



**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
November 19, 2020 7:30 p.m.**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
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"> • Update on Phased Reopening 	
New Business Presentation Action Item 20/11-19-1 (Roll Call Vote) Discussion Item	<ul style="list-style-type: none"> • The Role of a Library Trustee (Anne Seuryneck of Foster, Swift) • Approve Revised Pandemic Reopening Policy • 2021 Board Officers 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

October 15, 2020 – 7:30 PM

The Chairperson, Amy Watts, called the meeting to order at 7:31 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 (L. Golden, A. Iqbal, M. Nicholson, D. Skopczynski, C. Spas, C. Swanberg) – None

APPROVAL OF AGENDA

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

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/10-15-1 (6-0-0)

APPROVAL OF BUDGET HEARING MINUTES

The minutes were accepted by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

APPROVAL OF CLOSED SESSION MINUTES

The minutes were accepted by unanimous consent.

COMMUNICATIONS — None

DIRECTOR'S REPORT

Director Eva Davis informed the board that Building Monitor Michael Weslin has resigned.

Davis reminded the trustee candidates to arrange with Canton Township Clerk Michael Siegrist to take their oath of office after the November 3 election but prior to the November 19 meeting.

Davis met with board Chair Amy Watts for her annual performance review. On behalf of herself, her administrative team and the entire staff, she expressed her thanks for the complimentary comments made and the support displayed by the board.

As of the end of September, the library was 3/4 of the way through the fiscal year. A 3rd Quarter Budget Amendment was on the agenda to balance additional revenue received and lower expected revenue that had not materialized due to the pandemic closure. A final budget amendment in December will balance the budget for the year.

TRUSTEE COMMENTS — Board members expressed their thanks to departing trustees Jane Pandit and Don Turner for their years of service.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Update on Phased Reopening — Limited (30 minute) browsing of materials began on Thursday, October 1st. Capacity is starting at 50 patrons, but thus far the average has been 15; there have never been more than 35 to date. There have been a few incidents of patrons being non-compliant re: mask wearing and overstaying, but they responded well when asked to leave the building.

Cooler weather and construction work prompted the removal of Holds pickup by appointment to the lobby. Circulation Services Interim Department Head Denise Skopczynski is working with a committee on the details of curbside pickup by appointment. Davis thanked Skopczynski for her service in the capacity of Interim Department Head. The two candidate finalists for the permanent position will hopefully be interviewed in the first week of November.

NEW BUSINESS

Proposed 3rd Quarter Budget Amendment — Trustee Nancy Eggenberger questioned the decrease in Interest Income earned; Davis explained that while the library usually earned enough credits to off-set bank fees, this had not happened and needed to be adjusted.

Vice-Chair Jasmine Lee moved and Trustee Jane Pandit supported a motion to accept the proposed 3rd Quarter Budget Amendment 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 20/10-15-2 (6-0-0)

Resolution to Approve the MERS Defined Benefit Plan Adoption Agreement Addendum and Appoint the Library Director as Authorized Designee — Davis explained that the Resolution merely codified this as part of the existing plan.

Secretary/Treasurer M. Farrell moved and Trustee N. Eggenberger supported a motion to approve the Resolution to approve the MERS Defined Benefit Plan Adoption Agreement and appoint the library director as Authorized Designee.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/10-15-3 (6-0-0)

CALL TO AUDIENCE – Trustee Don Turner wished good luck to the incoming board members.

ADJOURN

The meeting was adjourned at 7:57 PM.

Michelle Farell, Secretary-Treasurer

4:23 PM
 11/04/20
 Accrual Basis

Canton Public Library
Balance Sheet
 As of October 31, 2020

	<u>Sep 30, 20</u>	<u>Oct 31, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	4,605,239.31	4,284,025.86
000-013 · JPMorgan Chase- Credit Card	7,327.31	5,195.89
000-014 · Medical Reimbsmt (BasicFlex)	13,255.54	11,912.76
000-016 · Chase - High Yield Savings	997,579.24	997,604.60
Total Checking/Savings	<u>5,623,401.40</u>	<u>5,298,739.11</u>
Other Current Assets		
000-123 · Prepaid Expenses	0.00	2,006.50
Total Other Current Assets	<u>0.00</u>	<u>2,006.50</u>
Total Current Assets	<u>5,623,401.40</u>	<u>5,300,745.61</u>
TOTAL ASSETS	<u><u>5,623,401.40</u></u>	<u><u>5,300,745.61</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	47,556.42	22,947.92
Total Accounts Payable	<u>47,556.42</u>	<u>22,947.92</u>
Credit Cards		
000-208 · Chase - Visa 3651	2,075.73	5,456.55
000-209 · Home Depot Credit Card	263.44	235.94
Total Credit Cards	<u>2,339.17</u>	<u>5,692.49</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	5,028.87	4,849.93
229e · Misc. Grants & Donations	1,698.71	1,698.71
Total 000-229 · Grants/Donations-Restricted Use	<u>6,727.58</u>	<u>6,548.64</u>
000-237 · Medical Saving Deduction MedFSA	4,928.14	3,585.36
Total Other Current Liabilities	<u>11,655.72</u>	<u>10,134.00</u>
Total Current Liabilities	<u>61,551.31</u>	<u>38,774.41</u>
Total Liabilities	61,551.31	38,774.41
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	2,135,954.69	1,836,075.80
Total Equity	<u>5,561,850.09</u>	<u>5,261,971.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,623,401.40</u></u>	<u><u>5,300,745.61</u></u>

