





**Library Board of Trustees  
Meeting Agenda**

**CANTON PUBLIC LIBRARY  
BOARD OF TRUSTEES – GENERAL MEETING  
February 20, 2020**

<b>7:30 p.m.</b>	<ul style="list-style-type: none"> <li>• Call the Meeting to Order</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> </ul>	
Unanimous Consent	<ul style="list-style-type: none"> <li>• Approval of Agenda</li> </ul>	
Unanimous Consent	<ul style="list-style-type: none"> <li>• Approval of General Meeting Minutes</li> </ul>	
<b>Administrative Reports</b>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Report of the Library Director</li> <li>• Trustee Comments</li> </ul>	
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Unfinished Business &amp; General Orders</b>	<ul style="list-style-type: none"> <li>• Review Board Agenda Planning document</li> </ul>	
<b>New Business</b> Discussion Item	<ul style="list-style-type: none"> <li>• 2021 Budget Discussion               <ul style="list-style-type: none"> <li>○ MERS Pension – review library recommendation, determine employer contribution for 1<sup>st</sup> draft budget</li> <li>○ Library Materials – review library recommendation, determine budget as a % of total revenues for 1<sup>st</sup> draft budget</li> </ul> </li> </ul>	
Discussion Item Discussion Item	<ul style="list-style-type: none"> <li>• 2019 Endowment Fund Campaign Review</li> <li>• Community Survey Results</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> <li>• Adjourn</li> </ul>	



## Canton Public Library Board of Trustees General Meeting Minutes

**January 16, 2020 – 7:30 pm**

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

Present: N. Eggenberger, M. Farrell, J. Lee, J. Pandit, D. Turner, A. Watts

Absent: None

Also Present: E. Davis, K. Gladden

**CALL TO AUDIENCE** (L. Golden, A. Iqbal, M. Nicholson, R. Noble, J. Parij, N. Szczepanski) – None

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

**COMMUNICATIONS** — None

### **DIRECTOR'S REPORT**

The financial reports as of 12/31/2019 showed the library exceeding 100% in income and under 100% in expenses, resulting in a transfer of funds into the Fund Balance. These are preliminary numbers, which will be finalized after the 2019 audit by Plante Moran in February.

The joint session of the Canton Public Library Board and the Canton Township Board of Trustees will occur at the township's scheduled Study Session at 7:00 PM on Tuesday, February 18. There will be separate presentations for the staff of Canton Leisure Services and the staff of the Canton Public Library by Cobalt Community Research the following day.

**TRUSTEE COMMENTS** — Trustee Jasmine Lee asked how Plante Moran will be paid for their audit services. Business Services Department Head Marian Nicholson explained that our multi-year contract calls for a deposit each year, with the balance to be paid in full upon completion of each audit.

J. Lee also inquired about the credit card fees that appear on the expanded P & L statement. Director Eva Davis said that they were merchant fees the library pays to accept credit card payments.

In addition, Lee requested clarification regarding the library's lawn and grounds maintenance contract. Nicholson explained the various contractual services performed by the vendor.

**COMMITTEE REPORTS** — None

**UNFINISHED BUSINESS & GENERAL ORDERS** — None

**NEW BUSINESS**

***Preliminary 2020 Monthly Board Meeting Agendas*** — Davis said that this preliminary document was a basic outline for the year ahead.

One item which does not appear is the proposed change of the library of record (from the Observer & Eccentric to the Canton Eagle) for legal notices.

Also, the Director's Evaluation has been moved up to October, so that it can be made by the incumbent board.

***Approve Proposal for Community User Survey Data Analysis from iLabs — Uof M/Dearborn College of Business*** — In response to a query by Trustee Don Turner, Davis stated that the cost for library-specific analysis of the data provided by the Cobalt community survey would be \$ 7,700 (barring the need to do heavy cleanup of the data provided).

N. Eggenberger moved and M. Farrell supported a motion to approve the proposal for Community User Survey Data Analysis from iLabs — Uof M/Dearborn College of Business.

**The motion passed unanimously, 20/1-16-1.**

**CALL TO AUDIENCE** – None

**ADJOURN**

The meeting was adjourned at 7:43 PM.

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Michelle Farrell, Secretary-Treasurer

11:39 AM  
 02/05/20  
 Accrual Basis

Canton Public Library  
**Balance Sheet**  
 As of January 31, 2020

	<u>Dec 31, 19</u>	<u>Jan 31, 20</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	4,626,986.76	4,641,154.34
000-013 · JPMorgan Chase- Credit Card	5,348.08	7,887.68
000-014 · Medical Reimbsmt (BasicFlex)	10,993.51	10,413.25
000-016 · Chase - High Yield Savings	<u>1,995,396.44</u>	<u>1,996,158.52</u>
Total Checking/Savings	6,638,724.79	6,655,613.79
Other Current Assets		
000-025 · Property Taxes Receivable	2,953,160.00	0.00
000-123 · Prepaid Expenses	<u>125,002.30</u>	<u>0.00</u>
Total Other Current Assets	<u>3,078,162.30</u>	<u>0.00</u>
Total Current Assets	<u>9,716,887.09</u>	<u>6,655,613.79</u>
<b>TOTAL ASSETS</b>	<u><u>9,716,887.09</u></u>	<u><u>6,655,613.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>186,543.15</u>	<u>107,609.64</u>
Total Accounts Payable	186,543.15	107,609.64
Credit Cards		
000-208 · Chase - Visa 3651	8,422.53	5,821.58
000-209 · Home Depot Credit Card	<u>205.83</u>	<u>138.87</u>
Total Credit Cards	8,628.36	5,960.45
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	<u>1,389.29</u>	<u>6,389.29</u>
Total 000-229 · Grants/Donations-Restricted Use	1,389.29	6,389.29
000-237 · Medical Saving Deduction MedFSA	2,666.11	2,085.85
000-339 · Deferred Revenue	<u>6,089,479.98</u>	<u>0.00</u>
Total Other Current Liabilities	<u>6,093,535.38</u>	<u>8,475.14</u>
Total Current Liabilities	<u>6,288,706.89</u>	<u>122,045.23</u>
Total Liabilities	6,288,706.89	122,045.23
Equity		
000-390 · General Fund Balance	3,094,230.08	3,428,180.20
Net Income	<u>333,950.12</u>	<u>3,105,388.36</u>
Total Equity	<u>3,428,180.20</u>	<u>6,533,568.56</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>9,716,887.09</u></u>	<u><u>6,655,613.79</u></u>

