



Library Board of Trustees General Meeting Packet Contents

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5. 2022 Materials Selection Policy Revision
6. 2022 Circulation Policy Revision
7. 2023 Salaries Budget Recommendation – additional information as requested
8. 2023 Budget Revenue – Millage and Property Tax Rate



Library Board of Trustees
Meeting Agenda – May 19, 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 April 21, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Item of Action 22/5-19-1: Materials Selection Policy Revision Discussion Item: Staff Mask Requirement Discussion Item: 2023 Budget Discussion – Expenditures Salaries and Wages
New Business	62 Days of Summer program overview Discussion Item: 2022 Circulation Policy Revision Discussion Item: 2023 Budget Discussion – Revenue <ul style="list-style-type: none">• Millage rate• Property tax collection rate
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

April 21, 2022 – 7:30 PM

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

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

Absent: None

Also Present: E. Davis, M. Nicholson

CALL TO AUDIENCE

Present: K. Bounds, D. Ewick, L. Golden, B. Gudenburr, D. McHugh, C. Swanberg, K. Szymanski, A. Watkins

No comments

APPROVAL OF AGENDA

The agenda, as amended, was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved without challenge. *N. Eggenberger abstained from voting as she did not attend the March meeting.*

NEW BUSINESS

2021 Audit Presentation, Plante Moran – Alisha Watkins and Keith Szymanski of Plante Moran presented the findings from their audit of the library's 2021 fiscal year. In sum, Watkins stated that the library received another clean audit, with no issues or findings, resulting in an *unmodified* opinion. Alisha emphasized that an unmodified opinion was unusual for an entity such as the library under normal circumstances, let alone in a year in which the entity changed financial reporting platforms and incorporated a new chart of accounts. Kudos to D. McHugh for a smooth transition!

The slide presentation included a *Timing of Property Taxes* chart, which indicated a 7.4% increase in taxable value in FY2023. Since 2018, the average increase has been ~4.9% annually.

A summary of the Pension Report summary, showing compliance with the Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 30 2016 was reviewed.

Accept 2021 Audit as Presented – M. Farrell moved and A. Watts supported a motion to accept the 2021 audit as presented by Plante Moran.

The motion passed unanimously 22/4-21-1

COMMUNICATIONS

No Communications

DIRECTOR'S REPORT

E. Davis had nothing to add to the written report.

TRUSTEE COMMENTS

C. Spas reported the Public Library Association conference in Portland, Oregon was well planned and attended. She thanked the library for the opportunity to attend and expressed her appreciation for PLA's COVID protocols that made her feel safe attending the live event. A. Iqbal attended virtual sessions and found it to be a solid conference.

J. Lee commented that she could no longer find board meeting packets dated prior to 2021 on the CPL website and asked if this was intentional or an oversight. K. Bounds confirmed that board packets on the website are now limited to the current year plus one prior year. Older Board documents are maintained in perpetuity and may be requested by completing a *contact us* form or calling the library.

COMMITTEE REPORTS

No committee reports

UNFINISHED BUSINESS & GENERAL ORDERS

Staff Mask Requirement – The Board decided to keep the mask requirement in place and revisit the subject each month.

NEW BUSINESS

1st Quarter Budget Amendment – E. Davis explained that the proposed amendment recognizes income in excess of budgeted amounts and expenditures for approved 2021 capital projects deferred to 2022. The skylight repair expenditure already existed in the 2022 budget but, as it was over \$5,000, needed to be moved from *Building Repairs* to *Capital Building, Fixtures & Improvements*.

Adopt 1st Quarter Budget Amendment as proposed – J. Lee moved and A. Iqbal supported a motion to adopt the 1st Quarter Budget Amendment as presented.

The motion passed unanimously 22/4-21-2

Materials Selection Policy Revision – A first look at revisions to the Materials Selection Policy was presented. This item will be brought to the Board as an action item in May.

Overdue Fines Elimination Recommendation – K. Bounds provided verbal confirmation of the prior year's report, the impact of fines on behaviors at CPL, the administrative burden of enforcing fines and that the real cost of collecting fines exceeds the revenue produced. Eva Davis clarified the Board would have to vote on waiving past accrued fines, eliminating future fines and updating the Circulation Policy. Updates to the Circulation Policy may also include a revised method of *proof of residency* for new library card applicants. This subject will be revisited at the May meeting.

2023 Budget Discussion – Expenditures – Salaries and Wages – M. Nicholson reiterated the findings outlined in the discussion document. To support further discussion, the Board requested a 5-year trend of wage increases chart, an update to the Annual Income and Salary Expense graph and a comparative salary schedule (proposed 2023 v approved 2022) which includes all zones, not just the midpoint. This subject will be revisited at the May meeting.

CALL TO AUDIENCE

No comments

ADJURN

The meeting was adjourned at 8:38 PM.

Amy Watts, Secretary-Treasurer

05/11/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 04/30/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	7,668,703.09
101-000.00-001.02	CHECKING-CREDIT CARD	7,766.86
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	12,981.14
101-000.00-002.00	SAVINGS	997,817.51
	Total Assets	8,687,268.60
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	43,271.25
101-000.00-219.01	SOCIAL COMMITTEE	7,197.51
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	5,699.91
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	4,653.74
101-000.00-231.09	PENSION DEDUCTION	(71.32)
	Total Liabilities	60,751.09
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	4,343,494.61
	Total Fund Balance	4,343,494.61
	Beginning Fund Balance	4,343,494.61
	Net of Revenues VS Expenditures	4,283,022.90
	Ending Fund Balance	8,626,517.51
	Total Liabilities And Fund Balance	8,687,268.60

GL Number	Description	Balance
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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	(4,049,618.89)
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	10,944,643.12

*** Fund Balance ***

901-000.00-390.00	GENERAL FUND BALANCE	(2,016,891.98)
901-000.00-399.00	INVESTMENT IN ASSETS	12,961,535.10
	Total Fund Balance	10,944,643.12
	Beginning Fund Balance	10,944,643.12
	Net of Revenues VS Expenditures	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	10,944,643.12
	Total Liabilities And Fund Balance	10,944,643.12

