



Library Board of Trustees Meeting Agenda

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
June 18, 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) 	
Roll Call Vote	<ul style="list-style-type: none"> • Approval of Agenda 	
Roll Call Vote	<ul style="list-style-type: none"> • Approval of General Meeting Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders Discussion Item Action Item 20/6-18-1 Discussion Item	<ul style="list-style-type: none"> • 2021 Budget Discussion — expenditures <ul style="list-style-type: none"> ○ Salaries proposal, Draft #2 for 1st draft budget • Approval of Pandemic Response Policy • Library Closure Due to COVID-19 — how reopening is proceeding 	
New Business Discussion Item Action Item 20/6-18-2 Action Item 20/6-18-3	<ul style="list-style-type: none"> • Healthcare Plan Options August 2020-July 2021 Presentation (Kapnick Insurance) • Approval of Healthcare Contract August 2020-July 2021 • Approval of PA 152 Employer/Employee Insurance Premiums Cost-Sharing 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

May 21, 2020 – 7:30 pm

The Chairperson, Amy Watts, called the meeting to order at 7:34 PM.

Present: N. Eggenberger, M. Farell, J. Lee, J. Pandit (joined at 7:39 PM), D. Turner, A. Watts

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (L. Golden, A. Iqbal, D. McHugh, M. Nicholson, R. Noble, J. Parij, D. Skopczynski, C. Spas, C. Swanberg, N. Szczepanski) – Director Eva Davis introduced the Canton Public Library Board of Trustees to the audience.

APPROVAL OF AGENDA

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

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, J. Lee, D. Turner, A. Watts

No: None

Abstain: None

The motion passed (5-0-0)

APPROVAL OF GENERAL MEETING MINUTES

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, J. Lee, D. Turner, A. Watts

No: None

Abstain: None

The motion passed (5-0-0)

COMMUNICATIONS — None

DIRECTOR'S REPORT

Director Eva Davis reported that Jim Pletz, director of The Library Network (TLN), has announced his retirement and will step down as of October 1st. TLN has a seasoned staff and she anticipates no problems as TLN searches for his replacement.

The new lobby entry doors have been ordered and will be installed in early June. They will be touchless, grocery-style doors.

Building Manager Jim Laffey will oversee the final phase of the library's disinfection project; all carpets will be cleaned and treated on Tuesday, May 26.

Community Relations Department Head Laurie Golden was interviewed by Sonya Norris of the Library of Michigan about the library website's pandemic information sources and COVID-19 resource page, and blog post updates on library services. The Canton Public Library was held out to be an excellent example of what libraries should be doing at this time.

Golden and Circulation Services Department Head Nancy Szczepanski coordinated an email survey (done with our Savannah software) of 4700 frequent library users on their interest and level of comfort regarding the pickup of physical materials and other issues related to the eventual phased reopening of the library. As of Thursday, there had been roughly 1100 responses; thus far, a high interest in physical materials has been registered.

The library is a third of the way through the fiscal year. The first State Aid to Libraries payment was just received; it will be reflected in the May financials at the June meeting. Given the costs to the state due to COVID-19, Davis expects that the second payment (as well as any penal fines) will be considerably less than expected. Other Income items, such as meeting room rentals, are trending downward and will continue to do so, due to lack of usage. Any adjustments will be made with the 3rd Quarter Budget Amendment in October.

As always at this point of the year, certain expenditures are trending higher. Fringe Benefits are higher because of the annual payment made to MERS in January. Professional & Contractual is trending higher due to the purchase or renewal of various software licenses and maintenance agreements. Travel is higher because of staff attendance at the biennial Public Library Association conference in Nashville in February. Any other 2020 conferences will be held virtually at a reduced rate, and no airline, hotel or meal expenses will be incurred. Any unused dollars will be reclaimed in the 3rd Quarter Budget Amendment. Yearly Insurance payments are also billed during the 1st quarter; the Worker's Compensation policy has yet to be billed. Capital Outlay expenditures are attributable to the ENGIE project. These areas will fall into line as the year progresses.

Form 5572 (2-19) The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report form had been supplied to the board, as required by the state. Trustee Don Turner questioned the source of the Municipal Employees' Retirement System (MERS) return on investment (ROI) assumption. E. Davis stated that the Administration and previous boards had found the MERS assumptions to be overly optimistic, which is why the library over-funds the pension plan in each year's budget. An Experience Study, or performance audit, is done on the MERS assumptions every five years. Turner's concern that this pension funding will be a never-ending exercise should be eased since the board voted in 2017 to discontinue enrollment to new employees.

TRUSTEE COMMENTS — None

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Library Closure Due to COVID-19 — reopening

The library is experiencing an outstanding increase in eMedia checkouts, card applications and card renewals. Davis lauded L. Golden and Information Services Department Head Jessica Parij for the quantity and quality of social media posts and online engagements, such as virtual StoryTime sessions. There will be an all-staff Zoom meeting on Friday, May 22; staff members will be able to voice their concerns re: reopening at that time.

Davis reiterated that the plan to implement reopening the library is based on a tightly controlled, conceptual framework, designed to be flexible so that the library can pivot and make changes based on current conditions. She has learned much from watching the experiences of retail and grocery stores.

The library has discontinued all room rentals, but has consented for civic reasons to Canton Township Clerk Michael Siegrist's request, pending Township Board discussion, to allow his people to use the Community Room to process same-day voter registrations in August. Canton Township Treasurer Dian Slavens also contacted Davis for input on how the library plans to address fears and concerns of older library patrons, as the township regularly services older residents that prefer to do business in-person, rather than online. Davis continues to be in constant contact with the township Emergency Coordinator, Will Hayes.

Department heads are meeting to construct staff schedules for the limited reopening and succeeding phases. In response to Trustee Nancy Eggenberger's expressed concern re: dealing with patrons refusing to comply with face mask regulations or policies, Davis stated that no patrons will be entering the building during the first phases of wide staff return; when they do, it will only be by appointment and all requirements will be shared with patrons at that time. Davis will also be receiving guidance from the library's attorney and Will Hayes on dealing with patrons claiming a medical exception to wearing a face mask.

Vice Chair Jasmine Lee asked if building security will be increased; Davis is looking at that possibility.

NEW BUSINESS

Revisions to Furlough Policy — The library is not proposing any furloughs at this time and in fact it has never been implemented since the board passed the furlough policy 11 years ago. Administration feels it is prudent to review and update it at this time to be sure it conforms with current laws and regulations.

D. Turner moved and J. Lee supported a motion to accept the revised Furlough Policy as presented.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/5-21-1 (6-0-0)

2021 Budget Discussion — Expenditures

Capital Expenditures — Due to the library's extended shutdown, it is not known exactly which anticipated technology or facilities projects will actually be done. They will be re-evaluated as the year progresses, based on need and/or patron interest.

Vice Chair Lee inquired about the need for the new accounting platform in the proposed Capital Replacement Schedule. Davis explained that Accountant Debbie McHugh has been consulting with the auditors and other libraries to select a replacement for Quickbooks, which cannot support the new Uniform Chart of Accounts that will be mandatory in January.

Salaries — Davis stated that the mandated minimum wage increase in January 2021 consequently means that the pay differential between the lowest tier and the middle tier of the Circulation Services

employees will essentially be wiped out. Based on Merces Consulting's review of job evaluations and labor market studies, and the duties and responsibilities within individual job categories, she proposed a 1.7% increase to the Salaries line, with priority to be given to those frontline employees in the lower pay grades, and a 5% cut to the director's salary. Any increases to eligible employees would be based on job performance, with some employees possibly receiving more than 1.7%, some less and some receiving no increase at all. While the Merces recommendation was an average 3.0% increase, Davis recommends her alternate recommendation. The board asked for a revised proposal at the June meeting with a slight increase to the lower pay grades due to the state minimum wage increase; pay freezes for all other positions; and no pay cuts.

