



## Library Board of Trustees General Meeting Packet Contents

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**Library Board of Trustees  
Meeting Agenda – January 18, 2024**

<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 December 14, 2023 Meeting Minutes
<b>Administrative Reports</b>	Communications Report of the Library Director Trustee Comments
Committee Reports	None
<b>New Business</b>	Presentation: Targeted Newsletters (L. Golden)
<b>Adjourn</b>	Final Call to the Audience (5-minute maximum per person)



## Canton Public Library Board of Trustees General Meeting Minutes

**December 14, 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: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

Present: D. McHugh, M. Nicholson

No comments

### **APPROVAL OF AGENDA**

The agenda 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**

None

### **DIRECTOR'S REPORT**

At next month's meeting, Engagement & Design Department Head Laurie Golden will be giving a presentation discussing some of the targeted newsletter campaigns the library is planning in upcoming months.

### **TRUSTEE COMMENTS**

None

### **UNFINISHED BUSINESS & GENERAL ORDERS**

***Nomination and Election of 2024 Board Officers*** – Chair A. Iqbal indicated that, as none of the other trustees had indicated a desire to serve as officers in 2024, the current slate of officers (Amina Iqbal – Chair; Amy Watts – Vice Chair; Claire Spas – Secretary/Treasurer) were willing to stand for a second term.

N. Eggenberger moved and A. Watts seconded a motion to nominate and elect the current slate of officers to a second term.

**The motion passed unanimously 23/12-14-1.**

**NEW BUSINESS**

***4<sup>th</sup> Quarter Budget Amendment*** – N. Eggenberger moved and C. Spas supported a motion to approve the 4<sup>th</sup> Quarter Budget Amendment as presented.

**The motion passed unanimously 23/12-14-2.**

***Review 2024 Monthly Board Meeting Agenda Plan*** – The board agreed to the agenda plan for 2024 and will address any possible scheduling issues as they arise.

**CALL TO AUDIENCE**

No comments

**ADJOURN**

The meeting was adjourned at 7:42 PM.

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Claire Spas, Secretary-Treasurer

01/10/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
Period Ending 12/31/2023

GL Number	Description	Balance
 Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	6,364,693.13
101-000.00-001.02	CHECKING-CREDIT CARD	7,681.15
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	18,878.21
101-000.00-002.00	SAVINGS	1,001,552.05
101-000.00-020.00	PROPERTY TAXES RECEIVABLE	6,285,873.00
101-000.00-123.00	PREPAID EXPENSES	183,025.21
	Total Assets	13,861,702.75
 *** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	225,251.51
101-000.00-219.01	SOCIAL COMMITTEE	1,848.89
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	3,911.00
101-000.00-231.07	AFLAC DEDUCTIONS	100.44
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	5,550.75
101-000.00-339.00	DEFERRED REVENUE	7,426,031.71
	Total Liabilities	7,662,694.30
 *** 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	992,830.05
	Ending Fund Balance	6,199,008.45
	Total Liabilities And Fund Balance	13,861,702.75

GL Number	Description	Balance
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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 IMPROVEMENT	(2,108.22)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,523,945.67
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROV	(5,768,208.03)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,892,570.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUI	(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

