





## Library Board of Trustees Meeting Agenda

**CANTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES – GENERAL MEETING**  
**September 17, 2020**

<b>7:30 p.m.</b>	<ul style="list-style-type: none"> <li>• Call the Meeting to Order</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> </ul>	
Roll Call Vote	<ul style="list-style-type: none"> <li>• Approval of Agenda</li> </ul>	
Roll Call Vote	<ul style="list-style-type: none"> <li>• Approval of General Meeting Minutes</li> </ul>	
<b>Administrative Reports</b>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Report of the Library Director</li> <li>• Trustee Comments</li> </ul>	
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Unfinished Business &amp; General Orders</b> Discussion Item Action Item 20/9-17-1 (Roll Call Vote)	<ul style="list-style-type: none"> <li>• Update on Phased Reopening</li> <li>• 2021 Schedule of Board Meetings and Library Closures</li> </ul>	
<b>New Business</b> Action Item 20/9-17-2 (Roll Call Vote) Action Item 29/9-17-3 (Roll Call Vote)	<ul style="list-style-type: none"> <li>• Director’s Evaluation (closed session)</li> <li>• Rescind October 12, 2020 Library Staff Day Closure</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> <li>• Adjourn</li> </ul>	



## Canton Public Library Board of Trustees General Meeting Minutes

**August 20, 2020 – 7:30 PM**

The Chairperson, Amy Watts, called the meeting to order at 7:31 PM.

Present: N. Eggenberger, M. Farrell, J. Lee, J. Pandit, A. Watts

Absent: D. Turner

Also Present: E. Davis, K. Gladden

**CALL TO AUDIENCE** (L. Golden, M. Hathaway, A. Iqbal, D. McHugh, M. Nicholson, C. Swanberg, D. Skopczynski) – None

### **APPROVAL OF AGENDA**

The agenda was accepted by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were accepted by unanimous consent.

**COMMUNICATIONS** — None

### **DIRECTOR'S REPORT**

The curved piano window in the fireplace area of the library is tentatively scheduled to be replaced on August 27; this will be the final project under the library's Phase I agreement with ENGIE Services.

The directors of both the West Bloomfield Township and Baldwin (Birmingham) libraries have announced their retirements.

Circulation Assistant Judy England will retire at the end of the month after 33 years, joining librarian Carol Kuchta (who is retiring at the end of September) and former Circulation Services Department Head Nancy Szczepanski, who retired in July.

As of July 31, the library was 58% through the fiscal year. The second State Aid to Libraries check was \$7,000 more than budgeted; this will be recognized in the 3<sup>rd</sup> Quarter Budget Amendment. Penal fines have not been received yet; those libraries that have received theirs have reported widely varying amounts so there is no way to predict how much will eventually be received. Other items (photocopy fees, overdue fines, vending commissions, and meeting room rentals) are down as a result of the shutdown and will be adjusted in the 4<sup>th</sup> Quarter Budget Amendment.

Fringes are trending higher as a result of insurance and MERS pension payments made early in the year.

**TRUSTEE COMMENTS** — Vice-Chair Jasmine Lee asked why the library was using Zoom Pro for the board meeting, since a standard Zoom account was free. Director Eva Davis explained that the library had

purchased Zoom Pro licenses for the Community Relations and Information Services departments and also one in the name of Information Technology Department Head Rudie Noble, which was the one used for board meetings. Zoom Pro offers additional functionality (no time limits, increased number of participants, ability for breakout rooms) not available with the free version. Secretary/Treasurer Michelle Farell stated that her Girl Scout troop had purchased Zoom Pro as well; Trustee Nancy Eggenberger said that most organizations had Zoom Pro. Chair Amy Watts added that the breakout room would be used to conduct Director Davis' evaluation at the September meeting.

**COMMITTEE REPORTS** — None

**UNFINISHED BUSINESS & GENERAL ORDERS**

***Update on Phased Reopening*** — MeL (Michigan eLibrary) interloans restarted August 10. Per Circulation Services Interim Department Head Denise Skopczynski, 624 requests for Canton Public Library materials were made during the period August 10-15; CPL patrons made 260 requests from other libraries during the same period. E. Davis expects that the numbers will even out as more libraries reopen.

Physical checkouts are approximately 20% of the normal number for this time of the year, due to the closure and the limits imposed on the number of holds allowed. The number of holds pickup slots will continue to increase.

Sunday hours will be reinstated on September 13. The department heads and managers continue to look at how to implement browsing, which will not happen before the end of September. Total capacity in the library building is 184 people, which includes staff, technology appointments, and potential browsers. Any plan would allow for a type of "grab and go" — patrons will not be able to linger; there will be no study room access, no seating, no unlimited computer access, etc.

Davis said that area libraries are all removing furniture and prohibiting lingering. The Plymouth District Library is requesting that patrons dash in and out but is not enforcing a time limit; patrons are only allowed on the main floor. Novi is using timers on a lanyard to alert patrons that their time is up; they are allowed to browse the entire building. Northville is seeing a low turnout, but their parking lot is under construction. Oakland County libraries are generally grab and go with limited browsing; one library hands out baskets to a limited number of incoming patrons, with no further entries allowed until baskets are returned.

In the upcoming weeks, Business Services Department Head Marian Nicholson and HR Specialist Shipra Sharma will be reviewing with employees their options under the FFCRA (Families First Coronavirus Response Act), as well as updating Paylocity payroll codes to conform with the Act.

***Proposed 2021 Budget & 2022-2023 Projections (2nd Draft)*** — The budget summary is now presented in GASB format, in accordance with the board preference expressed at the July meeting. Accountant Debbie McHugh had received notification that the library's interest rate has been cut; as a result, anticipated interest income for 2021 has been adjusted downward. A Fund Balance transfer will be necessary to offset Capital Outlay.

**NEW BUSINESS**

***2021 Schedule of Board Meetings and Library Closures (1<sup>st</sup> reading)*** — Davis pointed out that the June 24 meeting is the 4<sup>th</sup> Thursday of the month; she is anticipating that the Liberty Fest will be held in 2021,

necessitating an early library closure on June 17 (which would normally be the board meeting date.) The Staff Inservice Day has been moved from Columbus Day to Veteran's Day in 2021, as well.

Davis said that the 2020 staff inservice committee had decided to do some kind of asynchronous training and so a motion to remove the October 12 library closure date from the 2020 calendar would be brought to the board in September.

**CALL TO AUDIENCE** – None

**ADJOURN**

The meeting was adjourned at 8:02 PM.

