



## Library Board of Trustees General Meeting Packet Contents

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**Library Board of Trustees  
Meeting Agenda – September 21, 2023**

<b>7:30 PM</b>	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
By Unanimous Consent	Approve Agenda
By Unanimous Consent	Approve August 17, 2023 Meeting Minutes
<b>Administrative Reports</b>	Communications Report of the Library Director Trustee Comments
Committee Reports	None
<b>Unfinished Business &amp; General Orders</b>	Item of Action 23/9-21-1: Approve 2024 Schedule of Board Meetings and Library Closures
<b>New Business</b>	None
<b>Adjourn</b>	Final Call to the Audience (5-minute maximum per person)



## Canton Public Library Board of Trustees General Meeting Minutes

**August 17, 2023 – 7:30 PM**

The Chairperson, A. Iqbal, called the meeting to order at 7:30 PM.

Present: N. Eggenberger, A. Iqbal, C. Spas, A. Watts

Absent: M. Farrell, J. Lee

Also Present: E. Davis, M. Nicholson

### **CALL TO AUDIENCE**

Present: K. Bounds, L. Golden, D. McHugh, 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**

None

### **DIRECTOR'S REPORT**

Library financials are in good shape. The Township thanked the Library for their participation in *Tuesdays are Terrific*, a successful summer-long event. E. Davis reminded the Board that there will be two board meetings on September 21, the regular session and a budget hearing.

### **TRUSTEE COMMENTS**

In reviewing the proposed updates to the Employee Policy Handbook, A. Iqbal enquired about religious accommodations and why they were not addressed in the handbook's accommodation section. M. Nicholson explained that the accommodations section deals with disabilities, not religious practices. She assured A. Iqbal that the library is obliging to both staff and patrons who require time and/or space to pray, and that requests for time off for religious holidays are regularly granted. A. Iqbal enquired if there is a formal acknowledgement of the changes to the handbook and M. Nicholson responded that yes, all employees of the library are required to sign an acknowledgment which states they have received the handbook, are responsible for reading and understanding it, and agree to be bound by the policies.

### **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS & GENERAL ORDERS**

None

## **NEW BUSINESS**

***Approve Employee Policy Handbook*** – N. Eggenberger moved and A. Watts supported a motion to approve the revised Employee Policy Handbook.

**The motion passed unanimously 23/8-17-1**

### **Discussion Item: 2<sup>nd</sup> Draft of 2024 Budget and 2025-26 projections**

D. McHugh cited some minor adjustments to the budget to reflect higher than expected income in both Material Replacement and Interest income, with a corresponding incremental increase to the Library Materials expense.

**Discussion Item: 1<sup>st</sup> reading of 2024 Calendar of Library Closures and Board Meetings** – Present board members agreed the calendar looked good. It will be brought to the September meeting for further review.

## **CALL TO AUDIENCE**

No comments

## **ADJOURN**

The meeting was adjourned at 7:53 PM.

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Claire Spas, Secretary-Treasurer

09/07/2023

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
Period Ending 08/31/2023

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	7,193,271.26
101-000.00-001.02	CHECKING-CREDIT CARD	3,089.59
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	17,093.56
101-000.00-002.00	SAVINGS	1,004,673.88
101-000.00-123.00	PREPAID EXPENSES	4,782.75
	Total Assets	8,222,911.04
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	42,753.97
101-000.00-219.01	SOCIAL COMMITTEE	3,819.12
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	235.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	3,766.10
	Total Liabilities	50,574.19
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	5,206,178.40
	Total Fund Balance	5,206,178.40
	Beginning Fund Balance	5,206,178.40
	Net of Revenues VS Expenditures	2,966,158.45
	Ending Fund Balance	8,172,336.85
	Total Liabilities And Fund Balance	8,222,911.04

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	18,988.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(2,108.22)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,523,945.67
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(5,768,208.03)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,892,570.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,283,860.53)
901-000.00-150.00	LIBRARY MATERIALS	5,057,423.85
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,629,425.27)
901-000.00-160.00	HARDWARE	1,502,285.83
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(1,098,329.66)
901-000.00-162.00	SOFTWARE	1,173,059.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(982,211.36)
901-000.00-190.00	NET PENSION ASSET	515,583.00
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	522,218.00
	Total Assets	11,509,430.59
*** Liabilities ***		
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	124,007.00
901-000.00-361.00	DEFERRED INFLOWS - PENSION	431,008.00
	Total Liabilities	555,015.00
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	10,954,415.59
	Total Fund Balance	10,954,415.59
	Beginning Fund Balance	10,954,415.59
	Net of Revenues VS Expenditures	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	10,954,415.59
	Total Liabilities And Fund Balance	11,509,430.59

