

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, November 17, 2021
at 7:00 p.m.
Location: City of Novi – City Council Chambers

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

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

Call to Order by President, Kathy Crawford

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Michener, Wood and Yu
Student Representatives – Abhay Kakarla and Rida Salim

Approval of Agenda.....1-4

Consent Agenda

- 1. Approve Minutes of:
A. October 28, 2021 – Regular Meeting.....5-21
- 2. Approve Claims and Warrants of:
A. Accounts 268 and 269 (#608) 22-24

Presentations

- 1. No presentations scheduled

Public Comment

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

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

Reports

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj (Library Staff Liaison))..... 25-27
- 2. President's Report (Kathy Crawford)
A. Scope of work proposal update: Both Dr. Jay Marks and Dr. Lee Meadows have declined the invitation to submit a proposal. Dr. Marks stated not having the time based on his current schedule. Dr. Meadows has personal family obligations that is taking precedence and he would not be able to engage until after January 2022 if the Board would want to wait until that timeframe.

3. Treasurer’s Report (Geoffrey Wood)	
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Public Comment

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

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Wood, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel; staff meeting scheduled for: 10/25/21
 - No meeting; no report.

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - Data Requested by Library Board HR Committee on September 20, 2021; presented to HR Committee on 10/29/21. HR Policy Committee meeting on 11/2/21 to further review data; see notes.....70-76
 - Director’s Mid-year review (conduct in December 2021 or January 2022?)

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting held 10/18/21; see notes.....77-83

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held 10/25/21; next meeting scheduled for: 11/15/21
 - **GOALS:**

- 1: Read box fundraiser during National Library Week (April 2022)
- 2: Bigger ongoing support to Friends of Novi Library
- 3: Marketing plan update

Updates and Events Attended by Trustees – compiled by Trustee Dooley84

5. Strategic Planning Committee:

(Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).

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

6. Building/Landscape Committee:

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

- No meeting; No report
- **GOALS:**
 - 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 - 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 - 3. Review NPL's current Technology Plan

7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws

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

- No meeting; no report.
- **GOAL:** Review current Library Board Bylaws (last updated March 28, 2019)

8. DEI: Diversity, Equity and Inclusion Committee

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

- No meeting held; no report.
- **GOALS:**
- Staff DEI Committee (Members:)
- Update, meeting held

Matters for Library Board Action

- 1. None

Communications

- 1. None

Closed Session

- 1. None

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

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

Adjournment

Supplemental Information

- Library Closings 2021 and 2022.....85-86
- Library Board Calendar – 2021 and 2022..... 87-88

2021 Future Events:

- 11/24: Library closes at 5pm
- 11/25: Library closed for Thanksgiving Holiday
- 11/26: Library closed
- 12/3 – 12/5: Fuerst Festive Nights Event (City of Novi & Library)
- 12/8: Friends of Novi Library – Meeting cancelled; no meetings scheduled until April 2022
- 12/8: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 12/15: Library Board Regular Meeting at 7pm, City of Novi, Council Chambers – change from Thursday 12/23 to Wednesday 12/15 due to the Christmas holiday

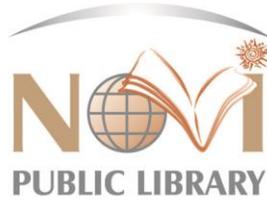
2022 Future Events:

- 1/1: Holiday—New Year’s Day, Library Closed
- 1/8: Library Board budget study session at 10am, Novi Public Library
- 1/17: MLK Unity Event, Virtual TBD
- 1/20: Library Board budget study session at 6pm, Novi Public Library
- 1/27: Library Board Regular Meeting at 7pm, City of Novi, Council Chambers

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 28, 2021**

Expanded Draft

Call to Order by President, Kathy Crawford

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Introduction of new Student Representatives by Director Farkas

The new student representatives were welcomed by the Board. The appointments for Abhay Kakarla and Rida Salim will be for the next two years.

Roll Call by Secretary, Brian Bartlett

1. Library Board

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

Student Representatives

Abhay Kakarla
Rida Salim

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Library Attorney

Tom Schultz Rosati, Schultz, Joppich & Amtsbuechler

Approval of Agenda

A motion was made to approve the Agenda as amended (to include the date change for the Events/Marketing/ Fundraising Committee as noted under discussion, below.)

1st – Trustee Dooley

2nd – Trustee Bartlett

Discussion: Trustee Dooley informed the Trustees that under Events/Marketing/Fundraising Committee the meeting scheduled for 10/18/21 was rescheduled and held on 10/25/21.

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

Consent Agenda

1. Approve Minutes of:
 - A. September 23, 2021- Regular Meeting

2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#607)

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

- 1st- Trustee Cherukuri
- 2nd- Trustee Wood

No discussion took place.

Roll Call Vote was taken. 6 yes votes. Motion passes. Trustees Yu is absent/excused.

Presentations

1. No Presentations

Public Comment

President Crawford remarks: (prior to opening the floor to public comment)

President Crawford welcomed the Novi citizens. She informed guests that are attending this evening, due to a recent call to action from the Novi Northville Racial Awareness Accountability and Action Organization that the message posted on Facebook was misleading. The post stated that President Crawford, as president, is shutting down the board's DEI committee. President Crawford said that is simply not correct. President Crawford has no intention of shutting down the DEI committee. Additionally, Trustee Crawford said she could not eliminate the committee or shut down the committee without changing the bylaws of the board. She added that a board approval would also be needed. President Crawford has stated on numerous occasions that she is merely pausing the committee for a short time, until the board receives conflict resolution training. Also, the important DEI work continues through the library staff under the direction of Director Farkas.

Jason Michener, Harrier Place, Novi, MI.

- March 25th Deferred- Juneteenth paid holiday discussion. Director Farkas reopens a closed issue, bringing it to the new board for a vote. The vote to make Juneteenth a paid holiday was rejected by three; Trustee Crawford, Bartlett and Wood.
- April 22nd Delayed- Statement acknowledging hateful acts and for support for AAPI and Black communities, was voted to be tabled. Trustee's Crawford, Cherukuri, Bartlett and Wood voting to table.
- May 27th Denied - DEI Committee chair reappointment to Trustee Michener denied by President Crawford. A statement acknowledging hateful acts against and support for AAPI, Black community of Novi, denied, with four votes against- Trustees Crawford, Cherukuri, Bartlett and Wood.

- June 24th Deferred- Juneteenth paid holiday was sent to the Policy and Finance Committee by President Crawford. Denied - Juneteenth a paid holiday vote, with Trustees Crawford, Cherukuri, Bartlett and Wood voting no.
- July 22nd Delay- Board response to June listening session was incomplete and the response, as promised by President Crawford and the board, never happened. Denied board response to June listening session. The President decided not to answer and respond to all questions and comments unless they were asked multiple times.
- July 22nd Delayed - Juneteenth paid holiday was delayed. It was sent to the Finance Committee. The Finance Committee made no recommendation as promised, led by Chair Bartlett. Also, June reflection session was canceled by President Crawford and DEI Chair Cherukuri.
- August 26th, deferred -Juneteenth paid holiday was supposed to be commented on by the policy committee, led by Chair Wood. No comment was made. Voted against by Cherukuri, Bartlett and Wood. Voted to be sent back to Policy and HR Committee by Trustees Crawford, Cherukuri, Bartlett, Wood and Yu.
- Sept. 23rd, Delayed - Juneteenth paid holiday. No meeting by the policy committee. Denied petition to remove DEI chair – Cherukuri. DEI committee prohibited from meeting by President Crawford and Chair Cherukuri
- Sept. 23rd – Delayed Juneteenth paid holiday. No decision from H.R. Committee by Chair Crawford.
- Jason Michener stated these examples represent a clear pattern, now established by the no longer new library board, that there is a systematic suppression and silencing of the minority communities in Novi as they have made multiple requests. He added that the board is very familiar with the issues.
- Jason is asking the board to act in the community's interest, and the delay, defer and deny tactics will no longer be approved or tolerated.

Betsey Beaudoin Novi Resident

- Betsey read the DEI statement that was passed by the board on May 27, 2021. (This can be found at the top of the library board's agenda).
- She stated that on behalf of Novi Northville Racial Awareness Accountability and Action Group, as well as the 280 individuals that signed the petition, they call on President Crawford to keep her word (as noted in board approved statement).
- Trustee Cherukuri's public social media posts, as well as the formal complaint made against him by Trustee Michener, are clear evidence of discrimination, bigotry and racism. She calls on immediate removal of Mr. Cherukuri as the chair of the Diversity, Equity and Inclusion Committee.
- Betsey said the (board approved) statement she read professes the board's dedication to promote diversity, equity and inclusion. President Crawford unilaterally made the decision at the last meeting to stop the work of the DEI Committee, which was unanimously approved, as is a standing committee as of September 2020, and that is in direct opposition of the professed dedication.
- She calls on immediate appointment of Trustee Michener as the chair of the DEI committee and authorize her immediately to resume the committee's work. The Novi community is demanding accountability from the board and calling for action.
- She expressed deep appreciation for the excellent programing that has been put forth by the library staff. She thanked the Library staff for listening to the community. She truly hopes that the library board will look to the staff as an example of what it means to embrace diversity.

Sharon Trumpy, Novi, MI.

- Sharon is asking for action from the library president now that the president has been informed of the racist, misogynistic, homophobic and transphobic posts of a board member and failing to do so is abdicating responsibility as president.
- In May 2021, the board approved a statement that discrimination, bigotry and racism will not be tolerated. Last month, the president did tolerate bigotry and justified this by stating that offensive content could be found on anyone's social media. Mr. Cherukuri's public social media posts are not just offensive, they are bigoted. Sharon asks that Mr. Cherukuri be removed as he is not fit to serve on or lead the DEI committee.
- The library president commented that the DEI committee has been unproductive since its inception. Sharon said this is demonstrably false. Under Trustee Michener's leadership, the library board approved the APLA and BCALA memberships. Juneteenth was approved as a holiday and trustee Michener brought forward the motion for Juneteenth to be a paid holiday. Under Trustee Michener's direction, a community listening session and a response session focused on DEI work. She also led the committee when a second listening session was planned. While she chaired the committee, the members read uncomfortable conversations with the Black Man. Also, Trustee Michener consistently embedded DEI goals into other board matters, such as prohibiting hate speech.
- Since Mr. Cherukuri took on leadership of the DEI committee, he has not brought a single DEI initiative to the table. He canceled the planned listening session and failed to respond in writing to the cancellation of board's response session. He argued against making Juneteenth a paid holiday and refused to state his own commitment to DEI efforts in the library. To suggest that Trustee Michener and Trustee Cherukuri are equally ineffective as chair of the DEI because of their big personalities is simply inaccurate.
- The library staff work and commitment are abundantly clear. But the board is failing the Novi community.
- It is time to step up. Remove Trustee Cherukuri from the committee, reinstate Trustee Michener as the chair and get to work.

Jen Kalousek, Philip Drive, Novi MI

- Jen is concern with what she has heard from some board trustees at prior board meetings. She feels it is important that DEI is a fundamental goal and core value among many organizations. She is proud that the library's written board statement states that the library is committed to ensuring DEI. She is encouraged that the written document is not limited to just employees, but also specifically states it applies to all trustees and volunteers.
- However, she said words on paper mean nothing if the action taken by those in leadership are not aligned with those statements. Further, an entity with such a commitment to ensuring diversity and inclusion, dignity and respect surely ought to have a mechanism in place to enforce those goals. Janet asks what are those mechanisms.
- She has a number of questions that she thinks anyone who is interested in ensuring DEI among the board should be asking. People should feel empowered to know the answers to these questions. Is there a specific policy or otherwise that prohibits discrimination and harassment at the library? Whether those actions are directed towards an employee, volunteer or patron, is there a complaint procedure within that policy? To whom should reports be made? What does the policy say about prompt remedial action in response to that complaint? Does

your policy require you to conduct an investigation into the allegations that are made? Is there anyone outside the library that needs to be notified: the City, or maybe an insurance carrier regarding potential liability coverage? Does the policy prohibit retaliation against individuals who raised complaints of discrimination, harassment or any other type of mistreatment?

- Janet understands that a formal complaint was made by one of the board trustees against another board trustee based on comments that he made to her during a DEI meeting. She understands the complaint was presented to the board chair. What has been done to ensure that that complaint is addressed and prompt remedial action has been taken? Have any third parties, such as liability insurance carriers been notified of this complaint? Has an investigation been started? As the board chair acknowledges that she too has had allegations of discriminatory conduct made against her, as referenced in an email from the board packet this evening. Has an independent third party been consulted on conducting an investigation?
- Jen as a resident of Novi, is disappointed to be left with the impression that the board's terrific written policy supporting DEI and not tolerating discrimination appeared to be nothing more than window dressing. Why was the response to pause the DEI Committee meeting? She can't imagine that the board, either unilaterally, through its chair or by a vote of the committee, is choosing an action that looks retaliatory in response to a complaint that was raised against the committee chair.
- Jen as a citizen and patron of the library, would like to know the purposes of the pause, and how long it's going to last. She would also like to know what actions are going to be taken to repair the reputation and restore the committee and what is being done in response to the receipt of a formal complaint made by a board trustee

Tia Marie Sanders, Library Employee

- Tia Marie is a library employee and member of both the board DEI and staff DEI committees. She is concern about the DEI board committee pause that was initiated without notice.
- She said that talking about and taking action to address inequity is always difficult, but choosing to stop the work because it is difficult is unacceptable.
- When members of the DEI committee, both staff and board members, shared with board leadership that Trustee Cherukuri was unfit to lead, this should have been addressed swiftly. Tia Marie noted that instead of removing Mr. Cherukuri as DEI chair, however, the work was stopped by the president of the Library board and placed blame on those who brought this bigotry to light. It was distressing to Tia Marie to see that President Crawford made the decision to stop the board DEI committee and attempt to frame this as a decision made by the H.R. committee. She thanked Trustee Dooley for her transparency and clarifying that the pause was not decided by the HR committee.
- Tia Marie calls on President Crawford to be transparent about the decision to pause the DEI committee and to take responsibility for these decisions. Tia Marie said this creates distrust among the staff, board and the public.
- Tia Marie said that President Crawford removed Trustee Michener as the chair of the DEI before the work even had a chance to get started. The DEI committee originally consisted of staff, including two black staff members, and two board members. She said of all of the committees this one was the only one that was created to support the diverse BIPOC community. She said that when complaints about the new DEI chair were made, they were targeted, things would be

removed, and there would be retaliation, which is painful. This makes her have no trust for the board and it puts an undue burden on the director and staff. These decisions affect Tia Marie's life and her day to day livelihood, and the board does so from a lense of inconsideration, distrust and unsafety.

Kari Lopiccolo, resides near Novi library

- Kari welcomed the new student representatives and she thank the board for their volunteering, dedication and serving the community.
- Kari echo's and supports previous comments this evening. She said that she met Trustee Michener through community work and that Trustee Michener breathes, lives and serves and does the work of DEI every day, even when she's not the chair of DEI committee.
Kari said that Trustee Michener has values and anyone could look at her social media and see her values and not see anything that's negative towards any group or individual.
- Kari chose Novi to raise her family because of the diversity, equity and inclusion that Novi offers and so it's very concerning to her that the library is going in this direction and pausing this important work.
- Kari requests that the board be more transparent about when conflict resolution will be taking place. She certainly hopes that it's within the week because they are all adults and are going to role model for the student representatives that this kind of work is tough and they can get through this by sharing different perspectives instead of pausing. Mature conversations need to happen to get the work done because when these conversations stop, the work doesn't get done. Also, Kari said leaving all the work to the staff is underutilizing all the expertise that is available.

