



Library Board of Trustees Meeting Agenda

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
February 18, 2021 7:30 p.m.**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
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 Discussion Item	<ul style="list-style-type: none"> • Update on Phased Reopening 	
New Business Action Item 21/2-18-1 Action Item 21/2-18-2 Discussion Item Discussion Item Discussion Item	<ul style="list-style-type: none"> • Staffing Proposal • Phase 2 Facilities Proposal • 2022 Budget Discussion — expenditures <ul style="list-style-type: none"> ○ MERS pension — review library recommendation, determine employer contribution for 1st draft budget ○ Library materials — review library recommendation, determine budget as a % of total revenues for 1st draft budget • Endowment Fund Review • Fines Elimination – Factors to Consider 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

January 21, 2021 – 7:30 PM

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:30 PM.

Present: (participating remotely from Canton, MI) N. Eggenberger, M. Farell, J. Lee, A. Iqbal,
C. Spas
Absent: A. Watts
Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (K. Bounds, L. Golden, D. McHugh, M. Nicholson, C. Swanberg, K. Szymanski, A. Watkins) – Director Eva Davis introduced new Circulation Services Department Head, Kat Bounds.

APPROVAL OF AGENDA

The agenda was accepted by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

APPROVAL OF CLOSED SESSION MINUTES

The minutes were accepted by unanimous consent

COMMUNICATIONS — E. Davis shared a “thank you” card from former Library Board Trustee Jane Pandit, who had received a framed drawing of the library as a parting gift.

DIRECTOR’S REPORT

The 2021 Monthly Board Meeting Agenda Planning document was again included in the packet. Davis consults with the board Chair each month, prior to presenting the agenda to the rest of the trustees, so any additions or deletions may be made at that time.

In February, Davis will present a staffing plan that she and Business Services Department Head Marian Nicholson have been working on which explores transitioning part-time positions into full-time positions, over a 2-3 year period.

In March, Community Relations Department Head Laurie Golden will do a deep dive presentation on the results from the interdepartmental Pulse Senior population project, which will replace the usual Strategic Plan.

Also in March, in the 1st Quarter Budget Amendment the board will be asked to approve a contract for the purchase of a new website content management system (originally a project budgeted for 2020 that was pushed back due to the pandemic). An interdepartmental committee led by Web Resources Specialist Courtney Luketich tested various products and preferred one offered by BiblioCommons,

which should work seamlessly to integrate our catalog with the digital products available on our website. Trustee J. Lee asked if all background information would be provided to the board. Davis stated that the committee is preparing a report which will provide context on how they arrived at their recommendation.

The township is still undecided on whether or not Liberty Fest will take place in 2021 but have tentatively scheduled it for the third weekend in June; if it does not occur, the board may wish to discuss moving the date of their June meeting back to the third Thursday. Davis will keep the board apprised.

She also informed the board that finalists for the Information Services Department Head position will be invited back to interview in the upcoming weeks; she hopes to announce a new department head soon.

Circulation Services Page Kaitlyn Minshall has accepted the position of Communication Specialist, working on digital marketing and social media projects for the Community Relations department.

Steven Bowers, the new director of The Library Network (TLN), has invited Davis to participate on the Strategic Planning Committee for the library cooperative. Davis will co-chair with Karen Knox, director of the Orion Township Public Library.

A planned upgrade to Sierra resulted in a little downtime Thursday morning.

The financials as of 12/31/2020 are not final until Plante Moran completes its audit, which will be done (mostly remotely) the week of Valentine's Day. For now, the figures in the P&L are estimates.

Trustee Jasmine Lee questioned the increase in bank fees; Accountant Debbie McHugh explained that while the library usually earned enough credits to off-set bank fees, this had not happened in 2020 due to COVID causing a decrease in interest rates. She hopes to prevent that from happening in 2021.

TRUSTEE COMMENTS — Vice-Chair Michelle Farell reminded board members that they should keep their cameras and microphones on during the meeting.

Trustee J. Lee asked if the contract with ENGIE Services had been completed. Davis said that the Phase 1 project agreement with ENGIE had been completed in 2020; the administration and Building Manager Jim Laffey will be looking at Phase 2 projects per the plan and will bring a recommendation to the board for approval at a later date.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Update on Phased Reopening — The Plymouth-Canton schools are phasing in in-person learning; the library managers and department heads are looking at how we can manage time limits, physical distancing and other issues for students requesting study space in the library. At this time, Davis knows of no library offering study/meeting space for patrons.

Chair N. Eggenberger said that she does not want the library administration to take any additional steps toward full reopening that the staff is not comfortable with; the other board members echoed her sentiments.

NEW BUSINESS

Plante Moran Board Education: Municipal Finance and Audits — A PowerPoint introduction to municipal budgets and audit procedures was presented by Alisha Watkins, the library's partner at Plante Moran, and Senior Manager Keith Szymanski. Chair Eggenberger spoke of the board's trepidation about the pandemic's likely effect on future budgets. Watkins shared that, while she thought a little shake up in commercial property values is likely, no economist expects another 2008. As construction is also ramping up, she is not planning for any huge drops in property tax income. Any such decrease would be obvious in time for the board to plan and make budgetary adjustments to accommodate such events. Szymanski added that now is a good time to be cautious.

The board members all thanked the Plante Moran representatives for their helpful presentation.

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 8:31 PM.

Amy Watts, Secretary-Treasurer

Canton Public Library
Balance Sheet
 As of January 31, 2021

	<u>Dec 31, 20</u>	<u>Jan 31, 21</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	6,149,154.83	6,817,524.65
000-013 · JPMorgan Chase- Credit Card	5,374.60	7,083.29
000-014 · Medical Reimbsmt (BasicFlex)	10,506.11	10,532.29
000-016 · Chase - High Yield Savings	997,654.50	997,679.86
Total Checking/Savings	<u>7,162,690.04</u>	<u>7,832,820.09</u>
Other Current Assets		
000-025 · Property Taxes Receivable	3,190,044.00	0.00
000-123 · Prepaid Expenses	242,623.47	0.00
Total Other Current Assets	<u>3,432,667.47</u>	<u>0.00</u>
Total Current Assets	<u>10,595,357.51</u>	<u>7,832,820.09</u>
TOTAL ASSETS	<u><u>10,595,357.51</u></u>	<u><u>7,832,820.09</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	109,725.25	1,585.25
Total Accounts Payable	<u>109,725.25</u>	<u>1,585.25</u>
Credit Cards		
000-208 · Chase - Visa 3651	3,544.51	1,314.36
000-209 · Home Depot Credit Card	60.08	0.00
Total Credit Cards	<u>3,604.59</u>	<u>1,314.36</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	4,082.50	4,016.41
229e · Misc. Grants & Donations	1,208.71	1,208.71
Total 000-229 · Grants/Donations-Restricted Use	<u>5,291.21</u>	<u>5,225.12</u>
000-237 · Medical Saving Deduction MedFSA	2,178.71	2,204.89
000-339 · Deferred Revenue	6,136,858.65	0.00
Total Other Current Liabilities	<u>6,144,328.57</u>	<u>7,430.01</u>
Total Current Liabilities	<u>6,257,658.41</u>	<u>10,329.62</u>
Total Liabilities	6,257,658.41	10,329.62
Equity		
000-390 · General Fund Balance	3,425,895.40	4,337,699.10
Net Income	911,803.70	3,484,791.37
Total Equity	<u>4,337,699.10</u>	<u>7,822,490.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,595,357.51</u></u>	<u><u>7,832,820.09</u></u>

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

	<u>Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	3,924,465.55	6,137,000.00	(2,212,534.45)	63.95%
738-566 · State Aid to Libraries	-	48,750.00	(48,750.00)	0.00%
738-613 · Photocopy Fees	1,000.20	45,000.00	(43,999.80)	2.22%
738-615 · Replacement - Books/ AV	641.57	9,500.00	(8,858.43)	6.75%
738-656 · Penal Fines	-	45,750.00	(45,750.00)	0.00%
738-664 · Overdue Fines	1,464.57	30,000.00	(28,535.43)	4.88%
738-670 · Misc & Contributions	565.00	1,000.00	(435.00)	56.50%
738-671 · Interest Income	25.36	5,000.00	(4,974.64)	0.51%
738-676 · Vending Commission	-	6,000.00	(6,000.00)	0.00%
738-677 · Meeting Room Rental	-	500.00	(500.00)	0.00%
Total Income	<u>3,928,162.25</u>	<u>6,328,500.00</u>	<u>(2,400,337.75)</u>	<u>62.07%</u>
Expense				
738-693 · Endowment Transfers	-	500.00	(500.00)	0.00%
738-702 · Salaries & Wages	120,326.23	2,975,000.00	(2,854,673.77)	4.05%
738-715 · Fringe Benefits	175,163.94	626,500.00	(451,336.06)	27.96%
738-722 · Supplies	2,499.85	164,950.00	(162,450.15)	1.52%
738-740 · Library Materials	23,187.79	950,000.00	(926,812.21)	2.44%
738-801 · Professional & Contractual	97,190.05	408,930.00	(311,739.95)	23.77%
738-850 · Communications	1,369.24	32,700.00	(31,330.76)	4.19%
738-860 · Travel	-	41,650.00	(41,650.00)	0.00%
738-880 · Community Promotion	354.30	26,200.00	(25,845.70)	1.35%
738-900 · Printing	271.00	52,900.00	(52,629.00)	0.51%
738-910 · Insurance	-	60,500.00	(60,500.00)	0.00%
738-920 · Utilities	11,331.72	203,000.00	(191,668.28)	5.58%
738-930 · Maintenance & Repairs	11,287.66	248,350.00	(237,062.34)	4.55%
738-940 · Rentals/Leases	389.10	17,400.00	(17,010.90)	2.24%
738-976 · Building Improvements	-	15,000.00	(15,000.00)	0.00%
738-977 · Capital Outlay	-	1,087,600.00	(1,087,600.00)	0.00%
738-996 · Property Tax Refunds	-	1,500.00	(1,500.00)	0.00%
Total Expense	<u>443,370.88</u>	<u>6,912,680.00</u>	<u>(6,469,309.12)</u>	<u>6.41%</u>
Net Change in Fund Balance	3,484,791.37	(584,180.00)	4,068,971.37	-596.53%
Fund Balance - Beginning of year	3,425,895.40	3,425,895.00		
Fund Balance - End of year	<u>6,910,686.77</u>	<u>2,841,715.00</u>		

