



**Canton Public Library Board of Trustees
General Meeting Packet Contents**

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**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
January 21, 2021 7:30 p.m.**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
Roll Call Vote	<ul style="list-style-type: none"> • Approval of Agenda 	
Roll Call Vote	<ul style="list-style-type: none"> • Approval of General Meeting Minutes 	
Roll Call Vote	<ul style="list-style-type: none"> • Approval of Closed Session Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders Discussion Item	<ul style="list-style-type: none"> • Update on Phased Reopening 	
New Business Presentation	<ul style="list-style-type: none"> • Plante Moran – Board Education: Municipal Finance and Audits (Alisha Watkins) 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

December 17, 2020 – 7:30 PM

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

Present: (participating remotely from Canton, MI) N. Eggenberger, A. Iqbal, C. Spas, A. Watts

Absent: M. Farrell, J. Lee

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (K. Bounds, L. Golden, D. McHugh, M. Nicholson, R. Noble, Patron, D. Skopczynski, C. Souchock, C. Swanberg) – None

APPROVAL OF AGENDA

The agenda was accepted by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

COMMUNICATIONS — None

DIRECTOR'S REPORT

As of the end of November, the library was 92% through the fiscal year, according to Director Eva Davis. Both income and expenditures as a percentage of budget will be addressed later in the meeting through the proposed 4th Quarter Budget Amendment.

The proposed budget amendment will not include a request for a Fund Balance transfer. Because of the pandemic pause in operations, certain projects in the 2020 budget have been pushed off to 2021 and the appropriated funds will be returned to the Fund Balance. Those projects will be incorporated into the 2021 budget, and quarterly budget amendment requests will be utilized to fund them.

Davis reminded the board to either send a picture or arrange for a photo shoot with Community Relations Department Head Laurie Golden, so that the library website can be updated.

Michigan Senate Bill 1246 passed with changes made by the House; once it goes through reconciliation and is signed by the Governor, elected boards will be able to meet remotely through March 2021.

Davis consulted with the library's labor attorney re: the Families First Coronavirus Response Act (FFCRA) and the Emergency Family Leave Medical Expansion Act (EFMLA), which are set to expire at the end of the year. The attorney suggested waiting to see what the lame duck session brings; if either act is not renewed, the board would be able to pass a Resolution that can be made retroactive to extend protections to qualifying staff members.

Changes to the permanent staff continue. The full-time librarian position was offered to, and accepted by, part-time librarian Amy Lee. There were two additional resignations, and the administration will be looking at overall staffing across departments, with budget neutrality as a goal.

Davis congratulated L. Golden and Community Relations Program Librarian Nichole Welz, as well as Information Services Librarian Whitney Jones, for the tremendous success of Wednesday's drive-through Winter Snow Spree.

Davis also brought to the board's attention Item 4 of her Director's Report, covering the planned purchase of a new website content management system, which will be brought to the board for approval in 2021. This has been an interdepartmental project, led by Web Resources Specialist Courtney Luketich.

In answer to staff queries, Davis has concluded that the library will not be mandating that staff members be vaccinated against the coronavirus. She has reached out to the State Library and to Canton Township Emergency Management Coordinator Will Hayes to find out what status library staff will have in vaccine priority, but suspects their eligibility will rest on individual status, rather than as library employees.

Since this is her final meeting as Circulation Services Interim Department Head before new Department Head Kat Bounds takes the helm in January, Davis once again thanked Denise Skopczynski for stepping in and performing two jobs for the past six months.

TRUSTEE COMMENTS — Chair Amy Watts expressed her thanks to L. Golden and her team for the Winter Snow Spree.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Update on Phased Reopening — Davis is attempting to eliminate any yo-yo effect between phases, to avoid confusion and stress for both staff and patrons.

Nomination and Election of 2021 Board Officers — Since the current officers have served in their current positions for two consecutive years and are unable to do so again, A. Watts nominated a slate consisting of: Nancy Eggenberger – Chair; Michelle Farell – Vice Chair; and A. Watts – Secretary/Treasurer.

Amina Iqbal moved and Claire Spas supported a motion to elect the slate of 2021 officers as presented.

ROLL CALL VOTE

Yes: N. Eggenberger, A. Iqbal, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 20/12-17-1 (4-0-0)

NEW BUSINESS

Closed Session to Receive and Discuss Material Exempted by Statute (Library Privacy Act 455 of 1982, MCL 397.603) — N. Eggenberger moved and C. Spas supported a motion to move into closed session.

ROLL CALL VOTE

Yes: N. Eggenberger, A. Iqbal, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 20/12-17-2 (4-0-0)

REGULAR MEETING RESUMED AT 8:11 P.M.

Patron Appeal 2020-12-01, Request for Reconsideration of Library Materials — To uphold or rescind the library director's decision to retain the item in all formats — Chair Watts thanked the Patron for following procedure and for the respectful discourse during the closed session.

Trustee Eggenberger indicated that she had carefully read the material in question and found it to be interesting and thought-provoking. She felt it expressed an important viewpoint that the library collection needs to have; she would uphold the library director's decision to retain the item in all formats.

Trustee Spas agreed, saying that while it was not easy, she too had read and enjoyed the book in question.

Chair Watts was of the same opinion. While she believed that the title could be off-putting to some people, she did not agree that the book's main purpose was to criticize white people. While going through the exercise might be uncomfortable, she believed that that is the way we learn and grow. And her bigger concern is that the library not set a precedent of banning books which might be unpopular in some quarters.

Trustee A. Iqbal agreed with the other board members; she has heard good things about the work from many people.

N. Eggenberger moved and A. Iqbal supported a motion to uphold the library director's decision to retain *Me & White Supremacy* in all formats.

ROLL CALL VOTE

Yes: N. Eggenberger, A. Iqbal, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 20/12-17-3 (4-0-0)

Approval of 4th Quarter Budget Amendment — Davis explained to the new board members that the library must have a balanced budget, and that quarterly and year-end budget amendments are generally required to do so. She thanked Business Services Department Head Marian Nicholson and Accountant Debbie McHugh for their hard work with regard to the budget and the amendment.

C. Spas moved and N. Eggenberger supported a motion to approve the 4th Quarter Budget Amendment as presented.

ROLL CALL VOTE

Yes: N. Eggenberger, A. Iqbal, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 20/12-17-4 (4-0-0)

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 8:24 PM.

Michelle Farell, Secretary-Treasurer



Canton Public Library Board of Trustees Closed Session Minutes

Thursday, December 17, 2020

7:47 PM

Canton Public Library – Zoom Virtual Meeting (Breakout Session)

Closed session to receive and discuss material exempted by statute (Library Privacy Act 455 of 1982, MCL 397.603).

