

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING AGENDA**  
**TUESDAY Dec. 1, 2020, 7PM**  
**Note: Date changed from 11/17/2020**  
**ZOOM**

**CALL TO ORDER:**

**BOARD MEMBERS PRESENT:**

**PLEDGE OF ALLEGIANCE:**

**CALL TO AUDIENCE:** *2 minute maximum per speaker*

**APPROVAL OF THE AGENDA:**

**Consent Agenda Review**

**FINANCIAL REPORT:**

**DIRECTOR'S REPORT:**

**COMMITTEE REPORTS:**

- Policy
- Building – James Elsarelli
- Finance –
- Capital Campaign Committee – James Baldiga

**COMMUNICATIONS:**

**OLD BUSINESS:**

- Voip Phone System
- Part time employee policy benefits.

**NEW BUSINESS:**

- Newly elected Library Board members.
- Approval of amended 2020 Budget Proposal

**PUBLIC FORUM:**

**NEXT MEETING:** Tuesday January 19, 2020, 7PM at the Addison Township Public Library/**via ZOOM.**

**ADDISON TOWNSHIP PUBLIC LIBRARY**  
**Draft BOARD MEETING Minutes**  
**TUESDAY October 20, 2020**

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**CALL TO ORDER:** President of the Board, James Baldiga, called the meeting to order at 7:07 P.M. via ZOOM

**BOARD MEMBERS PRESENT:** J. Baldiga-yes, J. Elsarelli-yes, M. Frost-yes, Brian Howarth-No, M. Szost-yes, M. Warner -yes Library Director, Jaema Berman was present.

**CALL TO AUDIENCE:** Present- L. Henderson, L. & C. Melninger, L. Hodges, A. Kowalski

**APPROVAL OF THE AGENDA:** Motion to approve the agenda with phone upgrade discussion added, by J. Baldiga, 2<sup>nd</sup> by M. Szost, carried by a voice vote.

**CONSENT AGENDA REVIEW:** Motion to approve by J. Elsarelli, 2<sup>nd</sup> by J. Baldiga, carried by a voice vote.

**FINANCIAL REPORT:** Of note; projected to be approximately \$25,000 under budget. Motion to approve by J. Baldiga, 2<sup>nd</sup> by M. Frost, carried by unanimous voice vote.

**DIRECTOR'S REPORT:** More families with children are coming in. Genealogy and Ancestry are going strong, Storytime is still going well on line. Library is one of 84 in Michigan to receive an iPad for their Blending Technology program. Motion to file by J. Baldiga, 2<sup>nd</sup> by M. Szost, carried by a voice vote.

#### **COMMITTEE REPORTS**

- Policy – Not met, intend to schedule.
- Building
  - Progress report- More conversation regarding a vegetative screen vs. wall of about 200 feet, 6 feet high between the proposed library and a neighbor's property. J. Baldiga to meet with Brad. J Elsarelli met with Ratliff and civil engineer. To schedule a perk test and try to get on the schedule for the Planning Board in December.
  - Capital Fund Committee-Postcards are available for distribution.
- Finance- Cost of living of 1.5% proposed by director. The impact on the budgeted allocation is negligible as the library is closing 4 hours early for the foreseeable future. J. Baldiga put forward the motion: Resolved to increase the wages of library staff by 1.5% beginning with the first pay of December 2020. 2<sup>nd</sup> by M. Frost. Motion approved by unanimous roll call with one abstention: J. Baldiga-yes, J. Elsarelli-abstain, M. Frost-yes, M. Szost-yes, M. Warner -yes
  - Go To Meeting subscription will be dropped as Zoom is sufficient.
- Communication: tree that fell on the library was removed.

Old Business: Meeting planned between J. Baldiga and Jaema to change some language in the employee handbook.

New Business: Rent will be raised on April 1, 2021 to \$1,600 from \$1,000.

Phone upgrade: Discussion regarding the 3 quotes Jaema compiled for upgrade. Decision postponed to ascertain compatibility with 911 service

**PUBLIC FORUM:** *2 minute maximum per speaker:* Friends of the Library announced the ongoing raffle to substitute for the cancelled fundraiser. Tickets available at the library, drawing in November.

