



Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – September 18, 2025
2. General Meeting Minutes – August 21, 2025
3. Closed Session Minutes – August 21, 2025
4. Financial Statements – August 31, 2025
 - a. Balance Sheet
 - b. Revenue and Expenditure Summary
 - c. Revenue and Expenditure Expanded
 - d. Check Register
5. Director's Report
6. 2026 Calendar of Board Meetings and Holiday Closures



Library Board of Trustees Meeting Agenda – September 18, 2025

7:00 PM

Call the Meeting to Order
Call to the Audience (5-minute maximum per person)

By Unanimous Consent

Approve Agenda

By Unanimous Consent

Approve August 21, 2025 Meeting Minutes

By Unanimous Consent

Approve August 21, 2025 Closed Session Minutes

Administrative Reports

Communications
Report of the Library Director
Trustee Comments

Committee Reports

None

Unfinished Business & General Orders

Item of Action 25/9-18-1: Approval of 2026 Schedule of Board Meetings
and Library Closures

Adjourn

Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

August 21, 2025 – 7:00 PM

The Chairperson, J. Lee, called the meeting to order at 7:00 PM.

Present: H. Abdu, A. Iqbal, J. Lee, A. Wahby, A. Watts

Absent: N. Eggenberger

Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE

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

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

None

DIRECTOR'S REPORT

The library will be getting new furniture installed before the end of the year. In the area where adult fiction used to be shelved, there will soon be seating and a study area.

As of July 31, the library was 58% through the fiscal year. The 2nd Quarter Budget Amendment recognizes additional revenues the library has received, including the Wayne County penal fine settlement, and allocates them to expenditures. Next week, the library will be migrating its financial software to the cloud version of BS&A.

TRUSTEE COMMENTS

None

COMMITTEE REPORTS

None

NEW BUSINESS

Approve 2nd Quarter Budget Amendment – A. Watts moved, and A. Wahby supported a motion to accept the 2nd Quarter Budget Amendment as presented.

The motion passed unanimously 25/8-21-1 (5-0-0)

2026 Budget – Expenditures: MERS pension contribution – E. Davis advised the library’s proposal is to increase the annual contribution to \$330,000. It is the library’s goal for the MERS fund to eventually be self-sustaining and no longer require annual operating funds. J. Lee asked if it would be possible to make a one-time payment to bring the account to 120% funding. Business Services Department Head Marian Nicholson confirmed the board can initiate this at any time. However, once the funds were disbursed to MERS, the library would no longer have access to the funds in case of market volatility. M. Nicholson and E. Davis will prepare a document detailing several potential options for overfunding the MERS pension contribution account.

1st Draft of 2026 Budget and 2027-2028 projections – M. Nicholson explained that the largest increase in expenditures is in capital outlay, partially due to tariffs and economic uncertainty. Circulation Services Department Head Kat Bounds advised that there are placeholders in the budget to allow for additional postage in case funding is cut for the Michigan eLibrary interlibrary loan program. M. Nicholson confirmed the library is researching ways to mitigate building flooding from severe rain; although the building was designed with flood protection in mind, extreme weather events have become increasingly more frequent, and the storm drains have been unable to keep up with the flow.

Conversion of Communications Specialist from part-time to full-time – A. Watts moved, and A. Iqbal seconded a motion to approve the conversion of one Communications Specialist role from part-time to full-time.

The motion passed unanimously 25/8-21-2 (5-0-0)

2026 Schedule of Board Meetings and Library Closures – E. Davis advised that the township has confirmed Liberty Fest will again be all-day on Thursday, Friday and Saturday. Because it would be difficult for part-time staff to make up the missed hours from three full days of closure, the library recommends classifying Thursday, Friday and Saturday as paid holidays. The board did not have any additional questions at this time.

Patron Appeal 2025-08-01 – Closed session to consider material exempted by statute (Library Privacy Act 455 of 1982, MCL 397.603) – A. Watts moved, and A. Wahby supported a motion to move into closed session to consider material exempt from disclosure by the Michigan Library Privacy Act.

