



Library Board of Trustees General Meeting Packet Contents

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Library Board of Trustees Meeting Agenda – January 19, 2023

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 December 15, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Discussion Item: 2023 State Minimum Wage and Sick Leave Requirements
New Business	Item of Action 23/1-19-1: Move June meeting date
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

December 15, 2022 – 7:30 PM

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

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

Absent: J. Lee, A. Watts

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

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

No comments

APPROVAL OF AGENDA

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

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

APPROVAL OF CLOSED SESSION MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

No communications

DIRECTOR'S REPORT

Director Eva Davis reported Canton Public Library has been accepted by the Michigan Department of Health & Human Services to be a Covid testing kit distribution point. We are expecting 400 kits in the first round of distribution, and will then receive monthly quantities based on utilization.

E. Davis advised there are changes to minimum wage and earned sick pay legislation scheduled to go into effect in 2023. There is a Court of Appeals stay in place until February 20, 2023; once the pending changes have been finalized and clarified, the Board will be presented with employee handbook updates accordingly.

TRUSTEE COMMENTS

Trustee M. Farrell applauded the library's purchasing choices. She had placed an e-book on hold with a 12-week wait period; the library purchased another copy, so she only has four weeks left to wait. E. Davis advised the library is looking to join a reciprocal lending agreement through OverDrive with other library consortia in Michigan that would open up copies and collections for our patrons.

Trustee C. Spas asked if CPL has seen an uptick in patrons from Westland while the William P. Faust Public Library is closed while moving to a temporary location. Circulation Services Department Head Kat

Bounds advised that, since Westland has been closed, a majority of our newly-generated reciprocal library cards have been generated for Westland residents.

UNFINISHED BUSINESS & GENERAL ORDERS

Nomination and Election of 2023 Board Officers –M. Farell moved and N. Eggenberger supported a motion to elect the slate of officers discussed at the November meeting: Chair Amina Iqbal; Vice Chair Amy Watts; and Secretary/Treasurer Claire Spas.

The motion passed unanimously 22/12-15-1.

NEW BUSINESS

4th Quarter Budget Amendment – C. Spas moved and M. Farell supported a motion to approve the 4th Quarter Budget Amendment as presented.

The motion passed unanimously 22/12-15-2.

Review 2023 Monthly Board Meeting Agenda Plan – The board discussed potentially rescheduling the June 22, 2023 meeting; they will continue discussion at the January meeting. The board will also add a discussion of Juneteenth to the January meeting agenda.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 7:51 PM.

Amy Watts, Secretary-Treasurer

01/10/2023

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 12/31/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	4,485,576.85
101-000.00-001.02	CHECKING-CREDIT CARD	2,367.86
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	10,790.65
101-000.00-002.00	SAVINGS	1,001,370.38
101-000.00-020.00	PROPERTY TAXES RECEIVABLE	6,634,147.00
101-000.00-123.00	PREPAID EXPENSES	165,845.02
	Total Assets	12,300,097.76
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	130,356.75
101-000.00-219.01	SOCIAL COMMITTEE	2,750.98
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	300.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	2,463.19
101-000.00-339.00	DEFERRED REVENUE	6,955,944.62
	Total Liabilities	7,091,815.54
*** 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	864,787.61
	Fund Balance Adjustments	0.00
	Ending Fund Balance	5,208,282.22
	Total Liabilities And Fund Balance	12,300,097.76

