



Library Board of Trustees General Meeting Packet Contents

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**Library Board of Trustees
Meeting Agenda – October 20, 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
By Unanimous Consent	Approve September 19, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Item of Action 22/10-20-1: 2023 Schedule of Board Meetings and Library Closures Discussion Item: Staff Mask Requirement
New Business	Item of Action 22/10-20-2: 3 rd Quarter 2022 Budget Amendment Discussion Item: Director's Evaluation Process
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



Canton Public Library Board of Trustees General Meeting Minutes

September 19, 2022 – 7:30 PM

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

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

Absent: M. Farrell, C. Spas

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

Present: C. Isakson, D. McHugh

No comments

APPROVAL OF AGENDA

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

NEW BUSINESS

Tax Resolution — J. Lee moved and A. Watts supported the motion to adopt the Resolution Certifying a Rate of Tax Levy in the amount of 1.4396 mills for the Fiscal Year Ending December 31, 2023.

ROLL CALL VOTE

Yes: N. Eggenberger, A. Iqbal, J. Lee, A. Watts

No: None

Abstain: None

The motion passed 22/9-19-1 (4-0-0)

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 7:33 PM.

Amy Watts, Secretary-Treasurer

10/05/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 09/30/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	5,598,988.97
101-000.00-001.02	CHECKING-CREDIT CARD	3,961.87
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	11,703.77
101-000.00-002.00	SAVINGS	998,977.14
101-000.00-123.00	PREPAID EXPENSES	7,190.06
	Total Assets	6,620,821.81
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	72,960.51
101-000.00-219.01	SOCIAL COMMITTEE	3,823.74
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	3,376.37
	Total Liabilities	80,160.62
*** 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	2,197,166.58
	Fund Balance Adjustments	0.00
	Ending Fund Balance	6,540,661.19
	Total Liabilities And Fund Balance	6,620,821.81

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

10/05/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 09/30/2022

DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	09/30/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,567,374.00	6,568,127.77	(753.77)	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	23,328.90	16,671.10	58.32
REPLACEMENT-LIBRARY MATERIALS	5,000.00	7,394.68	(2,394.68)	147.89
MEETING ROOM RENTAL	200.00	50.00	150.00	25.00
PENAL FINES	61,000.00	60,888.68	111.32	99.82
OVERDUE FINES	15,000.00	12,063.50	2,936.50	80.42
INTEREST INCOME	200.00	8,136.74	(7,936.74)	4,068.37
COMMISSION	6,000.00	4,988.41	1,011.59	83.14
OTHER REVENUE	11,086.00	19,359.07	(8,273.07)	174.63
Net INCOME	6,842,288.00	6,867,771.84	(25,483.84)	100.37
TOTAL REVENUES	6,842,288.00	6,867,771.84	(25,483.84)	100.37
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	2,131,422.38	1,031,577.62	67.39
FRINGE BENEFITS	857,000.00	669,110.30	187,889.70	78.08
SUPPLIES	157,453.00	45,170.72	112,282.28	28.69
LIBRARY MATERIALS	1,004,656.00	740,268.27	264,387.73	73.68
PROFESSIONAL & CONTRACTUAL	437,134.00	315,649.95	121,484.05	72.21
COMMUNICATIONS	28,500.00	15,669.88	12,830.12	54.98
PRINTING	61,900.00	10,232.12	51,667.88	16.53
UTILITIES	213,000.00	118,218.55	94,781.45	55.50
MAINTENANCE & REPAIRS	243,550.00	133,834.96	109,715.04	54.95
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	389,464.26	654,518.74	37.31
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	13,083.78	12,574.22	50.99
TRAVEL	64,850.00	24,805.00	40,045.00	38.25
RENTALS/LEASES	16,300.00	5,199.34	11,100.66	31.90
Net EXPENSES	7,386,834.00	4,670,605.26	2,716,228.74	63.23
TOTAL EXPENDITURES	7,386,834.00	4,670,605.26	2,716,228.74	63.23
TOTAL REVENUES - FUND 101	6,842,288.00	6,867,771.84	(25,483.84)	100.37
TOTAL EXPENDITURES - FUND 101	7,386,834.00	4,670,605.26	2,716,228.74	63.23
NET OF REVENUES & EXPENDITURES	(544,546.00)	2,197,166.58	(2,741,712.58)	403.49
NET CHANGE IN FUND BALANCE	(544,546.00)	2,197,166.58		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,798,948.61	6,540,661.19		

