



Canton Public Library Board of Trustees General Meeting Packet Contents
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11	2021 Salaries Budget Recommendation
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**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
May 21, 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	<ul style="list-style-type: none"> • Library Closure Due to COVID-19 — re-opening 		
New Business			
Discussion Item	<ul style="list-style-type: none"> • Revisions to Furlough Policy (1st reading) • 2021 Budget Discussion — expenditures <ul style="list-style-type: none"> ○ Capital expenditures — Discuss Capital Replacement schedule for 1st Draft budget ○ Salaries — review library recommendation, determine initial assumption for 1st draft budget • 2021 Budget Discussion — revenues <ul style="list-style-type: none"> ○ 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 • 2020 Schedule of Board Meetings and Library Closures • Board Financial Statements in Graph Form 		
Discussion Item			
Discussion Item			
Action Item 20/5-21-1			
Discussion Item			
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 		



Canton Public Library Board of Trustees General Meeting Minutes

April 16, 2020 – 7:30 pm

The Chairperson, Amy Watts, called the meeting to order at 7:32 PM.

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

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (M. Crowther, L. Golden, M. Hathaway, A. Iqbal, P. Jenkins, D. McHugh, M. Nicholson, R. Noble, J. Parij, D. Skopczynski, C. Souchock, C. Spas, C. Swanberg, N. Szczepanski, A. Watkins) – 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 presented.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/4-16-1 (6-0-0)

APPROVAL OF GENERAL MEETING MINUTES

Vice Chair Jasmine Lee requested that an addition be made to the minutes for the February 20, 2020 board meeting minutes.

Trustee Don Turner moved and Secretary/Treasurer M. Farell supported a motion to accept the minutes as amended.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/4-16-2 (6-0-0)

COMMUNICATIONS — None

DIRECTOR'S REPORT

E. Davis reported that former Information Services Department Head Rebecca Havenstein-Coughlin died on April 8, 2020. Community Relations Department Head Laurie Golden had worked closely with Michael Coughlin to draft the blog post that appeared on the library's website. She also worked with

Information Technology Department Head Rudie Noble and Accountant Debbie McHugh to create a donation fund for the Rebecca Havenstein-Coughlin Memorial Courtyard. Golden utilized other social media outlets to communicate re: Havenstein-Coughlin. A small family service was held; a Celebration of Life will be scheduled at some point after social distancing orders have been relaxed.

The filing deadline for anyone wishing to run for a seat on the library board is April 21, 2020. Davis will provide Canton Township Clerk Michael Siegrist's telephone number to anyone who is interested.

Governor Whitmer has decreed that all flags be flown at half-staff.

Davis noted that page 2 of her written Director's Report contained an error: there were 10,300 Hoopla checkouts in March (not 12,300).

While the board packet contained financial reports for both February and March (due to the cancellation of the March meeting), she addressed only the March figures. As of March 31, the library was 25% through the fiscal year. Almost 100% of the property tax revenue has been received; the balance should be received in the summer, barring complications stemming from the COVID-19 closures. Other revenue (such as meeting room rentals, overdue fines and material replacement fees) will trend lower as a result of the library closure.

As always at this point in the year, certain expenditures are trending higher. Fringe Benefits are at 38% spent because of the annual payment made to MERS in January. Library Materials are trending slightly higher because of all the ordering done in January to make up for the lack of new materials being purchased in November and December. Professional & Contractual is trending higher due to the purchase or renewal of various software licenses and maintenance agreements. Travel is at 50% spent because of staff attendance at the biennial Public Library Association conference in Nashville in February. Insurance, at 75%, is also billed during the 1st quarter. These areas will fall into line as the year progresses. All other categories are at or under 25%.

Some conferences which staff members were slated to attend have been cancelled or postponed. Any refunds will go back into the fund from which they were paid. If airline tickets are not refunded, we will see if they can be transferred or re-scheduled. Any unspent dollars will be handled through the budget amendment process.

TRUSTEE COMMENTS — Trustee Jane Pandit had attended the PLA conference. She said that it was very worthwhile and that she had learned a lot.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS — None

NEW BUSINESS

2019 Audit Presentation — Alisha Watkins and Melanie Crowther of Plante Moran presented the findings from their audit of the 2019 fiscal year. Watkins, in her first appearance as the library's partner, stated her appreciation for the collaborative efforts of Business Services Department Head Marian Nicholson and Accountant D. McHugh. In her audit presentation, M. Crowther warned that any projections contained in the slide presentation had been obtained before the COVID-19 shutdown. Since 95% of the library's budget is supplied by property taxes (the majority of which has already been

received), the library will be okay in the short term; what will happen in future years is unknown, but she anticipates that any shortfall will occur in 2022. Davis remarked that, while the housing market collapsed in 2007, the library's budget was not impacted until 2009. The Administration therefore has time to attempt mitigation of any shortfalls by budgeting higher for anticipated property tax refunds on the expenditures side, and lower for property tax receipts on the revenue side.

Watkins stated that no expenditures were out of line with the 2019 budget, and that the library had received an "unmodified" opinion. She noted that the library's current software may not accommodate the Updated Chart of Accounts that will be mandatory in 2021.

While the library's use of a Reserve/Contingency fund in its budget does not strictly conform with the Uniform Budgeting and Accounting Act (Public 2 of 1968), it is not sufficiently deviant to merit the withholding of an unmodified opinion. Davis reminded the board that setting aside an amount equal to the library's annual bond payment as Reserve/Contingency was begun years ago after the bond had been repaid, as a demonstration of the library's good stewardship of the taxpayer's money. It is a presentation issue on paper and can be changed if the board requests it. The board agreed to discuss the issue at a later time.

Davis indicated her appreciation for both D. McHugh and M. Nicholson, as well as all the department heads, all of whose hard work throughout the year made the audit better and made it possible for the library to complete capital improvement projects without dipping into the Fund Balance.

Accept 2019 Audit as Presented

N. Eggenberger moved and J. Lee supported a motion to accept the 2019 Audit as presented.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/4-16-3 (6-0-0)

1st Quarter Budget Amendment — M. Nicholson explained the necessity for purchasing two (2) new sets of front doors at this time. Since the cost is more than \$5,000 it is considered a capital improvement and requires board action to move the funds from one budget line to another.

M. Farell moved and N. Eggenberger supported a motion to approve the 1st Quarter Budget Amendment as presented.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/4-16-4 (6-0-0)

2021 Budget Discussion — Expenditures

Healthcare plan coverage — The library is not currently in full compliance with the Patient Protection and Affordable Care Act (PPACA). Davis reviewed the costs for full compliance based on the library's current employee roster. Nicholson answered specific questions about the applicable regulations and

penalties. The board members all indicated that more thought on this subject is needed in light of financial uncertainty due to COVID-19 and directed Davis and Nicholson to pursue the healthcare plan annual contract with the current policy and employee census.

Approve Resolution to Change Newspaper of Record — Designating the *Canton Eagle* as the library's Newspaper of Record will result in less expensive legal advertising for the library, as well as bringing us in line with Canton Township, which uses the *Eagle* for their legal ads.

D. Turner moved and M. Farrell supported a Resolution to change the Newspaper of Record.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/4-16-5 (6-0-0)

Library Closure Due to COVID-19 — The library closure has been extended through April 30. Thanks to previous action by the board, reporting pay (when the employee cannot work through no fault of their own, due to an emergency or disaster) is being extended to permanent part-time and permanent full-time staff members. Five (5) provisional employees scheduled for under 20 hours/week have applied for unemployment. The Administration will be having discussions to determine adjustments in the 2020 budget to cover any reimbursements to the Unemployment Insurance Agency (UIA) over the amount already budgeted.

The combined federal Cares Act and Families First Coronavirus Response Act mandates that employers must pay an additional two weeks of sick time (over and above any paid time off already offered to CPL employees) to any employee who must be quarantined due to them or a member of their household having the COVID-19 virus or caring for a family member with the virus.

The library has greatly expanded its collection of electronic materials, which are being ordered remotely by librarians working from home. Davis expects a huge spike in orders for physical materials in May since none have been ordered since March, but no one has any real idea of what the demand will be. A committee is working on what an eventual library re-opening will look like. It will be done in stages, and the framework will be triggered by a combination of federal, state and municipal orders and guidelines. Davis assured the board that the library will not open until it has adequate supplies of hand sanitizer, disinfectant, and protective masks/guards so that both staff and the public are comfortable.

L. Golden and her Community Relations team are working with librarians on ways to make 62 Days of Summer flexible. Packets might be mass-mailed to township households and a lot of program components could be available online. While Davis noted that there would be a budgetary impact to postage and printing which will likely require a budget amendment, Golden hopes that having some form of the annual program may help residents achieve some sense of normality. Chair Watts noted that parents quarantined at home with their children will greet it with a huge sense of relief.

Trustees Turner and Eggenberger complimented Davis and her team for their approach to a gradual re-opening. Davis credited her team members for being unafraid to speak up and share their thoughts. Plymouth District Library Director Carol Souchock will be hosting a Zoom meeting of area library directors to ensure coordinated openings prevent any one library from being overwhelmed.

Davis told the board that certain revenues (material replacement, overdue fines, penal fines, and State Aid) will be less than budgeted due to the shutdown. The biggest concern for the next 18 months will be potential property tax refunds due to appeals to the tax tribunal.

Trustee Eggenberger complimented the library in achieving a favorable outcome with Kanopy.

CALL TO AUDIENCE – Information Services Department Head Jessica Parij thanked the board, on behalf of her department, for both approving reporting pay and for their significant support for materials, especially electronic materials.

ADJOURN

The meeting was adjourned at 9:37 PM.

