



Library Board of Trustees General Meeting Packet Contents

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Library Board of Trustees Meeting Agenda – November 17, 2022

7:30 PM	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
By Unanimous Consent	Approve Agenda
By Unanimous Consent	Approve October 20, 2022 Budget Hearing Minutes
By Unanimous Consent	Approve October 20, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Discussion Item: Staff Mask Requirement
New Business	Discussion Item: 2023 Board Officers Item of Action 22/11-17-1: Director's Evaluation (closed session – roll call vote required)
Adjourn	Final Call to the Audience (5-minute maximum per person)

**Canton Public Library Board
Proposed 2023 Budget Hearing Minutes
October 20, 2022
7:30 PM**

The hearing was called to order by the Chairperson, Nancy Eggenberger, at 7:30 PM.

Present: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas, A. Watts
Absent: None
Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

Present: L. Golden, M. Nicholson, C. Swanberg
No comments

BUDGET HEARING

The Proposed 2023 Budget Hearing was opened for discussion.

2023 PROPOSED BUDGET APPROVAL

M. Farell moved and C. Spas supported the motion to adopt the Proposed 2023 Budget amount of \$ 7,119,200. (See Attachment A)

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas, A. Watts
No: None
Abstain: None

The motion passed 22/10-20-1BH (6-0-0)

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 7:31 PM.

Amy Watts, Secretary-Treasurer



Canton Public Library Board of Trustees General Meeting Minutes

October 20, 2022 – 7:30 PM

The Chairperson, N. Eggenberger, called the meeting to order at 7:32 PM.

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

Absent: None

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

Present: L. Golden, M. Nicholson, C. Swanberg

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

No communications

DIRECTOR'S REPORT

As of September 30, we are 75% of the way through the fiscal year. The board will be presented with a 3rd quarter budget amendment to bring excess revenues and expenditures into line.

Business Services Department Head M. Nicholson attended a MERS conference in September and learned there is now an option for the library to designate a surplus fund. This will allow the calculations of the actuaries to be based on committed funds while the library is overfunding the account.

TRUSTEE COMMENTS

J. Lee stated she wrote to Mich. Rep. Ranjeev Puri regarding ADA accessibility; she confirmed she addressed him as a constituent, not on behalf of the Board of Trustees. N. Eggenberger confirmed this is permissible.

UNFINISHED BUSINESS & GENERAL ORDERS

2023 Schedule of Board Meetings and Library Closures — M. Farrell moved and A. Iqbal supported a motion to approve the 2023 Schedule of Board Meetings and Library Closures as presented.

The motion passed unanimously 22/10-20-1

Staff Mask Requirement — The Board consensus is to keep the current mask policy in place and revisit the subject next month.

NEW BUSINESS

3rd Quarter 2022 Budget Amendment — J. Lee moved and M. Farell supported a motion to approve the 3rd Quarter Budget Amendment as presented.

The motion passed unanimously 22/10-20-2

Director's Evaluation Process — The Board consensus is to repeat the same evaluation process that was used last year. E. Davis will disburse the feedback form for staff to evaluate her performance next week.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 7:51 PM.

Amy Watts, Secretary-Treasurer

11/07/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 10/31/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	5,178,931.18
101-000.00-001.02	CHECKING-CREDIT CARD	2,686.11
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	10,824.60
101-000.00-002.00	SAVINGS	999,528.38
101-000.00-123.00	PREPAID EXPENSES	25,878.81
	Total Assets	6,217,849.08
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	72,375.81
101-000.00-219.01	SOCIAL COMMITTEE	3,702.49
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	2,497.20
	Total Liabilities	78,575.50
*** 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	1,795,778.97
	Fund Balance Adjustments	0.00
	Ending Fund Balance	6,139,273.58
	Total Liabilities And Fund Balance	6,217,849.08

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	6,282.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(418.81)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,614,353.67
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&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