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Michelle Farell, Secretary-Treasurer

4:47 PM  
 09/03/20  
 Accrual Basis

Canton Public Library  
**Balance Sheet**  
 As of August 31, 2020

	<u>Jul 31, 20</u>	<u>Aug 31, 20</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	4,412,436.55	5,089,585.10
000-013 · JPMorgan Chase- Credit Card	8,329.85	5,550.73
000-014 · Medical Reimbsmt (BasicFlex)	11,175.72	10,615.98
000-016 · Chase - High Yield Savings	<u>1,997,484.25</u>	<u>997,538.54</u>
Total Checking/Savings	<u>6,429,426.37</u>	<u>6,103,290.35</u>
Total Current Assets	<u>6,429,426.37</u>	<u>6,103,290.35</u>
<b>TOTAL ASSETS</b>	<u><u>6,429,426.37</u></u>	<u><u>6,103,290.35</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>52,641.88</u>	<u>33,899.92</u>
Total Accounts Payable	52,641.88	33,899.92
Credit Cards		
000-208 · Chase - Visa 3651	<u>1,946.37</u>	<u>2,567.25</u>
Total Credit Cards	1,946.37	2,567.25
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	6,205.42	5,053.74
229e · Misc. Grants & Donations	<u>1,698.71</u>	<u>1,698.71</u>
Total 000-229 · Grants/Donations-Restricted Use	7,904.13	6,752.45
000-237 · Medical Saving Deduction MedFSA	<u>2,848.32</u>	<u>2,288.58</u>
Total Other Current Liabilities	<u>10,752.45</u>	<u>9,041.03</u>
Total Current Liabilities	<u>65,340.70</u>	<u>45,508.20</u>
Total Liabilities	65,340.70	45,508.20
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	<u>2,938,190.27</u>	<u>2,631,886.75</u>
Total Equity	<u>6,364,085.67</u>	<u>6,057,782.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,429,426.37</u></u>	<u><u>6,103,290.35</u></u>

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

	<u>Jan - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,203,985.18	6,203,502.00	483.18	100.01%
738-566 · State Aid to Libraries	72,191.60	65,000.00	7,191.60	111.06%
738-613 · Photocopy Fees	11,340.25	45,000.00	-33,659.75	25.20%
738-615 · Replacement - Books/ AV	3,505.24	9,500.00	-5,994.76	36.90%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	11,188.29	50,000.00	-38,811.71	22.38%
738-670 · Misc & Contributions	14,197.26	5,354.00	8,843.26	265.17%
738-671 · Interest Income	7,022.80	7,300.00	-277.20	96.20%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
<b>Total Income</b>	<u>6,325,434.55</u>	<u>7,257,656.00</u>	<u>-932,221.45</u>	<u>87.16%</u>
<b>Gross Profit</b>	<u>6,325,434.55</u>	<u>7,257,656.00</u>	<u>-932,221.45</u>	<u>87.16%</u>
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,720,904.97	2,954,000.00	-1,233,095.03	58.26%
738-715 · Fringe Benefits	439,621.81	670,100.00	-230,478.19	65.61%
738-722 · Supplies	48,241.79	168,470.00	-120,228.21	28.64%
738-740 · Library Materials	545,819.41	952,754.00	-406,934.59	57.29%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	210,456.47	358,950.00	-148,493.53	58.63%
738-850 · Communications	13,397.83	30,000.00	-16,602.17	44.66%
738-860 · Travel	26,717.35	59,400.00	-32,682.65	44.98%
738-880 · Community Promotion	2,352.59	16,200.00	-13,847.41	14.52%
738-900 · Printing	20,610.00	60,100.00	-39,490.00	34.29%
738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities	97,969.79	205,000.00	-107,030.21	47.79%
738-930 · Maintenance & Repairs	93,919.06	243,200.00	-149,280.94	38.62%
738-940 · Rentals/Leases	6,941.98	23,200.00	-16,258.02	29.92%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay	408,647.90	804,500.00	-395,852.10	50.80%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	630,682.00	-630,682.00	0.00%
<b>Total Expense</b>	<u>3,693,547.80</u>	<u>7,257,656.00</u>	<u>-3,564,108.20</u>	<u>50.89%</u>
<b>Net Income</b>	<u>2,631,886.75</u>	<u>0.00</u>	<u>2,631,886.75</u>	<u>100.00%</u>

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

	<u>Jan - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
738-403 · Property Taxes	6,203,985.18	6,203,502.00	483.18	100.01%
738-566 · State Aid to Libraries	72,191.60	65,000.00	7,191.60	111.06%
738-613 · Photocopy Fees	11,340.25	45,000.00	-33,659.75	25.20%
738-615 · Replacement - Books/ AV	3,505.24	9,500.00	-5,994.76	36.90%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	11,188.29	50,000.00	-38,811.71	22.38%
738-670 · Misc & Contributions	14,197.26	5,354.00	8,843.26	265.17%
738-671 · Interest Income				
671g · Interest Income General	7,022.80	7,300.00	-277.20	96.20%
Total 738-671 · Interest Income	7,022.80	7,300.00	-277.20	96.20%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
<b>Total Income</b>	<u>6,325,434.55</u>	<u>7,257,656.00</u>	<u>-932,221.45</u>	<u>87.16%</u>
<b>Gross Profit</b>	<u>6,325,434.55</u>	<u>7,257,656.00</u>	<u>-932,221.45</u>	<u>87.16%</u>
<b>Expense</b>				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,720,904.97	2,954,000.00	-1,233,095.03	58.26%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,255.67	2,000.00	-744.33	62.78%
715b · Unemployment Reimbursement	0.00	1,000.00	-1,000.00	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	9,474.50	21,000.00	-11,525.50	45.12%
716m · Medical (BCN)	145,592.49	250,000.00	-104,407.51	58.24%
Total 738-716 · Medical/Dental	155,066.99	274,600.00	-119,533.01	56.47%
738-717 · Life Ins / Disability	11,121.09	14,500.00	-3,378.91	76.70%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	2,144.00	7,000.00	-4,856.00	30.63%
738-720 · FICA / MC Taxes	135,347.79	226,000.00	-90,652.21	59.89%
738-721 · Retirement DC Plan (401a)	9,686.27	20,000.00	-10,313.73	48.43%
Total 738-715 · Fringe Benefits	439,621.81	670,100.00	-230,478.19	65.61%
738-722 · Supplies				
722t · Technology Supplies	4,072.79	27,200.00	-23,127.21	14.97%
738-727 · Office Supplies				
727a · General Office Supplies	2,418.60	8,500.00	-6,081.40	28.45%
727b · Printing & Copying Supplies	889.58	5,000.00	-4,110.42	17.79%
Total 738-727 · Office Supplies	3,308.18	13,500.00	-10,191.82	24.51%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	1,508.87	5,250.00	-3,741.13	28.74%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	3,310.06	17,700.00	-14,389.94	18.70%
725b · Tech Processing Supplies	7,132.22	22,000.00	-14,867.78	32.42%
Total 738-725 · Proc Library Supplies	10,442.28	39,700.00	-29,257.72	26.30%
738-726 · Community Relations Supplies	98.00	1,000.00	-902.00	9.80%
738-729 · Building Supplies	10,833.04	22,700.00	-11,866.96	47.72%
738-728 · Library Supplies- General - Other	8,323.08	13,000.00	-4,676.92	64.02%
Total 738-728 · Library Supplies- General	31,205.27	81,650.00	-50,444.73	38.22%
738-730 · Postage				
730b · Postage - Info Services	1,090.33	3,500.00	-2,409.67	31.15%