01/10/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 12/31/2023

DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
<b>INCOME</b>				
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	36,000.00	37,211.09	(1,211.09)	103.36
REPLACEMENT-LIBRARY MATERIALS	13,000.00	14,326.76	(1,326.76)	110.21
MEETING ROOM RENTAL	2,050.00	2,100.00	(50.00)	102.44
PENAL FINES	61,090.00	61,090.41	(0.41)	100.00
INTEREST INCOME	140,000.00	144,876.88	(4,876.88)	103.48
COMMISSION	9,750.00	10,479.23	(729.23)	107.48
OTHER REVENUE	53,200.00	53,433.03	(233.03)	100.44
<b>TOTAL REVENUES</b>	<b>7,424,655.00</b>	<b>7,433,083.38</b>	<b>(8,428.38)</b>	<b>100.11</b>
<b>EXPENDITURES</b>				
SALARIES & WAGES	3,400,000.00	3,135,620.69	264,379.31	92.22
FRINGE BENEFITS	845,500.00	804,004.67	41,495.33	95.09
SUPPLIES	103,823.00	89,530.40	14,292.60	86.23
LIBRARY MATERIALS	1,081,141.00	1,072,912.79	8,228.21	99.24
PROFESSIONAL & CONTRACTUAL	437,685.00	382,331.18	55,353.82	87.35
COMMUNICATIONS	39,000.00	33,640.12	5,359.88	86.26
PRINTING	21,800.00	19,365.41	2,434.59	88.83
UTILITIES	156,100.00	150,516.20	5,583.80	96.42
MAINTENANCE & REPAIRS	231,471.00	215,620.90	15,850.10	93.15
BUILDING IMPROVEMENTS	7,500.00	7,235.35	264.65	96.47
INSURANCE	64,500.00	62,479.30	2,020.70	96.87
CAPITAL OUTLAY	552,177.00	420,698.46	131,478.54	76.19
PROPERTY TAX REFUNDS	2,000.00	907.84	1,092.16	45.39
COMMUNITY PROMOTION	23,085.00	21,879.06	1,205.94	94.78
TRAVEL	18,435.00	15,820.04	2,614.96	85.82
RENTALS/LEASES	11,300.00	7,690.92	3,609.08	68.06
<b>TOTAL EXPENDITURES</b>	<b>6,995,517.00</b>	<b>6,440,253.33</b>	<b>555,263.67</b>	<b>92.06</b>
<b>Fund 101 - GENERAL FUND:</b>				
TOTAL REVENUES	7,424,655.00	7,433,083.38	(8,428.38)	100.11
TOTAL EXPENDITURES	6,995,517.00	6,440,253.33	555,263.67	92.06
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>429,138.00</b>	<b>992,830.05</b>	<b>(563,692.05)</b>	<b>231.35</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>429,138.00</b>	<b>992,830.05</b>		
FUND BALANCE - BEGINNING OF YEAR	5,206,178.40	5,206,178.40		
<b>FUND BALANCE - END OF YEAR</b>	<b>5,635,316.40</b>	<b>6,199,008.45</b>		

01/10/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
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	36,000.00	37,211.09	(1,211.09)	103.36
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	13,000.00	14,326.76	(1,326.76)	110.21
101-000.00-651.00	MEETING ROOM RENTAL	2,050.00	2,100.00	(50.00)	102.44
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	144,876.88	(4,876.88)	103.48
101-000.00-668.00	COMMISSION	9,750.00	10,479.23	(729.23)	107.48
101-000.00-675.00	OTHER REVENUE	53,200.00	53,433.03	(233.03)	100.44
TOTAL REVENUES		7,424,655.00	7,433,083.38	(8,428.38)	100.11
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,400,000.00	3,135,620.69	264,379.31	92.22
101-790.00-716.01	TAXES-FICA/MC	262,000.00	231,415.61	30,584.39	88.33
101-790.00-716.02	DENTAL	20,000.00	16,195.32	3,804.68	80.98
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	13,000.00	12,740.60	259.40	98.00
101-790.00-716.05	MEDICAL INSURANCE	219,100.00	215,936.86	3,163.14	98.56
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	5,724.84	1,275.16	81.78
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	4,000.00	3,922.00	78.00	98.05
101-790.00-717.01	RETIREMENT DC PLAN (401A)	36,000.00	35,169.44	830.56	97.69
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	8,500.00	4,947.26	3,552.74	58.20



GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	BALANCE 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	255,541.00	253,937.92	1,603.08	99.37
101-790.00-730.02	AV (MEDIA)	106,600.00	105,626.50	973.50	99.09
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	719,000.00	713,348.37	5,651.63	99.21
101-790.00-802.00	LEGAL	8,600.00	8,577.50	22.50	99.74
101-790.00-803.00	AUDIT	13,450.00	13,450.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	0.00	0.00	0.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	750.00	745.72	4.28	99.43
101-790.00-850.00	COMMUNICATIONS	39,000.00	33,640.12	5,359.88	86.26
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	21.66	478.34	4.33
101-790.00-921.00	ELECTRICITY	130,000.00	125,169.95	4,830.05	96.28
101-790.00-922.00	GAS	12,000.00	11,328.49	671.51	94.40
101-790.00-923.00	WATER	14,100.00	14,017.76	82.24	99.42
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	87,000.00	84,555.11	2,444.89	97.19
101-790.00-932.01	LAWN & GROUNDS	46,100.00	45,534.63	565.37	98.77
101-790.00-932.02	SNOW & ICE	34,000.00	33,199.98	800.02	97.65
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 CONTRACTS	0.00	0.00	0.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	16,600.00	15,309.08	1,290.92	92.22
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	15,371.00	12,104.51	3,266.49	78.75
101-790.00-935.00	BUILDING REPAIRS	12,500.00	10,473.00	2,027.00	83.78
101-790.00-936.00	EQUIPMENT REPAIRS	12,500.00	8,436.90	4,063.10	67.50
101-790.00-941.00	COPY MACHINE CHARGES	8,800.00	5,931.12	2,868.88	67.40
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	1,759.80	740.20	70.39
101-790.00-965.00	BUILDING IMPROVEMENTS	7,500.00	7,235.35	264.65	96.47
101-790.00-969.00	INSURANCE	64,500.00	62,479.30	2,020.70	96.87
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	53,000.00	52,807.00	193.00	99.64
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	6,000.00	5,522.42	477.58	92.04
101-790.00-975.00	FURNITURE AND EQUIPMENT	24,000.00	22,168.00	1,832.00	92.37
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	432,177.00	303,896.04	128,280.96	70.32
101-790.00-979.00	SOFTWARE	37,000.00	36,305.00	695.00	98.12
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	907.84	1,092.16	45.39

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			12/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	300.00	236.00	64.00	78.67
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	0.00	300.00	0.00
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	0.00	0.00	0.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	0.00	0.00	0.00	0.00
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	300.00	0.00	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	9,500.00	7,893.13	1,606.87	83.09
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	15,500.00	13,113.11	2,386.89	84.60
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,500.00	10,876.25	1,623.75	87.01
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	1,480.02	1,344.98	52.39
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,900.00	15,873.71	26.29	99.83
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	7,950.00	7,687.00	263.00	96.69
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,575.00	983.00	592.00	62.41
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	8,800.00	8,737.00	63.00	99.28
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000.00	9,045.48	954.52	90.45
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	3,275.00	2,925.00	350.00	89.31
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	500.00	0.00	500.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	1,600.00	1,453.56	146.44	90.85
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	1,000.00	691.36	308.64	69.14
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	400.00	0.00	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	3,505.00	3,503.45	1.55	99.96
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	2,750.00	2,639.98	110.02	96.00
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	12,895.00	10,680.09	2,214.91	82.82
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	170.00	72.13	97.87	42.43
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	21,450.00	19,557.77	1,892.23	91.18
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	5,850.00	5,828.90	21.10	99.64
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	991.00	991.00	0.00	100.00
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	2,962.00	2,961.93	0.07	100.00
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	0.00	0.00	0.00	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	11,778.00	11,777.57	0.43	100.00
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	41,000.00	37,001.84	3,998.16	90.25

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE		AVAILABLE BALANCE	% BDGT USED
			NORMAL (ABNORMAL)	12/31/2023 NORMAL (ABNORMAL)		
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	33,000.00		31,144.80	1,855.20	94.38
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	2,453.00		2,452.59	0.41	99.98
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,100.00		944.39	155.61	85.85
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	22,685.00		21,879.06	805.94	96.45
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	20,000.00		19,157.75	842.25	95.79
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,300.00		1,945.56	354.44	84.59
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	1,400.00		1,335.99	64.01	95.43
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	1,010.00		1,008.92	1.08	99.89
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	4,600.00		3,367.22	1,232.78	73.20
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	510.00		495.05	14.95	97.07
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	19,000.00		18,238.93	761.07	95.99
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	258,754.00		215,957.79	42,796.21	83.46
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	230.00		110.00	120.00	47.83
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	3,000.00		2,214.75	785.25	73.83
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	3,200.00		3,144.24	55.76	98.26
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	510.00		309.70	200.30	60.73
TOTAL EXPENDITURES		6,995,517.00		6,440,253.33	555,263.67	92.06
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,424,655.00		7,433,083.38	(8,428.38)	100.11
TOTAL EXPENDITURES		6,995,517.00		6,440,253.33	555,263.67	92.06
NET OF REVENUES & EXPENDITURES		429,138.00		992,830.05	(563,692.05)	231.35
NET CHANGE IN FUND BALANCE		429,138.00		992,830.05		
FUND BALANCE - BEGINNING OF YEAR		5,206,178.40		5,206,178.40		
FUND BALANCE - END OF YEAR		5,635,316.40		6,199,008.45		