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

	Jan 21	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	3,924,465.55	6,137,000.00	(2,212,534.45)	63.95%
738-566 · State Aid to Libraries	-	48,750.00	(48,750.00)	0.00%
738-613 · Photocopy Fees	1,000.20	45,000.00	(43,999.80)	2.22%
738-615 · Replacement - Books/ AV	641.57	9,500.00	(8,858.43)	6.75%
738-656 · Penal Fines	-	45,750.00	(45,750.00)	0.00%
738-664 · Overdue Fines	1,464.57	30,000.00	(28,535.43)	4.88%
738-670 · Misc & Contributions	565.00	1,000.00	(435.00)	56.50%
738-671 · Interest Income				
671g · Interest Income General	25.36	5,000.00	(4,974.64)	0.51%
Total 738-671 · Interest Income	25.36	5,000.00	(4,974.64)	0.51%
738-676 · Vending Commission	-	6,000.00	(6,000.00)	0.00%
738-677 · Meeting Room Rental	-	500.00	(500.00)	0.00%
Total Income	3,928,162.25	6,328,500.00	(2,400,337.75)	62.07%
Gross Profit	3,928,162.25	6,328,500.00	(2,400,337.75)	62.07%
Expense				
738-693 · Endowment Transfers	-	500.00	(500.00)	0.00%
738-702 · Salaries & Wages	120,326.23	2,975,000.00	(2,854,673.77)	4.05%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	442.55	2,000.00	(1,557.45)	22.13%
715b · Unemployment Reimbursement	-	1,000.00	(1,000.00)	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	-	3,600.00	(3,600.00)	0.00%
716d · Dental	-	21,400.00	(21,400.00)	0.00%
716m · Medical (BCN)	31,522.26	195,000.00	(163,477.74)	16.17%
Total 738-716 · Medical/Dental	31,522.26	220,000.00	(188,477.74)	14.33%
738-717 · Life Ins / Disability	2,138.17	15,500.00	(13,361.83)	13.80%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	-	100.00%
738-719 · Optical	-	7,000.00	(7,000.00)	0.00%
738-720 · FICA / MC Taxes	14,666.11	228,000.00	(213,333.89)	6.43%
738-721 · Retirement DC Plan (401a)	1,394.85	28,000.00	(26,605.15)	4.98%
Total 738-715 · Fringe Benefits	175,163.94	626,500.00	(451,336.06)	27.96%
738-722 · Supplies				
722t · Technology Supplies	717.16	23,200.00	(22,482.84)	3.09%
738-727 · Office Supplies				
727a · General Office Supplies	126.27	8,500.00	(8,373.73)	1.49%
727b · Printing & Copying Supplies	(1.10)	4,000.00	(4,001.10)	-0.03%
Total 738-727 · Office Supplies	125.17	12,500.00	(12,374.83)	1.00%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	-	6,000.00	(6,000.00)	0.00%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	27.00	17,515.00	(17,488.00)	0.15%
725b · Tech Processing Supplies	-	20,000.00	(20,000.00)	0.00%
Total 738-725 · Proc Library Supplies	27.00	37,515.00	(37,488.00)	0.07%
738-726 · Community Relations Supplies	122.10	1,000.00	(877.90)	12.21%
738-729 · Building Supplies	331.78	21,000.00	(20,668.22)	1.58%
738-728 · Library Supplies- General - Other	330.34	12,000.00	(11,669.66)	2.75%
Total 738-728 · Library Supplies- General	811.22	77,515.00	(76,703.78)	1.05%
738-730 · Postage				
730b · Postage - Info Services	141.92	5,000.00	(4,858.08)	2.84%
730c · Postage - Circulation Services	-	150.00	(150.00)	0.00%
730j · Postage - Business Services	(143.42)	2,825.00	(2,968.42)	-5.08%
730m · Postage - Community Relations	235.00	29,260.00	(29,025.00)	0.80%
Total 738-730 · Postage	233.50	37,235.00	(37,001.50)	0.63%

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

	Jan 21	Budget	\$ Over Budget	% of Budget
738-732 · Janitorial Supplies	612.80	14,500.00	(13,887.20)	4.23%
Total 738-722 · Supplies	2,499.85	164,950.00	(162,450.15)	1.52%
738-740 · Library Materials				
738-741 · Books	5,009.60	236,170.00	(231,160.40)	2.12%
738-744 · AV (Media)	21.59	111,000.00	(110,978.41)	0.02%
738-747 · Services, Subscrip & Pre-proc	18,156.60	602,830.00	(584,673.40)	3.01%
Total 738-740 · Library Materials	23,187.79	950,000.00	(926,812.21)	2.44%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	64.67	5,000.00	(4,935.33)	1.29%
738-733 · Bank Fees				
733g · Bank Fees General	-	1,000.00	(1,000.00)	0.00%
Total 738-733 · Bank Fees	-	1,000.00	(1,000.00)	0.00%
738-804 · Audit	-	12,675.00	(12,675.00)	0.00%
738-808 · Information Technology				
808t · Online Information-Technology	90,120.54	198,000.00	(107,879.46)	45.52%
808tp · Online Info - Tech Processing	1,025.00	28,300.00	(27,275.00)	3.62%
Total 738-808 · Information Technology	91,145.54	226,300.00	(135,154.46)	40.28%
738-809 · Programming-Community Relations				
809d · Community Programming	945.00	32,000.00	(31,055.00)	2.95%
Total 738-809 · Programming-Community Relations	945.00	32,000.00	(31,055.00)	2.95%
738-810 · Other Professional Services				
810a · Payroll	658.64	15,000.00	(14,341.36)	4.39%
810b · Professional Services-Circ Srv	56.70	9,250.00	(9,193.30)	0.61%
810j · Professional Services - Bus Srv	-	12,050.00	(12,050.00)	0.00%
810m · Professional Services - Com Rel	-	42,900.00	(42,900.00)	0.00%
Total 738-810 · Other Professional Services	715.34	79,200.00	(78,484.66)	0.90%
738-812 · Legal	1,281.00	15,000.00	(13,719.00)	8.54%
738-814 · Membership Dues				
814a · Membership Dues - Director	295.00	1,500.00	(1,205.00)	19.67%
814b · Membership Dues - Info Services	-	2,400.00	(2,400.00)	0.00%
814c · Membership Dues - Circ Services	-	1,000.00	(1,000.00)	0.00%
814e · Membership Dues - Info Tech	110.00	1,400.00	(1,290.00)	7.86%
814j · Membership Dues - Business Srv	400.00	1,500.00	(1,100.00)	26.67%
814k · Membership Dues - Miscellaneous	627.00	9,900.00	(9,273.00)	6.33%
814m · Membership Dues - Community Rel	-	930.00	(930.00)	0.00%
Total 738-814 · Membership Dues	1,432.00	18,630.00	(17,198.00)	7.69%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	-	5,000.00	(5,000.00)	0.00%
815b · Staff Longevity Awards	-	2,825.00	(2,825.00)	0.00%
815c · Staff Development/Training	-	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	1,606.50	19,125.00	(17,518.50)	8.40%
Total 738-801 · Professional & Contractual	97,190.05	408,930.00	(311,739.95)	23.77%
738-850 · Communications	1,369.24	32,700.00	(31,330.76)	4.19%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	-	3,000.00	(3,000.00)	0.00%
861b · Conferences - Info. Services	-	6,200.00	(6,200.00)	0.00%
861d · Conferences - Circ Serv.	-	4,500.00	(4,500.00)	0.00%
861f · Conferences - Trustees	-	1,000.00	(1,000.00)	0.00%
861g · Leadership Canton	-	1,600.00	(1,600.00)	0.00%
861h · Conferences - Info. Technology	-	8,400.00	(8,400.00)	0.00%
861j · Conferences - Business Services	-	4,000.00	(4,000.00)	0.00%
861m · Conferences-Community Relations	-	3,000.00	(3,000.00)	0.00%

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

	Jan 21	Budget	\$ Over Budget	% of Budget
Total 738-861 · Conferences (Incl.Registration)	-	31,700.00	(31,700.00)	0.00%
738-865 · Mileage / Misc.				
865a · Mileage - Director	-	2,500.00	(2,500.00)	0.00%
865b · Mileage - Information Services	-	2,250.00	(2,250.00)	0.00%
865c · Mileage - Circ. Services	-	1,000.00	(1,000.00)	0.00%
865e · Mileage- Information Technology	-	1,300.00	(1,300.00)	0.00%
865f · Mileage - Business Services	-	2,000.00	(2,000.00)	0.00%
865m · Mileage - Community Relations	-	900.00	(900.00)	0.00%
Total 738-865 · Mileage / Misc.	-	9,950.00	(9,950.00)	0.00%
Total 738-860 · Travel	-	41,650.00	(41,650.00)	0.00%
738-880 · Community Promotion				
880a · Marketing	354.30	23,800.00	(23,445.70)	1.49%
880b · Volunteer	-	2,400.00	(2,400.00)	0.00%
Total 738-880 · Community Promotion	354.30	26,200.00	(25,845.70)	1.35%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	-	51,200.00	(51,200.00)	0.00%
901e · Misc. Printing & Publishing	271.00	1,200.00	(929.00)	22.58%
Total 738-901 · Printing & Publishing	271.00	52,400.00	(52,129.00)	0.52%
738-903 · Legal Notices & Ads	-	500.00	(500.00)	0.00%
Total 738-900 · Printing	271.00	52,900.00	(52,629.00)	0.51%
738-910 · Insurance				
738-911 · Liability Ins	-	41,000.00	(41,000.00)	0.00%
738-912 · Worker's Comp	-	7,000.00	(7,000.00)	0.00%
738-915 · E&O/D&O/EPL	-	3,500.00	(3,500.00)	0.00%
738-916 · Fiduciary/Fidelity	-	9,000.00	(9,000.00)	0.00%
Total 738-910 · Insurance	-	60,500.00	(60,500.00)	0.00%
738-920 · Utilities				
738-921 · Electricity	10,194.89	150,000.00	(139,805.11)	6.80%
738-922 · Gas	1,136.83	33,000.00	(31,863.17)	3.45%
738-923 · Water	-	20,000.00	(20,000.00)	0.00%
Total 738-920 · Utilities	11,331.72	203,000.00	(191,668.28)	5.58%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	4,800.00	92,000.00	(87,200.00)	5.22%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	5,416.66	36,000.00	(30,583.34)	15.05%
932b · Lawn & Grounds Maintenance	400.00	44,350.00	(43,950.00)	0.90%
Total 738-932 · Lawn & Grounds Maintenance	5,816.66	80,350.00	(74,533.34)	7.24%
738-933 · Building Security	-	6,700.00	(6,700.00)	0.00%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	-	3,000.00	(3,000.00)	0.00%
934c · Misc. Contracts & Inspections	461.00	8,900.00	(8,439.00)	5.18%
934g · HVAC Maintenance Contracts	-	16,500.00	(16,500.00)	0.00%
Total 738-934 · Library Equip & Misc Contracts	461.00	28,400.00	(27,939.00)	1.62%
738-935 · Office Equip Maint Contracts	210.00	900.00	(690.00)	23.33%
738-936 · Building Repairs	-	20,000.00	(20,000.00)	0.00%
738-937 · Equipment Repairs	-	20,000.00	(20,000.00)	0.00%
Total 738-930 · Maintenance & Repairs	11,287.66	248,350.00	(237,062.34)	4.55%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	389.10	15,400.00	(15,010.90)	2.53%
942 · Postage Meter - Pitney Bowes - Other	-	2,000.00	(2,000.00)	0.00%
Total 942 · Postage Meter - Pitney Bowes	389.10	17,400.00	(17,010.90)	2.24%
Total 738-940 · Rentals/Leases	389.10	17,400.00	(17,010.90)	2.24%