No name stated (speaking for her mother)

- She wanted to finish addressing her mother's concerns.
- She said that Trustee Cherukuri's behavior towards committee members is unprofessional and belittling, and despite multiple committee members voicing concerns, there was a failure to act.
- She said that Mr. Cherukuri's social media posts were brought to the library board's attention by the community members. Additionally, Trustee Michener lodged a formal complaint regarding Trustee Cherukuri's behavior at a DEI committee meeting. The board neglected their duties by protecting Trustee Cherukuri and shutting out important DEI work demanded by Novi community.
- She said this is retaliation for reporting Trustee Cherukuri's discriminatory acts. The very people the board has committed to representing and protecting are being targeted by Trustee Cherukuri. In her opinion staff does not feel safe under the board's leadership.
- She said to excuse Mr. Cherukuri's behavior, both on his in-person interactions and on social media sends a clear message that black people, as well as the LGBTQ plus community are no longer safe, protected and welcome in Novi.
- Specifically, at the Novi Public Library, as well as a black woman employed by the library, she does not feel that she adequately protected from racism and retaliation. Appointments by Mayor Gatt of the President and of Trustee Cherukuri to the library board and the decisions made by the President and the library board since that time sends a clear message of anti-Blackness from the city leadership. She calls on the board to be accountable and to immediately remove Trustee Cherukuri from the DEI committee.

Jackie, no address stated, resident of the city of Novi.

- Jackie spent a great deal of time over the years in the new library, the current library and the previous one. She thinks it is such an atrocity to the residents of the nearby community to endure the boards covering, backing and supporting someone who has clearly voiced their dislike of certain members of the community and just a society as a whole. Jackie said it is an embarrassment and she does not see the reason or justification for such a volatile move to the residents of Novi.
- She said that whoever is allowing this needs to be held accountable for what has been done to the whole community. It is an embarrassment for the community to have to endure according to Jackie.
- She asked how the board can justify continuing to support someone who verbally expresses their dislike of certain community persons and characters of people and representation of people. This behavior gives reason to possibly put someone else in that place. Action needs to take place instead of the pause. She calls for removal of this person.

Dr. Copeland, not a resident of Novi, but a stakeholder in Oakland County.

- Dr. Copeland wants the board to know that other counties and other cities are watching. Her question is what does the board want their legacy to be?
- She questions the appointment of someone who is incapable of doing the work that is required for diversity, equity, inclusion. If the board knows the appointed person is unqualified and incapable of doing the work, not just on the outside for people, but internally, there is a problem because the people he's supposed to represent he is actually harming. She said people are watching and taking note. Other cities are representing and understanding what is at stake here and what's at risk.
- She noted that young people are watching and asks the board again what they want their legacy to be.
- Dr. Copeland knows Trustee Michener because she's a mental health professional like herself.
They deal with cultural competency on a daily basis, not just professionally, but also personally. She said they are training people and working with people on a daily basis to make sure they do no harm. Therefore, professionally Trustee Michener is called to an ethical standard to do no harm. Dr. Copeland knows that Trustee Michener would do no harm in her role as DEI chair.
- Dr. Copeland questions when people are appointed to positions that they don't have the ability, the qualifications or the training for.
- She is asking the board to represent what matters to the community that they were appointed to serve.
- Dr. Copeland said the concern becomes that the board's actions are going to set the standard for what happens around them. She asked the Board what they want their legacy to be.

Reports

1. Student Representatives Report
Presented by student representatives Abhay Kakarla and Rida Salim.
2. President's Report (Kathy Crawford)
 - A. 2019-2022 Strategic Planning Goals (page 23)
 - B. Scope of work proposal – information from trustees compiled by Trustee Dooley (pages 79-81)

The presidents report (President Crawford):

Trustee Dooley reviewed the compilation of ideas from each Trustee (regarding direction for Trustee training) and submitted them to Director Farkas. Director Farkas then submitted these requests to the two DEI trainers chosen by the board. The resulting scope of work was included on Pages 79 to 81 in the packet and is considered under matters for board action.

Trustee Dooley clarified that diversity, equity, inclusion is woven in the library's strategic plan and therefore she believes that it is going to be a part of Trustees training going forward. When the Trustees review and vote on the proposal this evening, that will give good guidance for the people that are weighing in in terms of the consultants because the Trustees do have a lot of work to do in order to repair the relationships and trust on the board, so they can dig deeper into DEI work because it does take a lot of vulnerability to do that. President Crawford appreciates everyone's participation.

President Crawford hopes Trustees had a chance to digest confidential information that she sent regarding concerns that were raised by Trustee Michener after last month's board meeting. The passing of the note by the sitting attorney at the last meeting was simply a request by the director regarding whether the attorney should intervene during the conversation. The attorney, present at the September board meeting, was new to the process and to the board. Director Farkas did whisper a reply which was misinterpreted, and there was absolutely no intent of making fun or ridiculing anyone.

President Crawford cautions members and staff to be more mindful of how a side conversation or a passed note could be misinterpreted. In addition, body language, including facial expression, could easily be misconstrued or misunderstood. Board members have been accused of eye-rolling and or frowning, plus gestures at board meetings when another member is speaking. Trustee Crawford has not personally observed this, but know that during meetings your face is readily on display and being interpreted. This was particularly true when meetings were held virtually. President Crawford suggest Trustees and staff become more conscious of their facial expressions and other body language.

Trustee Michener spoke to President Crawford's comments (above) in regards to Trustee Michener's concerns after last month's board meeting. Trustee Michener mentioned that she wasn't prepared, but she always tries to be as prepared as possible. Trustee Michener said that she comes to the meetings with hope and a professional duty to serve Novi as she has for seven years. That's always been her goal and to never cause any controversy that doesn't need to be caused. However, Trustee Michener said if she brings a complaint, it's accurate.

Trustee Michener provided the following time stamps:

0:10:42 attorney gives side glance to library director
0:51:03 attorney leans into start side conversation with director
0:52:22 attorney leans in to start side conversation with director
0:55:30 attorney leans in to start side conversation with director
0:55:38 attorney interjects without commenting through the chair
0:56:22 attorney talking, laughing with director
0:58:34 attorney interrupts Trustee Michener
1:00:30 attorney talking with director

1:01:00 attorney interjects while Trustee Wood is speaking
1:01:25 attorney talking with director
1:01:42 attorney interjects while Trustee Crawford is speaking
1:05:01 attorney talking with director
1:19:51 attorney leans in and starts side conversation with director
1:20:00 attorney talking with director
1:23:13 attorney leans in to start side conversation with director
1:27:25 attorney talking to Director, while Trustee Wood is speaking
1:28:12 attorney leans in and starts side conversation with director, while Trustee Michener is speaking
1:28:19 attorney's side conversation with director interrupts board meeting; Trustee Michener points out that they are out of order
1:28:20 attorney gives glance to director
1:28:24 attorney makes another side comment to director
1:29:17 attorney passes notepad to director after writing. Attorney then ignores a question from Trustee Michener and continues side conversation with director
1:35:23 attorney interjects without commenting through the chair
1:35:58 attorney talking with director
1:39:10 the attorney laughs openly at Trustee Michener's comment, which Trustee Michener said was not a joke.

Trustee Michener said she was not planning on bringing that, but she likes to be prepared because things have been said about her that aren't true. When she is laughed at, as can be seen on camera, and when she is interrupted while entering a motion, she commented that she takes offense to that.

Trustee Michener said she was told that everybody's not under OMA at this desk, but in her opinion, people should be expected to have professional behavior.

Trustee Michener said she is not trying to get anybody in trouble, but she is stating that this behavior is interrupting a professional meeting. She said she didn't make it up and it is not all in her head, and sometimes she feels targeted when she bring up things that happened to her as though she is just making things up.

3. Treasurer's Report (Geoffrey Wood)- pages 24-34

A. 2021-2022 Library Budget Fund 268

The 2021-2022 Library Fund 268 budget calls for revenue of \$3,244,172 with expenditures of \$3,409,700 consuming \$165,528 of the fund balance.

B. 2021-2022 Contributed Fund Budget 269

The 2021-2022 Library Contributed Fund 269 budget calls for revenue of \$47,500 and expenditures of \$58,400 consuming \$10,900 of the fund balance.

C. Financial Report – September 2021

On page 28 of the October Board packet.

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

Revenue ending September 30, 2021 was \$3,212,122.

Expenditures ending September 30, 2021 was \$706,064.

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

Revenue ending September 30, 2021 was \$5,270.
Expenditures ending September 30, 2021 was \$12,144.

- F. Balance Sheets for Funds 268 and 269 as of September 30, 2021
 - Ending Fund Balance for Fund 268 as of September 30, 2021 was \$5,001,370
 - Ending Fund Balance for Fund 269 as of September 30, 2021 was \$1,688,780

Trustee Michener asked for clarification on attorney expenses on page 31; incurring \$3,780 in the first two months. She said that is over half of the legal fees budget for the entire fiscal year. During the month of August alone, \$2,128 was spent. Trustee Michener requested Director Farkas provide a copy of the retainer agreement and Trustee Michener said she did not receive a response from the director. Also, Trustee Michener would like to understand why the library uses two separate firms for representation, which she said she did not receive a response about.

Director Farkas said she did send an email back to Trustee Michener on the 26th of October responding to her questions. Director Farkas read from her email this evening. The email response from Director Farkas also included President Crawford. Director Farkas answered that the library does not have a retainer agreement with any specific attorney. Since Director Farkas has been employed with NPL, they have had a history of using an attorney on an as needed basis with Foster Swift for HR and Policy and the City of Novi for bylaws and library contracts. Director Farkas has also used Butzel Long in the past. The city's attorney has offered their services as part of the city as well as they are available. If the board would like Director Farkas to pursue an agreement, then a scope of work and proposal would need to be set forth.

Trustee Michener asked again why there are two firms. As noted above Foster Swift is utilized for HR and policy. Foster Swift has library experience. The city attorney is used in terms of bylaws and appointments. Director Farkas had a relationship since she started at the library 14 years ago, with the building authority, as the City attorneys took on the project for the library and the city attorney is involved with contracts as well.

Trustee Michener said during the past year an attorney has been at every meeting, which is an expense. She said when she has asked for things, for different things, she is told they don't have the money. Trustee Michener said she wants to understand the expense and why, as it never went to vote (to have an attorney present). Director Farkas said she received direction from the last Board President asking for legal help to be represented at the board. Then when interim Trustee Dooley came aboard, she asked for the same and Director Farkas had the same request from President Crawford. Trustee Michener wants to know why and for what purpose?

Trustee Dooley offered clarification as to why she asked for an attorney presence when she was interim-president. Attorney representation was at the last meeting that prior President Agosta led. Trustee Dooley said that a representative from Foster Swift was at that meeting and that actual representative indicated that they are not really that adept when it comes to OMA and Robert's rules, as they are with other things. At that time Trustee Dooley was freshly going to lead the board and kind of thrown into it, and she knew that Rosati Schultz had that expertize. Trustee Dooley said she wanted to make sure the meeting was compliant, which was why she thought it would be best to secure a firm that did specialize in obeying Robert's rules. In past meetings there were a lot of questions with procedure, and Trustee Dooley is somebody that likes full transparency.

President Crawford also offered clarification as to why she requested an attorney. She stated she was on City council before and she is familiar with Mr. Schultz and his department. Also she experienced some of the same uncertainties that trustee, Julie Dooley, just mentioned. President Crawford was going to be new to the board and new as president, and she wanted to make sure that she was getting proper advice.

Trustee Michener responded that no one is new anymore and asked what the continued reasoning is since there is still an attorney attending the meeting? President Crawford felt that Mr. Schulz's firm had more experience with things that are going on at meetings. Trustee Michener asked President Crawford to be specific with the kind of things? President Crawford said parliamentary procedure in particular; the OMA, the bylaws, and this attorney has worked on the bylaws. His firm has been actively involved in Novi library bylaws and policies.

4. Director's Report (Julie Farkas)

On pages 35-54 of the October Board packet.

Staff members celebrating anniversaries for November are:

- Betty Lang– Information Technology - 33 years
- Bill Bembeneck – Facilities- 21 years
- Julie Farkas– Director – 14 years
- Lisa Rinkel- Support Services – 5 years
- Kristin Malzahn- Information Services – 4 years
- Katie Edmiston- Information Services – 4 years

A. Information Technology Report (pages 55-56)

B. Facilities Report (pages 56-57)

C. Information Services Report (pages 57-60)

D. Support Services Report (page 61)

E. Library Usage Statistics Report (pages 62-70)

F. Friends of Novi Library – (pages 71-75)

G. City of Novi Historical Commission – (page 76)

Public Comment

Jason Michener, Harrier Place, Novi.

- Jason commented on the Finance Committee's report in August re: whether the Library could afford to make Juneteenth a paid Holiday. He said the committee brought back a solution that was H.R. policy based, offering time off swaps and floating holidays. He was looking for a monetary solution from the finance committee.
- Jason restated his proposal he made at the June listening session and he said he never got a response because the July reflection session was canceled.
- Jason assumed 50 part time employees working the max eligible hours between 26 and 29 and half hours, they would receive six hours paid at an approximate hourly rate of 15, costing the library approximately \$4,500.
- Since then, he has seen the library postings for jobs, with part time employees working under 20 hours and they wouldn't be eligible for Holiday pay, and the pay rate was usually between \$10 and \$12.

- Jason's revised estimate based on ten part time employees that would be eligible the week of the holiday at a lower rate of 20-30 hours a week. They've received four hours of paid holiday, \$12 a piece that would be \$500.
- Jason said if no one worked over 20 hours part time the cost to the library is zero. If his numbers are wrong, he would love to have it refuted and correct numbers presented by the Finance Committee.
- Jason also wanted to address DEI comments by President Crawford, how the committee has always been a mess. Jason would submit to the board that under Chair Michener, there were two listening sessions and one recent reflection session successfully carried out. An initiation of the library book audit, and secured diversity based memberships. DEI helped secure Juneteenth as a day of recognition and tried to get it passed as a paid holiday. DEI proposed multiple statements of support for targeted minority groups.
- Jason said under Cherukuri, the July reflection session was cancelled. There was a resignation from a library staff on the DEI Board Committee. Also a letter was received a letter from the library HR employee questioning his role and his ability to lead as chair. Additionally, there is a signed petition by 275 people requesting his resignation.
- Jason reminds President Crawford that July 22nd, she commented it has not been a full year and look at all that has been accomplished, amazing progress has been made in a large part due to the passion, dedication and ingenuity of Trustee Michener.
- Jason would suggest that the DEI committee was very effective under prior leadership and has become completely paralyzed under the current leadership.
- Jason said the board should address the issue at hand, which is the constant refusal to listen to the minority populations and rectify the DEI issues that have been put forth, today, by multiple community members.