10/05/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 09/30/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,567,374.00	6,568,127.77	(753.77)	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	23,328.90	16,671.10	58.32
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	7,394.68	(2,394.68)	147.89
101-000.00-651.00	MEETING ROOM RENTAL	200.00	50.00	150.00	25.00
101-000.00-656.00	PENAL FINES	61,000.00	60,888.68	111.32	99.82
101-000.00-658.00	OVERDUE FINES	15,000.00	12,063.50	2,936.50	80.42
101-000.00-665.00	INTEREST INCOME	200.00	8,136.74	(7,936.74)	4,068.37
101-000.00-668.00	COMMISSION	6,000.00	4,988.41	1,011.59	83.14
101-000.00-675.00	OTHER REVENUE	11,086.00	19,359.07	(8,273.07)	174.63
TOTAL REVENUES		6,842,288.00	6,867,771.84	(25,483.84)	100.37
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	2,131,422.38	1,031,577.62	67.39
101-790.00-716.01	TAXES-FICA/MC	241,000.00	166,150.68	74,849.32	68.94
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	13,099.36	4,900.64	72.77
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	167,968.00	67,032.00	71.48
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	4,217.75	2,782.25	60.25
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	23,229.51	16,770.49	58.07

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	5,223.90	6,776.10	43.53
101-790.00-730.01	BOOKS	242,656.00	172,044.06	70,611.94	70.90
101-790.00-730.02	AV (MEDIA)	109,000.00	77,940.20	31,059.80	71.50
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	490,284.01	162,715.99	75.08
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	971.78	4,028.22	19.44
101-790.00-850.00	COMMUNICATIONS	28,500.00	15,669.88	12,830.12	54.98
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	22.10	477.90	4.42
101-790.00-921.00	ELECTRICITY	160,000.00	98,740.16	61,259.84	61.71
101-790.00-922.00	GAS	33,000.00	8,091.09	24,908.91	24.52
101-790.00-923.00	WATER	20,000.00	11,387.30	8,612.70	56.94
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	62,590.00	29,410.00	68.03
101-790.00-932.01	LAWN & GROUNDS	43,450.00	17,570.22	25,879.78	40.44
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	5,384.76	815.24	86.85
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	7,738.78	4,461.22	63.43
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	4,293.36	10,006.64	30.02
101-790.00-936.00	EQUIPMENT REPAIRS	18,800.00	12,151.52	6,648.48	64.64
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	3,879.49	9,920.51	28.11
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	24,350.00	155,650.00	13.53
101-790.00-978.00	HARDWARE	633,952.00	220,637.92	413,314.08	34.80
101-790.00-979.00	SOFTWARE	36,731.00	9,017.34	27,713.66	24.55

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 09/30/2022		AVAILABLE BALANCE	% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
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	109.52		2,190.48	4.76
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	6,101.25		6,398.75	48.81
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	5,503.12		17,996.88	23.42
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	5,981.38		8,518.62	41.25
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,350.49)		4,175.49	(47.80)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	10,903.91		4,596.09	70.35
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	2,682.00		9,418.00	22.17
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,525.00	1,204.00		321.00	78.95
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,150.00	9,003.60		1,146.40	88.71
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	950.00		500.00	65.52
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	2,008.32		5,791.68	25.75
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	388.13		1,611.87	19.41
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	1,098.00		102.00	91.50
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,084.00	2,115.66		2,968.34	41.61
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	5,728.54		16,271.46	26.04
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	59.22		90.78	39.48
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	2,119.50		7,130.50	22.91
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	1,085.00		(85.00)	108.50
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	6,917.24		2,582.76	72.81
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	966.27		33.73	96.63

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			09/30/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
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	26,417.34	3,582.66	88.06
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	62,900.00	39,700.00	23,200.00	63.12
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	3,877.85	1,122.15	77.56
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	221.91	678.09	24.66
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	12,955.34	10,302.66	55.70
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	1,211.93	2,288.07	34.63
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	1,255.00	1,245.00	50.20
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,000.00	5,449.86	9,550.14	36.33
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	9,119.31	13,880.69	39.65
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	181,294.05	31,705.95	85.11
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	4,670,605.26	2,716,228.74	63.23
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,842,288.00	6,867,771.84	(25,483.84)	100.37
TOTAL EXPENDITURES		7,386,834.00	4,670,605.26	2,716,228.74	63.23
NET OF REVENUES & EXPENDITURES		(544,546.00)	2,197,166.58	(2,741,712.58)	403.49
NET CHANGE IN FUND BALANCE		(544,546.00)	2,197,166.58		
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR		3,798,948.61	6,540,661.19		