11/07/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 10/31/2022

DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 10/31/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Revenues				
INCOME				
PROPERTY TAXES	6,568,127.00	6,568,127.77	(0.77)	100.00
STATE AID TO LIBRARIES	96,964.00	96,964.70	(0.70)	100.00
LOCAL COMMUNITY STABILIZATION SHARE	66,469.00	66,469.39	(0.39)	100.00
PHOTOCOPY FEES	30,500.00	27,521.95	2,978.05	90.24
REPLACEMENT-LIBRARY MATERIALS	7,400.00	8,858.69	(1,458.69)	119.71
MEETING ROOM RENTAL	200.00	750.00	(550.00)	375.00
PENAL FINES	60,888.00	60,888.68	(0.68)	100.00
OVERDUE FINES	12,044.00	12,064.35	(20.35)	100.17
INTEREST INCOME	10,200.00	10,552.90	(352.90)	103.46
COMMISSION	6,000.00	5,579.37	420.63	92.99
OTHER REVENUE	19,386.00	24,678.92	(5,292.92)	127.30
Net INCOME	6,878,178.00	6,882,456.72	(4,278.72)	100.06
TOTAL REVENUES	6,878,178.00	6,882,456.72	(4,278.72)	100.06
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	2,351,346.31	811,653.69	74.34
FRINGE BENEFITS	857,000.00	705,846.99	151,153.01	82.36
SUPPLIES	156,993.00	53,500.93	103,492.07	34.08
LIBRARY MATERIALS	1,007,156.00	823,398.70	183,757.30	81.75
PROFESSIONAL & CONTRACTUAL	448,594.00	322,549.42	126,044.58	71.90
COMMUNICATIONS	28,500.00	16,869.25	11,630.75	59.19
PRINTING	61,900.00	10,232.12	51,667.88	16.53
UTILITIES	213,000.00	129,995.64	83,004.36	61.03
MAINTENANCE & REPAIRS	243,550.00	144,814.30	98,735.70	59.46
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	423,334.26	620,648.74	40.55
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	13,139.15	12,518.85	51.21
TRAVEL	64,850.00	27,830.39	37,019.61	42.92
RENTALS/LEASES	16,300.00	5,344.54	10,955.46	32.79
Net EXPENSES	7,400,334.00	5,086,677.75	2,313,656.25	68.74
TOTAL EXPENDITURES	7,400,334.00	5,086,677.75	2,313,656.25	68.74
TOTAL REVENUES - FUND 101	6,878,178.00	6,882,456.72	(4,278.72)	100.06
TOTAL EXPENDITURES - FUND 101	7,400,334.00	5,086,677.75	2,313,656.25	68.74
NET OF REVENUES & EXPENDITURES	(522,156.00)	1,795,778.97	(2,317,934.97)	343.92
NET CHANGE IN FUND BALANCE	(522,156.00)	1,795,778.97		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,821,338.61	6,139,273.58		

11/07/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,568,127.00	6,568,127.77	(0.77)	100.00
101-000.00-539.00	STATE AID TO LIBRARIES	96,964.00	96,964.70	(0.70)	100.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	66,469.00	66,469.39	(0.39)	100.00
101-000.00-602.00	PHOTOCOPY FEES	30,500.00	27,521.95	2,978.05	90.24
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,400.00	8,858.69	(1,458.69)	119.71
101-000.00-651.00	MEETING ROOM RENTAL	200.00	750.00	(550.00)	375.00
101-000.00-656.00	PENAL FINES	60,888.00	60,888.68	(0.68)	100.00
101-000.00-658.00	OVERDUE FINES	12,044.00	12,064.35	(20.35)	100.17
101-000.00-665.00	INTEREST INCOME	10,200.00	10,552.90	(352.90)	103.46
101-000.00-668.00	COMMISSION	6,000.00	5,579.37	420.63	92.99
101-000.00-675.00	OTHER REVENUE	19,386.00	24,678.92	(5,292.92)	127.30
TOTAL REVENUES		6,878,178.00	6,882,456.72	(4,278.72)	100.06
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	2,351,346.31	811,653.69	74.34
101-790.00-716.01	TAXES-FICA/MC	241,000.00	182,528.33	58,471.67	75.74
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	14,009.51	3,990.49	77.83
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	184,525.06	50,474.94	78.52
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	4,946.76	2,053.24	70.67
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	25,392.33	14,607.67	63.48