Present: Nancy Eggenberger, Amina Iqbal, Claire Spas, Amy Watts

Absent: Michelle Farell, Jasmine Lee

The board moved into closed session to hear Patron Appeal 2020-12-01, Request for Reconsideration of Library Materials.

C. Spas moved and N. Eggenberger supported a motion to return to open session.

The motion passed unanimously, 20/12-17-1CS

Michelle Farell – Secretary/Treasurer

3:12 PM
01/12/21
Accrual Basis

Canton Public Library

Balance Sheet

As of December 31, 2020

	<u>Nov 30, 20</u>	<u>Dec 31, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	3,952,531.88	6,149,154.83
000-013 · JPMorgan Chase- Credit Card	7,401.82	5,374.60
000-014 · Medical Reimbsmt (BasicFlex)	10,625.80	10,506.11
000-016 · Chase - High Yield Savings	997,629.14	997,654.50
Total Checking/Savings	<u>4,968,188.64</u>	<u>7,162,690.04</u>
Other Current Assets		
000-025 · Property Taxes Receivable	0.00	3,190,044.00
000-123 · Prepaid Expenses	86,627.77	242,623.47
Total Other Current Assets	<u>86,627.77</u>	<u>3,432,667.47</u>
Total Current Assets	<u>5,054,816.41</u>	<u>10,595,357.51</u>
TOTAL ASSETS	<u><u>5,054,816.41</u></u>	<u><u>10,595,357.51</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	236,330.13	107,892.77
Total Accounts Payable	<u>236,330.13</u>	<u>107,892.77</u>
Credit Cards		
000-208 · Chase - Visa 3651	2,008.20	3,544.51
000-209 · Home Depot Credit Card	60.08	60.08
Total Credit Cards	<u>2,068.28</u>	<u>3,604.59</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	4,082.50	4,082.50
229e · Misc. Grants & Donations	1,208.71	1,208.71
Total 000-229 · Grants/Donations-Restricted Use	<u>5,291.21</u>	<u>5,291.21</u>
000-237 · Medical Saving Deduction MedFSA	2,298.40	2,178.71
000-339 · Deferred Revenue	0.00	6,136,858.65
Total Other Current Liabilities	<u>7,589.61</u>	<u>6,144,328.57</u>
Total Current Liabilities	<u>245,988.02</u>	<u>6,255,825.93</u>
Total Liabilities	245,988.02	6,255,825.93
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	1,382,932.99	913,636.18
Total Equity	<u>4,808,828.39</u>	<u>4,339,531.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,054,816.41</u></u>	<u><u>10,595,357.51</u></u>

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

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,205,709.05	6,205,270.00	439.05	100.01%
738-566 · State Aid to Libraries	72,191.60	72,191.00	0.60	100.00%
738-613 · Photocopy Fees	16,051.85	14,900.00	1,151.85	107.73%
738-615 · Replacement - Books/ AV	7,061.74	6,250.00	811.74	112.99%
738-656 · Penal Fines	55,915.77	55,900.00	15.77	100.03%
738-664 · Overdue Fines	16,479.41	15,100.00	1,379.41	109.14%
738-670 · Misc & Contributions	24,344.09	15,777.00	8,567.09	154.30%
738-671 · Interest Income	7,138.76	7,135.00	3.76	100.05%
738-676 · Vending Commission	1,903.93	1,900.00	3.93	100.21%
738-677 · Meeting Room Rental	100.00	100.00	0.00	100.00%
738-692 · Use of Fund Balance	0.00	533,500.00	-533,500.00	0.00%
Total Income	<u>6,406,896.20</u>	<u>6,928,023.00</u>	<u>-521,126.80</u>	<u>92.48%</u>
Gross Profit	6,406,896.20	6,928,023.00	-521,126.80	92.48%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,738,547.31	2,944,000.00	-205,452.69	93.02%
738-715 · Fringe Benefits	562,691.26	597,600.00	-34,908.74	94.16%
738-722 · Supplies	70,262.14	89,320.00	-19,057.86	78.66%
738-740 · Library Materials	915,078.19	954,810.00	-39,731.81	95.84%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	255,984.62	288,405.00	-32,420.38	88.76%
738-850 · Communications	21,465.70	22,000.00	-534.30	97.57%
738-860 · Travel	26,773.73	28,300.00	-1,526.27	94.61%
738-880 · Community Promotion	4,179.86	4,560.00	-380.14	91.66%
738-900 · Printing	20,659.37	21,450.00	-790.63	96.31%
738-910 · Insurance	57,240.97	57,355.00	-114.03	99.80%
738-920 · Utilities	153,510.90	166,200.00	-12,689.10	92.37%
738-930 · Maintenance & Repairs	140,904.13	154,565.00	-13,660.87	91.16%
738-940 · Rentals/Leases	10,111.28	12,000.00	-1,888.72	84.26%
738-976 · Building Improvements	641.37	4,000.00	-3,358.63	16.03%
738-977 · Capital Outlay	515,144.68	533,500.00	-18,355.32	96.56%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	1,047,958.00	-1,047,958.00	0.00%
Total Expense	<u>5,493,260.02</u>	<u>6,928,023.00</u>	<u>-1,434,762.98</u>	<u>79.29%</u>
Net Income	<u>913,636.18</u>	<u>0.00</u>	<u>913,636.18</u>	<u>100.00%</u>

