

BS/Board/Library Board Meetings/Lib Board Packets: (02/2011)



Library Board of Trustees Meeting Agenda

CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
April 15, 2021

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of Agenda 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of General Meeting Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders	<ul style="list-style-type: none"> • None 	
New Business Discussion Item Action Item 21/4-15-1 Action Item 21/4-15-2 Discussion Item	<ul style="list-style-type: none"> • 2020 Audit Presentation (Plante Moran) • Accept 2020 Audit as Presented • Approve 1st Quarter Budget Amendment • 2022 Budget Discussion — expenditures <ul style="list-style-type: none"> ○ Salaries — review library recommendation, determine initial assumption for 1st draft budget 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

March 18, 2021 – 7:30 PM

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:31 PM. *(Due to technical difficulties, portions of the meeting were not recorded.)*

Present: (participating remotely from Chicago, IL) N. Eggenberger; (participating remotely from Canton, MI) M. Farell, A. Iqbal, J. Lee, A. Watts; C. Spas

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (K. Bounds, L. Fawcett, J. Ford, L. Golden, M. Hathaway, S. Kennedy, E. Komarnicki, C. Luketich, D. McHugh, K. Minshall, M. Nicholson, R. Noble, T. Scott, C. Swanberg) – None

APPROVAL OF AGENDA

The agenda was approved as amended.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 21/3-18-1 (6-0-0)

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

COMMUNICATIONS — None

DIRECTOR'S REPORT

At the end of February, the library was 17% of the way through the new fiscal year. On the revenue side, the majority of property tax income has been received and is trending high, but will fall into line as the year progresses. Penal fines will not be received until August/September and the first of two State Aid to Libraries payments should be received in April/May. Miscellaneous & Contributions is trending high due to a number of generous donations. Vending commissions and Meeting Room Rentals are at zero, due to COVID.

On the expenditure side, some areas are trending higher than 17% but will fall in line over the course of the year: Fringe Benefits (due to the bulk annual payment made to MERS to fund the pension plan); Professional & Contractual (due mainly to annual IT-related licenses and contracts that are due for payment early in the year); and Insurance, which must be paid at the beginning of the year. Although Property Tax Refunds are trending higher than 17%, they are still in line with what was budgeted.

Business Services Department Head Marian Nicholson and HR Specialist Shipra Sharma are getting details on the newly passed American Rescue Act and its impact on the FFCRA and EFMLA. They anticipate guidance on implementation from the Department of Labor by April 1st.

Library Giving Day is Wednesday, April 7 and the Friends of the Library have agreed to a public match challenge up to \$5,000.

Personal Identification Numbers (PINs) for all library accounts will be required effective April 29. PINs may be from 7-13 digits, and the library will initially pre-populate all accounts with the account holder's birthdate (mm/dd/yyyy). A publicity push via the newsletter, the CPL website and social media accounts will be forthcoming.

The heavy equipment in the front west parking lot is for budgeted Concrete curb and sidewalk repairs. Since the cost will exceed \$5,000 it is now considered a capital replacement rather than a building improvement. A request to move the money within the budget will appear in the 1st Quarter Budget Amendment in April.

Outdoor Storytime will resume in mid-April for a five week session, weather permitting.

This Saturday (March 20) is the International Day of Happiness; we will celebrate it with serendipitous programs and giveaways.

Director Eva Davis thanked Community Relations Department Head Laurie Golden, Program Librarian Nichole Welz and the Community Relations department staff; and Information Services Manager Jack Visnaw and the Youth librarian staff for their work in offering virtual programming to 1st Grade students and teachers in Canton's public, private and charter schools for March is Reading Month. She also recognized the Friends of the Library for their generosity in donating 1000 coupons for free books from Secondhand Prose Used Bookstore for the first graders.

E. Davis and L. Golden have been contacted by WDET Radio to collaborate with them and other community partners to provide material for a "Canton during COVID" series.

Since Davis is a co-Chair of the Canton Coalition for Inclusive Communities, she has been asked to serve as the Chair of its proposed new Citizens' Oversight and Transparency subcommittee. The coalition has applied for a grant for the new subcommittee and their proposal will be presented to the Canton Township Board of Trustees on Tuesday, March 23rd.

The library administration is looking seriously at increasing patron capacity to 75 (from 50), after several consecutive Sundays when the 50-person limit was reached and patrons were forced to wait outside until other patrons left the building.

Plymouth District Library Director Carol Souchock is retiring at the end of April and one of their library board trustees reached out to Davis to discuss the situation with her. Davis, in her role as a neighbor and a current Plymouth resident, offered her assistance in drafting a job description, vetting candidates, etc. Davis broached with the Canton Public Library Board of Trustees a possible district library venture, involving Plymouth Township, the City of Plymouth and Canton Township, as this would be the time to have Board Chair Nancy Eggenberger discuss this with her Plymouth District Library counterpart. The Canton Public Library Board Trustees were uninterested in pursuing the matter.

TRUSTEE COMMENTS — Board Chair Nancy Eggenberger recommended that the new trustees reach out to Director Davis if they had any questions regarding any aspect of the financial statements or the budget.

COMMITTEE REPORTS — None

NEW BUSINESS

PULSE Project Presentation: Senior Residents — Several members of the interdepartmental committee in turn presented the results of an almost yearlong project to discover and meet the short term needs of the fastest growing segment of the Canton Township population: residents aged 65 years+. Using design thinking, the committee's goal was to research; explore and define; imagine; and evolve services, programs, accessibility and collections for the senior population. The resultant research will have value and application beyond the pandemic, and the library will be sharing what has been learned with our partners in the community.

The board members were unanimous in their praise for the committee's work and presentation. Davis thanked the presenters (L. Golden; Program Librarian Laura Fawcett; Librarian Tara Scott; and Communication Specialist Kaitlyn Minshall) and other members of the committee (Librarians Kori Kasara and Amy Lee and Research Strategist Susan Kennedy of Look See) for their hard work.

UNFINISHED BUSINESS & GENERAL ORDERS

Update on Phased Reopening — We are still operating at a slow and steady pace. Curbside service is now available all hours that the library is open, and while an increase in patron capacity is under consideration, it is still manageable on all days other than Sunday.

Fines Elimination — After reflecting on the report submitted by Circulation Services Department Head Kat Bounds at the February meeting and the possibility of eliminating fines for certain collections (like juvenile books), the board indicated their wish to retain the current policy at this time.

Approval of Phase II Facilities Project — Rooftop Units and Roof Replacement in 2021, not to exceed \$1,075,000 — Trustee Jasmine Lee questioned the roles of Sustainable Energy Engineering (SEE) and Intertek. Davis explained that SEE would be engineering/project managing the Phase II Facilities project, and Intertek was the firm that had performed an independent analysis of the scope of work required for the roof replacement portion of the project.

