



**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
January 16, 2020**

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	<ul style="list-style-type: none"> • None 	
New Business Discussion Item Action Item 20/1-16-1	<ul style="list-style-type: none"> • Preliminary 2020 Monthly Board Meeting Agendas • Approve Proposal for Community User Survey Data Analysis from iLabs – U of M/Dearborn College of Business 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

December 19, 2019 – 7:30 pm

The Chairperson, Amy Watts, called the meeting to order at 7:30 PM.

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

Absent: M. Farrell

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (B. Bachelor, J. Do, L. Golden, A. Iqbal, K. McBride, D. McHugh, M. Nicholson, R. Noble, J. Parij, N. Szczepanski) – Teen Leadership Council volunteers Jenny Do and Kiersten McBride were introduced by Teen Librarian Brad Bachelor.

APPROVAL OF AGENDA

The agenda was approved as amended by unanimous consent.

APPROVAL OF BUDGET HEARING MINUTES

The minutes were approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS — Director Eva Davis distributed copies of the Community Relations department's new quarterly publication, as well as the annual Christmas letter from former Library Board trustees George Snow and Cecil Young.

Board Secretary/Treasurer Jane Pandit shared a program from the funeral service for Claire Guarrella, the mother of the Friends' Board President, Claire Spas.

DIRECTOR'S REPORT

E. Davis stated that the board would find two sets of financial reports in their packets. The one for the period ending 10/31/19 was from the November meeting which was cancelled; the other reports cover the period ending 11/30/19. As of that date, the library was 92% through the year; the 4th Quarter Budget Amendment will recognize and adjust for revenues and expenditures that fall over or under that number.

Early Bird registration for the Public Library Association conference in February 2020 ends Friday, December 20. Any board members wishing to attend can email Marian Nicholson before the end of the day.

TRUSTEE COMMENTS — Trustee Jasmine Lee asked if ENGIE Engineering is on track with the projects the library had contracted with them. They are on track and will be at the library on January 2 to begin the building control software project.

J. Lee also inquired about the status of the library's agreement with the online service Kanopy, and if the new contract with CloudLibrary was intended to replace Kanopy. Davis said that CloudLibrary is a new service, which has the added benefit of allowing library patrons access to items "owned" by other CloudLibrary subscriber libraries – in effect, interloaning eBooks and eAudiobooks. Trustee Don Turner asked if libraries were discussing possible over-saturation by the various e-applications being offered to patrons; for 2020, Davis is looking at "discovery layer" products which lay over the library catalog search and add in the items made available through the various subscription applications.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS — None

NEW BUSINESS

Approve 4th Quarter Budget Amendment — N. Eggenberger moved and J. Lee supported a motion to approve the 2019 4th Quarter Budget Amendment as presented.

Upon questioning by D. Turner, Davis explained that various projects and expenditures either did not occur or came in under budget, not only allowing the library to pay for the 2019 capital projects without requesting a transfer of funds from the Fund Balance, but also allowing for a transfer of funds into the Fund Balance.

The motion passed unanimously, 19/12-19-1.

Nomination and Election of 2020 Board Officers — N. Eggenberger moved and D. Turner supported a motion to nominate and elect the slate of Amy Watts (Chair), Jasmine Lee (Vice-Chair) and Michelle Farrell (Secretary/Treasurer).

The motion passed unanimously, 19/12-19-2.

Proposed Changes to Library Privacy Act — Davis said that the proposed changes, detailed in various documents provided to the board, were the brainchild of Kent County Library Director Lance Werner, who worked with his state senator and attorney Anne Seuryneck to solve problems he had been experiencing with the Act. Input from representatives of the Michigan Library Association and directors of other Michigan libraries is now being solicited. Davis will keep the board informed.

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 8:09 PM.

Jane Pandit, Secretary-Treasurer

3:20 PM
01/08/20
Accrual Basis

Canton Public Library
Balance Sheet
As of December 31, 2019

	<u>Nov 30, 19</u>	<u>Dec 31, 19</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	1,938,509.63	4,626,986.76
000-013 · JPMorgan Chase- Credit Card	7,900.39	5,348.08
000-014 · Medical Reimbsmt (BasicFlex)	13,107.37	10,993.51
000-016 · Chase - High Yield Savings	<u>1,994,634.65</u>	<u>1,995,396.44</u>
Total Checking/Savings	3,954,152.04	6,638,724.79
Other Current Assets		
000-025 · Property Taxes Receivable	0.00	2,953,160.00
000-123 · Prepaid Expenses	<u>29,761.06</u>	<u>125,002.30</u>
Total Other Current Assets	<u>29,761.06</u>	<u>3,078,162.30</u>
Total Current Assets	<u>3,983,913.10</u>	<u>9,716,887.09</u>
TOTAL ASSETS	<u><u>3,983,913.10</u></u>	<u><u>9,716,887.09</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>113,553.74</u>	<u>186,543.15</u>
Total Accounts Payable	113,553.74	186,543.15
Credit Cards		
000-208 · Chase - Visa 3651	4,692.87	8,422.53
000-209 · Home Depot Credit Card	<u>0.00</u>	<u>205.83</u>
Total Credit Cards	4,692.87	8,628.36
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229c · Friends Donation -Programming	734.11	0.00
229d · Friends Donation-Social Cmmte	<u>1,508.94</u>	<u>1,389.29</u>
Total 000-229 · Grants/Donations-Restricted Use	2,243.05	1,389.29
000-237 · Medical Saving Deduction MedFSA	4,779.97	2,666.11
000-339 · Deferred Revenue	<u>0.00</u>	<u>6,089,479.98</u>
Total Other Current Liabilities	<u>7,023.02</u>	<u>6,093,535.38</u>
Total Current Liabilities	<u>125,269.63</u>	<u>6,288,706.89</u>
Total Liabilities	125,269.63	6,288,706.89
Equity		
000-390 · General Fund Balance	3,094,230.08	3,094,230.08
Net Income	<u>764,413.39</u>	<u>333,950.12</u>
Total Equity	<u>3,858,643.47</u>	<u>3,428,180.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,983,913.10</u></u>	<u><u>9,716,887.09</u></u>

