



Library Board of Trustees General Meeting Packet Contents

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7. 2025 Library Materials Budget Recommendation
8. Patient Protection and Affordable Care Act (PPACA) Discussion for Plan Year 2024/25
9. Meeting Room Policy Revision



**Library Board of Trustees
Meeting Agenda – March 21, 2024**

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 January 18, 2024 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
New Business	Discussion Item: Endowment Fund review Discussion Item: 2025 Budget – Expenditures <ul style="list-style-type: none">• 2025 Library Materials Budget recommendation• Expand healthcare coverage to fully comply with PPACA Discussion Item: Meeting Room Policy Revision
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

January 18, 2024 – 7:30 PM

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

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

Absent: A. Watts

Also Present: S. Bewick, E. Davis

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

Director Eva Davis Reported that the new gate installation was completed a day ahead of schedule; installation of the new sorter is scheduled to start the week of 1/28/2024. In other building news, the pane of glass that inexplicably shattered between study rooms D&E has been replaced. We have received approval from the Township for the electric and sprinkler plans for the new study pods, we are now waiting for final approval of the overall project.

TRUSTEE COMMENTS

Trustee N. Eggenberger stated she was thrilled to see Aunt Flow partnership in the works. Business Services Department Head Marian Nicholson advised she has spoken with several other public libraries who utilize the service and have had overall positive experiences. Trustee J. Lee stated she was grateful for the digital resources available on the website; everything was easy to find, and she enjoyed the new staff spotlight.

COMMITTEE REPORTS

None

NEW BUSINESS

Targeted Newsletters Presentation – Engagement & Design Department Head Laurie Golden delivered a presentation on some of the ways the library utilizes OrangeBoy and Savannah customer lifecycle management platforms to generate targeted newsletters and drive patron engagement.

CALL TO AUDIENCE

No comments

ADJOURN

The meeting was adjourned at 8:13 PM.

Claire Spas, Secretary-Treasurer

03/08/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
 Period Ending 02/29/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	9,714,014.76
101-000.00-001.02	CHECKING-CREDIT CARD	5,496.83
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	17,674.29
101-000.00-002.00	SAVINGS	1,004,434.99
	Total Assets	10,741,620.87
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	149,927.38
101-000.00-219.01	SOCIAL COMMITTEE	7,348.56
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	3,777.80
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.06	RETIREMENT SAVINGS DEDUCTIONS (457)	114.90
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	4,346.83
	Total Liabilities	166,015.47
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	5,206,178.40
	Total Fund Balance	5,206,178.40
	Beginning Fund Balance - 2023	5,206,178.40
	Net of Revenues VS Expenditures - 2023	989,092.91
	*2023 End FB/2024 Beg FB	6,195,271.31
	Net of Revenues VS Expenditures - Curren	4,380,334.09
	Ending Fund Balance	10,575,605.40
	Total Liabilities And Fund Balance	10,741,620.87

* Year Not Closed

Fund 901 - GASB FUND

*** Assets ***

901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEME	(11,071.03)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,536,418.09
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROV	(6,214,379.70)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,909,966.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUI	(1,426,679.21)
901-000.00-150.00	LIBRARY MATERIALS	4,999,883.18
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIAL	(3,654,553.41)
901-000.00-160.00	HARDWARE	1,432,067.65
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWAR	(882,120.95)
901-000.00-162.00	SOFTWARE	1,165,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWAR	(992,662.30)
901-000.00-190.00	NET PENSION ASSET	515,583.00
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	522,218.00
	Total Assets	11,032,535.43

*** 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 - 2023	10,954,415.59
	Net of Revenues VS Expenditures - 2023	(476,895.16)
	Fund Balance Adjustments - 2023	14,293.00
	*2023 End FB/2024 Beg FB	10,477,520.43
	Net of Revenues VS Expenditures - Curren	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	10,477,520.43
	Total Liabilities And Fund Balance	11,032,535.43

* Year Not Closed

03/08/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 02/29/2024

DESCRIPTION	2024	YTD BALANCE		AVAILABLE	% BDGT USED
	AMENDED BUDGET	02/29/2024		BALANCE	
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
INCOME					
PROPERTY TAXES	7,350,000.00	5,820,584.62		1,529,415.38	79.19
STATE AID TO LIBRARIES	70,000.00	0.00		70,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00		55,000.00	0.00
PHOTOCOPY FEES	40,000.00	5,669.37		34,330.63	14.17
REPLACEMENT-LIBRARY MATERIALS	7,000.00	2,125.99		4,874.01	30.37
MEETING ROOM RENTAL	500.00	250.00		250.00	50.00
PENAL FINES	61,000.00	0.00		61,000.00	0.00
INTEREST INCOME	25,000.00	30,405.81		(5,405.81)	121.62
COMMISSION	7,000.00	824.57		6,175.43	11.78
OTHER REVENUE	1,000.00	914.96		85.04	91.50
TOTAL REVENUES	7,616,500.00	5,860,775.32		1,755,724.68	76.95
EXPENSES					
SALARIES & WAGES	3,630,000.00	519,490.25		3,110,509.75	14.31
FRINGE BENEFITS	942,500.00	403,769.22		538,730.78	42.84
SUPPLIES	152,350.00	21,365.77		130,984.23	14.02
LIBRARY MATERIALS	1,150,000.00	222,720.09		927,279.91	19.37
PROFESSIONAL & CONTRACTUAL	483,475.00	166,458.91		317,016.09	34.43
COMMUNICATIONS	47,000.00	1,558.49		45,441.51	3.32
PRINTING	51,800.00	1,237.40		50,562.60	2.39
UTILITIES	190,000.00	20,899.82		169,100.18	11.00
MAINTENANCE & REPAIRS	271,400.00	26,915.86		244,484.14	9.92
BUILDING IMPROVEMENTS	20,000.00	0.00		20,000.00	0.00
INSURANCE	69,000.00	52,529.00		16,471.00	76.13
CAPITAL OUTLAY	833,000.00	31,256.00		801,744.00	3.75
PROPERTY TAX REFUNDS	2,000.00	0.00		2,000.00	0.00
COMMUNITY PROMOTION	22,400.00	2,343.73		20,056.27	10.46
TRAVEL	75,150.00	8,971.27		66,178.73	11.94
RENTALS/LEASES	18,300.00	925.42		17,374.58	5.06
TOTAL EXPENDITURES	7,958,375.00	1,480,441.23		6,477,933.77	18.60
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	7,616,500.00	5,860,775.32		1,755,724.68	76.95
TOTAL EXPENDITURES	7,958,375.00	1,480,441.23		6,477,933.77	18.60
NET OF REVENUES & EXPENDITURES	(341,875.00)	4,380,334.09		(4,722,209.09)	1,281.27
NET CHANGE IN FUND BALANCE					
	(341,875.00)	4,380,334.09			
FUND BALANCE - BEGINNING OF YEAR	5,206,178.40	5,206,178.40			
NET OF REVENUES/EXPENDITURES 2023		989,092.91			
FUND BALANCE - END OF YEAR	4,864,303.40	10,575,605.40			

03/08/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,350,000.00	5,820,584.62	1,529,415.38	79.19
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00	55,000.00	0.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	5,669.37	34,330.63	14.17
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	2,125.99	4,874.01	30.37
101-000.00-651.00	MEETING ROOM RENTAL	500.00	250.00	250.00	50.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	25,000.00	30,405.81	(5,405.81)	121.62
101-000.00-668.00	COMMISSION	7,000.00	824.57	6,175.43	11.78
101-000.00-675.00	OTHER REVENUE	1,000.00	914.96	85.04	91.50
TOTAL REVENUES		7,616,500.00	5,860,775.32	1,755,724.68	76.95
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,630,000.00	519,490.25	3,110,509.75	14.31
101-790.00-716.01	TAXES-FICA/MC	277,700.00	48,135.51	229,564.49	17.33
101-790.00-716.02	DENTAL	23,000.00	0.00	23,000.00	0.00
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	3,515.21	11,984.79	22.68
101-790.00-716.05	MEDICAL INSURANCE	280,000.00	59,856.63	220,143.37	21.38
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	0.00	3,600.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	411.12	7,088.88	5.48
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	5,000.00	3,769.00	1,231.00	75.38
101-790.00-717.01	RETIREMENT DC PLAN (401A)	48,200.00	8,081.75	40,118.25	16.77
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	4,207.08	8,292.92	33.66

