



**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
May 20, 2021**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of Agenda 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of General Meeting Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders	<ul style="list-style-type: none"> • None 	
New Business Action Item 21/5-20-1 Action Item 21/5-20-2 Discussion Item Action Item 21/5-20-3 Discussion Item Action Item 21/5-20-4	<ul style="list-style-type: none"> • Update the 2021 Calendar of Library Closures Due to Cancellation of Liberty Fest • Discuss Possible Change to June Board Meeting Date Due to Cancellation of Liberty Fest • 2022 Budget Discussion — revenues <ul style="list-style-type: none"> ○ Millage rate — review County Equalization Report, determine millage rate for 1st draft budget ○ Property tax collection rate — review library recommendation, discuss initial assumption for 1st draft budget ○ Excess of Income Over/Under Expenditures — review library recommendation, discuss initial assumption for 1st draft budget • Pandemic Reopening Policy Revision Approval • Reopening the Library Further: Considerations <ul style="list-style-type: none"> ○ MI Vacc to Normal Challenge ○ CDC Guidance for Vaccinated People • Include Director in Mid-Year Merit Raise Pool 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

April 15, 2021 – 7:30 PM

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

Present: N. Eggenberger, M. Farell, A. Iqbal (joined meeting at 9:04 PM), J. Lee, C. Spas, A. Watts
(participating remotely from Canton, MI)

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (K. Bounds, L. Golden, D. McHugh, M. Nicholson, R. Noble, C. Swanberg,
K. Szymanski, A. Watkins) – None

APPROVAL OF AGENDA

The agenda was approved as amended.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 21/4-15-1 (5-0-0)

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

NEW BUSINESS

2020 Audit Presentation (Plante Moran) — Alisha Watkins and Keith Szymanski of Plante Moran presented the findings from their audit of the library's 2020 fiscal year. In sum, Watkins stated that the remote audit had gone smoothly, largely due to the extra efforts made by the library team (Business Services Department Head Marian Nicholson and Accountant Debbie McHugh). It was, she said, another "great audit" and Plante Moran issued an "unmodified" opinion.

The library's practice of prepaying certain vendors was discussed but not considered to be a material misstatement. The possibility that the method of prepayment could be converted to monthly invoicing was raised.

Watkins noted that the library has until the end of 2022 to move to the revised Michigan Uniform Chart of Accounts designations. The library has contracted with BS&A Software to provide the services currently provided through QuickBooks to accomplish this goal.

Trustee Jasmine Lee questioned a Note to the financial statements concerning credit risks of bank deposits. Watkins explained that it was merely a required disclosure, as every financial institution covered by the Federal Deposit Insurance Corporation (FDIC) is limited to \$250,000 per each account.

Watkins closed by reiterating that the library had obtained a very good result and congratulated the team.

COMMUNICATIONS — Director Eva Davis noted receipt of a congratulatory letter from State Representative Ranjeev Puri on the library's re-certification for both Essential and Enhanced levels of the state's Quality Service Audit Checklist (QSAC) — one of only 13 libraries in the state to do so.

She also made reference to the Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report, which was included in the Board packet.

DIRECTOR'S REPORT

Davis will meet with State Representatives Matt Koleszar (20th District) and Ranjeev Puri (21st District), and State Senator Dayna Polehanki (7th District) on Tuesday, April 20 for Library Advocacy Day.

Dave Ewick began his duties as the new Department Head of Information Services on Wednesday, April 14.

Professional advice given by payroll processing company, Paylocity, regarding the library's eligibility for 2020 tax credits under the Families First Coronavirus Response Act (FFCRA) proved erroneous. The library will need to repay around \$8,000 and there is a slight possibility that the Internal Revenue Service will levy a fine, despite the library's immediate disclosure once the error was discovered by Business Services Department Head M. Nicholson.

The library's initial one-week closure (due to a positive case of coronavirus on staff) was extended to two weeks when a second staff member tested positive. Staff will return on Wednesday, April 21st to prepare for reopening, and the library will welcome back the public on Thursday, April 22nd, albeit with limited services of holds pickup and curbside services, and phone, email and online reference services only.

TRUSTEE COMMENTS — Vice Chair Michelle Farrell questioned why the library was limiting services. Davis said that she made the decision to be very prudent, in consideration of the majority of the in-person patron base who are in the at-risk category; families with children who cannot be vaccinated; the majority of staff who have not yet had the opportunity to obtain both injections; and the almost-daily mask compliance issues with members of the public. When board members questioned the public response to the closure, Davis said that she would forward the small number of complaints received to the board.

Trustee J. Lee asked about items in the financial statements: credit card fees and the Wayne County Delinquent Tax Settlement. Davis and M. Nicholson explained that the credit card fees were merchant fees the library was required to pay for accepting credit card payments for fines and charges. The payments to Wayne County were reimbursements to the county for monies previously advanced to the library for delinquent property taxes which ultimately proved uncollectible.

COMMITTEE REPORTS — None

NEW BUSINESS

Accept 2020 Audit as Presented — A. Watts moved and C. Spas supported a motion to accept the 2020 audit as presented by Plante Moran.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed unanimously 21/4-15-2 (5-0-0)

Approve 1st Quarter Budget Amendment— Davis said that the library is 25% through the year and income and revenues are mostly balancing out. Insurance is out of line due to new policy pricing, likely due to insurance companies raising their rates due to anticipated coronavirus-related claims.

The sidewalk repair and curb replacement expenditure already existed in the budget but, as it was over \$5,000, it needed to be moved from *Repairs* to *Capital Replacement*.

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

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed unanimously 21/4-15-3 (5-0-0)

2022 Budget Discussion — Expenditures

Salaries — Davis reviewed the 2020 board discussion re: salaries for the 2021 fiscal year. Due to the uncertainty surrounding all aspects of the coronavirus, the board had instructed Davis to suspend all salary increases to staff members in pay grades 12 and above.

Since many open positions have been unfilled through the first quarter 2021, M. Nicholson has determined that enough money now remains in the 2021 Salaries budget to implement the increases originally proposed for staff members in pay grades 12 and above, commencing with the first pay period in July 2021. While the monies are already in the approved 2021 budget, Davis indicated that she was uncomfortable implementing the salary increases without first obtaining board approval, as the board's original direction was to not grant such increases. The board concurred that the library may implement mid-year raises as of the first pay period in July to fully implement the 2021 salary recommendation, provided that this does not increase the 2021 Salaries budget.

With regard to the 2022 budget proposal, Davis and the library administration are requesting an additional \$188,000 for salaries. Based on market analysis supplied in the Element One Base Pay Structure Ranges for FY2022, this would bridge the gap from the last fully adopted pay structure in 2020 (assuming the board additionally approves the proposed mid-year pay rise) *for fully functioning employees only*. Such increases would not apply to new hires or employees not working at the fully functioning level.

Discussion ensued; although it would leave them with the opportunity to review only one draft budget proposal before the final Budget Hearing in September, the board decided to revisit the issue at the July meeting.

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 9:22 PM.

