

**ADDISON TOWNSHIP PUBLIC LIBRARY
Draft BOARD MEETING AGENDA
TUESDAY Oct. 20, 2020, 7PM
ZOOM**

CALL TO ORDER:

BOARD MEMBERS PRESENT:

PLEDGE OF ALLEGIENCE:

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:

- Approve changed wording Employee Handbook
- Consideration of cost of living raise for staff

NEW BUSINESS:

- Building Lease Renewal March, 31, 2021

PUBLIC FORUM:

NEXT MEETING: Tuesday November 20, 2020, 7PM at the Addison Township Public Library/via ZOOM.

ADJOURNMENT:

Draft BOARD MEETING Minutes
TUESDAY September 15, 2020

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-Yes, M. Szost-yes, M. Warner -yes Library Director, Jaema Berman was present.

PLEDGE OF ALLEGIENCE

CALL TO AUDIENCE: Present- L. Henderson, C. Sutherby, L. & C. Meininger, L. Hodges

APPROVAL OF THE AGENDA: Motion to approve the agenda with COVID discussion added, by J. Baldiga, 2nd by B. Howarth, carried by a voice vote.

CONSENT AGENDA REVIEW: Motion to approve by J. Baldiga, 2nd by B. Howarth, carried by a voice vote.

FINANCIAL REPORT: Director spoke with ATT regarding charges. They offered a bundle to include fiber optic and 4 phones. TLN will counter offer. Motion to approve by J. Baldiga, 2nd by M. Frost, carried by unanimous voice vote.

DIRECTOR'S REPORT: New copier leased for \$80 per month, a better value the last one. Story time on line has great numbers. Motion to file by J. Baldiga, 2nd by M. Frost, carried by a voice vote.

COMMITTEE REPORTS

- Policy – The Employee handbook may need some modifications to amend hours for employees to be consistent with classifications. Committee will meet.
- Building
 - Progress report-Site Plan Review progress: Planning committee wanted some issues resolved prior to resubmission, may be able to resolve before the November meeting. More conversation regarding a vegetative screen between the proposed library and a neighbor's property.
 - Capital Fund Committee- Materials for canvassing and presentations are being created for distribution in folders to facilitate the fundraising activities. Postcards are also being developed.
- Finance- 1. Discussion regarding dropping the Library Network as Brandon has done as a cost savings measure. It was noted that the Network offer value in terms of library function, e.g. inventory, that would require other software and employee time to input if replaced. Discussion of pros and cons ensued. No change for now. 2. A raise for employees of 1.5% proposed. Committee will meet to discuss.

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

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

ADJOURNMENT: 07:50 PM

* meetings are voice recorded

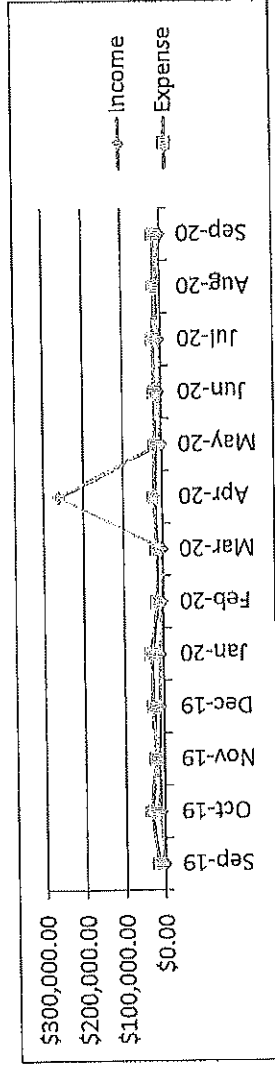
Addison Township Public Library Expenses Summary