2021 Budget Discussion — Expenditures

Millage Rate — Davis recommended an assessment of 1.4717 mills for 2021.

Property tax collection rate — Davis recommended a 96% collection rate assumption, down from the 99% rate in 2020. With the moratorium on foreclosures and evictions, she felt it is prudent to plan for more property tax delinquencies.

Even with the lesser millage and lowered collection rate assumption, the 2021 budget projects a \$100,000 revenue increase, due to new construction in the township. The board members indicated their assent to using these figures in the 2021 budget proposal.

Revision to 2020 Schedule of Board Meetings and Library Closures — The 2020 Liberty Fest has been cancelled, and Davis requested that the board rescind the library closure dates that were to accommodate it. Since the library would then be open the evening of June 18, the board would be able to hold their 3rd Thursday meeting on that date, if desired.

D. Turner moved and N. Eggenberger supported a motion to rescind the early library closure of June 18 and the full-day closures of June 19 and June 20, and to move the scheduled June meeting of the Canton Public Library Board of Trustees to Thursday, June 18.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/5-21-2 (6-0-0)

Pandemic Reopening Policy (1st reading) —The library's attorney at Foster, Swift recommended that the board approve this pandemic policy, which delegates certain authority to the director with regard to issues that might arise regarding reopening plans, staffing, patrons and hygiene.

They will vote on the policy at the June meeting.

CALL TO AUDIENCE — Davis showed to the board the final proof of the 62 Days of Summer activities map that will be part of the packet that will be mailed to every Canton household in June.

ADJOURN

The meeting was adjourned at 9:46PM.

Michelle Farell, Secretary-Treasurer

1:46 PM
 06/08/20
 Accrual Basis

Canton Public Library
Balance Sheet
 As of May 31, 2020

	<u>Apr 30, 20</u>	<u>May 31, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	5,461,062.02	5,175,450.13
000-013 · JPMorgan Chase- Credit Card	6,086.67	6,120.39
000-014 · Medical Reimbsmt (BasicFlex)	10,687.29	12,022.08
000-016 · Chase - High Yield Savings	<u>1,997,234.35</u>	<u>1,997,318.55</u>
Total Checking/Savings	<u>7,475,070.33</u>	<u>7,190,911.15</u>
Total Current Assets	<u>7,475,070.33</u>	<u>7,190,911.15</u>
TOTAL ASSETS	<u><u>7,475,070.33</u></u>	<u><u>7,190,911.15</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>63,549.56</u>	<u>97,398.07</u>
Total Accounts Payable	63,549.56	97,398.07
Credit Cards		
000-208 · Chase - Visa 3651	<u>1,688.24</u>	<u>3,938.76</u>
Total Credit Cards	1,688.24	3,938.76
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	6,205.42	6,205.42
229e · Misc. Grants & Donations	<u>0.00</u>	<u>150.00</u>
Total 000-229 · Grants/Donations-Restricted Use	6,205.42	6,355.42
000-237 · Medical Saving Deduction MedFSA	<u>2,359.89</u>	<u>3,694.68</u>
Total Other Current Liabilities	<u>8,565.31</u>	<u>10,050.10</u>
Total Current Liabilities	<u>73,803.11</u>	<u>111,386.93</u>
Total Liabilities	73,803.11	111,386.93
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	<u>3,975,371.82</u>	<u>3,653,628.82</u>
Total Equity	<u>7,401,267.22</u>	<u>7,079,524.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,475,070.33</u></u>	<u><u>7,190,911.15</u></u>

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

	<u>Jan - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,084,754.48	6,089,500.00	-4,745.52	99.92%
738-566 · State Aid to Libraries	35,788.76	65,000.00	-29,211.24	55.06%
738-613 · Photocopy Fees	9,734.95	45,000.00	-35,265.05	21.63%
738-615 · Replacement - Books/ AV	2,266.24	9,500.00	-7,233.76	23.86%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	8,838.20	50,000.00	-41,161.80	17.68%
738-670 · Misc & Contributions	1,719.13	1,000.00	719.13	171.91%
738-671 · Interest Income	6,577.93	15,000.00	-8,422.07	43.85%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	787,000.00	-787,000.00	0.00%
Total Income	<u>6,151,683.62</u>	<u>7,129,500.00</u>	<u>-977,816.38</u>	<u>86.29%</u>
Gross Profit	<u>6,151,683.62</u>	<u>7,129,500.00</u>	<u>-977,816.38</u>	<u>86.29%</u>
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,089,727.45	2,954,000.00	-1,864,272.55	36.89%
738-715 · Fringe Benefits	339,597.63	670,100.00	-330,502.37	50.68%
738-722 · Supplies	26,528.08	168,470.00	-141,941.92	15.75%
738-740 · Library Materials	352,928.97	952,000.00	-599,071.03	37.07%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	154,597.88	357,950.00	-203,352.12	43.19%
738-850 · Communications	7,985.56	30,000.00	-22,014.44	26.62%
738-860 · Travel	27,462.24	59,400.00	-31,937.76	46.23%
738-880 · Community Promotion	1,720.59	16,200.00	-14,479.41	10.62%
738-900 · Printing	827.00	60,100.00	-59,273.00	1.38%
738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities	52,120.40	205,000.00	-152,879.60	25.43%
738-930 · Maintenance & Repairs	49,191.13	240,600.00	-191,408.87	20.45%
738-940 · Rentals/Leases	4,221.52	23,200.00	-18,978.48	18.20%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay	333,199.50	787,000.00	-453,800.50	42.34%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	524,380.00	-524,380.00	0.00%
Total Expense	<u>2,498,054.80</u>	<u>7,129,500.00</u>	<u>-4,631,445.20</u>	<u>35.04%</u>
Net Income	<u>3,653,628.82</u>	<u>0.00</u>	<u>3,653,628.82</u>	<u>100.00%</u>

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

	Jan - May 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,084,754.48	6,089,500.00	-4,745.52	99.92%
738-566 · State Aid to Libraries	35,788.76	65,000.00	-29,211.24	55.06%
738-613 · Photocopy Fees	9,734.95	45,000.00	-35,265.05	21.63%
738-615 · Replacement - Books/ AV	2,266.24	9,500.00	-7,233.76	23.86%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	8,838.20	50,000.00	-41,161.80	17.68%
738-670 · Misc & Contributions	1,719.13	1,000.00	719.13	171.91%
738-671 · Interest Income				
671g · Interest Income General	6,577.93	15,000.00	-8,422.07	43.85%
Total 738-671 · Interest Income	6,577.93	15,000.00	-8,422.07	43.85%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	787,000.00	-787,000.00	0.00%
Total Income	6,151,683.62	7,129,500.00	-977,816.38	86.29%
Gross Profit	6,151,683.62	7,129,500.00	-977,816.38	86.29%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,089,727.45	2,954,000.00	-1,864,272.55	36.89%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,255.67	2,000.00	-744.33	62.78%
715b · Unemployment Reimbursement	0.00	1,000.00	-1,000.00	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	5,978.40	21,000.00	-15,021.60	28.47%
716m · Medical (BCN)	105,323.16	250,000.00	-144,676.84	42.13%
Total 738-716 · Medical/Dental	111,301.56	274,600.00	-163,298.44	40.53%
738-717 · Life Ins / Disability	7,488.24	14,500.00	-7,011.76	51.64%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	520.00	7,000.00	-6,480.00	7.43%
738-720 · FICA / MC Taxes	87,799.67	226,000.00	-138,200.33	38.85%
738-721 · Retirement DC Plan (401a)	6,232.49	20,000.00	-13,767.51	31.16%
Total 738-715 · Fringe Benefits	339,597.63	670,100.00	-330,502.37	50.68%
738-722 · Supplies				
722t · Technology Supplies	1,982.09	27,200.00	-25,217.91	7.29%
738-727 · Office Supplies				
727a · General Office Supplies	2,049.89	8,500.00	-6,450.11	24.12%
727b · Printing & Copying Supplies	680.36	5,000.00	-4,319.64	13.61%
Total 738-727 · Office Supplies	2,730.25	13,500.00	-10,769.75	20.22%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	1,015.44	5,250.00	-4,234.56	19.34%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	866.89	17,700.00	-16,833.11	4.90%
725b · Tech Processing Supplies	6,934.31	22,000.00	-15,065.69	31.52%
Total 738-725 · Proc Library Supplies	7,801.20	39,700.00	-31,898.80	19.65%
738-726 · Community Relations Supplies	98.00	1,000.00	-902.00	9.80%
738-729 · Building Supplies	2,878.03	22,700.00	-19,821.97	12.68%
738-728 · Library Supplies- General - Other	2,267.51	13,000.00	-10,732.49	17.44%
Total 738-728 · Library Supplies- General	14,060.18	81,650.00	-67,589.82	17.22%
738-730 · Postage				
730b · Postage - Info Services	629.85	3,500.00	-2,870.15	18.00%

