UPSET, BROKEN AND JUST TIRED!**

Black people have a knee on our necks and haven't been able to breathe for 400 years. But this is just one battle. We won't solve 400 years of oppression in a day, but it is my prayer that individually and collectively we can work to establish equal and equitable peace. **SO WE ALL CAN BREATHE!**

Statements from Leaders in the Library Industry

As one of the last babies born in the Topaz, Utah, concentration camp on September 11, 1945, I stand in solidarity with BCALA in condemning increased violence and racism toward Black Americans and people of color.

My parents and 18-month-old baby sister were forcibly removed from their Berkeley, California, home, detained in a horse stall at a racetrack, and incarcerated in a concentration camp in the Utah desert from April 1942 to October 1945. This was the result of Franklin D. Roosevelt's Executive Order 9066 on February 19, 1942, but was due in large measure to the historic anti-Asian racism that prevailed predominantly on the West Coast of the US, which was heightened to hysteria after the Japanese attack on Pearl Harbor.

My family—parents, siblings, grandparents, aunts, uncles, cousins—all suffered extreme racism, such as detention and incarceration without due process, solely based on our Japanese ethnicity and Asian race. Even the two-thirds of American-born citizens of Japanese ancestry out of the 120,000 people who were incarcerated were stripped of their Constitutional civil rights.

This experience has informed my career as a librarian in providing library services to communities of color, specifically underserved and underserved communities in general. It has also made me more attuned to racist, discriminatory, and microaggressive speech, acts, and incidents, and to call them out whenever needed.

On behalf of the board of directors of the Joint Council of Librarians of Color, I would like to suggest ways to address racism in our profession, institutions, and at ALA:

Interact with member and nonmember librarians of color and ALA/institutional staff of color.

Actively listen to librarians and staff of color about their experiences and concerns.

Hear, read, learn, understand, and appreciate the history of systemic racism, bigotry, and discrimination against Black Americans, Indigenous Peoples, and people/communities of color.

Provide training in identifying racist, discriminatory, and microaggressive speech, actions, and incidents and calling them out for all ALA members and staff.

Fill out Jane Elliott's Commitment to Combat Racism questionnaire, self-reflect and discuss responses.

Provide training in cultural competency for all ALA members and staff.

Statements from Leaders in the Library Industry

During a pandemic that forced the closure of our communities, our cities, and our country, we all suffered a great deal as more than 100,000 lives were lost, millions of jobs disappeared, and people's financial hardship deepened. Even though the virus attacks people indiscriminately, minority communities were hit hardest because of chronic poverty, lack of access to health care and education, and other factors that are ultimately byproducts of pervasive racism in one of the wealthiest countries in the world. And then the brutal and senseless killing of George Floyd by a white police officer in Minneapolis last week enraged us and created an outcry to end racial injustice in any way, shape, or form!

As the president-elect of CALA, I am writing on behalf of our organization in condemning violence and racism toward Black people and all People of Color. It is time for us to unite behind one voice to end racial discrimination, which is toxic in our society and sickens and kills in a more devastating way than any virus on earth. It is time for us to call out racist behavior so that it doesn't have the oxygen to grow. It is time for us to demand equal rights and equal access for everyone, especially those who have been marginalized in this society for too long.

As information professionals with Chinese backgrounds, we understand the feelings of despair many of our African-American colleagues are experiencing. We stand with you all! We will use what we are most familiar with—information—to arm ourselves in any form of activism we engage in. We will take any opportunity to educate our members, colleagues, public, and families and friends on equity, diversity, and inclusion. We will challenge our fellow Chinese not to stay silent when any racist behaviors are displayed, whether toward Black, Brown, or any other People of Color.

I am hopeful that when we all stand united, we will see progress toward the end of racism.

American Libraries Magazines.org Statements

- <https://americanlibrariesmagazine.org/blogs/the-scoop/reflections-on-race-and-racism/>

More resources

- <http://www.ala.org/advocacy/spectrum>

Novi Public Library

News and Upcoming Events to Inform, Inspire and Include

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

Hours

Monday-Thursday: 10am-9pm

Friday & Saturday: 10am-6pm

Sunday: 12-6pm

Programs



Book Clubs



Trivia Nights



Story Times



Language Conversation

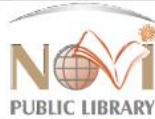


Grab and Go Crafts



Discussions

Look forward to virtual programs for all ages through December! Visit novilibrary.org for info!



Visiting the Novi Public Library

NPL is still in Phase 4 - Grab and Go of its reopening plan and has extended the time guests can stay in the building to browse the shelves and get help!



Visit 60 minutes or less



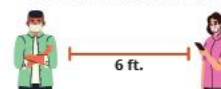
Masks required per Executive Order 2020-153



DO NOT ENTER the Library if you are sick



Small groups of no more than 1-2 people strongly encouraged



Practice social distancing of 6 ft.



Printing, scanning, copying and computer services are available



Library Café and Book Nook are OPEN



Meeting and study rooms are not available



Library Café

Café Hours
Monday-Thursday: 7am-7pm
Friday: 7am-5pm
Saturday: 10am-5pm

You are invited to enjoy **25% off** your total bill on your birthday at the Library Café, proudly serving Starbucks beverages. Must provide ID or other proof of birthday. Valid only on birthday. Not valid with any other offer. Coupon required. For more information on this offer, please contact the Library Café at 248-869-7249.



