



Canton Public Library Board of Trustees General Meeting Packet Contents
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**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
December 17, 2020 7:30 p.m.**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of Agenda 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of General Meeting Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders Discussion Item	<ul style="list-style-type: none"> • Update on Phased Reopening 	
Action Item 20/12-17-1 (Roll Call Vote)	<ul style="list-style-type: none"> • Nomination & Election of 2021 Board Officers 	
New Business Action Item 20/12-17-2 (Roll Call Vote)	<ul style="list-style-type: none"> • Closed session to receive and discuss material exempted by statute (Library Privacy Act 455 of 1982, MCL 397.603) 	
Action Item 20/12-17-3 (Roll Call Vote)	<ul style="list-style-type: none"> • Patron Appeal 2020-12-01, Request for Reconsideration of Library Materials – To uphold or rescind the library director’s decision to retain the item in all formats 	
Action Item 20/12-17-4 (Roll Call Vote)	<ul style="list-style-type: none"> • Approval of 4th Quarter Budget Amendment 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees
General Meeting Minutes

November 19, 2020 – 7:30 PM

The Chairperson, Amy Watts, called the meeting to order at 7:31 PM.

Present: (participating remotely from Canton) N. Eggenberger, M. Farell, A. Iqbal, C. Spas, A. Watts

Absent: J. Lee

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (L. Golden, A. Haydar, D. McHugh, M. Nicholson, J. Pandit, A. Seuryneck, C. Swanberg) – None

APPROVAL OF AGENDA

Trustee Nancy Eggenberger moved and Secretary/Treasurer Michelle Farell supported a motion to accept the agenda as amended.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, A. Iqbal, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 20/11-19-1 (5-0-0)

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

COMMUNICATIONS — None

DIRECTOR'S REPORT

As of the end of October, the library was 83% through the fiscal year, according to Director Eva Davis. Vending income was trending low because only staff may use the vending machines. Expenditures that had been trending high all year have fallen in line. A 4th Quarter Budget Amendment will bring both income and expense into alignment in December.

While the pandemic closure resulted in some utilities savings, the DTE Energy bill has seen an increase since the library opened for limited browsing October 1st.

The library will not schedule any indoor, in-person programming until April 2021. The annual Winter Snow Spree on December 16 will be an in-person, outdoor drive-through experience. Community Relations Department Head Laurie Golden said that, while there will be no reindeer or train this year, Program Librarian Nichole Welz and the children's librarians had devised a celebration with take-home kits containing hot chocolate mix and peppermint sticks; snowballs for indoor snowball fights; a musician; possibly the Rings of Fire jugglers and a snowy owl; and a live penguin cam broadcasting on a

giant screen in the parking lot. 100 patrons will be able to register to participate, and Canton Public Safety has agreed to provide traffic control.

Although a board meeting agenda planning document was included in the packet, Davis said that it was not set in stone. Chair Amy Watts told the new board members, Trustee Amina Iqbal and Trustee Claire Spas, that individual budget items were discussed month by month, making it easier to make decisions when the budget actually needs to be approved.

Davis said that, as the Families First Coronavirus Response Act (FFCRA) and the Emergency Family Leave Medical Expansion Act (EFMLA) are set to expire at the end of the year, she would like to explore revising the library's personnel policy to extend both to staff members who meet the criteria. (Currently, two weeks of FFCRA and EFMLA are subsidized by the federal government through payroll tax reductions.) The revision could extend the policies on a quarterly basis; for all of 2021; or as a part of the library's Pandemic Reopening Policy.

Very few staff members are exercising the option for either FFCRA or EFMLA, but Davis would like to keep the qualifying employees whole, even if the government subsidies are not extended. The board agreed to revisit the subject at the December meeting. Davis will look into what other library directors are doing and will bring information regarding best practices to the meeting. Trustee N. Eggenberger expressed her appreciation to Davis for thinking about this.

TRUSTEE COMMENTS — Chair A. Watts welcomed Trustee A. Iqbal and Trustee C. Spas. Trustee Eggenberger told both that they would find that sitting down with Davis and Business Services Department Head Marian Nicholson would make the budgeting process simpler.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Update on Phased Reopening — Currently, only the Canton, Belleville and Wayne Public libraries offer limited, in-person browsing to the public. Westland, Plymouth and Northville are curbside only and Plymouth plans to set up one computer in their foyer. After discussion with the department heads and managers, Davis said that they are in agreement to stand pat. The library is nowhere near the 30% capacity allowed by the state. Staff is being safe with barriers and PPE and there is a greeter at the door every hour that the library is open to the public, which has helped with mask compliance. They may take another look if Wayne and Belleville pull back on in-person browsing.

Trustee Eggenberger expressed confusion over the difference between Curbside Pickup and Holds Pickup by Appointment. Davis said that if the pandemic looks to be of sufficient length, they may consider other alternatives, such as construction of a permanent pickup window.

NEW BUSINESS

The Role of a Library Trustee — Attorney Anne Seurnyck of Foster Swift Collins & Smith gave a remote presentation on the obligations of a municipal board trustee, "*The Top 10 Issues Every Library Trustee Should Know.*" Special consideration was given to discussion regarding the Open Meetings Act and how to avoid inadvertently violating it. Seurnyck also discussed the logistics involved in the challenge process, when a patron's request to have materials withdrawn is denied, and they make a request for reconsideration by the board.

Approve Revised Pandemic Reopening Policy — N. Eggenberger moved and M. Farell supported a motion to approve the revised Pandemic Reopening Policy as presented.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, A. Iqbal, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 20/11-19-2 (5-0-0)

2021 Board Officers — Chair Watts explained to the new trustees that the current officers had served in their current positions for two consecutive years and were unable to do so again. Vice Chair J. Lee will be unavailable to serve as an officer. As neither of the new trustees were comfortable with acting as officers during the first year of their term, it was discussed that Eggenberger, Farell and Watts might form a slate to be voted on in December.

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 9:21 PM.

Michelle Farell, Secretary-Treasurer

9:27 AM
 12/07/20
 Accrual Basis

Canton Public Library

Balance Sheet

As of November 30, 2020

	<u>Oct 31, 20</u>	<u>Nov 30, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	4,284,025.86	3,952,531.88
000-013 · JPMorgan Chase- Credit Card	5,195.89	7,401.82
000-014 · Medical Reimbsmt (BasicFlex)	11,912.76	10,625.80
000-016 · Chase - High Yield Savings	997,604.60	997,629.14
Total Checking/Savings	<u>5,298,739.11</u>	<u>4,968,188.64</u>
Other Current Assets		
000-123 · Prepaid Expenses	2,486.50	85,602.77
Total Other Current Assets	<u>2,486.50</u>	<u>85,602.77</u>
Total Current Assets	<u>5,301,225.61</u>	<u>5,053,791.41</u>
TOTAL ASSETS	<u><u>5,301,225.61</u></u>	<u><u>5,053,791.41</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	112,258.55	183,195.12
Total Accounts Payable	<u>112,258.55</u>	<u>183,195.12</u>
Credit Cards		
000-208 · Chase - Visa 3651	5,603.55	1,726.58
000-209 · Home Depot Credit Card	235.94	60.08
Total Credit Cards	<u>5,839.49</u>	<u>1,786.66</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	4,849.93	4,082.50
229e · Misc. Grants & Donations	1,698.71	1,208.71
Total 000-229 · Grants/Donations-Restricted Use	<u>6,548.64</u>	<u>5,291.21</u>
000-237 · Medical Saving Deduction MedFSA	3,585.36	2,298.40
Total Other Current Liabilities	<u>10,134.00</u>	<u>7,589.61</u>
Total Current Liabilities	<u>128,232.04</u>	<u>192,571.39</u>
Total Liabilities	128,232.04	192,571.39
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	1,747,098.17	1,435,324.62
Total Equity	<u>5,172,993.57</u>	<u>4,861,220.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,301,225.61</u></u>	<u><u>5,053,791.41</u></u>

Canton Public Library
Profit & Loss Budget vs. Actual
 as of November 30, 2020

	<u>Jan - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,205,270.94	6,203,985.00	1,285.94	100.02%
738-566 · State Aid to Libraries	72,191.60	72,191.00	0.60	100.00%
738-613 · Photocopy Fees	14,896.20	14,000.00	896.20	106.40%
738-615 · Replacement - Books/ AV	6,314.94	5,000.00	1,314.94	126.30%
738-656 · Penal Fines	55,915.77	55,900.00	15.77	100.03%
738-664 · Overdue Fines	15,019.42	13,500.00	1,519.42	111.26%
738-670 · Misc & Contributions	15,063.41	14,267.00	796.41	105.58%
738-671 · Interest Income	7,113.40	7,175.00	-61.60	99.14%
738-676 · Vending Commission	1,903.93	2,500.00	-596.07	76.16%
738-677 · Meeting Room Rental	100.00	100.00	0.00	100.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	<u>6,393,789.61</u>	<u>7,193,118.00</u>	<u>-799,328.39</u>	<u>88.89%</u>
Gross Profit	<u>6,393,789.61</u>	<u>7,193,118.00</u>	<u>-799,328.39</u>	<u>88.89%</u>
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,440,453.62	2,954,000.00	-513,546.38	82.62%
738-715 · Fringe Benefits	546,436.65	670,100.00	-123,663.35	81.55%
738-722 · Supplies	63,545.99	170,970.00	-107,424.01	37.17%
738-740 · Library Materials	755,828.15	953,300.00	-197,471.85	79.29%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	246,474.79	360,950.00	-114,475.21	68.29%
738-850 · Communications	16,291.20	30,000.00	-13,708.80	54.30%
738-860 · Travel	26,740.84	59,400.00	-32,659.16	45.02%
738-880 · Community Promotion	3,965.66	16,200.00	-12,234.34	24.48%
738-900 · Printing	20,659.37	60,100.00	-39,440.63	34.38%
738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities	140,215.57	205,000.00	-64,784.43	68.40%
738-930 · Maintenance & Repairs	122,384.51	243,200.00	-120,815.49	50.32%
738-940 · Rentals/Leases	8,971.59	23,200.00	-14,228.41	38.67%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay	508,550.20	804,500.00	-295,949.80	63.21%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	561,098.00	-561,098.00	0.00%
Total Expense	<u>4,958,464.99</u>	<u>7,193,118.00</u>	<u>-2,234,653.01</u>	<u>68.93%</u>
Net Income	<u>1,435,324.62</u>	<u>0.00</u>	<u>1,435,324.62</u>	<u>100.00%</u>

Canton Public Library
Profit & Loss Budget vs. Actual
as of November 30, 2020

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,205,270.94	6,203,985.00	1,285.94	100.02%
738-566 · State Aid to Libraries	72,191.60	72,191.00	0.60	100.00%
738-613 · Photocopy Fees	14,896.20	14,000.00	896.20	106.40%
738-615 · Replacement - Books/ AV	6,314.94	5,000.00	1,314.94	126.30%
738-656 · Penal Fines	55,915.77	55,900.00	15.77	100.03%
738-664 · Overdue Fines	15,019.42	13,500.00	1,519.42	111.26%
738-670 · Misc & Contributions	15,063.41	14,267.00	796.41	105.58%
738-671 · Interest Income				
671g · Interest Income General	7,113.40	7,175.00	-61.60	99.14%
Total 738-671 · Interest Income	7,113.40	7,175.00	-61.60	99.14%
738-676 · Vending Commission	1,903.93	2,500.00	-596.07	76.16%
738-677 · Meeting Room Rental	100.00	100.00	0.00	100.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	6,393,789.61	7,193,118.00	-799,328.39	88.89%
Gross Profit	6,393,789.61	7,193,118.00	-799,328.39	88.89%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,440,453.62	2,954,000.00	-513,546.38	82.62%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,255.67	2,000.00	-744.33	62.78%
715b · Unemployment Reimbursement	0.00	1,000.00	-1,000.00	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	12,120.70	21,000.00	-8,879.30	57.72%
716m · Medical (BCN)	187,611.99	250,000.00	-62,388.01	75.05%
Total 738-716 · Medical/Dental	199,732.69	274,600.00	-74,867.31	72.74%
738-717 · Life Ins / Disability	14,541.45	14,500.00	41.45	100.29%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	2,931.22	7,000.00	-4,068.78	41.88%
738-720 · FICA / MC Taxes	188,943.54	226,000.00	-37,056.46	83.60%
738-721 · Retirement DC Plan (401a)	14,032.08	20,000.00	-5,967.92	70.16%
Total 738-715 · Fringe Benefits	546,436.65	670,100.00	-123,663.35	81.55%
738-722 · Supplies				
722t · Technology Supplies	5,580.09	27,200.00	-21,619.91	20.52%
738-727 · Office Supplies				
727a · General Office Supplies	2,645.74	8,500.00	-5,854.26	31.13%
727b · Printing & Copying Supplies	1,449.62	5,000.00	-3,550.38	28.99%
Total 738-727 · Office Supplies	4,095.36	13,500.00	-9,404.64	30.34%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	2,405.36	5,250.00	-2,844.64	45.82%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	6,793.02	17,700.00	-10,906.98	38.38%
725b · Tech Processing Supplies	8,811.42	22,000.00	-13,188.58	40.05%
Total 738-725 · Proc Library Supplies	15,604.44	39,700.00	-24,095.56	39.31%
738-726 · Community Relations Supplies	376.34	1,000.00	-623.66	37.63%
738-729 · Building Supplies	11,977.84	22,700.00	-10,722.16	52.77%
738-728 · Library Supplies- General - Other	12,575.72	15,500.00	-2,924.28	81.13%
Total 738-728 · Library Supplies- General	42,939.70	84,150.00	-41,210.30	51.03%
738-730 · Postage				
730b · Postage - Info Services	1,381.45	3,500.00	-2,118.55	39.47%

