



**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
October 15, 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"> • Update on Phased Reopening 	
New Business Action Item 20/10-15-1 (Roll Call Vote) Action Item 20/10-15-2 (Roll Call Vote)	<ul style="list-style-type: none"> • Approve 3rd Quarter Budget Amendment as Presented • Resolution to Approve the MERS Defined Benefit Plan Adoption Agreement Addendum and Appoint the Library Director as Authorized Designee 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	

**Canton Public Library Board
Proposed 2021 Budget Hearing Minutes
September 17, 2020
7:30 p.m.**

The hearing was called to order by the Chairperson, Amy Watts, at 7:30 p.m.

Present: N. Eggenberger, J. Lee, D. Turner, J. Pandit, A. Watts
Absent: M. Farell
Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE: (L. Golden, D. McHugh, M. Nicholson, J. Parij, D. Skopczynski, C. Spas, C. Swanberg) - None

BUDGET HEARING

The Proposed 2021 Budget Hearing was opened for discussion.

2021 PROPOSED BUDGET APPROVAL

D. Turner moved and J. Lee supported the motion to adopt the Proposed 2021 Budget amount of \$ 6,328,500. (See Attachment A)

ROLL CALL VOTE

Yes: N. Eggenberger, J. Lee, J. Pandit, D. Turner, A. Watts
No: None
Abstain: None

The motion passed 20/9-17-1BH (5-0-0)

TAX RESOLUTION

D. Turner moved and N. Eggenberger supported the resolution to approve certifying the rate for tax levy of 1.4717 mills for the fiscal year ending December 31, 2021. (See Attachment B)

ROLL CALL VOTE

Yes: N. Eggenberger J. Lee, J. Pandit, D. Turner, A. Watts
No: None
Abstain: None

The motion passed 20/9-17-2BH (5-0-0)

CALL TO AUDIENCE — None

ADJOURN

The budget hearing was adjourned at 7:36 p.m.

Michelle Farrell, Secretary-Treasurer



Canton Public Library Board of Trustees General Meeting Minutes

September 17, 2020 – 7:30 PM

The Chairperson, Amy Watts, called the meeting to order at 7:37 PM.

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

Absent: M. Farrell

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (L. Golden, D. McHugh, M. Nicholson, J. Parij, D. Skopczynski, C. Spas, C. Swanberg) – None

APPROVAL OF AGENDA

The agenda was accepted by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

COMMUNICATIONS — None

DIRECTOR'S REPORT

As of August 31, the library was 2/3 of the way through the fiscal year. There will be a 3rd Quarter Budget Amendment in October, and likely another one in December. Because of the pandemic shutdown, some major capital item projects had been put on hold. Some of those items may be completed in 2020 as planned but, rather than rush to try to complete them, some may be pulled out and put into 2021. These items have already been planned for and approved and so would be budget-neutral.

Under Expenditures, Insurance is still trending high, as these yearly expenses were paid out in the first quarter of 2020. It will fall into line by the end of the year.

Librarian Carol Kuchta is retiring at the end of September after 38 years with the library. In anticipation of limited browsing being phased in, substitute librarians and on-call pages and circulation assistants have been re-activated; some have declined recall. Page Tim Schoening and on-call Circulation Assistant Diane Miner have proffered their resignations. On-call Page Salam Habhab has also resigned in order to accept a full-time position elsewhere.

Director of the Library Network (TLN) Jim Pletz is retiring; finalists for his position are Steven Bowers, Associate Dean of the the Wayne State University Libraries; and Cathy Russ, the Troy Public Library director.

Legislation regarding changes to the Library Privacy Act (regarding the release of library records when a crime has been committed) was put forth before the COVID-19 pandemic. A substitute bill has now been taken up by the Michigan legislature. Director Eva Davis will inform the board when any changes are made.

There were not many responses to the *62 Days of Summer survey*. Respondents were generally positive about the program. Community Relations Department Head Laurie Golden said that the librarians were amazing; each was responsible for fleshing out resources correlating to squares on the *62 Days* map. Golden herself delivered the Prize Patrol swag bags. In all, the sense was that the program helped participants feel more engaged with the library and the community.

TRUSTEE COMMENTS — None

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Update on Phased Reopening — Limited (30 minute) browsing of materials begins on Thursday, October 1st. Patrons will be required to observe physical distancing; properly wear masks at all times; and stay out of certain areas, which will be blocked off by stanchions and ropes. The Friends' Activity Room, the Internet Lab and all study and tutor rooms are being used for furniture and equipment storage. The Community Room is still being used to stage Holds pickups by appointment, and the main lobby will be blocked off to allow use of the vending machine area and the lobby restrooms by staff members only. (Patrons will use the family restrooms in the Children's area.) Otherwise, patrons may browse the collections available in the public spaces. Toys; puppets; manipulatives; story kits; newspapers and magazines have been pulled, to discourage lingering and because they would be difficult to keep disinfected.

The door counter has been upgraded with a thermal sensor which allows for setting a maximum occupancy number. The digital LED signs in the self-service and Children's department will be programmed with slides reminding patrons to observe pandemic mitigation techniques and displaying the current occupancy percentage. 25% building occupancy is roughly 184 people (including staff, visitors, volunteers and patrons). Limited browsing will allow a maximum of 50 patrons to start; the top patron maximum will be 140.

Browsing hours will mirror pickups and technology appointments. Secondhand Prose will also reopen on October 1st, and will also have a 30-minute limit on browsing. They are currently contacting their volunteers for recall.