Canton Public Library
Profit & Loss Budget vs. Actual
 as of December 31, 2019

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	5,925,022.65	5,924,769.00	253.65	100.00%
738-566 · State Aid to Libraries	72,276.00	72,276.00	0.00	100.00%
738-613 · Photocopy Fees	43,824.85	43,500.00	324.85	100.75%
738-615 · Replacement - Books/ AV	11,624.64	10,600.00	1,024.64	109.67%
738-656 · Penal Fines	70,509.55	70,509.00	0.55	100.00%
738-664 · Overdue Fines	59,424.45	56,800.00	2,624.45	104.62%
738-670 · Misc & Contributions	44,814.18	43,521.00	1,293.18	102.97%
738-671 · Interest Income	35,403.63	35,000.00	403.63	101.15%
738-676 · Vending Commission	8,322.42	8,000.00	322.42	104.03%
738-677 · Meeting Room Rental	1,400.00	1,200.00	200.00	116.67%
738-692 · Use of Fund Balance	0.00	971,900.00	-971,900.00	0.00%
Total Income	<u>6,272,622.37</u>	<u>7,238,075.00</u>	<u>-965,452.63</u>	<u>86.66%</u>
Gross Profit	6,272,622.37	7,238,075.00	-965,452.63	86.66%
Expense				
738-693 · Endowment Transfers	1,110.00	1,500.00	-390.00	74.00%
738-702 · Salaries & Wages	2,713,010.15	2,851,900.00	-138,889.85	95.13%
738-715 · Fringe Benefits	534,852.55	560,800.00	-25,947.45	95.37%
738-722 · Supplies	110,930.22	123,020.00	-12,089.78	90.17%
738-740 · Library Materials	842,886.55	846,271.00	-3,384.45	99.60%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	294,942.96	316,005.00	-21,062.04	93.34%
738-850 · Communications	20,769.60	23,900.00	-3,130.40	86.90%
738-860 · Travel	24,864.59	30,725.00	-5,860.41	80.93%
738-880 · Community Promotion	10,004.91	11,550.00	-1,545.09	86.62%
738-900 · Printing	11,544.92	12,400.00	-855.08	93.10%
738-910 · Insurance	51,152.00	51,300.00	-148.00	99.71%
738-920 · Utilities	155,676.86	162,000.00	-6,323.14	96.10%
738-930 · Maintenance & Repairs	183,260.35	196,175.00	-12,914.65	93.42%
738-940 · Rentals/Leases	23,203.88	26,450.00	-3,246.12	87.73%
738-976 · Building Improvements	9,359.00	9,700.00	-341.00	96.49%
738-977 · Capital Outlay	949,425.32	971,900.00	-22,474.68	97.69%
738-996 · Property Tax Refunds	1,678.39	2,500.00	-821.61	67.14%
738-999 · Reserve/Contingency	0.00	1,039,979.00	-1,039,979.00	0.00%
Total Expense	<u>5,938,672.25</u>	<u>7,238,075.00</u>	<u>-1,299,402.75</u>	<u>82.05%</u>
Net Income	<u>333,950.12</u>	<u>0.00</u>	<u>333,950.12</u>	<u>100.00%</u>

Canton Public Library
Profit & Loss Budget vs. Actual
as of December 31, 2019

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	5,925,022.65	5,924,769.00	253.65	100.00%
738-566 · State Aid to Libraries	72,276.00	72,276.00	0.00	100.00%
738-613 · Photocopy Fees	43,824.85	43,500.00	324.85	100.75%
738-615 · Replacement - Books/ AV	11,624.64	10,600.00	1,024.64	109.67%
738-656 · Penal Fines	70,509.55	70,509.00	0.55	100.00%
738-664 · Overdue Fines	59,424.45	56,800.00	2,624.45	104.62%
738-670 · Misc & Contributions				
670a · Programming Grants & Support	9,385.10	9,350.00	35.10	100.38%
738-670 · Misc & Contributions - Other	35,429.08	34,171.00	1,258.08	103.68%
Total 738-670 · Misc & Contributions	44,814.18	43,521.00	1,293.18	102.97%
738-671 · Interest Income				
671g · Interest Income General	35,403.63	35,000.00	403.63	101.15%
Total 738-671 · Interest Income	35,403.63	35,000.00	403.63	101.15%
738-676 · Vending Commission	8,322.42	8,000.00	322.42	104.03%
738-677 · Meeting Room Rental	1,400.00	1,200.00	200.00	116.67%
738-692 · Use of Fund Balance	0.00	971,900.00	-971,900.00	0.00%
Total Income	<u>6,272,622.37</u>	<u>7,238,075.00</u>	<u>-965,452.63</u>	<u>86.66%</u>
Gross Profit	<u>6,272,622.37</u>	<u>7,238,075.00</u>	<u>-965,452.63</u>	<u>86.66%</u>
Expense				
738-693 · Endowment Transfers	1,110.00	1,500.00	-390.00	74.00%
738-702 · Salaries & Wages	2,713,010.15	2,851,900.00	-138,889.85	95.13%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,318.50	1,900.00	-581.50	69.40%
715b · Unemployment Reimbursement	0.00	5,500.00	-5,500.00	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	3,500.00	3,600.00	-100.00	97.22%
716d · Dental	13,509.24	17,500.00	-3,990.76	77.20%
716m · Medical (BCN)	184,103.96	185,500.00	-1,396.04	99.25%
Total 738-716 · Medical/Dental	201,113.20	206,600.00	-5,486.80	97.34%
738-717 · Life Ins / Disability	13,786.98	13,800.00	-13.02	99.91%
738-718 · Retirement Pension (MERS)	100,000.00	100,000.00	0.00	100.00%
738-719 · Optical	2,954.38	3,000.00	-45.62	98.48%
738-720 · FICA / MC Taxes	204,514.14	218,500.00	-13,985.86	93.60%
738-721 · Retirement DC Plan (401a)	11,165.35	11,500.00	-334.65	97.09%
Total 738-715 · Fringe Benefits	534,852.55	560,800.00	-25,947.45	95.37%
738-722 · Supplies				
722t · Technology Supplies	20,827.37	23,500.00	-2,672.63	88.63%
738-727 · Office Supplies				
727a · General Office Supplies	5,604.30	6,000.00	-395.70	93.41%
727b · Printing & Copying Supplies	2,925.94	3,500.00	-574.06	83.60%
Total 738-727 · Office Supplies	8,530.24	9,500.00	-969.76	89.79%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	2,541.24	3,500.00	-958.76	72.61%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	11,766.29	13,025.00	-1,258.71	90.34%
725b · Tech Processing Supplies	27,117.94	27,200.00	-82.06	99.70%
Total 738-725 · Proc Library Supplies	38,884.23	40,225.00	-1,340.77	96.67%
738-726 · Community Relations Supplies	167.63	200.00	-32.37	83.82%
738-729 · Building Supplies	6,262.96	8,000.00	-1,737.04	78.29%
738-728 · Library Supplies- General - Other	11,082.34	11,900.00	-817.66	93.13%