Louise, Novi Resident

- Louise came to see how the board interacts and because she heard the DEI Committee is on pause.
- Louise watched people bravely approach the podium to speak and because their truth is not understood it does not mean that pain and hurt is not there. She said the young lady speaking earlier maybe only had a few more words to finish and she was shut down.
- Louise said that twelve years ago, as a young mother, she went to the Novi library and was treated really badly and she has never been back. She couldn't pay the late fees and the late fees accumulated fast on the videos. Since then she has gone to the Northville Public Library where they had a more flexible fine policy on videos.
- Louise told Mr. Cherukuri that she really thinks at this point that he should step down. She does not understand how all these people have to be here and tell you that they're offended and they're hurt and they don't like what you're doing. It should be enough.
- When Louise first came to this area from another City, she noticed how white it is. She said there was no color, none. Now there is and she looks at Novi hopeful, as a place that is doing the work. She met Tia Marie at Black Lives Matter and was so proud of the community for showing up for that.

Kari Lopiccolo, off 10 mile in Simmons.

- Kari witnessed disrespectful reactions when watching Zoom board meetings. She was uncomfortable watching them. She saw Trustee Michener hold herself together and remain composed.
- Kari brought up the previous speaker, Louise who spoke about library fees. Kari said that because the DEI committee is paused there are action items on the agenda not being heard.
She mentioned equity issues and the new library kiosk. Where she said books can be checked out and fees can accumulate if there is not another box to return it in. She said this perpetuates a negative cycle in that community, and she think that needs to be addressed right away.
- Kari suggests community members who can volunteer to help build a box and return those books to the library, and hopefully the committee will be able to be part of that.
- Kari said action stuff, like that, is needed. She does not think the committee should be paused and action steps are needed. They are all grown adults and can share ideas and work through it together.

Cameron Banks, Novi resident

- Cameron said she is 20 years old and has a wonderful mother. She wasn't prepared to speak today.
- Cameron said she has been following along with things that have been going on and actions or lack thereof.
- Cameron said she felt like she had a voice at such a young age and sometimes there are some battles that she could not fight for herself, and that's where her mother would take over, and would represent her in the way that she felt appreciated.
- Cameron is sad to see the board appointed Trustee Cherukuri in such a role. She said there are members on the board and community that are affected, their livelihoods are affected and their health are affected as well. She said it also shows a terrible example to younger people, especially people her age.
- Cameron is witnessing how parents are being treated and it ultimately affects her. She shared her mother is still having some health issues, extra stress and not feeling welcome in a place of her work and in the community. She said her mother sacrifices so much to represent and she puts so much effort into the community.
- Cameron also looks up to her grandfather who speaks about the ability to admit when you are wrong, and not always making the best decisions for the right decisions.
- Cameron said admitting a wrong is part of having honor, morals and value. Cameron said when problems arise there are processes in place to fix those and simply putting a pause on it is not a mature way to handle it. She said it is being cowardice coming down from the problem and not addressing it.
- Cameron said that when you step in and agree to this position, you know the steps that you need to take. And just knowing is not enough, you also have to take action.

Kristin Dokick, lives on Winthrop

- Kristin knows many of the people this evening, she might even guess that there are people here on both sides of this challenge in diversity, equity and inclusion.

- Kristin is involved in diversity, equity, inclusion for a living, having over 30 years invested in DEI and she hears a lot of people's pain today. She knows the hearts of both sides.
- Kristin is volunteering her time and experience to offer some ideas for the council, for the community and for everyone to basically hear each other's voice. She is not suggesting any actions, she is suggesting how to talk, and have conversations because there's a lot of heart on both sides.
- Kristin knows people individually. She met President Crawford, at the Capitol building with Kristin's little boy, Tyler. At that time Kristin suggested cultures connect and be part of the mission of Michigan. She said President Crawford was wonderful that day and wonderful today.
- Kristin said that everyone has spoken from the heart and she hears both sides. Also, she knows from experience that President Crawford would be open to this. She was open to it three years ago when Kristin met her and suggested that she take this to the state of Michigan to get it declared.
- Kristin has been in the public library with Julie Farkas. They have offered diversity programs.
- Kristin knows Tia Marie personally. She said Tia Marie has a great heart. Kristin knows a lot of people this evening and says there needs to be more conversations. She is not suggesting any specific actions and offered to volunteer her time to help.

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair-Wood, Bartlett, and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel staff meeting scheduled for 10/25/21.
 - No meeting; no report
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair -Crawford, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcay, and Kirsten Malzahn.
 - Meeting scheduled for 9/30/21 to discuss types of data gathering that is needed to proceed with further action related to Juneteenth and Holiday Pay Policy based on the Finance Committee's recommendation on August 26, 2021. A staff survey is currently being executed by the Library Director regarding paid holiday time. Included in Director Farkas's report is the In-Service staff survey results from August 20, 2021. Director Farkas would like to proceed with another In-service with Dr. Jay Marks to build from the work that first introduced in August. March 11, 2022 is being recommended.
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.
(Chair- Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting scheduled for 10/18/2021

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair -Dooley, Bartlett, Yu, Staff Liaison – Julie Farkas & Dana Brataniec)
 - Next meeting scheduled 10/18/2021
 - GOALS:
 1. Read box fundraiser during National Library Week (April 2022)
 2. Bigger ongoing support to Friends of Novi Library
 3. Marketing plan update
 - Chair Dooley's report on events attended is on page 77 of the board packet.

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

6. **Building/Landscape Committee:**
(Chair-Yu, Cherukuri, Staff Liaison – Julie Farkas)
 - Meeting held: Thursday, October 14, 2021
 - Meeting update from Chair Yu is on page 78
 - GOALS:
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan.

7. **Bylaw Committee: Review of Library Board Bylaws**
(Chair – Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
 - No meeting; no report
 - GOAL: Review current Library Board Bylaws (last updated March 28, 2019)

8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair – Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
 - No meeting held; no report.
 - Staff DEI Committee Update, meeting held 10/12/21: Welcomed two new members to the staff committee. Another tour of the Sri Venkateswara Temple will take place on 10/18/21. Shannon O'Leary is sharing with staff Japanese informational/cultural magazines with staff. Continue to review the ALA DEI Scorecard. Director Farkas is looking for volunteers from the staff committee to work on certain sections of the document pertaining to: Embeddedness of DEI into the Culture and Climate of the Organization, Training & Education, Recruitment, Hiring, Retention & Promotion, and Budget Priorities for DEI and Data Practices. HR Specialist,

Nicole Williams is rolling out the new staff training opportunities in October for staff to take part in. More follow-up with Dr. Jay Marks is being done for future staff development. Library is currently engaging the Novi Photography Club to submit photos for an art display/contest with the theme: What does Diversity Mean to you? Two groups that have been engaged this past month: Pride & Joy (October 6th) and Mental Health Awareness (October 11th). We are looking to reconnect with PAASN.

Matters for Library Board Action

1. Scope of Work proposal for engaging a consultant for the Library Board on pages 79-81.

A motion was made to approve scope of work proposal for engaging a consultant for the Library Board.

1st- Trustee Dooley

2nd-Trustee Michener

Discussion:

Trustee Bartlett: Both gentlemen being considered, Dr. Meadows and Dr. Marks have had requirements that their training sessions not be videotaped. In the last meeting, a comment was made that Dr. Meadow's session was videotaped, but it does not appear on the web site since the board did not tape the session. Regardless of contracts, if the proposal includes the board as a whole it is covered by OMA and the board cannot legally control recording devices from the General Public. Hence in the proposal it needs to be clear to vendors that they can have their sessions videotaped.

Director Farkas: Indicated that the proposals can be modified to inform both vendors of the possibility of being taped for all meetings involving the entire board.

Trustee Michener: Clarified that she was the one who mentioned the taping and it was indeed taped by a member of the public. As far as any legal issues regarding taping, Tom Schultz would have the most informed opinion but agreed with the clarification.

Roll Call Vote was taken to approve the scope of work with clarification regarding recording of sessions.

Roll Call Vote was taken and 6 yes votes. Trustee Yu is absent/excused.

2. Approve entering into a 3yr. contract with CBTS for phone equipment and service in the amount of \$15,478.20 annually

A motion was made to enter into a 3 yr. contract with CBTS for phone equipment and service in the amount of \$15,478.20 annually.

1st- Trustee Cherukuri

2nd-Trustee Wood

Discussion: Trustee Cherukuri said the number of responses to the phone RFP was tremendous. He complemented Barbara Rutkowski for the comprehensive response. Trustee Michener asked who the current service provider is and what they are paid. Also, she asked what triggered this bid. Director Farkas answered

that CBTS is the current provider, and the library has had a relationship with them. It is a three year contract, annually, it will be \$15,000. It is more compared to the past but it is a different type of service. The trigger is that they were no longer going to provide service and the current phones are going to be discontinued in terms of service and warranty.

Roll Call Vote was taken and motion passes with 6 yes votes. Trustee Yu is absent/excused

3. Consideration and approval of closing the Library on Friday, March 11, 2022 for an additional In-Service day for staff training with Dr. Jay Marks to further develop and discuss DEI topics first introduced at the August 20, 2021 event; Director Farkas has two board meeting calendar conflicts which she is asking for the Board to meet a week earlier on Thursdays in February and July of 2022

A motion was made to approve closing the Library on Friday, March 11, 2022 for an additional In-Service day for staff training with Dr. Jay Marks to further develop and discuss DEI topics first introduced at the August 20, 2021 event; Director Farkas has two board meeting calendar conflicts which she is asking for the Board to meet a week earlier on Thursdays in February and July of 2022.

1st- Trustee Dooley

2nd-Trustee Cherukuri

Discussion: Trustee Michener asked if Director Farkas typically needs to adjust the board meeting for the month of February. Director Farkas said it is not an ongoing change.

Roll Call Vote was taken and motion passes with 6 yes votes. Trustee Yu is absent/excused

Communications

2. 9/27/21: Email from Kathy Crawford, Re: cube Project
3. 9/27/21: Email from Kathy Crawford, Re: Trustee Michener's letter
4. 9/28/21: Email from Sharon Trumpy, Re: Parent to Parent Book Discussion
5. 10/7/21: Email from Mary Storch, Re: Fines

Closed Session

1. None

Adjournment

A motion was made to adjourn at 8:32 p.m.

1st— Trustee Michener

2nd— Trustee Dooley

Roll Call vote to adjourn was unanimous. 6 yes votes. Trustees Yu is absent/excused

Brian Bartlett, Secretary

Date

Warrant 608	268 Account	November 2021	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 336.26
Quill		268-000.00-727.000	\$ 590.18
Demco	Spaces - Annual	268-000.00-734.000	\$ 4,830.00
Knight Watch	Monthly monitoring	268-000.00-734.000	\$ 167.55
Tech Soup	Adobe; Acrobat Pro 2020	268-000.00-734.000	\$ 120.00
The Library Network	technology service	268-000.00-734.000	\$ 1,069.00
Amazon		268-000.00-734.500	\$ 136.41
Bullfrog Grp.	storm damage; insurance claim	268-000.00-734.500	\$ 21,919.33
Bullfrog Grp.	storm damage; insurance claim	268-000.00-734.500	\$ 42,291.97
Bullfrog Grp.	storm damage; insurance claim	268-000.00-734.500	\$ 34,244.39
CDW-G		268-000.00-734.500	\$ 319.34
Speciality Store Serv.		268-000.00-740.000	\$ 40.00
The Library Network	library labels	268-000.00-740.000	\$ 187.50
Amazon		268-000.00-742.000	\$ 1,983.90
Barnes & Nobles		268-000.00-742.000	\$ 115.12
Brodart		268-000.00-742.000	\$ 6,491.14
Center Point LP		268-000.00-742.000	\$ 25.32
Gale/Cengage		268-000.00-742.000	\$ 397.46
A Rifkin Co	expandable mail sacs	268-000.00-742.000	\$ 247.97
Amazon		268-000.00-742.010	\$ 42.98
Brodart		268-000.00-742.010	\$ 396.22
Midwest Tape		268-000.00-742.010	\$ 229.38
Andrews University		268-000.00-742.100	\$ 155.12
Berkeley		268-000.00-742.100	\$ 14.95
Central MI University		268-000.00-742.100	\$ 166.61
Salem South Lyon		268-000.00-742.100	\$ 29.95
Waterford		268-000.00-742.100	\$ 15.99
Amazon		268-000.00-744.000	\$ 269.66
Midwest Tape		268-000.00-744.000	\$ 1,756.50
Midwest Tape	hoopla; digital payment	268-000.00-744.000	\$ 12,000.00
Overdrive		268-000.00-744.000	\$ 5,281.51
Amazon		268-000.00-745.200	\$ 29.95
Midwest Tape		268-000.00-745.200	\$ 2,646.22
Spectrum Enterprises		268-000.00-801.925	\$ 57.89
IPC Payments		268-000.00-802.100	\$ 300.00
Foster Swift	thru 9/30/21	268-000.00-806.000	\$ 735.00
Rosati, Schultz	thru 9/30/21	268-000.00-806.000	\$ 2,258.50
ALA	ALA Membership	268-000.00-809.000	\$ 490.00
Novi Chamber of Commerce	Holiday&Bus. Awards Ceremony	268-000.00-809.000	\$ 105.00
RNA		268-000.00-817.000	\$ 7,809.00
ATT		268-000.00-851.000	\$ 462.91
T-Mobile		268-000.00-851.000	\$ 857.58

Verizon		268-000.00-851.000	\$ 458.51
The Library Network		268-000.00-855.000	\$ 1,499.58
The Library Network	Shared Automation thru 12/31/21	268-000.00-855.000	\$ 16,358.15
Brush, Emily		268-000.00-862.000	\$ 48.44
Amazon		268-000.00-880.000	\$ 93.98
Muniweb		268-000.00-880.000	\$ 645.00
Novi Community Schools		268-000.00-880.000	\$ 484.25
Swag Consultants	NPL lanyard	268-000.00-880.000	\$ 241.15
Swag Consultants	Stylus pen	268-000.00-880.000	\$ 1,100.81
Amazon		268-000.00-880.268	\$ 254.61
Barnes Nobles	Teen Bingo Winner	268-000.00-880.268	\$ 10.00
Clear Checks	Background screen	268-000.00-880.268	\$ 99.95
Discount School		268-000.00-880.268	\$ 103.14
Meijer	Early Lit Grab Go	268-000.00-880.268	\$ 27.99
Reginald Pettibone	Native Amer. Program	268-000.00-880.268	\$ 100.00
Trivia Maker	subscription	268-000.00-880.268	\$ 19.00
Oriental Trading	Hanukkah; Chinese NY crafts	268-000.00-880.268	\$ 340.14
Millennium Business		268-000.00-900.000	\$ 500.81
Vista Print	Business cards	268-000.00-900.000	\$ 43.45
Consumers Energy		268-000.00-921.000	\$ 448.29
DTE		268-000.00-922.000	\$ 7,810.86
Novi- Utility		268-000.00-923.000	\$ 1,710.08
Allied Eagle		268-000.00-934.000	\$ 646.14
Allied Building		268-000.00-934.000	\$ 1,468.29
Batteries + Bulbs		268-000.00-934.000	\$ 599.85
Cintas		268-000.00-934.000	\$ 595.18
Dalton		268-000.00-934.000	\$ 1,925.00
North Star Mat		268-000.00-934.000	\$ 450.63
Voss		268-000.00-934.000	\$ 1,545.60
Brien's	Seasonal Snow; 1	268-000.00-934.000	\$ 1,686.25
SCA		268-000.00-934.000	\$ 67.09
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
MI AEYC	2021 Virtual Infant Toddler Seminar	268-000.00-956.000	\$ 60.00
Petty Cash (Programs)		268-000.00-880.268	\$ 34.24
Total			\$193,776.11

Warrant 608	269 Accounts	November 2021	
Payable to	Invoice #	Account number	Amount
Amazon	iCube; sublimation paper	269-000.00-976.046	\$ 29.93
Amazon	iCube; metal buttons; sub. puzzle; guitar pick maker	269-000.00-976.046	\$ 138.61
Amazon	iCube; guitar pick pack	269-000.00-976.046	\$ 15.95
Amazon	iCube; Jewelry making tools	269-000.00-976.046	\$ 19.75
Cricut	iCube; annual subscription	269-000.00-976.046	\$ 101.63
Raise 3-d printer	iCube; 3d build service	269-000.00-976.046	\$ 63.59
US Cutter	iCube; sublimation mugs	269-000.00-976.046	\$ (11.04)
US Cutter	iCube; sublimation mugs	269-000.00-976.046	\$ (7.32)
TOTAL			\$ 351.10

October 2021 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Helping Children Prepare for Emergencies with the American Red Cross (3rd-5th Grade) program was held on October 7. Guests learned how to make an emergency kit and even took home their own pillowcase to decorate and packed their own emergency kit, with The Pillowcase Project by The American Red Cross! (Attendance = 11)

The Let's Draw Monsters Virtual Cartooning program was held on October 20. Award winning cartoonist Rick Stromoski showed guests how to draw creatures, goblins and ghosts, and all things Halloweeny. (Attendance = 18)

The Creepy Crawlies program was held on October 26 at Lakeshore Park. Dan Briere, from The Little Creatures Co., shared information about various reptiles, arachnids, and other creepy crawlies. Dan also allowed for up-close viewing and touching! (Attendance = 20)

The BeTWEEN the Pages: Tween Book Club Trivia program was held on October 27. Guests read *Small Spaces* by Katherine Arden and answered trivia questions relating to the book. (Attendance = 5)

The Craftastic Wednesday: Chalk it Up - Chalked Lettered Sign program was held on October 27. Guests learned techniques to create a unique, seasonal hand-lettered sign with chalk paints. (Attendance = 10)

The Grab and Go Diwali Kit was held on October 30. Guests were able to register to get a grab and go kit to recognize Diwali, the festival of lights. This included supplies to decorate a votive candle holder. (Attendance = 36)

Teen Space Update:

Teen Space began on October 4. During October 2021, there were 94 guests who visited Teen Space. There was no Teen Space on October 11, October 22, and October 28.