SEPTEMBER LIBRARY CARD SIGN UP MONTH

PARTICIPATE AND YOU COULD WIN A GIFT BASKET! VISIT NOVILIBRARY.ORG FOR MORE INFO.

The Neighborhood Library Association's **11th Annual COMMUNITY READS**

Get your copy starting September 8!



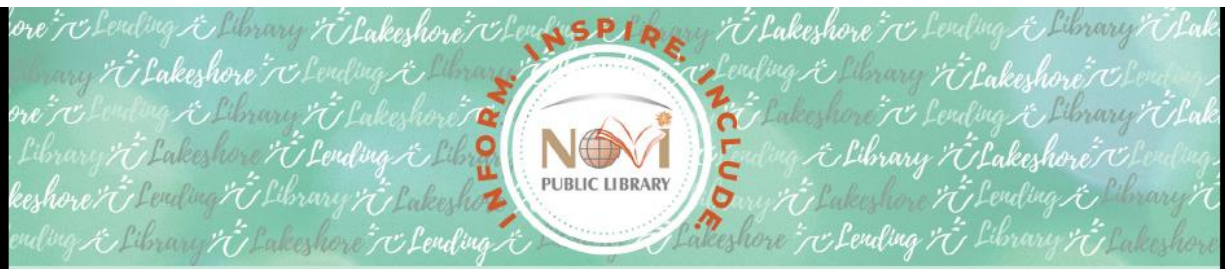
VIRTUAL MEET THE AUTHOR
Thursday, November 12, 7-8:30pm



Homeschooling Resources

Check out NPL's new [homeschooling resources page](#) in the Youth section of our website. This page is filled with books and website information that will help you and your child start the school year off right. Also, visit the Youth area at the Library to view our homeschooling display!





MICHIGAN'S FIRST SELF-SERVICE LIBRARY KIOSK

LAKESHORE LENDING LIBRARY

Getting books and movies from NPL is going to get even easier with Lakeshore Lending Library!

This contactless, self-service library kiosk is situated **less than 2 miles away**, at beautiful Lakeshore Park!

MATERIALS AVAILABLE:

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



Lakeshore Park
601 S Lake Dr., Novi, MI

Valid Novi library card required to use the Lakeshore Lending Library kiosk.

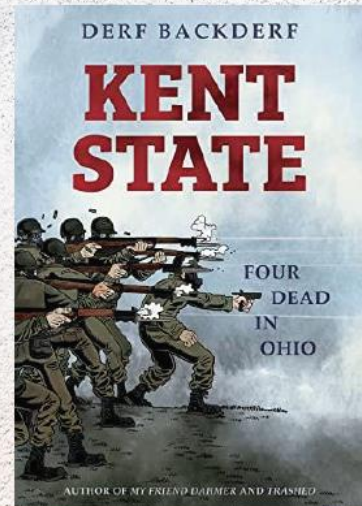
THANK YOU TO OUR PLATINUM SPONSOR FOR YOUR SUPPORT!



novilibrary.org
248-349-0720

The Neighborhood Library Association's 11th Annual **COMMUNITY READS**

"Kent State: Four Dead in Ohio" chronicles the harrowing events that occurred at Kent State 50 years ago on May 4, 1970, leaving four students dead. This moving and troubling graphic novel includes extensive interviews and research, and explores the lives of these four young people and the events of those four days in May.



VISIT THE NLA WEBSITE FOR VIRTUAL PROGRAM DATES
nlacommunityreads.weebly.com



VIRTUAL MEET THE AUTHOR

with Derf Backderf

Thursday, November 12
7-8:30pm

Registration opens September 8 on novilibrary.org.
Presentation and Q&A will be held via Zoom and streamed
LIVE on Novi Library's Facebook, YouTube and Instagram.



SEVEN COMMUNITIES UNITED BY ONE BOOK!

Commerce Township Community Library • Lyon Township Public Library
Northville District Library • Novi Public Library • Salem-South Lyon District Library
Walled Lake City Library • Wixom Public Library

An Update from NPL



Check out this video update from Novi Public Library Director, Julie Farkas!

She talks about:

- Back to school and exciting programs happening this fall like [Library Card Sign Up Month](#), [Banned Books Week](#) and Community Reads
- Building usage updates beginning September 8 including a new 60 minute time limit, public computer usage, and 3D printing in the iCube by appointment
- Donation information from the Friends of Novi Library

Novi Public Library Services

Library Hours

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

Holiday Closures

Saturday, September 5
Sunday, September 6
Monday, September 7

Return slot is CLOSED September 5-7. No return of materials.

Material Donations

Due to an overwhelming response and very limited volunteer resources, we have to limit donations to the 2nd and 4th Thursday of the month, 10am-7pm (weather permitting).

For questions, please call the Administration Office at 248-869-7204.

- Drop off donations at the back of the Library, NOT at the front doors (go to the entry off of Taft Rd. by Novi High School). [Click here to view a map of where donations are accepted.](#)
- Place "recent" items in "great" condition in the large black donation bin near the library staff entrance.
- **DO NOT DONATE:** old/moldy/wet materials, magazines, textbooks, encyclopedias, VHS tapes, cassette tapes and Reader's Digests.
- Items donated will be quarantined for 72 hours. Donations can become part of the Library's collection and/or the Friends Book Nook, Thrift Books, Recycling or Discarded.

