



Library Board of Trustees General Meeting Packet Contents

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Library Board of Trustees
Meeting Agenda – September 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 August 18, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Item of Action 22/9-19-1: 2023 Schedule of Board Meetings and Library Closures Discussion Item: Staff Mask Requirement
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

August 18, 2022 – 7:30 PM

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

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

Absent: M. Farrell, A. Watts

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

Present: K. Bounds, D. Ewick, L. Golden, D. McHugh, M. Nicholson, C. Swanberg, K. Young

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

No communications

DIRECTOR'S REPORT

Director Eva Davis bid farewell to Information Services Department Head Dave Ewick, who is retiring effective 8/26.

The library will be undergoing some collection shifts over the next six months. Information Services and Circulation Services formed a committee to discuss some of the physical collections that have been declining (CDs, books on CD, DVDs) while other collections have been increasing (book club bags, fiction). The library will shift and offload some shelving with a goal of opening up the windows in the Fiction corner, freeing space for seating, and removing the magazine rack to improve sightlines and visibility for the Secondhand Prose Bookstore.

The library is 58% of the way through fiscal 2022 as of July 31st. Several expenditures are trending higher but will fall into line over the course of the year: Fringe benefits (due to the bulk payment at the beginning of the year); Library materials (ordering will be cut off around late September to ensure all materials will arrive before December 31); Insurance (most premiums must be paid at the beginning of the year).

TRUSTEE COMMENTS

Chair N. Eggenberger commented that a family member was telling her about the Kanopy program at the Ann Arbor Library. She explained the CPL also offers this program and is “a pretty cool library”.

UNFINISHED BUSINESS & GENERAL ORDERS

Staff Mask Requirement — The board discussed transitioning to a hybrid masking policy that allows for bare faces in certain circumstances, and requires masks in others. E. Davis stated her recommendation is to continue the staff masking requirement.

A. Iqbal moved and C. Spas supported a motion to adopt a hybrid masking policy.

The motion passed unanimously 22/8-18-1

The board will revisit the subject next month.

2nd Draft of 2023 Budget and 2024-2025 Projections — M. Nicholson highlighted changes from the previous draft. The board did not have any additional questions at this time. This item will be brought to a vote at the September Budget Hearing.

NEW BUSINESS

2023 Schedule of Board Meetings and Library Closures — This item will be added to the agenda for the September meeting when additional trustees are present.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 7:42 PM.

Amy Watts, Secretary-Treasurer

09/08/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 08/31/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	5,994,430.84
101-000.00-001.02	CHECKING-CREDIT CARD	2,904.09
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	10,504.03
101-000.00-002.00	SAVINGS	998,443.97
101-000.00-123.00	PREPAID EXPENSES	5,894.06
	Total Assets	7,012,176.99
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	31,462.33
101-000.00-219.01	SOCIAL COMMITTEE	3,880.34
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	2,176.63
	Total Liabilities	37,519.30
*** 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	2,631,163.08
	Fund Balance Adjustments	0.00
	Ending Fund Balance	6,974,657.69
	Total Liabilities And Fund Balance	7,012,176.99

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&IMPROVEMENTS	(5,510,628.92)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,920,423.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(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