Canton Public Library
Profit & Loss Budget vs. Actual
as of December 31, 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Total 738-728 · Library Supplies- General	58,938.40	63,825.00	-4,886.60	92.34%
738-730 · Postage				
730b · Postage - Info Services	3,089.27	3,500.00	-410.73	88.27%
730c · Postage - Circulation Services	24.47	150.00	-125.53	16.31%
730j · Postage - Business Services	-983.22	1,200.00	-2,183.22	-81.94%
730m · Postage - Community Relations	10,939.20	11,345.00	-405.80	96.42%
Total 738-730 · Postage	13,069.72	16,195.00	-3,125.28	80.70%
738-732 · Janitorial Supplies	9,564.49	10,000.00	-435.51	95.65%
Total 738-722 · Supplies	110,930.22	123,020.00	-12,089.78	90.17%
738-740 · Library Materials				
738-741 · Books	260,610.35	262,278.00	-1,667.65	99.36%
738-744 · AV (Media)	128,881.73	129,250.00	-368.27	99.72%
738-747 · Services, Subscrip & Pre-proc	453,394.47	454,743.00	-1,348.53	99.70%
Total 738-740 · Library Materials	842,886.55	846,271.00	-3,384.45	99.60%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	1,839.75	2,000.00	-160.25	91.99%
738-733 · Bank Fees				
733g · Bank Fees General	0.00	1,000.00	-1,000.00	0.00%
Total 738-733 · Bank Fees	0.00	1,000.00	-1,000.00	0.00%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	109,439.01	120,650.00	-11,210.99	90.71%
808tp · Online Info - Tech Processing	22,620.70	24,500.00	-1,879.30	92.33%
Total 738-808 · Information Technology	132,059.71	145,150.00	-13,090.29	90.98%
738-809 · Programming-Community Relations				
809d · Community Programming	49,501.07	49,600.00	-98.93	99.80%
Total 738-809 · Programming-Community Relations	49,501.07	49,600.00	-98.93	99.80%
738-810 · Other Professional Services				
810a · Payroll	13,136.55	13,500.00	-363.45	97.31%
810b · Professional Services-Circ Srv	5,594.75	5,971.00	-376.25	93.70%
810j · Professional Services - Bus Srv	19,263.89	19,725.00	-461.11	97.66%
810m · Professional Services - Com Rel	30,200.00	30,300.00	-100.00	99.67%
Total 738-810 · Other Professional Services	68,195.19	69,496.00	-1,300.81	98.13%
738-812 · Legal	7,430.00	9,000.00	-1,570.00	82.56%
738-814 · Membership Dues				
814a · Membership Dues - Director	514.00	1,500.00	-986.00	34.27%
814b · Membership Dues - Info Services	726.67	1,400.00	-673.33	51.91%
814c · Membership Dues - Circ Services	1,052.00	1,300.00	-248.00	80.92%
814e · Membership Dues - Info Tech	573.00	850.00	-277.00	67.41%
814j · Membership Dues - Business Srv	904.00	1,450.00	-546.00	62.35%
814k · Membership Dues - Miscellaneous	9,236.76	9,620.00	-383.24	96.02%
814m · Membership Dues - Community Rel	1,002.00	1,002.00	0.00	100.00%
Total 738-814 · Membership Dues	14,008.43	17,122.00	-3,113.57	81.82%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	4,381.81	5,000.00	-618.19	87.64%
815b · Staff Longevity Awards	1,025.00	1,050.00	-25.00	97.62%
815c · Staff Development/Training	1,515.00	1,600.00	-85.00	94.69%
815t · Online Training Services - IT	2,312.00	2,312.00	0.00	100.00%
Total 738-815 · Staff Inservice	9,233.81	9,962.00	-728.19	92.69%
Total 738-801 · Professional & Contractual	294,942.96	316,005.00	-21,062.04	93.34%

Canton Public Library
Profit & Loss Budget vs. Actual
as of December 31, 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
738-850 · Communications	20,769.60	23,900.00	-3,130.40	86.90%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	2,603.47	3,000.00	-396.53	86.78%
861b · Conferences - Info. Services	3,478.22	4,000.00	-521.78	86.96%
861d · Conferences - Circ Serv.	3,153.51	4,000.00	-846.49	78.84%
861f · Conferences - Trustees	230.00	1,000.00	-770.00	23.00%
861g · Leadership Canton	0.00	700.00	-700.00	0.00%
861h · Conferences - Info. Technology	5,127.80	5,300.00	-172.20	96.75%
861j · Conferences - Business Services	1,719.06	1,800.00	-80.94	95.50%
861m · Conferences-Community Relations	2,430.03	2,500.00	-69.97	97.20%
Total 738-861 · Conferences (Incl.Registration)	18,742.09	22,300.00	-3,557.91	84.05%
738-865 · Mileage / Misc.				
865a · Mileage - Director	1,108.09	1,890.00	-781.91	58.63%
865b · Mileage - Information Services	989.90	2,000.00	-1,010.10	49.50%
865c · Mileage - Circ. Services	619.55	1,000.00	-380.45	61.96%
865e · Mileage- Information Technology	941.35	1,025.00	-83.65	91.84%
865f · Mileage - Business Services	1,409.11	1,410.00	-0.89	99.94%
865m · Mileage - Community Relations	1,054.50	1,100.00	-45.50	95.86%
Total 738-865 · Mileage / Misc.	6,122.50	8,425.00	-2,302.50	72.67%
Total 738-860 · Travel	24,864.59	30,725.00	-5,860.41	80.93%
738-880 · Community Promotion				
880a · Marketing	8,793.45	9,150.00	-356.55	96.10%
880b · Volunteer	1,211.46	2,400.00	-1,188.54	50.48%
Total 738-880 · Community Promotion	10,004.91	11,550.00	-1,545.09	86.62%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	11,398.48	12,200.00	-801.52	93.43%
901e · Misc. Printing & Publishing	103.00	150.00	-47.00	68.67%
Total 738-901 · Printing & Publishing	11,501.48	12,350.00	-848.52	93.13%
738-903 · Legal Notices & Ads	43.44	50.00	-6.56	86.88%
Total 738-900 · Printing	11,544.92	12,400.00	-855.08	93.10%
738-910 · Insurance				
738-911 · Liability Ins	35,130.00	35,150.00	-20.00	99.94%
738-912 · Worker's Comp	5,657.00	5,700.00	-43.00	99.25%
738-915 · E&O/D&O/EPL	3,232.00	3,300.00	-68.00	97.94%
738-916 · Fiduciary/Fidelity	7,133.00	7,150.00	-17.00	99.76%
Total 738-910 · Insurance	51,152.00	51,300.00	-148.00	99.71%
738-920 · Utilities				
738-921 · Electricity	118,404.94	120,000.00	-1,595.06	98.67%
738-922 · Gas	21,229.06	25,000.00	-3,770.94	84.92%
738-923 · Water	16,042.86	17,000.00	-957.14	94.37%
Total 738-920 · Utilities	155,676.86	162,000.00	-6,323.14	96.10%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	69,030.12	70,000.00	-969.88	98.61%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	31,965.32	34,000.00	-2,034.68	94.02%
932b · Lawn & Grounds Maintenance	34,037.80	35,000.00	-962.20	97.25%
Total 738-932 · Lawn & Grounds Maintenance	66,003.12	69,000.00	-2,996.88	95.66%
738-933 · Building Security	4,932.00	5,950.00	-1,018.00	82.89%
738-934 · Library Equip & Misc Contracts				