Canton Public Library
Profit & Loss Budget vs. Actual
 as of November 30, 2020

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	15.80	150.00	-134.20	10.53%
730j · Postage - Business Services	-1,332.12	2,725.00	-4,057.12	-48.89%
730m · Postage - Community Relations	4,348.00	27,245.00	-22,897.00	15.96%
Total 738-730 · Postage	4,413.13	33,620.00	-29,206.87	13.13%
738-732 · Janitorial Supplies	6,517.71	12,500.00	-5,982.29	52.14%
Total 738-722 · Supplies	63,545.99	170,970.00	-107,424.01	37.17%
738-740 · Library Materials				
738-741 · Books	155,700.36	227,870.00	-72,169.64	68.33%
738-744 · AV (Media)	74,625.61	111,800.00	-37,174.39	66.75%
738-747 · Services, Subscrip & Pre-proc	525,502.18	613,630.00	-88,127.82	85.64%
Total 738-740 · Library Materials	755,828.15	953,300.00	-197,471.85	79.29%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	934.62	5,000.00	-4,065.38	18.69%
738-733 · Bank Fees				
733g · Bank Fees General	52.54	3,000.00	-2,947.46	1.75%
Total 738-733 · Bank Fees	52.54	3,000.00	-2,947.46	1.75%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	115,907.73	154,600.00	-38,692.27	74.97%
808tp · Online Info - Tech Processing	22,470.00	24,600.00	-2,130.00	91.34%
Total 738-808 · Information Technology	138,377.73	179,200.00	-40,822.27	77.22%
738-809 · Programming-Community Relations				
809d · Community Programming	17,862.52	31,000.00	-13,137.48	57.62%
Total 738-809 · Programming-Community Relations	17,862.52	31,000.00	-13,137.48	57.62%
738-810 · Other Professional Services				
810a · Payroll	11,911.68	15,000.00	-3,088.32	79.41%
810b · Professional Services-Circ Srv	5,616.60	9,250.00	-3,633.40	60.72%
810j · Professional Services - Bus Srv	2,884.88	11,925.00	-9,040.12	24.19%
810m · Professional Services - Com Rel	33,910.00	44,900.00	-10,990.00	75.52%
Total 738-810 · Other Professional Services	54,323.16	81,075.00	-26,751.84	67.00%
738-812 · Legal	5,404.00	15,000.00	-9,596.00	36.03%
738-814 · Membership Dues				
814a · Membership Dues - Director	608.32	1,500.00	-891.68	40.56%
814b · Membership Dues - Info Services	765.00	2,900.00	-2,135.00	26.38%
814c · Membership Dues - Circ Services	793.00	800.00	-7.00	99.13%
814e · Membership Dues - Info Tech	179.00	1,200.00	-1,021.00	14.92%
814j · Membership Dues - Business Srv	914.00	1,500.00	-586.00	60.93%
814k · Membership Dues - Miscellaneous	9,390.35	9,750.00	-359.65	96.31%
814m · Membership Dues - Community Rel	480.00	1,200.00	-720.00	40.00%
Total 738-814 · Membership Dues	13,129.67	18,850.00	-5,720.33	69.65%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	1,700.00	2,150.00	-450.00	79.07%
815c · Staff Development/Training	409.05	5,500.00	-5,090.95	7.44%
815t · Online Training Services - IT	1,606.50	2,500.00	-893.50	64.26%
Total 738-815 · Staff Inservice	3,715.55	15,150.00	-11,434.45	24.53%
Total 738-801 · Professional & Contractual	246,474.79	360,950.00	-114,475.21	68.29%
738-850 · Communications	16,291.20	30,000.00	-13,708.80	54.30%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

Canton Public Library
 Profit & Loss Budget vs. Actual
 as of November 30, 2020

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	1,858.06	5,000.00	-3,141.94	37.16%
861b · Conferences - Info. Services	6,207.05	13,500.00	-7,292.95	45.98%
861d · Conferences - Circ Serv.	6,293.34	8,000.00	-1,706.66	78.67%
861f · Conferences - Trustees	1,758.24	4,000.00	-2,241.76	43.96%
861g · Leadership Canton	0.00	1,200.00	-1,200.00	0.00%
861h · Conferences - Info. Technology	2,159.91	8,400.00	-6,240.09	25.71%
861j · Conferences - Business Services	2,873.00	5,100.00	-2,227.00	56.33%
861m · Conferences-Community Relations	4,590.92	5,500.00	-909.08	83.47%
Total 738-861 · Conferences (Incl.Registration)	25,740.52	50,700.00	-24,959.48	50.77%
738-865 · Mileage / Misc.				
865a · Mileage - Director	201.76	2,200.00	-1,998.24	9.17%
865b · Mileage - Information Services	144.84	2,000.00	-1,855.16	7.24%
865c · Mileage - Circ. Services	18.34	1,000.00	-981.66	1.83%
865e · Mileage- Information Technology	92.84	1,300.00	-1,207.16	7.14%
865f · Mileage - Business Services	312.53	1,300.00	-987.47	24.04%
865m · Mileage - Community Relations	230.01	900.00	-669.99	25.56%
Total 738-865 · Mileage / Misc.	1,000.32	8,700.00	-7,699.68	11.50%
Total 738-860 · Travel	26,740.84	59,400.00	-32,659.16	45.02%
738-880 · Community Promotion				
880a · Marketing	3,706.27	13,800.00	-10,093.73	26.86%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
Total 738-880 · Community Promotion	3,965.66	16,200.00	-12,234.34	24.48%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	20,610.00	58,400.00	-37,790.00	35.29%
901e · Misc. Printing & Publishing	0.00	1,200.00	-1,200.00	0.00%
Total 738-901 · Printing & Publishing	20,610.00	59,600.00	-38,990.00	34.58%
738-903 · Legal Notices & Ads	49.37	500.00	-450.63	9.87%
Total 738-900 · Printing	20,659.37	60,100.00	-39,440.63	34.38%
738-910 · Insurance				
738-911 · Liability Ins	42,352.97	50,300.00	-7,947.03	84.20%
738-912 · Worker's Comp	4,128.00	7,000.00	-2,872.00	58.97%
738-915 · E&O/D&O/EPL	3,246.00	3,800.00	-554.00	85.42%
738-916 · Fiduciary/Fidelity	7,514.00	9,000.00	-1,486.00	83.49%
Total 738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities				
738-921 · Electricity	113,149.65	150,000.00	-36,850.35	75.43%
738-922 · Gas	12,484.90	35,000.00	-22,515.10	35.67%
738-923 · Water	14,581.02	20,000.00	-5,418.98	72.91%
Total 738-920 · Utilities	140,215.57	205,000.00	-64,784.43	68.40%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	54,638.12	85,000.00	-30,361.88	64.28%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	22,641.02	42,950.00	-20,308.98	52.72%
Total 738-932 · Lawn & Grounds Maintenance	44,307.66	77,950.00	-33,642.34	56.84%
738-933 · Building Security	4,932.00	7,400.00	-2,468.00	66.65%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,393.80	2,900.00	-1,506.20	48.06%
934c · Misc. Contracts & Inspections	5,661.90	8,400.00	-2,738.10	67.40%
934g · HVAC Maintenance Contracts	1,725.00	17,600.00	-15,875.00	9.80%

Canton Public Library
Profit & Loss Budget vs. Actual
 as of November 30, 2020

	<u>Jan - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	8,780.70	28,900.00	-20,119.30	30.38%
738-935 · Office Equip Maint Contracts	259.00	950.00	-691.00	27.26%
738-936 · Building Repairs	7,162.23	18,000.00	-10,837.77	39.79%
738-937 · Equipment Repairs	2,304.80	25,000.00	-22,695.20	9.22%
Total 738-930 · Maintenance & Repairs	122,384.51	243,200.00	-120,815.49	50.32%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	7,651.74	21,200.00	-13,548.26	36.09%
942 · Postage Meter - Pitney Bowes - Other	1,319.85	2,000.00	-680.15	65.99%
Total 942 · Postage Meter - Pitney Bowes	8,971.59	23,200.00	-14,228.41	38.67%
Total 738-940 · Rentals/Leases	8,971.59	23,200.00	-14,228.41	38.67%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	3,000.00	-3,000.00	0.00%
977g · Capital Outlay - General	33,260.00	33,500.00	-240.00	99.28%
977t · Capital Outlay - Technology	475,290.20	768,000.00	-292,709.80	61.89%
Total 738-977 · Capital Outlay	508,550.20	804,500.00	-295,949.80	63.21%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	561,098.00	-561,098.00	0.00%
Total Expense	4,958,464.99	7,193,118.00	-2,234,653.01	68.93%
Net Income	1,435,324.62	0.00	1,435,324.62	100.00%

