



**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
February 11, 2016
7:30 p.m.**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of Agenda 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of General Meeting Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders		
Action Item 16/2-11-1	<ul style="list-style-type: none"> • Set Date for Board Strategic Planning Retreat 	
Discussion Item	<ul style="list-style-type: none"> • Library Parcel 	
New Business		
Discussion Item	<ul style="list-style-type: none"> • Annual Donation Appeal Results 	
Discussion Item	<ul style="list-style-type: none"> • Affordable Care Act, Regulatory Overview • 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

January 28, 2016 – 7:30 pm

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

Present: N. Eggenberger, M. Farell, J. Fausone, S. Foster, T. Hartnett, D. Turner

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (H. Ahmad, L. Davis-Craig, L. Golden, R. Havenstein-Coughlin, D. McHugh, M. Nicholson, L. Papa, N. Szczepanski) – None

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

APPROVAL OF CLOSED SESSION MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS – E. Davis shared with the board “thank you” notes from N. Szczepanski and K. Farmer.

A letter from Canton Township Finance and Budget Director Wendy Trumbull indicated that a formal vote was to take place at the January 12 Township Board meeting to appoint individuals to the Building Authority. She will keep Davis updated as to the progress of the property deed situation.

Davis also shared the latest audit report done by Bovitz CPA, P.C. for the Friends of the Library.

Copies of the January 28 issue of the Michigan Library Association’s newsletter, *MLA Advocacy*, were distributed.

DIRECTORS REPORT

The Friends of the Library held a beer and wine tasting fundraiser on January 20 at the Canton Tony Sacco’s Coal Oven Pizza restaurant. They sold 63 tickets to the event, for a total net gain of \$630 (tickets were \$25 each, of which the Friends received \$10).

Plante Moran will be at the library to perform the 2015 audit the last week of February.

A statistical report from Unique Management Services (the service the library uses to recover materials and cash from delinquent borrowers) was included in the board packet. Trustee D. Turner inquired about the timeline before a patron is turned over to collections. Davis and Circulation Services

Department Head Nancy Szczepanski assured him that patrons are given every opportunity to return materials before entering the collections phase.

Davis reviewed the final financial report of 2015, reminding the board that the books will not be officially closed out until the Plante Moran audit.

TRUSTEE COMMENTS – Trustee Turner inquired about two purchases on the December transactions report.

FINANCE COMMITTEE REPORT – None

OLD BUSINESS

Confirm Vote Approving 2015 4th Quarter Budget Amendment for MERS Payment

T. Hartnett moved and M. Farrell supported a motion to confirm approval of the 2015 4th Quarter budget amendment for MERS payment.

The motion passed unanimously 16/1-28-1

Library Property Split

Surveys and legal descriptions of the proposed parcels were shared with the board. Davis stated that the library's real estate attorney Scott Hogan and Canton Township's attorney, Kristin Kolb, will collaborate on language for the easement agreements.

She added that the township broached the subject of cost-sharing the repair and replacement of property owned by the township but utilized by the library and its patrons, such as Civic Center Boulevard and the maintenance of the land between the library's west parking lot and Veteran's Way. Their initial proposal is a 50/50 split; Trustee J. Fausone encouraged Davis to continue discussions, as a repair/replace easement agreement on a road would more typically be based on frontage.

NEW BUSINESS

Review of Board Bylaws – The board saw no reason to alter the bylaws, which were last updated in 2014.

2016 Board Agenda Planning – Except for Trustee Turner's questioning the inclusion of fundraising on three consecutive agendas, and the necessity of adding the swearing in of newly-elected board members at November meetings in an election year, the trustees did not request any changes.

Attendance at Friends' Board Meetings – A list of 2016 Friends of the Library board meetings was circulated for sign-up by trustees.

Fundraising – The trustees discussed the philosophy of fundraising and whether it was an appropriate function of the board. Members exchanged views regarding solicitations for philanthropic giving, such as that done by the Canton Community Foundation.

The board will continue to discuss fundraising as opportunities arise.

2017 Library Materials Budget – Davis introduced librarian Lisa Davis-Craig who, with Information Services Department Head Rebecca Havenstein-Coughlin, had prepared the 2017 library materials budget document contained in the board packet.

Their recommendation was that, if the board wishes the 2017 materials budget to increase to 15% of the library's total budget (a pre-requisite for achieving the Excellent Level measurement from the Library of Michigan's Quality Services Audit Checklist, or QSAC), any additional funding should be concentrated on e-Resources and *Lucky Day* collections.

Discussion ensued regarding services and costs for the e-Resources being provided to the public by the library, as opposed to costs patrons would incur as individuals for similar services.

The board will consider and give direction to Davis for use by the administration team when constructing the initial 2017 budget proposal.

Date for March Board Retreat

Trustees discussed proposed dates for a March/April retreat to discuss the 2020 Strategic Plan. E. Davis will contact Susan Kennedy of K2 Communication Plus about her availability to meet the evening of April 4 or April 11 and report back to the board at the February meeting.

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 9:19 PM.