**NEXT MEETING:** 7 PM Tuesday October 20, 2020 at the Addison Township Public Library or Zoom.

**ADJOURNMENT:** 07:55 PM

# Addison Township Public Library Expenses by Vendor Summary

October 2020

Oct 20

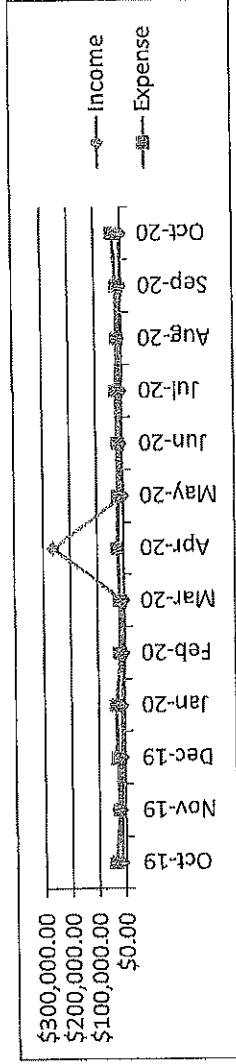
Amazon.com	1,169.39
American Speedy Printing	89.00
Ammanuel and Janet Yasso JT Family Trust	1,000.00
AT&T	317.56
Baker and Taylor	1,214.14
Clear To Go	30.00
CONSUMERS ENERGY	82.00
CVS Pharmacy Oakland Twp	19.21
DTE Energy	129.00
Logmein	14.00
Meijer	15.24
Michigan Department of Treasury	858.81
Michigan Library Association2	130.00
Oxford Public Library2	12.98
Payroll	13,357.61
Qulll.com	159.89
Samsung Electronics	65.00
Shoreline Investment Services, Inc	30.95
The Library Network	11,035.02
U.S. Bank Equipment Finance	186.74
Zoom	15.89
<b>TOTAL</b>	<b><u>29,932.43</u></b>

**Addison Township Public Library**  
**Payroll Summary**  
 October 2020

	<u>Hours</u>	<u>Rate</u>	<u>Oct 20</u>
<b>Employee Wages, Taxes and Adjustments</b>			
Gross Pay			
Salary	240		5,209.62
Adjustment			0.00
Hourly Rate	<u>635.5</u>	9.65	<u>7,198.74</u>
Total Gross Pay	<u>875.5</u>		<u>12,408.36</u>
Adjusted Gross Pay	875.5		12,408.36
<b>Taxes Withheld</b>			
Federal Withholding			-684.00
Medicare Employee			-179.92
Social Security Employee			-769.33
MI - Withholding			-429.15
Medicare Employee Addl Tax			0.00
MI - Cities Res Tax			0.00
MI - Cities Work Tax			<u>0.00</u>
Total Taxes Withheld			<u>-2,062.40</u>
Net Pay	<u>875.5</u>		<u>10,345.96</u>
<b>Employer Taxes and Contributions</b>			
Medicare Company			179.92
Social Security Company			769.33
MI - Obligation Assessment			<u>0.00</u>
Total Employer Taxes and Contributions			<u>949.25</u>

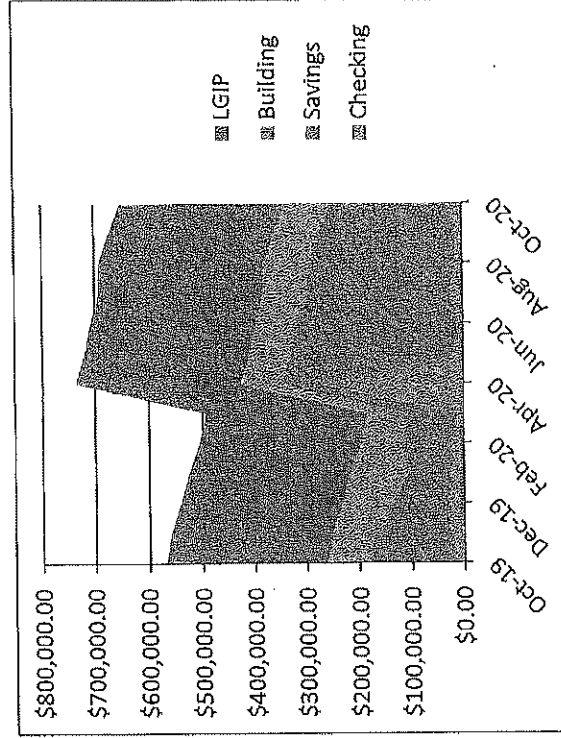
# October 2020 Income/Expense Snapshot

Month	Income	Expense
Oct-19	\$11,498.18	\$34,110.71
Nov-19	\$16,138.71	\$21,977.95
Dec-19	\$10,891.31	\$26,419.79
Jan-20	\$9,584.40	\$30,934.71
Feb-20	\$3,427.02	\$15,251.93
Mar-20	\$1,277.97	\$14,408.44
Apr-20	\$263,591.68	\$20,375.59
May-20	\$1,338.78	\$18,081.40
Jun-20	\$6,929.44	\$16,856.36
Jul-20	\$5,612.17	\$20,812.63
Aug-20	\$13,439.70	\$15,802.03
Sep-20	\$888.81	\$16,287.33
Oct-20	\$1,788.61	\$29,947.04