Canton Public Library
 Transactions by Account
 As of November 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						4,284,025.86
Bill Pmt -Check	11/01/2020	51445	Brandow, Kim	Longevity Award - 15 Year	-200.00	4,283,825.86
Deposit	11/02/2020			Deposit	2,165.56	4,285,991.42
Bill Pmt -Check	11/05/2020	51446	AFLAC	BCJ39	-73.68	4,285,917.74
Bill Pmt -Check	11/05/2020	51447	AmazonBusiness	A265GG3U5ZD0HS	-1,183.47	4,284,734.27
Bill Pmt -Check	11/05/2020	51448	Ann Arbor Cleaning Supply Co.	Chalet 308 paper towels cs/30 (6)...43x48	-375.50	4,284,358.77
Bill Pmt -Check	11/05/2020	51449	Baker & Taylor (054)	VOID: 00100054	0.00	4,284,358.77
Bill Pmt -Check	11/05/2020	51450	Baker & Taylor (787S)	L556787s	-17.80	4,284,340.97
Bill Pmt -Check	11/05/2020	51451	Brodart Co.	219992	-35.65	4,284,305.32
Bill Pmt -Check	11/05/2020	51452	Bryant, Perry	Mileage reimbursement, bags for voter g	-64.13	4,284,241.19
Bill Pmt -Check	11/05/2020	51453	CDW-G	3280777	-558.00	4,283,683.19
Bill Pmt -Check	11/05/2020	51454	Clear Rate Communications	4893421	-692.40	4,282,990.79
Bill Pmt -Check	11/05/2020	51455	Demco, Inc.	Waxed paper 9" x 12" 100/pkg (2)...Gel w	-306.75	4,282,684.04
Bill Pmt -Check	11/05/2020	51456	Dunn Rite Maintenance	Janitorial service for October	-4,800.00	4,277,884.04
Bill Pmt -Check	11/05/2020	51457	Ehrlich	14383673	-225.00	4,277,659.04
Bill Pmt -Check	11/05/2020	51458	Foster, Swift, Collins & Smith	Draft emails regarding patrons use of con	-210.00	4,277,449.04
Bill Pmt -Check	11/05/2020	51459	Gale/CENGAGE Learning	149473	-614.84	4,276,834.20
Bill Pmt -Check	11/05/2020	51460	Glasco Corporation	Labor & Material to replace tempered, in	-1,824.00	4,275,010.20
Bill Pmt -Check	11/05/2020	51461	KnowBe4, Inc.	KnowBe4 Security Awareness training sul	-1,606.50	4,273,403.70
Bill Pmt -Check	11/05/2020	51462	Konica Minolta Business Solutions	Copy charges 09/16/2020 - 10/15/2020	-83.41	4,273,320.29
Bill Pmt -Check	11/05/2020	51463	McHugh, Deborah	Vision claim reimbursements	-666.00	4,272,654.29
Bill Pmt -Check	11/05/2020	51464	Midwest Tape		-1,693.98	4,270,960.31
Bill Pmt -Check	11/05/2020	51465	Miscellaneous Vendor-ILL/MEL	Monroe County Library System: City of Gl	-17.99	4,270,942.32
Bill Pmt -Check	11/05/2020	51466	Miscellaneous Vendor-Programming	Jessica Trotter: Finding Non-Traditional R	-75.00	4,270,867.32
Bill Pmt -Check	11/05/2020	51467	Modernistic Cleaning Services	Carpet cleaning: public and staff area	-2,317.56	4,268,549.76
Bill Pmt -Check	11/05/2020	51468	NorthStar Mat Service	Contractual mat service	-55.48	4,268,494.28
Bill Pmt -Check	11/05/2020	51469	Office Depot	31909112	-400.46	4,268,093.82
Bill Pmt -Check	11/05/2020	51470	OverDrive, Inc.	0721-1001	-1,042.33	4,267,051.49
Bill Pmt -Check	11/05/2020	51471	Staples Business Advantage	1002673	-93.24	4,266,958.25
Bill Pmt -Check	11/05/2020	51472	T-Mobile	Mobile internet charges 09/21/2020 - 10	-91.68	4,266,866.57
Bill Pmt -Check	11/05/2020	51473	Tech Smith	Camtasia/Snagit bundle maintenance ren	-48.00	4,266,818.57
Bill Pmt -Check	11/05/2020	51474	The Library Network	Movie licensing USA public performance	-1,241.00	4,265,577.57
Bill Pmt -Check	11/05/2020	51475	TruGreen	Lawn fertilization 10/19/2020	-331.11	4,265,246.46
Bill Pmt -Check	11/05/2020	51476	Uline	Nitrile gloves large (5)...Economy #1 mail	-312.25	4,264,934.21
Check	11/05/2020	51477	Home Depot	October Statement	-235.94	4,264,698.27
Bill Pmt -Check	11/05/2020	51478	Miscellaneous Vendor	Kaitlyn Eby: Social Committee weekly sta	-20.76	4,264,677.51
Bill Pmt -Check	11/05/2020	51480	Baker & Taylor (054)	00100054	-170.83	4,264,506.68
General Journal	11/11/2020	1760	Paylocity Direct Deposits	Direct Deposits	-73,156.78	4,191,349.90

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 Accrual Basis

Canton Public Library
 Transactions by Account
 As of November 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	11/11/2020	1760	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-26,532.52	4,164,817.38
Check	11/11/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 11/	-201.07	4,164,616.31
Transfer	11/11/2020			Funds Transfer - Payroll Date 11/11/2020	-856.52	4,163,759.79
Check	11/11/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-620.83	4,163,138.96
Check	11/11/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,070.74	4,159,068.22
Check	11/11/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,158,943.22
Deposit	11/16/2020			Deposit	1,143.98	4,160,087.20
Check	11/19/2020	51481	Chase Visa	Visa - Statement 11/02/2020	-5,837.96	4,154,249.24
Bill Pmt -Check	11/19/2020	51482	Miscellaneous Vendor	Mileage reimbursement: Sam's Club	-1.78	4,154,247.46
Bill Pmt -Check	11/19/2020	51483	AmazonBusiness	A265GG3U5ZD0HS	-2,488.00	4,151,759.46
Bill Pmt -Check	11/19/2020	51484	Baker & Taylor (114)	L4271142	-9.99	4,151,749.47
Bill Pmt -Check	11/19/2020	51485	Baker & Taylor (180)	L438180	-74.27	4,151,675.20
Bill Pmt -Check	11/19/2020	51486	Baker & Taylor (493)	L420493 2	-44.14	4,151,631.06
Bill Pmt -Check	11/19/2020	51487	Baker & Taylor (510)	L417510	-16,133.73	4,135,497.33
Bill Pmt -Check	11/19/2020	51488	Baker & Taylor (520)	L417520	-659.00	4,134,838.33
Bill Pmt -Check	11/19/2020	51489	Baker & Taylor (530)	L417530	-2,041.50	4,132,796.83
Bill Pmt -Check	11/19/2020	51490	Baker & Taylor (787)	L4247872	-87.24	4,132,709.59
Bill Pmt -Check	11/19/2020	51491	Baker & Taylor (787S)	L556787s	-73.07	4,132,636.52
Bill Pmt -Check	11/19/2020	51492	Baker & Taylor (854)	L517854	-633.42	4,132,003.10
Bill Pmt -Check	11/19/2020	51493	bibliotheca, LLC.		-4,182.41	4,127,820.69
Bill Pmt -Check	11/19/2020	51494	Blue Care Network	Coverage 12/01/2020 - 12/31/2020 & Ad	-16,360.91	4,111,459.78
Bill Pmt -Check	11/19/2020	51495	Credential Check Corporation	Background check (criminal, employment	-424.88	4,111,034.90
Bill Pmt -Check	11/19/2020	51496	Crimson Multimedia Distribution, Inc.		-827.24	4,110,207.66
Bill Pmt -Check	11/19/2020	51497	Demco, Inc.	DVD case 3 capacity (25)...CD 2-ring albu	-927.15	4,109,280.51
Bill Pmt -Check	11/19/2020	51498	DTE Energy	1893-232-0001-5	-15,736.13	4,093,544.38
Bill Pmt -Check	11/19/2020	51499	EBSCO Information Services	CG-S-27252-00	-3,114.05	4,090,430.33
Bill Pmt -Check	11/19/2020	51500	Ehrlich	14383673	-218.00	4,090,212.33
Bill Pmt -Check	11/19/2020	51501	Findaway World, LLC	My Teacher is a Monster! (No, I Am No...	-1,839.63	4,088,372.70
Bill Pmt -Check	11/19/2020	51502	Fish Doctors	Maintenance fee...Syno. Petricoda catfish	-191.45	4,088,181.25
Bill Pmt -Check	11/19/2020	51503	Foster, Swift, Collins & Smith	Review MERS addendum...review & respr	-1,491.00	4,086,690.25
Bill Pmt -Check	11/19/2020	51504	Gale/CENGAGE Learning	149473	-115.97	4,086,574.28
Bill Pmt -Check	11/19/2020	51505	GreenAir Environmental	Coil cleaning for 90 ton Trane RTU	-1,500.00	4,085,074.28
Bill Pmt -Check	11/19/2020	51506	ICLE	42499	-138.50	4,084,935.78
Bill Pmt -Check	11/19/2020	51507	Integrity Business Solutions	AA Battery 24/box (1)...Paper 10 rm/ct (8	-281.73	4,084,654.05
Bill Pmt -Check	11/19/2020	51508	Konica Minolta Business Solutions		-334.74	4,084,319.31
Bill Pmt -Check	11/19/2020	51509	Konica Minolta Premier Finance	Monthly contract payment November	-266.06	4,084,053.25
Bill Pmt -Check	11/19/2020	51510	Michigan Library Association	New trustee annual memberships	-100.00	4,083,953.25
Bill Pmt -Check	11/19/2020	51511	Midwest Tape		-8,255.89	4,075,697.36

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 12/04/20
 Accrual Basis

Canton Public Library
 Transactions by Account
 As of November 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	11/19/2020	51512	National Time & Signal Corp.	CAN 25	-445.00	4,075,252.36
Bill Pmt -Check	11/19/2020	51513	OverDrive, Inc.	0721-1001	-8,465.87	4,066,786.49
Bill Pmt -Check	11/19/2020	51514	Reliable Landscaping, Inc.	Weekly lawn care...bed care	-1,025.00	4,065,761.49
Bill Pmt -Check	11/19/2020	51515	Scholastic Inc	2192927	-343.35	4,065,418.14
Bill Pmt -Check	11/19/2020	51516	Sen Source Inc.	Annual Data Hosting Service fee with Vea	-480.00	4,064,938.14
Bill Pmt -Check	11/19/2020	51517	ShredCorp	Scheduled shredding	-55.00	4,064,883.14
Bill Pmt -Check	11/19/2020	51518	Sobczak, Deborah	Display supplies reimbursement: Witch's	-183.77	4,064,699.37
Bill Pmt -Check	11/19/2020	51519	Unique Management Services	Placements - October	-453.60	4,064,245.77
Bill Pmt -Check	11/19/2020	51520	UPS	Outbound shipment to Sawa and inbound	-14.70	4,064,231.07
Bill Pmt -Check	11/19/2020	51521	Welz, Nichole	Snow Spree supplies reimbursement, STE	-218.71	4,064,012.36
Bill Pmt -Check	11/19/2020	51522	West Group Payment Center	West Complete Library Sub 11/01/2020 -	-238.98	4,063,773.38
Bill Pmt -Check	11/19/2020	51523	Barcodes Inc/RACO Industries, Inc	3 1/8 x 220' thermal receipt paper 50 roll	-146.28	4,063,627.10
Bill Pmt -Check	11/19/2020	51524	Basic	Annual Section 125 FSA Plan renewal fee	-442.55	4,063,184.55
Bill Pmt -Check	11/19/2020	51525	Miscellaneous Vendor-Programming	Fun Flicks of Michigan: Inflatable screen f	-322.00	4,062,862.55
Bill Pmt -Check	11/19/2020	51527	Miscellaneous Vendor	Kiri MacDonnell: Snacks for staff (Rice Kri	-36.67	4,062,825.88
Bill Pmt -Check	11/23/2020	51528	AT&T Mobility (Cingular Wireless)	831922095	-181.92	4,062,643.96
Bill Pmt -Check	11/23/2020	51529	Sun Life Assurance Company of Canada	Monthly charges - December	-1,134.61	4,061,509.35
General Journal	11/25/2020	1761	Paylocity Direct Deposits	Direct Deposits	-73,309.21	3,988,200.14
General Journal	11/25/2020	1761	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-25,633.63	3,962,566.51
Check	11/25/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 11/	-719.04	3,961,847.47
Transfer	11/25/2020			Funds Transfer - Payroll Date 11/25/2020	-856.52	3,960,990.95
Check	11/25/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-620.83	3,960,370.12
Check	11/25/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,070.74	3,956,299.38
Check	11/25/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	3,956,174.38
Deposit	11/25/2020			Deposit	544.22	3,956,718.60
Bill Pmt -Check	11/30/2020	51526	Miscellaneous Vendor	VOID: Daniel Patton: Longevity Award - 5	0.00	3,956,718.60
Check	11/30/2020	EFT	MERS - Pension	Pension Deductions for Month of Novem	-4,136.72	3,952,581.88
Bill Pmt -Check	11/30/2020	51530	Miscellaneous Vendor	Daniel Patton: Longevity Award - 5 Year	-50.00	3,952,531.88
Total 000-004 · Chase - Checking					<u>-331,493.98</u>	<u>3,952,531.88</u>
TOTAL					<u>-331,493.98</u>	<u>3,952,531.88</u>

Director's Report
December 2020

1. Here is an update on our reopening. During our mandated spring closure, email reference and online library card account assistance and card issuance continued. While our physical collection was unavailable from March 13 through June 8, we continued to purchase and expand access to digital materials—ebooks, eaudiobooks, streaming movies and shows, emagazines. Our physical circulation has been about half of what we typically see.

Review

The Governor's Executive Order allowed libraries across the state to recall staff and begin reopening as of June 8. Per our Reopening Plan, we recalled staff to work as of June 8. Staff did a great job getting the library back in order after a three-month closure, processing the tens of thousands of library materials returned and the thousands of new materials that have been delivered.