09/07/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
 PERIOD ENDING 08/31/2023

DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	08/31/2023	BALANCE	
<b>Revenues</b>				
<b>INCOME</b>				
PROPERTY TAXES	6,947,227.00	6,947,281.09	(54.09)	100.00
STATE AID TO LIBRARIES	70,000.00	100,047.30	(30,047.30)	142.92
LOCAL COMMUNITY STABILIZATION SHARE	62,237.00	62,237.59	(0.59)	100.00
PHOTOCOPY FEES	40,000.00	24,687.58	15,312.42	61.72
REPLACEMENT-LIBRARY MATERIALS	6,500.00	8,535.79	(2,035.79)	131.32
MEETING ROOM RENTAL	1,200.00	1,250.00	(50.00)	104.17
PENAL FINES	61,000.00	61,090.41	(90.41)	100.15
INTEREST INCOME	75,000.00	98,916.91	(23,916.91)	131.89
COMMISSION	6,000.00	6,311.88	(311.88)	105.20
OTHER REVENUE	42,700.00	47,867.03	(5,167.03)	112.10
<b>TOTAL REVENUES</b>	<b>7,311,864.00</b>	<b>7,358,225.58</b>	<b>(46,361.58)</b>	<b>100.63</b>
<b>Expenditures</b>				
<b>EXPENSES</b>				
SALARIES & WAGES	3,400,000.00	1,985,078.78	1,414,921.22	58.38
FRINGE BENEFITS	915,300.00	641,570.86	273,729.14	70.09
SUPPLIES	151,395.00	53,070.48	98,324.52	35.05
LIBRARY MATERIALS	1,075,481.00	788,355.62	287,125.38	73.30
PROFESSIONAL & CONTRACTUAL	474,950.00	320,652.62	154,297.38	67.51
COMMUNICATIONS	57,000.00	29,899.17	27,100.83	52.45
PRINTING	51,800.00	11,658.20	40,141.80	22.51
UTILITIES	190,000.00	98,927.04	91,072.96	52.07
MAINTENANCE & REPAIRS	270,600.00	133,433.43	137,166.57	49.31
BUILDING IMPROVEMENTS	15,000.00	6,285.35	8,714.65	41.90
INSURANCE	72,000.00	62,479.30	9,520.70	86.78
CAPITAL OUTLAY	993,000.00	227,037.81	765,962.19	22.86
PROPERTY TAX REFUNDS	2,000.00	448.58	1,551.42	22.43
COMMUNITY PROMOTION	25,085.00	19,463.04	5,621.96	77.59
TRAVEL	46,700.00	9,347.85	37,352.15	20.02
RENTALS/LEASES	17,300.00	4,359.00	12,941.00	25.20
<b>TOTAL EXPENDITURES</b>	<b>7,757,611.00</b>	<b>4,392,067.13</b>	<b>3,365,543.87</b>	<b>56.62</b>
<b>Fund 101 - GENERAL FUND:</b>				
TOTAL REVENUES	7,311,864.00	7,358,225.58	(46,361.58)	100.63
TOTAL EXPENDITURES	7,757,611.00	4,392,067.13	3,365,543.87	56.62
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(445,747.00)</b>	<b>2,966,158.45</b>	<b>(3,411,905.45)</b>	<b>665.44</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(445,747.00)</b>	<b>2,966,158.45</b>		
FUND BALANCE - BEGINNING OF YEAR	5,206,178.40	5,206,178.40		
<b>FUND BALANCE - END OF YEAR</b>	<b>4,760,431.40</b>	<b>8,172,336.85</b>		