The library's janitorial service will continue to do overnight cleaning and sanitizing. A free-standing hand sanitizer station has been purchased and will be placed in the lobby entry

L. Golden is working on signage; the next newsletter will inform the public of this latest phase in the library reopening.

Board Chair Amy Watts questioned how the staff feels about opening for limited browsing. E. Davis said that the staff misses our patrons and are concerned about keeping them safe. Staff overall is both excited and committed to being cautious during this new phase.

Davis praised Circulation Services Interim Department Head Denise Skopczynski and the Circulation Services staff for the stellar job they did on the Tuesday after Labor Day, when over 300 emails requesting new library cards were received over the holiday closure. (Plymouth-Canton Community Schools had informed parents and students that a library card would be necessary to access certain materials for the new school year.) Staff members from all departments assisted in preparing Holds by appointment items, in order to free Circulation Services employees to process the new card requests.

2021 Schedule of Board Meetings and Library Closures (2nd reading) — Trustee Nancy Eggenberger moved and Trustee Jane Pandit supported a motion to approve the 2021 Schedule of Board Meetings and Library Closures as presented.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/9-17-1 (5-0-0)

NEW BUSINESS

Rescind October 12, 2020 Library Staff Day Closure —N. Eggenberger moved and Vice-Chair Jasmine Lee supported a motion to rescind the closure date as presented.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/9-17-2 (5-0-0)

Closed session for Director's Evaluation — Director E. Davis requested that the board move into closed session for the purpose of discussing her yearly performance evaluation.

J. Lee moved and N. Eggenberger supported a motion to move into Closed Session.

ROLL CALL VOTE:

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

No: None

Abstain: None

The motion passed 20/9-17-3 (5-0-0)

REGULAR MEETING RESUMED AT 8:41 PM.

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 8:44 PM.

Michelle Farell, Secretary-Treasurer



Canton Public Library Board of Trustees Closed Session Minutes

Thursday, September 17, 2020

8:07 PM

Canton Public Library – Zoom Virtual Meeting (Breakout Session)

Closed session to discuss library director's evaluation, per request by E. Davis.

Present: Nancy Eggenberger, Jasmine Lee, Jane Pandit, Don Turner, Amy Watts

Absent: Michelle Farell

The board moved into closed session to discuss the library director's evaluation for 2020.

D. Turner moved and J. Lee supported a motion to return to open session.

The motion passed unanimously, 20/9-17-1CS

Michelle Farell – Secretary/Treasurer

10:03 AM
 10/05/20
 Accrual Basis

Canton Public Library
Balance Sheet
 As of September 30, 2020

	<u>Aug 31, 20</u>	<u>Sep 30, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	5,091,851.00	4,605,239.31
000-013 · JPMorgan Chase- Credit Card	5,550.73	7,327.31
000-014 · Medical Reimbsmt (BasicFlex)	10,615.98	13,255.54
000-016 · Chase - High Yield Savings	997,538.54	997,579.24
Total Checking/Savings	<u>6,105,556.25</u>	<u>5,623,401.40</u>
Total Current Assets	<u>6,105,556.25</u>	<u>5,623,401.40</u>
TOTAL ASSETS	<u><u>6,105,556.25</u></u>	<u><u>5,623,401.40</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	63,863.04	28,355.98
Total Accounts Payable	<u>63,863.04</u>	<u>28,355.98</u>
Credit Cards		
000-208 · Chase - Visa 3651	2,747.20	2,075.73
000-209 · Home Depot Credit Card	0.00	204.75
Total Credit Cards	<u>2,747.20</u>	<u>2,280.48</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	5,053.74	5,028.87
229e · Misc. Grants & Donations	1,698.71	1,698.71
Total 000-229 · Grants/Donations-Restricted Use	<u>6,752.45</u>	<u>6,727.58</u>
000-237 · Medical Saving Deduction MedFSA	2,288.58	4,928.14
Total Other Current Liabilities	<u>9,041.03</u>	<u>11,655.72</u>
Total Current Liabilities	<u>75,651.27</u>	<u>42,292.18</u>
Total Liabilities	75,651.27	42,292.18
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	2,604,009.58	2,155,213.82
Total Equity	<u>6,029,904.98</u>	<u>5,581,109.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,105,556.25</u></u>	<u><u>5,623,401.40</u></u>