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

	<u>Jan - Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,204,726.72	6,203,985.00	741.72	100.01%
738-566 · State Aid to Libraries	72,191.60	72,191.00	0.60	100.00%
738-613 · Photocopy Fees	13,582.15	14,000.00	-417.85	97.02%
738-615 · Replacement - Books/ AV	5,274.03	5,000.00	274.03	105.48%
738-656 · Penal Fines	55,915.77	55,900.00	15.77	100.03%
738-664 · Overdue Fines	13,541.73	13,500.00	41.73	100.31%
738-670 · Misc & Contributions	14,573.78	14,267.00	306.78	102.15%
738-671 · Interest Income	7,088.86	7,175.00	-86.14	98.80%
738-676 · Vending Commission	1,903.93	2,500.00	-596.07	76.16%
738-677 · Meeting Room Rental	100.00	100.00	0.00	100.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	<u>6,388,898.57</u>	<u>7,193,118.00</u>	<u>-804,219.43</u>	<u>88.82%</u>
Gross Profit	<u>6,388,898.57</u>	<u>7,193,118.00</u>	<u>-804,219.43</u>	<u>88.82%</u>
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,239,222.46	2,954,000.00	-714,777.54	75.80%
738-715 · Fringe Benefits	514,655.49	670,100.00	-155,444.51	76.80%
738-722 · Supplies	57,847.28	170,970.00	-113,122.72	33.84%
738-740 · Library Materials	634,662.81	953,300.00	-318,637.19	66.58%
738-749 · Staff Book Account	17.49	0.00	17.49	100.00%
738-801 · Professional & Contractual	237,807.07	360,950.00	-123,142.93	65.88%
738-850 · Communications	16,017.60	30,000.00	-13,982.40	53.39%
738-860 · Travel	26,592.72	59,400.00	-32,807.28	44.77%
738-880 · Community Promotion	3,537.54	16,200.00	-12,662.46	21.84%
738-900 · Printing	20,659.37	60,100.00	-39,440.63	34.38%
738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities	130,221.92	205,000.00	-74,778.08	63.52%
738-930 · Maintenance & Repairs	114,156.06	243,200.00	-129,043.94	46.94%
738-940 · Rentals/Leases	8,207.91	23,200.00	-14,992.09	35.38%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay	491,270.20	804,500.00	-313,229.80	61.07%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	561,098.00	-561,098.00	0.00%
Total Expense	<u>4,552,822.77</u>	<u>7,193,118.00</u>	<u>-2,640,295.23</u>	<u>63.29%</u>
Net Income	<u>1,836,075.80</u>	<u>0.00</u>	<u>1,836,075.80</u>	<u>100.00%</u>

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

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,204,726.72	6,203,985.00	741.72	100.01%
738-566 · State Aid to Libraries	72,191.60	72,191.00	0.60	100.00%
738-613 · Photocopy Fees	13,582.15	14,000.00	-417.85	97.02%
738-615 · Replacement - Books/ AV	5,274.03	5,000.00	274.03	105.48%
738-656 · Penal Fines	55,915.77	55,900.00	15.77	100.03%
738-664 · Overdue Fines	13,541.73	13,500.00	41.73	100.31%
738-670 · Misc & Contributions	14,573.78	14,267.00	306.78	102.15%
738-671 · Interest Income				
671g · Interest Income General	7,088.86	7,175.00	-86.14	98.80%
Total 738-671 · Interest Income	7,088.86	7,175.00	-86.14	98.80%
738-676 · Vending Commission	1,903.93	2,500.00	-596.07	76.16%
738-677 · Meeting Room Rental	100.00	100.00	0.00	100.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	6,388,898.57	7,193,118.00	-804,219.43	88.82%
Gross Profit	6,388,898.57	7,193,118.00	-804,219.43	88.82%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,239,222.46	2,954,000.00	-714,777.54	75.80%
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	9,623.50	21,000.00	-11,376.50	45.83%
716m · Medical (BCN)	175,788.20	250,000.00	-74,211.80	70.32%
Total 738-716 · Medical/Dental	185,411.70	274,600.00	-89,188.30	67.52%
738-717 · Life Ins / Disability	13,406.84	14,500.00	-1,093.16	92.46%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	2,931.22	7,000.00	-4,068.78	41.88%
738-720 · FICA / MC Taxes	173,859.64	226,000.00	-52,140.36	76.93%
738-721 · Retirement DC Plan (401a)	12,790.42	20,000.00	-7,209.58	63.95%
Total 738-715 · Fringe Benefits	514,655.49	670,100.00	-155,444.51	76.80%
738-722 · Supplies				
722t · Technology Supplies	5,487.12	27,200.00	-21,712.88	20.17%
738-727 · Office Supplies				
727a · General Office Supplies	2,508.22	8,500.00	-5,991.78	29.51%
727b · Printing & Copying Supplies	1,078.72	5,000.00	-3,921.28	21.57%
Total 738-727 · Office Supplies	3,586.94	13,500.00	-9,913.06	26.57%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	1,508.87	5,250.00	-3,741.13	28.74%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	4,888.00	17,700.00	-12,812.00	27.62%
725b · Tech Processing Supplies	7,776.50	22,000.00	-14,223.50	35.35%
Total 738-725 · Proc Library Supplies	12,664.50	39,700.00	-27,035.50	31.90%
738-726 · Community Relations Supplies	343.35	1,000.00	-656.65	34.34%
738-729 · Building Supplies	11,236.08	22,700.00	-11,463.92	49.50%
738-728 · Library Supplies- General - Other	12,228.08	15,500.00	-3,271.92	78.89%
Total 738-728 · Library Supplies- General	37,980.88	84,150.00	-46,169.12	45.14%
738-730 · Postage				
730b · Postage - Info Services	1,381.45	3,500.00	-2,118.55	39.47%