Michelle Farell, Secretary- Treasurer

Canton Public Library
Balance Sheet
As of January 31, 2016

	<u>Dec 31, 15</u>	<u>Jan 31, 16</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	2,636,610.40	2,709,078.79
000-008 · CCF -Endowment Account	356,033.39	356,033.39
000-013 · JPMorgan Chase- Credit Card	15,035.55	14,805.08
000-014 · Medical Reimbsmt (BasicFlex)	10,114.37	10,313.39
000-016 · Chase - High Yield Savings	<u>3,987,938.46</u>	<u>3,988,115.25</u>
Total Checking/Savings	7,005,732.17	7,078,345.90
Other Current Assets		
000-025 · Property Taxes Receivable	2,500,592.00	0.00
000-123 · Prepaid Expenses	<u>108,636.35</u>	<u>0.00</u>
Total Other Current Assets	<u>2,609,228.35</u>	<u>0.00</u>
Total Current Assets	<u>9,614,960.52</u>	<u>7,078,345.90</u>
TOTAL ASSETS	<u><u>9,614,960.52</u></u>	<u><u>7,078,345.90</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>132,506.20</u>	<u>187,449.76</u>
Total Accounts Payable	132,506.20	187,449.76
Credit Cards		
000-208 · Chase - Mastercard 5603	4,554.72	2,274.45
000-209 · Home Depot Credit Card	313.87	409.49
000-213 · Amazon.com 2077	<u>239.24</u>	<u>492.27</u>
Total Credit Cards	5,107.83	3,176.21
Other Current Liabilities		
000-228 · Endowment Clearing Account	580.11	3,335.11
000-229 · Grants/Donations-Restricted Use		
229c · Friends Donation -Programming	3,121.63	2,711.01
229d · Friends Donation-Social Cmmte	706.54	2,791.54
229e · Misc. Grants & Donations	<u>433.60</u>	<u>433.60</u>
Total 000-229 · Grants/Donations-Restricted Use	4,261.77	5,936.15
000-237 · Medical Saving Deduction MedFSA	2,056.68	1,985.99
000-339 · Deferred Revenue	<u>5,194,884.64</u>	<u>0.00</u>
Total Other Current Liabilities	<u>5,201,783.20</u>	<u>11,257.25</u>
Total Current Liabilities	<u>5,339,397.23</u>	<u>201,883.22</u>
Total Liabilities	5,339,397.23	201,883.22
Equity		
000-390 · General Fund Balance	6,752,657.84	3,934,101.13
000-392 · Endowment Fund (Equity)	341,462.16	341,462.16
Net Income	<u>-2,818,556.71</u>	<u>2,600,899.39</u>
Total Equity	<u>4,275,563.29</u>	<u>6,876,462.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,614,960.52</u></u>	<u><u>7,078,345.90</u></u>

Canton Public Library
 Profit & Loss Budget vs. Actual
 as of January 31, 2016

	Jan 16	Budget	\$ Over/Under Budget	% of Budget
Income				
738-403 · Property Taxes	3,193,974.08	5,053,100.00	-1,859,125.92	63.21%
738-566 · State Aid to Libraries	0.00	45,000.00	-45,000.00	0.00%
738-613 · Photocopy Fees	3,758.70	44,000.00	-40,241.30	8.54%
738-615 · Replacement - Books/ AV	1,072.91	9,000.00	-7,927.09	11.92%
738-656 · Penal Fines	0.00	54,000.00	-54,000.00	0.00%
738-664 · Overdue Fines	9,013.48	110,000.00	-100,986.52	8.19%
738-670 · Misc & Contributions	16,867.71	55,000.00	-38,132.29	30.67%
738-671 · Interest Income	176.79	1,500.00	-1,323.21	11.79%
738-676 · Vending Commission	586.65	3,600.00	-3,013.35	16.30%
738-677 · Meeting Room Rental	0.00	2,500.00	-2,500.00	0.00%
738-692 · Use of Fund Balance	0.00	667,550.00	-667,550.00	0.00%
Total Income	3,225,450.32	6,045,250.00	-2,819,799.68	53.36%
Gross Profit	3,225,450.32	6,045,250.00	-2,819,799.68	53.36%
Expense				
738-702 · Salaries & Wages	155,931.36	2,507,600.00	-2,351,668.64	6.22%
738-715 · Fringe Benefits	40,807.36	419,100.00	-378,292.64	9.74%
738-722 · Supplies	7,594.32	157,450.00	-149,855.68	4.82%
738-740 · Library Materials	34,621.53	733,200.00	-698,578.47	4.72%
738-801 · Professional & Contractual	96,608.61	390,400.00	-293,791.39	24.75%
738-850 · Communications	8,760.72	35,000.00	-26,239.28	25.03%
738-860 · Travel	7,399.69	41,250.00	-33,850.31	17.94%
738-880 · Community Promotion	242.40	11,250.00	-11,007.60	2.16%
738-900 · Printing	192.00	35,950.00	-35,758.00	0.53%
738-910 · Insurance	0.00	62,500.00	-62,500.00	0.00%
738-920 · Utilities	10,196.33	195,000.00	-184,803.67	5.23%
738-930 · Maintenance & Repairs	15,745.99	224,400.00	-208,654.01	7.02%
738-940 · Rentals/Leases	1,209.12	31,350.00	-30,140.88	3.86%
738-976 · Building Improvements	0.00	7,500.00	-7,500.00	0.00%
738-977 · Capital Outlay	245,241.50	1,163,300.00	-918,058.50	21.08%
738-996 · Property Tax Refunds	0.00	30,000.00	-30,000.00	0.00%
Total Expense	624,550.93	6,045,250.00	-5,420,699.07	10.33%
Net Income	2,600,899.39	0.00	2,600,899.39	100.00%
	Jan 16		Total Fund	
738-690 · Endowment			356,033.39	

