



Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – March 17, 2022
2. General Meeting Minutes – December 16, 2021
3. Financial Statements – February 28, 2022
 - a. Balance Sheet
 - b. Revenue and Expenditure Summary
 - c. Revenue and Expenditure Expanded
 - d. Check Register
4. Financial Statements – January 31, 2022
 - a. Balance Sheet
 - b. Revenue and Expenditure Summary
 - c. Revenue and Expenditure Expanded
 - d. Check Register
5. Financial Statements – December 31, 2021
 - a. Balance Sheet
 - b. Revenue and Expenditure Summary
 - c. Revenue and Expenditure Expanded
 - d. Check Register
6. Director's Report
7. 2022 Board Meeting Agenda Planning
8. Endowment Fund Activity Chart
9. 2023 Library Materials Budget Recommendation
10. 2023 Healthcare Plan Coverage Discussion
11. Masking Requirement for Staff Discussion



**Library Board of Trustees
Meeting Agenda – March 17, 2022**

7:30 PM	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
By Unanimous Consent	Approve Agenda
By Unanimous Consent	Approve December 16, 2021 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	None
New Business	Discussion Item: Review 2022 Monthly Board Meeting Agenda Plan Discussion Item: Endowment Fund review Discussion Item: 2023 Budget Discussion – expenditures Library Materials Budget recommendation Discussion Item: 2023 Healthcare Plan Coverage Discussion Item: Staff Masking Requirement
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

December 16, 2021 – 7:30 PM

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:31 PM.

Present: N. Eggenberger, A. Iqbal, J. Lee, C. Spas, A. Watts

Absent: M. Farrell

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (K. Bounds, D. Ewick, L. Golden, D. McHugh, M. Nicholson, R. Noble) – None

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

APPROVAL OF CLOSED SESSION MINUTES

The minutes were accepted by unanimous consent.

COMMUNICATIONS — Director Eva Davis shared a letter from the library's attorney, Anne Seuryneck of Foster, Swift which notified the library that the hourly billing rate to the library will increase to \$225 effective February 1, 2022. The board indicated willingness to continue with Foster, Swift in light of the increase.

DIRECTOR'S REPORT

The roofing crew needs five days (not necessarily consecutive) to complete the trim on the new roof.

The library was 92% through the year, as of 11/30/2021. The 4th Quarter Budget Amendment and Fund Balance transfer later in the agenda are intended to bring the financials into line and to make sure that there is enough funded on the expenditure side.

TRUSTEE COMMENTS — Chair Nancy Eggenberger expressed concern regarding the spread of both the Delta and Omicron variants of the coronavirus in the area. She suggested the board discuss the possibility of meeting virtually in 2022. E. Davis will research whether virtual meetings will still be a legal option according to the Open Meetings Act in 2022.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Nomination and Election of 2022 Board Officers – Chair N. Eggenberger indicated that, as none of the other trustees had indicated a desire to serve as officers in 2022, the current slate of officers (Nancy Eggenberger – Chair; Michelle Farell – Vice Chair; Amy Watts – Secretary/Treasurer) were willing to stand for a second term.

J. Lee moved and C. Spas supported a motion to nominate and elect the current slate of officers to a second term.

The motion passed unanimously 21/12-16-1

NEW BUSINESS

4th Quarter Budget Amendment — A. Iqbal moved and A. Watts supported a motion to approve the 4th Quarter Budget Amendment as presented.

The motion passed unanimously 21/12-16-2

Approve Fund Balance Transfer for 2021 Capital Projects – A. Watts moved and C. Spas supported a motion to approve a fund balance transfer (not to exceed \$573,408) for 2021 capital projects.

The motion passed unanimously 21/12-16-3

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 7:39 PM.

Amy Watts, Secretary-Treasurer

03/08/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 02/28/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	8,608,675.25
101-000.00-001.02	CHECKING-CREDIT CARD	6,110.42
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	11,213.10
101-000.00-002.00	SAVINGS	997,801.08
	Total Assets	9,623,799.85
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	171,362.92
101-000.00-219.01	SOCIAL COMMITTEE	8,019.89
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	5,699.91
101-000.00-231.06	RETIREMENT SAVINGS DEDUCTIONS (457)	(5,733.30)
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	2,885.70
	Total Liabilities	182,235.12
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	4,337,699.10
	Total Fund Balance	4,337,699.10
	Beginning Fund Balance - 2021	0.00
	Net of Revenues VS Expenditures - 2021	5,795.51
	*2021 End FB/2022 Beg FB	4,343,494.61
	Net of Revenues VS Expenditures - Current Year	5,098,070.12
	Ending Fund Balance	9,441,564.73
	Total Liabilities And Fund Balance	9,623,799.85

* Year Not Closed

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	6,282.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(418.81)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,614,353.67
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMEN	(5,510,628.92)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,920,423.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMEN	(1,235,099.05)
901-000.00-150.00	LIBRARY MATERIALS	5,573,452.67
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,706,043.40)
901-000.00-160.00	HARDWARE	1,416,719.12
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(1,091,935.97)
901-000.00-162.00	SOFTWARE	1,156,441.69
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(922,827.67)
	Total Assets	11,288,218.61
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	12,961,535.10
	Total Fund Balance	12,961,535.10
	Beginning Fund Balance - 2021	0.00
	Net of Revenues VS Expenditures - 2021	(1,673,316.49)
	Fund Balance Adjustments - 2021	13,597.00
	*2021 End FB/2022 Beg FB	11,288,218.61
	Net of Revenues VS Expenditures - Current Year	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	11,288,218.61
	Total Liabilities And Fund Balance	11,288,218.61

* Year Not Closed

03/08/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 02/28/2022

DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	02/28/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,447,500.00	6,367,895.96	79,604.04	98.77
STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00	55,000.00	0.00
PHOTOCOPY FEES	40,000.00	4,155.45	35,844.55	10.39
REPLACEMENT-LIBRARY MATERIALS	5,000.00	1,257.78	3,742.22	25.16
MEETING ROOM RENTAL	200.00	0.00	200.00	0.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
OVERDUE FINES	15,000.00	2,988.83	12,011.17	19.93
INTEREST INCOME	200.00	15.89	184.11	7.95
COMMISSION	6,000.00	607.99	5,392.01	10.13
OTHER REVENUE	1,000.00	742.05	257.95	74.21
Net INCOME	6,700,900.00	6,377,663.95	323,236.05	95.18
TOTAL REVENUES	6,700,900.00	6,377,663.95	323,236.05	95.18
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	359,638.16	2,803,361.84	11.37
FRINGE BENEFITS	857,000.00	389,107.74	467,892.26	45.40
SUPPLIES	157,453.00	7,644.08	149,808.92	4.85
LIBRARY MATERIALS	1,004,000.00	137,825.07	866,174.93	13.73
PROFESSIONAL & CONTRACTUAL	437,134.00	184,177.96	252,956.04	42.13
COMMUNICATIONS	28,500.00	2,627.69	25,872.31	9.22
PRINTING	61,900.00	0.00	61,900.00	0.00
UTILITIES	213,000.00	23,738.30	189,261.70	11.14
MAINTENANCE & REPAIRS	246,650.00	22,635.91	224,014.09	9.18
BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
INSURANCE	58,100.00	46,253.00	11,847.00	79.61
CAPITAL OUTLAY	963,000.00	99,046.00	863,954.00	10.29
OTHER FINANCING USES/ENDOWMENT TRANSERS	500.00	0.00	500.00	0.00
PROPERTY TAX REFUNDS	2,500.00	202.31	2,297.69	8.09
COMMUNITY PROMOTION	25,658.00	343.11	25,314.89	1.34
TRAVEL	64,850.00	5,118.58	59,731.42	7.89
RENTALS/LEASES	16,300.00	1,235.92	15,064.08	7.58
Net EXPENSES	7,314,545.00	1,279,593.83	6,034,951.17	17.49
TOTAL EXPENDITURES	7,314,545.00	1,279,593.83	6,034,951.17	17.49
TOTAL REVENUES - FUND 101	6,700,900.00	6,377,663.95	323,236.05	95.18
TOTAL EXPENDITURES - FUND 101	7,314,545.00	1,279,593.83	6,034,951.17	17.49
NET OF REVENUES & EXPENDITURES	(613,645.00)	5,098,070.12	(5,711,715.12)	830.78
NET CHANGE IN FUND BALANCE	(613,645.00)	5,098,070.12		
FUND BALANCE - BEGINNING OF YEAR	4,343,495.00	4,343,494.61		
FUND BALANCE - END OF YEAR	3,729,850.00	9,441,564.73		

03/08/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,447,500.00	6,367,895.96	79,604.04	98.77
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00	55,000.00	0.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	4,155.45	35,844.55	10.39
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	1,257.78	3,742.22	25.16
101-000.00-651.00	MEETING ROOM RENTAL	200.00	0.00	200.00	0.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-658.00	OVERDUE FINES	15,000.00	2,988.83	12,011.17	19.93
101-000.00-665.00	INTEREST INCOME	200.00	15.89	184.11	7.95
101-000.00-668.00	COMMISSION	6,000.00	607.99	5,392.01	10.13
101-000.00-675.00	OTHER REVENUE	1,000.00	742.05	257.95	74.21
TOTAL REVENUES		6,700,900.00	6,377,663.95	323,236.05	95.18
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	359,638.16	2,803,361.84	11.37
101-790.00-716.01	TAXES-FICA/MC	241,000.00	34,202.60	206,797.40	14.19
101-790.00-716.02	DENTAL	21,700.00	327.80	21,372.20	1.51
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	2,000.00	648.10	1,351.90	32.41
101-790.00-716.04	LIFE INSURANCE/DISABILITY	18,000.00	4,562.77	13,437.23	25.35
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	59,286.87	175,713.13	25.23
101-790.00-716.06	MEDICAL BUY OUTS	4,800.00	0.00	4,800.00	0.00
101-790.00-716.07	OPTICAL	7,000.00	247.95	6,752.05	3.54
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	6,500.00	4,108.00	2,392.00	63.20
101-790.00-717.01	RETIREMENT DC PLAN (401A)	40,000.00	5,723.65	34,276.35	14.31