09/07/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
 PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,947,227.00	6,947,281.09	(54.09)	100.00
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	100,047.30	(30,047.30)	142.92
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	62,237.00	62,237.59	(0.59)	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	24,687.58	15,312.42	61.72
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	6,500.00	8,535.79	(2,035.79)	131.32
101-000.00-651.00	MEETING ROOM RENTAL	1,200.00	1,250.00	(50.00)	104.17
101-000.00-656.00	PENAL FINES	61,000.00	61,090.41	(90.41)	100.15
101-000.00-665.00	INTEREST INCOME	75,000.00	98,916.91	(23,916.91)	131.89
101-000.00-668.00	COMMISSION	6,000.00	6,311.88	(311.88)	105.20
101-000.00-675.00	OTHER REVENUE	42,700.00	47,867.03	(5,167.03)	112.10
TOTAL REVENUES		7,311,864.00	7,358,225.58	(46,361.58)	100.63
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,400,000.00	1,985,078.78	1,414,921.22	58.38
101-790.00-716.01	TAXES-FICA/MC	262,000.00	155,338.67	106,661.33	59.29
101-790.00-716.02	DENTAL	23,000.00	4,317.07	18,682.93	18.77
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000.00	500.00	500.00	50.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	16,000.00	9,316.11	6,683.89	58.23
101-790.00-716.05	MEDICAL INSURANCE	268,000.00	161,872.32	106,127.68	60.40
101-790.00-716.06	MEDICAL BUY OUTS	4,800.00	0.00	4,800.00	0.00
101-790.00-716.07	OPTICAL	7,000.00	3,075.00	3,925.00	43.93
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	3,922.00	2,578.00	60.34
101-790.00-717.01	RETIREMENT DC PLAN (401A)	46,000.00	23,229.69	22,770.31	50.50
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	12,500.00	1,723.78	10,776.22	13.79
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	17.46	(17.46)	100.00



GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-730.01	BOOKS	251,481.00	162,408.98	89,072.02	64.58
101-790.00-730.02	AV (MEDIA)	105,000.00	65,959.36	39,040.64	62.82
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	719,000.00	559,987.28	159,012.72	77.88
101-790.00-802.00	LEGAL	15,000.00	6,627.00	8,373.00	44.18
101-790.00-803.00	AUDIT	13,450.00	13,450.00	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	2,500.00	388.24	2,111.76	15.53
101-790.00-850.00	COMMUNICATIONS	57,000.00	29,899.17	27,100.83	52.45
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	150,000.00	84,030.33	65,969.67	56.02
101-790.00-922.00	GAS	25,000.00	8,308.13	16,691.87	33.23
101-790.00-923.00	WATER	15,000.00	6,588.58	8,411.42	43.92
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	97,000.00	53,571.78	43,428.22	55.23
101-790.00-932.01	LAWN & GROUNDS	49,600.00	29,889.55	19,710.45	60.26
101-790.00-932.02	SNOW & ICE	38,000.00	22,133.32	15,866.68	58.25
101-790.00-933.00	BUILDING SECURITY	7,400.00	4,434.16	2,965.84	59.92
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	15,600.00	10,588.39	5,011.61	67.87
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	22,000.00	7,176.51	14,823.49	32.62
101-790.00-935.00	BUILDING REPAIRS	20,000.00	2,167.00	17,833.00	10.84
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	3,472.72	16,527.28	17.36
101-790.00-941.00	COPY MACHINE CHARGES	14,800.00	3,479.10	11,320.90	23.51
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	879.90	1,620.10	35.20
101-790.00-965.00	BUILDING IMPROVEMENTS	15,000.00	6,285.35	8,714.65	41.90
101-790.00-969.00	INSURANCE	72,000.00	62,479.30	9,520.70	86.78
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	110,000.00	52,807.00	57,193.00	48.01
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	91,000.00	5,522.42	85,477.58	6.07
101-790.00-975.00	FURNITURE AND EQUIPMENT	210,000.00	11,382.00	198,618.00	5.42
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	519,000.00	149,021.39	369,978.61	28.71
101-790.00-979.00	SOFTWARE	63,000.00	8,305.00	54,695.00	13.18
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	448.58	1,551.42	22.43
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	236.00	964.00	19.67
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	0.00	300.00	0.00