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

01/10/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 12/31/2022

DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Revenues				
INCOME				
PROPERTY TAXES	6,572,826.00	6,572,826.26	(0.26)	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	32,401.55	(1,901.55)	106.23
REPLACEMENT-LIBRARY MATERIALS	8,900.00	10,657.82	(1,757.82)	119.75
MEETING ROOM RENTAL	1,050.00	1,100.00	(50.00)	104.76
PENAL FINES	60,888.00	60,888.68	(0.68)	100.00
OVERDUE FINES	12,063.00	12,063.50	(0.50)	100.00
INTEREST INCOME	17,200.00	25,481.06	(8,281.06)	148.15
COMMISSION	6,000.00	8,092.63	(2,092.63)	134.88
OTHER REVENUE	24,686.00	27,714.61	(3,028.61)	112.27
Net INCOME	6,897,546.00	6,914,660.20	(17,114.20)	100.25
TOTAL REVENUES	6,897,546.00	6,914,660.20	(17,114.20)	100.25
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	2,974,930.61	188,069.39	94.05
FRINGE BENEFITS	803,100.00	772,846.35	30,253.65	96.23
SUPPLIES	93,488.00	77,315.40	16,172.60	82.70
LIBRARY MATERIALS	1,008,000.00	950,344.29	57,655.71	94.28
PROFESSIONAL & CONTRACTUAL	358,047.00	339,422.41	18,624.59	94.80
COMMUNICATIONS	22,500.00	19,262.25	3,237.75	85.61
PRINTING	22,663.00	15,132.66	7,530.34	66.77
UTILITIES	160,000.00	154,416.31	5,583.69	96.51
MAINTENANCE & REPAIRS	191,550.00	180,317.40	11,232.60	94.14
BUILDING IMPROVEMENTS	3,250.00	3,180.00	70.00	97.85
INSURANCE	55,300.00	55,295.75	4.25	99.99
CAPITAL OUTLAY	781,483.00	447,705.26	333,777.74	57.29
PROPERTY TAX REFUNDS	5,000.00	2,346.67	2,653.33	46.93
COMMUNITY PROMOTION	19,158.00	18,374.73	783.27	95.91
TRAVEL	35,392.00	32,313.89	3,078.11	91.30
RENTALS/LEASES	11,600.00	6,668.61	4,931.39	57.49
Net EXPENSES	6,733,531.00	6,049,872.59	683,658.41	89.85
TOTAL EXPENDITURES	6,733,531.00	6,049,872.59	683,658.41	89.85
TOTAL REVENUES - FUND 101	6,897,546.00	6,914,660.20	(17,114.20)	100.25
TOTAL EXPENDITURES - FUND 101	6,733,531.00	6,049,872.59	683,658.41	89.85
NET OF REVENUES & EXPENDITURES	164,015.00	864,787.61	(700,772.61)	527.26
NET CHANGE IN FUND BALANCE	164,015.00	864,787.61		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	4,507,509.61	5,208,282.22		

01/10/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,572,826.00	6,572,826.26	(0.26)	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	32,401.55	(1,901.55)	106.23
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	8,900.00	10,657.82	(1,757.82)	119.75
101-000.00-651.00	MEETING ROOM RENTAL	1,050.00	1,100.00	(50.00)	104.76
101-000.00-656.00	PENAL FINES	60,888.00	60,888.68	(0.68)	100.00
101-000.00-658.00	OVERDUE FINES	12,063.00	12,063.50	(0.50)	100.00
101-000.00-665.00	INTEREST INCOME	17,200.00	25,481.06	(8,281.06)	148.15
101-000.00-668.00	COMMISSION	6,000.00	8,092.63	(2,092.63)	134.88
101-000.00-675.00	OTHER REVENUE	24,686.00	27,714.61	(3,028.61)	112.27
TOTAL REVENUES		6,897,546.00	6,914,660.20	(17,114.20)	100.25
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	2,974,930.61	188,069.39	94.05
101-790.00-716.01	TAXES-FICA/MC	241,000.00	221,303.25	19,696.75	91.83
101-790.00-716.02	DENTAL	21,700.00	15,146.85	6,553.15	69.80
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000.00	648.10	351.90	64.81
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	15,102.17	397.83	97.43
101-790.00-716.05	MEDICAL INSURANCE	199,000.00	197,844.73	1,155.27	99.42
101-790.00-716.06	MEDICAL BUY OUTS	2,400.00	2,400.00	0.00	100.00
101-790.00-716.07	OPTICAL	7,000.00	6,142.58	857.42	87.75
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	4,500.00	4,308.00	192.00	95.73
101-790.00-717.01	RETIREMENT DC PLAN (401A)	30,000.00	29,950.67	49.33	99.84
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	8,000.00	7,132.82	867.18	89.16