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of January 31, 2020

	Jan 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	3,820,356.14	6,089,500.00	-2,269,143.86	62.74%
738-566 · State Aid to Libraries	0.00	65,000.00	-65,000.00	0.00%
738-613 · Photocopy Fees	3,412.95	45,000.00	-41,587.05	7.58%
738-615 · Replacement - Books/ AV	863.30	9,500.00	-8,636.70	9.09%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	3,418.55	50,000.00	-46,581.45	6.84%
738-670 · Misc & Contributions	404.30	1,000.00	-595.70	40.43%
738-671 · Interest Income	2,000.29	15,000.00	-12,999.71	13.34%
738-676 · Vending Commission	904.31	6,000.00	-5,095.69	15.07%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
738-692 · Use of Fund Balance	0.00	781,000.00	-781,000.00	0.00%
Total Income	<u>3,831,359.84</u>	<u>7,123,500.00</u>	<u>-3,292,140.16</u>	<u>53.79%</u>
Gross Profit	3,831,359.84	7,123,500.00	-3,292,140.16	53.79%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	144,803.93	2,954,000.00	-2,809,196.07	4.90%
738-715 · Fringe Benefits	180,181.19	670,100.00	-489,918.81	26.89%
738-722 · Supplies	7,678.50	168,470.00	-160,791.50	4.56%
738-740 · Library Materials	155,371.38	952,000.00	-796,628.62	16.32%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	106,615.05	357,950.00	-251,334.95	29.79%
738-850 · Communications	2,029.90	30,000.00	-27,970.10	6.77%
738-860 · Travel	10,078.49	59,400.00	-49,321.51	16.97%
738-880 · Community Promotion	310.48	16,200.00	-15,889.52	1.92%
738-900 · Printing	0.00	60,100.00	-60,100.00	0.00%
738-910 · Insurance	0.00	70,100.00	-70,100.00	0.00%
738-920 · Utilities	12,136.15	205,000.00	-192,863.85	5.92%
738-930 · Maintenance & Repairs	6,834.49	240,600.00	-233,765.51	2.84%
738-940 · Rentals/Leases	571.02	23,200.00	-22,628.98	2.46%
738-976 · Building Improvements	0.00	15,000.00	-15,000.00	0.00%
738-977 · Capital Outlay	99,360.90	781,000.00	-681,639.10	12.72%
738-996 · Property Tax Refunds	0.00	1,500.00	-1,500.00	0.00%
738-999 · Reserve/Contingency	0.00	518,380.00	-518,380.00	0.00%
Total Expense	<u>725,971.48</u>	<u>7,123,500.00</u>	<u>-6,397,528.52</u>	<u>10.19%</u>
Net Income	<u>3,105,388.36</u>	<u>0.00</u>	<u>3,105,388.36</u>	<u>100.00%</u>

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of January 31, 2020

	Jan 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
738-403 · Property Taxes	3,820,356.14	6,089,500.00	-2,269,143.86	62.74%
738-566 · State Aid to Libraries	0.00	65,000.00	-65,000.00	0.00%
738-613 · Photocopy Fees	3,412.95	45,000.00	-41,587.05	7.58%
738-615 · Replacement - Books/ AV	863.30	9,500.00	-8,636.70	9.09%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	3,418.55	50,000.00	-46,581.45	6.84%
738-670 · Misc & Contributions	404.30	1,000.00	-595.70	40.43%
738-671 · Interest Income				
671g · Interest Income General	2,000.29	15,000.00	-12,999.71	13.34%
Total 738-671 · Interest Income	2,000.29	15,000.00	-12,999.71	13.34%
738-676 · Vending Commission	904.31	6,000.00	-5,095.69	15.07%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
738-692 · Use of Fund Balance	0.00	781,000.00	-781,000.00	0.00%
<b>Total Income</b>	<b>3,831,359.84</b>	<b>7,123,500.00</b>	<b>-3,292,140.16</b>	<b>53.79%</b>
<b>Gross Profit</b>	<b>3,831,359.84</b>	<b>7,123,500.00</b>	<b>-3,292,140.16</b>	<b>53.79%</b>
<b>Expense</b>				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	144,803.93	2,954,000.00	-2,809,196.07	4.90%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	442.55	2,000.00	-1,557.45	22.13%
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	156.45	21,000.00	-20,843.55	0.75%
716m · Medical (BCN)	34,567.20	250,000.00	-215,432.80	13.83%
Total 738-716 · Medical/Dental	34,723.65	274,600.00	-239,876.35	12.65%
738-717 · Life Ins / Disability	2,496.08	14,500.00	-12,003.92	17.21%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	200.00	7,000.00	-6,800.00	2.86%
738-720 · FICA / MC Taxes	16,185.73	226,000.00	-209,814.27	7.16%
738-721 · Retirement DC Plan (401a)	1,133.18	20,000.00	-18,866.82	5.67%
Total 738-715 · Fringe Benefits	180,181.19	670,100.00	-489,918.81	26.89%
738-722 · Supplies				
722t · Technology Supplies	259.94	27,200.00	-26,940.06	0.96%
738-727 · Office Supplies				
727a · General Office Supplies	542.17	8,500.00	-7,957.83	6.38%
727b · Printing & Copying Supplies	34.49	5,000.00	-4,965.51	0.69%
Total 738-727 · Office Supplies	576.66	13,500.00	-12,923.34	4.27%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	71.55	5,250.00	-5,178.45	1.36%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	130.69	17,700.00	-17,569.31	0.74%
725b · Tech Processing Supplies	3,178.49	22,000.00	-18,821.51	14.45%
Total 738-725 · Proc Library Supplies	3,309.18	39,700.00	-36,390.82	8.34%
738-726 · Community Relations Supplies	98.00	1,000.00	-902.00	9.80%
738-729 · Building Supplies	1,779.40	22,700.00	-20,920.60	7.84%
738-728 · Library Supplies- General - Other	0.00	13,000.00	-13,000.00	0.00%
Total 738-728 · Library Supplies- General	5,258.13	81,650.00	-76,391.87	6.44%
738-730 · Postage				
730b · Postage - Info Services	286.49	3,500.00	-3,213.51	8.19%