09/08/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 08/31/2022

DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	08/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,567,374.00	6,567,772.47	(398.47)	100.01
STATE AID TO LIBRARIES	70,000.00	96,964.70	(26,964.70)	138.52
LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	66,469.39	(41.39)	100.06
PHOTOCOPY FEES	40,000.00	20,321.15	19,678.85	50.80
REPLACEMENT-LIBRARY MATERIALS	5,000.00	6,279.24	(1,279.24)	125.58
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	11,924.90	3,075.10	79.50
INTEREST INCOME	200.00	4,507.08	(4,307.08)	2,253.54
COMMISSION	6,000.00	4,434.20	1,565.80	73.90
OTHER REVENUE	11,086.00	16,750.92	(5,664.92)	151.10
	6,842,288.00	6,795,424.05	46,863.95	99.32
TOTAL REVENUES	6,842,288.00	6,795,424.05	46,863.95	99.32
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	1,912,457.70	1,250,542.30	60.46
FRINGE BENEFITS	857,000.00	631,616.18	225,383.82	73.70
SUPPLIES	157,453.00	38,083.16	119,369.84	24.19
LIBRARY MATERIALS	1,004,656.00	673,937.92	330,718.08	67.08
PROFESSIONAL & CONTRACTUAL	437,134.00	280,052.76	157,081.24	64.07
COMMUNICATIONS	28,500.00	13,028.46	15,471.54	45.71
PRINTING	61,900.00	9,908.02	51,991.98	16.01
UTILITIES	213,000.00	100,111.46	112,888.54	47.00
MAINTENANCE & REPAIRS	243,550.00	120,614.20	122,935.80	49.52
BUILDING IMPROVEMENTS	9,250.00	3,180.00	6,070.00	34.38
INSURANCE	58,100.00	55,295.75	2,804.25	95.17
CAPITAL OUTLAY	1,043,983.00	286,271.43	757,711.57	27.42
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	13,047.88	12,610.12	50.85
TRAVEL	64,850.00	21,864.73	42,985.27	33.72
RENTALS/LEASES	16,300.00	4,791.32	11,508.68	29.39
Net EXPENSES	7,386,834.00	4,164,260.97	3,222,573.03	56.37
TOTAL EXPENDITURES	7,386,834.00	4,164,260.97	3,222,573.03	56.37
TOTAL REVENUES - FUND 101	6,842,288.00	6,795,424.05	46,863.95	99.32
TOTAL EXPENDITURES - FUND 101	7,386,834.00	4,164,260.97	3,222,573.03	56.37
NET OF REVENUES & EXPENDITURES	(544,546.00)	2,631,163.08	(3,175,709.08)	483.18
NET CHANGE IN FUND BALANCE	(544,546.00)	2,631,163.08		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,798,948.61	6,974,657.69		

09/08/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			08/31/2022	BALANCE	
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,567,374.00	6,567,772.47	(398.47)	100.01
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	96,964.70	(26,964.70)	138.52
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	66,469.39	(41.39)	100.06
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	20,321.15	19,678.85	50.80
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	6,279.24	(1,279.24)	125.58
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	11,924.90	3,075.10	79.50
101-000.00-665.00	INTEREST INCOME	200.00	4,507.08	(4,307.08)	2,253.54
101-000.00-668.00	COMMISSION	6,000.00	4,434.20	1,565.80	73.90
101-000.00-675.00	OTHER REVENUE	11,086.00	16,750.92	(5,664.92)	151.10
TOTAL REVENUES		6,842,288.00	6,795,424.05	46,863.95	99.32
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	1,912,457.70	1,250,542.30	60.46
101-790.00-716.01	TAXES-FICA/MC	241,000.00	150,019.15	90,980.85	62.25
101-790.00-716.02	DENTAL	21,700.00	9,488.90	12,211.10	43.73
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	12,285.22	5,714.78	68.25
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	150,487.87	84,512.13	64.04
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	3,312.25	3,687.75	47.32
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	4,308.00	2,192.00	66.28
101-790.00-717.01	RETIREMENT DC PLAN (401A)	40,000.00	21,066.69	18,933.31	52.67
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	3,967.91	8,032.09	33.07