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	
			12/31/2022	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	255,050.00	241,471.20	13,578.80	94.68
101-790.00-730.02	AV (MEDIA)	114,950.00	109,850.11	5,099.89	95.56
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	638,000.00	599,022.98	38,977.02	93.89
101-790.00-802.00	LEGAL	3,000.00	2,092.50	907.50	69.75
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	1,500.00	1,203.87	296.13	80.26
101-790.00-850.00	COMMUNICATIONS	22,500.00	19,262.25	3,237.75	85.61
101-790.00-902.00	LEGAL NOTICES & ADS	50.00	39.64	10.36	79.28
101-790.00-921.00	ELECTRICITY	134,500.00	129,165.21	5,334.79	96.03
101-790.00-922.00	GAS	11,500.00	11,321.12	178.88	98.44
101-790.00-923.00	WATER	14,000.00	13,929.98	70.02	99.50
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	84,500.00	84,293.61	206.39	99.76
101-790.00-932.01	LAWN & GROUNDS	22,450.00	21,767.89	682.11	96.96
101-790.00-932.02	SNOW & ICE	29,000.00	27,516.65	1,483.35	94.89
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	0.00	0.00	0.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	10,700.00	10,146.50	553.50	94.83
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	13,600.00	7,656.33	5,943.67	56.30
101-790.00-935.00	BUILDING REPAIRS	6,300.00	5,588.36	711.64	88.70
101-790.00-936.00	EQUIPMENT REPAIRS	18,800.00	17,963.30	836.70	95.55
101-790.00-941.00	COPY MACHINE CHARGES	9,800.00	4,908.81	4,891.19	50.09
101-790.00-942.00	POSTAGE METER CHARGES	1,800.00	1,759.80	40.20	97.77
101-790.00-965.00	BUILDING IMPROVEMENTS	3,250.00	3,180.00	70.00	97.85
101-790.00-969.00	INSURANCE	55,300.00	55,295.75	4.25	99.99
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	13,000.00	12,706.00	294.00	97.74
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	129,300.00	128,503.00	797.00	99.38
101-790.00-975.00	FURNITURE AND EQUIPMENT	80,000.00	69,241.00	10,759.00	86.55
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	533,952.00	220,637.92	313,314.08	41.32
101-790.00-979.00	SOFTWARE	25,231.00	16,617.34	8,613.66	65.86
101-790.00-998.00	PROPERTY TAX REFUNDS	5,000.00	2,346.67	2,653.33	46.93
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	300.00	228.00	72.00	76.00

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	
			12/31/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	150.00	146.00	4.00	97.33
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	0.00	0.00	0.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	2,500.00	2,382.75	117.25	95.31
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	300.00	109.52	190.48	36.51
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	0.00	0.00	0.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	9,000.00	7,491.98	1,508.02	83.24
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	13,500.00	8,367.60	5,132.40	61.98
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	9,500.00	7,917.67	1,582.33	83.34
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,661.72)	4,486.72	(58.82)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	14,500.00	14,496.36	3.64	99.97
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	3,100.00	2,796.00	304.00	90.19
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	975.00	975.00	0.00	100.00
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	9,050.00	9,003.60	46.40	99.49
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	6,000.00	5,755.94	244.06	95.93
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,300.00	1,300.00	0.00	100.00
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	500.00	346.58	153.42	69.32
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	2,900.00	2,812.01	87.99	96.97
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	500.00	468.26	31.74	93.65
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	400.00	128.44	271.56	32.11
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,100.00	1,098.00	2.00	99.82
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	3,784.00	3,475.62	308.38	91.85
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	4,264.00	3,665.40	598.60	85.96
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	15,500.00	14,641.51	858.49	94.46
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	90.29	59.71	60.19
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	18,907.00	18,906.19	0.81	100.00
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	5,750.00	2,980.50	2,769.50	51.83
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	8,200.00	7,871.13	328.87	95.99
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	700.00	590.32	109.68	84.33
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	6,765.00	6,765.00	0.00	100.00
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	36,000.00	33,477.97	2,522.03	92.99
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	44,125.00	41,775.00	2,350.00	94.67
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	255.00	255.00	0.00	100.00