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

	<u>Jan - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
730c · Postage - Circulation Services	8.98	150.00	-141.02	5.99%
730j · Postage - Business Services	-1,000.27	2,725.00	-3,725.27	-36.71%
730m · Postage - Community Relations	4,348.00	27,245.00	-22,897.00	15.96%
Total 738-730 · Postage	4,447.04	33,620.00	-29,172.96	13.23%
738-732 · Janitorial Supplies	5,208.51	12,500.00	-7,291.49	41.67%
Total 738-722 · Supplies	48,241.79	168,470.00	-120,228.21	28.64%
738-740 · Library Materials				
738-741 · Books	93,772.49	238,954.00	-145,181.51	39.24%
738-744 · AV (Media)	50,099.93	116,300.00	-66,200.07	43.08%
738-747 · Services, Subscrip & Pre-proc	401,946.99	597,500.00	-195,553.01	67.27%
Total 738-740 · Library Materials	545,819.41	952,754.00	-406,934.59	57.29%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	669.40	5,000.00	-4,330.60	13.39%
738-733 · Bank Fees				
733g · Bank Fees General	52.54	1,000.00	-947.46	5.25%
Total 738-733 · Bank Fees	52.54	1,000.00	-947.46	5.25%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	105,921.83	154,600.00	-48,678.17	68.51%
808tp · Online Info - Tech Processing	22,470.00	24,600.00	-2,130.00	91.34%
Total 738-808 · Information Technology	128,391.83	179,200.00	-50,808.17	71.65%
738-809 · Programming-Community Relations				
809d · Community Programming	9,132.97	31,000.00	-21,867.03	29.46%
Total 738-809 · Programming-Community Relations	9,132.97	31,000.00	-21,867.03	29.46%
738-810 · Other Professional Services				
810a · Payroll	8,887.58	15,000.00	-6,112.42	59.25%
810b · Professional Services-Circ Srv	903.25	9,250.00	-8,346.75	9.77%
810j · Professional Services - Bus Srv	2,350.00	11,925.00	-9,575.00	19.71%
810m · Professional Services - Com Rel	29,160.00	44,900.00	-15,740.00	64.94%
Total 738-810 · Other Professional Services	41,300.83	81,075.00	-39,774.17	50.94%
738-812 · Legal	3,115.00	15,000.00	-11,885.00	20.77%
738-814 · Membership Dues				
814a · Membership Dues - Director	325.00	1,500.00	-1,175.00	21.67%
814b · Membership Dues - Info Services	765.00	2,900.00	-2,135.00	26.38%
814c · Membership Dues - Circ Services	555.00	800.00	-245.00	69.38%
814e · Membership Dues - Info Tech	179.00	1,200.00	-1,021.00	14.92%
814j · Membership Dues - Business Srv	689.00	1,500.00	-811.00	45.93%
814k · Membership Dues - Miscellaneous	9,140.35	9,750.00	-609.65	93.75%
814m · Membership Dues - Community Rel	0.00	1,200.00	-1,200.00	0.00%
Total 738-814 · Membership Dues	11,653.35	18,850.00	-7,196.65	61.82%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	1,450.00	2,150.00	-700.00	67.44%
815c · Staff Development/Training	409.05	5,500.00	-5,090.95	7.44%
815t · Online Training Services - IT	1,606.50	2,500.00	-893.50	64.26%
Total 738-815 · Staff Inservice	3,465.55	15,150.00	-11,684.45	22.88%
Total 738-801 · Professional & Contractual	210,456.47	358,950.00	-148,493.53	58.63%
738-850 · Communications	13,397.83	30,000.00	-16,602.17	44.66%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	1,790.56	5,000.00	-3,209.44	35.81%
861b · Conferences - Info. Services	5,982.55	13,500.00	-7,517.45	44.32%
861d · Conferences - Circ Serv.	6,110.84	8,000.00	-1,889.16	76.39%
861f · Conferences - Trustees	1,690.74	4,000.00	-2,309.26	42.27%
861g · Leadership Canton	0.00	1,200.00	-1,200.00	0.00%
861h · Conferences - Info. Technology	2,708.91	8,400.00	-5,691.09	32.25%
861j · Conferences - Business Services	2,859.00	5,100.00	-2,241.00	56.06%
861m · Conferences-Community Relations	4,621.76	5,500.00	-878.24	84.03%
<b>Total 738-861 · Conferences (Incl.Registration)</b>	<b>25,764.36</b>	<b>50,700.00</b>	<b>-24,935.64</b>	<b>50.82%</b>
738-865 · Mileage / Misc.				
865a · Mileage - Director	201.76	2,200.00	-1,998.24	9.17%
865b · Mileage - Information Services	144.84	2,000.00	-1,855.16	7.24%
865c · Mileage - Circ. Services	11.27	1,000.00	-988.73	1.13%
865e · Mileage- Information Technology	92.84	1,300.00	-1,207.16	7.14%
865f · Mileage - Business Services	312.53	1,300.00	-987.47	24.04%
865m · Mileage - Community Relations	189.75	900.00	-710.25	21.08%
<b>Total 738-865 · Mileage / Misc.</b>	<b>952.99</b>	<b>8,700.00</b>	<b>-7,747.01</b>	<b>10.95%</b>
<b>Total 738-860 · Travel</b>	<b>26,717.35</b>	<b>59,400.00</b>	<b>-32,682.65</b>	<b>44.98%</b>
738-880 · Community Promotion				
880a · Marketing	2,093.20	13,800.00	-11,706.80	15.17%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
<b>Total 738-880 · Community Promotion</b>	<b>2,352.59</b>	<b>16,200.00</b>	<b>-13,847.41</b>	<b>14.52%</b>
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	20,610.00	58,400.00	-37,790.00	35.29%
901e · Misc. Printing & Publishing	0.00	1,200.00	-1,200.00	0.00%
<b>Total 738-901 · Printing &amp; Publishing</b>	<b>20,610.00</b>	<b>59,600.00</b>	<b>-38,990.00</b>	<b>34.58%</b>
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
<b>Total 738-900 · Printing</b>	<b>20,610.00</b>	<b>60,100.00</b>	<b>-39,490.00</b>	<b>34.29%</b>
738-910 · Insurance				
738-911 · Liability Ins	42,352.97	50,300.00	-7,947.03	84.20%
738-912 · Worker's Comp	4,128.00	7,000.00	-2,872.00	58.97%
738-915 · E&O/D&O/EPL	3,246.00	3,800.00	-554.00	85.42%
738-916 · Fiduciary/Fidelity	7,514.00	9,000.00	-1,486.00	83.49%
<b>Total 738-910 · Insurance</b>	<b>57,240.97</b>	<b>70,100.00</b>	<b>-12,859.03</b>	<b>81.66%</b>
738-920 · Utilities				
738-921 · Electricity	80,534.02	150,000.00	-69,465.98	53.69%
738-922 · Gas	11,210.58	35,000.00	-23,789.42	32.03%
738-923 · Water	6,225.19	20,000.00	-13,774.81	31.13%
<b>Total 738-920 · Utilities</b>	<b>97,969.79</b>	<b>205,000.00</b>	<b>-107,030.21</b>	<b>47.79%</b>
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	38,095.56	85,000.00	-46,904.44	44.82%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	18,037.57	42,950.00	-24,912.43	42.00%
<b>Total 738-932 · Lawn &amp; Grounds Maintenance</b>	<b>39,704.21</b>	<b>77,950.00</b>	<b>-38,245.79</b>	<b>50.94%</b>
738-933 · Building Security	3,699.00	7,400.00	-3,701.00	49.99%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,019.36	2,900.00	-1,880.64	35.15%
934c · Misc. Contracts & Inspections	4,161.90	8,400.00	-4,238.10	49.55%
934g · HVAC Maintenance Contracts	0.00	17,600.00	-17,600.00	0.00%

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

	<u>Jan - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	5,181.26	28,900.00	-23,718.74	17.93%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	5,338.23	18,000.00	-12,661.77	29.66%
738-937 · Equipment Repairs	1,690.80	25,000.00	-23,309.20	6.76%
Total 738-930 · Maintenance & Repairs	93,919.06	243,200.00	-149,280.94	38.62%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	5,622.13	21,200.00	-15,577.87	26.52%
942 · Postage Meter - Pitney Bowes - Other	1,319.85	2,000.00	-680.15	65.99%
Total 942 · Postage Meter - Pitney Bowes	6,941.98	23,200.00	-16,258.02	29.92%
Total 738-940 · Rentals/Leases	6,941.98	23,200.00	-16,258.02	29.92%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	3,000.00	-3,000.00	0.00%
977g · Capital Outlay - General	15,980.00	33,500.00	-17,520.00	47.70%
977t · Capital Outlay - Technology	392,667.90	768,000.00	-375,332.10	51.13%
Total 738-977 · Capital Outlay	408,647.90	804,500.00	-395,852.10	50.80%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	630,682.00	-630,682.00	0.00%
Total Expense	3,693,547.80	7,257,656.00	-3,564,108.20	50.89%
Net Income	2,631,886.75	0.00	2,631,886.75	100.00%

