



Library Board of Trustees General Meeting Packet Contents

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7. 2023 Board Meeting Agenda Planning



Library Board of Trustees Meeting Agenda – December 15, 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 November 17, 2022 Meeting Minutes

By Unanimous Consent

Approve November 17, 2022 Closed Session Minutes

Administrative Reports

Communications
Report of the Library Director
Trustee Comments

Committee Reports

None

Unfinished Business & General Orders

Item of Action 22/12-15-1: Nomination and Election of 2023 Board
Officers

New Business

Item of Action 22/12-15-2: 4th Quarter Budget Amendment

Item of Action 22/12-15-3: Approve Fund Balance Transfer for 2022
Capital Projects

Discussion Item: Review 2023 Monthly Board Meeting Agenda Plan

Adjourn

Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

November 17, 2022 – 7:30 PM

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

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

Absent: None

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

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

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF BUDGET HEARING MINUTES

The minutes were approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

No communications

DIRECTOR'S REPORT

The 4th Quarter Budget Amendment in December will recognize any additional revenues and adjust expenditure to make sure we have sufficient cushion for the rest of the year. We are over-budget in a few items, which will come into line in the course of the year. Some projects were budgeted for 2022 and were not completed, so these funds will be added to the Fund Balance; the Board will be presented with a budget amendment next year to allocate the projects into the 2023 budget.

TRUSTEE COMMENTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

Staff Mask Requirement – The Board consensus is to keep the current mask policy in place until further notice and revisit the topic only if requested.

NEW BUSINESS

Discussion of 2023 Board Officers – Chair Eggenberger advised that the current officers have served in their positions for two consecutive years and are unable to do so again. It was discussed that A. Iqbal, A. Watts, and C. Spas might form a slate to be voted on in December.

Closed session for Director's Evaluation – Director E. Davis requested that the board move into closed session for the purpose of discussing her yearly performance evaluation.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 22/11-17-1 (6-0-0)

REGULAR MEETING RESUMED AT 8:04 PM.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 8:09 PM.

Amy Watts, Secretary-Treasurer



Canton Public Library Board of Trustees Closed Session Minutes

Thursday, November 17, 2022

7:42 PM

Canton Public Library – Community Room

Closed session to discuss library director's evaluation, per request by E. Davis.

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

Absent: None

The Board moved into closed session to discuss the library director's evaluation for 2022.

M. Farell moved and C. Spas supported a motion to return to open session.

The motion passed unanimously, 22/11-17-1CS

Amy Watts, Secretary-Treasurer

12/06/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 11/30/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	4,693,069.50
101-000.00-001.02	CHECKING-CREDIT CARD	3,710.40
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	9,671.44
101-000.00-002.00	SAVINGS	1,000,308.61
101-000.00-123.00	PREPAID EXPENSES	42,070.70
	Total Assets	5,748,830.65
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	30,218.82
101-000.00-219.01	SOCIAL COMMITTEE	3,472.49
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	100.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	1,344.04
	Total Liabilities	35,135.35
*** 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	1,370,200.69
	Fund Balance Adjustments	0.00
	Ending Fund Balance	5,713,695.30
	Total Liabilities And Fund Balance	5,748,830.65

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	6,282.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(418.81)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,614,353.67
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMEN	(5,510,628.92)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,920,423.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMEN	(1,235,099.05)
901-000.00-150.00	LIBRARY MATERIALS	5,573,452.67
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(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