ROLL CALL VOTE

Yes: H. Abdu, A. Iqbal, J. Lee, A. Wahby, A. Watts

No: None

Abstain: None

The motion passed unanimously 25/8-21-3 (5-0-0)

REGULAR MEETING RESUMED AT 8:21 PM.

Patron Appeal 2025-08-01, to uphold, revise, or revoke trespass – A. Iqbal moved, and A. Wahby supported a motion to uphold the patron’s suspension but modify the terms to allow the patron to return to the library after 3 months.

The motion passed anonymously 25/8-21-4 (5-0-0)

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 8:24 PM.

Amy Watts, Secretary-Treasurer



Canton Public Library Board of Trustees Closed Session Minutes

Thursday, August 21, 2025

8:01 PM

Canton Public Library – Community Room

Closed discussion to discuss material exempt from disclosure by the Michigan Library Privacy Act.

Present: H. Abdu, A. Iqbal, J. Lee, A. Wahby, A. Watts

Absent: N. Eggenberger

Also Present: E. Davis

The board moved into closed session to discuss Patron Appeal 2025-08-01.

A. Watts moved, and A. Iqbal supported a motion to return to open discussion.

The motion passed unanimously 25/8-21-1CS

Amy Watts, Secretary-Treasurer

09/08/2025

BALANCE SHEET REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 08/31/2025

		YTD Balance 08/31/2025
GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	4,486,716.44
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	19,005.65
101-000.00-002.00	SAVINGS	1,002,411.59
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	5,148,218.84
Total Assets		10,656,352.52
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	131,683.61
101-000.00-219.01	SOCIAL COMMITTEE	3,583.27
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	2,501.27
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	5,677.49
Total Liabilities		143,945.64
*** Fund Equity ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,962,701.85
Total Fund Equity		6,962,701.85
Total Fund 101:		
TOTAL ASSETS		10,656,352.52
BEG. FUND BALANCE		6,962,701.85
+ NET OF REVENUES & EXPENDITURES		3,549,705.03
= ENDING FUND BALANCE		10,512,406.88
+ LIABILITIES		143,945.64
= TOTAL LIABILITIES AND FUND BALANCE		10,656,352.52

09/08/2025

BALANCE SHEET REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 08/31/2025

		YTD Balance 08/31/2025
GL Number	Description	Normal (Abnormal)
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	(20,033.85)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,907,418.71
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(6,671,530.75)
901-000.00-146.00	FURNITURE AND EQUIPMENT	2,024,912.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,570,080.01)
901-000.00-150.00	LIBRARY MATERIALS	4,397,966.21
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,139,040.57)
901-000.00-160.00	HARDWARE	1,350,742.60
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(927,741.71)
901-000.00-162.00	SOFTWARE	1,172,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(1,031,140.70)
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	668,117.00
Total Assets		10,294,455.04
*** Liabilities ***		
901-000.00-334.00	NET PENSION LIABILITY	87,948.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	157,827.00
Total Liabilities		245,775.00
*** Fund Equity ***		
901-000.00-399.00	INVESTMENT IN ASSETS	10,048,680.04
Total Fund Equity		10,048,680.04
Total Fund 901:		
TOTAL ASSETS		10,294,455.04
BEG. FUND BALANCE		10,048,680.04
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		10,048,680.04
+ LIABILITIES		245,775.00
= TOTAL LIABILITIES AND FUND BALANCE		10,294,455.04