A. Watts moved and J. Lee supported a motion to approve the Phase II Facilities Project — Rooftop Units and Roof Replacement in 2021, not to exceed \$1,075,000.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farrell, A. Iqbal, J. Lee, C. Spas, A. Watts

No: None

Abstain: None

The motion passed unanimously 21/3-18-2 (6-0-0)

NEW BUSINESS

Approval of BiblioCommons Recommendation for Content Management System expenditure in 2021:

Website, Catalog and Events — Information Technology Department Head Rudie Noble briefly touched on points detailed in the Discovery Layer Recommendation document provided to the board, including the reasons why now is the time to leave the end-of-life Drupal platform for BiblioCommons. He thanked the multi-department committee (K. Bounds; Collection Specialist Lisa Craig; Circulation Supervisor Gale Forster; L. Golden; Adult Librarian Manager Megan Hathaway; Web Resources Specialist Courtney Luketich; Technician Tim Sills; Systems Administrator Carl Swanberg; and Youth Librarian Manager Jack Visnaw) for all of their efforts.

Trustee Lee questioned BiblioCommons representative Eric Komarnicki on contractual language regarding fees. Davis said that the library's attorney had vetted the contract and made several suggested changes, which BiblioCommons had incorporated into the contract being presented.

The board expressed their appreciation for the depth of information provided regarding the proposal.

A. Watts moved and J. Lee supported a motion to approve the recommendation of BiblioCommons for the Content Management System expenditure in 2021 for the website, catalog and events.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas, A. Watts

No: None

Abstain: None

The motion passed unanimously 21/3-18-3 (6-0-0)

2022 Budget Discussion — Expenditures

Healthcare plan coverage discussion — discuss expanding coverage to fully comply with Patient

Protection and Affordable Care Act (PPACA) — M. Nicholson revisited the basics of the PPACA. After a brief discussion, the board opted to retain the current policy regarding healthcare plan coverage for employees.

CALL TO AUDIENCE — None

ADJOURN

The meeting was adjourned at 9:37 PM.



Amy Watts, Secretary-Treasurer

2:37 PM
04/05/21
Accrual Basis

Canton Public Library
Balance Sheet
As of March 31, 2021

	<u>Feb 28, 21</u>	<u>Mar 31, 21</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	7,752,914.35	8,268,658.22
000-013 · JPMorgan Chase- Credit Card	6,010.85	5,212.51
000-014 · Medical Reimbsmt (BasicFlex)	11,573.73	13,618.46
000-016 · Chase - High Yield Savings	997,702.77	997,711.12
Total Checking/Savings	<u>8,768,201.70</u>	<u>9,285,200.31</u>
Total Current Assets	<u>8,768,201.70</u>	<u>9,285,200.31</u>
TOTAL ASSETS	<u>8,768,201.70</u>	<u>9,285,200.31</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	71,651.74	135,498.42
Total Accounts Payable	<u>71,651.74</u>	<u>135,498.42</u>
Credit Cards		
000-208 · Chase - Visa 3651	6,623.66	3,462.11
Total Credit Cards	<u>6,623.66</u>	<u>3,462.11</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	3,901.55	8,795.48
229e · Misc. Grants & Donations	1,208.71	2,208.71
Total 000-229 · Grants/Donations-Restricted Use	<u>5,110.26</u>	<u>11,004.19</u>
000-235 · Pension Deduction	0.00	2,068.36
000-237 · Medical Saving Deduction MedFSA	3,246.33	5,291.06
Total Other Current Liabilities	<u>8,356.59</u>	<u>18,363.61</u>
Total Current Liabilities	<u>86,631.99</u>	<u>157,324.14</u>
Total Liabilities	<u>86,631.99</u>	<u>157,324.14</u>
Equity		
000-390 · General Fund Balance	4,337,699.10	4,337,699.10
Net Income	4,343,870.61	4,790,177.07
Total Equity	<u>8,681,569.71</u>	<u>9,127,876.17</u>
TOTAL LIABILITIES & EQUITY	<u>8,768,201.70</u>	<u>9,285,200.31</u>

Canton Public Library
Profit & Loss Budget vs. Actual
as of March 31, 2021

	Jan - Mar 21	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,319,670.46	6,137,000.00	182,670.46	102.98%
738-566 · State Aid to Libraries	0.00	48,750.00	-48,750.00	0.00%
738-613 · Photocopy Fees	4,457.15	45,000.00	-40,542.85	9.91%
738-615 · Replacement - Books/ AV	1,778.82	9,500.00	-7,721.18	18.72%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	5,146.95	30,000.00	-24,853.05	17.16%
738-670 · Misc & Contributions	3,394.27	1,000.00	2,394.27	339.43%
738-671 · Interest Income	56.62	5,000.00	-4,943.38	1.13%
738-676 · Vending Commission	0.00	6,000.00	-6,000.00	0.00%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
Total Income	<u>6,334,504.27</u>	<u>6,328,500.00</u>	<u>6,004.27</u>	<u>100.10%</u>
Gross Profit	6,334,504.27	6,328,500.00	6,004.27	100.10%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	626,888.57	2,975,000.00	-2,348,111.43	21.07%
738-715 · Fringe Benefits	244,817.99	626,500.00	-381,682.01	39.08%
738-722 · Supplies	12,115.65	164,950.00	-152,834.35	7.35%
738-740 · Library Materials	263,139.62	950,000.00	-686,860.38	27.70%
738-801 · Professional & Contractual	197,644.42	408,930.00	-211,285.58	48.33%
738-850 · Communications	5,412.11	32,700.00	-27,287.89	16.55%
738-860 · Travel	2,418.84	41,650.00	-39,231.16	5.81%
738-880 · Community Promotion	2,058.70	26,200.00	-24,141.30	7.86%
738-900 · Printing	1,818.75	52,900.00	-51,081.25	3.44%
738-910 · Insurance	49,544.00	60,500.00	-10,956.00	81.89%
738-920 · Utilities	34,465.06	203,000.00	-168,534.94	16.98%
738-930 · Maintenance & Repairs	27,370.09	248,350.00	-220,979.91	11.02%
738-940 · Rentals/Leases	1,989.57	17,400.00	-15,410.43	11.43%
738-976 · Building Improvements	0.00	15,000.00	-15,000.00	0.00%
738-977 · Capital Outlay	73,537.20	1,087,600.00	-1,014,062.80	6.76%
738-996 · Property Tax Refunds	1,106.63	1,500.00	-393.37	73.78%
Total Expense	<u>1,544,327.20</u>	<u>6,912,680.00</u>	<u>-5,368,352.80</u>	<u>22.34%</u>
Net Change in Fund Balance	4,790,177.07	-584,180.00	5,374,357.07	-819.98%
Fund Balance - Beginning of year	3,425,895.40	3,425,895.00		
Fund Balance - End of year	<u>8,216,072.47</u>	<u>2,841,715.00</u>		

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Profit & Loss Budget vs. Actual
as of March 31, 2021