NPL is currently in the Phase 4 - Grab and Go of its reopening plan. NPL will continue to monitor and follow guidance from the Oakland County Health Department, the Michigan Department of Health and Human Services, and the Centers for Disease Control and Prevention.

Thank you for being patient and flexible with us and for your continued support!

Phase 4 - Grab and Go

- Masks required (Executive Order 2020-153)
- Visit **60 minutes or less**; timers may be used
- Small groups of 1-2 people strongly encouraged
- Social distancing guidelines of 6 ft. are in place
- Materials returned will be quarantined for 5 days (CDC)
- Return slot open during regular business hours of operation
- Locker & Drive-Up Window pick-up available by appointment
- Copying, printing and scanning services available
- Public computer usage available for 60 minute time limit
- 3D printing in the iCube will be available by appointment
- **Library Café and Book Nook are OPEN!**
- Virtual programs at novilibrary.org thru December 2020
- **Sorry! No meeting or study rooms available**

The Neighborhood Library Association's
11th Annual COMMUNITY READS TITLE ANNOUNCED
SEPT. 8!

SEVEN COMMUNITIES UNITED BY ONE BOOK!
Commerce Township Community Library • Lyon Township Public Library • Northville District Library
Novi Public Library • Salem-South Lyon District Library • Walled Lake City Library • Wixom Public Library



SEPTEMBER LIBRARY CARD SIGN UP MONTH

PARTICIPATE AND YOU COULD WIN A GIFT BASKET! VISIT NOVILIBRARY.ORG FOR MORE INFO.



**New Café Hours
Starting September
8!**

Mon-Thu: 7am-7pm
Fri: 7am-5pm
Sat: 10am-5pm
CLOSED Sunday

"Like" the Café on [Facebook](#) for special announcements and exclusive offers.

Follow the Café

BANNED BOOKS WEEK

September 27-October 3, 2020

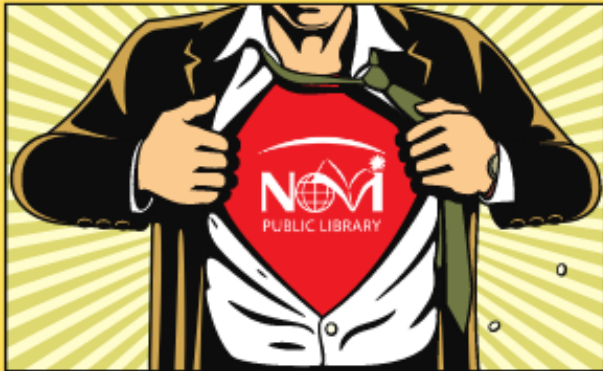
⚠ CAUTION ⚠ CAUTION ⚠ CAUTION ⚠ CAUTION ⚠ CAUTION ⚠ CAUTION

Visit our website

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG



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SEPTEMBER LIBRARY CARD SIGN UP MONTH



Inform. Inspire. Include

September 2020

Upcoming Closures

Saturday, September 5

Sunday, September 6

Monday, September 7

Return slot is CLOSED September 5-7.

No return of materials.

Library Café Offers Birthday Special!



You are invited to enjoy **25% off your total bill at the Café - proudly serving Starbucks beverages!**

Must provide ID or other proof of birthday. Valid only on birthday. Not valid with any other offer. Email/coupon required. For more information on this offer, please contact the Library Café at 248-869-7249.

New Cafe Hours Beginning September 8

Mon-Thu: 7am-7pm

Fri: 7am-5pm

Sat: 10am-5pm

Sun: Closed



Watch our newest Beyond Books episode! Dana and Lindsay talk Library Card Sign Up Month and we hear from Sue Johnson, President of the Friends of Novi Library and sponsor of September Songfest!

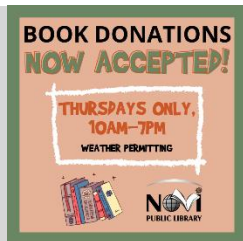
Vist for 60 Minutes or Less Starting Sept. 8!



NPL will still be in the Phase 4 -Grab-and-Go of its reopening plan in September, but will be extending the time guests can stay in the building to browse the shelves and get help.

Phase 4:

- Masks required (Executive Order 2020-153)
- Starting Sept. 8, visits of 60 minutes or less; small groups of 1-2 people strongly encouraged
- Starting Sept. 8, guests may be given a timer when they arrive
- Social distancing of 6 ft. guidelines in place



- Accepted **Thursdays ONLY**, 10am-7pm, weather permitting.
- Drop off donations at the back of the Library, NOT at the front doors (go to entry off of Taft Rd. by Novi High School). [Click here to view a map of where donations are accepted.](#)
- Place "recent" items in "great" condition in the large black donation bin near the library staff entrance.
- Items not accepted for donation are: old/moldy/wet materials, magazines, textbooks, encyclopedias, VHS tapes, cassette tapes and Reader's Digests.
- Items donated will be quarantined for 72 hours. Donations can become part of the Library's collection and/or the Friends Book Nook, Thrift Books, Recycling or Discarded.