September 2020
Sep 20

Amazon.com	286.30
American Speedy Printing	530.45
Ammanuel and Janet Yasso JT Family Trust	1,000.00
AT&T	312.90
Baker and Taylor	2,367.15
Bill Olivich	108.00
Clear to Go!	30.00
CONSUMERS ENERGY	82.00
Culligan of Romeo	54.85
DTE Energy	129.00
GoToMeeting	14.00
Intuit	84.99
Nowak & Fraus Engineers	1,652.00
Oxford Public Library	45.72
Payroll	9,227.85
Quill.com	142.47
School Library Journal	145.21
Sherman Publications	27.60
Shoreline Investment Services, Inc	30.95
Zoom	15.89
TOTAL	<u>16,287.33</u>

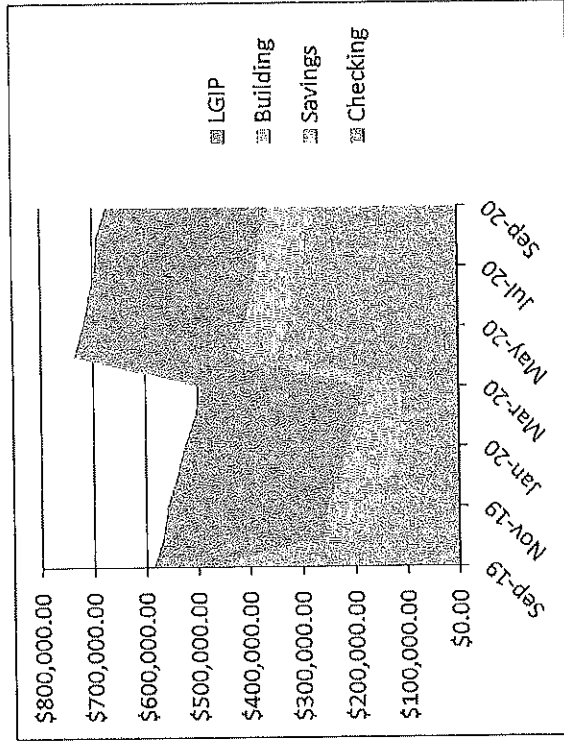
September 2020 Income/Expense Snapshot

Month	Income	Expense
Sep-19	\$1,658.57	\$16,390.59
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



Account Balances

Month	Checking	Savings	Building	LGIP
Sep-19	\$19,462.51	\$389,622.00	\$70,054.03	\$108,081.32
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
Total				\$673,217.19



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

	Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Brick Fundraiser	635.00	1,500.00	-865.00	42.33%
Building Fund	0.00	1,500.00	-1,500.00	0.0%
Donations	0.00	500.00	-500.00	0.0%
Fines & misc	32.86	50.00	-17.14	65.72%
Group Dividend	0.00	30.00	-30.00	0.0%
Interest Income	220.94	300.00	-79.06	73.65%
Library Millage	0.00	0.00	0.00	0.0%
Penal fines	0.00	0.00	0.00	0.0%
Refund	0.01	0.00	0.01	100.0%
State aid	0.00	0.00	0.00	0.0%
Total Income	888.81	3,880.00	-2,991.19	22.91%
Gross Profit	888.81	3,880.00	-2,991.19	22.91%
Expense				
Advertising	27.60	60.00	-32.40	46.0%
Bank Checks	0.00	40.00	-40.00	0.0%
Building Maintenance				
General	108.00	110.00	-2.00	98.18%
Snow Removal	0.00	425.00	-425.00	0.0%
Total Building Maintenance	108.00	535.00	-427.00	20.19%
Capital expense	0.00	41.66	-41.66	0.0%
Collection development				
Audiobooks	0.00	300.00	-300.00	0.0%
Books	2,466.36	975.00	1,491.36	252.96%
DVDs	92.10	400.00	-307.90	23.03%
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%
Total Collection development	2,558.46	1,733.33	825.13	147.6%
Collections Agency	0.00	16.66	-16.66	0.0%
Dues and Subscriptions	205.10	31.25	173.85	656.32%
Equipment	0.00	50.00	-50.00	0.0%
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%
Insurance				
Disability Insurance	0.00	75.00	-75.00	0.0%
Insurance - Other	0.00	675.00	-675.00	0.0%
Total Insurance	0.00	750.00	-750.00	0.0%
Licenses and Permits	0.00	13.66	-13.66	0.0%
Lost Books	45.72	16.66	29.06	274.43%
MIilage	0.00	1.55	-1.55	0.0%
Miscellaneous	0.00	16.66	-16.66	0.0%