Michelle Farell, Secretary-Treasurer

1:41 PM
 05/08/20
 Accrual Basis

Canton Public Library
Balance Sheet
 As of April 30, 2020

	<u>Mar 31, 20</u>	<u>Apr 30, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	5,944,894.16	5,461,062.02
000-013 · JPMorgan Chase- Credit Card	5,850.34	6,086.67
000-014 · Medical Reimbsmt (BasicFlex)	10,848.47	10,687.29
000-016 · Chase - High Yield Savings	<u>1,997,152.87</u>	<u>1,997,234.35</u>
Total Checking/Savings	<u>7,958,745.84</u>	<u>7,475,070.33</u>
Total Current Assets	<u>7,958,745.84</u>	<u>7,475,070.33</u>
TOTAL ASSETS	<u><u>7,958,745.84</u></u>	<u><u>7,475,070.33</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>131,390.22</u>	<u>54,935.57</u>
Total Accounts Payable	131,390.22	54,935.57
Credit Cards		
000-208 · Chase - Visa 3651	4,996.65	210.43
000-209 · Home Depot Credit Card	<u>167.38</u>	<u>0.00</u>
Total Credit Cards	5,164.03	210.43
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	<u>6,205.42</u>	<u>6,205.42</u>
Total 000-229 · Grants/Donations-Restricted Use	6,205.42	6,205.42
000-237 · Medical Saving Deduction MedFSA	<u>2,521.07</u>	<u>2,359.89</u>
Total Other Current Liabilities	<u>8,726.49</u>	<u>8,565.31</u>
Total Current Liabilities	<u>145,280.74</u>	<u>63,711.31</u>
Total Liabilities	145,280.74	63,711.31
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	<u>4,387,569.70</u>	<u>3,985,463.62</u>
Total Equity	<u>7,813,465.10</u>	<u>7,411,359.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,958,745.84</u></u>	<u><u>7,475,070.33</u></u>

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

	<u>Jan - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,083,635.83	6,089,500.00	-5,864.17	99.90%
738-566 · State Aid to Libraries	0.00	65,000.00	-65,000.00	0.00%
738-613 · Photocopy Fees	9,734.95	45,000.00	-35,265.05	21.63%
738-615 · Replacement - Books/ AV	2,002.40	9,500.00	-7,497.60	21.08%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	8,706.45	50,000.00	-41,293.55	17.41%
738-670 · Misc & Contributions	1,055.43	1,000.00	55.43	105.54%
738-671 · Interest Income	6,110.85	15,000.00	-8,889.15	40.74%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	50.00	500.00	-450.00	10.00%
738-692 · Use of Fund Balance	0.00	787,000.00	-787,000.00	0.00%
Total Income	<u>6,113,199.84</u>	<u>7,129,500.00</u>	<u>-1,016,300.16</u>	<u>85.75%</u>
Gross Profit	6,113,199.84	7,129,500.00	-1,016,300.16	85.75%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	882,792.67	2,954,000.00	-2,071,207.33	29.89%
738-715 · Fringe Benefits	302,002.31	670,100.00	-368,097.69	45.07%
738-722 · Supplies	17,400.37	168,470.00	-151,069.63	10.33%
738-740 · Library Materials	318,606.33	952,000.00	-633,393.67	33.47%
738-749 · Staff Book Account	22.89	0.00	22.89	100.00%
738-801 · Professional & Contractual	142,899.11	357,950.00	-215,050.89	39.92%
738-850 · Communications	7,040.29	30,000.00	-22,959.71	23.47%
738-860 · Travel	28,733.24	59,400.00	-30,666.76	48.37%
738-880 · Community Promotion	1,530.11	16,200.00	-14,669.89	9.45%
738-900 · Printing	614.50	60,100.00	-59,485.50	1.02%
738-910 · Insurance	52,946.00	70,100.00	-17,154.00	75.53%
738-920 · Utilities	44,126.35	205,000.00	-160,873.65	21.53%
738-930 · Maintenance & Repairs	45,662.54	240,600.00	-194,937.46	18.98%
738-940 · Rentals/Leases	3,825.83	23,200.00	-19,374.17	16.49%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay	278,827.80	787,000.00	-508,172.20	35.43%
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>2,127,736.22</u>	<u>7,129,500.00</u>	<u>-5,001,763.78</u>	<u>29.84%</u>
Net Income	<u>3,985,463.62</u>	<u>0.00</u>	<u>3,985,463.62</u>	<u>100.00%</u>

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

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,083,635.83	6,089,500.00	-5,864.17	99.90%
738-566 · State Aid to Libraries	0.00	65,000.00	-65,000.00	0.00%
738-613 · Photocopy Fees	9,734.95	45,000.00	-35,265.05	21.63%
738-615 · Replacement - Books/ AV	2,002.40	9,500.00	-7,497.60	21.08%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	8,706.45	50,000.00	-41,293.55	17.41%
738-670 · Misc & Contributions	1,055.43	1,000.00	55.43	105.54%
738-671 · Interest Income				
671g · Interest Income General	6,110.85	15,000.00	-8,889.15	40.74%
Total 738-671 · Interest Income	6,110.85	15,000.00	-8,889.15	40.74%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	50.00	500.00	-450.00	10.00%
738-692 · Use of Fund Balance	0.00	787,000.00	-787,000.00	0.00%
Total Income	6,113,199.84	7,129,500.00	-1,016,300.16	85.75%
Gross Profit	6,113,199.84	7,129,500.00	-1,016,300.16	85.75%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	882,792.67	2,954,000.00	-2,071,207.33	29.89%
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	3,734.80	21,000.00	-17,265.20	17.79%
716m · Medical (BCN)	88,023.82	250,000.00	-161,976.18	35.21%
Total 738-716 · Medical/Dental	91,758.62	274,600.00	-182,841.38	33.42%
738-717 · Life Ins / Disability	6,240.20	14,500.00	-8,259.80	43.04%
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	72,128.51	226,000.00	-153,871.49	31.92%
738-721 · Retirement DC Plan (401a)	5,099.31	20,000.00	-14,900.69	25.50%
Total 738-715 · Fringe Benefits	302,002.31	670,100.00	-368,097.69	45.07%
738-722 · Supplies				
722t · Technology Supplies	1,264.16	27,200.00	-25,935.84	4.65%
738-727 · Office Supplies				
727a · General Office Supplies	1,455.11	8,500.00	-7,044.89	17.12%
727b · Printing & Copying Supplies	680.36	5,000.00	-4,319.64	13.61%
Total 738-727 · Office Supplies	2,135.47	13,500.00	-11,364.53	15.82%
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	758.91	17,700.00	-16,941.09	4.29%
725b · Tech Processing Supplies	5,840.24	22,000.00	-16,159.76	26.55%
Total 738-725 · Proc Library Supplies	6,599.15	39,700.00	-33,100.85	16.62%
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	404.97	13,000.00	-12,595.03	3.12%
Total 738-728 · Library Supplies- General	10,995.59	81,650.00	-70,654.41	13.47%
738-730 · Postage				
730b · Postage - Info Services	494.77	3,500.00	-3,005.23	14.14%

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

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	3.16	150.00	-146.84	2.11%
730j · Postage - Business Services	-505.02	2,725.00	-3,230.02	-18.53%
730m · Postage - Community Relations	348.00	27,245.00	-26,897.00	1.28%
Total 738-730 · Postage	340.91	33,620.00	-33,279.09	1.01%
738-732 · Janitorial Supplies	2,664.24	12,500.00	-9,835.76	21.31%
Total 738-722 · Supplies	17,400.37	168,470.00	-151,069.63	10.33%
738-740 · Library Materials				
738-741 · Books	47,647.82	263,500.00	-215,852.18	18.08%
738-744 · AV (Media)	25,474.44	130,000.00	-104,525.56	19.60%
738-747 · Services, Subscrip & Pre-proc	245,484.07	558,500.00	-313,015.93	43.95%
Total 738-740 · Library Materials	318,606.33	952,000.00	-633,393.67	33.47%
738-749 · Staff Book Account	22.89	0.00	22.89	100.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	399.22	5,000.00	-4,600.78	7.98%
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	8,500.00	12,675.00	-4,175.00	67.06%
738-808 · Information Technology				
808t · Online Information-Technology	94,369.41	154,600.00	-60,230.59	61.04%
808tp · Online Info - Tech Processing	5,924.00	24,600.00	-18,676.00	24.08%
Total 738-808 · Information Technology	100,293.41	179,200.00	-78,906.59	55.97%
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	5,020.99	15,000.00	-9,979.01	33.47%
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	11,220.00	44,900.00	-33,680.00	24.99%
Total 738-810 · Other Professional Services	19,354.24	81,075.00	-61,720.76	23.87%
738-812 · Legal	1,740.00	15,000.00	-13,260.00	11.60%
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	350.00	2,150.00	-1,800.00	16.28%
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	2,365.55	15,150.00	-12,784.45	15.61%
Total 738-801 · Professional & Contractual	142,899.11	357,950.00	-215,050.89	39.92%
738-850 · Communications	7,040.29	30,000.00	-22,959.71	23.47%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

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

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	2,050.56	5,000.00	-2,949.44	41.01%
861b · Conferences - Info. Services	7,987.55	13,500.00	-5,512.45	59.17%
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	3,416.91	8,400.00	-4,983.09	40.68%
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)	28,218.36	50,700.00	-22,481.64	55.66%
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	28,733.24	59,400.00	-30,666.76	48.37%
738-880 · Community Promotion				
880a · Marketing	1,270.72	13,800.00	-12,529.28	9.21%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
Total 738-880 · Community Promotion	1,530.11	16,200.00	-14,669.89	9.45%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	614.50	58,400.00	-57,785.50	1.05%
901e · Misc. Printing & Publishing	0.00	1,200.00	-1,200.00	0.00%
Total 738-901 · Printing & Publishing	614.50	59,600.00	-58,985.50	1.03%
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
Total 738-900 · Printing	614.50	60,100.00	-59,485.50	1.02%
738-910 · Insurance				
738-911 · Liability Ins	38,058.00	50,300.00	-12,242.00	75.66%
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	52,946.00	70,100.00	-17,154.00	75.53%
738-920 · Utilities				
738-921 · Electricity	35,133.38	150,000.00	-114,866.62	23.42%
738-922 · Gas	7,658.67	35,000.00	-27,341.33	21.88%
738-923 · Water	1,334.30	20,000.00	-18,665.70	6.67%
Total 738-920 · Utilities	44,126.35	205,000.00	-160,873.65	21.53%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	18,104.00	85,000.00	-66,896.00	21.30%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	985.00	40,350.00	-39,365.00	2.44%
Total 738-932 · Lawn & Grounds Maintenance	22,651.64	75,350.00	-52,698.36	30.06%
738-933 · Building Security	2,466.00	7,400.00	-4,934.00	33.32%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	639.40	2,900.00	-2,260.60	22.05%
934c · Misc. Contracts & Inspections	1,317.00	8,400.00	-7,083.00	15.68%
934g · HVAC Maintenance Contracts	0.00	17,600.00	-17,600.00	0.00%