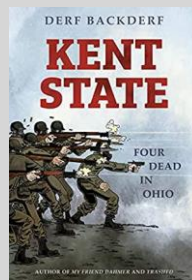
The [2020 Michigan State Fair](#) presented by Ram Trucks is going virtual and has released their [schedule of virtual events](#) for

Sept 3-7!

The virtual fair is a free online event campaign that will include hourly social media posts consisting of interactive contests and activities, live demonstrations and performances, historical and educational features, and much more! Make sure to [like and follow](#) the Michigan State Fair LLC Presented by Ram Trucks on their social media pages and tune in for the virtual festivities!

- Materials returned will be quarantined for 5 days (CDC)
- Return slot open during regular business hours of operation
- Printing, scanning and copying available
- Locker & Drive-Up Window pick-up by appt.
- Library Café and Book Nook are OPEN
- Virtual programs at [novilibrary.org](#)
- No meeting or study rooms available

Phase Information



Celebrate 11 Years of Reading As a Community!

Community Reads will kick off on September 8! This year, the [Neighborhood Library Association](#)

committee wanted to try something new to broaden reader's horizons by choosing a different book format: graphic novel!

Kent State: Four Dead in Ohio by Derf Backderf, chronicles the harrowing events that occurred at Kent State 50 years ago on May 4, 1970, leaving four students dead.

Fifty copies of the book will be available for check-out in the What's New section on the 1st floor, starting Tuesday, September 8. There will also be a chance to watch and participate in a virtual author interview and Q&A on November 12, 2020. [Registration is required and opens on September 8.](#)



[Language Conversation Groups](#)
[Women & Increased Stress Series](#)
[Booked for Lunch](#)
[Trivia Night](#)
[Neighborhood Reads](#)
[Genre-fied Book Club](#)

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

[Story Times](#)
[Book Bunch Book Club](#)
[Grab and Go Craft: Detective Science Fingerprinting Kit](#)

[Visit the Calendar](#)



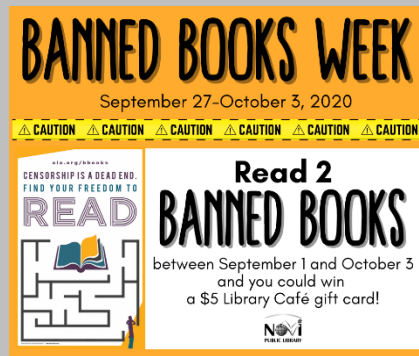
September is Library Card Sign Up Month!

Whether you already have a Novi library card or have been meaning to get one, through the month of September, you can participate in activities for a chance to win a gift basket filled with prizes!

Submit a photo of or with your library card and complete a library card coloring sheet for a chance to win!

Winners will be announced October 5.

[Learn More](#)



Read 2 Banned Books and Win a \$5 Café Gift Card!

Banned Books Week is an annual event celebrating the freedom to read! Banned Books Week highlights the value of free and open access to information.

Teens in grades 7-12 are encouraged to read 2 banned books between Sept. 1 and Oct. 3 to win a \$5 Library Café gift card. Submit book titles online or in person. [Click here](#) for a list of frequently challenged young adult books or visit the display on the 2nd floor!

[Submit Online](#)



Introducing a New Browsing Collection at the Novi Library: Binge Boxes!

Each Binge Box has 3-5 Blu-Rays or DVDs hand selected to fit a theme such as: Epic Car Chases, Time Travel, Motown Movies, Musician Biopics, Who Played the Best Joker?, Grand Slams, Trouble on a Train, Take Flight, and much more!

Items should be checked out together but can of course be returned separately. Binge Boxes can be found in the new dvd / blu-ray area on the first floor. Grab a binge box today!



Share your COVID-19 story!

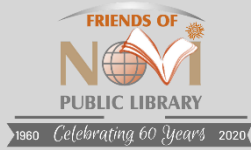
Letters | Journals | Poems | Drawings

Photos | Videos | Stories

We are creating a collection of reflections on this important historical moment for the Local History Room. We want stories from first responders, medical professionals, people in isolation, teachers, supermarket employees, local business owners and anyone with a story to tell.

All ages are welcome to respond. A submission by anyone under 18 must have a parent or guardian give permission for the submission. [Click here to learn how you can submit.](#)

Questions? Contact NPL-COVID-19@novilibrary.org.



Book Nook is Open!

Come browse the Book Nook's excellent selection of books for purchase. Please use the existing Book Nook "hold" process if you would like a book in the glass case and a Friends Volunteer will contact you within one week. Use the Honor Box for payment.

Become a Friends Member



Coming Soon! Have a 3D printing project? Complete the [3D printing request form](#) and submit it along with your .stl file to novipubliclibrary3D@novilibrary.org.

You'll also be able to visit the iCube and work on projects by appointment starting in October! Go to the iCube page for more details about the technology available in the Library's makerspace and how you can schedule an appointment!