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

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,205,709.05	6,205,270.00	439.05	100.01%
738-566 · State Aid to Libraries	72,191.60	72,191.00	0.60	100.00%
738-613 · Photocopy Fees	16,051.85	14,900.00	1,151.85	107.73%
738-615 · Replacement - Books/ AV	7,061.74	6,250.00	811.74	112.99%
738-656 · Penal Fines	55,915.77	55,900.00	15.77	100.03%
738-664 · Overdue Fines	16,479.41	15,100.00	1,379.41	109.14%
738-670 · Misc & Contributions	24,344.09	15,777.00	8,567.09	154.30%
738-671 · Interest Income				
671g · Interest Income General	7,138.76	7,135.00	3.76	100.05%
Total 738-671 · Interest Income	7,138.76	7,135.00	3.76	100.05%
738-676 · Vending Commission	1,903.93	1,900.00	3.93	100.21%
738-677 · Meeting Room Rental	100.00	100.00	0.00	100.00%
738-692 · Use of Fund Balance	0.00	533,500.00	-533,500.00	0.00%
Total Income	6,406,896.20	6,928,023.00	-521,126.80	92.48%
Gross Profit	6,406,896.20	6,928,023.00	-521,126.80	92.48%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	2,738,547.31	2,944,000.00	-205,452.69	93.02%
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	3,500.00	3,600.00	-100.00	97.22%
716d · Dental	12,239.90	16,000.00	-3,760.10	76.50%
716m · Medical (BCN)	182,456.05	190,000.00	-7,543.95	96.03%
Total 738-716 · Medical/Dental	198,195.95	209,600.00	-11,404.05	94.56%
738-717 · Life Ins / Disability	14,541.45	14,600.00	-58.55	99.60%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	2,931.22	3,900.00	-968.78	75.16%
738-720 · FICA / MC Taxes	205,604.23	226,000.00	-20,395.77	90.98%
738-721 · Retirement DC Plan (401a)	15,162.74	15,500.00	-337.26	97.82%
Total 738-715 · Fringe Benefits	562,691.26	597,600.00	-34,908.74	94.16%
738-722 · Supplies				
722t · Technology Supplies	5,807.78	8,200.00	-2,392.22	70.83%
738-727 · Office Supplies				
727a · General Office Supplies	2,793.50	4,500.00	-1,706.50	62.08%
727b · Printing & Copying Supplies	1,617.55	3,000.00	-1,382.45	53.92%
Total 738-727 · Office Supplies	4,411.05	7,500.00	-3,088.95	58.81%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	2,696.89	2,750.00	-53.11	98.07%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	7,050.79	9,700.00	-2,649.21	72.69%
725b · Tech Processing Supplies	8,811.42	13,000.00	-4,188.58	67.78%
Total 738-725 · Proc Library Supplies	15,862.21	22,700.00	-6,837.79	69.88%
738-726 · Community Relations Supplies	376.34	450.00	-73.66	83.63%
738-729 · Building Supplies	12,688.68	14,700.00	-2,011.32	86.32%
738-728 · Library Supplies- General - Other	13,763.72	15,500.00	-1,736.28	88.80%
Total 738-728 · Library Supplies- General	45,387.84	56,100.00	-10,712.16	80.91%
738-730 · Postage				
730b · Postage - Info Services	1,671.54	2,000.00	-328.46	83.58%

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

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	16.30	50.00	-33.70	32.60%
730j · Postage - Business Services	1,393.95	2,725.00	-1,331.05	51.15%
730m · Postage - Community Relations	4,348.00	5,245.00	-897.00	82.90%
Total 738-730 · Postage	7,429.79	10,020.00	-2,590.21	74.15%
738-732 · Janitorial Supplies	7,225.68	7,500.00	-274.32	96.34%
Total 738-722 · Supplies	70,262.14	89,320.00	-19,057.86	78.66%
738-740 · Library Materials				
738-741 · Books	191,408.87	212,380.00	-20,971.13	90.13%
738-744 · AV (Media)	103,374.38	109,800.00	-6,425.62	94.15%
738-747 · Services, Subscrip & Pre-proc	620,294.94	632,630.00	-12,335.06	98.05%
Total 738-740 · Library Materials	915,078.19	954,810.00	-39,731.81	95.84%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	1,018.13	1,500.00	-481.87	67.88%
738-733 · Bank Fees				
733g · Bank Fees General	2,648.48	3,000.00	-351.52	88.28%
Total 738-733 · Bank Fees	2,648.48	3,000.00	-351.52	88.28%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	117,439.48	135,600.00	-18,160.52	86.61%
808tp · Online Info - Tech Processing	22,470.00	24,600.00	-2,130.00	91.34%
Total 738-808 · Information Technology	139,909.48	160,200.00	-20,290.52	87.33%
738-809 · Programming-Community Relations				
809d · Community Programming	19,186.80	20,500.00	-1,313.20	93.59%
Total 738-809 · Programming-Community Relations	19,186.80	20,500.00	-1,313.20	93.59%
738-810 · Other Professional Services				
810a · Payroll	12,850.83	15,000.00	-2,149.17	85.67%
810b · Professional Services-Circ Srv	6,334.80	6,750.00	-415.20	93.85%
810j · Professional Services - Bus Srv	2,939.88	3,925.00	-985.12	74.90%
810m · Professional Services - Com Rel	35,410.00	39,900.00	-4,490.00	88.75%
Total 738-810 · Other Professional Services	57,535.51	65,575.00	-8,039.49	87.74%
738-812 · Legal	5,866.00	7,000.00	-1,134.00	83.80%
738-814 · Membership Dues				
814a · Membership Dues - Director	608.32	610.00	-1.68	99.73%
814b · Membership Dues - Info Services	765.00	765.00	0.00	100.00%
814c · Membership Dues - Circ Services	793.00	800.00	-7.00	99.13%
814e · Membership Dues - Info Tech	179.00	200.00	-21.00	89.50%
814j · Membership Dues - Business Srv	914.00	950.00	-36.00	96.21%
814k · Membership Dues - Miscellaneous	9,390.35	9,400.00	-9.65	99.90%
814m · Membership Dues - Community Rel	480.00	480.00	0.00	100.00%
Total 738-814 · Membership Dues	13,129.67	13,205.00	-75.33	99.43%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	0.00	0.00	0.00%
815b · Staff Longevity Awards	1,700.00	1,700.00	0.00	100.00%
815c · Staff Development/Training	709.05	750.00	-40.95	94.54%
815t · Online Training Services - IT	1,606.50	2,300.00	-693.50	69.85%
Total 738-815 · Staff Inservice	4,015.55	4,750.00	-734.45	84.54%
Total 738-801 · Professional & Contractual	255,984.62	288,405.00	-32,420.38	88.76%
738-850 · Communications	21,465.70	22,000.00	-534.30	97.57%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