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	BALANCE	
		ORMAL (ABNORMAL)	ORMAL (ABNORMAL)		
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	1,215.25	10,784.75	10.13
101-790.00-730.01	BOOKS	242,000.00	19,516.03	222,483.97	8.06
101-790.00-730.02	AV (MEDIA)	109,000.00	10,771.79	98,228.21	9.88
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	107,537.25	545,462.75	16.47
101-790.00-802.00	LEGAL	15,000.00	0.00	15,000.00	0.00
101-790.00-803.00	AUDIT	13,050.00	9,400.00	3,650.00	72.03
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	0.00	1,000.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	5,000.00	202.62	4,797.38	4.05
101-790.00-850.00	COMMUNICATIONS	28,500.00	2,627.69	25,872.31	9.22
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	160,000.00	20,058.75	139,941.25	12.54
101-790.00-922.00	GAS	33,000.00	3,120.26	29,879.74	9.46
101-790.00-923.00	WATER	20,000.00	559.29	19,440.71	2.80
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	11,020.00	80,980.00	11.98
101-790.00-932.01	LAWN & GROUNDS	40,850.00	0.00	40,850.00	0.00
101-790.00-932.02	SNOW & ICE	37,000.00	5,483.33	31,516.67	14.82
101-790.00-933.00	BUILDING SECURITY	6,200.00	1,306.98	4,893.02	21.08
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	1,000.00	0.00	1,000.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	12,200.00	2,519.90	9,680.10	20.65
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	17,400.00	0.00	17,400.00	0.00
101-790.00-935.00	BUILDING REPAIRS	20,000.00	1,250.00	18,750.00	6.25
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	1,055.70	18,944.30	5.28
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	795.97	13,004.03	5.77
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	439.95	2,060.05	17.60
101-790.00-965.00	BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
101-790.00-969.00	INSURANCE	58,100.00	46,253.00	11,847.00	79.61
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	28,000.00	0.00	28,000.00	0.00
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	146,000.00	99,046.00	46,954.00	67.84
101-790.00-975.00	FURNITURE AND EQUIPMENT	180,000.00	0.00	180,000.00	0.00
101-790.00-978.00	HARDWARE	600,000.00	0.00	600,000.00	0.00
101-790.00-979.00	SOFTWARE	9,000.00	0.00	9,000.00	0.00

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	02/28/2022	BALANCE	USED
101-790.00-995.00	ENDOWMENT TRANSFERS	500.00	0.00	500.00	0.00
101-790.00-998.00	PROPERTY TAX REFUNDS	2,500.00	202.31	2,297.69	8.09
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	228.00	972.00	19.00
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	146.00	154.00	48.67
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	5,500.00	0.00	5,500.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000.00	855.20	3,144.80	21.38
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	0.00	200.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	415.86	12,084.14	3.33
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	2,448.10	21,051.90	10.42
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	937.91	13,562.09	6.47
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(264.08)	3,089.08	(9.35)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	3,062.00	12,438.00	19.75
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	97.00	12,003.00	0.80
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,525.00	0.00	1,525.00	0.00
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,150.00	1,052.00	9,098.00	10.36
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	0.00	5,000.00	0.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,450.00	300.00	1,150.00	20.69
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	0.00	5,500.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	7,800.00	0.00	7,800.00	0.00
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	0.00	2,000.00	0.00
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	128.44	2,271.56	5.35
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,200.00	0.00	1,200.00	0.00
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,084.00	613.30	4,470.70	12.06
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,524.00	0.00	5,524.00	0.00
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	22,000.00	1,042.29	20,957.71	4.74
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	15.15	134.85	10.10
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	25,084.00	12,962.12	12,121.88	51.67
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	9,250.00	580.25	8,669.75	6.27
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	192.00	808.00	19.20
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	990.00	8,510.00	10.42
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	21.88	978.12	2.19

GL NUMBER	DESCRIPTION	2022	YTD BALANCE 02/28/2022	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	JORMAL (ABNORMAL)	JORMAL (ABNORMAL)	
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	1,000.00	0.00	1,000.00	0.00
101-790.04-728.00	POSTAGE-COMMUNITY RELATIONS	27,370.00	265.00	27,105.00	0.97
101-790.04-806.00	PROGRAMMING-COMMUNITY RELATIONS	30,000.00	1,419.59	28,580.41	4.73
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	62,900.00	4,250.00	58,650.00	6.76
101-790.04-808.00	MEMBERSHIP DUES-COMMUNITY RELATIONS	1,000.00	330.00	670.00	33.00
101-790.04-861.00	CONFERENCES-COMMUNITY RELATIONS	5,000.00	1,241.20	3,758.80	24.82
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	0.00	900.00	0.00
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	214.67	23,043.33	0.92
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	60,200.00	0.00	60,200.00	0.00
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	4,500.00	42.71	4,457.29	0.95
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	3,500.00	228.60	3,271.40	6.53
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	0.00	2,500.00	0.00
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,000.00	1,384.00	13,616.00	9.23
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	17.90	2,232.10	0.80
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,000.00	683.99	22,316.01	2.97
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	148,145.38	64,854.62	69.55
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,025.00	110.00	915.00	10.73
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	4,600.00	1,701.00	2,899.00	36.98
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	8,300.00	608.40	7,691.60	7.33
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00	1,100.00	0.00
TOTAL EXPENDITURES		7,314,545.00	1,279,593.83	6,034,951.17	17.49
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,700,900.00	6,377,663.95	323,236.05	95.18
TOTAL EXPENDITURES		7,314,545.00	1,279,593.83	6,034,951.17	17.49
NET OF REVENUES & EXPENDITURES		(613,645.00)	5,098,070.12	(5,711,715.12)	830.78
NET CHANGE IN FUND BALANCE		(613,645.00)	5,098,070.12		
FUND BALANCE - BEGINNING OF YEAR		4,343,495.00	4,343,494.61		
FUND BALANCE - END OF YEAR		3,729,850.00	9,441,564.73		

03/08/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 02/01/2022 - 02/28/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
02/02/2022	GEN	54(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,683.30
02/02/2022	GEN	55(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
02/02/2022	GEN	56(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
02/02/2022	GEN	57(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES 02-02	219.00
02/09/2022	GEN	52679	1004	AFLAC	AFLAC DEDUCTIONS - JANUARY	73.68
02/09/2022	GEN	52680	1009	AMAZON CAPITAL SERVICES	KENSINGTON DUO GEL MOUSE & WRIST REST BU	175.91
02/09/2022	GEN	52681	1336	AMY VIERGUTZ	REIMBURSEMENT FOR CONTAINER STORE BINS	43.96
02/09/2022	GEN	52682	1018	ARROW OFFICE SUPPLY	OFFICE SUPPLIES	55.04
02/09/2022	GEN	52683	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,744.16
02/09/2022	GEN	52684	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	491.69
02/09/2022	GEN	52685	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	959.22
02/09/2022	GEN	52686	1036	BAKER & TAYLOR	BOOKS	91.92
02/09/2022	GEN	52687	1157	BARB GUDENBURR	SC SNACKS FOR EMPLOYEES	25.76
02/09/2022	GEN	52688	MISC ILL	BRANDON TOWNSHIP PUBLIC LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	4.99
02/09/2022	GEN	52689	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 11/05/2021-01/07/2022	559.29
02/09/2022	GEN	52690	MISC	CLAIRE SPAS	PLA CONFERENCE ROUNDTRIP AIRFARE	525.20
02/09/2022	GEN	52691	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEARR	685.97
02/09/2022	GEN	52692	1086	COMIC CITY	TGRA COMICS NOT TO EXCEED 150.00	94.78
02/09/2022	GEN	52693	1113	EBSCO INFORMATION SERVICES	3 NEW MAGAZINE SUBSCRIPTIONS 2022	164.95
02/09/2022	GEN	52694	1148	GRAINGER	SLOAN DIAPHRAGM ASSEMBLIES	345.64
02/09/2022	GEN	52695	MISC ILL	HARRISON TOWNSHIP PUBLIC LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	37.00
02/09/2022	GEN	52696	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	902.06
02/09/2022	GEN	52697	1167	INNOVATIVE INTERFACES	ANNUAL SIERRA MAINTENANCE TIL 12/31/2022	77,355.31
02/09/2022	GEN	52698	1114	J.C. EHRLICH	K9 INSPECTION & COMMERCIAL BED BUG CONTR	568.00
02/09/2022	GEN	52699	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	406.83
02/09/2022	GEN	52700	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,105.21
02/09/2022	GEN	52701	1232	OFFICE DEPOT	TPW SUPPLIES	238.10
02/09/2022	GEN	52702	1235	OVERDRIVE, INC.	44 YA EBOOKS ETFIC	4,627.76
02/09/2022	GEN	52703	1258	QUILL CORPORATION	OFFICE SUPPLIES	30.58
02/09/2022	GEN	52704	1292	STAPLES BUSINESS ADVANTAGE	OFFICE & JANITORIAL SUPPLIES	139.02
02/09/2022	GEN	52705	1302	SUSTAINABLE DESIGN-BUILD SERVICES	CAPITAL PROJECT: RTU, AIR HANDLER AND RO	23,515.00
02/09/2022	GEN	52706	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	92.73
02/09/2022	GEN	52707	MISC ILL	TROY PUBLIC LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	29.66
02/12/2022	GEN	52708	MISC	ELLEN ROBERTSON	LONGEVITY AWARD - 15 YEARS	200.00
02/14/2022	GEN	58(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,356.27
02/14/2022	GEN	59(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
02/14/2022	GEN	60(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,683.30

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/14/2022	GEN	61(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
02/14/2022	GEN	62(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	1,589.97
02/17/2022	GEN	52709	1051	BLUE CARE NETWORK	COVERAGE - MARCH	19,768.14
02/17/2022	GEN	52710	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	11,706.64
02/17/2022	GEN	52711	1082	CARDMEMBER SERVICE	PAYPAL MONTHLY PAYFLOW LINK SERVICE FEES	5,799.24
02/17/2022	GEN	52712	1300	SUN LIFE FINANCIAL	SUN LIFE MONTHLY PREMIUM-MARCH	1,470.59
02/23/2022	GEN	52713	1009	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	682.21
02/23/2022	GEN	52714	MISC ILL	ANDREWS UNIVERSITY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	79.00
02/23/2022	GEN	52715	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORAL SUPPLIES	503.69
02/23/2022	GEN	52716	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	235.83
02/23/2022	GEN	52717	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,672.85
02/23/2022	GEN	52718	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	256.20
02/23/2022	GEN	52719	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,807.40
02/23/2022	GEN	52720	1036	BAKER & TAYLOR	BOOKS	14.38
02/23/2022	GEN	52721	1157	BARB GUDENBURR	BAGS FOR N95 MASKS	62.59
02/23/2022	GEN	52722	1079	CENGAGE LEARNING INC	GALE EBOOK - ADULT NF	730.78
02/23/2022	GEN	52723	1083	CITIZENS INSURANCE COMPANY	CITIZENS INSURANCE POLICIES	46,415.00
02/23/2022	GEN	52724	1086	COMIC CITY	JGRA COMICS NOT TO EXCEED 100.00	28.93
02/23/2022	GEN	52725	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	53 ADULT VIDEO GAMES	1,752.48
02/23/2022	GEN	52726	1147	DOLORES GRADDY	MATERIALS FOR DISPLAY	85.90
02/23/2022	GEN	52727	1107	DRIP INVESTOR	DRIP INVESTOR RENEWAL MAY 2022-2023	74.00
02/23/2022	GEN	52728	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES FEB + DEEP CLEAN RES	5,820.00
02/23/2022	GEN	52729	1113	EBSCO INFORMATION SERVICES	SUPPLEMENTAL INVOICE NY REV OF BOOKS	11.00
02/23/2022	GEN	52730	1206	FARMINGTON COMMUNITY LIBRARY	METRONET OVERDRIVE E-MAGAZINE RENEWAL 20	6,370.04
02/23/2022	GEN	52731	MISC ILL	HACKLEY PUBLIC LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	59.84
02/23/2022	GEN	52732	1378	HIGH DEFINITION GENEALOGY, LLC	GENEALOGY PROGRAM FEBRUARY	100.00
02/23/2022	GEN	52733	1359	HOWARD COMMERCIAL DOOR	WEATHERSTRIP,SWEEPS,DRIP CAPS/MATL & LAB	1,021.00
02/23/2022	GEN	52734	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	921.18
02/23/2022	GEN	52735	1114	J.C. EHRLICH	PEST CONTROL SERVICE 2022	92.00
02/23/2022	GEN	52736	1188	LIBRARY DESIGN ASSOCIATES, INC.	REPLACEMENT ELEC. COMPONENT FOR TMC UPHO	295.00
02/23/2022	GEN	52737	1193	LONG PLUMBING	SLOAN VALVE REPAIR	229.00
02/23/2022	GEN	52738	1210	MICHIGAN LIBRARY ASSOCIATION	MLA SPRING INSTITUTE 2022 FOR LISA BOYD	400.00
02/23/2022	GEN	52739	1230	MICHIGAN.COM	DETROIT FREE PRESS RENEWAL 3/1/22 - 2/28	418.01
02/23/2022	GEN	52740	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,270.40
02/23/2022	GEN	52741	MISC	NAVI BRITT	SC SNACK WEEK FOR EMPLOYEES	29.41
02/23/2022	GEN	52742	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	138.72
02/23/2022	GEN	52743	1235	OVERDRIVE, INC.	108 ADULT FICTION EBOOKS	10,556.32
02/23/2022	GEN	52744	1253	PROQUEST LLC	SYNDETC LICENSE AGREEMENT 2-1-2022 / 1-	6,678.12
02/23/2022	GEN	52745	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT 2022-01	5,483.33
02/23/2022	GEN	52746	1265	ROWMAN & LITTLEFIELD PUBLISHING GRO	BUSINESS STATISTICS UNITED STATES 2021 E	170.03
02/23/2022	GEN	52747	1227	RUDIE NOBLE	OPTICAL ALLOWANCE - NOBLE	247.95