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

	Type	Date	Num	Name	Memo	Amount	Balance
000-004	Chase - Checking						4,412,436.55
	General Journal	08/05/2020	1744	Paylocity Direct Deposits	Direct Deposits	-78,839.04	4,333,597.51
	General Journal	08/05/2020	1744	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-30,898.29	4,302,699.22
	Check	08/05/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 08/	-194.52	4,302,504.70
	Transfer	08/05/2020			Funds Transfer - Payroll Date 08/05/202C	-1,031.52	4,301,473.18
	Check	08/05/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-566.59	4,300,906.59
	Check	08/05/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,783.07	4,296,123.52
	Check	08/05/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,295,998.52
	Transfer	08/10/2020			Funds Transfer - Excess of \$5,000	4,000.00	4,299,998.52
	Transfer	08/10/2020			Funds Transfer - Adjust Analysis Charges	1,000,000.00	5,299,998.52
	Deposit	08/12/2020			Deposit	8,612.00	5,308,610.52
	Check	08/13/2020	51212	Chase Visa	Visa - Statement 08/02/2020	-1,926.42	5,306,684.10
	Bill Pmt -Check	08/13/2020	51213	AmazonBusiness	A265GG3U5ZDOHS	-1,564.89	5,305,119.21
	Bill Pmt -Check	08/13/2020	51214	American Library Association - Membership		-535.00	5,304,584.21
	Bill Pmt -Check	08/13/2020	51215	Ann Arbor Cleaning Supply Co.	Chalet 308 paper toesl (2)...1980 C-fold ti	-143.50	5,304,440.71
	Bill Pmt -Check	08/13/2020	51216	Baker & Taylor (054)	00100054	-626.32	5,303,814.39
	Bill Pmt -Check	08/13/2020	51217	Baker & Taylor (114)	L4271142	-19.98	5,303,794.41
	Bill Pmt -Check	08/13/2020	51218	Baker & Taylor (165)	L350165	-29.98	5,303,764.43
	Bill Pmt -Check	08/13/2020	51219	Baker & Taylor (180)	L438180	-53.09	5,303,711.34
	Bill Pmt -Check	08/13/2020	51220	Baker & Taylor (493)	L420493 2	-29.98	5,303,681.36
	Bill Pmt -Check	08/13/2020	51221	Baker & Taylor (510)	L417510	-5,807.32	5,297,874.04
	Bill Pmt -Check	08/13/2020	51222	Baker & Taylor (520)	L417520	-1,062.47	5,296,811.57
	Bill Pmt -Check	08/13/2020	51223	Baker & Taylor (530)	L417530	-2,409.42	5,294,402.15
	Bill Pmt -Check	08/13/2020	51224	Baker & Taylor (787)	L4247872	-26.00	5,294,376.15
	Bill Pmt -Check	08/13/2020	51225	Baker & Taylor (854)	L517854	-319.90	5,294,056.25
	Bill Pmt -Check	08/13/2020	51226	Batteries Plus Bulbs	7343970999	-375.00	5,293,681.25
	Bill Pmt -Check	08/13/2020	51227	Canton Township - Water Dept.	Water & sewer 05/01/2020 - 06/24/202C	-4,718.67	5,288,962.58
	Bill Pmt -Check	08/13/2020	51228	Computype, Inc.	Service maintenance contract for Stand	-189.00	5,288,773.58
	Bill Pmt -Check	08/13/2020	51229	Crimson Multimedia Distribution, Inc.		-3,971.03	5,284,802.55
	Bill Pmt -Check	08/13/2020	51230	Durbin, Michele	Mileage and display materials	-23.69	5,284,778.86
	Bill Pmt -Check	08/13/2020	51231	Ehrlich	14383673	-137.00	5,284,641.86
	Bill Pmt -Check	08/13/2020	51232	Engie Services U.S. Inc	Pay Application 10	-17,736.30	5,266,905.56
	Bill Pmt -Check	08/13/2020	51233	Gale/CENGAGE Learning	149473	-151.15	5,266,754.41
	Bill Pmt -Check	08/13/2020	51234	Golden, Laurie	Vision claim reimbursement: L. Golden	-200.00	5,266,554.41
	Bill Pmt -Check	08/13/2020	51235	Hathaway, Megan	Vision claim reimbursements: M. Hathaw	-400.00	5,266,154.41

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/13/2020	51236	Konica Minolta Business Solutions	Brother printer contract coverage 07/01/	-40.00	5,266,114.41
Bill Pmt -Check	08/13/2020	51237	Merit Network, Inc.	Transaction ID: 5519: Merit Member Con	-75.00	5,266,039.41
Bill Pmt -Check	08/13/2020	51238	Midwest Tape		-3,330.73	5,262,708.68
Bill Pmt -Check	08/13/2020	51239	Miscellaneous Vendor-Programming	Summer's Golden Hour Zoom Program 0	-200.00	5,262,508.68
Bill Pmt -Check	08/13/2020	51240	NorthStar Mat Service	Contractual mat service	-55.48	5,262,453.20
Bill Pmt -Check	08/13/2020	51241	OverDrive, Inc.	0721-1001	-4,479.28	5,257,973.92
Bill Pmt -Check	08/13/2020	51242	Pitney Bowes	0012684488	-144.48	5,257,829.44
Bill Pmt -Check	08/13/2020	51243	Reliable Landscaping, Inc.	Labor & materials to repair sprinkler hea	-326.00	5,257,503.44
Bill Pmt -Check	08/13/2020	51244	Skopczynski, Denise	COVID-19: Soap/sanitizer dispenser reiml	-35.59	5,257,467.85
Bill Pmt -Check	08/13/2020	51245	Staples Business Advantage	1002673	-39.06	5,257,428.79
Bill Pmt -Check	08/13/2020	51246	Uline	Bubble mailers: # 3 (1)...# 5 (1)	-163.49	5,257,265.30
Bill Pmt -Check	08/13/2020	51247	Weiss Ratings Inc.	Weiss Ratings Guide to Banks: Winter 20,	-496.05	5,256,769.25
Bill Pmt -Check	08/13/2020	51248	Welz, Nichole	Vision claim reimbursement: N. Welz	-200.00	5,256,569.25
Check	08/19/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 08/	-762.69	5,255,806.56
General Journal	08/19/2020	1747	Paylocity Direct Deposits	Direct Deposits	-74,274.71	5,181,531.85
General Journal	08/19/2020	1747	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-27,013.59	5,154,518.26
Transfer	08/19/2020			Funds Transfer - Payroll Date 08/19/202C	-1,031.52	5,153,486.74
Check	08/19/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,166.89	5,149,319.85
Check	08/19/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	5,149,194.85
Check	08/19/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-620.83	5,148,574.02
Bill Pmt -Check	08/19/2020	51249	AT&T Mobility (Cingular Wireless)	831922095	-181.25	5,148,392.77
Bill Pmt -Check	08/19/2020	51250	DTE Energy	1893-232-0001-5	-12,852.65	5,135,540.12
Bill Pmt -Check	08/19/2020	51251	Miscellaneous Vendor-Programming	Hire the Circus: Backyard Circus Final Par	-800.00	5,134,740.12
Bill Pmt -Check	08/19/2020	51252	Sun Life Assurance Company of Canada	Monthly charges - September	-1,139.92	5,133,600.20
Deposit	08/26/2020			Deposit	676.73	5,134,276.93
Bill Pmt -Check	08/27/2020	51253	AFLAC	BCJ39	-73.68	5,134,203.25
Bill Pmt -Check	08/27/2020	51254	AmazonBusiness	A265GG3U5ZD0HS	-164.92	5,134,038.33
Bill Pmt -Check	08/27/2020	51255	Baker & Taylor (054)	00100054	-176.51	5,133,861.82
Bill Pmt -Check	08/27/2020	51256	Baker & Taylor (510)	L417510	-7,252.90	5,126,608.92
Bill Pmt -Check	08/27/2020	51257	Baker & Taylor (520)	L417520	-762.15	5,125,846.77
Bill Pmt -Check	08/27/2020	51258	Baker & Taylor (530)	L417530	-1,286.37	5,124,560.40
Bill Pmt -Check	08/27/2020	51259	Baker & Taylor (854)	L517854	-515.30	5,124,045.10
Bill Pmt -Check	08/27/2020	51260	BayScan Technologies	Adhesive hold paper; 3.125" x 160' thern	-1,704.60	5,122,340.50
Bill Pmt -Check	08/27/2020	51261	bibliotheca, LLC.		-4,543.40	5,117,797.10
Bill Pmt -Check	08/27/2020	51262	CDW-G	3280777	-1,365.00	5,116,432.10