## Account Balances

Month	Checking	Savings	Building	LGIP
Oct-19	\$10,791.63	\$169,638.61	\$79,290.74	\$308,403.42
Nov-19	\$28,898.53	\$129,647.39	\$92,442.73	\$308,896.19
Dec-19	\$28,273.87	\$104,654.73	\$99,278.94	\$309,559.54
Jan-20	\$25,428.41	\$79,689.16	\$111,479.77	\$309,992.50
Feb-20	\$24,275.49	\$93,581.50	\$78,255.21	\$310,414.86
Mar-20	\$10,391.75	\$93,586.87	\$78,959.63	\$311,105.88
Apr-20	\$272,918.53	\$73,591.09	\$78,964.31	\$311,737.24
May-20	\$11,669.98	\$316,229.34	\$79,537.62	\$312,368.60
Jun-20	\$5,345.58	\$306,246.97	\$84,053.68	\$312,649.96
Jul-20	\$24,910.24	\$268,828.94	\$87,100.66	\$312,905.54
Aug-20	\$11,664.39	\$279,782.00	\$87,596.02	\$313,149.94
Sep-20	\$10,651.64	\$261,364.69	\$87,851.05	\$313,349.81
Oct-20	\$26,178.20	\$221,379.35	\$88,741.13	\$313,788.73
<b>Total</b>				<b>\$650,087.41</b>



## Addison Township Public Library Profit & Loss Budget vs. Actual October 2020

	<u>Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Brick Fundraiser	500.00	0.00	500.00	100.0%
Building Fund	0.00	0.00	0.00	0.0%
Donations	0.00	0.00	0.00	0.0%
Fines & misc	688.38	0.00	688.38	100.0%
Group Dividend	0.00	0.00	0.00	0.0%
Interest Income	460.12	0.00	460.12	100.0%
Library Millage	0.00	0.00	0.00	0.0%
Penal fines	0.00	0.00	0.00	0.0%
Rebate	0.00	0.00	0.00	0.0%
Refund	140.11	0.00	140.11	100.0%
State aid	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>1,788.61</u>	<u>0.00</u>	<u>1,788.61</u>	<u>100.0%</u>
<b>Gross Profit</b>	1,788.61	0.00	1,788.61	100.0%
<b>Expense</b>				
Advertising	0.00	60.00	-60.00	0.0%
Bank Checks	0.00	40.00	-40.00	0.0%
<b>Building Maintenance</b>				
General	0.00	110.00	-110.00	0.0%
Snow Removal	0.00	425.00	-425.00	0.0%
<b>Total Building Maintenance</b>	<u>0.00</u>	<u>535.00</u>	<u>-535.00</u>	<u>0.0%</u>
Capital expense	0.00	41.66	-41.66	0.0%
<b>Collection development</b>				
Audiobooks	0.00	300.00	-300.00	0.0%
Books	1,541.60	975.00	566.60	158.11%
DVDs	145.46	400.00	-254.54	36.37%
Periodicals	0.00	10.00	-10.00	0.0%
Puppets	0.00	40.00	-40.00	0.0%
Realia Youth	0.00	8.33	-8.33	0.0%
<b>Total Collection development</b>	<u>1,687.06</u>	<u>1,733.33</u>	<u>-46.27</u>	<u>97.33%</u>
Collections Agency	0.00	16.66	-16.66	0.0%
Dues and Subscriptions	178.89	31.25	147.64	572.45%
Equipment	511.76	50.00	461.76	1,023.52%
Fire Monitoring	30.95	62.50	-31.55	49.52%
Fund Raising	0.00	41.66	-41.66	0.0%
Furniture	0.00	33.33	-33.33	0.0%
<b>Insurance</b>				
Disability Insurance	0.00	75.00	-75.00	0.0%
Insurance - Other	0.00	675.00	-675.00	0.0%
<b>Total Insurance</b>	<u>0.00</u>	<u>750.00</u>	<u>-750.00</u>	<u>0.0%</u>
Licenses and Permits	0.00	13.66	-13.66	0.0%
Lost Books	12.98	16.66	-3.68	77.91%
Mileage	0.00	1.55	-1.55	0.0%