Canton Public Library
 Profit & Loss Budget vs. Actual
 as of January 31, 2016

	\$ Over/Under			
	Jan 16	Budget	Budget	% of Budget
Income				
738-403 · Property Taxes	3,193,974.08	5,053,100.00	-1,859,125.92	63.21%
738-566 · State Aid to Libraries	0.00	45,000.00	-45,000.00	0.00%
738-613 · Photocopy Fees	3,758.70	44,000.00	-40,241.30	8.54%
738-615 · Replacement - Books/ AV	1,072.91	9,000.00	-7,927.09	11.92%
738-656 · Penal Fines	0.00	54,000.00	-54,000.00	0.00%
738-664 · Overdue Fines	9,013.48	110,000.00	-100,986.52	8.19%
738-670 · Misc & Contributions				
670a · Programming Grants & Support	0.00	20,000.00	-20,000.00	0.00%
738-670 · Misc & Contributions - Other	16,867.71	35,000.00	-18,132.29	48.19%
Total 738-670 · Misc & Contributions	16,867.71	55,000.00	-38,132.29	30.67%
738-671 · Interest Income				
671g · Interest Income General	176.79	1,500.00	-1,323.21	11.79%
Total 738-671 · Interest Income	176.79	1,500.00	-1,323.21	11.79%
738-676 · Vending Commission	586.65	3,600.00	-3,013.35	16.30%
738-677 · Meeting Room Rental	0.00	2,500.00	-2,500.00	0.00%
738-692 · Use of Fund Balance	0.00	667,550.00	-667,550.00	0.00%
Total Income	3,225,450.32	6,045,250.00	-2,819,799.68	53.36%
Gross Profit				
	3,225,450.32	6,045,250.00	-2,819,799.68	53.36%
Expense				
738-702 · Salaries & Wages	155,931.36	2,507,600.00	-2,351,668.64	6.22%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	445.40	3,000.00	-2,554.60	14.85%
715b · Unemployment Reimbursement	64.89	1,000.00	-935.11	6.49%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	0.00	18,500.00	-18,500.00	0.00%
716m · Medical (BCN)	20,198.54	115,000.00	-94,801.46	17.56%
Total 738-716 · Medical/Dental	20,198.54	137,100.00	-116,901.46	14.73%
738-717 · Life Ins / Disability	1,523.81	11,000.00	-9,476.19	13.85%
738-718 · Retirement Pension (MERS)	5,048.26	70,000.00	-64,951.74	7.21%
738-719 · Optical	0.00	5,000.00	-5,000.00	0.00%
738-720 · FICA / MC Taxes	13,526.46	192,000.00	-178,473.54	7.05%
Total 738-715 · Fringe Benefits	40,807.36	419,100.00	-378,292.64	9.74%
738-722 · Supplies				
722T · Technology Supplies	4,089.84	20,000.00	-15,910.16	20.45%
738-727 · Office Supplies				
727a · General Office Supplies	113.76	8,000.00	-7,886.24	1.42%
727b · Printing & Copying Supplies	-8.45	10,000.00	-10,008.45	-0.09%
Total 738-727 · Office Supplies	105.31	18,000.00	-17,894.69	0.59%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	92.02	5,000.00	-4,907.98	1.84%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	238.12	10,200.00	-9,961.88	2.34%
725b · Tech Processing Supplies	2,129.83	30,000.00	-27,870.17	7.10%
Total 738-725 · Proc Library Supplies	2,367.95	40,200.00	-37,832.05	5.89%
738-726 · Community Relations Supplies	99.00	580.00	-481.00	17.07%
738-729 · Building Supplies	192.62	18,000.00	-17,807.38	1.07%
738-728 · Library Supplies- General - Other	298.90	11,850.00	-11,551.10	2.52%
Total 738-728 · Library Supplies- General	3,050.49	75,630.00	-72,579.51	4.03%
738-730 · Postage				
730b · Postage - Info Services	0.00	4,000.00	-4,000.00	0.00%
730c · Postage - Circulation Services	0.00	150.00	-150.00	0.00%
730j · Postage - Business Services	-10.02	8,250.00	-8,260.02	-0.12%
730m · Postage - Community Relations	225.00	18,920.00	-18,695.00	1.19%
Total 738-730 · Postage	214.98	31,320.00	-31,105.02	0.69%

Canton Public Library
Profit & Loss Budget vs. Actual
as of January 31, 2016

	\$ Over/Under			
	Jan 16	Budget	Budget	% of Budget
738-732 · Janitorial Supplies	133.70	12,500.00	-12,366.30	1.07%
Total 738-722 · Supplies	7,594.32	157,450.00	-149,855.68	4.82%
738-740 · Library Materials				
738-741 · Adult Books	7,234.20	138,300.00	-131,065.80	5.23%
738-742 · Children, Tween Books	495.24	100,000.00	-99,504.76	0.50%
738-743 · Teen Books	1,690.69	19,500.00	-17,809.31	8.67%
738-744 · Adult AV	7,474.86	105,160.00	-97,685.14	7.11%
738-745 · Children, Tween AV	635.70	38,280.00	-37,644.30	1.66%
738-746 · Teen AV	75.18	11,600.00	-11,524.82	0.65%
738-747 · Services, Subscriptions, Mag	14,735.56	255,360.00	-240,624.44	5.77%
738-748 · PreProcessing	2,280.10	65,000.00	-62,719.90	3.51%
Total 738-740 · Library Materials	34,621.53	733,200.00	-698,578.47	4.72%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	344.13	3,000.00	-2,655.87	11.47%
738-733 · Bank Fees				
733g · Bank Fees General	0.00	1,000.00	-1,000.00	0.00%
Total 738-733 · Bank Fees	0.00	1,000.00	-1,000.00	0.00%
738-804 · Audit	0.00	11,600.00	-11,600.00	0.00%
738-808 · Information Technology				
808t · Online Information-Technology	81,957.73	122,600.00	-40,642.27	66.85%
808tp · Online Info - Tech Processing	5,949.50	26,600.00	-20,650.50	22.37%
Total 738-808 · Information Technology	87,907.23	149,200.00	-61,292.77	58.92%
738-809 · Programming-Community Relations				
809d · Community Programming	0.00	22,000.00	-22,000.00	0.00%
Total 738-809 · Programming-Community Relations	0.00	22,000.00	-22,000.00	0.00%
738-810 · Other Professional Services				
810a · Payroll	819.75	14,000.00	-13,180.25	5.86%
810b · Professional Services-Circ Srv	494.50	18,400.00	-17,905.50	2.69%
810j · Professional Services - Bus Srv	55.00	71,600.00	-71,545.00	0.08%
810m · Professional Services - Com Rel	4,750.00	44,450.00	-39,700.00	10.69%
Total 738-810 · Other Professional Services	6,119.25	148,450.00	-142,330.75	4.12%
738-812 · Legal	76.00	8,000.00	-7,924.00	0.95%
738-814 · Membership Dues				
814a · Membership Dues - Director	259.00	1,400.00	-1,141.00	18.50%
814b · Membership Dues - Info Services	1,000.00	3,000.00	-2,000.00	33.33%
814c · Membership Dues - Circ Services	0.00	500.00	-500.00	0.00%
814e · Membership Dues - Info Tech	0.00	900.00	-900.00	0.00%
814j · Membership Dues - Business Srv	308.00	850.00	-542.00	36.24%
814k · Membership Dues - Miscellaneous	595.00	9,800.00	-9,205.00	6.07%
814m · Membership Dues - Community Rel	0.00	1,000.00	-1,000.00	0.00%
Total 738-814 · Membership Dues	2,162.00	17,450.00	-15,288.00	12.39%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	4,000.00	-4,000.00	0.00%
815b · Staff Longevity Awards	0.00	2,100.00	-2,100.00	0.00%
815c · Staff Development/Training	0.00	23,600.00	-23,600.00	0.00%
Total 738-815 · Staff Inservice	0.00	29,700.00	-29,700.00	0.00%
Total 738-801 · Professional & Contractual	96,608.61	390,400.00	-293,791.39	24.75%
738-850 · Communications	8,760.72	35,000.00	-26,239.28	25.03%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	2,338.46	5,000.00	-2,661.54	46.77%
861b · Conferences - Info. Services	105.00	8,500.00	-8,395.00	1.24%
861d · Conferences - Circ Serv.	255.00	5,000.00	-4,745.00	5.10%
861f · Conferences - Trustees	1,763.26	1,000.00	763.26	176.33%
861g · Leadership Canton	1,200.00	800.00	400.00	150.00%
861h · Conferences - Info. Technology	0.00	2,600.00	-2,600.00	0.00%