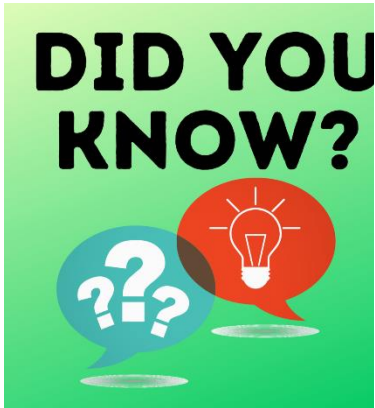


The Novi Public Library would like to thank Liz Collins for donating the Sizzix Big Shot



Die Cutting machine. This product is used for cutting materials such as paper, fabric and other materials that scissors cut. It's perfect for any crafter whether you're a beginner or an advanced maker!

iCube Makerspace Info



NPL has homeschooling resources available online and in-library!
 Check out NPL's new [homeschooling resources page!](#)
 This page is filled with books and website information that will help you and your child start the school year off right. Also, visit the Youth section in the Library to view our homeschooling display!



Have you listened to NPL's new podcast?
 Subscribe and listen on [Apple](#), [Google Podcasts](#), [Spotify](#), [Anchor.fm](#) and [Radio Public](#).
 Episodes feature a wide range of subjects including Library Games, Historic Statues in Detroit, Virtual Book Clubs, NPL's COVID Archive project and so much more!



NPL's Virtual Summer Reading Challenge
 Although this year's program was a lot different, the challenge was very successful, with over 1,200 people reading 13,084 books! *Thank you to those who supported with us to promote reading: Friends of the Novi Public Library, Paradise Park, and the Novi Community School District.*

NOVI PUBLIC LIBRARY | NOVILIBRARY.ORG

[f](#) [t](#) [i](#) [v](#)

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Information Technology Report by Barbara Rutkowski – August

COVID19 Face Shields

- The Novi High School Frog Force Robotics team has donated enough 3D printed face shields to protect every pre-K through high school staff member of the Novi Community School District.

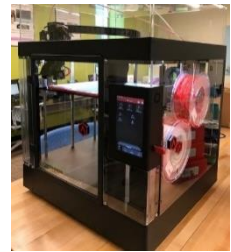


General

- Workstations were deployed for public use.
- Answered three (3) Tech Expert phone calls from the public.
- Reconfigured a replacement phone for the Local History Room.
- IT staff attended the TLN Technology Forum. Sessions were held on the Impact of COVID-19 and Applying for Technology Grants. Speakers discussed how library technology needs to keep moving forward without losing the ability to be flexible in order to meet the demands of our staff and guests.
- IT Staff attended various Zoom and conference calls meetings.
- Assisted staff working remotely with software questions.

iCube

- New equipment has been purchased:
 - **Raise3D Pro2 Printer** which includes dual-extrusion, a large build space, wireless connectivity, magnetic build-plate system, built-in camera and a HEPA-filter exhaust fan. Several Lending Library Kiosk models were printed using the Raise 3D Pro Printer.
 - **Sawgrass Sublimation Printer** allows artwork to be transferred to an object in a gas state by using a high temperature heat press. Artwork can be transferred onto various materials such as plastic, ceramic or fabric.



Training

- IT Staff held 18 sessions for staff on iCube equipment:
 - 7 -Raise3D printer
 - 6 – Sawgrass Sublimation Printer
 - 1 - Muse laser engraver
 - 3 - Carvey Desktop CNC 3D Carving Machine
 - 1 - Cricut

Facilities Report by Keith Perfect - August

The Facilities Department has been performing frequent daily sanitizations of restrooms and high touch surfaces which has been ongoing and will continue as needed.

The library has gone out for bid for janitorial services. 5 bids were received. RNA Facilities Management was selected as our new janitorial vendor. RNA has started cleaning our building as of August 3, 2020.

HVAC filters were changed.

The library has started accepting book donations again. 8-10 Gaylord bins were filled with books and other materials and sent to Thrift Books for resale or recycling.

Brien's Services was on-site to perform weeding of flower beds.

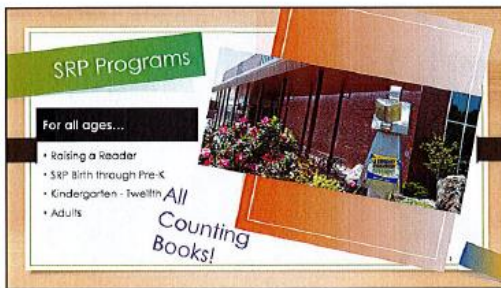
The COVID related floor signage has been re-painted on the first floor.

A pallet of copy paper arrived and was placed on the shelves in the storage room.

Cintas was on-site to perform the deep clean/sanitization of all restrooms.

More shelves were added to the Circulation Departments storage closet to make room for lending library materials.

All unused tax forms were removed from public areas and recycled. Signage has been removed and placed in storage until next tax season.



By the Numbers

2020 (Virtual only) = 1,328 Participants/24,914 Books Read

2019 = 2,032 Participants/ 9,334 Books Read

Age/Grade	2019 Participation	Books Read	Completion %
Raising a Reader	892	19,000	100/100%
Birth - Pre-K	365	14,814	80/20%
Kindergarten - 12th grade	1,472	18,488	78/100%
Adult	354	1,472	30/100%

Age/Grade	2020 Participation	Books Read	Completion %
Raising a Reader	100	10,000	100/100%
Birth - Pre-K	113	7,818	74/100%
Kindergarten - 12th grade	762	8,667	88/100%
Adult	248	1,221	100/100%