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of January 31, 2020

	Jan 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	0.00	150.00	-150.00	0.00%
730j · Postage - Business Services	-279.22	2,725.00	-3,004.22	-10.25%
730m · Postage - Community Relations	243.00	27,245.00	-27,002.00	0.89%
Total 738-730 · Postage	250.27	33,620.00	-33,369.73	0.74%
738-732 · Janitorial Supplies	1,333.50	12,500.00	-11,166.50	10.67%
Total 738-722 · Supplies	7,678.50	168,470.00	-160,791.50	4.56%
738-740 · Library Materials				
738-741 · Books	3,999.58	263,500.00	-259,500.42	1.52%
738-744 · AV (Media)	3,351.18	130,000.00	-126,648.82	2.58%
738-747 · Services, Subscrip & Pre-proc	148,020.62	558,500.00	-410,479.38	26.50%
Total 738-740 · Library Materials	155,371.38	952,000.00	-796,628.62	16.32%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	106.88	5,000.00	-4,893.12	2.14%
738-733 · Bank Fees				
733g · Bank Fees General	52.54	1,000.00	-947.46	5.25%
Total 738-733 · Bank Fees	52.54	1,000.00	-947.46	5.25%
738-804 · Audit	0.00	12,675.00	-12,675.00	0.00%
738-808 · Information Technology				
808t · Online Information-Technology	92,336.51	154,600.00	-62,263.49	59.73%
808tp · Online Info - Tech Processing	5,924.00	24,600.00	-18,676.00	24.08%
Total 738-808 · Information Technology	98,260.51	179,200.00	-80,939.49	54.83%
738-809 · Programming-Community Relations				
809d · Community Programming	1,565.23	30,000.00	-28,434.77	5.22%
Total 738-809 · Programming-Community Relations	1,565.23	30,000.00	-28,434.77	5.22%
738-810 · Other Professional Services				
810a · Payroll	1,011.04	15,000.00	-13,988.96	6.74%
810b · Professional Services-Circ Srv	317.35	9,250.00	-8,932.65	3.43%
810j · Professional Services - Bus Srv	55.00	11,925.00	-11,870.00	0.46%
810m · Professional Services - Com Rel	1,000.00	44,900.00	-43,900.00	2.23%
Total 738-810 · Other Professional Services	2,383.39	81,075.00	-78,691.61	2.94%
738-812 · Legal	100.00	15,000.00	-14,900.00	0.67%
738-814 · Membership Dues				
814a · Membership Dues - Director	275.00	1,500.00	-1,225.00	18.33%
814b · Membership Dues - Info Services	148.00	2,900.00	-2,752.00	5.10%
814c · Membership Dues - Circ Services	0.00	800.00	-800.00	0.00%
814e · Membership Dues - Info Tech	100.00	1,200.00	-1,100.00	8.33%
814j · Membership Dues - Business Srv	385.00	1,500.00	-1,115.00	25.67%
814k · Membership Dues - Miscellaneous	1,582.00	9,750.00	-8,168.00	16.23%
814m · Membership Dues - Community Rel	0.00	1,200.00	-1,200.00	0.00%
Total 738-814 · Membership Dues	2,490.00	18,850.00	-16,360.00	13.21%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	50.00	2,150.00	-2,100.00	2.33%
815c · Staff Development/Training	0.00	5,500.00	-5,500.00	0.00%
815t · Online Training Services - IT	1,606.50	2,500.00	-893.50	64.26%
Total 738-815 · Staff Inservice	1,656.50	15,150.00	-13,493.50	10.93%
Total 738-801 · Professional & Contractual	106,615.05	357,950.00	-251,334.95	29.79%
738-850 · Communications	2,029.90	30,000.00	-27,970.10	6.77%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				



Canton Public Library  
Profit & Loss Budget vs. Actual  
as of January 31, 2020

	Jan 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	190.00	5,000.00	-4,810.00	3.80%
861b · Conferences - Info. Services	3,712.64	13,500.00	-9,787.36	27.50%
861d · Conferences - Circ Serv.	1,744.80	8,000.00	-6,255.20	21.81%
861f · Conferences - Trustees	305.00	4,000.00	-3,695.00	7.63%
861g · Leadership Canton	0.00	1,200.00	-1,200.00	0.00%
861h · Conferences - Info. Technology	651.60	8,400.00	-7,748.40	7.76%
861j · Conferences - Business Services	1,371.40	5,100.00	-3,728.60	26.89%
861m · Conferences-Community Relations	2,090.05	5,500.00	-3,409.95	38.00%
<b>Total 738-861 · Conferences (Incl.Registration)</b>	<b>10,065.49</b>	<b>50,700.00</b>	<b>-40,634.51</b>	<b>19.85%</b>
738-865 · Mileage / Misc.				
865a · Mileage - Director	0.00	2,200.00	-2,200.00	0.00%
865b · Mileage - Information Services	1.73	2,000.00	-1,998.27	0.09%
865c · Mileage - Circ. Services	11.27	1,000.00	-988.73	1.13%
865e · Mileage- Information Technology	0.00	1,300.00	-1,300.00	0.00%
865f · Mileage - Business Services	0.00	1,300.00	-1,300.00	0.00%
865m · Mileage - Community Relations	0.00	900.00	-900.00	0.00%
<b>Total 738-865 · Mileage / Misc.</b>	<b>13.00</b>	<b>8,700.00</b>	<b>-8,687.00</b>	<b>0.15%</b>
<b>Total 738-860 · Travel</b>	<b>10,078.49</b>	<b>59,400.00</b>	<b>-49,321.51</b>	<b>16.97%</b>
738-880 · Community Promotion				
880a · Marketing	190.48	13,800.00	-13,609.52	1.38%
880b · Volunteer	120.00	2,400.00	-2,280.00	5.00%
<b>Total 738-880 · Community Promotion</b>	<b>310.48</b>	<b>16,200.00</b>	<b>-15,889.52</b>	<b>1.92%</b>
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	0.00	58,400.00	-58,400.00	0.00%
901e · Misc. Printing & Publishing	0.00	1,200.00	-1,200.00	0.00%
<b>Total 738-901 · Printing &amp; Publishing</b>	<b>0.00</b>	<b>59,600.00</b>	<b>-59,600.00</b>	<b>0.00%</b>
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
<b>Total 738-900 · Printing</b>	<b>0.00</b>	<b>60,100.00</b>	<b>-60,100.00</b>	<b>0.00%</b>
738-910 · Insurance				
738-911 · Liability Ins	0.00	50,300.00	-50,300.00	0.00%
738-912 · Worker's Comp	0.00	7,000.00	-7,000.00	0.00%
738-915 · E&O/D&O/EPL	0.00	3,800.00	-3,800.00	0.00%
738-916 · Fiduciary/Fidelity	0.00	9,000.00	-9,000.00	0.00%
<b>Total 738-910 · Insurance</b>	<b>0.00</b>	<b>70,100.00</b>	<b>-70,100.00</b>	<b>0.00%</b>
738-920 · Utilities				
738-921 · Electricity	9,159.25	150,000.00	-140,840.75	6.11%
738-922 · Gas	2,401.83	35,000.00	-32,598.17	6.86%
738-923 · Water	575.07	20,000.00	-19,424.93	2.88%
<b>Total 738-920 · Utilities</b>	<b>12,136.15</b>	<b>205,000.00</b>	<b>-192,863.85</b>	<b>5.92%</b>
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	4,800.00	85,000.00	-80,200.00	5.65%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	0.00	35,000.00	-35,000.00	0.00%
932b · Lawn & Grounds Maintenance	0.00	40,350.00	-40,350.00	0.00%
<b>Total 738-932 · Lawn &amp; Grounds Maintenance</b>	<b>0.00</b>	<b>75,350.00</b>	<b>-75,350.00</b>	<b>0.00%</b>
738-933 · Building Security	1,233.00	7,400.00	-6,167.00	16.66%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	152.49	2,900.00	-2,747.51	5.26%
934c · Misc. Contracts & Inspections	439.00	8,400.00	-7,961.00	5.23%
934g · HVAC Maintenance Contracts	0.00	17,600.00	-17,600.00	0.00%