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,203,985.18	6,203,502.00	483.18	100.01%
738-566 · State Aid to Libraries	72,191.60	65,000.00	7,191.60	111.06%
738-613 · Photocopy Fees	12,303.25	45,000.00	-32,696.75	27.34%
738-615 · Replacement - Books/ AV	4,199.45	9,500.00	-5,300.55	44.21%
738-656 · Penal Fines	55,915.77	61,000.00	-5,084.23	91.67%
738-664 · Overdue Fines	12,307.39	50,000.00	-37,692.61	24.62%
738-670 · Misc & Contributions	14,267.28	5,354.00	8,913.28	266.48%
738-671 · Interest Income	7,063.50	7,300.00	-236.50	96.76%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	<u>6,384,237.35</u>	<u>7,257,656.00</u>	<u>-873,418.65</u>	<u>87.97%</u>
Gross Profit	<u>6,384,237.35</u>	<u>7,257,656.00</u>	<u>-873,418.65</u>	<u>87.97%</u>
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,034,110.04	2,954,000.00	-919,889.96	68.86%
738-715 · Fringe Benefits	480,829.34	670,100.00	-189,270.66	71.76%
738-722 · Supplies	54,586.53	168,470.00	-113,883.47	32.40%
738-740 · Library Materials	593,246.66	952,754.00	-359,507.34	62.27%
738-749 · Staff Book Account	-8.24	0.00	-8.24	100.00%
738-801 · Professional & Contractual	223,736.12	358,950.00	-135,213.88	62.33%
738-850 · Communications	15,051.60	30,000.00	-14,948.40	50.17%
738-860 · Travel	26,403.43	59,400.00	-32,996.57	44.45%
738-880 · Community Promotion	3,293.76	16,200.00	-12,906.24	20.33%
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	119,698.66	205,000.00	-85,301.34	58.39%
738-930 · Maintenance & Repairs	100,634.55	243,200.00	-142,565.45	41.38%
738-940 · Rentals/Leases	7,564.66	23,200.00	-15,635.34	32.61%
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	630,682.00	-630,682.00	0.00%
Total Expense	<u>4,229,023.53</u>	<u>7,257,656.00</u>	<u>-3,028,632.47</u>	<u>58.27%</u>
Net Income	<u>2,155,213.82</u>	<u>0.00</u>	<u>2,155,213.82</u>	<u>100.00%</u>

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

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,203,985.18	6,203,502.00	483.18	100.01%
738-566 · State Aid to Libraries	72,191.60	65,000.00	7,191.60	111.06%
738-613 · Photocopy Fees	12,303.25	45,000.00	-32,696.75	27.34%
738-615 · Replacement - Books/ AV	4,199.45	9,500.00	-5,300.55	44.21%
738-656 · Penal Fines	55,915.77	61,000.00	-5,084.23	91.67%
738-664 · Overdue Fines	12,307.39	50,000.00	-37,692.61	24.62%
738-670 · Misc & Contributions	14,267.28	5,354.00	8,913.28	266.48%
738-671 · Interest Income				
671g · Interest Income General	7,063.50	7,300.00	-236.50	96.76%
Total 738-671 · Interest Income	7,063.50	7,300.00	-236.50	96.76%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	6,384,237.35	7,257,656.00	-873,418.65	87.97%
Gross Profit	6,384,237.35	7,257,656.00	-873,418.65	87.97%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,034,110.04	2,954,000.00	-919,889.96	68.86%
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)	160,231.73	250,000.00	-89,768.27	64.09%
Total 738-716 · Medical/Dental	169,855.23	274,600.00	-104,744.77	61.86%
738-717 · Life Ins / Disability	12,318.92	14,500.00	-2,181.08	84.96%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	2,265.22	7,000.00	-4,734.78	32.36%
738-720 · FICA / MC Taxes	158,585.54	226,000.00	-67,414.46	70.17%
738-721 · Retirement DC Plan (401a)	11,548.76	20,000.00	-8,451.24	57.74%
Total 738-715 · Fringe Benefits	480,829.34	670,100.00	-189,270.66	71.76%
738-722 · Supplies				
722t · Technology Supplies	5,274.15	27,200.00	-21,925.85	19.39%
738-727 · Office Supplies				
727a · General Office Supplies	2,467.89	8,500.00	-6,032.11	29.03%
727b · Printing & Copying Supplies	869.58	5,000.00	-4,130.42	17.39%
Total 738-727 · Office Supplies	3,337.47	13,500.00	-10,162.53	24.72%
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	3,811.44	17,700.00	-13,888.56	21.53%
725b · Tech Processing Supplies	7,132.22	22,000.00	-14,867.78	32.42%
Total 738-725 · Proc Library Supplies	10,943.66	39,700.00	-28,756.34	27.57%
738-726 · Community Relations Supplies	98.00	1,000.00	-902.00	9.80%
738-729 · Building Supplies	11,037.79	22,700.00	-11,662.21	48.63%
738-728 · Library Supplies- General - Other	12,228.08	13,000.00	-771.92	94.06%
Total 738-728 · Library Supplies- General	35,816.40	81,650.00	-45,833.60	43.87%
738-730 · Postage				
730b · Postage - Info Services	1,203.45	3,500.00	-2,296.55	34.38%