10/05/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 09/01/2022 - 09/30/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
09/07/2022	GEN	53286	1009	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - PENCIL HOLDERS 4PK, ST	882.48
09/07/2022	GEN	53287	1185	AMY LEE	PRIZE PATROL MILEAGE	6.25
09/07/2022	GEN	53288	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,668.35
09/07/2022	GEN	53289	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,408.93
09/07/2022	GEN	53290	1036	BAKER & TAYLOR	BOOKS	108.42
09/07/2022	GEN	53291	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	19.28
09/07/2022	GEN	53292	1079	CENGAGE LEARNING INC	22 ADULT LARGE PRINT BOOKS	499.03
09/07/2022	GEN	53293	1404	CENTER POINT LARGE PRINT	2 ADULT LP BOOKS	58.42
09/07/2022	GEN	53294	MISC ILL	CITY OF WARREN	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	29.99
09/07/2022	GEN	53295	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEARR	701.62
09/07/2022	GEN	53296	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300.0	79.81
09/07/2022	GEN	53297	1285	DENISE SKOPCZYNSKI	SC - FLOWERS FOR STAFF PICNIC	52.89
09/07/2022	GEN	53298	1126	FINDAWAY WORLD, LLC	37 WONDERBOOK READ-ALONG BOOKS	374.94
09/07/2022	GEN	53299	1159	HOME DEPOT	HOSE REEL, HOSE, REPAIR KIT	121.66
09/07/2022	GEN	53300	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,321.31
09/07/2022	GEN	53301	1183	JAMES LAFFEY	SC - ICE FOR STAFF PICNIC	8.78
09/07/2022	GEN	53302	1400	JANWAY COMPANY	ADULT BOOK KIT BAGS	741.18
09/07/2022	GEN	53303	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	679.15
09/07/2022	GEN	53304	MISC	KAREN DAVISON	SC - STAFF PICNIC GIFT CARDS	30.00
09/07/2022	GEN	53305	1385	KEEP FAMILY HISTORY SERVICES	GENEALOGY PROGRAM	75.00
09/07/2022	GEN	53306	1179	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE CHANGES FOR KONICA COPIERS,	427.29
09/07/2022	GEN	53307	1210	MICHIGAN LIBRARY ASSOCIATION	MLA ANNUAL CONFERENCE 2022	550.00
09/07/2022	GEN	53308	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,783.30
09/07/2022	GEN	53309	1343	NICHOLE WELZ	VISION CLAIM REIMBURSEMENT: A.ERICSON	299.85
09/07/2022	GEN	53310	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	61.28
09/07/2022	GEN	53311	1235	OVERDRIVE, INC.	47 YA EBOOKS AND EAUDIOBOOKS	11,966.01
09/07/2022	GEN	53312	1244	PITNEY BOWES	POSTAGE METER LEASE PAYMENTS	439.95
09/07/2022	GEN	53313	1264	RELIABLE LANDSCAPING, INC.	LAWN & GROUNDS CONTRACT 2022-JUNE LAWN C	3,063.75
09/07/2022	GEN	53314	1402	SEMFA	SOUTH EAST MICHIGAN FLUTE ASSOCIATION (S	200.00
09/07/2022	GEN	53315	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	67.97
09/07/2022	GEN	53316	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	92.73
09/07/2022	GEN	53317	1308	THE LIBRARY NETWORK	INTERNET SERVICES (CONNECTION AND PORT)	1,610.63
09/07/2022	GEN	53318	1226	MARIAN NICHOLSON	ZIPLOCK BAGS (10BOXES) FOR PUBLIC MASK D	66.40
09/07/2022	GEN	53319	MISC	NAVILLA BRITT	LONGEVITY AWARD - 5 YEARS - BRITT	50.00
09/13/2022	GEN	53320	1082	CARDMEMBER SERVICE	MONTHLY ONLINE CREDIT CARD PROCESSING BY	4,063.13
09/13/2022	GEN	53321	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	11,932.37
09/14/2022	GEN	132(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,081.41
09/14/2022	GEN	133(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	6,126.66
09/14/2022	GEN	134(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	50.00
09/14/2022	GEN	135(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	250.14