09/09/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 08/31/2025

Description	2025 Amended Budget	YTD Balance 08/31/2025 Normal (Abnormal)	Available Balance 08/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND				
Revenues				
PROPERTY TAXES	7,875,896.00	7,876,418.64	(522.64)	100.01
STATE AID TO LIBRARIES	107,185.00	107,185.88	(0.88)	100.00
LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
PHOTOCOPY FEES	40,000.00	25,266.48	14,733.52	63.17
REPLACEMENT-LIBRARY MATERIALS	10,000.00	9,063.86	936.14	90.64
MEETING ROOM RENTAL	1,700.00	1,650.00	50.00	97.06
PENAL FINES	315,507.00	360,570.47	(45,063.47)	114.28
INTEREST INCOME	150,000.00	172,165.53	(22,165.53)	114.78
COMMISSION	10,000.00	8,672.06	1,327.94	86.72
OTHER REVENUE	14,000.00	18,054.66	(4,054.66)	128.96
Revenues	8,581,876.00	8,636,635.43	(54,759.43)	100.64
Expenditures				
SALARIES & WAGES	3,790,000.00	2,325,269.94	1,464,730.06	61.35
FRINGE BENEFITS	989,400.00	704,348.20	285,051.80	71.19
SUPPLIES	169,000.00	65,757.72	103,242.28	38.91
LIBRARY MATERIALS	1,288,000.00	814,894.21	473,105.79	63.27
PROFESSIONAL & CONTRACTUAL	580,120.00	390,760.99	189,359.01	67.36
COMMUNICATIONS	40,000.00	26,786.10	13,213.90	66.97
PRINTING	51,800.00	18,357.75	33,442.25	35.44
UTILITIES	200,000.00	109,448.08	90,551.92	54.72
MAINTENANCE & REPAIRS	324,000.00	170,672.74	153,327.26	52.68
RENTALS/LEASES	12,500.00	5,256.77	7,243.23	42.05
BUILDING IMPROVEMENTS	20,000.00	20,125.00	(125.00)	100.63
INSURANCE	73,500.00	60,014.88	13,485.12	81.65
CAPITAL OUTLAY	1,172,400.00	357,189.28	815,210.72	30.47
PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
TRAVEL	57,930.00	14,307.36	43,622.64	24.70
COMMUNITY PROMOTION	26,200.00	3,741.38	22,458.62	14.28
Expenditures	8,796,850.00	5,086,930.40	3,709,919.60	57.83
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,581,876.00	8,636,635.43	(54,759.43)	100.64
TOTAL EXPENDITURES	8,796,850.00	5,086,930.40	3,709,919.60	57.83
NET OF REVENUES & EXPENDITURES:	(214,974.00)	3,549,705.03	(3,764,679.03)	
BEG. FUND BALANCE - ALL FUNDS	6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS	6,747,727.85	10,512,406.88		

09/09/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 08/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 08/31/2025 Normal (Abnormal)	Available Balance 08/31/2025 Normal (Abnormal)	% Bdgt Used
<hr/>					
Fund: 101 GENERAL FUND					
101-000.00-401.00	PROPERTY TAXES	7,875,896.00	7,876,418.64	(522.64)	100.01
101-000.00-539.00	STATE AID TO LIBRARIES	107,185.00	107,185.88	(0.88)	100.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	25,266.48	14,733.52	63.17
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	10,000.00	9,063.86	936.14	90.64
101-000.00-651.00	MEETING ROOM RENTAL	1,700.00	1,650.00	50.00	97.06
101-000.00-656.00	PENAL FINES	315,507.00	360,570.47	(45,063.47)	114.28
101-000.00-665.00	INTEREST INCOME	150,000.00	172,165.53	(22,165.53)	114.78
101-000.00-668.00	COMMISSION	10,000.00	8,672.06	1,327.94	86.72
101-000.00-675.00	OTHER REVENUE	14,000.00	18,054.66	(4,054.66)	128.96
Revenues		8,581,876.00	8,636,635.43	(54,759.43)	100.64
<hr/>					
Account Category: Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	2,325,269.94	1,464,730.06	61.35
101-790.00-716.01	TAXES-FICA/MC	290,000.00	184,451.91	105,548.09	63.60
101-790.00-716.02	DENTAL	23,000.00	7,324.24	15,675.76	31.84
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,020.00	1,020.00	0.00	100.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	16,000.00	11,529.09	4,470.91	72.06
101-790.00-716.05	MEDICAL INSURANCE	308,580.00	180,097.97	128,482.03	58.36
101-790.00-716.06	MEDICAL BUY OUTS	4,800.00	0.00	4,800.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	1,989.97	5,510.03	26.53
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	4,903.12	96.88	98.06
101-790.00-717.01	RETIREMENT DC PLAN (401A)	52,500.00	33,031.90	19,468.10	62.92
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	18,000.00	9,653.22	8,346.78	53.63
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	267,040.00	164,059.24	102,980.76	61.44