Information Services Department Report by April Stevenson – August

News and Notes

- Produced **13** Videos/Podcasts
- Attended **14** Webinars and Podcasts
- Created a Zoom Webinar template as a guide for staff to use for easier set-up of a program using webinar.
- Coordinated and hosted, African American Perspectives: "Civil Rights & Black Resistance."
- Coordinated and hosted a new series: "Women & Increased Stress" Presented as a group discussion with a panel and licensed professional counselor
- Separated miscellaneous Holiday Picture Books with the goal of making this collection more inclusive of the many holidays celebrated in our diverse community.
- Emily is now a book reviewer for School Library Journal
- Created a list of homeschooling resources
- Filmed two BookBytes segments for library social media (Instagram)
- Introduced Binge Box themed DVD sets
- Updated the newspaper and magazine page on the website

IS Staff Out & About in the Virtual Community

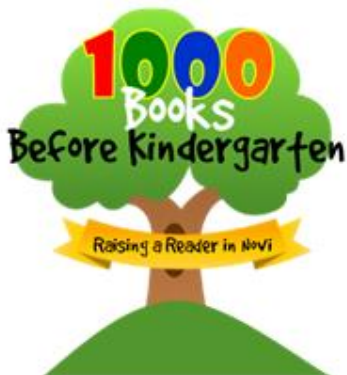
- YALSA T3 - Lindsay
- Library of Michigan Virtual Youth - Lindsay
- TLN Youth and Teen Services Committees - Lindsay
- MI Virtual Library Teen Programming Committee - Lindsay
- Chamber of Commerce meeting - Hillary
- Virtual Friday Coffee - Hillary
- ABWA: virtual July meeting - Hillary
- MLA Mitten Award Committee Meeting - Kirsten

Adult Zoom Programs/Meetings

- Cutting the Cord - 4
- Resume Essentials - 12
- In Pursuit of Happiness - 11
- The Owner's Manual to Preventing Common Aches and Pains - 11
- Grab & Go Craft Kit: Artify Your Refrigerator - 50
- Women and Wealth - 8
- The Rich African-American History of Detroit - 199
- Women and Increased Stress Discussion Series - 1245
- Japanese Virtual Conversation Group - 10
- German Virtual Conversation Group - 13
- Trivia - 16
- Spanish Virtual Conversation Group - 5
- French Virtual Conversation Group - 2
- Genre-fied Book Club - 3
- Booked 4 Lunch - 8
- Neighborhood Reads - 2
- Feature Displays: Anti-Racist Reads and Catch Up on Great Reads!
- Business Spotlight Display: Diversity, Equity and Inclusion in the Workplace

Youth/Tween/Teen Zoom Programs/Meetings

- Grab & Go Cool Shark Magnet Craft - 36
- STEM Building Challenge Three Little Pigs - 15
- Imagine Your Story Magic Show - 98
- Grab & Go Butterfly Charm Bracelet Craft - 36
- Imagination Celebration - 279
- Lunch Bunch Book Club - 5
- Chess Summer Boot Camp - 69
- Crafternoon in Mexico - 15
- BeTWEEN the Pages - 8
- Paradise Park Finale Party - 81
- Radio Taiso Program - 35
- Feature Displays: Homeschooling Resources
- Teen Stop display: Teen fiction books set in summertime and summer-related covers.



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 398

of logs received to date: 1,612

of paper logs submitted this month: 1

of online logs submitted this month: 65

of books read this month: 6,600

100 Books – 398 600 Books – 118

200 Books – 250 700 Books – 106

300 Books – 200 800 Books - 93

400 Books – 152 900 Books – 84

500 Book – 135 1000 Books – 76

Grab and Go Craft Kits for Tweens, Teens and Adults: Artify your Fridge with Handmade Magnets Craft:



Support Services Department Report by Maryann Zurmuehlen – August

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team conference calls.
- Attended a Lending Library Committee Zoom meeting on August 12th and 27th.
- Attended a SASUG virtual meeting on August 27th.

TLN SASUG (Shared Automation System Users Group) Update

- All patron notifications have resumed.
- MeLCat interloan resumed on August 10th.
- Auto-renewal of items will go live on October 1, 2020.
- A motion was passed to replace LibraryThing with Syndetics Unbound, which provides enhanced content for the catalog (tags, awards, readalikes, and series info) at a considerably lower cost per year.
- The SAS and BDBS Budgets were approved for FY 20—21.

Circulation & Shelters

- Interviews were held for a Shelver position and an Outreach Driver position.
- Phase 4 Duties: 5 day Quarantining of Materials, Drive-Up Window and Locker Hold Pickups, Extra Cleaning of Dept. Surfaces
- Working on fiscal year goals.

Tech Services

- Working on the following projects: Genre Stickers for YA Collection and Processing of the Lending Library Collection
- Phase 4 Duties: 5 day Quarantining of Materials, Timer Greeter, Extra Cleaning of Dept. Surfaces
- Working on fiscal year goals.