We began Materials Pickup by appointment for those patrons who had items waiting for them on the Hold Shelf from before we closed on March 13, with the first phone calls being placed to them on June 9 and the first pickups starting June 11. Pickup appointments were 11:00am to 7:00pm Monday through Thursday, and 10:00am to 5:00pm Friday and Saturday. The Friends of the Library had one, and now have two, carts of used books placed on our front porch during pickup hours, with payment on the honor system in the cashbox attached to the side of one of the carts. They are bringing in about \$20 per week and this is helping them clear out some of their inventory.

At the end of the day on June 11, holds on recently-returned items were activated and those patrons received notices on June 12 with a link to schedule their pickup appointments. We reinstated the ability for patrons to place holds on June 13, with up to 10 holds per card.

On June 15, we reinstated phone reference assistance from 9:00am to 9:00pm Monday through Thursday, and 9:00am to 6:00pm Friday and Saturday. Information Services Librarians, using a list created by Laurie Golden in our Savannah CRM software, have been placing phone calls to approximately 250 senior citizen library patrons who do not have an email address with us, to update them on the library, find out what they might need, and keep them connected to the library.

Also on June 15, the 62 Days of Summer page on our website went live. 62 Days of Summer packets were mailed to all 37,000 addresses in the Township. We have received positive feedback on the graphics and the program, with good engagement on social media and enthusiastic response to our virtual events and take-home activity kits. Kudos to Community Relations and Information Services staff for completely revamping our summer programs on a very tight deadline, and for providing curated resources, recommendations, activities, and events to our Community. The final party was virtual this year.

On June 29, we increased the holds limit to 20 per card and added more spots to each pickup time window in response to patron demand.

On July 8, we began Wings of Wonder butterfly garden backyard storytimes, and they continued on Wednesday mornings for six weeks. Each storytime required its own registration for up to 4 people per 8-foot-diameter circle, with six feet between the edge of one circle and the edge of the next circle. These went very well, thanks to the creativity and diligence of our Youth Librarians and Community Relations staff. We live-streamed the storytimes to our Facebook page for those who could not attend in-person, and also streamed the storytime from indoors when rain washed out the backyard.

On July 9, we launched Computer Use by appointment, with scheduling starting that day for the first appointments on July 13.

On July 14, Holds Pickups were expanded to start at 10:00am Monday through Saturday in response to patron demand. Last pickups remain 7:00pm Monday through Thursday, and 5:00pm Friday and Saturday.

On July 24, we began scheduling Copier and Fax Machine Use by appointment, with the first appointment on July 28.

On August 10, we increased the holds limit to 25 per card and MeLCat interlibrary loan service was reinstated across Michigan.

On August 12, we extended the wifi operating hours to 11:00pm (was 9:00pm) daily to provide additional connectivity to patrons using their own devices in our parking lots and immediate outdoor areas. My thanks to Rudie Noble for recommending this change in advance of the start of the school year.

On August 31, we added computer appointment slots later each day: 6-7:30pm Monday through Thursday, and 4-5:30pm Friday and Saturday.

On September 13, we reinstated Sunday hours. Phone/email reference were available noon to 6pm, and Holds Pickups and Computer/Equipment Appointments were available 1pm to 5pm.

Maintaining our commitment to a tightly-controlled, phased reopening that ensures the safety of staff and patrons, and our cadence of launching or expanding services every few weeks, we opened the building for limited browsing on Thursday, October 1. All of our collections, with the exceptions of puppets, toys, games, story kits, and newspapers, are available for browsing and checkout by patrons during the same hours as Holds Pickups: Monday through Thursday 10am to 7pm, Friday and Saturday 10am to 5pm, and Sunday 1pm to 5pm.

We removed all except ADA-required seating and stored them in the meeting rooms and study rooms, which also discourages patrons from trying to gather in those rooms. We roped off areas where it is impractical to store large pieces of furniture, as well as the lobby—patrons are directed to the restrooms in the children's library—to facilitate staff moving through the lobby to the Holds Pickups area in the Community Room. The lobby restrooms are difficult to maintain physical distance in, so they are currently not open to the public. No food or drink are allowed because consuming them requires removing your mask. We are asking patrons to limit their visits to 30 minutes, on the honor system.

Also on October 1, we eliminated the requirement to make an appointment to use a computer or equipment. Computers and copier/printer/scanner/fax equipment are available on a walk-in basis for up to a 60-minute session, which is managed by time-limiting software.

We have a new door counter with occupancy monitoring—we set the maximum occupancy, and the door counter system tracks people entering and leaving. This is displayed on an iPad at the entrance so that staff and patrons can see the capacity at-a-glance, and is also available on our staff intranet. We started with 50 patrons and will adjust from there. We have hand sanitizer and disinfectant/paper towels deployed throughout the building, and created signage to make expectations and restrictions clear.

The Friends of the Library began accepting donations and reopened the bookstore on October 1. Not all of their volunteers chose to return, so they have reduced hours: Monday, Wednesday, and Friday 10:00am to 4:00pm, and Tuesdays for Premium Members Only, noon to 4:00pm. The Friends suspended donations from October 8 to October 22 due to lack of space, and ran a special bag sale in the meantime to help clear out inventory. The Friends suspended operations again November 8 through at least January 18, 2021, due to lack of volunteers willing to work during increased case counts in Canton.

We have not yet reached maximum occupancy; we seem to be hovering around 15-20 patrons at any one time, with a high-water mark in the mid-30s. We have had good compliance with one exception, a patron who aggressively pushed past the greeter without wearing a mask and refused multiple requests to wear a disposable mask or a face shield provided by the library. This patron has been suspended for 90 days, and has been apprised of the appeals process. He has missed the ten-day window to file his appeal to the library board, so his suspension stands through mid-January 2021.

All other patrons are wearing masks and keeping their visits short. We have had a couple of patrons who want to sit at a table and work/study/have a meeting, and we've told them we aren't there yet but hope to be ready to do that in the future. We've received many compliments on our new front doors.

On October 2, the Michigan Supreme Court complied with a federal court's request for an opinion on the Governor's authority under the Emergency Management Act and the Emergency Powers of the Governor Act, issuing an opinion that her Executive Orders became invalid on April 30, 2020. The Michigan Department of Health and Human Services, the Michigan Department of Occupational Health and Safety, and Wayne County have issued orders that mirror some of the EO provisions, and our Pandemic Policy has been revised to reflect these new orders, which you approved in November.

We piloted curbside pickup appointments as of November 3; when patrons receive their holds pickup notification, they can click through to schedule an appointment for curbside or for lobby pickup. The days and hours for curbside are Tuesdays and Thursdays from 10am to noon and 5pm to 7pm, and Saturdays from 10am to noon. We will see how these go and will adjust based on demand.

We are continuing Holds Pickup by appointment in our lobby, and we are continuing self-service holds pickup inside the building as usual. We are hoping to gather data about these three methods to determine

the best long-term holds pickup method for our patrons. We are in the process of working with Library Design Associates to research a pick-up window location and how we might go about creating one that fits into our workflows and footprint. While we can't reconfigure our building and parking lot for a drive-up window, a walk-up window may be an option if it isn't too costly.

All of the supervisors, managers, department heads, and I were self-isolating and/or tested after learning that a job candidate whom we interviewed on November 3 tested positive on November 6. Because more than 24 hours had passed since the candidate was in the library, deep cleaning was not recommended. Because his "close contact" was with the ten of us over the course of the day, and his other contacts with people in the library did not rise to the level of "close contact," no other library staff self-isolated and the library remained open for business. All of us either tested negative or developed no symptoms, and returned to work without incident. The job candidate is recovering.

Presently

The library reopened on December 10 after a positive case on staff; per our Pandemic Reopening Policy, I closed the library for two weeks, from November 26 through December 9 so that staff could self-isolate. We had a second positive staff case reported on December 3; as this was concurrent with our closure, and exposure occurred more than a week prior, I did not extend the closure any further. Both coworkers had contact with other staff during their shifts leading up to their tests; just under 60 employees self-isolated to mitigate further community spread. Some opted to get tested and came back negative, although several were still told to self-isolate for the full period given the high case counts in our community. I am pleased to report that we saw no spread of the virus, and that both positive coworkers remained asymptomatic and returned to work when we reopened on December 10.

While we planned for this situation, it was still a scary time for all of us and our coworkers. I have reminded everyone that we knew we would come in contact with a positive person at some point once the library re-opened, and that all of our planning and hygiene is working—everyone was masked, everyone was distanced, everyone disinfected and sanitized. We do have several coworkers who are concerned about themselves or members of their households who are high-risk, and they are exploring their options with their department heads and HR.

We were very busy when we reopened on December 10. Despite a rotation of full-time staff coming in each day to feed the fish, check the mail/deliveries, and clear the sorter bins of returned materials, there was still a lot of work to be done to reshelve items, activate holds, contact patrons who still had holds to pick up from November 26, and pull holds from the shelves that were placed during our closure. Kudos to everyone on staff, some of whom came in extra and switched their schedules so that we could get back up and running as smoothly as possible on December 10. Interim Circulation Services Department Head Denise Skopczynski went above and beyond her interim responsibilities to ensure adequate coverage, prioritization of tasks, and marshalling troops to tackle to thousands of items that needed to be handled. Here are some December 10 statistics provided by Denise:

- 680 Patron visits – this is our new pandemic record; we've been hovering around 400-500 daily visits.
- 2,760 Checkouts (record)
- 2,317 Check-ins (record was 2,800 on June 28)

- 360 Patron phone calls for hold items placed
- 46 Pickup Appointments starting at 3pm
- MeLCat Interlibrary Loan - over 40 Bins to unload (record)
- 2+ full media carts of holds activated (record)
- 40 carts shelved - 60 was the record after the last closure
- 3,000 Available Holds (record)

Looking Ahead

As always, we are proceeding cautiously, and will monitor safety, case counts, compliance with our policies, and staffing levels. If warranted, we will roll back our services. I am very pleased with our patrons and my coworkers, who have largely been pleasant and taken all safety precautions and been excited about coming back to the library and also been patient with and understanding of our reasons for being cautious.

I am also doing my best to provide certainty to my coworkers and our community, but the fact is that we continue to face a lot of unknowns. The sharp increase in coronavirus cases in the last month are weighing heavily on our minds, particularly given the makeup of our heaviest users, who tend to be older and have conditions that put them at risk of infection. We will provide library services to our community, but only if we can do it safely and ensure the well-being of staff and patrons. I am ready to close the library again if we have a positive staff case so that everyone may self-isolate. I am ready to close the library temporarily/reduce hours/reduce services if we do not have enough staff to provide our current services. I am ready to revert to a previous stage of our reopening, as well. At this time, we continue to provide limited browsing, limited computer use, and pick up of materials (craft kits for virtual programs, self-service holds, holds pickup in the lobby, and curbside pickup) safely. At this time among our neighbors, the Wayne Public Library, Romulus Public Library, and Livonia Public Library are also allowing patrons in their building for browsing.

2. Following up on last month's conversation about the expiring FFCRA and EFMLA acts, I reached out to Mike Blum, our labor attorney, for guidance on how the library might extend these benefits on a time-limited basis if the acts are not renewed by the U.S. Congress. Mike advised waiting for the lame duck sessions to conclude, and if these are not extended, he will assist us with a resolution for the board to pass at your January meeting, which can be made retroactive to January 1. This will allow us to keep our employees whole if they experience an event that would trigger FFCRA or EFMLA. I will keep you posted.
3. Information Services Librarians Alyssa Gudenburr and Alyssa Yavorenko arranged for Casey Coker, Psychotherapist and Clinical Behavioral Health Trainer, to give a zoom presentation to all staff, with a recording for later viewing by those who could not attend the live session, on how to cope with personal and professional stress and the anxieties related to serving the public during this pandemic time. My thanks to them both for arranging this timely presentation!
4. One of the goals that we moved into 2021 due to the pandemic was selection of a new website content management system and related modules that will better integrate our website, catalog, and e-media offerings. An interdepartmental committee led by Digital Resources Developer Courtney Luketich has researched vendors, including watching demonstrations and engaging in live Q&A sessions with

representatives as well as reaching out to other libraries for their references and opinions. The committee has recommended BiblioCommons, which produces BiblioWeb for website management and BiblioCore for the discovery layer and catalog integration to take place in 2021. We will be “giving back” the 2020 funds budgeted for this project, and because this was not part of the approved 2021 budget, I will be asking you in early 2021 to approve the contract and the expenditure, so keep an eye out for that.