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Income				
738-403 · Property Taxes	6,319,670.46	6,137,000.00	182,670.46	102.98%
738-566 · State Aid to Libraries	0.00	48,750.00	-48,750.00	0.00%
738-613 · Photocopy Fees	4,457.15	45,000.00	-40,542.85	9.91%
738-615 · Replacement - Books/ AV	1,778.82	9,500.00	-7,721.18	18.72%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	5,146.95	30,000.00	-24,853.05	17.16%
738-670 · Misc & Contributions	3,394.27	1,000.00	2,394.27	339.43%
738-671 · Interest Income				
671g · Interest Income General	56.62	5,000.00	-4,943.38	1.13%
Total 738-671 · Interest Income	56.62	5,000.00	-4,943.38	1.13%
738-676 · Vending Commission	0.00	6,000.00	-6,000.00	0.00%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
Total Income	6,334,504.27	6,328,500.00	6,004.27	100.10%
Gross Profit	6,334,504.27	6,328,500.00	6,004.27	100.10%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	626,888.57	2,975,000.00	-2,348,111.43	21.07%
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	0.00	21,400.00	-21,400.00	0.00%
716m · Medical (BCN)	55,936.13	195,000.00	-139,063.87	28.69%
Total 738-716 · Medical/Dental	55,936.13	220,000.00	-164,063.87	25.43%
738-717 · Life Ins / Disability	4,410.99	15,500.00	-11,089.01	28.46%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	400.00	7,000.00	-6,600.00	5.71%
738-720 · FICA / MC Taxes	52,351.07	228,000.00	-175,648.93	22.96%
738-721 · Retirement DC Plan (401a)	5,464.13	28,000.00	-22,535.87	19.52%
Total 738-715 · Fringe Benefits	244,817.99	626,500.00	-381,682.01	39.08%
738-722 · Supplies				
722t · Technology Supplies	3,463.18	23,200.00	-19,736.82	14.93%
738-727 · Office Supplies				
727a · General Office Supplies	1,162.92	8,500.00	-7,337.08	13.68%
727b · Printing & Copying Supplies	315.38	4,000.00	-3,684.62	7.89%
Total 738-727 · Office Supplies	1,478.30	12,500.00	-11,021.70	11.83%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	36.47	6,000.00	-5,963.53	0.61%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	395.38	17,515.00	-17,119.62	2.26%
725b · Tech Processing Supplies	1,417.84	20,000.00	-18,582.16	7.09%
Total 738-725 · Proc Library Supplies	1,813.22	37,515.00	-35,701.78	4.83%
738-726 · Community Relations Supplies	263.63	1,000.00	-736.37	26.36%
738-729 · Building Supplies	1,982.99	21,000.00	-19,017.01	9.44%
738-728 · Library Supplies- General - Other	1,295.15	12,000.00	-10,704.85	10.79%
Total 738-728 · Library Supplies- General	5,391.46	77,515.00	-72,123.54	6.96%
738-730 · Postage				
730b · Postage - Info Services	510.40	5,000.00	-4,489.60	10.21%
730c · Postage - Circulation Services	0.00	150.00	-150.00	0.00%
730j · Postage - Business Services	-528.29	2,825.00	-3,353.29	-18.70%
730m · Postage - Community Relations	235.00	29,260.00	-29,025.00	0.80%
Total 738-730 · Postage	217.11	37,235.00	-37,017.89	0.58%
738-732 · Janitorial Supplies	1,565.60	14,500.00	-12,934.40	10.80%
Total 738-722 · Supplies	12,115.65	164,950.00	-152,834.35	7.35%
738-740 · Library Materials				
738-741 · Books	37,637.87	236,170.00	-198,532.13	15.94%
738-744 · AV (Media)	16,364.26	111,000.00	-94,635.74	14.74%
738-747 · Services, Subscrip & Pre-proc	209,137.49	602,830.00	-393,692.51	34.69%
Total 738-740 · Library Materials	263,139.62	950,000.00	-686,860.38	27.70%
738-801 · Professional & Contractual				

Canton Public Library
Profit & Loss Budget vs. Actual
as of March 31, 2021

	Jan - Mar 21	Budget	\$ Over Budget	% of Budget
738-731 · Credit Card Fees	221.67	5,000.00	-4,778.33	4.43%
738-733 · Bank Fees				
733g · Bank Fees General	0.00	1,000.00	-1,000.00	0.00%
Total 738-733 · Bank Fees	0.00	1,000.00	-1,000.00	0.00%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	157,959.51	198,000.00	-40,040.49	79.78%
808tp · Online Info - Tech Processing	6,101.00	28,300.00	-22,199.00	21.56%
Total 738-808 · Information Technology	164,060.51	226,300.00	-62,239.49	72.50%
738-809 · Programming-Community Relations				
809d · Community Programming	2,675.08	32,000.00	-29,324.92	8.36%
Total 738-809 · Programming-Community Relations	2,675.08	32,000.00	-29,324.92	8.36%
738-810 · Other Professional Services				
810a · Payroll	3,679.98	15,000.00	-11,320.02	24.53%
810b · Professional Services-Circ Srv	56.70	9,250.00	-9,193.30	0.61%
810j · Professional Services - Bus Srv	184.98	12,050.00	-11,865.02	1.54%
810m · Professional Services - Com Rel	7,520.00	42,900.00	-35,380.00	17.53%
Total 738-810 · Other Professional Services	11,441.66	79,200.00	-67,758.34	14.45%
738-812 · Legal	2,373.00	15,000.00	-12,627.00	15.82%
738-814 · Membership Dues				
814a · Membership Dues - Director	295.00	1,500.00	-1,205.00	19.67%
814b · Membership Dues - Info Services	0.00	2,400.00	-2,400.00	0.00%
814c · Membership Dues - Circ Services	251.00	1,000.00	-749.00	25.10%
814e · Membership Dues - Info Tech	189.00	1,400.00	-1,211.00	13.50%
814j · Membership Dues - Business Srv	400.00	1,500.00	-1,100.00	26.67%
814k · Membership Dues - Miscellaneous	806.00	9,900.00	-9,094.00	8.14%
814m · Membership Dues - Community Rel	0.00	930.00	-930.00	0.00%
Total 738-814 · Membership Dues	1,941.00	18,630.00	-16,689.00	10.42%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	650.00	2,825.00	-2,175.00	23.01%
815c · Staff Development/Training	0.00	5,500.00	-5,500.00	0.00%
815t · Online Training Services - IT	1,606.50	5,800.00	-4,193.50	27.70%
Total 738-815 · Staff Inservice	2,256.50	19,125.00	-16,868.50	11.80%
Total 738-801 · Professional & Contractual	197,644.42	408,930.00	-211,285.58	48.33%
738-850 · Communications	5,412.11	32,700.00	-27,287.89	16.55%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	0.00	3,000.00	-3,000.00	0.00%
861b · Conferences - Info. Services	525.00	6,200.00	-5,675.00	8.47%
861d · Conferences - Circ Serv.	224.00	4,500.00	-4,276.00	4.98%
861f · Conferences - Trustees	0.00	1,000.00	-1,000.00	0.00%
861g · Leadership Canton	0.00	1,600.00	-1,600.00	0.00%
861h · Conferences - Info. Technology	315.00	8,400.00	-8,085.00	3.75%
861j · Conferences - Business Services	0.00	4,000.00	-4,000.00	0.00%
861m · Conferences-Community Relations	1,347.00	3,000.00	-1,653.00	44.90%
Total 738-861 · Conferences (Incl.Registration)	2,411.00	31,700.00	-29,289.00	7.61%
738-865 · Mileage / Misc.				
865a · Mileage - Director	0.00	2,500.00	-2,500.00	0.00%
865b · Mileage - Information Services	0.00	2,250.00	-2,250.00	0.00%
865c · Mileage - Circ. Services	7.84	1,000.00	-992.16	0.78%
865e · Mileage- Information Technology	0.00	1,300.00	-1,300.00	0.00%
865f · Mileage - Business Services	0.00	2,000.00	-2,000.00	0.00%
865m · Mileage - Community Relations	0.00	900.00	-900.00	0.00%
Total 738-865 · Mileage / Misc.	7.84	9,950.00	-9,942.16	0.08%
Total 738-860 · Travel	2,418.84	41,650.00	-39,231.16	5.81%
738-880 · Community Promotion				
880a · Marketing	2,058.70	23,800.00	-21,741.30	8.65%
880b · Volunteer	0.00	2,400.00	-2,400.00	0.00%
Total 738-880 · Community Promotion	2,058.70	26,200.00	-24,141.30	7.86%
738-900 · Printing				
738-901 · Printing & Publishing				

