



Library Board of Trustees General Meeting Packet Contents

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5. 1st Quarter Budget Amendment
6. 2022 Materials Selection Policy Revision
7. 2022 Circulation Policy Recommendation
8. 2023 Salaries Budget Recommendation



**Library Board of Trustees
Meeting Agenda – April 21, 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 March 17, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Discussion Item: Staff Mask Requirement
New Business	Item of Action 22/4-21-1: 2021 Audit Presentation, Plante Moran Item of Action 22/4-21-2: 1 st Quarter 2022 Budget Amendment Discussion Item: Materials Selection Policy Revision Discussion Item: Overdue Fines Elimination Recommendation Discussion Item: 2023 Budget Discussion – Expenditures Salaries and Wages
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

March 17, 2022 – 7:30 PM

The Vice-Chairperson, M. Farell, called the meeting to order at 7:30 PM.

Present: M. Farell, A. Iqbal, J. Lee, C. Spas, A. Watts

Absent: N. Eggenberger

Also Present: E. Davis, M. Nicholson

CALL TO AUDIENCE

Present: K. Bounds, D. Ewick, D. McHugh, C. Swanberg

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

Director Eva Davis shared two emails from coworkers expressing support for the board to continue the staff masking requirement. Davis also shared a letter from Governor Whitmer in honor of March Is Reading Month.

DIRECTOR'S REPORT

In addition to the written report, Davis shared that Canton Township will host a DIA Inside|Out installation in May and June of this year, and that the library will be one of the locations for a reproduction of George Wesley Bellows' *Day in June, 1913*. This is the third time Canton Township has been selected for a DIA Inside|Out installation, and Davis reported that the library would work with the Township to coordinate events.

Davis welcomed Interim IT Department Head Carl Swanberg, who will serve in this capacity until a permanent department head is hired to replace Rudie Noble, who retired at the end of February.

The library continues to offer First Grade Round Up to all first graders in Canton during March Is Reading Month. This year, the teachers may choose between a virtual and an in-person visit. While it is more intensive for the librarians, the teachers have appreciated having options.

ElementOne, the library's compensation consultant, alerted us that they are in the final stages of preparing our market study for the 2023 Salaries budget and it will show that the lower pay grades need

to be increased to keep up with the demand for entry- to mid-level service employees across all industry sectors. The upper pay grades remain static. Once the library receives the full report, Marian Nicholson will prepare an analysis for the board to discuss at the April meeting.

The library is in the process of researching tools and methods to implement multi-factor authentication for staff logins—this includes board email logins—to meet data security requirements from our insurer. This will be rolled out in the coming months.

The 2022 Public Library Association biennial conference will be held in-person in Portland, Oregon, and virtually March 23-25. Trustees C. Spas and A. Iqbal are respectively attending in-person and remotely, and a number of staff are attending in both formats as well.

TRUSTEE COMMENTS

None

COMMITTEE REPORTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

None

NEW BUSINESS

Review 2022 Monthly Board Meeting Agenda Plan

The board agreed to the agenda plan for 2022.

Endowment Fund review

The board expressed satisfaction with endowment earnings since transferring the funds to the Canton Community Foundation in 2015.

2023 Budget Discussion – Expenditures – Library Materials Budget recommendation

The board agreed to continue allocating 15% of the annual budget to library materials.

2023 Healthcare Plan Coverage review

The board agreed to continue the offer of Health Care Coverage to regular full-time and salary exempt employees only, per current CPL policy.

Staff Masking Requirement

E. Davis recommended continuation of the staff masking requirement to protect CPL employees from pandemic hazards, as measured against Centers for Disease Control and Prevention (CDC) guidelines. M. Farell commented that she found the federal OSHA Emergency Temporary Standard (ETS) was rescinded as of March 16, 2022 and that MIOSHA is sure to follow suit within days. The board is in favor of lifting the staff masking requirement as soon as MIOSHA rescinds the ETS.

A. Watts moved and A. Iqbal supported a motion to repeal the staff masking requirement once MIOSHA rescinds ETS for Michigan.

The motion passed unanimously 22/3-17-1

CALL TO AUDIENCE

No comments

ADJURN

The meeting was adjourned at 8:30 PM.

Amy Watts, Secretary-Treasurer

04/08/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 03/31/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	8,108,055.64
101-000.00-001.02	CHECKING-CREDIT CARD	6,265.28
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	13,524.96
101-000.00-002.00	SAVINGS	997,809.43
	Total Assets	9,125,655.31
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	41,269.36
101-000.00-219.01	SOCIAL COMMITTEE	7,894.05
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	5,699.91
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	5,197.56
101-000.00-231.09	PENSION DEDUCTION	(71.32)
	Total Liabilities	59,989.56
*** 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	4,722,171.14
	Ending Fund Balance	9,065,665.75
	Total Liabilities And Fund Balance	9,125,655.31

* 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	63,537.20
	*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