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

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	15.80	150.00	-134.20	10.53%
730j · Postage - Business Services	-1,346.82	2,725.00	-4,071.82	-49.43%
730m · Postage - Community Relations	4,348.00	27,245.00	-22,897.00	15.96%
Total 738-730 · Postage	4,398.43	33,620.00	-29,221.57	13.08%
738-732 · Janitorial Supplies	6,393.91	12,500.00	-6,106.09	51.15%
Total 738-722 · Supplies	57,847.28	170,970.00	-113,122.72	33.84%
738-740 · Library Materials				
738-741 · Books	120,949.87	227,870.00	-106,920.13	53.08%
738-744 · AV (Media)	62,684.18	111,800.00	-49,115.82	56.07%
738-747 · Services, Subscrip & Pre-proc	451,028.76	613,630.00	-162,601.24	73.50%
Total 738-740 · Library Materials	634,662.81	953,300.00	-318,637.19	66.58%
738-749 · Staff Book Account	17.49	0.00	17.49	100.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	849.43	5,000.00	-4,150.57	16.99%
738-733 · Bank Fees				
733g · Bank Fees General	52.54	3,000.00	-2,947.46	1.75%
Total 738-733 · Bank Fees	52.54	3,000.00	-2,947.46	1.75%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	115,450.70	154,600.00	-39,149.30	74.68%
808tp · Online Info - Tech Processing	22,470.00	24,600.00	-2,130.00	91.34%
Total 738-808 · Information Technology	137,920.70	179,200.00	-41,279.30	76.97%
738-809 · Programming-Community Relations				
809d · Community Programming	13,431.61	31,000.00	-17,568.39	43.33%
Total 738-809 · Programming-Community Relations	13,431.61	31,000.00	-17,568.39	43.33%
738-810 · Other Professional Services				
810a · Payroll	10,991.57	15,000.00	-4,008.43	73.28%
810b · Professional Services-Circ Srv	5,163.00	9,250.00	-4,087.00	55.82%
810j · Professional Services - Bus Srv	2,405.00	11,925.00	-9,520.00	20.17%
810m · Professional Services - Com Rel	33,910.00	44,900.00	-10,990.00	75.52%
Total 738-810 · Other Professional Services	52,469.57	81,075.00	-28,605.43	64.72%
738-812 · Legal	3,913.00	15,000.00	-11,087.00	26.09%
738-814 · Membership Dues				
814a · Membership Dues - Director	508.32	1,500.00	-991.68	33.89%
814b · Membership Dues - Info Services	765.00	2,900.00	-2,135.00	26.38%
814c · Membership Dues - Circ Services	793.00	800.00	-7.00	99.13%
814e · Membership Dues - Info Tech	179.00	1,200.00	-1,021.00	14.92%
814j · Membership Dues - Business Srv	914.00	1,500.00	-586.00	60.93%
814k · Membership Dues - Miscellaneous	9,390.35	9,750.00	-359.65	96.31%
814m · Membership Dues - Community Rel	480.00	1,200.00	-720.00	40.00%
Total 738-814 · Membership Dues	13,029.67	18,850.00	-5,820.33	69.12%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	1,450.00	2,150.00	-700.00	67.44%
815c · Staff Development/Training	409.05	5,500.00	-5,090.95	7.44%
815t · Online Training Services - IT	1,606.50	2,500.00	-893.50	64.26%
Total 738-815 · Staff Inservice	3,465.55	15,150.00	-11,684.45	22.88%
Total 738-801 · Professional & Contractual	237,807.07	360,950.00	-123,142.93	65.88%
738-850 · Communications	16,017.60	30,000.00	-13,982.40	53.39%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