GL Number	Description	2025 Amended Budget	YTD Balance 08/31/2025 Normal (Abnormal)	Available Balance 08/31/2025 Normal (Abnormal)	% Bdgt Used
101-790.00-730.02	AV (MEDIA)	97,560.00	55,323.58	42,236.42	56.71
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	923,400.00	595,511.39	327,888.61	64.49
101-790.00-802.00	LEGAL	25,000.00	2,149.55	22,850.45	8.60
101-790.00-803.00	AUDIT	19,000.00	19,000.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	500.00	0.00	500.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	542.25	657.75	45.19
101-790.00-850.00	COMMUNICATIONS	40,000.00	26,786.10	13,213.90	66.97
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	160,000.00	91,109.21	68,890.79	56.94
101-790.00-922.00	GAS	20,000.00	7,825.55	12,174.45	39.13
101-790.00-923.00	WATER	20,000.00	10,513.32	9,486.68	52.57
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	56,868.53	41,131.47	58.03
101-790.00-932.01	LAWN & GROUNDS	58,800.00	18,796.87	40,003.13	31.97
101-790.00-932.02	SNOW & ICE	38,000.00	11,200.00	26,800.00	29.47
101-790.00-933.00	BUILDING SECURITY	7,500.00	4,827.60	2,672.40	64.37
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	57,900.00	50,506.41	7,393.59	87.23
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	12,483.00	10,517.00	54.27
101-790.00-935.00	BUILDING REPAIRS	20,000.00	9,160.78	10,839.22	45.80
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	6,829.55	13,170.45	34.15
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	3,838.10	6,161.90	38.38
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	1,418.67	1,081.33	56.75
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	20,125.00	(125.00)	100.63
101-790.00-969.00	INSURANCE	73,500.00	60,014.88	13,485.12	81.65
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	50,000.00	10,434.00	39,566.00	20.87
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	530,000.00	7,835.00	522,165.00	1.48
101-790.00-975.00	FURNITURE AND EQUIPMENT	288,400.00	165,944.00	122,456.00	57.54
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	270,000.00	144,911.46	125,088.54	53.67
101-790.00-979.00	SOFTWARE	34,000.00	28,064.82	5,935.18	82.54
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	210.00	990.00	17.50

GL Number	Description	2025 Amended Budget	YTD Balance 08/31/2025 Normal (Abnormal)	Available Balance 08/31/2025 Normal (Abnormal)	% Bdgt Used
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	3,000.00	0.00	3,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	0.00	1,000.00	0.00
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	0.00	200.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	8,196.24	4,303.76	65.57
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	10,956.33	19,543.67	35.92
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	9,769.98	4,730.02	67.38
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	1,988.40	811.60	71.01
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	11,483.35	5,016.65	69.60
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	3,232.00	9,368.00	25.65
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,975.00	1,189.30	785.70	60.22
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,725.00	4,287.00	6,438.00	39.97
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000.00	5,372.75	4,627.25	53.73
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,950.00	2,600.00	350.00	88.14
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,000.00	0.00	5,000.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,150.00	1,464.00	3,686.00	28.43
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	218.40	1,781.60	10.92
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	1,200.00	0.00	1,200.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	571.00	729.00	43.92
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,000.00	3,396.78	603.22	84.92
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,500.00	649.42	4,850.58	11.81
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	7,162.59	12,837.41	35.81
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	300.00	173.02	126.98	57.67
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	18,876.85	4,123.15	82.07
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	47,520.00	27,883.92	19,636.08	58.68
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	789.00	861.00	47.82
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	6,680.00	1,503.18	5,176.82	22.50
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	2,800.00	522.96	2,277.04	18.68
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,300.00	760.37	539.63	58.49
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	412.10	24,587.90	1.65
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	23,600.57	16,399.43	59.00