01/10/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE FROM 12/01/2023 - 12/31/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
12/06/2023	GEN	279(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,504.48
12/06/2023	GEN	280(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,694.48
12/06/2023	GEN	281(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
12/06/2023	GEN	282(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	288.26
12/10/2023	GEN	54608	1157	BARB GUDENBURR	LONGEVITY AWARD - 20 YEARS - GUDENBURR	300.00
12/13/2023	GEN	54609	1009	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - BATTERIES, LABEL TAPE,	3,622.99
12/13/2023	GEN	54610	1411	AUTOMATED LOGIC	AHU NOT WORKING RIGHT. CONTROLS PROBLEM	901.00
12/13/2023	GEN	54611	1059	BRODART CO.	TPW SUPPLIES #G7941	102.48
12/13/2023	GEN	54612	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - SEPTEMBE	4,373.56
12/13/2023	GEN	54613	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 09/07/2023-11/06/2023	735.68
12/13/2023	GEN	54614	1082	CARDMEMBER SERVICE	LIBLEARNX - PK, KB	14,030.33
12/13/2023	GEN	54615	1077	CDW GOVERNMENT	REDHAT SUPPORT FOR SIERRA SANDBOX	544.00
12/13/2023	GEN	54616	1425	CHRIS SAVAGE	AQUARIUM MONTHLY SERVICE LABOR AND MATER	170.00
12/13/2023	GEN	54617	1469	CLOVERLEAF ELECTRIC LLC	INSTALL 2 NEW OUTLETS PER DIRECTION	950.00
12/13/2023	GEN	54618	1086	COMIC CITY	JGRA AND TGRA NOT TO EXCEED 300.00 TOTAL	100.77
12/13/2023	GEN	54619	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	60 ADULT VIDEO GAMES	427.88
12/13/2023	GEN	54620	1199	DEBORAH MCHUGH	SC MOUSSE FOR STAFF BRUNCH	42.90
12/13/2023	GEN	54621	1100	DEMCO, INC.	NEW LABELS - DVDS	79.13
12/13/2023	GEN	54622	1132	FOSTER, SWIFT, COLLINS & SMITH	DRAFT ACH POLICY, POLICY REVIEW/FOLLOW U	846.00
12/13/2023	GEN	54623	1148	GRAINGER	POLARIS CONNECTORS FOR HUMIDIFIER	216.76
12/13/2023	GEN	54624	MISC ILL	HAMBURG TOWNSHIP LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	14.95
12/13/2023	GEN	54625	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	78.57
12/13/2023	GEN	54626	1168	INNOVATIVE USERS GROUP	INNOVATIVE USERS GROUP ANNUAL MEMBERSHIP	125.00
12/13/2023	GEN	54627	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	645.15
12/13/2023	GEN	54628	1054	KATERLI BOUNDS	VISION CLAIM REIMBURSEMENT: K.BOUNDS	250.00
12/13/2023	GEN	54629	1179	KONICA MINOLTA BUSINESS SOLUTIONS	COPY/PRINT CHARGES	517.29
12/13/2023	GEN	54630	1188	LIBRARY DESIGN ASSOCIATES, INC.	ARCHITECTURAL FEES-STUDY POD ROOMS	5,245.00
12/13/2023	GEN	54631	1393	MELISSA BEHRING TOBIAS	MELISSA BEHRING - MUSIC FOR WINTER SNOW	400.00
12/13/2023	GEN	54632	1110	MICHELE DURBIN	DISPLAY ITEMS AND MILEAGE TO HOBBY LOBBY	100.00
12/13/2023	GEN	54633	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,941.94
12/13/2023	GEN	54634	1343	NICHOLE WELZ	VISION CLAIM REIMBURSEMENT: N.WELZ	250.00
12/13/2023	GEN	54635	1228	NORTHSTAR MAT SERVICE	EXTERIOR LOGO MAT, BUT ONE, RENT ONE SPE	799.41
12/13/2023	GEN	54636	1232	OFFICE DEPOT	TPW SUPPLIES	161.89