5. At this month’s meeting, you will nominate and elect 2021 Board Officers. Amy Watts, Jasmine Lee, and Michelle Farell have served two one-year terms in their current positions of Chair, Vice Chair, and Secretary-Treasurer, respectively, so they must all vacate those offices after the December meeting. Based on your November conversation, the slate will be Nancy Eggenberger, Chair; Michelle Farell, Vice Chair; and Amy Watts, Secretary.
6. Unless the patron waives their rights and chooses to speak in the open meeting, you will enter closed session to receive and discuss material exempted from disclosure by the Library Privacy Act to hear the patron’s statement regarding the appeal of the library director’s decision to retain the item in question in all formats.
7. When you return to open session, you will review and discuss the documentation in the board packet regarding the patron appeal of the Request for Reconsideration of Materials (without disclosing confidential patron information) and vote to either uphold or rescind the library director’s decision to retain the item in the library’s collections in all formats. Per our Materials Selection Policy, the library board serves as the final authority regarding retention or withdrawal of library materials when a patron requests that an item be removed from the library permanently.
8. Lastly, the board will approve the 4th Quarter Budget Amendment, which is included in the board packet. Because so many of our projects were postponed due to the pandemic, we are “giving back” significant funds this year and will be asking to spend those funds next year. I will be requesting board approval throughout 2021 as we make progress on these delayed projects, which were not included in the 2021 budget when you approved it in September.
9. In personnel news, on January 4, 2021, we will welcome our new Circulation Services Department Head, Kat Bounds. Denise Skopczynski will be onboarding Kat and transitioning department head responsibilities so that Denise may resume her role as Page Supervisor. Thank you again, Denise, for stepping up and leading the department through a very turbulent 6 months!

Respectfully submitted,
Eva Davis



Citizen's Request for
Reconsideration of Materials

If you wish to recommend the removal of an item from the collection, please answer the following questions:

Material being challenged: Book Video Audio Other _____ (please specify)

Author (if applicable): LAYLA F. SAAD

Title: ME AND WHITE SUPREMACY

How was the material brought to your attention? FEATURED ON LIBRARY WEBSITE
IT IS OFFENSIVE TO GIVE THIS MATERIAL ATTENTION LIKE THAT, AS
IF IT IS MAINSTREAM RATIONAL THOUGHT.

Have you fully reviewed the work in question? Yes No

Are you objecting to the entire item or a section of it? THE ENTIRE BOOK IS BASED ON A
DANGEROUS FALSE NARRATIVE. IT IS CONSIDERED AN "ACTIVIST PROGRAM"
IT'S NOT JUST NAZIS THAT ARE THE "BAD ONES", IT IS THE "DOMINANT PARADIGM"

What, in your opinion, is the theme of the material? IT TAKES "WHITE SUPREMACY" AS A GIVEN AND
CHALLENGES PEOPLE TO TAKE A 28-DAY CHALLENGE TO FACE THEIR SUPPOSED INNER RACISM.

What is your objection to the material? Cite specific examples: IT ASKS "WHAT IS WHITE SUPREMACY"?
IT SUPPOSES THAT THIS WHITE SUPREMACY IS INTERWOVEN INTO OUR CULTURE. FALSE!
IT FURTHER SUPPOSES, WHITES HAVE BEEN BORN INTO ^{PRIVILEGE} AND ANY EXCEPTIONALISM IS
THE OUTCOME OF KNOWLEDGE, OF OTHERS, FALSE! FALSE! FALSE!

Do you know what literary critics and reviewers think of this material? Yes No

In what section of the library is the material shelved? Adult Teen Children's

What do you feel might be the result of an individual utilizing this material? CONFUSION AND ENABLEMENT
OF ACTIONS (VIOLENCE) AGAINST WHITES AS SEEN DAILY IN CITIES LIKE PORTLAND.
IF USED BY TEACHERS OR OTHERS TO MOLD YOUTH OPINIONS, IT IS PART OF THE
DESTRUCTION AND DECAY OF SENSIBILITY. IT WIDENS THE RACIAL GAP AND
ENCOURAGES ANIMOS BETWEEN THE RACES.

If the item in question were removed from the library, what material would you recommend as a replacement?

HOW ABOUT BOOKS ON MORAL (REAL) TEACHINGS SUCH AS JESUS AND THE EYEWITNESSES. BOOKS ABOUT THE MORAL FINDING OF THE AMERICAN REPUBLIC AND IDEALS - I.E. LIFE LIBERTY AND THE PURSUIT OF HAPPINESS

Date of Request: AUGUST 18, 2020

City: CANTON State: MI Zip: 48187

Library Director
Canton Center Rd.
Canton, MI 48188
(734) 397-0999

P.S. ^(PAPER) THIS OBJECTION PROCESS IS A DIFFICULT ONE. I WOULD LIKE MY VOICE, AS A CANTON TAXPAYER, HEARD. THIS "WORK" SHOULD NOT HAVE EVER MADE INTO THIS LIBRARY COLLECTION! IT IS A DESPICABLE USE OF MY TAX MONEY.

I WANT TO KNOW THE OUTCOME!

BTW. THERE ARE SEVERAL OTHER OBJECTIONAL BOOKS OF THE SAME THEME.



Request For Reconsideration Committee Recommendation

Request for Reconsideration Committee: Deborah Sobczak (Chair), Lisa Davis-Craig, Melissa Connolly, and Wesley Schumacher

Material requested for reconsideration: *Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor*, by Layla Saad, c2020.

All four of the committee members have thoroughly read and reviewed the book, *Me and White Supremacy*. We have carefully considered the professional reviews from [Kirkus Reviews](#), [Booklist](#), and [Library Journal](#) that critiqued *Me and White Supremacy* and have also reviewed the Canton Public Library Materials Selection Policy.

The committee met on 9/24/2020 and 10/8/2020 to discuss *Me and White Supremacy*. During the meetings, we discussed the Request for Reconsideration, the professional reviews, the popularity and audience demand for the book and the Materials Selection Policy. Here are our conclusions:

- Journal reviews have been one of the long-standing, primary sources for helping librarians to decide how to spend their allocated funds for collection development. The key journals for adult nonfiction book reviews are: [Kirkus Reviews](#), [Booklist](#), [Library Journal](#), and [Publisher's Weekly](#). The book, *Me and White Supremacy* by Layla Saad was reviewed in three professional journals: [Kirkus Reviews](#) (11/15/2019), [Booklist](#) (2/1/2020), and [Library Journal](#) (1/1/2020). It was given a spotlighted feature in [Publisher's Weekly](#) (12/16/2019). The three professional reviews for *Me and White Supremacy* were overwhelmingly and unanimously positive. [Kirkus Reviews](#) described it as, "A bracing, highly useful tool for any discussion combating racism." This book received a starred review from [Booklist](#), "Saad has created an insightful and necessary contribution to the work of combating racism and becoming good ancestors." [Library Journal](#) also gave the book a starred review, "This groundbreaking book should be required reading for people ready to acknowledge their behaviors, whether intentional or not. It will make a strong addition to both public and university libraries...to promote systemic change." The book also received a positive review from [Midwest Book Review](#) (2/2020), "*Me and White Supremacy* must be considered mandatory reading for anyone having to deal with the social injustice arising from racism and bigotry."
- *Me and White Supremacy* is part of a growing list of anti-racism/anti-racist books that continue to be in high demand due to the rise of protests in cities all over the country demanding social justice and racial equality. The book reached #10 on *The New York Times* Best Seller List on February 16, 2020. Public interest in this title and others like it grew substantially with the killing

of George Floyd on May 25, 2020 that triggered worldwide protests against police brutality. On June 10, 2020, *Me and White Supremacy* was listed 5th on the *USA Today's* Best-Selling Books List. It was also 5th on the *Washington Post's* Hardcover Bestsellers on June 9, 2020.

- *Me and White Supremacy* originated as an 28-day challenge posted on social media (Instagram) that went viral under the hashtag #meandwhitesupremacy. The author encouraged readers to do “the work of antiracism” through reflective journaling. She knew the racial conversations would be complicated and uncomfortable. The 28-day challenge was so popular that she decided to expand it by writing a book. In November 2018, the author published a free digital PDF workbook. The number of downloads was over 100,000 in 6 months. The book caught the attention and resonated with the team at Sourcebooks, an independent publisher in the Midwest whose mission is to, “reach as many people as possible through books that will enlighten their lives.”
- The high demand for the book has raised the profile of this author (and others like her as well who are addressing racism). She appeared on C-SPAN2 Booktv on February 5, 2020 in front of a live audience for an interview at the American Writers Museum in Chicago. The author also gave an interview on [NPR](#) on July 9, 2020 and spoke to [Time Magazine](#) on July 22, 2020. She wrote an article for [The Guardian](#) published on June 3, 2020.
- Our circulation statistics showed, the print book had circulated 4 times since March. The library closure lasted from March through June which impacted our overall print circulation. Our e-book checkout rates totaled 31. Overdrive, one of our primary sources for e-books and e-audios, offered simultaneous use for all libraries from June 22-July 12, 2020, along with other race-related titles as part of their *Black Lives Matter: Community Read* program.
- Canton Public Library is part of a growing list of libraries in Michigan (99 as of 10/1/20) who own the print or sound recording of the book. Patrons from all over the state can borrow these items through the MEL (Michigan Electronic Library) system. In Worldcat, the largest, searchable network of library collections in the US and around the world, 48,069 libraries own a print copy.
- All members of the committee agreed that reading the book positively increased their empathy for and understanding of racial problems. Each member of the committee thoroughly reviewed the book, listened to the audiobook, or did both, and all four members agreed that, while the material challenges our understanding of ourselves and is uncomfortable to reflect upon, reading *Me and White Supremacy* resulted in being more empathetic and aware of how our actions affect Black people and other people of color. This is in line with the author’s stated purpose that the book lead the reader to “question, challenge, and dismantle this system that has hurt and killed so many Black, Indigenous, and People of Color (BIPOC)” (Saad, paragraph 3).

We discussed *Me and White Supremacy* in relation to our Materials Selection Policy and each committee member agreed it is in concordance with 5A of the General Principles and achieved the Goals of Materials Selections 3B and 3C of the Materials Section Policy, which states:

1. 5A: selection of materials is based on the relationship of such work to the needs, interests and demands of the Canton community. Basic to this policy is the Library Bill of Rights and the Freedom to Read Statement of the American Library Association to which this library subscribes.
2. 3B: to help the individual attain maximum self-development through life-long intellectual and cultural growth.
3. 3C: to support the democratic process by providing materials for the education and enlightenment of the community.

Recommendation:

After careful consideration, review, and discussion, and with the consensus of the committee, we recommend keeping *Me and White Supremacy* in circulation at the library, and retaining it in all its formats and current locations in the Canton Public Library.

Respectfully submitted by,

Deborah Sobczak (Information Services Librarian, Chair)
Lisa Davis-Craig (Information Services Librarian/Collection Manager)
Melissa Connolly (Information Services Librarian)
Wesley Schumacher (Circulation Services Page)

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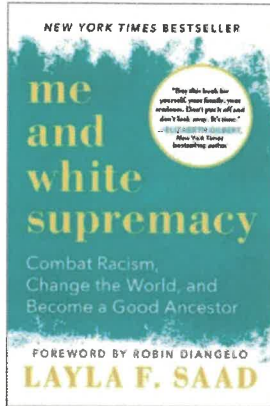
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Title 8 of 10



Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor

Hardcover

by Saad, Layla F./ Diangelo, Robin

Product Lookup: ISBN

\$25.99 *Discount*

Est. Net: \$14.03

In Stock

GENERAL TITLE INFORMATION

ISBN:	9781728209807	Publish Status:	
Publisher:	Sourcebooks Inc	Publish Date:	02/04/2020
Edition/Volume:		Street Date:	02/04/2020
Audience:	General Adult	Dewey:	305.809
LCCN:	2019031113	L.C. Class:	HT1575 .S23 2020

Series Name:

1st BISAC Subject: SOCIAL SCIENCE / Discrimination

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Annotation

The *New York Times* and *USA Today* bestseller! This eye-opening book challenges you to do the essential work of unpacking your biases, and helps white people take action and dismantle the privilege within themselves so that you can stop (often unconsciously) inflicting damage on people of color, and in turn, help other white people do better, too.

