



Library Board of Trustees General Meeting Packet Contents

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7. 2024 Board Meeting Agenda Planning



Library Board of Trustees
Meeting Agenda – December 14, 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 November 16, 2023 Meeting Minutes |
| By Unanimous Consent | Approve November 16, 2023 Closed Session Minutes |
| Administrative Reports | Communications Report of the Library Director Trustee Comments |
| Committee Reports | None |
| Unfinished Business & General Orders | Item of Action 23/12-14-1: Nomination and Election of 2024 Board Officers |
| New Business | Item of Action 23/12-14-2: 4 th Quarter Budget Amendment Discussion Item: Review 2024 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 16, 2023 – 7:30 PM

The Vice-Chairperson, A. Watts, called the meeting to order at 7:30 PM.

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

Absent: A. Iqbal

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 was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

None

DIRECTOR'S REPORT

The library has been contacted by the family of a frequent donor, who is now in hospice care. In lieu of flowers, they wish to set up a fund designated for STEM materials and programming for children and teens. There will be a bookplate acknowledgement in all of the physical books, and the donation source will be reflected in the library catalogue.

The library is now 83% of the way through the fiscal year. Several expenditures are underspent on the year, but the Printing expenditures will go up dramatically due to upcoming mailings for the endowment fund and a targeted mailing for the northeast quadrant of the township. We learned last week that the new sorting system and gates have been delayed to January; this change will be reflected on the 4th Quarter Budget Amendment.

TRUSTEE COMMENTS

None

COMMITTEE REPORTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

Policy enforcement – Director E. Davis advised the department heads have discussed policy enforcement with their staff; the consensus was that enforcement of the shoe policy has not been an ongoing issue. The programming staff expressed they would prefer not to have to be enforcing the shoe policy while conducting programs, so they will visually inspect and clean rooms before and after programs. The library is looking into posting signs with a scannable QR code that would link to the full patron code of conduct; there will also still be paper copies available at the reference desks and online. Should the situation become an issue in the future, the board will address further.

Update of Financial Policy and Resolution to Adopt ACH Policy – N. Eggenberger moved and C. Spas supported a motion to approve the updated Financial Policy and Resolution to Adopt ACH Policy as presented.

The motion passed unanimously 23/11-16-1

NEW BUSINESS

Discussion of 2024 Board Officers – The current slate of officers may remain in place for a second year. M. Farell indicated she would be willing to take on an officer role in 2024, should any of the current officers wish to step down. Further discussion, nomination and election of the 2024 officers will take place at the December meeting.

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, J. Lee, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 23/11-16-2 (5-0-0)

REGULAR MEETING RESUMED AT 8:20 PM.

CALL TO AUDIENCE

No comments

ADJOURN

The meeting was adjourned at 8:24 PM.

Claire Spas, Secretary-Treasurer



Canton Public Library Board of Trustees
Closed Session Minutes

Thursday, November 16, 2023

7:56 PM

Canton Public Library – Friends’ Activity Room

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

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

Absent: A. Iqbal

The Board moved into closed session to discuss the library director’s evaluation for 2023.

M. Farell moved and N. Eggenberger supported a motion to return to open session.

The motion passed unanimously, 23/11-16-1CS

Claire Spas, Secretary-Treasurer

12/05/2023

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 11/30/2023

| GL Number | Description | Balance |
|-------------------------|-------------------------------------|--------------|
| Fund 101 - GENERAL FUND | | |
| *** Assets *** | | |
| 101-000.00-001.01 | CHECKING-GENERAL | 5,680,937.40 |
| 101-000.00-001.02 | CHECKING-CREDIT CARD | 4,954.57 |
| 101-000.00-001.03 | CHECKING-FSA REIMBURSEMENT | 20,731.86 |
| 101-000.00-002.00 | SAVINGS | 1,009,063.18 |
| 101-000.00-123.00 | PREPAID EXPENSES | 152,604.99 |
| | Total Assets | 6,868,292.00 |
| *** Liabilities *** | | |
| 101-000.00-202.00 | ACCOUNTS PAYABLE | 80,812.82 |
| 101-000.00-219.01 | SOCIAL COMMITTEE | 2,716.50 |
| 101-000.00-219.02 | MISCELLANEOUS GRANTS & DONATIONS | 1,931.00 |
| 101-000.00-231.08 | FLEXIBLE SPENDING ACCOUNT DEDUCTIOI | 7,404.40 |
| | Total Liabilities | 92,864.72 |
| *** 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 | 1,569,248.88 |
| | Ending Fund Balance | 6,775,427.28 |
| | Total Liabilities And Fund Balance | 6,868,292.00 |