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

	<u>Jan - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	1,956.40	28,900.00	-26,943.60	6.77%
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	45,662.54	240,600.00	-194,937.46	18.98%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	3,385.88	21,200.00	-17,814.12	15.97%
942 · Postage Meter - Pitney Bowes - Other	439.95	2,000.00	-1,560.05	22.00%
Total 942 · Postage Meter - Pitney Bowes	3,825.83	23,200.00	-19,374.17	16.49%
Total 738-940 · Rentals/Leases	3,825.83	23,200.00	-19,374.17	16.49%
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	278,827.80	768,000.00	-489,172.20	36.31%
Total 738-977 · Capital Outlay	278,827.80	787,000.00	-508,172.20	35.43%
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	2,127,736.22	7,129,500.00	-5,001,763.78	29.84%
Net Income	3,985,463.62	0.00	3,985,463.62	100.00%

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 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						5,944,894.16
General Journal	04/01/2020	1729	Paylocity Direct Deposits	Direct Deposits	-74,927.80	5,869,966.36
General Journal	04/01/2020	1729	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,085.42	5,841,880.94
Check	04/01/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 04/	-196.43	5,841,684.51
Transfer	04/01/2020			Funds Transfer - Payroll Date 04/01/2020	-1,031.52	5,840,652.99
Check	04/01/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll (-566.59	5,840,086.40
Check	04/01/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,653.07	5,835,433.33
Check	04/01/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	5,835,308.33
Deposit	04/01/2020			Deposit	7,734.54	5,843,042.87
Check	04/06/2020	50963	Home Depot	6035 3220 0920 7485 - March Statement	-167.38	5,842,875.49
Bill Pmt -Check	04/06/2020	50964	Clear Rate Communications	Telephone charges 04/01/2020 - 04/30/2	-675.75	5,842,199.74
Bill Pmt -Check	04/06/2020	50965	T-Mobile	Mobile internet charges 02/21/2020 - 03,	-91.68	5,842,108.06
General Journal	04/15/2020	1731	Paylocity Direct Deposits	Direct Deposits	-74,927.88	5,767,180.18
General Journal	04/15/2020	1731	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,085.34	5,739,094.84
Check	04/15/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 04/	-196.43	5,738,898.41
Transfer	04/15/2020			Funds Transfer - Payroll Date 04/15/2020	-1,031.52	5,737,866.89
Check	04/15/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,653.07	5,733,213.82
Check	04/15/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	5,733,088.82
Check	04/15/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll (-566.59	5,732,522.23
Check	04/22/2020	50966	Chase Visa	4246 3152 4376 3651 Visa - Statement 04	-4,736.70	5,727,785.53
Bill Pmt -Check	04/23/2020	50967	AmazonBusiness	A265GG3U5ZDOHS	-273.38	5,727,512.15
Bill Pmt -Check	04/23/2020	50968	Ann Arbor Cleaning Supply Co.	Green SOL neutral dis/clnr gal (4)...Gal 70	-169.22	5,727,342.93
Bill Pmt -Check	04/23/2020	50969	Baker & Taylor (051)	L427051	-27.24	5,727,315.69
Bill Pmt -Check	04/23/2020	50970	Baker & Taylor (054)	00100054	-13.93	5,727,301.76
Bill Pmt -Check	04/23/2020	50971	Baker & Taylor (180)	L438180	-78.61	5,727,223.15
Bill Pmt -Check	04/23/2020	50972	Baker & Taylor (510)	L417510	-3,614.27	5,723,608.88
Bill Pmt -Check	04/23/2020	50973	Baker & Taylor (520)	L417520	-21.78	5,723,587.10
Bill Pmt -Check	04/23/2020	50974	Baker & Taylor (530)	L417530	-2,393.77	5,721,193.33
Bill Pmt -Check	04/23/2020	50975	Baker & Taylor (583)	L521583	-12.38	5,721,180.95
Bill Pmt -Check	04/23/2020	50976	Baker & Taylor (787)	L4247872	-14.79	5,721,166.16
Bill Pmt -Check	04/23/2020	50977	Baker & Taylor (854)	L517854	-227.80	5,720,938.36
Bill Pmt -Check	04/23/2020	50978	bibliotheca, LLC.		-7,622.50	5,713,315.86
Bill Pmt -Check	04/23/2020	50979	Blue Care Network	Coverage 05/01/2020 - 05/31/2020	-18,086.51	5,695,229.35
Bill Pmt -Check	04/23/2020	50980	Canton Township - Water Dept.	Water & sewer 01/04/2020 - 03/05/2020	-759.23	5,694,470.12

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 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/23/2020	50981	Crimson Multimedia Distribution, Inc.		-1,252.74	5,693,217.38
Bill Pmt -Check	04/23/2020	50982	DTE Energy	1893-232-0001-5	-8,138.84	5,685,078.54
Bill Pmt -Check	04/23/2020	50983	Ehrlich	VOID: 14383673	0.00	5,685,078.54
Bill Pmt -Check	04/23/2020	50984	Engie Services U.S. Inc	Pay Application 7	-79,056.00	5,606,022.54
Bill Pmt -Check	04/23/2020	50985	FastSigns - Livonia	5" Circle TexWalk Decal: Stay Safe/Maint:	-212.50	5,605,810.04
Bill Pmt -Check	04/23/2020	50986	Fish Doctors	Maintenance fee...15 gallons RO water	-82.50	5,605,727.54
Bill Pmt -Check	04/23/2020	50987	Foster, Swift, Collins & Smith	Review & respond to client email	-100.00	5,605,627.54
Bill Pmt -Check	04/23/2020	50988	Gale/CENGAGE Learning	149473	-272.73	5,605,354.81
Bill Pmt -Check	04/23/2020	50989	Konica Minolta Business Solutions		-201.31	5,605,153.50
Bill Pmt -Check	04/23/2020	50990	Konica Minolta Premier Finance	Monthly contract payment - April	-266.06	5,604,887.44
Bill Pmt -Check	04/23/2020	50991	Midwest Tape		-1,306.26	5,603,581.18
Bill Pmt -Check	04/23/2020	50992	OrangeBoy, Inc.	Philanthropy model subscription (paymer	-3,750.00	5,599,831.18
Bill Pmt -Check	04/23/2020	50993	OverDrive, Inc.	0721-1001	-20,176.51	5,579,654.67
Bill Pmt -Check	04/23/2020	50994	Reliable Landscaping, Inc.	Deep root fertilization for plants 1 of 2	-760.00	5,578,894.67
Bill Pmt -Check	04/23/2020	50995	Service Express Inc.	Dell Equallogic service 04/09/2020 - 12/3	-917.00	5,577,977.67
General Journal	04/29/2020	1732	Paylocity Direct Deposits	Direct Deposits	-74,927.76	5,503,049.91
General Journal	04/29/2020	1732	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,085.46	5,474,964.45
Check	04/29/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 04/	-781.22	5,474,183.23
Transfer	04/29/2020			Funds Transfer - Payroll Date 04/29/2020	-1,031.52	5,473,151.71
Check	04/29/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,653.07	5,468,498.64
Check	04/29/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	5,468,373.64
Check	04/29/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll (-566.59	5,467,807.05
Check	04/29/2020	EFT	MERS - Pension	Pension Deductions for Month of April 20	-7,329.60	5,460,477.45
Deposit	04/30/2020			Interest	584.57	5,461,062.02
Total 000-004 · Chase - Checking					-483,832.14	5,461,062.02
TOTAL					-483,832.14	5,461,062.02

Director's Report
May 2020

1. First on the agenda is the continuation of discussions about, and updates on, the library's closure due to the pandemic.
2. While we are not proposing furloughs at this time, I wanted to update our furlough policy, which has not been updated in a decade, so that we know it is current with the latest laws and regulations. My thanks to Marian Nicholson for spearheading this update. The changes are minor, and have been reviewed by our labor attorney, Mike Blum at Foster Swift. This is a first reading of the policy, so this is the time for your questions, edits, and concerns. We will then bring this back to you for approval at your June meeting.
3. This month you will continue your discussion of 2021 Budget expenditures, specifically the Capital replacement plan and the Salaries budget, both of which are included in your packet. The board's direction on these items will allow us to work steadily to build a solid 2021 draft budget and bring a first draft to you at your July meeting.
4. On the revenue side, we hope to have the Wayne County Equalization Report in time for the meeting. We typically get the Equalization Report between mid- and late May. If we have it, I will share with you at the meeting our recommendation for the millage rate, which is the basis for our revenue budget. If we don't have it in time for the meeting, I will ask that you amend the agenda to remove this item, and we'll put it on the June agenda.
5. The board will also discuss the property tax collection rate we should assume for the 2021 budget. We never assume that we'll collect 100%; given the pandemic, we are recommending that we continue to budget conservatively. For the current fiscal year, we assumed a 99% collection rate, and we are on track to achieve that. While we cannot say with any degree of certainty what our tax collections will be given the pandemic, it is prudent to prepare for some of our taxpayers to be delinquent in their tax payments. Our recommendation is to budget for a 96% property tax collection rate for 2021.
6. The library is scheduled to be closed in mid-June for Liberty Fest. With its cancellation, we recommend that the board vote to rescind those closure dates: June 18 (evening), June 19, and June 20. In addition, the board may want to consider moving their June board meeting back to its original date—June 18. The board voted to move it to June 25 because the library was scheduled to be closed.
7. Last on the agenda is the board's discussion of Vice Chair Lee's request to see the financial statements in a visual format and have that permanently included in the monthly board packets. Debbie McHugh, Marian Nicholson, and I have been in communication with Vice Chair Lee and Chair Watts over these last few months, and included in your packet are the various iterations of the chart, to help guide your discussion.
8. Also included in the packet for your reference is our required report to the State of Michigan regarding our pension funding. The completion of this form is a newer requirement from the State, and they also require that we share the report with the board.