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			12/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	3,953.00	3,952.37	0.63	99.98
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	484.79	415.21	53.87
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	18,758.00	18,246.29	511.71	97.27
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	21,513.00	13,995.02	7,517.98	65.05
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	1,500.00	1,278.33	221.67	85.22
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	1,700.00	1,519.01	180.99	89.35
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	1,500.00	1,299.00	201.00	86.60
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	10,500.00	10,156.83	343.17	96.73
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,250.00	950.69	299.31	76.06
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	16,000.00	15,633.29	366.71	97.71
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	191,000.00	184,006.90	6,993.10	96.34
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	525.00	221.00	304.00	42.10
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	4,100.00	3,776.00	324.00	92.10
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	3,300.00	2,346.74	953.26	71.11
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	389.00	188.48	200.52	48.45
TOTAL EXPENDITURES		6,733,531.00	6,049,872.59	683,658.41	89.85
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,897,546.00	6,914,660.20	(17,114.20)	100.25
TOTAL EXPENDITURES		6,733,531.00	6,049,872.59	683,658.41	89.85
NET OF REVENUES & EXPENDITURES		164,015.00	864,787.61	(700,772.61)	527.26
NET CHANGE IN FUND BALANCE		164,015.00	864,787.61		
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR		4,507,509.61	5,208,282.22		

01/10/2023

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 12/01/2022 - 12/31/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
12/05/2022	GEN	53596	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	92.01
12/07/2022	GEN	160(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,197.76
12/07/2022	GEN	161(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	7,433.28
12/07/2022	GEN	162(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	50.00
12/07/2022	GEN	163(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	222.57
12/14/2022	GEN	164(E)	1095	D.K. AGENCIES (P) LTD.	INTERNATIONAL MAGAZINE SUBSCRIPTION 2022	1,920.30
12/14/2022	GEN	53597	1007	ALLIED COMMUNICATION	PBX REPAIR	1,023.00
12/14/2022	GEN	53598	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$500	2,010.66
12/14/2022	GEN	53599	1422	ANN ARBOR HANDS-ON MUSEUM	AAHOM - LESLIE SCIENCE AND NATURE CENTER	319.72
12/14/2022	GEN	53600	1020	ASSOCIATED NEWSPAPERS	LEGAL AD FOR ANNUAL BUDGET HEARING	17.54
12/14/2022	GEN	53601	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	8,546.53
12/14/2022	GEN	53602	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	514.42
12/14/2022	GEN	53603	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,133.76
12/14/2022	GEN	53604	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	170.90
12/14/2022	GEN	53605	1049	BIBLIOTHECA, LLC.	RFID & X-RANGE TAGS	6,574.00
12/14/2022	GEN	53606	1067	CAMFIL USA, INC.	FILTERS FOR ROOF TOP UNITS	975.44
12/14/2022	GEN	53607	1070	CANTON COMMUNITY FOUNDATION	ENDOWMENT DONATIONS RECEIVED AT CPL	1,100.00
12/14/2022	GEN	53608	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - AUGUST	5,180.35
12/14/2022	GEN	53609	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 09/01/2022-11/04/2022	2,542.68
12/14/2022	GEN	53610	1077	CDW GOVERNMENT	VEEAM BACKUP ESSENTIALS SUPPORT RENEWAL	1,680.00
12/14/2022	GEN	53611	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEARRR	695.95
12/14/2022	GEN	53612	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300.0	75.82
12/14/2022	GEN	53613	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	OCTOBER ADULT VIDEO GAMES	4,435.33
12/14/2022	GEN	53614	1100	DEMCO, INC.	TPW PROCESSING SUPPLIES	1,273.07
12/14/2022	GEN	53615	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	206.70
12/14/2022	GEN	53616	1167	INNOVATIVE INTERFACES	SIERRA ANNUAL MAINTENANCE RENEWA.	81,223.08
12/14/2022	GEN	53617	1114	J.C. EHRLICH	PEST CONTROL SERVICE 2022	513.96
12/14/2022	GEN	53618	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	544.85
12/14/2022	GEN	53619	1178	KNOWBE4, INC.	KB4 SECURITY AWARENESS TRAINING RENEWAL	2,173.50
12/14/2022	GEN	53620	1179	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE CHANGES FOR KONICA COPIERS,	424.77
12/14/2022	GEN	53621	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO REPAIR SOLAR SHADE IN STUDY ROOM	298.00
12/14/2022	GEN	53622	MISC	LISA BOYD	MILEAGE	9.38