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/13/2023	GEN	54637	1235	OVERDRIVE, INC.	7 JFIC EBOOKS	9,274.27
12/13/2023	GEN	54638	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	1,105.00
12/13/2023	GEN	54639	1244	PITNEY BOWES	POSTAGE METER LEASE PAYMENTS	439.95
12/13/2023	GEN	54640	1255	PROGRESSIVE PRINTING	INV#71011, 39,325 + 200 + 2,175 ENDOWMEN	5,158.35
12/13/2023	GEN	54641	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT 2023	5,533.33
12/13/2023	GEN	54642	1461	SANDHILL GLASS CO.	L&M TO REPLACE THREE SKYLIGHT PANES & RE	1,745.00
12/13/2023	GEN	54643	1288	SONITROL GREAT LAKES	Q1 2024 BUILDING MONITORING SERVICE	1,573.53
12/13/2023	GEN	54644	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	875.05
12/13/2023	GEN	54645	1310	T-MOBILE	MOBILE HOTSPOT SERVICE 2023	93.45
12/13/2023	GEN	54646	1465	THE MOTLEY MISFITS	MOTLEY MISFITS - FALMES N DAMES FIRE DAN	1,000.00
12/13/2023	GEN	54647	1344	THOMSON REUTERS - WEST	THOMSON-REUTERS 2023 SUBSCRIPTIONS	152.16
12/13/2023	GEN	54648	1316	TRANE	L&M TO REPAIR LEAK IN HVAC WATER SUPPLY	2,510.00
12/13/2023	GEN	54649	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES	207.00
12/13/2023	GEN	54650	1335	VICTORIA'S TEA SALON	HOLIDAY TEA ECLECTIC BOOK CLUB	246.00
12/13/2023	GEN	54651	MISC	MARIANNE BROOKS	LONGEVITY AWARD - 15 YEARS - BROOKS	200.00 V
12/13/2023	GEN	54653	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 11/0	10,585.99
12/14/2023	GEN	54654	1341	WAYNE COUNTY TREASURER	MONTHLY DELINQUENT TAX SETTLEMENT INVOIC	194.22
12/19/2023	GEN	54655	1274	SECURITY 101	BUILDING SURVEILLANCE SYSTEM REPLACEMENT	39,983.40
12/20/2023	GEN	283(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,841.38
12/20/2023	GEN	284(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,504.48
12/20/2023	GEN	285(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,689.42
12/20/2023	GEN	286(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
12/20/2023	GEN	287(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	1,086.02
12/22/2023	GEN	54652	MISC	MARIANNE BROOKS	LONGEVITY AWARD - 15 YEARS - BROOKS	200.00
12/27/2023	GEN	54656	1291	ALLEGION ACCESS TECH LLC	STANLEY ANNUAL SERVICE CONTRACT-YR 3 OF	1,116.00
12/27/2023	GEN	54657	1009	AMAZON CAPITAL SERVICES	MISC NETWORK SUPPLIES	2,403.52
12/27/2023	GEN	54658	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	25.00
12/27/2023	GEN	54659	1021	AT&T MOBILITY	2023 MOBILE PHONE SERVICE	327.44
12/27/2023	GEN	54660	1051	BLUE CARE NETWORK	COVERAGE - JANUARY 2024	24,760.35
12/27/2023	GEN	54661	1077	CDW GOVERNMENT	SPARE STICKY RECEIPT PRINTER AND FIBER P	976.72
12/27/2023	GEN	54662	1425	CHRIS SAVAGE	AQUARIUM MONTHLY SERVICE LABOR AND MATER	150.00
12/27/2023	GEN	54663	1086	COMIC CITY	JCOMICS AND TCOMICS NOT TO EXCEED 300.00	87.80
12/27/2023	GEN	54664	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	77 ADULT VIDEO GAMES	227.69
12/27/2023	GEN	54665	1100	DEMCO, INC.	SWITCH GAME CASE	592.32
12/27/2023	GEN	54666	1109	DUNN RITE MAINTENANCE, INC	CLEANING/JANITORIAL SERVICES-DECEMBER	5,200.00
12/27/2023	GEN	54667	1112	EASY ENGLISH NEWS	EASY ENGLISH NEWS SUB JAN-DEC 2024	320.00
12/27/2023	GEN	54668	1113	EBSCO INFORMATION SERVICES	SUPPLEMENTAL INVOICE CONGRESSIONAL DIGES	37.57