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024 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	254,000.00	37,433.25	216,566.75	14.74
101-790.00-730.02	AV (MEDIA)	102,000.00	10,285.28	91,714.72	10.08
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	794,000.00	175,001.56	618,998.44	22.04
101-790.00-802.00	LEGAL	15,000.00	5,663.00	9,337.00	37.75
101-790.00-803.00	AUDIT	13,850.00	12,300.00	1,550.00	88.81
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	0.00	1,000.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	139.61	1,060.39	11.63
101-790.00-850.00	COMMUNICATIONS	47,000.00	1,558.49	45,441.51	3.32
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	17,676.25	132,323.75	11.78
101-790.00-922.00	GAS	25,000.00	2,817.11	22,182.89	11.27
101-790.00-923.00	WATER	15,000.00	406.46	14,593.54	2.71
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,500.00	10,400.00	88,100.00	10.56
101-790.00-932.01	LAWN & GROUNDS	46,600.00	0.00	46,600.00	0.00
101-790.00-932.02	SNOW & ICE	38,000.00	5,533.33	32,466.67	14.56
101-790.00-933.00	BUILDING SECURITY	7,800.00	1,573.53	6,226.47	20.17
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	16,700.00	3,086.72	13,613.28	18.48
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	250.00	22,750.00	1.09
101-790.00-935.00	BUILDING REPAIRS	20,000.00	4,400.00	15,600.00	22.00
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	1,672.28	18,327.72	8.36
101-790.00-941.00	COPY MACHINE CHARGES	15,800.00	485.47	15,314.53	3.07
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	439.95	2,060.05	17.60
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	0.00	20,000.00	0.00
101-790.00-969.00	INSURANCE	69,000.00	52,529.00	16,471.00	76.13
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	30,000.00	0.00	30,000.00	0.00
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	377,000.00	0.00	377,000.00	0.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	100,000.00	24,256.00	75,744.00	24.26
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	310,000.00	0.00	310,000.00	0.00
101-790.00-979.00	SOFTWARE	16,000.00	7,000.00	9,000.00	43.75
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	247.00	953.00	20.58
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	6,000.00	0.00	6,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000.00	0.00	4,000.00	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	4,350.06	8,149.94	34.80
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	26,000.00	1,517.92	24,482.08	5.84
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,000.00	1,659.52	10,340.48	13.83
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	(392.72)	3,192.72	(14.03)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	3,956.58	11,543.42	25.53
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	57.00	11,993.00	0.47
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,650.00	916.00	734.00	55.52
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,975.00	913.68	10,061.32	8.33
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	0.00	5,000.00	0.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,200.00	0.00	1,200.00	0.00
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	8,050.00	0.00	8,050.00	0.00
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	0.00	2,000.00	0.00
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	0.00	1,300.00	0.00
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,600.00	1,525.85	4,074.15	27.25
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,100.00	162.09	4,937.91	3.18
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	723.79	19,276.21	3.62
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	20.19	129.81	13.46
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	22,000.00	14,042.29	7,957.71	63.83
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	8,000.00	3,140.10	4,859.90	39.25
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	247.00	1,403.00	14.97
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,000.00	1,652.46	7,347.54	18.36
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	800.00	0.00	800.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200.00	0.00	1,200.00	0.00
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	399.78	24,600.22	1.60
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	35,000.00	4,007.92	30,992.08	11.45

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	2,747.00	37,253.00	6.87
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	494.00	506.00	49.40
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	5,000.00	913.00	4,087.00	18.26
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	0.00	900.00	0.00
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000.00	2,343.73	17,656.27	11.72
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	1,237.40	48,762.60	2.47
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,500.00	315.59	2,184.41	12.62
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	269.44	1,730.56	13.47
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	907.00	1,593.00	36.28
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	23,000.00	5,137.93	17,862.07	22.34
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,300.00	42.88	2,257.12	1.86
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	25,000.00	6,607.18	18,392.82	26.43
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	282,000.00	116,336.73	165,663.27	41.25
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	344.00	1,156.00	22.93
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,400.00	0.00	5,400.00	0.00
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	10,500.00	1,225.00	9,275.00	11.67
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00	1,100.00	0.00
TOTAL EXPENDITURES		7,958,375.00	1,480,441.23	6,477,933.77	18.60
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,616,500.00	5,860,775.32	1,755,724.68	76.95
TOTAL EXPENDITURES		7,958,375.00	1,480,441.23	6,477,933.77	18.60
NET OF REVENUES & EXPENDITURES		(341,875.00)	4,380,334.09	(4,722,209.09)	1,281.27
NET CHANGE IN FUND BALANCE		(341,875.00)	4,380,334.09		
FUND BALANCE - BEGINNING OF YEAR		5,206,178.40	5,206,178.40		
NET OF REVENUES/EXPENDITURES - 2023			989,092.91		
FUND BALANCE - END OF YEAR		4,864,303.40	10,575,605.40		