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	3,000.00	0.00	3,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	0.00	1,000.00	0.00
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
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	5,972.70	6,527.30	47.78
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	20,500.00	10,411.58	10,088.42	50.79
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	6,395.97	8,104.03	44.11
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,071.85)	3,896.85	(37.94)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	10,762.37	4,737.63	69.43
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	11,950.00	2,766.00	9,184.00	23.15
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,625.00	739.00	886.00	45.48
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,800.00	8,737.00	2,063.00	80.90
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	500.00	4,500.00	10.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	3,275.00	1,625.00	1,650.00	49.62
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	0.00	5,500.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	6,600.00	201.52	6,398.48	3.05
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	171.03	1,828.97	8.55
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	0.00	2,400.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	186.00	1,114.00	14.31
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,600.00	3,051.02	2,548.98	54.48
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,900.00	784.58	5,115.42	13.30
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	5,828.24	14,171.76	29.14
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	370.00	46.26	323.74	12.50
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	20,000.00	19,557.77	442.23	97.79
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	8,000.00	4,418.05	3,581.95	55.23
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	991.00	9.00	99.10
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	5,000.00	2,711.93	2,288.07	54.24
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	0.00	1,000.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200.00	978.66	221.34	81.56
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	5,277.57	19,722.43	21.11
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	41,000.00	30,040.91	10,959.09	73.27
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	23,850.00	16,150.00	59.63
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	2,000.00	1,286.42	713.58	64.32

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	225.97	674.03	25.11
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	22,685.00	19,463.04	3,221.96	85.80
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	11,472.20	38,527.80	22.94
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	4,500.00	1,136.64	3,363.36	25.26
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	930.98	1,069.02	46.55
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,600.00	1,008.92	1,591.08	38.80
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	11,000.00	1,494.09	9,505.91	13.58
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,000.00	0.00	2,000.00	0.00
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	24,000.00	11,586.89	12,413.11	48.28
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	268,000.00	192,375.61	75,624.39	71.78
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,250.00	110.00	1,140.00	8.80
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,000.00	2,214.75	2,785.25	44.30
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	8,600.00	3,057.24	5,542.76	35.55
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	199.65	900.35	18.15
TOTAL EXPENDITURES		7,757,611.00	4,392,067.13	3,365,543.87	56.62
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,311,864.00	7,358,225.58	(46,361.58)	100.63
TOTAL EXPENDITURES		7,757,611.00	4,392,067.13	3,365,543.87	56.62
NET OF REVENUES & EXPENDITURES		(445,747.00)	2,966,158.45	(3,411,905.45)	665.44
NET CHANGE IN FUND BALANCE		(445,747.00)	2,966,158.45		
FUND BALANCE - BEGINNING OF YEAR		5,206,178.40	5,206,178.40		
FUND BALANCE - END OF YEAR		4,760,431.40	8,172,336.85		