04/08/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 03/31/2022

DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT
	AMENDED BUDGET	ORMAL (ABNORMAL) 03/31/2022	BALANCE OORMAL (ABNORMAL)	USED
Revenues				
INCOME				
PROPERTY TAXES	6,447,500.00	6,446,932.30	567.70	99.99
STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	66,428.71	(11,428.71)	120.78
PHOTOCOPY FEES	40,000.00	7,152.20	32,847.80	17.88
REPLACEMENT-LIBRARY MATERIALS	5,000.00	2,377.31	2,622.69	47.55
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	5,567.01	9,432.99	37.11
INTEREST INCOME	200.00	24.24	175.76	12.12
COMMISSION	6,000.00	1,195.88	4,804.12	19.93
OTHER REVENUE	1,000.00	1,360.75	(360.75)	136.08
Net INCOME	6,700,900.00	6,531,038.40	169,861.60	97.47
TOTAL REVENUES	6,700,900.00	6,531,038.40	169,861.60	97.47
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	696,146.91	2,466,853.09	22.01
FRINGE BENEFITS	857,000.00	428,678.82	428,321.18	50.02
SUPPLIES	157,453.00	11,007.81	146,445.19	6.99
LIBRARY MATERIALS	1,004,000.00	221,255.85	782,744.15	22.04
PROFESSIONAL & CONTRACTUAL	437,134.00	204,238.74	232,895.26	46.72
COMMUNICATIONS	28,500.00	5,253.77	23,246.23	18.43
PRINTING	61,900.00	805.45	61,094.55	1.30
UTILITIES	213,000.00	35,737.91	177,262.09	16.78
MAINTENANCE & REPAIRS	246,650.00	33,458.52	213,191.48	13.57
BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
INSURANCE	58,100.00	46,880.00	11,220.00	80.69
CAPITAL OUTLAY	963,000.00	112,599.96	850,400.04	11.69
OTHER FINANCING USES/ENDOWMENT TRANSFERS	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	1,955.61	23,702.39	7.62
TRAVEL	64,850.00	9,611.99	55,238.01	14.82
RENTALS/LEASES	16,300.00	1,235.92	15,064.08	7.58
Net EXPENSES	7,314,545.00	1,808,867.26	5,505,677.74	24.73
TOTAL EXPENDITURES	7,314,545.00	1,808,867.26	5,505,677.74	24.73
TOTAL REVENUES - FUND 101	6,700,900.00	6,531,038.40	169,861.60	97.47
TOTAL EXPENDITURES - FUND 101	7,314,545.00	1,808,867.26	5,505,677.74	24.73
NET OF REVENUES & EXPENDITURES	(613,645.00)	4,722,171.14	(5,335,816.14)	769.53
NET CHANGE IN FUND BALANCE	(613,645.00)	4,722,171.14		
FUND BALANCE - BEGINNING OF YEAR	4,343,495.00	4,343,494.61		
FUND BALANCE - END OF YEAR	3,729,850.00	9,065,665.75		

04/08/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,447,500.00	6,446,932.30	567.70	99.99
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	66,428.71	(11,428.71)	120.78
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	7,152.20	32,847.80	17.88
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	2,377.31	2,622.69	47.55
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	5,567.01	9,432.99	37.11
101-000.00-665.00	INTEREST INCOME	200.00	24.24	175.76	12.12
101-000.00-668.00	COMMISSION	6,000.00	1,195.88	4,804.12	19.93
101-000.00-675.00	OTHER REVENUE	1,000.00	1,360.75	(360.75)	136.08
TOTAL REVENUES		6,700,900.00	6,531,038.40	169,861.60	97.47
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	696,146.91	2,466,853.09	22.01
101-790.00-716.01	TAXES-FICA/MC	241,000.00	59,327.46	181,672.54	24.62
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	5,917.79	12,082.21	32.88
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	69,790.93	165,209.07	29.70
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	616.95	6,383.05	8.81
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	8,013.11	31,986.89	20.03

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022	BALANCE	
		ORMAL (ABNORMAL)	ORMAL (ABNORMAL)	ORMAL (ABNORMAL)	
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	279,928.68	71.32	99.97
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	1,329.05	10,670.95	11.08
101-790.00-730.01	BOOKS	242,000.00	41,921.33	200,078.67	17.32
101-790.00-730.02	AV (MEDIA)	109,000.00	29,589.37	79,410.63	27.15
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	149,745.15	503,254.85	22.93
101-790.00-802.00	LEGAL	15,000.00	382.50	14,617.50	2.55
101-790.00-803.00	AUDIT	13,050.00	11,700.00	1,350.00	89.66
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	348.89	4,651.11	6.98
101-790.00-850.00	COMMUNICATIONS	28,500.00	5,253.77	23,246.23	18.43
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	29,984.30	130,015.70	18.74
101-790.00-922.00	GAS	33,000.00	4,532.53	28,467.47	13.73
101-790.00-923.00	WATER	20,000.00	1,221.08	18,778.92	6.11
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	18,689.50	73,310.50	20.31
101-790.00-932.01	LAWN & GROUNDS	40,850.00	347.67	40,502.33	0.85
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	2,613.96	3,586.04	42.16
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	2,769.90	9,430.10	22.70
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	2,213.46	17,786.54	11.07
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	1,340.70	18,659.30	6.70
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	46,880.00	11,220.00	80.69
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	107,128.00	38,872.00	73.38
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	5,471.96	594,528.04	0.91
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	03/31/2022	BALANCE	USED
		ORMAL (ABNORMAL)		ORMAL (ABNORMAL)	
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	0.00	2,500.00	0.00
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	1,265.20	2,734.80	31.63
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	75.00	2,225.00	3.26
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	1,087.83	11,412.17	8.70
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	2,862.70	20,637.30	12.18
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	1,638.94	12,861.06	11.30
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(383.56)	3,208.56	(13.58)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	4,089.03	11,410.97	26.38
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	154.00	11,946.00	1.27
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	500.00	950.00	34.48
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	17.32	1,982.68	0.87
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	1,980.16	20,019.84	9.00
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	818.30	8,431.70	8.85
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	3,949.65	5,550.35	41.58
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	28.32	971.68	2.83

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022	BALANCE	
		ORMAL (ABNORMAL)		ORMAL (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	4,427.45	25,572.55	14.76
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	62,900.00	7,500.00	55,400.00	11.92
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	1,827.17	21,430.83	7.86
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	60,200.00	805.45	59,394.55	1.34
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	342.93	3,157.07	9.80
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	1,581.00	13,419.00	10.54
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	1,213.60	21,786.40	5.28
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	157,597.45	55,402.55	73.99
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	1,436.40	6,863.60	17.31
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00	1,100.00	0.00
TOTAL EXPENDITURES		7,314,545.00	1,808,867.26	5,505,677.74	24.73
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,700,900.00	6,531,038.40	169,861.60	97.47
TOTAL EXPENDITURES		7,314,545.00	1,808,867.26	5,505,677.74	24.73
NET OF REVENUES & EXPENDITURES		(613,645.00)	4,722,171.14	(5,335,816.14)	769.53
NET CHANGE IN FUND BALANCE		(613,645.00)	4,722,171.14		
FUND BALANCE - BEGINNING OF YEAR		4,343,495.00	4,343,494.61		
FUND BALANCE - END OF YEAR		3,729,850.00	9,065,665.75		