03/07/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 02/01/2024 - 02/29/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
02/07/2024	GEN	54746	1004	AFLAC	MONTHLY REMITTANCE-JANUARY 2024	150.66
02/07/2024	GEN	54747	1009	AMAZON CAPITAL SERVICES	AMAZON - FEB PROGRAMMING - LITLAB, STEAM	4,206.53
02/07/2024	GEN	54748	1011	AMERICAN LIBRARY ASSOCIATION	ALA/PLA MEMBERSHIP KB	247.00
02/07/2024	GEN	54749	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	2,293.14
02/07/2024	GEN	54750	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	25.00
02/07/2024	GEN	54751	1060	BROWN INDUSTRIES, INC.	STELLAR STAFF AWARD PINS	3,039.89
02/07/2024	GEN	54752	1079	CENGAGE LEARNING INC	50 LARGE PRINT JFIC BOOKS	844.50
02/07/2024	GEN	54753	1425	CHRIS SAVAGE	AQUARIUM MAINTENANCE FEE & SUPPLIES	185.00
02/07/2024	GEN	54754	1086	COMIC CITY	TGRA AND JGRA COMICS NOT TO EXCEED 300.0	172.62
02/07/2024	GEN	54755	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	25 ADULT VIDEO GAMES	1,435.32
02/07/2024	GEN	54756	1287	DEBORAH SOBCZAK	LIVINGSTON EDUCATIONAL SERVICE AGENCY	45.33
02/07/2024	GEN	54757	1113	EBSCO INFORMATION SERVICES	NEW MAGAZINE SUBSCRIPTIONS 2024	245.00
02/07/2024	GEN	54758	1206	FARMINGTON COMMUNITY LIBRARY	DATA AXLE & GALE RENEWAL 2024	27,856.87
02/07/2024	GEN	54759	1132	FOSTER, SWIFT, COLLINS & SMITH	REVIEW/CORRESPONDENCE RE: ORANGE BOY CON	493.50
02/07/2024	GEN	54760	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,008.26
02/07/2024	GEN	54761	1167	INNOVATIVE INTERFACES	SEIRRA TRAINING SYSTEM BUILD	7,000.00
02/07/2024	GEN	54762	1114	J.C. EHRlich	K9 BED BUG INSPECTION & SERVICE TECHNICI	288.16
02/07/2024	GEN	54763	1400	JANWAY COMPANY	ADULT BOOK KIT BAGS	723.79
02/07/2024	GEN	54764	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	833.00
02/07/2024	GEN	54765	1054	KATERLI BOUNDS	LIBLEARNX24 CONFERENCE	702.46
02/07/2024	GEN	54766	1179	KONICA MINOLTA BUSINESS SOLUTIONS	2024 COPIER/PRINTER CHARGES	58.56
02/07/2024	GEN	54767	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO REPLACE PRIVACY FILM (2 PANES) GS	795.00
02/07/2024	GEN	54768	MISC	LINDSEY KULT	LIVINGSTON EDUCATIONAL SERVICE AGENCY	62.88
02/07/2024	GEN	54769	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	22,310.97
02/07/2024	GEN	54770	MISC ILL	NORTHERN MICHIGAN UNIVERSITY	ILL REPLACEMENT FEES	22.99
02/07/2024	GEN	54771	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	101.51
02/07/2024	GEN	54772	1235	OVERDRIVE, INC.	126 ADULT FICTION EBOOKS	12,805.26
02/07/2024	GEN	54773	1439	PARIS KELVAKIS	LIBLEARNX PK	805.99
02/07/2024	GEN	54774	1253	PROQUEST LLC	SYNDETIC ORDER	7,136.29
02/07/2024	GEN	54775	1258	QUILL CORPORATION	OFFICE SUPPLIES - COPY PAPER	178.55
02/07/2024	GEN	54776	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT	5,533.33
02/07/2024	GEN	54777	1477	ROYAL WEST ROOFING & SHEET METAL	LEAK IN GSR B-SERVICE CALL	300.00
02/07/2024	GEN	54778	1461	SANDHILL GLASS CO.	L&M TO REPLACE 42"X106" GLASS PANE IN GR	1,825.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/07/2024	GEN	54779	1421	SEAN BEWICK	SC PRIZES & BOWLS FOR STAFF SOUP/CHILI C	135.87
02/07/2024	GEN	54780	1292	STAPLES BUSINESS ADVANTAGE	CHARGE FOR ITEM PREVIOUSLY CREDITED	42.80
02/07/2024	GEN	54781	1310	T-MOBILE	MOBILE HOTSPOT SERVICE 2024	93.45
02/07/2024	GEN	54782	1014	THE ANN ARBOR NEWS	ANN ARBOR NEWS SUB FEB-MAY 2024	102.83
02/07/2024	GEN	54783	1187	THE LIBRARY CORPORATION	AUTHORITIES 02/01/2024-01/31/2025	1,142.00
02/07/2024	GEN	54784	1309	THE NEW YORK TIMES	NYT.COM GAMES RENEWAL 2024	2,080.00
02/14/2024	GEN	302(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS-02/14	1,616.35
02/14/2024	GEN	303(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS-02/1	9,188.77
02/14/2024	GEN	304(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS-0214	50.00
02/14/2024	GEN	305(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES-2/14	1,401.31
02/16/2024	GEN	306(E)	1476	JP MORGAN CHASE BANK-ONE CARD	MONTHLY P-CARD PAYMENT	84,803.20
02/21/2024	GEN	54785	1009	AMAZON CAPITAL SERVICES	MONITOR ARMS AND MANAGEMENT SUPPLIES	753.17
02/21/2024	GEN	54786	1474	ASHLEY TAUSCHER	PHOTO ORGANIZING WORKSHOP	250.00
02/21/2024	GEN	54787	1021	AT&T MOBILITY	2024 MOBILE PHONE SERVICE	308.55
02/21/2024	GEN	54788	1473	AUNT FLOW	DISPENSERS/BOXES & PRODUCTS TO ESTABLISH	2,545.00
02/21/2024	GEN	54789	1051	BLUE CARE NETWORK	COVERAGE - MARCH 2024	23,755.36
02/21/2024	GEN	54790	1067	CAMFIL USA, INC.	2" FILTERS FOR ROOF TOP UNITS	1,128.97
02/21/2024	GEN	54791	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 11/06/2023-01/08/2024	406.46
02/21/2024	GEN	54792	1303	CARL SWANBERG	CDESK MONITOR ARM HARDWARE	14.77
02/21/2024	GEN	54793	1079	CENGAGE LEARNING INC	41 LARGE PRINT JFIC BOOKS	732.07
02/21/2024	GEN	54794	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	25 ADULT VIDEO GAMES	1,346.41
02/21/2024	GEN	54795	1390	CRYSTAL GLASS INC	ROOF LEAK FROM SKYLIGHT-SERVICE CALL	285.00
02/21/2024	GEN	54796	1467	CTS COMPANIES, INC.	RMM SERVICE 2024	270.00
02/21/2024	GEN	54797	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 01/1	10,331.20
02/21/2024	GEN	54798	1113	EBSCO INFORMATION SERVICES	SUPPLEMENTAL INVOICE NY REV OF BOOKS	37.40
02/21/2024	GEN	54799	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,195.26
02/21/2024	GEN	54800	1168	INNOVATIVE USERS GROUP	IUG 2024 CONFERENCE/PRECONFERENCE	2,175.00
02/21/2024	GEN	54801	1114	J.C. EHRlich	K9 BED BUG INSPECTION & SERVICE TECHNICI	277.20
02/21/2024	GEN	54802	1478	JENNIFER JOSEPH	MISS AMAZING PROGRAM	300.00
02/21/2024	GEN	54803	1179	KONICA MINOLTA BUSINESS SOLUTIONS	2024 COPIER/PRINTER CHARGES	368.35
02/21/2024	GEN	54804	1188	LIBRARY DESIGN ASSOCIATES, INC.	EAST STUDY POD FURNISHINGS	13,420.00
02/21/2024	GEN	54805	1408	LISA BOYD	LISA BOYD CONFERENCE	1,440.70
02/21/2024	GEN	54806	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,270.67
02/21/2024	GEN	54807	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	101.51
02/21/2024	GEN	54808	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	705.00
02/21/2024	GEN	54809	1244	PITNEY BOWES	POSTAGE METER LEASE PAYMENTS	439.95
02/21/2024	GEN	54810	1248	PLYMOUTH-CANTON COMMUNITY SCHOOLS	PCEP YEARBOOK 2023-24	75.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/21/2024	GEN	54811	1421	SEAN BEWICK	SC VALENTINE'S SNACKS & PLATES	119.81
02/21/2024	GEN	54812	1281	SHREDCORP	PROFESSIONAL DOCUMENT SHREDDING SERVICE	57.00
02/21/2024	GEN	54813	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	481.93
02/21/2024	GEN	54814	1344	THOMSON REUTERS - WEST	THOMSON REUTERS SUB 2024	165.86
02/21/2024	GEN	54815	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY CHARGES	344.10
02/21/2024	GEN	54816	MISC ILL	UNIVERSITY OF DETROIT MERCY	ILL REPLACEMENT FEES	75.00
02/21/2024	GEN	54817	MISC ILL	WEST BLOOMFIELD TWP PUBLIC LIBRARY	ILL REPLACEMENT FEES	7.77
02/21/2024	GEN	54818	1082	CARDMEMBER SERVICE	PAYFLOW LINK SERVICE	13,753.22
02/21/2024	GEN	54819	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
02/28/2024	GEN	307(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,107.82
02/28/2024	GEN	308(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
02/28/2024	GEN	309(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,194.33
02/28/2024	GEN	310(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
02/28/2024	GEN	311(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	<u>1,027.33</u>

GEN TOTALS:
Total of 84 Checks: 305,522.46
Less 0 Void Checks: 0.00
Total of 84 Disbursements: 305,522.46

02/07/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 01/31/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	8,997,215.35
101-000.00-001.02	CHECKING-CREDIT CARD	3,691.95
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	17,732.11
101-000.00-002.00	SAVINGS	1,003,040.50
	Total Assets	10,021,679.91
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	122,559.78
101-000.00-219.01	SOCIAL COMMITTEE	1,663.12
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	3,802.79
101-000.00-231.06	RETIREMENT SAVINGS DEDUCTIONS (457)	114.90
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	4,404.65
	Total Liabilities	132,545.24
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	5,206,178.40
	Total Fund Balance	5,206,178.40
	Beginning Fund Balance - 2023	5,206,178.40
	Net of Revenues VS Expenditures - 2023	989,092.91
	*2023 End FB/2024 Beg FB	6,195,271.31
	Net of Revenues VS Expenditures - Curren	3,693,863.36
	Ending Fund Balance	9,889,134.67
	Total Liabilities And Fund Balance	10,021,679.91