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-730.01	BOOKS	242,656.00	156,339.53	86,316.47	64.43
101-790.00-730.02	AV (MEDIA)	109,000.00	63,573.24	45,426.76	58.32
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	454,025.15	198,974.85	69.53
101-790.00-802.00	LEGAL	15,000.00	1,215.00	13,785.00	8.10
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	889.82	4,110.18	17.80
101-790.00-850.00	COMMUNICATIONS	28,500.00	13,028.46	15,471.54	45.71
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	87,248.86	72,751.14	54.53
101-790.00-922.00	GAS	33,000.00	7,650.02	25,349.98	23.18
101-790.00-923.00	WATER	20,000.00	5,212.58	14,787.42	26.06
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	54,395.28	37,604.72	59.13
101-790.00-932.01	LAWN & GROUNDS	43,450.00	15,523.01	27,926.99	35.73
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	3,999.36	2,200.64	64.51
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	7,096.35	5,103.65	58.17
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	18,600.00	7,656.33	10,943.67	41.16
101-790.00-935.00	BUILDING REPAIRS	14,300.00	3,598.36	10,701.64	25.16
101-790.00-936.00	EQUIPMENT REPAIRS	18,800.00	11,895.52	6,904.48	63.27
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	3,471.47	10,328.53	25.16
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	1,319.85	1,180.15	52.79
101-790.00-965.00	BUILDING IMPROVEMENTS	9,250.00	3,180.00	6,070.00	34.38
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	12,706.00	15,294.00	45.38
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	165,300.00	122,753.00	42,547.00	74.26
101-790.00-975.00	FURNITURE AND EQUIPMENT	180,000.00	13,262.00	166,738.00	7.37
101-790.00-978.00	HARDWARE	633,952.00	128,533.09	505,418.91	20.27
101-790.00-979.00	SOFTWARE	36,731.00	9,017.34	27,713.66	24.55
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

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
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	4,609.47	7,890.53	36.88
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	5,101.52	18,398.48	21.71
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	4,900.60	9,599.40	33.80
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,141.15)	3,966.15	(40.39)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	11,097.57	4,402.43	71.60
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	2,625.00	9,475.00	21.69
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,525.00	739.00	786.00	48.46
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,150.00	8,738.60	1,411.40	86.09
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	900.00	550.00	62.07
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	1,461.67	6,338.33	18.74
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	73.13	1,926.87	3.66
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	796.00	404.00	66.33
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,084.00	2,064.15	3,019.85	40.60
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	3,904.15	18,095.85	17.75
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	45.33	104.67	30.22
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	25,084.00	18,906.19	6,177.81	75.37
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	9,250.00	1,840.05	7,409.95	19.89
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	915.00	85.00	91.50
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	6,442.24	3,057.76	67.81
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	137.51	862.49	13.75
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	1,000.00	836.75	163.25	83.68
101-790.04-728.00	POSTAGE-COMMUNITY RELATIONS	27,370.00	3,265.00	24,105.00	11.93
101-790.04-806.00	PROGRAMMING-COMMUNITY RELATIONS	30,000.00	24,765.62	5,234.38	82.55
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	62,900.00	19,700.00	43,200.00	31.32
101-790.04-808.00	MEMBERSHIP DUES-COMMUNITY RELATIONS	1,000.00	255.00	745.00	25.50
101-790.04-861.00	CONFERENCES-COMMUNITY RELATIONS	5,000.00	2,758.85	2,241.15	55.18
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	221.91	678.09	24.66

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	12,919.44	10,338.56	55.55
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	60,200.00	9,112.02	51,087.98	15.14
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	4,500.00	1,119.79	3,380.21	24.88
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	3,500.00	1,024.55	2,475.45	29.27
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	1,115.00	1,385.00	44.60
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,000.00	4,999.76	10,000.24	33.33
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	776.69	1,473.31	34.52
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,000.00	8,259.25	14,740.75	35.91
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	168,663.33	44,336.67	79.18
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,025.00	221.00	804.00	21.56
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	4,600.00	3,696.00	904.00	80.35
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	188.48	911.52	17.13
TOTAL EXPENDITURES		7,386,834.00	4,164,260.97	3,222,573.03	56.37
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,842,288.00	6,795,424.05	46,863.95	99.32
TOTAL EXPENDITURES		7,386,834.00	4,164,260.97	3,222,573.03	56.37
NET OF REVENUES & EXPENDITURES		(544,546.00)	2,631,163.08	(3,175,709.08)	483.18
NET CHANGE IN FUND BALANCE		(544,546.00)	2,631,163.08		
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR		3,798,948.61	6,974,657.69		