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/14/2022	GEN	53623	1149	MICHELLE NEUWIRTH GRAY	MILEAGE (COMIC CITY) 7/28/22-11/26/22	15.00
12/14/2022	GEN	53624	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MCCL - SUPERVISOR SERIES: LEARNING TO MA	80.00
12/14/2022	GEN	53625	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,905.12
12/14/2022	GEN	53626	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	68.64
12/14/2022	GEN	53627	1232	OFFICE DEPOT	OFFICE SUPPLIES - MANILA ENVELOPES, STIC	79.93
12/14/2022	GEN	53628	1235	OVERDRIVE, INC.	65 ADULT FICTION EBOOKS	10,721.27
12/14/2022	GEN	53629	1244	PITNEY BOWES	POSTAGE METER LEASE PAYMENTS	439.95
12/14/2022	GEN	53630	1255	PROGRESSIVE PRINTING	39,235 ENDOWMENT POSTCARDS	4,883.00
12/14/2022	GEN	53631	1258	QUILL CORPORATION	OFFICE SUPPLIES - COPY PAPER, 10 REAMS	189.54
12/14/2022	GEN	53632	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT 2022	6,283.33
12/14/2022	GEN	53633	1265	ROWMAN & LITTLEFIELD PUBLISHING GRO	CHASE'S CALENDAR OF EVENTS 2023	93.28
12/14/2022	GEN	53634	1277	SERVICE EXPRESS INC.	RENEWAL OF SERVICE AGREEMENT 24942	8,896.80
12/14/2022	GEN	53635	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	57.00
12/14/2022	GEN	53636	1288	SONITROL GREAT LAKES	Q1 BUILDING MONITORING SERVICE	1,385.40
12/14/2022	GEN	53637	MISC	STACEY SPENCER	MILEAGE (COMIC CITY) 2/3/22-12/10/22	22.50
12/14/2022	GEN	53638	1291	STANLEY ACCESS TECH LLC	STANLEY ACCESS ANNUAL SERVICE CONTRACT-Y	1,116.00
12/14/2022	GEN	53639	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES - RUBBER BANDS, CARDSTOC	331.12
12/14/2022	GEN	53640	1307	TEL SYSTEMS	SERVICE COMMUNITY ROOM PROJECTOR	635.00
12/14/2022	GEN	53641	MISC ILL	THOMAS E FLESCHER MEMORIAL LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	26.00
12/14/2022	GEN	53642	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
12/14/2022	GEN	53643	1316	TRANE	REPLACED A BAD ACTUATOR IN VALVE (AHU)	2,867.72
12/14/2022	GEN	53644	1320	TSAI FONG BOOKS, INC.	6 KIDS INTERNATIONAL LANGUAGE BOOKS	276.39
12/14/2022	GEN	53645	1341	WAYNE COUNTY TREASURER	MONTHLY DELINQUENT TAX SETTLEMENT INVOIC	2,346.67
12/14/2022	GEN	53646	1346	WORLD BOOK, INC.	WORLD BOOK ENCYCLOPEDIA 2023 SET	1,199.00
12/14/2022	GEN	53647	1082	CARDMEMBER SERVICE	MONTHLY ONLINE CREDIT CARD PROCESSING BY	5,071.14
12/14/2022	GEN	53648	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	1,035.00
12/20/2022	GEN	53649	1051	BLUE CARE NETWORK	COVERAGE - JANUARY 2023	22,790.48
12/20/2022	GEN	53650	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 11/1	11,649.97
12/21/2022	GEN	165(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,807.76
12/21/2022	GEN	166(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,197.76
12/21/2022	GEN	167(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	7,438.02
12/21/2022	GEN	168(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
12/21/2022	GEN	169(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	1,023.24
12/27/2022	GEN	53651	1009	AMAZON CAPITAL SERVICES	COSTUMING FOR THORNDYKE	360.29
12/27/2022	GEN	53652	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	491.27
12/27/2022	GEN	53653	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	4,465.21