* Year Not Closed

Fund 901 - GASB FUND

*** Assets ***

901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(11,071.03)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,536,418.09
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(6,214,379.70)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,909,966.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,426,679.21)
901-000.00-150.00	LIBRARY MATERIALS	4,999,883.18
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,654,553.41)
901-000.00-160.00	HARDWARE	1,432,067.65
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(882,120.95)
901-000.00-162.00	SOFTWARE	1,165,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(992,662.30)
901-000.00-190.00	NET PENSION ASSET	515,583.00
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	522,218.00
	Total Assets	11,032,535.43

*** 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	11,734,678.47
	Total Fund Balance	11,734,678.47
	Beginning Fund Balance - 2023	10,954,415.59
	Net of Revenues VS Expenditures - 2023	(1,257,158.04)
	Fund Balance Adjustments - 2023	8,305.00
	*2023 End FB/2024 Beg FB	10,477,520.43
	Net of Revenues VS Expenditures - Current	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	10,477,520.43
	Total Liabilities And Fund Balance	11,032,535.43

* Year Not Closed

02/06/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 01/31/2024

DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
INCOME				
PROPERTY TAXES	7,350,000.00	4,573,116.92	2,776,883.08	62.22
STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00	55,000.00	0.00
PHOTOCOPY FEES	40,000.00	2,715.65	37,284.35	6.79
REPLACEMENT-LIBRARY MATERIALS	7,000.00	757.85	6,242.15	10.83
MEETING ROOM RENTAL	500.00	100.00	400.00	20.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	25,000.00	15,250.83	9,749.17	61.00
COMMISSION	7,000.00	0.00	7,000.00	0.00
OTHER REVENUE	1,000.00	154.97	845.03	15.50
TOTAL REVENUES	7,616,500.00	4,592,096.22	3,024,403.78	60.29
EXPENDITURES				
SALARIES & WAGES	3,630,000.00	260,271.21	3,369,728.79	7.17
FRINGE BENEFITS	942,500.00	358,253.81	584,246.19	38.01
SUPPLIES	152,350.00	6,265.43	146,084.57	4.11
LIBRARY MATERIALS	1,150,000.00	88,571.87	1,061,428.13	7.70
PROFESSIONAL & CONTRACTUAL	483,475.00	136,105.60	347,369.40	28.15
COMMUNICATIONS	47,000.00	1,156.49	45,843.51	2.46
PRINTING	51,800.00	0.00	51,800.00	0.00
UTILITIES	190,000.00	10,162.16	179,837.84	5.35
MAINTENANCE & REPAIRS	271,400.00	13,722.17	257,677.83	5.06
BUILDING IMPROVEMENTS	20,000.00	0.00	20,000.00	0.00
INSURANCE	69,000.00	0.00	69,000.00	0.00
CAPITAL OUTLAY	833,000.00	17,836.00	815,164.00	2.14
PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
COMMUNITY PROMOTION	22,400.00	572.99	21,827.01	2.56
TRAVEL	75,150.00	5,256.57	69,893.43	6.99
RENTALS/LEASES	18,300.00	58.56	18,241.44	0.32
TOTAL EXPENDITURES	7,958,375.00	898,232.86	7,060,142.14	11.29
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	7,616,500.00	4,592,096.22	3,024,403.78	60.29
TOTAL EXPENDITURES	7,958,375.00	898,232.86	7,060,142.14	11.29
NET OF REVENUES & EXPENDITURES	(341,875.00)	3,693,863.36	(4,035,738.36)	1,080.47
NET CHANGE IN FUND BALANCE	(341,875.00)	3,693,863.36		
FUND BALANCE - BEGINNING OF YEAR	5,206,178.40	5,206,178.40		
NET OF REVENUES/EXPENDITURES 2023		989,092.91		
FUND BALANCE - END OF YEAR	4,864,303.40	9,889,134.67		

02/07/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,350,000.00	4,573,116.92	2,776,883.08	62.22
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	0.00	70,000.00	0.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	0.00	55,000.00	0.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	2,715.65	37,284.35	6.79
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	757.85	6,242.15	10.83
101-000.00-651.00	MEETING ROOM RENTAL	500.00	100.00	400.00	20.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	25,000.00	15,250.83	9,749.17	61.00
101-000.00-668.00	COMMISSION	7,000.00	0.00	7,000.00	0.00
101-000.00-675.00	OTHER REVENUE	1,000.00	154.97	845.03	15.50
TOTAL REVENUES		7,616,500.00	4,592,096.22	3,024,403.78	60.29
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,630,000.00	260,271.21	3,369,728.79	7.17
101-790.00-716.01	TAXES-FICA/MC	277,700.00	28,895.78	248,804.22	10.41
101-790.00-716.02	DENTAL	23,000.00	0.00	23,000.00	0.00
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	3,432.81	12,067.19	22.15
101-790.00-716.05	MEDICAL INSURANCE	280,000.00	40,665.05	239,334.95	14.52
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	0.00	3,600.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	411.12	7,088.88	5.48
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	5,000.00	0.00	5,000.00	0.00
101-790.00-717.01	RETIREMENT DC PLAN (401A)	48,200.00	4,849.05	43,350.95	10.06
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	0.00	12,500.00	0.00

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	254,000.00	11,433.00	242,567.00	4.50
101-790.00-730.02	AV (MEDIA)	102,000.00	3,961.80	98,038.20	3.88
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	794,000.00	73,177.07	720,822.93	9.22
101-790.00-802.00	LEGAL	15,000.00	493.50	14,506.50	3.29
101-790.00-803.00	AUDIT	13,850.00	0.00	13,850.00	0.00
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	0.00	1,000.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	58.32	1,141.68	4.86
101-790.00-850.00	COMMUNICATIONS	47,000.00	1,156.49	45,843.51	2.46
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	8,792.67	141,207.33	5.86
101-790.00-922.00	GAS	25,000.00	1,369.49	23,630.51	5.48
101-790.00-923.00	WATER	15,000.00	0.00	15,000.00	0.00
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,500.00	5,200.00	93,300.00	5.28
101-790.00-932.01	LAWN & GROUNDS	46,600.00	0.00	46,600.00	0.00
101-790.00-932.02	SNOW & ICE	38,000.00	0.00	38,000.00	0.00
101-790.00-933.00	BUILDING SECURITY	7,800.00	1,573.53	6,226.47	20.17
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	16,700.00	2,141.36	14,558.64	12.82
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	0.00	23,000.00	0.00
101-790.00-935.00	BUILDING REPAIRS	20,000.00	4,115.00	15,885.00	20.58
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	692.28	19,307.72	3.46
101-790.00-941.00	COPY MACHINE CHARGES	15,800.00	58.56	15,741.44	0.37
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	0.00	2,500.00	0.00
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	0.00	20,000.00	0.00
101-790.00-969.00	INSURANCE	69,000.00	0.00	69,000.00	0.00
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	30,000.00	0.00	30,000.00	0.00
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	377,000.00	0.00	377,000.00	0.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	100,000.00	10,836.00	89,164.00	10.84
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	310,000.00	0.00	310,000.00	0.00
101-790.00-979.00	SOFTWARE	16,000.00	7,000.00	9,000.00	43.75
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	247.00	953.00	20.58
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	6,000.00	0.00	6,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000.00	0.00	4,000.00	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	263.02	12,236.98	2.10
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	26,000.00	10.29	25,989.71	0.04
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,000.00	873.06	11,126.94	7.28
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	(151.37)	2,951.37	(5.41)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	1,527.94	13,972.06	9.86
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	0.00	12,050.00	0.00
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,650.00	916.00	734.00	55.52
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,975.00	913.68	10,061.32	8.33
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	0.00	5,000.00	0.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,200.00	0.00	1,200.00	0.00
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	8,050.00	0.00	8,050.00	0.00
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	0.00	2,000.00	0.00
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	0.00	1,300.00	0.00
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,600.00	1,394.98	4,205.02	24.91
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,100.00	97.49	5,002.51	1.91
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	723.79	19,276.21	3.62
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	11.36	138.64	7.57
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	22,000.00	6,906.00	15,094.00	31.39
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	8,000.00	2,796.00	5,204.00	34.95
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	247.00	1,403.00	14.97
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,000.00	702.46	8,297.54	7.81
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	800.00	0.00	800.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200.00	0.00	1,200.00	0.00
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	333.86	24,666.14	1.34
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	35,000.00	2,146.38	32,853.62	6.13