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

	Jan 21	Budget	\$ Over Budget	% of Budget
738-976 · Building Improvements	-	15,000.00	(15,000.00)	0.00%
738-977 · Capital Outlay				
977t · Capital Outlay - Technology	-	1,087,600.00	(1,087,600.00)	0.00%
Total 738-977 · Capital Outlay	-	1,087,600.00	(1,087,600.00)	0.00%
738-996 · Property Tax Refunds	-	1,500.00	(1,500.00)	0.00%
Total Expense	<u>443,370.88</u>	<u>6,912,680.00</u>	<u>(6,469,309.12)</u>	<u>6.41%</u>
Net Change in Fund Balance	3,484,791.37	(584,180.00)	4,068,971.37	-596.53%
Fund Balance - Beginning of year	3,425,895.40	3,425,895.00		
Fund Balance - End of year	<u>6,910,686.77</u>	<u>2,841,715.00</u>		

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Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						6,149,154.83
Check	01/06/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 01/	-202.98	6,148,951.85
General Journal	01/06/2021	1769	Paylocity Direct Deposits	Direct Deposits	-71,830.25	6,077,121.60
General Journal	01/06/2021	1769	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-25,290.19	6,051,831.41
Transfer	01/06/2021			Funds Transfer - Payroll Date 01/06/2021	-1,059.22	6,050,772.19
Check	01/06/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,015.24	6,046,756.95
Check	01/06/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	6,046,631.95
Check	01/06/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-565.33	6,046,066.62
Check	01/08/2021	51638	Home Depot	December Statement	-60.08	6,046,006.54
Bill Pmt -Check	01/08/2021	51639	Dell Marketing L.P.	028290410	-6,594.48	6,039,412.06
Deposit	01/12/2021			Deposit	568,895.57	6,608,307.63
Deposit	01/13/2021			Deposit	770.32	6,609,077.95
Check	01/14/2021	51640	Chase Visa	Statement 1/02/2021	-3,524.56	6,605,553.39
Bill Pmt -Check	01/14/2021	51641	Miscellaneous Patron - Refunds	Suzanne M. Kery: Refund for overpaymer	-27.98	6,605,525.41
Bill Pmt -Check	01/14/2021	51642	Miscellaneous Vendor-ILL/MEL	Adrian District Library: Absinthe by Eekha	-27.00	6,605,498.41
Bill Pmt -Check	01/14/2021	51643	Miscellaneous Vendor-Programming	Thomas MacEntee: Did I get Everything?	-100.00	6,605,398.41
Bill Pmt -Check	01/14/2021	51644	AmazonBusiness	A265GG3U5ZD0HS	-217.17	6,605,181.24
Bill Pmt -Check	01/14/2021	51645	American Library Association - Members	ALA/PLA/Core: Leadership, Infrastructure	-295.00	6,604,886.24
Bill Pmt -Check	01/14/2021	51646	Baker & Taylor (510)	L417510	-2,213.96	6,602,672.28
Bill Pmt -Check	01/14/2021	51647	Baker & Taylor (520)	L417520	-349.02	6,602,323.26
Bill Pmt -Check	01/14/2021	51648	Baker & Taylor (530)	L417530	-2,177.37	6,600,145.89
Bill Pmt -Check	01/14/2021	51649	Clear Rate Communications	4893421	-692.40	6,599,453.49
Bill Pmt -Check	01/14/2021	51650	Crimson Multimedia Distribution, Inc.		-1,945.52	6,597,507.97
Bill Pmt -Check	01/14/2021	51651	Ehrlich	14383673	-598.00	6,596,909.97
Bill Pmt -Check	01/14/2021	51652	Fish Doctors	Maintenance fee...tall red plant (1)	-107.48	6,596,802.49
Bill Pmt -Check	01/14/2021	51653	Friends of Michigan Libraries	Group annual membership 2021	-45.00	6,596,757.49
Bill Pmt -Check	01/14/2021	51654	Konica Minolta Business Solutions	Copy charges	-208.71	6,596,548.78
Bill Pmt -Check	01/14/2021	51655	Library Design Associates, Inc.	Replacement chair seats for check-out/h	-1,188.00	6,595,360.78
Bill Pmt -Check	01/14/2021	51656	Mergent Inc	134589	-2,271.00	6,593,089.78
Bill Pmt -Check	01/14/2021	51657	Midwest Tape		-7,656.49	6,585,433.29
Bill Pmt -Check	01/14/2021	51658	NorthStar Mat Service	Contractual mat service	-123.80	6,585,309.49
Bill Pmt -Check	01/14/2021	51659	Postmaster - Westland	Permit # 558: USPS marketing mail	-235.00	6,585,074.49
Bill Pmt -Check	01/14/2021	51660	Reliable Landscaping, Inc.	Seasonal snow plowing...sprinkler repair	-5,466.66	6,579,607.83
Bill Pmt -Check	01/14/2021	51661	Rowman & Littlefield Publishing Group	0000876216	-168.36	6,579,439.47
Bill Pmt -Check	01/14/2021	51662	Sage Publishing (CQ Press)	0000146204	-388.17	6,579,051.30

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/14/2021	51663	Shoutbomb LLC	Shoutbombg text messaging servicee Jan -	-402.00	6,578,649.30
Bill Pmt -Check	01/14/2021	51664	Staples Business Advantage	1002673	-108.83	6,578,540.47
Bill Pmt -Check	01/14/2021	51665	T-Mobile	Mobile internet charges 11/21/2020 - 12	-91.68	6,578,448.79
Bill Pmt -Check	01/14/2021	51666	Trusted Tech Team	Windows 7 EXTended Security Updates -	-359.97	6,578,088.82
Bill Pmt -Check	01/14/2021	51667	Tsai Fong Books, Inc.		-149.30	6,577,939.52
Bill Pmt -Check	01/15/2021	51668	DTE Energy	1893-232-0001-5	-11,331.72	6,566,607.80
General Journal	01/20/2021	1777	Paylocity Direct Deposits	Direct Deposits	-71,330.12	6,495,277.68
General Journal	01/20/2021	1777	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-25,026.99	6,470,250.69
Check	01/20/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 01/	-455.66	6,469,795.03
Transfer	01/20/2021			Funds Transfer - Payroll Date 01/20/2021	-1,059.22	6,468,735.81
Check	01/20/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,395.24	6,464,340.57
Check	01/20/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	6,464,215.57
Check	01/20/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-829.52	6,463,386.05
Deposit	01/25/2021			Deposit	1,130.26	6,464,516.31
Bill Pmt -Check	01/27/2021	51669	Petty Cash	Stellar Staff awards replenishment	-1,045.00	6,463,471.31
Bill Pmt -Check	01/28/2021	51670	AmazonBusiness	A265GG3U5ZD0HS	-142.13	6,463,329.18
Bill Pmt -Check	01/28/2021	51671	Ann Arbor Cleaning Supply Co.	Latex powder free glove med 100/box (2)	-489.00	6,462,840.18
Bill Pmt -Check	01/28/2021	51672	AT&T Mobility (Cingular Wireless)	831922095	-183.16	6,462,657.02
Bill Pmt -Check	01/28/2021	51673	Baker & Taylor (180)	L438180	-88.10	6,462,568.92
Bill Pmt -Check	01/28/2021	51674	Baker & Taylor (510)	L417510	-2,565.01	6,460,003.91
Bill Pmt -Check	01/28/2021	51675	Baker & Taylor (520)	L417520	-210.96	6,459,792.95
Bill Pmt -Check	01/28/2021	51676	Baker & Taylor (530)	L417530	-2,364.74	6,457,428.21
Bill Pmt -Check	01/28/2021	51677	Blue Care Network	Coverage 02/01/2021 - 02/28/2021	-17,057.34	6,440,370.87
Bill Pmt -Check	01/28/2021	51678	Canton Township - Benefits	Dental claims paid	-1,426.30	6,438,944.57
Bill Pmt -Check	01/28/2021	51679	Dell Marketing L.P.	028290410	-119.20	6,438,825.37
Bill Pmt -Check	01/28/2021	51680	Dunn Rite Maintenance	Janitorial service for January	-4,800.00	6,434,025.37
Bill Pmt -Check	01/28/2021	51681	Engraving Connection	Name plates 2" x 8" brushed silver with b	-39.36	6,433,986.01
Bill Pmt -Check	01/28/2021	51682	Fawcett, Laura	Program suppliesfor hot cocoa bombs	-160.10	6,433,825.91
Bill Pmt -Check	01/28/2021	51683	Foster, Swift, Collins & Smith	Bibliocommons agreement...FFCRA corre	-1,281.00	6,432,544.91
Bill Pmt -Check	01/28/2021	51684	Konica Minolta Business Solutions	Brother printer contract coverage 2 mon	-84.05	6,432,460.86
Bill Pmt -Check	01/28/2021	51685	Konica Minolta Premier Finance	Monthly contract payment - January and	-303.11	6,432,157.75
Bill Pmt -Check	01/28/2021	51686	Midwest Collaborative for Library Service	Morningstar Investment Research Center	-3,764.23	6,428,393.52
Bill Pmt -Check	01/28/2021	51687	Miscellaneous Vendor-Programming	Cookies and More LLC: Cocoa Bomb prog	-220.00	6,428,173.52
Bill Pmt -Check	01/28/2021	51688	NorthStar Mat Service	Contractual mat service	-61.90	6,428,111.62
Bill Pmt -Check	01/28/2021	51689	Office Depot	31909112	-52.99	6,428,058.63

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/28/2021	51690	OverDrive, Inc.	0721-1001	-7,360.88	6,420,697.75
Bill Pmt -Check	01/28/2021	51691	Progressive Printing	Business cards 7 sets at 250 each	-271.00	6,420,426.75
Bill Pmt -Check	01/28/2021	51692	Pronunciator LLC	Pronunciator Library Subscription 2021	-1,578.00	6,418,848.75
Bill Pmt -Check	01/28/2021	51693	State of Michigan - Dept of Labor	EAN: 0807286 000: Quarter/Period endir	-2,211.13	6,416,637.62
Bill Pmt -Check	01/28/2021	51694	Strand, Erin	Snacks by the mailboxe (oranges & chocc	-28.65	6,416,608.97
Bill Pmt -Check	01/28/2021	51695	Sun Life Assurance Company of Canada	Monthly charges - February	-1,135.36	6,415,473.61
Bill Pmt -Check	01/28/2021	51696	Today's Business Solution, Inc.	Branded PrintSpot service plan for 2 prin	-890.00	6,414,583.61
Bill Pmt -Check	01/28/2021	51697	Tumbleweed Press Inc	TumblePlatinum renewal 02/01/2021 - 0	-999.00	6,413,584.61
Bill Pmt -Check	01/28/2021	51698	Unique Management Services	Placements December 2019	-56.70	6,413,527.91
Bill Pmt -Check	01/28/2021	51699	West Group Payment Center	West Complete Library Sub 01/01/2021 -	-108.69	6,413,419.22
Bill Pmt -Check	01/28/2021	51700	Golden, Laurie	Big Love Ball	-39.50	6,413,379.72
Bill Pmt -Check	01/28/2021	51701	AFLAC	BCJ39	-73.68	6,413,306.04
Bill Pmt -Check	01/28/2021	51702	Miscellaneous Vendor	Zebra Striping: Install 1 handicap sign	-400.00	6,412,906.04
Deposit	01/29/2021			Deposit	60.92	6,412,966.96
Deposit	01/29/2021			Deposit	408,694.41	6,821,661.37
Check	01/31/2021	EFT	MERS - Pension	Employee Pension Deductions for the mc	-4,136.72	6,817,524.65
Total 000-004 · Chase - Checking					<u>668,369.82</u>	<u>6,817,524.65</u>
TOTAL					<u>668,369.82</u>	<u>6,817,524.65</u>