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/23/2022	GEN	52748	1275	SELECTIVE INSURANCE COMPANY OF AMER	LIABILITY INSURANCE	3,946.00
02/23/2022	GEN	52749	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	97.00
02/23/2022	GEN	52750	1291	STANLEY ACCESS TECH LLC	STANLEY ACCESS ANNUAL SERVICE CONTRACT (1,116.00
02/23/2022	GEN	52751	1128	THE FISH DOCTORS OF CANTON	FISH DOCTOR'S MONTHLY MAINTENANCE	238.44
02/23/2022	GEN	52752	1187	THE LIBRARY CORPORATION	ITS MARC / AV ACCESS MAY 2022 - APR 2023	5,228.00
02/23/2022	GEN	52753	1308	THE LIBRARY NETWORK	TLN KN95 MASKS (40 PER BOX)	780.00
02/23/2022	GEN	52754	1309	THE NEW YORK TIMES	NYTIMES.COM GAMES	2,080.00
02/23/2022	GEN	52755	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
02/23/2022	GEN	52756	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	269.10
02/23/2022	GEN	52757	1159	HOME DEPOT	16X25X2 MERV 12 AIR FILTERS (PKG. OF 3)	89.87

GEN TOTALS:
Total of 88 Checks: 291,657.23
Less 0 Void Checks: 0.00
Total of 88 Disbursements: 291,657.23

02/04/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 01/31/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	6,918,946.99
101-000.00-001.02	CHECKING-CREDIT CARD	8,182.50
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	10,086.82
101-000.00-002.00	SAVINGS	997,793.54
	Total Assets	7,935,009.85
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	114,016.95
101-000.00-219.01	SOCIAL COMMITTEE	4,122.24
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	5,699.91
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	1,759.42
	Total Liabilities	125,598.52
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	4,337,699.10
	Total Fund Balance	4,337,699.10
	Beginning Fund Balance - 2021	0.00
	Net of Revenues VS Expenditures - 2021	5,795.51
	*2021 End FB/2022 Beg FB	4,343,494.61
	Net of Revenues VS Expenditures - Current Year	3,465,916.72
	Ending Fund Balance	7,809,411.33
	Total Liabilities And Fund Balance	7,935,009.85

* Year Not Closed

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,763,359.40
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMEN	(5,618,479.51)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,924,219.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMEN	(1,082,360.96)
901-000.00-150.00	LIBRARY MATERIALS	5,249,276.37
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,629,206.83)
901-000.00-160.00	HARDWARE	1,340,982.24
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(975,942.35)
901-000.00-162.00	SOFTWARE	1,086,157.99
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(850,412.34)
	Total Assets	11,275,093.09
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	11,275,093.09
	Total Fund Balance	11,275,093.09
	Beginning Fund Balance - 2021	0.00
	Net of Revenues VS Expenditures - 2021	0.00
	*2021 End FB/2022 Beg FB	11,275,093.09
	Net of Revenues VS Expenditures - Current Year	0.00
	Ending Fund Balance	11,275,093.09
	Total Liabilities And Fund Balance	11,275,093.09
* Year Not Closed		

02/04/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 01/31/2022

DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022 ORMAL (ABNORMAL)	AVAILABLE BALANCE ORMAL (ABNORMAL)	% BDGT USED
Revenues				
INCOME				
PROPERTY TAXES	6,447,500.00	4,172,242.63	2,275,257.37	64.71
STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00	55,000.00	0.00
PHOTOCOPY FEES	40,000.00	2,261.00	37,739.00	5.65
REPLACEMENT-LIBRARY MATERIALS	5,000.00	652.97	4,347.03	13.06
MEETING ROOM RENTAL	200.00	0.00	200.00	0.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
OVERDUE FINES	15,000.00	1,694.31	13,305.69	11.30
INTEREST INCOME	200.00	8.35	191.65	4.18
COMMISSION	6,000.00	0.00	6,000.00	0.00
OTHER REVENUE	1,000.00	164.00	836.00	16.40
Net INCOME	6,700,900.00	4,177,023.26	2,523,876.74	62.34
TOTAL REVENUES	6,700,900.00	4,177,023.26	2,523,876.74	62.34
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	131,503.03	3,031,496.97	4.16
FRINGE BENEFITS	857,000.00	346,913.83	510,086.17	40.48
SUPPLIES	157,453.00	3,344.93	154,108.07	2.12
LIBRARY MATERIALS	1,004,000.00	84,485.46	919,514.54	8.41
PROFESSIONAL & CONTRACTUAL	437,134.00	94,518.32	342,615.68	21.62
COMMUNICATIONS	28,500.00	1,520.43	26,979.57	5.33
PRINTING	61,900.00	0.00	61,900.00	0.00
UTILITIES	213,000.00	11,472.37	201,527.63	5.39
MAINTENANCE & REPAIRS	246,650.00	8,226.14	238,423.86	3.34
BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
INSURANCE	58,100.00	0.00	58,100.00	0.00
CAPITAL OUTLAY	963,000.00	26,311.00	936,689.00	2.73
OTHER FINANCING USES/ENDOWMENT TRANSERS	500.00	0.00	500.00	0.00
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	322.53	25,335.47	1.26
TRAVEL	64,850.00	2,488.50	62,361.50	3.84
RENTALS/LEASES	16,300.00	0.00	16,300.00	0.00
Net EXPENSES	7,314,545.00	711,106.54	6,603,438.46	9.72
TOTAL EXPENDITURES	7,314,545.00	711,106.54	6,603,438.46	9.72
TOTAL REVENUES - ALL FUNDS	6,700,900.00	4,177,023.26	2,523,876.74	62.34
TOTAL EXPENDITURES - ALL FUNDS	7,314,545.00	711,106.54	6,603,438.46	9.72
NET OF REVENUES & EXPENDITURES	(613,645.00)	3,465,916.72	(4,079,561.72)	564.81
NET CHANGE IN FUND BALANCE	(613,645.00)	3,465,916.72		
FUND BALANCE - BEGINNING OF YEAR	4,343,495.00	4,343,494.61		
FUND BALANCE - END OF YEAR	3,729,850.00	7,809,411.33		

02/04/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 01/31/2022

DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022 ORMAL (ABNORMAL)	AVAILABLE BALANCE ORMAL (ABNORMAL)	% BDGT USED
Revenues				
INCOME				
PROPERTY TAXES	6,447,500.00	4,172,242.63	2,275,257.37	64.71
STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00	55,000.00	0.00
PHOTOCOPY FEES	40,000.00	2,261.00	37,739.00	5.65
REPLACEMENT-LIBRARY MATERIALS	5,000.00	652.97	4,347.03	13.06
MEETING ROOM RENTAL	200.00	0.00	200.00	0.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
OVERDUE FINES	15,000.00	1,694.31	13,305.69	11.30
INTEREST INCOME	200.00	8.35	191.65	4.18
COMMISSION	6,000.00	0.00	6,000.00	0.00
OTHER REVENUE	1,000.00	164.00	836.00	16.40
Net INCOME	6,700,900.00	4,177,023.26	2,523,876.74	62.34
TOTAL REVENUES	6,700,900.00	4,177,023.26	2,523,876.74	62.34
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	131,503.03	3,031,496.97	4.16
FRINGE BENEFITS	857,000.00	346,913.83	510,086.17	40.48
SUPPLIES	157,453.00	3,344.93	154,108.07	2.12
LIBRARY MATERIALS	1,004,000.00	84,485.46	919,514.54	8.41
PROFESSIONAL & CONTRACTUAL	437,134.00	94,518.32	342,615.68	21.62
COMMUNICATIONS	28,500.00	1,520.43	26,979.57	5.33
PRINTING	61,900.00	0.00	61,900.00	0.00
UTILITIES	213,000.00	11,472.37	201,527.63	5.39
MAINTENANCE & REPAIRS	246,650.00	8,226.14	238,423.86	3.34
BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
INSURANCE	58,100.00	0.00	58,100.00	0.00
CAPITAL OUTLAY	963,000.00	26,311.00	936,689.00	2.73
OTHER FINANCING USES/ENDOWMENT TRANSERS	500.00	0.00	500.00	0.00
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	322.53	25,335.47	1.26
TRAVEL	64,850.00	2,488.50	62,361.50	3.84
RENTALS/LEASES	16,300.00	0.00	16,300.00	0.00
Net EXPENSES	7,314,545.00	711,106.54	6,603,438.46	9.72
TOTAL EXPENDITURES	7,314,545.00	711,106.54	6,603,438.46	9.72
TOTAL REVENUES - ALL FUNDS	6,700,900.00	4,177,023.26	2,523,876.74	62.34
TOTAL EXPENDITURES - ALL FUNDS	7,314,545.00	711,106.54	6,603,438.46	9.72
NET OF REVENUES & EXPENDITURES	(613,645.00)	3,465,916.72	(4,079,561.72)	564.81
NET CHANGE IN FUND BALANCE	(613,645.00)	3,465,916.72		
FUND BALANCE - BEGINNING OF YEAR	4,343,495.00	4,343,494.61		
FUND BALANCE - END OF YEAR	3,729,850.00	7,809,411.33		