12/06/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 11/30/2022

DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 11/30/2022 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	29,697.80	802.20	97.37
REPLACEMENT-LIBRARY MATERIALS	7,400.00	9,733.01	(2,333.01)	131.53
MEETING ROOM RENTAL	200.00	1,000.00	(800.00)	500.00
PENAL FINES	60,888.00	60,888.68	(0.68)	100.00
OVERDUE FINES	12,044.00	12,063.59	(19.59)	100.16
INTEREST INCOME	10,200.00	15,446.02	(5,246.02)	151.43
COMMISSION	6,000.00	6,486.54	(486.54)	108.11
OTHER REVENUE	19,386.00	24,871.42	(5,485.42)	128.30
Net INCOME	6,878,178.00	6,891,748.92	(13,570.92)	100.20
TOTAL REVENUES	6,878,178.00	6,891,748.92	(13,570.92)	100.20
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	2,577,782.38	585,217.62	81.50
FRINGE BENEFITS	857,000.00	744,479.42	112,520.58	86.87
SUPPLIES	156,993.00	63,896.93	93,096.07	40.70
LIBRARY MATERIALS	1,007,156.00	911,992.63	95,163.37	90.55
PROFESSIONAL & CONTRACTUAL	448,594.00	332,159.77	116,434.23	74.04
COMMUNICATIONS	28,500.00	17,982.30	10,517.70	63.10
PRINTING	61,900.00	10,232.12	51,667.88	16.53
UTILITIES	213,000.00	142,766.34	70,233.66	67.03
MAINTENANCE & REPAIRS	243,550.00	165,276.40	78,273.60	67.86
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	445,425.26	598,557.74	42.67
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	13,188.78	12,469.22	51.40
TRAVEL	64,850.00	32,086.26	32,763.74	49.48
RENTALS/LEASES	16,300.00	5,803.89	10,496.11	35.61
Net EXPENSES	7,400,334.00	5,521,548.23	1,878,785.77	74.61
TOTAL EXPENDITURES	7,400,334.00	5,521,548.23	1,878,785.77	74.61
TOTAL REVENUES - FUND 101	6,878,178.00	6,891,748.92	(13,570.92)	100.20
TOTAL EXPENDITURES - FUND 101	7,400,334.00	5,521,548.23	1,878,785.77	74.61
NET OF REVENUES & EXPENDITURES	(522,156.00)	1,370,200.69	(1,892,356.69)	262.41
NET CHANGE IN FUND BALANCE	(522,156.00)	1,370,200.69		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,821,338.61	5,713,695.30		

12/06/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2022 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	29,697.80	802.20	97.37
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,400.00	9,733.01	(2,333.01)	131.53
101-000.00-651.00	MEETING ROOM RENTAL	200.00	1,000.00	(800.00)	500.00
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	12,063.59	(19.59)	100.16
101-000.00-665.00	INTEREST INCOME	10,200.00	15,446.02	(5,246.02)	151.43
101-000.00-668.00	COMMISSION	6,000.00	6,486.54	(486.54)	108.11
101-000.00-675.00	OTHER REVENUE	19,386.00	24,871.42	(5,485.42)	128.30
TOTAL REVENUES		6,878,178.00	6,891,748.92	(13,570.92)	100.20
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	2,577,782.38	585,217.62	81.50
101-790.00-716.01	TAXES-FICA/MC	241,000.00	199,502.08	41,497.92	82.78
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	15,102.17	2,897.83	83.90
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	202,928.26	32,071.74	86.35
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	27,555.15	12,444.85	68.89
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	5,531.32	6,468.68	46.09

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	
			11/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
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	228,042.42	16,163.58	93.38
101-790.00-730.02	AV (MEDIA)	109,950.00	105,700.23	4,249.77	96.13
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	578,249.98	74,750.02	88.55
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	1,127.02	3,872.98	22.54
101-790.00-850.00	COMMUNICATIONS	28,500.00	17,982.30	10,517.70	63.10
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	119,230.99	40,769.01	74.52
101-790.00-922.00	GAS	33,000.00	9,605.37	23,394.63	29.11
101-790.00-923.00	WATER	20,000.00	13,929.98	6,070.02	69.65
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	79,093.61	12,906.39	85.97
101-790.00-932.01	LAWN & GROUNDS	43,450.00	21,017.89	22,432.11	48.37
101-790.00-932.02	SNOW & ICE	37,000.00	21,983.32	15,016.68	59.41
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	9,456.55	2,743.45	77.51
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	5,588.36	8,711.64	39.08
101-790.00-936.00	EQUIPMENT REPAIRS	18,800.00	15,095.58	3,704.42	80.30
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	4,484.04	9,315.96	32.49
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	66,961.00	113,039.00	37.20
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
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

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			11/30/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
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	7,036.90	5,463.10	56.30
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	6,488.74	17,011.26	27.61
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	6,805.33	7,694.67	46.93
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,595.84)	4,420.84	(56.49)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	13,250.55	2,249.45	85.49
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	975.00	550.00	63.93
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	5,755.94	4,244.06	57.56
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,450.00	1,300.00	150.00	89.66
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	2,812.01	4,987.99	36.05
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	3,428.04	1,655.96	67.43
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,064.00	3,397.76	1,666.24	67.10
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	22,000.00	6,794.44	15,205.56	30.88
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	78.17	71.83	52.11
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	2,587.20	6,662.80	27.97
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,460.00	1,331.00	129.00	91.16
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	7,871.13	1,628.87	82.85
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	480.32	519.68	48.03
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,000.00	998.60	1.40	99.86
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	27,370.00	6,765.00	20,605.00	24.72
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	36,000.00	30,426.19	5,573.81	84.52
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	62,900.00	41,125.00	21,775.00	65.38