| 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 |

12/05/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 11/30/2023

| DESCRIPTION | 2023 | YTD BALANCE | AVAILABLE | % BDGT USED |
|---|---------------------|---------------------------------|------------------------------|----------------|
| | AMENDED BUDGET | 11/30/2023 NORMAL (ABNORMAL) | BALANCE NORMAL (ABNORMAL) | |
| INCOME | | | | |
| PROPERTY TAXES | 6,947,281.00 | 6,947,281.09 | (0.09) | 100.00 |
| STATE AID TO LIBRARIES | 100,047.00 | 100,047.30 | (0.30) | 100.00 |
| LOCAL COMMUNITY STABILIZATION SHARE | 62,237.00 | 62,237.59 | (0.59) | 100.00 |
| PHOTOCOPY FEES | 40,000.00 | 34,691.89 | 5,308.11 | 86.73 |
| REPLACEMENT-LIBRARY MATERIALS | 10,500.00 | 12,845.35 | (2,345.35) | 122.34 |
| MEETING ROOM RENTAL | 1,550.00 | 2,050.00 | (500.00) | 132.26 |
| PENAL FINES | 61,090.00 | 61,090.41 | (0.41) | 100.00 |
| INTEREST INCOME | 140,000.00 | 133,986.23 | 6,013.77 | 95.70 |
| COMMISSION | 8,500.00 | 9,659.40 | (1,159.40) | 113.64 |
| OTHER REVENUE | 51,000.00 | 53,262.98 | (2,262.98) | 104.44 |
| TOTAL REVENUES | 7,422,205.00 | 7,417,152.24 | 5,052.76 | 99.93 |
| Expenditures | | | | |
| EXPENSES | | | | |
| SALARIES & WAGES | 3,400,000.00 | 2,711,859.00 | 688,141.00 | 79.76 |
| FRINGE BENEFITS | 915,300.00 | 776,210.88 | 139,089.12 | 84.80 |
| SUPPLIES | 151,395.00 | 79,635.95 | 71,759.05 | 52.60 |
| LIBRARY MATERIALS | 1,079,141.00 | 1,034,330.58 | 44,810.42 | 95.85 |
| PROFESSIONAL & CONTRACTUAL | 479,950.00 | 369,975.04 | 109,974.96 | 77.09 |
| COMMUNICATIONS | 57,000.00 | 33,125.78 | 23,874.22 | 58.12 |
| PRINTING | 51,800.00 | 14,207.06 | 37,592.94 | 27.43 |
| UTILITIES | 190,000.00 | 139,194.53 | 50,805.47 | 73.26 |
| MAINTENANCE & REPAIRS | 271,600.00 | 189,100.82 | 82,499.18 | 69.62 |
| 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 | 387,906.46 | 605,093.54 | 39.06 |
| PROPERTY TAX REFUNDS | 2,000.00 | 713.62 | 1,286.38 | 35.68 |
| COMMUNITY PROMOTION | 25,085.00 | 21,118.50 | 3,966.50 | 84.19 |
| TRAVEL | 46,700.00 | 15,616.86 | 31,083.14 | 33.44 |
| RENTALS/LEASES | 17,300.00 | 6,143.63 | 11,156.37 | 35.51 |
| TOTAL EXPENDITURES | 7,767,271.00 | 5,847,903.36 | 1,919,367.64 | 75.29 |
| Fund 101 - GENERAL FUND: | | | | |
| TOTAL REVENUES | 7,422,205.00 | 7,417,152.24 | 5,052.76 | 99.93 |
| TOTAL EXPENDITURES | 7,767,271.00 | 5,847,903.36 | 1,919,367.64 | 75.29 |
| NET OF REVENUES & EXPENDITURES | (345,066.00) | 1,569,248.88 | (1,914,314.88) | 454.77 |
| NET CHANGE IN FUND BALANCE | (345,066.00) | 1,569,248.88 | | |
| FUND BALANCE - BEGINNING OF YEAR | 5,206,178.40 | 5,206,178.40 | | |
| FUND BALANCE - END OF YEAR | 4,861,112.40 | 6,775,427.28 | | |

12/05/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 11/30/2023

| GL NUMBER | DESCRIPTION | 2023 | YTD BALANCE | AVAILABLE | % BDGT USED |
|-------------------------|-------------------------------------|----------------|--------------|------------|-------------|
| | | AMENDED BUDGET | 11/30/2023 | BALANCE | |
| ----- | | | | | |
| Fund 101 - GENERAL FUND | | | | | |
| Revenues | | | | | |
| 101-000.00-401.00 | PROPERTY TAXES | 6,947,281.00 | 6,947,281.09 | (0.09) | 100.00 |
| 101-000.00-539.00 | STATE AID TO LIBRARIES | 100,047.00 | 100,047.30 | (0.30) | 100.00 |
| 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 | 34,691.89 | 5,308.11 | 86.73 |
| 101-000.00-615.00 | REPLACEMENT-LIBRARY MATERIALS | 10,500.00 | 12,845.35 | (2,345.35) | 122.34 |
| 101-000.00-651.00 | MEETING ROOM RENTAL | 1,550.00 | 2,050.00 | (500.00) | 132.26 |
| 101-000.00-656.00 | PENAL FINES | 61,090.00 | 61,090.41 | (0.41) | 100.00 |
| 101-000.00-665.00 | INTEREST INCOME | 140,000.00 | 133,986.23 | 6,013.77 | 95.70 |
| 101-000.00-668.00 | COMMISSION | 8,500.00 | 9,659.40 | (1,159.40) | 113.64 |
| 101-000.00-675.00 | OTHER REVENUE | 51,000.00 | 53,262.98 | (2,262.98) | 104.44 |
| TOTAL REVENUES | | 7,422,205.00 | 7,417,152.24 | 5,052.76 | 99.93 |
| ----- | | | | | |
| Expenditures | | | | | |
| 101-790.00-702.00 | SALARIES & WAGES | 3,400,000.00 | 2,711,859.00 | 688,141.00 | 79.76 |
| 101-790.00-716.01 | TAXES-FICA/MC | 262,000.00 | 209,308.96 | 52,691.04 | 79.89 |
| 101-790.00-716.02 | DENTAL | 23,000.00 | 11,821.76 | 11,178.24 | 51.40 |
| 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 | 12,740.60 | 3,259.40 | 79.63 |
| 101-790.00-716.05 | MEDICAL INSURANCE | 268,000.00 | 221,248.87 | 46,751.13 | 82.56 |
| 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 | 4,508.21 | 2,491.79 | 64.40 |
| 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 | 32,160.48 | 13,839.52 | 69.91 |
| 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 | 2,497.26 | 10,002.74 | 19.98 |