Canton Public Library  
**Profit & Loss Budget vs. Actual**  
 as of January 31, 2020

	<u>Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	591.49	28,900.00	-28,308.51	2.05%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	0.00	18,000.00	-18,000.00	0.00%
738-937 · Equipment Repairs	0.00	25,000.00	-25,000.00	0.00%
Total 738-930 · Maintenance & Repairs	6,834.49	240,600.00	-233,765.51	2.84%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	571.02	21,200.00	-20,628.98	2.69%
942 · Postage Meter - Pitney Bowes - Other	0.00	2,000.00	-2,000.00	0.00%
Total 942 · Postage Meter - Pitney Bowes	571.02	23,200.00	-22,628.98	2.46%
Total 738-940 · Rentals/Leases	571.02	23,200.00	-22,628.98	2.46%
738-976 · Building Improvements	0.00	15,000.00	-15,000.00	0.00%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	3,000.00	-3,000.00	0.00%
977g · Capital Outlay - General	0.00	10,000.00	-10,000.00	0.00%
977t · Capital Outlay - Technology	99,360.90	768,000.00	-668,639.10	12.94%
Total 738-977 · Capital Outlay	99,360.90	781,000.00	-681,639.10	12.72%
738-996 · Property Tax Refunds	0.00	1,500.00	-1,500.00	0.00%
738-999 · Reserve/Contingency	0.00	518,380.00	-518,380.00	0.00%
Total Expense	725,971.48	7,123,500.00	-6,397,528.52	10.19%
Net Income	3,105,388.36	0.00	3,105,388.36	100.00%

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Accrual Basis

Canton Public Library  
Transactions by Account  
As of January 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						4,626,986.76
Check	01/02/2020	50654	Home Depot	December Statement	-66.96	4,626,919.80
Bill Pmt -Check	01/02/2020	50655	AFLAC	BCJ39	-73.68	4,626,846.12
Bill Pmt -Check	01/02/2020	50656	AmazonBusiness	A265GG3U5ZD0HS	-2,556.03	4,624,290.09
Bill Pmt -Check	01/02/2020	50657	American Library Association - Members	ALA/PLA/LLAMA annual membership 03/	-275.00	4,624,015.09
Bill Pmt -Check	01/02/2020	50658	Baker & Taylor (054)	00100054	-5.57	4,624,009.52
Bill Pmt -Check	01/02/2020	50659	Baker & Taylor (510)	L417510	-590.26	4,623,419.26
Bill Pmt -Check	01/02/2020	50660	Baker & Taylor (520)	L417520	-258.62	4,623,160.64
Bill Pmt -Check	01/02/2020	50661	Baker & Taylor (530)	L417530	-1,135.12	4,622,025.52
Bill Pmt -Check	01/02/2020	50662	Baker & Taylor (787)	L4247872	-26.00	4,621,999.52
Bill Pmt -Check	01/02/2020	50663	CDW-G	3280777	-329.76	4,621,669.76
Bill Pmt -Check	01/02/2020	50664	Central Business Systems, Inc.	Labor and travel for ITC 1500 card contro	-320.00	4,621,349.76
Bill Pmt -Check	01/02/2020	50665	Davis, Eva	Mileage reimbursement: Portland Distric	-119.48	4,621,230.28
Bill Pmt -Check	01/02/2020	50666	Dunn Rite Maintenance	Janitorial service for December	-4,800.00	4,616,430.28
Bill Pmt -Check	01/02/2020	50667	Great Lakes Data Systems, Inc.	Cash register annual maintenance 01/01,	-210.00	4,616,220.28
Bill Pmt -Check	01/02/2020	50668	Innovative Interfaces	Sierra maintenance annual renewal 01/0	-70,163.55	4,546,056.73
Bill Pmt -Check	01/02/2020	50669	Integrity Business Solutions	Overdoor coat hook...Paper	-465.84	4,545,590.89
Bill Pmt -Check	01/02/2020	50670	Jones, Whitney	Mileage/Pizza reimbursement for book cl	-90.16	4,545,500.73
Bill Pmt -Check	01/02/2020	50671	Konica Minolta (BizHub Lease)	Lease charges 12/06/2019 - 01/05/2020	-756.45	4,544,744.28
Bill Pmt -Check	01/02/2020	50672	Konica Minolta Business Solutions	Copy charges 11/16/2019 - 12/15/2019	-274.95	4,544,469.33
Bill Pmt -Check	01/02/2020	50673	Long Mechanical/Plumbing	Preventative maintenance 4th quarter	-225.00	4,544,244.33
Bill Pmt -Check	01/02/2020	50674	Midwest Tape	Hoopla advance digital payment...materi	-8,346.76	4,535,897.57
Bill Pmt -Check	01/02/2020	50675	Miscellaneous Vendor-ILL/MEL	Allen Park Public Library: The Primarchs:	-10.00	4,535,887.57
Bill Pmt -Check	01/02/2020	50676	Noble, Rudie	Vision claim reimbursements: R. Noble, B	-400.00	4,535,487.57
Bill Pmt -Check	01/02/2020	50677	NorthStar Mat Service	Contractual mat service	-61.90	4,535,425.67
Bill Pmt -Check	01/02/2020	50678	Office Depot	31909112	-621.90	4,534,803.77
Bill Pmt -Check	01/02/2020	50679	OverDrive, Inc.	0721-1001	-5,109.49	4,529,694.28
Bill Pmt -Check	01/02/2020	50680	Recorded Books, LLC	CD SecureSound 10 cap. black cases (30)	-147.70	4,529,546.58
Bill Pmt -Check	01/02/2020	50681	Reliable Landscaping, Inc.	Seasonal snow plowing 2019-2020 paym	-5,416.66	4,524,129.92
Bill Pmt -Check	01/02/2020	50682	Shoutbomb LLC	Shoutbomb text messaging service 01/01	-402.00	4,523,727.92
Bill Pmt -Check	01/02/2020	50683	Staples Business Advantage	1002673	-101.02	4,523,626.90
Bill Pmt -Check	01/02/2020	50684	T-Mobile	Mobile internet charges 11/21/2019 - 12,	-91.68	4,523,535.22
Bill Pmt -Check	01/02/2020	50685	Town Locksmith, Inc.	Labor & materials to repair front entry C	-2,144.90	4,521,390.32
Bill Pmt -Check	01/02/2020	50686	Tsai Fong Books, Inc.		-115.29	4,521,275.03
Bill Pmt -Check	01/02/2020	50687	West Group Payment Center	West Complete Library Sub 12/01/2019 -	-223.35	4,521,051.68