04/08/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 03/01/2022 - 03/31/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
03/02/2022	GEN	63(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
03/02/2022	GEN	64(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,683.30
03/02/2022	GEN	65(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
03/02/2022	GEN	66(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	221.10
03/09/2022	GEN	52758	1004	AFLAC	AFLAC DEDUCTIONS-FEBRUARY	73.68
03/09/2022	GEN	52759	1009	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	1,851.35
03/09/2022	GEN	52760	1185	AMY LEE	SC: CHILI COOK-OFF GIFT CARDS/FOOD STORA	25.22
03/09/2022	GEN	52761	1336	AMY VIERGUTZ	SC-PACZKI DAY (12 BOXES)	95.88
03/09/2022	GEN	52762	1013	ANN ARBOR CLEANING SUPPLY CO.	CLEANING SUPPLIES	163.50
03/09/2022	GEN	52763	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,515.53
03/09/2022	GEN	52764	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,718.57
03/09/2022	GEN	52765	1036	BAKER & TAYLOR	BOOKS	198.54
03/09/2022	GEN	52766	1048	BIBLIOCOMMONS CORP	BIBLIOCOMMONS 2022 SUBSCRIPTION RENEWAL	60,500.00
03/09/2022	GEN	52767	1049	BIBLIOTHECA, LLC.	MAINTENANCE RFID EQUIP.	7,953.07
03/09/2022	GEN	52768	1384	CATHY COTTONE	GENEALOGY PROGRAM	100.00
03/09/2022	GEN	52769	1079	CENGAGE LEARNING INC	32 THORNDIKE LP ADULT BOOKS (N2EXC \$900)	119.16
03/09/2022	GEN	52770	1080	CENTRAL BUSINESS SYSTEMS, INC.	REPAIR WEBX CARD READER	249.00
03/09/2022	GEN	52771	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEARR	686.17
03/09/2022	GEN	52772	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	20 CHILDREN VIDEO GAMES	4,315.69
03/09/2022	GEN	52773	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,814.95
03/09/2022	GEN	52774	1387	JAMES MERTE	MUSICAL PERFORMANCE 3/13	750.00
03/09/2022	GEN	52775	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	389.14
03/09/2022	GEN	52776	1188	LIBRARY DESIGN ASSOCIATES, INC.	COMMUNITY ROOM IMPROVEMENTS-2022	72,735.00
03/09/2022	GEN	52777	1386	LOGICAL PLACEMENT LLC	LIBRARY PROGRAM	200.00
03/09/2022	GEN	52778	1201	MERGENT INC	HARRIS DIRECTORY MI BUSINESS 2022-23	506.00
03/09/2022	GEN	52779	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	5,124.49
03/09/2022	GEN	52780	1235	OVERDRIVE, INC.	25 JUVENILE NONFICTION EBOOKS	16,164.10
03/09/2022	GEN	52781	MISC	PAMELA LETTS	SC: SNACKS FOR SNACK WEEK	47.72
03/09/2022	GEN	52782	1244	PITNEY BOWES	POSTAGE METER LEASE PAYMENTS	439.95
03/09/2022	GEN	52783	1246	PLANTE & MORAN, PLLC	ANNUAL FINANCIAL STATEMENT AUDIT - 2021	9,400.00
03/09/2022	GEN	52784	1248	PLYMOUTH-CANTON COMMUNITY SCHOOLS	PCEP YEARBOOKS 2020/21 AND 2021/22	140.00
03/09/2022	GEN	52785	1273	SCHOLASTIC INC	TINA AND LIT LAB BOOKS - SPRING 2022	401.35
03/09/2022	GEN	52786	1292	STAPLES BUSINESS ADVANTAGE	TYPEWRITER FOR BUSINESS OFFICE	233.06
03/09/2022	GEN	52787	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	92.73
03/09/2022	GEN	52788	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	238.05
03/09/2022	GEN	52789	1339	VRC COMPANIES, LLC	CANTON OBSERVER SCANNING	292.17
03/09/2022	GEN	52790	1341	WAYNE COUNTY TREASURER	MONTHLY DELINQUENT TAX SETTLEMENT INVOIC	202.31 V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/09/2022	GEN	52791	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	23.75
03/16/2022	GEN	67(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
03/16/2022	GEN	68(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,683.30
03/16/2022	GEN	69(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
03/16/2022	GEN	70(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	499.77
03/17/2022	GEN	52792	MISC	BRAD BACHELOR	15-YEAR LONGEVITY AWARD	200.00
03/17/2022	GEN	52793	1082	CARDMEMBER SERVICE	MONTHLY ONLINE CREDIT CARD PROCESSING BY	6,299.76
03/17/2022	GEN	52794	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	11,337.82
03/17/2022	GEN	52795	1317	TRAVELERS	TRAVELERS WRAP-FIDUCIARY, FIDELITY & CYB	627.00
03/23/2022	GEN	52796	1008	ALPHAGRAPHICS	FIRST GRADE RU PRINTING	395.45
03/23/2022	GEN	52797	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$225 - FINAL PRICING	1,679.06
03/23/2022	GEN	52798	1336	AMY VIERGUTZ	GAS MILAGE TO FGUR	6.44
03/23/2022	GEN	52799	1018	ARROW OFFICE SUPPLY	SUPPLIES-OFFICE SUPPLIES	274.26
03/23/2022	GEN	52800	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	235.83
03/23/2022	GEN	52801	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	6,807.39
03/23/2022	GEN	52802	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	160.33
03/23/2022	GEN	52803	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,934.69
03/23/2022	GEN	52804	1036	BAKER & TAYLOR	BOOKS	196.47
03/23/2022	GEN	52805	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	526.90
03/23/2022	GEN	52806	1051	BLUE CARE NETWORK	COVERAGE - APRIL	17,161.46
03/23/2022	GEN	52807	1059	BRODART CO.	DVD CASES & ALPHA LABELS	47.81
03/23/2022	GEN	52808	1077	CDW-G	TOUCHSCREENS PER QUOTE# 1C79Z7M	5,090.96
03/23/2022	GEN	52809	1079	CENGAGE LEARNING INC	32 THORNDIKE LP ADULT BOOKS (N2EXC \$900)	247.11
03/23/2022	GEN	52810	1086	COMIC CITY	JCOMICS AND YA COMICS NOT TO EXCEED 300.	114.73
03/23/2022	GEN	52811	1087	COMPUTYPE, INC.	HUB LABEL PRINTER SVC CONTRACT	189.00
03/23/2022	GEN	52812	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	14 CHILDREN'S VIDEO GAMES	1,559.12
03/23/2022	GEN	52813	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-MARCH	5,200.00
03/23/2022	GEN	52814	1132	FOSTER, SWIFT, COLLINS & SMITH	ORANGEBOY AGREEMENT REVIEW/CORRESPONDENC	382.50
03/23/2022	GEN	52815	1148	GRAINGER	SWITCHES FOR LIGHTING CONTACTORS	261.68
03/23/2022	GEN	52816	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,856.36
03/23/2022	GEN	52817	1114	J.C. EHRLICH	K9 INSPECTION & COMMERCIAL BED BUG CONTR	158.00
03/23/2022	GEN	52818	1183	JAMES LAFFEY	VISION CLAIM REIMBURSEMENT: J LAFFEY	169.00
03/23/2022	GEN	52819	MISC	KAITLYN MINSHALL	SC: SNACK WEEK-BETTER MADE ORIGINAL CHIP	29.96
03/23/2022	GEN	52820	1226	MARIAN NICHOLSON	ZIPLOCK BAGS (MASK DISTRIBUTION) & STAFF	205.42
03/23/2022	GEN	52821	1158	MEGAN HATHAWAY	OPTICAL ALLOWANCE-HATHAWAY, SELF	200.00
03/23/2022	GEN	52822	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	4,516.92
03/23/2022	GEN	52823	1220	MODERNISTIC	UPHOLSTERY CLEANING SERVICES 2022	2,469.50
03/23/2022	GEN	52824	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	138.72
03/23/2022	GEN	52825	1235	OVERDRIVE, INC.	72 ADULT FICTION EBOOKS	21,619.21
03/23/2022	GEN	52826	1288	SONITROL GREAT LAKES	BLDG SECURITY MONITORING FOR 2022	1,306.98
03/23/2022	GEN	52827	1291	STANLEY ACCESS TECH LLC	LOBBY DOOR SENSOR REPLACEMENT (PARTS ONLY	963.46