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			01/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	2,072.00	37,928.00	5.18
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	494.00	506.00	49.40
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	5,000.00	814.00	4,186.00	16.28
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	0.00	900.00	0.00
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000.00	572.99	19,427.01	2.86
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	0.00	50,000.00	0.00
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,500.00	204.92	2,295.08	8.20
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	102.84	1,897.16	5.14
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	907.00	1,593.00	36.28
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	23,000.00	3,697.23	19,302.77	16.07
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,300.00	42.88	2,257.12	1.86
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	25,000.00	2,401.19	22,598.81	9.60
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	282,000.00	116,036.78	165,963.22	41.15
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	344.00	1,156.00	22.93
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,400.00	0.00	5,400.00	0.00
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	10,500.00	0.00	10,500.00	0.00
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00	1,100.00	0.00
TOTAL EXPENDITURES		7,958,375.00	898,232.86	7,060,142.14	11.29
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,616,500.00	4,592,096.22	3,024,403.78	60.29
TOTAL EXPENDITURES		7,958,375.00	898,232.86	7,060,142.14	11.29
NET OF REVENUES & EXPENDITURES		(341,875.00)	3,693,863.36	(4,035,738.36)	1,080.47
NET CHANGE IN FUND BALANCE		(341,875.00)	3,693,863.36		
FUND BALANCE - BEGINNING OF YEAR		5,206,178.40	5,206,178.40		
NET OF REVENUES/EXPENDITURES - 2023			989,092.91		
FUND BALANCE - END OF YEAR		4,864,303.40	9,889,134.67		

02/06/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 01/01/2024 - 01/31/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
01/03/2024	GEN	288(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
01/03/2024	GEN	289(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,801.98
01/03/2024	GEN	290(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
01/03/2024	GEN	291(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES-01/03/2024	283.40
01/10/2024	GEN	54683	1009	AMAZON CAPITAL SERVICES	WALL CALENDAR 2024	77.05
01/10/2024	GEN	54684	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,089.67
01/10/2024	GEN	54685	1059	BRODART CO.	TPW SUPPLIES	60.75
01/10/2024	GEN	54686	1082	CARDMEMBER SERVICE	CLOUD VPS HOSTING	2,379.21
01/10/2024	GEN	54687	1076	CCH	US MASTER TAX GUIDE	217.89
01/10/2024	GEN	54688	1077	CDW GOVERNMENT	SPARE STICKY RECEIPT PRINTER AND FIBER P	86.40
01/10/2024	GEN	54689	1425	CHRIS SAVAGE	AQUARIUM MAINTENANCE FEE & SUPPLIES	250.00
01/10/2024	GEN	54690	1467	CTS COMPANIES, INC.	RMM SERVICE	270.00
01/10/2024	GEN	54691	1113	EBSCO INFORMATION SERVICES	AP NEWSROOM RENEWAL 2024	1,599.00
01/10/2024	GEN	54692	1466	GUARDIAN ENVIRONMENTAL SERVICES INC	HVAC - BOILER AND PUMP PM	3,428.00
01/10/2024	GEN	54693	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	156.10
01/10/2024	GEN	54694	1176	KANOPI, INC	KANOPI - STREAMING VIDEO PLAY CREDITS	771.80
01/10/2024	GEN	54695	1401	KENT DISTRICT LIBRARY	WRITE MICHIGAN SPONSORSHIP INV#8301	500.00
01/10/2024	GEN	54696	1423	KEVIN ARMSTEAD	VISION CLAIM REIMBURSEMENT: K.ARMSTEAD	716.63
01/10/2024	GEN	54697	1179	KONICA MINOLTA BUSINESS SOLUTIONS	COPY/PRINT CHARGES	590.05
01/10/2024	GEN	54698	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	14,594.59
01/10/2024	GEN	54699	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	90.41
01/10/2024	GEN	54700	1232	OFFICE DEPOT	OFFICE SUPPLIES - MARKERS, MANILA ENVELO	56.58
01/10/2024	GEN	54701	1235	OVERDRIVE, INC.	17 ADULT NF EBOOKS	2,065.43
01/10/2024	GEN	54702	1250	POSTMASTER	FEE RENEWAL PERMIT 558	275.00 V
01/10/2024	GEN	54703	1279	SHOUTBOMB LLC	TEXT MESSAGING MAINTENANCE FEE	732.00
01/10/2024	GEN	54704	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE	57.00
01/10/2024	GEN	54705	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	1,014.98
01/10/2024	GEN	54706	1310	T-MOBILE	MOBILE HOTSPOT SERVICE 2023	93.45
01/10/2024	GEN	54707	1344	THOMSON REUTERS - WEST	THOMSON REUTERS SUB 2024	165.86
01/10/2024	GEN	54708	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES	341.55
01/10/2024	GEN	54709	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES - Q4 2023	44.00
01/10/2024	GEN	54710	1471	JUDY MUHN	GENEALOGY PROGRAM	100.00
01/10/2024	GEN	54711	1470	VEG MICHIGAN	VEG MICHIGAN PROGRAM	150.00
01/17/2024	GEN	292(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,192.42
01/17/2024	GEN	293(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/17/2024	GEN	294(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
01/17/2024	GEN	295(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	589.50
01/24/2024	GEN	54712	1004	AFLAC	MONTHLY REMITTANCE-DECEMBER	100.44
01/24/2024	GEN	54713	1009	AMAZON CAPITAL SERVICES	IS SUPPLIES	255.27
01/24/2024	GEN	54714	1011	AMERICAN LIBRARY ASSOCIATION	ALA/PLA MEMBERSHIP-E.DAVIS	247.00
01/24/2024	GEN	54715	1185	AMY LEE	VISION CLAIM REIMBURSEMENT: A.LEE	161.12
01/24/2024	GEN	54716	1021	AT&T MOBILITY	2024 MOBILE PHONE SERVICE	331.04
01/24/2024	GEN	54717	1051	BLUE CARE NETWORK	COVERAGE - FEBRUARY 2024	22,750.37
01/24/2024	GEN	54718	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - DECEMBER	1,671.20
01/24/2024	GEN	54719	1425	CHRIS SAVAGE	AQUARIUM MAINTENANCE FEE & SUPPLIES	210.00
01/24/2024	GEN	54720	MISC ILL	CORNERSTONE UNIVERSITY MILLER LIBRA	ILL REPLACEMENT FEES	30.00
01/24/2024	GEN	54721	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	77 ADULT VIDEO GAMES	135.22
01/24/2024	GEN	54722	1467	CTS COMPANIES, INC.	RMM SERVICE 2024	270.00
01/24/2024	GEN	54723	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 12/1	10,162.16
01/24/2024	GEN	54724	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
01/24/2024	GEN	54725	1206	FARMINGTON COMMUNITY LIBRARY	METRO NET SCHOLASTIC BOOKFLIX RENEWAL 20	2,707.93
01/24/2024	GEN	54726	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,246.24
01/24/2024	GEN	54727	1114	J.C. EHRlich	K9 BED BUG INSPECTION & SERVICE TECHNICI	277.20
01/24/2024	GEN	54728	1179	KONICA MINOLTA BUSINESS SOLUTIONS	COPY/PRINT CHARGES	25.76
01/24/2024	GEN	54729	1188	LIBRARY DESIGN ASSOCIATES, INC.	EAST STUDY POD FURNISHINGS	12,031.00
01/24/2024	GEN	54730	1226	MARIAN NICHOLSON	VISION CLAIM REIMBURSEMENT: M.NICHOLSON	250.00
01/24/2024	GEN	54731	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,223.28
01/24/2024	GEN	54732	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	90.41
01/24/2024	GEN	54733	1235	OVERDRIVE, INC.	175 ADULT FICTION EBOOKS	19,939.44
01/24/2024	GEN	54734	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	1,570.00
01/24/2024	GEN	54735	1249	POSTMASTER	PERMIT 558 RENEWAL	310.00
01/24/2024	GEN	54736	1256	PRONUNCIATOR	PRONUNCIATOR SUBSCRIPTION 2024	1,578.00
01/24/2024	GEN	54737	1260	RAINBOW PRINTING	LIBRARY CARDS	1,211.00
01/24/2024	GEN	54738	1292	STAPLES BUSINESS ADVANTAGE	CS SUPPLIES - POST-IT EASEL PADS	495.54
01/24/2024	GEN	54739	1187	THE LIBRARY CORPORATION	ITS MARC RENEWAL	5,764.00
01/24/2024	GEN	54740	1308	THE LIBRARY NETWORK	INTERNET SERVICE 150MBIT	1,534.28
01/24/2024	GEN	54741	1311	TODAY'S BUSINESS SOLUTIONS, INC.	PRINTER ON RENEWAL FOR 2024	890.00
01/24/2024	GEN	54742	1321	TUMBLEWEED PRESS INC	TUMBLEPLATINUM RENEWAL 2024	999.00
01/24/2024	GEN	54743	1472	VALERIE WILSON	JAUARY VEGAN PROGRAM	300.00
01/24/2024	GEN	54744	1341	WAYNE COUNTY TREASURER	MONTHLY DELINQUENT TAX SETTLEMENT INVOIC	505.90
01/25/2024	GEN	54745	1249	POSTMASTER	MAIL PERMIT 558 RENEWAL	10.00
01/31/2024	GEN	296(E)	1203	MERS	MERS ANNUAL EMPLOYER ARC AND SURPLUS PAY	280,000.00
01/31/2024	GEN	297(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	6,161.73
01/31/2024	GEN	298(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS-01/31	1,616.35