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

	<u>Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
New building development	1,652.00	1,666.80	-14.80	99.11%
Newsletter	530.45	250.00	280.45	212.18%
Patron Reimbursement	0.00	4.16	-4.16	0.0%
Payroll Expenses	9,227.85	10,000.00	-772.15	92.28%
Postage and Delivery	0.00	25.00	-25.00	0.0%
Printing and Reproduction	0.00	170.00	-170.00	0.0%
Professional Fees				
Audit	0.00	333.33	-333.33	0.0%
Total Professional Fees	0.00	333.33	-333.33	0.0%
Programing	30.00	275.00	-245.00	10.91%
Reconciliation Discrepancies	0.00	5.00	-5.00	0.0%
Rent	1,000.00	1,000.00	0.00	100.0%
Repairs				
Building Repairs	0.00	30.00	-30.00	0.0%
Equipment Repairs	0.00	10.41	-10.41	0.0%
Total Repairs	0.00	40.41	-40.41	0.0%
Staff development	0.00	50.00	-50.00	0.0%
Supplies				
Library Supplies	292.45	425.00	-132.55	68.81%
Maintenance Supplies	0.00	7.00	-7.00	0.0%
Software	0.00	183.33	-183.33	0.0%
Total Supplies	292.45	615.33	-322.88	47.53%
Taxes	0.00	30.00	-30.00	0.0%
Telephone	312.90	280.00	32.90	111.75%
The Library Network				
Acquisitions	0.00	112.56	-112.56	0.0%
Datamailers	0.00	15.00	-15.00	0.0%
Dellivery	0.00	116.66	-116.66	0.0%
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	0.00	25.00	-25.00	0.0%
Shared Automation System	0.00	1,916.00	-1,916.00	0.0%
Technology Services	0.00	155.00	-155.00	0.0%
Telecommunications	0.00	241.66	-241.66	0.0%
Total The Library Network	0.00	3,146.88	-3,146.88	0.0%
Utilittles				
Gas and Electric	211.00	420.00	-209.00	50.24%
Water	54.85	30.00	24.85	182.83%
Total Utilittles	265.85	450.00	-184.15	59.08%
Website Application and Hosting	0.00	18.00	-18.00	0.0%
Total Expense	16,287.33	21,803.83	-5,516.50	74.7%
Net Ordinary Income	-15,398.52	-17,923.83	2,525.31	85.91%
Net Income	-15,398.52	-17,923.83	2,525.31	85.91%

Addison Township Public Library
Profit & Loss Budget vs. Actual
January through 10.13 2020