Canton Public Library
Profit & Loss Budget vs. Actual
as of March 31, 2021

	Jan - Mar 21	Budget	\$ Over Budget	% of Budget
901c · Com Rel Printing & Publishing	1,547.75	51,200.00	-49,652.25	3.02%
901e · Misc. Printing & Publishing	271.00	1,200.00	-929.00	22.58%
Total 738-901 · Printing & Publishing	1,818.75	52,400.00	-50,581.25	3.47%
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
Total 738-900 · Printing	1,818.75	52,900.00	-51,081.25	3.44%
738-910 · Insurance				
738-911 · Liability Ins	41,670.00	41,000.00	670.00	101.63%
738-912 · Worker's Comp	4,128.00	7,000.00	-2,872.00	58.97%
738-915 · E&O/D&O/EPL	3,746.00	3,500.00	246.00	107.03%
738-916 · Fiduciary/Fidelity	0.00	9,000.00	-9,000.00	0.00%
Total 738-910 · Insurance	49,544.00	60,500.00	-10,956.00	81.89%
738-920 · Utilities				
738-921 · Electricity	30,461.49	150,000.00	-119,538.51	20.31%
738-922 · Gas	3,313.83	33,000.00	-29,686.17	10.04%
738-923 · Water	689.74	20,000.00	-19,310.26	3.45%
Total 738-920 · Utilities	34,465.06	203,000.00	-168,534.94	16.98%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	14,400.00	92,000.00	-77,600.00	15.65%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	6,091.66	36,000.00	-29,908.34	16.92%
932b · Lawn & Grounds Maintenance	731.11	44,350.00	-43,618.89	1.65%
Total 738-932 · Lawn & Grounds Maintenance	6,822.77	80,350.00	-73,527.23	8.49%
738-933 · Building Security	2,539.98	6,700.00	-4,160.02	37.91%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	630.46	3,000.00	-2,369.54	21.02%
934c · Misc. Contracts & Inspections	1,503.00	8,900.00	-7,397.00	16.89%
934g · HVAC Maintenance Contracts	721.00	16,500.00	-15,779.00	4.37%
Total 738-934 · Library Equip & Misc Contracts	2,854.46	28,400.00	-25,545.54	10.05%
738-935 · Office Equip Maint Contracts	210.00	900.00	-690.00	23.33%
738-936 · Building Repairs	542.88	20,000.00	-19,457.12	2.71%
738-937 · Equipment Repairs	0.00	20,000.00	-20,000.00	0.00%
Total 738-930 · Maintenance & Repairs	27,370.09	248,350.00	-220,979.91	11.02%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	1,549.62	15,400.00	-13,850.38	10.06%
942 · Postage Meter - Pitney Bowes - Other	439.95	2,000.00	-1,560.05	22.00%
Total 942 · Postage Meter - Pitney Bowes	1,989.57	17,400.00	-15,410.43	11.43%
Total 738-940 · Rentals/Leases	1,989.57	17,400.00	-15,410.43	11.43%
738-976 · Building Improvements	0.00	15,000.00	-15,000.00	0.00%
738-977 · Capital Outlay				
977g · Capital Outlay - General	16,282.20			
977t · Capital Outlay - Technology	57,255.00	1,087,600.00	-1,030,345.00	5.26%
Total 738-977 · Capital Outlay	73,537.20	1,087,600.00	-1,014,062.80	6.76%
738-996 · Property Tax Refunds	1,106.63	1,500.00	-393.37	73.78%
Total Expense	1,544,327.20	6,912,680.00	-5,368,352.80	22.34%
Net Change in Fund Balance	4,790,177.07	-584,180.00	5,374,357.07	-819.98%
Fund Balance - Beginning of year	3,425,895.40	3,425,895.00		
Fund Balance - End of year	8,216,072.47	2,841,715.00		

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Canton Public Library
Transactions by Account
As of March 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
000-004 - Chase - Checking						7,752,914.35
General Journal	03/03/2021	1783	Paylocity Direct Deposits	Direct Deposits	-72,916.98	7,679,997.37
General Journal	03/03/2021	1783	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-26,582.50	7,653,414.87
Check	03/03/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 03/	-223.71	7,653,191.16
Transfer	03/03/2021			Funds Transfer - Payroll Date 03/03/2021	-1,059.22	7,652,131.94
Check	03/03/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-809.94	7,651,322.00
Check	03/03/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,007.00	7,646,315.00
Check	03/03/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	7,646,190.00
Deposit	03/08/2021			Deposit	61,597.78	7,707,787.78
Deposit	03/09/2021			Deposit	896,241.58	8,604,029.36
Bill Pmt -Check	03/11/2021	51781	Miscellaneous Vendor	PO 36904 MURAL collaborative tool	-1,200.00	8,602,829.36
Bill Pmt -Check	03/11/2021	51782	AFLAC	BCJ39	-73.68	8,602,755.68
Bill Pmt -Check	03/11/2021	51783	Alphagraphics	PO 36908 1st Grade Roundup bookmarks	-442.75	8,602,312.93
Bill Pmt -Check	03/11/2021	51784	AmazonBusiness	A265GG3U5ZD0HS	-1,036.54	8,601,276.39
Bill Pmt -Check	03/11/2021	51785	Baker & Taylor (510)	L417510	-7,145.82	8,594,130.57
Bill Pmt -Check	03/11/2021	51786	Baker & Taylor (520)	L417520	-834.92	8,593,295.65
Bill Pmt -Check	03/11/2021	51787	Baker & Taylor (530)	L417530	-899.22	8,592,396.43
Bill Pmt -Check	03/11/2021	51788	Baker & Taylor (787)	L4247872	-13.59	8,592,382.84
Bill Pmt -Check	03/11/2021	51789	bibliotheca, LLC.	CloudLibrary invoices	-14,077.33	8,578,305.51
Bill Pmt -Check	03/11/2021	51790	Clear Rate Communications	4893421	-694.47	8,577,611.04
Bill Pmt -Check	03/11/2021	51791	Comic City	Comics: 13 teen 2 juvenile	-61.85	8,577,549.19
Bill Pmt -Check	03/11/2021	51792	D.K. Agencies (P) LTD.		-3,200.00	8,574,349.19
Bill Pmt -Check	03/11/2021	51793	Demco, Inc.	Bookmarks; Spring Grass scented...Crear	-33.52	8,574,315.67
Bill Pmt -Check	03/11/2021	51794	EBSCO Information Services	CG-S-27252-00	-1,429.00	8,572,886.67
Bill Pmt -Check	03/11/2021	51795	Fish Doctors	Maintenance fee...6' air stone (1)	-173.48	8,572,713.19
Bill Pmt -Check	03/11/2021	51796	Foster, Swift, Collins & Smith	Review and respond to client email	-21.00	8,572,692.19
Bill Pmt -Check	03/11/2021	51797	Innovative Users Group	IUG 2021 Virtual Conference 03/22/2021	-100.00	8,572,592.19
Bill Pmt -Check	03/11/2021	51798	Integrity Business Solutions	Copier paper	-319.90	8,572,272.29
Bill Pmt -Check	03/11/2021	51799	J D Candler Roofing Company, Inc.	Roof repairs to leaking areas	-542.88	8,571,729.41
Bill Pmt -Check	03/11/2021	51800	Keller & Stein	0000533	-65.95	8,571,663.46
Bill Pmt -Check	03/11/2021	51801	Konica Minolta Business Solutions		-285.67	8,571,377.79
Bill Pmt -Check	03/11/2021	51802	Midwest Tape		-298.34	8,571,079.45
Bill Pmt -Check	03/11/2021	51803	NorthStar Mat Service	Contractual mat service	-61.90	8,571,017.55
Bill Pmt -Check	03/11/2021	51804	OverDrive, Inc.	0721-1001	-5,646.41	8,565,371.14
Bill Pmt -Check	03/11/2021	51805	Pitney Bowes	0012684488	-439.95	8,564,931.19
Bill Pmt -Check	03/11/2021	51806	Selective Insurance Company of America	630-570-348	-3,746.00	8,561,185.19