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

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	1,858.06	5,000.00	-3,141.94	37.16%
861b · Conferences - Info. Services	6,060.05	13,500.00	-7,439.95	44.89%
861d · Conferences - Circ Serv.	6,293.34	8,000.00	-1,706.66	78.67%
861f · Conferences - Trustees	1,758.24	4,000.00	-2,241.76	43.96%
861g · Leadership Canton	0.00	1,200.00	-1,200.00	0.00%
861h · Conferences - Info. Technology	2,079.91	8,400.00	-6,320.09	24.76%
861j · Conferences - Business Services	2,873.00	5,100.00	-2,227.00	56.33%
861m · Conferences-Community Relations	4,676.76	5,500.00	-823.24	85.03%
Total 738-861 · Conferences (Incl.Registration)	25,599.36	50,700.00	-25,100.64	50.49%
738-865 · Mileage / Misc.				
865a · Mileage - Director	201.76	2,200.00	-1,998.24	9.17%
865b · Mileage - Information Services	144.84	2,000.00	-1,855.16	7.24%
865c · Mileage - Circ. Services	16.56	1,000.00	-983.44	1.66%
865e · Mileage- Information Technology	92.84	1,300.00	-1,207.16	7.14%
865f · Mileage - Business Services	312.53	1,300.00	-987.47	24.04%
865m · Mileage - Community Relations	224.83	900.00	-675.17	24.98%
Total 738-865 · Mileage / Misc.	993.36	8,700.00	-7,706.64	11.42%
Total 738-860 · Travel	26,592.72	59,400.00	-32,807.28	44.77%
738-880 · Community Promotion				
880a · Marketing	3,278.15	13,800.00	-10,521.85	23.76%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
Total 738-880 · Community Promotion	3,537.54	16,200.00	-12,662.46	21.84%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	20,610.00	58,400.00	-37,790.00	35.29%
901e · Misc. Printing & Publishing	0.00	1,200.00	-1,200.00	0.00%
Total 738-901 · Printing & Publishing	20,610.00	59,600.00	-38,990.00	34.58%
738-903 · Legal Notices & Ads	49.37	500.00	-450.63	9.87%
Total 738-900 · Printing	20,659.37	60,100.00	-39,440.63	34.38%
738-910 · Insurance				
738-911 · Liability Ins	42,352.97	50,300.00	-7,947.03	84.20%
738-912 · Worker's Comp	4,128.00	7,000.00	-2,872.00	58.97%
738-915 · E&O/D&O/EPL	3,246.00	3,800.00	-554.00	85.42%
738-916 · Fiduciary/Fidelity	7,514.00	9,000.00	-1,486.00	83.49%
Total 738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities				
738-921 · Electricity	103,356.94	150,000.00	-46,643.06	68.91%
738-922 · Gas	12,283.96	35,000.00	-22,716.04	35.10%
738-923 · Water	14,581.02	20,000.00	-5,418.98	72.91%
Total 738-920 · Utilities	130,221.92	205,000.00	-74,778.08	63.52%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	49,838.12	85,000.00	-35,161.88	58.63%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	21,616.02	42,950.00	-21,333.98	50.33%
Total 738-932 · Lawn & Grounds Maintenance	43,282.66	77,950.00	-34,667.34	55.53%
738-933 · Building Security	4,932.00	7,400.00	-2,468.00	66.65%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,202.35	2,900.00	-1,697.65	41.46%
934c · Misc. Contracts & Inspections	4,998.90	8,400.00	-3,401.10	59.51%
934g · HVAC Maintenance Contracts	225.00	17,600.00	-17,375.00	1.28%

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

	<u>Jan - Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	6,426.25	28,900.00	-22,473.75	22.24%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	7,162.23	18,000.00	-10,837.77	39.79%
738-937 · Equipment Repairs	2,304.80	25,000.00	-22,695.20	9.22%
Total 738-930 · Maintenance & Repairs	<u>114,156.06</u>	<u>243,200.00</u>	<u>-129,043.94</u>	<u>46.94%</u>
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	6,888.06	21,200.00	-14,311.94	32.49%
942 · Postage Meter - Pitney Bowes - Other	1,319.85	2,000.00	-680.15	65.99%
Total 942 · Postage Meter - Pitney Bowes	<u>8,207.91</u>	<u>23,200.00</u>	<u>-14,992.09</u>	<u>35.38%</u>
Total 738-940 · Rentals/Leases	<u>8,207.91</u>	<u>23,200.00</u>	<u>-14,992.09</u>	<u>35.38%</u>
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	15,980.00	33,500.00	-17,520.00	47.70%
977t · Capital Outlay - Technology	475,290.20	768,000.00	-292,709.80	61.89%
Total 738-977 · Capital Outlay	<u>491,270.20</u>	<u>804,500.00</u>	<u>-313,229.80</u>	<u>61.07%</u>
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	561,098.00	-561,098.00	0.00%
Total Expense	<u>4,552,822.77</u>	<u>7,193,118.00</u>	<u>-2,640,295.23</u>	<u>63.29%</u>
Net Income	<u>1,836,075.80</u>	<u>0.00</u>	<u>1,836,075.80</u>	<u>100.00%</u>