09/08/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 08/01/2022 - 08/31/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
08/01/2022	GEN	107(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,620.14 V
08/01/2022	GEN	108(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,237.04 V
08/01/2022	GEN	109(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,765.61 V
08/01/2022	GEN	110(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00 V
08/01/2022	GEN	111(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	853.96 V
08/02/2022	GEN	53195	1158	MEGAN HATHAWAY	LONGEVITY AWARD - 10 YEARS - M HATHAWAY	100.00
08/02/2022	GEN	53196	1159	HOME DEPOT	PVC, PAINT EQPT., MOSQUITO DUNKS	79.14
08/03/2022	GEN	117(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,237.04
08/03/2022	GEN	118(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,765.61
08/03/2022	GEN	119(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
08/03/2022	GEN	120(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	240.90
08/10/2022	GEN	53197	1004	AFLAC	MONTHLY REMITTANCE-JULY	100.44
08/10/2022	GEN	53198	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$	560.88
08/10/2022	GEN	53199	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INS/DISABILITY PREMIUM-AUGUST	1,927.60
08/10/2022	GEN	53200	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INS/DISABILITY/EAP PREMIUM-AUGUST	35.00
08/10/2022	GEN	53201	1029	BAKER & TAYLOR	CCF GRANT	37.65
08/10/2022	GEN	53202	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,481.90
08/10/2022	GEN	53203	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	341.19
08/10/2022	GEN	53204	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,822.35
08/10/2022	GEN	53205	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	15.04
08/10/2022	GEN	53206	1048	BIBLIOCOMMONS CORP	BIBLIOFINES RENEWAL	2,739.73
08/10/2022	GEN	53207	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER	3,381.66
08/10/2022	GEN	53208	1398	CIRQUE AMONGUS	CIRQUE AMONGUS - ROVING PERFORMERS, FINA	480.00
08/10/2022	GEN	53209	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEAR	699.45
08/10/2022	GEN	53210	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300.0	94.79
08/10/2022	GEN	53211	1122	DAVID EWICK	VISION CLAIM REIMBURSEMENT: M.EWICK	200.00
08/10/2022	GEN	53212	1100	DEMCO, INC.	TPW CARTS	1,063.80
08/10/2022	GEN	53213	1096	EVA DAVIS	VISION CLAIM FORM - EVA DAVIS	200.00
08/10/2022	GEN	53214	1165	INABOOTH PHOTOGRAPHY	INABOOTH PHOTO BOOTH FOR FINAL PARTY 8/2	400.00
08/10/2022	GEN	53215	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	105.36