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Canton Public Library
Transactions by Account
As of March 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	03/11/2021	51807	Staples Business Advantage	1002673	-203.97	8,560,981.22
Bill Pmt -Check	03/11/2021	51808	T-Mobile	Mobile Internet charges 01/21/2021 - 02	-91.68	8,560,889.54
Bill Pmt -Check	03/11/2021	51809	The Library Network	Internet Gateway router Ruckus ICX7250	-2,228.53	8,558,661.01
Bill Pmt -Check	03/11/2021	51810	UPS	Outbound shipment to Vital Records / Inl	-8.42	8,558,652.59
Bill Pmt -Check	03/11/2021	51811	Wayne County Treasurer	Monthly Delinquent Tax Settlement Invoi	-675.65	8,557,976.94
Bill Pmt -Check	03/11/2021	51812	West Group Payment Center	West Complete Library Sub 03/01/2021 -	-138.00	8,557,838.94
Bill Pmt -Check	03/11/2021	51813	Miscellaneous Vendor	Shipra Sharma: Seasonal decor reimburse	-28.96	8,557,809.98
Check	03/11/2021	51815	Chase Visa	Visa statement 3/02/2021	-7,563.11	8,550,246.87
Bill Pmt -Check	03/11/2021	51816	TEL Systems	Service call/travel time on 1/18 to check	-190.00	8,550,056.87
Deposit	03/15/2021			Deposit	5,841.53	8,555,898.40
General Journal	03/17/2021	1786	Paylocity Direct Deposits	Direct Deposits	-72,319.92	8,483,578.48
General Journal	03/17/2021	1786	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-26,568.71	8,457,009.77
Check	03/17/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 03/	-446.95	8,456,562.82
Transfer	03/17/2021			Funds Transfer - Payroll Date 03/17/2021	-1,059.22	8,455,503.60
Check	03/17/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,007.00	8,450,496.60
Check	03/17/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	8,450,371.60
Check	03/17/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-809.94	8,449,561.66
Bill Pmt -Check	03/17/2021	51817	DTE Energy	1893-232-0001-5	-11,240.55	8,438,321.11
Bill Pmt -Check	03/17/2021	51818	Wayne County Treasurer	Monthly Delinquent Tax Settlement Invoi	-430.98	8,437,890.13
Bill Pmt -Check	03/22/2021	51814	Jasnowski, Lisa	Longevity Award - 20 Year	-150.00	8,437,740.13
Bill Pmt -Check	03/25/2021	51819	Miscellaneous Vendor	Low Vision Solutions Inc: Shipping for XY	-60.00	8,437,680.13
Bill Pmt -Check	03/25/2021	51820	Miscellaneous Vendor	Dan Patton: Snack week: chips	-54.66	8,437,625.47
Bill Pmt -Check	03/25/2021	51821	Miscellaneous Vendor	Cindi Fry: Aspidistra "Cast Iron" plant for	-69.99	8,437,555.48
Bill Pmt -Check	03/25/2021	51822	Alphagraphics	First Grade Round Up bookmarks (1,000)	-109.00	8,437,446.48
Bill Pmt -Check	03/25/2021	51823	AmazonBusiness	A265GG3U5ZD0HS	-2,492.52	8,434,953.96
Bill Pmt -Check	03/25/2021	51824	Ann Arbor Cleaning Supply Co.	Cs 30 Etiquette towel (6)...32oz trigger sp	-177.20	8,434,776.76
Bill Pmt -Check	03/25/2021	51825	AT&T Mobility (Cingular Wireless)	831922095	-183.16	8,434,593.60
Bill Pmt -Check	03/25/2021	51826	Baker & Taylor (510)	L417510	-2,011.19	8,432,582.41
Bill Pmt -Check	03/25/2021	51827	Baker & Taylor (520)	L417520	-1,250.05	8,431,332.36
Bill Pmt -Check	03/25/2021	51828	Baker & Taylor (530)	L417530	-5,478.03	8,425,854.33
Bill Pmt -Check	03/25/2021	51829	Baker & Taylor (583)	L521583	-84.27	8,425,770.06
Bill Pmt -Check	03/25/2021	51830	Blue Care Network	Coverage 04/01/2021 - 04/30/2021	-16,638.90	8,409,131.16
Bill Pmt -Check	03/25/2021	51831	Bounds, Katerli	Library Works weginar: Consolidation of l	-49.00	8,409,082.16
Bill Pmt -Check	03/25/2021	51832	Central Business Systems, Inc.	Printers-BIZHUB C360i tags 05858, 05859	-792.00	8,408,290.16
Bill Pmt -Check	03/25/2021	51833	Crimson Multimedia Distribution, Inc.	Ys IX: Monstrum Nox Pact Edition	-125.18	8,408,164.98