2:50 PM  
 09/03/20  
 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/27/2020	51263	Comic City	Comics: 24 teen 8 juvenile	-129.68	5,116,302.42
Bill Pmt -Check	08/27/2020	51264	Crimson Multimedia Distribution, Inc.		-1,329.70	5,114,972.72
Bill Pmt -Check	08/27/2020	51265	Demco, Inc.	PS Custom Lables 3/4" x 1" (8)	-197.91	5,114,774.81
Bill Pmt -Check	08/27/2020	51266	Detroit News	DN0021146	-28.74	5,114,746.07
Bill Pmt -Check	08/27/2020	51267	Dunn Rite Maintenance	Janitorial service for August	-4,100.00	5,110,646.07
Bill Pmt -Check	08/27/2020	51268	Ehrlich	14383673	-218.00	5,110,428.07
Bill Pmt -Check	08/27/2020	51269	Fish Doctors	Maintenance fee...15 gallons RO water	-82.50	5,110,345.57
Bill Pmt -Check	08/27/2020	51270	Foster, Swift, Collins & Smith	Correspondence RE travel self-quarantin	-168.00	5,110,177.57
Bill Pmt -Check	08/27/2020	51271	Gale/CENGAGE Learning	149473	-180.73	5,109,996.84
Bill Pmt -Check	08/27/2020	51272	Grey House Publishing		-430.50	5,109,566.34
Bill Pmt -Check	08/27/2020	51273	Konica Minolta Business Solutions		-187.99	5,109,378.35
Bill Pmt -Check	08/27/2020	51274	Konica Minolta Premier Finance	Monthly contract Annual property tax pa	-386.82	5,108,991.53
Bill Pmt -Check	08/27/2020	51275	Midwest Tape		-637.31	5,108,354.22
Bill Pmt -Check	08/27/2020	51276	Miscellaneous Patron - Refunds	Brittany Rodgers: Refund for Mini Raccoc	-16.50	5,108,337.72
Bill Pmt -Check	08/27/2020	51277	Miscellaneous Vendor-ILL/MEL	Orion Township Public Library: Furious H	-31.00	5,108,306.72
Bill Pmt -Check	08/27/2020	51278	Miscellaneous Vendor-Programming	Howell Nature Center: Fantastical Beasts	-175.00	5,108,131.72
Bill Pmt -Check	08/27/2020	51279	NorthStar Mat Service	Contractual mat service	-55.48	5,108,076.24
Bill Pmt -Check	08/27/2020	51280	Observer & Eccentric Newspapers	OC0007258	-196.01	5,107,880.23
Bill Pmt -Check	08/27/2020	51281	OrangeBoy, Inc.	Savannah annual subscription	-6,500.00	5,101,380.23
Bill Pmt -Check	08/27/2020	51282	OverDrive, Inc.	0721-1001	-4,374.97	5,097,005.26
Bill Pmt -Check	08/27/2020	51283	Rowman & Littlefield Publishing Group	0000876216	-167.46	5,096,837.80
Bill Pmt -Check	08/27/2020	51284	SHRM (Society for Human Resource Mgr	SHRM professional membership , 11/01/	-219.00	5,096,618.80
Bill Pmt -Check	08/27/2020	51285	Skrzynski, Elaine	VOID: Longevity Award - 30 Year	0.00	5,096,618.80
Bill Pmt -Check	08/27/2020	51286	TruGreen	Lawn fertilization 08/18/2020	-331.11	5,096,287.69
Bill Pmt -Check	08/27/2020	51287	UPS	Outbound shipment to Kent Record Man	-4.00	5,096,283.69
Bill Pmt -Check	08/27/2020	51288	VRC Companies, LLC	Canton Observer digitization, Jan - June 2	-287.79	5,095,995.90
Bill Pmt -Check	08/27/2020	51289	West Group Payment Center	West Complete Library Sub 07/05/2020 -	-238.98	5,095,756.92
Bill Pmt -Check	08/30/2020	51290	Nicholson, Marian	Longevity Award - 10 Year	-100.00	5,095,656.92
Check	08/31/2020	EFT	MERS - Pension	Pension Deductions for Month of August	-5,104.27	5,090,552.65
Check	08/31/2020	51291	Home Depot	August Statement	-185.45	5,090,367.20
Bill Pmt -Check	08/31/2020	51292	State of Michigan - Dept of Labor	VOID: Record estimated 2019 unemployr	0.00	5,090,367.20
Bill Pmt -Check	08/31/2020	51293	T-Mobile	Mobile internet charges 07/21/2020 - 08	-91.68	5,090,275.52
Bill Pmt -Check	08/31/2020	51294	Clear Rate Communications	Telephone charges 08/01/2020 - 08/31/2	-690.42	5,089,585.10
Total 000-004 · Chase - Checking					677,148.55	5,089,585.10
TOTAL					677,148.55	5,089,585.10

## Director's Report September 2020

1. Please remember that this month you actually have two meetings: The first is the required Budget Hearing to accept any public comments on the budget, vote to approve the 2021 Budget, and then vote to set the 2021 millage rate. The second meeting is your regular monthly meeting.
2. Here is an update on how our reopening is progressing. During our closure, email reference and online library card account assistance and card issuance continued. While our physical collection was unavailable from March 13 through June 8, we continued to purchase and expand access to digital materials, which saw a significant increase in usage—ebooks, eaudiobooks, streaming movies and shows, emagazines—which still continues. For the month of August:
  - Brainfuse online tutoring had 102 sessions
  - Hoopla had 10,653 checkouts
  - Kanopy had 855 plays
  - RBDigital emagazines had 2,910 checkouts
  - OverDrive/Libby had 9,586 checkouts
  - CloudLibrary had 1,094 checkouts

### Review

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

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

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

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

Also on June 15, the 62 Days of Summer page on our website went live. 62 Days of Summer packets were mailed to all 37,000 addresses in the Township. We have received positive feedback on the graphics and the program, with good engagement on social media and enthusiastic response to our virtual events and take-home activity kits. Kudos to Community Relations and Information Services staff for completely revamping our summer programs on a very tight deadline, and for providing curated resources, recommendations, activities, and events to our Community. The final party will be virtual this year, on August 15, so we do not yet have final statistics, but thus far we have produced 38 events—less than our typical “at least one program per day for 62 Days” goal, but very impressive given the constraints we are operating under. The 62 Days of Summer program survey went live on our website the week of August 11, and we will share the results with you at a future meeting. We suspended the Prize Patrol this year, and are instead holding a drawing for 30 bags of library swag; patrons can enter to win a Swag Bag on our website, and the winners will pickup their Swag Bag via Holds Pickup.