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	
			10/31/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
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	5,377.17	6,622.83	44.81
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	244,206.00	198,557.41	45,648.59	81.31
101-790.00-730.02	AV (MEDIA)	109,950.00	90,780.83	19,169.17	82.57
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	534,060.46	118,939.54	81.79
101-790.00-802.00	LEGAL	15,000.00	2,092.50	12,907.50	13.95
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	1,032.72	3,967.28	20.65
101-790.00-850.00	COMMUNICATIONS	28,500.00	16,869.25	11,630.75	59.19
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	109,866.41	50,133.59	68.67
101-790.00-922.00	GAS	33,000.00	8,741.93	24,258.07	26.49
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	68,927.00	23,073.00	74.92
101-790.00-932.01	LAWN & GROUNDS	43,450.00	19,526.64	23,923.36	44.94
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	8,697.64	3,502.36	71.29
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	5,290.36	9,009.64	37.00
101-790.00-936.00	EQUIPMENT REPAIRS	18,800.00	12,881.58	5,918.42	68.52
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	4,024.69	9,775.31	29.16
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	128,503.00	36,797.00	77.74
101-790.00-975.00	FURNITURE AND EQUIPMENT	180,000.00	44,870.00	135,130.00	24.93
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	
			10/31/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
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	16,617.34	20,113.66	45.24
101-790.00-995.00	ENDOWMENT TRANSFERS	0.00	0.00	0.00	0.00
101-790.00-998.00	PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	228.00	972.00	19.00
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	146.00	154.00	48.67
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	5,500.00	0.00	5,500.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000.00	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	6,323.07	6,176.93	50.58
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	6,226.65	17,273.35	26.50
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	6,391.85	8,108.15	44.08
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,439.07)	4,264.07	(50.94)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	12,113.47	3,386.53	78.15
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	2,739.00	9,361.00	22.64
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	10,000.00	1,124.94	8,875.06	11.25
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,450.00	1,250.00	200.00	86.21
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	2,913.01	4,886.99	37.35
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	2,603.83	2,480.17	51.22
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,064.00	1,968.08	3,095.92	38.86
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	22,000.00	6,688.96	15,311.04	30.40
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	73.59	76.41	49.06
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	2,380.20	6,869.80	25.73
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,460.00	1,331.00	129.00	91.16

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	
			10/31/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	7,203.62	2,296.38	75.83
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	137.51	862.49	13.75
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,000.00	966.27	33.73	96.63
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	27,370.00	3,265.00	24,105.00	11.93
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	36,000.00	28,180.22	7,819.78	78.28
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	62,900.00	39,700.00	23,200.00	63.12
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	255.00	745.00	25.50
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	5,000.00	3,950.37	1,049.63	79.01
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	435.79	464.21	48.42
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	13,010.71	10,247.29	55.94
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	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	1,286.81	2,213.19	36.77
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	6,973.78	8,026.22	46.49
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	800.69	1,449.31	35.59
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,000.00	12,648.93	10,351.07	55.00
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	182,294.00	30,706.00	85.58
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		7,400,334.00	5,086,677.75	2,313,656.25	68.74
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,878,178.00	6,882,456.72	(4,278.72)	100.06
TOTAL EXPENDITURES		7,400,334.00	5,086,677.75	2,313,656.25	68.74
NET OF REVENUES & EXPENDITURES		(522,156.00)	1,795,778.97	(2,317,934.97)	343.92
NET CHANGE IN FUND BALANCE		(522,156.00)	1,795,778.97		
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR		3,821,338.61	6,139,273.58		