	<u>Jan - 10.13.20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Brick Fundraiser	11,439.63	18,000.00	-6,560.37	63.55%
Building Fund	10,356.00	18,000.00	-7,644.00	57.53%
Donations	105.00	6,000.00	-5,895.00	1.75%
Fines & misc	1,575.22	600.00	975.22	262.54%
Grant	1,567.70	1,567.00	0.70	100.05%
Group Dividend	855.24	360.00	495.24	237.57%
Interest Income	4,494.95	3,600.00	894.95	124.86%
Library Millage	259,998.86	260,000.00	-1.14	100.0%
Penal fines	10,937.76	13,500.00	-2,562.24	81.02%
Rebate	0.00	1,700.00	-1,700.00	0.0%
Refund	666.17	0.00	666.17	100.0%
State aid	5,084.52	5,000.00	84.52	101.69%
Total Income	<u>307,081.05</u>	<u>328,327.00</u>	<u>-21,245.95</u>	<u>93.53%</u>
Gross Profit	307,081.05	328,327.00	-21,245.95	93.53%
Expense				
Advertising	37.60	720.00	-682.40	5.22%
Bank Checks	0.00	480.00	-480.00	0.0%
Building Maintenance				
General	686.40	1,315.00	-628.60	52.2%
Snow Removal	2,730.00	5,070.00	-2,340.00	53.85%
Total Building Maintenance	<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%
Collection development				
Audiobooks	2,576.09	3,600.00	-1,023.91	71.56%
Books	7,532.46	11,700.00	-4,167.54	64.38%
DVDs	1,547.80	4,800.00	-3,252.20	32.25%
Periodicals	0.00	120.00	-120.00	0.0%
Puppets	0.00	480.00	-480.00	0.0%
Reallia Youth	0.00	100.00	-100.00	0.0%
Total Collection development	<u>11,656.35</u>	<u>20,800.00</u>	<u>-9,143.65</u>	<u>56.04%</u>
Collections Agency	35.80	200.00	-164.20	17.9%
Dues and Subscriptions	1,223.02	375.00	848.02	326.14%
Equipment	258.00	600.00	-342.00	43.0%
Fire Monitoring	278.55	750.00	-471.45	37.14%
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	1,567.70	-0.03	100.0%
Insurance				
Disability Insurance	883.00	900.00	-17.00	98.11%
Insurance - Other	0.00	8,100.00	-8,100.00	0.0%
Total Insurance	<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 10.13 2020

	Jan - 10.13.20	Budget	\$ Over Budget	% of Budget
Lost Books	45.72	200.00	-154.28	22.86%
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	1,985.19	3,000.00	-1,014.81	66.17%
Patron Reimbursement	0.00	50.00	-50.00	0.0%
Payroll Expenses				
Employer Taxes and Contri	1,865.85			
Payroll Expenses - Other	95,927.37	120,000.00	-24,072.63	79.94%
Total Payroll Expenses	97,793.22	120,000.00	-22,206.78	81.49%
Postage and Delivery	23.30	300.00	-276.70	7.77%
Printing and Reproduction	1,042.49	2,020.00	-977.51	51.61%
Professional Fees				
Audit	0.00	4,000.00	-4,000.00	0.0%
Total Professional Fees	0.00	4,000.00	-4,000.00	0.0%
Programming	1,369.63	3,300.00	-1,930.37	41.5%
Reconciliation Discrepancies	0.00	60.00	-60.00	0.0%
Rent	8,000.00	12,000.00	-4,000.00	66.67%
Repairs				
Building Repairs	208.40	360.00	-151.60	57.89%
Equipment Repairs	0.00	125.00	-125.00	0.0%
Total Repairs	208.40	485.00	-276.60	42.97%
Staff development	370.12	600.00	-229.88	61.69%
Supplies				
Library Supplies	4,778.62	5,100.00	-321.38	93.7%
Maintenance Supplies	48.80	90.00	-41.20	54.22%
Software	1,036.84	2,200.00	-1,163.16	47.13%
Total Supplies	5,864.26	7,390.00	-1,525.74	79.35%
Taxes	281.86	360.00	-78.14	78.29%
Telephone	2,568.85	3,360.00	-791.15	76.45%
The Library Network				
Acquisitions	1,352.00	1,360.00	-8.00	99.41%
Datamailers	8.83	180.00	-171.17	4.91%
Delivery	0.00	1,400.00	-1,400.00	0.0%
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	0.00	300.00	-300.00	0.0%
Shared Automation Syst	17,332.38	23,000.00	-5,667.62	75.36%
Technology Services	0.00	1,800.00	-1,800.00	0.0%
Telecommunications	2,121.57	2,900.00	-778.43	73.16%
Total The Library Network	20,913.78	37,760.00	-16,846.22	55.39%
Utilities				
Gas and Electric	3,198.32	5,040.00	-1,841.68	63.46%

Addison Township Public Library
Profit & Loss Budget vs. Actual
 January through 10.13 2020