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

	Jan - May 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	3.16	150.00	-146.84	2.11%
730j · Postage - Business Services	-640.10	2,725.00	-3,365.10	-23.49%
730m · Postage - Community Relations	4,348.00	27,245.00	-22,897.00	15.96%
Total 738-730 · Postage	4,340.91	33,620.00	-29,279.09	12.91%
738-732 · Janitorial Supplies	3,414.65	12,500.00	-9,085.35	27.32%
Total 738-722 · Supplies	26,528.08	168,470.00	-141,941.92	15.75%
738-740 · Library Materials				
738-741 · Books	47,624.97	263,500.00	-215,875.03	18.07%
738-744 · AV (Media)	25,471.44	130,000.00	-104,528.56	19.59%
738-747 · Services, Subscrip & Pre-proc	279,832.56	558,500.00	-278,667.44	50.10%
Total 738-740 · Library Materials	352,928.97	952,000.00	-599,071.03	37.07%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	463.24	5,000.00	-4,536.76	9.27%
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	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	97,951.51	154,600.00	-56,648.49	63.36%
808tp · Online Info - Tech Processing	5,924.00	24,600.00	-18,676.00	24.08%
Total 738-808 · Information Technology	103,875.51	179,200.00	-75,324.49	57.97%
738-809 · Programming-Community Relations				
809d · Community Programming	4,349.80	30,000.00	-25,650.20	14.50%
Total 738-809 · Programming-Community Relations	4,349.80	30,000.00	-25,650.20	14.50%
738-810 · Other Professional Services				
810a · Payroll	5,998.64	15,000.00	-9,001.36	39.99%
810b · Professional Services-Circ Srv	903.25	9,250.00	-8,346.75	9.77%
810j · Professional Services - Bus Srv	2,210.00	11,925.00	-9,715.00	18.53%
810m · Professional Services - Com Rel	13,700.00	44,900.00	-31,200.00	30.51%
Total 738-810 · Other Professional Services	22,811.89	81,075.00	-58,263.11	28.14%
738-812 · Legal	1,960.00	15,000.00	-13,040.00	13.07%
738-814 · Membership Dues				
814a · Membership Dues - Director	275.00	1,500.00	-1,225.00	18.33%
814b · Membership Dues - Info Services	530.00	2,900.00	-2,370.00	18.28%
814c · Membership Dues - Circ Services	0.00	800.00	-800.00	0.00%
814e · Membership Dues - Info Tech	179.00	1,200.00	-1,021.00	14.92%
814j · Membership Dues - Business Srv	470.00	1,500.00	-1,030.00	31.33%
814k · Membership Dues - Miscellaneous	4,390.35	9,750.00	-5,359.65	45.03%
814m · Membership Dues - Community Rel	0.00	1,200.00	-1,200.00	0.00%
Total 738-814 · Membership Dues	5,844.35	18,850.00	-13,005.65	31.01%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	550.00	2,150.00	-1,600.00	25.58%
815c · Staff Development/Training	409.05	5,500.00	-5,090.95	7.44%
815t · Online Training Services - IT	1,606.50	2,500.00	-893.50	64.26%
Total 738-815 · Staff Inservice	2,565.55	15,150.00	-12,584.45	16.93%
Total 738-801 · Professional & Contractual	154,597.88	357,950.00	-203,352.12	43.19%
738-850 · Communications	7,985.56	30,000.00	-22,014.44	26.62%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

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

	Jan - May 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	1,790.56	5,000.00	-3,209.44	35.81%
861b · Conferences - Info. Services	7,361.55	13,500.00	-6,138.45	54.53%
861d · Conferences - Circ Serv.	6,270.84	8,000.00	-1,729.16	78.39%
861f · Conferences - Trustees	1,690.74	4,000.00	-2,309.26	42.27%
861g · Leadership Canton	0.00	1,200.00	-1,200.00	0.00%
861h · Conferences - Info. Technology	3,031.91	8,400.00	-5,368.09	36.09%
861j · Conferences - Business Services	2,859.00	5,100.00	-2,241.00	56.06%
861m · Conferences-Community Relations	3,942.76	5,500.00	-1,557.24	71.69%
Total 738-861 · Conferences (Incl.Registration)	26,947.36	50,700.00	-23,752.64	53.15%
738-865 · Mileage / Misc.				
865a · Mileage - Director	201.76	2,200.00	-1,998.24	9.17%
865b · Mileage - Information Services	143.11	2,000.00	-1,856.89	7.16%
865c · Mileage - Circ. Services	11.27	1,000.00	-988.73	1.13%
865e · Mileage- Information Technology	92.84	1,300.00	-1,207.16	7.14%
865f · Mileage - Business Services	65.90	1,300.00	-1,234.10	5.07%
865m · Mileage - Community Relations	0.00	900.00	-900.00	0.00%
Total 738-865 · Mileage / Misc.	514.88	8,700.00	-8,185.12	5.92%
Total 738-860 · Travel	27,462.24	59,400.00	-31,937.76	46.23%
738-880 · Community Promotion				
880a · Marketing	1,461.20	13,800.00	-12,338.80	10.59%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
Total 738-880 · Community Promotion	1,720.59	16,200.00	-14,479.41	10.62%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	827.00	58,400.00	-57,573.00	1.42%
901e · Misc. Printing & Publishing	0.00	1,200.00	-1,200.00	0.00%
Total 738-901 · Printing & Publishing	827.00	59,600.00	-58,773.00	1.39%
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
Total 738-900 · Printing	827.00	60,100.00	-59,273.00	1.38%
738-910 · Insurance				
738-911 · Liability Ins	42,352.97	50,300.00	-7,947.03	84.20%
738-912 · Worker's Comp	4,128.00	7,000.00	-2,872.00	58.97%
738-915 · E&O/D&O/EPL	3,246.00	3,800.00	-554.00	85.42%
738-916 · Fiduciary/Fidelity	7,514.00	9,000.00	-1,486.00	83.49%
Total 738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities				
738-921 · Electricity	42,057.21	150,000.00	-107,942.79	28.04%
738-922 · Gas	8,728.89	35,000.00	-26,271.11	24.94%
738-923 · Water	1,334.30	20,000.00	-18,665.70	6.67%
Total 738-920 · Utilities	52,120.40	205,000.00	-152,879.60	25.43%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	21,104.00	85,000.00	-63,896.00	24.83%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	1,316.11	40,350.00	-39,033.89	3.26%
Total 738-932 · Lawn & Grounds Maintenance	22,982.75	75,350.00	-52,367.25	30.50%
738-933 · Building Security	2,466.00	7,400.00	-4,934.00	33.32%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	748.88	2,900.00	-2,151.12	25.82%
934c · Misc. Contracts & Inspections	1,405.00	8,400.00	-6,995.00	16.73%
934g · HVAC Maintenance Contracts	0.00	17,600.00	-17,600.00	0.00%