Canton Public Library
Profit & Loss Budget vs. Actual
as of December 31, 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
934b · Aquarium	1,978.85	2,200.00	-221.15	89.95%
934c · Misc. Contracts & Inspections	6,468.90	6,900.00	-431.10	93.75%
934g · HVAC Maintenance Contracts	6,400.28	10,175.00	-3,774.72	62.90%
Total 738-934 · Library Equip & Misc Contracts	14,848.03	19,275.00	-4,426.97	77.03%
738-935 · Office Equip Maint Contracts	682.16	950.00	-267.84	71.81%
738-936 · Building Repairs	18,796.38	20,000.00	-1,203.62	93.98%
738-937 · Equipment Repairs	8,968.54	11,000.00	-2,031.46	81.53%
Total 738-930 · Maintenance & Repairs	183,260.35	196,175.00	-12,914.65	93.42%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	21,503.84	24,450.00	-2,946.16	87.95%
942 · Postage Meter - Pitney Bowes - Other	1,700.04	2,000.00	-299.96	85.00%
Total 942 · Postage Meter - Pitney Bowes	23,203.88	26,450.00	-3,246.12	87.73%
Total 738-940 · Rentals/Leases	23,203.88	26,450.00	-3,246.12	87.73%
738-976 · Building Improvements	9,359.00	9,700.00	-341.00	96.49%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	0.00	0.00	0.00%
977g · Capital Outlay - General	499,220.60	500,000.00	-779.40	99.84%
977t · Capital Outlay - Technology	450,204.72	471,900.00	-21,695.28	95.40%
Total 738-977 · Capital Outlay	949,425.32	971,900.00	-22,474.68	97.69%
738-996 · Property Tax Refunds	1,678.39	2,500.00	-821.61	67.14%
738-999 · Reserve/Contingency	0.00	1,039,979.00	-1,039,979.00	0.00%
Total Expense	5,938,672.25	7,238,075.00	-1,299,402.75	82.05%
Net Income	333,950.12	0.00	333,950.12	100.00%

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Canton Public Library
 Transactions by Account
 As of December 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						1,938,509.63
Deposit	12/02/2019			Deposit	2,742.22	1,941,251.85
Bill Pmt -Check	12/05/2019	50543	Miscellaneous Vendor	Party supplies...button magnet kit	-49.48	1,941,202.37
Bill Pmt -Check	12/05/2019	50544	Miscellaneous Vendor-ILL/MEL	Bay County Library System: Lost ILL - Littl	-29.00	1,941,173.37
Bill Pmt -Check	12/05/2019	50545	Miscellaneous Vendor-Programming	Acme Partyworks: Train for Snow Spree 1	-317.00	1,940,856.37
Bill Pmt -Check	12/05/2019	50546	Miscellaneous Vendor	TechSmith: Camtasia/Snagit license & ma	-287.99	1,940,568.38
Bill Pmt -Check	12/05/2019	50547	Miscellaneous Vendor-Programming	Carousel Acres: Reindeer for Snow Spree	-425.00	1,940,143.38
Bill Pmt -Check	12/05/2019	50548	Miscellaneous Vendor-ILL/MEL	DeWitt District Library: Lost ILL - The Gre	-38.95	1,940,104.43
Bill Pmt -Check	12/05/2019	50549	AFLAC	BCJ39	-73.68	1,940,030.75
Bill Pmt -Check	12/05/2019	50550	AmazonBusiness	A265GG3U5ZD0HS	-1,844.88	1,938,185.87
Bill Pmt -Check	12/05/2019	50551	Baker & Taylor (051)	L427051	-49.99	1,938,135.88
Bill Pmt -Check	12/05/2019	50552	Baker & Taylor (054)	00100054	-653.82	1,937,482.06
Bill Pmt -Check	12/05/2019	50553	Baker & Taylor (114)	L4271142	-29.97	1,937,452.09
Bill Pmt -Check	12/05/2019	50554	Baker & Taylor (180)	L438180	-72.41	1,937,379.68
Bill Pmt -Check	12/05/2019	50555	Baker & Taylor (202)	L531202	-24.51	1,937,355.17
Bill Pmt -Check	12/05/2019	50556	Baker & Taylor (493)	L420493 2	-124.44	1,937,230.73
Bill Pmt -Check	12/05/2019	50557	Baker & Taylor (510)	L417510	-5,088.84	1,932,141.89
Bill Pmt -Check	12/05/2019	50558	Baker & Taylor (520)	L417520	-1,317.15	1,930,824.74
Bill Pmt -Check	12/05/2019	50559	Baker & Taylor (530)	L417530	-3,528.96	1,927,295.78
Bill Pmt -Check	12/05/2019	50560	Baker & Taylor (787S)	L556787	-15.44	1,927,280.34
Bill Pmt -Check	12/05/2019	50561	Barcodes Inc/RACO Industries, Inc	3-1/8 x 220' Thermal receipt paper - 50 r	-73.14	1,927,207.20
Bill Pmt -Check	12/05/2019	50562	Basic	2020 Annual Section 125 FSA Plan Renew	-442.55	1,926,764.65
Bill Pmt -Check	12/05/2019	50563	Canton Community Foundation	Endowment donations received at CPL	-510.00	1,926,254.65
Bill Pmt -Check	12/05/2019	50564	Canton Township - Water Dept.	Water & sewer 08/28/2019 - 10/30/2019	-4,592.06	1,921,662.59
Bill Pmt -Check	12/05/2019	50565	CCH, Inc.	US Master Tax Guide 2020	-156.33	1,921,506.26
Bill Pmt -Check	12/05/2019	50566	Crimson Multimedia Distribution, Inc.		-1,331.37	1,920,174.89
Bill Pmt -Check	12/05/2019	50567	Dell Marketing L.P.	028290410	-2,625.00	1,917,549.89
Bill Pmt -Check	12/05/2019	50568	Demco, Inc.	VersaPak DVD case 4 capacity (10)...Pape	-209.31	1,917,340.58
Bill Pmt -Check	12/05/2019	50569	Dunn Rite Maintenance	Janitorial services for November	-4,800.00	1,912,540.58
Bill Pmt -Check	12/05/2019	50570	Ehrlich	14383673	-84.00	1,912,456.58
Bill Pmt -Check	12/05/2019	50571	Employee Data Forms	Employee Data Calendar forms # 101 - 2C	-48.75	1,912,407.83
Bill Pmt -Check	12/05/2019	50572	FastSigns - Livonia	Memorial courtyard & Second Hand Pros	-963.41	1,911,444.42
Bill Pmt -Check	12/05/2019	50573	Fawcett, Laura	Mileage to Rochester Hills PL for TLN Per	-55.68	1,911,388.74
Bill Pmt -Check	12/05/2019	50574	Golden, Laurie	Vision claim & mileage/conference meal	-277.81	1,911,110.93
Bill Pmt -Check	12/05/2019	50575	Howard Commercial Door	Replaced 2 door closers & 1 hold open de	-225.00	1,910,885.93