05/11/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 04/30/2022

DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,447,500.00	6,447,633.06	(133.06)	100.00
STATE AID TO LIBRARIES	70,000.00	48,143.60	21,856.40	68.78
LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	66,428.71	(0.71)	100.00
PHOTOCOPY FEES	40,000.00	9,662.45	30,337.55	24.16
REPLACEMENT-LIBRARY MATERIALS	5,000.00	3,018.84	1,981.16	60.38
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	6,874.02	8,125.98	45.83
INTEREST INCOME	200.00	32.32	167.68	16.16
COMMISSION	6,000.00	1,729.41	4,270.59	28.82
OTHER REVENUE	1,500.00	1,759.75	(259.75)	117.32
Net INCOME	6,712,828.00	6,585,282.16	127,545.84	98.10
TOTAL REVENUES	6,712,828.00	6,585,282.16	127,545.84	98.10
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	915,097.95	2,247,902.05	28.93
FRINGE BENEFITS	857,000.00	469,361.72	387,638.28	54.77
SUPPLIES	157,453.00	15,639.98	141,813.02	9.93
LIBRARY MATERIALS	1,004,000.00	383,186.60	620,813.40	38.17
PROFESSIONAL & CONTRACTUAL	437,134.00	213,449.67	223,684.33	48.83
COMMUNICATIONS	28,500.00	6,271.81	22,228.19	22.01
PRINTING	61,900.00	2,003.45	59,896.55	3.24
UTILITIES	213,000.00	46,681.32	166,318.68	21.92
MAINTENANCE & REPAIRS	240,950.00	55,914.75	185,035.25	23.21
BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
INSURANCE	58,100.00	55,295.75	2,804.25	95.17
CAPITAL OUTLAY	1,038,233.00	118,099.96	920,133.04	11.38
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	4,166.43	21,491.57	16.24
TRAVEL	64,850.00	15,404.43	49,445.57	23.75
RENTALS/LEASES	16,300.00	1,685.44	14,614.56	10.34
Net EXPENSES	7,383,578.00	2,302,259.26	5,081,318.74	31.18
TOTAL EXPENDITURES	7,383,578.00	2,302,259.26	5,081,318.74	31.18
TOTAL REVENUES - FUND 101	6,712,828.00	6,585,282.16	127,545.84	98.10
TOTAL EXPENDITURES - FUND 101	7,383,578.00	2,302,259.26	5,081,318.74	31.18
NET OF REVENUES & EXPENDITURES	(670,750.00)	4,283,022.90	(4,953,772.90)	638.54
NET CHANGE IN FUND BALANCE	(670,750.00)	4,283,022.90		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,672,744.61	8,626,517.51		

05/11/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			04/30/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,447,500.00	6,447,633.06	(133.06)	100.00
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	48,143.60	21,856.40	68.78
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	66,428.71	(0.71)	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	9,662.45	30,337.55	24.16
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	3,018.84	1,981.16	60.38
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	6,874.02	8,125.98	45.83
101-000.00-665.00	INTEREST INCOME	200.00	32.32	167.68	16.16
101-000.00-668.00	COMMISSION	6,000.00	1,729.41	4,270.59	28.82
101-000.00-675.00	OTHER REVENUE	1,500.00	1,759.75	(259.75)	117.32
TOTAL REVENUES		6,712,828.00	6,585,282.16	127,545.84	98.10
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	915,097.95	2,247,902.05	28.93
101-790.00-716.01	TAXES-FICA/MC	241,000.00	75,673.97	165,326.03	31.40
101-790.00-716.02	DENTAL	21,700.00	4,727.25	16,972.75	21.78
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	7,350.52	10,649.48	40.84
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	85,605.68	149,394.32	36.43
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	1,016.95	5,983.05	14.53
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	10,302.57	29,697.43	25.76

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE		AVAILABLE	
			04/30/2022		BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		USED
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	1,499.75		10,500.25	12.50
101-790.00-730.01	BOOKS	242,000.00	63,088.18		178,911.82	26.07
101-790.00-730.02	AV (MEDIA)	109,000.00	37,138.58		71,861.42	34.07
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	282,959.84		370,040.16	43.33
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	13,050.00		0.00	100.00
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	449.24		4,550.76	8.98
101-790.00-850.00	COMMUNICATIONS	28,500.00	6,271.81		22,228.19	22.01
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	39,775.16		120,224.84	24.86
101-790.00-922.00	GAS	33,000.00	5,685.08		27,314.92	17.23
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	27,316.22		64,683.78	29.69
101-790.00-932.01	LAWN & GROUNDS	40,850.00	764.88		40,085.12	1.87
101-790.00-932.02	SNOW & ICE	37,000.00	16,449.99		20,550.01	44.46
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	4,040.78		8,159.22	33.12
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	14,300.00	2,903.36		11,396.64	20.30
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	1,825.56		18,174.44	9.13
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	1,245.49		12,554.51	9.03
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	55,295.75		2,804.25	95.17
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	159,550.00	107,128.00		52,422.00	67.14
101-790.00-975.00	FURNITURE AND EQUIPMENT	180,000.00	0.00		180,000.00	0.00
101-790.00-978.00	HARDWARE	633,952.00	10,971.96		622,980.04	1.73
101-790.00-979.00	SOFTWARE	36,731.00	0.00		36,731.00	0.00

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE		AVAILABLE	
			04/30/2022		BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		USED
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	2,382.75	1,617.25	59.57	
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	1,589.39	10,910.61	12.72	
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	3,503.59	19,996.41	14.91	
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	2,472.18	12,027.82	17.05	
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(461.74)	3,286.74	(16.34)	
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	5,089.94	10,410.06	32.84	
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	2,454.00	9,646.00	20.28	
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,525.00	85.00	1,440.00	5.57	
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	346.58	5,153.42	6.30	
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	822.61	4,261.39	16.18	
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,524.00	125.84	5,398.16	2.28	
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	21.81	128.19	14.54	
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	1,011.40	8,238.60	10.93	
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	490.00	510.00	49.00	
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	5,757.24	3,742.76	60.60	
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	118.32	881.68	11.83	
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	1,000.00	125.00	875.00	12.50	

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE		AVAILABLE	
			04/30/2022		BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		USED
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	5,600.94		24,399.06	18.67
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	62,900.00	9,100.00		53,800.00	14.47
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	1,953.85		3,046.15	39.08
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	152.10		747.90	16.90
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	4,037.99		19,220.01	17.36
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	60,200.00	2,003.45		58,196.55	3.33
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	4,500.00	788.61		3,711.39	17.52
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	3,500.00	427.15		3,072.85	12.20
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	10.00		2,490.00	0.40
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,000.00	2,224.02		12,775.98	14.83
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	377.09		1,872.91	16.76
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,000.00	2,480.63		20,519.37	10.79
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	158,350.95		54,649.05	74.34
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	2,346.74		5,953.26	28.27
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00		1,100.00	0.00
TOTAL EXPENDITURES		7,383,578.00	2,302,259.26		5,081,318.74	31.18
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,712,828.00	6,585,282.16		127,545.84	98.10
TOTAL EXPENDITURES		7,383,578.00	2,302,259.26		5,081,318.74	31.18
NET OF REVENUES & EXPENDITURES		(670,750.00)	4,283,022.90		(4,953,772.90)	638.54
NET CHANGE IN FUND BALANCE		(670,750.00)	4,283,022.90			
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61			
FUND BALANCE - END OF YEAR		3,672,744.61	8,626,517.51			