| GL NUMBER | DESCRIPTION | 2023 | YTD BALANCE | AVAILABLE | % BDGT |
|-------------------|---|----------------|-------------------|-------------------|--------|
| | | AMENDED BUDGET | 11/30/2023 | BALANCE | USED |
| | | | NORMAL (ABNORMAL) | NORMAL (ABNORMAL) | |
| 101-790.00-729.00 | STAFF BOOK ACCOUNT | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-790.00-730.01 | BOOKS | 252,641.00 | 245,542.28 | 7,098.72 | 97.19 |
| 101-790.00-730.02 | AV (MEDIA) | 107,500.00 | 103,345.13 | 4,154.87 | 96.14 |
| 101-790.00-730.03 | SERVICES, SUBSCRIPTIONS & PREPROCESSING | 719,000.00 | 685,443.17 | 33,556.83 | 95.33 |
| 101-790.00-802.00 | LEGAL | 15,000.00 | 8,060.50 | 6,939.50 | 53.74 |
| 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 | 646.22 | 1,853.78 | 25.85 |
| 101-790.00-850.00 | COMMUNICATIONS | 57,000.00 | 33,125.78 | 23,874.22 | 58.12 |
| 101-790.00-902.00 | LEGAL NOTICES & ADS | 500.00 | 21.66 | 478.34 | 4.33 |
| 101-790.00-921.00 | ELECTRICITY | 150,000.00 | 116,048.87 | 33,951.13 | 77.37 |
| 101-790.00-922.00 | GAS | 25,000.00 | 9,863.58 | 15,136.42 | 39.45 |
| 101-790.00-923.00 | WATER | 15,000.00 | 13,282.08 | 1,717.92 | 88.55 |
| 101-790.00-931.00 | CLEANING/JANITORIAL SERVICES | 97,000.00 | 79,355.11 | 17,644.89 | 81.81 |
| 101-790.00-932.01 | LAWN & GROUNDS | 49,600.00 | 43,209.63 | 6,390.37 | 87.12 |
| 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 | 6,007.69 | 1,392.31 | 81.19 |
| 101-790.00-934.01 | OFFICE EQUIPMENT MAINTENANCE CONTRAC | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 101-790.00-934.02 | MISCELLANEOUS CONTRACTS & INSPECTIONS | 16,600.00 | 14,239.72 | 2,360.28 | 85.78 |
| 101-790.00-934.03 | HVAC MAINTENANCE CONTRACTS | 22,000.00 | 8,676.51 | 13,323.49 | 39.44 |
| 101-790.00-935.00 | BUILDING REPAIRS | 20,000.00 | 8,233.00 | 11,767.00 | 41.17 |
| 101-790.00-936.00 | EQUIPMENT REPAIRS | 20,000.00 | 7,245.84 | 12,754.16 | 36.23 |
| 101-790.00-941.00 | COPY MACHINE CHARGES | 14,800.00 | 4,823.78 | 9,976.22 | 32.59 |
| 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 | 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 | 231,000.00 | 5,522.42 | 225,477.58 | 2.39 |
| 101-790.00-975.00 | FURNITURE AND EQUIPMENT | 70,000.00 | 17,376.00 | 52,624.00 | 24.82 |
| 101-790.00-976.00 | LIBRARY MATERIALS | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-790.00-978.00 | HARDWARE | 519,000.00 | 303,896.04 | 215,103.96 | 58.55 |
| 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 | 713.62 | 1,286.38 | 35.68 |

| GL NUMBER | DESCRIPTION | 2023 AMENDED BUDGET | YTD BALANCE | | AVAILABLE | |
|-------------------|---|------------------------|-------------------|------------|-------------------|------------------------|
| | | | NORMAL (ABNORMAL) | 11/30/2023 | NORMAL (ABNORMAL) | BALANCE % BDGT USED |
| 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-TRUST | 300.00 | | 0.00 | 300.00 | 0.00 |
| 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 | | 7,502.60 | 4,997.40 | 60.02 |
| 101-790.02-727.02 | SUPPLIES-BUSINESS SERVICES-BUILDING | 20,500.00 | | 12,185.64 | 8,314.36 | 59.44 |
| 101-790.02-727.03 | SUPPLIES-BUSINESS SERVICES-JANITORIAL | 14,500.00 | | 9,702.24 | 4,797.76 | 66.91 |
| 101-790.02-728.00 | POSTAGE-BUSINESS SERVICES | 2,825.00 | | 1,630.81 | 1,194.19 | 57.73 |
| 101-790.02-807.01 | PROF SERVICES-PAYROLL FEES | 15,500.00 | | 14,499.43 | 1,000.57 | 93.54 |
| 101-790.02-807.02 | PROF SERVICES-BUSINESS SERVICES | 11,950.00 | | 2,880.00 | 9,070.00 | 24.10 |
| 101-790.02-808.01 | MEMBERSHIP DUES-BUSINESS SERVICES-GEN | 1,625.00 | | 983.00 | 642.00 | 60.49 |
| 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 | 10,000.00 | | 9,036.23 | 963.77 | 90.36 |
| 101-790.02-809.02 | STAFF DEVELOPMENT-LONGEVITY | 3,275.00 | | 2,425.00 | 850.00 | 74.05 |
| 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 | | 1,453.56 | 5,146.44 | 22.02 |
| 101-790.02-862.00 | MILEAGE-BUSINESS SERVICES | 2,000.00 | | 492.37 | 1,507.63 | 24.62 |
| 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 | | 3,424.09 | 2,175.91 | 61.14 |
| 101-790.03-727.02 | SUPPLIES-CIRCULATION SERVICES-PAGES | 5,900.00 | | 2,639.98 | 3,260.02 | 44.75 |
| 101-790.03-727.03 | SUPPLIES-CIRCULATION SERVICES-TPW | 20,000.00 | | 9,683.52 | 10,316.48 | 48.42 |
| 101-790.03-728.00 | POSTAGE-CIRCULATION SERVICES | 370.00 | | 68.41 | 301.59 | 18.49 |
| 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 | | 5,236.35 | 2,763.65 | 65.45 |
| 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 | | 2,961.93 | 2,038.07 | 59.24 |
| 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 | | 1,026.93 | 173.07 | 85.58 |
| 101-790.04-728.00 | POSTAGE-ENGAGEMENT & DESIGN | 25,000.00 | | 11,777.57 | 13,222.43 | 47.11 |
| 101-790.04-806.00 | PROGRAMMING-ENGAGEMENT & DESIGN | 41,000.00 | | 33,424.18 | 7,575.82 | 81.52 |