11/07/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 10/01/2022 - 10/31/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
10/05/2022	GEN	53368	1159	HOME DEPOT	STRIPING PAINT,PLIERS,WIRE BRUSHES	119.85
10/05/2022	GEN	53369	1082	CARDMEMBER SERVICE	MONTHLY ONLINE CREDIT CARD PROCESSING BY	3,556.56
10/05/2022	GEN	53370	1004	AFLAC	MONTHLY REMITTANCE-	100.44
10/05/2022	GEN	53371	1009	AMAZON CAPITAL SERVICES	AMAZON - OCTOBER PROGRAMMING SUPPLIES	2,127.14
10/05/2022	GEN	53372	1011	AMERICAN LIBRARY ASSOCIATION	ALA/PLA MEMBERSHIP MN	236.00
10/05/2022	GEN	53373	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INS/DISABILITY/EAP PREMIUM-	814.14
10/05/2022	GEN	53374	1020	ASSOCIATED NEWSPAPERS	LEGAL AD FOR ANNUAL BUDGET HEARING	22.10
10/05/2022	GEN	53375	1029	BAKER & TAYLOR	CCF GRANT	123.58
10/05/2022	GEN	53376	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,018.63
10/05/2022	GEN	53377	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	846.71
10/05/2022	GEN	53378	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,338.76
10/05/2022	GEN	53379	1036	BAKER & TAYLOR	BOOKS	46.58
10/05/2022	GEN	53380	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	46.72
10/05/2022	GEN	53381	1060	BROWN INDUSTRIES, INC.	STELLAR STAFF AWARD PINS	1,005.00
10/05/2022	GEN	53382	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER	6,174.72
10/05/2022	GEN	53383	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEAR	695.86
10/05/2022	GEN	53384	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	OCTOBER CHILDREN'S VIDEO GAMES	3,954.20
10/05/2022	GEN	53385	1100	DEMCO, INC.	TPW SUPPLIES	1,376.14
10/05/2022	GEN	53386	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-MONTHLY	5,200.00
10/05/2022	GEN	53387	1113	EBSCO INFORMATION SERVICES	CONSUMERREPORTS.ORG SUBSCRIPTION 11/1/22	3,404.15
10/05/2022	GEN	53388	1126	FINDAWAY WORLD, LLC	22 WONDERBOOKS	1,099.78
10/05/2022	GEN	53389	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,047.96
10/05/2022	GEN	53390	1114	J.C. EHRLICH	PEST CONTROL SERVICE 2022	103.96
10/05/2022	GEN	53391	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	639.20
10/05/2022	GEN	53392	1385	KEEP FAMILY HISTORY SERVICES	ZOOM GENEALOGY PROGRAM	50.00
10/05/2022	GEN	53393	1179	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE CHANGES FOR KONICA COPIERS,	359.62
10/05/2022	GEN	53394	1188	LIBRARY DESIGN ASSOCIATES, INC.	LABOR & MATERIAL TO ALIGN TPW WORKSTATIO	1,150.00
10/05/2022	GEN	53395	1414	LIBRARYWORKS, INC	LIBRARYWORKS, INC. WEBINAR (6 ATTENDEES)	150.00
10/05/2022	GEN	53396	1194	LOOK SEE ASSOCIATES, INC.	PULSE ALIGN PROJECT DESIGN & RESEARCH	20,000.00
10/05/2022	GEN	53397	1410	MADLINE FFITCH	PRESENTER ELL BOOK CLUB	250.00
10/05/2022	GEN	53398	1226	MARIAN NICHOLSON	MILEAGE & CONFERENCE EXPENSE REIMBURSEME	110.04
10/05/2022	GEN	53399	1204	METCOM	BARCODES	448.25
10/05/2022	GEN	53400	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	4,189.85
10/05/2022	GEN	53401	1343	NICHOLE WELZ	VISION CLAIM REIMBURSEMENT: N.WELZ	200.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/05/2022	GEN	53402	1407	NICOLE BEAUCHAMP	OCTOBER PROGAM	250.00
10/05/2022	GEN	53403	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	122.56
10/05/2022	GEN	53404	1235	OVERDRIVE, INC.	91 ADULT FICTION EBOOKS	13,126.06
10/05/2022	GEN	53405	1247	PLYMOUTH COMMUNITY CHAMBER OF COMME	PLYMOUTH COMMUNITY CHAMBER OF COMMERCE ,	265.00
10/05/2022	GEN	53406	MISC ILL	PORTAGE DISTRICT LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	24.84
10/05/2022	GEN	53407	1253	PROQUEST LLC	MUSIC FOR PUBLIC LIBRARIES SUBSCRIPTION	865.61
10/05/2022	GEN	53408	1264	RELIABLE LANDSCAPING, INC.	LAWN & GROUNDS CONTRACT 2022	1,275.00
10/05/2022	GEN	53409	1272	SAWA BOOKS	8 INTERNATIONAL LANG CHILDREN'S BOOKS	206.57
10/05/2022	GEN	53410	1276	SEN SOURCE INC.	2023 PEOPLE COUNTER CONTRACT RENEWAL	504.00
10/05/2022	GEN	53411	1282	SHRM	SHRM ANNUAL MEMBERSHIP (MN)	229.00
10/05/2022	GEN	53412	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	92.73
10/05/2022	GEN	53413	1308	THE LIBRARY NETWORK	DEEP FREEZE - WIN SELECT RENEWAL	1,029.00
10/09/2022	GEN	53414	1147	DOLORES GRADDY	LONGEVITY AWARD - 20 YEARS - GRADDY	300.00
10/12/2022	GEN	146(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,081.41
10/12/2022	GEN	147(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	6,126.66
10/12/2022	GEN	148(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