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

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	1,858.06	1,900.00	-41.94	97.79%
861b · Conferences - Info. Services	6,207.05	6,405.00	-197.95	96.91%
861d · Conferences - Circ Serv.	6,293.34	6,295.00	-1.66	99.97%
861f · Conferences - Trustees	1,758.24	1,800.00	-41.76	97.68%
861g · Leadership Canton	0.00	0.00	0.00	0.00%
861h · Conferences - Info. Technology	2,159.91	2,200.00	-40.09	98.18%
861j · Conferences - Business Services	2,873.00	2,900.00	-27.00	99.07%
861m · Conferences-Community Relations	4,590.92	4,900.00	-309.08	93.69%
Total 738-861 · Conferences (Incl.Registration)	25,740.52	26,400.00	-659.48	97.50%
738-865 · Mileage / Misc.				
865a · Mileage - Director	201.76	500.00	-298.24	40.35%
865b · Mileage - Information Services	144.84	300.00	-155.16	48.28%
865c · Mileage - Circ. Services	18.34	100.00	-81.66	18.34%
865e · Mileage- Information Technology	92.84	200.00	-107.16	46.42%
865f · Mileage - Business Services	345.42	500.00	-154.58	69.08%
865m · Mileage - Community Relations	230.01	300.00	-69.99	76.67%
Total 738-865 · Mileage / Misc.	1,033.21	1,900.00	-866.79	54.38%
Total 738-860 · Travel	26,773.73	28,300.00	-1,526.27	94.61%
738-880 · Community Promotion				
880a · Marketing	3,920.47	4,300.00	-379.53	91.17%
880b · Volunteer	259.39	260.00	-0.61	99.77%
Total 738-880 · Community Promotion	4,179.86	4,560.00	-380.14	91.66%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	20,610.00	21,400.00	-790.00	96.31%
901e · Misc. Printing & Publishing	0.00	0.00	0.00	0.00%
Total 738-901 · Printing & Publishing	20,610.00	21,400.00	-790.00	96.31%
738-903 · Legal Notices & Ads	49.37	50.00	-0.63	98.74%
Total 738-900 · Printing	20,659.37	21,450.00	-790.63	96.31%
738-910 · Insurance				
738-911 · Liability Ins	42,352.97	42,355.00	-2.03	100.00%
738-912 · Worker's Comp	4,128.00	4,200.00	-72.00	98.29%
738-915 · E&O/D&O/EPL	3,246.00	3,250.00	-4.00	99.88%
738-916 · Fiduciary/Fidelity	7,514.00	7,550.00	-36.00	99.52%
Total 738-910 · Insurance	57,240.97	57,355.00	-114.03	99.80%
738-920 · Utilities				
738-921 · Electricity	122,815.21	126,000.00	-3,184.79	97.47%
738-922 · Gas	13,283.64	21,000.00	-7,716.36	63.26%
738-923 · Water	17,412.05	19,200.00	-1,787.95	90.69%
Total 738-920 · Utilities	153,510.90	166,200.00	-12,689.10	92.37%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	60,108.12	61,000.00	-891.88	98.54%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	27,083.30	35,000.00	-7,916.70	77.38%
932b · Lawn & Grounds Maintenance	24,751.02	25,350.00	-598.98	97.64%
Total 738-932 · Lawn & Grounds Maintenance	51,834.32	60,350.00	-8,515.68	85.89%
738-933 · Building Security	4,932.00	6,400.00	-1,468.00	77.06%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,609.76	1,610.00	-0.24	99.99%
934c · Misc. Contracts & Inspections	6,104.90	6,400.00	-295.10	95.39%
934g · HVAC Maintenance Contracts	6,589.00	7,545.00	-956.00	87.33%

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

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	14,303.66	15,555.00	-1,251.34	91.96%
738-935 · Office Equip Maint Contracts	259.00	260.00	-1.00	99.62%
738-936 · Building Repairs	7,162.23	8,000.00	-837.77	89.53%
738-937 · Equipment Repairs	2,304.80	3,000.00	-695.20	76.83%
Total 738-930 · Maintenance & Repairs	140,904.13	154,565.00	-13,660.87	91.16%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	8,351.48	10,000.00	-1,648.52	83.52%
942 · Postage Meter - Pitney Bowes - Other	1,759.80	2,000.00	-240.20	87.99%
Total 942 · Postage Meter - Pitney Bowes	10,111.28	12,000.00	-1,888.72	84.26%
Total 738-940 · Rentals/Leases	10,111.28	12,000.00	-1,888.72	84.26%
738-976 · Building Improvements	641.37	4,000.00	-3,358.63	16.03%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	0.00	0.00	0.00%
977g · Capital Outlay - General	33,260.00	33,500.00	-240.00	99.28%
977t · Capital Outlay - Technology	481,884.68	500,000.00	-18,115.32	96.38%
Total 738-977 · Capital Outlay	515,144.68	533,500.00	-18,355.32	96.56%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	1,047,958.00	-1,047,958.00	0.00%
Total Expense	5,493,260.02	6,928,023.00	-1,434,762.98	79.29%
Net Income	913,636.18	0.00	913,636.18	100.00%

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

Type	Date	Num	Name	Memo	Amount	Balance
000-004 Chase - Checking						3,952,531.88
General Journal	12/09/2020	1763	Paylocity Direct Deposits	Direct Deposits	-72,462.32	3,880,069.56
General Journal	12/09/2020	1763	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-25,904.85	3,854,164.71
Check	12/09/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 12/	-193.43	3,853,971.28
Transfer	12/09/2020			Funds Transfer - Payroll Date 12/09/2020	-798.83	3,853,172.45
Check	12/09/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,015.24	3,849,157.21
Check	12/09/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	3,849,032.21
Check	12/09/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-565.33	3,848,466.88
Deposit	12/11/2020			Deposit	2,569.34	3,851,036.22
Deposit	12/11/2020			Deposit	438.11	3,851,474.33
Bill Pmt -Check	12/16/2020	51531	Miscellaneous Vendor-Programming	Fun Flicks of Michigan: Inflatable screen f	-322.00	3,851,152.33
Bill Pmt -Check	12/16/2020	51532	Miscellaneous Vendor-Programming	VOID: Melissa Behring Tobias: Musician f	0.00	3,851,152.33
Bill Pmt -Check	12/16/2020	51533	Miscellaneous Vendor-Programming	Valerie Wilson: Chocolate Cream Pie Veg	-200.00	3,850,952.33
Bill Pmt -Check	12/16/2020	51534	Miscellaneous Vendor-Programming	Detroit Circus: Performer for Winter Spre	-600.00	3,850,352.33
Bill Pmt -Check	12/16/2020	51535	Miscellaneous Vendor	Casey Coker: Mindful Stress Resilience ta	-300.00	3,850,052.33
Bill Pmt -Check	12/16/2020	51536	Miscellaneous Vendor-ILL/MEL	University of Detroit Mercy: One from M	-22.95	3,850,029.38
Bill Pmt -Check	12/16/2020	51537	Miscellaneous Vendor-Programming	Howell Nature Center: Winter animal dis	-354.72	3,849,674.66
Bill Pmt -Check	12/16/2020	51538	Victoria's Tea Salon, LLC	Boxed lunches for Staff on 12/09/2020 &	-680.00	3,848,994.66
Check	12/17/2020	51539	Chase Visa	Visa - Statement 12/02/2020	-2,203.09	3,846,791.57
Bill Pmt -Check	12/17/2020	51540	AFLAC	BCJ39	-73.68	3,846,717.89
Bill Pmt -Check	12/17/2020	51541	AmazonBusiness	A265GG3U5ZD0HS	-2,844.21	3,843,873.68
Bill Pmt -Check	12/17/2020	51542	Anything Retail	4 ft recycling boxes for floor lamps (2)	-110.00	3,843,763.68
Bill Pmt -Check	12/17/2020	51543	Baker & Taylor (054)	00100054	-376.55	3,843,387.13
Bill Pmt -Check	12/17/2020	51544	Baker & Taylor (180)	L438180	-429.56	3,842,957.57
Bill Pmt -Check	12/17/2020	51545	Baker & Taylor (510)	L417510	-12,652.35	3,830,305.22
Bill Pmt -Check	12/17/2020	51546	Baker & Taylor (520)	L417520	-1,910.83	3,828,394.39
Bill Pmt -Check	12/17/2020	51547	Baker & Taylor (530)	L417530	-10,528.31	3,817,866.08
Bill Pmt -Check	12/17/2020	51548	Baker & Taylor (583)	L521583	-10.90	3,817,855.18
Bill Pmt -Check	12/17/2020	51549	Baker & Taylor (787)	L4247872	-83.96	3,817,771.22
Bill Pmt -Check	12/17/2020	51550	Baker & Taylor (787S)	L556787s	-27.33	3,817,743.89
Bill Pmt -Check	12/17/2020	51551	Baker & Taylor (854)	L517854	-1,033.08	3,816,710.81
Bill Pmt -Check	12/17/2020	51552	Barcodes Inc/RACO Industries, Inc	Thermal receipt paper 3 1/8" x 220' 50 rc	-73.14	3,816,637.67
Bill Pmt -Check	12/17/2020	51553	BayScan Technologies	Thermal receipt paper 3.125" x 160' (144	-1,031.60	3,815,606.07
Bill Pmt -Check	12/17/2020	51554	Blue Care Network	Coverage 01/01/2021 - 01/31/2021	-18,994.53	3,796,611.54
Bill Pmt -Check	12/17/2020	51555	Brodart Co.	219992	-107.77	3,796,503.77