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

	<u>Jan - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	2,153.88	28,900.00	-26,746.12	7.45%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	274.50	18,000.00	-17,725.50	1.53%
738-937 · Equipment Repairs	0.00	25,000.00	-25,000.00	0.00%
Total 738-930 · Maintenance & Repairs	49,191.13	240,600.00	-191,408.87	20.45%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	3,781.57	21,200.00	-17,418.43	17.84%
942 · Postage Meter - Pitney Bowes - Other	439.95	2,000.00	-1,560.05	22.00%
Total 942 · Postage Meter - Pitney Bowes	4,221.52	23,200.00	-18,978.48	18.20%
Total 738-940 · Rentals/Leases	4,221.52	23,200.00	-18,978.48	18.20%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	3,000.00	-3,000.00	0.00%
977g · Capital Outlay - General	0.00	16,000.00	-16,000.00	0.00%
977t · Capital Outlay - Technology	333,199.50	768,000.00	-434,800.50	43.39%
Total 738-977 · Capital Outlay	333,199.50	787,000.00	-453,800.50	42.34%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	524,380.00	-524,380.00	0.00%
Total Expense	2,498,054.80	7,129,500.00	-4,631,445.20	35.04%
Net Income	3,653,628.82	0.00	3,653,628.82	100.00%

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 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
000-004 - Chase - Checking						5,461,062.02
Bill Pmt -Check	05/01/2020	50996	Strand, Erin	Longevity Award - 15 Year	-200.00	5,460,862.02
Bill Pmt -Check	05/07/2020	50997	AFLAC	BCJ39	-110.52	5,460,751.50
Bill Pmt -Check	05/07/2020	50998	AT&T Mobility (Cingular Wireless)	831922095	-178.83	5,460,572.67
Bill Pmt -Check	05/07/2020	50999	Clear Rate Communications	Telephone charges 05/01/2020 - 05/31/2	-673.38	5,459,899.29
Bill Pmt -Check	05/07/2020	51000	Davis, Eva	Vision claim reimbursement: E. Davis	-120.00	5,459,779.29
Bill Pmt -Check	05/07/2020	51001	Demco, Inc.	LibraryQuiet bktrk 2 flat blue & 4 slope fl	-818.50	5,458,960.79
Bill Pmt -Check	05/07/2020	51002	Dunn Rite Maintenance	Janitorial service for April	-1,200.00	5,457,760.79
Bill Pmt -Check	05/07/2020	51003	Ehrlich	14383673	-84.00	5,457,676.79
Bill Pmt -Check	05/07/2020	51004	Friends of Michigan Libraries	Group Annual Membership 2020	-45.00	5,457,631.79
Bill Pmt -Check	05/07/2020	51005	Gale/CENGAGE Learning	149473	-25.59	5,457,606.20
Bill Pmt -Check	05/07/2020	51006	Integrity Business Solutions	Ink - HEWCZ136A HP 711 yellow-3pk	-54.99	5,457,551.21
Bill Pmt -Check	05/07/2020	51007	J.D. Power	579444017	-160.00	5,457,391.21
Bill Pmt -Check	05/07/2020	51008	Konica Minolta Business Solutions	Brother printer contract coverage 04/01/	-40.00	5,457,351.21
Bill Pmt -Check	05/07/2020	51009	Michigan Library Association	MLA Annual memberships: organizationa	-2,669.35	5,454,681.86
Bill Pmt -Check	05/07/2020	51010	NorthStar Mat Service	Contractual mat service	-40.23	5,454,641.63
Bill Pmt -Check	05/07/2020	51011	OverDrive, Inc.	0721-1001	-14,574.68	5,440,066.95
Bill Pmt -Check	05/07/2020	51012	Reliable Landscaping, Inc.	Seasonal snowplowing contract payment	-21,666.64	5,418,400.31
Bill Pmt -Check	05/07/2020	51013	Sun Life Assurance Company of Canada	Monthly charges - May	-1,248.04	5,417,152.27
Bill Pmt -Check	05/07/2020	51014	T-Mobile	Mobile internet charges 03/21/2020 - 04,	-91.68	5,417,060.59
Bill Pmt -Check	05/07/2020	51015	The Library Network	RB Digital Magazine Platform & Content f	-8,909.46	5,408,151.13
Bill Pmt -Check	05/07/2020	51016	UPS	Outbound shipment to Findaway	-3.82	5,408,147.31
Bill Pmt -Check	05/07/2020	51017	VRC Companies, LLC	Scanned newspapers: July 2019 - Decem	-320.86	5,407,826.45
Check	05/12/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll (-566.59	5,407,259.86
General Journal	05/13/2020	1735	Paylocity Direct Deposits	Direct Deposits	-74,928.00	5,332,331.86
General Journal	05/13/2020	1735	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,085.28	5,304,246.58
Check	05/13/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 05/	-196.43	5,304,050.15
Transfer	05/13/2020			Funds Transfer - Payroll Date 05/13/2020	-1,031.52	5,303,018.63
Check	05/13/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,653.07	5,298,365.56
Check	05/13/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	5,298,240.56
Check	05/20/2020	51036	Chase Visa	Visa - Statement 05/02/2020	-1,668.29	5,296,572.27
Deposit	05/20/2020			Deposit	40,633.46	5,337,205.73
Bill Pmt -Check	05/21/2020	51018	AFLAC	BCJ39	-73.68	5,337,132.05
Bill Pmt -Check	05/21/2020	51019	AmazonBusiness	A265GG3U5ZD0HS	-27.54	5,337,104.51