02/04/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 01/01/2022 - 01/31/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
01/06/2022	GEN	45(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
01/06/2022	GEN	46(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,660.30
01/06/2022	GEN	47(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	75.00
01/06/2022	GEN	48(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	229.50
01/06/2022	GEN	52605	1004	AFLAC	AFLAC MONTHLY DEDUCTIONS - DECEMBER	73.68
01/06/2022	GEN	52606	1082	CARDMEMBER SERVICE	PAYPAL MONTHLY PAYFLOW LINK SERVICE FEES	4,479.23
01/06/2022	GEN	52607	1310	T-MOBILE	HOTSPOT SERVICE 2021	92.73
01/12/2022	GEN	52608	1009	AMAZON CAPITAL SERVICES	KOHLER K-4732-0 TOILET SEAT	471.74
01/12/2022	GEN	52609	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,604.56
01/12/2022	GEN	52610	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	80.62
01/12/2022	GEN	52611	1044	BARCODES LLC	RECEIPT PAPER	105.32
01/12/2022	GEN	52612	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEAR	685.97
01/12/2022	GEN	52613	1086	COMIC CITY	TGRA COMICS NOT TO EXCEED 80.00	114.75
01/12/2022	GEN	52614	1126	FINDAWAY WORLD, LLC	11 WONDERBOOKS	539.89
01/12/2022	GEN	52615	1168	INNOVATIVE USERS GROUP	CPL IUG ANNUAL MEMBERSHIP FOR 2022	110.00
01/12/2022	GEN	52616	1183	JAMES LAFFEY	MILEAGE REIMBURSEMENT	14.00
01/12/2022	GEN	52617	1178	KNOWBE4, INC.	SECURITY AWARENESS TRAINING SUBSCRIPTION	1,701.00
01/12/2022	GEN	52618	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW SPINE LABEL PRINTER SVC CONTRACT	414.10
01/12/2022	GEN	52619	1203	MERS	EMPLOYER ANNUAL REQUIRED CONTRIBUTION	280,000.00
01/12/2022	GEN	52620	1365	MICHAEL IVANKOVICH	ZOOM PROGRAM - EBAY 101	250.00
01/12/2022	GEN	52621	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	86.19
01/12/2022	GEN	52622	1235	OVERDRIVE, INC.	92 JUVENILE FICTION EBOOKS	2,757.75
01/12/2022	GEN	52623	1258	QUILL CORPORATION	20-CARTONS COPY PAPER	587.00
01/12/2022	GEN	52624	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE CONTRACT DEC 2021	5,483.33
01/12/2022	GEN	52625	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	12.99
01/12/2022	GEN	52626	1302	SUSTAINABLE DESIGN-BUILD SERVICES	CAPITAL PROJECT 2021: RTU AND ROOF #7	81,620.00
01/12/2022	GEN	52627	1307	TEL SYSTEMS	FRIENDS RM LECTERN AMPLIFIER REPLACEMENT	630.00
01/12/2022	GEN	52628	1128	THE FISH DOCTORS OF CANTON	FISH DOCTOR'S MONTHLY MAINTENANCE	161.46
01/12/2022	GEN	52629	1308	THE LIBRARY NETWORK	INTERNET SERVICE	1,610.63
01/12/2022	GEN	52630	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
01/12/2022	GEN	52631	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES	300.15
01/12/2022	GEN	52632	1011	AMERICAN LIBRARY ASSOCIATION	ALA ANNUAL MEMBERSHIP: E. DAVIS	228.00
01/12/2022	GEN	52633	1067	CAMFIL USA, INC.	FILTERS FOR ROOF TOP UNITS	834.78
01/12/2022	GEN	52634	1136	FRIENDS OF MICHIGAN LIBRARIES	FOML ANNUAL GROUP MEMBERSHIP 2022	45.00
01/12/2022	GEN	52635	1011	AMERICAN LIBRARY ASSOCIATION	ALA/PLA MEMBERSHIP FOR KAT BOUNDS	192.00
01/19/2022	GEN	49(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
01/19/2022	GEN	50(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,683.30
01/19/2022	GEN	51(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	75.00
01/19/2022	GEN	52(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	802.43
01/19/2022	GEN	52636	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	432.46
01/19/2022	GEN	52637	1045	BASIC	FSA RUN OUT PERIOD & PLAN CLOSING	148.10
01/19/2022	GEN	52638	1051	BLUE CARE NETWORK	COVERAGE - FEBRUARY	25,860.22
01/19/2022	GEN	52639	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	11,472.37
01/19/2022	GEN	52640	1300	SUN LIFE FINANCIAL	SUN LIFE INSURED/ASO FEB 2022	1,663.40
01/19/2022	GEN	52641	1295	UNEMPLOYMENT INSURANCE AGENCY	UIA EMPLOYER ACCOUNT NO. 0807286 000; QU	676.28

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/26/2022	GEN	52642	1009	AMAZON CAPITAL SERVICES	EXTERNAL DISK DRIVE FOR LAPTOP BACKUP	547.37
01/26/2022	GEN	52643	1185	AMY LEE	SOCIAL COMMITTEE SNACK WEEK	37.97
01/26/2022	GEN	52644	1017	ARBOR INSPECTION SERVICES, LLC	L&M TO REPLACE BACKFLOW DEVICE	7,811.00
01/26/2022	GEN	52645	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,041.98
01/26/2022	GEN	52646	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	128.67
01/26/2022	GEN	52647	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,339.50
01/26/2022	GEN	52648	1036	BAKER & TAYLOR	BOOKS	10.79
01/26/2022	GEN	52649	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	40.87
01/26/2022	GEN	52650	1059	BRODART CO.	TPW SUPPLIES	264.46
01/26/2022	GEN	52651	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES	2,838.05
01/26/2022	GEN	52652	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	33 ADULT VIDEO GAMES	486.12
01/26/2022	GEN	52653	1098	DELL MARKETING L.P.	ANNUAL EXTENSION OF LAPTOP SERVICE CONTR	89.95
01/26/2022	GEN	52654	1100	DEMCO, INC.	TPW SUPPLIES	563.55
01/26/2022	GEN	52655	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-JANUARY	5,200.00
01/26/2022	GEN	52656	1112	EASY ENGLISH NEWS	EASY ENGLISH NEWS 2022 SUBSCRIPTION	420.00
01/26/2022	GEN	52657	1113	EBSCO INFORMATION SERVICES	AP NEWSROOM RENEWAL 2022	1,500.00
01/26/2022	GEN	52658	1148	GRAINGER	7 FT. STEPLADDER	168.05
01/26/2022	GEN	52659	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	23.44
01/26/2022	GEN	52660	1114	J.C. EHRLICH	K9 INSPECTION & COMMERCIAL BED BUG CONTR	344.00
01/26/2022	GEN	52661	MISC	LASTING IMPRESSIONS	LASTING IMPRESSIONS - SHIPPING CHARGES F	62.88
01/26/2022	GEN	52662	1188	LIBRARY DESIGN ASSOCIATES, INC.	COMMUNITY ROOM IMPROVEMENTS-2022	18,500.00
01/26/2022	GEN	52663	MISC ILL	MANISTEE COUNTY LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	29.99
01/26/2022	GEN	52664	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MORNINGSTAR INVESTMENT RESEARCH CENTER R	4,507.65
01/26/2022	GEN	52665	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,039.56
01/26/2022	GEN	52666	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	137.57
01/26/2022	GEN	52667	1232	OFFICE DEPOT	OFFICE SUPPLIES	155.54
01/26/2022	GEN	52668	1235	OVERDRIVE, INC.	138 ADULT FICTION EBOOKS	12,532.72
01/26/2022	GEN	52669	1243	PETTY CASH	STELLAR STAFF AWARD CASH INCENTIVE	2,270.00
01/26/2022	GEN	52670	1256	PRONUNCIATOR	PRONUNCIATOR RENEWAL 2022	1,578.00
01/26/2022	GEN	52671	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE	55.00
01/26/2022	GEN	52672	1321	TUMBLEWEED PRESS INC	TUMBLEPLATINUM RENEWAL	999.00
01/26/2022	GEN	52673	1331	UPS	OBSERVER NEWSPAPERS SCANNING, MIDWEST RE	8.23
01/26/2022	GEN	52674	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES NOT TO EXCEED	11.00
01/26/2022	GEN	52675	1311	TODAY'S BUSINESS SOLUTIONS, INC.	PRINT-SPOT (PRINTER-ON) REMOTE PRINT ANN	890.00
01/26/2022	GEN	52676	1199	DEBORAH MCHUGH	STAFF LONGEVITY AWARD - MCHUGH	100.00
01/26/2022	GEN	52677	1149	MICHELLE NEUWIRTH GRAY	JIM YOUNG GARDEN/EXTRA SUCCULENTS	175.27
01/26/2022	GEN	52678	1230	OBSERVER & ECCENTRIC NEWSPAPERS	SUBSCRIPTION 1/22-12/22 ACCT#OC8788954	122.10
01/28/2022	GEN	53(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,371.94

GEN TOTALS:
Total of 83 Checks: 514,901.81
Less 0 Void Checks: 0.00
Total of 83 Disbursements: 514,901.81

01/10/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 12/31/2021

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	6,666,793.88
101-000.00-001.02	CHECKING-CREDIT CARD	6,679.78
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	9,930.11
101-000.00-002.00	SAVINGS	997,785.19
101-000.00-020.00	PROPERTY TAXES RECEIVABLE	3,383,297.00
101-000.00-123.00	PREPAID EXPENSES	83,554.90
	Total Assets	11,148,040.86
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	193,905.82
101-000.00-219.01	SOCIAL COMMITTEE	4,185.97
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	5,649.91
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	1,602.71
101-000.00-339.00	DEFERRED REVENUE	6,568,310.43
	Total Liabilities	6,773,654.84
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	4,337,699.10
	Total Fund Balance	4,337,699.10
	Beginning Fund Balance	0.00
	Net of Revenues VS Expenditures	36,686.92
	Fund Balance Adjustments	4,337,699.10
	Ending Fund Balance	4,374,386.02
	Total Liabilities And Fund Balance	11,148,040.86