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

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

On July 9, we launched Computer Use by appointment, with scheduling starting that day for the first appointments on July 13. My thanks to Systems Administrator Carl Swanberg, Circulation Services Supervisor Barb Gudenburr, and Information Services Librarian Alyssa Yavorenko for working out the implementation plan, and to IS Manager Megan Hathaway and IT Department Head Rudie Noble for providing essential guidance and training for the logistics.

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. Thanks again to Carl Swanberg, Barb Gudenburr, Alyssa Yavorenko, Megan Hathaway, and Rudie Noble.

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.



We met with Frank Ruggirello and Carrie Fromm from the school board office and Plymouth District Library representatives on August 18 to discuss our PCCS partnership and how that might change during the pandemic school year. Public libraries provide *secondary* curriculum support to public, private, and charter schools as well as homeschooling families—but our charge has never been to provide direct *primary* curriculum support; we simply do not have the funding or the mandate to play that role for faculty, students, or families. We also do not want to supplant or undermine the school media centers and the school librarians, whose charge is to provide direct primary curriculum support. We were assured by Carrie Fromm that the district has budgeted per-student capita funds for the media centers to provide them with OverDrive/Libby ebooks, and that the public libraries would only be called upon to provide the secondary curriculum support we have historically provided.

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

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

#### Presently

Maintaining our commitment to a tightly-controlled, phased reopening that ensures the safety of staff and patrons, and our cadence of launching or expanding services every few weeks, we are planning to open for limited browsing, with occupancy restrictions and no gathering/lingering, effective Thursday, October 1. All of our collections, with the exceptions of puppets, toys, games, story kits, and newspapers, will be 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 are in the process of removing all except ADA-required seating and storing them in the meeting rooms and study rooms, which will also discourage patrons from trying to gather in those rooms. We will be roping off areas where it is impractical to store large pieces of furniture, as well as roping off the lobby area—patrons will be directed to use the restrooms in the children’s library—to facilitate staff moving through the lobby to the Holds Pickups area in the Community Room. No food or drink will be allowed. We will be asking patrons to limit the duration of their visits and use the honor system to enforce that.

We have upgraded our SenSource door counter system to a new door counter with occupancy monitoring—we set the maximum occupancy, and the door counter system tracks people entering and leaving. This can be displayed on a device, on a monitor, or on a similar heads-up display so that staff and patrons can see the capacity at-a-glance. We plan to start with 50 patrons and will adjust up from there once everyone is comfortable with the process. We have purchased additional hand sanitizer and disinfectant/paper towels and deployed them throughout the building, and are working on supplementing our signage to make expectations and restrictions clear.

The Friends of the Library plan to reopen the bookstore on October 1, and are keeping us updated on their plans.

### Looking Ahead

As always, we are proceeding very cautiously, and will monitor safety, case counts, compliance with our policies, and staffing levels as each service is rolled out before determining whether to expand services further. If warranted, we will roll back our services. I am very pleased with our patrons and my coworkers, all of whom have been pleasant and taken all safety precautions and been excited about coming back to the library and also been patient with and understanding of our reasons for being cautious.

I remain in contact with the directors of our neighboring public libraries as well as Metro Net Consortium libraries—Rochester Hills, Bloomfield Township, Baldwin (Birmingham), West Bloomfield, Southfield, and Farmington. None of us wants to be too far ahead or too far behind the others, and we are doing our best to coordinate our efforts.

I am also doing my best to provide certainty to my coworkers and our community, but the fact is that we continue to face a lot of unknowns. The projections of a sharp increase in coronavirus cases in the last quarter of the year are weighing heavily on our minds, particularly given the makeup of our heaviest users, who tend to be older and have conditions that put them at risk of infection. We will provide library services to our community, but only if we can do it safely and ensure the well-being of staff and patrons.

3. This month you will approve the 2021 Calendar of Board Meetings and Library Closures. There are no changes to the calendar since you first saw it last month.
4. I have submitted by self-evaluation to Chair Amy Watts, and have solicited library staff and the board of the Friends to directly submit feedback to her on my performance this year. You are scheduled to discuss my evaluation at this month's meeting; per the Open Meetings Act, I will request that you enter a closed session for this purpose. We will place you in a Zoom breakout room, and when you leave the breakout room you will automatically rejoin the main meeting.
5. When you reconvene the regular meeting, you will vote to rescind the library closure on October 12, 2020, due to our cancellation of our annual Staff Day. The Staff Day committee is instead preparing asynchronous professional development and education for individual staff members to complete during their regular schedules.
6. In personnel news, please join me in saying farewell to Librarian Carol Kuchta, effective at the end of September. Carol has worked for the library for more than 38 years, and she will be missed. She was my go-to librarian when I was a high school student, so this is a very bittersweet goodbye for me.
7. We had some issues with Kanopy this month; specifically, patrons were not able to authenticate with their library cards. Systems Administrator Carl Swanberg worked with Kanopy to resolve the issue within a few days.
8. We also had a major failure of our phone system, which is scheduled for replacement in 2021. IT Department Head Rudie Noble was able to reboot the system so that we can accept and make phone calls, but voicemail and the automated phone menus were still not working. Allied Communications sent a technician, who determined that the server had to be replaced. As of this writing, Allied had received the

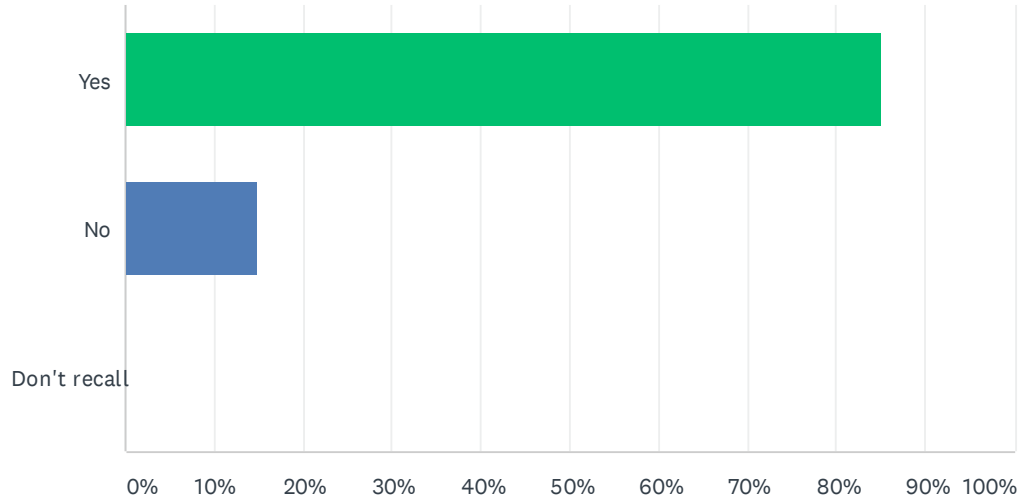
new server and were going to start configuring it, and then would be bringing it to us for installation. We hope to have this issue resolved by this weekend.