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/23/2022	GEN	52828	1300	SUN LIFE FINANCIAL	SUN LIFE MONTHLY PREMIUM-APRIL 2022	1,355.02
03/23/2022	GEN	52829	1344	THOMPSON REUTERS - WEST	2022 THOMPSON-REUTERS WEST SUBSCRIPTION N	144.90
03/23/2022	GEN	52830	1313	TRACSYSTEMS, INC.	UNIPRINT ANNUAL MAINTENANCE - QUOTE # 51	1,295.00
03/23/2022	GEN	52831	1009	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	716.28
03/23/2022	GEN	52832	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORAL SUPPLIES	305.70
03/29/2022	GEN	71(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	5,806.67
03/29/2022	GEN	72(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
03/29/2022	GEN	73(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,683.30
03/29/2022	GEN	74(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
03/29/2022	GEN	75(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	527.26

GEN TOTALS:
Total of 88 Checks: 321,835.22
Less 1 Void Checks: 202.31
Total of 87 Disbursements: 321,632.91



Director's Report April 2022

1. This month, you will continue your discussion of staff masking requirements, as you requested. At your March meeting, based on information provided by Vice-Chair Farell from her research on the MIOSHA Emergency Temporary Standard, you voted to continue requiring staff to wear masks until MIOSHA rescinds the ETS. Marian Nicholson researched this in the days following the meeting, as neither she nor I were aware that MIOSHA had an ETS that was applicable to all employers. MIOSHA has an ETS that applies to healthcare, and that ETS is anticipated to be rescinded in the coming weeks, but there is no ETS that applies to the library.

MIOSHA's General Duty Clause, however, does apply to the library. From the Michigan Department of Labor & Economic Opportunity's MIOSHA e-newsletter from February 1, 2022: "employers are still subject to MIOSHA's General Duty Clause and are expected to make reasonable efforts to protect their employees from pandemic hazards."

Because the board conducted a vote last month based on an Emergency Temporary Standard that does not apply to the library, I am bringing it to your attention so that you may revisit your vote and discuss how you wish to proceed.

Our recommendation is to continue the staff masking requirement. At this time, patrons are not required to wear masks; policing patrons was cumbersome for staff and given that most patrons are in-and-out quickly, this makes sense. Volunteers who provide proof of vaccination are allowed the option to mask or not; given that the nearly all of the volunteers in the bookstore work alone and work short shifts of 2 hours once a week, this also makes sense. I remain concerned about the close quarters in the staff area for many of my coworkers, 75% of whom do not have an enclosed office and spend anywhere from four to nine hours a day within feet of each other. I am particularly concerned for coworkers who have high-risk family members, who live with young children who are not yet eligible for vaccination, or who are high-risk themselves, if masking at work is optional. I am concerned about interpersonal friction among staff who wear a mask and those who do not—everything from side-eye to pointed questions to snarky comments to verbal altercations. 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). We have had zero spread among coworkers despite having positive cases on staff, and we credit diligent masking for this outcome. As I note above, the library has an obligation under MIOSHA to provide reasonable workplace protections to employees—COVID is a recognized workplace hazard. I know that I am interpreting "reasonable protections" more conservatively than others, and I recognize that this policy is the board's to decide.