GL Number	Description	2025 Amended Budget	YTD Balance 08/31/2025 Normal (Abnormal)	Available Balance 08/31/2025 Normal (Abnormal)	% Bdgt Used
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	10,546.00	24,454.00	30.13
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	480.00	520.00	48.00
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	4,000.00	1,005.16	2,994.84	25.13
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,200.00	347.83	852.17	28.99
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	25,000.00	3,741.38	21,258.62	14.97
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	17,786.75	32,213.25	35.57
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,600.00	1,413.89	1,186.11	54.38
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	768.48	1,231.52	38.42
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	2,138.00	362.00	85.52
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	16,000.00	7,871.10	8,128.90	49.19
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,500.00	365.62	1,134.38	24.37
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	30,000.00	10,456.90	19,543.10	34.86
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	245,810.88	64,189.12	79.29
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	327.00	1,173.00	21.80
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	11,000.00	10,242.57	757.43	93.11
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	11,000.00	920.00	10,080.00	8.36
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	89.11	1,010.89	8.10
Expenditures		8,796,850.00	5,086,930.40	3,709,919.60	57.83
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,581,876.00	8,636,635.43	(54,759.43)	100.64
TOTAL EXPENDITURES		8,796,850.00	5,086,930.40	3,709,919.60	57.83
NET OF REVENUES & EXPENDITURES:		(214,974.00)	3,549,705.03	(3,764,679.03)	
BEG. FUND BALANCE - ALL FUNDS		6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS		6,747,727.85	10,512,406.88		