| GL NUMBER | DESCRIPTION | 2023 AMENDED BUDGET | YTD BALANCE | | AVAILABLE BALANCE | % BDGT USED |
|----------------------------------|--|------------------------|-------------------|-------------------|----------------------|----------------|
| | | | 11/30/2023 | | | |
| | | | NORMAL (ABNORMAL) | NORMAL (ABNORMAL) | | |
| 101-790.04-807.00 | PROF SERVICES-ENGAGEMENT & DESIGN | 40,000.00 | 30,894.80 | | 9,105.20 | 77.24 |
| 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 | 2,452.59 | | (452.59) | 122.63 |
| 101-790.04-862.00 | MILEAGE-ENGAGEMENT & DESIGN | 900.00 | 944.39 | | (44.39) | 104.93 |
| 101-790.04-880.00 | COMMUNITY PROMOTION-MARKETING | 22,685.00 | 21,118.50 | | 1,566.50 | 93.09 |
| 101-790.04-901.00 | PRINTING-ENGAGEMENT & DESIGN | 50,000.00 | 13,999.40 | | 36,000.60 | 28.00 |
| 101-790.05-727.00 | SUPPLIES-INFORMATION SERVICES | 4,500.00 | 1,676.45 | | 2,823.55 | 37.25 |
| 101-790.05-728.00 | POSTAGE-INFORMATION SERVICES | 2,000.00 | 1,196.67 | | 803.33 | 59.83 |
| 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 | 3,367.22 | | 7,632.78 | 30.61 |
| 101-790.05-862.00 | MILEAGE-INFORMATION SERVICES | 2,000.00 | 490.86 | | 1,509.14 | 24.54 |
| 101-790.06-727.00 | SUPPLIES-INFORMATION TECHNOLOGY | 24,000.00 | 14,623.78 | | 9,376.22 | 60.93 |
| 101-790.06-805.00 | ONLINE INFO-INFORMATION TECHNOLOGY | 268,000.00 | 215,328.89 | | 52,671.11 | 80.35 |
| 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 | 3,144.24 | | 5,455.76 | 36.56 |
| 101-790.06-862.00 | MILEAGE-INFORMATION TECHNOLOGY | 1,100.00 | 309.70 | | 790.30 | 28.15 |
| TOTAL EXPENDITURES | | 7,767,271.00 | 5,847,903.36 | | 1,919,367.64 | 75.29 |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 7,422,205.00 | 7,417,152.24 | | 5,052.76 | 99.93 |
| TOTAL EXPENDITURES | | 7,767,271.00 | 5,847,903.36 | | 1,919,367.64 | 75.29 |
| NET OF REVENUES & EXPENDITURES | | (345,066.00) | 1,569,248.88 | | (1,914,314.88) | 454.77 |
| NET CHANGE IN FUND BALANCE | | (345,066.00) | 1,569,248.88 | | | |
| FUND BALANCE - BEGINNING OF YEAR | | 5,206,178.40 | 5,206,178.40 | | | |
| FUND BALANCE - END OF YEAR | | 4,861,112.40 | 6,775,427.28 | | | |