9. In facilities news, ENGIE Services has resumed their work due to the Governor's Executive Order. 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.
10. Our new front entry doors are being manufactured and will probably be installed in late May or early June. The new doors are grocery-style doors that are activated via sensor and are touch-free. We will have some concrete and flooring repairs after the doors are installed and the push-button handicapped door opener pillars are removed.
11. Recent high winds have caused some damage to the copper roofing where the Community Room meets the vending area. Six copper panels will have to be removed, flashing replaced, and then the copper panels re-mounted. We have funds for this in Building Repairs, and the work should be completed by Memorial Day. There is no imminent danger; our roofing company, JDCandler, sent someone out quickly to make sure it is safe and to make a temporary repair.

Respectfully submitted,
Eva Davis

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Line	Descriptive Information	Source of Data	Statute Reference	System 1
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated		NO
2	Provide the name of your retirement pension system	Calculated from above	P.A. 202 Sec. 5(6)	Canton Public Library
3	Financial Information			
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	4,307,103
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	4,725,355
6	Funded ratio	Calculated	P.A. 202 Sec. 5(4)(b)	91.1%
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	103,125
8	Governmental Fund Revenues	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	6,270,945
9	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(4)(b)	1.6%
10	Membership			
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	14
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	2
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(B)	12
14	Investment Performance			
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	-3.64%
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	4.94%
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	8.25%
18	Actuarial Assumptions			
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(I)	7.75%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	10
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(N)	Yes
23	Uniform Assumptions			
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	4,717,750
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	5,174,749
26	Funded ratio using uniform assumptions	Calculated	P.A. 202 Sec. 5(1)	91.2%
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	105,576
28	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(1)	1.7%
29	Pension Trigger Summary			
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary unit triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary unit triggers: Less than 60% funded	P.A. 202 Sec. 5(4)(b)	NO

IV. COMPENSATION

F. VOLUNTARY UNPAID LEAVE AND FURLOUGH DAYS

Canton Public Library may use voluntary unpaid leave and furlough days to reduce expenditures on salaries and wages while giving eligible employees time off and possibly reducing the need for involuntary furlough, compensation reductions, layoffs, terminations or other reductions in force.

Employees are strictly prohibited from performing any work while off on voluntary unpaid leave or during a furlough period. This includes checking work-related e-mail and voice mail.

VOLUNTARY UNPAID LEAVE

1. Before implementing any involuntary furlough days, the Library Director may first solicit requests from employees for voluntary unpaid leave. An employee is not required to provide a reason for this voluntary unpaid leave request.
2. All requests for voluntary unpaid leave shall be submitted to the appropriate supervisor to determine if there will be proper coverage and whether the requested unpaid leave could be granted without affecting proper service to our patrons.
3. Voluntary unpaid leave is granted within the sole discretion of the [Library](#) Director, dependent upon the library having proper coverage during the unpaid voluntary leave and other business and operational considerations, except as required by applicable law.
4. Any amount of unpaid leave granted by the library will not be used against the employee in evaluating his or her performance and/or attendance record. However, if an employee has a history of attendance and/or tardiness issues, the employee will not be eligible for voluntary unpaid leave.
5. All voluntary leave shall be on an unpaid basis.
6. ~~All other benefits, including insurance, if applicable, will be received by the employee f~~For an unpaid leave up to 30 days, [employees will continue to be covered under the library's group health insurance plan](#). Employees will be responsible for their normal contributions.
7. Regular full and part-time employees shall not accrue vacation time or receive holiday pay during any unpaid voluntary leave period.
8. There is no guaranteed right to voluntary unpaid leave. The ability to offer voluntary unpaid leave is dependent upon several factors, including but not limited to budgetary, staffing and service concerns, and is at the discretion of the Library Director.

INVOLUNTARY FURLOUGH DAYS

~~1.~~ 1.—The Library Board may, at any time, initiate and approve temporary furlough leaves of absence when financial conditions warrant it.

~~2.~~ Temporary furloughs will be for up to 120 days. If an employee is not recalled to work within 120 days, the furlough will be converted to permanent layoff.

~~1.~~ designate specific days in which the library will not be open or designate that the library employees will be required to take a certain amount of unpaid furlough days. If the Library Board closes the Library on a specific date in which an employee does not normally work, an alternate furlough day may be scheduled.

~~2.~~—
~~3.~~ As an alternative to temporary furloughs, the Library Board may designate specific days in which the library will not be open or designate that the library employees will be required to take a certain amount of unpaid days off. If the Library Board closes the library on a specific date in which an employee does not normally work, an alternate unpaid day off may be scheduled. Scheduling of unpaid days off ~~2.~~ To mitigate any financial hardship to the employee, the Library Board will try to implement furloughs on an intermittent basis rather than a continuous basis. To this end, the Library Board will try to limit any involuntary furlough to one furlough day per pay period. This limitation, however, cannot be guaranteed. The amount required will be dependent upon the library having proper coverage as well as other business, budgetary and operational considerations.

~~4.~~ 3.—For a furlough up to 30 days, employees will continue to be covered under the library's group health insurance plan. Employees will be responsible for their normal contributions.

~~4.5.~~ Regular full and part-time employees shall not accrue vacation time during any furlough period.

~~5.6.~~ 4.—Employees may not use accrued vacation, personal, or paid sick days while on temporary furlough or in lieu of taking a reduction in compensation.

~~6.7.~~ 5.—Exempt employees on furlough who are called in to handle a building emergency will be paid for a full day's work, even if they only work a partial day, but may be required to take another furlough day in the future.

V. TIME AWAY FROM WORK

E. UNPAID LEAVES OF ABSENCE

A leave of absence may be granted, subject to workloads, for any good and sufficient reason satisfactory to the Library Director. All leaves are taken without pay or benefits unless specifically required by law or otherwise stated herein, for the period specified or agreed upon. Generally, leaves of absence for any reason may not extend beyond six (6) months, unless required by law.

Leaves of Absence are unpaid. However, the Library requires you to substitute unused vacation time, discretionary holiday time, and personal business days for any Leave of Absence requested. If the leave is for medical/FMLA related issues then available sick time must also be substituted. By substituting leave, you continue to receive pay but the time off work is counted against and reduces any entitlement to an unpaid Leave of Absence.

Benefits that operate on an accumulation basis [such as vacation time or length of service] will not accumulate during a Leave of Absence, nor will you be entitled to paid holidays during the leave.

As soon as you know that you will need time off for a Leave of Absence, a completed [Leave Request](#) form must be submitted to the Business Services Office. When possible, thirty (30) days' notice is required. In the event of any emergency, your request should be submitted not later than forty-eight (48) hours following the commencement of the injury, illness, disability, or "qualifying exigency." If you cannot contact the Business Services Office personally, please have someone contact the library on your behalf.

1. FMLA

Eligibility

Employees who have completed at least twelve (12) months of service, worked 1,250 hours or more during the twelve (12) months preceding the day that the leave is to begin, and works at a location where the Library employs at least 50 employees within 75 miles are eligible to take leave under the Federal Family and Medical Leave Act (FMLA).

Twelve Weeks of Leave Eligibility Overview

Eligible employees may request up to twelve (12) weeks of unpaid leave for the following:

- the birth or adoption of a child by the employee;
- the placement of a foster child with the employee;
- the physical or psychological care for a seriously ill parent, spouse, or child of the employee;
- the care of the employee's own serious physical or mental condition; or
- to deal with any "qualifying exigency" related to a spouse, son, daughter, or parent being notified of an impending call or order to active military duty or who is already on active duty.

These twelve (12) weeks may be taken in a rolling twelve (12)-month period measured backward from the date an employee uses an FMLA leave.

A family member with a “serious health condition” is defined as a parent, child or spouse who has a physical or mental condition that warrants the employee’s participation during the period of medical treatment.

Twenty-Six Weeks of Leave Eligibility Overview

Eligible employees may request up to twenty-six (26) weeks of unpaid leave in a rolling 12 month period for the following:

- to care for a spouse, parent, son, daughter or “next of kin” who is a covered service member who has is injured or recovering from an injury incurred while on active military duty.

“Next of kin” is defined as the closest blood relative of the injured or recovering service member who is undergoing such medical treatment, recuperation or therapy as outlined in the FMLA.

“Covered service member” means a member of the Armed Forces who is:

- undergoing medical treatment, recuperation, or therapy;
- is an outpatient status; or
- on the temporary disability retired list for a serious injury or illness.

Other FMLA leave already taken in a rolling twelve (12)-month period measured backward from the date an employee uses an FMLA leave will be counted concurrently with this form of leave toward the employee's annual leave entitlement.

Intermittent Leave

Intermittent leave or reduced schedule leave means leave taken in separate blocks of time due to a single illness or injury, and may only be taken for a serious health condition of an eligible employee, the employee's child, spouse, or parent, or because of the need for service member caregiver leave when medically necessary. It may also be taken for "qualifying exigency" leave, provided the Library is provided with such notice as is reasonable and practicable.

Medical or Other Certification

A health care provider’s certification is required in cases of serious health conditions, whether the employee’s or that of the employee’s spouse, child, or parent. It is also required where the leave is for care of a covered service member or in cases of a “qualified exigency” as permitted by law. The Library also reserves the right to require, at its own cost, a second or even third, medical opinion. Forms can be obtained from the Business Services Office.

If spouses are employed at the Library, they can together take a combined total of 12 weeks FMLA leave for: 1) birth of the employee's son or daughter or to care for the child after birth, 2) the placement of a son or daughter with the employee for adoption or foster care, or 3) to care for a sick parent. In the case of service member caregiver leave, the spouses both employed at the Library may take together a combined total of 26 weeks of FMLA leave. However, to the extent the requested leave covers the birth, adoption or placement for foster care of a child, or care for a sick parent, that portion of both spouses leave allotment may not exceed 12 weeks.

Compensation and Benefits

The Family Medical Leave of Absence is an unpaid leave. However, the Library requires you to substitute unused vacation time and up to five consecutive days of sick time for any FMLA leave requested. By substituting leave, you continue to receive pay but your unpaid FMLA leave available is reduced.

During an approved Family Medical Leave, your health benefits will be provided as though you had continued to work. Please arrange with the Business Services Office to submit timely monthly payments for your portion, if any, of the health insurance premiums. To the full extent allowed under the FMLA, the Library reserves the right to recover health insurance premiums from employees who fail to return to work at the end of an FMLA-qualifying leave.