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Canton Public Library
Transactions by Account
As of March 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	03/25/2021	51834	DTE Energy	1893-232-0001-5	-11,203.05	8,396,961.93
Bill Pmt -Check	03/25/2021	51835	Dunn Rite Maintenance	Janitorial service for March	-4,800.00	8,392,161.93
Bill Pmt -Check	03/25/2021	51836	Ehrlich	14383673	-461.00	8,391,700.93
Bill Pmt -Check	03/25/2021	51837	Findaway World, LLC	Houndsley and Catina and Cousin Wagster	-44.99	8,391,655.94
Bill Pmt -Check	03/25/2021	51838	Foster, Swift, Collins & Smith	Review of Biblio Commons agreement...	-1,071.00	8,390,584.94
Bill Pmt -Check	03/25/2021	51839	Gale/CENGAGE Learning	149473	-127.34	8,390,457.60
Bill Pmt -Check	03/25/2021	51840	Lee, Amy	Snack week - Kind bars	-51.41	8,390,406.19
Bill Pmt -Check	03/25/2021	51841	Library Corporation, The	ITS.Marc & AV Access on ITS.Marc May 2	-5,076.00	8,385,330.19
Bill Pmt -Check	03/25/2021	51842	Midwest Tape		-6,636.14	8,378,694.05
Bill Pmt -Check	03/25/2021	51843	NorthStar Mat Service		-123.80	8,378,570.25
Bill Pmt -Check	03/25/2021	51844	OverDrive, Inc.	0721-1001	-2,467.50	8,376,102.75
Bill Pmt -Check	03/25/2021	51845	Petty Cash	Stellar Staff awards replenishment	-1,605.00	8,374,497.75
Bill Pmt -Check	03/25/2021	51846	Progressive Printing	Patron guides (1,000)	-451.00	8,374,046.75
Bill Pmt -Check	03/25/2021	51847	ShredCorp	Scheduled shredding	-55.00	8,373,991.75
Bill Pmt -Check	03/25/2021	51848	Sonitrol Tri County	Quarterly monitoring service 04/01/2021	-1,306.98	8,372,684.77
Bill Pmt -Check	03/25/2021	51849	Sun Life Assurance Company of Canada	Monthly charges - March & April	-2,272.82	8,370,411.95
Bill Pmt -Check	03/25/2021	51850	Sustainable Energy Engineering	Pre-construction work	-10,000.00	8,360,411.95
Bill Pmt -Check	03/25/2021	51851	TEL Systems	Service call for Community Room AV equ	-140.00	8,360,271.95
Bill Pmt -Check	03/25/2021	51852	TruGreen	Lawn fertilization 03/16/2021	-331.11	8,359,940.84
Bill Pmt -Check	03/25/2021	51853	VRC Companies, LLC	Canton Observer digitization	-279.94	8,359,660.90
Bill Pmt -Check	03/25/2021	51854	Weiss Ratings Inc.		-970.10	8,358,690.80
Transfer	03/29/2021			Funds Transfer - Excess of \$5,000	2,500.00	8,361,190.80
Deposit	03/29/2021			Deposit	4,448.60	8,365,639.40
Deposit	03/29/2021			Deposit	13,418.32	8,379,057.72
General Journal	03/31/2021	1787	Paylocity Direct Deposits	Direct Deposits	-72,027.08	8,307,030.64
General Journal	03/31/2021	1787	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-26,752.99	8,280,277.65
Check	03/31/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 03/	-481.55	8,279,796.10
Check	03/31/2021	EFT	MERS - Pension	Employee Pension Deductions for the mc	-4,136.72	8,275,659.38
Check	03/31/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,007.00	8,270,652.38
Check	03/31/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	8,270,527.38
Check	03/31/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-809.94	8,269,717.44
Transfer	03/31/2021			Funds Transfer - Payroll Date 03/31/2021	-1,059.22	8,268,658.22
Total 000-004 · Chase - Checking					515,743.87	8,268,658.22
TOTAL					515,743.87	8,268,658.22

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

Line	Descriptive Information	Source of Data	Statute Reference	System 1
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated		NO
2	Provide the name of your retirement pension system	Calculated from above	P.A. 202 Sec. 5(6)	Canton Public Library
3	Financial Information			
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	4,698,220
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	4,980,968
6	Funded ratio	Calculated	P.A. 202 Sec. 5(4)(b)	94.3%
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	61,164
8	Governmental Fund Revenues	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	6,406,832
9	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(4)(b)	1.0%
10	Membership			
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	13
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	2
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(B)	12
14	Investment Performance			
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	14.02%
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	6.39%
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	7.97%
18	Actuarial Assumptions			
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(I)	7.35%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	10
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(N)	Yes
23	Uniform Assumptions			
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	4,732,569
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	5,502,269
26	Funded ratio using uniform assumptions	Calculated	P.A. 202 Sec. 5(1)	86.0%
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	134,456
28	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(1)	2.1%
29	Pension Trigger Summary			
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary unit triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary unit triggers: Less than 60% funded	P.A. 202 Sec. 5(4)(b)	NO



21ST DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

RANJEEV PURI
STATE REPRESENTATIVE

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FAX: (517) 373-5939
RanjeevPuri@house.mi.gov

March 17, 2021

Canton Public Library
1200 S Canton Center Rd.
Canton, MI 48188

To the Staff and Board of the Canton Public Library,

I would like to offer you my sincerest congratulations on completing two levels - Essential and Enhanced - of the Library of Michigan's Quality Service Audit Checklist (QSAC)! I commend the work that has made this library one of just 13 out of 387 that have attained two levels of certification.

The Quality Service Audit Checklist is a measure of the quality of service that is provided to a library's constituents, and you have earned superior marks. Your hard work and dedication in providing a top-notch library for patrons is something the people of Canton can be excited to enjoy. You should be proud of achieving this status and the library that the community is so fortunate to have.

On behalf of the citizens of Michigan's 21st House District, I would like to thank you for the important work you have done to get this status, and your continued efforts in keeping Canton Public Library a highly rated staple of the community. Again - congratulations! Please let me know if my office can ever be of assistance to you.

Sincerely,

Ranjeev Puri
State Representative
House District 21

Director's Report

April 2021

1. It has been one year of library operations during the pandemic. Our last day of full hours and services ended at 6:00pm Friday, March 13, 2020. I won't be recapping the entire year of library operations in this report any longer, and will only report on new information and services since your last meeting.

On March 25, we increased our patron capacity to 75 persons at a time, up from 50, which has been our occupancy maximum since we reopened the building for walk-in use on October 1, 2020. The average occupancy at any given moment is hovering around 20 people, and our total daily door count is around 500, which is well below our pre-pandemic daily count of 2000 patrons.

I previously shared with you the other two dials we are prepared to turn, in addition to maximum occupancy: Operating hours and time limits in the library. At the moment, we are short two IT staff, two Circulation staff, and one Building Monitor, and need those positions filled before we can expand our operating hours. We will evaluate and consider extending time limits once we have a handle on the "right" occupancy for the building.

Prior to April 7, we saw an increase in patrons who are non-compliant with mask use. Most of those we catch at the door, and while they must pull their masks over their nose or accept one of our disposable masks in order to enter the building, on an almost daily basis since last month, we saw more patrons in the building who either intentionally pulled their masks down or allowed their mask to fall below their nose and failed to pull it up. There was a streak of just over a week where we asked at least one patron per day to leave after multiple mask reminders. The majority of the hundreds of patrons who visit us daily are compliant and respectful of the regulations the library has to follow and understands our obligation to enforce them; in a few cases, we have been subjected to yelling, arguments, and swearing. I commend my coworkers for their diligence in maintaining the safest environment we can for both our patrons and ourselves, despite how uncomfortable it is to approach people and potentially subject themselves to verbal abuse.