Director's Report
February 2021

1. For this month's meeting, Marian Nicholson and I have prepared a staffing proposal, outlining a 3-year plan to consolidate some of our recent part-time vacancies into a full-time position in 2021 and add two full-time positions in 2022/2023. While the 2021 Salaries budget will remain intact, there will be an increase to Fringe Benefits, which requires a board vote due to the budgetary impact. I am asking for board approval of the Youth Librarian full-time position this month so that we can advertise the job posting and hopefully have someone hired and trained before summer, our busiest time of year for our Youth Services staff.
2. Also on the agenda this month is the Phase 2 Facilities Proposal for your approval. Per our Building Assessment completed by ENGIE Services in 2019, the next phase of our building replacements includes the roof sections over the 2000-era building expansion (replacement of the original 1988 roof was completed in 2008), and replacement of our three rooftop HVAC units and rooftop air handler, along with connections to our new building control system that was installed in 2020. My thanks to Marian Nicholson for her work on this proposal. The roof has already been included in the 2021 budget, and we are asking to move the rooftop units from 2022 to 2021 so that the work can be completed at the same time. We are requesting board approval this evening so that the planning can immediately begin, and the additional funds will officially be brought into the 2021 budget as part of the 1st Quarter Budget Amendment in April.
3. This month kicks off 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.
 - a) MERS Pension contribution – We do not yet know the required contribution amount for 2022, but for 2021 the required contribution was \$90,768. Overfunding our pension remains our goal, and to that end our recommendation is to budget \$125,000 in 2022, as we did in 2021.
 - b) Library Materials – After consulting with Collection Development Specialist Lisa Craig, our recommendation is to continue to allocate 15% of total operating to the Library Materials budget. We plan to continue our emphasis on digital materials and access, and also place more emphasis on vendor pre-processing and pre-cataloging of physical materials where it makes sense to do so.
4. Included in the packet for your information and review is our annual graphical chart showing the change in our endowment fund balance each year since the library board transferred it to the Canton Community Foundation in 2015. We are very pleased in the growth of the endowment fund over these last 5 years.
5. Last on your agenda is a discussion of fines elimination. Circulation Services Department Head Kat Bounds has drafted an overview of the issue, providing background information to help inform your discussion. This is not an item for you to vote on; rather, the document is intended to provide the board with an environmental scan of fines elimination nationally, locally, and in the context of our community. Our goal is for you to have a discussion, ask your questions, and if needed, we will do further research and bring that back for your consideration. Eliminating overdue fines is both a policy and a financial decision, which

rests with the board. My thanks to Kat for preparing this document introducing you to the major factors for consideration.

6. In personnel news, since the January meeting we welcomed Sarah Adimi and Hanna Needham as On-Call Pages; Ellen Wagner as a Page; and Wade Davis as a Building Monitor. We welcomed back former Library Interns Taylor Quinn and Stacey Spencer as Substitute Librarians. I am also pleased to report that Page Kaitlyn Minshall accepted a promotion to Communications Specialist in Community Relations.
7. Here is an update on our reopening. During our mandated spring closure, email reference and online library card account assistance and card issuance continued. While our physical collection was unavailable from March 13 through June 8, we continued to purchase and expand access to digital materials—ebooks, eaudiobooks, streaming movies and shows, emagazines. Our physical circulation has been about half of what we typically see.

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. 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 required 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 were available noon to 6pm, and Holds Pickups and Computer/Equipment Appointments were available 1pm to 5pm.

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

We removed all except ADA-required seating and stored them in the meeting rooms and study rooms, which also discourages patrons from trying to gather in those rooms. We roped off areas where it is impractical to store large pieces of furniture, as well as the lobby—patrons are directed to the restrooms

in the children's library—to facilitate staff moving through the lobby to the Holds Pickups area in the Community Room. The lobby restrooms are difficult to maintain physical distance in, so they are currently not open to the public. No food or drink are allowed because consuming them requires removing your mask. We are asking patrons to limit their visits to 30 minutes, on the honor system.

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

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

The Friends of the Library began accepting donations and reopened the bookstore on October 1. Not all of their volunteers chose to return, so they reduced their hours: Monday, Wednesday, and Friday 10:00am to 4:00pm, and Tuesdays for Premium Members Only, noon to 4:00pm. The Friends suspended donations from October 8 to October 22 due to lack of space, and ran a special bag sale in the meantime to help clear out inventory. The Friends suspended operations again November 8, due to lack of volunteers willing to work during increased case counts in Canton. See below for the present state of the bookstore and donation acceptance.

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

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

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

We piloted curbside pickup appointments as of November 3; when patrons receive their holds pickup notification, they can click through to schedule an appointment for curbside or for lobby pickup. The days

and hours for curbside are Tuesdays and Thursdays from 10am to noon and 5pm to 7pm, and Saturdays from 10am to noon. We will see how these go and will adjust based on demand.

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

All of the supervisors, managers, department heads, and I were self-isolating and/or tested after learning that a job candidate whom we interviewed on November 3 tested positive on November 6. Because more than 24 hours had passed since the candidate was in the library, deep cleaning was not recommended. Because his "close contact" was with the ten of us over the course of the day, and his other contacts with people in the library did not rise to the level of "close contact," no other library staff self-isolated and the library remained open for business. All of us either tested negative or developed no symptoms, and returned to work without incident. The job candidate is recovering.

The library reopened on December 10 after a positive case on staff; per our Pandemic Reopening Policy, I closed the library for two weeks, from November 26 through December 9 so that staff could self-isolate. We had a second positive staff case reported on December 3; as this was concurrent with our closure, and exposure occurred more than a week prior, I did not extend the closure any further. Both coworkers had contact with other staff during their shifts leading up to their tests; just under 60 employees self-isolated to mitigate further community spread. Some opted to get tested and came back negative, although several were still told to self-isolate for the full period given the high case counts in our community. I am pleased to report that we saw no spread of the virus, and that both positive coworkers remained asymptomatic and returned to work when we reopened on December 10.

While we planned for this situation, it was still a scary time for all of us and our coworkers. I have reminded everyone that we knew we would come in contact with a positive person at some point once the library re-opened, and that all of our planning and hygiene is working—everyone was masked, everyone was distanced, everyone disinfected and sanitized. We do have several coworkers who are concerned about themselves or members of their households who are high-risk, and they are exploring their options with their department heads and HR.

We were very busy when we reopened on December 10. Despite a rotation of full-time staff coming in each day to feed the fish, check the mail/deliveries, and clear the sorter bins of returned materials, there was still a lot of work to be done to reshelve items, activate holds, contact patrons who still had holds to pick up from November 26, and pull holds from the shelves that were placed during our closure. Kudos to everyone on staff, some of whom came in extra and switched their schedules so that we could get back up and running as smoothly as possible on December 10.

After the new year, we made an adjustment to our procedure for quarantining returned items for 24 hours, which removes one handling step that the Pages determined to be unnecessary. It's a minor process improvement that will greatly impact the Pages' ability to get materials shelved in a timely fashion.

Presently

We are holding the line on our current hours and services and plan to continue in that mode for the time being. At the time of this writing, we are just over one week out from the state allowing indoor dining. The Plymouth-Canton Community Schools has begun phasing in on-site, in-person learning, starting with elementary and moving up from there to meet the state's goal of March 1.

The Friends of the Library reopened the bookstore and began accepting donations on Monday, February 1. Enough of their volunteers have received at least their first vaccination that they were comfortable returning, although the Friends still do not have enough volunteers to return to their pre-pandemic hours. Their hours remain reduced: Monday, Wednesday, Thursday, and Friday: 10am to 4pm; and Tuesdays for Premium Members Only, noon to 4pm.

The department heads and I are having conversations about how we may proceed with increased hours or services, keeping in mind the COVID-19 variants that are more contagious. On the plus side, more of our patrons are coming in and announcing that they are vaccinated, and we continue to see good compliance with the state orders on masks, distance, and occupancy limits.

We have contacted the Wayne County Health Department, Canton Township, our library cooperative, our health insurance provider, and our insurance broker to find out how we can get library staff vaccinated when our time, Phase 1C, comes. I have only heard from the Township; they also have no information yet on Phase 1C immunizations, and Supervisor Anne Marie Graham-Hudak and I agreed to keep each other posted. I have encouraged all of my coworkers to register wherever they can, and if they are offered an immunization and want one, they should take it as soon as they can. The Michigan Library Association is advocating at the state level to have all library workers included in Phase 1B; currently school librarians are included in 1B, and all other library workers are in 1C. MLA is advocating for consistent treatment of library workers across library types to receive immunizations in the same phase, particularly since so many public and academic libraries are open for public and student use.

Looking Ahead

Circulation Services Department Head Kat Bounds is working with her department and with IT and Community Relations to eliminate lobby pickup appointments and stick with the two materials pickup options that are the most heavily used by our patrons: Self-Service pick up of holds inside the library, and curbside pickup of checked-out materials by appointment. We have offered all three options for the last several months so that we could gauge community demand, and our community has spoken—either they want to come in and check it out themselves, or they prefer contactless curbside. We will have communications sent out in the coming days, with implementation expected as of February 23.

As always, we are proceeding cautiously, and will monitor safety, case counts, compliance with our policies, and staffing levels. If warranted, we will roll back our services. I am very pleased with our patrons

and my coworkers, who have largely been pleasant and taken all safety precautions and been excited about coming back to the library and also been patient with and understanding of our reasons for being cautious. I am also doing my best to provide certainty to my coworkers and our community, but the fact is that we continue to face a lot of unknowns. The coronavirus mutations are weighing heavily on our minds, particularly given that they are more highly transmissible and we spend so much time interacting with the public.

We will continue to provide library services to our community as long as we can do it safely and ensure the well-being of staff and patrons. I will close the library again if we have a positive staff case so that everyone may self-isolate. I will close the library temporarily/reduce hours/reduce services if we do not have enough staff to provide our current services. I am ready to revert to a previous stage of our reopening, as well.

I appreciate the board's discussion last month regarding allowing groups to gather in the library for tutoring, studying, and meetings. At this time, we do not believe that we can adequately monitor and manage time limits and group size restrictions, let alone enforce them, given our pre-pandemic experience with groups—a group comes in, they break apart and form new groups, they coalesce into other groups, they move from study area to study area. We also have concerns that none of our neighboring libraries are offering studying/meeting/lingering, and the undue burden on our library if we offer it, as far as non-residents taking advantage of this service to the detriment of Canton residents. I shared with staff the board's consensus that we hold off on allowing that type of library usage until we've reached higher vaccination rates in our community, and certainly among our staff. They appreciate your concern for their well-being and your support, thank you.