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/31/2024	GEN	299(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS-01/3	9,188.88
01/31/2024	GEN	300(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS-01/31	50.00
01/31/2024	GEN	301(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES-1/31/2024	655.04

GEN TOTALS:

Total of 77 Checks: 446,328.20

Less 1 Void Checks: 275.00

Total of 76 Disbursements: 446,053.20



Director's Report March 2024

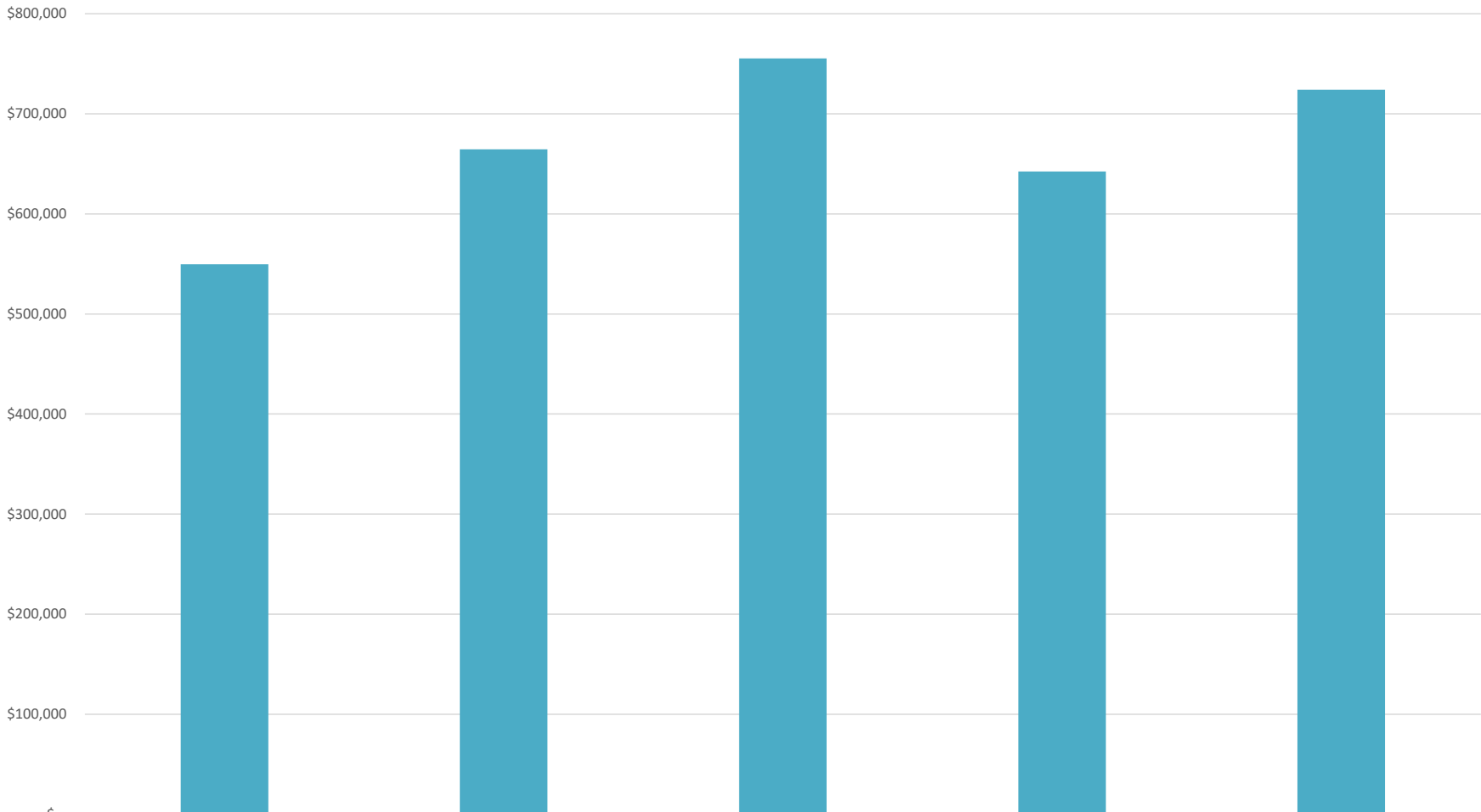
1. You have a number of discussion items at this month's meeting:
 - a. Debbie McHugh has prepared the annual chart showing the status of our endowment fund, held by the Canton Community Foundation/Local Impact Alliance. The fund has rebounded from past economic losses, and we remain pleased with the fund's performance since CCF took over as fiduciary. Thank you, Debbie, for this chart.
 - b. You will begin your 2025 budget discussions this month, starting with the recommended Library Materials budget percentage, and then discuss the potential full compliance with the Patient Protection and Affordable Care Act. My thanks to Collection Development Specialist Lisa Craig and Interim Information Services Department Head Kat Bounds for preparing the Library Materials recommendation, and to Business Services Department Head Marian Nicholson for her overview and analysis of the PPACA impacts.
 - c. Lastly, we have a first reading of a proposed revision to the Meeting Room Policy, prepared by Engagement & Design Department Head Laurie Golden. With the installation of new audiovisual systems in both the Community Room and the Friends' Activity Room, it is simpler and easier for renters to connect themselves to the a/v equipment. Previously, the complex a/v systems required intervention by our Information Technology staff to turn on and connect and calibrate, so renters who wanted to use our a/v system were charged for staff time. As we now have simpler, more seamless a/v systems, our recommendation is to revise the Meeting Room Policy to eliminate that charge. We believe this will be a benefit to the community.
2. Since the January meeting, we have replaced our security gates and sorter, as well as related software. We are still tweaking the sorter hardware and software, but overall the projects are complete. My thanks to Circulation Supervisors Denise Skopczyński 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.
3. In personnel news, since the last board meeting we welcomed Tony Blauvelt as a Part-Time Librarian. We have also posted for the Information Services Department Head, which Kat Bounds has generously added to her plate on an interim basis since late 2022. Thank you, Kat, for your leadership across two departments during our critical realignment process. We are confident that we will find a fantastic candidate, who will work alongside Kat through September to ensure a smooth transition, at which point Kat will return to her solo position as Circulation Services Department Head.
4. We have received the approvals and permits from the Township for the new group study rooms on the east wall of the library. 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. The work will be completed later this spring. We are excited to see these new rooms come to life!