01/10/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 12/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
PROPERTY TAXES	6,441,909.00	6,442,110.88	(201.88)	100.00
STATE AID TO LIBRARIES	78,207.00	78,207.02	(0.02)	100.00
PHOTOCOPY FEES	20,000.00	22,019.75	(2,019.75)	110.10
REPLACEMENT-LIBRARY MATERIALS	6,200.00	7,115.45	(915.45)	114.77
MEETING ROOM RENTAL	200.00	200.00	0.00	100.00
PENAL FINES	54,840.00	54,840.25	(0.25)	100.00
OVERDUE FINES	18,900.00	21,715.50	(2,815.50)	114.90
INTEREST INCOME	130.00	130.69	(0.69)	100.53
COMMISSION	3,200.00	3,747.47	(547.47)	117.11
OTHER REVENUE	23,000.00	25,085.78	(2,085.78)	109.07
	6,646,586.00	6,655,172.79	(8,586.79)	100.13
TOTAL REVENUES	6,646,586.00	6,655,172.79	(8,586.79)	100.13
SALARIES & WAGES	2,975,000.00	2,824,796.97	150,203.03	94.95
FRINGE BENEFITS	1,158,000.00	1,111,002.51	46,997.49	95.94
SUPPLIES	92,393.00	63,419.42	29,560.58	68.01
LIBRARY MATERIALS	884,083.00	861,495.19	27,795.15	96.86
PROFESSIONAL & CONTRACTUAL	361,522.00	336,695.73	24,826.27	93.13
COMMUNICATIONS	22,700.00	20,790.41	1,909.59	91.59
PRINTING	32,900.00	30,566.20	2,333.80	92.91
UTILITIES	158,000.00	153,038.82	4,961.18	96.86
MAINTENANCE & REPAIRS	184,250.00	163,959.58	20,290.42	88.99
INSURANCE	55,979.00	55,388.00	591.00	98.94
CAPITAL OUTLAY	1,249,600.00	975,096.78	274,503.22	78.03
OTHER FINANCING USES/ENDOWMENT TRANSFERS	1,500.00	850.00	650.00	56.67
PROPERTY TAX REFUNDS	2,500.00	1,718.69	781.31	68.75
COMMUNITY PROMOTION	11,200.00	5,054.57	6,145.43	45.13
TRAVEL	20,967.00	7,104.26	13,876.74	33.82
RENTALS/LEASES	9,400.00	7,508.74	1,891.26	79.88
Net EXPENSES	7,219,994.00	6,618,485.87	607,316.47	91.59
TOTAL EXPENDITURES	7,219,994.00	6,618,485.87	607,316.47	91.59
TOTAL REVENUES - ALL FUNDS	6,646,586.00	6,655,172.79	(8,586.79)	100.13
TOTAL EXPENDITURES - ALL FUNDS	7,219,994.00	6,618,485.87	607,316.47	91.59
NET OF REVENUES & EXPENDITURES	(573,408.00)	36,686.92	(615,903.26)	7.41
NET CHANGE IN FUND BALANCE	(573,408.00)	36,686.92		
FUND BALANCE - BEGINNING OF YEAR	4,337,698.00	4,337,699.00		
FUND BALANCE - END OF YEAR	3,764,290.00	4,374,385.92		

01/10/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 12/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,441,909.00	6,442,110.88	(201.88)	100.00
101-000.00-539.00	STATE AID TO LIBRARIES	78,207.00	78,207.02	(0.02)	100.00
101-000.00-602.00	PHOTOCOPY FEES	20,000.00	22,019.75	(2,019.75)	110.10
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	6,200.00	7,115.45	(915.45)	114.77
101-000.00-651.00	MEETING ROOM RENTAL	200.00	200.00	0.00	100.00
101-000.00-656.00	PENAL FINES	54,840.00	54,840.25	(0.25)	100.00
101-000.00-658.00	OVERDUE FINES	18,900.00	21,715.50	(2,815.50)	114.90
101-000.00-665.00	INTEREST INCOME	130.00	130.69	(0.69)	100.53
101-000.00-668.00	COMMISSION	3,200.00	3,747.47	(547.47)	117.11
101-000.00-675.00	OTHER REVENUE	23,000.00	25,085.78	(2,085.78)	109.07
TOTAL REVENUES		6,646,586.00	6,655,172.79	(8,586.79)	100.13
Expenditures					
101-790.00-702.00	SALARIES & WAGES	2,975,000.00	2,824,796.97	150,203.03	94.95
101-790.00-716.01	TAXES-FICA/MC	228,000.00	208,702.05	19,297.95	91.54
101-790.00-716.02	DENTAL	21,400.00	16,062.95	5,337.05	75.06
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	2,000.00	1,255.67	744.33	62.78
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	15,027.58	472.42	96.95
101-790.00-716.05	MEDICAL INSURANCE	195,000.00	183,185.79	11,814.21	93.94
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	3,600.00	0.00	100.00
101-790.00-716.07	OPTICAL	7,000.00	4,010.15	2,989.85	57.29
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	6,500.00	4,128.00	2,372.00	63.51
101-790.00-717.01	RETIREMENT DC PLAN (401A)	28,000.00	25,030.32	2,969.68	89.39
101-790.00-717.02	RETIREMENT PENSION (MERS)	650,000.00	650,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	9,000.00	4,797.54	4,202.46	53.31
101-790.00-730.01	BOOKS	246,578.00	238,662.29	9,813.36	96.02
101-790.00-730.02	AV (MEDIA)	109,225.00	105,592.45	3,718.74	96.60
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	528,280.00	517,240.45	14,263.05	97.30

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-802.00	LEGAL	6,000.00	4,767.00	1,233.00	79.45
101-790.00-803.00	AUDIT	12,675.00	12,675.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	699.70	300.30	69.97
101-790.00-804.02	BANK FEES-CREDIT CARD	5,000.00	1,105.88	3,894.12	22.12
101-790.00-850.00	COMMUNICATIONS	22,700.00	20,790.41	1,909.59	91.59
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	15.95	484.05	3.19
101-790.00-921.00	ELECTRICITY	135,000.00	132,110.92	2,889.08	97.86
101-790.00-922.00	GAS	8,000.00	7,423.00	577.00	92.79
101-790.00-923.00	WATER	15,000.00	13,504.90	1,495.10	90.03
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	77,000.00	73,684.68	3,315.32	95.69
101-790.00-932.01	LAWN & GROUNDS	31,450.00	29,478.02	1,971.98	93.73
101-790.00-932.02	SNOW & ICE	41,500.00	33,241.63	8,258.37	80.10
101-790.00-933.00	BUILDING SECURITY	5,300.00	5,153.94	146.06	97.24
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	900.00	769.69	130.31	85.52
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	15,900.00	13,175.99	2,724.01	82.87
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	1,200.00	721.00	479.00	60.08
101-790.00-935.00	BUILDING REPAIRS	7,000.00	4,489.63	2,510.37	64.14
101-790.00-936.00	EQUIPMENT REPAIRS	4,000.00	3,245.00	755.00	81.13
101-790.00-941.00	COPY MACHINE CHARGES	7,400.00	5,748.94	1,651.06	77.69
101-790.00-942.00	POSTAGE METER CHARGES	2,000.00	1,759.80	240.20	87.99
101-790.00-969.00	INSURANCE	55,979.00	55,388.00	591.00	98.94
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	6,500.00	6,282.20	217.80	96.65
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	1,088,811.00	822,794.00	266,017.00	75.57
101-790.00-978.00	HARDWARE	79,920.00	75,736.88	4,183.12	94.77
101-790.00-979.00	SOFTWARE	74,369.00	70,283.70	4,085.30	94.51
101-790.00-995.00	ENDOWMENT TRANSFERS	1,500.00	850.00	650.00	56.67
101-790.00-998.00	PROPERTY TAX REFUNDS	2,500.00	1,718.69	781.31	68.75
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	295.00	905.00	24.58
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	0.00	300.00	0.00
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	3,000.00	63.34	2,936.66	2.11
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	126.70	873.30	12.67
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	0.00	200.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	9,500.00	6,595.70	3,491.30	63.25
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	16,000.00	8,644.58	7,355.42	54.03
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	10,500.00	7,266.99	3,233.01	69.21
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	1,411.13	1,413.87	49.95

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,000.00	13,351.36	1,648.64	89.01
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	3,050.00	2,659.98	390.02	87.21
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,500.00	932.00	568.00	62.13
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	9,900.00	9,139.32	760.68	92.32
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000.00	8,734.51	1,265.49	87.35
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,825.00	2,800.00	25.00	99.12
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	3,394.00	2,106.00	61.71
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,600.00	1,299.66	4,300.34	23.21
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	455.90	1,558.10	22.10
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	965.11	1,434.89	40.21
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,200.00	473.00	727.00	39.42
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	1,506.00	1,503.53	2.47	99.84
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,991.00	5,947.27	43.73	99.27
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	12,777.00	12,627.32	149.68	98.83
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	34.00	30.63	3.37	90.09
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	19,800.00	19,788.98	11.02	99.94
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	4,062.00	4,061.40	0.60	99.99
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,080.00	1,079.42	0.58	99.95
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	1,509.00	1,508.65	0.35	99.98
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	8.00	7.84	0.16	98.00
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	800.00	578.33	221.67	72.29
101-790.04-728.00	POSTAGE-COMMUNITY RELATIONS	4,260.00	284.15	3,975.85	6.67
101-790.04-806.00	PROGRAMMING-COMMUNITY RELATIONS	33,500.00	32,113.79	1,386.21	95.86
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	32,900.00	28,300.00	4,600.00	86.02
101-790.04-808.00	MEMBERSHIP DUES-COMMUNITY RELATIONS	430.00	419.25	10.75	97.50
101-790.04-861.00	CONFERENCES-COMMUNITY RELATIONS	2,000.00	1,616.99	383.01	80.85
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	400.00	25.42	374.58	6.36
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	8,800.00	4,089.46	4,710.54	46.47
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	31,200.00	30,077.25	1,122.75	96.40
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,000.00	1,479.66	520.34	73.98
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	1,697.14	302.86	84.86
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,400.00	1,704.87	695.13	71.04
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	2,200.00	1,634.76	565.24	74.31
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	250.00	0.00	250.00	0.00
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	15,200.00	10,555.45	4,644.55	69.44
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	188,000.00	183,309.77	4,690.23	97.51
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	300.00	300.00	0.00	100.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,100.00	5,064.50	35.50	99.30
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	500.00	365.00	135.00	73.00
TOTAL EXPENDITURES		7,219,994.00	6,618,485.87	607,316.47	91.59
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,646,586.00	6,655,172.79	(8,586.79)	100.13
TOTAL EXPENDITURES		7,219,994.00	6,618,485.87	607,316.47	91.59
NET OF REVENUES & EXPENDITURES		(573,408.00)	36,686.92	(615,903.26)	7.41
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		6,646,586.00	6,655,172.79	(8,586.79)	100.13
TOTAL EXPENDITURES - ALL FUNDS		7,219,994.00	6,618,485.87	607,316.47	91.59
NET OF REVENUES & EXPENDITURES		(573,408.00)	36,686.92	(615,903.26)	7.41
NET CHANGE IN FUND BALANCE		(573,408.00)	36,686.92		
FUND BALANCE - BEGINNING OF YEAR		4,337,698.00	4,337,698.00		
FUND BALANCE - END OF YEAR		3,764,290.00	4,374,384.92		