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/17/2020	51556	Canton Chamber of Commerce	2021 Annual membership	-482.00	3,796,021.77
Bill Pmt -Check	12/17/2020	51557	Canton Township - Benefits	Dental subscriber fees and claims paid	-2,616.40	3,793,405.37
Bill Pmt -Check	12/17/2020	51558	Canton Township - Water Dept.	Water & sewer 10/01/2020 - 11/30/2020	-2,831.03	3,790,574.34
Bill Pmt -Check	12/17/2020	51559	CDW-G	3280777	-31.01	3,790,543.33
Bill Pmt -Check	12/17/2020	51560	Cee-Clean Window Cleaning Co., Inc	Windows cleaned	-670.00	3,789,873.33
Bill Pmt -Check	12/17/2020	51561	Clear Rate Communications	4893421	-692.40	3,789,180.93
Bill Pmt -Check	12/17/2020	51562	Comic City	Comics: 23 teen 8 juvenile	-125.69	3,789,055.24
Bill Pmt -Check	12/17/2020	51563	Crimson Multimedia Distribution, Inc.		-5,426.19	3,783,629.05
Bill Pmt -Check	12/17/2020	51564	D.K. Agencies (P) LTD.		-3,628.29	3,780,000.76
Bill Pmt -Check	12/17/2020	51565	Dunn Rite Maintenance	Janitorial service for November	-4,800.00	3,775,200.76
Bill Pmt -Check	12/17/2020	51566	EBSCO Information Services	CG-S-27252-00	-5,853.28	3,769,347.48
Bill Pmt -Check	12/17/2020	51567	Findaway World, LLC		-209.96	3,769,137.52
Bill Pmt -Check	12/17/2020	51568	Fish Doctors	Maintenance fee...Melafix 8 oz	-108.48	3,769,029.04
Bill Pmt -Check	12/17/2020	51569	Foster, Swift, Collins & Smith	Respond to dependent care FSA questior	-462.00	3,768,567.04
Bill Pmt -Check	12/17/2020	51570	Fundraiser Software	Annual Fundraiser maintenance plan 06/	-450.00	3,768,117.04
Bill Pmt -Check	12/17/2020	51571	Gale/CENGAGE Learning	149473	-47.98	3,768,069.06
Bill Pmt -Check	12/17/2020	51572	Global Office Solutions	5 liter buckets wypsol wipes 200 ct (3)... :	-81.96	3,767,987.10
Bill Pmt -Check	12/17/2020	51573	Great Lakes Data Systems, Inc.	Register annual maintenance contract 01	-210.00	3,767,777.10
Bill Pmt -Check	12/17/2020	51574	Innovative Interfaces	Sierra maintenance annual renewal 2021	-73,671.73	3,694,105.37
Bill Pmt -Check	12/17/2020	51575	Innovative Users Group	Innovative Users Group institutional men	-110.00	3,693,995.37
Bill Pmt -Check	12/17/2020	51576	J D Candler Roofing Company, Inc.	Roofing-New Copper Seam tag # 04546 P	-17,280.00	3,676,715.37
Bill Pmt -Check	12/17/2020	51577	Konica Minolta Business Solutions		-387.85	3,676,327.52
Bill Pmt -Check	12/17/2020	51578	Library Corporation, The	Z39.50 Authorities Feb 2021 - Jan 2022	-1,025.00	3,675,302.52
Bill Pmt -Check	12/17/2020	51579	Metro Net Library Consortium, Inc.	Gale Resources, Mango, Ancestry renewa	-39,877.52	3,635,425.00
Bill Pmt -Check	12/17/2020	51580	Midwest Collaborative for Library Service		-80.00	3,635,345.00
Bill Pmt -Check	12/17/2020	51581	Midwest Tape		-2,558.89	3,632,786.11
Bill Pmt -Check	12/17/2020	51582	Miscellaneous Vendor-Programming	Melissa Behring Tobias: Musician for Sno	-300.00	3,632,486.11
Bill Pmt -Check	12/17/2020	51583	National Pen	Colorama pens - tropical-caribbean greer	-634.30	3,631,851.81
Bill Pmt -Check	12/17/2020	51584	NorthStar Mat Service		-123.80	3,631,728.01
Bill Pmt -Check	12/17/2020	51585	Pitney Bowes	0012684488	-439.95	3,631,288.06
Bill Pmt -Check	12/17/2020	51586	Pitney Bowes - Reserve Account	13803515	-3,000.00	3,628,288.06
Bill Pmt -Check	12/17/2020	51587	Quill Corporation	C3178452	-10.70	3,628,277.36
Bill Pmt -Check	12/17/2020	51588	Rainbow Printing	Library patron combos: 1,000 orange, 50	-654.00	3,627,623.36
Bill Pmt -Check	12/17/2020	51589	Reliable Landscaping, Inc.	Lawn care...Seasonal snow plow contract	-7,966.66	3,619,656.70
Bill Pmt -Check	12/17/2020	51590	Service Express Inc.	Dell PowerEdge hardware annual mainte	-5,460.00	3,614,196.70