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
730c · Postage - Circulation Services	11.64	150.00	-138.36	7.76%
730j · Postage - Business Services	-1,119.05	2,725.00	-3,844.05	-41.07%
730m · Postage - Community Relations	4,348.00	27,245.00	-22,897.00	15.96%
Total 738-730 · Postage	4,444.04	33,620.00	-29,175.96	13.22%
738-732 · Janitorial Supplies	5,714.47	12,500.00	-6,785.53	45.72%
Total 738-722 · Supplies	54,586.53	168,470.00	-113,883.47	32.40%
738-740 · Library Materials				
738-741 · Books	110,649.96	238,954.00	-128,304.04	46.31%
738-744 · AV (Media)	58,770.10	116,300.00	-57,529.90	50.53%
738-747 · Services, Subscrip & Pre-proc	423,826.60	597,500.00	-173,673.40	70.93%
Total 738-740 · Library Materials	593,246.66	952,754.00	-359,507.34	62.27%
738-749 · Staff Book Account	-8.24	0.00	-8.24	100.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	753.14	5,000.00	-4,246.86	15.06%
738-733 · Bank Fees				
733g · Bank Fees General	52.54	1,000.00	-947.46	5.25%
Total 738-733 · Bank Fees	52.54	1,000.00	-947.46	5.25%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	109,235.73	154,600.00	-45,364.27	70.66%
808tp · Online Info - Tech Processing	22,470.00	24,600.00	-2,130.00	91.34%
Total 738-808 · Information Technology	131,705.73	179,200.00	-47,494.27	73.50%
738-809 · Programming-Community Relations				
809d · Community Programming	11,671.93	31,000.00	-19,328.07	37.65%
Total 738-809 · Programming-Community Relations	11,671.93	31,000.00	-19,328.07	37.65%
738-810 · Other Professional Services				
810a · Payroll	10,039.41	15,000.00	-4,960.59	66.93%
810b · Professional Services-Circ Srv	1,300.15	9,250.00	-7,949.85	14.06%
810j · Professional Services - Bus Srv	2,405.00	11,925.00	-9,520.00	20.17%
810m · Professional Services - Com Rel	33,160.00	44,900.00	-11,740.00	73.85%
Total 738-810 · Other Professional Services	46,904.56	81,075.00	-34,170.44	57.85%
738-812 · Legal	3,703.00	15,000.00	-11,297.00	24.69%
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	255.00	1,200.00	-945.00	21.25%
Total 738-814 · Membership Dues	12,804.67	18,850.00	-6,045.33	67.93%
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	223,736.12	358,950.00	-135,213.88	62.33%
738-850 · Communications	15,051.60	30,000.00	-14,948.40	50.17%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

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

	Jan - Sep 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.	6,213.34	8,000.00	-1,786.66	77.67%
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	2,824.00	5,100.00	-2,276.00	55.37%
861m · Conferences-Community Relations	4,621.76	5,500.00	-878.24	84.03%
Total 738-861 · Conferences (Incl.Registration)	25,415.36	50,700.00	-25,284.64	50.13%
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	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	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.	988.07	8,700.00	-7,711.93	11.36%
Total 738-860 · Travel	26,403.43	59,400.00	-32,996.57	44.45%
738-880 · Community Promotion				
880a · Marketing	3,034.37	13,800.00	-10,765.63	21.99%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
Total 738-880 · Community Promotion	3,293.76	16,200.00	-12,906.24	20.33%
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	93,471.76	150,000.00	-56,528.24	62.32%
738-922 · Gas	11,645.88	35,000.00	-23,354.12	33.27%
738-923 · Water	14,581.02	20,000.00	-5,418.98	72.91%
Total 738-920 · Utilities	119,698.66	205,000.00	-85,301.34	58.39%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	42,720.56	85,000.00	-42,279.44	50.26%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	18,037.57	42,950.00	-24,912.43	42.00%
Total 738-932 · Lawn & Grounds Maintenance	39,704.21	77,950.00	-38,245.79	50.94%
738-933 · Building Security	4,932.00	7,400.00	-2,468.00	66.65%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,119.85	2,900.00	-1,780.15	38.62%
934c · Misc. Contracts & Inspections	4,467.90	8,400.00	-3,932.10	53.19%
934g · HVAC Maintenance Contracts	0.00	17,600.00	-17,600.00	0.00%

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	5,587.75	28,900.00	-23,312.25	19.34%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	5,338.23	18,000.00	-12,661.77	29.66%
738-937 · Equipment Repairs	2,141.80	25,000.00	-22,858.20	8.57%
Total 738-930 · Maintenance & Repairs	100,634.55	243,200.00	-142,565.45	41.38%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	6,244.81	21,200.00	-14,955.19	29.46%
942 · Postage Meter - Pitney Bowes - Other	1,319.85	2,000.00	-680.15	65.99%
Total 942 · Postage Meter - Pitney Bowes	7,564.66	23,200.00	-15,635.34	32.61%
Total 738-940 · Rentals/Leases	7,564.66	23,200.00	-15,635.34	32.61%
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	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	630,682.00	-630,682.00	0.00%
Total Expense	4,229,023.53	7,257,656.00	-3,028,632.47	58.27%
Net Income	2,155,213.82	0.00	2,155,213.82	100.00%