Our focus moving forward, then, will be on the safe expansion of existing services. This includes increasing our hours open to the public, increasing time limits for existing services—extend browsing to one hour, for example, and/or computer use to 90 minutes—and increasing the maximum occupancy from its artificial limit of 50 patrons. At 30% capacity, we could have up to 200 patrons. We will base our decisions to expand these services on patron demand: Are we seeing a line before 10am and are we escorting lots of people out at 7pm; are we hearing from patrons that the existing time limits aren't long enough; and are we hitting the 50-patron maximum on a regular basis? For now, the answers are "No." We will continue to monitor usage and feedback as we consider expanding these services.

Respectfully submitted,
Eva Davis



Proposal to Convert Certain Part-Time Positions to Full-Time Status

Proposal

To convert certain part-time positions to full-time status over a three-year period, 2021, 2022, and 2023.

Background

Historically, the library has maintained only a fraction of our total employees as full-time positions; currently, 20 of our ~100 employees are full-time:

- 1 – Library Director
- 5 – Department Heads
- 3 – Information Services Managers
- 3 – Circulation Services Supervisors
- 2 – Information Services Librarians (one Youth, one Adult)
- 2 – Community Relations Programming Librarians
- 1 – Information Technology Systems Administrator
- 1 – Business Services Accountant
- 1 – Business Services Business/Volunteer Assistant
- 1 – Business Services Building Supervisor

As I have previously mentioned to the Board, attrition over the course of the pandemic has provided us the opportunity to examine our staffing and make changes to improve the recruitment, retention, longevity, and loyalty in certain positions. The library has identified three key positions that we wish to convert to full-time status over the next several years. The proposed full-time positions include a Youth Librarian, an Adult Librarian, and a Building Monitor.

Librarians

The Information Services Department used to have four full-time librarian positions: Two full-time Youth and two full-time Adult. One full-time Youth and one full-time Adult Librarian were each promoted to newly-created full-time Manager positions in 2017 and their former full-time librarian positions were eliminated to keep our Salaries budget level. This aligned with our needs at the time and continues to work well; the additional management support to the department allows the Information Services Department Head to integrate the previously-separate Adult and Youth departments into one larger department, focusing on administrative initiatives while the Managers handle day-to-day operations. Both Managers have some public service responsibilities, though reduced as compared to frontline librarian staff so that they can focus on their management functions.

Canton is a growing community, with young families, intergenerational households, and a senior population that are all growing and are projected to continue to grow. Reinstating the two full-time librarian positions demonstrates our commitment to serving families and seniors and improves our

ability internally to plan for and serve their needs.

We have an immediate need for the Youth Librarian position, as far as strategic planning for family services during and after the pandemic, as well as working collaboratively with the youth and program librarians to develop programs (virtual and in-person), support to the school librarians and teachers for their virtual and in-person needs, and parents and caregivers who turn to the library for assistance, support, and enrichment for their charges.

Canton Township's senior citizen population is growing and is projected to continue to grow over the coming years. Our 2019 Community Survey affirmed the increasing need for services to the various senior subgroups—active independent seniors, older seniors, homebound seniors, and seniors in care settings. Our current Pulse planning project is focused on their unique needs and how the library might meet those needs both currently and post-pandemic. While we could certainly make use of a full-time Adult Librarian in the immediate future, we would like to take the time to fully explore the expectations for this position to serve our senior population, and anticipate that we will be in a position to add this full-time position to either the 2022 or 2023 budget.

Building Monitor

There are currently three part-time Building Monitor positions in Business Services. Building Monitor is a key position; their singular focus on the safety and security of patrons, staff, the library property, and the library's contents ensures that we have consistency in behavior enforcement and the safest possible environment for all. We have been hampered by regular turnover in these positions, and recruitment has been difficult because of their part-time unbenefitted status. Converting one of the part-time Building Monitor positions to full-time will provide consistency, stability, and longevity in this key position. The full-time Building Monitor will serve as the leader of the Building Monitor workgroup, and also serve to assist the Building Supervisor with facilities issues. We plan to budget for this full-time position in either the 2022 or 2023 budget, possibly sooner if attrition gives us the opportunity to implement it sooner.

Rationale

The historical rationale for our predominantly part-time staff was the long-term cost of legacy benefits for full-timers, particularly retirement benefits such as health care and pension costs. The termination of the retiree health care plan in 2012 and the closure of the defined-benefit pension plan to new hires in 2017 (shifted all new full-time hires to a defined contribution retirement plan) eliminates these legacy cost concerns as they relate to new full-time positions.

Additionally, the library's opt-out from the Canton Township Downtown Development Authority Tax Capture in 2017 brought approximately \$160,000 annually back into the library's property tax revenues. The library now has the opportunity to benefit from the mindfully-curtailed legacy costs by offering full-time status to select key positions, which positively impacts recruitment, retention, consistency, and loyalty.

Our staffing proposal, which we would like the board to approve this month, is to add three full-time positions: Youth Librarian in 2021, Building Monitor in 2022/2023, and Adult Librarian in 2022/2023. The exact timing of the Building Monitor and Adult Librarian positions depends on future attrition, our budget situation, and the prioritization of services, which we will have a better handle on as we exit the pandemic and assess community needs.

The hours for the Youth Librarian position will come from current vacancies due to attrition within Information Services, and will be salary-neutral for the 2021 Budget. The position does come with Fringe Benefits, discussed further in the “Budgetary Impact” section below, and that additional cost is not reflected in the current 2021 Budget; this would require board approval this month and a 1st Quarter Budget Amendment at your April meeting. I am asking the board to vote to approve the full-time Youth Librarian position now, so that we can post it in March 2021, and then in April officially incorporate the additional Fringe Benefits costs as part of the 1st Quarter Budget Amendment in April. This will allow us to hire and onboard the new librarian ahead of summer, our busiest time for Youth Librarians.

The Building Monitor and Adult Librarian full-time positions will be budgeted for 2022 and/or 2023, as we exit the pandemic crisis and assess the needs of our changed community as part of the 2022 and 2023 budget processes. The annual budget is discussed by the board every year and the budget for the coming year approved each September, so the additional Fringe Benefits and Salaries costs will be included in these budget years.

Budgetary Impact

The total worst-case budgetary impact to Fringe Benefits for each of these full-time positions is estimated at \$43,000 in 2021; an additional \$45,000 in 2022; and an additional \$45,000 in 2023. These estimates assume full family healthcare coverage, dental coverage, optical coverage, disability insurance, full participation in the 401(a) retirement plan to receive the maximum employer match, and state and federal withholding for each of the three positions. The majority of the cost increases are for the healthcare plan, assuming family coverage. Those costs would be reduced if the incumbents need only two-person coverage (\$35,000); or single coverage (\$15,000); or no healthcare coverage due to being on another family member’s plan (\$7,300). For example, a single coverage employee would reduce the overall annual Fringe Benefits estimate from \$43,000 to \$15,000. Any difference between the budgeted amount (to cover the worst-case scenario) and the actual expenditure (depending on the health care coverage selected) would be returned to fund balance at the end of the fiscal year.

As previously stated, the Salaries increase for the Youth Librarian can be absorbed in the current 2021 Salaries budget through vacancies due to attrition—part-time staff who have resigned or reduced their hours, whether due to the pandemic, finding a full-time job elsewhere, retirement, returning to school, or family considerations. The Fringe Benefits increase for the Youth Librarian will be adjusted in the 1st Quarter Budget Amendment, and will be covered by either cost savings in other expenditure lines, or by transfer of Operating Revenues in Excess of Expenditures to that line-item.

Recommendation

I ask that the library board approve the recommendation to create three additional full-time positions: Youth Librarian in 2021; Adult Librarian in 2022/2023; and Building Monitor in 2022/2023. The Youth Librarian position will be posted in March 2021. As part of the Quarterly Budget Amendment process, the board will approve a 1st Quarter Budget Amendment in April to amend the Fringes line to accommodate the additional benefits costs for the Youth Librarian in 2021. The budgets for 2022 and 2023 will incorporate the costs for Building Monitor and Adult Librarian as part of the board's budget preparation and discussion process.

Making these full-time conversions will ultimately bring our full-time employee count to 23 out of 100 employees, less than 25% of our census. Personnel falls under the purview of the Library Director generally, but because the 2021 Youth Librarian position in particular affects the budget, a vote of the board is required before I can enact that change.

I appreciate your consideration and look forward to your discussion.

Respectfully submitted,
Eva Davis, Director



Proposal to Advance Capital Replacement
Project from 2022 to 2021

Proposal

Complete Phase II of building replacements in 2021 by pulling forward the corresponding capital expense from 2022 and engaging Sustainable Energy Engineering (SEE) to provide Design-Build Services to replace the library’s four existing rooftop HVAC systems and replace or repair approximately 21,000 square feet of aged roofing.

Background

In 2019, ENGIE Corporation provided a proposal for implementing Energy Conservation Measures (ECMs) at the library. At a total cost of \$2,922,941, we broke the original proposal into three phases:

Phase I (implemented in 2019, completed in 2020, at a cost of \$773,528)

- Heating and Hot Water Boiler System
- Variable Frequency Drive (VFD) (hot water pump)
- Humidifier Replacement
- Building Management System Software
- Replace Pneumatic Controls with Digital
- Window Replacement

Phase II (ENGIE 2019 estimated cost of \$1,068,946)

- Packaged Roof Top Unit (RTU) Replacement
- Roofing Replacement (~21,000 square feet)

Phase II (not selected for implementation, ENGIE estimated cost of \$1,080,467)

- Lighting Retrofit
- Solar PV Panel Installation
- EV Charging Station Installation
- Solar Thermal Installation

We are now ready for Phase II. We have satisfied our contractual obligation to ENGIE with the completion of Phase I work in 2020. ENGIE has been sold to another corporation and the price quote of \$1,068,946 from 2019 is no longer valid. The RTUs and the 21,000 sf of roofing are beyond end of life, and it is recommended to tie the two projects together as removing and replacing the RTU may cause damage to the roof membrane and/or require changes to the RTU platforms. We have already budgeted \$725,000 in 2021 for the RTU work and we have assigned \$350,000 in 2022 Capital Outlay for the roof work. We are requesting that the board approve moving the roof expense from 2022 and into the 2021 budget so that these projects can be completed concurrently.

Rationale

SEE will provide turnkey services, including conceptual engineering and a complete project plan. A *preliminary opinion of cost* is included in the SEE proposal in your packet, totaling \$1,070,859. This is within the combined budgeted total for the roof and RTUs of \$1,075,000, but a board vote is required to pull the roof work into the 2021 budget year.

SEE will provide all of the pre-construction surveys as well as active construction engineering, competitive bidding, vetting of bids and contractors, project management, commissioning and project closeout at a cost that is in line with ENGIE's 2019 Phase II proposal, taking into account inflation and the increased costs of materials and labor—we are recognizing some economies of scale by completing both the roof and the RTU replacements at the same time.