"Layla Saad is one of the most important and valuable teachers we have right now on the subject of white supremacy and racial injustice."—*New York Times* bestselling author Elizabeth Gilbert

Based on the viral Instagram challenge that captivated participants worldwide, *Me and White Supremacy* takes readers on a 28-day journey, complete with journal prompts, to do the necessary and vital work that can ultimately lead to improving race relations. Updated and expanded from the original workbook (downloaded by nearly 100,000 people), *this critical text* helps you take the work deeper by adding more historical and cultural contexts, sharing moving stories and anecdotes, and including expanded definitions, examples, and further resources, giving you the language to understand racism, and to dismantle your own biases, whether you are using the book on your own, with a book club, or looking to start family activism in your own home.

This book will walk you step-by-step through the work of examining: Examining your own white privilege What allyship really means Anti-blackness, racial stereotypes, and cultural appropriation Changing the way that you view and respond to race How to continue the work to create social change

Awareness leads to action, and action leads to change. For readers of *White Fragility*, *White Rage*, *So You Want To Talk About Race*, *The New Jim Crow*, *How to Be an Anti-Racist* and more who are ready to closely examine their own beliefs and biases and do the work it will take to create social change.

"Layla Saad moves her readers from their heads into their hearts, and ultimately, into their practice. We won't end white supremacy through an intellectual understanding alone; we must put that understanding into action."—Robin DiAngelo, author of *New York Times* bestseller *White Fragility*

Product Information

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Street Date: 02/04/2020
Copyright Year: 2020

Physical

Primary Physical Format: Hardcover
Physical Description: xiii, 238 pages ; 7.25 H x 1.00 D x 5.00 W inches 0.70 lbs.
Quantity Pack: 1

Library subjects

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Racism.

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[La Supremacia Blanca Y Yo / Me Saad, Layla F.](#)
\$19.95
 (Est. Net: \$11.97)

Qty:

[Me and White Supremacy Saad, Layla F.](#)
\$31.99
 (Est. Net: \$31.99)

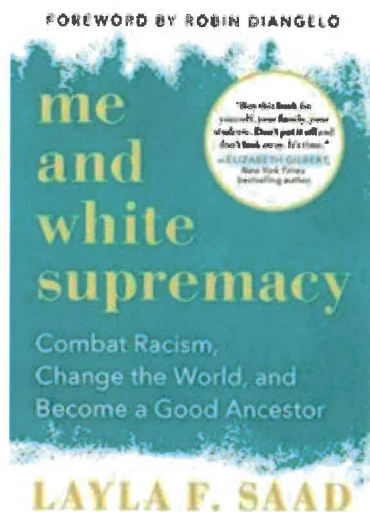
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[Me and White Saad, Layla](#)
\$55.00
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Title 8 of 10



ME AND WHITE SUPREMACY

Combat Racism, Change the World, and Become a Good Ancestor

by [Layla F. Saad](#)

Pub Date: Feb. 4th, 2020

ISBN: 978-1-72820-980-7

Publisher: Sourcebooks

An activist program for confronting white privilege and dismantling white supremacy.

Building on a workbook downloaded by nearly 90,000 readers, multicultural writer Saad, born in Britain and now living in Doha, Qatar, delivers “a one of a kind personal antiracism tool” that is meant foremost to teach white readers how to recognize their privilege and “take ownership of their participation in the oppressive system of white supremacy.” Many readers will likely recoil, protesting that they’re not racist, are colorblind, have nothing but benevolent thoughts, and so forth. The author is ready for them: White supremacy, she writes, is not just a comprehensive system, but it also trains those who benefit most from it to “keep you asleep and unaware” of the power that whites hold relative to those of other races and ethnicities: “BIPOC,” as in, “Black, Indigenous, and People of Color.” Saad enumerates some of the features of that power: Pulled over for a traffic violation, a white motorist doesn’t usually have to fear for their life; any stylist can cut their hair; popular culture considers people who look like them to be representative; and so on. The author’s approach is at first confrontational and righteously indignant, but as she guides her readers—including BIPOCs who may for whatever reason benefit from systems of white privilege and supremacy—through a monthlong series of lessons, including self-critical journal prompts, one has the sense that her method is much like that of Marine Corps boot camp: Tear down in order to build up. A reader’s guilt may rise and crest, buttressed by sweeping damned-if-you-do-or-don’t condemnation for such things as “clinging to pink pussy hats, safety pins, and hashtags over doing the real work.” At the end, however, that reader is assured that even though they may be part of the problem, “you are *simultaneously* also a part of the answer.”

A bracing, highly useful tool for any discussion of combating racism.



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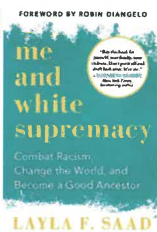
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Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor

Layla F. Saad



Feb. 2020. 256p. Sourcebooks, \$25.99 (9781728209807). 305.809.

[REVIEW](#). First published [February 1, 2020 \(Booklist\)](#).

Related Features

[Top 10 Book-Group Books: 2020](#)

In the summer of 2018, writer, speaker and podcast host Saad launched the 28-day Instagram challenge: #MeAndWhiteSupremacy. She never expected it to go viral or for the free workbook to be downloaded by over 90,000 people. Two years later, her initial challenge has been updated and expanded into this small but intense book which provokes readers to take personal ownership of the effort to

dismantle systemic racism. As an East African, Arab, British, Black, and Muslim woman, Saad delivers an informed perspective on issues such as white fragility, cultural appropriation, and color blindness. She confronts the assumption that racism only operates outside of polite society and reveals itself in racial slurs and outward attacks, which is discussed with special focus in “Day 6: You and White Exceptionalism.” The fact is, white supremacy is far more insidious, manifest in nuanced ways, such as the idea that racism is a problem for Black, Indigenous, and people of color to solve. This book is not for the oppressed or the marginalized, but rather for those whose privilege, when left unchecked, has harmful consequences. Saad has created an insightful and necessary contribution to the work of combating racism and becoming good ancestors.

— *Enobong Tommelleo*

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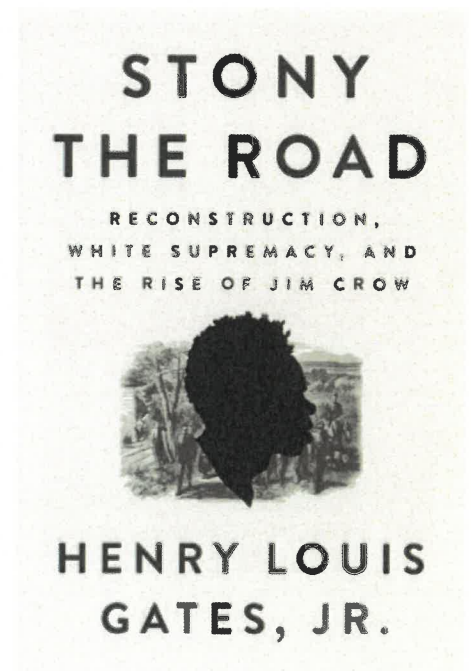
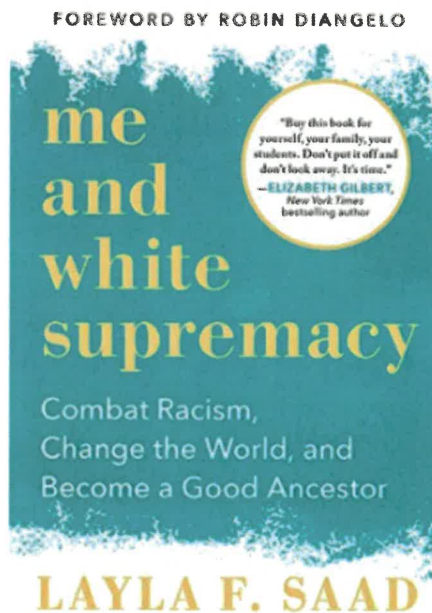
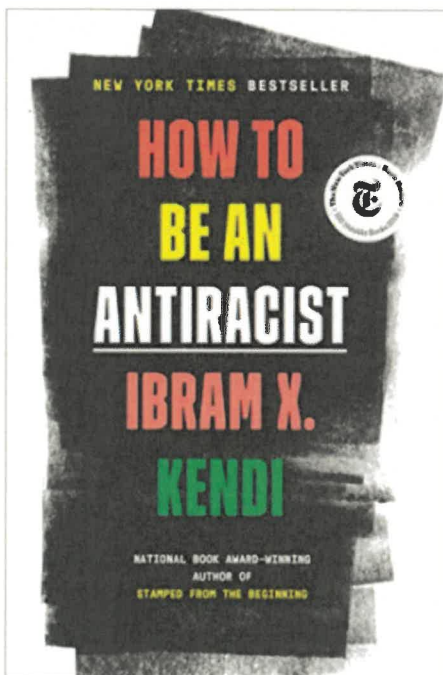
Antiracism: A Starter Booklist

by [LJ Reviews](#)

May 31, 2020 | Filed in [Reviews+](#)

"The opposite of racist isn't 'not racist.' It is 'anti-racist.' What's the difference? One endorses either the idea of a racial hierarchy as a racist, or racial equality as an anti-racist. One either believes problems are rooted in groups of people, as a racist, or locates the roots of problems in power and policies, as an anti-racist. One either allows racial inequities to persevere, as a racist, or confronts racial inequities, as an anti-racist. There is no in-between safe space of 'not racist.'"

— **Ibram X. Kendi**, *How to Be an Antiracist*



The following 11 titles, a mix of history, social science, and memoir, offer facts and reflections on systemic racial injustice as well as ways to channel feeling into action.

When They Call You a Terrorist: A Black Lives Matter Memoir by Asha Bandele. St. Martin's. ISBN 9781250171085.

Stay Woke: A People's Guide to Making All Black Lives Matter by Tehama Lopez Bunyasi & Candis Watts Smith. New York Univ. ISBN 9781479874927; ISBN 9781479836482; ISBN 9781479824045. SOC SCI

Stony the Road: Reconstruction, White Supremacy, and the Rise of Jim Crow by Henry Louis Gates, Jr. Penguin. ISBN 9780525559535; ISBN 9780525559542. HIST

On Account of Race: The Supreme Court, White Supremacy, and the Ravaging of African American Voting Rights by Lawrence Goldstone. Counterpoint. ISBN 9781640093928. LAW

How To Be an Antiracist by Ibram X. Kendi. One World Pubs. ISBN 9780525509288; ISBN 9780525509295. SOC SCI

Stamped from the Beginning: The Definitive History of Racist Ideas in America by Ibram X. Kendi. Nation. ISBN 9781568584638; ISBN 9781568584645. HIST

How We Fight White Supremacy: A Field Guide to Black Resistance by Akiba Solomon & Kenrya Rankin. Bold Type. ISBN 9781568588490; ISBN 9781568588506. SOC SCI

Stamped: Racism, Antiracism, and You: A Remix of the National Book Award–Winning Stamped from the Beginning by Jason Reynolds & Ibram X. Kendi. Little, Brown. ISBN 9780316453691.

The Color of Law: A Forgotten History of How Our Government Segregated America by Richard Rothstein. Liveright. ISBN 9781631492853.

Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor by Layla F Saad. Sourcebooks. ISBN 9781728209807. SOC SCI

I Can't Breathe: A Killing on Bay Street by Matt Taibbi. Spiegel & Grau. ISBN 9780812988840.

antiracism

antiracist

white supremacy

Black Lives Matter

protest

FOREWORD BY ROBIN DIANGELO

me and white supremacy

Combat Racism,
Change the World, and
Become a Good Ancestor

LAYLA F. SAAD

"Buy this book for
yourself, your family, your
students. Don't put it off and
don't look away. It's time."