05/10/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
04/06/2022	GEN	52833	1004	AFLAC	AFLAC DEDUCTIONS MONTHLY-MARCH	110.52 V
04/06/2022	GEN	52834	1008	ALPHAGRAPHICS	KINDERGARTEN ORIENTATION BOOKMARKS	155.00
04/06/2022	GEN	52835	1009	AMAZON CAPITAL SERVICES	VELCRO CABLE TIES	30.08
04/06/2022	GEN	52836	1028	BAKER & TAYLOR	TINA BOOK - APRIL (MIDNIGHT TRAIN)	71.85
04/06/2022	GEN	52837	1029	BAKER & TAYLOR	CCF GRANT	96.35
04/06/2022	GEN	52838	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,886.13
04/06/2022	GEN	52839	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	368.55
04/06/2022	GEN	52840	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,250.40
04/06/2022	GEN	52841	1157	BARB GUDENBURR	CONFERENCE REIMBURSEMENT	1,397.14
04/06/2022	GEN	52842	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES	4,399.45
04/06/2022	GEN	52843	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER	661.79
04/06/2022	GEN	52844	1303	CARL SWANBERG	PLA 2022 CONFERENCE EXPENSES	910.34
04/06/2022	GEN	52845	1075	CARRICO MALDEGEN INSURANCE	CYBER LIABILITY INSURANCE EFFECTIVE 3/26	4,307.75
04/06/2022	GEN	52846	1079	CENGAGE LEARNING INC	32 THORNDIKE LP ADULT BOOKS (N2EXC \$900)	61.58
04/06/2022	GEN	52847	MISC	CLAIRE SPAS	PLA CONFERENCE REIMBURSEMENT	1,117.55
04/06/2022	GEN	52848	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEAR	689.29
04/06/2022	GEN	52849	1097	DEARREADER.COM	ONLINE BOOK CLUB RENEWAL 2022	450.00
04/06/2022	GEN	52850	1100	DEMCO, INC.	PROCESSING SUPPLIES: CASES & MYLAR	890.06
04/06/2022	GEN	52851	1285	DENISE SKOPCZYNSKI	PLA CONFERENCE	1,562.51
04/06/2022	GEN	52852	1096	EVA DAVIS	MILEAGE REIMBURSEMENT	75.00
04/06/2022	GEN	52853	1206	FARMINGTON COMMUNITY LIBRARY	41 GALE EBOOKS (NON-FICTION ADULT)	588.95
04/06/2022	GEN	52854	1148	GRAINGER	SOLENOID ASSEMBLY FOR AUTO FLUSH SLOAN V	98.84
04/06/2022	GEN	52855	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	825.66
04/06/2022	GEN	52856	1114	J.C. EHRLICH	PEST CONTROL SERVICE 2022	92.00
04/06/2022	GEN	52857	1171	J.D. POWER	2022 NADA RENEWALS	329.00
04/06/2022	GEN	52858	1054	KATERLI BOUNDS	PLA CONFERENCE EXPENSE & PARKING	1,832.59
04/06/2022	GEN	52859	1188	LIBRARY DESIGN ASSOCIATES, INC.	COMMUNITY ROOM IMPROVEMENTS-2022	8,082.00
04/06/2022	GEN	52860	1202	MERIT NETWORK, INC.	MERIT MEMBER CONFERENCE 2022	603.00
04/06/2022	GEN	52861	1110	MICHELE DURBIN	BALLOONS	3.58
04/06/2022	GEN	52862	1210	MICHIGAN LIBRARY ASSOCIATION	MLA ANNUAL RENEWAL	85.00
04/06/2022	GEN	52863	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	4,090.65
04/06/2022	GEN	52864	1222	NATIONAL AUDUBON SOCIETY	2022 MEMBERSHIP RENEWAL-AUDOBON MAGAZINE	20.00
04/06/2022	GEN	52865	1343	NICHOLE WELZ	PLA EXPENSES	325.35
04/06/2022	GEN	52866	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	69.36
04/06/2022	GEN	52867	1235	OVERDRIVE, INC.	72 ADULT FICTION EBOOKS	6,009.18
04/06/2022	GEN	52868	1246	PLANTE & MORAN, PLLC	ANNUAL FINANCIAL STATEMENT AUDIT -	2,300.00
04/06/2022	GEN	52869	1255	PROGRESSIVE PRINTING	1875 LIBRARIAN BOOKMARKS INV #66558	255.00
04/06/2022	GEN	52870	MISC	SHERYL BASS	HOTEL FOR PLA CONFERENCE PAID TO SHERYL	539.40
04/06/2022	GEN	52871	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	57.00
04/06/2022	GEN	52872	1288	SONITROL GREAT LAKES	SERVICE/DOORBELL NOT TO EXCEED	285.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/06/2022	GEN	52873	1371	STREAKWAVE WIRELESS, INC	NETWORK HARDWARE - CLOSET SWITCHES	381.00
04/06/2022	GEN	52874	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	93.45
04/06/2022	GEN	52875	1307	TEL SYSTEMS	SERVICE CALL ON FAR PROJECTOR	230.00
04/06/2022	GEN	52876	1308	THE LIBRARY NETWORK	INTERNET SERVICES (CONNECTION AND PORT)	1,610.63
04/06/2022	GEN	52877	1318	TRUGREEN	LAWN FERTILIZATION 2022 / 6 APPLICATIONS	347.67
04/06/2022	GEN	52878	1004	AFLAC	AFLAC DEDUCTIONS MONTHLY-MARCH	110.52
04/06/2022	GEN	52879	1226	MARIAN NICHOLSON	ZIPLOCK BAGS/STAFF LOUNGE SUPPLIES/DISHW	127.31
04/13/2022	GEN	81(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
04/13/2022	GEN	82(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,683.30
04/13/2022	GEN	83(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
04/13/2022	GEN	84(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	225.30
04/22/2022	GEN	52880	1001	4IMPRINT, INC	CR 62 DAYS OF SUMMER SWAG	2,184.50
04/22/2022	GEN	52881	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$200	2,027.65
04/22/2022	GEN	52882	1185	AMY LEE	SOCIAL COMMITTEE: FRUIT & COOKIES FOR NA	63.97
04/22/2022	GEN	52883	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	235.30
04/22/2022	GEN	52884	1029	BAKER & TAYLOR	CCF GRANT	202.45
04/22/2022	GEN	52885	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	8,445.83
04/22/2022	GEN	52886	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,208.55
04/22/2022	GEN	52887	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,311.29
04/22/2022	GEN	52888	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	35.00
04/22/2022	GEN	52889	1044	BARCODES LLC	RECEIPT PAPER	115.47
04/22/2022	GEN	52890	1051	BLUE CARE NETWORK	COVERAGE - MAY	20,531.65
04/22/2022	GEN	52891	1077	CDW-G	TOUCHSCREEN MONITOR STANDS	5,980.48
04/22/2022	GEN	52892	1079	CENGAGE LEARNING INC	41 ADULT LARGE PRINT BOOKS	50.38
04/22/2022	GEN	52893	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	10,943.41
04/22/2022	GEN	52894	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-APRIL+SPEC.PROJ	5,800.00
04/22/2022	GEN	52895	1116	ELEMENTONE CONSULTING, INC	ELEMENTONE SALARY SURVEY-FY2023	2,300.00
04/22/2022	GEN	52896	1206	FARMINGTON COMMUNITY LIBRARY	GALE EBOOKS PLATFORM RENEWAL	360.00
04/22/2022	GEN	52897	1124	FASTSIGNS	2021 DONOR LIST INV# I-L-80839	965.00
04/22/2022	GEN	52898	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,322.13
04/22/2022	GEN	52899	1169	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	62.24
04/22/2022	GEN	52900	1114	J.C. EHRLICH	K9 INSPECTION & COMMERCIAL BED BUG CONTR	410.00
04/22/2022	GEN	52901	1183	JAMES LAFFEY	SOCIAL COMMITTEE: ICE FOR NATIONAL LIBRA	5.97
04/22/2022	GEN	52902	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	449.52
04/22/2022	GEN	52903	MISC	LISA BOYD	EXPENSE REIMBURSEMENT	397.41
04/22/2022	GEN	52904	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	103,795.70
04/22/2022	GEN	52905	1223	NATIONAL PEN	CPL LOGO PENS	745.90
04/22/2022	GEN	52906	1232	OFFICE DEPOT	OFFICE SUPPLIES-STAPLES, PENS, RULERS	126.03
04/22/2022	GEN	52907	1235	OVERDRIVE, INC.	15 YA EBOOKS AND EAUDIOBOOKS	8,390.27
04/22/2022	GEN	52908	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT 2022-02	10,966.66
04/22/2022	GEN	52909	1272	SAWA BOOKS	17 INTERNATIONAL LANGUAGE CHILDREN'S BOO	184.29
04/22/2022	GEN	52910	1277	SERVICE EXPRESS INC.	2022 HARDWARE UPGRADE TO FULL MAINTENANC	483.60
04/22/2022	GEN	52911	1300	SUN LIFE FINANCIAL	SUN LIFE MONTHLY PREMIUM-MAY 2022	1,432.73
04/22/2022	GEN	52912	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/22/2022	GEN	52913	1317	TRAVELERS	0105516766 LB LIABILITY POLICY RENEWAL	4,108.00
04/22/2022	GEN	52914	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	165.60
04/22/2022	GEN	52915	1331	UPS	OUTBOUND SHIPMENT TO ACER REPAIR CENTER	12.70
04/22/2022	GEN	52916	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES NOT TO EXCEED	27.50
04/22/2022	GEN	52917	1174	WHITNEY JONES	SPRING INSTITUTE CONFERENCE	254.80
04/22/2022	GEN	52918	1388	YOUR MILESTONE EVENTS LLC	DECORATIONS ICE CREAM EVENT	225.00
04/22/2022	GEN	52919	1082	CARDMEMBER SERVICE	RENEWAL OF MURAL LICENSE	6,944.62
04/27/2022	GEN	76(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,769.56
04/27/2022	GEN	77(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
04/27/2022	GEN	78(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,733.30
04/27/2022	GEN	79(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
04/27/2022	GEN	80(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	775.61
GEN TOTALS:						
Total of 96 Checks:						276,876.51
Less 1 Void Checks:						110.52
Total of 95 Disbursements:						276,765.99