Canton Public Library  
Transactions by Account  
As of January 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/02/2020	50688	Laffey, James	Mileage reimbursement: Chase...Ikea	-8.47	4,521,043.21
Bill Pmt -Check	01/02/2020	50689	Library of Michigan	2020 Michigan Center for the Book Affilia	-1,000.00	4,520,043.21
Bill Pmt -Check	01/02/2020	50690	Lighting Supply Company	18846	-388.59	4,519,654.62
Deposit	01/06/2020			Deposit	1,011.75	4,520,666.37
Check	01/08/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 01/	-226.99	4,520,439.38
General Journal	01/08/2020	1714	Paylocity Direct Deposits	Direct Deposits	-78,297.12	4,442,142.26
General Journal	01/08/2020	1714	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,953.94	4,413,188.32
Transfer	01/08/2020			Funds Transfer - Payroll Date 01/08/2020	-1,031.52	4,412,156.80
Check	01/08/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-566.59	4,411,590.21
Check	01/08/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,411,465.21
Check	01/08/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,338.07	4,407,127.14
Check	01/08/2020	50691	Chase Visa	Visa - Statement 01/02/2020	-8,402.58	4,398,724.56
Deposit	01/13/2020			Deposit	2,307.75	4,401,032.31
Bill Pmt -Check	01/14/2020	50692	Miscellaneous Vendor	Tara Scott: Longevity Award - 5 Year	-50.00	4,400,982.31
Check	01/15/2020	Bank Charge	JPMorgan Chase	Annual service charges - 2019	-52.54	4,400,929.77
Bill Pmt -Check	01/16/2020	50693	Miscellaneous Vendor	Dan Patton: ALA annual membership due	-58.00	4,400,871.77
Bill Pmt -Check	01/16/2020		Blue Care Network	QuickBooks generated zero amount tran:	0.00	4,400,871.77
Bill Pmt -Check	01/16/2020	50694	Miscellaneous Vendor	Recycling box - 4ft. (2)	-110.00	4,400,761.77
Bill Pmt -Check	01/16/2020		Paylocity	QuickBooks generated zero amount tran:	0.00	4,400,761.77
Bill Pmt -Check	01/16/2020	50695	MERS - Pension	82320100	-125,000.00	4,275,761.77
Bill Pmt -Check	01/16/2020	50696	Midwest Tape	Hoopla Digital advance payment custom	-130,000.00	4,145,761.77
Bill Pmt -Check	01/16/2020	50697	AmazonBusiness	A265GG3U5ZD0HS	-576.48	4,145,185.29
Bill Pmt -Check	01/16/2020	50698	Baker & Taylor (054)	00100054	-481.66	4,144,703.63
Bill Pmt -Check	01/16/2020	50699	Baker & Taylor (165)	L350165	-17.97	4,144,685.66
Bill Pmt -Check	01/16/2020	50700	Baker & Taylor (493)	L420493 2	-46.85	4,144,638.81
Bill Pmt -Check	01/16/2020	50701	Baker & Taylor (510)	L417510	-733.50	4,143,905.31
Bill Pmt -Check	01/16/2020	50702	Baker & Taylor (530)	L417530	-329.63	4,143,575.68
Bill Pmt -Check	01/16/2020	50703	Baker & Taylor (583)	L521583	-18.40	4,143,557.28
Bill Pmt -Check	01/16/2020	50704	bibliotheca, LLC.	RFID tag square (12 rolls)	-3,898.67	4,139,658.61
Bill Pmt -Check	01/16/2020	50705	Blue Care Network	Coverage 02/01/2020 to 02/29/2020	-19,342.20	4,120,316.41
Bill Pmt -Check	01/16/2020	50706	Canton Township - Benefits	Subscriber fees — January	-156.45	4,120,159.96
Bill Pmt -Check	01/16/2020	50707	Clear Rate Communications	Telephone charges 01/01/2020 - 01/31/2	-680.63	4,119,479.33
Bill Pmt -Check	01/16/2020	50708	EBSCO Information Services	CG-S-27252-00	-1,388.00	4,118,091.33
Bill Pmt -Check	01/16/2020	50709	Ehrlich	14383673	-355.00	4,117,736.33
Bill Pmt -Check	01/16/2020	50710	Fish Doctors	Maintenance fee...Korallia 1150 pump (1	-152.49	4,117,583.84