01/10/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 12/01/2021 - 12/31/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
12/02/2021	GEN	52475	1370	ACME PARTYWORKS	ACME PARTYWORKS - TRAIN FOR WINTER SNOW	524.50
12/02/2021	GEN	52476	1004	AFLAC	AFLAC MONTHLY REMITTANCE - 12/2021	73.68
12/02/2021	GEN	52477	1009	AMAZON CAPITAL SERVICES	27 TEEN GRAPHIC NOVELS	1,707.82
12/02/2021	GEN	52478	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	435.85
12/02/2021	GEN	52479	1021	AT&T MOBILITY	CELL SERVICE FOR 3 MOBILE PHONES	182.35
12/02/2021	GEN	52480	1029	BAKER & TAYLOR	CCF GRANT	55.73
12/02/2021	GEN	52481	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	11,284.84
12/02/2021	GEN	52482	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	380.96
12/02/2021	GEN	52483	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	13,393.42
12/02/2021	GEN	52484	1036	BAKER & TAYLOR	BOOKS	56.59
12/02/2021	GEN	52485	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	49.98
12/02/2021	GEN	52486	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	40.87
12/02/2021	GEN	52487	1049	BIBLIOTHECA, LLC.	RFID & X-RANG TAGS	3,257.00
12/02/2021	GEN	52488	1051	BLUE CARE NETWORK	COVERAGE - NOVEMBER/DECEMBER	44,362.81
12/02/2021	GEN	52489	MISC	CAITLIN VERSELE	REISSUE CHECK 51741 DUE TO BEING LOST; S	30.82
12/02/2021	GEN	52490	1070	CANTON COMMUNITY FOUNDATION	ENDOWMENT DONATIONS RECEIVED AT CPL	700.00
12/02/2021	GEN	52491	1079	CENGAGE LEARNING INC	GALE EBOOKS - JUVENILE	15,679.12
12/02/2021	GEN	52492	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	118 ADULT VIDEO GAMES	1,150.09
12/02/2021	GEN	52493	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES	5,200.00
12/02/2021	GEN	52494	1113	EBSCO INFORMATION SERVICES	SUPPLEMENTAL INVOICE - NYT 5/21-5-22	34.07
12/02/2021	GEN	52495	1121	EVERYDAY EDIBLES	APPETIZERS FOR VOLUNTEER HOLIDAY EVENT	534.00
12/02/2021	GEN	52496	1124	FASTSIGNS	VINYL WALL GRAPHIC AND INSTALLATION	1,557.50
12/02/2021	GEN	52497	1126	FINDAWAY WORLD, LLC	40 WONDERBOOKS	2,060.60
12/02/2021	GEN	52498	1159	HOME DEPOT	12 IN. SLIDING MITER SAW & STAND	328.00
12/02/2021	GEN	52499	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	295.69
12/02/2021	GEN	52500	1114	J.C. EHRlich	COMMERCIAL PEST CONTROL	92.00
12/02/2021	GEN	52501	1183	JAMES LAFFEY	VISION CLAIM REIMBURSEMENT: J. LAFFEY	400.00
12/02/2021	GEN	52502	1377	JENNIFER MOLINA	MUSICAL PERFORMER FOR WINTER SNOW SPREE	2,250.00
12/02/2021	GEN	52503	1381	KAPNICK INSURANCE GROUP	ANNUAL FSA ADMINISTRATION FEE	500.00
12/02/2021	GEN	52504	1375	KNIGHTS TENT AND PARTY RENTAL	30X30 TENT RENTAL FOR WINTER SNOW SPREE	1,971.69
12/02/2021	GEN	52505	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,138.08
12/02/2021	GEN	52506	1220	MODERNISTIC	CARPET AND UPHOLSTERY CLEANING SERVICE	4,351.56
12/02/2021	GEN	52507	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY MAT SERVICE	63.90
12/02/2021	GEN	52508	1235	OVERDRIVE, INC.	157 ADULT FICTION EBOOKS	15,108.10
12/02/2021	GEN	52509	1235	OVERDRIVE, INC.	43 YA EBOOKS ETFIC	1,608.63
12/02/2021	GEN	52510	1260	RAINBOW PRINTING	1,000 BLUE LIBRARY CARDS & 500 TEAL LIBR	609.00
12/02/2021	GEN	52511	1227	RUDIE NOBLE	REIMBURSEMENT FOR REPLACEMENT A/V CONTRO	274.98
12/02/2021	GEN	52512	1273	SCHOLASTIC INC	LIT LAB BOOKS THRU MAY 2021, TINA THRU F	68.25
12/02/2021	GEN	52513	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE	55.00
12/02/2021	GEN	52514	1291	STANLEY ACCESS TECH LLC	EMER. SERVICE ON FRT. ENTRY-SUNDAY	348.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/02/2021	GEN	52515	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	189.66
12/02/2021	GEN	52516	1302	SUSTAINABLE DESIGN-BUILD SERVICES	CAPITAL PROJECT: RTU, AIR HANDLER AND RO	181,031.00
12/02/2021	GEN	52517	1344	THOMPSON REUTERS - WEST	WEST COMPLETE LIBRARY SUBSCRIPTION	138.00
12/02/2021	GEN	52518	1325	ULINE	ILL SUPPLIES	103.42
12/02/2021	GEN	52519	1380	VEGORAMA RESTAURANT	SOCIAL COMMITTEE FOOD FOR STAFF HOLIDAY	270.00
12/02/2021	GEN	52520	1335	VICTORIA'S TEA SALON	REFRESHMENTS DEC ECLECTIC BOOK GROUP	180.00
12/02/2021	GEN	52521	1335	VICTORIA'S TEA SALON	VOLUNTEER HOLIDAY EVENT	366.24
12/06/2021	GEN	52522	MISC	JUDY COX	LONGEVITY AWARD: 15 YEAR	200.00
12/08/2021	GEN	36(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,622.50
12/08/2021	GEN	37(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	175.00
12/08/2021	GEN	38(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,091.35
12/08/2021	GEN	39(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	233.70
12/13/2021	GEN	52523	1353	CAROUSEL ACRES	REINDEER FOR WINTER SNOW SPREE	500.00
12/13/2021	GEN	52524	1376	ICE DREAMS SCULPTURES	ICE SCULPTURE FOR WINTER SNOW SPREE	750.00
12/16/2021	GEN	52525	1382	ALPHA & OMEGA	REPAIR FIREPLACE-WON'T LIGHT	400.00
12/16/2021	GEN	52526	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$70	2,260.61
12/16/2021	GEN	52527	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	246.75
12/16/2021	GEN	52528	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,820.82
12/16/2021	GEN	52529	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	690.24
12/16/2021	GEN	52530	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,209.37
12/16/2021	GEN	52531	1036	BAKER & TAYLOR	BOOKS	248.73
12/16/2021	GEN	52532	1049	BIBLIOTHECA, LLC.	RFID & X-RANG TAGS	3,534.00
12/16/2021	GEN	52533	1050	BLACKSTONE PUBLISHING	4 ADULT BOOKS ON CD	151.26
12/16/2021	GEN	52534	1051	BLUE CARE NETWORK	COVERAGE - JANUARY, 2022	21,945.51
12/16/2021	GEN	52535	1059	BRODART CO.	PROCESSING SUPPLIES	144.00
12/16/2021	GEN	52536	1065	BUTZEL LONG	BUTZEL LONG ANNUAL LAW FORUM (MN)	49.00
12/16/2021	GEN	52537	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER	2,096.79
12/16/2021	GEN	52538	1082	CARDMEMBER SERVICE	CREATELY ANNUAL CONTRACT	4,118.15
12/16/2021	GEN	52539	1076	CCH	US MASTER TAX GUIDE 2022	182.23
12/16/2021	GEN	52540	1084	CLEAR RATE COMMUNICATIONS	TELEPHONE SERVICE 2021-2022	691.72
12/16/2021	GEN	52541	1086	COMIC CITY	JCOMICS FOR NOVEMBER NOT TO EXCEED 50.00	86.79
12/16/2021	GEN	52542	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	118 ADULT VIDEO GAMES	3,316.53
12/16/2021	GEN	52543	1199	DEBORAH MCHUGH	OPTICAL CLAIM - KENNETH MCHUGH	364.00
12/16/2021	GEN	52544	1100	DEMCO, INC.	PROCESSING SUPPLIES	148.88
12/16/2021	GEN	52545	1147	DOLORES GRADY	REIMBURSEMENT FOR THERMAL ROLLS FOR CC M	21.49
12/16/2021	GEN	52546	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 11/1	10,779.62
12/16/2021	GEN	52547	1206	FARMINGTON COMMUNITY LIBRARY	GALE EBOOKS ORDER (FALL 2022)	893.25
12/16/2021	GEN	52548	1132	FOSTER, SWIFT, COLLINS & SMITH	VOLUNTEER ISSUE CORRESPONDENCE	63.00
12/16/2021	GEN	52549	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	230.95
12/16/2021	GEN	52550	1356	KATHERINE'S CATERING	LUNCHEON CATERING FOR STAFF DAY - BALANC	1,513.60
12/16/2021	GEN	52551	1140	KATHLEEN GLADDEN	MILEAGE & VOLUNTEER LUNCHEON REIMBURSEME	153.57
12/16/2021	GEN	52552	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW SPINE LABEL PRINTER SVC CONTRACT	156.40
12/16/2021	GEN	52553	1158	MEGAN HATHAWAY	VISION CLAIM REIMBURSEMENT: M. HATHAWAY	136.00
12/16/2021	GEN	52554	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	9,019.80