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 11/04/20
 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						4,605,239.31
Deposit	10/05/2020			Deposit	542.78	4,605,782.09
Check	10/08/2020	51371	Home Depot	September Statement	-167.10	4,605,614.99
Bill Pmt -Check	10/08/2020	51372	AFLAC	BCJ39	-110.52	4,605,504.47
Bill Pmt -Check	10/08/2020	51373	AmazonBusiness	A265GG3U5ZD0HS	-1,805.04	4,603,699.43
Bill Pmt -Check	10/08/2020	51374	American Library Association - Members	ALA annual membership renewals; MN, E	-463.00	4,603,236.43
Bill Pmt -Check	10/08/2020	51375	Ann Arbor Cleaning Supply Co.	Chalet 308 paper towels case of 30 (5)	-137.50	4,603,098.93
Bill Pmt -Check	10/08/2020	51376	Baker & Taylor (054)	00100054	-243.57	4,602,855.36
Bill Pmt -Check	10/08/2020	51377	Baker & Taylor (180)	L438180	-198.01	4,602,657.35
Bill Pmt -Check	10/08/2020	51378	Baker & Taylor (493)	L420493 2	-76.30	4,602,581.05
Bill Pmt -Check	10/08/2020	51379	Baker & Taylor (510)	L417510	-4,819.86	4,597,761.19
Bill Pmt -Check	10/08/2020	51380	Baker & Taylor (530)	L417530	-3,087.92	4,594,673.27
Bill Pmt -Check	10/08/2020	51381	Baker & Taylor (854)	L517854	-161.40	4,594,511.87
Bill Pmt -Check	10/08/2020	51382	Canton Township - Water Dept.	Water & sewer 06/24/2020 - 08/27/2020	-8,355.83	4,586,156.04
Bill Pmt -Check	10/08/2020	51383	Clear Rate Communications	4893421	-690.42	4,585,465.62
Bill Pmt -Check	10/08/2020	51384	Dunn Rite Maintenance	Janitorial service for September	-4,625.00	4,580,840.62
Bill Pmt -Check	10/08/2020	51385	Ehrlich	14383673	-88.00	4,580,752.62
Bill Pmt -Check	10/08/2020	51386	FastSigns - Livonia	PO 36321: Gloss laminate "Limited Brow	-130.00	4,580,622.62
Bill Pmt -Check	10/08/2020	51387	Foster, Swift, Collins & Smith	Draft and send notice...follow up	-189.00	4,580,433.62
Bill Pmt -Check	10/08/2020	51388	Gale/CENGAGE Learning	149473	-185.56	4,580,248.06
Bill Pmt -Check	10/08/2020	51389	Konica Minolta Business Solutions		-275.06	4,579,973.00
Bill Pmt -Check	10/08/2020	51390	Library Design Associates, Inc.	Labor & material to add framed glass wir	-3,280.00	4,576,693.00
Bill Pmt -Check	10/08/2020	51391	Midwest Tape		-1,699.86	4,574,993.14
Bill Pmt -Check	10/08/2020	51392	Miscellaneous Vendor-ILL/MEL	Howell Carnegie District Library: The Stor	-28.00	4,574,965.14
Bill Pmt -Check	10/08/2020	51393	Miscellaneous Vendor-Programming	Candy Bandits LLC: Paula & The Candy Bæ	-600.00	4,574,365.14
Bill Pmt -Check	10/08/2020	51394	NorthStar Mat Service	Contractual mat service	-55.48	4,574,309.66
Bill Pmt -Check	10/08/2020	51395	Office Depot	31909112	-224.12	4,574,085.54
Bill Pmt -Check	10/08/2020	51396	OverDrive, Inc.	0721-1001	-3,535.97	4,570,549.57
Bill Pmt -Check	10/08/2020	51397	Reliable Landscaping, Inc.	Weekly lawn care, banner change, sprink	-1,700.00	4,568,849.57
Bill Pmt -Check	10/08/2020	51398	ShredCorp	Scheduled shredding	-55.00	4,568,794.57
Bill Pmt -Check	10/08/2020	51399	T-Mobile	Mobile internet charges 08/21/2020 - 09	-91.68	4,568,702.89
Bill Pmt -Check	10/08/2020	51400	TruGreen	Lawn fertilization 09/28/2020	-397.34	4,568,305.55
Bill Pmt -Check	10/08/2020	51401	Tsai Fong Books, Inc.	Mao yu zhuan zao yu liang ge nu ren...Sh	-459.98	4,567,845.57
Bill Pmt -Check	10/08/2020	51402	XYZ Printing, Inc	RS1AWXY101J - Quick Release Pro Ser foi	-108.39	4,567,737.18
Bill Pmt -Check	10/08/2020	51403	Unique Management Services	Placements - March	-151.20	4,567,585.98