Director's Report May 2022

1. This month, Community Relations Department Head Laurie Golden and Program Librarians Laura Fawcett and Nichole Welz will provide you with an overview of our 62 Days of Summer program this year, "Your Adventure Starts Here." I will ask at the meeting to move their presentation to the beginning of the agenda.
2. You will continue your ongoing discussion of staff masking requirements, as you requested.
3. For your approval this month is the second and final reading of a small revision to the Materials Selection Policy. My thanks to Dave Ewick and Lisa Craig for the suggested change.
4. You will continue to discuss the 2023 Salaries Budget, carried over from last month's meeting. My thanks to Marian Nicholson for preparing the additional evidence you requested for your discussion. As a percentage of total revenue, you'll note that our proposed 2023 Salaries Budget remains the same as 2022 Salaries, at 47.2% of total revenue.
5. Circulation Services Department Head Kat Bounds and Supervisor Barb Gudenburr have prepared a revision of our Circulation Policy for your first review this month which incorporates the elimination of overdue fines and some changes to the policy provisions regarding acceptable identification for issuing and renewing library cards, and clarifies who is eligible for a Canton Public Library card. We will bring this back to you next month for approval, assuming you have no changes or edits. We look forward to your discussion.
6. Lastly, we have received our millage reduction fraction from the Wayne County Equalization Department for 2023. Our millage rate will be further reduced, with a millage reduction fraction of .9867, taking our millage rate (originally 2.0 mills) to 1.4396. As the auditors explained to you last month, the continued growth and development in the Township has increased taxable values as a whole by 7.5%, so we will be seeing an increase in revenues in 2023 despite the millage reduction. Accountant Debbie McHugh has prepared the table she has provided to you previously to show the millage rates and property tax collection rates (budget vs. actual) for the last five years, the current millage rate and budgeted property tax collection rate for the current year, and our recommendation to set the 2023 millage rate at 1.4396, with a 99% collection rate. This is a conservative approach, as we have consistently exceeded the budgeted collection rate for the past five years—for 2022, we are still anticipating the Wayne County delinquent tax settlement, which typically comes in the summer and will push us closer to 100% collection. We look forward to your discussion.