—ELIZABETH GILBERT,
New York Times
bestselling author

by Layla F Saad

Sourcebooks. Feb. 2020. 256p. ISBN 9781728209807. \$25.99. SOC SCI

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COPY ISBN

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★ Saad has written an important book about taking ownership of racist behavior and making changes that are not easy, convenient, or comfortable. The book, with a foreword by Robin DiAngelo (*White Fragility*) was inspired by Saad's Instagram challenge, #meandwhitesupremacy, and her digital *Me and White Supremacy Workbook*. Saad offers steps for beginning work towards antiracism that feel as honest, straightforward, and actionable as they are difficult. She lays out courses of action over the span of 28 days that are designed to help readers slowly and intentionally unpack white privilege, acknowledge their participation in the oppressive system of white supremacy, and begin dismantling the system for themselves and within their communities. The book is organized first by week and then by day, with quotations, definitions, examples, and journal prompts designed to set a strong foundation for enduring, ongoing antiracist work.

VERDICT This groundbreaking book should be required reading for people ready to acknowledge their behaviors, whether intentional or not. It will make a strong addition to both public and university libraries where it will equip scholars, activists, and allies with real tools to promote systemic change.

Reviewed by [Emily Bowles, Univ. of Wisconsin, Madison](#) , Jan 01, 2020



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Publicity Director, Astra House - Astra Publishing House - New York, NY.

NEXT JOB ▶

Sponsored by Sourcebooks

Doing the Work of Antiracism: Spotlight on Layla F. Saad

The author's new book challenges readers to confront white supremacy

Dec 16, 2019

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Comments



Layla F. Saad, public speaker and author of *Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor*, truly dedicated herself to writing after a powerful personal realization in 2017. That realization is summed up by the title of a blog post she wrote: "I Need to Talk to Spiritual White Women About White Supremacy." That post, which went viral, was a turning point in Saad's career. "It was this article that really initiated me into the work of antiracism," Saad says, "but it was also this piece that made me realize it was time to seriously commit to the work of writing."

While many readers applauded Saad and her ideas about the responsibility white women bear in confronting white supremacy, others expressed discomfort and outrage. "I received a lot of backlash

from white people who were offended at some of the ideas that I was talking about," Saad says.

But, a year after that blog post, Saad was still hearing from readers and was asking herself an important question: "What had the white people who had been following me on social media for some time learned about themselves and white supremacy?" As she sought to answer this question, she made an observation. White readers who had engaged with her and followed her discussions seemed less likely to respond defensively to the difficult topic. "I wondered what it was that had made them less fragile and more resilient when it came to racial conversations," Saad says.

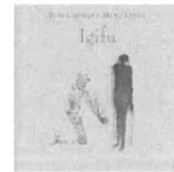
The next morning, Saad kicked off a new antiracism project on Instagram intended to inform and educate white readers on topics including "white fragility, tone policing, white silence, cultural appropriation, and white centering." Saad presented the project as a "28-day challenge" for white readers. For each of the 28 days, Saad identified the topics, provided examples, and invited readers to journal about different aspects of white supremacy. The #MeAndWhiteSupremacy challenge was so popular that Saad decided to expand it. In November 2018, she published a free digital edition of the *Me and White Supremacy Workbook*. In three days, the book had been downloaded more than 11,000 times. Within six months, the number of downloads shot to 100,000, with endorsements

COVID-19

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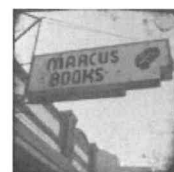
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The Big Indie Books of Fall 2020



PW Picks: Books of the Week



Black-Owned Bookstores to Support Now

from people like Robin DiAngelo, Glennon Doyle, Elizabeth Gilbert, and Anne Hathaway. The workbook also caught the attention of the publishing world, with the team at Sourcebooks recognizing that Saad's challenge to white readers had the potential to resonate even further.

Opening Eyes, Inviting Conversation

As an introvert—but one who isn't shy— Saad's favorite public speaking platforms are those that allow for intimate and meaningful conversations. On Saad's *Good Ancestor Podcast*, she conducts one-on-one interviews with guests from a wide range of personal and professional backgrounds to “really explore things that matter.” One question she asks her guests is, “Who are the ancestors—living or transitioned, societal or familial—who have influenced you on your journey?”

In *Me and White Supremacy*—an expanded, in-depth adaptation of her original workbook, which the author sees as a stepping-stone for people who want to fight racism—Saad also invites readers to answer that question, while urging them to become better ancestors themselves. “I define being a good ancestor as living and leading your life in a way that leaves a legacy of healing and liberation for those who are here in this lifetime, and those who will come after we are gone,” Saad says. “I believe we are all living ancestors right now and that the way we choose to be in the world, and the things we choose to create, matters not only to us but also to everyone who will ever come into contact with our legacy.”

And, Saad says, there's no reason to wait until adulthood to begin aspiring to be a good ancestor. In fact, she is currently working on a young readers' edition of *Me and White Supremacy*, which will be published in 2020. She hopes that by discussing race and white supremacy with young white readers, they will better grasp their complicity in the system and will be better equipped to help demolish it.

“Black people, indigenous people, and people of color have chosen to courageously defy white supremacy throughout time, often at great cost to themselves and their loved ones,” Saad says. “We will continue to do our work; however, it is up to people with white privilege to do their work, too, if real change is to happen.”



The Great Second-Half 2020 Book Preview

The Great Second-Half 2020 Book Preview

Sponsored by Sourcebooks



A version of this article appeared in the 12/16/2019 issue of *Publishers Weekly* under the headline: Doing the Work of Antiracism: Spotlight on Layla F. Saad

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Critique: Comprised of fourteen erudite and informatively insightful articles by experts in their fields, "Beyond Market Dystopia: New Ways of Living: Socialist Register 2020" is further enhanced for its readership with the inclusion of a complete listing of the contributors and their credentials, making it unreservedly recommended for both community and academic library Contemporary Social Issues collections and supplemental studies reading lists.

Me and White Supremacy

Layla F. Saad

Sourcebooks Inc.

1935 Brookdale Road, #139, Naperville, IL 60563

www.sourcebooks.com

9781728209807, \$25.99, HC, 256pp, www.amazon.com

Synopsis: When Layla Saad began an Instagram challenge called #meandwhitesupremacy, she never predicted it would spread as widely as it did. She encouraged people to own up and share their racist behaviors, big and small. She was looking for truth, and she got it. Thousands of people participated in the challenge, and nearly 100,000 people downloaded the Me and White Supremacy Workbook.

Updated and expanded from the original workbook, "Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor", takes the work deeper by adding more historical and cultural contexts, sharing moving stories and anecdotes, and including expanded definitions, examples, and further resources.

Critique: "Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor" must be considered mandatory reading for anyone having to deal with the social injustice arising from racism and bigotry that has seen a dramatic resurgence in our American culture and society with the rise of Donald Trump to the presidency. While especially and unreservedly recommended for all community, college, and university library Contemporary Social Issues collections, it should be noted for personal reading lists that "Me and White Supremacy" is also available in a digital book format (Kindle, \$9.99) and as a complete and unabridged audio book (Blackstone Audio, 9781094135410, \$29.95, CD).

Carl Logan

Reviewer

Carol Smallwood's Bookshelf

<https://www.whlreview.com/no-14.4/review/CarolSmallwood.pdf>

<https://literaryyard.com/2019/11/20/review-toward-a-peeping-sunrise-a-poetry-collection>

Toward a Peeping Sunrise

Carole Mertz

Prolific Press

<https://prolificpress.com>

9781632751898, \$8.95, 2019, Paperback, 17 pages

<https://prolificpress.com/bookstore/chapbook-series-c-14/toward-a-peeping-sunrise-by-carole-mertz-p-310.html>

Carole Mertz, author, poet, and editor, has had works published in literary journals, U.S., Canada, Great Britain, and Africa. She is a Book Review Editor for Dreamers Creative Writing; reader of prose and poetry for Mom Egg Review; member Social Media Team, Ekphrastic Review; advance reader WNBA

Me and White Supremacy

Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor is a book by Layla Saad published on January 28, 2020. Structured as a 28-day guide targeted at white readers, the book aims to aid readers in identifying the impact of white privilege and white supremacy over their lives. It contains quotations, terminology definitions and question prompts.^{[1][2]} It received positive critical reception, entering many bestseller lists in June 2020 after a surge in popularity in the wake of the killing of George Floyd and subsequent protests.

Contents

Background

Synopsis

Reception

Critical reception

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Background

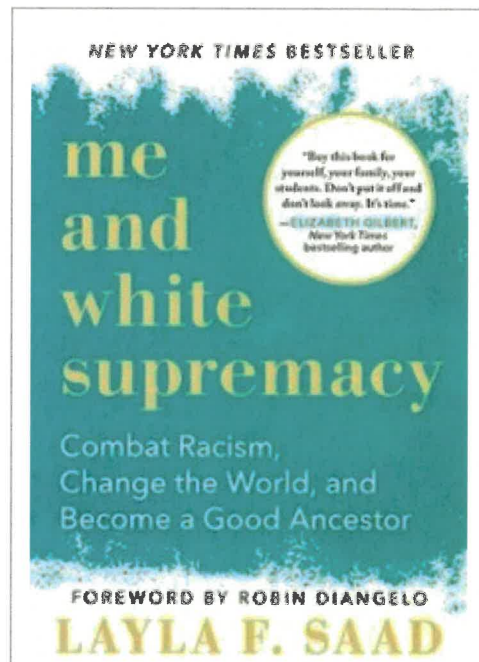
In 2017, Saad wrote a blog post "I Need to Talk to Spiritual White Women About White Supremacy".^[3] In 2018, Saad started an Instagram challenge under the hashtag #MeAndWhiteSupremacy, which encouraged people to consider their relation to white supremacy for 28 days.^{[4][5]} Following this, she wrote the digital *Me and White Supremacy Workbook*, which was downloaded by 100,000 people over the course of six months.^{[6][5]} This was developed into the 2020 book *Me and White Supremacy*.^[1]

In May 2019, Quercus Books acquired the U.K. rights to the book, initially subtitled *A 28-day Journey to Kickstart Your Life-Long Anti-Racism Work*.^[7] As of 2019, a young readers' edition to the book is planned.^[5]

Synopsis

The book opens with a foreword by American academic and author Robin DiAngelo. Structured as a 28-day guide divided into four weeks and targeted at white readers, the book aims to aid readers in identifying the impact of white privilege and white supremacy over their lives. It contains quotations, terminology definitions and writing prompts. The first week, "The Basics", discusses concepts such as

Me and White Supremacy



Front cover

Author	<u>Layla Saad</u>
Subject	<u>White supremacy</u>
Genre	Non-fiction
Publisher	<u>Sourcebooks</u> (U.S.) Quercus Books (U.K.)
Publication date	January 28, 2020
Pages	256 pp.
ISBN	9781728209807

white fragility and tone policing. The second, "Anti-Blackness, Racial Stereotypes and Cultural Appropriation", covers the titular subjects in addition to color blindness. The third, "Allyship", is about individual action and attitudes that white people can adopt. The last, "Power, Relationships and Commitments", continues this subject and poses questions about structural change.

Reception

The book reached number 10 on *The New York Times* Best Seller list on February 16, 2020, in the category Combined Print & E-Book Nonfiction.^[8] The book received renewed attention following the May 2020 killing of George Floyd and subsequent protests, with a surge in sales of books about race. The book reached number six on the *New York Times*' Hardcover Nonfiction list on June 11, 2020.^[9] It was listed fifth in *USA Today*'s Best-Selling Books List of June 10,^[10] and on the Hardcover Nonfiction list of *Washington Post* on June 9.^[11] On the audiobook sales website Audible, the book was sixth in non-fiction sales for the week ending June 5.^[12]

Critical reception

Enobong Tommelleo of *Booklist* gave the book a starred review, lauding it as "an insightful and necessary contribution to the work of combating racism".^[13] Another starred review by Michelle Anya Anjirbag of *Shelf Awareness* praised it as providing "insightful and helpful advice".^[2] Emily Bowles of *Library Journal* recommended it as "required reading for people ready to acknowledge their behaviors".^[1] Bowles said it would "equip scholars, activists, and allies with real tools to promote systemic change".^[1] *Kirkus Reviews* described the book as a "bracing, highly useful tool for any discussion of combating racism".^[14] Carl Logan of *Midwest Book Review* called it "mandatory reading for anyone having to deal with the social injustice arising from racism and bigotry".^[15]

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External links

- [Official website \(https://www.meandwhitesupremacybook.com/\)](https://www.meandwhitesupremacybook.com/)
 - [Presentation by Saad on *Me and White Supremacy*, February 5, 2020 \(https://www.c-span.org/video/?468915-1/me-white-supremacy\)](https://www.c-span.org/video/?468915-1/me-white-supremacy), C-SPAN
-

Retrieved from "https://en.wikipedia.org/w/index.php?title=Me_and_White_Supremacy&oldid=969233943"

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DIRECTOR: Eva Davis

October 14, 2020

[REDACTED]

Canton, MI 48187

RE: Request for Reconsideration

Dear [REDACTED],

Your request to remove the title *Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor* by Layla F. Saad from the library has been reviewed by the Reconsideration Committee, as outlined in my letter to you in August. The Reconsideration Committee evaluated your concerns within the context of the work as a whole, in all formats owned by the Library. The Committee read/listened to the entire work, gathered critical reviews of the title, discussed its intended audience, and reviewed library policy in forming their recommendation to Library Administration.