Amy Watts, Secretary-Treasurer

Canton Public Library
Balance Sheet
 As of April 30, 2021

	<u>Mar 31, 21</u>	<u>Apr 30, 21</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	8,266,589.86	7,744,292.86
000-013 · JPMorgan Chase- Credit Card	5,212.51	6,125.85
000-014 · Medical Reimbsmt (BasicFlex)	13,618.46	14,057.07
000-016 · Chase - High Yield Savings	997,711.12	997,719.20
Total Checking/Savings	<u>9,283,131.95</u>	<u>8,762,194.98</u>
Total Current Assets	<u>9,283,131.95</u>	<u>8,762,194.98</u>
TOTAL ASSETS	<u><u>9,283,131.95</u></u>	<u><u>8,762,194.98</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	174,420.47	10,502.51
Total Accounts Payable	<u>174,420.47</u>	<u>10,502.51</u>
Credit Cards		
000-208 · Chase - Visa 3651	3,462.11	782.71
Total Credit Cards	<u>3,462.11</u>	<u>782.71</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	8,795.48	8,330.08
229e · Misc. Grants & Donations	2,208.71	2,208.71
Total 000-229 · Grants/Donations-Restricted Use	<u>11,004.19</u>	<u>10,538.79</u>
000-237 · Medical Saving Deduction MedFSA	5,291.06	5,729.67
Total Other Current Liabilities	<u>16,295.25</u>	<u>16,268.46</u>
Total Current Liabilities	<u>194,177.83</u>	<u>27,553.68</u>
Total Liabilities	<u>194,177.83</u>	<u>27,553.68</u>
Equity		
000-390 · General Fund Balance	4,337,699.10	4,337,699.10
Net Income	4,751,255.02	4,396,942.20
Total Equity	<u>9,088,954.12</u>	<u>8,734,641.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,283,131.95</u></u>	<u><u>8,762,194.98</u></u>

Canton Public Library
Profit & Loss Budget vs. Actual
 as of April 30, 2021

	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,320,646.74	6,319,670.00	976.74	100.02%
738-566 · State Aid to Libraries	38,773.12	48,750.00	-9,976.88	79.54%
738-613 · Photocopy Fees	4,792.45	45,000.00	-40,207.55	10.65%
738-615 · Replacement - Books/ AV	2,149.51	9,500.00	-7,350.49	22.63%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	5,814.55	30,000.00	-24,185.45	19.38%
738-670 · Misc & Contributions	4,268.22	3,354.00	914.22	127.26%
738-671 · Interest Income	64.70	200.00	-135.30	32.35%
738-676 · Vending Commission	0.00	6,000.00	-6,000.00	0.00%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
Total Income	<u>6,376,509.29</u>	<u>6,508,724.00</u>	<u>-132,214.71</u>	<u>97.97%</u>
Gross Profit	6,376,509.29	6,508,724.00	-132,214.71	97.97%
Expense				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.00%
738-702 · Salaries & Wages	828,949.45	2,975,000.00	-2,146,050.55	27.86%
738-715 · Fringe Benefits	275,126.04	626,500.00	-351,373.96	43.92%
738-722 · Supplies	13,229.54	164,950.00	-151,720.46	8.02%
738-740 · Library Materials	300,245.43	950,075.00	-649,829.57	31.60%
738-801 · Professional & Contractual	212,119.61	408,930.00	-196,810.39	51.87%
738-850 · Communications	6,385.55	32,700.00	-26,314.45	19.53%
738-860 · Travel	2,576.84	41,650.00	-39,073.16	6.19%
738-880 · Community Promotion	2,272.90	26,200.00	-23,927.10	8.68%
738-900 · Printing	1,883.75	52,900.00	-51,016.25	3.56%
738-910 · Insurance	51,339.00	62,479.00	-11,140.00	82.17%
738-920 · Utilities	44,898.26	203,000.00	-158,101.74	22.12%
738-930 · Maintenance & Repairs	58,187.44	248,350.00	-190,162.56	23.43%
738-940 · Rentals/Leases	2,304.45	17,400.00	-15,095.55	13.24%
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.00%
738-977 · Capital Outlay	178,792.20	1,496,600.00	-1,317,807.80	11.95%
738-996 · Property Tax Refunds	1,106.63	1,500.00	-393.37	73.78%
Total Expense	<u>1,979,567.09</u>	<u>7,317,234.00</u>	<u>-5,337,666.91</u>	<u>27.05%</u>
Net Change in Fund Balance	4,396,942.20	-808,510.00	5,205,452.20	-543.83%
Fund Balance - Beginning of year	3,425,895.40	3,425,895.00		
Fund Balance - End of year	<u>7,822,837.60</u>	<u>2,617,385.00</u>		

Canton Public Library
Profit & Loss Budget vs. Actual
as of April 30, 2021

	Jan - Apr 21	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,320,646.74	6,319,670.00	976.74	100.02%
738-566 · State Aid to Libraries	38,773.12	48,750.00	-9,976.88	79.54%
738-613 · Photocopy Fees	4,792.45	45,000.00	-40,207.55	10.65%
738-615 · Replacement - Books/ AV	2,149.51	9,500.00	-7,350.49	22.63%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	5,814.55	30,000.00	-24,185.45	19.38%
738-670 · Misc & Contributions	4,268.22	3,354.00	914.22	127.26%
738-671 · Interest Income				
671g · Interest Income General	64.70	200.00	-135.30	32.35%
Total 738-671 · Interest Income	64.70	200.00	-135.30	32.35%
738-676 · Vending Commission	0.00	6,000.00	-6,000.00	0.00%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
Total Income	6,376,509.29	6,508,724.00	-132,214.71	97.97%
Gross Profit	6,376,509.29	6,508,724.00	-132,214.71	97.97%
Expense				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.00%
738-702 · Salaries & Wages	828,949.45	2,975,000.00	-2,146,050.55	27.86%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,255.67	2,000.00	-744.33	62.78%
715b · Unemployment Reimbursement	0.00	1,000.00	-1,000.00	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	0.00	21,400.00	-21,400.00	0.00%
716m · Medical (BCN)	69,439.71	195,000.00	-125,560.29	35.61%
Total 738-716 · Medical/Dental	69,439.71	220,000.00	-150,560.29	31.56%
738-717 · Life Ins / Disability	4,410.99	15,500.00	-11,089.01	28.46%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	400.00	7,000.00	-6,600.00	5.71%
738-720 · FICA / MC Taxes	67,385.66	228,000.00	-160,614.34	29.56%
738-721 · Retirement DC Plan (401a)	7,234.01	28,000.00	-20,765.99	25.84%
Total 738-715 · Fringe Benefits	275,126.04	626,500.00	-351,373.96	43.92%
738-722 · Supplies				
722t · Technology Supplies	3,463.18	23,200.00	-19,736.82	14.93%
738-727 · Office Supplies				
727a · General Office Supplies	1,162.92	8,500.00	-7,337.08	13.68%
727b · Printing & Copying Supplies	314.78	4,000.00	-3,685.22	7.87%
Total 738-727 · Office Supplies	1,477.70	12,500.00	-11,022.30	11.82%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	36.47	6,000.00	-5,963.53	0.61%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	413.37	17,515.00	-17,101.63	2.36%
725b · Tech Processing Supplies	2,080.87	20,000.00	-17,919.13	10.40%
Total 738-725 · Proc Library Supplies	2,494.24	37,515.00	-35,020.76	6.65%
738-726 · Community Relations Supplies	263.63	1,000.00	-736.37	26.36%
738-729 · Building Supplies	2,253.94	21,000.00	-18,746.06	10.73%
738-728 · Library Supplies- General - Other	1,295.15	12,000.00	-10,704.85	10.79%
Total 738-728 · Library Supplies- General	6,343.43	77,515.00	-71,171.57	8.18%
738-730 · Postage				
730b · Postage - Info Services	593.16	5,000.00	-4,406.84	11.86%
730c · Postage - Circulation Services	3.28	150.00	-146.72	2.19%
730j · Postage - Business Services	-662.24	2,825.00	-3,487.24	-23.44%
730m · Postage - Community Relations	281.40	29,260.00	-28,978.60	0.96%
Total 738-730 · Postage	215.60	37,235.00	-37,019.40	0.58%