5. The Friends of the Library board has asked for additional secure storage inside the library for their use. Bookstore Manager Kathy Young has worked with Marian Nicholson to scope out possibilities, and the Friends have agreed to pay for the manufacture and installation of a custom, lockable storage cabinet in the alcove by the TV Series DVDs. This alcove was created when we renovated the staff areas in 2019 and walled in a door leading from the public area to the staff area. We will have to relocate a fire extinguisher. This new cabinet will provide the Friends with secure storage that is nearly four feet wide, more than eight feet tall, and thirty inches in depth. My thanks to Marian Nicholson for her work on this effort.

Respectfully submitted,
Eva Davis, Director

Endowment Fund Activity



	2019	2020	2021	2022	2023
Ending Balance	\$549,723	\$664,478	\$755,365	\$642,403	\$723,964

Ending Balance



2025 Budget Recommendation Library Materials

We recommend that the Library Board of Trustees maintain the materials budget at 15% of the total 2025 Canton Public Library budget.

In the past, the Board has been interested in allocating 15% of the total budget to materials, and in seeing the online collections grow. This robust budget has allowed us to increase spending for online resources while still serving our patrons' needs for physical collections.

Our e-media circulation numbers continue to rise. We also continue to see a decline for the book on CD format, but enough dedicated users mean we still purchase the book on CD format for adults. However, this year the Hachette Book Group chose to no longer produce books on CD and has moved entirely to e-audio. This is the first time a major publishing company has made such a decisive choice to abandon the format. Our e-audiobook use from 2022 to 2023 increased 43% for Overdrive and 22% for hoopla. With the decline of the BCD format in the publishing industry and the enduring interest in books on audio, we would expect to see this trend continue.

The library's physical collections remain steadily popular. Newer collections such as Wonderbooks and Children's Kits have been very well received. Seed money from the Friends of the Canton Public Library gave these areas a wonderful start, and our strong materials budget allows them continued growth.

Continuing to keep the materials budget at 15% of total revenue helps us provide just in-time (anticipatory) delivery of collections to serve patrons when they want them and allows us the flexibility to expand and refresh collection areas.

Respectfully submitted,
Lisa Craig, Collection Development Specialist
Kat Bounds, Interim Information Services Department Head



Patient Protection and Affordable Care Act (PPACA) Discussion for Plan Year 2024/25

In preparation for the library's healthcare plan renewal, scheduled for approval by the board in June 2024 for plan year August 1, 2024 through July 31, 2025, the board will again discuss the advantages and disadvantages of the library's full compliance with the Patient Protection and Affordable Care Act (PPACA).

BACKGROUND

Canton Public Library policy [Employee Policy Handbook] limits the offer of benefits, including healthcare insurance, to regular full-time/salaried employees. However, section 6056 of the PPACA requires applicable large employers to offer healthcare coverage to all *Full-Time Equivalent* (FTE) employees (defined by PPACA as any employee averaging at least 130-hours per month in a measurement period).

For calendar year 2023, Canton Public Library reported to the Internal Revenue Service an average of 25 FTE eligible employees; 23 regular full-time/salaried employees offered coverage and two FTEs not offered coverage. An additional 17 part-time employees met the PPACA 130-hour standard for *at least one month of the year*; three of the 17 are working an average of more than 125-hours per month.

IRS Employer Mandate requirement 4980H (a) states: Applicable large employers (ALE) must offer minimum essential coverage (MEC) to at least 95% (or *all but five*) of FTE employees and their dependents each month. CPL is currently not liable for the 4980H (a) penalty as we meet the "all but five" criteria.

IRS Employer Mandate requirement 4980H (b) states: ALE must offer coverage that provides minimum value and is affordable to all FTE employees each month. The penalty for noncompliance is up to \$4,460 per FTE employee who enrolls through a public exchange and qualifies for a tax subsidy. CPL could be liable for the 4980H (b) penalty, up to a maximum of \$8,920 for our two uninsured FTEs.

OPTIONS & IMPACTS

CPL currently has 23 regular full-time/salaried employees; 21 enrolled in our health care coverage (HCC) and two with HCC through other family members. The addition of two FTE employees and their spouses to our current healthcare plan results in an estimated cost increase of ~\$25,000 per plan year (based on current average contract costs and 80/20 cost sharing).

EXPAND COVERAGE TO COMPLY WITH FEDERAL LAW

- CPL will be compliant with current PPACA mandates.
- All employees who qualify for coverage as defined under PPACA will be offered health care coverage.
- Based on current contract costs, coverage for two (2) FTE employees and their spouses is approximately \$25,000 annually. However, should more regular part-time employees reach the 130-hour per month average, the library would be obligated to offer HCC when they become eligible (which could be mid-year as the measurement period is limited to three months).
- Employees who receive an offer of HCC will not be eligible for Marketplace subsidies if they elect to decline CPL coverage and purchase a plan on their own through the public exchange.

- Library administration will update the CPL *Employee Policy Handbook to reflect the change in policy to expand healthcare coverage to all FTE employees who meet the PPACA eligibility requirements.

*Our current policy provides a distinct line between those who qualify for benefits, namely regular full-time/salaried employees, and all other employees. *Allowing some regular part-time employees to receive HCC benefits calls in to question their exclusion from other benefits.* If they qualify for HCC, why not dental insurance, long- and short-term disability insurance, life insurance and annual vision claim reimbursement? The same argument could be made for inclusion in the library's 401(a) matching fund contribution plan, which matches an employee's self-elected 457(b) defined contribution up to 5% of their annual salary.

RETAIN CURRENT COVERAGE PER LIBRARY POLICY

- CPL will continue to be non-compliant with federal law under current PPACA mandates.
- Only regular full-time/salaried employees as defined by the Employee Policy Handbook will be offered HCC for the 2024-2025 contract year.
- Employees with no offer of HCC may be eligible for Marketplace subsidies.
- If a PPACA-eligible employee purchases their own coverage through the public exchange and qualifies for subsidies CPL will be liable for a potential annual penalty, currently \$4,460 per eligible employee, a total exposure of \$8,920 for calendar year 2024.

BOARD DISCUSSION

The board's discussion this evening will provide direction to library administration as we work with Kapnick Insurance to research healthcare providers and plans for the 2024-25 plan year. If the board directs us to continue offering coverage only to regular full-time/salaried employees per our Employee Policy Handbook, we will proceed with Kapnick to evaluate plans and pricing. If the board directs us to expand the offer of coverage to comply with PPACA mandates, we need time to make those offers and work with Kapnick to update our employee census data and receive additional plan bids.

In either case, the board will review the providers and plans and vote to approve one at your June 20, 2024 meeting, as well as vote on the PA 152 employer/employee insurance premiums cost-sharing; either hard cap or 80%/20% split, as you do annually.

G. MEETING ROOM POLICY

1. PUBLIC USE OF LIBRARY MEETING ROOMS

Canton Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission – “The Canton Public Library connects your community,” the library makes the Community Room and Friends’ Activity Room available for public uses which support and further our mission.

Public use of library rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms are to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties.

Provision of library meeting rooms for public use does not constitute endorsement by Canton Public Library or by CPL staff, of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the library are not sponsored by Canton Public Library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, “This program is neither sponsored, co-sponsored nor endorsed by Canton Public Library.”** A sample of the literature must be received prior to distribution for approval by the Library Director or his/her designee.

This policy does not apply to meetings or use of the meeting rooms by the Canton Public Library or programs sponsored or co-sponsored by the library.