Teen Advisory Board (TAB) Update:

The second TAB meeting for the 21-22 school year was held on October 29. The meeting was started with a welcome from the TAB President, Farheen, and Lindsay Gojcaj, Information Services Librarian. Following the welcome, teens participated in an icebreaker to help get to know each other. Mrs. Gojcaj provided an update on the MSU/Novi Rotary/TAB October school supply donation drive and reminded the teens that this was the final weekend for donations at the library and to please spread the word. The remainder of the meeting the teens were split up into three break out rooms to form committees based on interest; 1) teen programs at the library, 2) community service projects, and 3) Teen Stop displays. At the end of the meeting, the teens shared out ideas and feedback from each of their respective committees. (Attendance = 14)



TEENtober

What will you discover at the library?
www.ala.org/yalsa/teentober

TeenTober is a new, nationwide celebration hosted by libraries every October and aims to celebrate teens, promote year-round teen services and the innovative ways teen services help teens learn new skills, and fuel their passions in and outside the library.

To promote TeenTober at NPL, throughout the month of October, teens in grades 7-12 can participate in our BINGO challenge (see attached) that will be available in Teen Stop. Thank you to Dana for creating this fun, eye-catching BINGO sheet! Completed BINGO sheets will be turned into the second floor information desk and should be placed in my mailbox.



TEENtober

What will you discover at the library?
www.ala.org/yalsa/teentober

PLAY BINGO! WIN A BARNES & NOBLE GIFT CARD!

DOWNLOAD AN E-BOOK OR E-AUDIOBOOK FROM LIBBY 	READ A BOOK RECOMMENDED FROM A FRIEND 	GET HOMEWORK HELP FROM TUTOR.COM 	FOLLOW NOVI LIBRARY TEENS ON FACEBOOK AND INSTAGRAM 	ATTEND A VIRTUAL LIBRARY PROGRAM 
EXPLORE SAT AND ACT PRACTICE TESTS AND STUDY INFORMATION https://novilibrary.org/research-learn/teen 	READ A GRAPHIC NOVEL 	MAKE A RECIPE FROM A COOKBOOK 	LISTEN TO AN AUDIOBOOK 	READ A BOOK THAT HAS BEEN MADE INTO A MOVIE 
GO FOR A WALK 	CHECK OUT A MICHIGAN ACTIVITY PASS 	FREE SPACE 	READ A NEMBERTY OR PRINTZ AWARD BOOK 	VISIT A LOCAL CIDER MILL OR PUMPKIN PATCH 
VISIT THE LIBRARY'S ICUBE MAKERSPACE 	EXPLORE THE LIBRARY'S TEEN HEALTH & WELLNESS RESOURCE https://novilibrary.org/research-learn/teen 	READ A NON-FICTION BOOK 	WATCH A VIDEO ON THE LIBRARY'S YOUTUBE CHANNEL 	READ A MAGAZINE 
READ A 'NEW' TWEEN OR YA FICTION BOOK 	VISIT THE LAKESHORE LENDING LIBRARY 	LISTEN TO AN EPISODE OF THE LIBRARY'S PODCAST 	READ A BOOK FROM A LIBRARY DISPLAY 	WATCH A MOVIE THROUGH HOOPLA 

Teens in grades 7-12 are encouraged to complete five activities in a row for a chance to win a \$10 gift card to Barnes & Noble! Turn the completed sheet into the Second Floor Information Desk by October 31!

Name: _____ Grade: _____

Email or Phone: _____

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

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

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

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

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

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

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

Financial Report for October 2021

Approved Budget for Fund 268 Fiscal Year 2021-2022

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

Approved budget for Fund 269 Fiscal Year 2021-2022

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

Revenue & Expenditure Report for Fund 268

	YTD Sep 30, 2021	YTD Oct 31, 2021	Difference
TOTAL REVENUES	\$3,212,122	\$3,218,689	\$6,567
TOTAL EXPENDITURES	\$706,064	\$1,031,038	\$324,974
NET OF REVENUES & EXPENDITURES	\$2,506,058	\$2,187,651	

Revenue & Expenditure Report for Fund 269

	YTD Sep 30, 2021	YTD Oct 31, 2021	Difference
TOTAL REVENUES	\$5,270	\$5,746	\$476
TOTAL EXPENDITURES	\$12,144	\$12,699	\$555
NET OF REVENUES & EXPENDITURES	(\$6,874)	(\$6,953)	

Balance Sheet Report as of October 31, 2021

The ending fund balance for Fund 268 is \$4,682,963.88

The ending fund balance for Fund 269 is \$1,688,701.86

11/10/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2021										
% Fiscal Year Completed: 33.70										
		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	AUG 2021	SEPT 2021	OCT 2021	10/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	0.00	0.00	0.00	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargebac	6,323.24	2,000.00	2,000.00	398.86	86.41	289.34	774.61	1,225.39	38.73
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,024.99)	(9,942.01)	60.18
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	2,055.93	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00
Property tax revenue		2,938,711.83	2,966,672.00	2,966,672.00	398.86	86.41	2,345.27	3,065,993.37	(99,321.37)	103.35
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	24,215.81	0.00	0.00	24,215.81	8,784.19	73.38
State sources		46,164.52	33,000.00	33,000.00	24,215.81	0.00	0.00	24,215.81	8,784.19	73.38
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	826.86	1,010.26	843.30	3,895.36	44,104.64	8.12
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	97,775.97	0.00	0.00	97,775.97	(2,775.97)	102.92
Fines and forfeitures		106,291.08	143,000.00	143,000.00	98,602.83	1,010.26	843.30	101,671.33	41,328.67	71.10
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	2,037.95	3,723.21	0.00	8,227.11	31,772.89	20.57
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	(1,447.03)	(3,413.44)	0.00	(2,934.29)	12,934.29	(29.34)
Interest income		40,121.84	50,000.00	50,000.00	590.92	309.77	0.00	5,292.82	44,707.18	10.59

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	AUG 2021	SEPT 2021	OCT 2021	10/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other revenue										
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	783.41	450.98	525.18	2,013.60	2,986.40	40.27
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	0.00	0.00	0.00	71.40	928.60	7.14
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	2,240.12	1,362.61	971.15	4,573.88	(573.88)	114.35
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	0.00	852.85	954.37	1,807.22	23,192.78	7.23
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	0.00	0.00	0.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	48,000.00	3,023.53	2,666.44	2,450.70	21,436.10	26,563.90	44.66
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	1.10	25.26	27.36	79.72	1,420.28	5.31
Donations		933.91	3,500.00	3,500.00	1.10	25.26	27.36	79.72	3,420.28	2.28
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	69,173.47	69,366.91	71,438.56	269,378.56	713,621.44	27.40
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	48,945.77	48,506.89	50,425.43	188,007.51	536,992.49	25.93
268-000.00-706.000	Overtime	111.61	500.00	500.00	0.00	0.00	0.00	78.08	421.92	15.62
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	8,800.47	8,781.64	9,113.31	34,197.11	97,802.89	25.91
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	11,178.82	21,153.37	13,503.59	62,381.63	130,618.37	32.32
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	437.50	437.50	350.00	1,225.00	5,075.00	19.44
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(3,423.96)	(3,423.96)	(3,226.20)	(11,633.73)	(26,166.27)	30.78
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	513.00	2,052.00	6,048.00	25.33
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	4,867.00	4,867.00	19,468.00	33,832.00	36.53
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	3,496.16	3,507.77	3,632.07	13,581.21	32,318.79	29.59
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	142.56	142.25	147.06	570.45	2,129.55	21.13
Personnel services		1,913,304.91	2,121,000.00	2,121,000.00	144,130.79	153,852.37	150,763.82	579,305.82	1,541,694.18	27.31

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	AUG 2021	SEPT 2021	OCT 2021	10/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	801.99	607.56	170.53	2,284.51	15,715.49	12.69
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	0.00	2.56	0.00	2.56	1,997.44	0.13
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	598.85	5,012.34	(3,519.00)	40,022.22	32,977.78	54.82
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	99,703.76	334.46	84.11	100,683.78	(76,383.78)	414.34
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	254.87	1,963.73	40.00	2,777.87	27,722.13	9.11
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	122.00	0.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	11,252.82	7,674.19	2,689.37	23,612.09	179,387.91	11.63
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	1,690.97	959.74	205.42	2,914.28	17,085.72	14.57
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	56.94	17.95	60.89	228.75	771.25	22.88
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	157.99	0.00	0.00	487.23	23,512.77	2.03
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	17,624.94	1,534.59	6,088.02	28,741.89	100,258.11	22.28
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	5,801.28	3,353.54	1,095.93	12,807.74	34,092.26	27.31
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	0.00	0.00	1,967.43	54,671.83	15,328.17	78.10
Supplies		546,441.45	647,000.00	647,000.00	138,066.41	21,460.66	8,882.70	269,356.75	377,643.25	41.63
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	57.89	57.89	0.00	172.24	327.76	34.45
268-000.00-802.000	Data processing	712.94	700.00	700.00	0.00	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	223.31	340.25	343.41	1,087.99	2,912.01	27.20
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	196.00	469.00	294.00	1,351.00	149.00	90.07
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	2,128.00	2,993.50	0.00	6,773.50	726.50	90.31
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	809.00	634.00	490.00	5,404.45	2,095.55	72.06
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	165.00	0.00	0.00	3,665.00	6,835.00	34.90
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	7,809.00	7,028.10	0.00	21,638.50	71,361.50	23.27
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	2,151.05	1,301.80	804.58	6,494.05	17,505.95	27.06
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	(387.94)	1,499.58	16,358.15	32,252.60	35,747.40	47.43
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	34.58	59.34	0.00	133.44	1,366.56	8.90
268-000.00-862.000	Mileage	91.53	100.00	100.00	0.00	0.00	48.44	88.60	11.40	88.60

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	AUG 2021	SEPT 2021	OCT 2021	10/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	1,705.98	1,973.45	93.98	3,770.89	20,229.11	15.71
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	2,340.65	163.72	235.28	3,986.02	24,013.98	14.24
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	407.46	733.13	500.81	1,839.84	26,160.16	6.57
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	0.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	210.71	191.44	0.00	894.60	11,105.40	7.46
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	8,815.92	8,523.87	7,810.86	33,687.62	61,312.38	35.46
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	0.00	1,710.08	0.00	1,710.08	5,789.92	22.80
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	7,340.83	9,190.24	2,721.21	21,780.98	78,219.02	21.78
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	1,060.00	1,470.00	1,686.25	5,679.17	33,320.83	14.56
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	1,952.82	6,047.18	24.41
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	99.80	300.20	24.95
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	84.00	2,565.00	0.00	2,034.00	14,966.00	11.96
Other services and charges		530,512.68	604,500.00	604,500.00	35,827.33	41,580.28	32,062.86	171,675.53	432,824.47	28.40
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	10,700.00	0.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		13,774.00	37,200.00	37,200.00	10,700.00	0.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury		213,815.30	(165,528.00)	(165,528.00)	(201,891.48)	(212,795.17)	(186,042.75)	2,187,651.05	(2,353,179.05)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,217,848.34	3,244,172.00	3,244,172.00	126,833.05	4,098.14	5,666.63	3,218,689.15	25,482.85	(1,321.62)
TOTAL EXPENDITURES		3,004,033.04	3,409,700.00	3,409,700.00	328,724.53	216,893.31	191,709.38	1,031,038.10	2,378,661.90	(1,321.62)
NET OF REVENUES & EXPENDITURES		213,815.30	(165,528.00)	(165,528.00)	(201,891.48)	(212,795.17)	(186,042.75)	2,187,651.05	(2,353,179.05)	(1,321.62)

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	AUG 2021	SEPT 2021	OCT 2021	10/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	1,196.43	1,554.83	0.00	4,362.55	22,637.45	16.16
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	(849.52)	(1,425.47)	0.00	(1,016.39)	(3,483.61)	22.59
Interest income										
		20,323.18	22,500.00	22,500.00	346.91	129.36	0.00	3,346.16	19,153.84	14.87
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	675.00	100.00	0.00	1,400.00	(400.00)	140.00
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	MARKING SPONSORSHIP	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations										
		17,182.87	25,000.00	25,000.00	675.00	100.00	0.00	2,400.00	22,600.00	9.60
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	0.00	57.49	0.00	122.49	877.51	12.25
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	(10.00)	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	(7.16)	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	1,259.75	(500.00)	0.00	826.31	673.69	55.09
Supplies										
		5,983.53	47,000.00	47,000.00	1,249.75	(449.67)	0.00	11,431.64	35,568.36	24.32
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	274.60	352.63	204.24	1,267.69	10,132.31	11.12
Capital outlay										
		42,847.02	11,400.00	11,400.00	274.60	352.63	204.24	1,267.69	10,132.31	11.12
Net - Dept 000.00 - treasury										
		(11,324.50)	(10,900.00)	(10,900.00)	(502.44)	326.40	(204.24)	(6,953.17)	(3,946.83)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES										
		37,506.05	47,500.00	47,500.00	1,021.91	229.36	0.00	5,746.16	41,753.84	63.79
TOTAL EXPENDITURES										
		48,830.55	58,400.00	58,400.00	1,524.35	(97.04)	204.24	12,699.33	45,700.67	63.79
NET OF REVENUES & EXPENDITURES										
		(11,324.50)	(10,900.00)	(10,900.00)	(502.44)	326.40	(204.24)	(6,953.17)	(3,946.83)	63.79
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,291,672.00	127,854.96	4,327.50	5,666.63	3,224,435.31	67,236.69	
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,468,100.00	330,248.88	216,796.27	191,913.62	1,043,737.43	2,424,362.57	
NET OF REVENUES & EXPENDITURES										
		202,490.80	(176,428.00)	(176,428.00)	(202,393.92)	(212,468.77)	(186,246.99)	2,180,697.88	(2,357,125.88)	