Canton Public Library
Profit & Loss Budget vs. Actual
as of April 30, 2021

	Jan - Apr 21	Budget	\$ Over Budget	% of Budget
738-732 · Janitorial Supplies	1,729.63	14,500.00	-12,770.37	11.93%
Total 738-722 · Supplies	13,229.54	164,950.00	-151,720.46	8.02%
738-740 · Library Materials				
738-741 · Books	47,479.38	236,245.00	-188,765.62	20.10%
738-744 · AV (Media)	22,320.30	111,000.00	-88,679.70	20.11%
738-747 · Services, Subscrip & Pre-proc	230,445.75	602,830.00	-372,384.25	38.23%
Total 738-740 · Library Materials	300,245.43	950,075.00	-649,829.57	31.60%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	296.30	5,000.00	-4,703.70	5.93%
738-733 · Bank Fees				
733g · Bank Fees General	0.00	1,000.00	-1,000.00	0.00%
Total 738-733 · Bank Fees	0.00	1,000.00	-1,000.00	0.00%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	157,994.46	198,000.00	-40,005.54	79.80%
808tp · Online Info - Tech Processing	6,748.76	28,300.00	-21,551.24	23.85%
Total 738-808 · Information Technology	164,743.22	226,300.00	-61,556.78	72.80%
738-809 · Programming-Community Relations				
809d · Community Programming	3,755.24	32,000.00	-28,244.76	11.74%
Total 738-809 · Programming-Community Relations	3,755.24	32,000.00	-28,244.76	11.74%
738-810 · Other Professional Services				
810a · Payroll	4,737.67	15,000.00	-10,262.33	31.58%
810b · Professional Services-Circ Srv	89.70	9,250.00	-9,160.30	0.97%
810j · Professional Services - Bus Srv	2,384.98	12,050.00	-9,665.02	19.79%
810m · Professional Services - Com Rel	11,520.00	42,900.00	-31,380.00	26.85%
Total 738-810 · Other Professional Services	18,732.35	79,200.00	-60,467.65	23.65%
738-812 · Legal	3,612.00	15,000.00	-11,388.00	24.08%
738-814 · Membership Dues				
814a · Membership Dues - Director	295.00	1,500.00	-1,205.00	19.67%
814b · Membership Dues - Info Services	0.00	2,400.00	-2,400.00	0.00%
814c · Membership Dues - Circ Services	251.00	1,000.00	-749.00	25.10%
814e · Membership Dues - Info Tech	189.00	1,400.00	-1,211.00	13.50%
814j · Membership Dues - Business Srv	400.00	1,500.00	-1,100.00	26.67%
814k · Membership Dues - Miscellaneous	806.00	9,900.00	-9,094.00	8.14%
814m · Membership Dues - Community Rel	0.00	930.00	-930.00	0.00%
Total 738-814 · Membership Dues	1,941.00	18,630.00	-16,689.00	10.42%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	100.00	5,000.00	-4,900.00	2.00%
815b · Staff Longevity Awards	1,200.00	3,275.00	-2,075.00	36.64%
815c · Staff Development/Training	0.00	5,050.00	-5,050.00	0.00%
815t · Online Training Services - IT	5,064.50	5,800.00	-735.50	87.32%
Total 738-815 · Staff Inservice	6,364.50	19,125.00	-12,760.50	33.28%
Total 738-801 · Professional & Contractual	212,119.61	408,930.00	-196,810.39	51.87%
738-850 · Communications	6,385.55	32,700.00	-26,314.45	19.53%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	0.00	3,000.00	-3,000.00	0.00%
861b · Conferences - Info. Services	624.00	6,200.00	-5,576.00	10.07%
861d · Conferences - Circ Serv.	283.00	4,500.00	-4,217.00	6.29%
861f · Conferences - Trustees	0.00	1,000.00	-1,000.00	0.00%
861g · Leadership Canton	0.00	1,600.00	-1,600.00	0.00%
861h · Conferences - Info. Technology	315.00	8,400.00	-8,085.00	3.75%
861j · Conferences - Business Services	0.00	4,000.00	-4,000.00	0.00%
861m · Conferences-Community Relations	1,347.00	3,000.00	-1,653.00	44.90%