Dan Stine, President of SEE, was the on-site project manager for ENGIE during Phase I. He did an incredible job of communicating with CPL and holding subcontractors accountable for the quality, safety and timely execution of their work. Mr. Stine, having provided oversight of the building controls system, is eminently qualified to ensure the new RTUs tie in with our upgraded building controls system. I am confident his past work with our building will prove invaluable in the execution of this last phase of upgrades to the building systems.

By executing this project in 2021, we avoid steadily increasing costs for labor and materials while minimizing the impact of a limited closure. If we wait until 2022, when things might be returning to normal patterns, our community may find another multi-day closure of the library (albeit to accommodate cranes and heavy equipment) harder to tolerate. Completing this work when our capacity and patronage are reduced and when we are not conducting on-site programs will minimize the inconvenience to patrons.

Budgetary Impact

There is a net zero budget impact as the SEE *opinion of potential cost* at \$1,070,859 falls within our already budgeted amount of \$1,075,000 for the Phase II capital replacement projects (\$725,000 in 2021 for the RTU work and \$350,000 in 2022 for the roof work).

Recommendation

It is the library's recommendation that the \$350,000 allocated for roof work in 2022 be advanced to the 2021 capital outlay budget and that we execute a contract with SEE to provide design-build services for both the RTU and roofing replacement capital projects this year. We request approval from the library board to commence this work.

Respectfully submitted,
Marian Nicholson
Department Head – Business Services

Ms. Marian Nicholson
Canton Public Library
1200 S Canton Center Road
Canton, MI 48188

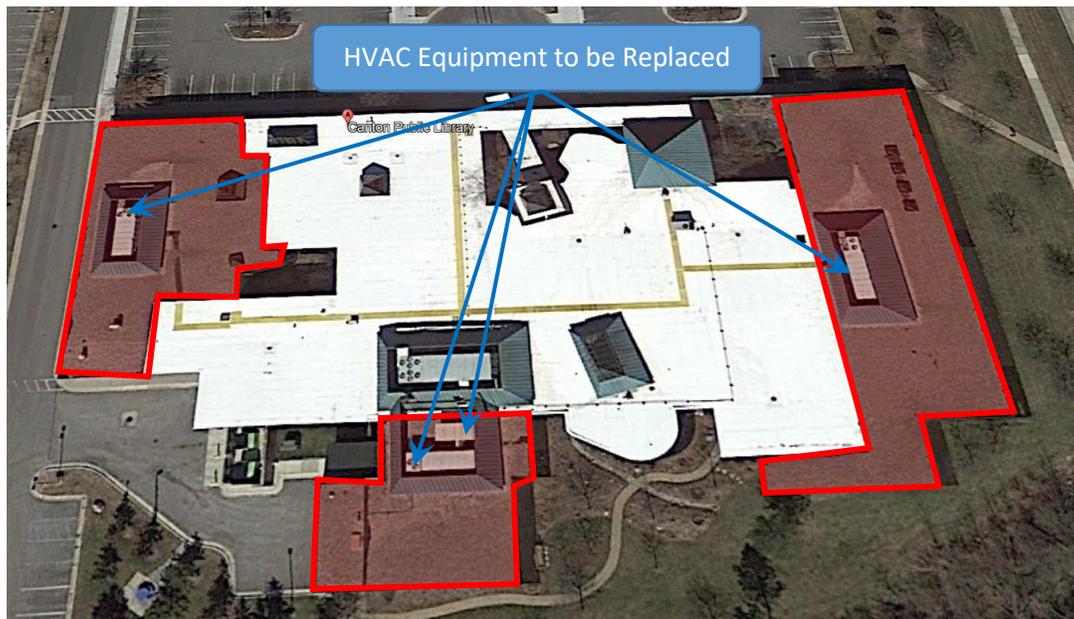
February 5, 2021

RE: Proposal – Design-Build Services for RTU and Roofing Replacements

Dear Ms. Nicholson,

Based on our previous discussions and the information provided, I am grateful for the opportunity to provide this proposal for Design-Build Services for RTU and Roofing Replacements at the Canton Public Library. The intent of this project includes the implementation of the following facility enhancements;

- Replace four existing rooftop HVAC system in kind. Systems are currently tagged;
 - RTU-1
 - RTU-2
 - RTU-3
 - AHU-1
- Replace or repair approximately 21,000 ft² of aged roofing systems
 - Roofing work is across three distinct sections of roof (red highlights below)
 - Includes older built-up roofing with stone ballast



Location

Scope of work applies to

Owner: Canton Public Library

Location: 1200 S Canton Center Rd, Canton, MI 48188

Facilities: Library

Scope of Work

The project is to be completed utilizing a design-build (D/B) approach. Sustainable Energy Engineering (SEE) will be the turnkey D/B contractor. There will be two distinct phases to the project, each described in detail below.

Phase 1: Pre-Construction Services

The intent of the pre-construction services is to advance through conceptual engineering and provide a complete project plan. While a preliminary opinion of cost is included in this proposal, this opinion of cost will be refined as the conceptual design advances. Additionally, the project schedule will be updated as more details are documented and planned.

During this phase, HVAC equipment providers will be engaged to understand current equipment options, lead times, warranty details, and other aspects important in selecting HVAC equipment for the long term. A recommended manufacturer to use as the basis of design will be provided and reviewed with the Owner. Understanding the installation requirements of the new equipment, and specifically roof curb requirements and how they may impact the roofing scope, will be of particular importance.

Several mechanical contractors have provided budgetary pricing in the past. These contractors will be engaged to help update any budget pricing as necessary. Additionally, the Building Automation System (BAS) contractor will be engaged to help coordinate necessary controls work with the new HVAC equipment.

During this phase, extensive survey work and planning for the roofing portion of the scope will be completed as well. The scope of work below is intended to help uncover as many unknowns as possible before entering the Construction phase of work. There are numerous roofing systems which may be utilized. Multiple systems will be reviewed with the Canton Public Library to discuss the advantages and disadvantages of each before a final decision is reached. Roof analysis during this phase includes;

- Roofing Survey
 - Use of a slope meter to document existing roof slope and identify where enhancements may be necessary

- Take roof measurements of the overall building roof dimensions and the locations of the roof drains, larger curbs and any other roof conditions so that a detailed CAD roof plan can be prepared
- Identify conditions related to roofing that will need to be addressed as part of the project (i.e. raising mechanical equipment, raising gas lines, abandoned curb removal, wall ladder concerns, etc.)
- Identify any roof level wall conditions that may affect the watertight integrity or performance of the new roofing system
- Perform representative roof core sampling of the existing roofing systems which are included in the scope of work. Core cutting will include:
 - Core cut the existing roofs at selected roof edges, walls and penetrations to identify the wood blocking and building construction.
 - Recording of information from each core cut. Each core will be noted for not only the roof construction, but the conditions of the roof layers (such as wet or damaged materials and how that layer of roofing is attached/secured).
 - This work includes the application of industry standard temporary roof patches
- Moisture Survey
 - In the event salvaging of existing insulation (roof recover) is identified as a viable option during the pre-design field work, a moisture survey will be completed. The purpose of the survey is to confirm if the majority of the existing insulation is dry, and can be reused in the new roofing system. Removing wet or unsuitable insulation materials is required by building code when installing a recover system, and a moisture survey upfront will allow for a better-defined square footage quantity of wet insulation replacement to be included, reducing potential additional costs during construction.
 - An infrared scan of the roofing systems will be performed if necessary. Work will be performed at night by 2-man crew. Areas of suspected wet insulation will be marked on the roof surface with paint and mapped on a roof plan. Verification moisture probes or roof cores will be obtained, as necessary, as a secondary means to verify wet insulation.
 - In the event that weather conditions do not allow for an infrared survey to be completed in a timely manner, one (1) day of additional core sampling in a grid will be completed to identify any large areas of wet insulation.
- Provide recommendations for roof rehabilitation options
 - Prepare a report with findings and our recommendations from the above work. The report will include preliminary budgets for replacement for each building roof area. It will list options for repairs or renovation. The report will include a photo log and a detailed roof plan.
 - Onsite meeting to review all findings and options and discuss a recommended roof system for implementation.

Phase 2: Construction Services

At the completion of Phase 1, details such as desired equipment manufacturers and roof systems will have been determined. Upon authorization from the Canton Public Library, the Construction Services phase will begin. An overview of the process is shown below, additional details follow.



Engineering

Any remaining engineering required to produce a bid package will be completed immediately upon authorization of this phase. This includes the roofing work, which will be detailed to ensure competitive bids can be obtained. All engineering packages will be the responsibility of SEE to develop and review with the Owner for approval. As necessary, drawings will be stamped by an authorized professional.

Competitive Bid

SEE will utilize a competitive bid process to procure sub-contracted construction services. Multiple subcontractors for each discipline will be invited to provide a proposal to SEE for the work. The invited subcontractors will be reviewed and agreed to by both SEE and the Canton Public Library prior to initiating the bid process. Once bids are obtained and reviewed by SEE, a bid summary will be presented to the Canton Public Library for review and agreement on the recommended subcontractor for award.

For the HVAC portion of the work it is anticipated that three or more subcontractor bids will be obtained. A minimum of two roofing bids will be solicited, however depending on the final roofing system which is selected for implementation, additional subcontractors with proper qualifications may be engaged as well. The controls scope of work will be a negotiated price with the Canton Public Libraries current BAS provider.

Construction / Project Management

SEE will be responsible for all sub-contracting of construction services, as well as overall construction and project management of the entire effort. The Canton Public Library team is welcome to be as deeply, or minimally, involved in the day-to-day activities as you desire. It is requested, however, that

the Owner team have representation at every update meeting to ensure decisions are made in a timely and efficient manner.

Work at this stage includes, although is not limited to;

- 1) Review and comment on submittals for all equipment
- 2) Address Request For Information (RFI) during the implementation of the project
- 3) All construction administration and management activities for a proper and efficient implementation
- 4) Coordinate and lead construction progress meetings, agenda and meeting minutes will be provided throughout the project
- 5) Engineering visits will include field survey of progress with follow-up field inspection reports
- 6) Create punch list and oversee of completion of punch list by sub-contractor(s)
- 7) Review O&M manuals for proper content and thoroughness, approve prior to delivery to Canton Public Library

During construction, a roofing expert will be engaged to make periodic site visits and inspect the roofing installation. This roofing expert will document progress and address any concerns which arise during construction.

Commissioning

Commissioning (Cx) services will be provided to ensure that the new HVAC equipment, and associated controls, are operating properly. These services will focus on the four HVAC systems being replaced and their integration in to the existing BAS. Each new HVAC system will be fully tested for proper operation under various operating conditions. Additionally, communication between the BAS front end and the new HVAC equipment will be confirmed for proper operation before project closeout. All activities will be documented and a final report with pertinent information to the Canton Public Library will be provided. Some specific tasks in the phase include;

- 1) Develop and maintain a “Master Deficiency List” to document and track issues found in the Cx process.
- 2) Perform static inspections of work to review maintainability and conformance with the scope of work.
- 3) Conduct Pre-Functional Testing (PxT) on all HVAC systems to ensure systems have been properly started
- 4) Execute Functional Testing (FxT) of all HVAC equipment. This includes physical verification that control components such as actuators are operating properly, sensors such as temperature sensors are accurate, and that the design sequence of operation works as intended
- 5) Coordinate and participate in operator training sessions
- 6) Provide a final report of all activities and findings during this process

Project Closeout

As the project nears completion SEE will provide Substantial Completion certificates for the Canton Public Library to review and sign. A minimum of two certificates are anticipated for this effort, one for the roofing work and another for the HVAC work. Each certificate will include a punch list of items which must be completed before final completion of the work is obtained. SEE will be responsible for developing these punch lists and ensuring the work is completed in a timely manner.