Statistics (August 2020)

- **Library Cards Issued: 167**
- **Items Checked Out: 45,904**
- **Items Interloaned for NPL Patrons: 5,336 (8 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,597 (86 through MeLCat)**
- **Items Added to the Collection: 1,064**
- **Items Discarded from the Collection: 1,784**
- **Drive-Up Window & Locker Hold Pickups: 105**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 8**
- **Read Boxes: Currently Suspended**
- **Outreach: Currently Suspended**

Video posts*	TOTAL	Facebook			Zoom	Instagram		YouTube		Twitter	
		Posted	FB Live	FB Recorded views	Zoom	Posted	Video Views	Posted	Views	Posted	Views
Kirsten: Family Story Time	347	8/1		347							
CreativeBug	139	8/6		139							
Printing / Scanning services available	226	8/10		126		8/10	100				
Beyond Books: A Year in Review with Julie and Doc Matthews	120							8/11	120		
Children's Theatre of Michigan imagination [Lindsay]	279	8/12		279							
Donations [Dana]	631	8/13		389		8/13	169			8/13	73
Throwback - 3D Print Library Derby	642	8/13		642							
Go Virtual with NPL [short clip, Linda]	586	8/19		456		8/19	130				
Gail: Rich African American History in Detroit	202	8/20	137	62	3						
Gail: Women & Stress	1245	8/25	576	641	28						
Book Bites, The Mountain Sing (Instagram Story) [Katie]	87					8/27	87				

Support Services Statistics 2020-2021													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	109	167											276
Items checked out	36,135	45,904											82,039
Items borrowed	6,456	5,336											11,792
Items loaned	4,589	4,597											9,186
Drive-Up Window & Locker Hold Pickups	394	105											499
Read Boxes	0	0											0
MAP Checkouts	8	14											22
Novi School's Card Registration	0	0											0

		August 2020	August 2019		August 2020	August 2019
Library cards issued		167	1,331			
Total checkouts		45,904	77,766	READ Boxes	Adult	0
					Youth	<u>0</u>
Items borrowed	TLN	5,328	4,712		Total	0
	MeL	<u>8</u>	<u>106</u>			<u>342</u>
		5,336	4,818			
Items loaned	TLN	4,511	3,496			
	MeL	<u>86</u>	<u>109</u>			
		4,597	3,605			

Due to reopening phases, Read Boxes are currently suspended.

Self-Check Totals 2020-21 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	36,135	54.12%	19,555	8,393	6,615	4,547	0	0	0
August	45,904	51.79%	23,772	9,555	8,747	5,470	0	0	0
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	82,039	52.95%	43,327	17,948	15,362	10,017	0	0	0

Library Usage									
2019-2020 Fiscal Year					2020-2021 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	37,288	4,188	41,476	1,383	July	8,095	4,307	12,402	477
August	31,987	4,304	36,291	1,251	August	10,186	4,091	14,277	461
*September	43,711	3,783	47,494	1,696	September				
October	33,571	4,205	37,776	1,219	October				
November	32,056	4,138	36,194	1,341	November				
December	29,670	3,982	33,652	1,246	December				
**January	29,994	4,165	34,159	1,139	January				
February	31,619	3,845	35,464	1,223	February				
March	17,264	1,802	19,066	1,271	March				
April	0	0	0	0	April				
May	0	0	0	0	May				
June	0	4,073	4,073	0	June				
FYTD Total	287,160	38,485	325,645	1,324	FYTD Total	18,281	8,398	26,679	468

* Counter was unavailable 9-28 and 9-29

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

Computer Logins											
2019-2020 Fiscal Year						2020-2021 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	2,599	76,972	6	79,577	2,653	July	0	16,504	0	16,504	635
August	2,304	62,034	4	64,342	2,076	August	55	18,127	0	18,127	587
September	2,194	71,569	9	73,772	2,732	September					
October	2,603	85,278	1	87,882	2,835	October					
November	2,249	68,998	6	71,253	2,545	November					
December	1,892	49,485	5	51,382	1,903	December					
January	1,877	53,164	3	55,044	1,835	January					
February	2,003	65,275	6	67,284	2,403	February					
March	931	25,930	2	26,863	1,791	March					
April	0	4,403	0	4,403	0	April					
May	0	5,417	0	5,417	0	May					
June	0	12,172	0	12,172	0	June					
FYTD Total	18,652	580,697	42	599,391	2,437	FYTD Total	0	34,631	0	34,686	609

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

Technology Training Sessions 2020-21 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Guests
July											0	
<i>Guests</i>												0
August										18	18	
<i>Guests</i>										18		18
September												
<i>Guests</i>												
October												
<i>Guests</i>												
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<i>Guests</i>												
June												
<i>Guests</i>												
Sessions											18	
<i>Guests</i>												18

2020-2021 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	1,413	400	1,987	36,146	336	198	1,088
August	1,463	405	2,285	42,924	346	114	903
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD Total	2,876	805	4,272	79,070	682	312	1,991

2020-2021 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	5,684	2,758	8,442	106
August	5,471	2,682	8,153	115
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	11,155	5,440	16,595	221

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

Library App - 2020-2021 Fiscal Year

	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	38,823	1.	Catalog	January			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Boopsie Popular Books				
August	42,350	1.	Catalog	February			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Boopsie Popular Books				
September				March			
October				April			
November				May			
December				June			
				Total	81,173		