12/05/2023

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 11/01/2023 - 11/30/2023

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|---------------------------|------|-------|----------|-------------------------------------|--|-----------|
| Bank GEN GENERAL CHECKING | | | | | | |
| 11/01/2023 | GEN | 54496 | 1159 | HOME DEPOT CREDIT SERVICES | T-SQUARE, CONCRETE CLEANER,DUCT TAPE, (| 230.15 |
| 11/01/2023 | GEN | 54497 | 1004 | AFLAC | MONTHLY REMITTANCE-OCTOBER | 100.44 |
| 11/01/2023 | GEN | 54498 | 1009 | AMAZON CAPITAL SERVICES | STAFF DAY SUPPLIES - PAPER PRODUCTS & SN | 4,008.99 |
| 11/01/2023 | GEN | 54499 | 1406 | AMERICAN UNITED LIFE INSURANCE CO | LIFE INSURANCE/DISABILITY MONTHLY | 1,216.03 |
| 11/01/2023 | GEN | 54500 | 1420 | AMERICAN UNITED LIFE INSURANCE CO | EAP EMPLOYEE ASSISTANCE PROGRAM MON | 24.50 |
| 11/01/2023 | GEN | 54501 | 1021 | AT&T MOBILITY | 2023 MOBILE PHONE SERVICE | 327.44 |
| 11/01/2023 | GEN | 54502 | 1051 | BLUE CARE NETWORK | COVERAGE - NOVEMBER | 23,755.36 |
| 11/01/2023 | GEN | 54503 | 1077 | CDW GOVERNMENT | REDHAT SUPPORT RENEWAL | 544.00 |
| 11/01/2023 | GEN | 54504 | 1425 | CHRIS SAVAGE | AQUARIUM MONTHLY SERVICE LABOR AND M | 470.00 |
| 11/01/2023 | GEN | 54505 | 1094 | CRIMSON MULTIMEDIA DISTRIBUTION, IN | 77 ADULT VIDEO GAMES | 2,050.43 |
| 11/01/2023 | GEN | 54506 | 1287 | DEBORAH SOB CZAK | CONTEMPORARY BOOK CLUB SNACKS | 24.43 |
| 11/01/2023 | GEN | 54507 | 1109 | DUNN RITE MAINTENANCE, INC | CLEANING/JANITORIAL SERVICES-OCTOBER | 5,600.00 |
| 11/01/2023 | GEN | 54508 | 1121 | EVERYDAY EDIBLES | STAFF DAY LUNCHEON-11/10/2023 | 3,634.00 |
| 11/01/2023 | GEN | 54509 | 1206 | FARMINGTON COMMUNITY LIBRARY | ANCESTRY LIBRARY ED. OCT 2023-SEP 2024 | 3,447.20 |
| 11/01/2023 | GEN | 54510 | 1132 | FOSTER, SWIFT, COLLINS & SMITH | RECEIPT, REVIEW AND CORRESPONDENCE RE | 517.00 |
| 11/01/2023 | GEN | 54511 | 1379 | INGRAM LIBRARY SERVICES | BOOKS & PREPROCESSING FEES | 823.18 |
| 11/01/2023 | GEN | 54512 | 1190 | LIBRARY OF MICHIGAN FOUNDATION | GENEALOGY CONNECT SPEAKER | 100.00 |
| 11/01/2023 | GEN | 54513 | 1462 | MARGARET ANN PAAUW | STAFF DAY SPEAKER | 750.00 |
| 11/01/2023 | GEN | 54514 | 1202 | MERIT NETWORK, INC. | DUO RENEWAL 2024 | 1,125.00 |
| 11/01/2023 | GEN | 54515 | 1205 | METRO ENVIRONMENTAL SERVICES, INC. | DRAIN LINE BACKING UP- CLEAR DRAIN LINE | 795.00 |
| 11/01/2023 | GEN | 54516 | 1459 | MICHIGAN DISABILITY RIGHTS | STAFF DAY SPEAKER | 500.00 |
| 11/01/2023 | GEN | 54517 | 1213 | MIDWEST TAPE | AV (MEDIA) & PREPROCESSING FEES | 1,962.74 |
| 11/01/2023 | GEN | 54518 | 1343 | NICHOLE WELZ | MILEAGE TO TLN BRIGHTON DISTRICT LIBRAR | 34.06 |
| 11/01/2023 | GEN | 54519 | 1228 | NORTHSTAR MAT SERVICE | JANITORIAL-FLOOR MAT SERVICE | 61.71 |
| 11/01/2023 | GEN | 54520 | 1235 | OVERDRIVE, INC. | 34 ETFIC EBOOKS | 11,203.35 |
| 11/01/2023 | GEN | 54521 | 1383 | PITNEY BOWES RESERVE ACCT | PITNEY BOWES RESERVE ACCT REPLENISHMEI | 3,000.00 |
| 11/01/2023 | GEN | 54522 | 1126 | PLAYAWAY PRODUCTS LLC | 27 JUVENILE WONDERBOOKS | 1,557.74 |
| 11/01/2023 | GEN | 54523 | 1464 | RESET BRAIN PLUS BODY LLC | STAFF DAY SPEAKER | 745.00 |
| 11/01/2023 | GEN | 54524 | 1461 | SANDHILL GLASS CO. | L&M TO REPAIR/REPLACE SKYLIGHT GLASS | 1,745.00 |
| 11/01/2023 | GEN | 54525 | MISC ILL | SARANAC CLARKSVILLE DISRICT LIBRARY | ILL ANNUAL REPLACEMENT FEES NOT TO EXC | 12.99 |
| 11/01/2023 | GEN | 54526 | 1421 | SEAN BEWICK | MISHRM CONFERENCE (10/18-10/20/2023) R | 635.00 |
| 11/01/2023 | GEN | 54527 | 1274 | SECURITY 101 | BUILDING SURVEILLANCE SYSTEM REPLACEM | 24,989.62 |
| 11/01/2023 | GEN | 54528 | 1310 | T-MOBILE | MOBILE HOTSPOT SERVICE 2023 | 93.45 |
| 11/01/2023 | GEN | 54529 | 1307 | TEL SYSTEMS | COMMUNITY AND FAR A/V ENHANCEMENTS | 20,494.00 |
| 11/01/2023 | GEN | 54530 | 1187 | THE LIBRARY CORPORATION | AUTHORITIES 02/01/2024-01/31/2025 | 1,142.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|--------|--------|-------------------------------------|---|-----------|
| 11/01/2023 | GEN | 54531 | 1308 | THE LIBRARY NETWORK | DEEPFREEZE/WINSELECT RENEWAL | 1,029.00 |
| 11/01/2023 | GEN | 54532 | 1334 | VALUE LINE PUBLISHING LLC | VALUE LINE RENEWAL DEC 2023-NOV 2024 | 6,905.00 |
| 11/01/2023 | GEN | 54533 | 1349 | ZOHO CORPORATION | SERVICE DESK PLUS RENEWAL | 1,415.00 |
| 11/01/2023 | GEN | 54534 | 1014 | THE ANN ARBOR NEWS | ANN ARBOR NEWS SUBSCRIPTION NOV 2023- | 105.87 |
| 11/08/2023 | GEN | 270(E) | 1225 | NATIONWIDE RETIREMENT SOLUTIONS | 401A EMPLOYER CONTRIBUTIONS | 1,504.48 |
| 11/08/2023 | GEN | 271(E) | 1225 | NATIONWIDE RETIREMENT SOLUTIONS | 457B + 457BC EMPLOYEE CONTRIBUTIONS | 8,691.80 |
| 11/08/2023 | GEN | 272(E) | 1225 | NATIONWIDE RETIREMENT SOLUTIONS | 457BR EMPLOYEE CONTRIBTIONS | 50.00 |
| 11/08/2023 | GEN | 273(E) | 1240 | PAYLOCITY | PAYROLL PROCESSING FEES | 276.11 |
| 11/15/2023 | GEN | 54535 | 1009 | AMAZON CAPITAL SERVICES | ORDER NOT TO EXCEED \$180 | 2,188.68 |
| 11/15/2023 | GEN | 54536 | 1051 | BLUE CARE NETWORK | COVERAGE - DECEMBER 2023 | 27,698.76 |
| 11/15/2023 | GEN | 54537 | 1068 | CANTON CHAMBER OF COMMERCE | 2024 ANNUAL MEMBERSHIP DUES | 482.00 |
| 11/15/2023 | GEN | 54538 | 1425 | CHRIS SAVAGE | AQUARIUM MONTHLY SERVICE LABOR AND M | 395.00 |
| 11/15/2023 | GEN | 54539 | 1086 | COMIC CITY | JCOMICS AND TCOMICS NOT TO EXCEED 300. | 149.68 |
| 11/15/2023 | GEN | 54540 | 1094 | CRIMSON MULTIMEDIA DISTRIBUTION, IN | 27 KIDS GAMES | 3,200.70 |
| 11/15/2023 | GEN | 54541 | 1199 | DEBORAH MCHUGH | SC HALLOWEEN SNACKS FOR STAFF | 29.93 |
| 11/15/2023 | GEN | 54542 | 1287 | DEBORAH SOBCZAK | FIRESIDE PHOTO SUPPLY REIMBURSMENT | 107.87 |
| 11/15/2023 | GEN | 54543 | 1098 | DELL MARKETING L.P. | CORE SWITCH EXTENDED MAINT | 2,459.80 |
| 11/15/2023 | GEN | 54544 | 1108 | DTE ENERGY | ELECTRICITY AND GAS MONTHLY CHARGES 1C | 9,490.68 |
| 11/15/2023 | GEN | 54545 | 1113 | EBSCO INFORMATION SERVICES | EBSCO FALL 2023 PRINT SUBSCRIPTIONS | 6,064.65 |
| 11/15/2023 | GEN | 54546 | 1379 | INGRAM LIBRARY SERVICES | BOOKS & PREPROCESSING FEES | 1,173.18 |
| 11/15/2023 | GEN | 54547 | 1114 | J.C. EHRLICH | K9 INSPECTION & TECH SERVICE 2023 | 410.00 |
| 11/15/2023 | GEN | 54548 | 1183 | JAMES LAFFEY | VISION CLAIM REIMBURSEMENT: J.LAFFEY | 248.96 |
| 11/15/2023 | GEN | 54549 | MISC | KAITLYN MINSHALL | EXPENSE REPORT 11/10/2023 LMC CONFEREI | 1,262.57 |
| 11/15/2023 | GEN | 54550 | 1176 | KANOPY, INC | KANOPY - STREAMING VIDEO PLAY CREDITS | 745.45 |
| 11/15/2023 | GEN | 54551 | 1179 | KONICA MINOLTA BUSINESS SOLUTIONS | COPY/PRINT CHARGES | 427.51 |
| 11/15/2023 | GEN | 54552 | 1144 | LAURIE GOLDEN | EXPENSE REPORT MILEAGE, PARKING AND MI | 206.31 |
| 11/15/2023 | GEN | 54553 | 1408 | LISA BOYD | 1 REGISTRATION FOR MUSIC FOR KIDDOS SYN | 97.00 |
| 11/15/2023 | GEN | 54554 | 1208 | MICHBUSINESS | MICHBUSINESS MEMBERSHIP (12/1/23-11/3C | 425.00 |
| 11/15/2023 | GEN | 54555 | 1213 | MIDWEST TAPE | AV (MEDIA) & PREPROCESSING FEES | 4,425.73 |
| 11/15/2023 | GEN | 54556 | 1228 | NORTHSTAR MAT SERVICE | JANITORIAL-FLOOR MAT SERVICE | 68.64 |
| 11/15/2023 | GEN | 54557 | 1235 | OVERDRIVE, INC. | 14 ETFIC EBOOKS | 14,923.09 |
| 11/15/2023 | GEN | 54558 | 1439 | PARIS KELVAKIS | CONFERENCE AIRFARE - PK | 317.80 |
| 11/15/2023 | GEN | 54559 | 1126 | PLAYAWAY PRODUCTS LLC | 27 JUVENILE WONDERBOOKS | 56.99 |
| 11/15/2023 | GEN | 54560 | 1253 | PROQUEST LLC | MUSIC ONLINE SUB DEC 2023 - NOV 2024 | 895.91 |
| 11/15/2023 | GEN | 54561 | 1258 | QUILL CORPORATION | OFFICE SUPPLIES - COPY PAPER | 182.47 |
| 11/15/2023 | GEN | 54562 | 1421 | SEAN BEWICK | SC HALLOWEEN SNACKS & GIFT CARDS | 309.26 |
| 11/15/2023 | GEN | 54563 | 1277 | SERVICE EXPRESS INC. | RENEWAL OF SERVICE AGREEMENT 24942 | 8,896.80 |
| 11/15/2023 | GEN | 54564 | 1281 | SHREDCORP | DOCUMENT SHREDDING SERVICE | 57.00 |
| 11/15/2023 | GEN | 54565 | 1292 | STAPLES BUSINESS ADVANTAGE | JANITORIAL SUPPLIES | 639.58 |