As part of the closeout process, all necessary O&M manuals, operator training and project documentation will be organized and provided by SEE to the Canton Public Library.

Fee Section

For this project a *“Cost of the Work plus the Design-Builders Fee”* arrangement is recommended. This will provide transparency in the pricing and confidence in the project financials. A single Design-Build agreement will define a small fixed price for the Pre-Construction Services as well as an agreed fee for the Construction Services.

Pre-Construction Services

A *firm fixed* fee of **\$15,000** for the Phase 1: Pre-Construction Services scope of work as described previously. This includes all necessary travel expenses.

Phase 2: Construction Services

An Opinion of Potential Costs is provided in Attachment 1 of this proposal. All line items in the “Total Sub-Contracted Construction” will be determined through competitive bid process and necessary change orders during construction.

This pricing includes a contingency line, which if unused will be fully returned to the Canton Public Library. Please note that this is not a guaranteed contingency, this is a placeholder in the event contingency is required. Canton Public Library will be kept aware of actual project costs throughout the process and any contingency needs will be reviewed and agreed to before being authorized.

Below the sub-contracted construction are additional project costs. Each of these costs is explained in more detail here;

- Pre-Construction Services: defined previously.
- General Conditions: Items such as disposal, signage, fencing, etc., will be supplied by the sub-contractors. In the event there is a required need not covered in the competitive bid, contingency funds will be utilized to cover these needs.
- Engineering: This is shown on a percent of sub-contractor cost at this time. As part of the Phase 2 authorization this fee will be defined as a firm fixed fee.

- Project Management: This is shown on a percent of sub-contractor cost at this time. As part of the Phase 2 authorization this fee will be defined as a firm fixed fee.
- Commissioning: This is shown on a percent of sub-contractor cost at this time. As part of the Phase 2 authorization this fee will be defined as a firm fixed fee.

Finally the Design-Builders fee to cover items such as overhead and profit is identified. This is an **8.0% mark-up on the construction costs** as defined above.

Next Steps

If this proposal meets with your expectations, SEE will provide an executable AIA Document A141–2014 Contract for Design-Build between the Owner and Design-Builder. This single contract will cover the entire project, although only pre-construction services will be authorized at this time.

If you have any questions or concerns, please do not hesitate to contact me at any time. I look forward to discussing this proposal in more detail with you and assisting the Canton Public Library in maintaining safe and reliable facilities to serve the Canton area.

Sincerely,

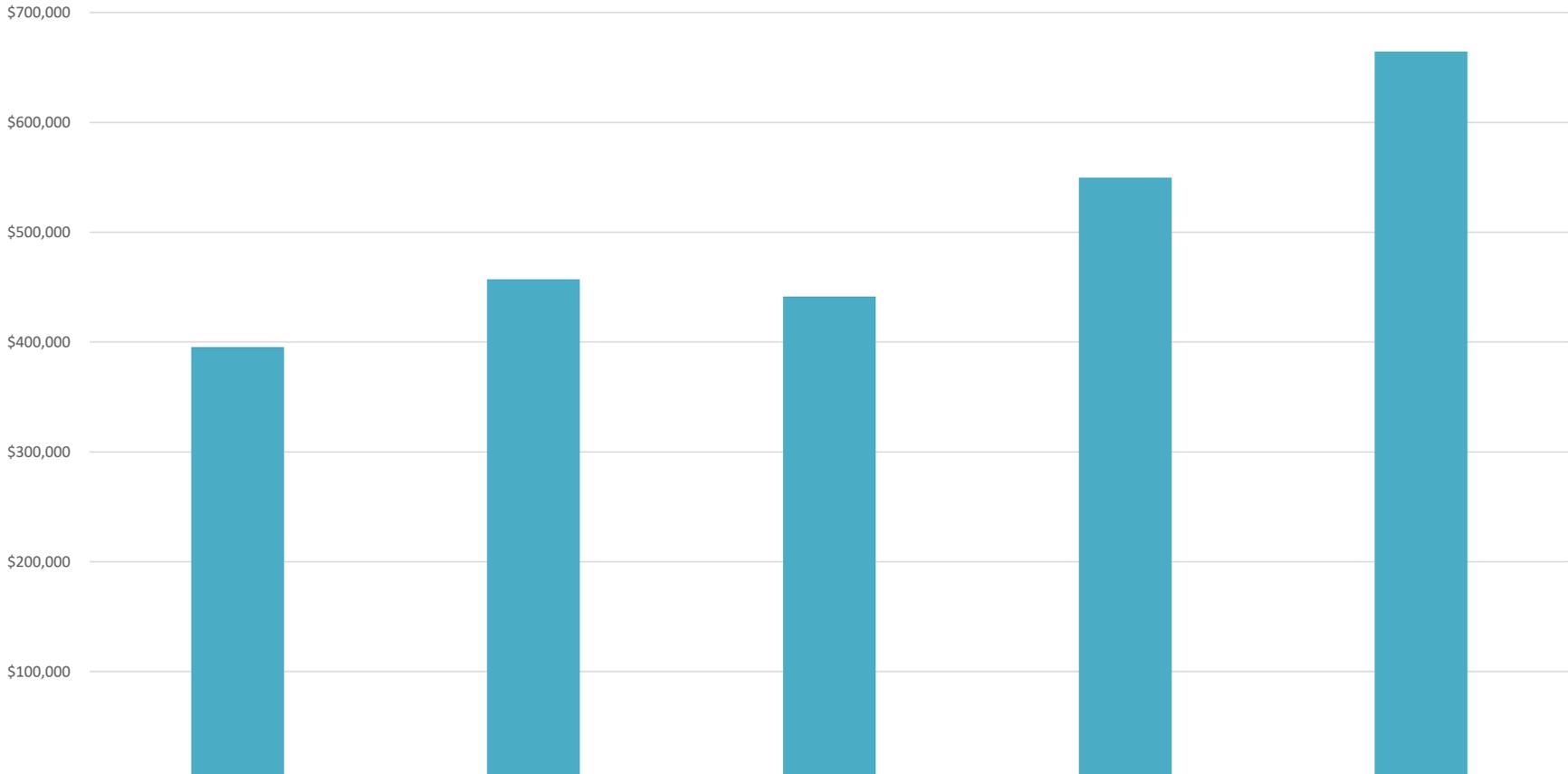
Daniel Stine, P.E.

Daniel Stine, P.E.
President

Attachment 1: Opinion of Potential Cost

Design-Build Cost Breakdown				
Canton Public Library - RTU and Roofing				
2/5/2021 (Opinion of Potential Cost)				
Sub-Contracted Work	Quantity	Unit Basis	Unit Cost	Preliminary Budget
Mechanical-				
RTU 1, 2, 3 and AHU-1 Replacement	1	Lot	\$450,000.00	\$ 450,000
Mechanical Total				\$ 450,000
Electrical				
				\$ -
Electrical Total				\$ -
Plumbing -				
				\$ -
Plumbing Total				\$ -
Building Automation System (BAS)				
Integrate new RTU with existing DDC	1	Lot	\$15,000.00	\$ 15,000
Controls & Automation Total				\$ 15,000
Roofing -				
New membrane roof	21,000	sqft	\$10.00	\$ 210,000
Replace insulation	21,000	sqft	\$7.00	\$ 147,000
Roofing Total				\$ 357,000
Contingency- 100% returned to Owner if not used			10%	\$ 82,200
Total Sub-Contracted Construction				\$ 904,200
Pre-Construction Services				\$ 15,000
General Conditions - C/O Risk				0.0% \$ -
Temporary utilities, Storage fees, Portable toilets, Temporary fencing / barricades				
Signage, Daily clean-up, Scaffolding, Equipment rentals, Dumpster / Waste disposal				
Material Handling / staging, Site security, Site safety expenses, Final clean-up				
Engineering				3.0% \$ 27,126
Project Management				3.0% \$ 27,126
Commissioning				2.0% \$ 18,084
Total Construction Costs				\$ 991,536
Overhead & Profit				8.0% \$ 79,323
Total Turnkey Project				\$ 1,070,859

Endowment Fund Activity



	2016	2017	2018	2019	2020
Ending Balance	\$395,313	\$457,215	\$441,492	\$549,723	\$664,478

■ Ending Balance



Fine Elimination: Factors to Consider

Summary

This report is intended to provide a starting point for Library Board discussion about the potential elimination of fines at Canton Public Library. The elimination of fines is a policy and financial/budgetary decision that can only be made by the Library Board. If the Library Board wishes to pursue this, the Circulation Policy will be revised and brought to a future board meeting for approval. We are not requesting Board action at this time.

It outlines the current fine schedule and practice, and reviews the common considerations presented in recent reports, popular articles and research (to the extent available). These common considerations include: the purpose of fines, the impact of fines on different demographic segments, the impact on relationships between patrons and staff, budgetary impact, and advocacy by professional library associations.

This report does not provide a specific recommendation for action; it is intended to provide an overview of the fine-free landscape for Library Board discussion and, if there are questions or requests for further details, library staff will provide the information and answer those questions.

Background

Library fines are currently levied by Canton Public Library per day overdue, based on the type of material. Books and non-fiction DVDs are billed \$.20/day, and feature DVDs and games are billed \$1.00/day, with a maximum fine per item of \$5.00. A complete schedule of fines is included as an appendix to this report. Patrons with more than \$20 in overdue fines may not check out items.

The same schedule of fines is levied for materials borrowed by patrons from reciprocal libraries.

It is important to note that fines are distinct from fees. The library charges the following fees for damaged and lost items:

- A replacement fee equivalent to the price of the item at the time it was ordered,
- A processing fee of \$3,
- An additional billing fee of \$1 for items kept past 21 days, and finally
- A collections fee of \$10 for patrons who exceed \$35 in combined fines and fees, and who have not paid within 45 days. No patron is sent to collection exclusively for fines, but fines may make up a portion of the \$35 total.

Fines may be waived or reduced at the discretion of the circulation staff. Fees for damaged or lost items may also occasionally be waived, however the collections fee is only waived at the direction of the Circulation Services Department Head or Supervisor.

A summary chart of revenues for the last several years, and the projection for this fiscal year, is included later in this report. Revenue from fines has been decreasing since the implementation of new courtesy features by the library in 2018 and 2019.

Patrons are provided a courtesy notification of impending due dates on checked-out materials two days prior to the date due. Since 2018, patrons have the option of text notifications in addition to email and phone notification.

As of May 2019, items that do not have holds waiting are automatically renewed up to 4 times. Patrons may also request a special loan period for an item, as long as it has no holds, at their initial check-out.