	<u>Jan - 10.13.20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Water	239.35	360.00	-120.65	66.49%
Total Utilities	3,437.67	5,400.00	-1,962.33	63.66%
Website Hosting	206.00	220.00	-14.00	93.64%
Total Expense	177,765.69	263,165.30	-85,399.61	67.55%
Net Ordinary Income	129,315.36	65,161.70	64,153.66	198.45%
Net Income	129,315.36	65,161.70	64,153.66	198.45%

September 2020
Director's Report

	Sep-19	Sep-20
Library Use Statistics		
Items Circulated	1558	932
Loaned Out	1417	1364
Loaned In	337	273
Total Users	1,788	1,766
Collection Total	27,031	26,831
New Patrons	22	1
Door Count	2,020	934
WiFi Use	98	105
Ancestry.com	157	299
Computer Usage	56	26
Downloadable Books	409	413
Website	1402	1086
Programs		
Storytime (4)	20	35
Genealogy	6	6
Connect and Color	3	0
Handicrafters	6	0
Book Club	6	2
Classic Car and Cupcake	20	3
Total Participants	61	46

Addison Township Public Library Proposed Library Budget 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Brick Fundraiser	0.00	3,000.00	-3,000.00	0.0%
Donations	0.00	2,000.00	-2,000.00	0.0%
Fines & misc	0.00	500.00	-500.00	0.0%
Group Dividend	0.00	400.00	-400.00	0.0%
Interest Income	0.00	3,000.00	-3,000.00	0.0%
Library Millage	0.00	258,000.00	-258,000.00	0.0%
New Building Fund	0.00	2,000.00	-2,000.00	0.0%
Penal fines	0.00	10,500.00	-10,500.00	0.0%
Federal Ebate	0.00	1,550.00	-1,550.00	0.0%
State aid	0.00	5,100.00	-5,100.00	0.0%
Total Income	<u>0.00</u>	<u>286,050.00</u>	<u>-286,050.00</u>	<u>0.0%</u>
Gross Profit	0.00	286,050.00	-286,050.00	0.0%
Expense				
Advertising	0.00	700.00	-700.00	0.0%
Bank Checks	0.00	480.00	-480.00	0.0%
Bank Service Charges	0.00	170.00	-170.00	0.0%
Building Maintenance				
General	0.00	1,300.00	-1,300.00	0.0%
Snow Removal	0.00	5,700.00	-5,700.00	0.0%
Total Building Maintenance	<u>0.00</u>	<u>7,000.00</u>	<u>-7,000.00</u>	<u>0.0%</u>
Collection development				
Audiobooks	0.00	2,800.00	-2,800.00	0.0%
Books	0.00	14,000.00	-14,000.00	0.0%
DVDs	0.00	3,500.00	-3,500.00	0.0%
Puppets	0.00	50.00	-50.00	0.0%
Total Collection development	<u>0.00</u>	<u>20,350.00</u>	<u>-20,350.00</u>	<u>0.0%</u>
Collections Agency	0.00	110.00	-110.00	0.0%
Dues and Subscriptions	0.00	400.00	-400.00	0.0%
Equipment	0.00	400.00	-400.00	0.0%
Fire Monitoring	0.00	500.00	-500.00	0.0%
Fund Raising	0.00	3,000.00	-3,000.00	0.0%
Insurance				
Disability Insurance	0.00	900.00	-900.00	0.0%
Insurance - Other	0.00	8,000.00	-8,000.00	0.0%
Total Insurance	<u>0.00</u>	<u>8,900.00</u>	<u>-8,900.00</u>	<u>0.0%</u>
Licenses and Permits	0.00	200.00	-200.00	0.0%
New building development	0.00	30,000.00	-30,000.00	0.0%
Newsletter	0.00	3,000.00	-3,000.00	0.0%
Payroll Expenses	0.00	119,000.00	-119,000.00	0.0%
Postage and Delivery	0.00	200.00	-200.00	0.0%
Printing and Reproduction	0.00	2,000.00	-2,000.00	0.0%
Professional Fees				