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE BALANCE	% BDGT USED
			11/30/2022 NORMAL (ABNORMAL)		
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	3,952.37	1,047.63	79.05
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	484.79	415.21	53.87
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	13,060.34	10,197.66	56.15
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	1,415.39	2,084.61	40.44
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	1,299.00	1,201.00	51.96
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,000.00	10,156.83	4,843.17	67.71
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	913.19	1,336.81	40.59
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,000.00	15,633.29	7,366.71	67.97
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	182,299.00	30,701.00	85.59
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	5,521,548.23	1,878,785.77	74.61

Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,878,178.00	6,891,748.92	(13,570.92)	100.20
TOTAL EXPENDITURES		7,400,334.00	5,521,548.23	1,878,785.77	74.61
NET OF REVENUES & EXPENDITURES		(522,156.00)	1,370,200.69	(1,892,356.69)	262.41

NET CHANGE IN FUND BALANCE		(522,156.00)	1,370,200.69		
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR		3,821,338.61	5,713,695.30		

12/06/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 11/01/2022 - 11/30/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
11/02/2022	GEN	53458	1001	4IMPRINT, INC	STAFF DAY SWAG - UMBRELLAS	845.24
11/02/2022	GEN	53459	1370	ACME PARTYWORKS	ACME PARTYWORKS - TRAIN FOR WINTER SNOW	561.23
11/02/2022	GEN	53460	1004	AFLAC	MONTHLY REMITTANCE-OCTOBER	100.44
11/02/2022	GEN	53461	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$600	2,433.26
11/02/2022	GEN	53462	1185	AMY LEE	SC - MAILBOX SNACKS FOR STAFF	37.00
11/02/2022	GEN	53463	1015	ANYTHING RETAIL	2 RECYCLE BOXES FOR BULBS	120.00
11/02/2022	GEN	53464	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	410.06
11/02/2022	GEN	53465	1029	BAKER & TAYLOR	CCF GRANT	72.07
11/02/2022	GEN	53466	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	7,717.96
11/02/2022	GEN	53467	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,738.19
11/02/2022	GEN	53468	1036	BAKER & TAYLOR	BOOKS	107.70
11/02/2022	GEN	53469	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	26.34
11/02/2022	GEN	53470	1046	BATTERIES PLUS BULBS	REPLACEMENT BATTERIES FOR IDF1 UPS	138.52
11/02/2022	GEN	53471	1047	BAYSCAN TECHNOLOGIES	MAXSTICK HOLD PAPER	1,729.70
11/02/2022	GEN	53472	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEAR	695.25
11/02/2022	GEN	53473	1199	DEBORAH MCHUGH	BS&A SOFTWARE CONFERENCE (10/16-10/19) R	904.69
11/02/2022	GEN	53474	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-MONTHLY - OCTOB	5,600.00
11/02/2022	GEN	53475	1206	FARMINGTON COMMUNITY LIBRARY	WORLD TRADE PRESS DATABASES RENEWAL 10/1	1,780.00
11/02/2022	GEN	53476	1159	HOME DEPOT	BLUE INVERTED MARKING PAINT	102.15
11/02/2022	GEN	53477	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	918.02
11/02/2022	GEN	53478	1396	INVENGO AMERICAN CORPORATION	ENVOY SELF-CHECK SOFTWARE	7,600.00
11/02/2022	GEN	53479	1114	J.C. EHRLICH	PEST CONTROL SERVICE 2022	103.96
11/02/2022	GEN	53480	1054	KATERLI BOUNDS	VISION CLAIM REIMBURSEMENT: K.BOUNDS	200.00
11/02/2022	GEN	53481	1417	KATIE SCHROEDER	STAFF DAY PROGRAM - SOUND BOWL HEALING M	200.00
11/02/2022	GEN	53482	MISC	KERI BURGESS	WATER BOTTLES FOR BOARD MEETINGS (3 - 24	8.97
11/02/2022	GEN	53483	1144	LAURIE GOLDEN	TEDXDetroit EXPENSE REPORT	112.27
11/02/2022	GEN	53484	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M REPLACE 8 LIGHT FIXTURES (IT) WITH L	6,747.00
11/02/2022	GEN	53485	1408	LISA BOYD	ALSC 2022 CONFERENCE EXPENSES FOR LISA B	1,449.92
11/02/2022	GEN	53486	1226	MARIAN NICHOLSON	VISION CLAIM REIMBURSEMENT: M.NICHOLSON	200.00
11/02/2022	GEN	53487	1413	MARQUIS FOODSERVICE INC	STAFF DAY CATERING - TACO BAR	2,310.00
11/02/2022	GEN	53488	1360	MEGAN HEYL	GENEALOGY PROGRAM NOVEMBER	150.00
11/02/2022	GEN	53489	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	5,411.22
11/02/2022	GEN	53490	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	61.28
11/02/2022	GEN	53491	1235	OVERDRIVE, INC.	28 YA EBOOKS AND EAUDIOBOOKS	15,029.07
11/02/2022	GEN	53492	1061	PERRY BRYANT	TEDXDetroit CONFERENCE	59.00
11/02/2022	GEN	53493	MISC ILL	PLYMOUTH DISTRICT LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	40.05
11/02/2022	GEN	53494	1258	QUILL CORPORATION	STAFF DAY SUPPLIES - FOAM DISPLAY BOARDS	71.69