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Canton Public Library
Transactions by Account
As of December 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/05/2019	50576	KnowBe4, Inc.	Security Awareness Training Subscription	-1,606.50	1,909,279.43
Bill Pmt -Check	12/05/2019	50577	Midwest Tape		-3,274.15	1,906,005.28
Bill Pmt -Check	12/05/2019	50578	Noble, Rudie	Mileage, parking & meal for TEDx Detroit	-48.61	1,905,956.67
Bill Pmt -Check	12/05/2019	50579	NorthStar Mat Service	Contractual mat service	-61.90	1,905,894.77
Bill Pmt -Check	12/05/2019	50580	Observer & Eccentric Newspapers	VOID: Legal notice for Budget Hearing	0.00	1,905,894.77
Bill Pmt -Check	12/05/2019	50581	OverDrive, Inc.	0721-1001	-6,888.25	1,899,006.52
Bill Pmt -Check	12/05/2019	50582	Petty Cash	Stellar Staff awards replenishment	-2,165.00	1,896,841.52
Bill Pmt -Check	12/05/2019	50583	Pietrzyk Pierogi	Pierogis for Staff Holiday Party December	-342.50	1,896,499.02
Bill Pmt -Check	12/05/2019	50584	Pro Quest LLC	Alexander Street Press Music Online Ren	-808.08	1,895,690.94
Bill Pmt -Check	12/05/2019	50585	Pro Skate	Puppet sanitizing - 1 bag	-92.00	1,895,598.94
Bill Pmt -Check	12/05/2019	50586	Progressive Printing	Quarterly Newsletter: Winter 2019 (1,50	-494.00	1,895,104.94
Bill Pmt -Check	12/05/2019	50587	Reliable Landscaping, Inc.	Seasonal snow plowing 2019-2020 paym	-5,416.66	1,889,688.28
Bill Pmt -Check	12/05/2019	50588	Sen Source Inc.	Platinum Shield Program renewal 12/31/	-240.00	1,889,448.28
Bill Pmt -Check	12/05/2019	50589	Sweetwaters Coffee & Tea	Hot Cocoa for Snow Spree 12/17/2019	-140.25	1,889,308.03
Bill Pmt -Check	12/05/2019	50590	T-Mobile	Mobile internet charges 10/21/2019 - 11	-91.68	1,889,216.35
Bill Pmt -Check	12/05/2019	50591	The Library Network	License: DeepFreeze/WinSelect tag # 05	-5,000.00	1,884,216.35
Bill Pmt -Check	12/05/2019	50592	Uline	Mailers #1 (2) and mailers #2 (1)	-91.34	1,884,125.01
Bill Pmt -Check	12/05/2019	50593	Konica Minolta Business Solutions	New printers/copiers	-18,624.78	1,865,500.23
Bill Pmt -Check	12/05/2019	50594	Observer & Eccentric Newspapers	Legal notice for Budget Hearing	-43.44	1,865,456.79
Deposit	12/09/2019			Deposit	1,443.83	1,866,900.62
Check	12/10/2019	50595	Chase Visa	Visa - Statement 12/10/2019	-5,041.14	1,861,859.48
General Journal	12/11/2019	1708	Paylocity Direct Deposits	Direct Deposits	-77,029.99	1,784,829.49
General Journal	12/11/2019	1708	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,631.44	1,756,198.05
Check	12/11/2019	EFT	Paylocity	Payroll Processing Fees - Payroll Date 12/	-225.08	1,755,972.97
Transfer	12/11/2019			Funds Transfer - Payroll Date 12/11/201	-1,136.94	1,754,836.03
Check	12/11/2019	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-550.80	1,754,285.23
Check	12/11/2019	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,127.71	1,750,157.52
Check	12/11/2019	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	1,750,032.52
Bill Pmt -Check	12/12/2019	50596	Clear Rate Communications	Telephone charges 12/01/2019 - 12/31/2	-680.63	1,749,351.89
Bill Pmt -Check	12/12/2019	50597	Foster, Swift, Collins & Smith	Review notice requirements; draft email	-120.00	1,749,231.89
Deposit	12/16/2019			Deposit	2,018.72	1,751,250.61
Bill Pmt -Check	12/19/2019	50598	AmazonBusiness	VOID: A265GG3U5ZD0HS	0.00	1,751,250.61
Bill Pmt -Check	12/19/2019	50599	Ann Arbor Cleaning Supply Co.	Tall fold dispenser napkins (1 case)...Scot	-545.36	1,750,705.25
Bill Pmt -Check	12/19/2019	50600	Apple iTunes Store	Mac mini, iPad Pro, Applecare	-3,683.00	1,747,022.25
Bill Pmt -Check	12/19/2019	50601	Baker & Taylor (054)	00100054	-1,208.11	1,745,814.14

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Canton Public Library
 Transactions by Account
 As of December 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/19/2019	50602	Baker & Taylor (165)	L350165	-47.90	1,745,766.24
Bill Pmt -Check	12/19/2019	50603	Baker & Taylor (510)	L417510	-13,992.58	1,731,773.66
Bill Pmt -Check	12/19/2019	50604	Baker & Taylor (520)	L417520	-2,733.90	1,729,039.76
Bill Pmt -Check	12/19/2019	50605	Baker & Taylor (530)	L417530	-11,788.58	1,717,251.18
Bill Pmt -Check	12/19/2019	50606	Baker & Taylor (583)	L521583	-69.02	1,717,182.16
Bill Pmt -Check	12/19/2019	50607	Baker & Taylor (787S)	L556787s	-20.34	1,717,161.82
Bill Pmt -Check	12/19/2019	50608	Baker & Taylor (854)	L517854	-576.68	1,716,585.14
Bill Pmt -Check	12/19/2019	50609	bibliotheca, LLC.	Bibliotheca Cloud Library eAudiobook Lic	-2,804.23	1,713,780.91
Bill Pmt -Check	12/19/2019	50610	CAMFIL USA, Inc.	Filters - 30/30: 24x24x2 (43), 24x12x2 (11	-550.01	1,713,230.90
Bill Pmt -Check	12/19/2019	50611	Canton Township - Benefits	Claims paid - November	-465.60	1,712,765.30
Bill Pmt -Check	12/19/2019	50612	CDW-G	3280777	-114.00	1,712,651.30
Bill Pmt -Check	12/19/2019	50613	Comic City	Comics: 20 teen and 8 juvenile	-113.72	1,712,537.58
Bill Pmt -Check	12/19/2019	50614	Computype, Inc.	Single disk CD/DVD #2005123-1 (21)	-822.90	1,711,714.68
Bill Pmt -Check	12/19/2019	50615	Davis, Eva	Mileage reimbursement: 88.1 The Park...	-51.21	1,711,663.47
Bill Pmt -Check	12/19/2019	50616	Detroit Legal News	Annual subscription	-80.00	1,711,583.47
Bill Pmt -Check	12/19/2019	50617	DTE Energy	1893-232-0001-5	-11,379.72	1,700,203.75
Bill Pmt -Check	12/19/2019	50618	EBSCO Information Services	CG-S-27252-00	-33.00	1,700,170.75
Bill Pmt -Check	12/19/2019	50619	Ehrlich	14383673	-422.00	1,699,748.75
Bill Pmt -Check	12/19/2019	50620	Engie Services U.S. Inc	Boiler tag # 04532 PO 35209 and Constru	-27,402.30	1,672,346.45
Bill Pmt -Check	12/19/2019	50621	Fish Doctors	15 gallons RO water...maintenance fee	-163.48	1,672,182.97
Bill Pmt -Check	12/19/2019	50622	Gladden, Kathleen	Vision claim, mileage & staff picnic/suppl	-559.95	1,671,623.02
Bill Pmt -Check	12/19/2019	50623	Innovative Users Group	Innovative Users Group Institutional Mer	-100.00	1,671,523.02
Bill Pmt -Check	12/19/2019	50624	Konica Minolta Business Solutions	Copy charges 11/01/2019 - 11/30/2019	-572.25	1,670,950.77
Bill Pmt -Check	12/19/2019	50625	Laffey, James	Mileage to Chase Bank, Home Depot & P	-36.42	1,670,914.35
Bill Pmt -Check	12/19/2019	50626	Lee, Amy	Mileage for TLN Adult Serices Committee	-55.68	1,670,858.67
Bill Pmt -Check	12/19/2019	50627	Library Design Associates, Inc.	Service call to fix broken chains on blinds	-188.00	1,670,670.67
Bill Pmt -Check	12/19/2019	50628	Midwest Tape		-1,865.65	1,668,805.02
Bill Pmt -Check	12/19/2019	50629	Miscellaneous Vendor-ILL/MEL	Roseville Public Library: How I Became a	-23.95	1,668,781.07
Bill Pmt -Check	12/19/2019	50630	Modernistic Cleaning Services	Carpet cleaning: public area	-1,970.78	1,666,810.29
Bill Pmt -Check	12/19/2019	50631	Nicholson, Marian	Mileage HR Affinity Group - Novi, MI 12/!	-25.29	1,666,785.00
Bill Pmt -Check	12/19/2019	50632	NorthStar Mat Service	Contractual mat service	-61.90	1,666,723.10
Bill Pmt -Check	12/19/2019	50633	Office Depot	31909112	-194.52	1,666,528.58
Bill Pmt -Check	12/19/2019	50634	OverDrive, Inc.	0721-1001	-4,787.34	1,661,741.24
Bill Pmt -Check	12/19/2019	50635	Print-Tech, Inc.	4'x6' Square cut white gloss laminated la	-603.80	1,661,137.44
Bill Pmt -Check	12/19/2019	50636	Quill Corporation	C3178452	-144.63	1,660,992.81