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/27/2023	GEN	54669	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	131.12
12/27/2023	GEN	54670	1114	J.C. EHRLICH	K9 INSPECTION & TECH SERVICE 2023	524.36
12/27/2023	GEN	54671	1183	JAMES LAFFEY	MILEAGE REIMBURSEMENT: IKEA-CHASE 8/11-1	71.79
12/27/2023	GEN	54672	1188	LIBRARY DESIGN ASSOCIATES, INC.	WINGBACK CHAIRS (2) FOR DVD AREA	4,792.00
12/27/2023	GEN	54673	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	788.41
12/27/2023	GEN	54674	1228	NORTHSTAR MAT SERVICE	JANITORIAL-FLOOR MAT SERVICE	90.41
12/27/2023	GEN	54675	1233	ORANGEBOY, INC.	ONLINE CARDHOLDER MANAGEMENT PORTAL PER	28,000.00
12/27/2023	GEN	54676	1235	OVERDRIVE, INC.	11 ADULT FICTION EBOOKS	410.08
12/27/2023	GEN	54677	1258	QUILL CORPORATION	OFFICE SUPPLIES - COPY PAPER	294.42
12/27/2023	GEN	54678	1264	RELIABLE LANDSCAPING, INC.	L&M TO BUILD NEW STAFF PICNIC TABLE	10,308.33
12/27/2023	GEN	54679	1421	SEAN BEWICK	SC ICE CREAM FOR STELLAR STAFF COMET AWA	951.91
12/27/2023	GEN	54680	1288	SONITROL GREAT LAKES	SERVICE CALL TO REPAIR WIRING NEAR EMPLO	290.06
12/27/2023	GEN	54681	MISC ILL	ST CLAIR COUNTY LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	18.46
12/27/2023	GEN	54682	1293	STATE OF MICHIGAN	BOILER INSPECTION (STATE OF MI) EVERY 3	225.00

GEN TOTALS:

Total of 84 Checks:	228,878.66
Less 1 Void Checks:	200.00
Total of 83 Disbursements:	<u>228,678.66</u>



## Director's Report January 2024

1. At this month's meeting, which will be held in the Friends Activity Room (please remember that the front entrance may be closed due to replacement of our security gates; in that case, you will be redirected to enter the library from the Teen Space emergency exit door, closest to Canton Center Road), Engagement & Design Department Head Laurie Golden will provide you with information on our targeted newsletters and mailings.
2. Please note that this month's financials, even though they are as of December 31, 2023, are not finalized until Plante Moran complete their audit and close out our books. We will see some adjustments between this set of financials and the actual audit presentation, and this is normal.
3. Kudos to Collection Development Specialist Lisa Craig, all of our librarians, Circulation Supervisor Gale Forster, and her Technical Processing cohort for their fantastic purchasing and processing of library materials in 2023! We came awfully close to spending 100% of the Library Materials budget; Lisa reports that we spent 99.24%.
4. Over the next several weeks, we will be replacing our security gates and sorter, as well as related software. The security gates will happen first, starting January 16 with the removal of the old gates and flooring work, and when the work is complete the center gate will be gone, improving access through the front doors. Later in January, work will begin on replacing our automated materials handler (sorter) with a new configuration that will speed up the returns process for patrons by allowing them to put multiple items through the slot. My thanks to Circulation Supervisors Denise Skopczynski and Barb Gudenburr, as well as Department Heads Carl Swanberg, Kat Bounds, Marian Nicholson, and Laurie Golden, plus a whole bunch of my coworkers for their research, vetting, planning, implementation, and testing of these new improvements.
5. In personnel news, since the last board meeting we welcomed Brian Walny as a Substitute Librarian. We continue to have an opening for a part-time Librarian, so this posting has remained up and we continue to try to recruit a quality candidate.
6. Sometime in February, we will begin offering free menstrual products in the restrooms from Aunt Flow. Aunt Flow provides us with wall-mounted dispensers that dispense free-to-the-patron menstrual products. We will place three dispensers: one in the women's lobby restroom, and one each in the two restrooms in the Children's Library.
7. We hope to complete the approvals and permitting processes with the Township for the new group study rooms on the east wall of the library sometime in February, with work commencing shortly thereafter. Because each room is a contained unit, we are required to have separate lighting,

ventilation, and fire suppression for each room, which requires electrical, HVAC and plumbing work, which requires permits and inspections. We are excited to see these new rooms come to life!

8. The full-length glass pane between Group Study Rooms D and F inexplicably shattered after closing just a few days ago, and we are scheduled to have the new glass installed before the library board meeting. We do not know what caused it to shatter. Luckily, because we were closed when it happened, no one was injured.

Respectfully submitted,  
Eva Davis, Director