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|------------|------|--------|--------|-------------------------------------|--|-----------|
| 11/15/2023 | GEN | 54566 | 1308 | THE LIBRARY NETWORK | TLN PRO SRVCES - ANNUAL DELIVERY CHARGE | 2,796.00 |
| 11/15/2023 | GEN | 54567 | 1344 | THOMSON REUTERS - WEST | THOMSON-REUTERS 2023 SUBSCRIPTIONS | 152.16 |
| 11/15/2023 | GEN | 54568 | 1327 | UNIQUE MANAGEMENT SERVICES | ANNUAL COLLECTION AGENCY CHARGES | 269.10 |
| 11/15/2023 | GEN | 54569 | 1341 | WAYNE COUNTY TREASURER | MONTHLY DELINQUENT TAX SETTLEMENT IN | 265.04 |
| 11/15/2023 | GEN | 54570 | 1082 | CARDMEMBER SERVICE | PAYFLOW LINK SERVICE | 5,852.72 |
| 11/22/2023 | GEN | 274(E) | 1203 | MERS | EMPLOYEE PENSION DEDUCTION-NOVEMBER | 3,841.38 |
| 11/22/2023 | GEN | 275(E) | 1225 | NATIONWIDE RETIREMENT SOLUTIONS | 401A EMPLOYER CONTRIBUTIONS | 1,458.96 |
| 11/22/2023 | GEN | 276(E) | 1225 | NATIONWIDE RETIREMENT SOLUTIONS | 457B + 457BC EMPLOYEE CONTRIBUTIONS | 8,658.78 |
| 11/22/2023 | GEN | 277(E) | 1225 | NATIONWIDE RETIREMENT SOLUTIONS | 457BR EMPLOYEE CONTRIBTIONS | 50.00 |
| 11/22/2023 | GEN | 278(E) | 1240 | PAYLOCITY | PAYROLL PROCESSING FEES | 971.81 |
| 11/29/2023 | GEN | 54571 | 1159 | HOME DEPOT CREDIT SERVICES | JANITORIAL SUPPLIES | 78.09 |
| 11/29/2023 | GEN | 54572 | 1004 | AFLAC | MONTHLY REMITTANCE-NOVEMBER | 100.44 |
| 11/29/2023 | GEN | 54573 | 1009 | AMAZON CAPITAL SERVICES | IS SUPPLIES - DUSTBUSTER, OWL PUPPET, OW | 950.65 |
| 11/29/2023 | GEN | 54574 | 1406 | AMERICAN UNITED LIFE INSURANCE CO | LIFE INSURANCE/DISABILITY MONTHLY | 1,089.67 |
| 11/29/2023 | GEN | 54575 | 1420 | AMERICAN UNITED LIFE INSURANCE CO | EAP EMPLOYEE ASSISTANCE PROGRAM MON | 25.00 |
| 11/29/2023 | GEN | 54576 | 1021 | AT&T MOBILITY | 2023 MOBILE PHONE SERVICE | 852.41 |
| 11/29/2023 | GEN | 54577 | 1059 | BRODART CO. | TPW SUPPLIES | 137.10 |
| 11/29/2023 | GEN | 54578 | 1070 | CANTON COMMUNITY FOUNDATION | ENDOWMENT DONATIONS RECEIVED AT CPL | 247.00 |
| 11/29/2023 | GEN | 54579 | 1077 | CDW GOVERNMENT | VEEAM RENEWAL | 2,098.14 |
| 11/29/2023 | GEN | 54580 | 1425 | CHRIS SAVAGE | AQUARIUM MONTHLY SERVICE LABOR AND M | 170.00 |
| 11/29/2023 | GEN | 54581 | 1087 | COMPUTYPE, INCORPORATED - 139154 | TPW SUPPLIES - HUB LABELS | 1,453.96 |
| 11/29/2023 | GEN | 54582 | 1094 | CRIMSON MULTIMEDIA DISTRIBUTION, IN | 4 ADULT VIDEO GAMES | 633.76 |
| 11/29/2023 | GEN | 54583 | 1467 | CTS COMPANIES, INC. | RMM SERVICE | 610.00 |
| 11/29/2023 | GEN | 54584 | 1098 | DELL MARKETING L.P. | LAPTOPS AND DOCKING STATIONS | 13,765.38 |
| 11/29/2023 | GEN | 54585 | 1100 | DEMCO, INC. | TPW SUPPLIES | 668.57 |
| 11/29/2023 | GEN | 54586 | 1109 | DUNN RITE MAINTENANCE, INC | CLEANING/JANITORIAL SERVICES-NOVEMBER | 6,250.00 |
| 11/29/2023 | GEN | 54587 | 1412 | GRAZYNA G CUMMING | INV#11 AUGUST-SEPT JOBS, DESIGN AND FILE | 250.00 |
| 11/29/2023 | GEN | 54588 | 1379 | INGRAM LIBRARY SERVICES | BOOKS & PREPROCESSING FEES | 174.76 |
| 11/29/2023 | GEN | 54589 | 1114 | J.C. EHRLICH | COMMERCIAL PEST CONTROL 2023 | 114.36 |
| 11/29/2023 | GEN | 54590 | 1183 | JAMES LAFFEY | VISION CLAIM REIMBURSEMENT: J.LAFFEY | 251.04 |
| 11/29/2023 | GEN | 54591 | 1178 | KNOWBE4, INC. | SECURITY AWARENESS TRAINING | 2,608.20 |
| 11/29/2023 | GEN | 54592 | 1188 | LIBRARY DESIGN ASSOCIATES, INC. | L&M TO REPAIR TWO SOLAR SHADES | 495.00 |
| 11/29/2023 | GEN | 54593 | 1213 | MIDWEST TAPE | AV (MEDIA) & PREPROCESSING FEES | 3,587.40 |
| 11/29/2023 | GEN | 54594 | 1220 | MODERNISTIC | UPHOLSTERY CLEANING 2023 | 4,976.61 |
| 11/29/2023 | GEN | 54595 | 1343 | NICHOLE WELZ | VISION CLAIM REIMBURSEMENT: A.ERICSON | 204.00 |
| 11/29/2023 | GEN | 54596 | 1228 | NORTHSTAR MAT SERVICE | JANITORIAL-FLOOR MAT SERVICE | 68.64 |
| 11/29/2023 | GEN | 54597 | 1232 | OFFICE DEPOT | TPW SUPPLIES | 279.91 |
| 11/29/2023 | GEN | 54598 | 1235 | OVERDRIVE, INC. | 18 JUVENILE E-FICTION BOOKS | 11,915.89 |
| 11/29/2023 | GEN | 54599 | 1243 | PETTY CASH | SALARIES & WAGES - STELLAR STAFF AWARDS | 955.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
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| 11/29/2023 | GEN | 54600 | 1258 | QUILL CORPORATION | OFFICE SUPPLIES - COPY PAPER | 184.95 |
| 11/29/2023 | GEN | 54601 | 1264 | RELIABLE LANDSCAPING, INC. | LAWN & GROUNDS MAINTENANCE CONTRAC | 675.00 |
| 11/29/2023 | GEN | 54602 | 1273 | SCHOLASTIC INC | SCHOLASTIC - LIT LABS, BOOK GROUPS | 750.74 |
| 11/29/2023 | GEN | 54603 | 1274 | SECURITY 101 | BUILDING SURVEILLANCE SYSTEM REPLACEM | 39,983.40 |
| 11/29/2023 | GEN | 54604 | MISC | STACEY SPENCER | MILEAGE TO COMIC CITY AND OUTREACH - JA | 44.15 |
| 11/29/2023 | GEN | 54605 | 1292 | STAPLES BUSINESS ADVANTAGE | OFFICE SUPPLIES - RUBBER BANDS, STICKY N | 179.36 |
| 11/29/2023 | GEN | 54606 | 1325 | ULINE | TPW SUPPLIES - BOOK KIT TAG POUCH | 102.17 |
| 11/30/2023 | GEN | 54607 | MISC | COLLEEN O'BRIEN-BRUMLEY | LONGEVITY AWARD - 30 YEARS - O'BRIEN-BRU | 600.00 |