Canton Public Library
Profit & Loss Budget vs. Actual
as of April 30, 2021

	Jan - Apr 21	Budget	\$ Over Budget	% of Budget
Total 738-861 · Conferences (Incl.Registration)	2,569.00	31,700.00	-29,131.00	8.10%
738-865 · Mileage / Misc.				
865a · Mileage - Director	0.00	2,500.00	-2,500.00	0.00%
865b · Mileage - Information Services	0.00	2,250.00	-2,250.00	0.00%
865c · Mileage - Circ. Services	7.84	1,000.00	-992.16	0.78%
865e · Mileage- Information Technology	0.00	1,300.00	-1,300.00	0.00%
865f · Mileage - Business Services	0.00	2,000.00	-2,000.00	0.00%
865m · Mileage - Community Relations	0.00	900.00	-900.00	0.00%
Total 738-865 · Mileage / Misc.	7.84	9,950.00	-9,942.16	0.08%
Total 738-860 · Travel	2,576.84	41,650.00	-39,073.16	6.19%
738-880 · Community Promotion				
880a · Marketing	2,272.90	23,800.00	-21,527.10	9.55%
880b · Volunteer	0.00	2,400.00	-2,400.00	0.00%
Total 738-880 · Community Promotion	2,272.90	26,200.00	-23,927.10	8.68%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	1,612.75	51,200.00	-49,587.25	3.15%
901e · Misc. Printing & Publishing	271.00	1,200.00	-929.00	22.58%
Total 738-901 · Printing & Publishing	1,883.75	52,400.00	-50,516.25	3.60%
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
Total 738-900 · Printing	1,883.75	52,900.00	-51,016.25	3.56%
738-910 · Insurance				
738-911 · Liability Ins	43,465.00	43,479.00	-14.00	99.97%
738-912 · Worker's Comp	4,128.00	6,500.00	-2,372.00	63.51%
738-915 · E&O/D&O/EPL	3,746.00	3,750.00	-4.00	99.89%
738-916 · Fiduciary/Fidelity	0.00	8,750.00	-8,750.00	0.00%
Total 738-910 · Insurance	51,339.00	62,479.00	-11,140.00	82.17%
738-920 · Utilities				
738-921 · Electricity	40,290.95	150,000.00	-109,709.05	26.86%
738-922 · Gas	3,917.57	33,000.00	-29,082.43	11.87%
738-923 · Water	689.74	20,000.00	-19,310.26	3.45%
Total 738-920 · Utilities	44,898.26	203,000.00	-158,101.74	22.12%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	21,517.56	92,000.00	-70,482.44	23.39%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	22,341.64	36,000.00	-13,658.36	62.06%
932b · Lawn & Grounds Maintenance	7,583.45	44,350.00	-36,766.55	17.10%
Total 738-932 · Lawn & Grounds Maintenance	29,925.09	80,350.00	-50,424.91	37.24%
738-933 · Building Security	2,539.98	6,700.00	-4,160.02	37.91%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	762.93	3,000.00	-2,237.07	25.43%
934c · Misc. Contracts & Inspections	1,968.00	8,900.00	-6,932.00	22.11%
934g · HVAC Maintenance Contracts	721.00	16,500.00	-15,779.00	4.37%
Total 738-934 · Library Equip & Misc Contracts	3,451.93	28,400.00	-24,948.07	12.16%
738-935 · Office Equip Maint Contracts	210.00	900.00	-690.00	23.33%
738-936 · Building Repairs	542.88	20,000.00	-19,457.12	2.71%
738-937 · Equipment Repairs	0.00	20,000.00	-20,000.00	0.00%
Total 738-930 · Maintenance & Repairs	58,187.44	248,350.00	-190,162.56	23.43%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	1,864.50	15,400.00	-13,535.50	12.11%
942 · Postage Meter - Pitney Bowes - Other	439.95	2,000.00	-1,560.05	22.00%
Total 942 · Postage Meter - Pitney Bowes	2,304.45	17,400.00	-15,095.55	13.24%
Total 738-940 · Rentals/Leases	2,304.45	17,400.00	-15,095.55	13.24%

Canton Public Library
Profit & Loss Budget vs. Actual
 as of April 30, 2021

	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.00%
738-977 · Capital Outlay				
977g · Capital Outlay - General	113,782.20	1,081,500.00	-967,717.80	10.52%
977t · Capital Outlay - Technology	65,010.00	415,100.00	-350,090.00	15.66%
Total 738-977 · Capital Outlay	<u>178,792.20</u>	<u>1,496,600.00</u>	<u>-1,317,807.80</u>	<u>11.95%</u>
738-996 · Property Tax Refunds	1,106.63	1,500.00	-393.37	73.78%
Total Expense	<u>1,979,567.09</u>	<u>7,317,234.00</u>	<u>-5,337,666.91</u>	<u>27.05%</u>
Net Change in Fund Balance	4,396,942.20	-808,510.00	5,205,452.20	-543.83%
Fund Balance - Beginning of year	3,425,895.40	3,425,895.00		
Fund Balance - End of year	<u>7,822,837.60</u>	<u>2,617,385.00</u>		

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 Accrual Basis

Canton Public Library
 Transactions by Account
 As of April 30, 2021

Type	Date	Num	Name	Memo	Amount	Balance
000-004 - Chase - Checking						8,266,589.86
Transfer	04/12/2021			Funds Transfer - Payroll Date 04/14/2021	-1,059.22	8,265,530.64
General Journal	04/14/2021	1790	Paylocity Direct Deposits	Direct Deposits	-70,832.73	8,194,697.91
General Journal	04/14/2021	1790	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-26,273.71	8,168,424.20
Check	04/14/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 04/	-193.43	8,168,230.77
Check	04/14/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,007.00	8,163,223.77
Check	04/14/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	8,163,098.77
Check	04/14/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-809.94	8,162,288.83
Bill Pmt -Check	04/15/2021	51855	AFLAC	BCJ39	-110.52	8,162,178.31
Bill Pmt -Check	04/15/2021	51856	AmazonBusiness	A265GG3U5ZD0HS	-3,270.24	8,158,908.07
Bill Pmt -Check	04/15/2021	51857	Baker & Taylor (054)	00100054	-10.45	8,158,897.62
Bill Pmt -Check	04/15/2021	51858	Baker & Taylor (114)	L4271142	-9.99	8,158,887.63
Bill Pmt -Check	04/15/2021	51859	Baker & Taylor (180)	L438180	-32.17	8,158,855.46
Bill Pmt -Check	04/15/2021	51860	Baker & Taylor (510)	L417510	-9,097.50	8,149,757.96
Bill Pmt -Check	04/15/2021	51861	Baker & Taylor (530)	L417530	-734.70	8,149,023.26
Bill Pmt -Check	04/15/2021	51862	Baker & Taylor (583)	L521583	-166.31	8,148,856.95
Bill Pmt -Check	04/15/2021	51863	Baker & Taylor (787)	L4247872	-33.98	8,148,822.97
Bill Pmt -Check	04/15/2021	51864	BiblioCommons Corp	BiblioCore Implementation fees and 1-ye	-104,158.00	8,044,664.97
Bill Pmt -Check	04/15/2021	51865	Canton Township - Water Dept.	Water & sewer 01/05/2021 - 03/01/2021	-367.89	8,044,297.08
Bill Pmt -Check	04/15/2021	51866	Clear Rate Communications	4893421	-697.16	8,043,599.92
Bill Pmt -Check	04/15/2021	51867	Comic City	Comics: 12 teen 3 juvenile	-62.85	8,043,537.07
Bill Pmt -Check	04/15/2021	51868	Crimson Multimedia Distribution, Inc.		-2,413.85	8,041,123.22
Bill Pmt -Check	04/15/2021	51869	DearReader.com	Online Book Clubs annual subscription	-450.00	8,040,673.22
Bill Pmt -Check	04/15/2021	51870	Findaway World, LLC	Houndsley and Catina at the Library	-49.99	8,040,623.23
Bill Pmt -Check	04/15/2021	51871	Fish Doctors	Maintenance fee...ammonia pad	-173.53	8,040,449.70
Bill Pmt -Check	04/15/2021	51872	Gale/CENGAGE Learning	149473	-105.90	8,040,343.80
Bill Pmt -Check	04/15/2021	51873	Great Lakes Contracting Solutions, LLC	Concrete repairs PO 36898	-6,282.20	8,034,061.60
Bill Pmt -Check	04/15/2021	51874	Grey House Publishing	Public Library Core Collection, Non-Fictio	-432.50	8,033,629.10
Bill Pmt -Check	04/15/2021	51875	Infobase	201496	-3,458.00	8,030,171.10
Bill Pmt -Check	04/15/2021	51876	J.D. Power	579444017	-175.00	8,029,996.10
Bill Pmt -Check	04/15/2021	51877	Konica Minolta Business Solutions	Brother printer contract coverage 03/01/	-44.00	8,029,952.10
Bill Pmt -Check	04/15/2021	51878	Merit Network, Inc.	Merit Member Conference Virtual 2021:	-40.00	8,029,912.10
Bill Pmt -Check	04/15/2021	51879	Midwest Tape		-5,775.93	8,024,136.17
Bill Pmt -Check	04/15/2021	51880	Miscellaneous Vendor	LibraryWorks, Inc.: Webinar - Leading fro	-275.00	8,023,861.17
Bill Pmt -Check	04/15/2021	51881	Miscellaneous Vendor-Programming	Backyard Birds & Beyond: Birdwatching v	-275.00	8,023,586.17
Bill Pmt -Check	04/15/2021	51882	OCLC	36080	-647.76	8,022,938.41
Bill Pmt -Check	04/15/2021	51883	OverDrive, Inc.	0721-1001	-5,358.04	8,017,580.37
Bill Pmt -Check	04/15/2021	51884	Plante & Moran	Final bill for December 31, 2020 financial	-3,475.00	8,014,105.37