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

Type	Date	Num	Name	Memo	Amount	Balance
000-004 Chase - Checking						5,091,851.00
General Journal	09/02/2020	1748	Paylocity Direct Deposits	Direct Deposits	-74,632.26	5,017,218.74
General Journal	09/02/2020	1748	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-27,637.34	4,989,581.40
Check	09/02/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 09/	-192.61	4,989,388.79
Transfer	09/02/2020			Funds Transfer - Payroll Date 09/02/2020	-1,031.52	4,988,357.27
Check	09/02/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,166.89	4,984,190.38
Check	09/02/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	4,984,065.38
Check	09/02/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-620.83	4,983,444.55
Deposit	09/09/2020			Deposit	57,609.28	5,041,053.83
Bill Pmt -Check	09/10/2020	51295	Miscellaneous Vendor-Programming	Katherine R. Willson: Introduction to DN/	-125.00	5,040,928.83
Bill Pmt -Check	09/10/2020	51296	AmazonBusiness	A265GG3U5ZD0HS	-722.65	5,040,206.18
Bill Pmt -Check	09/10/2020	51297	Arrow Office Supply	8-tag Big Tab dividers (6)...Copy Paper	-238.47	5,039,967.71
Bill Pmt -Check	09/10/2020	51298	Baker & Taylor (114)	L4271142	-32.37	5,039,935.34
Bill Pmt -Check	09/10/2020	51299	Baker & Taylor (510)	L417510	-2,808.93	5,037,126.41
Bill Pmt -Check	09/10/2020	51300	Baker & Taylor (530)	L417530	-1,289.42	5,035,836.99
Bill Pmt -Check	09/10/2020	51301	Baker & Taylor (787)	L4247872	-39.98	5,035,797.01
Bill Pmt -Check	09/10/2020	51302	Blue Care Network	Coverage 09/012020 - 09/30/2020	-16,712.75	5,019,084.26
Bill Pmt -Check	09/10/2020	51303	CAMFIL USA, Inc.	24x24x2 Filters for RTUs (25)	-404.25	5,018,680.01
Bill Pmt -Check	09/10/2020	51304	Canton Township - Benefits	Dental subscriber fees and claims paid	-3,645.10	5,015,034.91
Bill Pmt -Check	09/10/2020	51305	Clear Rate Communications	4893421	-690.42	5,014,344.49
Bill Pmt -Check	09/10/2020	51306	Everyday Edibles	Staff picnic food/delivery fees/gratuities	-768.60	5,013,575.89
Bill Pmt -Check	09/10/2020	51307	Gale/CENGAGE Learning	149473	-106.36	5,013,469.53
Bill Pmt -Check	09/10/2020	51308	Golden, Laurie	Mileage reimbursement: Prize Patrol 08/	-35.08	5,013,434.45
Bill Pmt -Check	09/10/2020	51309	Konica Minolta Business Solutions	Brother printer contract coverage 08/01/	-40.00	5,013,394.45
Bill Pmt -Check	09/10/2020	51310	Kuchta, Carol	Vision claim reimbursement: C. Kuchta	-121.22	5,013,273.23
Bill Pmt -Check	09/10/2020	51311	McHugh, Deborah	Mileage & copies/prints reimbursement	-96.37	5,013,176.86
Bill Pmt -Check	09/10/2020	51312	Midwest Tape		-1,231.22	5,011,945.64
Bill Pmt -Check	09/10/2020	51313	Miscellaneous Vendor	Timothy Carson: COVID-19: Face shields (-156.60	5,011,789.04
Bill Pmt -Check	09/10/2020	51314	Miscellaneous Vendor-ILL/MEL	William P Faust Public Library: Spanish fo	-29.99	5,011,759.05
Bill Pmt -Check	09/10/2020	51315	Miscellaneous Vendor-Programming	Valerie Wilson: Vegan cooking online pro	-200.00	5,011,559.05
Bill Pmt -Check	09/10/2020	51316	OverDrive, Inc.	0721-1001	-4,499.26	5,007,059.79
Bill Pmt -Check	09/10/2020	51317	Pitney Bowes	0012684488	-439.95	5,006,619.84
Bill Pmt -Check	09/10/2020	51318	Plymouth Community Chamber of Comm	Plymouth Community Chamber of Comm	-250.00	5,006,369.84
Bill Pmt -Check	09/10/2020	51319	Reliable Landscaping, Inc.	Remove tree...weekly lawn care	-2,384.00	5,003,985.84
Bill Pmt -Check	09/10/2020	51320	Sawa Books	A New Dress for Eid...Zoumerda in Dama:	-588.47	5,003,397.37

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/10/2020	51321	Sen Source Inc.	3D Stereo video sensor (1)...Installation r	-1,062.00	5,002,335.37
Bill Pmt -Check	09/10/2020	51322	ShredCorp	Scheduled shredding	-55.00	5,002,280.37
Bill Pmt -Check	09/10/2020	51323	Sonitrol Tri County	Quarterly monitoring service 10/01/202C	-1,233.00	5,001,047.37
Bill Pmt -Check	09/10/2020	51324	Visnaw, John III	Vision claim reimbursement: J. Visnaw	-144.00	5,000,903.37
Bill Pmt -Check	09/10/2020	51325	Ann Arbor Cleaning Supply Co.	Janitorial supplies	-395.00	5,000,508.37
Bill Pmt -Check	09/10/2020	51326	Associated Newspapers	Legal ad for budget hearing	-49.37	5,000,459.00
Bill Pmt -Check	09/10/2020	51327	CDW-G	3280777	-18,249.00	4,982,210.00
Bill Pmt -Check	09/10/2020	51328	Ehrlich	14383673	-88.00	4,982,122.00
Check	09/10/2020	51329	Chase Visa	Visa - Statement 09/02/2020	-2,387.25	4,979,734.75
Bill Pmt -Check	09/14/2020	51330	D.K. Agencies (P) LTD.	Abhiyaan-Gujarati...Swati-Telugu (weekly	-2,021.00	4,977,713.75
Check	09/16/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 09/	-190.70	4,977,523.05
General Journal	09/16/2020	1751	Paylocity Direct Deposits	Direct Deposits	-72,989.27	4,904,533.78
General Journal	09/16/2020	1751	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-26,566.74	4,877,967.04
Transfer	09/16/2020			Funds Transfer - Payroll Date 09/16/202C	-1,031.52	4,876,935.52
Check	09/16/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,166.89	4,872,768.63
Check	09/16/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,872,643.63
Check	09/16/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-620.83	4,872,022.80
Bill Pmt -Check	09/16/2020	51331	DTE Energy	1893-232-0001-5	-13,373.04	4,858,649.76
Bill Pmt -Check	09/16/2020	51332	Konica Minolta Business Solutions	Copy charges 08/01/2020 - 08/31/2020	-295.34	4,858,354.42
Bill Pmt -Check	09/16/2020	51333	Sun Life Assurance Company of Canada	Monthly charges - October	-1,197.83	4,857,156.59
Bill Pmt -Check	09/24/2020	51335	AmazonBusiness	A265GG3U5ZD0HS	-694.42	4,856,462.17
Bill Pmt -Check	09/24/2020	51336	AT&T Mobility (Cingular Wireless)	831922095	-181.25	4,856,280.92
Bill Pmt -Check	09/24/2020	51337	Baker & Taylor (054)	00100054	-362.65	4,855,918.27
Bill Pmt -Check	09/24/2020	51338	Baker & Taylor (114)	L4271142	-11.80	4,855,906.47
Bill Pmt -Check	09/24/2020	51339	Baker & Taylor (180)	L438180	-380.07	4,855,526.40
Bill Pmt -Check	09/24/2020	51340	Baker & Taylor (510)	L417510	-3,000.87	4,852,525.53
Bill Pmt -Check	09/24/2020	51341	Baker & Taylor (520)	L417520	-1,553.99	4,850,971.54
Bill Pmt -Check	09/24/2020	51342	Baker & Taylor (530)	L417530	-5,873.68	4,845,097.86
Bill Pmt -Check	09/24/2020	51343	bibliotheca, LLC.		-6,459.01	4,838,638.85
Bill Pmt -Check	09/24/2020	51344	Blue Care Network	Coverage 10/01/2020 - 10/31/2020	-21,638.87	4,816,999.98
Bill Pmt -Check	09/24/2020	51345	Comic City	Comics: 19 teen 3 juvenile	-92.78	4,816,907.20
Bill Pmt -Check	09/24/2020	51346	Crimson Multimedia Distribution, Inc.		-4,548.60	4,812,358.60
Bill Pmt -Check	09/24/2020	51347	Ehrlich	14383673	-218.00	4,812,140.60
Bill Pmt -Check	09/24/2020	51348	Fish Doctors	Maintenance fee...15 gallons RO water	-100.49	4,812,040.11
Bill Pmt -Check	09/24/2020	51349	Foster, Swift, Collins & Smith	Review/Correspond regarding FMLA and	-399.00	4,811,641.11