2. Plante Moran has completed our annual audit. Alisha Watkins and Keith Szymanski will be at this month's meeting to present it to you. I am incredibly pleased to publicly thank our accountant, Debbie McHugh, who guided the library through another clean audit while accomplishing a major migration to a new financial system software. The auditors noted that they have never had a client who migrated to a new Chart of Accounts and a new software system and then went on to have zero corrections to their books. Thank you to Debbie and everyone in the Business Services Office for their hard work. Big thanks, too, to our department heads, managers, and supervisors for being careful stewards of tax dollars. We look forward to your acceptance of our 2021 audit.
3. You will also review and approve the 1st Quarter Budget Amendment to recognize additional revenues received and allocate them to expenses.
4. For your discussion this month is a first reading of a small revision to the Materials Selection Policy. We will bring this back to you for approval in May. My thanks to Dave Ewick and Lisa Craig for the suggested change.
5. Also for discussion is a proposal to eliminate overdue fines, prepared by Circulation Services Department Head Kat Bounds and Supervisor Barb Gudenburr, with input and feedback from many people across the library. After presenting you a year ago with a report on this trend, the proposal has been updated to provide more analysis about considerations and evidence that are specific to CPL. There are procedural changes that we plan to make that do not require a board vote, but we included them in the proposal so that you have the full picture of our plans. The elimination of overdue fines is a policy decision, and if the board agrees, we will bring you a revised Circulation Policy in May.
6. Lastly, you will discuss the 2023 Salaries Budget. My thanks to Marian Nicholson for preparing this recommendation for your discussion. As expected, we are seeing pressure in the lower pay grades due to inflation, difficulties in hiring frontline public-facing positions across industries, and the increasing wages that are necessary to keep us competitive in this market.
7. In personnel news, congratulations to Denise Johnston, who accepted a promotion to Page II! She has been a fabulous coworker for three years, and we look forward to seeing her continue to grow with us. We said farewell to part-time Librarian Brad Bachelor after 15 years of service to the library. Brad has secured a full-time librarian position at the Ogden Farmers' Library in Spencerville, New York. We also said goodbye to Substitute Librarians Taylor Quinn and Andrew Calvetti. We will be posting for all of these positions.
8. We are pleased to be partnering once again with Canton Township to host a DIA Inside|Out artwork this spring. We will be hosting *A Day in June, 1913*, by George Wesley Bellows. This is a Township initiative, so we are taking their lead on publicity and promotion. My thanks to Laurie Golden for being our point person on this.

Respectfully submitted,
Eva Davis, Director

Canton Public Library

Budget Amendment Summary - 2022 - 1st Quarter

PROPOSED:

4/21/2022

GL Account # - Name GL Sub Account # - Name / Explanation	Sub Account Detail	Increase (Decrease)	Original \$	Amended \$	Note: to/from Acct #
REVENUE					
LOCAL COMMUNITY STABILIZATION SHARE		11,428	55,000	66,428	
<i>increase to recognize income collected in excess of budgeted amount</i>					
OTHER REVENUE		500	1,000	1,500	
<i>increase to recognize income collected in excess of budgeted amount</i>					
TOTAL REVENUE	11,928	11,928	-	11,928	
EXPENDITURE					
BUILDING REPAIRS		(5,700)	20,000	14,300	
<i>transfer to 974.00 to cover repair costs greater than \$5,000 capital assets threshold for building repairs</i>					
OTHER FINANCING USES/ENDOWMENT TRANSFER		(500)	500	-	
<i>Inactivate account due to 2021 audit recommendation on handling endowment transfers</i>					
CAPITAL OUTLAY		75,233	963,000	1,038,233	
<i>2021 projects deferred to 2022 and building repairs exceeding \$5,000 capital assets threshold</i>					
TOTAL EXPENSE	69,033	69,033	-	69,033	
Net Change in Fund Balance		\$ (57,105)	\$ (613,645)	\$ (670,750)	

04/08/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 03/31/2022

DESCRIPTION	APPROVED 2022 BUDGET	PROPOSED 2022 BUDGET 1ST QUARTER AMENDMENT
Revenues		
INCOME		
PROPERTY TAXES	6,447,500.00	6,447,500.00
STATE AID TO LIBRARIES	70,000.00	70,000.00
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	66,428.00
PHOTOCOPY FEES	40,000.00	40,000.00
REPLACEMENT-LIBRARY MATERIALS	5,000.00	5,000.00
MEETING ROOM RENTAL	200.00	200.00
PENAL FINES	61,000.00	61,000.00
OVERDUE FINES	15,000.00	15,000.00
INTEREST INCOME	200.00	200.00
COMMISSION	6,000.00	6,000.00
OTHER REVENUE	1,000.00	1,500.00
Net INCOME	6,700,900.00	6,712,828.00
TOTAL REVENUES	6,700,900.00	6,712,828.00
Expenditures		
EXPENSES		
SALARIES & WAGES	3,163,000.00	3,163,000.00
FRINGE BENEFITS	857,000.00	857,000.00
SUPPLIES	157,453.00	157,453.00
LIBRARY MATERIALS	1,004,000.00	1,004,000.00
PROFESSIONAL & CONTRACTUAL	437,134.00	437,134.00
COMMUNICATIONS	28,500.00	28,500.00
PRINTING	61,900.00	61,900.00
UTILITIES	213,000.00	213,000.00
MAINTENANCE & REPAIRS	246,650.00	246,650.00
BUILDING IMPROVEMENTS	15,000.00	9,300.00
INSURANCE	58,100.00	58,100.00
CAPITAL OUTLAY	963,000.00	1,038,233.00
OTHER FINANCING USES/ENDOWMENT TRANSFERS	500.00	0.00
PROPERTY TAX REFUNDS	2,500.00	2,500.00
COMMUNITY PROMOTION	25,658.00	25,658.00
TRAVEL	64,850.00	64,850.00
RENTALS/LEASES	16,300.00	16,300.00
Net EXPENSES	7,314,545.00	7,383,578.00
TOTAL EXPENDITURES	7,314,545.00	7,383,578.00
TOTAL REVENUES - FUND 101	6,700,900.00	6,712,828.00
TOTAL EXPENDITURES - FUND 101	7,314,545.00	7,383,578.00
NET OF REVENUES & EXPENDITURES	(613,645.00)	(670,750.00)
NET CHANGE IN FUND BALANCE	(613,645.00)	(670,750.00)
FUND BALANCE - BEGINNING OF YEAR	4,343,495.00	4,343,495.00
FUND BALANCE - END OF YEAR	3,729,850.00	3,672,745.00