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/27/2022	GEN	53654	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	495.38
12/27/2022	GEN	53655	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,514.82
12/27/2022	GEN	53656	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	47.96
12/27/2022	GEN	53657	1059	BRODART CO.	PAGE- MID BACK MESH STOOL-ORDER #G6816	267.64
12/27/2022	GEN	53658	MISC ILL	CAPITAL AREA DISTRICT LIBRARIES	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	11.59
12/27/2022	GEN	53659	1079	CENGAGE LEARNING INC	18 GALE EBOOKS - ADULT NON-FICTION	1,309.82
12/27/2022	GEN	53660	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300.0	46.89
12/27/2022	GEN	53661	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	4 ADULT VIDEO GAMES	387.57
12/27/2022	GEN	53662	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-DECEMBER	5,200.00
12/27/2022	GEN	53663	1412	GRAZYNA G CUMMING	DESIGN OF WEB, SOCIAL BANNERS, STICKERS,	650.00
12/27/2022	GEN	53664	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	584.34
12/27/2022	GEN	53665	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO CONVERT DESK FROM FIXED TO ADJUST	3,778.00
12/27/2022	GEN	53666	1408	LISA BOYD	VISION CLAIM REIMBURSEMENT: A.TURKINGTON	200.00
12/27/2022	GEN	53667	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	997.39
12/27/2022	GEN	53668	1235	OVERDRIVE, INC.	25 ADULT NF EBOOKS	5,679.54
12/27/2022	GEN	53669	1279	SHOUTBOMB LLC	SHOUTBOMB TEXT MESSAGING SERVICE 2023	732.00
12/27/2022	GEN	53670	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	186.30
12/27/2022	GEN	53671	1070	CANTON COMMUNITY FOUNDATION	ENDOWMENT DONATIONS RECEIVED AT CPL	200.00
12/27/2022	GEN	53672	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	68.64
12/27/2022	GEN	53673	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	68.59 V
12/27/2022	GEN	53674	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	689.15
12/27/2022	GEN	53675	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	<u>1,280.00</u>

GEN TOTALS:

Total of 90 Checks: 268,418.65

Less 1 Void Checks: 68.59

Total of 89 Disbursements: 268,350.06



Director's Report January 2023

1. This month, Marian Nicholson and I will answer any further questions you may have about the increase in the state minimum wage and the sick leave changes that are pending in mid-February. We have no further information at the time of this writing, but we want to keep this top-of-mind.
2. You will also discuss and vote on changing the June meeting date; at your meeting last month there were several trustees who plan to be absent from that meeting.
3. In personnel news, since last month we welcomed Shane O'Neal back to the library as a full-time Adult Librarian. Shane previously worked for us as an intern in 2016-2017. We also welcomed part-time Adult Librarian Sarah Vander, who comes to us from the Novi Public Library; and new Circulation Services Assistant Stacie Dalebout. We bid farewell to Youth Librarian Whitney Jones, who will be the Youth Librarian at the Northville District Library; Technical Processing Assistant II John Birch, who has accepted a full-time Acquisitions & Cataloging Specialist role at the Clarke Historical Library at Central Michigan University; and Page Chany Powell, who is moving to Ohio. Lastly, we congratulated Technical Processing Assistant Erin Middel, who accepted a promotion to John Berch's Technical Processing Assistant II position.

We have a number of job postings currently and to come, including a full-time Youth Librarian, a part-time Youth Librarian, part-time Page and On-Call Page, part-time IT Support Assistant, part-time Engagement & Design Operations Assistant, and part-time Technical Processing Assistant.

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	28,	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