GEN TOTALS:

| | |
|-----------------------------|-------------------|
| Total of 121 Checks: | 347,580.77 |
| Less 0 Void Checks: | 0.00 |
| Total of 121 Disbursements: | <u>347,580.77</u> |



Director's Report December 2023

1. At this month's meeting, which will be held in the Large Conference Room in the staff area due to our annual Snow Spree—stop at the children's desk and they'll walk you back—you will approve the final budget amendment of the year, ensuring that we have a balanced budget per state requirements. With the delays in a few of our Capital projects—most notably the new sorter and the additional rooms at the east end of the library, currently scheduled for January 2024—we will not be asking for the fund balance transfer for Capital projects. You will nominate and elect the 2023 board officers—the Chair, Vice Chair, and Secretary/Treasurer positions. You will discuss the 2024 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. For the convenience of patrons, we added a self-checkout station to the Teen Space. This gives patrons self-checkouts in the Children's Library, Teen Space, and the Self-Service Center, covering the west end of the library, east end of the library, and central area of the library.
3. In personnel news, since the last board meeting we bid a fond farewell to Allison Westfall, who is moving to St. Louis, MO, for a full-time position with the National Archives & Records Administration. Allison began with us as an intern while in graduate school, and transitioned to a substitute librarian after receiving her library science degree.
4. Please remember that the library is closed Sunday and Monday, December 24-25 and December 31-January 1.