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/02/2022	GEN	53495	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	57.00
11/02/2022	GEN	53496	1307	TEL SYSTEMS	LCR PROJECTOR REPAIR AND REPAIR	1,960.00
11/02/2022	GEN	53497	1318	TRUGREEN	LAWN FERTILIZATION 2022 / 6 APPLICATIONS	347.67
11/02/2022	GEN	53498	1325	ULINE	ILL SHIPPING SUPPLIES	276.59 V
11/02/2022	GEN	53499	1418	YOUR EVENT PARTY RENTAL	STAFF DAY - POPCORN MACHINE & SUPPLIES	111.50
11/02/2022	GEN	53500	1349	ZOHO CORPORATION	MANAGE ENGINE SERVICE DESK PLUS ANNUAL S	1,415.00
11/02/2022	GEN	53501	1308	THE LIBRARY NETWORK	ANNUAL DELIVERY CHARGES OCT 1 2022 - SEP	2,796.00
11/03/2022	GEN	53503	1310	T-MOBILE	STAFF HOTSPOT UPGRADES	1,101.45
11/03/2022	GEN	53504	1325	ULINE	ILL SHIPPING SUPPLIES	276.99
11/09/2022	GEN	151(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,081.41
11/09/2022	GEN	152(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	6,126.66
11/09/2022	GEN	153(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
11/09/2022	GEN	154(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	255.64
11/12/2022	GEN	53502	MISC	SHANEY STEINER	LONGEVITY AWARD - 5 YEARS - STEINER	50.00
11/16/2022	GEN	53505	1082	CARDMEMBER SERVICE	MONTHLY ONLINE CREDIT CARD PROCESSING BY	2,682.95
11/16/2022	GEN	53506	MISC	ALLISON WESTFALL	MLA CONFERENCE	532.28
11/16/2022	GEN	53507	1008	ALPHAGRAPHS	COMMENT CARDS 8.5 X 5.5, 1,000 COUNT	87.75
11/16/2022	GEN	53508	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$90	1,009.66
11/16/2022	GEN	53509	1420	AMERICAN UNITED LIFE INSURANCE CO	LIFE INS/DISABILITY/EAP PREMIUM-SEPTEMBE	105.00
11/16/2022	GEN	53510	1185	AMY LEE	I READ DEAD PEOPLE EXPENSES	64.44
11/16/2022	GEN	53511	1411	AUTOMATED LOGIC	SERVICE CALL FOR COMM. RM. HVAC CONTROLS	706.00
11/16/2022	GEN	53512	1029	BAKER & TAYLOR	CCF GRANT	18.82
11/16/2022	GEN	53513	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	9,033.64
11/16/2022	GEN	53514	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	918.30
11/16/2022	GEN	53515	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	8,162.44
11/16/2022	GEN	53516	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	937.90
11/16/2022	GEN	53517	1051	BLUE CARE NETWORK	COVERAGE - DECEMBER	22,438.32
11/16/2022	GEN	53518	1059	BRODART CO.	PAGE AND CIR SUPPLIES ORDER #D8370	152.37
11/16/2022	GEN	53519	1065	BUTZEL LONG	BUTZEL LONG ANNUAL LAW FORUM - MN	98.00
11/16/2022	GEN	53520	1068	CANTON CHAMBER OF COMMERCE	2023 ANNUAL MEMBERSHIP DUES	482.00
11/16/2022	GEN	53521	1077	CDW GOVERNMENT	REDHAT ENTERPRISE LINUX SUPPORT RENEWAL	544.00
11/16/2022	GEN	53522	1079	CENGAGE LEARNING INC	20 ADULT LARGE PRINT BOOKS	442.98
11/16/2022	GEN	53523	1086	COMIC CITY	JCOMICS AND TEENCOMICS NOT TO EXCEED 300	83.79
11/16/2022	GEN	53524	1147	DOLORES GRADDY	HOTEL FOR MLA CONFERENCE--DOLORES GRADDY	440.04
11/16/2022	GEN	53525	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES10/12	10,228.02
11/16/2022	GEN	53526	1113	EBSCO INFORMATION SERVICES	PRICE ADJ. FOR PAKEEZA SUBSCRIPTION (ORI	6,094.79
11/16/2022	GEN	53527	1206	FARMINGTON COMMUNITY LIBRARY	MANGO LANGUAGES RENEWAL 2023	6,723.97
11/16/2022	GEN	53528	1148	GRAINGER	SHOWER DRAIN GRID	47.38
11/16/2022	GEN	53529	1412	GRAZYNA G CUMMING	DESIGN & FILLING OF WEB AND SOCIAL BANNE	775.00
11/16/2022	GEN	53530	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,041.59
11/16/2022	GEN	53531	1114	J.C. EHRLICH	K9 INSPECTION & COMMERCIAL BED BUG CONTR	410.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/16/2022	GEN	53532	MISC	KAITLYN MINSHALL	TEDXDetroit 2022 Conference	51.00