7. In personnel news, this month we welcomed our new full-time Human Resources Specialist, Sean Bewick, who is in the MBA program at Wayne State University and plans to apply for HR Generalist certification through the Society for Human Resource Management. We also welcomed a practicum student for the summer, Rachel Kisken, who is pursuing her Master of Information degree at the University of Michigan. Rachel will be volunteering twelve hours a week in the Information Services department helping out in various areas.
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. We are expecting installation sometime this month.
9. We are installing new software at our self-checkout stations in the next two months, and will be adding a self-checkout in the Teen Space as well. We anticipate the public launch in late June or early July. This is the first phase of our update to our RFID hardware and related software; still to come are a new sorter system and new security gates.
10. The week of May 15, we will have improvements made to the Rebecca Havenstein-Coughlin Memorial Courtyard, including new pavers and plantings. These improvements are funded through donations received in Rebecca's memory and our landscaping budget. The landscapers will soon be planting the READ berm as well.
11. The new lighting in the Community Room will be installed the week before Liberty Fest. We made sure to pick a time when there were no rentals or programs scheduled, as the vaulted ceiling means that they have to bring in scaffolding/lifts to do the work.
12. We are currently hosting a traveling exhibit from the Miami Art Museum, *Telling a People's Story*, which celebrates the complex and diverse African-American experience through the art of children's books. Kudos to Community Relations for securing this exhibit for our community, which is located around the tree in the children's library.

Respectfully submitted,
Eva Davis, Director

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

CIRCULATION POLICY

The Canton Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission, "Canton Public Library connects your community," the library offers materials for loan, interlibrary loan services, and access to the library's digital or electronic resources to all Canton residents, Canton property owners, students of the Plymouth-Canton School District and other schools located in Canton Township, and persons who work at a business located in Canton. Residents of neighboring communities whose libraries share their collections are welcome to share in our physical materials.

CPL is part of a southeast Michigan-based library cooperative known as The Library Network (TLN). Membership in this cooperative ~~offers~~allows us to offer residents the advantage of borrowing from more than 60 public libraries within Wayne, Washtenaw, St. Clair, and Oakland counties. Reciprocal borrowing between member libraries is encouraged. Patrons living within the legal service area of a reciprocating TLN member library that meets Library of Michigan certification requirements, and who have a valid library card from their home library, may borrow from CPL. Reciprocity is subject to any rules, regulations or policies imposed by CPL or TLN.

Deviation from this policy by library staff is permitted with approval from the library director or his/her designee.

1. LIBRARY CARDS

To borrow materials from CPL, patrons must have a valid library card. Library card applications are available at the ~~Checkout~~Check Out Desk within the library and online at www.cantonpl.org.

- a. Cards issued to patrons using the online application are temporary, and will expire 90 days from date of issue.
- b. To obtain a ~~permanent~~ library card to check out physical materials, users must present valid photo ID and proof of residence ~~in person~~, as outlined below.
- c. Only one card will be issued per patron. A charge may be assessed for reissuance of a lost card.
- d. ~~Checkout desk~~Check Out Desk staff will issue a card to Canton residents and others eligible for a CPL card. Residents of other TLN communities must obtain a card from their home library.
- e. To be issued a card, Canton residents who are minors (under 18) must present a completed card application, signed by a parent or guardian who agrees to be liable for payment ~~for~~ or return of the materials identified in the minor's library record, including the responsibility for any ~~finer accrued for late, damaged~~, or billed materials. A parent or guardian must be present at the time a minor card is issued ~~or updated~~. Library employees will not assume the responsibility of restricting borrowing due to ratings or content of materials. To assume responsibility for items checked out on their cards, and to update authorized access information, minors are encouraged to renew their cards on their 18th birthday.
- f. Resident and TLN-associated accounts expire every three years on the patron's birthday. Other cards, as described below, expire one year from the date of issue. One time, 90- day, remote renewals are allowed: for Canton residents and others eligible for a CPL

card. For a full renewal, patrons must ~~be present and~~ provide their library card, valid photo ID, and proof of residency as required for the original issuance of a card.

g. CPL does not participate in the MLibrary Card statewide program.

2. TYPES OF CARDS AND ELIGIBILITY

a. Standard: Canton resident or property owner with photo ID and proof of residency; ~~or ownership~~. Family members at the property owner's residence may also receive a standard card. Standard cardholders are entitled to all library services provided by CPL.

b. Non-Standard, valid only at CPL: Non-Standard cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Non-standard cards are issued in the following manner:

i. Employed in Canton: Present a photo ID, proof of address, and a current check stub or security badge imprinted with the name of the Canton business. Electronic proof of employment provided on an e-device is also acceptable. Only the employee will be entitled to a Canton Public Library card.

ii. Go to School in Canton: Present a current student ~~photo~~ ID, report card or other paperwork verifying the patron is currently a student at a school that is either located within the boundaries of Canton Township or is within the Plymouth-Canton School District. Electronic proof of enrollment is also acceptable. Only the student will be entitled to a Canton Public Library card.

iii. An Exchange Student, live-in nanny or person living under the guardianship of a Canton resident family: Present a ~~valid~~ photo ID and CPL card application, completed and signed by an adult member of the host family, the employer of the nanny, or the guardian, and applicant.

iv. For individuals posted in Canton Township by their employer (including the military) either as a place of employment or for work housing: Present a photo ID, and formal documentation (for example, on letterhead) from the employer that includes the assignment to Canton and the length of assignment. Length of assignment must be 6 months or longer to be entitled to a card.

c. Purchased Card: Non-residents wishing to purchase a Canton Public Library card to be afforded all the rights and privileges available to residents, may do so at the cost of \$140.00 per year, per address, payable on the date of issue. Non-resident cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Each family member living at the same address will be eligible for a card.

d. Members of qualifying TLN libraries: A valid library card from the patron's home library, ~~valid~~ photo ID and proof of address. TLN cardholders shall have unrestricted use of the Library's facilities and programs, and access to physical materials except for materials deemed to be part of a specialty collection. Further, TLN cardholders shall not have access to the Library's digital or electronic resources, ~~including but not limited to Overdrive, hoopla, Rbdigital, and any materials~~ or services that are restricted by contract to Canton Residents only. Additionally, non-Canton cardholders shall not have any interlibrary loan privileges.

