Canton Public Library
connecting your community

Library Board of Trustees
General Meeting Packet Contents

Library Board of Trustees
Meeting Agenda – October 16, 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 2026 Budget Hearing Minutes
By Unanimous Consent	Approve September 18, 2025 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
New Business	Item of Action 25/10-16-1: 3rd Quarter 2025 Budget Amendment Discussion Item: 2026 Board Officers Discussion Item: Director’s evaluation process
Adjourn	Final Call to the Audience (5-minute maximum per person)

Canton Public Library Board
Proposed 2026 Budget Hearing Minutes
September 18, 2025
7:00 PM

The hearing was called to order by the Chairperson, Jasmine Lee, at 7:00 PM.

Present:	H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Watts
Absent:	A. Wahby
Also Present:	S. Bewick, E. Davis

CALL TO AUDIENCE
Present: K. Bounds, L. Golden, M. Hathaway, D. McHugh, M. Nicholson, C. Swanberg
No comments

BUDGET HEARING
The Proposed 2026 Budget Hearing was opened for discussion.

2026 PROPOSED BUDGET APPROVAL
N. Eggenberger moved, and A. Watts supported the motion to adopt the Proposed 2026 Budget amount of $8,596,500.

ROLL CALL VOTE
Yes: H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Watts
No: None
Abstain: None

The motion passed 25/9-18-1BH (5-0-0)

TAX RESOLUTION
N. Eggenberger moved, and A. Watts supported the resolution to approve certifying the rate for tax levy of 1.4202 mills for the fiscal year ending December 31, 2026.

ROLL CALL VOTE
Yes: H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Watts
No: None
Abstain: None

The motion passed 25/9-18-2BH (5-0-0)

CALL TO AUDIENCE
None

ADJOURN

The meeting was adjourned at 7:02 PM.

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Amy Watts, Secretary-Treasurer

Canton Public Library
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Canton Public Library Board of Trustees General Meeting Minutes

September 18, 2025 – 7:00 PM

The Chairperson, J. Lee, called the meeting to order at 7:05 PM.
Present: H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Wahby, A. Watts
Absent: None
Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE
Present: K. Bounds, L. Golden, 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.

APPROVAL OF CLOSED SESSION MINUTES
The minutes were approved by unanimous consent.

COMMUNICATIONS
None

DIRECTOR'S REPORT
In addition to her written report, Davis thanked the members of the Board who were able to join for the annual staff picnic in August.

As of August 31, the library is 67% through the fiscal year. A budget amendment will be presented to the Board in October to bring the budget into alignment.

Davis shared that Trustees J. Lee and A. Wahby have registered for the MLA conference in October. Trustees H. Abdu and A. Iqbal advised that they may also attend but have not yet registered.

TRUSTEE COMMENTS
None

COMMITTEE REPORTS
None

UNFINISHED BUSINESS & GENERAL ORDERS
Approve 2026 Schedule of Board Meetings and Library Closures – The Board discussed the March 2026 meeting date and agreed to reschedule it from March 19 to March 26. N. Eggenberger moved, and A. Wahby supported a motion to approve the 2026 Schedule of Board Meetings and Library Closures as amended.

The motion passed unanimously 25/9-18-1 (6-0-0)

CALL TO AUDIENCE
None

ADJOURN
The meeting was adjourned at 7:13 PM.

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Amy Watts, Secretary-Treasurer

10/07/2025 BALANCE SHEET REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 09/30/2025

GL Number	Description	YTD Balance 09/30/2025 Normal (Abnormal)
Fund: 101 GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	3,926,983.37
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	17,928.52
101-000.00-002.00	SAVINGS	1,003,477.27
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	5,166,372.58
101-000.00-123.00	PREPAID EXPENSES	3,454.44
Total Assets		10,118,216.18
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	124,538.57
101-000.00-219.01	SOCIAL COMMITTEE	3,537.71
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	2,401.27
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	4,600.36
Total Liabilities		135,577.91
*** 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		10,118,216.18
BEG. FUND BALANCE		6,962,701.85
+ NET OF REVENUES & EXPENDITURES		3,019,936.42
= ENDING FUND BALANCE		9,982,638.27
+ LIABILITIES		135,577.91
= TOTAL LIABILITIES AND FUND BALANCE		10,118,216.18