**Addison Township Public Library  
Profit & Loss Budget vs. Actual  
October 2020**

	<u>Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Miscellaneous	0.00	16.66	-16.66	0.0%
New building development	0.00	1,666.80	-1,666.80	0.0%
Newsletter	89.00	250.00	-161.00	35.6%
Patron Reimbursement	0.00	4.16	-4.16	0.0%
<b>Payroll Expenses</b>				
Employer Taxes and Contribution	858.81			
Payroll Expenses - Other	<u>13,357.61</u>	<u>10,000.00</u>	<u>3,357.61</u>	<u>133.58%</u>
<b>Total Payroll Expenses</b>	<u>14,216.42</u>	<u>10,000.00</u>	<u>4,216.42</u>	<u>142.16%</u>
Postage and Delivery	0.00	25.00	-25.00	0.0%
Printing and Reproduction	186.74	170.00	16.74	109.85%
<b>Professional Fees</b>				
Audit	<u>0.00</u>	<u>333.33</u>	<u>-333.33</u>	<u>0.0%</u>
<b>Total Professional Fees</b>	<u>0.00</u>	<u>333.33</u>	<u>-333.33</u>	<u>0.0%</u>
Programming	19.21	275.00	-255.79	6.99%
Reconciliation Discrepancies	0.00	5.00	-5.00	0.0%
Rent	1,000.00	1,000.00	0.00	100.0%
<b>Repairs</b>				
Building Repairs	0.00	30.00	-30.00	0.0%
Equipment Repairs	<u>65.00</u>	<u>10.41</u>	<u>54.59</u>	<u>624.4%</u>
<b>Total Repairs</b>	<u>65.00</u>	<u>40.41</u>	<u>24.59</u>	<u>160.85%</u>
Staff development	130.00	50.00	80.00	260.0%
<b>Supplies</b>				
Library Supplies	279.45	425.00	-145.55	65.75%
Maintenance Supplies	0.00	7.00	-7.00	0.0%
Software	<u>0.00</u>	<u>183.33</u>	<u>-183.33</u>	<u>0.0%</u>
<b>Total Supplies</b>	<u>279.45</u>	<u>615.33</u>	<u>-335.88</u>	<u>45.42%</u>
Taxes	0.00	30.00	-30.00	0.0%
Telephone	317.56	280.00	37.56	113.41%
<b>The Library Network</b>				
Acquisitions	0.00	112.56	-112.56	0.0%
Datamallers	0.00	15.00	-15.00	0.0%
Delivery	1,398.00	116.66	1,281.34	1,198.35%
Download Destination	0.00	230.00	-230.00	0.0%
Equipment	0.00	325.00	-325.00	0.0%
General Invoice	0.00	10.00	-10.00	0.0%
Library Lables	225.00	25.00	200.00	900.0%
Shared Automation System	5,875.98	1,916.00	3,959.98	306.68%
Technology Services	811.00	155.00	656.00	523.23%
Telecommunications	<u>2,701.04</u>	<u>241.66</u>	<u>2,459.38</u>	<u>1,117.7%</u>
<b>Total The Library Network</b>	<u>11,011.02</u>	<u>3,146.88</u>	<u>7,864.14</u>	<u>349.9%</u>
<b>Utilities</b>				
Gas and Electric	211.00	420.00	-209.00	50.24%
Water	<u>0.00</u>	<u>30.00</u>	<u>-30.00</u>	<u>0.0%</u>
<b>Total Utilities</b>	<u>211.00</u>	<u>450.00</u>	<u>-239.00</u>	<u>46.89%</u>

Addison Township Public Library  
Profit & Loss Budget vs. Actual  
October 2020

	<u>Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Website Application and Hosting	0.00	18.00	-18.00	0.0%
Total Expense	<u>29,947.04</u>	<u>21,803.83</u>	<u>8,143.21</u>	<u>137.35%</u>
Net Ordinary Income	<u>-28,158.43</u>	<u>-21,803.83</u>	<u>-6,354.60</u>	<u>129.14%</u>
Net Income	<u>-28,158.43</u>	<u>-21,803.83</u>	<u>-6,354.60</u>	<u>129.14%</u>