9. With the installation of the replacement curved window in the fireplace area, our contract with ENGIE Services for Phase I improvements has been satisfied. We replaced the boiler and humidifier and supply lines, upgraded our pneumatic controls to digital, installed building control software in addition to replacing the window. In the coming months, Building Supervisor Jim Laffey will work with me and Business Services Department Head Marian Nicholson to bring you a recommendation for Phase II work.

Respectfully submitted,  
Eva Davis

# Q1 Did you or someone in your family receive a 62 Days of Summer packet from the library in the mail?

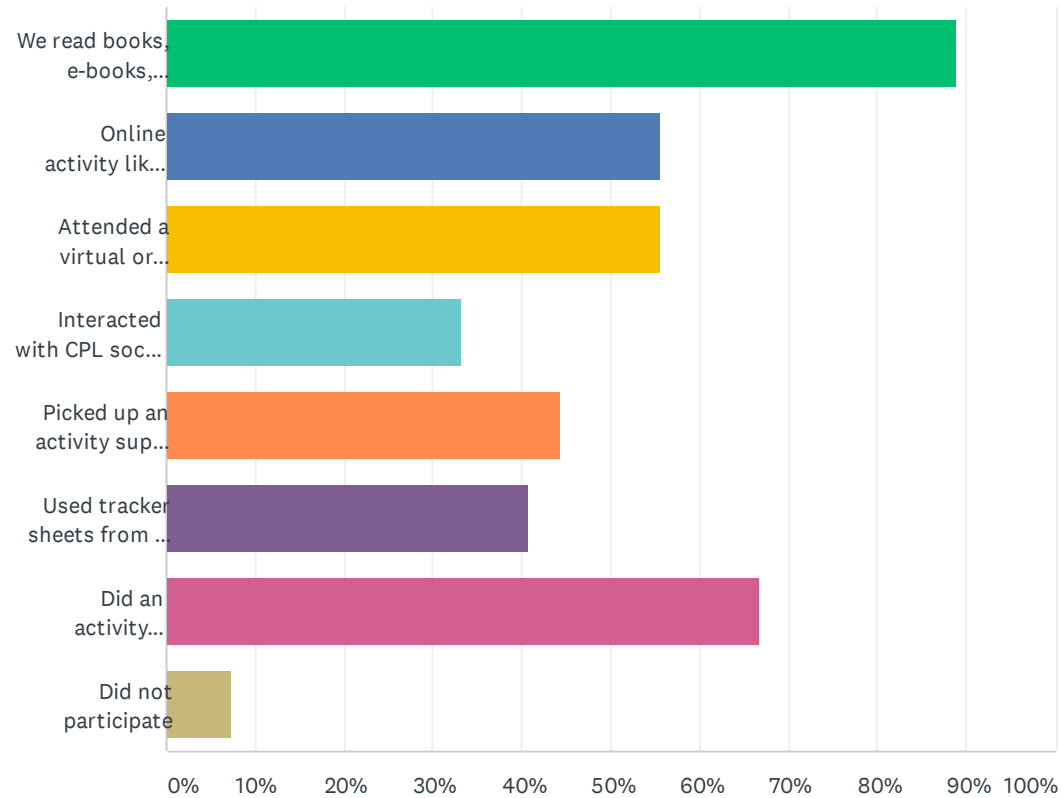
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	85.19%	23
No	14.81%	4
Don't recall	0.00%	0
<b>TOTAL</b>		<b>27</b>

## Q2 What aspects of 62 Days of Summer did you or your family participate in? Please check all that apply.

Answered: 27 Skipped: 0

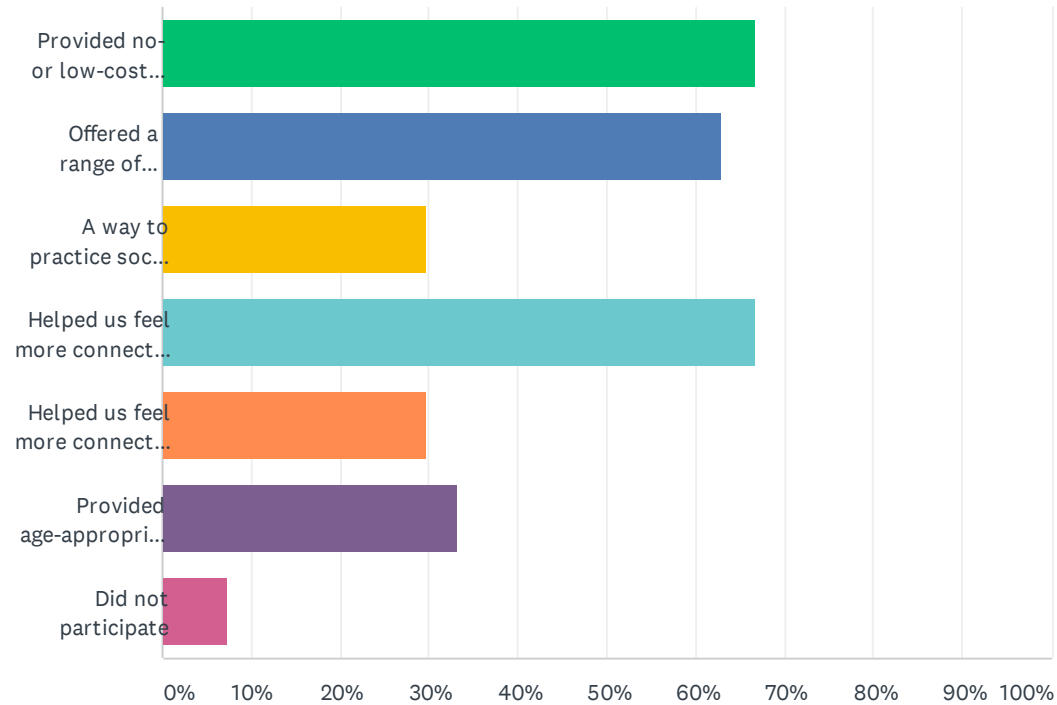


## 62 Days of Summer 2020

ANSWER CHOICES	RESPONSES	
We read books, e-books, e-audiobooks or other materials	88.89%	24
Online activity like Kindness Generator, This or That voting, claimed pompom	55.56%	15
Attended a virtual or in-person program	55.56%	15
Interacted with CPL social media	33.33%	9
Picked up an activity supply kit	44.44%	12
Used tracker sheets from the 62 Days mailed packet	40.74%	11
Did an activity suggested on the 62 Ways poster or CPL webpage	66.67%	18
Did not participate	7.41%	2
Total Respondents: 27		