3. ACCEPTABLE FORMS OF IDENTIFICATION

- a. Government-issued photo ID such as a current driver's license, Michigan State ID card or passport; or other official badge or card with name and photo.
 - b. Alternate examples of proof of residency include: state issued ID with current address, a copy of lease agreement, property tax receipt, ~~utility bill~~ official mail mailed to Canton address within the last 90 days, voter's registration card, personal check imprinted with current address.
4. PATRON RESPONSIBILITY
- a. Patrons are responsible for all items checked out on their card.
 - b. Patrons will supply CPL with correct current contact information upon receipt of a card, and agree to inform the library of any updates to home address, phone number, or email as soon as possible.
 - c. Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the library is contacted. The library will provide to patrons a list of items checked out for insurance or police reports.
 - d. Patrons agree to return borrowed items by the due date.
5. BORROWING
- a. Library materials are available for check out with the exception of materials designated as non-circulating.
 - b. Materials circulate according to a predetermined borrowing schedule.
 - c. Patrons will receive information regarding due dates of materials at the time of check out.
 - d. CPL loan policies are available to patrons on-line and at the ~~Checkout~~ Check Out Desk.
 - ~~e. Library materials can be put on hold for a limited period of days and must be checked out on the account of the patron making the request.~~
 - ~~e.i. Patrons with a CPL or Plymouth District Library card may request a hold on most circulating materials online, by telephone or in person. Requested items will be held for patrons for a limited period of days and must be checked out on the account of the patron making the request. A fine may be assessed for any materials not picked up.~~
 - ~~f.ii. Materials~~ Other TLN cardholders can request a hold on items currently available on the shelves may be requested shelf by other TLN cardholders telephone or in person. Items will be put on the hold shelf at the time of request ~~and held for four days. A fine may be assessed for any materials not picked up.~~
6. RENEWING MATERIALS
- a. Most materials may be renewed after the original checkout unless they are on hold for another patron.
 - b. Materials deemed to be a part of a special collection may not be renewed.
7. INTERLIBRARY LOAN
- a. CPL offers, to Canton cardholders only, the ability to borrow items not available in its collection through interlibrary loan service. Interlibrary Loan (ILL) is a cooperative agreement between libraries to lend and borrow materials from their collections.
 - b. Processing and postage fees may be charged to the patron's record.
 - c. Patrons will be notified by ~~the CPL notification system~~ when requested materials are ready for pickup.

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- d. All items must be returned to the Canton Public Library with ILL bands/labels and any due date cards intact to guarantee proper check in and return to the lending library.
 - e. Charges will be incurred for lost or damaged materials ~~and all late fees~~ will apply.
 - f. Charges accrued because of ~~overdue~~, billed or damaged interloan materials are subject to collection agency submission.
 - g. Patrons who have been billed for ~~overdue~~ interloan materials must pay for the items in full before borrowing privileges are restored. Billed ~~inter-loaned~~ interloan materials are not eligible for refund.
8. ~~OVERDUE FINES AND REPLACEMENT CHARGES~~ AND FEES
- ~~a.~~ ~~A fine will be charged for items returned after the due date, according to a predetermined borrowing schedule.~~
 - ~~b.~~ ~~Library borrowing privileges will be suspended if a patron's fine balance exceeds the set maximum limit of \$20.00.~~
 - ~~c.~~ ~~Patrons with a predetermined fine balance, not paid within the prescribed period of time, may be sent to a collection agency.~~
 - ~~i.a.~~ ~~Patrons are responsible for all fees assessed due to collection agency submission.~~
 - ~~d.a.~~ Patrons who keep materials for more than twenty-one days past the due date will be billed for replacement of the materials. Processing and billing fees will be added to the cost of the billed material. Patrons may request a refund for a billed item up to three months after the date of payment, if the item is returned in shelf-ready condition. CPL will not refund ~~only the amount paid for the replacement of the item~~ any collection agency fees.
 - ~~e.b.~~ CPL expects materials to be returned in the same condition as borrowed.
 - i. At the library's discretion, a replacement charge (including the actual cost to replace the item and a processing and billing fee) may be added to the record of a patron who returns materials deemed by the library not to be shelf-worthy*.
 - ii. At the library's discretion, a charge, according to a preset fee schedule, may be added to a patron's account for replacement of obviously damaged audio visual or protective cases.
 - iii. Library borrowing privileges ~~will~~ may be suspended on a patron's record until all ~~finest~~ fees associated with a damaged item are settled.
 - ~~f.c.~~ Once the replacement fee is paid, the damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the library will keep billed, damaged materials for three months from the date the charge is added to the patron record. The library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any type.
 - ~~d.~~ Patrons who accrue more than the maximum account balance listed in the borrowing schedule, and not paid within the prescribed period of time, may be sent to a collection agency. Patrons are responsible for all fees assessed due to collection agency submission.

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*Highlighting, tears, soiling, damage by liquids, insect damage, or any other obvious damage as determined by library staff.

9. PRIVACY ACT

In compliance with the Michigan Library Privacy Act 455 of 1982, Canton Public Library does not identify the titles of materials borrowed or on hold by a cardholder to anyone other than the cardholder or person given written authorization by the cardholder.