9:53 AM
 10/05/20
 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/24/2020	51350	Gale/CENGAGE Learning	149473	-523.02	4,811,118.09
Bill Pmt -Check	09/24/2020	51351	Jones, Whitney	Mileage reimbursement...Conference exp	-244.90	4,810,873.19
Bill Pmt -Check	09/24/2020	51352	Konica Minolta Premier Finance	Monthly contract payment - September	-266.06	4,810,607.13
Bill Pmt -Check	09/24/2020	51353	Long Mechanical/Plumbing	Checked and repaired backup boiler for l	-451.00	4,810,156.13
Bill Pmt -Check	09/24/2020	51354	Look See Associates, Inc.	Strategic plan research project (Senior Pl	-4,000.00	4,806,156.13
Bill Pmt -Check	09/24/2020	51355	Metro Net Library Consortium, Inc.	BookFlix subscription 10/01/2020 - 09/30	-2,529.00	4,803,627.13
Bill Pmt -Check	09/24/2020	51356	Michigan Library Association	MLA annual memberships: L. Golden...A.	-488.32	4,803,138.81
Bill Pmt -Check	09/24/2020	51357	Midwest Tape		-1,559.71	4,801,579.10
Bill Pmt -Check	09/24/2020	51358	Miscellaneous Patron - Refunds	Xia Long: Refund for SAT Subject Test Che	-16.99	4,801,562.11
Bill Pmt -Check	09/24/2020	51359	Miscellaneous Vendor	Biweekly snacks for staff	-24.87	4,801,537.24
Bill Pmt -Check	09/24/2020	51360	Miscellaneous Vendor-Programming	Jim Gill, Inc: Jim Gill's Video Concert of M	-1,000.00	4,800,537.24
Bill Pmt -Check	09/24/2020	51361	NorthStar Mat Service	Contractual mat service	-110.96	4,800,426.28
Bill Pmt -Check	09/24/2020	51362	OverDrive, Inc.	0721-1001	-8,585.39	4,791,840.89
Bill Pmt -Check	09/24/2020	51363	Petty Cash	Stellar Staff awards replenishment	-1,090.00	4,790,750.89
Bill Pmt -Check	09/24/2020	51364	Uline	CD Mailers 50/8400 (100)...8x7x2 literatu	-153.09	4,790,597.80
Bill Pmt -Check	09/24/2020	51365	Unique Management Services	Placements - August	-396.90	4,790,200.90
Bill Pmt -Check	09/24/2020	51366	Allied Communication	Repair of MITEL voicemail system	-3,238.00	4,786,962.90
Bill Pmt -Check	09/24/2020	51367	Engie Services U.S. Inc	Window...Hot water pump PO 35209	-64,373.30	4,722,589.60
Bill Pmt -Check	09/24/2020	51368	Miscellaneous Patron - Refunds	Annegret Saintonge: Refund for Women	-24.90	4,722,564.70
Bill Pmt -Check	09/24/2020	51369	Scholastic Inc	2192927	-169.08	4,722,395.62
Bill Pmt -Check	09/25/2020	51370	West Group Payment Center	West Complete Library Sub 09/01/2020 -	-238.98	4,722,156.64
Transfer	09/30/2020			Funds Transfer - Payroll Date 09/30/2020	-1,031.52	4,721,125.12
Check	09/30/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,166.89	4,716,958.23
Check	09/30/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,716,833.23
Check	09/30/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-620.83	4,716,212.40
Check	09/30/2020	EFT	MERS - Pension	Pension Deductions for Month of Septem	-6,891.05	4,709,321.35
Check	09/30/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 09/	-768.52	4,708,552.83
General Journal	09/30/2020	1752	Paylocity Direct Deposits	Direct Deposits	-76,858.62	4,631,694.21
General Journal	09/30/2020	1752	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,461.28	4,603,232.93
Deposit	09/30/2020			Deposit	2,006.38	4,605,239.31
Total 000-004 · Chase - Checking					-486,611.69	4,605,239.31
TOTAL					-486,611.69	4,605,239.31