As of April 7, I closed the library building due to a positive case on staff. The closure allows staff to self-isolate and monitor themselves for symptoms. Given the increase in cases, and the growth in the more-contagious variants, I decided it was best to exercise the provision in the board-approved Pandemic Policy and close the building through April 13. Virtual programs and materials remain available to patrons. We plan to reopen Wednesday, April 14. Staff are completing work that can be done remotely, including virtual programming, webinars, meetings, paperwork, ordering. We have a contingent of staff who are going in individually each day to feed the fish, bring in deliveries, and clear the return bins. Closing the library is a complicated beast—changing due dates, freezing holds, alerting delivery services, notifying staff, and shifting to remote work with little notice—and reopening is a beast of its own, too, as we catch up—so it's not a decision that we make lightly. I am proud that this is only the second time we've closed since the state allowed libraries to reopen last summer, because it is proof that our protocols and safety measures are working. Our coworker is symptomatic, but is at home as of this writing and we are all hoping for a full recovery with minimal long-term effects.

2. This month our auditors from Plante Moran will present you with our 2020 audit. You will then vote to accept the audit. My thanks to all of the department heads and everyone in Business Services, especially accountant Debbie McHugh, for their diligence in financial management.
3. Also on the agenda this month is approval of the 1st Quarter Budget Amendment. My thanks again to the department heads and Debbie McHugh for keeping us on track. We are recognizing additional revenues received in excess of the budgeted amounts, reducing expected revenues in interest due to low rates, and allocating expenditures as noted in the summary document. We look forward to your questions.
4. This month you will continue your 2022 budget discussions. As in previous years, we are bringing specific items each month for board discussion and consensus, which will help us put together as complete a budget as possible when we present the first draft in July, second draft in August, and final budget for approval in September. Library taxes appear on the Winter tax bill.

Included in your packet this month is our 2022 Salaries recommendation. Our recommendation is that we implement the remainder of the 2021 salary schedule and also implement the 2022 salary schedule. Also included with the recommendation document are an analysis of the cumulative per-hour increases and a graph showing our historical salaries as a percentage of the annual budget dating back to 2009. My thanks to Marian Nicholson for her analysis of this subject, which I hope will help the board have a full discussion of 2022 Salaries. The bottom line recommendation is to set the Salaries budget for 2022 at \$3,163,000. This is in comparison to the 2021 Salaries budget of \$2,975,000, and an increase of \$188,000.

5. In personnel news, on April 14 we will welcome Dave Ewick as our Information Services Department Head. His start date was delayed due to the library's COVID closure. We are excited to welcome Dave and looking forward to the experience and knowledge he brings to our community.
6. Accountant Debbie McHugh continues to plan for our migration to the new State of Michigan Uniform Chart of Accounts, which goes into effect in 2022 and necessitates a reorganization of all of our account numbers. Quickbooks, our current accounting system, does not accommodate the longer account numbers the new Chart of Accounts requires. Debbie and Marian Nicholson have worked with Plante Moran and received feedback from other libraries to research governmental accounting systems. We have selected BS&A. Our attorney has reviewed the agreement and the cost falls within the amount budgeted in 2021. Marian and Debbie will work with BS&A and our IT department to begin the migration process.
7. April 7 was Library Giving Day. We did not participate in this national fundraising day in 2020 due to the pandemic, but re-engaged this year. We sent out communications encouraging donations to our endowment fund, held by the Canton Community Foundation/Local Impact Alliance. The Friends of the Library agreed to match donations of \$50 or more, up to a total Friends donation of \$5,000. Unfortunately, Library Giving Day was the first day of our closure. We do not yet have the results of the fundraiser, so I will report that to you at next month's meeting. My thanks to Laurie Golden for her work on this campaign.

8. On April 29, we will institute PINs (personal identification numbers) for all library accounts as an added measure of security. Patrons will be required to have a 7-13 digit PIN when they use a self-checkout or when they login to My Account on our website. This was announced in the March newsletter that was sent out at the end of February, and will be repeated in the April newsletter (released at the end of March) and via our social media channels. In addition to improving security of patron data and reducing fraudulent checkouts, use of PINs is required by BiblioCommons so this dovetails with that project.
9. Sustainable Energy Engineering (SEE) have finalized the Trane RTU selections, including optional equipment, and analyzed the size and weight requirements against the existing equipment and architectural constraints. Details to the integration of the new equipment with the existing Building Automation System (BAS), which was installed last year, has begun as well. Final pricing is expected mid-April and the plan is to order the equipment shortly after. The roof design work is underway, a design review will be conducted by SEE with Jim Laffey and Marian Nicholson before soliciting final pricing for this scope of work. All projects are on schedule at this time with no major concerns. I will keep you posted on when the install dates are scheduled and how library services/access to the building may be impacted.
10. Included in your packet is a letter from our State Representative, Ranjeev Puri, congratulating us on achieving “Essential” and “Enhanced” status with the Library of Michigan. My thanks to Kathie Gladden, who compiles the data and completes the certification process for us. There are only 13 public libraries in Michigan that have certified at two of the three levels, out of 387 libraries in the state.
11. Also included in your packet is the required filing from the Michigan Department of Treasury regarding our pension plan funding. Debbie McHugh completed and filed this form on behalf of the library—thank you, Debbie. The state has been requiring this form since 2017, which provides a uniform presentation of pension funding status by every municipal entity that has a pension plan. In addition to being presented to the board, this is required to be posted on our website; we include it as part of our dashboard, in the About Us section. This, and our 2020 statistical dashboard, will be posted this month.
12. Youth Librarian Alyssa Gudenburr has been invited to be one of two speakers at an American Library Association webinar on April 22. Alyssa will be sharing the gaming programs and initiatives she’s implemented at the library, including our popular Pokemon Go programs and our video game collections. We are proud of Alyssa for being recognized as an expert at the national level.

Respectfully submitted,
Eva Davis

Canton Public Library

Budget Amendment Summary - 2021 - 1st Quarter

PROPOSED:

4/15/2021

GL Account # - Name GL Sub Account # - Name / Explanation	Sub Account Detail	Increase (Decrease)	Original \$	Amended \$	Note: to/from Acct #
REVENUE					
403 - PROPERTY TAXES		182,670	6,137,000	6,319,670	
increase to recognize income collected in excess of budgeted amount					
670 - MISC & CONTRIBUTIONS		2,354	1,000	3,354	
increase to recognize income received from insurance adjustment and from book/memorial donation					
671 - INTEREST INCOME		(4,800)	5,000	200	
decrease due to bank lowering interest rates					
TOTAL REVENUE	180,224	180,224	-	180,224	
EXPENDITURE					
740 - LIBRARY MATERIALS		75	950,000	950,075	
gift/memorial donation received					
910 - INSURANCE		1,979	60,500	62,479	
increase due to new policy pricing					
976 - BUILDING IMPROVEMENTS		(6,500)	15,000	8,500	
Move concrete repairs/replacements over \$5,000 to capital outlay					
977 - CAPITAL OUTLAY		409,000	1,087,600	1,496,600	
Pull forward of replacement capital expense and move RTU replacement project from 977t to 977g and BiblioCommons Implementation per approved proposal & Contract					
TOTAL EXPENSE	404,554	404,554	-	404,554	
Net Change in Fund Balance		\$ (224,330)	\$ (584,180)	\$ (808,510)	