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/21/2022	GEN	53322	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$135	872.45
09/21/2022	GEN	53323	1185	AMY LEE	VISION CLAIM REIMBURSEMENT: E.LEE	310.50
09/21/2022	GEN	53324	MISC	AMY LEE	REIMBURSEMENT FOR SUPPLIES	51.96
09/21/2022	GEN	53325	1336	AMY VIERGUTZ	SC - MAILBOX SNACKS FOR STAFF	25.16
09/21/2022	GEN	53326	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	133.50
09/21/2022	GEN	53327	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	236.44
09/21/2022	GEN	53328	1029	BAKER & TAYLOR	CCF GRANT	94.13
09/21/2022	GEN	53329	1031	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	4.25
09/21/2022	GEN	53330	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	4,665.94
09/21/2022	GEN	53331	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,676.77
09/21/2022	GEN	53332	1036	BAKER & TAYLOR	BOOKS	5.39
09/21/2022	GEN	53333	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	21.54
09/21/2022	GEN	53334	1049	BIBLIOTHECA, LLC.	SERVICE & MAINT FOR RFID EQUIPMENT	7,953.07
09/21/2022	GEN	53335	1050	BLACKSTONE PUBLISHING	3 ADULT BOOKS ON CD	154.67
09/21/2022	GEN	53336	1051	BLUE CARE NETWORK	COVERAGE - OCTOBER	22,438.32
09/21/2022	GEN	53337	1053	BOOK PAGE	BOOKPAGE SUBSCRIPTION OCT 2022-SEPT 2023	1,296.00
09/21/2022	GEN	53338	1077	CDW GOVERNMENT	LICENSING FOR MFA	5,060.06
09/21/2022	GEN	53339	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	JULY ADULT VIDEO GAMES	874.81
09/21/2022	GEN	53340	1098	DELL MARKETING L.P.	TPW BACKUP STORAGE	92,104.83
09/21/2022	GEN	53341	1096	EVA DAVIS	MILEAGE REIMBURSEMENT	34.52
09/21/2022	GEN	53342	1156	GREY HOUSE PUBLISHING	FICTION CORE COLLECTION 21ST ED	265.50
09/21/2022	GEN	53343	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	958.28
09/21/2022	GEN	53344	1114	J.C. EHRlich	K9 INSPECTION & COMMERCIAL BED BUG CONTR	410.00
09/21/2022	GEN	53345	MISC	KAITLYN MINSHALL	SC - MAILBOX SNACKS FOR STAFF	31.44
09/21/2022	GEN	53346	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	48.40
09/21/2022	GEN	53347	1144	LAURIE GOLDEN	VISION CLAIM REIMBURSEMENT: L.GOLDEN	200.00
09/21/2022	GEN	53348	1188	LIBRARY DESIGN ASSOCIATES, INC.	TASK CHAIRS: ADULT AISLE, ROUND TABLES,	11,088.00
09/21/2022	GEN	53349	1193	LONG PLUMBING	BOILER CLEANING AND MAINTENANCE	256.00
09/21/2022	GEN	53350	1205	METRO ENVIRONMENTAL SERVICES, INC.	JETTED DRAIN LINE FOR STAFF TOILETS	695.00
09/21/2022	GEN	53351	1210	MICHIGAN LIBRARY ASSOCIATION	MLA ANNUAL CONFERENCE REGISTRATION - WES	150.00
09/21/2022	GEN	53352	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,744.38
09/21/2022	GEN	53353	1220	MODERNISTIC	CARPET CLEANING PUBLIC AND STAFF - SEPT	2,994.72
09/21/2022	GEN	53354	1235	OVERDRIVE, INC.	30 ADULT FICTION EBOOKS	18,532.50
09/21/2022	GEN	53355	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	1,865.00
09/21/2022	GEN	53356	1255	PROGRESSIVE PRINTING	BUSINESS CARDS-7 SETS OF 250	302.00
09/21/2022	GEN	53357	1258	QUILL CORPORATION	OFFICE SUPPLIES - COPY PAPER (8.5X11 & 8	175.72
09/21/2022	GEN	53358	1264	RELIABLE LANDSCAPING, INC.	LAWN SPRINKLER REPAIRS (NEM DECODER AND	355.00
09/21/2022	GEN	53359	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	57.00
09/21/2022	GEN	53360	1288	SONITROL GREAT LAKES	BLDG SECURITY MONITORING FOR 2022	1,385.40
09/21/2022	GEN	53361	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	496.58
09/21/2022	GEN	53362	1128	THE FISH DOCTORS OF CANTON	FISH DOCTOR'S MONTHLY MAINTENANCE	128.47
09/21/2022	GEN	53363	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
09/21/2022	GEN	53364	1318	TRUGREEN	LAWN FERTILIZATION 2022 / 6 APPLICATIONS	417.21
09/21/2022	GEN	53365	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	279.45

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/21/2022	GEN	53366	1409	VIKING CLOUD, INC	ANNUAL PCI 1-2-3 SUPPORT	249.00
09/21/2022	GEN	53367	1174	WHITNEY JONES	VISION CLAIM REIMBURSEMENT: W.JONES	195.00
09/28/2022	GEN	136(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,807.76
09/28/2022	GEN	137(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,081.41
09/28/2022	GEN	138(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	6,126.66
09/28/2022	GEN	139(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
09/28/2022	GEN	140(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	879.23