11/10/2021		BALANCE SHEET FOR CITY OF NOVI	
		As of 10/31/2021	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(158,952.12)	
268-000.00-017.000	Investments - Pooled	4,917,047.41	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	65,435.98	
	Total Assets	4,824,531.27	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	124,086.81	
268-000.00-215.200	Unemployment insurance liability	4,880.58	
268-000.00-259.702	Accrued liabilities-tax	12,600.00	
	Total Liabilities	141,567.39	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,495,312.83	
	Total Fund Balance	2,495,312.83	
	Beginning Fund Balance	2,495,312.83	
	Net of Revenues VS Expenditures	2,187,651.05	
	Ending Fund Balance	4,682,963.88	
	Total Liabilities And Fund Balance	4,824,531.27	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	23,230.83	
269-000.00-017.000	Investments - Pooled	1,698,425.27	
	Total Assets	1,721,656.10	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	204.24	
269-000.00-202.100	Accounts Payable - Manual	32,750.00	
	Total Liabilities	32,954.24	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81	
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13	
269-000.00-390.232	Fund Balance Programming	31,155.95	
269-000.00-390.233	Fund BalanceTechnology Library	(13,403.17)	
	Total Fund Balance	1,695,655.03	
	Beginning Fund Balance	1,695,655.03	
	Net of Revenues VS Expenditures	(6,953.17)	
	Ending Fund Balance	1,688,701.86	
	Total Liabilities And Fund Balance	1,721,656.10	

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for December 2021

- Emily Brush
- Shannon O'Leary

Information Services
Information Services

6 years
6 years

Café Update:

We're so excited to introduce you to Rebeccah Vore! She comes to Chartwells & the NPL Café with experience as an assistant manager at Starbucks. Please stop by and say hello!! The Café's current hours are Monday-Friday, 9am-5pm.





Important Updates

Fall & Winter Closures

- Tuesday, November 2*
- Wednesday, November 24 at 5pm
- Thursday, November 25
- Friday, November 26
- Friday, December 24
- Saturday, December 25
- Sunday, December 26
- Friday, December 31
- Saturday, January 1

*Election Day - Limited Lobby Services Available

Due to the Library being a polling location for Precinct 18 for the Election, we will only be offering limited lobby services.

Services Available, 10am-9pm

- Drive-up window & locker services by appointment
- Available hold pick-up from the lobby Self-Service Hold Shelves
- Library card sign-up/renewal
- Information Services with a Librarian by calling 248-349-0720 or email asknovi@novilibrary.org
- Craft Grab-n-Go pick-up (registration required)



Virtual Health Series

Join NPL as we partner with medical health professionals and representatives from Ascension Providence Hospital and the American Cancer Society in a virtual health series. Learn about the latest information on a variety of health topics. Each program is interactive and followed by a Q&A session.

- **Lung Cancer/Smoking Prevention and Early Detection -Tuesday, November 9, 7pm:** with special guest Ting Jin, RN, OCN, BS Pulmonary Nurse Navigator
- **Mental Health and Nutrition - Tuesday, December 7, 7pm:** with special guests Hina Desai, MSW, OSW, and Lisa Perry, RD

What's New



Novi Library Cafe Hours

Monday-Friday, 9am-5pm

Welcoming Rebecca to the NPL Cafe!

We're thrilled to welcome Rebecca to the Cafe! Please stop by and say hello the next time you visit. Don't forget to sign up for their rewards program. Earn 1 point each time you visit (\$1.00 minimum purchase). 10 points = \$2.00 off your purchase and 20 points = a free item up to \$8.00.

Upcoming Meetings

Friends of the Novi Library Meeting:

Wed, Nov 10, 2pm - [Board Room](#)

Novi Historical Commission Meeting:

Wed, Nov 10, 7pm - [Agenda](#)

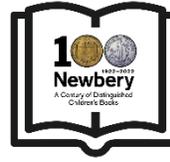
Library Board Meeting:

Wed, Nov 17, 7pm - [Agenda](#)



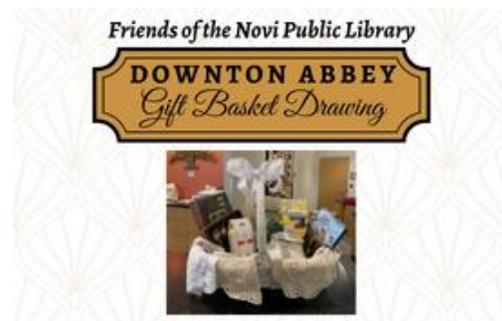
Friends of the Novi Library Holiday Craft Fundraising Sale

Discover the perfect gift for a loved one on **Saturday, November 6 from 10am-5pm** and **Sunday, November 7 from 12-**



Newbery 100th Anniversary Celebration

Celebrate a century of the Newbery Medal Award! Now through November 30, visit NPL to participate in our Newbery reading challenge for tweens and teens in grades 4-12 for a chance to win a Newbery Medal Award book.



Downton Abbey Gift Basket Drawing

Are you a fan of the hit show, *Downton Abbey*? Now is your chance to enter into a drawing for a chance to win a gift basket filled with Downton Abbey themed goodies! From now through November 7, for each \$10 donation to the Friends of Novi Library, you will receive one (1) entry into the drawing. Guests who enter and are not a member of the Friends will also be offered an optional individual Friends membership. Visit the Circulation Desk to enter! Cash or check only.

Local Author Spotlight Series

Discover a great new read by an author near you! Join us for a virtual book talk series. Each program will feature a local author in and around the Novi area.

4pm! Items for sale include handcrafted wreaths, ornaments, cards, holiday 3D paper houses, and more! Visit the \$2.00 table for additional holiday treasures.

**All proceeds directly benefit Library programs, services, and collections!
Cash, check and credit cards accepted.**

Published local authors who wish to be considered for a virtual author spotlight may contact Gail at ganderson@novilibrary.org.

- **Tuesday, November 16, 7pm**



Donation from Novi RoboTitans #11129

We would like to give a huge shout out to Novi RoboTitans - FTC Robotics Team for donating two box fan air cleaners to help with the airborne transmission of COVID-19. These will be put to good use in our Teen Space! Thank you, Novi RoboTitans #11129!

Adult Programs

- Language Conversation Groups
- Book Discussion Groups
- **11/1:** Mental Health Check-In
- **11/3:** Coffee with Superintendent, Dr. Steve Matthews
- **11/8:** Cutting the Cord: Alternatives to Cable
- **11/16:** Local Author Spotlight Series

Tween/Teen Programs

- **Teen Space**
- **11/17:** BeTWEEN the Pages: Tween Book Club Trivia
- **11/19:** Teen Advisory Board Meeting (TAB)

Youth Programs

- Story Times
- **11/10:** Tail Waggin' Reading Buddies
- **11/10:** Virtual Bedtime Stories with Miss Emily
- **11/16:** Book Bunch Book Club

- **11/18:** Bringing the Music to You with Tola Lewis



Friends of the Novi Library Vera Bradley Fundraiser

Visit the Vera Bradley store at Twelve Oaks Mall on **Saturday, November 13 from 10am-6pm** and for a \$5 donation made to the Friends of the Novi Library, you will receive a \$20 coupon off a purchase of \$75 or more*! Donate and you could win a Vera Bradley raffle prize!
*Exclusions apply.



Lakeshore Lending Library

Have you visited Lakeshore Lending Library? We have recently refreshed the kiosk with new materials just for you! Swing by with your Novi library card and



Friends Kaleidoscope Series

The Friends are thrilled to be bringing [programs](#) to the community through Fall.

Michigan Suffragettes

Thursday, November 18, 7pm

By popular demand, Bailey returns! She will talk about what led to her soon-to-be-published book, *The Suffragette Who Joined the Circus*. Her presentation will focus on women's history and her own discovery of some amazing people, unique places and forgotten events.

[Click here to register.](#)



Save the Date: Pop-Up Market

Shop small and support local businesses this holiday season by joining us for a Pop-Up Market on **Saturday, December 11 from 10am-2pm**. Products for sale

check it out today.

For more information and to view our FAQ page, please [click here](#). Have you visited Lakeshore Lending Library recently? Do you have pictures of your visit? Email them to asknovi@novilibrary.org to be featured on our social media!

Lakeshore Lending Library is located at [601 S Lake Dr, Novi](#).

Diversity, Equity & Inclusion @ NPL

Coming This Year

- **Collections:** Approximately \$46,000.00 (15% of the total Collections budget) will go towards the purchase of diverse materials for all ages.
- **DEI Account:** \$2,000.00 is currently available for DEI initiatives in the 2021-2022 budget, which includes a \$1,000.00 matching donation from a community member. This new account will continue to grow through donations and other avenues.
- **Art Display:** The Friends of the Library sponsored a \$1,500.00 art display system for the 2nd Floor which allows us to create a cultural art area for local artists.
- **Patron Point:** This automated email marketing system allows us to reach 20,000+ cardholders with valid emails. Patron Point will also offer online card renewal and library card sign-up.

[Visit Our DEI Page](#)



include jewelry, cards, health and beauty, and more! Make a purchase at any of our vendors and be entered to win a gift card.

New Youth International Language Books

We're thrilled to announce that we now have a small (but growing) youth Telugu collection on our first floor. If you have any questions about this new collection, please email [Shannon O'Leary](mailto:Shannon.O'Leary@novilibrary.org), International Services Librarian.

Libraries Are For Everyone Display

Visit our monthly Libraries Are For Everyone display on the first floor. This display highlights current events and many of the holidays and observances celebrated by our diverse community. You can also browse book lists online by [clicking here](#).



Community Information

Novi Mental Health Alliance Monthly Meetings



Library guest Laura and her Dad, John, dropped into the iCube last week to use our card making Creative Kit to make a birthday card! Stop by and check out all of the Creative Kits available right outside the iCube!

iCube Makerspace

The iCube is now open during regular library hours for DIY projects, Creative Kits, and use of Green Equipment. To use Yellow or Red Equipment, come during staffed hours or make an appointment.

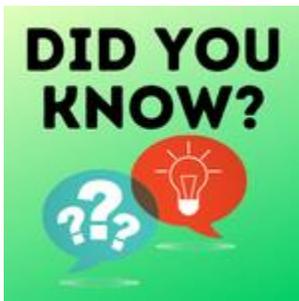
Check our website to see available equipment, Creative Kits, or to make an appointment.

Visit the iCube

The mission of this group is to raise mental health awareness, well-being, and self-efficacy in the Novi Community School District's (NCSD) K-12 system for students, with the support of parents, staff, and community members. **Their November meeting will take place on Monday, November 8 at 6:30pm in the Novi Library's Board Room.**

Winter Wine and Whimsy: The City of Novi's First Traditional Outdoor Holiday Market!

The free event will take place November 19-21 at Twelve Mile Crossing at Fountain Walk and feature holiday-themed food and drinks from Fountain Walk restaurants, an outdoor biergarten, live entertainment nightly, visits from Santa, strolling carolers, outdoor games and activities, photo stations, a variety of artisans selling their wares, and so much more. [Click here for additional information.](#)



Full Text Newspapers

It's now easier than ever for guests to access full text newspapers online! These resources can be accessed by Novi Library cardholders remotely and by any cardholder or guest inside the library. [Click here](#) to visit our Magazine and Newspapers page for more information.

Welcome to Creativebug

Enjoy unlimited access to over 1,000 online art and craft classes, anytime, anywhere with Creativebug! [Click here](#) to log in with your Novi library card. You can also access CreativeBug remotely at home through the Apple and Android apps.

Michigan Activity Pass

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

Connect With Us:



[Click here to unsubscribe](#)

Novi Public Library
45255 Ten Mile Rd, Novi, MI 48375
Phone: [\(248\) 349-0720](tel:2483490720)

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

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

Hours
7 Days a Week
Dawn to Dusk

[Visit Our Website](#)

COVID UPDATE

Daily use of the building by hour October 10 – November 6, 2021

10/10/2021		10/11/2021		10/12/2021		10/13/2021		10/14/2021		10/15/2021		10/16/2021	
9-10am	0												
10-11am	0	10-11am	39	10-11am	44	10-11am	39	10-11am	38	10-11am	41	10-11am	56
11am-12pm	0	11am-12pm	45	11am-12pm	33	11am-12pm	44	11am-12pm	59	11am-12pm	53	11am-12pm	80
12-1pm	74	12-1pm	69	12-1pm	44	12-1pm	94	12-1pm	45	12-1pm	36	12-1pm	88
1-2pm	61	1-2pm	55	1-2pm	51	1-2pm	50	1-2pm	52	1-2pm	33	1-2pm	88
2-3pm	84	2-3pm	59	2-3pm	62	2-3pm	47	2-3pm	68	2-3pm	82	2-3pm	88
3-4pm	67	3-4pm	46	3-4pm	91	3-4pm	68	3-4pm	136	3-4pm	129	3-4pm	102
4-5pm	72	4-5pm	63	4-5pm	111	4-5pm	70	4-5pm	135	4-5pm	90	4-5pm	94
5-6pm	76	5-6pm	66	5-6pm	74	5-6pm	92	5-6pm	90	5-6pm	124	5-6pm	110
6-7pm	0	6-7pm	76	6-7pm	58	6-7pm	106	6-7pm	57	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	38	7-8pm	34	7-8pm	68	7-8pm	55	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	43	8-9pm	38	8-9pm	41	8-9pm	51	8-9pm	4	8-9pm	0
9-10pm	0												
	434		599		640		719		786		588		706

10/17/2021		10/18/2021		10/19/2021		10/20/2021		10/21/2021		10/22/2021		10/23/2021	
9-10am	0	9-10am	0	9-10am	0	9-10am	27	9-10am	9	9-10am		9-10am	1
10-11am	0	10-11am	38	10-11am	55	10-11am	49	10-11am	35	10-11am		10-11am	80
11am-12pm	0	11am-12pm	48	11am-12pm	45	11am-12pm	69	11am-12pm	57	11am-12pm		11am-12pm	101
12-1pm	76	12-1pm	49	12-1pm	55	12-1pm	40	12-1pm	55	12-1pm		12-1pm	91
1-2pm	69	1-2pm	59	1-2pm	58	1-2pm	41	1-2pm	62	1-2pm		1-2pm	81
2-3pm	88	2-3pm	86	2-3pm	83	2-3pm	60	2-3pm	100	2-3pm		2-3pm	160
3-4pm	92	3-4pm	108	3-4pm	91	3-4pm	142	3-4pm	113	3-4pm		3-4pm	84
4-5pm	76	4-5pm	146	4-5pm	116	4-5pm	138	4-5pm	132	4-5pm		4-5pm	173
5-6pm	96	5-6pm	102	5-6pm	78	5-6pm	82	5-6pm	80	5-6pm		5-6pm	115
6-7pm	0	6-7pm	68	6-7pm	87	6-7pm	92	6-7pm	79	6-7pm		6-7pm	0
7-8pm	0	7-8pm	42	7-8pm	53	7-8pm	52	7-8pm	43	7-8pm		7-8pm	0
8-9pm	0	8-9pm	45	8-9pm	43	8-9pm	53	8-9pm	63	8-9pm		8-9pm	0
9-10pm	0	9-10pm		9-10pm	0								
	497		791		764		845		828				886