Canton Public Library  
Transactions by Account  
As of January 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/16/2020	50711	Konica Minolta Business Solutions		-273.44	4,117,310.40
Bill Pmt -Check	01/16/2020	50712	Midwest Collaborative for Library Service	Morningstar Investment Research Center	-3,708.46	4,113,601.94
Bill Pmt -Check	01/16/2020	50713	Midwest Tape		-208.94	4,113,393.00
Bill Pmt -Check	01/16/2020	50714	NorthStar Mat Service	Contractual mat service	-61.90	4,113,331.10
Bill Pmt -Check	01/16/2020	50715	Observer & Eccentric Newspapers	Observer subscription 01/01/2020 - 12/3	-98.00	4,113,233.10
Bill Pmt -Check	01/16/2020	50716	OverDrive, Inc.	0721-1001	-2,400.61	4,110,832.49
Bill Pmt -Check	01/16/2020	50717	Postmaster - Westland	USPS Marketing Mail Permit # 558	-225.00	4,110,607.49
Bill Pmt -Check	01/16/2020	50718	Pronunciator LLC	Pronunciator Library Subscription 2020	-1,578.00	4,109,029.49
Bill Pmt -Check	01/16/2020	50719	Sam's Club	#3410 856574868 membership renewal	-100.00	4,108,929.49
Bill Pmt -Check	01/16/2020	50720	Service Express Inc.	Hardware maintenance coverage (Dell Pc	-2,940.00	4,105,989.49
Bill Pmt -Check	01/16/2020		Staples Business Advantage	QuickBooks generated zero amount tran:	0.00	4,105,989.49
Bill Pmt -Check	01/16/2020	50721	TelSystems	Service call on 11/27/2019 for Communit	-190.00	4,105,799.49
Bill Pmt -Check	01/16/2020	50722	The Library Network	Quarterly circuit cost 10/01/2019 - 12/31	-2,172.88	4,103,626.61
Bill Pmt -Check	01/16/2020	50723	Tumbleweed Press Inc	TumblePlatinum Subscription Renewal 0:	-999.00	4,102,627.61
Bill Pmt -Check	01/16/2020	50724	Unique Management Services	Placements - December 2019	-311.85	4,102,315.76
Bill Pmt -Check	01/16/2020	50725	White Pine Library Cooperative	Interloan 10/01/2019 - 01/01/2020	-5.50	4,102,310.26
Deposit	01/20/2020			Deposit	6,466.82	4,108,777.08
Bill Pmt -Check	01/20/2020	50727	AT&T Mobility (Cingular Wireless)	831922095	-179.38	4,108,597.70
Bill Pmt -Check	01/20/2020	50728	DTE Energy	1893-232-0001-5	-11,561.08	4,097,036.62
Bill Pmt -Check	01/20/2020	50729	Miscellaneous Vendor	Trusted Tech Team: Windows 7 Extende	-209.97	4,096,826.65
Bill Pmt -Check	01/20/2020	50726	Sun Life Assurance Company of Canada	VOID: Monthly charges - February	0.00	4,096,826.65
Bill Pmt -Check	01/20/2020	50730	Sun Life Assurance Company of Canada	Monthly charges - February	-1,270.53	4,095,556.12
Check	01/22/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 01/	-784.05	4,094,772.07
General Journal	01/22/2020	1719	Paylocity Direct Deposits	Direct Deposits	-77,790.72	4,016,981.35
General Journal	01/22/2020	1719	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,855.92	3,988,125.43
Transfer	01/22/2020			Funds Transfer - Payroll Date 01/22/2020	-1,031.52	3,987,093.91
Check	01/22/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-566.59	3,986,527.32
Check	01/22/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,338.07	3,982,189.25
Check	01/22/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	3,982,064.25
Bill Pmt -Check	01/23/2020	50731	Konica Minolta Business Solutions	Copy charges 12/16/2019 - 01/15/2020	-261.83	3,981,802.42
Bill Pmt -Check	01/23/2020	50732	Konica Minolta Premier Finance	Monthly contract payment - January...An	-309.19	3,981,493.23
Bill Pmt -Check	01/23/2020	50733	Michigan Library Association	HR: Coaching & Evaluating Staff worksho	-95.00	3,981,398.23
Bill Pmt -Check	01/23/2020	50734	Postmaster - Westland	USPS Marketing Mail Permit # 558	-10.00	3,981,388.23
Deposit	01/27/2020			Deposit	2,390.52	3,983,778.75
Bill Pmt -Check	01/30/2020	50735	Miscellaneous Vendor-ILL/MEL	Dorr Township Library: The No. 1 Ladie's	-11.95	3,983,766.80

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 Accrual Basis

Canton Public Library  
 Transactions by Account  
 As of January 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance	
Bill Pmt -Check	01/30/2020	50736	Miscellaneous Vendor-Programming	Miami University: AMU729 - Telling a Pec	-220.00	3,983,546.80	
Bill Pmt -Check	01/30/2020	50737	AFLAC	BCJ39	-73.68	3,983,473.12	
Bill Pmt -Check	01/30/2020	50738	AmazonBusiness	A265GG3U5ZD0HS	-574.50	3,982,898.62	
Bill Pmt -Check	01/30/2020	50739	Ann Arbor Cleaning Supply Co.	50# Pail cal-chlor ice melter (8)...43x48 2:	-1,024.79	3,981,873.83	
Bill Pmt -Check	01/30/2020	50740	Baker & Taylor (165)	L350165	-14.37	3,981,859.46	
Bill Pmt -Check	01/30/2020	50741	Baker & Taylor (510)	L417510	-2,955.82	3,978,903.64	
Bill Pmt -Check	01/30/2020	50742	Comic City	Comics: 18 teen 10 juvenile	-121.23	3,978,782.41	
Bill Pmt -Check	01/30/2020	50743	Crimson Multimedia Distribution, Inc.		-2,413.53	3,976,368.88	
Bill Pmt -Check	01/30/2020	50744	Demco, Inc.	Blu-ray case 1 capacity (100)...Blu-ray cas	-185.27	3,976,183.61	
Bill Pmt -Check	01/30/2020	50745	Dunn Rite Maintenance	Janitorial service for January	-4,800.00	3,971,383.61	
Bill Pmt -Check	01/30/2020	50746	Durbin, Michele	Mileage & Display supplies reimburseme	-29.71	3,971,353.90	
Bill Pmt -Check	01/30/2020	50747	Easy English News	Easy English News - 14 copies	-392.00	3,970,961.90	
Bill Pmt -Check	01/30/2020	50748	Foster, Swift, Collins & Smith	Review sick pay/FMLA issues	-100.00	3,970,861.90	
Bill Pmt -Check	01/30/2020	50749	Gudenburr, Barb	Vision claim reimbursement: B. Gudenbu	-200.00	3,970,661.90	
Bill Pmt -Check	01/30/2020	50750	Library Corporation, The	ITS Marc May 2020 - Apr 2021...AV Acces	-4,929.00	3,965,732.90	
Bill Pmt -Check	01/30/2020	50751	Mergent Inc	134589	-490.00	3,965,242.90	
Bill Pmt -Check	01/30/2020	50752	NorthStar Mat Service	Contractual mat service	-61.90	3,965,181.00	
Bill Pmt -Check	01/30/2020	50753	Office Depot	31909112	-94.26	3,965,086.74	
Bill Pmt -Check	01/30/2020	50754	OverDrive, Inc.	0721-1001	-3,628.79	3,961,457.95	
Bill Pmt -Check	01/30/2020	50755	Quill Corporation	C3178452	-60.19	3,961,397.76	
Bill Pmt -Check	01/30/2020	50756	ShredCorp	Sheduled shredding	-55.00	3,961,342.76	
Bill Pmt -Check	01/30/2020	50757	Staples Business Advantage	1002673	-233.57	3,961,109.19	
Bill Pmt -Check	01/30/2020	50758	Uline	Bubble mailers: #2 (1) & #3 (1)	-76.80	3,961,032.39	
Bill Pmt -Check	01/30/2020	50759	UPS	Outbound shipment to Kent Record Man	-15.77	3,961,016.62	
Bill Pmt -Check	01/30/2020	50760	Viergutz, Amy	Mileage reimbursement: TLN Circ Mtg at	-11.27	3,961,005.35	
Bill Pmt -Check	01/30/2020	50761	West Group Payment Center	West Complete Library Sub 12/05/2019 -	-238.98	3,960,766.37	
Check	01/31/2020	EFT	MERS - Pension	Pension Deductions for Month of Januar	-4,886.40	3,955,879.97	
Deposit	01/31/2020			Deposit	684,036.16	4,639,916.13	
Deposit	01/31/2020			Interest	1,238.21	4,641,154.34	
Total 000-004 · Chase - Checking						<u>14,167.58</u>	<u>4,641,154.34</u>
TOTAL						<u>14,167.58</u>	<u>4,641,154.34</u>