C. MATERIALS SELECTION POLICY

1. PURPOSE

The purpose of the Canton Public Library Materials Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Canton Public Library.

2. DEFINITIONS

The term “library materials” means books, magazines, DVDs, CDs, or other synonyms as they may occur in the policy have the widest possible meaning. It is implicit in this statement of policy, therefore, that every form of permanent record is to be included regardless of format. However, this policy and the term “library materials” do not apply to Internet sites available through the Library’s computers or Internet collection. The Library has no control over the content of the Internet. Please see the [Computing Resources Policy](#) for any issues related to computer or Internet use.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

This statement of policy applies to all library materials in the collection, including adult, teen, and children’s.

3. GOALS OF MATERIAL SELECTION

- A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services which will assist individual study.

4. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the Director or his/her designee pursuant to the [Collection Development Plan](#). Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are

allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

5. GENERAL PRINCIPLES

- A. Selection of materials is based on the relationship of such work to the needs, interests and demands of the Canton community. Basic to this policy is the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association to which this library subscribes.

Selection is not made on the basis of anticipated approval or disapproval, but solely on the [merits of a work, without regard to the race, nationality, political or religious view of the writer, value of a work to the collection.](#)

Whenever censorship is threatened, from whatever sources, no library materials shall be removed from the library until all steps in the library's procedure for handling complaints about library material have been completed, or by order of a court or competent jurisdiction.

- B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The library respects each individual parent's right to supervise his children's choice of reading materials. However, the library does not have the right to act *in loco parentis* (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.

- C. Library materials will not be marked or identified to indicate approval or disapproval of contents by the library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the library to provide circulating, reference and research materials for the general public and the student based on the services it is expected to perform. Special "in depth" collections shall also be maintained when indicated by community interest.

6. SPECIFIC PRINCIPLES FOR SELECTION

The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent opposing points of view.

- a. Contemporary significance or permanent value
- b. Accuracy
- c. Lack of bias, factual
- d. Avoids sensationalism for its own sake
- e. Portrays issues sensitively
- f. Authority of author



Recommendation to Revise Circulation Policy

We recommend that the library board approve a revision to the Circulation Policy effective September 1, 2022 to remove all references to overdue fines. If the board agrees, we will make these changes to the Circulation Policy and bring it to the board for approval at a future meeting.

The Argument Against Fines

Canton Public Library charges overdue fines to encourage on time return of materials. Fines, however, do not have any obvious effect on our patrons' choices about when to return materials. 1 out of 3 CPL patrons accrued or paid a fine in the last year. At the same time, the vast majority of CPL patrons return checked out items within 3-4 days of their due dates.

Overdue fines are rarely paid promptly; it typically takes more than 3 years for a patron to pay a fine. Most patrons are aware fines exist, but likely couldn't tell you how much they are. In many cases, if a patron is not quite done with the new Patterson book, their thought is most likely, "Oh, it'll just be a dollar or something if I keep this another week to finish. I'd be glad to contribute a dollar to the library."

This type of behavior neatly sidesteps the purpose of fines and contributes to wait times for other patrons. In addition, it reflects a misunderstanding of the value of the fine itself to the library. Last year, it cost the library \$1.38 to collect each \$1 paid in fines.

There will, of course, always be patrons who don't return items. Fines are not deterring this behavior.

70% of patrons with items overdue for longer than 3-4 days end up being billed and sent to collections. This is the equivalent of 2,075 out of 54,631, or 3.7%, of our total current patrons. At any given point in time, 2-4% of the physical items in the CPL collection are overdue; less than 1% end up in collections.

This small number of patrons, and the small number of items they borrow, have real challenges. As an example, in practice, our current fine schedule means that a patron with 14 picture books 3 weeks overdue will owe \$70 and their kids will not have access to the library. \$70 is a less comfortable "donation" to the library, and many patrons like this simply stop using library materials as a result.

In addition, there is a clear pattern in who keeps their fines below \$20 and stays active, and who doesn't. Under age 10 and over age 24, patrons tend to resolve their overdue fines. Patrons between 10 and 24 with fines are 33% more likely than other age groups to become inactive cardholders. These are young adults who we are turning away from the library just as we hope they become lifelong readers.

We propose that the library eliminate fines and instead focus on tools we know impact patron behavior. By doing so, the board can also help us improve the effectiveness of these tools.

Recommendation Part 1: Make Better Use of Other Tools

While there's no evidence to show that *finer* drive on-time returns, dates of return do show a strong correlation with the timing of patron notifications. The impact of blocking patrons and billing for replacement on patron behavior is also evident.