Canton Public Library
Profit & Loss Budget vs. Actual
as of January 31, 2016

	\$ Over/Under			
	Jan 16	Budget	Budget	% of Budget
861j · Conferences - Business Services	601.18	4,500.00	-3,898.82	13.36%
861m · Conferences-Community Relations	1,045.20	3,800.00	-2,754.80	27.51%
Total 738-861 · Conferences (Incl.Registration)	7,308.10	31,200.00	-23,891.90	23.42%
738-865 · Mileage / Misc.				
865a · Mileage - Director	0.00	2,100.00	-2,100.00	0.00%
865b · Mileage - Information Services	20.41	2,650.00	-2,629.59	0.77%
865c · Mileage - Circ. Services	32.94	2,000.00	-1,967.06	1.65%
865e · Mileage- Information Technology	0.00	1,100.00	-1,100.00	0.00%
865f · Mileage - Business Services	16.42	1,200.00	-1,183.58	1.37%
865m · Mileage - Community Relations	21.82	1,000.00	-978.18	2.18%
Total 738-865 · Mileage / Misc.	91.59	10,050.00	-9,958.41	0.91%
Total 738-860 · Travel	7,399.69	41,250.00	-33,850.31	17.94%
738-880 · Community Promotion				
880a · Marketing	122.40	9,250.00	-9,127.60	1.32%
880b · Volunteer	120.00	2,000.00	-1,880.00	6.00%
Total 738-880 · Community Promotion	242.40	11,250.00	-11,007.60	2.16%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Community Relations Mailings	192.00	33,650.00	-33,458.00	0.57%
901e · Misc. Printing & Publishing	0.00	1,800.00	-1,800.00	0.00%
Total 738-901 · Printing & Publishing	192.00	35,450.00	-35,258.00	0.54%
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
Total 738-900 · Printing	192.00	35,950.00	-35,758.00	0.53%
738-910 · Insurance				
738-911 · Liability Ins	0.00	41,500.00	-41,500.00	0.00%
738-912 · Worker's Comp	0.00	10,000.00	-10,000.00	0.00%
738-915 · E&O/D&O/EPL	0.00	3,000.00	-3,000.00	0.00%
738-916 · Fiduciary/Fidelity	0.00	8,000.00	-8,000.00	0.00%
Total 738-910 · Insurance	0.00	62,500.00	-62,500.00	0.00%
738-920 · Utilities				
738-921 · Electricity	7,291.65	130,000.00	-122,708.35	5.61%
738-922 · Gas	2,904.68	40,000.00	-37,095.32	7.26%
738-923 · Water	0.00	25,000.00	-25,000.00	0.00%
Total 738-920 · Utilities	10,196.33	195,000.00	-184,803.67	5.23%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	4,800.00	82,600.00	-77,800.00	5.81%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	4,952.50	31,300.00	-26,347.50	15.82%
932b · Lawn & Grounds Maintenance	0.00	33,250.00	-33,250.00	0.00%
Total 738-932 · Lawn & Grounds Maintenance	4,952.50	64,550.00	-59,597.50	7.67%
738-933 · Building Security	993.00	14,000.00	-13,007.00	7.09%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	167.99	2,100.00	-1,932.01	8.00%
934c · Misc. Contracts & Inspections	375.00	6,200.00	-5,825.00	6.05%
934g · HVAC Maintenance Contracts	3,424.00	15,000.00	-11,576.00	22.83%
Total 738-934 · Library Equip & Misc Contracts	3,966.99	23,300.00	-19,333.01	17.03%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	450.00	15,000.00	-14,550.00	3.00%
738-937 · Equipment Repairs	373.50	24,000.00	-23,626.50	1.56%
Total 738-930 · Maintenance & Repairs	15,745.99	224,400.00	-208,654.01	7.02%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	1,209.12	28,850.00	-27,640.88	4.19%
942 · Postage Meter - Pitney Bowes - Other	0.00	2,500.00	-2,500.00	0.00%
Total 942 · Postage Meter - Pitney Bowes	1,209.12	31,350.00	-30,140.88	3.86%