## Addison Township Public Library Profit & Loss Budget vs. Actual January through 11.11 2020

	<u>Jan - 11.11 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Brick Fundraiser	11,939.63	0.00	11,939.63	100.0%
Building Fund	10,356.00	0.00	10,356.00	100.0%
Donations	105.00	0.00	105.00	100.0%
Fines & misc	2,263.60	0.00	2,263.60	100.0%
Grant	1,567.70	0.00	1,567.70	100.0%
Group Dividend	855.24	0.00	855.24	100.0%
Interest Income	4,518.04	0.00	4,518.04	100.0%
Library Millage	259,998.86	250,000.00	9,998.86	104.0%
Penal fines	10,937.76	10,000.00	937.76	109.38%
Rebate	0.00	1,700.00	-1,700.00	0.0%
Refund	806.28	0.00	806.28	100.0%
State aid	5,084.52	5,000.00	84.52	101.69%
<b>Total Income</b>	<u>308,432.63</u>	<u>266,700.00</u>	<u>41,732.63</u>	<u>115.65%</u>
<b>Gross Profit</b>	308,432.63	266,700.00	41,732.63	115.65%
<b>Expense</b>				
Advertising	37.60	720.00	-682.40	5.22%
Bank Checks	0.00	480.00	-480.00	0.0%
<b>Building Maintenance</b>				
General	686.40	1,315.00	-628.60	52.2%
Snow Removal	2,730.00	5,070.00	-2,340.00	53.85%
<b>Total Building Maintenance</b>	<u>3,416.40</u>	<u>6,385.00</u>	<u>-2,968.60</u>	<u>53.51%</u>
Capital expense	0.00	500.00	-500.00	0.0%
<b>Collection development</b>				
Audiobooks	2,576.09	3,600.00	-1,023.91	71.56%
Books	9,074.06	11,700.00	-2,625.94	77.56%
DVDs	1,693.26	4,800.00	-3,106.74	35.28%
Periodicals	0.00	120.00	-120.00	0.0%
Puppets	0.00	480.00	-480.00	0.0%
Realia Youth	0.00	100.00	-100.00	0.0%
<b>Total Collection development</b>	<u>13,343.41</u>	<u>20,800.00</u>	<u>-7,456.59</u>	<u>64.15%</u>
Collections Agency	35.80	200.00	-164.20	17.9%
Dues and Subscriptions	1,401.91	375.00	1,026.91	373.84%
Equipment	769.76	600.00	169.76	128.29%
Fire Monitoring	309.50	750.00	-440.50	41.27%
Fund Raising	696.81	500.00	196.81	139.36%
Furniture	0.00	400.00	-400.00	0.0%
Hotspot/Tablet Grant	1,567.67			
<b>Insurance</b>				
Disability Insurance	883.00	900.00	-17.00	98.11%
Insurance - Other	0.00	8,100.00	-8,100.00	0.0%
<b>Total Insurance</b>	<u>883.00</u>	<u>9,000.00</u>	<u>-8,117.00</u>	<u>9.81%</u>
Licenses and Permits	30.00	164.00	-134.00	18.29%