09/08/2025

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE 08/01/2025 - 08/31/2025

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank GEN GENERAL CHECKING					
08/01/2025	55754	COURTNEY LUKETICH	COURTNEY LUKETICH	LONGEVITY AWARD - 5 YEARS - C LUKETICH	100.00
08/06/2025	55755	AFLAC	AFLAC	MONTHLY REMITTANCE-JULY	180.90
08/06/2025	55756	ALLEGION ACCESS TECH LLC	ALLEGION ACCESS TECH LLC	BAD CABLE ON FRONT ENTRY DOOR	163.84
08/06/2025	55757	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$325	1,209.71
08/06/2025	55758	AMERICAN UNITED LIFE INSURANCE CO	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIUM	1,251.18
08/06/2025	55759	AMERICAN UNITED LIFE INSURANCE CO	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHLY FEE	25.50
08/06/2025	55760	CANTON CANOPIES	CANTON CANOPIES	TENT FOR FINAL PARTY 8/16/25	395.00
08/06/2025	55761	CANTON TOWNSHIP WATER DEPARTMENT	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 05/01/2025-06/29/2025	4,166.12
08/06/2025	55762	CEE-CLEAN WINDOW CLEANING CO., INC	CEE-CLEAN WINDOW CLEANING CO., INC	COMMERCIAL WINDOW CLEANING SERVICE	1,142.00
08/06/2025	55763	CRIMSON MULTIMEDIA DISTRIBUTION, IN	CRIMSON MULTIMEDIA DISTRIBUTION, IN	39 ADULT VIDEO GAMES	1,459.52
08/06/2025	55764	DARRIN GARRISON	DARRIN GARRISON	HOT DOGS FOR FINAL PARTY 8/16/25	650.00
08/06/2025	55765	FRITTS AND CHIPS	FRITTS AND CHIPS	MUSIC PERFORMANCE FOR FINAL PARTY	600.00
08/06/2025	55766	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT SERVICES	TRAY LINERS, MIXING TUBS, HARDWARE	31.58
08/06/2025	55767	INGRAM LIBRARY SERVICES	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	4,348.08
08/06/2025	55768	KANOPY, INC	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	1,011.50
08/06/2025	55769	LA GELATI CANTON	LA GELATI CANTON	GELATI FOR FINAL PARTY 8/16/25	1,225.00
08/06/2025	55770	MIDWEST TAPE	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	28,502.76
08/06/2025	55771	NORTHSTAR MAT SERVICE	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	154.34
08/06/2025	55772	ODP BUSINESS SOLUTIONS	ODP BUSINESS SOLUTIONS	TPW SUPPLIES - PENS	52.38
08/06/2025	55773	OVERDRIVE, INC.	OVERDRIVE, INC.	2 EBOOKS, 2 AUDIOBOOKS	17,012.25
08/06/2025	55774	PETTY CASH	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	680.00
08/06/2025	55775	PLAYAWAY PRODUCTS LLC	PLAYAWAY PRODUCTS LLC	31 WONDERBOOKS	2,114.69
08/06/2025	55776	PROGRESSIVE PRINTING	PROGRESSIVE PRINTING	BUSINESS CARDS - BRITT	118.00
08/06/2025	55777	RAINBOW PRINTING	RAINBOW PRINTING	LIBRARY CARDS	1,146.00
08/06/2025	55778	SEIPPEL AIR INNOVATIONS	SEIPPEL AIR INNOVATIONS	COIL CLEANING MAIN AC RTU	1,500.00
08/06/2025	55779	TRUGREEN	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	478.26
08/06/2025	55780	UNIQUE PONY RIDES AND PETTING FARM	UNIQUE PONY RIDES AND PETTING FARM	PETTING ZOO FOR FINAL PARTY 8/16	450.00
08/06/2025	55781	VIKING CLOUD, INC	VIKING CLOUD, INC	PCI DSS RENEWAL	249.00
08/08/2025	527(A)	FASTSIGNS	FASTSIGNS	FRIENDS LOBBY BOOKSTORE SIGN	1,632.60
08/12/2025	55782	D&M ART STUDIO	D&M ART STUDIO	2-3 FACE PAINTERS FOR FINAL PARTY 8/16/25	200.00
08/12/2025	55783	VRUNDA BHAVSVAR	VRUNDA BHAVSVAR	HENNA FOR FINAL PARTY 8/16/25	150.00
08/13/2025	528(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,576.01
08/13/2025	529(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,475.05
08/13/2025	530(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	550.00
08/13/2025	531(E)	PAYLOCITY	PAYLOCITY	PAYROLL PROCESSING FEES	291.90
08/13/2025	532(E)	PAYLOCITY	DEBORAH MCHUGH	PRIZE PATROL MILEAGE	146.78
08/16/2025	540(E)	JP MORGAN CHASE BANK-ONE CARD	AMERICAN LIBRARY ASSOCIATION	WEBINAR: PRACTICING ADAPTIVE LEADERSHIP	111,045.96
08/16/2025	541(E)	VOID			0.00 V