10/07/2025 BALANCE SHEET REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 09/30/2025

GL Number	Description	YTD Balance 09/30/2025 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

10/07/2025 REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 09/30/2025

Description	2025 Amended Budget	YTD Balance 09/30/2025 Normal (Abnormal)	Available Balance 09/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND				
Account Category: 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
STATE GRANTS-OTHER	0.00		0.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
PHOTOCOPY FEES	40,000.00	28,288.88	11,711.12	70.72
REPLACEMENT-LIBRARY MATERIALS	10,000.00	10,631.14	(631.14)	106.31
MEETING ROOM RENTAL	1,700.00	1,700.00	0.00	100.00
PENAL FINES	315,507.00	360,570.47	(45,063.47)	114.28
INTEREST INCOME	150,000.00	196,242.61	(46,242.61)	130.83
COMMISSION	10,000.00	8,672.06	1,327.94	86.72
OTHER REVENUE	14,000.00	19,679.55	(5,679.55)	140.57
Revenues	8,581,876.00	8,666,977.08	(85,101.08)	100.99
Account Category: Expenditures				
SALARIES & WAGES	3,790,000.00	2,600,282.45	1,189,717.55	68.61
FRINGE BENEFITS	989,400.00	755,779.83	233,620.17	76.39
SUPPLIES	169,000.00	81,179.71	87,820.29	48.04
LIBRARY MATERIALS	1,288,000.00	909,076.65	378,923.35	70.58
PROFESSIONAL & CONTRACTUAL	580,120.00	440,474.97	139,645.03	75.93
COMMUNICATIONS	40,000.00	27,233.23	12,766.77	68.08
PRINTING	51,800.00	18,357.75	33,442.25	35.44
UTILITIES	200,000.00	122,881.90	77,118.10	61.44
MAINTENANCE & REPAIRS	324,000.00	188,134.19	135,865.81	58.07
RENTALS/LEASES	12,500.00	5,798.31	6,701.69	46.39
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	397,016.54	775,383.46	33.86
PROPERTY TAX REFUNDS	2,000.00		2,000.00	0.00
TRAVEL	57,930.00	15,813.04	42,116.96	27.30
COMMUNITY PROMOTION	26,200.00	4,872.21	21,327.79	18.60
Expenditures	8,796,850.00	5,647,040.66	3,149,809.34	64.19
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,581,876.00	8,666,977.08	(85,101.08)	100.99
TOTAL EXPENDITURES	8,796,850.00	5,647,040.66	3,149,809.34	64.19
NET OF REVENUES & EXPENDITURES:	(214,974.00)	3,019,936.42	(3,234,910.42)	
BEG. FUND BALANCE - ALL FUNDS	6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS	6,747,727.85	9,982,638.27		

10/07/2025 REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 09/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 09/30/2025 Normal (Abnormal)	Available Balance 09/30/2025 Normal (Abnormal)	% Bdgt Used
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
101-000.00-569.00	STATE GRANTS-OTHER	0.00	0.00	0.00	0.00
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	28,288.88	11,711.12	70.72
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	10,000.00	10,631.14	(631.14)	106.31
101-000.00-651.00	MEETING ROOM RENTAL	1,700.00	1,700.00	0.00	100.00
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	196,242.61	(46,242.61)	130.83
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	19,679.55	(5,679.55)	140.57
Revenues		8,581,876.00	8,666,977.08	(85,101.08)	100.99
Account Category: Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	2,600,282.45	1,189,717.55	68.61
101-790.00-716.01	TAXES-FICA/MC	290,000.00	204,940.67	85,059.33	70.67
101-790.00-716.02	DENTAL	23,000.00	11,559.00	11,441.00	50.26
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	12,810.07	3,189.93	80.06
101-790.00-716.05	MEDICAL INSURANCE	308,580.00	202,062.00	106,518.00	65.48
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	2,354.97	5,145.03	31.40
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	5,000.00	4,903.12	96.88	98.06
101-790.00-717.01	RETIREMENT DC PLAN (401A)	52,500.00	36,130.00	16,370.00	68.82
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	9,756.48	8,243.52	54.20
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00