Currently we are limited in our ability to effectively message desired behavior by needing to communicate too many things. You will be fined AND that fine may turn into a replacement fee AND you may be sent to collections BUT if you return it, you will go back to just having a fine AND it will be capped at \$5 per item. We can make better use of notifications if we can simplify the information that needs to be communicated. This would also make desired behavior (return our materials) clearer.

We propose to clarify notifications by focusing solely on blocking and billing—and, because notifications *are* effective, double the number.

For patrons who don't pay attention to their notifications or have out-of-date contact information, a collections letter may be the first point in time at which they even realize they forgot to return an item. Because of this, we also propose separating blocking from billing, and blocking earlier.

Blocking a patron provides a cue that there is an issue with their account. It should never be the case that someone only knows there is an issue after they have gone to collections.

Our proposed schedule is as follows:

- Courtesy notice 2 days prior to the due date, with a new due date for any auto-renewals
- ADD a notification *on* the due date, with a note to please call us if there is an issue
- Reminder 4 days after the due date
- ADD a day 7 reminder warning the patron that they will be blocked if items are not returned
- ADD a day 10 notice that the patron is now blocked until items are returned
- Reminder of blocked status 14 days after the due date, add mail notification in addition to email
- Notify of replacement fee on day 21, and that if they return the item this will be waived
- Turn over to collections at 45 days, if the patron's account balance exceeds \$35, at which point a \$10 collection agency fee is also levied

Recommendation Part 2: Publicize the change and waive past fines

Publicly announcing the change in policy helps communicate the new rules clearly, so patrons are less likely to be surprised and frustrated at the desk when they can't just pay their fines and be on their way.

The best timing to publicize the elimination of overdue fines is at the end of the summer/start of the school year. This will avoid the risk that it gets mixed in to summer program messaging and missed. This timing also allows us an introductory period between board approval and the effective date to begin more generously waiving fines. By having this period, we lower the chance that a patron has recently paid fines at the time of the change, and we can tell patrons face to face that a change is coming.

With fines eliminated, requiring a patron to pay for a book that they kept for 2 extra days before COVID is challenging. Based on past behavior, patrons will continue to carry these fines on their accounts unless faced with a replacement fee that blocked access at some future date – at which point, they will be a source of frustration and argument about past policy. We recommend proactively avoiding this future frustration and keeping things simple for patrons and staff by waiving past fines now.

Current State of Fines at CPL

- Most items have a loan period of 21 days.
- DVDs, Magazines, Videogames, and most Lucky Day materials have a 7-day loan period.
- Lucky Day DVDs have a loan period of 3 days.

Except for the Lucky Day collection, as of May 2019, items checked out to patrons are automatically renewed up to 4 times if no one else has the item on hold. Each auto-renew period is the length of the original loan. We expanded auto-renewal last year to include MeL interlibrary loan items.

Patrons are notified at check out of their due dates, and reminded of due dates as follows:

- A courtesy notice 2 days prior to the due date, with a new due date for any auto-renewals
- An overdue notice 4 days after the due date
- A reminder 14 days after the due date
- A reminder 21 days after the due date, at which point they are billed and their account blocked
- For billed items that total at least \$35, or a combination of billed items and fines that total at least \$35, a collection agency notice is sent 45 days after the due date, at which point a \$10 collection agency fee is also levied.

When an overdue item is returned, fines are assessed at \$.20 per day per item, with a cap of \$5 per item. Patron accounts are blocked if they have more than \$20 in total fines.

If the item is returned after the patron has been sent to collections—so, after Day 45—the patron is responsible for paying the \$10 collection agency fee as well as the accrued overdue fines.

Circulation staff spend an average of 5% of their time on fine-related issues, which last year was a cost of \$30-35,000. In 2021, only \$21,715 in overdue fines were actually paid by patrons.

Current State of Fines, Regionally and Nationally

The common considerations included by other libraries in evaluating their own fine policies outlined in last year's report remain the same, as do the general arguments for and against.

There has been continued growth in the number of fine-free libraries nationally, with momentum over the last 2 years as a result of the American Library Association's 2019 resolutionⁱ and the experience of patron behavior during COVID, during which the vast majority of public libraries have waived or drastically modified fine collection practices for at least some period of time.

Currently, 30 out of the 74 libraries that belong to The Library Network are fine-free; 22 made this change since the start of the pandemic.^{ii iii}

Of the 88 public library systems in Michigan, Ohio, Indiana, and Illinois that serve communities with populations of 50-100,000, 25 were fine-free as of Jan 1, 2022.^{iv}

Conclusion

We believe this proposal gives CPL the best chance of items being returned, clarifies the expected behavior for patrons, and streamlines the patron experience at the Check Out Desk. If the board agrees, we will begin working on an update to our Circulation Policy for board approval at a future meeting. We will also update our procedures and training documents to prepare staff for implementation.

ⁱ In 2019, the American Library Association issued a Resolution on Monetary Library Fines as a Form of Social Inequityⁱ which “urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them.” <https://bit.ly/3LeBJSA>

ⁱⁱ TLN fine-free spreadsheet: <https://bit.ly/3LcOhtD>

ⁱⁱⁱ For a good overview of the state of library fines in Michigan, as of early 2020, see:

<https://www.freep.com/story/news/local/michigan/2020/02/12/michigan-library-overdue-fine-late-fee/4677904002/>

^{iv} Total count of library systems meeting this criteria can be found using the Institute of Museum and Library Services’ search and compare tool: <https://www.ims.gov/search-compare/> and identification of those no longer charging fines is based on End Library Fines crowd-sourced google map: <https://endlibraryfines.info/fine-free-library-map/>



Budget Recommendation: 2023 Salary and Wages

History: Traditionally, the library engages ElementOne (formerly Merces) to conduct a review of published surveys to determine, for as many jobs as possible, the prevailing “market rate.” The market for each job is defined in terms of the geographic area in which recruiting typically takes place, the industry in which Canton Public Library likely competes for employees, as well as similar sized organizations with whom CPL is fiscally able to compete.