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/21/2020	51020	AT&T Mobility (Cingular Wireless)	831922095	-179.02	5,336,925.49
Bill Pmt -Check	05/21/2020	51021	Baker & Taylor (787S)	L556787s	-19.08	5,336,906.41
Bill Pmt -Check	05/21/2020	51022	bibliotheca, LLC.	Cloud Library 125 Audiobooks	-6,508.14	5,330,398.27
Bill Pmt -Check	05/21/2020	51023	Canton Township - Benefits	Dental subscriber fees and claims paid	-2,243.60	5,328,154.67
Bill Pmt -Check	05/21/2020	51024	Demco, Inc.	ALPHAPak DVD Singe black (5)...PKG G La	-764.12	5,327,390.55
Bill Pmt -Check	05/21/2020	51025	DTE Energy	1893-232-0001-5	-7,994.05	5,319,396.50
Bill Pmt -Check	05/21/2020	51026	Fish Doctors	Maintenance fee...polyfiber pad	-109.48	5,319,287.02
Bill Pmt -Check	05/21/2020	51027	Foster, Swift, Collins & Smith	FFCRA & record retention correspondenc	-220.00	5,319,067.02
Bill Pmt -Check	05/21/2020	51028	Konica Minolta Business Solutions		-129.63	5,318,937.39
Bill Pmt -Check	05/21/2020	51029	Konica Minolta Premier Finance	Monthly contract payment - May	-266.06	5,318,671.33
Bill Pmt -Check	05/21/2020	51030	NorthStar Mat Service		-80.46	5,318,590.87
Bill Pmt -Check	05/21/2020	51031	OverDrive, Inc.	0721-1001	-9,019.00	5,309,571.87
Bill Pmt -Check	05/21/2020	51032	Sun Life Assurance Company of Canada	Monthly charges - June	-1,248.04	5,308,323.83
Bill Pmt -Check	05/21/2020	51033	TruGreen	Lawn fertilization 04/30/2020	-331.11	5,307,992.72
Bill Pmt -Check	05/21/2020	51034	West Group Payment Center	West Complete Library Sub 05/01/2020 -	-238.98	5,307,753.74
Bill Pmt -Check	05/21/2020	51037	Demco, Inc.	ALPHAPak DVD single album 7-1/2' x 5-1/	-329.95	5,307,423.79
Bill Pmt -Check	05/21/2020	51038	Blue Care Network	Coverage 06/01/2020 - 06/30/2020	-17,299.34	5,290,124.45
Check	05/25/2020	EFT	MERS - Pension	Pension Deductions for Month of May 20	-4,886.40	5,285,238.05
General Journal	05/27/2020	1736	Paylocity Direct Deposits	Direct Deposits	-74,927.88	5,210,310.17
General Journal	05/27/2020	1736	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,085.52	5,182,224.65
Check	05/27/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 05/	-781.22	5,181,443.43
Transfer	05/27/2020			Funds Transfer - Payroll Date 05/27/2020	-1,031.52	5,180,411.91
Check	05/27/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll (-566.59	5,179,845.32
Check	05/27/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	5,179,720.32
Check	05/27/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,653.07	5,175,067.25
Deposit	05/29/2020			Interest	382.88	5,175,450.13
Total 000-004 · Chase - Checking					-285,611.89	5,175,450.13
TOTAL					-285,611.89	5,175,450.13

Director's Report
June 2020

1. First on the agenda is your continuing discussion of 2021 Budget expenditures, specifically the Salaries budget. We are bringing you a revised 2021 Salaries Budget recommendation that meets the Board's goals as stated at last month's meeting: No pay cuts, and no increases beyond minimal adjustments to the lower pay grades. Based on these directions, our revised 2021 Salaries recommendation is a .71% increase over 2020, or \$21,000. The total proposed 2021 Salaries Budget is \$2,975,000, while 2020 was \$2,954,000. We look forward to your discussions for incorporation into the 1st Draft 2021 Budget which will be presented to you at your July meeting.
2. The Pandemic Response Policy is on the agenda for your further discussion and approval. Our attorney, Anne Seuryneck at Foster Swift, recommends that the Board approve a policy that provides the Library Director with specific, defined authority during the pandemic and establishes expectations for behavior by staff and the public. The policy language on the first three pages is identical to what was brought to you last month; the attached stages of reopening, which is included as an exhibit, has been updated to reflect the latest requirements in the Governor's Executive Orders as well as guidance from the Michigan Occupational Safety and Health Administration (MIOSHA). I have shared the proposed policy and our reopening plans with Township Emergency Management Coordinator Will Hayes.
3. Related to the above agenda item, I will also update you on how our reopening is progressing and our plans for the summer. The Governor issued a new Executive Order, 2020-110, which allowed libraries across the state to recall staff and begin reopening as of June 8. Per our Reopening Plan, we recalled staff to work as of June 8. We have been working diligently since then to get the library back in order after a three-month closure, processing the tens of thousands of library materials returned and the thousands of new materials that have been delivered.

We began Materials Pickup by appointment for those patrons who had items waiting for them on the Hold Shelf from before we closed on March 13, with the first phone calls being placed to them on June 9 and the first pickups starting June 11. At the end of the day on June 11, the Hold Shelf had been cleared, and we began the process of activating holds from returned items; those email and text notifications are scheduled to go out the morning of June 12 and will include a link for patrons to schedule their pickup appointments. If all continues to go well, we will reinstate the ability to place holds the week of June 15, and also begin phone reference assistance at that time. If that goes smoothly, we will proceed from there to slowly and safely ramp up library services to our community.

We are ahead of our neighboring libraries; slightly ahead of some and very far ahead of others. I remain in contact with the directors of the public libraries in Ypsilanti, Belleville, Wayne, Westland, Romulus, and Plymouth and we are keeping each other updated as we go.

62 Days of Summer packets have been mailed to all 37,000 addresses in the Township; you should have received yours in the mail by now. The 62 Days of Summer page on our website goes live on June 15.

4. Clay Paul from Kapnick Insurance will present the August 1, 2020 – July 31, 2021 healthcare plan renewal options, and you will vote to approve one of those plans. You will then vote on the state-mandated Employer/Employee Cost-Sharing Method for healthcare premiums. Per the Board’s consensus at your April meeting, the healthcare plan covers full-time employees as defined by library policy.
 - a. Our recommendation is to remain with Blue Care Network and our current plan, which has a 6.49% premium increase this year, for a total increase of ~\$14,000.
 - b. We are also recommending that the Board approve the 80% employer/20% employee healthcare premium cost-sharing method, which will lower the library’s direct healthcare costs by ~46,000, despite the premium increase.

We look forward to your questions, discussion, and vote. The open enrollment period for employees will take place in July, and the new healthcare contract will begin on August 1.

5. As of this writing ENGIE Services has completed 99% of the conversion of our HVAC controls to digital. The last item in Phase I is the replacement of a curved window in the fireplace area. When they have completed the Phase I work, we will discuss with you whether we wish to proceed with them on Phase II, or work with other contractors—we have satisfied the contractual obligations of our agreement with ENGIE, and are free to get proposals for the remaining work from other providers.
6. Our new front entry doors were installed the first week of June. The new doors are grocery-style doors that are activated via sensor and are touch-free. My thanks to Marian Nicholson and Jim Laffey.
7. Our flower beds, including the READ berm along Canton Center Road, were planted in early June. Thanks to the Friends of the Library for their financial support for these plants.
8. High winds in May caused some damage to the copper roofing where the Community Room meets the vending area. The damage was repaired in early June.
9. Technical Processing Assistant Cassandra Clifton has resigned her position in the Circulation Services Department for a full-time role at the Redford Township District Library. We wish her all the best! Given the economic uncertainty caused by the pandemic, at this time we are not filling this position.
10. In further personnel news, Circulation Services Department Head Nancy Szczepanski has announced her retirement, effective July 31, 2020. Nancy has worked with us since 1988, and for the last 32 years has served our community with compassion and integrity. We will miss her very much. We are not sure what or how we will plan for her send-off, so please keep an eye out. The Circulation Services Department Head is a key public service leadership position, and we will be posting for Nancy’s successor. In the meantime, Circulation Services Supervisor Denise Skopczynski will serve as Interim Department Head to ensure a smooth transition and to make sure that our reopening proceeds with all due care for the health and safety of our coworkers and our patrons. Congratulations, Nancy, on your well-deserved retirement, and thank you, Denise, for taking on these additional duties in the interim.

Respectfully submitted,
Eva Davis

Pandemic Reopening Policy

Canton Public Library

- I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens. The Library may revert to any previous step based on conditions and any federal, state, or local restrictions.

- II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
 - A. *Cleaning Protocols.* The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
 - B. *Returned Material.* The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
 - C. *Assess Needs.* The Library Director and Department Heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
 - D. *Physical Distancing.* The Library Director will take steps to implement physical distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing. The Physical Distancing protocols will be established in the Reopening Plan for each stage.
 - E. *Notice to Patrons.* The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

- III. **Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan and

establish related procedures and guidelines. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

IV. Director's Role; Authority. The Library Director and his/her designee(s) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

- A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part, or to revert to a previous stage.
- B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.
- C. *Cancel or Limit Services.* Even after the Library reopens, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
- D. *Library Closure.* The Library affirms that they will comply with any federal, state, or local mandates to close the library. In addition, the Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the Chair of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph, pursuant to the Board-approved Reporting Pay Policy in the Employee Handbook.
- E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), Canton Township's Emergency Management Team, local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

- V. **Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

- VI. **Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the Chair of the Library Board. The decision of the Library Board is final.

- VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

EXHIBIT A
REOPENING PLAN

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Stages.

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Stage 1. Closed to the Public.

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 - 1. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
 - 2. The Library will address any policy or temporary measures involving fee forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for materials.
 - 3. Review upcoming programs and meeting room rentals that may need to be cancelled or modified and review any contracts related to such.
 - 4. Landscaping and other outside maintenance activities may resume if permitted by executive order.

5. Inside maintenance activities may also resume if permitted by executive order.
 6. The Library can continue providing WIFI in the parking lot areas.
 7. Continuing essential functions.
- C. Physical Distancing and Safety Protocols.
1. The Library Director will take steps to implement physical distancing protocols.
 2. The staff workspace and/or work station assignments may be reconfigured to maintain physical distancing requirements of six (6) feet if possible.
 3. The Library will begin to implement physical distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Removing or rearranging chairs and tables.
 - b. Assessing what computer terminals may be used.
 - c. Blocking off areas/furniture.
 - d. Adding plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2. Staff Returning; Patron In-Person Services Still Suspended.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library’s operational needs and the need to maintain physical distancing.
- B. Activities Permitted:
1. Updating collections, including collection management functions and resumption of ordering library materials.
 2. Updating the patron database and resolving account issues.

3. Shelving materials.
 4. Information Technology upgrades, migrations, and changes to hardware and software configurations and setups to facilitate the next stages, including making technology purchases that facilitate remote work and physical distancing.
 5. Transferring materials and bibliographic records to the Library databases/catalog to the extent they were stored separately while working at home.
 6. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
- C. Physical Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 3: Materials Pick Up and Limited Patron Services. Library Building Still Closed to the Public.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Materials pick up is permitted and the Library Director may explore alternate methods of materials access for patrons.
 2. The Library will address any policy or temporary measures involving fine forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for materials.
 3. Resume the interlibrary loan process (if practical or possible).
 4. Answer phones and respond to patrons' reference questions.
- C. Physical Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
1. ~~1.~~ Patrons and staff ~~shall~~must remain six (6) feet apart, and the library must design activities for materials pickup to maintain this distance.

2. ~~2.~~ Patrons ~~shall~~ are ~~be~~ required to wear a mask when engaging in materials pickup.
3. ~~3.~~ The Library ~~shall~~ will mark waiting areas for patrons and other materials pickup issues.
4. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
5. The Library Director will establish cleaning and sanitizing protocols for "high touch" areas or surfaces.
6. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons as needed.
7. If required by Executive Order, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
8. The Library will limit staffing to the minimum number necessary to operate.

- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation for materials pickup based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 4: Limited Opening.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual daily scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Patrons may enter the Library but will be limited to a specific area in the Library.
 2. Patrons may have in-person conversations with Library staff, provided that physical distancing and Safety Protocols are followed.
 3. The Library may provide access by appointment to computers, printer/copier/scanner, and fax machine.
- C. Physical Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. Masks: Patrons will be required to wear masks; the Library will provide masks if supplies are available.

2. Physical Distancing: Patrons must stay six (6) feet away from all staff and other patrons. Physical distancing rules apply. The Library will provide a physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. if a barrier can be obtained. The Library will establish lines to regulate entry in accordance with Section 4 below, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting. The Library Director should also explore alternatives to lines, including by allowing patrons to wait in their cars for a text message or phone call, to enable physical distancing and to accommodate seniors and those with disabilities.
3. “Traffic” Directions: The Library will mark places where people are likely to gather in line to identify the proper physical distancing. This includes “traffic.” The Library will design the space and markings to encourage people in the Library to maintain six (6) feet of distance between them.
4. Occupancy: The Library reserves the right to limit the number of patrons allowed into the Library at a time, and all others must wait outside the Library. At the time of this writing, the Governor’s Executive Order for public space of less than 50,000 square feet is 25% of maximum occupancy.
5. Limit Groups: Patrons will use their best efforts to come to the Library with the least number of people.
6. Computers: Computer terminals will be located six (6) feet from any other computer or work station. The Library will make its best effort to either clean computer terminals and equipment between uses, or provide supplies for patrons to do so.
7. Food and Beverage: Food and beverage is not permitted unless necessary for medical reasons.
8. Signs: The Library shall create a sign or pamphlet to inform patrons of the following:
 - a. The Library’s practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing patrons of their legal obligation to wear a mask when inside the Library.
 - c. Informing patrons not to enter if they are or have recently been sick.
9. Training: In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic patrons upon entry or in the building.

- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 5: Library Open to Public With Conditions.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual daily scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
 - 1. Programming that is in-person. Limits may be placed on attendance to maintain physical distancing requirements and per any federal, state, or local regulations.
 - 2. Meeting room use for Library-only sponsored events.
 - 3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
 - 4. The Library Director may open up additional parts the library building for public use.
- C. Physical Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 6: Library Open for Regular Business. At this stage, the Library can reopen with the same services as normal. All Library services can resume without restrictions.

Cost Summary - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

Group / Division	Enrolled	Current Premium	Renewal Premium	% Difference
00275442-0001-0003 Current / Renewal BCN - Healthy Blue Living HMO Platinum 500	17	\$17,299.34	\$18,421.79	6.49%
Monthly Medical Sub Total (Includes taxes and fees)		\$17,299.34	\$18,421.79	
219239 Sun Life Financial - Life/AD&D	20	\$322.98	\$322.98	0.00%
219239 Sun Life Financial - Short Term Disability	20	\$396.94	\$396.94	0.00%
219239 Sun Life Financial - Long Term Disability	20	\$359.06	\$359.06	0.00%
Monthly Total Premium		\$18,378.32	\$19,500.77	
Monthly Difference			\$1,122.45	
Annualized Total Premium		\$220,539.81	\$234,009.21	6.11%
Annual Difference			\$13,469.40	

Rates include mandated ACA plan design changes.

Premium and enrollment are based on most currently available invoice.

BCN HMO Medical Renewal - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

	Current Plan		Renewal Plan		
	00275442-0001-0003		00275442-0001-0003		
	BCN Healthy Blue Living HMO Platinum 500		BCN Healthy Blue Living HMO Platinum 500		
	<u>Enhanced</u>	<u>Standard</u>	<u>Enhanced</u>	<u>Standard</u>	
Deductible:	\$500/1000	\$1250/2500	\$500/1000	\$1250/2500	
Coinsurance:	100%	80/20%	100%	80/20%	
Coinsurance Maximum:	None	\$2500/5000	None	\$2500/5000	
Out of Pocket Maximum: ¹	\$1500/3000	\$6600/13,200	\$1500/3000	\$6600/13,200	
Office Visit Copay:	\$20	\$30	\$20	\$30	
Specialist Office Visit Copay:	\$30	\$40	\$30	\$40	
Chiropractic Office Visit Copay:	\$30; when referred 30 visits max.	\$40; when referred 30 visits max.	\$30; when referred 30 visits max.	\$40; when referred 30 visits max.	
Urgent Care Copay:	\$35	\$50	\$35	\$50	
Emergency Room Copay:	\$150; subject to deductible				
Voluntary Abortion:	Includes Vol. Abortion		Includes Vol. Abortion		
Pediatric Vision:	Includes Pediatric Vision		Includes Pediatric Vision		
Prescription Drug Benefit: ³	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	
Dental:	Includes Pediatric Dental		Includes Pediatric Dental		
Medical, Rx, Dental		Current Rates²		Renewal Rates²	% Difference
Single	8	Age Banded		Age Banded	
Two Person	3	Age Banded		Age Banded	
Family	6	Age Banded		Age Banded	
Enrolled Employees	17				
Enrolled Members	38				
Monthly Cost					
Premium		\$17,299.34		\$18,421.79	
Total Monthly Cost		\$17,299.34		\$18,421.79	
Annual Cost					
Premium		\$207,592.08		\$221,061.48	6.49%
Total Annual Cost		\$207,592.08		\$221,061.48	6.49%
Difference				\$13,469.40	6.49%