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/16/2021	GEN	52555	1232	OFFICE DEPOT	6 MAGNETIC WHITEBOARDS	134.47
12/16/2021	GEN	52556	1235	OVERDRIVE, INC.	23 ADULT NF EBOOKS	14,998.91
12/16/2021	GEN	52557	1244	PITNEY BOWES	LEASE CHARGES 09/30/2021-12/29-2021	439.95
12/16/2021	GEN	52558	1163	PRECISION DYNAMICS CORP	ANNUAL RENEWAL OF MAINTNEANCE FOR IDENTIC	215.00
12/16/2021	GEN	52559	1264	RELIABLE LANDSCAPING, INC.	GROUNDS MAINTENANCE-LAWN/BED CARE, FALL	6,638.33
12/16/2021	GEN	52560	1383	RESERVE ACCOUNT	PITNEY BOWES RESERVE ACCOUNT POSTAGE MET	3,000.00
12/16/2021	GEN	52561	1277	SERVICE EXPRESS INC.	2022 HARDWARE MAINTENANCE CONTRACT FOR O	10,221.12
12/16/2021	GEN	52562	1288	SONITROL GREAT LAKES	QUARTERLY MONITORING SERVICES - 1ST QRTR	1,306.98
12/16/2021	GEN	52563	MISC ILL	ST CLAIR COUNTY LIBRARY	MISC VENDOR ILL	35.99
12/16/2021	GEN	52564	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	121.09
12/16/2021	GEN	52565	1310	T-MOBILE	HOTSPOT SERVICE 2021	92.73
12/16/2021	GEN	52566	1128	THE FISH DOCTORS OF CANTON	AQUARIUM SERVICE	186.96
12/16/2021	GEN	52567	1344	THOMPSON REUTERS - WEST	WEST COMPLETE LIBRARY SUBSCRIPTION	138.00
12/16/2021	GEN	52568	1327	UNIQUE MANAGEMENT SERVICES	UNIQUE MANAGEMENT SERVICES	289.80
12/16/2021	GEN	52569	1331	UPS	PARCEL SHIPMENT	6.54
12/16/2021	GEN	52570	MISC ILL	YPSILANTI DISTRICT LIBRARY	MISC VENDOR ILL	31.99
12/16/2021	GEN	52571	1300	SUN LIFE FINANCIAL	SUNLIFE PREMIUM FOR JAN 2022	1,428.78
12/21/2021	GEN	40(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,210.70
12/21/2021	GEN	41(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,091.35
12/21/2021	GEN	42(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,522.50
12/21/2021	GEN	43(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	75.00
12/21/2021	GEN	44(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	921.44
12/21/2021	GEN	52573	1021	AT&T MOBILITY	CELL SERVICE FOR 3 MOBILE PHONES	182.35
12/21/2021	GEN	52574	1243	PETTY CASH	STELLAR STAFF AWARD CASH INCENTIVES	1,210.00
12/22/2021	GEN	52575	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES	5,200.00
12/23/2021	GEN	52572	MISC	DAVE RICHARDS	LONGEVITY AWARD: 25 YEAR	500.00
12/29/2021	GEN	52576	1009	AMAZON CAPITAL SERVICES	CREDIT CARD PAPER	3,204.24
12/29/2021	GEN	52577	1011	AMERICAN LIBRARY ASSOCIATION	ALA/PLA MEMBERSHIP	228.00
12/29/2021	GEN	52578	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	655.90
12/29/2021	GEN	52579	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,715.67
12/29/2021	GEN	52580	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	445.41
12/29/2021	GEN	52581	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,980.99
12/29/2021	GEN	52582	1036	BAKER & TAYLOR	BOOKS	49.39
12/29/2021	GEN	52583	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	18.78
12/29/2021	GEN	52584	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	278.94
12/29/2021	GEN	52585	1068	CANTON CHAMBER OF COMMERCE	2022 ANNUAL MEMBERSHIP DUES	482.00
12/29/2021	GEN	52586	1079	CENGAGE LEARNING INC	1 GALE EBOOK	664.95
12/29/2021	GEN	52587	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	118 ADULT VIDEO GAMES	2,914.12
12/29/2021	GEN	52588	1100	DEMCO, INC.	PROCESSING SUPPLIES	105.77
12/29/2021	GEN	52589	1113	EBSCO INFORMATION SERVICES	SUPPLEMENTAL INVOICE - CONGRESSIONAL DIG	44.00
12/29/2021	GEN	52590	1165	INABOOTH PHOTOGRAPHY	DEPOSIT FOR CYS STAFF DAY PHOTOBOOTH: RE	100.00
12/29/2021	GEN	52591	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	189.97
12/29/2021	GEN	52592	1169	INTEGRITY BUSINESS SOLUTIONS	LIPTON CUP-A-SOUP	35.34
12/29/2021	GEN	52593	1114	J.C. EHRlich	COMMERCIAL PEST CONTROL	465.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/29/2021	GEN	52594	1183	JAMES LAFFEY	MILEAGE & ICE FOR STAFF REIMBURSEMENT	16.73
12/29/2021	GEN	52595	1140	KATHLEEN GLADDEN	MILEAGE REIMBURSEMENT	10.92
12/29/2021	GEN	52596	1204	METCOM	BARCODES STARTING NUMBER 3514900841826	421.08
12/29/2021	GEN	52597	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,203.26
12/29/2021	GEN	52598	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY MAT SERVICE	127.80
12/29/2021	GEN	52599	1232	OFFICE DEPOT	SUPPLIES	114.87
12/29/2021	GEN	52600	1235	OVERDRIVE, INC.	30 YA EBOOKS & EAUDIOBOOKS ETFIC	6,531.83
12/29/2021	GEN	52601	1250	POSTMASTER	USPS MARKETING MAIL PERMIT #558 ANNUAL F	265.00
12/29/2021	GEN	52602	1279	SHOUTBOMB LLC	TEXT MESSAGING FOR 2022, CIRCULATION TO	402.00
12/29/2021	GEN	52603	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	108.75
12/29/2021	GEN	52604	1308	THE LIBRARY NETWORK	ADULT NONFICTION BOOK	27.95

GEN TOTALS:

Total of 139 Checks:	475,748.05
Less 0 Void Checks:	0.00
Total of 139 Disbursements:	475,748.05



Director's Report March 2022

1. This month, you will review the 2022 Monthly Board Meeting Agenda Planning document. This is not set in stone; it is a living document that is intended to give you an idea of what to expect each month, generally.
2. You will review the Endowment Fund chart prepared by Accountant Debbie McHugh. We continue to see growth in the fund, held by the Canton Community Foundation/Local Impact Alliance, through not only direct donations but also through investment earnings, by virtue of our fund being invested along with all of the other CCF funds which gives us economies of scale. We do not currently have a plan to spend the earnings (the principal cannot be touched), and this may be an item the board would like to add to a future agenda for discussion.
3. You will also discuss 2023 budget planning items: Library Materials and PPACA compliance. There is a recommendation in your packet from Lisa Craig, Collection Development Specialist, and Dave Ewick, Information Services Department Head, regarding Library Materials expenditures for 2023. My thanks to Dave and Lisa for their guidance and recommendations. My thanks to Marian Nicholson for preparing the information once again on the costs of full compliance with PPACA.
4. Lastly, your agenda lists a discussion of staff masking requirements. I said I would bring this up periodically for the board to discuss whether it is the right time to change the staff masking requirement to be optional. At this time, patrons are not required to wear masks, and volunteers who provide proof of vaccination are allowed the option to mask or not. I remain concerned about the close quarters in the staff area for many of my coworkers, particularly those who have high-risk family members or who are high-risk themselves. I am also concerned about staff exposure to unvaccinated patrons (currently, under-5s are not eligible for vaccination, and I know we have community members who have chosen not to be vaccinated). The library has an obligation under MIOSHA to provide general duty of care for the wellbeing of employees—COVID is a recognized workplace hazard by MIOSHA and the library faces heavy fines if we are found not to have provided adequate protections to employees. That said, I do have a handful of coworkers who would like the staff masking requirement to be lifted and I promised them that I would bring this to you for discussion.
5. The backflow prevention assembly for the fire suppression sprinkler system arrived after the new year, and was installed without incident in January. This \$7,811 expense was originally budgeted for 2021, but supply chain delays pushed this into 2022. I will ask you to pull the funds forward at the April meeting when you approve the 1st Quarter Budget Amendment.

6. The majority of the roof work was completed and paid for in 2021, but we held back a retainage until the roof passed inspection, which was after the new year. With the project completely closed out in January, we paid the balance of \$81,620 in 2022—however, our auditors agreed to charge this to the 2021 Budget, which means that it is not necessary to make adjustments for this item in the 2022 budget.
7. The Community Room refresh is underway. We lost some time as we awaited inspections for the rough electrical work; the building department is short-staffed. We also were a victim of supply chain and logistics issues with this project; we are awaiting the floor outlets to arrive and be installed (plugs and covers), as well as the large light fixture in the vaulted ceiling portion of the room. We hope to have the floor outlets taken care of by March 11. We can keep the old light fixture in place until the new one arrives, and close the room for a couple of days to get that taken care of. We have held back a 10% retainage until the project is complete.
8. On February 14, we introduced on-demand curbside service, eliminating the requirement that patrons make an appointment in advance. My thanks to Circulation Services Department Head Kat Bounds and Circulation Supervisor Barb Gudenburr for their recommendation to improve the convenience for our patrons.
9. In personnel news, we wished Information Technology Department Head Rudie Noble a wonderful retirement after 5 years of service to the library and the community. Congratulations and thanks are in order for Systems Administrator Carl Swanberg, who has accepted the position of Interim Department Head until the position is filled. On March 15, Michael DiMuzio will join us as a part-time adult librarian in Information Services.
10. Our auditors from Plante Moran were on-site the week of February 14 to conduct our 2021 audit. As always, a huge thank you to Accountant Debbie McHugh and Business Services Department Head Marian Nicholson for their efforts to keep us running smoothly and accurately. They are scheduled to present the 2021 audit to you at your April board meeting.
11. The Leadership Team (library director and department heads) are working with Susan Kennedy to assess how we can best align the library internally to achieve our Mission and Strategic Plan. We have met weekly, sometimes multiple times per week, and while it is a lot of work, we are enjoying the opportunity to turn our focus to the future, after several years of triage decision-making due to the pandemic. Our deliverable from this process, which we have named Pulse: Align, will be a path forward and an implementation plan to make sure we have all of the right people in the right places to deliver excellence to our community.

We are currently finishing up the research phase and launched a staff survey to gauge our internal culture and employee satisfaction. We had 56 employees respond to the survey, and we will be analyzing and then sharing the survey results with staff. Community Relations Department Head Laurie Golden did a live overview with the Leadership Team the morning after the survey closed; I was pleased that roughly three-quarters of respondents said that they were Very Satisfied or Satisfied with their position at CPL, and that same number said that they were Very Likely or Likely

to recommend working at CPL to others. We did receive comments on the other end of the spectrum, and we certainly have room for improvement in many areas.

12. Canton Township Emergency Management Coordinator Will Hayes received a large donation of KN95 masks, and he has so far brought 13,000 to the library for distribution. The masks come in loose packs of 50, so we breaking those down into manageable bundles that can easily be distributed to the public hygienically. We are putting five masks into sandwich bags, and the bags into large baskets that we have deployed throughout the library for patrons to help themselves. The donation has no restrictions—so they are available to anyone. They are adult-sized, however, and are over-the-head rather than the ears. Will said that we should ask him for more when we run out. We have distributed masks to all library employees and volunteers already. My thanks to the Building Monitors for repackaging the masks and for coordinating the distribution of them.
13. We had three staff from the Farmington Community Library visit us on March 4 to talk to Circulation Supervisor Denise Skopczynski, Kat Bounds, Marian Nicholson, Carl Swanberg, and me about our sorter system as they start to research a replacement for their system at the 12 Mile branch. My thanks, also, to Page Kari Theisen, who was working in the sorter room and got pulled into the discussions to give her thoughts and feedback to our visitors.