Benefits that operate on an accumulation basis [such as vacation time or length of service] on the basis of actual hours worked will not accumulate during an FMLA leave, nor will you be entitled to paid holidays and "miscellaneous absences" during the leave.

Application

As soon as you know that you will need time off for an FMLA Leave, you must submit to your Department Head a completed Leave Request form. When possible, thirty (30) days' notice is required. In the event of any emergency, your request should be submitted to your Department Head not later than forty-eight (48) hours following the commencement of the injury, illness, disability, or "qualifying exigency." If you cannot contact your Department Head personally, please have someone contact him or her on your behalf.

During your Leave, you are responsible for keeping your Department Head informed of your status. In certain circumstances, the Library has the right to require recertification of the serious health condition.

Return from Leave

At the end of an FMLA leave, you will be restored to the same position or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions. However, you are subject to the business circumstances or conditions (such as layoffs) that would have applied to you had you been working. Under limited conditions, certain key employees may not be reinstated.

Failure to return to work on schedule will be considered a voluntary termination of employment, effective 5:00 p.m. on the third day you fail to report to work. To protect your status with the Library, please follow all procedures for reporting back to work after your family or medical leave of absence.

Upon returning to work after an FMLA Leave of more than one week because of your own serious health condition, you must submit a physician's certification stating that you are physically able to return to work. Failure to submit such documentation may delay or prevent your return to work.

You may not be employed by anyone other than the Library while off on FMLA leave.

2. NON-FMLA LEAVE

If an employee is not eligible for or has exhausted FMLA leave but cannot work due to a substantially limiting physical or mental impairment, the Library may, with satisfactory medical documentation, grant a non-FMLA leave of absence, without pay, as an accommodation to the employee's medical condition. If, after expiration of the approved leave time, an employee remains unable to perform the essential duties of his or her job, either with or without reasonable accommodation, due to illness or injury, the Library will discuss with the employee other possible accommodations, such as a transfer to a different, vacant position for which the employee is qualified. If no reasonable accommodations are available at that time, the employee will be separated from employment.

Under certain circumstances, you may be permitted to take a personal leave of absence. Leaves of absence for other purposes, including maternity leave, may be granted by the Library Director at his/her sole discretion, depending upon workloads and business considerations.

These leaves are without pay and group insurance benefits. However, depending upon the reason for leave, regular full time employees may be separately eligible for short-term disability. The terms of the short-term disability plan control as to eligibility.

During the Leave of Absence, you are responsible for keeping your Department Head informed of your status. Upon returning to work after a Leave of Absence of more than one week because of your own serious health condition, you must submit a physician's certification stating that you are physically able to return to work. Failure to submit such documentation may delay or prevent your return to work.

Where applicable, the Library will grant job-protected, unpaid family and medical leave to eligible employees in accordance with its Family Medical Leave Act Policy.

F. BEREAVEMENT LEAVE

1. In the unfortunate event of a death in the family, regular and exempt employees may request a paid leave of absence. The following guideline shall apply whether the relationship is natural, marital, adoptive, step, or foster:

Immediate family, defined as: Spouse, Child, Parent and Sibling	One (1) to five (5) days
Grandparent and Grandchildren	One (1) to three (3) days
Cousins, Aunts/Uncles and Nieces/Nephews	One (1) day

2. Bereavement days are to be taken within a reasonable time of the date of death or day of service.
3. Bereavement leave other than that specified may be granted by the Library Director.

G. MILITARY LEAVE

An eligible employee is entitled to a military leave of absence pursuant to the Uniformed Services Employment and Re-Employment Act of 1994 (USERRA).

The Library will not discriminate in the terms or conditions of employment because of an employee's past, current or future service in the Uniformed Services, whether voluntary or involuntary, to the extent required by, and as defined by the Uniformed Services employment and Re-Employment Rights Act of 1994 (USERRA). The Library will accommodate service-connected disabilities and provide an unpaid leave of absence for service as required by state and/or federal law, including USERRA, provided the employee timely submits all notices required by law. Employees on military leave may substitute their accumulated paid leave time for unpaid leave.

H. JURY DUTY/CIVIL LEAVE

A regular full-time or part-time employee called for jury duty or to give testimony before any judicial or administrative tribunal, *except* for personal litigation, shall be given a leave of absence and shall be paid for their regular scheduled hours. Employee shall sign any jury duty reimbursement check(s) over to the Library and they will be reimbursed for the mileage in the performance of such obligation. Employees may be required to give documentation to their immediate supervisors of their requirements to perform such duties. An employee subpoenaed because of personal litigation must use vacation, personal business days or time off without pay for such testimony.

A copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

An employee who works the day shift and is excused from jury duty by noon is expected to return to work at the Library, although an employee's combined hours of work and jury duty should not exceed 7.5 hours for that day.

Work schedules may be shifted to accommodate long term jury scheduling.

Canton Public Library

Capital Replacement Schedule

No longer considered capital

FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	This Year		NEXT 5 YEARS			
							2020	2021	2022	2023	2024	2025
Land												
	Land		Non depreciable	\$ 67,500		Bond paid off in 2015						
Buildings, Fixtures and Improvements												
	Water Main		50	\$ 42,831	1989	address around 2035						
	Water Service	30	25	\$ 14,500	1989	address around 2014						
	Sanitary Sewerage		30									
	Underground			\$ 87,400	1989	repairs, not replacement						
	Above ground			\$ 29,400	1989	repairs, not replacement						
	Storm Drainage/Catch Basin/Manholes	40	30	\$ 55,367	1989							
	Underground	28		\$ 12,800	1989	repairs, not replacement						
	Above ground	29		\$ 26,000	1989	repairs, not replacement						
	Storm Sewer/Catch Basin		5 year service	\$ 12,575	2015				15,000			
	Irrigation (sprinkler heads & lines)	822	15	\$ 140,000	2001/2019	*annual maintenance G/L 932b						
Paving												
	Asphalt Paving / End of Life Replacement	824	15	\$ 479,831	1989/2019	\$100k/2017, \$190k/2019						
	Concrete Paving - Sidewalks & Curbs	43	30	\$ 89,480	1989/2019	\$40k/2019						
	Asphalt Maintenance (periodic seal & stripe)					*annual maintenance G/L 932b						19,000
	Paver walkway connect CPL to Canton Ctr Rd.		10	\$ 12,000	2018							
	Dumpster Enclosure (trash/recycle)		25	\$ 125,550	2016							
	Electrical Vehicle (EV) charging station (public lot, \$28,000)											
Exterior Lighting												
	Building/Architectural Lights		20									
	Lighting - Parking Lot Lights (upgraded to LED 2013)		30	\$ 26,500	2013							
Interior Lighting												
	Upgrade light fixtures to LED											130,000
Signs												
	Site Signage (in building)	79	15	\$ 17,265	2001							
	Main Entry Signage	21	25	\$ 4,893	2012							
	Main Entry Signage - Replacement		12	\$ 4,893	2012							10,000
BUILDING												
	Masonry, Cast Concrete, Flatwork & Finish		Unlimited	\$ 413,984	1989/2001	repairs, not replacement						
	Brick, Stone & Ceramic Tile		Unlimited	\$ 83,324	1989	repairs, not replacement						
	Wiring	109	30	\$ 766,437	2001							
	Ballasted Roof - EPDM Roofing	92	15	\$ 128,696	2001	20 of 53,000 sf remains			350,000			
	Sheet Metal	64		\$ 3,180	1989							
	Rubber Membrane	65		\$ 45,662	1989							
	Roof - Partial Replacement, Johns Manville	1290	20 years	\$ 169,504	2008	33 of 53,000 sq. ft.						
	Aluminum Downspouts & gutters		15-20		1989/2001				75,000			
	Wood Soffit (Bldg/Canopies)		30		1989/2001							
Windows / Skylights												
	Skylights (Tree, Nook, 4-section Teen)	93	15	\$ 28,500	2001/2016	inspected/serviced						20,000
	Skylight-Pyramid (FAR, Child Seating)	93	15	\$ 13,200	1989/2016	reseal approx \$5K						20,000
	Skylight-Pyramid (Entrance, International)	93	15	\$ 31,400	1989/2016	reseal + caps/gaskets \$10K						10,000
	Insulating Glass (piano window, nook, etc.)	67	25	\$ 42,955	1989/2001	ENGIE						80,000
	Aluminum/Wood Windows		30									

FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	2020	2021	2022	2023	2024	2025
	Aluminum Doors	69	25	\$ 25,370	1989/2001							
	Steel Doors - Exterior	94	30	\$ 25,721	2001							
	Automatic Door Operators (Front Entry)	1346	10	\$ 7,520	2008		16,000					
	Renovations											
	PSIP II - Public Restrooms (Lobby)			\$ 207,526	2015							
	PSIP II - Social Space (Café) / Lobby			\$ 49,500	2015							
	PSIP III - Children's Space			\$ 755,668	2016							
	PSIP III - Children's Restrooms			\$ 86,622	2016							
	PSIP IV - Friend's Bookstore			\$ 132,924	2017							
	PSIP IV - Teen Space			\$ 649,060	2017							
	PSIP IV - Tutor Area (GSR 1-6)			\$ 55,832	2017	reused G, H & I in Tutor Area						
	Trendwall - Group Study Rooms D, E & F (Teen)		15	\$ 34,785	2013	G, H & I relocated in 2017						
	Staff Area Renovation - General Construction			\$ 872,000	2018	Estimated @ \$1,550,000						
	Staff Area Renovation - Restroom Alcove			\$ 8,400	2018							
	Floor Covering - Carpet/Resilient Floor Staff Area	104	10	\$ 240,005	2001/2018	staff area only \$78k in 2018						
	Friends' Donation/Sorting Area (canopy, donation shelving, concrete)			\$ 53,400	2019							
	Sorter Room Renovation (cabinets, work stations)			\$ 26,600	2019	Cabinets, lighting, workstations						
	Floor Covering - Carpet I-Lab		15/warranty		2012	Replacement 2022				7,000		
	Floor Covering - Lobby walk-off carpet installed		10	\$ 12,000	2019	replaced Pedigrid system						
	Floor Covering - Luxury Vinyl Tile PSIP I Project		10	\$ 47,477	2014						50,000	
	Floor Covering - Carpet - Public Area of PSIP I & II		10	\$ 75,752	2014/2015						80,000	
	Floor Covering - Carpet Public Areas Replaced	105	10	\$ 250,000	2015	Replacement 2025						275,000
	Wall Covering - Lobby & New Book Area (PSIP I)	103	5-10	\$ 24,125	2012					15,000		
	Wall Covering - Quiet Study Room (PSIP I)		10	\$ 3,159	2013					4,000		
	Ceiling Tiles			\$ 89,314	2001							
	Sound Masking System											
	Lencore sound masking - Staff Area		20	\$ 15,000	2019							
	Fire Suppression System			\$ 42,000	1989							
	Relocate Sprinkler Heads for PSIP IV (Teen Space)			\$ 8,875	2017							
	Relocate Sprinkler Heads for Staff Area renovation			\$ 25,000	2018							
	Relocate Fire Strobes (National Time & Signal)			\$ 8,000	2018							
	HVAC (including Circ Pumps, Temp Controls) - See IT Capital											
	PSIP IV - Teen Space HVAC			\$ 37,500	2017	VAV boxes, duct work						
	PSIP IV - Tutor Area HVAC			\$ 11,250	2017	VAV boxes, duct work						
	Staff Area Reno HVAC & Plumbing			\$ 263,000	2018	VAV boxes, duct work						
	Staff Area Reno Electrical			\$ 128,000	2018							
	Furniture and Equipment											
	Custom Millwork (cabinets)		20+	\$ 48,446	2001							
	Storage cabinets (Sort Room alcove)		20+	\$ 9,820	2017							
	Staff Area Reno Custom Millwork (cabinets)		20+	\$ 56,000	2018							
	General Staff Area											
	Chairs - Maple Meeting Chairs (6 in Med.Conf.Room)		10	\$ 3,611	2013	re-use, do not replace						
	Chairs - Executive Task Chairs (staff)		15		2014-2017							
	Staff Lounge Furniture (Tables/Chairs)		10	\$ 12,000	2005	upholstered in 2018						
	Furniture - Open spaces (desks, file cabinets, etc.)		15	\$ 144,000	2001	Renovation 2018/19						
	Additional under-cabinet lights for IS			\$ 9,000	2019							
	Furniture - Enclosed Offices (desks, file cabinets, etc.)			\$ 121,500	2019							

FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	2020	2021	2022	2023	2024	2025
	Lencore sound masking system (33 speakers/6 controls)		20	\$ 14,995	2019							
General Public Area												
	CD Bins (Adult Collection)		10	\$ 31,936	2015	may eliminate						35,000
	Soft seating w/power (2-seat,1-table unit at entrance)											
	Chairs - 12 upholstered side chairs (Teen Study Rooms)		10	\$ 3,300	2018	reupholster only, lifetime frame						
	Chairs - 48 upholstered side chairs (Study Rooms/Carrells)		10	\$ 19,000	2019	reupholster only, lifetime frame						
	Chairs - 22 hi-back task chairs (Quiet Study Room)		10	\$ 9,841	2015							12,000
	Chairs - Agati Task Chairs (public area)		15	\$ 45,000	2006					60,000		
	Help Desk - Childrens		15	\$ 12,290	2016							
	Tables - Carrell Tables (6-S/E Study Area)		20	\$ 15,764	2015	one moved to quiet study 2017						
	Tables - Laptop Tables (8-Fireplace Area)		10	\$ 4,310	2015							5,000
	Table Maintenance - Refinish Maple Edges			\$ 12,000	2013	Replace/refinish periodically						
	Tables w/electrical spheres (single study rms)		10	\$ 4,359	2013					6,000		
ART												
	Tree Sculpture (Children's Library)		20	\$ 32,000	2008							
Friends' Activity Room												
	5' flip top tables (6)		10	\$ 8,327	2016							
	Chela stacking chairs (40) & trolley (2)		10	\$ 7,447	2016							
	Cabinetry/Sink - Friends' Activity Room		15+	\$ 5,325	2016							
Community Room												
	Wall Covering - Community Room (whisper wall)		15	\$ 36,990	2013				40,000			
	Lighting update (LED)											
NEW	Under carpet power/USB ports											
	Community Room Shades & controls		10	\$ 1,936	2006				15,000			
	4' Tables (16) and table trucks (2)		10	\$ 1,989	2011				30,000			
	Stacking Chairs (Community Room)		10	\$ 23,000	2005				30,000			
	Cabinetry/Sink - Community Room Kitchen		15+	\$ 13,865	2013							
The Lab												
	Cabinetry (same as IS area)	91		\$ 151,568	2001							
	Projection Screen			\$ 5,874	2003							
Hardware												
	See IT Capital											
Software												
	See IT Capital											
Library Materials												
	See P&L 740 accounts											

Sub-Total - BUILDING REPLACEMENT ESTIMATE	\$	499,200	\$	16,000	\$	-	\$	555,000	\$	142,000	\$	239,000	\$	457,000
Sub-Total - INFORMATION SERVICES	\$	-	\$	3,000	\$	-								
Sub-Total - IT CAPITAL REPLACEMENT ESTIMATE	\$	328,200	\$	768,000	\$	1,087,600	\$	446,300	\$	351,600	\$	298,300	\$	455,900
GRAND TOTAL BUILDING & IT CAPITAL REPLACEMENT	\$	827,400	\$	787,000	\$	1,087,600	\$	1,001,300	\$	493,600	\$	537,300	\$	912,900

RUNNING EXPENSE TOTAL (Current Year + Future Year Estimates) **\$ 787,000 \$ 1,874,600 \$ 2,875,900 \$ 3,369,500 \$ 3,906,800 \$ 4,819,700**

Information Technology Proposed Budget

	Annual Inflation Factor --> 1.032	2020	2021	2022	2023	2024
977T Technology Long Term Capital Outlay Projections	Proposed Budget -->	\$ 407,700	\$ 577,100	\$ 577,100		
HVAC SYSTEMS SUBTOTALS		\$ 471,503	\$ 730,811	\$ 14,801	\$ -	\$ 26,748
INFORMATION TECHNOLOGY SUBTOTALS		\$ 271,467	\$ 331,781	\$ 406,434	\$ 326,564	\$ 246,562
TECHNOLOGY CAPITAL OUTLAY CONTINGENCY		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
CAPITAL OUTLAY (TECHNOLOGY)		\$ 767,970	\$ 1,087,592	\$ 446,236	\$ 351,564	\$ 298,310
TOTAL IT CAPITAL BUDGET REQUESTED		\$ 768,000	\$ 1,087,600	\$ 446,300	\$ 351,600	\$ 298,300
Contingency as % of Requested Budget		3%	2%	6%	7%	8%

	HVAC SYSTEMS SUBTOTALS	QTY	Last Price	\$ 471,503	\$ 730,811	\$ 14,801	\$ -	\$ 26,748
977T	RTU1 (Trane Intellipak 30 Ton, last 2001, EOF 15-20yrs)(Engie-M2)	1	\$ 139,750	included	\$ -	\$ -	\$ -	\$ -
977T	RTU2 (Trane Intellipak 25 Ton, last 2001, EOF 15-20yrs)(Engie-M2)	1	\$ 100,000	\$ -	\$ 725,000	\$ -	\$ -	\$ -
977T	RTU3 (Trane Intellipak 40 Ton, last 2001, EOF 15-20yrs)(Engie-M2)	1	\$ 146,500	\$ -		included	\$ -	\$ -
977T	Air Handler (Trane, Roof, last 2001, EOF 20yrs, rebuild)(Engie-M2)	1	\$ 73,500	\$ -		included	\$ -	\$ -
977T	RTU4 (Main Trane AC, 90 Ton, last 2008, EOL 15-20yrs)	1	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -
977T	IT-AC APC rack mount, Server Rm/Roof (2008, EOL 5-10yrs)	1	\$ 6,800	\$ 8,262	\$ -	\$ -	\$ -	\$ -
977T	IT-AC Daikin miniSplit, Server Rm/Roof (2012, EOL 5-10yrs)	1	\$ 10,802	\$ -	\$ -	\$ 14,801	\$ -	\$ -
977T	IT-AC Daikin miniSplit, Wire Rm/Roof (2015, EOL 5-10yrs)	1	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ 8,298
977T	AC - Community Rm (Trane 10 Ton, last 2008, EOL 2026)	1		\$ -	\$ -	\$ -	\$ -	\$ -
977T	Air Compressor, Quincy (1989, EOL 30yrs) (DDCs will end need)	1	\$ 10,000					
977T	Humidifier Dri Steam (last 2001, EOL 15yrs)(Engie-M3)	1	\$ 14,000	\$ 127,000	\$ -	\$ -	\$ -	\$ -
977T	VAV Controls & Thermostats DDC replace Pneumatics (Engie-C2)	1	\$ 70,000	\$ 111,200	included	\$ -	\$ -	\$ -
977T	Building Control System Upgrade (4yr app updates)(Engie-C1)	1	\$ 14,050	\$ 197,100	\$ -	\$ -	included	\$ 18,450
977T	Boiler Backup (2 Bryan units) (1989 EOL 20yrs, extended by low use)	1	\$ 96,400	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Circulation Pump #3 (2014 EOL 20yrs)	1	\$ 3,095	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Circulation Pump #4 (2001 EOL 20yrs)	1	\$ 3,095	\$ -	\$ 5,811	\$ -	\$ -	\$ -
977T	Boiler Main Lochinvar (last 2001, EOL 20yrs)(Engie-M1)	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Convert primary pumps to Variable Frequency Drive (Engie-C3)	1		\$ 27,941	\$ -	\$ -	\$ -	\$ -
977T	Circulation Pump #1 Large (2001 EOL 20yrs)(Engie-M1)	1	\$ 7,000	included	\$ -	\$ -	\$ -	\$ -
977T	Circulation Pump #2 Large (2001 EOL 20yrs)(Engie-M1)	1	\$ 7,000	included	\$ -	\$ -	\$ -	\$ -
	INFORMATION TECHNOLOGY SUBTOTALS			\$ 271,467	\$ 331,781	\$ 406,434	\$ 326,564	\$ 246,562
	Cabling and Multimedia for specific Library Areas							
977T	A/V Media Upgrades - The-Lab	1	\$ 7,577	\$ -	\$ -	\$ -	\$ -	\$ 9,748
977T	A/V Media Upgrades - Friends Room	1	\$ 15,324	\$ -	\$ -	\$ -	\$ 19,104	\$ -
977T	A/V Media Upgrades - Community Room	1	\$ 15,780	\$ -	\$ -	\$ 19,063	\$ -	\$ -
977T	A/V Media Upgrades - Large & Medium Conference Rooms	1	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Computer Workstations - Hardware							
977T	Desktop PCs: 30 Public (Childrens)	30	\$ 890	\$ 26,700	\$ -	\$ -	\$ -	\$ 30,285
977T	Desktop PCs: Public (Webx 42 & Teens 12) and 6 Staff Laptops(\$*2)	66	\$ 890	\$ -	\$ -	\$ 59,025	\$ -	\$ -
977T	iLab Laptops (15)	15	\$ 1,200	\$ -	\$ 18,000	\$ -	\$ -	\$ -
977T	Desktop PCs: 50 Staff	50	\$ 890	\$ -	\$ -	\$ -	\$ 63,397	\$ -