### Q3 Which of the following did 62 Days of Summer fulfill for you and your family? Select all that apply.

Answered: 27 Skipped: 0



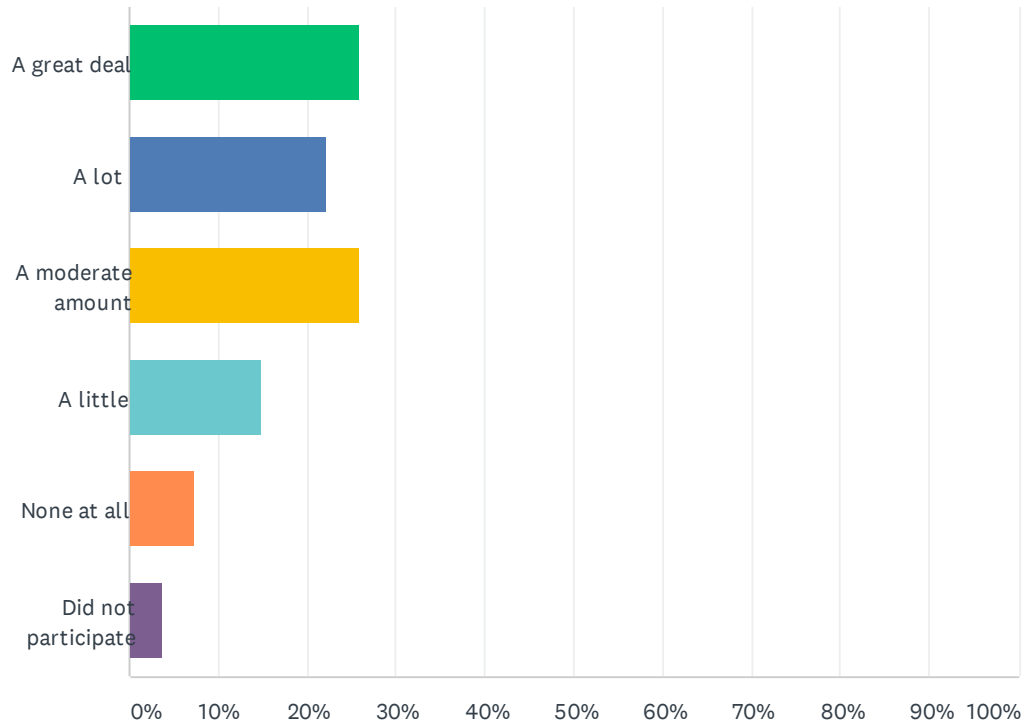
## 62 Days of Summer 2020

ANSWER CHOICES	RESPONSES	
Provided no- or low-cost summer activities	66.67%	18
Offered a range of activities or ideas for things to do	62.96%	17
A way to practice social distancing	29.63%	8
Helped us feel more connected to the library	66.67%	18
Helped us feel more connected to our community	29.63%	8
Provided age-appropriate reading suggestions	33.33%	9
Did not participate	7.41%	2
Total Respondents: 27		



### Q4 Did the library's 62 Days of Summer program improve your summer?

Answered: 27 Skipped: 0

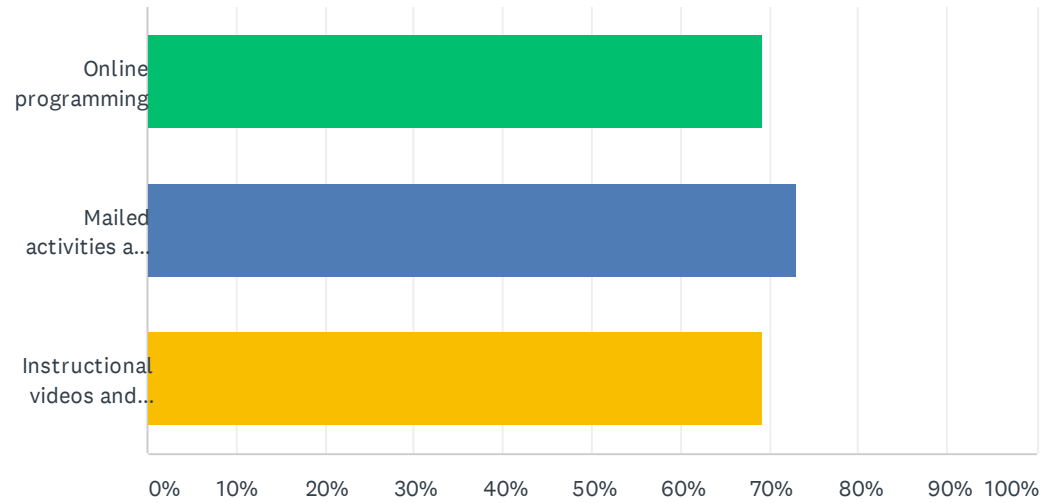


## 62 Days of Summer 2020

ANSWER CHOICES	RESPONSES	
A great deal	25.93%	7
A lot	22.22%	6
A moderate amount	25.93%	7
A little	14.81%	4
None at all	7.41%	2
Did not participate	3.70%	1
TOTAL		27

Q5 We quickly transitioned 62 Days of Summer to provide engagement opportunities that could be experienced from a safe distance. Keeping this in mind, what types of programs or experiences would best benefit you and your family right now? Please select all that apply.

Answered: 26 Skipped: 1



ANSWER CHOICES	RESPONSES
Online programming	69.23% 18
Mailed activities and materials	73.08% 19
Instructional videos and tutorials	69.23% 18
Total Respondents: 26	



## 2021 Schedule of Board Meetings and Library Closures

### Library Board Meeting Dates

January	21,	2021	<b>May</b>	<b>20,</b>	<b>2021</b>	September	16,	2021
February	18,	2021	<b>June</b>	<b>24,</b>	<b>2021</b>	October	21,	2021
March	18,	2021	<b>July</b>	<b>15,</b>	<b>2021</b>	November	18,	2021
April	15,	2021	<b>August</b>	<b>19,</b>	<b>2021</b>	December	16,	2021

### LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
<b>Thursday</b>	<b>December</b>	<b>31,</b>	<b>2020</b>	<b>New Year's Eve Day</b>	<b>Paid Holiday</b>
<b>Friday</b>	<b>January</b>	<b>1,</b>	<b>2021</b>	<b>New year's Day</b>	<b>Paid Holiday</b>
Sunday	April	4,	2021	Easter Sunday	Library Closed
Sunday	May	30,	2021	Memorial Day Sunday	Library Closed
<b>Monday</b>	<b>May</b>	<b>31,</b>	<b>2021</b>	<b>Memorial Day</b>	<b>Paid Holiday</b>
Thursday	June	<b>17,</b>	2021	Liberty Festival	Close at 6:00
Friday	June	18,	2021	Liberty Festival	Library Closed
Saturday	June	19,	2021	Liberty Festival	Library Closed
<b>Sunday</b>	<b>July</b>	<b>4,</b>	<b>2021</b>	<b>Independence Day</b>	<b>Paid Holiday</b>
Sunday	September	5,	2021	Labor Day Sunday	Library Closed
<b>Monday</b>	<b>September</b>	<b>6,</b>	<b>2021</b>	<b>Labor Day</b>	<b>Paid Holiday</b>
Thursday	November	11,	2021	Staff Inservice (Veterans Day)	Library Closed to public
<b>Thursday</b>	<b>November</b>	<b>25,</b>	<b>2021</b>	<b>Thanksgiving Day</b>	<b>Paid Holiday</b>
Friday	November	26,	2021	Thanksgiving Friday	Library Closed
<b>Friday</b>	<b>December</b>	<b>24,</b>	<b>2021</b>	<b>Christmas Eve Day</b>	<b>Paid Holiday</b>
<b>Saturday</b>	<b>December</b>	<b>25,</b>	<b>2021</b>	<b>Christmas Day</b>	<b>Paid Holiday</b>
<b>Friday</b>	<b>December</b>	<b>31,</b>	<b>2021</b>	<b>New Year's Eve Day</b>	<b>Paid Holiday</b>
<b>Saturday</b>	<b>January</b>	<b>1,</b>	<b>2022</b>	<b>New Year's Day</b>	<b>Paid Holiday</b>