*September Song Fest
with Tola Lewis - 9/10/2020*



*Hosted by Paradise Park
⊕
The Friends of the Novi Library*



**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – September 9, 2020**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the June 10, 2020 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
 - Carol Bauer resignation – effective 9/1/2020
 - Library Summer Reading grant
 - Song Fest Update
 - Kaleidoscope
- V. Announcements
- VI. Calendar
- Kaleidoscope
 - Cancelled
 - Listen at the Library
 - Cancelled through December
 - 2020 Summer Music on the Patio
 - Cancelled through December
 - 2020 September Song Fest
 - September 3 - Tola Lewis, Smooth Jazz & Motown
 - September 10 - Robert Crozier, Jazz, Blues & Country
 - September 17 - Stephen Floyd, Oldies & Broadway
 - September 24 - The Pam Jaslove Trio, Music from the 1940's and USO Camp Shows
- VII. Adjournment*
- *Requires Action



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, August 19, 2020 7pm
Online via Zoom

Call to Order...via ZOOM: 7:00pm
 Attendance: Kathy Crawford, Rachel Manela, Tammy-Lee Knopp, Kim Nice, Dhara Sanghavi
 Introductions of guests: Betty Lang (Library Liaison)
 Approval of Agenda: ALL APPROVED
 Approval of Minutes – June 2020: ALL APPROVED
 Approval of Minutes- July 2020: ALL APPROVED
 Treasurer’s report -Kim Nice

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2020/2021 Fiscal Year

	BUDGET	EXPENDITURES Through August 19, 2020
Display Cabinet Exhibit	\$ 900	\$ -
Marketing/Bookstore/Engage	\$ 1,200	0.00
Equipment/Supplies/Office	\$ 1,200	\$ -
Program/Speaker Fees	\$ 1,600	\$ -
Storage Unit	\$ 2,300	\$ (342.90)
Acquisition	\$ 900	\$ (152.90)
Conference/Continuing Education	\$ 2,500	\$ -
Special Projects	\$ 3,400	\$ -
Example: (Villa Bar, Photography, Veterans Sign, Oval Histories, Veterans Wreaths, Motor City Marker)		
Revenue Received:		
Villa Bar Book Sales YTD		\$ -
Wreaths Across Novi Project		\$ -
Total	\$ 14,000	\$ (534.90) \$ 13,465

Communications:

Walled Lake Country club? Kathy Mutch and Betty Lang had looked for information but we didn't have anything in our local history room. Betty gave them a resource for looking at older maps.

Library Liaison Report, Betty Lang
 The Room is closed to the public through Dec. 31st.
 History Room appointments:
 No appointments thought December 31st.

Discussion items:

Dodge Brothers/Dodge Park #2-request for information
 No rush, since the park isn't opening yet. Kathy Crawford talked to Jeff Muck about the plaque. The idea is that it will be inside the building, similar to the motor city markers. Kathy Crawford is planning on working on this project.



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, August 19, 2020 7pm
Online via Zoom

By Laws/Procedures

We went line by line and approved the lawyer's changes. We have some new additions but we're close to completing the by-laws.

PROJECTS

Veterans Memorial- Civic Center

Kim Nice was talking to Jeff Muck about the form

Novi Rd. Cemetery Sign- Removal – ON HOLD

Memorial sign options sub-committee – ON HOLD

Cornelius Austin Plaque

Looked over the write up from Lindsey Bell. Historical Marker to be installed.
Finalize the design and location of the marker with Lindsey from Robertson Homes.

Historical sites brochure

Wreaths for Veterans – December, Kelly Kasper and Kim Nice

Who do we ask for donations?

How close to the event can we order the Wreaths?

How much did just the wreaths and Ribbons cost?

Need to talk to Jeff Muck at Parks and Rec.

HISTORICAL COMMISSION PROGRAMS

October 28, Women of the 1913 Copper Miner Strike – with Allie Penn

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice

Copper Miner's Strike

100 Years of Suffrage

PUBLIC COMMENT: No comments

NEW BUSINESS/Other Business: None

WEBSITE UPDATES : 267 followers on Instagram, 84 followers on Twitter

Next MEETING: **Wednesday, September 16, 7pm**

Adjourn: 9:25pm



NOVI HISTORICAL COMMISSION

Wednesday, September 16, 2020 7pm

ZOOM

Call to Order...via ZOOM

Introductions of guests

Approval of Agenda

Approval of Minutes- AUGUST 2020

Treasurer's report -Kim

Communications:

Library Liaison Report

Commission Appointments

Pod Cast with Kathy

Upcoming Conferences/Programs

Betty Lang

Discussion items:

By Laws/Procedures

Dodge Brothers/Dodge Park #2-request for information

Research projects

Virtual meetings/programs

BACK BURNER PROJECTS Discussion

Veterans Memorial

2020 Veteran Wreath project

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Storage Unit

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS

DISPLAY CABINET DOWNSTAIRS Kim Nice

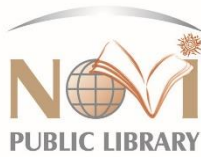
PUBLIC COMMENT

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, October 21, 7pm**

Adjourn



Library Board Calendar

2020

September 24	Library Board Regular Meeting (VIRTUAL)
October 22	Library Board Regular Meeting (VIRTUAL)
October 23	Friends of Library Booked for the Evening, Library Closes at 5 p.m. (CANCELLED)
November 19	Library Board Regular Meeting
November 25	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
November 27	Library Closed
December 17	Library Board Regular Meeting
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday– Christmas Day, Library Closed
December 31	Holiday– New Year’s Eve, Library Closed



Library Board Calendar

2021

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

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