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
08/16/2025	542(E)	VOID			0.00 V
08/16/2025	543(E)	VOID			0.00 V
08/16/2025	544(E)	VOID			0.00 V
08/16/2025	545(E)	VOID			0.00 V
08/16/2025	546(E)	VOID			0.00 V
08/16/2025	547(E)	VOID			0.00 V
08/20/2025	55784	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$80	1,494.37
08/20/2025	55785	AUNT FLOW	AUNT FLOW	QUARTERLY SHIPMENTS OF MENSTUAL PRODUCTS	456.00
08/20/2025	55786	BEARDED FISH AQUATICS	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	200.00
08/20/2025	55787	BLUE CARE NETWORK OF MICHIGAN	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - SEPTEMBER 2025	26,404.03
08/20/2025	55788	BRODART CO.	BRODART CO.	PROCESSING SUPPLIES TPW #L0612	187.57
08/20/2025	55789	CAMFIL USA, INC.	CAMFIL USA, INC.	FILTERS FOR ROOF TOP UNITS	6,762.98
08/20/2025	55790	CRIMSON MULTIMEDIA DISTRIBUTION, IN	CRIMSON MULTIMEDIA DISTRIBUTION, IN	39 ADULT VIDEO GAMES	1,067.53
08/20/2025	55791	DEMCO, INC.	DEMCO, INC.	ACRYLIC SLAT HOLDERS FOR THE LOBBY	210.79
08/20/2025	55792	DTE ENERGY	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	14,799.13
08/20/2025	55793	EBSCO INFORMATION SERVICES	EBSCO INFORMATION SERVICES	2026 RENEWAL EBSCO NOVELIST	3,491.00
08/20/2025	55794	FE TECHNOLOGIES AMERICAN CORP	FE TECHNOLOGIES AMERICAN CORP	RFID MAINTENANCE 2026	16,294.00
08/20/2025	55795	FLOOR SAVERS	FLOOR SAVERS	DEEP CLEANING FOR LVT FLOORING IN PUBLIC SPACES	1,290.00
08/20/2025	55796	FOLKMANIS PUPPETS	FOLKMANIS PUPPETS	ORDER NOT TO EXCEED \$400	367.71
08/20/2025	55797	INGRAM LIBRARY SERVICES	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,776.58
08/20/2025	55798	MIDWEST TAPE	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,299.25
08/20/2025	55799	MIKE K MCCLURE	MIKE K MCCLURE	BLOG WRITING 3 POSTS, RESEARCH AND INTERVIEWS JULY	875.00
08/20/2025	55800	NORTHSTAR MAT SERVICE	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
08/20/2025	55801	OCLC	OCLC	OCLC CATEXPRESS 2026 RENEWAL	784.15
08/20/2025	55802	OVERDRIVE, INC.	OVERDRIVE, INC.	21 EBOOKS, 10 AUDIOBOOKS	15,187.97
08/20/2025	55803	PETTY CASH	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	580.00
08/20/2025	55804	RELIABLE LANDSCAPING, INC.	RELIABLE LANDSCAPING, INC.	ERADICATE WEEDS IN PARKING LOT AND ALONG CURBS	3,410.00
08/20/2025	55805	THE LIBRARY NETWORK	THE LIBRARY NETWORK	TLN WAN INTERNET ACCESS - 500MB-2ND QRTR	1,515.19
08/20/2025	55806	UNIQUE MANAGEMENT SERVICES	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	210.90
08/27/2025	533(E)	PAYLOCITY	JOHN VISNAW III	VISION CLAIM REIMBURSEMENT: J.VISNAW	431.18
08/27/2025	535(E)	MERS	MERS	EMPLOYEE PENSION DEDUCTION	4,371.74
08/27/2025	536(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	550.00
08/27/2025	537(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,421.12
08/27/2025	538(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,549.05
08/27/2025	539(E)	PAYLOCITY	PAYLOCITY	PAYROLL PROCESSING FEES	986.13
08/30/2025	55807	MARIAN NICHOLSON	MARIAN NICHOLSON	LONGEVITY AWARD - 15 YEARS - M NICHOLSON	300.00
GEN TOTALS:					
Total of 74 Checks:					310,836.45
Less 7 Void Checks:					0.00
Total of 67 Disbursements:					310,836.45