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Canton Public Library
 Transactions by Account
 As of December 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/19/2019	50637	Rainbow Printing	Library cards - orange (3,000)	-696.00	1,660,296.81
Bill Pmt -Check	12/19/2019	50638	RDT Solutions, LLC	Quantum Data Cartridge tag # 04531 PO	-2,744.00	1,657,552.81
Bill Pmt -Check	12/19/2019	50639	Rowman & Littlefield Publishing Group	0000876216	-163.26	1,657,389.55
Bill Pmt -Check	12/19/2019	50640	Scholastic Inc	2192927	-263.73	1,657,125.82
Bill Pmt -Check	12/19/2019	50641	ShredCorp	Scheduled shredding	-55.00	1,657,070.82
Bill Pmt -Check	12/19/2019	50642	Sonitrol Tri County	Quarterly monitoring service 01/01/2020	-1,233.00	1,655,837.82
Bill Pmt -Check	12/19/2019	50643	Tsai Fong Books, Inc.	Zukai mii ga oshieru byoki ni nara nai sail	-19.76	1,655,818.06
Bill Pmt -Check	12/19/2019	50644	U.S. Government Printing Office	Economic Indicators renewal	-58.00	1,655,760.06
Bill Pmt -Check	12/19/2019	50645	Unique Management Services	Placements - November	-264.60	1,655,495.46
Bill Pmt -Check	12/19/2019	50646	UPS	Outbound shipment November 2019	-8.57	1,655,486.89
Bill Pmt -Check	12/19/2019	50647	AmazonBusiness	A265GG3U5ZD0HS	-2,822.23	1,652,664.66
Bill Pmt -Check	12/19/2019	50649	Sun Life Assurance Company of Canada	Monthly charges - January	-1,225.55	1,651,439.11
Bill Pmt -Check	12/19/2019	50650	Blue Care Network	Coverage 01/01/2020 - 01/31/2020	-16,830.82	1,634,608.29
Deposit	12/23/2019			Deposit	2,606.36	1,637,214.65
Bill Pmt -Check	12/23/2019	50651	AT&T Mobility (Cingular Wireless)	831922095	-180.53	1,637,034.12
Bill Pmt -Check	12/23/2019	50652	Konica Minolta Premier Finance	Monthly contract payment December	-266.06	1,636,768.06
General Journal	12/24/2019	1709	Paylocity Direct Deposits	Direct Deposits	-97,201.66	1,539,566.40
General Journal	12/24/2019	1709	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-35,575.86	1,503,990.54
Check	12/24/2019	EFT	Paylocity	Payroll Processing Fees - Payroll Date 12/	-860.39	1,503,130.15
Transfer	12/24/2019			Funds Transfer - Payroll Date 12/25/2019	-1,136.94	1,501,993.21
Check	12/24/2019	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-550.80	1,501,442.41
Check	12/24/2019	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,277.71	1,497,164.70
Check	12/24/2019	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	1,497,039.70
Bill Pmt -Check	12/26/2019	50653	DTE Energy	1893-232-0001-5	-8,265.30	1,488,774.40
Transfer	12/26/2019			Funds Transfer - excess of \$5,000	5,000.00	1,493,774.40
Deposit	12/26/2019			Deposit	634,488.25	2,128,262.65
Bill Pmt -Check	12/28/2019	50648	Swanberg, C	15 Year Longevity Award	-200.00	2,128,062.65
Check	12/30/2019	EFT	MERS - Pension	Pension Deductions for Month of Decem	-4,756.86	2,123,305.79
Deposit	12/30/2019			Deposit	1,529.96	2,124,835.75
Deposit	12/30/2019			Deposit	2,501,831.73	4,626,667.48
Deposit	12/31/2019			Interest	319.28	4,626,986.76
Total 000-004 · Chase - Checking					<u>2,688,477.13</u>	<u>4,626,986.76</u>
TOTAL					<u>2,688,477.13</u>	<u>4,626,986.76</u>

Director's Report
January 2020

1. This month you will review the Board Meeting Agenda Planning document for 2020. This is intended to give you an overview of the plan for each month's board meeting. Items will come up, and items will not be necessary; I will review these with Chair Amy Watts prior to that month's meeting. I hope that this helps you plan your year.
2. Also on the agenda is approval of the proposal from the University of Michigan-Dearborn to conduct additional analysis of our community survey data. The survey was conducted in partnership with Canton Leisure Services in 2019. Delays in the release of the survey into the field meant that the funds budgeted in 2019 for this additional analysis were unspent (and added to the fund balance at the end of the fiscal year). We have funds in Professional & Contractual to pay for this project in 2020, but because these funds were not specifically budgeted for 2020, I require approval from the board to proceed. Your approval this evening authorizes the library to make the expenditure; at the April meeting, you will approve the 1st Quarter Budget Amendment that incorporates this expenditure into the 2020 budget.

Related to this project, included in your packet is a letter from me disclosing potential Conflicts of Interest arising from this engagement, and the steps taken to ensure that they are not.

3. I am currently working with Canton Leisure Services to schedule a joint study session of the Township and Library Boards on either February 18 or March 3 at 7pm at the Township Administration Building to hear the Community Survey presentation from Cobalt Community Research. I will keep you posted on the selected date.
4. ENGIE Services has begun the work to complete the humidifier system replacement and the new wiring to convert our building control system from pneumatic to digital, including building control software.
5. The Friends of the Library held their annual membership/business meeting on January 8. Nancy Smith is now President; Kathy Young is Vice President, and Carol Symanns and Jane Payton remain Treasurer and Secretary, respectively.
6. The Belleville Area District Library closed their building on January 13, and due to some delays, plan to reopen in their new building on February 23, 2020 (rather than their original target of February 8). Their new building is on the same property as their old one; they'll tear down the old building and that space will become their parking. They expect to hold an official open house once that's done, probably in late spring. During the move, their new Sumpter branch will have some services and limited hours (5 hours per day Monday through Saturday, closed Sundays), so we anticipate that we'll see a lot of BADL patrons using our library during this time. We are all very excited for Director Mary Jo Suchy and the BADL service area!