GL Number	Description	2025 Amended Budget	YTD Balance 09/30/2025 Normal (Abnormal)	Available Balance 09/30/2025 Normal (Abnormal)	% Bdgt Used
101-790.00-730.01	BOOKS	267,040.00	183,833.21	83,206.79	68.84
101-790.00-730.02	AV (MEDIA)	97,560.00	67,787.28	29,772.72	69.48
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	923,400.00	657,456.16	265,943.84	71.20
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	637.44	562.56	53.12
101-790.00-850.00	COMMUNICATIONS	40,000.00	27,233.23	12,766.77	68.08
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	104,048.49	55,951.51	65.03
101-790.00-922.00	GAS	20,000.00	8,320.09	11,679.91	41.60
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	67,153.00	30,847.00	68.52
101-790.00-932.01	LAWN & GROUNDS	58,800.00	19,195.41	39,604.59	32.65
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	6,495.54	1,004.46	86.61
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	51,930.24	5,969.76	89.69
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	10,707.78	9,292.22	53.54
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	8,969.22	11,030.78	44.85
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	4,379.64	5,620.36	43.80
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	184,738.72	85,261.28	68.42
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

GL Number	Description	2025 Amended Budget	YTD Balance 09/30/2025 Normal (Abnormal)	Available Balance 09/30/2025 Normal (Abnormal)	% Bdgt Used
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	210.00	990.00	17.50
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	325.00	2,675.00	10.83
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	375.00	625.00	37.50
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	8,794.46	3,705.54	70.36
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	13,174.06	17,325.94	43.19
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	10,673.09	3,826.91	73.61
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	1,709.90	1,090.10	61.07
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	12,782.71	3,717.29	77.47
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	3,291.00	9,309.00	26.12
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	7,189.17	2,810.83	71.89
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	275.52	1,724.48	13.78
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	3,539.09	460.91	88.48
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,500.00	857.97	4,642.03	15.60
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	12,055.75	7,944.25	60.28
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	300.00	221.90	78.10	73.97
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	20,915.85	2,084.15	90.94
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	47,520.00	30,696.00	16,824.00	64.60
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

GL Number	Description	2025 Amended Budget	YTD Balance 09/30/2025 Normal (Abnormal)	Available Balance 09/30/2025 Normal (Abnormal)	% Bdgt Used
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	25,068.05	14,931.95	62.67
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	11,046.00	23,954.00	31.56
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	359.03	840.97	29.92
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	25,000.00	4,872.21	20,127.79	19.49
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	1,656.10	943.90	63.70
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	998.10	1,001.90	49.91
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	2,330.00	170.00	93.20
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	16,000.00	8,143.46	7,856.54	50.90
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	16,570.34	13,429.66	55.23
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	285,039.33	24,960.67	91.95
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	532.00	968.00	35.47
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	1,385.00	9,615.00	12.59
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	89.11	1,010.89	8.10
Expenditures		8,796,850.00	5,647,040.66	3,149,809.34	64.19
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,581,876.00	8,666,977.08	(85,101.08)	100.99
TOTAL EXPENDITURES		8,796,850.00	5,647,040.66	3,149,809.34	64.19
NET OF REVENUES & EXPENDITURES:		(214,974.00)	3,019,936.42	(3,234,910.42)	
BEG. FUND BALANCE - ALL FUNDS		6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS		6,747,727.85	9,982,638.27		