Canton Public Library
 Transactions by Account
 As of April 30, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/15/2021	51885	Progressive Printing	Pulse brochures (200)	-545.00	8,013,560.37
Bill Pmt -Check	04/15/2021	51886	Staples Business Advantage	1002673	-53.31	8,013,507.06
Bill Pmt -Check	04/15/2021	51887	Sustainable Energy Engineering	Mobilization less pre-construction cost p	-97,500.00	7,916,007.06
Bill Pmt -Check	04/15/2021	51888	T-Mobile	Mobile internet charges 02/21/2021 - 03	-91.68	7,915,915.38
Bill Pmt -Check	04/15/2021	51889	The Library Network	Quarterly circuit cost 01/01/2021 - 03/31	-2,104.25	7,913,811.13
Bill Pmt -Check	04/15/2021	51890	Urban Advertising	Design services - Pulse brochure	-1,200.00	7,912,611.13
Check	04/15/2021	51894	Chase Visa	Visa statement 4/02/2021	-3,847.70	7,908,763.43
Bill Pmt -Check	04/17/2021	51891	Laffey, James	Longevity Award - 15 Year	-200.00	7,908,563.43
Bill Pmt -Check	04/17/2021	51892	Sobczak, Deborah	Longevity Award - 15 Year	-200.00	7,908,363.43
Bill Pmt -Check	04/18/2021	51917	Miscellaneous Vendor	Longevity Award - 5 Year; T. Sills	-50.00	7,908,313.43
Bill Pmt -Check	04/19/2021	51893	Miscellaneous Vendor	Longevity Award - 10 Year; Phyllis Farhat	-100.00	7,908,213.43
Deposit	04/21/2021			Deposit	40,034.80	7,948,248.23
Check	04/21/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 03/	-52.09	7,948,196.14
Check	04/21/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 12/	-59.73	7,948,136.41
Check	04/21/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 09/	-52.09	7,948,084.32
Bill Pmt -Check	04/22/2021	51895	AmazonBusiness	A265GG3U5ZD0HS	-745.16	7,947,339.16
Bill Pmt -Check	04/22/2021	51896	AT&T Mobility (Cingular Wireless)	831922095	-183.55	7,947,155.61
Bill Pmt -Check	04/22/2021	51897	Baker & Taylor (510)	L417510	-3,015.34	7,944,140.27
Bill Pmt -Check	04/22/2021	51898	Baker & Taylor (583)	L521583	-47.86	7,944,092.41
Bill Pmt -Check	04/22/2021	51899	Baker & Taylor (854)	L517854	-73.98	7,944,018.43
Bill Pmt -Check	04/22/2021	51900	bibliotheca, LLC.	Cloud Library purchases	-5,122.23	7,938,896.20
Bill Pmt -Check	04/22/2021	51901	Blue Care Network	Coverage 05/01/2021 - 05/31/2021	-16,930.58	7,921,965.62
Bill Pmt -Check	04/22/2021	51902	Brainfuse, Inc.	Brainfuse renewal - HelpNo 08/01/2021 -	-7,400.00	7,914,565.62
Bill Pmt -Check	04/22/2021	51903	BS&A Software	1st payment for financial software conve	-7,755.00	7,906,810.62
Bill Pmt -Check	04/22/2021	51904	Citizens Insurance Company	Commercial Inlnad Marine Policy 04/01/;	-1,795.00	7,905,015.62
Bill Pmt -Check	04/22/2021	51905	DTE Energy	1893-232-0001-5	-10,433.20	7,894,582.42
Bill Pmt -Check	04/22/2021	51906	Dunn Rite Maintenance	Janitorial service for April	-4,800.00	7,889,782.42
Bill Pmt -Check	04/22/2021	51907	Ehrlich	14383673	-229.00	7,889,553.42
Bill Pmt -Check	04/22/2021	51908	ElementOne Consulting, Inc	Annual compensation structure update	-2,200.00	7,887,353.42
Bill Pmt -Check	04/22/2021	51909	Foster, Swift, Collins & Smith	Examine & review FFCRA correspondence	-504.00	7,886,849.42
Bill Pmt -Check	04/22/2021	51910	Konica Minolta Business Solutions		-314.88	7,886,534.54
Bill Pmt -Check	04/22/2021	51911	Midwest Tape		-152.21	7,886,382.33
Bill Pmt -Check	04/22/2021	51912	Modernistic Cleaning Services	Carpet cleaning: public and staff area	-2,317.56	7,884,064.77
Bill Pmt -Check	04/22/2021	51913	NorthStar Mat Service	Contractual mat service	-102.13	7,883,962.64
Bill Pmt -Check	04/22/2021	51914	OverDrive, Inc.	0721-1001	-5,845.66	7,878,116.98
Bill Pmt -Check	04/22/2021	51915	Reliable Landscaping, Inc.	Seasonal snow plow contract...Lawn mair	-22,704.98	7,855,412.00
Bill Pmt -Check	04/22/2021	51916	West Group Payment Center	West Complete Library Sub 04/01/2021 -	-138.00	7,855,274.00
Deposit	04/23/2021			Deposit	976.28	7,856,250.28

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Canton Public Library
 Transactions by Account
 As of April 30, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Check	04/27/2021	EFT	MERS - Pension	Employee Pension Deductions for the mc	-4,136.72	7,852,113.56
General Journal	04/28/2021	1791	Paylocity Direct Deposits	Direct Deposits	-72,482.93	7,779,630.63
General Journal	04/28/2021	1791	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-27,336.26	7,752,294.37
Check	04/28/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 04/	-700.35	7,751,594.02
Transfer	04/28/2021			Funds Transfer - Payroll Date 04/28/2021	-1,059.22	7,750,534.80
Check	04/28/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,157.00	7,745,377.80
Check	04/28/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	7,745,252.80
Check	04/28/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-959.94	7,744,292.86
Total 000-004 - Chase - Checking					<u>-522,297.00</u>	<u>7,744,292.86</u>
TOTAL					<u>-522,297.00</u>	<u>7,744,292.86</u>

Director's Report
May 2021

1. It has been one year of library operations during the pandemic. Our last day of full hours and services ended at 6:00pm Friday, March 13, 2020. Here is an update on new information and services since your last meeting.