A.M. Best Rating: A- (Excellent)

¹ Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

² Rates include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

³ Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

BCN HMO Medical Renewal with Options - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 00275442-0001-0003

		Deductible	Co-Insurance	Embedded Co-Insurance Maximum	Out of Pocket Maximum ¹	OV ² /Spec ³ /UC ⁴ /ER ⁵ /AI ⁶ Benefit Riders	Prescription Drug Plan	Dental	Monthly Premium	Annual Premium	% Difference Over Current Plan Design
Current eff. 08/2019	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$17,299.34	\$207,592.08	
Renewal eff. 08/2020	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$18,421.79	\$221,061.48	6.49%
Option 1	BCN HMO Platinum 500 In Network	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpreferred Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$19,798.27	\$237,579.24	14.45%

A.M. Best Rating: A- (Excellent)

¹ Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

² HMO/POS: OV = Primary Care Physician (PCP) ³ HMO/POS: Specialist, when referred; ⁴ UC = Urgent Care; ⁵ ER= Emergency Room; ⁶ AI= Advanced Imaging

Premiums include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

BCN HMO Medical Renewal with Options - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 00275442-0001-0003

		Deductible	Co-Insurance	Embedded Co-Insurance Maximum	Out of Pocket Maximum ¹	OV ² /Spec ³ /UC ⁴ /ER ⁵ /AI ⁶ Benefit Riders	Prescription Drug Plan	Dental	Monthly Premium	Annual Premium	% Difference Over Current Plan Design
Current eff. 08/2019	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$17,299.34	\$207,592.08	
Renewal eff. 08/2020	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$18,421.79	\$221,061.48	6.49%
Option 2	Healthy Blue Living HMO Platinum 250 Enhanced	\$250/500 Cal. Yr.	80/20%	\$500/1000	\$6600/13,200	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1500/3000 Cal. Yr.	70/30%	\$2500/5000	\$6600/13,200	\$30/\$40/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$17,977.40	\$215,728.80	3.92%

A.M. Best Rating: A- (Excellent)

¹ Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

² HMO/POS: OV = Primary Care Physician (PCP) ³ HMO/POS: Specialist, when referred; ⁴ UC = Urgent Care; ⁵ ER= Emergency Room; ⁶ AI= Advanced Imaging

Premiums include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

BCN HMO Medical Renewal with Options - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 00275442-0001-0003

		Deductible	Co-Insurance	Embedded Co-Insurance Maximum	Out of Pocket Maximum ¹	OV ² /Spec ³ /UC ⁴ /ER ⁵ /AI ⁶ Benefit Riders	Prescription Drug Plan	Dental	Monthly Premium	Annual Premium	% Difference Over Current Plan Design
Current eff. 08/2019	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$17,299.34	\$207,592.08	
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10				
Renewal eff. 08/2020	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Generic/ \$15 Generic/ \$40 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$18,421.79	\$221,061.48	6.49%
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Generic/ \$25 Generic/ \$50 Preferred Brand/ \$80 Nonpref. Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10				
Option 3	BCN HMO Gold 1000 In Network	\$1000/2000 Cal. Yr.	80/20%	\$3500/7000	\$8150/16,300	\$20/ \$40 /\$50/\$250/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$10 Generic/ \$30 Generic/ \$60 Preferred Brand/ \$80 Nonpreferred Brand/ 20% Preferred Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$16,486.13	\$197,833.56	-4.70%

A.M. Best Rating: A- (Excellent)

¹ Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

² HMO/POS: OV = Primary Care Physician (PCP) ³ HMO/POS: Specialist, when referred; ⁴ UC = Urgent Care; ⁵ ER= Emergency Room; ⁶ AI= Advanced Imaging

Premiums include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

BCN HMO Medical Renewal with Options - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 00275442-0001-0003

		Deductible	Co-Insurance	Embedded Co-Insurance Maximum	Out of Pocket Maximum ¹	OV ² /Spec ³ /UC ⁴ /ER ⁵ /AI ⁶ Benefit Riders	Prescription Drug Plan	Dental	Monthly Premium	Annual Premium	% Difference Over Current Plan Design
Current eff. 08/2019	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$17,299.34	\$207,592.08	
Renewal eff. 08/2020	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$18,421.79	\$221,061.48	6.49%
Option 4	BCN HMO Gold 500 In Network	\$500/1000 Cal. Yr.	80/20%	\$5000/10,000	\$8150,16,300	\$30/\$50/\$35/\$150/\$150 ER⁵, AI⁶; Subject to ded. \$50 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$10 Value Gen./ \$30 Gen./ \$60 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental	\$16,705.43	\$200,465.16	-3.43%

A.M. Best Rating: A (Excellent)

¹ Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

² HMO/POS: OV = Primary Care Physician (PCP) ³ HMO/POS: Specialist, when referred; ⁴ UC = Urgent Care; ⁵ ER= Emergency Room; ⁶ AI= Advanced Imaging

Premiums include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

BCN HMO Medical Renewal with BCBSM Options - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 00275442-0001-0003

		Deductible	Co-Insurance	Embedded Co-Insurance Maximum	Out of Pocket Maximum ¹	OV ² /Spec ³ /UC ⁴ /ER ⁵ /AI ⁶ Benefit Riders	Prescription Drug Plan	Dental	Monthly Premium	Annual Premium	% Difference Over Current Plan Design
Current eff. 08/2019	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10		\$17,299.34	\$207,592.08	
Renewal eff. 08/2020	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6,600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ , AI ⁶ ; Subject to ded. \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10		\$18,421.79	\$221,061.48	6.49%
Option 5	BCBSM Healthy Blue Achieve PPO Platinum 250 Enhanced	\$250/500 \$500/1000 Cal. Yr.	80/20% 60/40%	\$500/1000 \$1000/2000	\$6600/13,200 \$13,200/26,400	\$20/\$40/\$60/\$150/20% ER5 AI6; subject to deductible \$30 Chiropractic; 30 visits max. combined therapies Includes Pediatric Vision	\$10 Gen./\$40 Pref. Brand/ \$80 Nonpref. Brand/ 15% Spec. (\$150 max.)/ 25% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	Includes Pediatric Dental			
	Standard	\$1250/2500 \$2500/5000 Cal. Yr.	70/30% 50/50%	\$1500/3000 \$3000/6000	\$6600/13,200 \$13,200/26,400	\$30/\$50/\$60/\$150/30% ER5 AI6; subject to deductible \$30 Chiropractic; 30 visits max. combined therapies Includes Pediatric Vision	\$20 Gen./\$60 Pref. Brand/ 50% Nonpref. Brand (\$80 min/\$100 max)/ 20% Spec. max \$200/ 25% Nonpref. Spec. max \$300/ Mail Order 3x less \$10		\$23,327.23	\$279,926.76	34.84%

A.M. Best Rating: A (Excellent)

¹ Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

² HMO/POS: OV = Primary Care Physician (PCP) ³ HMO/POS: Specialist, when referred; ⁴ UC = Urgent Care; ⁵ ER= Emergency Room; ⁶ AI= Advanced Imaging

Premiums include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

BCN HMO Medical Renewal with Priority Health Options - Canton District Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 00275442-0001-0003