Canton Public Library

2021 Proposed 1st Quarter Budget Amendment (Motion 21/4-15-x)

	96% Collection 1.4717 Millage	96% Collection 1.4717 Millage
	Approved 2021 Budget	Proposed 2021 Budget 1st Qtr Amendment
Income		
738-403 · Property Taxes	\$ 6,137,000	\$ 6,319,670
738-566 · State Aid to Libraries	48,750	48,750
738-613 · Photocopy Fees	45,000	45,000
738-615 · Replacement - Books/ AV	9,500	9,500
738-656 · Penal Fines	45,750	45,750
738-664 · Overdue Fines	30,000	30,000
738-670 · Misc & Contributions	1,000	3,354
738-671 · Interest Income	5,000	200
738-676 · Vending Commission	6,000	6,000
738-677 · Meeting Room Rental	500	500
Total Income	6,328,500	6,508,724
Expense		
738-693 · Endowment Transfers	\$ 500	\$ 500
738-702 · Salaries & Wages	2,975,000	2,975,000
738-715 · Fringe Benefits	626,500	626,500
738-722 · Supplies	164,950	164,950
738-740 · Library Materials	950,000	950,075
738-749 · Staff Book Account	-	-
738-801 · Professional & Contractual	408,930	408,930
738-850 · Communications	32,700	32,700
738-860 · Travel	41,650	41,650
738-880 · Community Promotion	26,200	26,200
738-900 · Printing	52,900	52,900
738-910 · Insurance	60,500	62,479
738-920 · Utilities	203,000	203,000
738-930 · Maintenance & Repairs	248,350	248,350
738-940 · Rentals/Leases	17,400	17,400
738-976 · Building Improvements	15,000	8,500
738-977 · Capital Outlay	1,087,600	1,496,600
738-996 · Property Tax Refunds	1,500	1,500
Total Expense	\$ 6,912,680	\$ 7,317,234
Net Change in Fund Balance	(584,180)	(808,510)
Fund Balance - Beginning of year	\$ 3,252,077	\$ 3,252,077
Fund Balance - End of year	\$ 2,667,897	\$ 2,443,567

Salaries and Wages Budget

History: Salaries remained frozen for three years during the recession. Beginning in 2013, the library instituted modest increases to incrementally align employee compensation with the annual Merces (now rebranded as Element One) base pay structure *and* evaluated personal performance. Although it took several years, in 2019 the library finally brought all pay grades into alignment.

The State of Michigan has implemented a plan to raise the minimum wage to \$12.05 per hour by 2030.

<u>January 1:</u>	<u>Wage per Hour</u>	<u>Increase over prior year</u>
2021*	\$9.87	2.27%
2022	\$10.10	2.23%
2023	\$10.33	2.27%
2024	\$10.56	2.22%
2025	\$10.80	2.27%
2026	\$11.04	2.22%
2027	\$11.29	2.26%
2028	\$11.54	2.21%
2029	\$11.79	2.17%
2030	\$12.05	2.21%

**In January 2021, the minimum wage did not increase as planned because the unemployment rate for 2020 was above 8.5 percent. The minimum wage rate will not increase to \$9.87 per hour until the first calendar year following a year for which the unemployment rate was below 8.5 percent.*

Research: The Element One Pay Structure Review for FY2022 recommends base pay structure increases of 3.6% over the FY2021 base pay structure. However, the board did not adopt the FY2021 recommended base pay structure (a 3.41% increase over the prior year). For 2021, the board authorized a minimal increase of 0.71% to prevent the lower-grade frontline staff from falling below the minimum of fully functioning, with no increases for staff at grades 12 and above. The board had good reasons for the conservative measure, but the result is we are now facing the repercussions of that decision in a demanding market.

The salary recommendations from the consultant reflect the labor market, in the library industry as well as comparable employers in the region. The library must compete with other employers across the service industry – other public libraries as well as employers in the hospitality, restaurant, call center, and retail industries – for employees. We have already experienced the effects of trailing behind prevailing wages in our recruitment efforts: the Building Monitor position has been posted every few months, two IT support positions have been posted multiple times, and we have several frontline openings in Circulation. We have had candidates decline our offers of employment to take higher-paying positions with other customer service organizations, and the shrinking pool of applicants makes recruitment of employees who reflect the library's values and service philosophy a challenge.

While the recommendation for the salary and wage budget looks like a big leap, keep in mind that the increase encompasses two full years: a jump from the last fully adopted pay structure in 2020 to the new 2022 proposed pay structure.

Recommendation: It is our recommendation that the board adopt the Element One Base Pay Structure Ranges for FY2022 and approve a 2022 Salary and Wages budget of \$3,163,000 (an increase of \$188,000 [6.25%] over the suppressed 2021 Salary and Wage budget). This will reestablish alignment with the base pay structure and allow the library to remain conservatively competitive in the job market.

Canton Public Library

Compensation Increase Analysis 2020 through 2022

Position	Pay Grade	Head Count	Proposed Midpoint 2021 over 2020		Implemented Board \$ Minimum	Proposed Midpoint 2022 over 2021		Proposed Midpoint 2022 over 2020	
			\$ increase	% increase		\$ increase	% increase	\$ increase	% increase
Director	25	1	\$ 1.34	2.16%	\$ -	\$ 1.74	2.74%	\$ 3.08	4.96%
Department Head	21	5	\$ 0.46	1.14%	\$ -	\$ 1.64	4.01%	\$ 2.10	5.19%
Manager	18	3	\$ 0.56	1.73%	\$ -	\$ 1.49	4.53%	\$ 2.05	6.33%
Librarian	17	23	\$ 0.56	1.85%	\$ -	\$ 1.44	4.68%	\$ 2.00	6.62%
Supervisor	16	4	\$ 1.02	3.88%	\$ -	\$ 1.18	4.33%	\$ 2.20	8.38%
Web Resources Specialist	15	1	\$ 0.92	3.86%	\$ -	\$ 1.08	4.36%	\$ 2.00	8.39%
Human Resources Specialist	14	2	\$ 0.87	4.02%	\$ -	\$ 0.93	4.13%	\$ 1.80	8.32%
Substitute Librarian	13	7	\$ 0.77	3.91%	\$ -	\$ 0.82	4.01%	\$ 1.59	8.08%
IT Specialist, Admin Assistant	12	3	\$ 0.72	4.02%	\$ -	\$ 0.66	3.54%	\$ 1.38	7.71%
Circ II, Technician	11	4	\$ 0.67	4.06%	\$ 0.11	\$ 0.61	3.55%	\$ 1.28	7.75%
Circ Assistant, Building Monitor	10	15	\$ 0.61	3.94%	\$ 0.14	\$ 0.57	3.54%	\$ 1.18	7.62%
Page II	9	7	\$ 0.62	4.27%	\$ 0.16	\$ 0.51	3.37%	\$ 1.13	7.79%
Tech Processing Assistant	8	9	\$ 0.57	4.18%	\$ 0.19	\$ 0.41	2.89%	\$ 0.98	7.18%
IT Support Assistant	7	1	\$ 0.57	4.39%	\$ -	\$ 0.41	3.03%	\$ 0.98	7.56%
Page	4	7	\$ 0.52	4.41%	\$ 0.28	\$ 0.36	2.92%	\$ 0.88	7.46%
Page On-Call	2	4	\$ 0.31	2.74%	\$ -	\$ 0.21	1.80%	\$ 0.52	4.59%
Average:			\$ 0.69	3.41%	\$ 0.18	\$ 0.88	3.59%	\$ 1.57	7.12%

Annual Income and Salary Expense