Information Technology Proposed Budget

		Annual Inflation Factor --> 1.032	2020		2021		2022		2023		2024	
977T Technology Long Term Capital Outlay Projections		Proposed Budget -->	\$	407,700	\$	577,100	\$	577,100				
977T	Desktop PCs: 35 Staff (21-PCs, 14-Laptops \$*2)	42	\$ 890	\$ -	\$ 39,811	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	OPAC (2009-Wyse) / (2016-Chrome Base)	13	\$ 500	\$ -	\$ 7,609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Touchscreens (5 print release) (was deferred from 2019 to 2021)	5	\$ 750	\$ -	\$ 4,979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Dell Laptop (4 Shared, 10 staff)	14	\$ 1,500	\$ -	\$ -	\$ 24,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	iMAC mini and iMAC for CR/Digital-Studio and IT iPad Mgmt	2	\$ 2,864	\$ -	\$ -	\$ -	\$ 7,099	\$ -	\$ -	\$ -	\$ -	\$ -
977T	iPad Air2 - Children's Sail (4), CR (2), IS (4)	10	\$ 679	\$ -	\$ -	\$ 7,463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Early Literacy Stations + ELF site license (5 YR Exp 3/21/21)	4	\$ 3,899	\$ -	\$ 18,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OS, System, and Applications Software												
977T	Windows PC OS Upgrade (Windows Pro)	225	\$ 49	\$ -	\$ -	\$ -	\$ 18,304	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Microsoft System Center Config Mgr 2016 (250 Devices)	1	\$ 10,047	\$ -	\$ 11,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Microsoft Server; (3) Data Center, (150) CALs	1	\$ 6,162	\$ -	\$ -	\$ 7,379	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Microsoft SQL CALs	110	\$ 39	\$ -	\$ -	\$ -	\$ 5,152	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Microsoft OfficePro 2019 (75 Staff & 96 Public Users)	1	\$ 11,784	\$ 13,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,116	\$ -
977T	Microsoft SharePoint 2019 (122 Staff Users)	1	\$ 5,636	\$ -	\$ -	\$ -	\$ 6,749	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Catalog; discovery layer - implementation costs	1		\$ 11,000	\$ 6,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Catalog; patron web portal - implementation costs	1		\$ 29,500	\$ 8,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Accounting; migration to new platform, away from Quickbooks	1			\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	PC Mgmt; Remote Control, Remote Access, Scheduling, Sessions	125	\$ 179		\$ 22,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Networking; Wireless APs, Firewall, Switches												
977T	Catalyst 2960 48 Port Poe- IDF1 2016	4	\$ 1,915	\$ -	\$ 8,965	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Catalyst 3850 24 Port Poe 1GB - Township (2)	2	\$ 3,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,849	\$ -
977T	Catalyst 3850 24 Port Poe 1GB - IDF2 (2)	2	\$ 4,034	\$ 9,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Catalyst 3850 48 Port PoE - MDF CAB2	2	\$ 5,765	\$ -	\$ -	\$ 14,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Catalyst 3850 48 Port PoE - MDF	2	\$ 6,235	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,411	\$ -
977T	Catalyst 3850 48 Port PoE - MDF	2	\$ 6,235	\$ 14,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Catalyst 24 Port - IDF02	2	\$ 4,300	\$ -	\$ -	\$ -	\$ 10,628	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Catalyst 2960 48 Port - IDF1 2016	1	\$ 2,400	\$ -	\$ -	\$ -	\$ 2,966	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Security - Firewall (Corporate)	1	\$ 8,000	\$ -	\$ -	\$ -	\$ 9,887	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Security - Firewall (Public)	1	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,233	\$ -
977T	Cisco 2921 Router (1 Unit Acquired from TLN 2014)	2	\$ 1,895	\$ -	\$ 4,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Servers and Storage												
977T	EqualLogic PS6200E 96tb Storage 2017 7yr (Library & Township)	2	\$ 38,634	\$ -	\$ -	\$ -	\$ 97,449	\$ -	\$ -	\$ -	\$ -	\$ -
977T	EqualLogic PS6100E (4/2015 5yr exp 2020)	1	\$ 23,483									
977T	EqualLogic PS6100X VM-SAN SrvRm (4/2013 7yr exp 2020)(defer)	1	\$ 46,791	\$ 52,918	\$ -	\$ -	\$ 58,162	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Overland Storage Tape Library LT03 EOL 2017 ->LTO4 2017	2	\$ 3,366	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Power Edge R720 Active Directory Server	1	\$ 6,800	\$ -	\$ -	\$ -	\$ 8,404	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Power Edge R720 Data Protection Manager 5 YR Exp 2018	2	\$ 6,959	\$ 15,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T	Dell Power Edge R810 VM-Ware Servers 5 YR Exp 2019	3	\$ 12,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,318	\$ -
977T	Dell Power Edge R540 Physical Server - Security Cameras	1	\$ 9,712	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,369	\$ -
Video / Security												

Information Technology Proposed Budget

Annual Inflation Factor --> 1.032			2020	2021	2022	2023	2024
977T Technology Long Term Capital Outlay Projections			Proposed Budget --> \$	\$	\$	\$	\$
977T	Security Gates	3	\$ 4,500	\$ 15,268	\$ -	\$ -	\$ -
977T	Sonitrol System (including Air Phone camera 2014)	5	\$ 5,934	\$ -	\$ -	\$ -	\$ 40,653
977T	People Counter	1	\$ 5,934	\$ -	\$ -	\$ 7,634	\$ -
Specialized Hardware (including PBX / Printers / Copiers / UPS)							
977T	HP Design Jet T520 ePrinter Printer	1	\$ 2,871	\$ 3,247	\$ -	\$ -	\$ -
977T	Zebra CD/DVD Label Printer (set 1)	1	\$ 2,600	\$ -	\$ 2,924	\$ -	\$ -
977T	Zebra CD/DVD Label Printer (set 2)	1	\$ 2,600	\$ -	\$ -	\$ -	\$ -
977T	The Lab, Covid, Curbside, DR Enhancements			\$ 8,950	\$ 9,236	\$ 9,532	\$ 3,090
977T	Staff RFID Stations: Antenna/Reader (+4 for IS) (defer to 202	10	\$ 1,060	\$ 11,988	\$ 15,465	\$ -	\$ -
977T	Selfcheck Stations: Antenna/Reader/Display (defer to 2021)	8	\$ 1,980	\$ 17,914	\$ 18,487	\$ -	\$ -
977T	Selfcheck Stations - Software (defer to 2021)	8	\$ 2,970	\$ 26,871	\$ 27,731	\$ -	\$ -
977T	Sorting System Conveyor	1	\$ 145,000	\$ -	\$ -	\$ 211,604	\$ -
977T	Sorter Book Chutes & their PCs (external and internal)	1	\$ 14,000	\$ -	\$ -	\$ 20,431	\$ -
977T	Sorting Bins	11	\$ 1,600	\$ -	\$ -	\$ 25,684	\$ -
977T	Battery Backup Cabinets (APC 3000/RT8000) Library & Twp	4	\$ 3,300	\$ -	\$ -	\$ -	\$ 19,263
977T	ITC 1580U-80-4-D Cash Card Loader (Credit Card capable unit)	1	\$ 7,100	\$ 8,030	\$ -	\$ -	\$ -
977T	ITC Cash Card Readers (1 per public copier)	5	\$ 1,200	\$ 6,786	\$ -	\$ -	\$ -
977T	PBX	1	\$ 50,000	\$ -	\$ 62,334	\$ -	\$ -
977T	KM Copier Lease Set 2015 Replacement	6	\$ 6,000	\$ -	\$ -	\$ -	\$ 44,490
977T	KM Copier Lease Set 2017 Replacement	3	\$ 6,000	\$ -	\$ 19,170	\$ -	\$ -



2021 Salaries Budget Recommendation

Salaries and Wages Budget

History: Salaries remained frozen for three years during the recession. Beginning in 2013, we were able to reinstitute modest increases, which incrementally aligned employee compensation with the salary schedule and personal performance each year. *Individual increases are based on performance evaluations and recommendations from department heads, calibrated across the library by the Director and the Business Services Department Head to ensure consistency.*

Annual increases to the Michigan minimum wage saw that wage rise, starting from \$8.15 in 2014 and increasing in phases each year since, to its current level of \$9.65 in 2020. In January 2021, the minimum wage will increase to \$9.87. Considering these external factors, the board approved larger than anticipated increases in each of these years:

- 7.34% in 2016
- 5.53% in 2017
- 3.73% in 2018
- 3.90% in 2019 (included the conversion of [3] part-time Supervisors to full-time)
- 3.60% in 2020 (included the conversion of [1] part-time Accountant to full-time)

Research: The Library contracts with the consulting firm Merces to assist us in staying competitive in the local labor market. The Merces Pay Structure Review for FY2021 recommends pay structure increases at an average rate of 3.0%. The pay grades and ranges are based on an approach that considers three aspects of pay:

- The contribution of jobs to the organization, as measured by the job evaluation plan
- The competitive market for jobs, determined by research into labor market studies, and
- The ability of individuals to perform the specific duties and responsibilities of their jobs.