Respectfully submitted,
Eva Davis, Director

2022 Monthly Board Meeting Agenda Planning

January 2022

Meeting canceled

February

Meeting canceled

March

1. Review this 2022 Monthly Board Meeting Agenda Plan
2. Endowment Fund review
3. 2023 Budget discussion – expenditures
 - Library materials – review library recommendation, determine budget as a % of total revenues for 1st draft budget
4. 2023 Budget discussion – expenditures
 - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA
5. Staff Masking discussion

April

1. 2021 Audit presentation, Plante Moran
2. 1st Quarter Budget Amendment
3. 2023 Budget discussion – expenditures
 - Salaries – review library recommendation, determine initial assumption for 1st draft budget
4. Overdue Fines Elimination Recommendation
5. Circulation Policy revision

May

1. Approve Circulation Policy revision
2. 2023 Budget discussion – expenditures
 - Capital expenditures – review library recommendation, discuss Capital Replacement Schedule for 1st draft budget
3. 2023 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
 - Contingency/Use of Fund Balance – review library recommendation, discuss initial assumption for 1st draft budget

June

1. 62 Days of Summer program overview
2. 2023 Budget assumptions – continue board discussions of items for 1st draft budget
 - a. MERS pension – review library recommendation, determine employer contribution for 1st draft budget
3. August 2022-July 2023 healthcare plan options presentation – Kapnick Insurance
4. August 2022-July 2023 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 2023 budget and 2024-2025 projections
2. 2nd Quarter Budget Amendment

August

1. 2nd draft of 2023 budget and 2024-2025 projections
2. 1st reading, 2023 calendar of board meetings and holiday closures

September

1. Budget hearing
 - Approve 2023 budget
 - Approve 2023 millage rate
 - Chair and Secretary/Treasurer sign L-4029 forms to submit to Wayne County and Township
2. Approve 2023 calendar of board meetings and holiday closures
3. Approve proposals for 2023 Capital projects
4. 62 Days of Summer program review

October

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

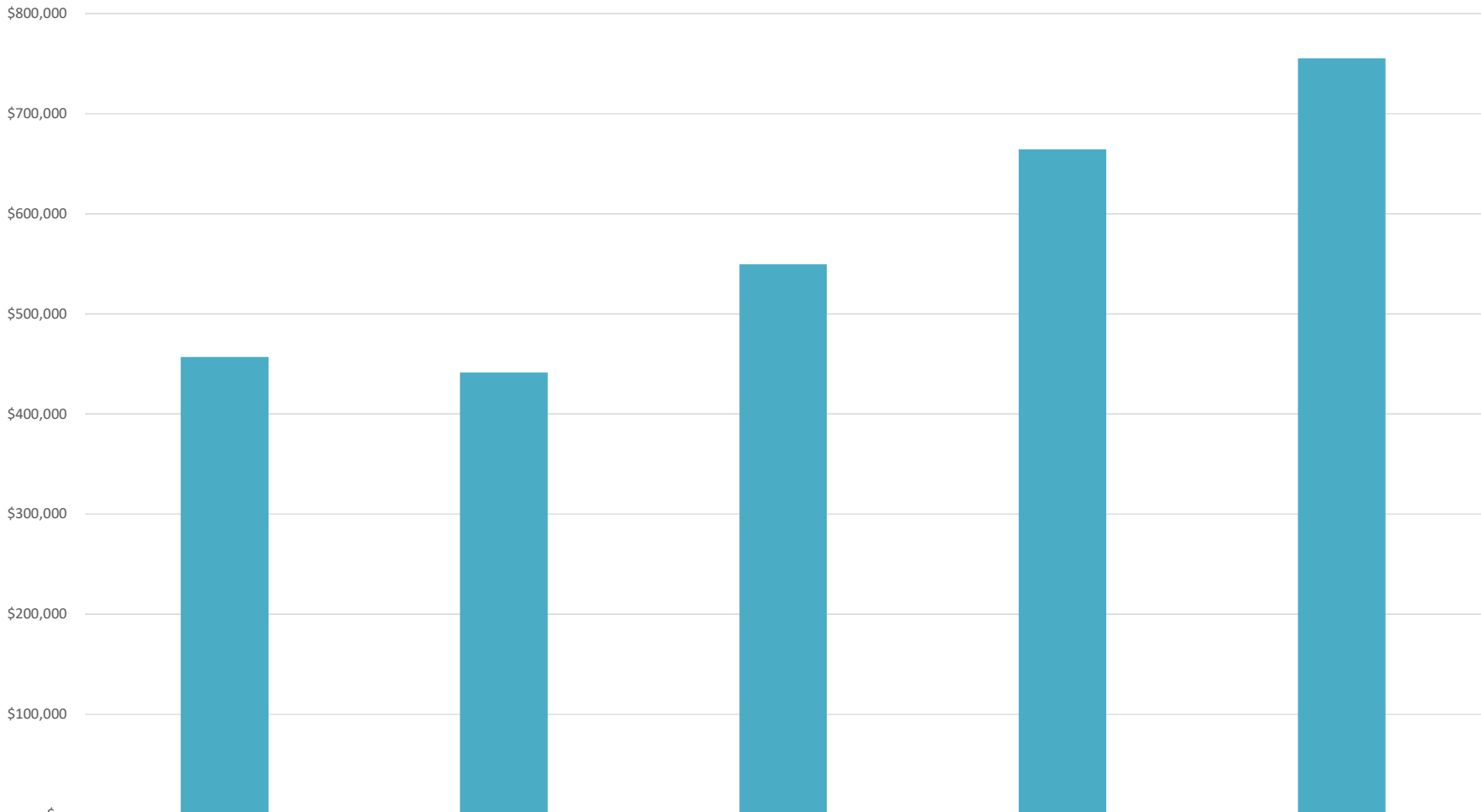
November

1. Discussion of 2023 officers
2. Director's evaluation closed session

December

1. 4th Quarter Budget Amendment
2. Approve Fund Balance Transfer for 2022 Capital projects
3. Nomination and election of 2023 officers
4. Plan 2023 Monthly Board Meeting Agenda topics

Endowment Fund Activity



	2017	2018	2019	2020	2021
Ending Balance	\$457,215	\$441,492	\$549,723	\$664,478	\$755,365

■ Ending Balance



2023 Budget Recommendation Library Materials

We recommend that the Library Board of Trustees maintain the materials budget at 15% of the total 2023 CPL budget as an appropriate amount to spend on materials.

In the past, the Board has been interested in allocating 15% of the total budget to materials, and in seeing the online collections grow. This direction has allowed the Information Services Department to increase spending with established vendors such as OverDrive and hoopla, as well as implement new services such as behind-the-paywall newspaper services. In addition, the robust budget allows us to increase spending for online resources while still serving our patrons' needs for physical collections.

While it is difficult to evaluate materials after two anomalous years, the use of e-materials is increasing. As usage spiked in 2020 because of the extended library closures, it may be helpful to compare 2019 to 2021 to gauge the value and use of our online collections. OverDrive use in 2021 increased 56% from 2019 and hoopla use increased 29% from 2019 to 2021.

While we have seen a pronounced decline for the book on CD format and the beginning of a decline for DVD, the library's print materials and new titles in physical AV remain popular. Based on this desire for current material in all formats, lowering our hold ratios for print and DVD, and increasing the items purchased for the Lucky Day shelves would have positive value for our patrons, and continuing to keep the materials budget at 15% would help us provide just-in-time (anticipatory) delivery of collections to serve patrons when they want them.

Thank you for allowing us to present this recommendation.

Lisa Craig, Collection Development Specialist

Dave Ewick, Information Services Department Head



Patient Protection and Affordable Care Act (PPACA) Discussion for Plan Year 2022/23

In preparation for the library's healthcare plan renewal, scheduled for approval by the board in June 2022 for plan year August 1, 2022 through July 31, 2023, the board will again discuss the advantages and disadvantages of the library's full compliance with the Patient Protection and Affordable Care Act (PPACA).

BACKGROUND

Canton Public Library policy [Employee Policy Handbook] limits the offer of benefits, including healthcare insurance, to regular full-time employees. However, section 6056 of the PPACA requires applicable large employers to offer healthcare coverage to all *full-time equivalent* (FTE) employees (defined by PPACA as any employee averaging at least 130-hours per month in a measurement period).

For calendar year 2021, Canton Public Library reported to the Internal Revenue Service an average of twenty-four (24) FTE eligible employees; twenty-two (22) regular full-time employees offered coverage and two (2) FTEs not offered coverage. An additional seventeen part-time employees met the PPACA 130-hour standard for *at least one month of the year*; eight of the 17 are working an average of more than 125-hours per month.

IRS Employer Mandate requirement 4980H (a) states: Applicable large employers (ALE) must offer minimum essential coverage (MEC) to at least 95% (or *all but 5*) of FTE employees and their dependents each month. CPL is currently not liable for the 4980H (a) penalty as we meet the "all but 5" criteria.

IRS Employer Mandate requirement 4980H (b) states: ALE must offer coverage that provides minimum value and is affordable to all FTE employees each month. The penalty for noncompliance is up to \$4,120 per FTE employee who enrolls through a public exchange and qualifies for a tax subsidy. CPL could be liable for the 4980H (b) penalty, up to a maximum of \$8,240.

OPTIONS & IMPACTS

CPL currently has 22 regular full-time employees; 20 enrolled in our health care coverage (HCC) and two with HCC through other family members. The addition of two (2) FTE employees and their spouses to our current healthcare plan results in an estimated cost increase of ~\$22,000 per plan year (based on current average contract costs and 80/20 cost sharing).

EXPAND COVERAGE TO COMPLY WITH FEDERAL LAW

- CPL will be compliant with current PPACA mandates.
- All employees who qualify for coverage as defined under PPACA will be offered health care coverage.
- Based on current contract costs, coverage for two (2) FTE employees and their spouses is approximately \$22,000 annually. However, should more regular part-time employees reach the 130-hour per month average, the library would be obligated to offer HCC when they become eligible (which could be mid-year as the measurement period is limited to three months).
- Employees who receive an offer of HCC will not be eligible for Marketplace subsidies if they elect to decline CPL coverage and purchase a plan on their own through the public exchange.

- Library administration will update the CPL *Employee Policy Handbook to reflect the change in policy to expand healthcare coverage to all FTE employees who meet the PPACA eligibility requirements.

*Our current policy provides a distinct line between those who qualify for benefits, namely regular full-time employees, and all other employees. *Allowing some regular part-time employees to receive HCC benefits calls in to question their exclusion from other benefits.* If they qualify for HCC, why not dental insurance, long- and short-term disability insurance, life insurance and annual vision claim reimbursement? The same argument could be made for inclusion in the library's 401(a) matching fund contribution plan, which matches an employee's self-elected 457(b) defined contribution up to 5% of their annual salary.

RETAIN CURRENT COVERAGE PER LIBRARY POLICY

- CPL will continue to be non-compliant with federal law under current PPACA mandates.
- Only regular full-time employees as defined by the Employee Policy Handbook will be offered HCC for the 2022-2023 contract year.
- Employees with no offer of HCC may be eligible for Marketplace subsidies.
- If a PPACA-eligible employee purchases their own coverage through the public exchange and qualifies for subsidies CPL will be liable for a potential annual penalty, currently \$4,120 per eligible employee, a total exposure of \$8,240 for calendar year 2022.

BOARD DISCUSSION

The board's discussion this evening will provide direction to library administration as we work with Kapnick Insurance to research healthcare providers and plans for the 2022-23 plan year. If the board directs us to continue offering coverage only to regular full-time employees per our Employee Policy Handbook, we will proceed with Kapnick to evaluate plans and pricing. If the board directs us to expand the offer of coverage to comply with PPACA mandates, we need time to make those offers and work with Kapnick to update our employee census data and receive additional plan bids.

In either case, the board will review the providers and plans and vote to approve one at your June 23, 2022 meeting, as well as vote on the PA 152 employer/employee insurance premiums cost-sharing, either hard cap or 80%/20% split, as you do annually.