09/07/2023

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE FROM 08/01/2023 - 08/31/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
08/02/2023	GEN	238(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS-08/02/2023	1,403.34
08/02/2023	GEN	239(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS-08/02/2023	8,593.34
08/02/2023	GEN	240(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS-08/02/2023	50.00
08/02/2023	GEN	241(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES-08/02/2023	266.39
08/09/2023	GEN	54254	1082	CARDMEMBER SERVICE	FACEBOOK-OPEN PURCHASE ORDER FOR FB A	2,410.58
08/09/2023	GEN	54255	1009	AMAZON CAPITAL SERVICES	SUMMER PROGRAM SUPPLIES	1,361.12
08/09/2023	GEN	54256	1029	BAKER & TAYLOR	CCF GRANT	66.93
08/09/2023	GEN	54257	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	11,227.87
08/09/2023	GEN	54258	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	20.39
08/09/2023	GEN	54259	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	4,200.88
08/09/2023	GEN	54260	1036	BAKER & TAYLOR	BOOKS	76.93
08/09/2023	GEN	54261	1067	CAMFIL USA, INC.	2" FILTERS FOR ROOF TOP UNITS	6,747.80
08/09/2023	GEN	54262	1397	CANTON CANOPIES	CANTON CANOPIES - 20X40 TENT FOR CPL FIN	390.00
08/09/2023	GEN	54263	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 05/05/2023-07/07/2023	4,824.38
08/09/2023	GEN	54264	1353	CAROUSEL ACRES	CAROUSEL ACRES-LIVE ANIMAL PETTING ZOO	475.00
08/09/2023	GEN	54265	1425	CHRIS SAVAGE	AQUARIUM MONTHLY SERVICE LABOR AND M	185.00
08/09/2023	GEN	54266	1086	COMIC CITY	JCOMICS AND TCOMICS NOT TO EXCEED 300.0	229.48
08/09/2023	GEN	54267	1455	COOKIES AND MORE LLC	COOKIES AND MORE - COOKIES FOR TLC PROC	200.00
08/09/2023	GEN	54268	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	24 CHILDRENS GAMES	1,429.50
08/09/2023	GEN	54269	1351	D&M ART STUDIO	D&M ART STUDIO FACE PAINTERS @ FINAL P	200.00
08/09/2023	GEN	54270	1405	DARRIN GARRISON	AMAIZEING DAWGS - HOT DOGS FOR FINAL P	650.00
08/09/2023	GEN	54271	1199	DEBORAH MCHUGH	EXPENSE REPORT MILEAGE 7/27/2023 PRIZE F	13.95
08/09/2023	GEN	54272	1287	DEBORAH SOBCZAK	DISPLAY ITEMS	188.83
08/09/2023	GEN	54273	1147	DOLORES GRADY	EXPENSE REPORT MILEAGE 7/22/2023 PRIZE F	6.55
08/09/2023	GEN	54274	1113	EBSCO INFORMATION SERVICES	NOVELIST RENEWAL 2024	3,275.00
08/09/2023	GEN	54275	1121	EVERYDAY EDIBLES	STAFF PICNIC SANDWICHES/WRAPPS, FRUIT/SA	1,353.00
08/09/2023	GEN	54276	1121	EVERYDAY EDIBLES	STAFF DAY LUNCHEON-11/10/2023	500.00
08/09/2023	GEN	54277	1447	FRITTS AND CHIPS	FRITTS AND CHIPS - MUSIC FOR FINAL PARTY	600.00
08/09/2023	GEN	54278	1451	HANKY PANKY DONUTS LLC	HANKY PANKY DINKY DONUTS - FINAL PARTY :	375.00
08/09/2023	GEN	54279	1159	HOME DEPOT CREDIT SERVICES	SANDER AND SUPPLIES FOR BENCHES	136.40
08/09/2023	GEN	54280	1165	INABOOTH PHOTOGRAPHY	PHOTOGRAPHY BOOTH @ FINAL PARTY 8/19	300.00
08/09/2023	GEN	54281	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,736.01
08/09/2023	GEN	54282	1400	JANWAY COMPANY	JIKIT CLEAR/BLACK PLASTIC TOTE	325.25
08/09/2023	GEN	54283	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	571.20

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/09/2023	GEN	54284	1179	KONICA MINOLTA BUSINESS SOLUTIONS	COPY/PRINT CHARGES	560.32
08/09/2023	GEN	54285	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	4,163.02
08/09/2023	GEN	54286	1228	NORTHSTAR MAT SERVICE	JANITORIAL-FLOOR MAT SERVICE	61.71
08/09/2023	GEN	54287	1231	OCLC	CATEXPRESS RENEWAL	721.51
08/09/2023	GEN	54288	1235	OVERDRIVE, INC.	67 ADULT FICTION EBOOKS	13,539.07
08/09/2023	GEN	54289	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	555.00
08/09/2023	GEN	54290	1126	PLAYAWAY PRODUCTS LLC	25 JUVENILE WONDERBOOKS	1,341.75
08/09/2023	GEN	54291	1310	T-MOBILE	MOBILE HOTSPOT SERVICE 2023	92.73
08/09/2023	GEN	54292	1344	THOMSON REUTERS - WEST	THOMSON-REUTERS 2023 SUBSCRIPTIONS	152.16
08/09/2023	GEN	54293	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES	289.80
08/09/2023	GEN	54294	1456	YOYOTRICKS.COM	YOTRICKS.COM - ROAMERS FOR FINAL PARTY	400.00
08/16/2023	GEN	242(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,403.34
08/16/2023	GEN	243(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	8,586.37
08/16/2023	GEN	244(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
08/16/2023	GEN	245(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	578.83
08/23/2023	GEN	54295	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$165	555.42
08/23/2023	GEN	54296	1011	AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP	250.00
08/23/2023	GEN	54297	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY	1,047.55
08/23/2023	GEN	54298	1420	AMERICAN UNITED LIFE INSURANCE CO	EAP EMPLOYEE ASSISTANCE PROGRAM MONT	23.50
08/23/2023	GEN	54299	1029	BAKER & TAYLOR	CCF GRANT	136.13
08/23/2023	GEN	54300	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	11,740.54
08/23/2023	GEN	54301	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	9,104.29
08/23/2023	GEN	54302	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	27.48
08/23/2023	GEN	54303	1051	BLUE CARE NETWORK	COVERAGE - SEPTEMBER 2023	23,413.38
08/23/2023	GEN	54304	1060	BROWN INDUSTRIES, INC.	STELLAR STAFF AWARD PINS	2,722.00
08/23/2023	GEN	54305	1079	CENGAGE LEARNING INC	25 LARGE PRINT BOOKS	91.17
08/23/2023	GEN	54306	1425	CHRIS SAVAGE	AQUARIUM MONTHLY SERVICE LABOR AND M	186.00
08/23/2023	GEN	54307	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	12,179.11
08/23/2023	GEN	54308	MISC	GINA THIBAUT	EXPENSE REPORT MILEAGE 8/10/2023 PRIZE F	13.43
08/23/2023	GEN	54309	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,021.53
08/23/2023	GEN	54310	1114	J.C. EHRlich	K9 INSPECTION & TECH SERVICE 2023	524.36
08/23/2023	GEN	54311	1337	JOHN VISNAW III	VISION CLAIM REIMBURSEMENT: J.VISNAW	99.00
08/23/2023	GEN	54312	MISC	JUDIT LOSKA-TAMBA	MILEAGE REPORT 8/21/2023 SOCIAL COMMIT	6.03
08/23/2023	GEN	54313	MISC	KARI THEISEN	MILEAGE - PRIZE PATROL	6.55
08/23/2023	GEN	54314	1125	LAURA FAWCETT	PROGRAM SUPPORT & SUPPLIES	38.80
08/23/2023	GEN	54315	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,898.83
08/23/2023	GEN	54316	1228	NORTHSTAR MAT SERVICE	JANITORIAL-FLOOR MAT SERVICE	61.71
08/23/2023	GEN	54317	1232	OFFICE DEPOT	TPW DESK SUPPLIES	351.91