10/12/2022	GEN	149(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	536.20
10/12/2022	GEN	150(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES-VOID CHECK BATCH	60.72
10/19/2022	GEN	53415	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$600	568.94
10/19/2022	GEN	53416	1011	AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP-B. GUDENBURR	246.00
10/19/2022	GEN	53417	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INS/DISABILITY/EAP PREMIUM-NOVEMBER	910.15
10/19/2022	GEN	53418	1185	AMY LEE	VISION CLAIM REIMBURSEMENT: J.LEE	284.25
10/19/2022	GEN	53419	1029	BAKER & TAYLOR	CCF GRANT	147.39
10/19/2022	GEN	53420	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	7,922.02
10/19/2022	GEN	53421	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,053.36
10/19/2022	GEN	53422	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	8,958.96
10/19/2022	GEN	53423	1050	BLACKSTONE PUBLISHING	3 ADULT BOOKS ON CD	277.00
10/19/2022	GEN	53424	1051	BLUE CARE NETWORK	COVERAGE - NOVEMBER	22,438.32
10/19/2022	GEN	53425	1059	BRODART CO.	TPW NEW LABELS	415.53
10/19/2022	GEN	53426	1077	CDW GOVERNMENT	TABLET STANDS	685.96
10/19/2022	GEN	53427	1078	CEE-CLEAN WINDOW CLEANING CO., INC	WINDOW CLEANING 2022	737.00
10/19/2022	GEN	53428	1086	COMIC CITY	JCOMICS (JGRA) AND YA COMICS (TGRA) NOT	98.77
10/19/2022	GEN	53429	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	SEPTEMBER ADULT VIDEO GAMES	3,181.65
10/19/2022	GEN	53430	1100	DEMCO, INC.	TPW SUPPLIES	544.89
10/19/2022	GEN	53431	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 09/1	11,777.09
10/19/2022	GEN	53432	1111	DYMAXION RESEARCH LTD	SCHEDULE 3W MAINTENANCE AGREEMENT	816.00
10/19/2022	GEN	53433	1124	FASTSIGNS	DELIVERY SIGN FOR ABOVE STAFF ENTRANCE D	86.87
10/19/2022	GEN	53434	1132	FOSTER, SWIFT, COLLINS & SMITH	REVIEW - CLIENT QUESTION, COMICS PLUS CO	877.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/19/2022	GEN	53435	1162	ICLE	MI BASIC PRACTICE HANDBOOK AUG 2022 UPDA	138.50
10/19/2022	GEN	53436	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,007.64
10/19/2022	GEN	53437	1114	J.C. EHRlich	K9 INSPECTION & COMMERCIAL BED BUG CONTR	410.00
10/19/2022	GEN	53438	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	48.40
10/19/2022	GEN	53439	1188	LIBRARY DESIGN ASSOCIATES, INC.	CMRM STACKING CHAIRS & TROLLEY, LESS RET	20,520.00
10/19/2022	GEN	53440	1415	LIBRARY PASS, INC	COMICS PLUS DIGITAL SUBSCRIPTION	2,587.50
10/19/2022	GEN	53441	1091	LISA CRAIG	VISION CLAIM REIMBURSEMENT: L.CRAIG	129.01
10/19/2022	GEN	53442	1226	MARIAN NICHOLSON	ZIPLOCK BAGS (10 BOXES) FOR PUBLIC MASK	66.40
10/19/2022	GEN	53443	1201	MERGENT INC	MERGENT REGIONAL BUSINESS DIRECTORIES	2,349.00
10/19/2022	GEN	53444	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,347.28
10/19/2022	GEN	53445	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	61.28
10/19/2022	GEN	53446	1235	OVERDRIVE, INC.	116 ADULT FICTION EBOOKS	14,377.75
10/19/2022	GEN	53447	1264	RELIABLE LANDSCAPING, INC.	LAWN & GROUNDS CONTRACT 2022	1,608.75
10/19/2022	GEN	53448	MISC ILL	SOUTHFIELD PUBLIC LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	33.00
10/19/2022	GEN	53449	MISC ILL	ST CLAIR COUNTY LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	15.00
10/19/2022	GEN	53450	MISC ILL	ST CLAIR COUNTY LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	5.99
10/19/2022	GEN	53451	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPILES	287.91
10/19/2022	GEN	53452	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
10/19/2022	GEN	53453	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	227.70
10/19/2022	GEN	53454	1331	UPS	OUTBOUND SHIPMENT TO LIBRARY OF CONGRESS	4.67
10/19/2022	GEN	53455	1334	VALUE LINE PUBLISHING LLC	VALUE LINE RESEARCH CENTER WITH HISTORIC	6,700.00
10/19/2022	GEN	53456	1339	VRC COMPANIES, LLC	CANTON OBSERVER SCANNING JAN - JUN 2022	287.35
10/19/2022	GEN	53457	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES NOT TO EXCEED	33.00
10/26/2022	GEN	141(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,807.76
10/26/2022	GEN	142(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,081.41
10/26/2022	GEN	143(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	6,126.66
10/26/2022	GEN	144(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
10/26/2022	GEN	145(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	612.64