Director's Report September 2025

1. Please remember that we will be meeting in the Friends Activity Room starting this month, and that there will be two board meetings. The first is the required Budget Hearing, where you will hear any public comments about the 2026 Budget, then vote to approve the budget and approve the 2026 millage rate. There will be a break once the hearing is adjourned so that we can get signatures on the required forms to submit to the Township and the County by the deadline of September 30 to appear on the winter tax bills. The regular meeting will be held after the break, where you will approve the 2026 Calendar of Board Meetings and Library Closures.
2. The library will be closed on Friday, September 19, for our annual Staff Inservice. This is our once-a-year opportunity to bring all library staff together for learning and team bonding. My thanks to the Staff Day Committee for their hard work: Librarian Lisa Boyd, Chair; Business Office Assistant Keri Burgess; Librarian Michelle DiMuzio; Circulation Assistant Mary Fortino; Substitute Circulation Assistant Jeanine Gillikin; Librarian Michelle Neuwirth-Gray; and IT Specialist Jessica Riemke.
3. At our annual staff picnic in August, the Friends of the Library awarded educational scholarships to Substitute Page Tristan Williams and Librarian Lisa Boyd. Tristan is teaching degree, and Lisa is pursuing her doctorate. The Friends also donated funds to start an Albanian collection in our International Languages section, and to expand our Youth Kits. This is in addition to the Friends' generous donations for our summer programming and the staff picnic itself. My thanks to board members Jasmine Lee, Amina Iqbal, and Hasina Abdu for taking time out of their day to join us!
4. In personnel news, since the August board meeting we welcomed a new Substitute Page, Alexandra Freeman. We also congratulated Noah Varton on his promotion from IT Specialist I to IT Specialist II.
5. We continue to share our innovations and expertise with the greater library industry, with two conference proposals accepted by the Michigan Library Association for presentation at their annual conference at the end of October. Library Manager Amy Lee and Engagement & Design Department Head Laurie Golden will present "Connecting Canton: Shifting from Passive to Proactive," while Circulation Services Department Head Kat Bounds, Circulation Supervisor Barb Gudenburr, and Collections Specialist Lisa Craig will present "Free Delivery and Pickup for Everyone (Without Killing Your Budget)." Kudos to all five of them, and break a leg!
6. We are partnering with the University of Michigan School of Information this semester, hosting two graduate students to conduct a client-based project—assisting us with creating a community survey.

Respectfully submitted,
Eva Davis, Director



2026 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January	15,	2026	May	21,	2026	September	17,	2026
February	19,	2026	June	25,	2026	October	15,	2026
March	19,	2026	July	16,	2026	November	19,	2026
April	16,	2026	August	20,	2026	December	17,	2026

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Wednesday	December	31,	2025	New Year's Eve Day	Paid Holiday
Thursday	January	1,	2026	New Year's Day	Paid Holiday
Sunday	April	5,	2026	Easter Sunday	Library Closed
Sunday	May	24,	2026	Memorial Day Sunday	Library Closed
Monday	May	25,	2026	Memorial Day	Paid Holiday
Thursday	June	18,	2026	Liberty Festival	Paid Holiday
Friday	June	19,	2026	Liberty Festival	Paid Holiday
Saturday	June	20,	2026	Liberty Festival	Paid Holiday
Saturday	July	4,	2026	Independence Day	Paid Holiday
Sunday	September	6,	2026	Labor Day Sunday	Library Closed
Monday	September	7,	2026	Labor Day	Paid Holiday
Friday	September	18,	2026	Staff Inservice Day	Library Closed to Patrons
Wednesday	November	25,	2026	Pre-Thanksgiving	Close at 6:00
Thursday	November	26,	2026	Thanksgiving Day	Paid Holiday
Friday	November	27,	2026	Thanksgiving Friday	Paid Holiday
Thursday	December	24,	2026	Christmas Eve Day	Paid Holiday
Friday	December	25,	2026	Christmas Day	Paid Holiday
Thursday	December	31,	2026	New Year's Eve Day	Paid Holiday
Friday	January	1,	2027	New Year's Day	Paid Holiday