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/23/2023	GEN	54318	1233	ORANGEBOY, INC.	ANNUAL SAVANNAH SUBSCRIPTION	9,000.00
08/23/2023	GEN	54319	1235	OVERDRIVE, INC.	164 TITLES; JUVENILE; FICTION	11,657.07
08/23/2023	GEN	54320	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	1,065.00
08/23/2023	GEN	54321	1258	QUILL CORPORATION	COPY PAPER	183.47
08/23/2023	GEN	54322	1273	SCHOLASTIC INC	SCHOLASTIC - FALL 2023 LIT LAB (2), TINA	941.79
08/23/2023	GEN	54323	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE	57.00
08/23/2023	GEN	54324	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES - PERSONNEL ENVELOPES (A	703.28
08/23/2023	GEN	54325	1014	THE ANN ARBOR NEWS	ANN ARBOR NEWS RENEWAL THROUGH 11/1:	99.88
08/23/2023	GEN	54326	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL	370.26
08/23/2023	GEN	54327	1021	AT&T MOBILITY	2023 MOBILE PHONE SERVICE	325.58
08/23/2023	GEN	54328	1077	CDW GOVERNMENT	DISPLAY UPGRADES	1,609.73
08/23/2023	GEN	54329	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE CHARGES	291.92
08/23/2023	GEN	54330	1409	VIKING CLOUD, INC	PCI COMPLIANCE RENEWAL	249.00
08/23/2023	GEN	54331	1411	AUTOMATED LOGIC	SERVICE CALL FOR COMM. ROOM HVAC	901.00
08/23/2023	GEN	54332	1109	DUNN RITE MAINTENANCE, INC	CLEANING/JANITORIAL SERVICES-MONTH	5,200.00
08/30/2023	GEN	246(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	5,608.87
08/30/2023	GEN	247(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS 8/30/23	1,403.34
08/30/2023	GEN	248(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS - 8/30/202:	8,593.34
08/30/2023	GEN	249(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS - 8/30/2023	50.00
08/30/2023	GEN	250(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES - 8/30/2023	615.75

GEN TOTALS:

Total of 92 Checks:	203,310.73
Less 0 Void Checks:	0.00
Total of 92 Disbursements:	<u>203,310.73</u>