On the evening of April 7, I was notified of a positive staff case, and closed the library for two weeks from the date of their last asymptomatic shift so that all staff could quarantine and monitor for symptoms, per our Pandemic Reopening Policy; we planned to reopen on April 14. On April 13, I was notified of an additional positive case; the second case had an overlapping shift with the first case, although causation could not be determined.

I extended the closure, and the library reopened on April 22, after a two-week closure, with limited services and reduced occupancy; we closed off all areas of the library except for holds pickup and checkout/account services, and with the reduced available square footage, limited our maximum occupancy to 15 patrons.

We opened up further as we regained full staffing, with browsing of all collections and an occupancy of 75 patrons, starting on April 28, and computer and equipment use on May 3. As of May 3, we restored all of our hours and services that were in effect before we closed on April 7, and expanded time limits to one hour per day overall, which brings browsing and computer use time limits into alignment.

Closing the library is a complicated beast—changing due dates, freezing holds, alerting delivery services, notifying staff, and shifting to remote work with little notice—and reopening is a beast of its own, too, as we catch up—so it's not a decision that we made lightly. I am proud that this was only the second time we've closed since the state allowed libraries to reopen last summer, because it is proof that our protocols and safety measures are working.

I previously shared with you the three dials we are prepared to turn, up or down depending on conditions: Occupancy limits, operating hours and time limits in the library. We have had a number of new hires begin over the last month, and now that we are almost fully staffed, we will return to our regular, pre-pandemic operating hours as of Tuesday, June 1: Monday through Thursday 9am to 9pm; Friday and Saturday 9am to 6pm; and Sunday noon to 6pm. We will continue to evaluate occupancy limits and time limits as we move forward.

In early May, the Governor unveiled her MI Vacc to Normal Challenge, and announced that remote work will no longer be required as of May 24, after the state achieved the first milestone of 55% vaccination for those age 16 and older on May 10. The department heads are having conversations with their folks about services, collections, seating, and other restrictions that we should consider lifting as we reach each additional milestone.

The CDC released guidance that fully vaccinated people do not have to quarantine after a confirmed COVID positive exposure unless they are symptomatic. Depending on how many of our staff meet that threshold, we may not have to close the library after a positive staff case and keep our services running. Marian Nicholson conducted a survey of library staff, which was voluntary, and asked them to respond confidentially to her if they are fully vaccinated, partially vaccinated, unvaccinated, or did not wish to disclose their vaccination status. Roughly three-quarters of the staff responded, with most of them fully or partially vaccinated. We have created an updated process for when a positive staff case is reported that I will use if there is a positive case on staff in the future, which takes the CDC guidance into account.

The CDC has also released guidance that fully vaccinated people do not have to wear a mask in any setting, “except where required by federal, state, local...laws, rules, regulations, including local business and workplace guidance.” Within an hour of the release, we had a patron attempt to enter the library maskless, stating that President Biden said it was no longer required. Building Monitor Kevin Armstead explained that the state MDHHS mask order still applies and that a mask is required to enter the library building.

2. Library Giving Day, a national day of philanthropy targeted to libraries, was April 7, and we received just over \$1500 in donations that day, which are being matched by the Friends of the Library. We received donations in memory of former library employee Rebecca Havenstein-Coughlin, who died in April 2020, to be used to improve her namesake courtyard. We also had memorial book donations made by individuals in honor of one of our regular patrons, who recently passed; those donations will fund the purchase of library materials in the patron’s favorite subjects and by their favorite authors. The anonymous donors who established the Book Purchase Enrichment Fund with the Canton Community Foundation in 2017 have made an additional \$5000 donation, which will allow us to purchase print materials geared to adults in the areas of literary fiction and narrative nonfiction. We are very grateful to all of these donors for their generosity.
3. PIN Day was April 29, when we instituted the requirement of a 7- to 13-digit PIN in addition to library barcode number to provide additional security and to prepare us for the requirements of our new website, set to launch by the end of the year. It was a partial success—the process failed partway through. Kudos to Rudie Noble and the IT Department for getting us back up and running despite this failure. Rudie and his team scheduled a second attempt with our system vendor on May 4, which was successful.
4. WDET radio has come back to Canton, updating their Crossing the Lines series on Canton to showcase Canton during COVID. Laurie Golden and several library staff have assisted the WDET reporters in finding interviewees and sources for their reports, and several of the segments have been posted to the WDET website.
5. IT and Business Services are in the process of migrating our QuickBooks financial data to BS&A. We are moving to a new platform because QuickBooks does not accommodate the new Chart of Accounts requirements from the State of Michigan. We do not want to mess up our books, so this will be a process that will take place carefully and deliberately through the end of this fiscal year.

6. The Township has announced that Liberty Fest is canceled again this year due to the pandemic, and the first two items on your agenda are related to that. First, we are asking the board to rescind the library closures in June, since we no longer need to be closed, and then you will discuss if you want to move the June board meeting back to the third Thursday that month, and vote on that if so.
7. This month you will continue your 2022 budget discussions. As in previous years, we are bringing specific items each month for board discussion and consensus, which will help us put together as complete a budget as possible when we present the first draft in July, second draft in August, and final budget for approval in September. Library taxes appear on the Winter tax bill.

Included in your packet this month is our overall 2022 property tax revenues recommendation. We have received our Equalization Report from Wayne County, and our millage of 2.0 mills will be reduced again for another year, to 1.4590 mills. Due to the continued growth of property values in Canton Township, we will still see a slight increase in our revenues despite the millage reduction. Included in your packet is a document prepared by Debbie McHugh—this is the document we show you every year at this time, showing our millage rate for the last several years, and a comparison of what we budgeted to collect (bottom row in blue font) and what we actually collected (middle row in green font). Based on our property tax collection history, our recommendation is that we levy the full millage allowed, and budget to receive 99% of those property taxes. We look forward to your discussion and questions at the meeting.

8. Due to the updated guidance mentioned in item #1 of this report, I have updated the Pandemic Reopening Policy and am asking you to approve it this month. The changes are minor: In addition to referencing the MI Vacc to Normal Challenge, I have added links to the state mask order, which has been changed since this policy was last updated in November 2020.
9. Related to item #8, I would like to discuss with the board the updated CDC and state guidance that has recently been issued, and get your feedback on the library's Pandemic Policy in response to anticipated loosening of masking for vaccinated people. The library policy currently states that masks must be worn by staff and patrons, and if the state orders in particular are rescinded, does the board want the masking requirement to continue? Are there other considerations about the Pandemic Policy that you would like to discuss? At some point I will ask you to rescind the policy in its entirety, but between now and then, I would like your opinions and feedback.
10. Last on your agenda is a vote on whether to include the library director in the mid-year merit raises you approved last month. My thanks to Marian Nicholson for pointing out that the board approves my compensation and so you must explicitly vote on whether you wish to include the director in the pool, and the amount of that increase if so. This salary discussion is separate from my performance evaluation, which you conducted in the fall of 2020; per the Open Meetings Act you must have this discussion and vote in an open meeting. Marian has prepared an overview of the salary grade for Director overall; a comparison of other library directors' salaries; and a recommendation based on my evaluation score, which would be effective with the first pay period in July. You may vote not to include the director in the mid-summer merit raise pool, in which case the funds would be distributed to the rest of the eligible library staff. You may vote to include the director in the pool, and then you will vote on the amount.