		Deductible	Co-Insurance	Embedded Co-Insurance Maximum	Out of Pocket Maximum ¹	OV ² /Spec ³ /UC ⁴ /ER ⁵ /AI ⁶ Benefit Riders	Prescription Drug Plan	Monthly Premium	Annual Premium	% Increase Over Current Plan Design
Current eff. 08/2019	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	\$17,299.34	\$207,592.08	
Renewal eff. 08/2020	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$200 max.)/ 20% Nonpref. Spec. (\$300 max.)/ Mail Order 3x less \$10	\$18,421.79	\$221,061.48	6.49%
Option 6	Priority HealthbyChoice HMO Plat. 250 Choice	\$250/500 Cal. Yr.	90/10%	\$1500/3000	\$5000/10,000	\$15/\$35/\$75/\$250/\$150 ER ⁵ AI ⁶ ; subject to deductible \$35 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$5 Pref. Gen./ \$10 Nonpref. Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. (\$150 max.)/ 20% Nonpref. Spec. (\$250 max.)/ Mail Order 2x			
	Standard	\$3500/7000 Cal. Yr.	70/30%	None	\$7900/15,800	\$35/\$65/\$75/\$250/\$250 ER ⁵ AI ⁶ ; subject to deductible \$65 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$5 Pref. Gen./ \$35 Nonpref. Gen./ \$85 Pref. Brand/ \$150 Nonpref. Brand/ 20% Spec. (\$350 max.)/ 25% Nonpref. Spec. (\$550 max.)/ Mail Order 2x	\$17,367.18	\$208,406.16	0.39%

A.M. Best Rating: A (Excellent)

¹ Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

² HMO/POS: OV = Primary Care Physician (PCP) ³ HMO/POS: Specialist, when referred; ⁴ UC = Urgent Care; ⁵ ER= Emergency Room; ⁶ AI= Advanced Imaging

Premiums include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

BCN HMO Medical Renewal with HAP Options - Canton District Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 00275442-0001-0003

		Deductible	Co-Insurance	Embedded Co-Insurance Maximum	Out of Pocket Maximum ¹	OV ² /Spec ³ /UC ⁴ /ER ⁵ /AI ⁶ Benefit Riders	Prescription Drug Plan	Monthly Premium	Annual Premium	% Increase Over Current Plan Design
Current eff. 08/2019	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. max \$200/ 20% Nonpref. Spec. max \$300/ Mail Order 3x less \$10			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. max \$200/ 20% Nonpref. Spec. max \$300/ Mail Order 3x less \$10	\$17,299.34	\$207,592.08	
Renewal eff. 08/2020	Healthy Blue Living HMO Platinum 500 Enhanced	\$500/1000 Cal. Yr.	100%	None	\$1500/3000	\$20/\$30/\$35/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$30 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$4 Value Gen./ \$15 Gen./ \$40 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. max \$200/ 20% Nonpref. Spec. max \$300/ Mail Order 3x less \$10			
	Standard	\$1250/2500 Cal. Yr.	80/20%	\$2500/5000	\$6600/13,200	\$30/\$40/\$50/\$150/\$150 ER ⁵ AI ⁶ ; subject to deductible \$40 Chiropractic; 30 visits max. when referred Includes Pediatric Vision	\$6 Value Gen./ \$25 Gen./ \$50 Pref. Brand/ \$80 Nonpref. Brand/ 20% Spec. max \$200/ 20% Nonpref. Spec. max \$300/ Mail Order 3x less \$10	\$18,421.79	\$221,061.48	6.49%
Option 7	HAP HMO Platinum 500 In Network	\$500/1000 Cal. Yr.	100%	None	\$2000/4000	\$20/\$40/\$65/\$200/\$0 ER ⁵ AI ⁶ ; subject to deductible \$30 Chiropractic; 20 visits max. when referred Includes Pediatric Vision	\$5 Pref. Gen./ \$15 Nonpref. Gen./ \$30 Pref. Brand/ \$60 Nonpref. Brand/ 20% Spec. max \$200/ 50% Nonpref. Spec. max \$500/ Mail Order 2x	\$19,319.90	\$231,838.80	11.68%

A.M. Best Ratings: NR

¹Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services - including cost sharing amounts for prescription drugs.

²HMO/POS: OV = Primary Care Physician (PCP) 3HMO/POS: Specialist, When referred; ⁴UC = Urgent Care; ⁵ER= Emergency Room; ⁶AI= Advanced Imaging

Rates include mandatory fees/taxes due to the Patient Protection and Affordable Care Act (PPACA).

³Rx excludes drugs for the treatment of sexual dysfunction, weight loss, cough & cold.

Sun Life Financial Life and Disability Renewal - Canton Public Library

Renewal Period: 08/01/2020 - 07/31/2021

Group Number: 219239-001

Life / AD&D	Current	Renewal	% Difference
Benefit: Flat \$50,000			
Guaranteed Issue: Full Benefit			
Benefit Reduction: Reduced to 67% at age 65 and 50% at age 70			
Volume	967,000	967,000	
Rate (per \$1000)	\$0.334	\$0.334	0.00%
Monthly Premium	\$322.98	\$322.98	
Short-Term Disability			
Benefit: 60% of salary to \$1800 weekly maximum			
Waiting Period: 8th Day Accident, 8th Day Illness			
Benefit Period: 13 Weeks per Disability			
Volume	14,434	14,434	
Rate (per \$10)	\$0.275	\$0.275	0.00%
Monthly Premium	\$396.94	\$396.94	
Long-Term Disability			
Benefit: 60% of salary to \$4600 monthly maximum			
Elimination Period: 90 days			
Own Occ. Period: 24 months			
Pre-Existing Condition: 3/3/12			
Benefit Duration: SSNRA			
Volume	101,718	101,718	
Rate (per \$100)	\$0.353	\$0.353	0.00%
Monthly Premium	\$359.06	\$359.06	
Total Monthly Premium	\$1,078.98	\$1,078.98	
Total Annual Premium	\$12,947.73	\$12,947.73	
Difference		\$0.00	0.00%

A.M. Best Rating: A+ (Superior)



2020-21 Canton Public Library: Public Employer Cost Sharing Analysis

	Monthly	Monthly Total	Annual Total	Average Premium Costs	
				Monthly	Annual
Renewal					
Single (8)	Age Banded	\$5,443.58	\$65,322.96	\$680.45	\$8,165.37
Two Person (3)	Age Banded	\$2,264.75	\$27,177.00	\$754.92	\$9,059.00
Family (6)	Age Banded	\$10,713.46	\$128,561.52	\$1,785.58	\$21,426.92
	Total:		\$221,061.48		

	Average Premium Costs Annual	Hard Cap	Employee Cost Sharing - Annual	Employee Cost Sharing - Bi-Weekly
Single (8)	\$8,165.37	\$6,818.87	\$1,346.50	\$12.00
Two Person (3)	\$9,059.00	\$14,260.37	-\$5,201.37	\$25.94
Family (6)	\$21,426.92	\$18,596.96	\$2,829.96	\$48.90
Total:	\$221,061.48	Total: \$208,913.83	Difference: \$12,147.65	Avg EE cost share per pay: \$27.48

	Average Premium Costs Annual	80% Cap	Employee Cost Sharing - Annual	Employee Cost Sharing - Bi-Weekly
Single (8)	\$8,165.37	\$6,532.30	\$1,633.07	\$59.00
Two Person (3)	\$9,059.00	\$7,247.20	\$1,811.80	\$88.50
Family (6)	\$21,426.92	\$17,141.54	\$4,285.38	\$160.50
Total:	\$221,061.48	Total: \$176,849.18	Difference: \$44,212.30	Avg EE cost share per pay: \$100.03