**Addison Township Public Library  
Profit & Loss Budget vs. Actual  
January through 11.11 2020**

	<u>Jan - 11.11 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Lost Books	58.70	200.00	-141.30	29.35%
Mileage	0.00	18.60	-18.60	0.0%
Miscellaneous	0.00	200.00	-200.00	0.0%
New building development	13,572.00	20,000.00	-6,428.00	67.86%
Newsletter	2,074.19	3,000.00	-925.81	69.14%
Patron Reimbursement	0.00	50.00	-50.00	0.0%
<b>Payroll Expenses</b>				
Employer Taxes and Contribution	2,724.66	0.00	0.00	0.0%
Payroll Expenses - Other	104,626.64	120,000.00	-15,373.36	87.19%
<b>Total Payroll Expenses</b>	<u>107,351.30</u>	<u>120,000.00</u>	<u>-12,648.70</u>	<u>89.46%</u>
Postage and Delivery	23.30	300.00	-276.70	7.77%
Printing and Reproduction	1,229.23	2,020.00	-790.77	60.85%
<b>Professional Fees</b>				
Audit	0.00	4,000.00	-4,000.00	0.0%
<b>Total Professional Fees</b>	<u>0.00</u>	<u>4,000.00</u>	<u>-4,000.00</u>	<u>0.0%</u>
Programming	1,388.84	3,300.00	-1,911.16	42.09%
Reconciliation Discrepancies	0.00	60.00	-60.00	0.0%
Rent	9,000.00	12,000.00	-3,000.00	75.0%
<b>Repairs</b>				
Building Repairs	208.40	360.00	-151.60	57.89%
Equipment Repairs	65.00	125.00	-60.00	52.0%
<b>Total Repairs</b>	<u>273.40</u>	<u>485.00</u>	<u>-211.60</u>	<u>56.37%</u>
Staff development	500.12	600.00	-99.88	83.35%
<b>Supplies</b>				
Library Supplies	5,058.07	5,100.00	-41.93	99.18%
Maintenance Supplies	48.80	90.00	-41.20	54.22%
Software	1,036.84	2,200.00	-1,163.16	47.13%
<b>Total Supplies</b>	<u>6,143.71</u>	<u>7,390.00</u>	<u>-1,246.29</u>	<u>83.14%</u>
Taxes	281.86	360.00	-78.14	78.29%
Telephone	2,886.41	3,360.00	-473.59	85.91%
<b>The Library Network</b>				
Acquisitions	1,352.00	1,360.00	-8.00	99.41%
Datamailers	8.83	180.00	-171.17	4.91%
Delivery	1,398.00	1,400.00	-2.00	99.86%
Download Destination	0.00	2,800.00	-2,800.00	0.0%
Equipment	99.00	3,900.00	-3,801.00	2.54%
General Invoice	0.00	120.00	-120.00	0.0%
Library Lables	225.00	300.00	-75.00	75.0%
Shared Automation System	23,208.36	23,000.00	208.36	100.91%
Technology Services	811.00	1,800.00	-989.00	45.06%
Telecommunications	4,822.61	2,900.00	1,922.61	166.3%
<b>Total The Library Network</b>	<u>31,924.80</u>	<u>37,760.00</u>	<u>-5,835.20</u>	<u>84.55%</u>
<b>Utilities</b>				
Gas and Electric	3,409.32	5,040.00	-1,630.68	67.65%

**Addison Township Public Library**  
**Profit & Loss Budget vs. Actual**  
 January through 11.11 2020

	<u>Jan - 11.11 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Water	239.35	360.00	-120.65	66.49%
Total Utilities	3,648.67	5,400.00	-1,751.33	67.57%
Website Application and Hosting	206.00	220.00	-14.00	93.64%
Total Expense	<u>203,054.39</u>	<u>261,597.60</u>	<u>-58,543.21</u>	<u>77.62%</u>
Net Ordinary Income	105,378.24	5,102.40	100,275.84	2,065.27%
Net Income	<u>105,378.24</u>	<u>5,102.40</u>	<u>100,275.84</u>	<u>2,065.27%</u>

October 2020

Director's Report

	Oct-19	Oct-20
<b>Library Use Statistics</b>		
Items Circulated	1761	1266
Loaned Out	1537	2631
Loaned In	364	313
Total Users	1,820	1,751
Collection Total	27,171	26,929
New Patrons	24	13
Door Count	1,921	1,139
WiFi Use	100	81
Ancestry.com	157	/3/18/299
Computer Usage	70	32
Downloadable Books	462	297
Website	1373	1267
<b>Programs</b>		
Storytime	24	21
Kid's Halloween Craft	0	10
Genealogy	6	6
Connect and Color	3	0
Handicrafters	6	0
Book Club	7	4
Dungeon's and Dragons	6	0
<b>Total Participants</b>	<b>52</b>	<b>41</b>

Phone Contract Estimates Compared	ATT/Current	ATT/ New	Clear Rate Comm	Ring Central/VOIP
	3 Landlines	Fiber/ 4 phones	3 Landlines	Fiber/ 4 phones
Annual Totals	\$3,744.00	\$3,660.00	\$2,467.00	\$1,144.00
Fax Landline (Clear Rate Communications)** Annual				\$0.00
Fire monitoring add'l contract for cell radio ** Annual				\$588.00
Annual Total for VOIP with add'l changes				\$1,732.00

Radio Cell Install for Fire Monitoring (One time)				\$394.00
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## RingCentral® Emergency Services Policy

### Operation and Limitations of the RingCentral 911 Service

Date of Last Revision: October 15, 2019

This policy forms part of, and is governed by the Customer Agreement and/or the RingCentral Terms of Service, as applicable. Terms used herein but not otherwise defined shall have the meanings ascribed to them in the Agreement or the Terms of Service.