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 1st draft budget
 - Library materials – review library recommendation, determine budget as a % of total revenues for 1st draft budget
2. 2019 Endowment Fund campaign review

March

1. 2021 Budget discussion – expenditures
 - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA

April

1. 2019 Audit presentation, Plante Moran
2. 1st Quarter Budget Amendment
3. 2021 Budget discussion – expenditures
 - Salaries – review library recommendation, determine initial assumption for 1st draft budget
4. President's Volunteer Service Awards presentations

May

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

June

1. 62 Days of Summer program overview
2. 2021 Budget assumptions – continue board discussions of items for 1st 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. 1st draft of 2021 budget and 2022-2023 projections
2. 2nd Quarter Budget Amendment

August

1. 2nd draft of 2021 budget and 2022-2023 projections
2. 1st 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. 3rd 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. 4th 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



COLLEGE OF BUSINESS

iLABS

UNIVERSITY OF MICHIGAN-DEARBORN

Proposal for the Canton Public Library Community User Survey Data Analysis

Overview

In the Fall of 2019, the Canton Public Library will partner with Canton Leisure Services to conduct a survey of residents in the township. The library is looking to have a deeper analysis conducted of the data collected in the survey. Such analyses will be used to understand the data and look for actionable items to consider as the library updates their strategic plan.

The total number of de-identified responses is currently unknown, however the iLabs team will work with the unique responses to examine group preferences, possible segments of users, and areas with unmet needs. Key questions from the survey include beneficial skill-building and social programs, critical issues faced by the community, needs of residents, and potential library services. The demographic section of the survey will be used to examine differences in views based on household characteristics.

Methods to be Used

The data will be analyzed using appropriate univariate and inferential statistical techniques. Depending on the size of the subgroups in the sample, various statistical techniques may be utilized to identify statistically significant differences between groups and correlations between items. The research team will interpret the data and present the key findings and relevant implications to CPL leadership in a report with tables on noteworthy findings.

Expected Project Schedule

December 2019-January 2020 – Data cleaning

January-March 2020 – Data analysis and descriptive analytics

April 2020 – Presentation of results

iLabs Research Team

Crystal Scott would provide oversight to this study. Crystal is the Chair of the Department of Management Studies and Associate Professor of Marketing at UM-Dearborn's College of Business. She earned her Ph.D. in Marketing and holds a Master of Science in Biostatistics.

Kari Porembiak is the Project Manager for iLabs, the University of Michigan-Dearborn's Center for Innovation Research. She would support a team of iLabs researchers in the cleaning, analysis, and reporting of the project. She holds a Bachelor of Business Administration with a major in Marketing and previously worked at J.D. Power, where she was responsible for managing multiple studies. She also has experience with both qualitative and quantitative research.

Estimated Costs

The project would commence in December 2019 and conclude with the presentation of final reports in April 2020. The cost of the project, as proposed, is a fixed price of \$7,700.

All of us at the University of Michigan-Dearborn look forward to working with the Canton Public Library. Should you have any questions or wish to discuss the proposal further, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C. J. Scott', with a long horizontal flourish extending to the right.

Crystal J. Scott, Ph.D.
Department Chair
Management Studies Department
College of Business
The University of Michigan-Dearborn
Office: (313) 593-5634



DIRECTOR: Eva Davis

DATE: January 9, 2020
To: Canton Public Library Board of Trustees
From: Eva Davis, Director
RE: Disclosure of Potential Conflicts of Interest

To the Board,

With board approval, the Canton Public Library is engaging with iLabs, the Center for Innovation Research at the University of Michigan-Dearborn's College of Business, to provide in the Winter 2020 term additional library-specific analyses of the raw data file provided by Cobalt Community Research from the Community Survey conducted jointly with Canton Leisure Services in late 2019.

There are two potential conflicts of interest arising from this engagement that I wish to disclose to you: Personal and Financial.

My husband, Timothy Davis, is the Assistant Dean at the University of Michigan-Dearborn's College of Business. Timothy and I provide administrative oversight to our respective organizations. Due to our personal relationship, Laurie Golden, Community Relations Department Head (Library); Dr. Crystal Scott, Chair of the Department of Management Studies and Associate Professor of Marketing (College of Business, UM-Dearborn); and Kari Porembiak, Project Manager (iLabs, UM-Dearborn) will serve as the principal managers of this project. Neither Timothy nor I will influence the results of the analyses or any other project outcomes. Our recusal from direct management of the project will ensure that there is no Personal Conflict of Interest.

The second potential conflict of interest is financial. The Library's payment of \$7,700 to the University of Michigan provides for wage/salary offsets for Dr. Scott, Ms. Porembiak, and the student research team, along with their associated expenses (mileage, copies/supplies, standard University overhead). Because there is no financial gain to the Davis household through this engagement, there is no Financial Conflict of Interest.

Timothy has made a similar disclosure to the University of Michigan Institutional Review Board, which determined that the outlined steps adequately ensure that there are no Personal or Financial Conflicts of Interest arising from this project. The UM IRB subsequently issued their approval to proceed with the Canton Public Library research project.