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank GEN GENERAL CHECKING					
09/03/2025	534(A)	LIBRARY DESIGN ASSOCIATES, INC.	LIBRARY DESIGN ASSOCIATES, INC.	L&M FOR ADULT OPEN STUDY AREA	73,186.00
09/03/2025	55808	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT SERVICES	2X4'S, GLUE	28.01
09/03/2025	55809	OVERDRIVE, INC.	OVERDRIVE, INC.	1 EBOOKS, 1 AUDIOBOOKS	12,829.82
09/03/2025	55810	AMERICAN UNITED LIFE INSURANCE CO	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHLY FEE	26.00
09/03/2025	55812	AFLAC	AFLAC	MONTHLY REMITTANCE-AUGUST	120.60
09/03/2025	55813	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED $140	751.73
09/03/2025	55814	AMERICAN UNITED LIFE INSURANCE CO	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIUM	1,255.48
09/03/2025	55815	BEARDED FISH AQUATICS	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	190.00
09/03/2025	55816	BS&A SOFTWARE	BS&A SOFTWARE	BS&A CLOUD UPGRADE AND MIGRATION	3,874.00
09/03/2025	55817	CRIMSON MULTIMEDIA DISTRIBUTION, IN	CRIMSON MULTIMEDIA DISTRIBUTION, IN	32 ADULT VIDEO GAMES	1,334.70
09/03/2025	55818	CROMAINE DISTRICE LIBRARY	CROMAINE DISTRICE LIBRARY	ILL REPLACEMENT FEES	26.69
09/03/2025	55819	CTS COMPANIES, INC.	CTS COMPANIES, INC.	RMM SERVICE	270.00
09/03/2025	55820	DUNN RITE MAINTENANCE, INC	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITORIAL SERVICES	5,700.00
09/03/2025	55821	INGRAM LIBRARY SERVICES	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,067.73
09/03/2025	55822	LA GELATI CANTON	LA GELATI CANTON	LA GELATI OVERAGE FOR FINAL PARTY	353.50
09/03/2025	55823	MIDWEST TAPE	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,299.36
09/03/2025	55824	NORTHSTAR MAT SERVICE	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
09/03/2025	55825	ODP BUSINESS SOLUTIONS	ODP BUSINESS SOLUTIONS	POSTER PRINTER PAPER - HP C6030C	204.76
09/03/2025	55826	R.A. LEE ELECTRICAL, INC.	R.A. LEE ELECTRICAL, INC.	REPLACED PHOTOCELL FOR OUTSIDE LIGHTS	247.00
09/10/2025	548(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	550.00
09/10/2025	549(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,421.12
09/10/2025	550(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,549.05
09/10/2025	551(E)	PAYLOCITY	PAYLOCITY	PAYROLL PROCESSING FEES	297.00
09/10/2025	552(E)	PAYLOCITY	LAURIE GOLDEN	VISION CLAIM REIMBURSEMENT: L.GOLDEN	408.52
09/16/2025	553(E)	JP MORGAN CHASE BANK-ONE CARD	4IMPRINT INC	STAFF DAY 2025 SWAG BAGS - POWER BANKS	53,155.30
09/17/2025	55827	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	IS DISPLAY ITEMS	3,722.57
09/17/2025	55828	AMURTHUR C RAMAMURTHY	AMURTHUR C RAMAMURTHY	STAFF DAY 2025 HONORARIUM	100.00
09/17/2025	55829	BEARDED FISH AQUATICS	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	150.00
09/17/2025	55830	BLUE CARE NETWORK OF MICHIGAN	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - OCTOBER 2025	26,404.03
09/17/2025	55831	BS&A SOFTWARE	BS&A SOFTWARE	BS&A CLOUD UPGRADE AND MIGRATION	3,100.00
09/17/2025	55832	CANTON TOWNSHIP - BENEFITS	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - JUNE	4,234.76
09/17/2025	55833	COMMUNITY WORK OPPORTUNITIES	COMMUNITY WORK OPPORTUNITIES	STAFF DAY 2025 HONORARIUM	100.00
09/17/2025	55834	CREATING HABITATS FOR POLLINATORS	CREATING HABITATS FOR POLLINATORS	STAFF DAY 2025 HONORARIUM	100.00
09/17/2025	55835	CRIMSON MULTIMEDIA DISTRIBUTION, IN	CRIMSON MULTIMEDIA DISTRIBUTION, IN	32 ADULT VIDEO GAMES	739.01
09/17/2025	55836	DTE ENERGY	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	13,433.82
09/17/2025	55837	HORTON PLUMBING AND REMODELING	HORTON PLUMBING AND REMODELING	STAFF TOILET REPAIRS	617.00
09/17/2025	55838	INGRAM LIBRARY SERVICES	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	4,204.80
09/17/2025	55839	INNOVATIVE INTERFACES	INNOVATIVE INTERFACES	SIERRA SERVER REBUILD	8,704.50
09/17/2025	55840	KANOPY, INC	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	856.80
09/17/2025	55841	MIDWEST TAPE	MIDWEST TAPE	HOOPLA MONTHLY USAGE	28,136.98
09/17/2025	55842	MOSTAFA BADRAN	MOSTAFA BADRAN	STAFF DAY 2025 LUNCH - NON-FOOD EXPENSES	534.00