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/17/2020	51591	Sonitrol Tri County	Quarterly monitoring service 01/01/2021	-1,233.00	3,612,963.70
Bill Pmt -Check	12/17/2020	51592	Staples Business Advantage	1002673	-123.52	3,612,840.18
Bill Pmt -Check	12/17/2020	51593	Sun Life Assurance Company of Canada	Monthly charges - January, 2021	-1,002.81	3,611,837.37
Bill Pmt -Check	12/17/2020	51594	T-Mobile	Mobile internet charges 10/21/2020 - 11	-91.68	3,611,745.69
Bill Pmt -Check	12/17/2020	51595	Trane	Annual service agreement renewal 10/01	-4,864.00	3,606,881.69
Bill Pmt -Check	12/17/2020	51596	Tsai Fong Books, Inc.		-1,205.00	3,605,676.69
Bill Pmt -Check	12/17/2020	51597	Unique Management Services	Placements - November	-718.20	3,604,958.49
Bill Pmt -Check	12/17/2020	51598	UPS	Outbound shipment to Jane Pandit	-21.66	3,604,936.83
Bill Pmt -Check	12/17/2020	51599	West Group Payment Center	West Complete Library Sub 12/01/2020 -	-265.98	3,604,670.85
Bill Pmt -Check	12/17/2020	51600	World Book, Inc.	M1423	-999.00	3,603,671.85
Bill Pmt -Check	12/17/2020	51601	bibliotheca, LLC.	Smartstation support & maintenance...Cl	-21,139.87	3,582,531.98
Bill Pmt -Check	12/17/2020	51602	OverDrive, Inc.	0721-1001	-13,405.54	3,569,126.44
Bill Pmt -Check	12/17/2020	51603	Arrow Office Supply	Band-aids 1x3 (3)...4 oz eyewash refill (2)	-82.83	3,569,043.61
Bill Pmt -Check	12/17/2020	51604	Dymaxion Research Ltd	Schedule 3W license renewal	-816.00	3,568,227.61
Bill Pmt -Check	12/17/2020	51605	DTE Energy	1893-232-0001-5	-4,721.82	3,563,505.79
General Journal	12/23/2020	1765	Paylocity Direct Deposits	Direct Deposits	-90,759.44	3,472,746.35
General Journal	12/23/2020	1765	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-32,850.21	3,439,896.14
Check	12/23/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 12/	-745.72	3,439,150.42
Transfer	12/23/2020			Funds Transfer - Payroll Date 12/23/2020	-798.83	3,438,351.59
Check	12/23/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,015.24	3,434,336.35
Check	12/23/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	3,434,211.35
Check	12/23/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-565.33	3,433,646.02
Deposit	12/23/2020			Deposit	8,417.48	3,442,063.50
Transfer	12/28/2020			Funds Transfer - excess of \$5,000	3,500.00	3,445,563.50
Check	12/29/2020	EFT	MERS - Pension	Pension Deductions for Month of Decem	-4,136.72	3,441,426.78
Bill Pmt -Check	12/29/2020	51606	AFLAC	BCJ39	-73.68	3,441,353.10
Bill Pmt -Check	12/29/2020	51607	AmazonBusiness	A265GG3U5ZD0HS	-1,193.33	3,440,159.77
Bill Pmt -Check	12/29/2020	51608	Ann Arbor Cleaning Supply Co.	Cs 30 Etiquette hroll towel (5)...Green S	-502.21	3,439,657.56
Bill Pmt -Check	12/29/2020	51609	Arrow Office Supply	Flags-Post-it arrows (3)...copy paper (6)	-212.19	3,439,445.37
Bill Pmt -Check	12/29/2020	51610	AT&T Mobility (Cingular Wireless)	831922095	-181.92	3,439,263.45
Bill Pmt -Check	12/29/2020	51611	CAMFIL USA, Inc.	Filters for RTU's: 24x20x2 (3)...Dual 9 25x	-710.84	3,438,552.61
Bill Pmt -Check	12/29/2020	51612	CCH, Inc.	US Master Taxes Guide 2021	-171.17	3,438,381.44
Bill Pmt -Check	12/29/2020	51613	Comic City	Comics: 16 teen 7 juvenile	-103.77	3,438,277.67
Bill Pmt -Check	12/29/2020	51614	Dunn Rite Maintenance	Janitorial service for December	-4,800.00	3,433,477.67
Bill Pmt -Check	12/29/2020	51615	Ehrlich	14383673	-218.00	3,433,259.67

8:44 AM
 01/12/21
 Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/29/2020	51616	Gale/CENGAGE Learning	149473	-65.59	3,433,194.08
Bill Pmt -Check	12/29/2020	51617	Identocard	631661622	-215.00	3,432,979.08
Bill Pmt -Check	12/29/2020	51618	Konica Minolta Premier Finance	Monthly contract payment - December	-266.06	3,432,713.02
Bill Pmt -Check	12/29/2020	51619	Laffey, James	Mileage reimbursement: Home Depot...C	-32.89	3,432,680.13
Bill Pmt -Check	12/29/2020	51620	MERS - Pension	82320100	-125,000.00	3,307,680.13
Bill Pmt -Check	12/29/2020	51621	Midwest Tape	Hoopla advance digital payment...materi	-72,593.70	3,235,086.43
Bill Pmt -Check	12/29/2020	51622	NorthStar Mat Service	Contractual mat service	-61.90	3,235,024.53
Bill Pmt -Check	12/29/2020	51623	Observer & Eccentric Newspapers	OC0007258	-122.10	3,234,902.43
Bill Pmt -Check	12/29/2020	51624	OverDrive, Inc.	0721-1001	-1,280.56	3,233,621.87
Bill Pmt -Check	12/29/2020	51625	ShredCorp	Scheduled shredding	-55.00	3,233,566.87
Bill Pmt -Check	12/29/2020	51626	The Library Network	Quarterly circuit cost (2 quarters)	-4,208.50	3,229,358.37
Bill Pmt -Check	12/29/2020	51627	Weiss Ratings Inc.	Weiss Rating Guide to Health Insurers	-496.05	3,228,862.32
Bill Pmt -Check	12/29/2020	51628	Baker & Taylor (114)	L4271142	-9.99	3,228,852.33
Bill Pmt -Check	12/29/2020	51629	Baker & Taylor (180)	L438180	-97.30	3,228,755.03
Bill Pmt -Check	12/29/2020	51630	Baker & Taylor (202)	L531202	-10.89	3,228,744.14
Bill Pmt -Check	12/29/2020	51631	Baker & Taylor (510)	VOID: L417510	0.00	3,228,744.14
Bill Pmt -Check	12/29/2020	51632	Baker & Taylor (520)	L417520	-3,781.98	3,224,962.16
Bill Pmt -Check	12/29/2020	51633	Baker & Taylor (530)	VOID: L417530	0.00	3,224,962.16
Bill Pmt -Check	12/29/2020	51634	Baker & Taylor (787)	L4247872	-44.78	3,224,917.38
Bill Pmt -Check	12/29/2020	51635	Crimson Multimedia Distribution, Inc.		-1,044.99	3,223,872.39
Bill Pmt -Check	12/29/2020	51636	Baker & Taylor (510)	L417510	-6,307.77	3,217,564.62
Bill Pmt -Check	12/29/2020	51637	Baker & Taylor (530)	L417530	-15,806.90	3,201,757.72
Deposit	12/29/2020			Deposit	2,946,814.65	6,148,572.37
Deposit	12/30/2020			Deposit	2,762.28	6,151,334.65
Deposit	12/30/2020			Deposit	416.12	6,151,750.77
Check	12/31/2020	EFT	JPMorgan Chase	2020 Annual bank service charges	-2,595.94	6,149,154.83
Total 000-004 · Chase - Checking					<u>2,196,622.95</u>	<u>6,149,154.83</u>
TOTAL					<u><u>2,196,622.95</u></u>	<u><u>6,149,154.83</u></u>