10/24/2021		10/25/2021		10/26/2021		10/27/2021		10/28/2021		10/29/2021		10/30/2021	
9-10am	0												
10-11am	0	10-11am	73	10-11am	45	10-11am	42	10-11am	78	10-11am	49	10-11am	55
11am-12pm	0	11am-12pm	61	11am-12pm	49	11am-12pm	33	11am-12pm	63	11am-12pm	38	11am-12pm	67
12-1pm	78	12-1pm	56	12-1pm	49	12-1pm	44	12-1pm	126	12-1pm	47	12-1pm	72
1-2pm	107	1-2pm	60	1-2pm	53	1-2pm	38	1-2pm	121	1-2pm	38	1-2pm	74
2-3pm	68	2-3pm	92	2-3pm	83	2-3pm	80	2-3pm	69	2-3pm	92	2-3pm	73
3-4pm	86	3-4pm	79	3-4pm	184	3-4pm	174	3-4pm	52	3-4pm	95	3-4pm	64
4-5pm	102	4-5pm	72	4-5pm	137	4-5pm	130	4-5pm	45	4-5pm	87	4-5pm	84
5-6pm	72	5-6pm	69	5-6pm	100	5-6pm	98	5-6pm	75	5-6pm	88	5-6pm	90
6-7pm	0	6-7pm	64	6-7pm	71	6-7pm	106	6-7pm	83	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	63	7-8pm	77	7-8pm	50	7-8pm	56	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	71	8-9pm	38	8-9pm	55	8-9pm	52	8-9pm	0	8-9pm	0
9-10pm	0												
	513		760		886		850		820		534		579

10/31/2021	11/1/2021	11/2/2021	11/3/2021	11/4/2021	11/5/2021	11/6/2021
9-10am 0	9-10am 8	9-10am 73	9-10am 6	9-10am 6	9-10am 0	9-10am 0
10-11am 0	10-11am 52	10-11am 39	10-11am 46	10-11am 50	10-11am 53	10-11am 76
11am-12pm 0	11am-12pm 52	11am-12pm 60	11am-12pm 146	11am-12pm 55	11am-12pm 70	11am-12pm 107
12-1pm 86	12-1pm 41	12-1pm 55	12-1pm 77	12-1pm 59	12-1pm 39	12-1pm 99
1-2pm 59	1-2pm 55	1-2pm 49	1-2pm 61	1-2pm 39	1-2pm 48	1-2pm 122
2-3pm 81	2-3pm 72	2-3pm 51	2-3pm 33	2-3pm 82	2-3pm 93	2-3pm 118
3-4pm 81	3-4pm 70	3-4pm 57	3-4pm 122	3-4pm 111	3-4pm 95	3-4pm 125
4-5pm 61	4-5pm 68	4-5pm 72	4-5pm 98	4-5pm 105	4-5pm 131	4-5pm 148
5-6pm 49	5-6pm 71	5-6pm 82	5-6pm 72	5-6pm 81	5-6pm 103	5-6pm 100
6-7pm 0	6-7pm 80	6-7pm 70	6-7pm 67	6-7pm 55	6-7pm 0	6-7pm 0
7-8pm 0	7-8pm 63	7-8pm 53	7-8pm 43	7-8pm 38	7-8pm 0	7-8pm 0
8-9pm 0	8-9pm 41	8-9pm 24	8-9pm 42	8-9pm 40	8-9pm 0	8-9pm 0
9-10pm 0	9-10pm 0	9-10pm 0	9-10pm 0	9-10pm 0	9-10pm 0	9-10pm 0
417	673	685	813	721	632	895

Information Technology Report by Barbara Rutkowski – October

General

- Due to the global computer chip shortage, we are experiencing approximately a six month delay from the time an order is placed until the equipment is received.
- Closed 15 Help Desk tickets.
- The Board approved the Building & Grounds Committee's cloud based phone system recommendation of entering into a three-year contract with the vendor, CBTS.
- Additional public workstations were deployed in the Adult and Youth Areas.

iCube

- Library guest Laura and her Dad, John, dropped by the iCube to use one of our Creative Kits to make a special birthday card!



- The iCube is now open during regular library hours for DIY projects, Creative Kits and use of Green Equipment! To use Yellow or Red Equipment, come during staffed hours or make an appointment. Check out our website to see available equipment, Creative Kits, or to make an appointment.
- We held 71 iCube appointments:
 - 17 3D Prints
 - 7 Adobe Creative Cloud
 - 7 Creative Kits
 - 7 VHS to Digital
 - 6 Cricut
 - 5 8mm Converter
 - 5 Button Maker
 - 5 FastFoto

- 4 Laser
 - 3 Sublimation (shirts, mugs, mouse pads)
 - 2 Sewing/Embroidery
 - 1 Flatbed Scanner
 - 1 Mug Press
 - 1 Shirt Press
- Below are examples of projects completed in the iCube this month.



Training

- IT Staff held 6 Staff sessions:
 - 2 Laser
 - 1 Analog to Digital Conversion
 - 1 Meeting Room A/V Equipment
 - 1 SignUp & Spaces
 - 1 Sublimation (shirts, mugs, mouse pads)
- IT Staff attended the TLN: Equity vs. Equality in Public Libraries and the Anti- Defamation League: Examining Types of Bias training sessions.
- Barb attended meetings for the Management Team and DEI Committee.

Facilities Report by Keith Perfect – October

In the past month the Facilities Department has closed 9 Facilities tickets, 42 Meeting Room Requests and has updated 349 Periodic Maintenance tickets.

- The restroom deep clean and sanitization was performed by vendor.
- HVAC filters have been changed.
- A large load of hazardous waste, batteries, electronics were dropped off at the annual hazardous waste recycling event at DPW.
- Several light ballasts were changed.
- Several emergency lights received new batteries.
- Six emergency light fixtures and their remote heads were replaced due to failure.

- Some painting was done in the second floor Quiet Study room.
- An electronic driver for the LED step lights on the main stairwell was changed and the lights are once again working.
- The breakroom ice maker was repaired and is now making ice.
- The Read Boxes have been removed from the parks and brought back to the library for off-season storage.
- Two filing cabinets in the Administration Office were moved to a different desk to accommodate new staff.
- A fire drill was conducted with the public on Thursday, October 28, 2021 with the oversight of the fire department. The fire drill went very well and the library received high praise from the fire department on how well it was executed.
- A fire inspection was completed by the fire department and all things passed and we are all set until next year.
- The patio has been closed for the season.

Information Services Department Report by April Stevenson – October

News and Notes

- Added Telugu books to the Youth International Collection
- Started a Tween Graphic Collection
- Added a Youth Workbook Collection
- Presented Transforming Teen Services: A Nationwide Initiative of Young Adult Library Services Association (YALSA), Lindsay presented on this at the Michigan Library Association Annual Conference
- Celebrated TeenTober, a new nationwide celebration hosted by libraries every October that aims to celebrate teens, promote year-round teen services and the innovative ways teen services help teens learn new skills, and fuel their passions in and outside the library. To promote TeenTober at NPL, teens in grades 7-12 participated in our BINGO challenge that was available in the Teen Stop.
- Celebrated a century of the Newbery Medal with display tables in the lobby featuring Newbery award books, as well as other award winning books for all ages.
- Added the MAME 2021 'MiSelf in Books' Inclusive Book List to our Libraries are for Everyone Display
- Added Down Syndrome Awareness Month Book List to our Libraries are for Everyone Display
- Held a social media fall goodie bag drawing
- Hosted two classes of Meadows Elementary 5th graders to learn about the library

- Added Read by Grade Three information to our Youth Book Lists page
- Accepted two Ford filter box fans for the Teen Space from FTC Robotics team 11129 RoboTitans



- Provided free board books and brochures through the United Way of Southeastern Michigan
- Assembled and offered activity cart for returning Special Needs Adult day groups
- Donated extra youth International material to Parkview and Orchard Hills Elementaries
- Donated extra adult international material to Adult Education ESL
- Many IS staff attended the Michigan Library Association Annual Virtual Conference

Professional Development

- The Library Network's Equity vs. Equality in Public Libraries - Lindsay, Shannon, Katie
- NPL DEI - Anti-Defamation League: Examining Types of Bias - Lindsay, April
- MLA: First Amendment Audits - Kirsten
- From the 19th Century to Today: Giving a Voice to people through time using stories past and present - Kirsten
- LGBTQ+ History in Children's Books - Kirsten
- School Library Journal Day of Dialog - Emily
- Bridging Workers' Digital Skills Gaps through Libraries - Hillary
- Boosting Youth Workforce Readiness - Hillary
- Making Space for Preschool Makerspaces - Danielle
- A Joyous Way to Learn! - Danielle
- Besides Book Clubs: When You Are in Charge of Programs - Danielle
- Creating Community Connections for School Readiness - Danielle
- Rediscovering Outreach: Moving through COVID and Beyond - Danielle
- Welcoming Everyone: Creating Equitable, and Inclusive Library Policies - Danielle
- Generation Mixed Goes to School: Radically Listening to Multiracial Kids - Danielle
- Antiracism, History, and Fighting for Truth - Danielle
- Trauma-Informed Library Services - Danielle
- When Anti-Critical Race Theory Comes to the Library - Danielle
- Building a Diverse Book Collection - Danielle

IS Staff Outreach

- Little Birds Montessori Story Time Visit - Emily
- ECEC Story Time Visit - Emily
- ECEC Special Education Zoom Story Time -Emily
- City of Novi CAAB meeting - Mary

- Novi Chamber Friday Coffee Networking - Hillary
- Edward Jones Ribbon Cutting - Hillary
- NCSD School Business Council meeting featuring Oakland County Michigan Works services - Hillary
- Tour of Sri Venkataswara Temple - Shannon
- Dinner at Consul General of Japan's house - Shannon
- ABWA monthly meeting - Hillary
- TLN e-Content Users Group - Mary

Adult Programs

- Coffee with the Superintendent - 9
- Friends Kaleidoscope: Thomas Lynch - 20
- HC Villa Barr - 14
- Breast Cancer Awareness with Ascension Hospital - 80
- Word to Page Writing Workshop (2 sessions) - 5
- United States Mint - 72
- Mental Health Check-In - 53
- Local Author Spotlight - 24

Adult Displays

- Feature Collection Display - "Fall Into a New Hobby" and features books on crafts, knitting, art, photography and other fun things!
- Desk Display - Hispanic & Latinx Heritage Month (Sept 15-Oct 15), featured Hispanic, Latinx, Chincanx authors
- Business Spotlight Display is National Boss's Day (October 16). books about being a great people manager.

Youth/Tween/Teen/Family Programs

- Let's Draw Monsters Virtual Cartooning Program - 18
- Helping Children Prepare for Emergencies With the American Red Cross - 31
- 5th Annual Raising a Reader in Novi - 1,000 Books Before Kindergarten Party - 48
- Sunrise Stories with Miss Emily (2 sessions) - 120
- Patio Story Time with Miss Emily (4 sessions) - 180
- Creepy Crawlies Program at Lakeshore Park - 20
- Grab and Go Halloween Kits - 100
- Grab and Go Diwali Kits - 36

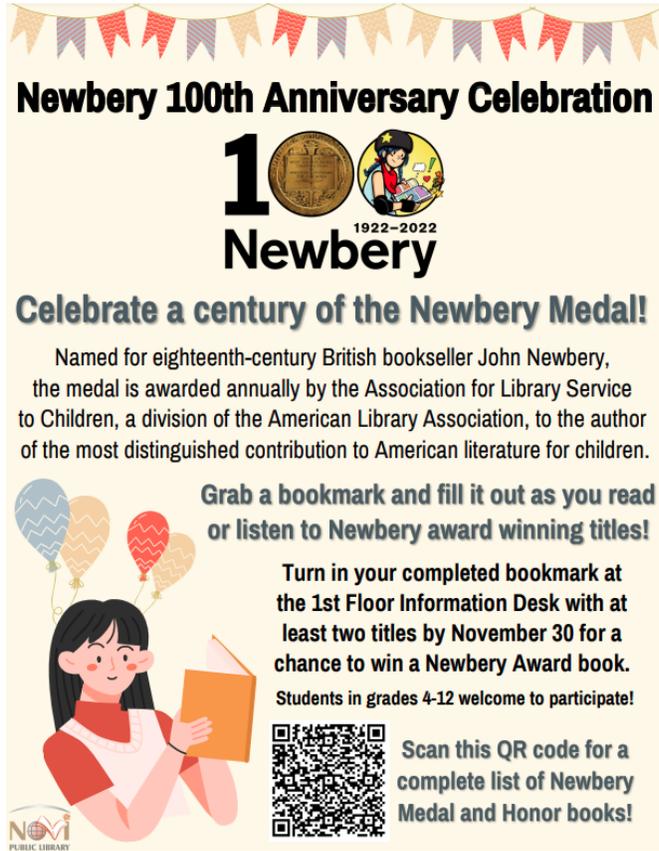
Youth/Tween/Teen Displays

- Teen Stop display: young adult fiction thrillers and mysteries
- Youth Feature Display: "Orange You Glad It's October" and features books that are.....you guessed it, orange!
- Youth Desk Display: fall themed picture books
- Libraries are for Everyone: Bullying Prevention Month, Star Wars Reads, Hispanic Heritage Month, Indigenous Peoples' Day, Columbus Day, Halloween

Raising a Reader Stats provided quarterly, next report December

October is a very busy month for NPL with fun celebrations going on!

In addition to TeenTober, we are also celebrating a century of the Newbery Medal. Our display tables in the lobby will feature Newbery award books as well as other award winning books for all ages. Please see the flyer below for more information and attached are the bookmarks that guests in grades 4-12 can complete and turn into the bin across from the first floor information desk where the self-checkouts used to be through November 30th.



Newbery 100th Anniversary Celebration

100  
Newbery
1922-2022

Celebrate a century of the Newbery Medal!

Named for eighteenth-century British bookseller John Newbery, the medal is awarded annually by the Association for Library Service to Children, a division of the American Library Association, to the author of the most distinguished contribution to American literature for children.

Grab a bookmark and fill it out as you read or listen to Newbery award winning titles!

Turn in your completed bookmark at the 1st Floor Information Desk with at least two titles by November 30 for a chance to win a Newbery Award book. Students in grades 4-12 welcome to participate!



Scan this QR code for a complete list of Newbery Medal and Honor books!



Youth Workbook Collection



NOV
Novi Library

MAKE LEARNING FUN WITH WORKBOOKS!

Curriculum-based activities and exercises in various subjects to reinforce what kids are learning in the classroom.

Subjects include:
Fitness, Language Arts, Mathematics, Reading, Science, Social Studies, Writing and more!
Workbooks are shelved by grade level(s) followed by the subject.