Canton Public Library
 Profit & Loss Budget vs. Actual
 as of January 31, 2016

			\$ Over/Under	
	Jan 16	Budget	Budget	% of Budget
Total 738-940 · Rentals/Leases	1,209.12	31,350.00	-30,140.88	3.86%
738-976 · Building Improvements	0.00	7,500.00	-7,500.00	0.00%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	6,000.00	-6,000.00	0.00%
977g · Capital Outlay - General	202,960.00	981,800.00	-778,840.00	20.67%
977t · Capital Outlay - Technology	42,281.50	175,500.00	-133,218.50	24.09%
Total 738-977 · Capital Outlay	245,241.50	1,163,300.00	-918,058.50	21.08%
738-996 · Property Tax Refunds	0.00	30,000.00	-30,000.00	0.00%
Total Expense	624,550.93	6,045,250.00	-5,420,699.07	10.33%
Net Income	2,600,899.39	0.00	2,600,899.39	100.00%
	<u>Jan 16</u>		<u>Total Fund</u>	
738-690 · Endowment Fund			356,033.39	

Canton Public Library
Transactions by Account
As of January 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
000-004 - Chase - Checking						2,636,610.40
Bill Pmt -Check	01/05/2016	45129	Innovative Interfaces	Sierra Annual Renewal 01/01/2016-12/31	-58,560.30	2,578,050.10
Bill Pmt -Check	01/08/2016	45130	AFLAC	BCJ39	-388.62	2,577,661.48
Bill Pmt -Check	01/08/2016	45131	Alpha & Omega	Installed new cap flashing on fireplace st	-350.00	2,577,311.48
Bill Pmt -Check	01/08/2016	45132	Baker & Taylor (510)	L417510	-611.28	2,576,700.20
Bill Pmt -Check	01/08/2016	45133	Baker & Taylor (520)	L417520	-182.38	2,576,517.82
Bill Pmt -Check	01/08/2016	45134	Baker & Taylor (530)	L417530	-923.35	2,575,594.47
Bill Pmt -Check	01/08/2016	45135	Baker & Taylor Adult A/V (054)	00100054	-106.01	2,575,488.46
Bill Pmt -Check	01/08/2016	45136	Baker & Taylor Adult Books (854)	L5178542	-10.05	2,575,478.41
Bill Pmt -Check	01/08/2016	45137	Baker & Taylor Child/Tween Books (583)	L521583	-71.37	2,575,407.04
Bill Pmt -Check	01/08/2016	45138	Baker & Taylor Children's (787)	Red Slippers	-13.80	2,575,393.24
Bill Pmt -Check	01/08/2016	45139	Baker & Taylor NC Repl (251)	218786 L418251 2 B00000	-13.95	2,575,379.29
Bill Pmt -Check	01/08/2016	45140	Baker & Taylor Young Adult (114)	Fairy Tail 51...Maximum Ride 9	-47.27	2,575,332.02
Bill Pmt -Check	01/08/2016	45141	Bernan	4894784	-313.62	2,575,018.40
Bill Pmt -Check	01/08/2016	45142	Bibliotheca	33,000 #110 Smart label RFID tagss & 14,	-11,310.00	2,563,708.40
Bill Pmt -Check	01/08/2016	45143	Blue Care Network	December Adjustment/January Coverage	-12,218.25	2,551,490.15
Bill Pmt -Check	01/08/2016	45144	Brown Industries, Inc.	Star Award Pins: 60 Amethyst, 17 Topaz &	-425.75	2,551,064.40
Bill Pmt -Check	01/08/2016	45145	Canton Chamber of Commerce	Leadership Canton/Membership Renewa	-1,350.00	2,549,714.40
Bill Pmt -Check	01/08/2016	45146	Canton Township - Water Dept.	10/03/2015-11/30/2015 Water & Sewer	-2,476.92	2,547,237.48
Bill Pmt -Check	01/08/2016	45147	CDW-G	3280777	-728.70	2,546,508.78
Bill Pmt -Check	01/08/2016	45148	Central Business Systems, Inc.	ITC card-operated controller/interface ca	-1,979.00	2,544,529.78
Bill Pmt -Check	01/08/2016	45149	Clear Rate Communications	11/29-12/28/2015 phone service	-661.91	2,543,867.87
Bill Pmt -Check	01/08/2016	45150	Cox, Judith	Staff Day - mileage to Gudwara	-1.25	2,543,866.62
Bill Pmt -Check	01/08/2016	45151	Demco, Inc.		-3,123.39	2,540,743.23
Bill Pmt -Check	01/08/2016	45152	Dunn Rite Maintenance	December Janitorial Service	-4,800.00	2,535,943.23
Bill Pmt -Check	01/08/2016	45153	Fish Doctors	RO water/filter pad/maintenance fee	-87.99	2,535,855.24
Bill Pmt -Check	01/08/2016	45154	Infinity Technology Group LLC	Avigilon ACC 4 Enterprise License	-281.41	2,535,573.83
Bill Pmt -Check	01/08/2016	45155	Konica Minolta Premier Finance		-297.96	2,535,275.87
Bill Pmt -Check	01/08/2016	45156	Library Design Associates, Inc.		-42,000.00	2,493,275.87
Bill Pmt -Check	01/08/2016	45157	Lighting Supply Company	18846	-299.60	2,492,976.27
Bill Pmt -Check	01/08/2016	45158	Midwest Collaborative for Library Service	2/1/2016-1/31/2017 subscription Mornir	-3,295.00	2,489,681.27
Bill Pmt -Check	01/08/2016	45159	Midwest Tape		-95.46	2,489,585.81
Bill Pmt -Check	01/08/2016	45160	Miner, Diane E	Florals Reimbursement	-149.91	2,489,435.90
Bill Pmt -Check	01/08/2016	45161	NorthStar Mat Service	Contractual mat service payment	-66.85	2,489,369.05
Bill Pmt -Check	01/08/2016	45162	Office Depot	31909112	-446.46	2,488,922.59
Bill Pmt -Check	01/08/2016	45163	Postmaster - Westland	Permit # 558 - Standard Mail / Permit Typ	-225.00	2,488,697.59
Bill Pmt -Check	01/08/2016	45164	Quill Corporation	C3178452	-498.35	2,488,199.24
Bill Pmt -Check	01/08/2016	45165	Recorded Books, LLC	Point Blank	-24.99	2,488,174.25
Bill Pmt -Check	01/08/2016	45166	ShredCorp	65 gallon bin service	-55.00	2,488,119.25
Bill Pmt -Check	01/08/2016	45167	Stanley Access Tech LLC	Repair Front Door due to not working prc	-305.50	2,487,813.75