11/16/2022	GEN	53533	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	662.15
11/16/2022	GEN	53534	1054	KATERLI BOUNDS	MLA HOTEL & MILEAGE TO PORT HURON	385.28
11/16/2022	GEN	53535	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW Brother Printer Maintenance Contract	556.15
11/16/2022	GEN	53536	1125	LAURA FAWCETT	TEDX Attendance & Program Supplies	78.12
11/16/2022	GEN	53537	1188	LIBRARY DESIGN ASSOCIATES, INC.	Tables (6) - Adult Aisle and Lab Foyer	21,713.00
11/16/2022	GEN	53538	1414	LIBRARYWORKS, INC	Mastering Uncomfortable Conversations WI	200.00
11/16/2022	GEN	53539	1091	LISA CRAIG	MLA Mileage and Conference Expenses	478.65
11/16/2022	GEN	53540	MISC ILL	MACDONALD PUBLIC LIBRARY	ILL Annual Replacement Fees Not to Exceed	9.95
11/16/2022	GEN	53541	1208	MICHBUSINESS	MICHBUSINESS Membership (MN 12/1/22-11/3	425.00
11/16/2022	GEN	53542	MISC	MICHELLE DIMUZIO	MLA Conference	595.24
11/16/2022	GEN	53543	1213	MIDWEST TAPE	AV (Media) & Preprocessing Fees	14,276.12
11/16/2022	GEN	53544	1220	MODERNISTIC	Upholstery Cleaning Services 2022	2,417.75
11/16/2022	GEN	53545	MISC ILL	MONROE COUNTY LIBRARY SYSTEM	ILL Annual Replacement Fees Not to Exceed	12.99
11/16/2022	GEN	53546	1224	NATIONAL TIME & SIGNAL CORP.	Annual Fire Alarm Inspection-Repl. of BA	647.90
11/16/2022	GEN	53547	1343	NICHOLE WELZ	Expense Report - TEDX Detroit	57.00
11/16/2022	GEN	53548	1228	NORTHSTAR MAT SERVICE	Floor Mat Service 2022 - Janitorial Supp	68.64
11/16/2022	GEN	53549	1232	OFFICE DEPOT	Staff Day Supplies - HP C6030C Poster PR	125.42
11/16/2022	GEN	53550	1235	OVERDRIVE, INC.	29 Adult NF eBooks	13,953.17
11/16/2022	GEN	53551	MISC	RICK CICHEWICZ	Merit Member Conf - Mileage Reimbursemen	38.14
11/16/2022	GEN	53552	1273	SCHOLASTIC INC	Scholastic Dec-Feb Programming Books	697.31
11/16/2022	GEN	53553	MISC	SEAN BEWICK	SC - Halloween Gift Cards	150.00
11/16/2022	GEN	53554	MISC	SEAN BEWICK	SC - Bake-off Gift Cards	80.00
11/16/2022	GEN	53555	MISC	SHANEY STEINER	Mileage for MLA Conference	110.00
11/16/2022	GEN	53556	1128	THE FISH DOCTORS OF CANTON	Fish Doctor's Monthly Maintenance	119.48
11/16/2022	GEN	53557	1187	THE LIBRARY CORPORATION	Authorities Feb 2023-Jan 2024	1,088.00
11/16/2022	GEN	53558	1344	THOMPSON REUTERS - WEST	2022 Thomson-Reuters West Subscription N	144.90
11/16/2022	GEN	53559	1327	UNIQUE MANAGEMENT SERVICES	Annual Collection Agency Charges Not to	207.00
11/16/2022	GEN	53560	1174	WHITNEY JONES	Yalsa Symposium	1,243.48
11/21/2022	GEN	53561	1021	AT&T MOBILITY	Monthly Cellular Service for Provided CE	325.79
11/23/2022	GEN	155(E)	1203	MERS	Employee Pension Deduction	3,807.76
11/23/2022	GEN	156(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A Employer Contributions	1,081.41
11/23/2022	GEN	157(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B Employee Contributions	7,329.05
11/23/2022	GEN	158(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR Employee Contributions	50.00
11/23/2022	GEN	159(E)	1240	PAYLOCITY	Payroll Processing Fees	881.44
11/30/2022	GEN	53562	1370	ACME PARTYWORKS	ACME Partyworks - Train for Winter Snow	561.22
11/30/2022	GEN	53563	1004	AFLAC	Monthly Remittance-November	100.44
11/30/2022	GEN	53564	1009	AMAZON CAPITAL SERVICES	Chicago Faucet Cartridge Kit	2,861.91
11/30/2022	GEN	53565	1406	AMERICAN UNITED LIFE INSURANCE CO	Life Ins/Disability Premium-December	987.66
11/30/2022	GEN	53566	1033	BAKER & TAYLOR	Books & Preprocessing Fees	849.81
11/30/2022	GEN	53567	1034	BAKER & TAYLOR	Books & Preprocessing Fees	243.40