It is important to note that market data is based on the “cost of labor” in a given area, rather than the “cost of living.” The surveys selected are based on their consistent publication, sufficient sample size and ability to provide segments of data that reflect the real markets in which CPL competes for talent. This year, the review included the following studies:

- American Library Association
- American Society of Employers, Salary Survey
- Bureau of Labor Statistics, Metropolitan Area Compensation Study
- Detroit Suburban Library Roundtable, Compensation & Benefits Survey

- Economic Research Institute, Salary Assessor
- State of Michigan Public Library Database

Background and Rationale: The Merces Pay Structure Review for FY2021 recommends pay increases at an average rate of 3.0%. We acknowledge, however, that this review was compiled before the outbreak of COVID-19 and the ensuing economic downturn.

Considering these factors, we recommend an alternate proposal: An increase of 1.7%, with priority given to frontline staff in the lower pay grades. To help achieve this, the library director will take a 5% pay cut beginning with the first pay period in July 2020; a pay freeze will be instituted for managers, department heads, and the library director; and only minimal increases will be awarded to back office staff and those with a lower level of frontline contact. As has been our practice, every eligible employee will be evaluated and any individual pay increase will be based on performance. Eligible employees may receive more than 1.7%, others may receive less than 1.7%, or possibly no raise at all.

This results in a proposed salary and wage budget of \$3,004,225 (\$50,225 more than the 2020 budget of \$2,954,000) which is a *not to exceed* number. The library will continue to practice good stewardship, such as allowing non-vital vacancies to remain open and holding on-call hours to a minimum, to ensure that the actual 2021 salary expenditure comes in under budget.

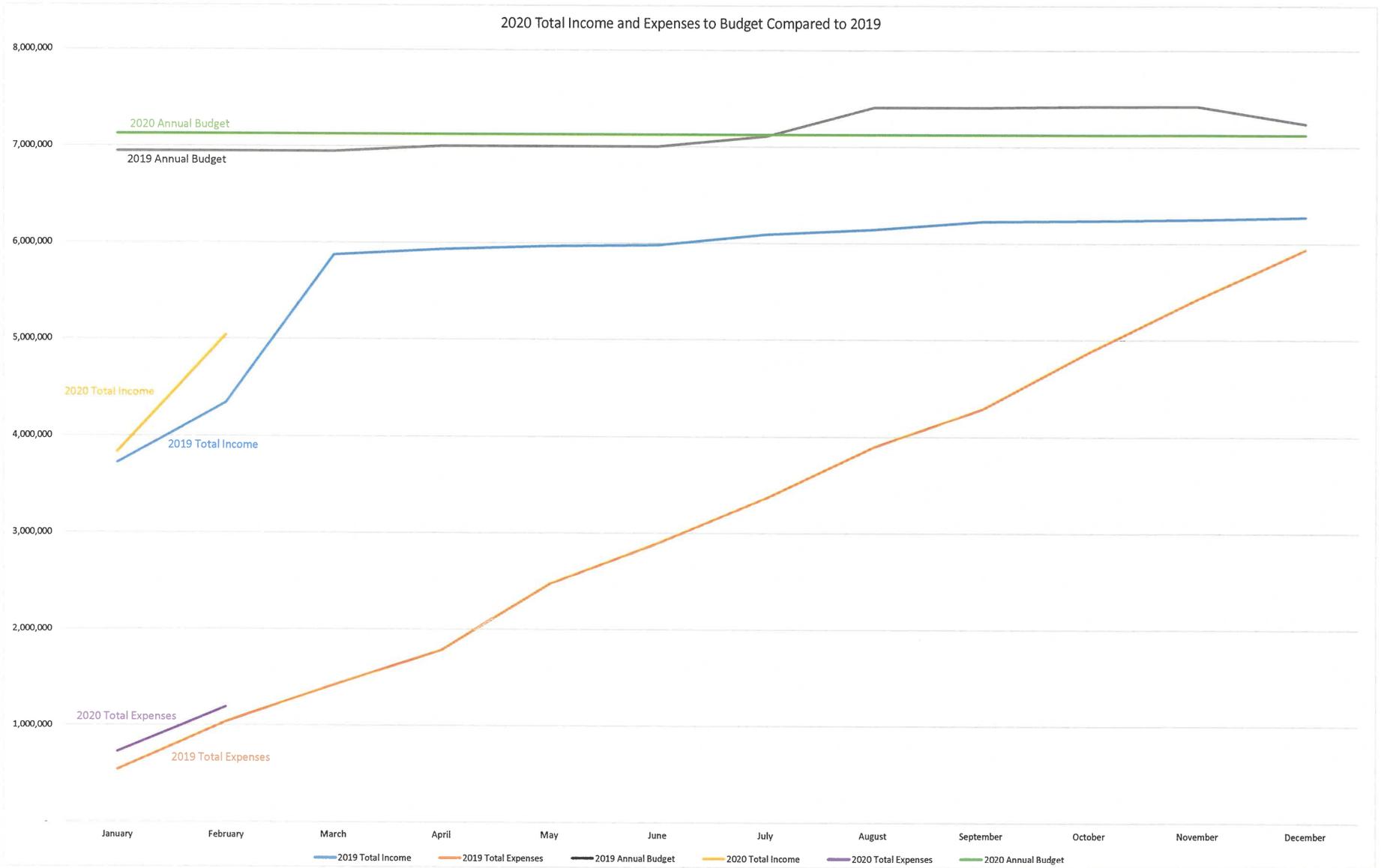
This plan allows us to respond to the economic uncertainty that the pandemic has created while complying with the mandated minimum wage increase and the ripple effect that flows through the salary schedule due to that increase. It also sends a powerful, positive message to our frontline coworkers, who are in the lowest pay grades and have the greatest number of interactions with the public. Our goal once the economy improves is to provide incremental increases, as we did in the years after the recession, that will bring everyone into alignment and at their correct placement on the salary schedule.

Recommendation: We recommend an increase of 1.7%, or \$50,225, to the Salaries line in the 2021 budget, for a total of \$3,004,225, with priority given to frontline employees in the lower pay grades; a 5% reduction in pay for the library director effective July 6, 2020; and 2021 pay frozen at 2020 levels for the library director, department heads, and managers.

We look forward to your questions and discussion.

Respectfully submitted by Eva Davis and Marian Nicholson

3-19-20 Chart created by CPL

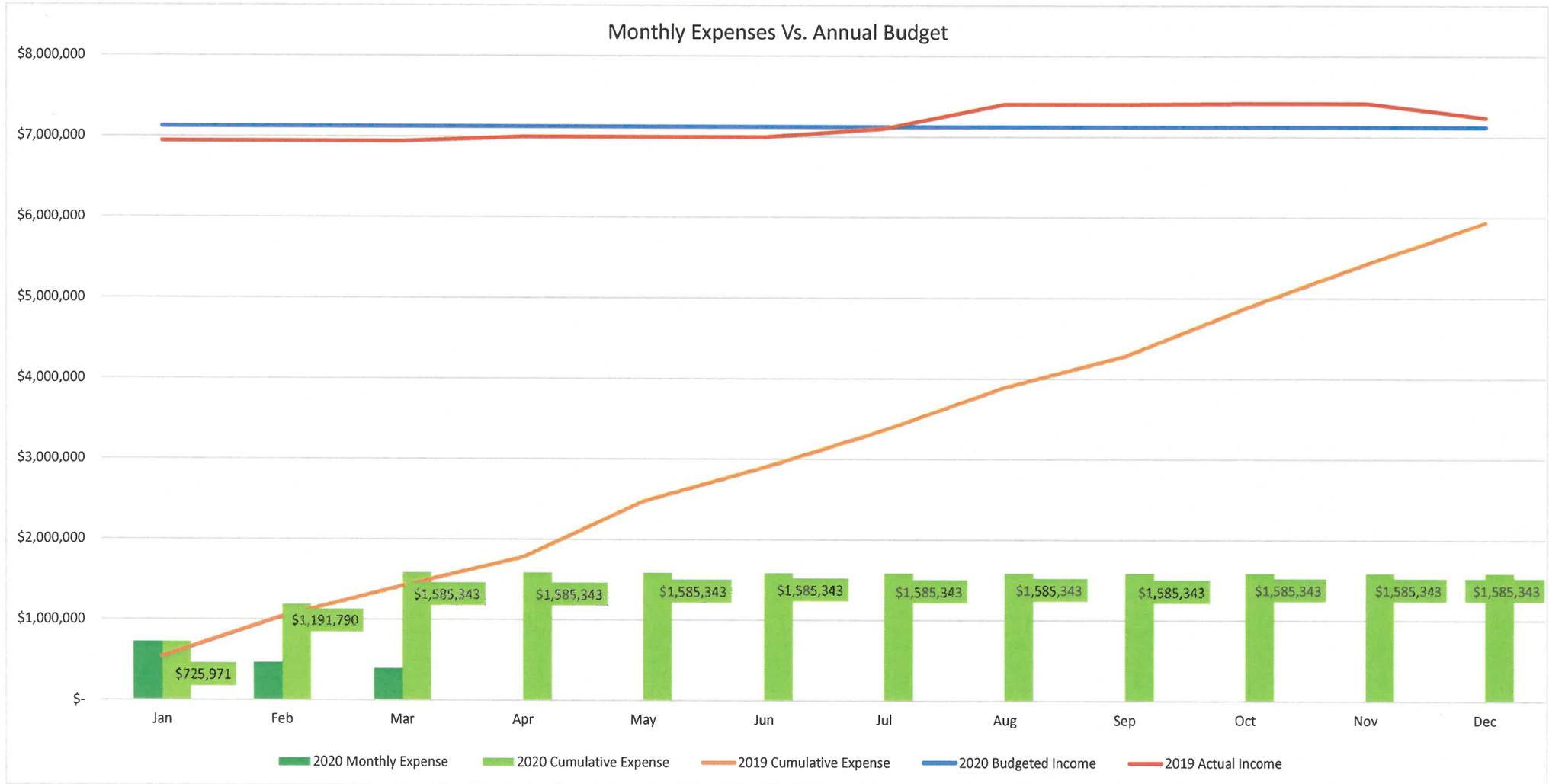


4-2-20 Chart sample, J. Lee

Line graph sample:



4-6-20 Chart created by CPL



4-7-20 Chart created by J. Lee