Pumpkin Hammering at the 5th Annual Raising a Reader in Novi Party



Social Media Stats – Adult Programs/Marketing:

Adult Programming Statistics for Board Report-October 2021

				Zoom	Facebook		Instagram	YouTube	Twitter		
Date	Program Title	Programs	Total Attendance:	Virtual Programs Recorded	Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
5-Oct	Breast Cancer Awareness with Ascension Hospital	1	80	1	1	18	23	33		6	
12-Oct	United States Mint	1	72	1	1	49	7	16			
18-Oct	Mental Health Check-In	1	53	1	1	7	11	35		0	
26-Oct	Local Author Spotlight	1	24	1	1	4	3	17			

Social Media Stats – Youth/Tween/Teen:

Youth & Teen Programming Stats - October 2021

		Program Totals		Zoom		Facebook		Instagram	YouTube	Twitter
Date	Program	Total Youth Programs	Total Youth (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Youth IG Recorded Views	Youth YouTube Recorded Views	Youth Twitter Recorded Views
4-Oct	Baby & Tot Time - Autumn Leaves	1	23				3		20	
5-Oct	Time for Twos & Threes - Knitting	1	41				10		31	
7-Oct	On My Own - Football	1	37				9		28	
9-Oct	Family Story Time - Leaves	1	22				5		17	
11-Oct	Baby & Tot Time - Apples	1	29				3		26	
12-Oct	Time for Twos & Threes - Robots	1	57				14		43	
14-Oct	On My Own - Octopus	1	85				11		74	
16-Oct	Family Story Time - Squirrels - Emily	1	70				20		50	
25-Oct	Baby & Tot Time - Halloween	1	27				7		20	
26-Oct	Time for Twos & Threes - Pumpkin	1	63				18		45	
30-Oct	Family Story Time - Halloween/Monsters Kirsten	1	13				4		9	

Support Services Department Report by Maryann Zurmuehlen – October

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a Novi @ Your Door Committee meeting on October 5th and 21st.
- Attended a DEI Committee Zoom meeting on October 12th.
- Attended Patron Point Committee Zoom meeting on October 14th.
- Attended a Finance Committee meeting on October 18th.
- Visited the Sri Venkateswara Temple & Cultural Center on October 18th.
- Attended a Lakeshore Lending Library Committee Zoom meeting on October 19th.
- Attended an Policy Committee Zoom meeting on October 25th.
- Attended a TLN SASUG Committee Zoom meeting on October 28th.
- Participated in a NPL Fire Drill on October 28th.

Circulation & Shelves

- Emily Lonchar's first day as our new 16-hour Shelver was October 31st. Please say "hi" and welcome her to NPL when you see her!
- Working on cleanup of the patron database.
- Completion of NCSD card campaigns for the virtual school attendees.
- Open card campaigns for the NCSD 5th and 6th graders and WLCSD Novi Residents at Hickory Woods and Meadowbrook Elementaries.
- City of Novi card sign-up took place at the Wellness Fair on October 20th.
- Card sign-up events at Lakeshore Lending Library took place on October 19th and 26th.

Tech Services

- Laura Bateman and Cathy Huff's last days were Friday, October 29th. Laura received a full time position, and Cathy retired. Everyone got to say their goodbyes during their last week.
- NPL will be assisting the NHS with receiving and routing their MeLCat items for this school year.
- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Projects in progress: changing Youth Parenting books to regular Non-Fiction, Youth Reader Phonics kits, Tween Graphics, and Large Print Science Fiction and Short Stories labeling.

Statistics (October 2021)

- **Library Cards Issued: 296**
- **Items Checked Out: 61,697**
- **Items Interloaned for NPL Patrons: 3,997 (87 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,281 (132 through MeLCat)**
- **Items Added to the Collection: 1,177**
- **Items Discarded from the Collection: 1,975**
- **Drive-Up Window & Locker Hold Pickups: 18**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 22**
- **Read Boxes:**
 - **1 Weekly Delivery**
 - **2 Adult Items Circulated**
 - **116 Youth Items Circulated**
 - ***Read Boxes were emptied out for the season on October 13, 2021.**
- **Lakeshore Lending Library Checkouts: 66**
- **Outreach:**
 - **4 Facilities Visits / 20 Items Provided**
 - **6 Book Discussions / 95 Items Provided**

Self-Check Totals 2021-22 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0	0	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0	0	0
October	61,697	18.87%	21,189	7,453	7,023	6,713	0	0	0
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	350,900	29.34%	94,532	35,735	31,331	27,466	0	0	0

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	8,095	4,307	12,402	477	July	18,971	6,852	25,823	956
August	10,186	4,091	14,277	461	August	20,561	6,291	26,852	895
September	8,729	5,114	13,843	513	September	19,302	7,168	26,470	980
October	11,833	3,794	15,627	504	October	20,862	8,079	28,941	934
November	8,845	4,475	13,320	493	November				
December	5,213	3,285	8,498	304	December				
January	8,810	3,297	12,107	404	January				
February	9,952	2,888	12,840	459	February				
March	12,510	5,224	17,734	572	March				
April	12,277	4,784	17,061	588	April				
May	12,199	4,714	16,913	626	May				
June	17,300	6,647	23,947	855	June				
FYTD Total	125,949	52,620	178,569	521	FYTD Total	79,696	28,390	108,086	940

Computer Logins											
2020-2021 Fiscal Year						2021-2022 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	0	16,504	0	16,504	635	July	983	30,634	0	31,617	1,171
August	55	18,127	0	18,127	587	August	944	35,958	0	36,902	1,230
September	624	19,329	0	19,953	739	September	853	39,555	0	40,408	1,497
October	942	20,359	0	21,301	687	October	1,086	44,813	0	45,899	1,481
November	401	18,514	0	18,915	701	November					
December	0	9,673	0	9,673	345	December					
January	219	3,323	0	3,542	118	January					
February	629	10,709	0	11,338	405	February					
March	860	19,648	0	20,508	662	March					
April	893	20,319	0	21,212	731	April					
May	903	21,637	0	22,540	835	May					
June	966	27,206	0	28,172	1,006	June					
FYTD Total	6,492	205,348	0	211,840	618	FYTD Total	3,866	150,960	0	154,826	1,346

Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October	112	1,989	17
November	0	0	0	November			
December	0	0	0	December			
January	0	0	0	January			
February	0	0	0	February			
March	4	118	29	March			
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
FYTD Total	304	5,402	20	FYTD Total	632	12,305	18

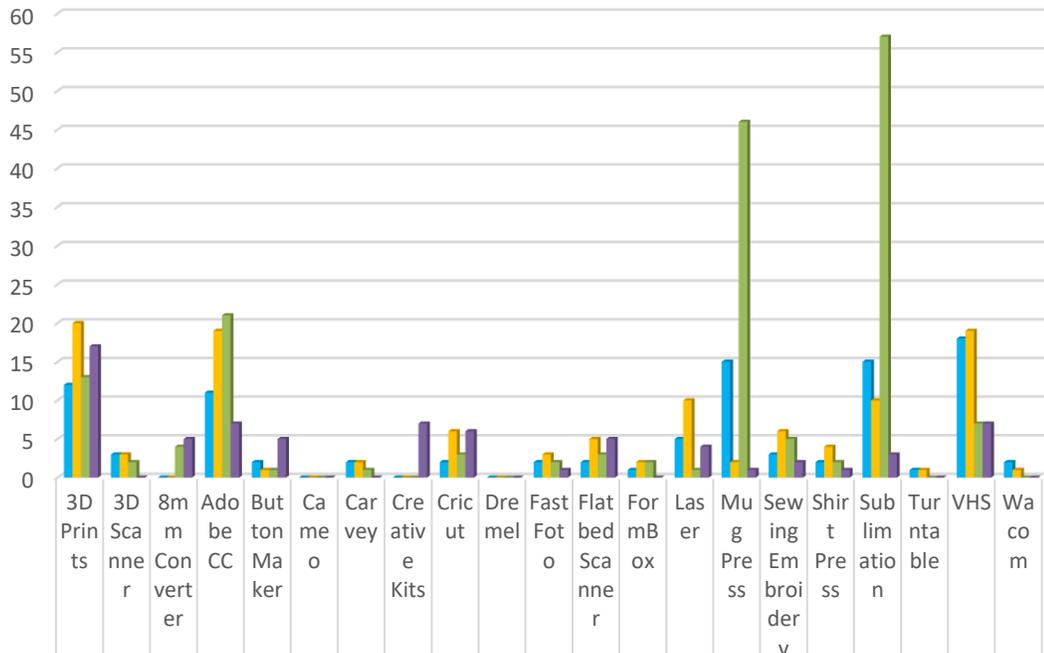
Technology Training Sessions 2021-22 Fiscal Year

	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
Jul	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3		101	
Aug	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3		118	
Sep	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31		201	
Oct	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77		
<i>Guests</i>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6		77	
Nov																		0		
<i>Guests</i>																				0
Dec																		0		
<i>Guests</i>																				0
Jan																		0		
<i>Guests</i>																				0
Feb																		0		
<i>Guests</i>																				0
Mar																		0		
<i>Guests</i>																				0
Apr																		0		
<i>Guests</i>																				0
May																		0		
<i>Guests</i>																				0
Jun																		0		
<i>Guests</i>																				0
Sessions	62	17	63	23	16	85	5	20	5	8	58	9	73	1	1	0	43	497		
<i>Guests</i>	62	17	63	23	16	85	5	20	5	8	58	9	73	1	1	0	43		497	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,507	366	94	32	666
September	2,883	484	99	24	330
October	2,677	478	104	25	446
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	7,005	1,583	383	109	2,126

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August	7,982	1,794	689	10,465	87
September	7,139	1,536	609	9,284	80
October	7,181	1,661	649	8,842	78
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	29,777	6,900	2,617	36,677	327

2021-22FY iCube Appointments



July	12	3	0	11	2	0	2	0	2	0	2	2	1	5	15	3	2	15	1	18	2
August	20	3	0	19	1	0	2	0	6	0	3	5	2	10	2	6	4	10	1	19	1
September	13	2	4	21	1	0	1	0	3	0	2	3	2	1	46	5	2	57	0	7	0
October	17	0	5	7	5	0	0	7	6	0	1	5	0	4	1	2	1	3	0	7	0

Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October	14	426
November	0	0	November		
December	0	0	December		
January	0	0	January		
February	0	0	February		
March	0	0	March		
April	0	0	April		
May	0	0	May		
June	0	0	June		
FYTD	0	0	FYTD	14	426

To: Library Staff

Thanks to all of you who helped us with our Holiday Sale on Friday and over the weekend moving tables and helping us set up and take down. And special thanks to those of you who purchased items from the sale. I know at least one of my snow families has a good home. We made \$1200 from the sale and our Downton Abbey drawing made \$200. All in all a great weekend! We appreciate that you were part of our success.

Sue Johnson

President of the Friends



NOVI HISTORICAL COMMISSION

Wednesday, November 10, 2021 7pm
Novi Library

Call to Order...Novi History Room.

Introductions of guests

Approval of Agenda

Approval of Minutes- October 2021

Treasurer's report –Kim (Approval of expenses)

Communications

LIBRARY LIAISON REPORT

Betty Lang

History Room volunteers: Monday, Nov.15, 6-8 pm Kathy/Kim

Monday, Dec. 6, 12-2 _____

DISCUSSION ITEMS

* Photographer...mapping graves

Dan

(Abigail Rose PhotographyLLC@gmail.com...\$550

Tributes/gifts for outgoing Commissioners

Debbie

* Tollgate Christmas lights December 16-20 Set up- Sat. Dec. 11 take down- 12/21 Kim/Kelly

* Veterans Wreaths-Saturday, Nov. 13, 12:30

Kelly

* Rules and Procedure booklet updates

* Villa Barr Program wrap up

BACK BURNER PROJECTS

Veterans Memorial

Storage Unit

Walled Lake Amusement Park

Novi Rd. Cemetery Sign- Removal

Memorial sign options

Historical sites brochure

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS...

Rae

See Flyer

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

DISPLAY CABINET DOWNSTAIRS

Kim & Sue

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

PUBLIC COMMENT

NOTE: Next MEETING: Wednesday, December 8

Adjourn

On Monday, November 8th, 2021 Kelly Kasper and Kim Nice from the Novi Historical Commission visited Novi Meadows School to do a presentation to two Girl Scout Troops about the Novi Road Cemetery and the upcoming Wreaths Across Novi ceremony.

There were approximately 14 scouts in attendance from 5th grade Troop number 76320 and 9th grade Troop number 71055. The scouts learned about the History of the cemetery, the US Military, and completed two steps toward earning the patch "How to Honor a Veteran". They will complete the third and final step on Saturday, November 13th, while volunteering to lay wreaths on Veterans graves during the Wreaths Across Novi ceremony. Holiday Pay



Board HR Committee Update

Data Requested by Library Board HR Committee on September 20, 2021; presented to HR Committee on 10/29/21. HR Policy Committee meeting on 11/2/21 to further review data.

1. Class VI libraries with similar population (Novi has 66,243 up 19.95% based on 2020 Census)
See data chart pulled from the DSLRT annual report as of November 2020. Libraries highlighted in yellow were asked to provide paid holiday documentation.
2. City of Novi's paid holidays; do they recognize Juneteenth as a paid holiday?
See chart below
3. State of Michigan paid holidays (reached out to Clare Membiela at Library of Michigan); do they recognize Juneteenth as a paid holiday?
See chart below
4. Oakland County – paid holidays; do they recognize Juneteenth as a paid holiday?
Did not get a response from the HR Dept.
5. Federal Government paid holidays; do they recognize Juneteenth as a paid holiday?
See chart below
6. # of NPL staff that are impacted by the June 19th holiday closure (non-benefited employees)
Currently 29 employees
7. What is the cost of a holiday and the total cost for the current 10 holidays?
26 employees (non-benefited) as of 9/27/21: \$2,016.06 for 1 holiday; total for 10 current holidays annually \$20,160.60. Currently, the Library has a total of 64 positions (18 Full-time, 20 Part-time w/benefits, 26 Part-time w/o benefits)
8. What are the unknown/unexpected costs that are of concern for the current 21/22 budget?
 - New phone system (\$15,478.20 annually) approved 10/28/21 by Library Board.
 - Going fine free (loss in potential revenue of \$69,892 based on June 2019 pre-COVID budget); budgeted revenue for 21/22 \$48,000.
 - IT damage from 2 storms; equipment replacement totaling: \$109,230.69 (\$20,000 insurance deductible)
 - COVID costs on-going (working with Barb Cook for an up to date report as of 11/17/21)
 - DEI costs for staff training: to date: \$3,500 for In-Service; additional training on 3/11/22 \$1,500
 - We have seen increased attorney fees in 20/21 and 21/22; as of 11/10/21 90.31% of the budget has been expended, still 8 months to go.

Information Provided to Library Staff for Paid Holiday Policy and Survey

The Library Board continues to discuss the Paid Holiday Policy for our organization. Further research has been done on libraries in our area that are similar in size (class VI) and population (approximately 50,000-70,000 residents; Novi has a population of 66,243, provided by SEMCOG.ORG) and what their current opportunities for employees are.

Included in this document is information gathered using the DSLRT (Detroit Suburban Libraries Roundtable) data as of November 2020 and reaching out to libraries specifically for their current holiday pay policy (as of October 1, 2021). The libraries highlighted in yellow qualified for a comparison. In addition, other organizations' information was reviewed: City of Novi, Federal Government, Library of Michigan, and Oakland County (Oakland County did not respond).