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/30/2022	GEN	53568	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	513.98
11/30/2022	GEN	53569	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	52.48
11/30/2022	GEN	53570	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,377.10
11/30/2022	GEN	53571	1059	BRODART CO.	BOOK TRUCKS QUOTE #34783 /M5522	1,319.58
11/30/2022	GEN	53572	1077	CDW GOVERNMENT	SCANNER AND CLOUDKEY	2,984.36
11/30/2022	GEN	53573	1079	CENGAGE LEARNING INC	22 ADULT LARGE PRINT BOOKS	24.00
11/30/2022	GEN	53574	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	OCTOBER CHILDREN'S VIDEO GAMES	1,506.33
11/30/2022	GEN	53575	1100	DEMCO, INC.	FRIENDS BOOK TRUCK ORDER	697.48
11/30/2022	GEN	53576	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-NOVEMBER	5,200.00
11/30/2022	GEN	53577	1130	FOLKMANIS PUPPETS	19 PUPPETS FOR PUPPT AND JSTKTS	317.11
11/30/2022	GEN	53578	1159	HOME DEPOT	CLEAR LIGHTS FOR CHRISTMAS TREE	91.13
11/30/2022	GEN	53579	MISC ILL	HOWELL CARNEGIE DISTRICT LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	27.00
11/30/2022	GEN	53580	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	993.06
11/30/2022	GEN	53581	1188	LIBRARY DESIGN ASSOCIATES, INC.	LABOR REQUIRED TO DISASSEMBLE AND DISPOS	378.00
11/30/2022	GEN	53582	1193	LONG PLUMBING	INSTALLED A NEW 50 GAL WATER HEATER	1,305.00
11/30/2022	GEN	53583	1226	MARIAN NICHOLSON	ZIPLOCK BAGS (750) FOR PUBLIC MASK DISTR	66.40
11/30/2022	GEN	53584	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,775.45
11/30/2022	GEN	53585	1220	MODERNISTIC	CARPET CLEANING 2022	2,548.86
11/30/2022	GEN	53586	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	68.64
11/30/2022	GEN	53587	1232	OFFICE DEPOT	STAFF DAY SUPPLIES - OFFICE MAX	214.02
11/30/2022	GEN	53588	1235	OVERDRIVE, INC.	63 ADULT FICTION EBOOKS	7,067.27
11/30/2022	GEN	53589	1258	QUILL CORPORATION	OFFICE SUPPLIES - COPY PAPER, DRY ERASE	186.70
11/30/2022	GEN	53590	1260	RAINBOW PRINTING	LIBRARY CARDS	732.00
11/30/2022	GEN	53591	1264	RELIABLE LANDSCAPING, INC.	LAWN & GROUNDS CONTRACT LAWN CUTS, BED C	1,491.25
11/30/2022	GEN	53592	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	276.20
11/30/2022	GEN	53593	1128	THE FISH DOCTORS OF CANTON	FISH DOCTOR'S CALL BACK CLEANING, FILTER	125.47
11/30/2022	GEN	53594	1419	WAYNE CHAPTER, BHS	HARMONY TOWN SINGERS - WINTER SNOW SPREE	250.00
11/30/2022	GEN	53595	1249	POSTMASTER	REPLENISH MAILING ACCOUNT #1170338 PERMI	3,500.00