RingCentral provides access to emergency calling services, allowing most RingCentral users to access either basic 911 or Enhanced 911 (E911) service. RingCentral Office users with a Digital Line, using IP Desk Phones or Softphones, can dial 911 directly from their IP Desk Phones or Softphone. **VIRTUAL EXTENSIONS AND MOBILE USERS WITHOUT A DIGITAL LINE CANNOT COMPLETE 911 CALLS.**

Emergency calling services work differently than you may have experienced using traditional wireline or wireless telephones. Your access may differ depending on your location or the device you are using.

#### 1. Registering Your Location

You must register the address of the physical location where you will use each Digital Line with RingCentral immediately upon activation of your End Point. This is your Registered Address. You or your Account Administrator must accurately register each individual line through your Digital Line Settings or the Administrative Portal. You must use RingCentral voice services only at the Registered Address provided for the applicable Digital Line. **If you move a registered device, you must immediately update the Registered Address with the new physical location of the device with RingCentral through the Administrative Portal or in your account settings. If you do not update the Registered Address, any 911 calls made from the device may be sent to the wrong emergency response center and will not transmit your current location information to emergency responders, delaying emergency assistance to you.** It may take up to several hours for the address update to take effect. Customers with more than one Digital Line are solely responsible for ensuring that an accurate and up-to-date Registered Address is maintained for each Digital Line, and that their End Users are aware of how the Registered Address can be changed.

#### 2. Service limitations

RingCentral 911 service will not function (i) in the event of an Internet or power outage; (ii) if your broadband, ISP, or RingCentral Service is terminated; (iii), with respect to only the RingCentral Mobile Application, if you do not have mobile service, as the RingCentral Mobile Application cannot send emergency calls over Wi-Fi access; and (iv) in some Global Office countries. It is possible that network congestion may delay or prevent completion of any 911 call. You will not be able to complete a 911 call if you move to a physical location outside the country in which your Digital Line is provided, or if you are dialing from a RingCentral number that is not a Canadian or United States number.

**Users uncomfortable with any of these limitations should use an alternate means of reaching 911.**

## Addison Township Public Library 2020 Proposed Budget

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Donations	0.00	0.00	0.00	0.0%
Fines & misc	0.00	0.00	0.00	0.0%
Group Dividend	0.00	0.00	0.00	0.0%
Interest Income	0.00	0.00	0.00	0.0%
Library Millage	0.00	258,971.00	-258,971.00	0.0%
Penal fines	0.00	13,565.00	-13,565.00	0.0%
Rebate	0.00	2,000.00	-2,000.00	0.0%
Refund	0.00	0.00	0.00	0.0%
State aid	0.00	5,089.00	-5,089.00	0.0%
<b>Total Income</b>	<u>0.00</u>	<u>279,625.00</u>	<u>-279,625.00</u>	<u>0.0%</u>
<b>Gross Profit</b>	0.00	279,625.00	-279,625.00	0.0%
<b>Expense</b>				
Advertising	0.00	425.00	-425.00	0.0%
Bank Checks	0.00	465.00	-465.00	0.0%
<b>Building Maintenance</b>				
General	0.00	1,900.00	-1,900.00	0.0%
Snow Removal	0.00	4,800.00	-4,800.00	0.0%
<b>Total Building Maintenance</b>	<u>0.00</u>	<u>6,700.00</u>	<u>-6,700.00</u>	<u>0.0%</u>
<b>Collection development</b>				
Audiobooks	0.00	3,000.00	-3,000.00	0.0%
Books	0.00	14,400.00	-14,400.00	0.0%
DVDs	0.00	6,000.00	-6,000.00	0.0%
Periodicals	0.00	100.00	-100.00	0.0%
Puppets	0.00	103.92	-103.92	0.0%
Realia Youth	0.00	100.00	-100.00	0.0%
<b>Total Collection development</b>	<u>0.00</u>	<u>23,703.92</u>	<u>-23,703.92</u>	<u>0.0%</u>
Collections Agency	0.00	72.00	-72.00	0.0%
Dues and Subscriptions	0.00	740.00	-740.00	0.0%
Fire Monitoring	0.00	460.00	-460.00	0.0%
<b>Insurance</b>				
Disability Insurance	0.00	865.00	-865.00	0.0%
Insurance - Other	0.00	8,060.00	-8,060.00	0.0%
<b>Total Insurance</b>	<u>0.00</u>	<u>8,925.00</u>	<u>-8,925.00</u>	<u>0.0%</u>
Lost Books	0.00	30.00	-30.00	0.0%
New building development	0.00	36,000.00	-36,000.00	0.0%
Newsletter	0.00	3,000.00	-3,000.00	0.0%
Patron Reimbursement	0.00	5.00	-5.00	0.0%
Payroll Expenses	0.00	118,000.00	-118,000.00	0.0%
Postage and Delivery	0.00	150.00	-150.00	0.0%
Printing and Reproduction	0.00	1,800.00	-1,800.00	0.0%
<b>Professional Fees</b>				
Audit	0.00	4,000.00	-4,000.00	0.0%
<b>Total Professional Fees</b>	<u>0.00</u>	<u>4,000.00</u>	<u>-4,000.00</u>	<u>0.0%</u>