Director's Report
January 2021

1. The FFCRA and EFMLA provisions have been extended by the federal government through March 31, 2021. Compliance is now optional, and I have decided to continue to participate because doing so allows us to keep our employees whole if they experience an event that would trigger FFCRA or EFMLA. Marian Nicholson and I will be monitoring any further developments as the new expiration date approaches.
2. Included in your packet is the 2021 Monthly Board Meeting Agenda Planning document again. Since not everyone was able to attend last month's meeting, I wanted to include it again and you can feel free to discuss any concerns or edits during the Director's Report portion of the agenda, or Trustee Comments.
3. One of the goals that we moved into 2021 due to the pandemic was selection of a new website content management system and related modules that will better integrate our website, catalog, and e-media offerings. An interdepartmental committee led by Digital Resources Developer Courtney Luketich has researched vendors, including watching demonstrations and engaging in live Q&A sessions with representatives as well as reaching out to other libraries for their references and opinions. The committee has recommended BiblioCommons, which produces BiblioWeb for website management and BiblioCore for the discovery layer and catalog integration to take place in 2021. We "gave back" the 2020 funds budgeted for this project, and because this was not part of the approved 2021 budget, I will be asking you in early 2021 to approve the contract and the expenditure, so keep an eye out for that.
4. At this month's meeting, Alisha Watkins from Plante Moran and our new audit team will present an overview of municipal finance and audits. Accountant Debbie McHugh is working on closing out our fiscal year, and the auditors plan to conduct our audit, largely remotely, the week of Valentine's Day. We have them scheduled to present the 2020 audit to you at your April meeting.
5. In personnel news, on January 4, 2021, we welcomed our new Circulation Services Department Head, Kat Bounds. Denise Skopczynski is transitioning department head responsibilities to Kat so that Denise may resume her role as a Circulation Supervisor. Thank you again, Denise, for stepping up and leading the department through a very turbulent 6 months, and welcome to the team, Kat!

We said farewell to Sydnaye Delafosse, Building Monitor, and Information Technology Specialist Rob Bonner in December 2020, and will wish Circulation Assistant Sophie Schanck all the best as she leaves us later this month for a full-time position at ProQuest in Ann Arbor.

Marian Nicholson and I are working on a staffing plan to present to you at your February or March meeting, which will outline a 2-3 year plan to consolidate some of our recent part-time vacancies into full-time positions. While the Salaries budget will remain intact, there will be an increase to Fringe Benefits with full-time positions, which requires a board vote due to the budgetary impact.

6. Here is an update on our reopening. During our mandated spring closure, email reference and online library card account assistance and card issuance continued. While our physical collection was unavailable from March 13 through June 8, we continued to purchase and expand access to digital materials—ebooks,

eaudiobooks, streaming movies and shows, emagazines. Our physical circulation has been about half of what we typically see.

Review

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

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

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

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

Also on June 15, the 62 Days of Summer page on our website went live. 62 Days of Summer packets were mailed to all 37,000 addresses in the Township. We have received positive feedback on the graphics and the program, with good engagement on social media and enthusiastic response to our virtual events and take-home activity kits. Kudos to Community Relations and Information Services staff for completely revamping our summer programs on a very tight deadline, and for providing curated resources, recommendations, activities, and events to our Community. The final party was virtual this year.

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

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

On July 9, we launched Computer Use by appointment, with scheduling starting that day for the first appointments on July 13.

On July 14, Holds Pickups were expanded to start at 10:00am Monday through Saturday in response to patron demand. Last pickups remain 7:00pm Monday through Thursday, and 5:00pm Friday and Saturday.

On July 24, we began scheduling Copier and Fax Machine Use by appointment, with the first appointment on July 28.

On August 10, we increased the holds limit to 25 per card and MeLCat interlibrary loan service was reinstated across Michigan.

On August 12, we extended the wifi operating hours to 11:00pm (was 9:00pm) daily to provide additional connectivity to patrons using their own devices in our parking lots and immediate outdoor areas. My thanks to Rudie Noble for recommending this change in advance of the start of the school year.

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

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

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

We removed all except ADA-required seating and stored them in the meeting rooms and study rooms, which also discourages patrons from trying to gather in those rooms. We roped off areas where it is impractical to store large pieces of furniture, as well as the lobby—patrons are directed to the restrooms in the children’s library—to facilitate staff moving through the lobby to the Holds Pickups area in the Community Room. The lobby restrooms are difficult to maintain physical distance in, so they are currently not open to the public. No food or drink are allowed because consuming them requires removing your mask. We are asking patrons to limit their visits to 30 minutes, on the honor system.

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

We have a new door counter with occupancy monitoring—we set the maximum occupancy, and the door counter system tracks people entering and leaving. This is displayed on an iPad at the entrance so that

staff and patrons can see the capacity at-a-glance, and is also available on our staff intranet. We started with 50 patrons and will adjust from there. We have hand sanitizer and disinfectant/paper towels deployed throughout the building, and created signage to make expectations and restrictions clear.

The Friends of the Library began accepting donations and reopened the bookstore on October 1. Not all of their volunteers chose to return, so they have reduced hours: Monday, Wednesday, and Friday 10:00am to 4:00pm, and Tuesdays for Premium Members Only, noon to 4:00pm. The Friends suspended donations from October 8 to October 22 due to lack of space, and ran a special bag sale in the meantime to help clear out inventory. The Friends suspended operations again November 8 through at least January 18, 2021, due to lack of volunteers willing to work during increased case counts in Canton.