GEN TOTALS:

Total of 91 Checks:	255,434.68
Less 0 Void Checks:	0.00
Total of 91 Disbursements:	255,434.68



Director's Report October 2022

1. There are two meetings on the docket this month. The first is the Budget Hearing, where you will approve the 2023 budget. There are no changes since you last saw the budget. 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 to the Township and County before calling the regular meeting to order. There are two items of action: Approval of the 2023 calendar of board meetings and holiday closures, and approval of the 3rd quarter budget amendment. There is an item of discussion: the process for the director's evaluation. Since there is no raise budgeted for pay grades 17 and above in 2023, the board may want to discuss whether you want to make any adjustments to the process this year.
3. In personnel news, last month 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. This month, we welcomed Angie Martin-Schwarze as a new Substitute Librarian, Lindsey Kult as a part-time Adult Services Librarian, and Peter Wu as a part-time IT Support Assistant. We also congratulated part-time IT Technician Tim Sills, who has been promoted to full-time Systems Administrator.
4. We successfully deployed our new self-checkout hardware and software on October 12. The library's RFID committee, led by IT Department Head Carl Swanberg, will move into 2023 with a goal of completing the replacement of our automated sorter and related software and hardware, including the security gates at the entrance.
5. We have contracted for a new e-media resource, Comics Plus, to provide downloadable comics for all ages through a dedicated app, similar to Libby and hoopla. We are working on the launch and publicity information, which you will see soon.

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

Canton Public Library

Proposed Budget Amendment - 2022 - 3rd Quarter (Motion 22/10-20-x)

PROPOSED:

10/20/2022

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
REVENUE				
PROPERTY TAXES	6,567,374.00	753	6,568,127	<i>Recognize excess received over budgeted amount</i>
STATE AID TO LIBRARIES	70,000.00	26,964	96,964	<i>Recognize excess received over budgeted amount</i>
LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	41	66,469	<i>Recognize excess received over budgeted amount</i>
PHOTOCOPY FEES	40,000.00	(9,500)	30,500	<i>Decrease to align with collections to date</i>
REPLACEMENT-LIBRARY MATERIALS	5,000.00	2,400	7,400	<i>Recognize excess received over budgeted amount</i>
MEETING ROOM RENTAL	200.00		200	
PENAL FINES	61,000.00	(112)	60,888	<i>Decrease to reflect actual collected</i>
OVERDUE FINES	15,000.00	(2,956)	12,044	<i>Decrease due to stopping late fees collections effective 9/1/2022</i>
INTEREST INCOME	200.00	10,000	10,200	<i>Increase due to reinstating hybrid checking account feature</i>
COMMISSION	6,000.00		6,000	
OTHER REVENUE	11,086.00	8,300	19,386	<i>Recognize excess received over budgeted amount and received from the Friends - collection funding & 62 Days of Summer</i>
TOTAL REVENUE	6,842,288	35,890	6,878,178	
EXPENDITURE				
SALARIES & WAGES	3,163,000	-	3,163,000	
FRINGE BENEFITS	857,000	-	857,000	
SUPPLIES	157,453	(460)	156,993	<i>to Professional & Contractual</i>
LIBRARY MATERIALS	1,004,656	2,500	1,007,156	<i>Friends of CPL - collections funding</i>
PROFESSIONAL & CONTRACTUAL	437,134	11,460	448,594	<i>from Supplies, Friends' support & Children's science program don</i>
COMMUNICATIONS	28,500	-	28,500	
PRINTING	61,900	-	61,900	
UTILITIES	213,000	-	213,000	
MAINTENANCE & REPAIRS	243,550		243,550	
BUILDING IMPROVEMENTS	9,250		9,250	
INSURANCE	58,100	-	58,100	
CAPITAL OUTLAY	1,043,983		1,043,983	
PROPERTY TAX REFUNDS	2,500	-	2,500	
COMMUNITY PROMOTION	25,658	-	25,658	
TRAVEL	64,850	-	64,850	
RENTALS/LEASES	16,300	-	16,300	
TOTAL EXPENSE	7,386,834	13,500	7,400,334	
Net Change in Fund Balance	\$ (544,546)	\$ 22,390	\$ (522,156)	
Beginning Fund Balance - General Fund	\$ 4,343,495		\$ 4,343,495	
Ending Fund Balance - General Fund	\$ 3,798,949	\$ 22,390	\$ 3,821,339	