**Director's Report**  
**February 2020**

1. This month you will once again review the Board Meeting Agenda Planning document for 2020. There are some trustees who will/may be absent from the April and May meetings, so you will discuss adjusting the planned agenda items.
2. Also on the agenda is discussion of 2021 Budget expenditures, specifically the MERS Pension Contribution and the Library Materials budget.

2020 is the first budget year where we are contributing \$125,000 to the MERS Pension. To review, the plan has been closed to new participants, and we have been working to get the overall funding of pension to 120% funded, at which point the earnings on the investments will take care of most, if not all, of our annual actuarial contribution amount. Marian Nicholson and I would like to continue to budget \$125,000 for the 2021 pension contribution, and re-evaluate for the 2022 budget. My recommendation is to budget \$125,000 for the MERS Pension Contribution for 2021.

The Library of Michigan's Quality Service Audit Checklist for public libraries has three tiers: Essential, Enhanced, and Excellent. We are currently certified at the Enhanced level, and in 2020 we are due for recertification. Since we were certified at the Enhanced level three years ago, the board has asked me to review the criteria for Excellent certification and take steps to get our Library Materials budget in particular up to that standard. We have steadily increased the Library Materials budget as a percentage of the overall operating budget, reaching 15% (the standard for Excellent) in 2020. Collection Development Specialist Lisa Davis-Craig and Information Services Department Head Jessica Parij are in agreement that declines in the production of, and demand for, physical audiovisual materials and some print materials will effectively allow us to continue to increase our investment in online resources, as directed by the board, without an overall increase to that line item. After reviewing their recommendation, it is my recommendation to budget 15% of the overall 2021 operating budget for Library Materials.

I look forward to your discussion of these items, which will allow us to work steadily to build a solid 2021 draft budget and bring a first draft to you at your July meeting.

3. Also on the agenda is an opportunity for you to discuss the joint study session held with the Canton Township Board of Trustees on February 18 at the Township Administration Building to review the results of Cobalt Community Research's Community Survey, which the library conducted in partnership with Canton Leisure Services. We have received the data file of the survey results from Will SaintAmour at Cobalt, and that file has been transmitted to the University of Michigan-Dearborn for the additional student analysis taking place in the Winter 2020 semester. While the students will see what themes and areas emerge as a result of their analysis, we can also ask them to look at particular areas if we wish, so I'd like to hear what the board thinks.
4. Last on the agenda is an overview of the library's endowment fund growth. I asked Accountant Debbie McHugh to provide a five-year chart showing the growth of the fund since we began dedicating the annual campaign to growing the endowment fund, held at the Canton Community Foundation.

5. ENGIE Services continues to install the new wiring to convert our building control system from pneumatic to digital, including building control software. We anticipate this will be complete by mid-March. The last item pending on the Phase I contract is the replacement of one of the curved windows in the fireplace area. This will be done in the spring, at which point we will evaluate the Phase I projects and the board will determine whether you wish to enter into a contract with ENGIE for Phase II.
6. The Friends of the Library have once again graciously agreed to match library endowment fund donations up to a total of \$5,000 for the second annual national Library Giving Day in April. The Friends have been wonderful supporters of the library, and I am pleased to see their continued commitment to our success.
7. Our auditors from Plante Moran will be conducting their onsite work the week of February 17, and are scheduled to present the 2019 audit to you at your April meeting. There are certain required communications they must make to the board, and you will each receive a letter at this month's meeting from Plante Moran explaining their responsibilities and the scope of the audit. Thanks to the diligence of Debbie McHugh, everyone in Business Services, and the department heads, managers, and supervisors, we anticipate a smooth audit once again.
8. In personnel news, this month we welcomed new substitute librarian Heather Perrone and library intern Allison Westfall to the Information Services department; and Courtney Luketich to the IT department as our new Web Resources Specialist.