2. AVAILABILITY AND USE OF LIBRARY MEETING ROOMS

- Library meeting rooms indicate their maximum capacities. Meeting room users are responsible for ensuring that maximum capacities are not exceeded:
 - Community Room capacity = 100 people
 - Friends’ Activity Room capacity = 30 people
- Although the library will make every effort to avoid scheduling library sponsored or co-sponsored events which conflict with previously scheduled public uses of the meeting room, in the event that such conflicts arise, the library use will supersede the public use.

- Meeting room use will not be scheduled before or after library hours. Events must be terminated 15 minutes before the library closes.
- Library staff may attend or observe any event at any time.
- Library meeting rooms may not be reserved more than **one month** in advance of the requested use date.
- Due to the library's limited meeting room availability, the Friends' Activity Room is preferred for groups with anticipated attendance of 25 or fewer people. The Library Director or his/her designee has discretion to determine which room will be available to any applicant.
- To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Canton community may have opportunity to make use of the limited facilities available, no group may use the rooms for more than twelve (12) meetings per year.

3. FREE USE OF LIBRARY MEETING ROOMS

Library meeting rooms are available for use, free of charge, to groups or individuals meeting all of the following criteria:

- The group or organization sponsoring the event must be a 501(c)(3) non-profit group or an individual or group that is indisputably not commercial but is cultural, educational or informational in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or his/her designee.
- Library meeting rooms are available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting rooms are allowed.
- Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.
- With the exception of library-sponsored or co-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

4. RENTAL OF LIBRARY MEETING ROOMS: (FEE CATEGORIES FOLLOW)

Individuals or organizations not able to meet the criteria for free use of library meeting rooms may be eligible to rent library meeting rooms for a fee, subject to a determination that the proposed use is

appropriate to the space, and not disruptive to regular library functions. Final determination regarding eligibility to rent library meeting rooms rests with the Library Director or his/her designee.

Meeting room rental fees will be charged in accordance with the following fee schedule adopted by the Library Board of Trustees.

Category 1	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
Category 2	No Charge	Canton Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(c)(3)	Homeowners associations, public lectures, panel discussions, workshops and other similar functions. 501(c)(3) documentation may be required.
Category 3	\$50.00/per session (up to 4 hours)	For-Profit Organizations/Businesses within Canton	For-profit businesses of Canton residents or businesses located within Canton.
Category 4	\$200.00/per session (up to 4 hours)	Non-Resident	Non-Resident for-profit groups, individuals or organizations
Category 5		No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms.
Additions	\$25.00 Kitchen/ *Cleaning Deposit \$50.00 Equipment Rental fee		The Community Room kitchen is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. No cooking appliances may be used. *Depending on the nature of the event (craft, food service, etc.) a \$25 cleaning deposit may be required. Projector, laptop, DVD player, microphone, presentation remote, extension cord. These Additions are further described in Section 6.

5. SCHEDULING AND RESERVING LIBRARY MEETING ROOMS FOR PUBLIC USE

Public Use of Library Meeting Rooms

Meeting room agreements must be fully executed and deposit/rental fees, if applicable, must be paid no later than 7 days in advance of the requested use date and before a reservation is considered confirmed. All reservations will be made on a first-come, first-served basis. An adult (18 years of age or older) representative of the group must complete and sign the [Meeting Room Application](#) and pay any fees owed. The meeting room will only be booked upon approval of the Library Director or his/her designee, who will contact the applicant upon approval. If the Meeting Room Application is not received within 48 hours of the initial request for a meeting room, the tentative booking will be released. The signer of the Meeting Room Application must be present for the room to be opened for use. Do not assume that the reservation has been approved upon submission of the application. Whenever possible, meeting room reservations should be made *at least one week in advance of the requested use date*. Cancellations must be made at least three days prior to the scheduled use, as further outlined in Section 6.

- **Guarantee** - The library is not able to guarantee that a particular time slot will continue to be available to any organization.
- **Rescheduling** - The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.

6. RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

Library meeting room users must agree to abide by the Library Code of Conduct and the following Rules of Conduct specific to Canton Public Library meeting room use:

- **Contact/Registration** – Meeting room users are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for the meeting. Library staff will not handle registration or answer questions concerning the organization's use of the Community or Friends' Activity Rooms.
- **No Interference with Library Operations** – Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Room. Meeting room users must observe the library's Code of Conduct and all library policies.
- **Electronics** – ~~Electronic equipment, such as a projector, laptop, DVD player, microphone, presentation remote, or extension cord, may be rented for a non-refundable fee, which includes, if necessary, technician assistance with the set-up.~~ Request for equipment rental must be made at the time of application. The library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users. The Library does not guarantee the availability of any equipment.

- **False Information** – Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
- **Fees/Admission** – No admission or fees of any kind may be charged to attend programs or meetings held at the library.
- **Food/Refreshments** – Alcoholic beverages are not allowed in any meeting room, unless part of a Library sponsored or co-sponsored event and has been approved by the Library Director. The library does not provide supplies such as cups, containers, coffee makers, etc. Commercially prepared food such as pizza, sandwiches, box lunches are allowed. No cooking appliances may be used. Please note the following regulations related to each room:

Community Room – Although the Community Room has a kitchen, it is not intended for cooking, but rather to provide a convenient space for the preparation of ready-to-serve items or light refreshments. Kitchen use requires a \$25 deposit which will be returned upon inspection of the kitchen and meeting room.

Friends' Activity Room – No access to the Community Room kitchen is provided with Friends' Activity Room reservations.

- **Minors** – Groups including minors must be supervised by at least one responsible adult 18 years of age or older. Responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than 20 must have sufficient adult supervisors to maintain a ratio of at least one adult per 20 minors.
- **Publicity** – Applicant shall not promote their event with the library name and address or location without a signed, approved Meeting Room Application. Publicity for events to be held in the library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Canton Public Library, unless prior permission to do so has been given in writing.
- **Reservation Reassignment** – Groups or organizations may not assign their reservations to other groups or organizations.
- **Responsibility** – Meeting rooms and other library spaces must be left in their original condition, neat, clean, and undamaged. Nothing can be taped, tacked or otherwise adhered to the Community Room or Friends' Activity Room walls. Excessive amounts of garbage (beyond the capacity of trash receptacles provided in the meeting rooms) must be removed to the library dumpster (located at the southwest back corner of the library) by the room user. Users (the signer of the Meeting Room Application) must pay the cost to clean, repair, or replace any library electronic equipment, other equipment, furniture, facility, or grounds they damage. Meeting rooms shall be inspected and secured by library staff before departure of a group.

The individual who signs the Meeting Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.

- **Room Set Up** – Individuals and organizations using library facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.
- **Printed Materials/Literature** – Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building. Persons or groups using the meeting rooms shall not leave printed materials on library property without prior approval of the Library Director in accordance with Library Policy.
- **Room Departure** – Meeting rooms must be secured according to instructions provided by library staff.
- **Storage** – The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The library is not able to provide storage space for materials or equipment between meetings. The library will not accept deliveries on behalf of the group. Items left in the meeting rooms will be moved to lost & found or discarded.
- **Indemnification** – Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless the Canton Public Library and its appointed officials, boards, committees, agents and employees (collectively, the “library”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.
- **No Shows/Violations:**
 - Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. Any fees/deposits will not be refunded.
 - If an individual/organization fails to show for a reserved time slot, after 30 minutes the library may cancel the reservation and allow another use of the room. Any fees/deposits will not be refunded.
 - If an individual/organization fails to utilize a meeting room reservation without notifying the library of the cancellation at least three days prior to the scheduled use, the Library Director or his/her designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period. Any fees/deposits will not be refunded.
 - If the Rules of Conduct for Meeting Room Use are not observed, the Library Director or his/her designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period. Any fees/deposits will not be refunded.
 - Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Library Board of Trustees. Such appeals must be submitted in writing to the Chair of the Library Board within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.

Canton Public Library Board of Trustees
1200 S. Canton Center Rd.
Canton, MI 48188
<http://www.cantonpl.org>

The decision of the Library Board is final.

Revision Adopted by Library Board 06/30/2016
Motion No. 16/6-30-4

(Original policy 11/04-22-4)