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/08/2020	51404	White Pine Library Cooperative	Interloan 01/2020 - 10/2020	-93.50	4,567,492.48
Check	10/09/2020	51405	Chase Visa	Visa - Statement 10/02/2020	-2,248.98	4,565,243.50
Deposit	10/12/2020			Deposit	967.95	4,566,211.45
General Journal	10/14/2020	1756	Paylocity Direct Deposits	Direct Deposits	-76,172.55	4,490,038.90
General Journal	10/14/2020	1756	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-27,173.41	4,462,865.49
Check	10/14/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 10/	-215.53	4,462,649.96
Transfer	10/14/2020			Funds Transfer - Payroll Date 10/14/202C	-1,031.52	4,461,618.44
Check	10/14/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,070.74	4,457,547.70
Check	10/14/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,457,422.70
Check	10/14/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-620.83	4,456,801.87
Deposit	10/16/2020			Deposit	631.41	4,457,433.28
Deposit	10/19/2020			Deposit	683.29	4,458,116.57
Bill Pmt -Check	10/22/2020	51406	AmazonBusiness	A265GG3U5ZD0HS	-920.67	4,457,195.90
Bill Pmt -Check	10/22/2020	51407	Arrow Office Supply	Copy paper...burn cream	-174.70	4,457,021.20
Bill Pmt -Check	10/22/2020	51408	AT&T Mobility (Cingular Wireless)	831922095	-181.92	4,456,839.28
Bill Pmt -Check	10/22/2020	51409	Baker & Taylor (787S)	L556787s	-22.22	4,456,817.06
Bill Pmt -Check	10/22/2020	51410	bibliotheca, LLC.	CloudLibrary invoices	-6,530.68	4,450,286.38
Bill Pmt -Check	10/22/2020	51411	Blue Care Network	Coverage 11/01/2020 - 11/30/2020	-18,924.47	4,431,361.91
Bill Pmt -Check	10/22/2020	51412	Butzel Long	Butzel Long's 33rd Annual Labor, Empl. B	-49.00	4,431,312.91
Bill Pmt -Check	10/22/2020	51413	Central Business Systems, Inc.	Repairs on 2 ITC 1500 card controllers	-120.00	4,431,192.91
Bill Pmt -Check	10/22/2020	51414	Comic City	Comics: 19 teen 4 juvenile	-105.77	4,431,087.14
Bill Pmt -Check	10/22/2020	51415	Crimson Multimedia Distribution, Inc.		-1,999.22	4,429,087.92
Bill Pmt -Check	10/22/2020	51416	D.K. Agencies (P) LTD.		-3,200.00	4,425,887.92
Bill Pmt -Check	10/22/2020	51417	DTE Energy	1893-232-0001-5	-10,523.26	4,415,364.66
Bill Pmt -Check	10/22/2020	51418	Ehrlich	14383673	-218.00	4,415,146.66
Bill Pmt -Check	10/22/2020	51419	Fish Doctors	Maintenance fee...15 gallons RO water	-82.50	4,415,064.16
Bill Pmt -Check	10/22/2020	51420	Gale/CENGAGE Learning	149473	-255.11	4,414,809.05
Bill Pmt -Check	10/22/2020	51421	Konica Minolta Business Solutions	Brother printer contract coverage 09/01/	-40.00	4,414,769.05
Bill Pmt -Check	10/22/2020	51422	Konica Minolta Premier Finance	Monthly contract payment - October	-266.06	4,414,502.99
Bill Pmt -Check	10/22/2020	51423	Long Mechanical/Plumbing	Preventative maintenance, Replaced failk	-388.00	4,414,114.99
Bill Pmt -Check	10/22/2020	51424	Metro Net Library Consortium, Inc.	Gale eBooks Summer/Fall 2020	-500.00	4,413,614.99
Bill Pmt -Check	10/22/2020	51425	MichBusiness	Peer Group Membership (NOVI) renewal	-400.00	4,413,214.99
Bill Pmt -Check	10/22/2020	51426	Midwest Collaborative for Library Service	The Facilitator's Toolbox Part 1 and Part :	-80.00	4,413,134.99
Bill Pmt -Check	10/22/2020	51427	Miscellaneous Patron - Refunds	Janise M Faerber: Materials overpaymen	-47.79	4,413,087.20
Bill Pmt -Check	10/22/2020	51428	Miscellaneous Vendor	Caitlin Versele: Variety packs of travel-siz	-33.27	4,413,053.93

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 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/22/2020	51429	Miscellaneous Vendor-ILL/MEL	Rochester Hills Public Library: City of Ghc	-22.99	4,413,030.94
Bill Pmt -Check	10/22/2020	51430	NorthStar Mat Service	Contractual mat service	-55.48	4,412,975.46
Bill Pmt -Check	10/22/2020	51431	OverDrive, Inc.	0721-1001	-6,972.34	4,406,003.12
Bill Pmt -Check	10/22/2020	51432	Pro Quest LLC	Alexander Street Press Music Online sub:	-840.40	4,405,162.72
Bill Pmt -Check	10/22/2020	51433	Reliable Landscaping, Inc.	Weekly lawn care...Bed care	-1,150.00	4,404,012.72
Bill Pmt -Check	10/22/2020	51434	Staples Business Advantage	1002673	-103.91	4,403,908.81
Bill Pmt -Check	10/22/2020	51435	Sun Life Assurance Company of Canada	Monthly charges - November	-1,087.92	4,402,820.89
Bill Pmt -Check	10/22/2020	51436	The Library Network	Annual delivery charges 10/01/2020 - 09,	-3,793.50	4,399,027.39
Bill Pmt -Check	10/22/2020	51437	Tsai Fong Books, Inc.		-359.14	4,398,668.25
Bill Pmt -Check	10/22/2020	51438	Unique Management Services	Placements - September	-822.15	4,397,846.10
Bill Pmt -Check	10/22/2020	51439	Value LinePublishing LLC	752838	-6,315.00	4,391,531.10
Bill Pmt -Check	10/22/2020	51440	West Group Payment Center	West Complete Library Sub 10/01/2020 -	-238.98	4,391,292.12
Bill Pmt -Check	10/22/2020	51441	ZOHO Corporation	ManageEngine Service Desk Plus Pro sub:	-1,415.00	4,389,877.12
Bill Pmt -Check	10/22/2020	51442	Miscellaneous Patron - Refunds	Meggan B Ellis: Materials overpayment r	-22.20	4,389,854.92
Bill Pmt -Check	10/22/2020	51443	Miscellaneous Vendor	Kappa Map Group: Michigan County Atla	-49.99	4,389,804.93
Bill Pmt -Check	10/22/2020	51444	Miscellaneous Vendor-ILL/MEL	Baldwin Public Library: City of Ghosts	-49.99	4,389,754.94
Transfer	10/26/2020			Funds Transfer excess of \$5,000	4,000.00	4,393,754.94
Check	10/28/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 10/	-736.63	4,393,018.31
General Journal	10/28/2020	1757	Paylocity Direct Deposits	Direct Deposits	-72,723.75	4,320,294.56
General Journal	10/28/2020	1757	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-26,283.89	4,294,010.67
Transfer	10/28/2020			Funds Transfer - Payroll Date 10/28/2020	-1,031.52	4,292,979.15
Check	10/28/2020	EFT	Nationwide Retirement Solutions	Payroll Processing Fees - Payroll Date 10/	-620.83	4,292,358.32
Check	10/28/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,070.74	4,288,287.58
Check	10/28/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,288,162.58
Check	10/30/2020	EFT	MERS - Pension	Pension Deductions for Month of Octobe	-4,136.72	4,284,025.86
Total 000-004 · Chase - Checking					-321,213.45	4,284,025.86
TOTAL					-321,213.45	4,284,025.86