Respectfully submitted,
Eva Davis, Director

Canton Public Library

Proposed Budget Amendment - 2023 -Final/4th Quarter (Motion 23/12-14-x)

PROPOSED:

12/14/2023

| GL Account GL Sub Account # - Name / Explanation | Original / Amended \$ | Increase (Decrease) | Proposed \$ | Note: to/from Acct # |
|---|--------------------------|-------------------------|-------------------------|---|
| REVENUE | | | | |
| PROPERTY TAXES | 6,947,281 | | 6,947,281 | |
| STATE AID TO LIBRARIES | 100,047 | | 100,047 | |
| LOCAL COMMUNITY STABILIZATION SHARE | 62,237 | | 62,237 | |
| PHOTOCOPY FEES | 40,000 | (4,000) | 36,000 | <i>Decrease to align with collections to date</i> |
| REPLACEMENT-LIBRARY MATERIALS | 10,500 | 2,500 | 13,000 | <i>Recognize excess received over budgeted amount</i> |
| MEETING ROOM RENTAL | 1,550 | 500 | 2,050 | <i>Recognize excess received over budgeted amount</i> |
| PENAL FINES | 61,090 | | 61,090 | |
| OVERDUE FINES | - | | - | |
| INTEREST INCOME | 140,000 | | 140,000 | |
| COMMISSION | 8,500 | 1,250 | 9,750 | <i>Recognize excess received over budgeted amount</i> |
| OTHER REVENUE | 51,000 | 2,200 | 53,200 | <i>Recognize excess received over budgeted amount</i> |
| TOTAL REVENUE | <u>7,422,205</u> | <u>2,450</u> | <u>7,424,655</u> | |
| EXPENDITURE | | | | |
| SALARIES & WAGES | 3,400,000 | - | 3,400,000 | |
| FRINGE BENEFITS | 915,300 | (69,800) | 845,500 | <i>give back</i> |
| SUPPLIES | 151,395 | (47,572) | 103,823 | <i>give back</i> |
| LIBRARY MATERIALS | 1,079,141 | 2,000 | 1,081,141 | |
| PROFESSIONAL & CONTRACTUAL | 479,950 | (42,265) | 437,685 | <i>give back</i> |
| COMMUNICATIONS | 57,000 | (18,000) | 39,000 | |
| PRINTING | 51,800 | (30,000) | 21,800 | <i>give back</i> |
| UTILITIES | 190,000 | (33,900) | 156,100 | <i>give back</i> |
| MAINTENANCE & REPAIRS | 271,600 | (40,129) | 231,471 | <i>give back</i> |
| BUILDING IMPROVEMENTS | 15,000 | (7,500) | 7,500 | <i>give back</i> |
| INSURANCE | 72,000 | (7,500) | 64,500 | <i>give back</i> |
| CAPITAL OUTLAY | 993,000 | (440,823) | 552,177 | <i>give back / move to 2024</i> |
| PROPERTY TAX REFUNDS | 2,000 | - | 2,000 | |
| COMMUNITY PROMOTION | 25,085 | (2,000) | 23,085 | <i>give back</i> |
| TRAVEL | 46,700 | (28,265) | 18,435 | <i>give back</i> |
| RENTALS/LEASES | 17,300 | (6,000) | 11,300 | <i>give back</i> |
| TOTAL EXPENSE | <u>7,767,271</u> | <u>(771,754)</u> | <u>6,995,517</u> | |
| Net Change in Fund Balance | (345,066) | 774,204 | 429,138 | |
| Beginning Fund Balance - General Fund | 5,206,178 | | 5,206,178 | |
| Ending Fund Balance - General Fund | <u>4,861,112</u> | <u>774,204</u> | <u>5,635,316</u> | |

2024 Monthly Board Meeting Agenda Planning

January 18, 2024

1. Review this 2024 Monthly Board Meeting Agenda Plan
2. 2024 State Minimum Wage and Sick Leave Requirements discussion

February 15

1. Endowment Fund review
2. 2024 State Minimum Wage and Sick Leave Requirements discussion, continued

March 21

1. 2024 State Minimum Wage and Sick Leave Requirements discussion, continued
2. 2025 Budget discussion – expenditures
 - Library materials – review library recommendation, determine budget as a % of total revenues for 1st draft budget
3. 2025 Budget discussion – expenditures
 - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA

April 18

1. 2023 Audit presentation, Plante Moran
2. 1st Quarter Budget Amendment
4. 2025 Budget discussion – expenditures
 - Salaries – review library recommendation, determine initial assumption for 1st draft budget

May 16

1. 2025 Budget discussion – expenditures
 - Capital expenditures – review library recommendation, discuss Capital Replacement Schedule for 1st draft budget
2. 2025 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 20

1. 62 Days of Summer program overview
2. 2025 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 2024-July 2025 healthcare plan options presentation – Kapnick Insurance
4. August 2024-July 2025 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 18

1. 1st draft of 2025 budget and 2025-2027 projections
2. 2nd Quarter Budget Amendment

August 15

1. 2nd draft of 2025 budget and 2025-2027 projections
2. 1st reading, 2025 calendar of board meetings and holiday closures

September 19

1. **Budget hearing**
 - **Approve 2025 budget**
 - **Approve 2025 millage rate**
 - **Chair and Secretary/Treasurer sign L-4029 forms to submit to Wayne County and Township**
2. Approve 2025 calendar of board meetings and holiday closures
3. Approve proposals for 2025 Capital projects
4. 62 Days of Summer program review
5. Director's evaluation process discussion

October 17

1. 3rd Quarter Budget Amendment
2. Discussion of 2025 officers
3. Director's evaluation closed session

November 21

1. Swearing-in of all Trustees elected on November 5, 2024
2. Nomination and election of 2025 officers

December 19

1. 4th Quarter Budget Amendment
2. Approve Fund Balance Transfer for 2024 Capital projects
3. Plan 2025 Monthly Board Meeting Agenda topics