Addison Township Public Library Proposed Library Budget 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Audit	0.00	4,000.00	-4,000.00	0.0%
Total Professional Fees	0.00	4,000.00	-4,000.00	0.0%
Programming	0.00	500.00	-500.00	0.0%
Rent	0.00	17,400.00	-17,400.00	0.0%
Repairs				
Building Repairs	0.00	250.00	-250.00	0.0%
Total Repairs	0.00	250.00	-250.00	0.0%
Staff development	0.00	350.00	-350.00	0.0%
Supplies				
Library Supplies	0.00	1,500.00	-1,500.00	0.0%
Maintenance Supplies	0.00	100.00	-100.00	0.0%
Software	0.00	1,010.00	-1,010.00	0.0%
Total Supplies	0.00	2,610.00	-2,610.00	0.0%
Taxes	0.00	360.00	-360.00	0.0%
Telephone	0.00	3,400.00	-3,400.00	0.0%
The Library Network				
Acquisitions	0.00	1,500.00	-1,500.00	0.0%
Datamailers	0.00	40.00	-40.00	0.0%
Delivery	0.00	1,400.00	-1,400.00	0.0%
Download Destination	0.00	2,600.00	-2,600.00	0.0%
Equipment	0.00	2,000.00	-2,000.00	0.0%
Shared Automation System	0.00	23,000.00	-23,000.00	0.0%
Technology Services	0.00	1,800.00	-1,800.00	0.0%
Telecommunications	0.00	2,900.00	-2,900.00	0.0%
Total The Library Network	0.00	35,240.00	-35,240.00	0.0%
Utilities				
Gas and Electric	0.00	4,000.00	-4,000.00	0.0%
Water	0.00	320.00	-320.00	0.0%
Total Utilities	0.00	4,320.00	-4,320.00	0.0%
Website Application and Hosting	0.00	210.00	-210.00	0.0%
Total Expense	0.00	265,050.00	-265,050.00	0.0%
Net Ordinary Income	0.00	21,000.00	-21,000.00	0.0%
Net Income	0.00	21,000.00	-21,000.00	0.0%



Addison Township
Public Library
a place to grow

October 20, 2020

**Addison Twp. Library
Jaema Berman, Library Director
1400 Rochester Rd.
Leonard, MI 48367**

**Brian Howarth, Library Board of Trustee
3400 Honey Bee Lane
Oxford, MI 48370**

Dear Mr. Howarth,

We want to thank you for your diligent participation on the Library Board of Trustees, 2016-2020. Your support and action for four years has helped us grow and enhance library policies, facilities and services. Your insight, proactiveness and creativity has made our community a better place to live! We thank you for the many hours of dedication in support of the Addison Twp. Public Library and wish you warmest regards in all your future endeavors!

Many thanks,

Jaema Berman, Library Director

James Baldiga, Library Board President



Addison Township
Public Library
a place to grow

October 20, 2020
Addison Twp. Library
Jaema Berman, Library Director
1400 Rochester Rd.
Leonard, MI 48367

Mary Ellen Warner, Library Board of Trustee
835 Quatro Ln.,
Leonard, MI 48367

Dear Ms. Warner,

We want to thank you for your diligent participation on the Library Board of Trustees, 2016-2020. Your support and action for four years has helped us grow and enhance library policies, facilities and services. Your insight, proactiveness and creativity has made our community a better place to live!

We thank you for the many hours of dedication in support of the Addison Twp. Public Library and wish you warmest regards in all your future endeavors!

Many thanks,

Jaema Berman, Library Director

James Baldiga

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				\$816.00
Fire monitoring add'l contract for cell radio **Annual				\$588.00
Annual Total for VOIP with add'l changes				\$2,548.00

Radio Cell Install for Fire Monitoring (One time)				\$394.00
---	--	--	--	----------