GEN TOTALS:

Total of 147 Checks: 272,720.19

Less 1 Void Checks: 276.59

Total of 146 Disbursements: 272,443.60



Director's Report December 2022

1. At this month's meeting, you will approve the final budget amendment of the year, ensuring that we have a balanced budget per state requirements. If needed, you will also approve the fund balance transfer for Capital projects. Then, you will nominate and elect the 2023 board officers—the Chair, Vice Chair, and Secretary/Treasurer positions are all available. Lastly, I will present you with the plans for your 2023 monthly board meeting agendas. These are not set in stone; it's intended to give you an idea of the cadence of the year, so you can see what's coming and which meetings will have action items. This is a living document; please let me know if you would like anything shuffled.
2. In personnel news, since last month we congratulated Substitute Librarian Angie Martin-Schwarze, who has been promoted to part-time Adult Librarian. Later this month, we will wish a fond farewell to Perry Bryant of the Engagement & Design department, who will spend more time growing her esthetician business. Lastly, as you know I have been serving as Interim Department Head for the Information Services department since Dave Ewick's departure in August. Kat Bounds, Department Head for Circulation Services, has offered to take on the Interim IS Department Head role through the end of September, in addition to her current role, to help ease my burden, to give her broader library experience, and to provide stability to the department as we work through our strategic realignment process internally. Once we have a plan for our internal organization, I'll have a better idea of what the job is and will post it with confidence at that time.
3. With our declining physical collection of materials, as reported to you previously, we are moving some things around. 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 found a home for our unneeded shelving at the MacDonald Public Library in New Baltimore; we had a POD delivered to us in early December to store the shelving in the meantime. We have other consolidations/moves coming up in 2023, and I will keep you posted.

Respectfully submitted,
Eva Davis, Director

Canton Public Library

Proposed Budget Amendment - 2022 -Fourth Quarter - Final (Motion 22/12-15-x)

PROPOSED:

12/15/2022

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
REVENUE				
PROPERTY TAXES	6,568,127.00	4,699	6,572,826	Recognize excess received over budgeted amount
STATE AID TO LIBRARIES	96,964.00		96,964	
LOCAL COMMUNITY STABILIZATION SHARE	66,469.00		66,469	
PHOTOCOPY FEES	30,500.00		30,500	
REPLACEMENT-LIBRARY MATERIALS	7,400.00	1,500	8,900	Recognize excess received over budgeted amount
MEETING ROOM RENTAL	200.00	850	1,050	Recognize excess received over budgeted amount
PENAL FINES	60,888.00		60,888	
OVERDUE FINES	12,044.00	20	12,064	Decrease due to stopping late fees collections effective 9/1/2022
INTEREST INCOME	10,200.00	7,000	17,200	Increase due to receiving higher interest rate on hybrid account
COMMISSION	6,000.00		6,000	
				Recognize excess received over budgeted amount and received from
OTHER REVENUE	19,386.00	5,300	24,686	the Friends - Staff Day support
TOTAL REVENUE	6,878,178	19,369	6,897,547	
EXPENDITURE				
SALARIES & WAGES	3,163,000	-	3,163,000	
FRINGE BENEFITS	857,000	(53,900)	803,100	Give back
SUPPLIES	156,993	(63,505)	93,488	Give back
LIBRARY MATERIALS	1,007,156	844	1,008,000	CPL Book Purchase Enrich Fund
PROFESSIONAL & CONTRACTUAL	448,594	(90,547)	358,047	Give back
COMMUNICATIONS	28,500	(6,000)	22,500	Give back
PRINTING	61,900	(39,237)	22,663	Give back
UTILITIES	213,000	(53,000)	160,000	Give back
MAINTENANCE & REPAIRS	243,550	(52,000)	191,550	Give back
BUILDING IMPROVEMENTS	9,250	(6,000)	3,250	Give back
INSURANCE	58,100	(2,800)	55,300	Give back
CAPITAL OUTLAY	1,043,983	(271,000)	772,983	Move to 2023 / 1st Qtrr 2023 Amendment, Give back
PROPERTY TAX REFUNDS	2,500	2,500	5,000	Increase to cover December tax adjustments
COMMUNITY PROMOTION	25,658	(6,500)	19,158	Give back
TRAVEL	64,850	(29,958)	34,892	Give back
RENTALS/LEASES	16,300	(4,700)	11,600	Give back
TOTAL EXPENSE	7,400,334	(675,803)	6,724,531	
Net Change in Fund Balance	\$ (522,156)	\$ 695,172	\$ 173,016	
Beginning Fund Balance - General Fund	\$ 4,343,495		\$ 4,343,495	
Ending Fund Balance - General Fund	\$ 3,821,339	\$ 695,172	\$ 4,516,511	

2023 Monthly Board Meeting Agenda Planning

January 2023

1. Review this 2023 Monthly Board Meeting Agenda Plan
2. 2023 State Minimum Wage and Sick Leave Requirements discussion

February

1. Endowment Fund review
2. 2023 State Minimum Wage and Sick Leave Requirements discussion, continued

March

1. 2023 State Minimum Wage and Sick Leave Requirements discussion, continued
2. 2024 Budget discussion – expenditures
 - Library materials – review library recommendation, determine budget as a % of total revenues for 1st draft budget
3. 2024 Budget discussion – expenditures
 - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA

April

1. 2022 Audit presentation, Plante Moran
2. 1st Quarter Budget Amendment
3. 2024 Budget discussion – expenditures
 - Salaries – review library recommendation, determine initial assumption for 1st draft budget

May

1. 2024 Budget discussion – expenditures
 - Capital expenditures – review library recommendation, discuss Capital Replacement Schedule for 1st draft budget
2. 2024 Budget discussion – revenues
 - Millage rate – review County Equalization Report, determine millage rate for 1st draft budget
 - Property tax collection rate – review library recommendation, discuss initial assumption for 1st draft budget
 - Contingency/Use of Fund Balance – review library recommendation, discuss initial assumption for 1st draft budget

June

1. 62 Days of Summer program overview
2. 2024 Budget assumptions – continue board discussions of items for 1st draft budget
 - a. MERS pension – review library recommendation, determine employer contribution for 1st draft budget
3. August 2023-July 2024 healthcare plan options presentation – Kapnick Insurance
4. August 2023-July 2024 healthcare contract – review library recommendation, vote
5. PA 152 employer/employee insurance premiums cost-sharing – review library recommendation, vote for hard-cap or 80/20 percentage split

July

1. 1st draft of 2024 budget and 2025-2026 projections
2. 2nd Quarter Budget Amendment

August

1. 2nd draft of 2024 budget and 2025-2026 projections
2. 1st reading, 2024 calendar of board meetings and holiday closures

September

1. Budget hearing
 - Approve 2024 budget
 - Approve 2024 millage rate
 - Chair and Secretary/Treasurer sign L-4029 forms to submit to Wayne County and Township
2. Approve 2024 calendar of board meetings and holiday closures
3. Approve proposals for 2024 Capital projects
4. 62 Days of Summer program review

October

1. 3rd Quarter Budget Amendment
2. Director's evaluation process discussion

November

1. Discussion of 2024 officers
2. Director's evaluation closed session

December

1. 4th Quarter Budget Amendment
2. Approve Fund Balance Transfer for 2023 Capital projects
3. Nomination and election of 2024 officers
4. Plan 2024 Monthly Board Meeting Agenda topics