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/10/2022	GEN	53216	1114	J.C. EHRlich	K9 INSPECTION & COMMERCIAL BED BUG CONTR	820.00
08/10/2022	GEN	53217	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	184.00
08/10/2022	GEN	53218	MISC	KARI THEISN	REIMBURSEMENT	6.25 V
08/10/2022	GEN	53219	1179	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE CHANGES FOR KONICA COPIERS,	427.69
08/10/2022	GEN	53220	1188	LIBRARY DESIGN ASSOCIATES, INC.	UNDER CABINET LIGHTS (8) TPW/CIRC WORK A	18,454.00
08/10/2022	GEN	53221	1205	METRO ENVIRONMENTAL SERVICES, INC.	STAFF RESTROOM BACKING UP/POWER JETTED L	695.00
08/10/2022	GEN	53222	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,497.49
08/10/2022	GEN	53223	1235	OVERDRIVE, INC.	45 ADULT FICTION EBOOKS	7,371.01
08/10/2022	GEN	53224	1273	SCHOLASTIC INC	SCHOLASTIC - PROGRAMMING TITLES. SEPT-NO	599.04
08/10/2022	GEN	53225	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	187.53
08/10/2022	GEN	53226	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	92.73
08/10/2022	GEN	53227	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
08/10/2022	GEN	53228	1399	TIGERLILY MUSIC	TIGERLILY (WENDY & DB) MUSIC FOR FINAL P	800.00
08/10/2022	GEN	53229	1320	TSAI FONG BOOKS, INC.	14 KIDS INTERNATIONAL LANGUAGE BOOKS	1,908.69
08/10/2022	GEN	53230	1335	VICTORIA'S TEA SALON	MAD HATTER TEA PARTY	490.00
08/10/2022	GEN	53231	1082	CARDMEMBER SERVICE	OPEN PURCHASE ORDER FOR FB ADS	1,159.71
08/10/2022	GEN	53232	1231	OCLC	CATEXPRESS 500 TITLES	725.46
08/10/2022	GEN	53233	1232	OFFICE DEPOT	PROCESSING SUPPLIES	119.01
08/10/2022	GEN	53234	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	217.35
08/10/2022	GEN	53235	MISC	KARI THEISEN	REIMBURSEMENT	6.25
08/17/2022	GEN	121(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,237.04
08/17/2022	GEN	122(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,765.61
08/17/2022	GEN	123(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
08/17/2022	GEN	124(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	529.37
08/18/2022	GEN	53236	1353	CAROUSEL ACRES	CAROUSEL ACRES - LIVE ANIMALS AT FINAL P	425.00
08/18/2022	GEN	53237	1351	D&M ART STUDIO	D&M ART STUDIO - 4 FACE PAINTERS FOR FIN	200.00
08/18/2022	GEN	53238	1405	DARRIN GARRISON	AMAIZING DOGS - FINAL PARTY 8/20/22	650.00
08/18/2022	GEN	53239	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	13,368.63
08/18/2022	GEN	53240	1121	EVERYDAY EDIBLES	SANDWICHES & DESSERTS - SC STAFF PICNIC	1,481.00
08/24/2022	GEN	53241	1004	AFLAC	MONTHLY REMITTANCE-AUGUST	150.66
08/24/2022	GEN	53242	1009	AMAZON CAPITAL SERVICES	ELL BOOKS	515.47
08/24/2022	GEN	53243	1011	AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP RENEWAL FOR CARL SWANBERG	111.00
08/24/2022	GEN	53244	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	237.48
08/24/2022	GEN	53245	1029	BAKER & TAYLOR	CCF GRANT	148.37