Canton Public Library
Transactions by Account
As of January 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/08/2016	45168	Today's Business Solution, Inc.	PrintSpot Service Plan 02/15/2016-02/14	-890.00	2,486,923.75
Bill Pmt -Check	01/08/2016	45169	U.S. Government Printing Office	Annual subscription Economic Indicators	-58.00	2,486,865.75
Check	01/08/2016	45170	Mastercard -Eva Davis (5603)	5582 5086 2718 5603 Mastercard - 1/02/	-4,534.77	2,482,330.98
Deposit	01/08/2016			Deposit	2,316.07	2,484,647.05
Check	01/13/2016	EFT	Paylocity	Payroll Processing Fees - Payroll Date 01/	-391.75	2,484,255.30
Transfer	01/13/2016			Funds Transfer Payroll Date 01/13/2016	-893.43	2,483,361.87
Deposit	01/15/2016			Deposit	5,234.03	2,488,595.90
Deposit	01/15/2016			Deposit	499,344.50	2,987,940.40
Bill Pmt -Check	01/19/2016		Miscellaneous Vendor	QuickBooks generated zero amount trans	0.00	2,987,940.40
Bill Pmt -Check	01/19/2016	45171	Miscellaneous Vendor-Programming	Dr. Kyle D. Wallner - 1/20/16 program Tr	-60.00	2,987,880.40
Bill Pmt -Check	01/19/2016	45172	Miscellaneous Vendor	Workshop registration LM 16-08 Every Cl	-105.00	2,987,775.40
Bill Pmt -Check	01/22/2016	45173	AT&T Mobility (Cingular Wireless)	831922095	-222.22	2,987,553.18
Bill Pmt -Check	01/22/2016	45174	Baker & Taylor - Teen Audio Bks (493)	L420493 2	-75.18	2,987,478.00
Bill Pmt -Check	01/22/2016	45175	Baker & Taylor (510)	L417510	-305.14	2,987,172.86
Bill Pmt -Check	01/22/2016	45176	Baker & Taylor Adult A/V (054)	00100054	-1,305.79	2,985,867.07
Bill Pmt -Check	01/22/2016	45177	Baker & Taylor Adult Books (854)	L5178542	-512.24	2,985,354.83
Bill Pmt -Check	01/22/2016	45178	Baker & Taylor Young Adult (114)	L4271142	-21.38	2,985,333.45
Bill Pmt -Check	01/22/2016	45179	Batteries Plus Bulbs	7343970999	-67.90	2,985,265.55
Bill Pmt -Check	01/22/2016	45180	Bernan	4894784	-56.00	2,985,209.55
Bill Pmt -Check	01/22/2016	45181	Blue Care Network	2/1-29/2016 group coverage	-11,126.04	2,974,083.51
Bill Pmt -Check	01/22/2016	45182	Bryant, Perry	Mileage Buffalo Soldier Display program	-21.82	2,974,061.69
Bill Pmt -Check	01/22/2016	45183	Canton Township - Benefits	12/01/2015-12/31/2015 Delta Dental Cla	-567.42	2,973,494.27
Bill Pmt -Check	01/22/2016	45184	Comic City		-81.79	2,973,412.48
Bill Pmt -Check	01/22/2016	45185	Curvature LLC	Catalyst 29605 Flexstack Stack Module	-2,377.06	2,971,035.42
Bill Pmt -Check	01/22/2016	45186	Davis, Eva	Airfare to Public Director's Symposium - S	-575.20	2,970,460.22
Bill Pmt -Check	01/22/2016	45187	EBSCO Information Services	CG-S-27252-00	-1,100.00	2,969,360.22
Bill Pmt -Check	01/22/2016	45188	Eradico Services, Inc.		-375.00	2,968,985.22
Bill Pmt -Check	01/22/2016	45189	Foster, Swift, Collins & Smith	Professional services rendered 12/14-15/	-76.00	2,968,909.22
Bill Pmt -Check	01/22/2016	45190	Gladden, Kathleen	Benson Ford Research Ctr Dearborn (Lete	-16.42	2,968,892.80
Bill Pmt -Check	01/22/2016	45191	K2 Communication Plus LLC	50% of Phase I: Building the BOK	-4,750.00	2,964,142.80
Bill Pmt -Check	01/22/2016	45192	Konica Minolta Business Solutions	12/1-31/2015 copy charges	-444.36	2,963,698.44
Bill Pmt -Check	01/22/2016	45193	Library Design Associates, Inc.	Partial Construction Draw for Saw Cutting	-49,800.00	2,913,898.44
Bill Pmt -Check	01/22/2016	45194	Library Network, The		-3,599.20	2,910,299.24
Bill Pmt -Check	01/22/2016	45195	Library of Michigan	2016 Affiliation renewal Michigan Center	-1,000.00	2,909,299.24
Bill Pmt -Check	01/22/2016	45196	Midwest Tape		-2,946.49	2,906,352.75
Bill Pmt -Check	01/22/2016	45197	Miscellaneous Vendor	Kiwanis Club of Canton membership	-145.00	2,906,207.75
Bill Pmt -Check	01/22/2016	45198	N.A.D.A. Appraisal Guides	6047513	-294.00	2,905,913.75
Bill Pmt -Check	01/22/2016	45199	NorthStar Mat Service	Contractual mat service	-66.85	2,905,846.90
Bill Pmt -Check	01/22/2016	45200	OverDrive, Inc.	0721-1001	-168.00	2,905,678.90
Bill Pmt -Check	01/22/2016	45201	Pro Quest	Historic Map Works library edition	-1,650.00	2,904,028.90