GEN TOTALS:

Total of 100 Checks: 221,248.45

Less 0 Void Checks: 0.00

Total of 100 Disbursements: 221,248.45



Director's Report November 2022

1. At this month's meeting, you will revisit the staff masking guidelines. You will discuss the 2023 board officers—the Chair, Vice Chair, and Secretary/Treasurer positions are all available. Lastly, I will request that the board enter a closed session to discuss my annual evaluation. Marian Nicholson will join you for the first few minutes to provide guidelines.
2. In personnel news, since last month we welcomed Arya Sharma as an On-Call Circulation Assistant. We also congratulated Page Ellen Wagner, who has been promoted to Page II. We wished fond farewells to part-time Librarians Melissa Connolly, who has accepted a full-time youth librarian position at the Oak Park Public Library, and Kori Kasara, who has accepted a full-time position as Head of Circulation at Henry Ford College. Jeanine Gillikin, part-time Circulation Assistant, will be stepping back to an On-Call Circulation Assistant role in December.
3. Our hot water heater failed in early November. Luckily, Building Supervisor Jim Laffey was able to quickly have a plumber replace it. While we were without hot water for several hours, because we had running water at sinks and to flush toilets, we were able to stay open during the repair.
4. With our declining physical collection of materials, as reported to you previously, we are moving some things around. The deselection of low-circulating audiovisual materials is complete. We have more shelving than we need in Adult Nonfiction and have begun the process of consolidating that collection, and plan to remove the first few ranges of empty shelves along the far eastern end of the library to free up floor space along that wall for additional seating/ tables, for which there is high demand. We have other consolidations/moves coming up in 2023, and I will keep you posted.
5. Kat Bounds reports that, since the elimination of late fees in September, the total number of patrons who have been sent to the collection agency for long-overdue materials has dropped by almost one-third, and the number of blocked patron accounts has dropped by two-thirds.
6. The William P. Faust Public Library of Westland has announced that they will close for renovations on November 21, 2023, and plan to reopen in late summer. From February 2023 until their reopening, they will relocate to the former Marshall Elementary School. We anticipate seeing an uptick in Westland patrons here during their closure and renovation.
7. The Friends of the Library have announced that they will close their donation area for the Thanksgiving holiday, from Wednesday, November 23, through Sunday, November 27. They will reopen the donation area on Monday, November 28.

Respectfully submitted,
Eva Davis, Director