## Addison Township Public Library 2020 Proposed Budget

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Programming	0.00	5,000.00	-5,000.00	0.0%
Rent	0.00	12,000.00	-12,000.00	0.0%
Repairs				
Building Repairs	0.00	500.00	-500.00	0.0%
Total Repairs	0.00	500.00	-500.00	0.0%
Staff development	0.00	500.00	-500.00	0.0%
Supplies				
Library Supplies	0.00	4,200.00	-4,200.00	0.0%
Maintenance Supplies	0.00	60.00	-60.00	0.0%
Software	0.00	1,025.00	-1,025.00	0.0%
Total Supplies	0.00	5,285.00	-5,285.00	0.0%
Taxes	0.00	360.00	-360.00	0.0%
Telephone	0.00	3,360.00	-3,360.00	0.0%
The Library Network				
Acquisitions	0.00	1,300.00	-1,300.00	0.0%
Datamailers	0.00	110.00	-110.00	0.0%
Delivery	0.00	1,400.00	-1,400.00	0.0%
Download Destination	0.00	2,500.00	-2,500.00	0.0%
Equipment	0.00	700.00	-700.00	0.0%
General Invoice	0.00	122.00	-122.00	0.0%
Shared Automation System	0.00	25,000.00	-25,000.00	0.0%
Technology Services	0.00	1,000.00	-1,000.00	0.0%
Telecommunications	0.00	3,199.66	-3,199.66	0.0%
Total The Library Network	0.00	35,331.66	-35,331.66	0.0%
Utilities				
Gas and Electric	0.00	5,640.00	-5,640.00	0.0%
Water	0.00	360.00	-360.00	0.0%
Total Utilities	0.00	6,000.00	-6,000.00	0.0%
Website Application and Hosting	0.00	206.00	-206.00	0.0%
<b>Total Expense</b>	<b>0.00</b>	<b>273,018.58</b>	<b>-273,018.58</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>6,606.42</b>	<b>-6,606.42</b>	<b>0.0%</b>
<b>Net Income</b>	<b>0.00</b>	<b>6,606.42</b>	<b>-6,606.42</b>	<b>0.0%</b>





**DECKER**  
AGENCY

*DKRagency.com*

# Invoice

**Name of Client**

ADDISON TOWNSHIP LIBRARY  
C/O JAEMA BERMAN, DIRECTOR  
1400 ROCHESTER ROAD  
LEONARD, MI 48367

**INVOICE NO.** 3545

**Date** 12/01/2020

**Due Date** 12/31/2020

**Service Representative**

Dustin Drabek

EFFECTIVE DATE	DESCRIPTION	AMOUNT
01/17/2021	Public Entity Insurance Package Policy Period is One Year	7,570.00

Includes:

Michigan Township Participating Plan - Property and Liability  
Public Official Position Bonds  
Risk Control Services

Cyber Liability:

Request a Cyber Liability Quote YES \_\_\_\_\_ or NO \_\_\_\_\_

\* The MTPP's Cyber policy offers limits beginning at \$100,000 with premiums starting at \$700 annually. Premium is subject to a completed, signed and approved application. Please discuss details with your agent.

**BALANCE DUE**

**\$7,570.00**

**Please make checks payable to: Decker Agency**

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Phone: 800.678.4100 • Fax: 269.327.8578 • Email: [info@dkragency.com](mailto:info@dkragency.com)

9848 Portage Road, Suite 101, Portage MI 49002