Canton Public Library
 Transactions by Account
 As of January 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/22/2016	45202	Pronunciator LLC	1/1-12/31/2016 subscription	-1,578.00	2,902,450.90
Bill Pmt -Check	01/22/2016	45203	Reliable Landscaping, Inc.	3 of 6 seasonal snow plowing per contrac	-4,952.50	2,897,498.40
Bill Pmt -Check	01/22/2016	45204	Sun Life Assurance Company of Canada	February 2016 charges	-760.33	2,896,738.07
Bill Pmt -Check	01/22/2016	45205	Trane	Annual service agreement 1894909	-3,424.00	2,893,314.07
Bill Pmt -Check	01/22/2016	45206	Unique Management Services	December 2015 placements	-472.50	2,892,841.57
Bill Pmt -Check	01/22/2016	45207	Viergutz, Amy	Mileage - Huntington Woods Public Luibr	-32.94	2,892,808.63
Bill Pmt -Check	01/22/2016	45208	White Pine Library Cooperative	10/01/2015-01/01/2016 OCLC interloan	-22.00	2,892,786.63
Bill Pmt -Check	01/22/2016	45209	Petty Cash	Stellar Staff Awards	-350.00	2,892,436.63
Bill Pmt -Check	01/22/2016	45210	Curvature LLC		-15,727.25	2,876,709.38
Bill Pmt -Check	01/22/2016	45211	Ground Penetrating Radar Technology	Scanned for Conduits in Children's Library	-700.00	2,876,009.38
Bill Pmt -Check	01/22/2016	45212	Quill Corporation	C3178452	-31.44	2,875,977.94
Deposit	01/22/2016			Deposit	20,458.82	2,896,436.76
Check	01/27/2016	EFT	Paylocity	Payroll Processing Fees - Payroll Date 01/	-428.00	2,896,008.76
Transfer	01/27/2016			Funds Transfer Payroll Date 01/27/2016	-1,163.14	2,894,845.62
Transfer	01/27/2016			Funds Transfer - Excess of \$10,000	5,000.00	2,899,845.62
Check	01/27/2016	45213	Synchrony Bank/Amazon	6045 7817 0006 2077 - January Statemer	-578.04	2,899,267.58
Check	01/29/2016	EFT	MERS - Pension	January Pension Deductions	-10,096.60	2,889,170.98
Deposit	01/29/2016			Deposit	3,385.10	2,892,556.08
Transfer	01/29/2016			Funds Transfer - January Payrolls	-183,477.29	2,709,078.79
Total 000-004 · Chase - Checking					<u>72,468.39</u>	<u>2,709,078.79</u>
TOTAL					<u>72,468.39</u>	<u>2,709,078.79</u>

Director's Report
February 2016

1. At this month's meeting, we have an overview of our current and future options with Affordable Care Act regulations for your discussion. This is a complicated topic to unpack; our hope at this meeting is to get your consensus on the library board's philosophy on compliance/non-compliance with the ACA. Your consensus will allow us to begin exploring your selected option in further detail, ahead of the 2016-2017 healthcare plan contract approvals later this spring. My thanks to Marian Nicholson for her diligence in keeping up with these important regulations.
2. For your Story of the Month, we have in your packet the statistics on the 2015 Annual Fundraising Appeal. For this iteration, the emphasis was placed on Endowment Fund donations through the Canton Community Foundation, though several donors chose to donate to our Operating Fund. Our mailing cycle has been that we send first-class mailings to our established donor list, and every three years or so we switch to a bulk mailing to all addresses in Canton in order to refresh our list and make contact with those who have moved in to the community. This mailing was a bulk mail cycle.
3. I hope to have further information for you on the Township's proposals for the easement agreements.
4. Lastly, you will set a date for a board retreat in April to discuss the library's 2020 Strategic Plan, focused on your goals and aspirations for the community.
5. The children's library renovation continues on schedule for construction completion by the end of March, at which point we'll begin moving materials back to the area in early April. All walls and ceilings are complete, and are being primed and painted. Tile is being installed in the two family restrooms and the drinking fountain alcove. Some light fixtures are being relocated, and new ones installed, to provide adequate lighting over the relocated shelving and new seating areas.
6. The Community Literacy Council Youth Spelling Bee will be Tuesday, February 23 at 6:30pm at Liberty Middle School. Individual 4th and 5th graders from throughout Plymouth and Canton will compete for a trophy. The Friends of the Canton Public and Plymouth District Libraries have co-sponsored a Silver sponsorship, which includes a half-page ad in the program and their logos on the backs of the t-shirts the participants receive. Proceeds benefit the tutor training and tutoring supplies for the CLC.
7. The CLC Adult Spelling Bee will be Wednesday, March 23 at 6:30pm at Liberty Middle School. I am once again acting as a judge, and the Friends of the Canton Library have sponsored a team of CPL Friend-Ly Spellers: children's librarian Whitney Jones, adult librarian Dan Patton, and library intern Amber Lovett. The proceeds from this event also support the CLC's efforts.
8. I've been asked by the Beloved Community to emcee their essay contest awards ceremony on Friday, May 20, at 7:00pm at Tonda Elementary School. The Beloved Community serves Canton and Plymouth and this is their second annual essay contest for students in middle and high school. The essays this year are centered on a theme of leading positive change in the community through social change, justice, and sacrifice. It's my first time being personally involved in a Beloved Community event, and I'm looking forward to representing the library there.