## Director's Report September 2023

1. There are two meetings on the docket this month. The first is the Budget Hearing, where you will approve the 2024 budget and approve the resolution setting the millage rate. Thanks, as always, to Debbie McHugh and the department heads for their hard work and excellent stewardship.
2. We will take a short break after the Budget Hearing is adjourned so that we can get signatures in preparation for submitting the budget and millage documents to the Township and County before calling the regular meeting to order. The only item of action is approval of the 2024 calendar of board meetings and holiday closures; please compare to your personal calendars ahead of the meeting so you can discuss any changes you wish to make to the board meeting schedule.
3. We had a fantastic 62 Days of Summer. I cannot thank the committee enough for their planning and facilitation expertise, and to every one of my coworkers for their dedication to making the summer as enjoyable as possible for our community.
4. Our annual staff picnic, funded by the Friends of the Library, was a welcome way to end summer and gear up for fall. The staff social committee created a truly wonderful experience for us, and I thank them for their hard work. The Friends donated \$2,500 for library materials, which launched our new Youth Empathy Kits collection. The Friends also awarded educational scholarships to four library employees who are pursuing higher education: Pages Mackenzie Inman, Arya Sharma, and Noah Varton.
5. The Friends also hosted an after-hours 35<sup>th</sup> anniversary party at the end of August. It was very rainy the day before, so rather than the backyard we moved their party inside. It was a lovely event, and I thank those trustees who were able to join their celebration.
6. In personnel news, we have had lots of activity since the last board meeting. We congratulated On-Call Page Jessica Reimke and Page I Noah Varton on their promotions to part-time Specialists in the Information Technology Department. We welcomed Substitute Librarian Ruti Volk to Information Services, and to Circulation Services we welcomed Circulation Assistant Lauren Collinsworth and Pages Chelsea Jordan and Sarah Coury. We bid a fond farewell to Donna Small, a part-time Page who is dedicating her time to her aging parents. We still have several openings posted and hope to have good candidates hired in the coming months.

Respectfully submitted,  
Eva Davis, Director



## 2024 Schedule of Board Meetings and Library Closures

### Library Board Meeting Dates

January 18, 2024	<b>May 16, 2024</b>	September 19, 2024
February 15, 2024	<b>June 20, 2024</b>	October 17, 2024
March 21, 2024	<b>July 18, 2024</b>	November 21, 2024
April 18, 2024	<b>August 15, 2024</b>	December 19, 2024

### **LIBRARY HOLIDAYS & CLOSURES**

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
<b>Sunday</b>	<b>December</b>	<b>31,</b>	<b>2023</b>	<b>New Year's Eve Day</b>	<b>Paid Holiday</b>
<b>Monday</b>	<b>January</b>	<b>1,</b>	<b>2024</b>	<b>New year's Day</b>	<b>Paid Holiday</b>
Sunday	March	31,	2024	Easter Sunday	Library Closed
Sunday	May	26,	2024	Memorial Day Sunday	Library Closed
<b>Monday</b>	<b>May</b>	<b>27,</b>	<b>2024</b>	<b>Memorial Day</b>	<b>Paid Holiday</b>
Thursday	June	13,	2024	Liberty Festival	Close at 6:00
Friday	June	14,	2024	Liberty Festival	Library Closed
Saturday	June	15,	2024	Liberty Festival	Library Closed
<b>Thursday</b>	<b>July</b>	<b>4,</b>	<b>2024</b>	<b>Independence Day</b>	<b>Paid Holiday</b>
Sunday	September	1,	2024	Labor Day Sunday	Library Closed
<b>Monday</b>	<b>September</b>	<b>2,</b>	<b>2024</b>	<b>Labor Day</b>	<b>Paid Holiday</b>
Monday	November	11,	2024	Staff Inservice (Veterans Day)	Library Closed to public
<b>Thursday</b>	<b>November</b>	<b>28,</b>	<b>2024</b>	<b>Thanksgiving Day</b>	<b>Paid Holiday</b>
<b>Friday</b>	<b>November</b>	<b>29,</b>	<b>2024</b>	<b>Thanksgiving Friday</b>	<b>Paid Holiday</b>
<b>Tuesday</b>	<b>December</b>	<b>24,</b>	<b>2024</b>	<b>Christmas Eve Day</b>	<b>Paid Holiday</b>
<b>Wednesday</b>	<b>December</b>	<b>25,</b>	<b>2024</b>	<b>Christmas Day</b>	<b>Paid Holiday</b>
<b>Tuesday</b>	<b>December</b>	<b>31,</b>	<b>2024</b>	<b>New Year's Eve Day</b>	<b>Paid Holiday</b>
<b>Wednesday</b>	<b>January</b>	<b>1,</b>	<b>2025</b>	<b>New Year's Day</b>	<b>Paid Holiday</b>