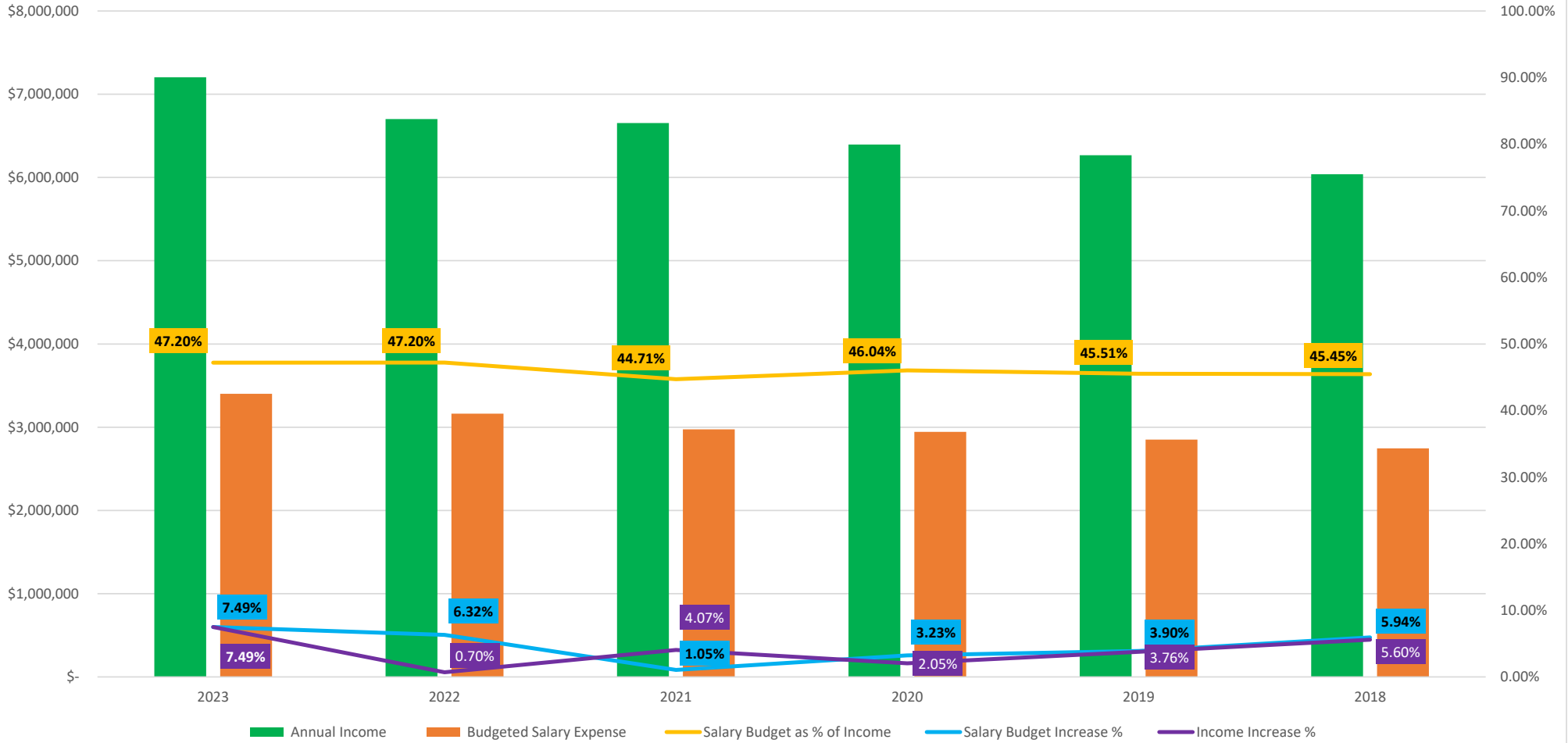
- a. All records are kept confidential and only shared with the cardholder and those individuals to whom the cardholder has given written authorization and/or as a result of appropriate legal orders.
- b. To allow others to have admittance to an account, cardholders must specify, in person, and in writing, names of those allowed authorized access, to be added to their records.

Revision Adopted by Library Board 11/15/2018

Motion No. 18/11-15-2

(Original Policy 11/08-18-1)

Annual Income and Budgeted Salary Expense



Detroit Suburban Librarians Roundtable

2021 Statistics Compilation Report (40th Edition) Excerpt

Library Class Size	Library Name	Legal Service Population	Total Annual Revenue	Salaries Budget	Salaries as % of Annual Revenue	Fringe Benefits Budget	Fringes as % of Annual Revenue	Salary & Fringes as % of Revenue
6	Sterling Heights Public Library	129,699	\$ 2,816,555	\$ 1,486,811	52.79%	\$ 823,858	29.25%	82.04%
6	St. Clair Shores Public Library	59,715	\$ 1,546,397	\$ 791,768	51.20%	\$ 439,282	28.41%	79.61%
6	Livonia Public Library	96,942	\$ 4,129,019	\$ 2,112,420	51.16%	\$ 902,162	21.85%	73.01%
6	Monroe County Library System	149,955	\$ 8,629,075	\$ 4,394,145	50.92%	\$ 1,983,346	22.98%	73.91%
6	Rochester Hills Public Library	100,485	\$ 5,065,075	\$ 2,480,400	48.97%	\$ 690,300	13.63%	62.60%
6	Novi Public Library	64,834	\$ 3,217,848	\$ 1,551,087	48.20%	\$ 362,218	11.26%	59.46%
6	Kent District Library	395,660	\$ 28,055,051	\$ 13,219,957	47.12%	\$ 2,759,038	9.83%	56.96%
6	Capital Area District Libraries	238,859	\$ 13,625,180	\$ 6,389,000	46.89%	\$ 2,030,963	14.91%	61.80%
6	Canton Public Library	90,173	\$ 6,654,483	\$ 2,975,000	44.71%	\$ 1,158,000	17.40%	62.11%
6	Taylor Community Library	63,131	\$ 1,195,785	\$ 523,584	43.79%	\$ 158,388	13.25%	57.03%
6	Traverse Area District Library	87,178	\$ 5,641,380	\$ 2,453,472	43.49%	\$ 873,496	15.48%	58.97%
6	Farmington Community Library	90,112	\$ 6,924,181	\$ 2,668,800	38.54%	\$ 1,081,200	15.61%	54.16%
6	W Bloomfield Township Public	71,755	\$ 5,670,347	\$ 2,108,690	37.19%	\$ 471,526	8.32%	45.50%
6	Dearborn Public Library	98,153	\$ 7,604,963	\$ 2,781,727	36.58%	\$ 1,395,352	18.35%	54.93%
6	Troy Public Library	84,272	\$ 6,027,900	\$ 2,203,190	36.55%	\$ 883,290	14.65%	51.20%
6	Warren Public Library	134,056	\$ 4,132,427	\$ 1,394,932	33.76%	\$ 1,348,995	32.64%	66.40%
6	Clinton-Macomb Public Library	169,833	\$ 9,478,300	\$ 3,143,700	33.17%	\$ 703,400	7.42%	40.59%
6	Portage District Library	52,170	\$ 5,571,340	\$ 1,717,136	30.82%	\$ 699,978	12.56%	43.38%
6	Grosse Pointe Public Library	51,055	\$ 7,787,228	\$ 2,268,933	29.14%	\$ 849,456	10.91%	40.04%
Average %:					42.37%		16.77%	59.14%

Canton Public Library

Compensation Study and Recommendations - Base Pay Structure FY2203 - Hourly Wages (03/11/2022)