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
09/17/2025	55843	NORTHSTAR MAT SERVICE	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
09/17/2025	55844	ODP BUSINESS SOLUTIONS	ODP BUSINESS SOLUTIONS	TPW STORAGE BINS	49.03
09/17/2025	55845	PAVITRAM SONAWANE	PAVITRAM SONAWANE	STAFF DAY 2025 HENNA ARTIST	240.00
09/17/2025	55846	RW FIRE & SAFETY CO.	RW FIRE & SAFETY CO.	13 NEW FIRE EXTINGUISHERS, 2 RECERTIFIED	1,900.75
09/17/2025	55847	SAWA BOOKS	SAWA BOOKS	4 CHILDREN'S ARABIC LANGUAGE BOOKS	103.93
09/17/2025	55848	SCHOLASTIC INC	SCHOLASTIC INC	SCHOLASTIC FOR LIT LABS SEPT-DEC 2025	367.44
09/17/2025	55849	SONITROL GREAT LAKES	SONITROL GREAT LAKES	BUILDING MONITORING Q2,3,4 2025	1,667.94
09/17/2025	55850	ST. CLAIR SHORES PUBLIC LIBRARY	ST. CLAIR SHORES PUBLIC LIBRARY	ILL REPLACEMENT FEES	26.95
09/17/2025	55851	THE ANN ARBOR NEWS	THE ANN ARBOR NEWS	ANN ARBOR NEWS SUB 2025	114.83
09/17/2025	55852	TRUGREEN	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	398.54
09/17/2025	55853	UNIQUE MANAGEMENT SERVICES	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	288.60
09/17/2025	55854	VARAKAVI INC	VARAKAVI INC	STEAM CURIOSITY: ROBLOX STUDIO - 9/25/25	200.00
09/17/2025	55855	WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY	WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY	ILL REPLACEMENT FEES	18.00
09/19/2025	554(A)	OVERDRIVE, INC.	OVERDRIVE, INC.	9 EBOOKS, 4 AUDIOBOOKS	18,344.74
09/24/2025	557(E)	MERS	MERS	EMPLOYEE PENSION DEDUCTION	4,371.74
09/24/2025	558(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	550.00
09/24/2025	559(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,421.12
09/24/2025	560(E)	NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,549.05
09/24/2025	561(E)	PAYLOCITY	PAYLOCITY	PAYROLL PROCESSING FEES	1,002.36
09/24/2025	562(E)	PAYLOCITY	MICHELLE NEUWIRTH GRAY	SUCCULENTS REFRESH	174.42
GEN TOTALS:					
Total of 61 Checks:					304,228.42
Less 0 Void Checks:					-
Total of 61 Disbursements:					304,228.42

Director's Report
October 2025

1. At this month's meeting, we ask for your approval of the 3rd Quarter Budget Amendment, where we will recognize revenues received in excess of budget and allocate some of those funds to expenditures. You will also discuss 2026 officers; all current officers are eligible to serve one more year in your positions, if interested. Lastly, you will review the Director's Evaluation process—particularly for the newer trustees—in preparation for going into a closed session at the November meeting.

2. In personnel news, since the September board meeting Information Services welcomed two new folks: Library Intern Kat Voogd, who has just begun her master's program at the University of Michigan School of Information, and a new part-time Librarian, Jaclyn Morrow, who comes to us from the Ypsilanti District Library. Engagement & Design also welcomed Erin O'Donnell as our new full-time Communications Specialist.