Respectfully submitted,

Eva M. Davis
Director

1/1/2019 to 12/31/2019															
Friends of the Canton Public Library															
INCOME	Budget 2019	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Year to Date	Difference over/(under)
Book Store															
Bag Sales	\$ 9,000.00	\$ 949.70	\$ 1,020.45	\$ 955.45	\$ 800.61	\$ 576.46	\$ 855.30	\$ 1,015.75	\$ 888.29	\$ 771.05	\$ 812.13	\$ 893.49	\$ 701.60	\$ 10,240.28	1,240.28
Book Store Sales	\$ 39,000.00	\$ 3,026.40	\$ 3,200.44	\$ 2,900.05	\$ 3,574.74	\$ 2,907.26	\$ 3,183.54	\$ 3,683.59	\$ 3,950.60	\$ 3,923.18	\$ 3,173.81	\$ 2,799.63	\$ 2,941.94	\$ 39,265.18	265.18
Book Cart	\$ 1,500.00	\$ 141.17	\$ 140.36	\$ 145.11	\$ 110.00	\$ 109.59	\$ 214.37	\$ 220.80	\$ 183.16	\$ 157.24	\$ 161.83	\$ 97.19	\$ 146.84	\$ 1,827.66	327.66
Book Store Total	\$ 49,500.00	\$ 4,117.27	\$ 4,361.25	\$ 4,000.61	\$ 4,485.35	\$ 3,593.31	\$ 4,253.21	\$ 4,920.14	\$ 5,022.05	\$ 4,851.47	\$ 4,147.77	\$ 3,790.31	\$ 3,790.38	\$ 51,333.12	1,833.12
Ipad Sales	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375.00	375.00
Donations Receiv	\$ -	\$ 118.50	\$ 6.00	\$ 29.00	\$ 24.50	\$ 152.00	\$ 59.50	\$ 43.65	\$ 83.46	\$ 53.00	\$ 68.08	\$ 256.40	\$ 49.00	\$ 943.09	943.09
FUNDRAISERS															
Amazon Smile	\$ 50.00	\$ -	\$ 148.52	\$ -	\$ -	\$ 41.69	\$ -	\$ -	\$ 41.77	\$ -	\$ -	\$ 40.51	\$ -	\$ 272.49	222.49
Kroger Program	\$ 800.00	\$ -	\$ 200.86	\$ -	\$ -	\$ -	\$ 185.72	\$ -	\$ -	\$ 194.90	\$ -	\$ 179.96	\$ -	\$ 761.44	(38.56)
Tony Sacco/Daiml	\$ 400.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	(350.00)
Fundraiser Total	\$ 1,250.00	\$ -	\$ 399.38	\$ -	\$ 0.00	\$ 41.69	\$ 185.72	\$ -	\$ 41.77	\$ 194.90	\$ -	\$ 220.47	\$ 0.00	\$ 1,083.93	(166.07)
Membership Dues	\$ 3,300.00	\$ 1,220.00	\$ 155.00	\$ 125.00	\$ 235.00	\$ 410.00	\$ 180.00	\$ 110.00	\$ 650.00	\$ 250.00	\$ 335.00	\$ 115.00	\$ 210.00	\$ 3,995.00	695.00
Interest - Money Ma	\$ -	\$ 0.38	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.38	\$ 0.34	\$ 0.41	\$ 0.37	\$ 0.38	\$ 0.38	\$ 0.35	\$ 0.39	\$ 4.47	4.47
TOTAL INCOME	\$ 54,050.00	\$ 5,456.15	\$ 4,921.97	\$ 4,529.97	\$ 4,745.24	\$ 4,197.38	\$ 4,678.77	\$ 5,074.20	\$ 5,797.65	\$ 5,349.75	\$ 4,551.23	\$ 4,382.53	\$ 4,049.77	\$ 57,734.61	3,684.61
EXPENSE															
Canton Public Library															
Landscaping	\$ 3,200.00	\$ -	\$ -	\$ -	\$ 3,200.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ 3,000.00	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 29,200.00	(1,000.00)
Endowment Fund	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	0.00
Collection Fundin	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	0.00
Scholarships	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	(1,000.00)
Other CPL	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	0.00
Programs	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	0.00
Staff Moral Bldg E	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	0.00
TOTAL CPL	\$ 30,200.00	\$ 5,000.00	\$ -	\$ -	\$ 3,200.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ 3,000.00	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 29,200.00	(1,000.00)
EVENTS															
Community:															
Chamber of Comm	\$ 110.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 125.00	15.00
Spelling Bee/Bunc	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 293.64	\$ -	\$ -	\$ 300.00	0.00
Volunteer Apprec	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 293.64	93.64
Canton Twp-Story	\$ -	\$ 1,700.00	\$ -	\$ 300.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318.64	\$ 0.00	\$ 0.00	\$ 1,700.00	1,700.00
TOTAL COMMUNITY	\$ 610.00	\$ 1,700.00	\$ -	\$ 300.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318.64	\$ 0.00	\$ 0.00	\$ 2,418.64	1,808.64
Friends:															
Annual Meeting	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	(50.00)
Donations / Gifts	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 50.00	0.00
Conference Fees	\$ 200.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.00	(75.00)
Friends Staff Supp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 58.82	\$ -	\$ -	\$ -	\$ 150.00	\$ 270.02	\$ -	\$ 628.84	128.84
Membership Drive	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	(500.00)
TOTAL FRIENDS	\$ 1,300.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 150.00	\$ 58.82	\$ -	\$ -	\$ 25.00	\$ 150.00	\$ 270.02	\$ 50.00	\$ 803.84	(496.16)
Operations Expense															
Furniture & Equip	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(700.00)
Memberships Paid	\$ 200.00	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ 210.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255.00	55.00
Marketing	\$ 600.00	\$ 595.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 595.00	(5.00)
Supplies & Misc.	\$ 200.00	\$ -	\$ 11.99	\$ 233.99	\$ -	\$ 22.24	\$ 43.73	\$ 58.95	\$ 68.54	\$ 16.98	\$ 50.98	\$ 8.00	\$ -	\$ 515.40	315.40
Postage	\$ 200.00	\$ 75.67	\$ -	\$ -	\$ 18.05	\$ -	\$ 28.00	\$ 28.00	\$ -	\$ -	\$ 42.50	\$ -	\$ -	\$ 164.22	(35.78)
Printing & Reprod	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460.57	\$ 460.57	\$ -	\$ -	\$ 291.50	\$ -	\$ -	\$ 1,056.82	556.82
Sales Tax	\$ 3,000.00	\$ 718.64	\$ -	\$ -	\$ 753.25	\$ -	\$ 721.91	\$ 721.91	\$ -	\$ -	\$ 869.62	\$ -	\$ -	\$ 3,063.42	63.42
State Fees	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.00	0.00
Bank Charges/PP F	\$ 80.00	\$ 3.02	\$ 0.52	\$ 0.93	\$ 4.58	\$ 0.63	\$ 1.48	\$ 2.50	\$ 2.41	\$ 1.37	\$ 4.39	\$ 0.52	\$ 4.28	\$ 26.63	(53.37)
TOTAL OPERATIONS	\$ 5,500.00	\$ 1,982.33	\$ 12.51	\$ 279.92	\$ 775.88	\$ 22.87	\$ 255.21	\$ 1,291.93	\$ 70.95	\$ 18.35	\$ 1,258.99	\$ 8.52	\$ 309.03	\$ 5,696.49	196.49
TOTAL EXPENSE	\$ 37,610.00	\$ 8,092.33	\$ 12.51	\$ 579.92	\$ 4,175.88	\$ 5,172.87	\$ 314.03	\$ 2,291.93	\$ 3,070.95	\$ 43.35	\$ 1,727.63	\$ 12,278.54	\$ 359.03	\$ 38,118.97	508.97
TOTAL INCOME	\$ 54,050.00	\$ 5,456.15	\$ 4,921.97	\$ 4,529.97	\$ 4,745.24	\$ 4,197.38	\$ 4,678.77	\$ 5,074.20	\$ 5,797.65	\$ 5,349.75	\$ 4,551.23	\$ 4,049.77	\$ 3,690.74	\$ 57,734.61	3,684.61
Amount to Savings/Check	\$ 16,440.00	\$ (2,636.18)	\$ 4,909.46	\$ 3,950.05	\$ 569.36	\$ (975.49)	\$ 4,364.74	\$ 2,782.27	\$ 2,726.70	\$ 5,306.40	\$ 2,823.60	\$ (7,896.01)	\$ 3,690.74	\$ 19,615.64	3,175.64
Beginning Bal \$50,638.88															
TOTAL CASH ON HAND	\$ 41,276.87	\$ 38,640.69	\$ 43,550.15	#####	\$ 48,069.56	\$ 47,094.07	#####	#####	\$ 56,967.78	\$ 62,274.18	\$ 65,097.78	\$ 57,201.77	\$ 60,892.51		