11. In personnel news, we have welcomed many new hires over the last month. Rebecca Davenport has rejoined us, this time as a Circulation Assistant; Rick Cichewicz and Chris Bryden have joined the IT department; and Kristian Lemkuhl has joined Business Services as our third Building Monitor. Reem Hawatmeh has been promoted from Page to Technical Processing Assistant. We have a few openings remaining, in Information Services and in Circulation Services, but we have enough staff at this time to reopen to our full operating hours, as noted in item #1.

12. Kat Bounds and her Circulation Department have reviewed our fines and fee schedule, as directed by the board a few months ago. We will be standardizing all of our overdue fines as of June 1, to \$.20 per day per item, with a maximum overdue fine of \$5. We are additionally changing our internal process regarding fees, officially giving more leeway to Circulation Assistants to assess a lower fee for replacement or repair in certain circumstances. My thanks to Kat and the Circulation Supervisors for taking the board's feedback and implementing these improvements to our fines and fee schedule to reduce potential conflict with our patrons and ensure equity in our services.

Respectfully submitted,
Eva Davis



2021 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January 21, 2021	May 20, 2021	September 16, 2021
February 18, 2021	June 17, 2021	October 21, 2021
March 18, 2021	July 15, 2021	November 18, 2021
April 15, 2021	August 19, 2021	December 16, 2021

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Thursday	December	31,	2020	New Year's Eve Day	Paid Holiday
Friday	January	1,	2021	New year's Day	Paid Holiday
Sunday	April	4,	2021	Easter Sunday	Library Closed
Sunday	May	30,	2021	Memorial Day Sunday	Library Closed
Monday	May	31,	2021	Memorial Day	Paid Holiday
Sunday	July	4,	2021	Independence Day	Paid Holiday
Sunday	September	5,	2021	Labor Day Sunday	Library Closed
Monday	September	6,	2021	Labor Day	Paid Holiday
Thursday	November	11,	2021	Staff Inservice (Veterans Day)	Library Closed to public
Thursday	November	25,	2021	Thanksgiving Day	Paid Holiday
Friday	November	26,	2021	Thanksgiving Friday	Library Closed
Friday	December	24,	2021	Christmas Eve Day	Paid Holiday
Saturday	December	25,	2021	Christmas Day	Paid Holiday
Friday	December	31,	2021	New Year's Eve Day	Paid Holiday
Saturday	January	1,	2022	New Year's Day	Paid Holiday

Canton Public Library

Property Tax Collection Rates

Budget Year	2016	2017	2018	2019	2020	2021	2022 est	2023 est	2024 est
Millage Rate	1.5437	1.5301	1.5139	1.5006	1.4851	1.4717	1.4590	1.4465	1.4341
Township: Actual Collection % (based on full collection w/ IFT/DDA)	99.68%	101.81%	104.31%	100.57%	100.89%	98.88%	0.00%	0.00%	0.00%
CPL: Budgeted Collection % - Original Approved (w/ IFT/DDA)	97%	98%	98%	98%	99%	96%	99%	99%	99%

Collected through 04/30/2021

Pandemic Reopening Policy

Canton Public Library

- I. **Purpose.** Michigan public libraries have been closed/limited to the public pursuant to a series of executive and state orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens. The Library may revert to any previous step based on conditions and any federal, state, or local restrictions.

- II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
 - A. *Cleaning Protocols.* The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
 - B. *Returned Material.* The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
 - C. *Assess Needs.* The Library Director and Department Heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
 - D. *Physical Distancing.* The Library Director will take steps to implement physical distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing. The Physical Distancing protocols will be established in the Reopening Plan for each stage.
 - E. *Notice to Patrons.* The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

- III. **Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan and

establish related procedures and guidelines. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

IV. Director's Role; Authority. The Library Director and his/her designee(s) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

- A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part, or to revert to a previous stage.
- B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.
- C. *Cancel or Limit Services.* Even after the Library reopens, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
- D. *Library Closure.* The Library affirms that they will comply with any federal, state, or local mandates to close the library. In addition, the Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the Chair of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph, pursuant to the Board-approved Reporting Pay Policy in the Employee Handbook.
- E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), Canton Township's Emergency Management Team, local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

- V. **Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

- VI. **Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the Chair of the Library Board. The decision of the Library Board is final.

- VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

EXHIBIT A
REOPENING PLAN

The following is the reopening plan authorized by the Library Board. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Stages.

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Stage 1. Closed to the Public.

During this stage, the Library will be closed to the public either by local, state, or federal authorities, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 - 1. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
 - 2. The Library will address any policy or temporary measures involving fee forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for materials.
 - 3. Review upcoming programs and meeting room rentals that may need to be cancelled or modified and review any contracts related to such.
 - 4. Landscaping and other outside maintenance activities may resume if permitted by local, state, or federal authorities.

5. Inside maintenance activities may also resume if permitted by local, state, or federal authorities.
 6. The Library can continue providing WIFI in the parking lot areas.
 7. Continuing essential functions.
- C. Physical Distancing and Safety Protocols.
1. The Library Director will take steps to implement physical distancing protocols.
 2. The staff workspace and/or work station assignments may be reconfigured to maintain physical distancing requirements of six (6) feet if possible.
 3. The Library will begin to implement physical distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Removing or rearranging chairs and tables.
 - b. Assessing what computer terminals may be used.
 - c. Blocking off areas/furniture.
 - d. Adding plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2. Staff Returning; Patron In-Person Services Still Suspended.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library’s operational needs and the need to maintain physical distancing.
- B. Activities Permitted:
1. Updating collections, including collection management functions and resumption of ordering library materials.
 2. Updating the patron database and resolving account issues.
 3. Shelving materials.

4. Information Technology upgrades, migrations, and changes to hardware and software configurations and setups to facilitate the next stages, including making technology purchases that facilitate remote work and physical distancing.
 5. Transferring materials and bibliographic records to the Library databases/catalog to the extent they were stored separately while working at home.
 6. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
- C. Physical Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 3: Materials Pick Up and Limited Patron Services. Library Building Still Closed to the Public.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Materials pick up is permitted and the Library Director may explore alternate methods of materials access for patrons.
 2. The Library will address any policy or temporary measures involving fine forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for materials.
 3. Resume the interlibrary loan process (if practical or possible).
 4. Answer phones and respond to patrons' reference questions.
- C. Physical Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
1. Patrons and staff must remain six (6) feet apart, and the library must design activities for materials pickup to maintain this distance.
 2. Patrons are required to [wear a mask](#) when engaging in materials pickup.
 3. The Library will mark waiting areas for patrons and other materials pickup issues.

4. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 5. The Library Director will establish cleaning and sanitizing protocols for "high touch" areas or surfaces.
 6. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons as needed.
 7. If required by federal, state, or local law or regulation, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
 8. The Library will limit staffing to the minimum number necessary to operate.
- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation for materials pickup based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 4: Limited Opening.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual daily scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Patrons may enter the Library but will be limited to a specific area in the Library.
 2. Patrons may have in-person conversations with Library staff, provided that physical distancing and Safety Protocols are followed.
 3. The Library may provide access by appointment to computers, printer/copier/scanner, and fax machine.
- C. Physical Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. Masks: Patrons will be required to wear masks; the Library will provide masks if supplies are available.
 2. Physical Distancing: Patrons must stay six (6) feet away from all staff and other patrons. Physical distancing rules apply. The Library will provide a physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines to regulate entry in accordance with Section 4 below, with markings for patrons

to enable them to stand at least six (6) feet apart from one another while waiting. The Library Director should also explore alternatives to lines, including by allowing patrons to wait in their cars for a text message or phone call, to enable physical distancing and to accommodate seniors and those with disabilities.

3. “Traffic” Directions: The Library will mark places where people are likely to gather in line to identify the proper physical distancing. This includes “traffic.” The Library will design the space and markings to encourage people in the Library to maintain six (6) feet of distance between them.
 4. Occupancy: The Library reserves the right to limit the number of patrons allowed into the Library at a time, and all others must wait outside the Library. At the time of this writing, state regulations have established a limit of 50% of maximum occupancy, including staff and volunteers. Meeting rooms and study spaces are closed for public use.
 5. Limit Groups: Patrons will use their best efforts to come to the Library with the least number of people.
 6. Computers: Computer terminals will be located six (6) feet from any other computer or work station. The Library will make its best effort to either clean computer terminals and equipment between uses, or provide supplies for patrons to do so.
 7. Food and Beverage: Food and beverage is not permitted unless necessary for medical reasons or due to a disability.
 8. Signs: The Library shall create a sign or pamphlet to inform patrons of the following:
 - a. The Library’s practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing patrons of their legal obligation to [wear a mask](#) when inside the Library.
 - c. Informing patrons not to enter if they are or have recently been sick.
- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 5: Library Open to Public With Conditions.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total

weekly hours of employees, but individual daily scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.

- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
1. In-person programming if current federal, state, or local orders, laws, regulations permit indoor programming. Limits may be placed on attendance to maintain physical distancing requirements and per any federal, state, or local orders, laws, or regulations.
 2. Meeting room use for Library-only sponsored events. The Library shall determine whether meetings can occur and if so, what restrictions apply.
 3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
 4. The Library Director may open up additional parts the library building for public use.
- C. Physical Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 6: Library Open for Regular Business. At this stage, the Library can reopen with the same services as normal. All Library services can resume without restrictions.

Canton Public Library

Compensation Study and Recommendation - Library Director

2020 Annual Review Rating

The Director's 2020 Annual Review, prepared by the Library Board and delivered by the Chair on 10/13/2020, rated the Director's performance (on a scale of 1-8) as: **8 - Performance consistently exceeds job standards, occasionally by a significant degree.** This is equivalent to the CPL performance rating of **Highly Effective** (4.0-4.75). (See *Rating Key* below)

It is my recommendation that Eva Davis be placed in Zone 4 on the Base Pay Structure for FY2021; an annual salary of \$129,100. (See chart below) As this is a mid-year change, her prorated compensation for 2021 will be \$127,808, an increase of \$1,302 over FY2020.

Base Pay Structure for **FY2021** - Annual Wages (02/20/2020)

Grade	Job Title	Zone 1		Zone 3		Zone 5		
		Minimum	Zone 2	Midpoint	Zone 4	Maximum		
25	Director	\$ 97,100	\$ 107,800	\$ 118,500	\$ 123,800	\$ 129,100	\$ 139,800	\$ 150,500

Rating Key for Zones 1 - 5

Unsatisfactory (1.0-1.75) Performance: Rarely achieves established goals; requires significant and immediate improvement. Competency: Rarely demonstrates competency behaviors; requires significant development.

Inconsistent (2.0-2.75) Performance: Achieves some, but not all goals; needs improvement. Competency: Demonstrates some behaviors but not others, or uses behaviors inconsistently. Possesses adequate qualifications for the job and is approaching the ability to fully perform normal job duties under minimal supervision. Rating may be appropriate for employees in new or more challenging positions, or for those who need development.

Effective (3.0-3.75) Performance: Consistently achieves goals. Competency: Consistently demonstrates effective behaviors. Employee is fully qualified for the duties of the job, is able to perform normal job duties without supervision, and fully meets the expectations of CPL.

Highly Effective (4.0-4.75) Performance: **Consistently achieves and often exceeds goals.** Competency: **Consistently demonstrates effective behaviors and often demonstrates exceptional behaviors.** Employee possesses additional qualifications related to the job which enable the employee to contribute more to the Library than an employee who is otherwise fully qualified; the employee has proven their ability to contribute consistently over time; and is able to perform normal job duties and undertake special duties which would not normally be expected.

Exceptional (5.0-5.75) Performance: **Significantly and consistently exceeds goals.** Competency: **Consistently demonstrates exceptional behaviors; serves as a role model and mentor.** Employee possesses rare job qualifications related to the job which enable the employee to contribute to the organization in a unique, special way which could not reasonably be expected of most individuals.

Canton Public Library

Comparative Data from 2020 DSLRT Report - Local Libraries

Class 6 Library > 50,000			2020 Data		
	Class	Population	Actual	Min	Max
Clinton-Macomb	6	169,833	\$ 143,782	\$ 115,131	\$ 151,061
Rochester Hills*	6	100,485	\$ 157,598	\$ 110,726	\$ 157,598
Canton	6	90,173	\$ 126,506	\$ 95,100	\$ 147,400
Troy*	6	80,980	\$ 120,531	\$ 93,775	\$ 125,596
W Bloomfield	6	71,755	\$ 125,860	\$ 90,924	\$ 129,636
Novi	6	64,834	\$ 114,504	\$ 85,990	\$ 120,386
<i>Class 6 Average</i>	6	96,343	\$ 131,464	\$ 98,608	\$ 138,613
Bloomfield	5	41,070	\$ 126,003	\$ -	\$ -
Plymouth	5	36,656	\$ 116,896	\$ 94,300	\$ 139,600

Current 2021		
Current	Min	Max
\$ 126,506	\$ 97,100	\$ 150,500
0.0% increase over 2020		

Proposed July 2021		
Projection	Min	Max
\$ 129,100	\$ 97,100	\$ 150,500
2.1% Annual % increase over current		
\$ 2,594	Annual \$ increase	
\$ 1,302	~6 month \$ increase	

*Salary Data from 2019