Director's Report

November 2020

1. Here is an update on our reopening. During our closure, email reference and online library card account assistance and card issuance continued. While our physical collection was unavailable from March 13 through June 8, we continued to purchase and expand access to digital materials—ebooks, eaudiobooks, streaming movies and shows, emagazines. Our physical circulation has been about half of what we typically see. For October 2020:

- Brainfuse online tutoring had 241 sessions total (JobNow and HelpNow)
- Hoopla had 8,443 checkouts
- Kanopy had 669 plays
- RBDigital emagazines had 3,220 checkouts
- OverDrive/Libby had 9,304 checkouts
- CloudLibrary had 1,047 checkouts

Review

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

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

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

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

Also on June 15, the 62 Days of Summer page on our website went live. 62 Days of Summer packets were mailed to all 37,000 addresses in the Township. We have received positive feedback on the graphics and the program, with good engagement on social media and enthusiastic response to our virtual events and take-home activity kits. Kudos to Community Relations and Information Services staff for completely

revamping our summer programs on a very tight deadline, and for providing curated resources, recommendations, activities, and events to our Community. The final party was virtual this year.

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

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

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

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

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

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

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

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

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

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

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

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

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

The Friends of the Library began accepting donations and reopened the bookstore on October 1. Not all of their volunteers chose to return, so they have reduced hours: Monday, Wednesday, and Friday 10:00am to 4:00pm, and Tuesdays for Premium Members Only, noon to 4:00pm. The Friends suspended donations from October 8 to October 22 due to lack of space, and ran a special bag sale in the meantime to help clear out inventory.

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

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

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

Presently

We are piloting curbside pickup appointments as of November 3. We are continuing Holds Pickup by appointment in our lobby, and we are continuing self-service holds pickup inside the building as usual. We are hoping to gather data about these three methods to determine the best long-term holds pickup method for our patrons. We are in the process of working with Library Design Associates to research a pick-up window location and how we might go about creating one that fits into our workflows and footprint. While we can't reconfigure our building and parking lot for a drive-up window, a walk-up window may be an option if it isn't too costly.

The Friends of the Library decided on November 8 to close for two weeks for donations and booksales. Their current plan is to reopen on Monday, November 23, provided that the case counts decline in our area. So many of their volunteers and customers are at-risk, and they want to protect them.

All of the supervisors, managers, department heads, and I were self-isolating and/or tested after learning that a job candidate whom we interviewed on November 3 tested positive on November 6. Because more than 24 hours had passed since the candidate was in the library, deep cleaning was not recommended. Because his "close contact" was with the ten of us over the course of the day, and his other contacts with people in the library did not rise to the level of "close contact," no other library staff self-isolated and the library remained open for business. As of this writing, eight of the ten of us have received a negative test result. One other has been tested but has not received results yet and continues to self-isolate in the meantime. The last of the ten has elected to self-isolate only. While we planned for this situation, it was still a scary time for all of us and our coworkers. I have reminded everyone that we knew we would come in contact with a positive person at some point once the library re-opened, and that all of our planning and hygiene is working—everyone was masked, everyone was distanced, everyone disinfected and sanitized. The job candidate is at home with a mild case and is expected to make a full recovery.

Looking Ahead

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

I am also doing my best to provide certainty to my coworkers and our community, but the fact is that we continue to face a lot of unknowns. The sharp increase in coronavirus cases in the last month are weighing heavily on our minds, particularly given the makeup of our heaviest users, who tend to be older and have conditions that put them at risk of infection. We will provide library services to our community, but only if we can do it safely and ensure the well-being of staff and patrons. I am ready to close the library if we have a positive staff case so that everyone may self-isolate. I am ready to close the library temporarily/reduce hours/reduce services if we do not have enough staff to provide our current services. I am ready to revert to a previous stage of our reopening, as well.

2. Included in your packet this month is a calendar of the board agenda plans for November 2020 through December 2021. I created this handy guide for you so that you know what to expect at each month's

meeting. I firm up each month's agenda with the board chair as that meeting approaches, and so there will be variation between this document and the actual monthly agendas as items come up, but this is a good guide for you on how the year will go.