Canton Public Library pay grades and ranges are based on an approach that considers three aspects of pay:

1. The contribution of jobs to the organization, as measured by the job evaluation plan
2. The ability of individuals to perform the specific duties and responsibilities of their jobs, and
3. The competitive market for jobs, determined by research into labor market studies

The job evaluation program assesses the contribution of jobs to the organization by looking at various characteristics, namely:

- Knowledge, skills & ability
- Problem solving
- Scope of authority & decision making
- Communications & contacts
- Impact of work performance
- Physical conditions and work environment

Each of the characteristics above is defined through a series of ever-increasing definitions of complexity and every position at CPL has been reviewed and evaluated using this criterion. Once the individual points have been determined they are added together to give each job an overall score. Jobs with similar scores are then placed in the same pay grade.

The pay ranges for each pay grade are designed to ensure that employees are paid based on their contributions to CPL. The organization uses its performance appraisal and contribution assessment methodology to determine target pay; current pay is then compared to the target to determine if adjustments are warranted.

Research: The surveys selected by ElementOne are based on their consistent publication, sufficient sample size and ability to provide segments of data that reflect the real markets in which CPL competes for talent. This year, the review included the following studies:

- American Library Association
 - MLS Librarian Positions
 - Non-MLS Support Positions
- American Society of Employers, Salary Survey

- Bureau of Labor Statistics, Metropolitan Area Compensation Study
- Detroit Suburban Library Roundtable, Compensation & Benefits Survey
- Economic Research Institute, Salary Assessor
- State of Michigan Library Database

It is important to note that market data is based on the “cost of labor” in a given area, rather than the “cost of living.” Different geographic areas may have higher or lower costs for items such as housing; however, this does not necessarily translate to different levels of pay. Additionally, changes in the market rates reflect changes in what employers are paying, and will not necessarily reflect changes in the cost of living as measured by the Consumer Price Index.

The Element One Pay Structure Review for FY2023 recommends pay structure increases at an average rate of about 7.6%, ranging from 19.7% in Grade 4 (Page I) to 2.5% in Grade 16 (Supervisor), then no change in Grades 17 (Librarian) through 25 (Director). Grades 2 (Page On-call) and 3 increased by 9.9% while Grade 1 remains unchanged from last year as the CPL FY2022 updated structure already reflected the intended State of Michigan minimum wage at \$9.87 per hour.

Recommendation: The library must compete with other employers across the service industry – other public libraries as well as employers in the hospitality, restaurant, call center, and retail industries – for employees. We have already experienced the effects of trailing behind prevailing wages in our recruitment efforts. We have had candidates decline our offers of employment to take higher-paying positions with other customer service organizations, and the shrinking pool of applicants makes recruitment of employees who reflect the library's values and service philosophy a challenge.

It is our recommendation that the board adopt the ElementOne Base Pay Structure Ranges for FY2023 and approve a 2023 Salary and Wages budget of \$3,400,000. This increase of \$237,000 [7.49%] over the 2022 Salary and Wage budget will keep us aligned with the ElementOne recommended pay structure and allow the library to remain conservatively competitive in the job market. It also covers the cost of an additional full-time adult librarian (at a cost of \$62,810 per annum) as well as an increase of ~\$10,000 to the substitute librarian allowance to sustain an average of 30-hours' coverage per week.

Canton Public Library

Base Pay Structure FY2022 Comparison to Recommended FY2023 Hourly Wages

Grade	Point Range		Job		2022	2023	%
	Low	High	Score	Job Title	Midpoint	Midpoint	Increase
25	900	1000	944	Director	65.23	65.23	0.00%
22	675	724	724	no jobs assigned	46.21	46.21	0.00%
21	600	675	660	Department Head - Business Services	42.56	42.56	0.00%
			615	Department Head - Circulation Services			
			637	Department Head - Community Relations			
			644	Department Head - Information Services			
			628	Department Head - Information Technology			
19	500	549	549	no jobs assigned	36.72	36.72	0.00%
18	450	499	491	Collection Development Specialist	34.41	34.41	0.00%
			491	Librarian Manager			
17	400	449	420	Accountant	32.21	32.21	0.00%
			437	Librarian, Program Librarian			
			427	Systems Administrator			
16	350	399	389	Building Supervisor	28.46	29.18	2.53%
			372	Circulation Services Supervisor			
15	330	359	347	Human Resources Specialist	25.85	26.97	4.33%
			349	Web Resources Specialist			
14	300	329	325	Communications Specialist	23.44	24.92	6.31%
13	270	299	283	Substitute Librarian	21.28	23.03	8.22%
12	240	269	255	Administrative Assistant	19.28	21.28	10.37%
			242	Information Technology Specialist			
			242	Marketing Assistant			
11	220	239	225	Business Office Assistant	17.79	19.90	11.86%
			228	Circulation Assistant II			
			229	IT Technician			
10	200	219	219	Building Monitor	16.67	18.87	13.20%
			214	Circulation Assistant I			
			200	Intern			
9	180	199	182	Acquisitions Assistant	15.64	17.90	14.45%
			197	Page II			
			191	Technical Processing Assistant II			
8	160	179	179	Circulation Assistant On-Call	14.62	16.97	16.07%
			168	Technical Processing Assistant			
7	150	159	150	IT Support Assistant	13.95	16.31	16.92%
6	140	149	149	no jobs assigned	13.49	15.90	17.87%
5	130	139	139	no jobs assigned	13.08	15.49	18.43%
4	120	129	126	Page I	12.67	15.08	19.02%
3	110	119	119	no jobs assigned	12.26	14.67	19.66%
2	100	109	109	Page On-Call	11.85	13.03	9.96%
1	1	99	99	no jobs assigned	11.38	11.38	0.00%