Patrons receive overdue notifications 4 days after an item is due, and again at 10 days. On the 21st day after an item is due, if it has not been returned, the patron will get a notice that the item is being billed to their account.

Considerations

- Purpose of fines

The intent of the current policies and practices for fines at Canton Public Library is to encourage on-time returns. Fines have historically been understood as providing a meaningful incentive to patrons to return materials by their due dates, and thereby make those materials available to the maximum number of interested patrons in a timely fashion.

There has been a recent trend towards fine elimination in public libraries across the U.S., and many Michigan libraries have followed suitⁱ. While there are not many recent evidence-based studies about the impact of fines on patron return behaviorⁱⁱ, there have been many popular articles and single-system reportsⁱⁱⁱ which tend to be in favor of library fine elimination. In considering this type of self-reporting it is important to note the presence of selection bias – only those systems with positive results tend to report out. This type of reporting may or may not accurately reflect common outcomes.

Recent popular articles and reports tend to focus on three intended functions of library fines:

- Encourage on-time returns
- Penalize for keeping items out of circulation (Encourage availability of materials)
- Encourage personal responsibility

Generally, system self-reports tend to emphasize the increase in book returns once fines are eliminated, improvements to access (quantified by citing smaller numbers of blocked patron accounts following the policy change), and also to highlight anecdotal stories of positive return-to-the-library experiences shared by individual patrons.

There are also a number of popular articles in professional library publications in recent years that debate the pros and cons of library fines^{iv}. In addition to the above, these articles also tend to note that more traditional patrons may expect and desire that those who keep materials past their due dates be punished for depriving other patrons of access, and breaking their social contract with the library. This idea that patrons who are diligent in following the borrowing rules may be upset by elimination of fines is something that has been brought up as a concern by Canton staff in discussions on this topic.

- Demographic impact

One major theme in articles about fines in recent years has been the disparate effects and perceptions of fines for different demographic sectors. Unlike the discussions around the effectiveness of fines in driving patron return behavior, there is evidence that suggests library fines disproportionately impact lower-income patrons. Many large cities, such as San Francisco, Seattle and Chicago, have cited this as one of their main motivations in eliminating fines.

For a family with less income, it can be difficult to pay off fines that accrue, and it may not seem worth the risk of the initial check-out. This has a further disproportionate effect in that these families are also less likely to be able to independently afford the materials, computer access, and other resources which the library provides, so that chilled access to library resources in practice removes these entirely from the families reach.

Vice versa, a family with more income may not experience a fine as a deterrent or barrier. They may even perceive it positively, as a “donation” of sorts towards an institution they cherish.

Outside of income, there is again less evidence-based literature. However there is at least one recent report on race and libraries^v that suggest fine practices with a high-level of discretion, such as the one in place at Canton, have the potential risk of disparate effects on patrons of color. This seems worth stating given the difference in responses by ethnicity in the Community Needs Assessment conducted by Cobalt Community Research for Canton in 2019.

The Community Needs Assessment included two questions related to fines:

- 24. Please note the main barriers that keep your household from using the library more often? (Mark up to 3.)
- 26. Which four potential library services would make the library experience better for you and your household? (Mark up to 4.)

For question 24, no one reported that fines were a barrier to library access. Given the argument made in many of the large city reports, it is interesting to observe that the Canton survey responses related to overdue fines did vary by income, with it being slightly higher in rank for lower income and highest income brackets, and less important for those with middle-tier income.

For question 26, 5% of survey participants selected “eliminating overdue fines” as a service that would improve their experience of the library. This is low in comparison to other options presented (9th out of 12), however, it is important to note that responses more closely corresponded to ethnicity than anything else, followed by age. Looking only at non-white-identified respondents, “eliminating overdue fines” moves up in importance to 6th out of 12. For Black/African American patrons specifically, it ranked 3rd out of 12. Complete response data for this question is included as an appendix to this report for your reference.

- Impact on relationship between patron and staff

Another major theme in discussions about library fines is the stress it places on library staff, and the tone of these interactions for patrons. This topic is discussed at length in *LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library*^{vi}. While this and similar self-reports are widespread, again there is little evidence-based research to back up these arguments.

For Canton, public perception of the library has been consistently very positive, as reported in the Community Surveys completed in 2019 and earlier, in spite of the presence of fines.

Staff have not reported significant stress as a result of patron interactions around fines. Very few staff members have directly advocated for fine elimination, however when it has been discussed, a number of circulation staff do think it would be wonderful to never have to discuss fines with patrons. Those that support the idea of fine elimination primarily focused on a desire to support families in need, not the stressful nature of the interactions.

When we returned to the library after the initial closure for Covid-19, staff were instructed to waive fines on a regular basis where reasonable so that they did not have to handle money as frequently. While staff reacted positively, it does not appear to have significantly altered the quantity of fines being collected in practice. This may be because there are also staff who view waiving fines as “letting the patron get away with something,” similar to the more traditional patrons noted under “purpose of fines” above.

- Budget impact
 - Direct

Fines are a source of revenue for the library. While fine revenue has been declining as noted above, it is still significant.

Year	Fines Revenue
2018	\$94,740.60
2019	\$56,800.00
2020*	\$16,479.41
2021 (projected)	\$30,000.00

*As a result of COVID-19 closure, materials were automatically renewed regardless of holds, between March and September of 2020, resulting in no collection of fines during this period. Many fines were also waived during the initial re-opening process, as noted in the section above.

- Indirect (staffing, notifications)

While we do not routinely track the amount of staff time and resources devoted to fine processing, it is a routine part of the day for staff at the checkout desk. In practice, collecting fines only adds a moment to each interaction. For patrons with fines on multiple cards there potentially would be a meaningful amount of time saved, however this is a minority of the fine interactions we see.

Billed item(s) and processing fee(s) are typically a much lengthier topic of conversation with patrons than fines. Patrons who are billed for items are usually not very happy about the charge. Elimination of fines does have the potential to make these conversations more challenging, because waiving all or some fines also present on the account is often part of the negotiation towards persuading a patron to pay for the replacement cost of billed items. For example, a patron with a \$40 charge, \$10 of which is fines and \$30 of which is associated with a damaged item often is more amenable to and feels better about paying the \$30 if they know the \$10 is being waived.

Elimination of fines also potentially could increase the amount of patrons who are sent to collections, since the account would no longer be blocked from new check-outs when the patron accumulates \$20 in fines. Additionally, for lost items, the patron would not necessarily be aware that the amount they owed exceeded the \$35 collections threshold until after the 21 day mark because this amount is not billed for a lost item until that point. Maintaining our current notifications practices at the 2 days prior, 4 and 10 days after marks even in the absence of fines could help mitigate this risk.

- American Library Association and Michigan Library Association

In 2019, the American Library Association issued a Resolution on Monetary Library Fines as a Form of Social Inequity^{vii} which “urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them.”

The Michigan Library Association does not currently take a position on fines.

Appendix A

Borrowing Schedule

Item Type	Item Limit	Loan Period	Fine/Day	Holds	Renew
Book Discussion Kits	-	60 days	\$1.00		
Books, Large Print, Audiobooks, Storytime Kits, Puppets, CDs, Nonfiction DVDs	-	21 days	\$0.20		
DVDs	-	7 days	\$1.00		
Magazines (Back Issues)/Comics	-	7 days	\$0.20		
Video Games	5	7 days	\$1.00		
Lucky Day Books/CDs	2	7 days	\$0.20		
Lucky Day DVDs	2	3 Days	\$1.00		
Cd Players*	1	21 days	\$5.00		
Magnifiers*	1	21 days	\$5.00		
* CPL or PDL Library Card Holders Only					

Appendix B

Community Needs Assessment, Question 26 Responses

26. Which four potential library services would make the library experience better for you and your household? (Mark up to 4.)

Possible responses:

- Home delivery of materials
- Smart phone/tablet device support
- In-library use of special equipment (laminator, etc)
- Media creation (podcast, video green screen, etc)
- Notary public
- Test proctoring
- Video conferencing
- Personalized reading/viewing suggestions
- Reservable study rooms
- Eliminating overdue fines
- Simplified logins for electronic media
- Library super fan experiences

Percent of respondents who included “Eliminating overdue fines” in their “top four potential library services would make the library experience better for you and your household,” by demographic.

Ethnicity	American Indian or Alaska Native	-
	Middle Eastern/North African	20%
	Asian Indian	13%
	Other Asian	17%
	Black/African American	31%
	White	3%
	Hispanic	13%
	Other	14%
	Prefer not to answer	15%

Age Group in Home	0-4	-
	5-14	11%
	15-19	9%
	20-34	5%
	35-54	9%
	55-74	5%
	75 or older	8%

Household Income	\$25,000 or less	-
	\$25,001 to \$50,000	7%
	\$50,001 to \$100,000	4%
	Over \$100,000	7%

Endnotes

ⁱ <https://www.freep.com/story/news/local/michigan/2020/02/12/michigan-library-overdue-fine-late-fee/4677904002/>

ⁱⁱ There are several frequently cited studies from the 1980s - Little, P. (1989). MANAGING OVERDUES: Facts From Four Studies. *The Bottom Line*, 2(2), 22–25.; Hansel, P., & Burgin, R. (1983). Hard Facts About Overdues. *Library Journal*, 108(4), 349; etc – and one from 2013 that focused specifically on two academic libraries - Sung, J. S., & Tolppanen, B. P. (2013). Do Library Fines Work?: Analysis of the Effectiveness of Fines on Patron’s Return Behavior at Two Mid-sized Academic Libraries. *The Journal of Academic Librarianship*, 39(6), 506–511.

ⁱⁱⁱ For example:

- Depriest, M.J. (2016). Removing Barriers to Access: Eliminating Library Fines and Fees on Children’s Materials. Retrieved from <http://www.cde.state.co.us/cdelib/removingbarrierstoaccess>
- Spielman, F. (2019, October 30). Lightfoot’s decision to eliminate library fines triggers 240% increase in book returns. Retrieved from Chicago Sun-Times website: <https://chicago.suntimes.com/news/2019/10/30/20940677/chicago-public-library-no-fines-book-returns-increase-lightfoot>
- The case against library fines—According to the head of New York Public Library—Quartz. Retrieved from <https://qz.com/1158839/the-caseagainst-library-fines-according-to-the-head-of-the-new-york-public-library/>

^{iv} For example:

- Morehart, P. (2018, June 1). An Overdue Discussion: Two takes on the library-fine debate. Retrieved from the American Libraries Magazine website: <https://americanlibrariesmagazine.org/2018/06/01/library-fines-overdue-discussion/>
- Epstein, S. (2017, December 19). To Fine or Not To Fine. Retrieved from the Public Library Association Online website: <http://publiclibrariesonline.org/2017/12/to-fine-or-not-to-fine/>

^v Advancing Racial Equity in Public Libraries Case Studies from the Field - Government Alliance on Race and Equity. https://www.racialequityalliance.org/wp-content/uploads/2018/04/GARE_LibrariesReport_v8_DigitalScroll_WithHyperlinks.pdf

^{vi} <https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf>

^{vii}

http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2019_ms_council_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201_27_0.pdf