3. Kathie Gladden is preparing a flash drive for each trustee that includes documents you will need to guide you as a trustee—the board bylaws, the Library Trustee Manual from the Library of Michigan, copies of all library policies, that kind of thing. Please peruse them at your leisure and let me know if you have any questions or let the Board Chair know if you would like some time devoted at a future board meeting for board education around any of these topics. In addition to Anne Seuryneck providing a legal overview this month, our auditors at Plante Moran will be providing library financial and audit overviews in January. We can ask Ed Ura of Merces Consulting to provide an overview of our salary structure and annual increase recommendation, or Dave Huntzicker of Kapnick Insurance to provide you with an overview of healthcare plans and options/Affordable Care Act, or any other speaker you feel might be useful in getting you comfortable with library topics.
4. This month you will welcome new trustees Amina Iqbal and Claire Spas. Our attorney, Anne Seuryneck of Foster Swift, will be joining you to provide an overview of the role of an elected library trustee.
5. Also this month, you will vote to approve a revision to the Pandemic Reopening Policy that removes all references to the Governor's Executive Orders and adds references to the state and county orders with which the library must comply.
6. Lastly, you will discuss 2021 Board Officers. Amy Watts, Jasmine Lee, and Michelle Farell have served two one-year terms in their current positions of Chair, Vice Chair, and Secretary-Treasurer, respectively, so they must all vacate those offices after the December meeting. You will officially nominate and elect 2021 officers at the December meeting, and they will take over starting with the January meeting.
7. In personnel news, we wished "farewell" to several library staff since the October board meeting: Building Monitor Michael Weslin; Information Services Department Head Jessica Parij; and Circulation Services Page Wesley Schumacher.

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-authorized~~ 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~~local, state, or federal authorities, 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 local, state, or federal authorities~~executive order~~.

5. Inside maintenance activities may also resume if permitted by [local, state, or federal authorities](#)~~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. Patrons and staff must remain six (6) feet apart, and the library must design activities for materials pickup to maintain this distance.

2. Patrons are required to wear a mask when engaging in materials pickup.
 3. The Library 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 Order federal, state, or local law or regulation ~~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. 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~~state regulations for public space of less than 50,000 square feet is 25have established a limit of 50% of maximum occupancy, including staff and volunteers. Meeting rooms and study spaces are closed for public use.
 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 or due to a disability.
 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 programming if current federal, state, or local orders, laws, regulations permit indoor programming. Limits may be placed on attendance to maintain physical distancing requirements and per any federal, state, or local orders, laws, or regulations.
 - 2. Meeting room use for Library-only sponsored events. The Library shall determine whether meetings can occur and if so, what restrictions apply.
 - 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.

2021 Monthly Board Meeting Agenda Planning

November 2020

1. Board Education – Anne Seuryneck, Foster Swift
2. Approve Revision of Pandemic Reopening Policy
3. Discussion of 2021 Officers

December 2020

1. Nomination and Election of 2021 Officers
2. 4th Quarter Budget Amendment
3. Approve Fund Balance Transfer for 2020 Capital Projects
4. Patron Appeal of Request for Reconsideration of Library Materials

January 2021

1. Board Education – Alisha Watkins and new audit team, Plante Moran

February

1. 2022 Budget discussion – expenditures
 - MERS pension – review library recommendation, determine employer contribution for 1st draft budget
 - Library materials – review library recommendation, determine budget as a % of total revenues for 1st draft budget
2. Endowment Fund review

March

1. 2022 Budget discussion – expenditures
 - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA

April

1. 2020 Audit presentation, Plante Moran
2. 1st Quarter Budget Amendment
3. 2022 Budget discussion – expenditures
 - Salaries – review library recommendation, determine initial assumption for 1st draft budget
4. President's Volunteer Service Awards presentations

May

1. 2022 Budget discussion – expenditures
 - Capital expenditures – review library recommendation, discuss Capital Replacement Schedule for 1st draft budget
2. 2022 Budget discussion – revenues
 - Millage rate – review County Equalization Report, determine millage rate for 1st draft budget
 - Property tax collection rate – review library recommendation, discuss initial assumption for 1st draft budget
 - Excess of Income Over/Under Expenditures - review library recommendation, discuss initial assumption for 1st draft budget

June

1. 62 Days of Summer program overview
2. 2022 Budget assumptions – continue board discussions of items for 1st draft budget
3. August 2021-July 2022 healthcare plan options presentation – Kapnick Insurance

4. August 2021-July 2022 healthcare contract – review library recommendation, vote
5. PA 152 employer/employee insurance premiums cost-sharing – review library recommendation, vote for hard-cap or 80/20 percentage split

July

1. 1st draft of 2022 budget and 2023-2024 projections
2. 2nd Quarter Budget Amendment

August

1. 2nd draft of 2022 budget and 2023-2024 projections
2. 1st reading, 2022 calendar of board meetings and holiday closures

September

1. Budget hearing
 - Approve 2022 budget
 - Approve 2022 millage rate
 - Chair and Secretary/Treasurer sign L-4029 forms to submit to Wayne County and Township
2. Approve 2022 calendar of board meetings and holiday closures
3. Approve proposals for 2022 Capital projects
4. 62 Days of Summer program review

October

1. 3rd Quarter Budget Amendment
2. Director's evaluation process discussion

November

1. Discussion of 2022 officers
2. Director's evaluation closed session

December

1. 4th Quarter Budget Amendment
2. Approve Excess of Income Over/Under Expenditures if income is projected to be less than expenditures for 2021
3. Nomination and election of 2022 officers
4. Plan 2022 Monthly Board Meeting Agenda topics