3. Our main vendor of physical materials, Baker & Taylor, has announced the closure of their business, which will wind down through the end of the year. The Circulation Services and Information Services departments are working to cancel all of our outstanding orders with B&T and shift them to our secondary vendor, Ingram Services. We have already received communication from Ingram acknowledging the B&T closure and affirming their commitment to our account. There will be some delays as we cancel thousands of items and reorder them—CS Department Head Kat Bounds, Supervisor Gale Forster, and the entire Technical Processing Workgroup are working diligently to make the transition as smooth as possible for both the public and our librarian selectors. There may, however, be delays in receiving and processing orders during this last quarter of our fiscal year—but my coworkers remain undaunted by this unexpected additional work and are smiling through it!

4. You will recall that 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 user survey. As of this writing, we are on track to launch the survey Monday, October 13 to all Canton resident library card holders for whom we have an email address—roughly 38,000 emails. We are excited to see the results and are grateful for our partnership with UMSI, which made this no-cost survey design and analysis possible.

5. The state budget has been approved, and I am please to report that funding for MeL, MeLCat, and State Aid to Libraries has been included in the budget package. This is a huge relief for this next fiscal year—what happens after that remains to be seen.

Respectfully submitted,
Eva Davis, Director

Canton Public Library

Proposed Budget Amendment - 2025 -3rd Quarter (Motion 25/10-16-1) **PROPOSED:** 10/16/2025

GL Account **GL Sub Account # - Name / *Explanation***	**Original / Amended $**	**Increase (Decrease)**	**Proposed $**	*Note: to/from Acct #*
REVENUE				
PROPERTY TAXES	7,875,896	522	7,876,418	*Recognize excess received over budgeted amount*
STATE AID TO LIBRARIES	107,185	-	107,185	
STATE GRANTS-OTHER	-	7,186	7,186	*New Account/Recognize revenue collected*
LOCAL COMMUNITY STABILIZATION SHARE	57,588	-	57,588	
PHOTOCOPY FEES	40,000	-	40,000	
REPLACEMENT-LIBRARY MATERIALS	10,000	1,500	11,500	*Increase due to collecting more than budgeted*
MEETING ROOM RENTAL	1,700	-	1,700	
PENAL FINES	315,507	45,063	360,570	*Collected amount that was underpaid over last ten years/over budget*
INTEREST INCOME	150,000	100,000	250,000	*Increase due to collecting over budget*
COMMISSION	10,000	-	10,000	
OTHER REVENUE	14,000	5,750	19,750	*Recognize excess received over budgeted amount/Friends' contributions*
TOTAL REVENUE	**8,581,876**	**160,021**	**8,741,897**	
EXPENDITURE				
SALARIES & WAGES	3,790,000	-	3,790,000	
FRINGE BENEFITS	989,400	-	989,400	
SUPPLIES	169,000	-	169,000	
LIBRARY MATERIALS	1,288,000	1,500	1,289,500	*Friends' collection funding*
PROFESSIONAL & CONTRACTUAL	580,120	-	580,120	
COMMUNICATIONS	40,000	-	40,000	
PRINTING	51,800	-	51,800	
UTILITIES	200,000	-	200,000	
MAINTENANCE & REPAIRS	324,000	-	324,000	
BUILDING IMPROVEMENTS	20,000	5,726	25,726	*Friends' contribution to Friends Sorter Room renovation*
INSURANCE	73,500	-	73,500	
CAPITAL OUTLAY	1,172,400	-	1,172,400	
PROPERTY TAX REFUNDS	2,000	-	2,000	
COMMUNITY PROMOTION	26,200	-	26,200	
TRAVEL	57,930	5,300	63,230	*MLA Conference-3 Trustee attendees/2 Top Workplace tables*
RENTALS/LEASES	12,500	-	12,500	
TOTAL EXPENSE	**8,796,850**	**12,526**	**8,809,376**	
Net Change in Fund Balance	(214,974)	147,495	(67,479)	
Beginning Fund Balance - General Fund	6,962,702		6,962,702	
Ending Fund Balance - General Fund	6,747,728	147,495	6,895,223	