Our decision is that the title will remain in the Library's collection in all formats.

I would like to thank you again for taking the time to express your opinion of this title. If you believe our decision to be in error and wish to appeal, you have ten business days to send a written request for an appeal to the Chair of the Canton Public Library Board of Trustees, at the library's address, below. The Library Board serves as the final authority in cases involving retention or withdrawal of library materials; they will review all of the documentation and render their final decision within 60 days.

Sincerely,

Eva M. Davis
Director

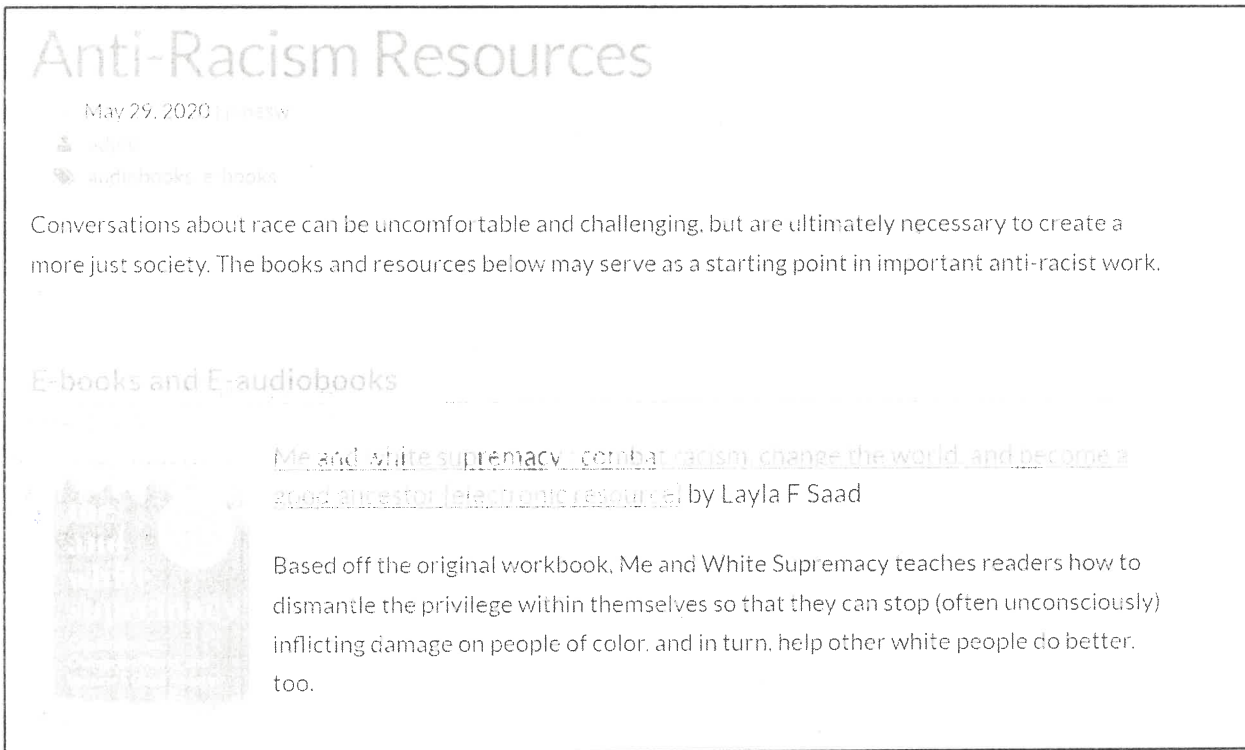
cc: [REDACTED]@gmail.com

October 21, 2020

Dear Ms. Davis:

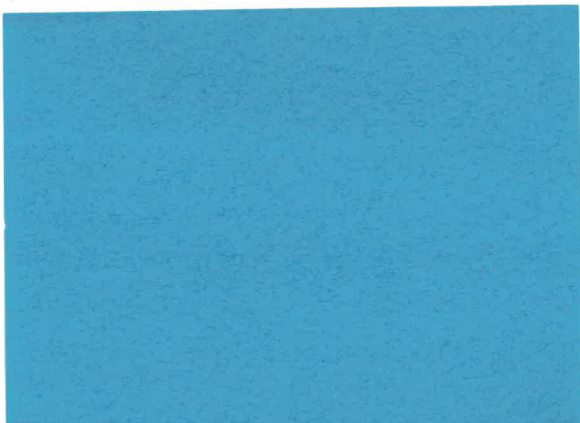
I am writing to ask for an appeal of my request to remove the title “Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor by Layla F. Saad. I strongly disagree with the Reconsideration Committee dismissal of my concerns. It should be removed in all formats.

It is alarming that, not only is this work offered by the Canton Public Library, but it has also been promoted on the Library website’s main page since May 29, 2020. It is astonishing that this inflammatory and false book is given this kind of credence and prominence. This biased work does not deserve it. This book should not be presumed to be appropriate, while using taxpayer dollars to do so.



The book presents “white supremacy” and “white privilege” as givens. This is a monstrous example of reverse racism. It is offensive to both “Whites”, “Blacks”, and people of all races. Yet, it is advertised as a given, for young people to be brain-washed and for others who want to bolster their craven social justice activist mantras to distribute their wrong-headed beliefs.

I question that objectives of the Library. I understand presenting both sides of issues and the danger of censorship, but outright fabrications have no place in our Library. The Canton Public Library can do much better than this to promote morality and civility. These materials should be removed from the Library collection.



Canton Public Library

Budget Amendment Summary - 2020 - 4th Quarter

PROPOSED:

12/17/2020

GL Account # - Name GL Sub Account # - Name / Explanation	Sub Account Detail	Increase (Decrease)	Original \$	Amended \$	Note: to/from Acct #
REVENUE					
403 - PROPERTY TAXES		1,285	6,203,985	6,205,270	
<i>increase to recognize amount received in excess of budget</i>					
613 - PHOTOCOPY FEES		900	14,000	14,900	
<i>increase due to collecting more than budgeted due to COVID-19</i>					
615 - REPLACEMENT - BOOKS/AV		1,250	5,000	6,250	
<i>increase due to collecting more than budgeted due to COVID-19</i>					
664 - OVERDUE FINES		1,600	13,500	15,100	
<i>increase due to collecting more than budgeted due to COVID-19</i>					
670 - MISC & CONTRIBUTIONS		1,510	14,267	15,777	
<i>increase to recognize funds received for CPL Book Purchase Enrichment Fund</i>					
671 - INTEREST INCOME		(40)	7,175	7,135	
<i>decrease due to lower interest rates and turning off hybrid feature on checking account because of low ECR caused by COVID</i>					
676 - VENDING COMMISSION		(600)	2,500	1,900	
<i>decrease due to collecting less caused by COVID-19</i>					
692 - USE OF FUND BALANCE		(271,000)	804,500	533,500	
<i>Capital expenditures pushed back due to COVID-19</i>					
TOTAL REVENUE	(265,095)	(265,095)	-	(265,095)	

GL Account # - Name GL Sub Account # - Name / Explanation	Sub Account Detail	Increase (Decrease)	Original \$	Amended \$	Note: to/from Acct #
EXPENDITURE					
702 - SALARIES & WAGES		(10,000)	2,954,000	2,944,000	
<i>decrease due to COVID-19</i>					
715 - FRINGE BENEFITS		(72,500)	670,100	597,600	
<i>Give back</i>					
722 - SUPPLIES		(81,650)	170,970	89,320	
<i>Give back</i>					
740 - LIBRARY MATERIALS		1,510	953,300	954,810	
<i>from 670: CPL Book Purchase Enrichment Fund reimbursement</i>					
801 - PROFESSIONAL & Contractual		(72,545)	360,950	288,405	
<i>Give back</i>					
850 - COMMUNICATIONS		(8,000)	30,000	22,000	
<i>Give back</i>					
860 - TRAVEL		(31,100)	59,400	28,300	
<i>Give back</i>					
880 - Community Promotion		(11,640)	16,200	4,560	
<i>Give back</i>					
900 - PRINTING		(38,650)	60,100	21,450	
<i>Give back</i>					
910 - INSURANCE		(12,745)	70,100	57,355	
<i>Give back</i>					
920 - UTILITIES		(38,800)	205,000	166,200	
<i>Give back</i>					
930 - MAINTENANCE & REPAIRS		(88,635)	243,200	154,565	
<i>Give back</i>					
940 - RENTALS/LEASES		(11,200)	23,200	12,000	
<i>Give back</i>					
976 - Building improvements		(5,000)	9,000	4,000	
<i>Give back</i>					
977 - CAPITAL OUTLAY		(271,000)	804,500	533,500	
<i>Give back</i>					
999 - RESERVE/CONTINGENCY		486,860	561,098	1,047,958	
<i>increase due to give backs</i>					
TOTAL EXPENSE	(265,095)	(265,095)	-	(265,095)	

\$ -

Canton Public Library

2020 Proposed 4th Quarter Budget Amendment - Final (Motion 20/12-17-x)

	99% Collection 1.4851 Millage Approved 2020 Budget 3rd Qtr Amendment	99% Collection 1.4851 Millage Proposed 2020 Budget 4th Qtr Amendment - Final
Income		
738-403 · Property Taxes	\$ 6,203,985	\$ 6,205,270
738-566 · State Aid to Libraries	72,191	72,191
738-613 · Photocopy Fees	14,000	14,900
738-615 · Replacement - Books/ AV	5,000	6,250
738-656 · Penal Fines	55,900	55,900
738-664 · Overdue Fines	13,500	15,100
738-670 · Misc & Contributions	14,267	15,777
738-671 · Interest Income	7,175	7,135
738-676 · Vending Commission	2,500	1,900
738-677 · Meeting Room Rental	100	100
Total Income	6,388,618	6,394,523
738-692 · Use of Fund Balance	804,500	533,500
Total Income plus Use of Fund Balance	\$ 7,193,118	\$ 6,928,023
Expense		
738-693 · Endowment Transfers	\$ 500	\$ 500
738-702 · Salaries & Wages	2,954,000	2,944,000
738-715 · Fringe Benefits	670,100	597,600
738-722 · Supplies	170,970	89,320
738-740 · Library Materials	953,300	954,810
738-749 · Staff Book Account	-	-
738-801 · Professional & Contractual	360,950	288,405
738-850 · Communications	30,000	22,000
738-860 · Travel	59,400	28,300
738-880 · Community Promotion	16,200	4,560
738-900 · Printing	60,100	21,450
738-910 · Insurance	70,100	57,355
738-920 · Utilities	205,000	166,200
738-930 · Maintenance & Repairs	243,200	154,565
738-940 · Rentals/Leases	23,200	12,000
738-976 · Building Improvements	9,000	4,000
738-977 · Capital Outlay	804,500	533,500
738-996 · Property Tax Refunds	1,500	1,500
738-999 · Reserve / Contingency	561,098	1,047,958
Total Expense	\$ 7,193,118	\$ 6,928,023
Beginning Fund Balance <i>(assigned for capital + unassigned)</i>	\$ 3,425,895	\$ 3,425,895
Use of Fund Balance	(804,500)	(533,500)
Annual Fund Balance Change <i>(Reserve/Contingency)</i>	561,098	1,047,958
Anticipated Ending Fund Balance <i>(assigned for capital + unassigned)</i>	\$ 3,182,493	\$ 3,940,353