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/24/2022	GEN	53246	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,262.22
08/24/2022	GEN	53247	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	535.85
08/24/2022	GEN	53248	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,338.85
08/24/2022	GEN	53249	1036	BAKER & TAYLOR	BOOKS	164.22
08/24/2022	GEN	53250	1044	BARCODES LLC	RECEIPT PAPER	115.75
08/24/2022	GEN	53251	1050	BLACKSTONE PUBLISHING	5 ADULT BOOK ON CDS	81.43
08/24/2022	GEN	53252	1051	BLUE CARE NETWORK	COVERAGE - SEPTEMBER	21,793.22
08/24/2022	GEN	53253	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - APRIL	4,761.65
08/24/2022	GEN	53254	1079	CENGAGE LEARNING INC	22 ADULT LARGE PRINT BOOKS	83.17
08/24/2022	GEN	53255	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	JULY ADULT VIDEO GAMES	647.50
08/24/2022	GEN	53256	1287	DEBORAH SOBCHAK	MILEAGE	14.25
08/24/2022	GEN	53257	1098	DELL MARKETING L.P.	PRIMARY SYSTEM UPGRADE	60,833.87
08/24/2022	GEN	53258	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-MONTHLY-AUGUST	5,200.00
08/24/2022	GEN	53259	1113	EBSCO INFORMATION SERVICES	NOVELIST SELECT RENEWAL	3,149.61
08/24/2022	GEN	53260	1206	FARMINGTON COMMUNITY LIBRARY	ANCESTRY LIBRARY EDITION & SCHOLASTIC BO	5,894.06
08/24/2022	GEN	53261	1124	FASTSIGNS	CUT OUT PRINT AND LAMINATE LIBRARY CARD	174.29
08/24/2022	GEN	53262	1126	FINDAWAY WORLD, LLC	37 WONDERBOOK READ-ALONG BOOKS	1,627.69
08/24/2022	GEN	53263	1132	FOSTER, SWIFT, COLLINS & SMITH	REVIEW GARNISHMENT DISCLOSURE RESPONSE A	225.00
08/24/2022	GEN	53264	1131	GALE FORSTER	VISION CLAIM REIMBURSEMENT: G.FORSTER	200.00
08/24/2022	GEN	53265	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,699.29
08/24/2022	GEN	53266	1114	J.C. EHRlich	PEST CONTROL SERVICE 2022	103.96
08/24/2022	GEN	53267	1337	JOHN VISNAW III	VISION CLAIM REIMBURSEMENT: J.VISNAW	99.00
08/24/2022	GEN	53268	1403	KONA ICE OF WESTERN WAYNE COUNTY	KONA ICE OF WESTERN WAYNE CO. - SHAVED I	974.00
08/24/2022	GEN	53269	1188	LIBRARY DESIGN ASSOCIATES, INC.	SOLAR SHADES IN 4 LOCATIONS	3,180.00
08/24/2022	GEN	53270	MISC	LISA BOYD	MILEAGE	9.38
08/24/2022	GEN	53271	1193	LONG PLUMBING	PREVENTATIVE MAINTENANCE ON IT A/C UNITS	250.00
08/24/2022	GEN	53272	1230	MICHIGAN.COM	MICHIGAN.COM DETROIT NEWS RENEWAL 2022	257.27
08/24/2022	GEN	53273	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,902.97
08/24/2022	GEN	53274	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	122.56
08/24/2022	GEN	53275	1233	ORANGEBOY, INC.	ANNUAL SAVANNAH SUBSCRIPTION	9,000.00
08/24/2022	GEN	53276	1235	OVERDRIVE, INC.	32 ADULT NF EBOOKS	14,115.21
08/24/2022	GEN	53277	1258	QUILL CORPORATION	OFFICE SUPPLIES-TAPE, RUBBER BANDS, COPY	330.74
08/24/2022	GEN	53278	1265	ROWMAN & LITTLEFIELD PUBLISHING GRO	HANDBOOK OF US LABOR STATISTICS 2022	178.66
08/24/2022	GEN	53279	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	57.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/24/2022	GEN	53280	1128	THE FISH DOCTORS OF CANTON	FISH DOCTOR'S MONTHLY MAINTENANCE	204.48
08/24/2022	GEN	53281	1316	TRANE	PREVENTATIVE MAINTENANCE FOR AIR CONDITO	7,123.33
08/24/2022	GEN	53282	1318	TRUGREEN	LAWN FERTILIZATION 2022 / 6 APPLICATIONS	347.67
08/24/2022	GEN	53283	1320	TSAI FONG BOOKS, INC.	ASIAN INTERNATIONAL LANGUAGE BOOKS	127.97
08/24/2022	GEN	53284	1331	UPS	OUTBOUND SHIPMENT TO VITAL RECORDS CONTR	5.33
08/30/2022	GEN	125(E)	1095	D.K. AGENCIES (P) LTD.	ADULT INTERNATIONAL LANGUAGE BOOKS	3,100.00
08/30/2022	GEN	126(E)	1095	D.K. AGENCIES (P) LTD.	INTERNATIONAL LANGUAGE BOOKS	5,400.00
08/31/2022	GEN	127(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	5,692.54
08/31/2022	GEN	128(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,237.04
08/31/2022	GEN	129(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,765.61
08/31/2022	GEN	130(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
08/31/2022	GEN	131(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	601.05
08/31/2022	GEN	53285	MISC	KAITLYN MINSHALL	LONGEVITY AWARD - 5 YEARS - MINSHALL	50.00