Respectfully submitted,  
Eva Davis



## **2020 Monthly Board Meeting Agenda Planning**

### January

1. Review Board Agenda Planning document
2. Approve proposal for additional analysis of 2019 community survey data

### February

1. 2021 Budget discussion – expenditures
  - MERS pension – review library recommendation, determine employer contribution for 1<sup>st</sup> draft budget
  - Library materials – review library recommendation, determine budget as a % of total revenues for 1<sup>st</sup> draft budget
2. Endowment Fund review

### March

1. 2021 Budget discussion – expenditures
  - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA
2. Approve Resolution to Change Newspaper of Record

### April

1. 2019 Audit presentation, Plante Moran
2. 1<sup>st</sup> Quarter Budget Amendment
3. President's Volunteer Service Awards presentations

### May

1. 2021 Budget discussion – expenditures
  - Salaries – review library recommendation, determine initial assumption for 1<sup>st</sup> draft budget
  - Capital expenditures – review library recommendation, discuss Capital Replacement Schedule for 1<sup>st</sup> draft budget
2. 2021 Budget discussion – revenues
  - Millage rate – review County Equalization Report, determine millage rate for 1<sup>st</sup> draft budget
  - Property tax collection rate – review library recommendation, discuss initial assumption for 1<sup>st</sup> draft budget
  - Contingency/Use of Fund Balance – review library recommendation, discuss initial assumption for 1<sup>st</sup> draft budget

### June

1. 62 Days of Summer program overview
2. 2021 Budget assumptions – continue board discussions of items for 1<sup>st</sup> draft budget
3. August 2020-July 2021 healthcare plan options presentation – Kapnick Insurance
4. August 2020-July 2021 healthcare contract – review library recommendation, vote
5. PA 152 employer/employee insurance premiums cost-sharing – review library recommendation, vote for hard-cap or 80/20 percentage split

### July

1. 1<sup>st</sup> draft of 2021 budget and 2022-2023 projections
2. 2<sup>nd</sup> Quarter Budget Amendment

### August

1. 2<sup>nd</sup> draft of 2021 budget and 2022-2023 projections
2. 1<sup>st</sup> reading, 2021 calendar of board meetings and holiday closures

### September

1. Budget hearing
  - Approve 2021 budget
  - Approve 2021 millage rate
  - Chair and Secretary/Treasurer sign L-4029 forms to submit to Wayne County
2. Approve 2021 calendar of board meetings and holiday closures
3. Approve proposals for 2021 Capital projects
4. 62 Days of Summer program review

### October

1. 3<sup>rd</sup> Quarter Budget Amendment
2. Director's evaluation closed session

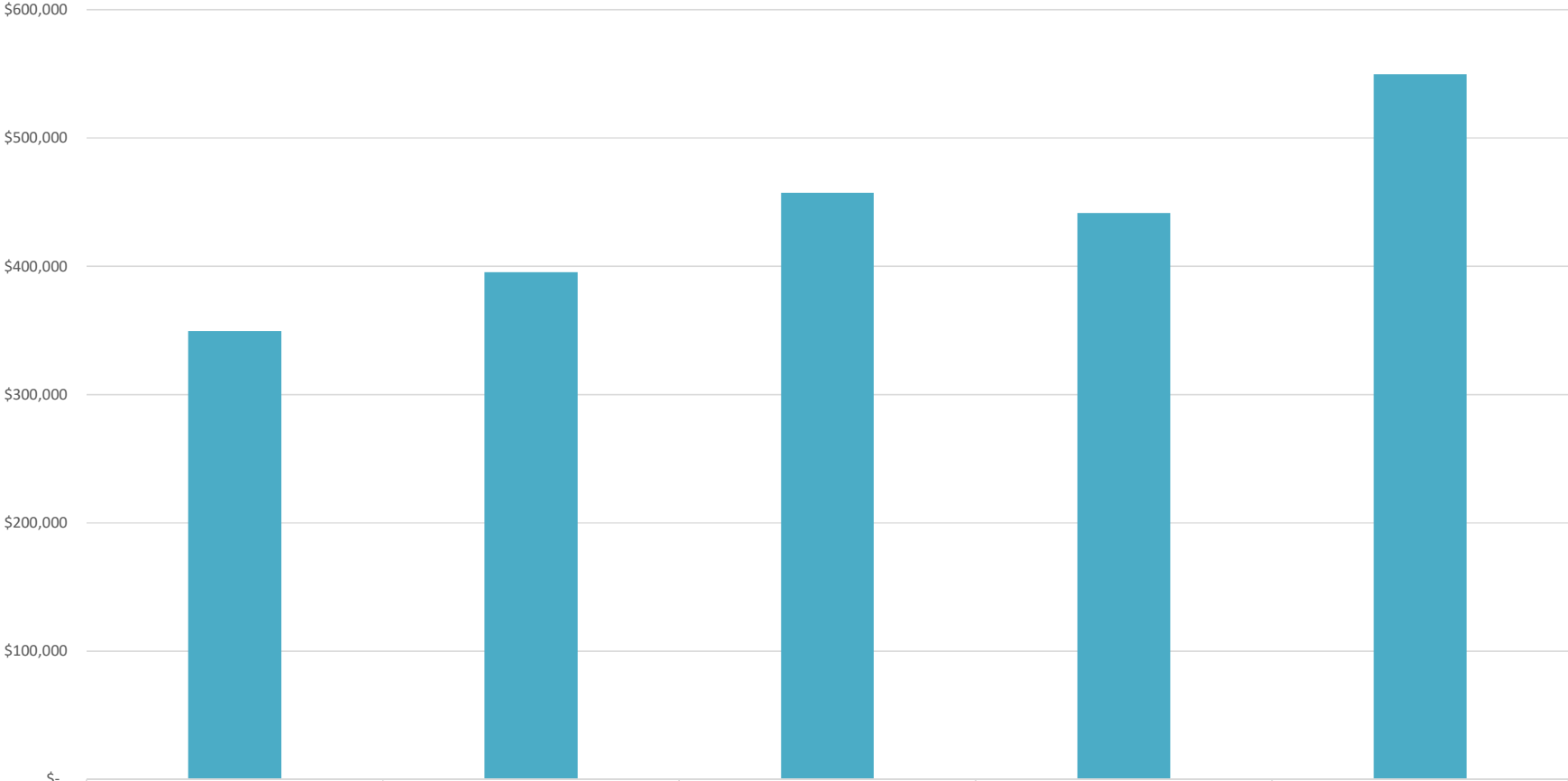
### November

1. Swearing-in of new board of trustees
2. Discussion of 2021 officers

### December

1. 4<sup>th</sup> Quarter Budget Amendment
2. Approve Fund Balance Transfer for 2020 Capital projects
3. Nomination and election of 2021 officers
4. Plan 2021 Monthly Board Meeting Agenda topics

### Endowment Fund Activity



	2015	2016	2017	2018	2019
Ending Balance	\$349,406	\$395,313	\$457,215	\$441,492	\$549,723

Ending Balance