Once you examine the data, please complete the staff survey which offers five options to consider for a Holiday Pay Policy and chose which option best suits your needs. **Choose one option only.** Please submit your choice by Tuesday, October 19, 2021 to Julie Farkas. The data collected will be shared with the Library Board's HR Committee and Policy Committee and used as one information tool for making a future recommendation to the Library Board.

Howell Carnegie District Library	6	52,529
Jackson District Library	6	160,240
Kent District Library	6	395,660
Lyon Township Library	4	14,545
Madison Heights Public Library	5	29,694
Milford Township Public Library	4	15,736
Monroe County Library System	6	149,568
Northville District Library	5	35,069
Novi Public Library	6	64,834
Orion Township Public Library	5	35,394
Oxford Public Library	4	20,526
Plymouth District Library	5	36,656
Portage District Library	6	52,170
Ray Township Public Library	1	3,027
Redford Township District Library	5	48,362
Rochester Hills Public Library	6	100,485
Romeo District Library	5	33,839
Romulus Public Library	Class V	39,868
Royal Oak Public Library	6	59,112
Saline District Library	5	26,376
St. Clair Shores Public Library	6	59,715
Sterling Heights Public Library	6	129,699
Suburban Library Cooperative	NA	938,843
Taylor Community Library	6	63,101
The Library Network	NA	-
Traverse Area District Library	6	87,178
Troy Public Library	6	80,980
Waterford Township Public Library	6	73,767
Wayne Public Library	4	17,593
West Bloomfield Township Public Library	6	71,755

Holiday Paid Time for Class VI Libraries and Similar Population to Novi

Waterford Public Library

FULL TIME (13 paid days)

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day

- Christmas Eve (DEC 24)
- Christmas Day
- New Year's Eve (DEC 31)

PART TIME (6 paid days)

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Royal Oak Public Library (7 paid days; prorated paid time for Part-time employees)

New Year's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Christmas Day

St. Clair Shores Public Library (12 paid days; no holiday pay for Part-time Employees)

New Year's Day
 Presidents' Day
 Good Friday
 Memorial Day
 Fourth of July
 Labor Day
 Veterans' Day
 Thanksgiving Day
 Day after Thanksgiving - Friday
 Christmas Eve
 Christmas Day
 New Year's Eve

Portage Library (12 paid days; no holiday pay for Part-time employees)

New Year's Day (January 1)
 Easter Sunday
 Memorial Day (last Monday in May)
 Independence Day (July 4)
 Labor Day (first Monday in September)
 Thanksgiving (fourth Thursday in November)
 Christmas Eve (December 24)
 Christmas (December 25)
 4 floating paid holidays

Taylor Community Library (7 paid days; no holiday pay for Part-time employees)

New Year's Day
 Easter
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving
 Christmas Day

Howell District Library (9 paid days)

New Year's Day
 Memorial Day
 Independence Day
 Labor Day

Thanksgiving
Day after Thanksgiving (this is the one paid holiday that the library is open on)
Christmas Eve Day
Christmas Day
New Year's Eve

West Bloomfield Library (13 paid days)

New Year's Day
Easter
Saturday before Memorial Day
Memorial Day
Fourth of July
Saturday before Labor Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
2 floating paid holidays

Novi Public Library (10 paid days)

New Year's Day
Easter Sunday
Memorial Day
Independence Day
Labor Day
Veteran's Day (floating holiday, can be taken in the month of November)
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

City of Novi (13 paid holidays; no holiday pay for part-time employees)

New Year's Eve Day
New Year's Day
Veteran's Day
Good Friday
Friday after Thanksgiving
Christmas Eve Day
Martin Luther King Jr. Birthday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas
President's Day

Federal Government Holidays (11 paid holidays)

New Year's Day
Birthday of Martin Luther King Jr.
Washington's Birthday
Memorial Day
Juneteenth Independence Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Library of Michigan- State of Michigan (11 paid holidays)

New Year's Day

Martin Luther King Jr. day

Lincoln's Birthday

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

PAID HOLIDAY TIME STAFF SURVEY

All full-time and part-time employees are encouraged to take this survey (benefitted and non-benefitted). Below are five options for consideration of how paid holiday time could be administered in the future at NPL. Please choose the option that would best suits your needs as an employee (place an X next to the option). **Choose only one option.** Data gathered from this survey will be shared with the Library Board HR and Policy Committees as one information tool for making a future recommendation to the full Library Board. This survey is specific to paid holiday time and does not impact the current approved closures by the Library Board.

Please submit your survey to Julie Farkas no later than Tuesday, October 19th by noon.

OPTION 1: PTO conversion to an 11th paid holiday (recommendation by the Library Board Finance Committee)

A PTO day will be converted to an 11th paid holiday for all benefitted library employees (full-time/part-time). Veteran's Day holiday and Juneteenth will become floating holidays that can be used at the employee's discretion anytime during the year (Veteran's Day is a day open to the public; Juneteenth is a closure to the public).

OPTION 2: Add Juneteenth as a paid holiday; Veteran's Day Remains a floating holiday in November

11 Paid Holidays would be: New Year's Day, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day (floating in November), Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day.

OPTION 3: Recognize 7 holidays as paid and allow for 4 floating holidays; 11 paid holidays in total

7 holidays recognized (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day) and 4 floating holidays to be used by an employee on the days of choosing, which are occasions that are meaningful to the employee.

OPTION 4: Keep existing paid holidays currently offered at Novi Public Library

10 holidays recognized (New Year's Day, Easter Sunday, Memorial Day, Independence Day, and Labor Day, Veteran's Day (floating), Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day).

OPTION 5: Adopt the City of Novi's paid holidays

13 holidays: New Year's Day, Martin Luther King Jr. Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas, New Year's Eve.

Indicate the Department you work in:

Information Services

Support Services

Facilities/Admin/IT

As an employee, do you currently earn benefit time or will you have the opportunity to earn benefit time by the end of the calendar year (December 31, 2021)? Yes No

If you have any questions regarding this survey, please do not hesitate to contact a member of the Management Team (Julie, April, Barb or Maryann) or Nicole, HR Specialist. Thank you for your feedback!

Staff Survey Results for Paid Holiday Time

57 surveys were distributed to full and part time staff (benefit and non-benefit). Staff not included in the survey were substitutes and Sunday Librarians (both positions do not offer any opportunity for benefit time and do not engage in the performance evaluation process).

A total of 45 surveys were received back with a 79% response rate.

5 options offered to employees in the survey	Results	Results	Results	Results	Results	
Option 1: PTO Conversion to an 11 th paid holiday (recommended by Library Board Finance Committee); Veteran's Day and Juneteenth will become floating holidays that can be used at the employee's discretion anytime during the year.	5					
Option 2: Add Juneteenth as a paid holiday; Veteran's Day remains a floating holiday in November; 11 paid holidays in total		17				
Option 3: Recognize 7 holidays as paid and allow for 4 floating holidays; 11 paid holidays in total			8			
Option 4: Keep existing paid holidays currently offered by NPL; 10 paid holidays in total				4		
Option 5: Adopt the City of Novi's paid holidays; 13 paid holidays in total					11	
TOTAL	5***	17***	8***	4	11	
***66% of the responses acknowledged an option that offered 11 paid holidays based on the various descriptions (30 surveys out of 45)						
48.9% of responses acknowledged an option that included Juneteenth specifically (22 out of 45)						
Employee receives or will receive benefit time by end of December 2021						
						TOTAL
Information Services (Librarians/Info Tech Assistance)	2	5	4		4	15
Support Services (Shelver, Clerk, Clerk Supervisor)	1	7	1	1	3	13
Facilities/Admin/IT		1	3		4	8
Employee does not receive benefit time						
Information Services (Librarians/Info Tech Assistance)		1				1
Support Services (Shelver, Clerk, Clerk Supervisor)	2	3		3		8
Facilities/Admin/IT						0
						45

Board Finance Committee Update

Board met on 10/18/21 to discuss a variety of topics including: fine free and potential goals for the committee. It was determined that initiating a public survey specific to current services and practices would be valuable in making future financial decisions. Committee members asked Director Farkas to work with her team to identify areas for gaining public feedback. The survey was distributed on Tuesday, November 9th and a second push was initiated on Friday, November 12th. The survey was submitted through the library's new Patron Point tool which can connect with cardholders specifically (over 20,000 currently). Following is the survey. The survey is set to close on Monday, November 15th. Director Farkas will bring a preliminary document with survey results to the Wednesday, November 16th to share with the Board.

Novi Public Library Usage Survey

In an effort to better serve library guests, please take this quick survey. Your response is anonymous. Choose one option to indicate the importance on the various offerings at the Novi Public Library.

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Connecting with staff when visiting	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Renting a meeting room	<input type="radio"/>				
Tutoring and studying	<input type="radio"/>				

Quiet study	<input type="radio"/>				
Hosting a meeting	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Novi Library Café	<input type="radio"/>				
Book Nook	<input type="radio"/>				
Teen Space	<input type="radio"/>				
Local History Room	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Self check-out	<input type="radio"/>				
Drive-up window	<input type="radio"/>				
Locker pick-up	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Lakeshore Lending Library kiosk	<input type="radio"/>				
Delivery service to senior facilities	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Public computers	<input type="radio"/>				
Wi-Fi	<input type="radio"/>				
iCube equipment	<input type="radio"/>				
Hotspots	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
No fines on overdue materials	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
In-person programs for adults	<input type="radio"/>				
In-person programs for teens	<input type="radio"/>				
In-person programs for youth	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Virtual programs for adults	<input type="radio"/>				
Virtual programs for teens	<input type="radio"/>				
Virtual programs for youth	<input type="radio"/>				

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

*

	Not important at all	Slightly important	Important	Fairly important	Very important
Mon – Thurs: 10am-9pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fri & Sat: 10am-6pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday: Noon-6pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Checking out materials for adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checking out materials for teens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checking out materials for youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Downloading materials for adults	<input type="radio"/>				
Downloading materials for teens	<input type="radio"/>				
Downloading materials for youth	<input type="radio"/>				

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

	Not important at all	Slightly important	Important	Fairly important	Very important
Library's website, novilibrary.org	<input type="radio"/>				
App	<input type="radio"/>				
Monthly eNewsletter	<input type="radio"/>				
Social media	<input type="radio"/>				

How would you rate the importance of the Novi Public Library's learning opportunities? *

	Not important at all	Slightly important	Important	Fairly important	Very important
Online tutoring	<input type="radio"/>				
Business resources	<input type="radio"/>				
ESL classes	<input type="radio"/>				
Adult education classes	<input type="radio"/>				
Cultural and diverse learning experiences	<input type="radio"/>				

Please indicate your age. *

- 18 and under
- 19-29
- 30-39
- 40-49
- 50-64
- 65 and older

October 25, 2021 EMF Meeting Summary by Trustee Dooley

Kat attended the October Friends meeting.

Brian will attend their meeting in November and that will be the last Friends meeting of 2021

Note: November friends meeting was canceled.

They don't meet again until April 2022.

Friends Events

Drawing for Downton Abbey Basket picked Nov 7th

Craft Sale - Nov 6 - 7th

Vera Bradley Sale at 12 Oaks - Nov 13th

Staff Updates

Reviewed initial draft of the Annual Report.

Amazing relationship was formed with the Counsel General Shindo, and staff internal DEI Committee

Novi Today magazine, and Dana writes up articles about Making Connections

Novi Note connection too for more outreach

Patron Point - first e-newsletter went out to ALL card holders in October - 22,009 people

22.9% percent open rate which is really good

May through October for the Read Boxes

Official YES at Bosco Park for read box installation

New Business

New Idea Adult Scholastic Book Fair

Trustees attended MLA and shared

Director Farkas is attending an immersive Directors only DEI conference with colleagues from across the state in both December 2021 and May 2022

Next week - Library Marketing Communications Conference - Dana is attending

Next committee meeting is Nov 15th at 7 PM

Trustee Attended Programs/Events:

Trustee Dooley

Novi Community Coalition Annual Dinner

City of Novi Veterans Lunch Celebration

Trustee Yu

Walled Lake PTSA Council meeting w/ Presentation from Dir Farkas

Lakeshore Park Library Card Sign-Up

Election Day - Precinct #18 at NPL

Trustee Cherukuri

Online TLN Member Forum 10/27 Equity vs. Equality in Public Libraries

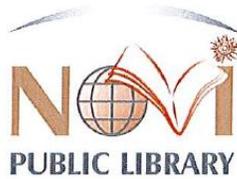
Trustee Michener

Parent to Parent Book Club

Trustee Crawford

Novi Historical Commission

Wreaths for Veterans Speaker and Attendee



LIBRARY CLOSINGS 2021

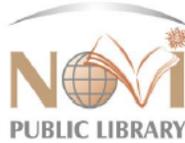
- FRIDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 4 (Easter Sunday) **H**
- SUNDAY, MAY 9 (Mother's Day)
- SUNDAY, MAY 30 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 31 (Memorial Day) **H**
- SATURDAY, JUNE 19 (Juneteenth)
- SUNDAY, JUNE 20 (Father's Day)
- SATURDAY, JULY 3 (Closed)
- SUNDAY,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

LIBRARY BOARD MEETINGS

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

H – Paid Holiday

6-2020



LIBRARY CLOSINGS 2022

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

LIBRARY BOARD MEETINGS

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

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

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

H – Paid Holiday for Employee

10/2021



Library Board Calendar

2021

November 17
November 24
November 25
November 26

Library Board Regular Meeting (Wednesday), Council Chambers
Wednesday before Thanksgiving, Library Closes at 5 p.m.
Holiday – Thanksgiving, Library Closed
Library Closed

December 15

December 24
December 25
December 26
December 31

Library Board Regular Meeting (Wednesday), Council Chambers
Library Director – Mid-year Review
Holiday – Christmas Eve, Library Closed
Holiday – Christmas, Library Closed
Library Closed
Holiday – New Year's Eve, Library Closed

2022

January 1
January
January 27

Holiday—New Year's Day, Library Closed
Budget Planning Sessions at NPL: January 8th at 10am & January 20th at 6pm
Library Board Regular Meeting, Council Chambers

February 17

Library Board Regular Meeting, NPL Board Room (Approved change)

March 1-31
March 11
March 24

National Reading Month
Staff In-service Day, Library Closed
Library Board Regular Meeting, NPL Board Room

April 3-9
April 17
April 28

National Library Week
Easter Sunday, Library Closed
Library Board Regular Meeting, Council Chambers (Board Elections)

May 8
May 26
May 29
May 30

Mother's Day, Library Closed
Library Board Regular Meeting, Council Chambers
Library Closed
Holiday – Memorial Day, Library Closed

June
June 19
June 19
June 23

Summer Reading Begins
Juneteenth, Library Closed
Father's Day, Library Closed
Library Board Regular Meeting, Council Chambers
Library Director Annual Review

July 4
July 21

Holiday – Independence Day, Library Closed
Library Board Regular Meeting, NPL Board Room

August 12
August 25

Staff In-service, Library Closed
Library Board Regular Meeting, Council Chambers

September 3
September 4
September 5

Library Closed
Library Closed
Holiday – Labor Day, Library Closed

September 22	Library Board Regular Meeting, Council Chambers
October 21	Friends Booked for the Evening, 7-9 p.m. (Library closing at 5pm)
October 27	Library Board Regular Meeting, Council Chambers
November 8	General Election Day
November 16	Library Board Regular Meeting (Wednesday), Council Chambers
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
November 25	Library Closed
December 21	Library Board Regular Meeting (Wednesday), Council Chambers
	Library Director – Mid-year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas Day, Library Closed
December 30	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.