Director's Report

October 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 is about half of what we typically see (63,910 for August 2020 vs. 131,439 in August 2019). For September 2020:

- Brainfuse online tutoring had 180 sessions total (JobNow and HelpNow)
- Hoopla had 9,377 checkouts
- Kanopy had 737 plays
- RBDigital emagazines had 2,656 checkouts
- OverDrive/Libby had 8,862 checkouts
- CloudLibrary had 1,165 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.

Presently

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 have started with 50 patrons and will adjust up 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 are 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.

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; patrons are wearing masks and keeping their visits short. We do remind folks to pull their masks up if they fall, and they have done so. Everyone is excited to be back in the library for browsing. 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. Foster Swift, our legal counsel, has advised that we should wait for the federal courts to issue their ruling based on the Michigan Supreme Court opinion, and in the interim, our board-approved Pandemic Policy remains in effect. So we have been proceeding as we have been. The Michigan Department of Health and Human Services and the Michigan Department of Occupational Health and Safety have issued regulations that mirror some of the EO provisions, and our Pandemic Policy already notes that we will abide by federal, state, or local laws and regulations, so we are covered for now.

Looking Ahead

I will keep you posted on developments regarding the Governor’s Executive Orders as well as any other concerns that may arise leading up to the election and immediately after.

As always, we are proceeding cautiously, and will monitor safety, case counts, compliance with our policies, and staffing levels as each service is rolled out before determining whether to expand services further. If warranted, we will roll back our services. I am very pleased with our patrons and my coworkers, all of whom have 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 projections of a sharp increase in coronavirus cases in the last quarter of the year 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.

2. This month you will approve the 3rd Quarter Budget Amendment. We are recognizing additional revenues received in excess of budget, and lowering expected revenues in several line items due to revenue losses during our closure. We are still looking at a balanced budget for the year, and you will see a 4th Quarter Budget Amendment at your last meeting of the year in December.
3. Also this month, you will vote to approve a resolution to accept the MERS Agreement Addendum and authorize me to execute the Agreement. MERS has made updates to the Agreement for all of their members, which codifies certain plan choices. Putting them in the Agreement clarifies the options and selections for all participants. There is no change to our plan; our plan remains closed to new hires, and the choices indicated in the Addendum reflect our current choices. Legal has reviewed the Addendum and recommends approval. The resolution, if approved, also authorizes me to sign and execute the Addendum.
4. I do not at this time know whether your November meeting will be in-person or remote or hybrid. I will keep you updated as details shake out. For the new and returning board members, please note that you must make a sworn oath of office with Township Clerk Michael Siegrist after the election and before the November board meeting—so, between November 4 and the start of the board meeting on November 19. This includes not just new members, but also incumbents. I will send you the Clerk's information so that you can make an appointment to take the oath and sign the affidavit.
5. In personnel news, we wished "farewell" to several library staff since the September board meeting: Information Services Librarian Carol Kuchta; Circulation Services Page Tim Schoening; Community Relations Communications Specialist Karen Hain; Information Services Substitute Librarian Ophelia Lo; and Circulation Services On-Call Page Salam Habhab.
6. Jim Pletz, the Director of The Library Network, our library cooperative, has retired, and the TLN Board unanimously voted to extend an offer to Steven Bowers, who started October 5. Steve was previously the Associate Dean at the Wayne State University Libraries, and the Director of the DALNET Cooperative before that. I know Steve from Michigan Library Association work, and I think he'll be a great asset.

Respectfully submitted,
Eva Davis

Canton Public Library

Budget Amendment Summary - 2020 - 3rd Quarter

PROPOSED:

10/15/2020

GL Account # - Name	Sub Account Detail	Increase (Decrease)	Original \$	Amended \$	Note: to/from Acct #
REVENUE					
403 - PROPERTY TAXES		483	6,203,502	6,203,985	
	<i>increase to recognize amount received in excess of budget</i>				
566 - STATE AID TO LIBRARIES		7,191	65,000	72,191	
	<i>increase to recognize funds received in excess of budget</i>				
613 - PHOTOCOPY FEES		(31,000)	45,000	14,000	
	<i>decrease due to collecting less caused by COVID-19</i>				
615 - REPLACEMENT - BOOKS/AV		(4,500)	9,500	5,000	
	<i>decrease due to collecting less caused by COVID-19</i>				
656 - PENAL FINES		(5,100)	61,000	55,900	
	<i>decrease due to collecting less caused by COVID-19</i>				
664 - OVERDUE FINES		(36,500)	50,000	13,500	
	<i>decrease due to collecting less caused by COVID-19</i>				
670 - MISC & CONTRIBUTIONS		8,913	5,354	14,267	
	<i>increase to recognize funds received for CPL Book Purchase Enrichment Fund, DTE energy efficiency program for systems control and collection fees</i>				
671 - INTEREST INCOME		(125)	7,300	7,175	
	<i>decrease due to lower interest rates and turning off hybrid feature on checking account because of low ECR caused by COVID</i>				
676 - VENDING COMMISSION		(3,500)	6,000	2,500	
	<i>decrease due to collecting less caused by COVID-19</i>				
677 - MEETING ROOM RENTAL		(400)	500	100	
	<i>decrease due to not renting due to COVID-19</i>				
TOTAL REVENUE	(64,538)	(64,538)	-	(64,538)	
EXPENDITURE					
722 - SUPPLIES		2,500	168,470	170,970	
	<i>increase due to COVID-19</i>				
740 - LIBRARY MATERIALS		546	952,754	953,300	
	<i>CPL book purchase enrichment fund and reallocate within materials accounts</i>				
801 - PROFESSIONAL & Contractual		2,000	358,950	360,950	
	<i>Increase due to low earnings credit rate used for charges on analysis statement</i>				
999 - RESERVE/CONTINGENCY		(69,584)	630,682	561,098	
	<i>decrease due to COVID-19</i>				
TOTAL EXPENSE	(64,538)	(64,538)	-	(64,538)	

Canton Public Library

2020 Proposed 3rd Quarter Budget Amendment (Motion 20/10-15-x)

	99% Collection 1.4851 Millage Approved 2020 Budget 2nd Qtrtr Amendment	99% Collection 1.4851 Millage Proposed 2020 Budget 3rd Qtrtr Amendment
Income		
738-403 · Property Taxes	\$ 6,203,502	\$ 6,203,985
738-566 · State Aid to Libraries	65,000	72,191
738-613 · Photocopy Fees	45,000	14,000
738-615 · Replacement - Books/ AV	9,500	5,000
738-656 · Penal Fines	61,000	55,900
738-664 · Overdue Fines	50,000	13,500
738-670 · Misc & Contributions	5,354	14,267
738-671 · Interest Income	7,300	7,175
738-676 · Vending Commission	6,000	2,500
738-677 · Meeting Room Rental	500	100
Total Income	6,453,156	6,388,618
738-692 · Use of Fund Balance	804,500	804,500
Total Income plus Use of Fund Balance	\$ 7,257,656	\$ 7,193,118
Expense		
738-693 · Endowment Transfers	\$ 500	\$ 500
738-702 · Salaries & Wages	2,954,000	2,954,000
738-715 · Fringe Benefits	670,100	670,100
738-722 · Supplies	168,470	170,970
738-740 · Library Materials	952,754	953,300
738-749 · Staff Book Account	-	-
738-801 · Professional & Contractual	358,950	360,950
738-850 · Communications	30,000	30,000
738-860 · Travel	59,400	59,400
738-880 · Community Promotion	16,200	16,200
738-900 · Printing	60,100	60,100
738-910 · Insurance	70,100	70,100
738-920 · Utilities	205,000	205,000
738-930 · Maintenance & Repairs	243,200	243,200
738-940 · Rentals/Leases	23,200	23,200
738-976 · Building Improvements	9,000	9,000
738-977 · Capital Outlay	804,500	804,500
738-996 · Property Tax Refunds	1,500	1,500
738-999 · Reserve / Contingency	630,682	561,098
Total Expense	\$ 7,257,656	\$ 7,193,118
Beginning Fund Balance (assigned for capital + unassigned)	\$ 3,425,895	\$ 3,425,895
Use of Fund Balance	(804,500)	(804,500)
Annual Fund Balance Change (Reserve/Contingency)	630,682	561,098
Anticipated Ending Fund Balance (assigned for capital + unassigned)	\$ 3,252,077	\$ 3,182,493

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Canton Pub Lib

Municipality number 823201

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 82320107

Division name on file with MERS General

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Canton Pub Lib

DIV: 82320107

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>37.5</u> per <u>week</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Canton Pub Lib

DIV: 82320107

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

135 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Canton Pub Lib

DIV: 82320107

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Canton Pub Lib

DIV: 82320107

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Canton Pub Lib

DIV: 82320107

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Canton Public Library

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

CANTON PUBLIC LIBRARY

**RESOLUTION TO APPROVE MERS DEFINED BENEFIT
PLAN ADOPTION AGREEMENT ADDENDUM**

At a meeting of the Library Board of the Canton Public Library ("Library Board"), Wayne County, Michigan, held electronically on the 15th day of October, 2020 at 7:30 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the Canton Public Library is a township library established pursuant to 1877 PA 164;

WHEREAS, the Library previously entered into a MERS Defined Benefit Plan Adoption Agreement; and

WHEREAS, the Library desires to adopt the MERS Defined Benefit Plan Adoption Agreement Addendum ("Addendum")

WHEREAS, it is necessary and appropriate for the Library Board to adopt the Addendum.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That the MERS Defined Benefit Plan Adoption Agreement Addendum ("Addendum") is adopted effective as indicated therein; and
2. That the Director is authorized to execute the Addendum and any other documents that are necessary to implement the foregoing resolution.
3. All resolutions or motions and parts of resolutions or motions in conflict with this Resolution are hereby repealed to the extent of such conflict.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss.
COUNTY OF WAYNE)

I, the undersigned, the duly qualified and acting Secretary of the Canton Public Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the _____ day of _____, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.



Library Board Secretary

21912:00001:5043890-2