GEN TOTALS:

Total of 111 Checks:

273,549.71

Less 6 Void Checks:

11,533.00

Total of 105 Disbursements:

262,016.71



Director's Report September 2022

1. There are two meetings on the docket this month. The first is the Budget Hearing, where you will approve the 2023 budget and approve the resolution setting the millage rate. There are no changes to either since you saw them last month. Thanks, as always, to Debbie and the department heads for their hard work and excellent stewardship.
2. We will take a short break after the Budget Hearing is adjourned so that we can get signatures in preparation for submitting the budget and millage documents to the Township and County before calling the regular meeting to order. The only item of action is approval of the 2023 calendar of board meetings and holiday closures; please compare to your personal calendars ahead of the meeting so you can discuss any changes you wish to make to the board meeting schedule.
3. In personnel news, we welcomed Greg Harrison as a new Substitute Librarian. We wished a wonderful retirement to Information Services Department Head Dave Ewick, and a hearty congratulations to part-time Librarian Alyssa Gudenburr, who has accepted a full-time youth librarian position at the Baldwin Public Library in Birmingham.
4. Our annual staff picnic, funded by the Friends of the Library, was a welcome way to end summer and gear up for fall. The Friends donated \$2,500 for library materials, which will be used to expand our Wonderbooks collection in youth and also buy new materials in the history and geography areas. The Friends also awarded educational scholarships to four library employees who are pursuing higher education: Pages Sarah Adimi and Zainab Hakim, Circulation Assistant Steve Kays, and Library Intern Allison Westfall.
5. The elimination of late fees went into effect September 1. All existing late fees were purged as well. When we do our annual patron database cleanup at the new year, we will see a drop in the number of cardholders in our system—we follow guidelines from the state library, which meant that we kept cardholders who owed us money in our patron database, even if they were technically inactive long enough to have their patron record deleted. We have instituted the more frequent reminders about overdue items, and that seems to be going well. Overall, the response has been positive from both the community and staff.

Respectfully submitted,
Eva Davis, Director



2023 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January	19,	2023	May	18,	2023	September	21,	2023
February	16,	2023	June	22,	2023	October	19,	2023
March	16,	2023	July	20,	2023	November	16,	2023
April	20,	2022	August	17,	2023	December	14,	2023

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Saturday	December	31,	2022	New Year's Eve Day	Paid Holiday
Sunday	January	1,	2023	New year's Day	Paid Holiday
Sunday	April	9,	2023	Easter Sunday	Library Closed
Sunday	May	27,	2023	Memorial Day Sunday	Library Closed
Monday	May	29,	2023	Memorial Day	Paid Holiday
Thursday	June	15,	2023	Liberty Festival	Close at 6:00
Friday	June	16,	2023	Liberty Festival	Library Closed
Saturday	June	17,	2023	Liberty Festival	Library Closed
Tuesday	July	4,	2023	Independence Day	Paid Holiday
Sunday	September	3,	2023	Labor Day Sunday	Library Closed
Monday	September	4,	2023	Labor Day	Paid Holiday
Friday	November	10,	2023	Staff Inservice (Veterans Day)	Library Closed to public
Thursday	November	23,	2023	Thanksgiving Day	Paid Holiday
Friday	November	24,	2023	Thanksgiving Friday	Library Closed
Sunday	December	24,	2023	Christmas Eve Day	Paid Holiday
Monday	December	25,	2023	Christmas Day	Paid Holiday
Sunday	December	31,	2023	New Year's Eve Day	Paid Holiday
Monday	January	1,	2024	New Year's Day	Paid Holiday