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

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

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

We piloted curbside pickup appointments as of November 3; when patrons receive their holds pickup notification, they can click through to schedule an appointment for curbside or for lobby pickup. The days and hours for curbside are Tuesdays and Thursdays from 10am to noon and 5pm to 7pm, and Saturdays from 10am to noon. We will see how these go and will adjust based on demand.

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

All of the supervisors, managers, department heads, and I were self-isolating and/or tested after learning that a job candidate whom we interviewed on November 3 tested positive on November 6. Because more

than 24 hours had passed since the candidate was in the library, deep cleaning was not recommended. Because his “close contact” was with the ten of us over the course of the day, and his other contacts with people in the library did not rise to the level of “close contact,” no other library staff self-isolated and the library remained open for business. All of us either tested negative or developed no symptoms, and returned to work without incident. The job candidate is recovering.

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

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

We were very busy when we reopened on December 10. Despite a rotation of full-time staff coming in each day to feed the fish, check the mail/deliveries, and clear the sorter bins of returned materials, there was still a lot of work to be done to reshelve items, activate holds, contact patrons who still had holds to pick up from November 26, and pull holds from the shelves that were placed during our closure. Kudos to everyone on staff, some of whom came in extra and switched their schedules so that we could get back up and running as smoothly as possible on December 10. Interim Circulation Services Department Head Denise Skopczynski went above and beyond her interim responsibilities to ensure adequate coverage, prioritization of tasks, and marshalling troops to tackle thousands of items that needed to be handled.

Presently

We are holding the line on our current hours and services and plan to continue in that mode for the time being. At the time of this writing, we are two weeks out from New Year’s Eve, and will see how case counts have been impacted by holiday gatherings and celebrations. We have made one minor adjustment to our procedure for quarantining returned items for 24 hours, which removes one handling step that the Pages have determined is unnecessary. It’s a minor process improvement that will greatly impact the Pages’ ability to get materials shelved in a timely fashion.

Looking Ahead

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

and my coworkers, who have largely been pleasant and taken all safety precautions and been excited about coming back to the library and also been patient with and understanding of our reasons for being cautious.

I am also doing my best to provide certainty to my coworkers and our community, but the fact is that we continue to face a lot of unknowns. The sharp increase in coronavirus cases in the last month 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. I am ready to close the library again if we have a positive staff case so that everyone may self-isolate. I am ready to close the library temporarily/reduce hours/reduce services if we do not have enough staff to provide our current services. I am ready to revert to a previous stage of our reopening, as well. At this time, we continue to provide limited browsing, limited computer use, and pick up of materials (craft kits for virtual programs, self-service holds, holds pickup in the lobby, and curbside pickup) safely. At this time among our neighbors, the Wayne Public Library, Romulus Public Library, and Livonia Public Library are also allowing patrons in their building for browsing.

I am aware of the Plymouth-Canton Community Schools plan to phase-in in-person learning at all levels by March 1. We anticipate increased pressure in the spring to allow groups to gather in the library for tutoring, studying, and meetings. At this time, we do not believe that we can adequately monitor and manage time limits, let alone enforce them, given our pre-pandemic experience with groups—a group comes in, they break apart and form new groups, they coalesce into other groups, they move from study area to study area. The department heads and I are thinking about how we can overcome those obstacles and ensure compliance with safety protocols if we allow lingering/studying/meeting, but it may be that we hold off on allowing that type of library usage until we've reached higher vaccination rates in our community, and certainly among our staff.

The Board of the Friends of the Library are tentatively looking at accepting donations beginning January 25, and reopening the bookstore the following week on February 1. This hinges on having volunteers available—they have ten volunteers who have indicated they'd be willing to work, but this is predicated on them receiving their first vaccination by then, which may be optimistic. I will keep you posted.

Respectfully submitted,
Eva Davis

2021 Monthly Board Meeting Agenda Planning

November 2020

1. Board Education – Anne Seuryneck, Foster Swift
2. Approve Revision of Pandemic Reopening Policy
3. Discussion of 2021 Officers

December 2020

1. Nomination and Election of 2021 Officers
2. 4th Quarter Budget Amendment
3. Approve Fund Balance Transfer for 2020 Capital Projects
4. Patron Appeal of Request for Reconsideration of Library Materials

January 2021

1. Board Education – Alisha Watkins and new audit team, Plante Moran

February

1. 2022 Budget discussion – expenditures
 - MERS pension – review library recommendation, determine employer contribution for 1st draft budget
 - Library materials – review library recommendation, determine budget as a % of total revenues for 1st draft budget
2. Endowment Fund review

March

1. 2022 Budget discussion – expenditures
 - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA

April

1. 2020 Audit presentation, Plante Moran
2. 1st Quarter Budget Amendment
3. 2022 Budget discussion – expenditures
 - Salaries – review library recommendation, determine initial assumption for 1st draft budget
4. President's Volunteer Service Awards presentations

May

1. 2022 Budget discussion – expenditures
 - Capital expenditures – review library recommendation, discuss Capital Replacement Schedule for 1st draft budget
2. 2022 Budget discussion – revenues
 - 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

June

1. 62 Days of Summer program overview
2. 2022 Budget assumptions – continue board discussions of items for 1st draft budget
3. August 2021-July 2022 healthcare plan options presentation – Kapnick Insurance

4. August 2021-July 2022 healthcare contract – review library recommendation, vote
5. PA 152 employer/employee insurance premiums cost-sharing – review library recommendation, vote for hard-cap or 80/20 percentage split

July

1. 1st draft of 2022 budget and 2023-2024 projections
2. 2nd Quarter Budget Amendment

August

1. 2nd draft of 2022 budget and 2023-2024 projections
2. 1st reading, 2022 calendar of board meetings and holiday closures

September

1. Budget hearing
 - Approve 2022 budget
 - Approve 2022 millage rate
 - Chair and Secretary/Treasurer sign L-4029 forms to submit to Wayne County and Township
2. Approve 2022 calendar of board meetings and holiday closures
3. Approve proposals for 2022 Capital projects
4. 62 Days of Summer program review

October

1. 3rd Quarter Budget Amendment
2. Director's evaluation process discussion

November

1. Discussion of 2022 officers
2. Director's evaluation closed session

December

1. 4th Quarter Budget Amendment
2. Approve Excess of Income Over/Under Expenditures if income is projected to be less than expenditures for 2021
3. Nomination and election of 2022 officers
4. Plan 2022 Monthly Board Meeting Agenda topics