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3			Zone 5	
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum		
25	900	1000	944	Director	51.18	56.82	62.46	65.23	68.05	73.69	79.33
21	600	675	660	Department Head - Business Services	33.38	37.08	40.72	42.56	44.41	48.05	51.74
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
18	450	499	491	Collection Development Specialist	27.54	30.31	33.08	34.41	35.79	38.56	41.33
			491	Librarian Manager							
17	400	449	420	Accountant	26.31	28.67	31.03	32.21	33.44	35.79	38.15
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	23.79	25.90	28.10	29.18	30.21	32.36	34.51
			372	Circulation Services Supervisor							
15	330	359	347	Human Resources Specialist	22.00	24.00	25.95	26.97	27.95	29.90	31.90
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	20.36	22.21	24.05	24.92	25.85	27.69	29.54
13	270	299	283	Substitute Librarian	19.18	20.72	22.26	23.03	23.79	25.33	26.87
12	240	269	255	Administrative Assistant	17.74	19.18	20.56	21.28	22.00	23.38	24.82
			242	Information Technology Specialist							
			242	Marketing Assistant							
11	220	239	225	Business Office Assistant	16.56	17.90	19.23	19.90	20.51	21.85	23.18
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	16.05	17.18	18.31	18.87	19.44	20.56	21.69
			214	Circulation Assistant I							
			200	Intern							
9	180	199	182	Acquisitions Assistant	15.23	16.31	17.38	17.90	18.41	19.49	20.56
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	14.46	15.49	16.51	16.97	17.49	18.51	19.54
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	13.90	14.87	15.85	16.31	16.82	17.79	18.77
4	120	129	126	Page I	13.13	13.90	14.72	15.08	15.49	16.31	17.08
2	100	109	109	Page On-Call	11.33	12.00	12.67	13.03	13.38	14.05	14.72
1	1	99	99	no jobs assigned	9.90	10.51	11.08	11.38	11.69	12.26	12.87

Canton Public Library

Base Pay Structure FY2023 v FY2022 \$ Increase

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3		Zone 5	
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum	
25	900	1000	944	Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	600	675	660	Department Head - Business Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			615	Department Head - Circulation Services						
			637	Department Head - Community Relations						
			644	Department Head - Information Services						
			628	Department Head - Information Technology						
18	450	499	491	Collection Development Specialist	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			491	Librarian Manager						
17	400	449	420	Accountant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			437	Librarian, Program Librarian						
			427	Systems Administrator						
16	350	399	389	Building Supervisor	\$ 0.56	\$ 0.57	\$ 0.66	\$ 0.72	\$ 0.72	\$ 0.77
			372	Circulation Services Supervisor						
15	330	359	347	Human Resources Specialist	\$ 0.92	\$ 1.03	\$ 1.08	\$ 1.12	\$ 1.18	\$ 1.23
			349	Web Resources Specialist						
14	300	329	325	Communications Specialist	\$ 1.23	\$ 1.34	\$ 1.49	\$ 1.48	\$ 1.54	\$ 1.69
13	270	299	283	Substitute Librarian	\$ 1.44	\$ 1.54	\$ 1.70	\$ 1.75	\$ 1.79	\$ 1.95
12	240	269	255	Administrative Assistant	\$ 1.69	\$ 1.85	\$ 1.94	\$ 2.00	\$ 2.10	\$ 2.20
			242	Information Technology Specialist						
			242	Marketing Assistant						
11	220	239	225	Business Office Assistant	\$ 1.74	\$ 1.90	\$ 2.05	\$ 2.11	\$ 2.10	\$ 2.26
			228	Circulation Assistant II						
			229	IT Technician						
10	200	219	219	Building Monitor	\$ 1.84	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.26	\$ 2.35
			214	Circulation Assistant I						
			200	Intern						
9	180	199	182	Acquisitions Assistant	\$ 1.90	\$ 2.05	\$ 2.20	\$ 2.26	\$ 2.26	\$ 2.41
			197	Page II						
			191	Technical Processing Assistant II						
8	160	179	179	Circulation Assistant On-Call	\$ 2.00	\$ 2.16	\$ 2.30	\$ 2.35	\$ 2.41	\$ 2.56
			168	Technical Processing Assistant						
7	150	159	150	IT Support Assistant	\$ 2.05	\$ 2.20	\$ 2.36	\$ 2.36	\$ 2.46	\$ 2.61
4	120	129	126	Page I	\$ 2.10	\$ 2.21	\$ 2.36	\$ 2.41	\$ 2.46	\$ 2.62
2	100	109	109	Page On-Call	\$ 1.02	\$ 1.08	\$ 1.27	\$ 1.18	\$ 1.23	\$ 1.28
1	1	99	99	no jobs assigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Canton Public Library

Base Pay Structure FY2023 v FY2022 % Increase

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3			Zone 5	
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum		
25	900	1000	944	Director	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
21	600	675	660	Department Head - Business Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
18	450	499	491	Collection Development Specialist	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
			491	Librarian Manager							
17	400	449	420	Accountant	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	2.41%	2.25%	2.41%	2.53%	2.44%	2.44%	2.43%
			372	Circulation Services Supervisor							
15	330	359	347	Human Resources Specialist	4.36%	4.48%	4.34%	4.33%	4.41%	4.29%	4.38%
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	6.43%	6.42%	6.60%	6.31%	6.33%	6.50%	6.49%
13	270	299	283	Substitute Librarian	8.12%	8.03%	8.27%	8.22%	8.14%	8.34%	8.26%
12	240	269	255	Administrative Assistant	10.53%	10.68%	10.42%	10.37%	10.55%	10.39%	10.51%
			242	Information Technology Specialist							
			242	Marketing Assistant							
11	220	239	225	Business Office Assistant	11.74%	11.88%	11.95%	11.86%	11.41%	11.54%	11.60%
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	12.95%	13.18%	12.95%	13.20%	13.15%	12.90%	13.09%
			214	Circulation Assistant I							
			200	Intern							
9	180	199	182	Acquisitions Assistant	14.25%	14.38%	14.49%	14.45%	13.99%	14.11%	14.22%
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	16.05%	16.20%	16.19%	16.07%	15.98%	16.05%	16.17%
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	17.30%	17.36%	17.49%	16.92%	17.13%	17.19%	17.31%
4	120	129	126	Page I	19.04%	18.91%	19.09%	19.02%	18.88%	19.14%	18.94%
2	100	109	109	Page On-Call	9.89%	9.89%	11.14%	9.96%	10.12%	10.02%	10.01%
1	1	99	99	no jobs assigned	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Canton Public Library

Property Tax Collection Rates

Budget Year	2017	2018	2019	2020	2021	2022	2023 est	2024 est	2025 est
Millage Rate	1.5301	1.5139	1.5006	1.4851	1.4717	1.4590	1.4396	1.4204	1.4016
Township: Actual Collection % (based on full collection w/ IFT)	101.81%	104.31%	100.57%	100.89%	100.78%	98.28%	0.00%	0.00%	0.00%
CPL: Budgeted Collection % - Original Approved (w/ IFT)	98%	98%	98%	99%	96%	98%	99%	99%	99%
CPL: Final Budget	5,375,037	5,709,963	5,924,769	6,205,270	6,441,909	6,447,500	6,856,000		
						Original Approved	Estimate		