Respectfully submitted,
Eva Davis

Canton Public Library

2015/16 Endowment Fund Campaign: November 2015 - February 2016

	Number	Amount	Average Donation	% Responded	ROI
Donations Received through 01/29/2016	278	\$ 18,067.00	\$ 64.99	0.75%	61.04%
Number of Mailings / Cost	37,000	\$ 11,219.00			
Net Profit		\$ 6,848.00			

	Number of Donations	Amount of Donations	Average Donation	% of # Total	% of \$ Total
Donations to Endowment Fund	239	\$ 15,387.00	\$ 64.38	85.97%	85.17%
Donations to Operating Fund	39	\$ 2,680.00	\$ 68.72	14.03%	14.83%
	278	\$ 18,067.00	\$ 64.99	100.00%	100.00%

Cash/Check Donations	220	\$ 13,137.00	\$ 59.71	79.14%	72.71%
Credit Card Donations	-	\$ -	\$ -	0.00%	0.00%
PayPal (On Line) Donations	58	\$ 4,930.00	\$ 85.00	20.86%	27.29%
	278	\$ 18,067.00	\$ 64.99	100.00%	100.00%

Anonymous Donors	69	\$ 3,910.00	\$ 56.67	24.82%	21.64%
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Donation Ranges	Per Range		Average Donation	Per Range	
	Number of Donations	\$ Total of Donations		% of # Donations	% of \$ Total
Donations of \$1000 or more	1	1,000.00	\$ 1,000.00	0.36%	5.53%
Donations of \$300 - \$999	4	1,600.00	\$ 400.00	1.44%	8.86%
Donations of \$200 - \$299	13	2,700.00	\$ 207.69	4.68%	14.94%
Donations of \$100 - \$199	65	6,550.00	\$ 100.77	23.38%	36.25%
Donations of \$50 - \$99	66	3,385.00	\$ 51.29	23.74%	18.74%
Donations of \$30 - \$49	14	500.00	\$ 35.71	5.04%	2.77%
Donations of \$20 - \$29	85	2,015.00	\$ 23.71	30.58%	11.15%
Donations of \$01 - \$19	30	317.00	\$ 10.57	10.79%	1.75%
Grand Total	278	\$ 18,067.00	\$ 64.99	100.00%	100.00%

Canton Public Library

2014 Endowment Fund Campaign: December 2014 - February 2015

	Number	Amount	Average Donation	% Responded	ROI
Total Donations: 12/31/2014	252	\$ 17,596.00	\$ 69.83	18.83%	1914.40%
Number of Mailings / Cost	1,338	\$ 873.51			
Net Profit		<u>\$ 16,722.49</u>			

	Number of Donations	Amount of Donations	Average Donation	% of # Total	% of \$ Total
Donations to Endowment Fund	105	\$ 8,886.00	\$ 84.63	41.67%	50.50%
Donations to Operating Fund	147	\$ 8,710.00	\$ 59.25	58.33%	49.50%
	252	\$ 17,596.00	\$ 69.83	100.00%	100.00%
Cash/Check Donations	206	\$ 11,956.00	\$ 58.04	81.75%	67.95%
Credit Card Donations	-	\$ -	\$ -	0.00%	0.00%
PayPal (On Line) Donations	46	\$ 5,640.00	\$ 122.61	18.25%	32.05%
	252	\$ 17,596.00	\$ 69.83	100.00%	100.00%
Anonymous Donors	55	\$ 2,753.00	\$ 50.05	21.83%	15.65%

Donation Ranges	Per Range		Average Donation	Per Range	
	Number of Donations	\$ Total of Donations		% of # Donations	% of \$ Total
Donations of \$1000 or more	1	1,000.00	\$ 1,000.00	0.40%	5.68%
Donations of \$300 - \$999	6	2,600.00	\$ 433.33	2.38%	14.78%
Donations of \$200 - \$299	9	1,850.00	\$ 205.56	3.57%	10.51%
Donations of \$100 - \$199	61	6,125.00	\$ 100.41	24.21%	34.81%
Donations of \$50 - \$99	65	3,512.00	\$ 54.03	25.79%	19.96%
Donations of \$30 - \$49	11	361.00	\$ 32.82	4.37%	2.05%
Donations of \$20 - \$29	77	1,885.00	\$ 24.48	30.56%	10.71%
Donations of \$01 - \$19	22	263.00	\$ 11.95	8.73%	1.49%
Grand Total	252	\$ 17,596.00	\$ 69.83	100.00%	100.00%



Affordable Care Act (ACA) Compliance for 2016-17 Plan Year

We are asking the Board to once again review the library's Affordable Care Act compliance, and provide guidance to library administration for the 2016-17 healthcare plan year as we prepare for the 2017 budget planning process.

The ACA requires Applicable Large Employers (ALE) to offer affordable health care coverage to any employee who averages 130 hours per month during the calendar year. In 2015, Canton Public Library had twenty three such employees: Sixteen salaried employees and seven Full Time Equivalents (FTE). To date, healthcare coverage has only been offered to the sixteen salaried employees. Although CPL was out of compliance in 2015, we did not incur any penalties because we qualified for section 4980H Transition Relief. The 4980H Transition Relief applies to our entire 2015-16 plan benefit year, August 2015 through July 2016.

In order for library administration to begin researching healthcare plans, we need guidance from the board as to whether we will keep the same number of insured employees, or if we will be seeking plans for a larger employee group. Previously, the board decided to delay compliance, as the cost of extending coverage was far greater than the penalties for non-compliance.

The added cost of offering affordable health care coverage to the additional FTEs in 2016 could be as much as:

- A. \$81,600 for Blue Care Network's Healthy Blue Living (the plan we currently offer to our salaried employees)
- B. \$46,000 for Minimum Essential Coverage (MEC). This is a rough estimate that will vary once we've researched the details of available plans.

As was the case when the board last discussed this, there is a tension between HR and Finance-- regulatory compliance vs. fiscal impact. We anticipate that this will be the crux of the board's discussions.

At this time, CPL would continue to be exempt from penalty in the 2016-17 plan year since the ACA regulations exclude the first thirty full time employees. If the board elects to continue non-compliance in 2016-17, we will closely monitor how penalties are to be applied in the future and hold this conversation with the board on an annual basis.