



## Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – December 18, 2025
2. General Meeting Minutes – November 20, 2025
3. Financial Statements – November 30, 2025
  - a. Balance Sheet
  - b. Revenue and Expenditure Summary
  - c. Revenue and Expenditure Expanded
  - d. Check Register
4. Director's Report
5. 4<sup>th</sup> Quarter Budget Amendment
6. Meeting Room Policy Revision
7. 2026 Board Meeting Agenda Planning



## Library Board of Trustees Meeting Agenda – December 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 November 20, 2025 Meeting Minutes

### **Administrative Reports**

Communications  
Report of the Library Director  
Trustee Comments

### **Committee Reports**

None

### **New Business**

Action Item 25/12-18-1: 4<sup>th</sup> Quarter Budget Amendment

Discussion Item: Meeting Room Policy Revision

Discussion Item: Review 2026 Monthly Board Meeting Agenda Plan

Action Item 25/12-18-2: Director's Evaluation (closed session – roll call vote required)

### **Adjourn**

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



## Canton Public Library Board of Trustees General Meeting Minutes

**November 20, 2025 – 7:00 PM**

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

Present: H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Wahby

Absent: A. Watts

Also Present: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

Present: L. Golden, M. Hathaway, D. McHugh, M. Nicholson, C. Swanberg

No comments

### **APPROVAL OF AGENDA**

The agenda, as amended, was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

None

### **DIRECTOR'S REPORT**

In addition to her written report, Davis shared that construction is nearly complete in the open study area formerly occupied by Adult Fiction. The area will be finished and opened to the public once the booths and rocking chairs have been delivered.

Davis reported that the library may be eligible for a group discount for the 2026 Public Library Association Conference in Minneapolis if at least ten tickets are purchased. Currently, Trustees J. Lee and A. Wahby plan to attend.

### **TRUSTEE COMMENTS**

Trustees A. Wahby and H. Abdu shared their experiences attending the Michigan Library Association conference in Lansing, their first time representing the library as trustees. J. Lee also attended and noted that it was her first library conference in Michigan. Davis added that the 2026 MLA conference will be held October 28-30 in Novi at the Suburban Collection Showplace.

### **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS & GENERAL ORDERS**

***Nomination and Election of 2026 Board Officers*** – N. Eggenberger moved, and A. Wahby seconded a motion to nominate and elect the current slate of officers to a second term.

**The motion passed unanimously 25/11-20-1 (5-0-0)**

***Director's evaluation process*** – The board consensus was to conduct the director's annual review using the performance evaluation tool used for all staff. J. Lee suggested using SurveyMonkey or Google Forms next year to streamline the collection of feedback. N. Eggenberger suggested forming an Evaluation Committee in the first quarter of 2026 to plan the 2026 evaluation process.

## **NEW BUSINESS**

None

## **CALL TO AUDIENCE**

None

## **ADJOURN**

The meeting was adjourned at 7:31 PM.

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Amy Watts, Secretary-Treasurer

12/08/2025

BALANCE SHEET REPORT FOR CANTON PUBLIC LIBRARY  
Balance As Of 11/30/2025

YTD Balance  
11/30/2025

GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	2,707,627.90
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	21,392.07
101-000.00-002.00	SAVINGS	1,000,415.40
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	5,202,208.85
101-000.00-123.00	PREPAID EXPENSES	45,028.79
Total Assets		8,976,673.01
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	34,520.30
101-000.00-219.01	SOCIAL COMMITTEE	3,033.04
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	6,227.83
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	8,063.91
Total Liabilities		52,345.08
*** 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		8,976,673.01
BEG. FUND BALANCE		6,962,701.85
+ NET OF REVENUES & EXPENDITURES		1,961,626.08
= ENDING FUND BALANCE		8,924,327.93
+ LIABILITIES		52,345.08
= TOTAL LIABILITIES AND FUND BALANCE		8,976,673.01

		YTD Balance 11/30/2025
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

12/08/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
Balance As Of 11/30/2025

Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Available Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND				
Account Category: Revenues				
PROPERTY TAXES	7,876,418.00	7,876,418.64	(0.64)	100.00
STATE AID TO LIBRARIES	107,185.00	107,185.88	(0.88)	100.00
STATE GRANTS-OTHER	7,186.00	7,186.66	(0.66)	100.01
LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
PHOTOCOPY FEES	40,000.00	34,106.70	5,893.30	85.27
REPLACEMENT-LIBRARY MATERIALS	11,500.00	13,463.61	(1,963.61)	117.07
MEETING ROOM RENTAL	1,700.00	2,000.00	(300.00)	117.65
PENAL FINES	360,570.00	360,570.47	(0.47)	100.00
INTEREST INCOME	250,000.00	241,040.68	8,959.32	96.42
COMMISSION	10,000.00	11,287.40	(1,287.40)	112.87
OTHER REVENUE	19,750.00	31,917.05	(12,167.05)	161.61
Revenues	8,741,897.00	8,742,764.94	(867.94)	100.01
Account Category: Expenditures				
SALARIES & WAGES	3,790,000.00	3,166,859.48	623,140.52	83.56
FRINGE BENEFITS	989,400.00	851,793.20	137,606.80	86.09
SUPPLIES	169,000.00	107,006.67	61,993.33	63.32
LIBRARY MATERIALS	1,289,500.00	1,098,102.41	191,397.59	85.16
PROFESSIONAL & CONTRACTUAL	580,120.00	472,408.10	107,711.90	81.43
COMMUNICATIONS	40,000.00	30,632.34	9,367.66	76.58
PRINTING	51,800.00	24,471.81	27,328.19	47.24
UTILITIES	200,000.00	151,932.58	48,067.42	75.97
MAINTENANCE & REPAIRS	324,000.00	240,986.26	83,013.74	74.38
RENTALS/LEASES	12,500.00	7,309.54	5,190.46	58.48
BUILDING IMPROVEMENTS	25,726.00	20,125.00	5,601.00	78.23
INSURANCE	73,500.00	60,014.88	13,485.12	81.65
CAPITAL OUTLAY	1,172,400.00	513,297.20	659,102.80	43.78
PROPERTY TAX REFUNDS	2,000.00		2,000.00	-
TRAVEL	63,230.00	22,784.17	40,445.83	36.03
COMMUNITY PROMOTION	26,200.00	13,415.22	12,784.78	51.20
Expenditures	8,809,376.00	6,781,138.86	2,028,237.14	76.98
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,741,897.00	8,742,764.94	(867.94)	100.01
TOTAL EXPENDITURES	8,809,376.00	6,781,138.86	2,028,237.14	76.98
NET OF REVENUES & EXPENDITURES:	(67,479.00)	1,961,626.08	(2,029,105.08)	
BEG. FUND BALANCE - ALL FUNDS	6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS	6,895,222.85	8,924,327.93		

12/08/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
Balance As Of 11/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Available Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND					
101-000.00-401.00	PROPERTY TAXES	7,876,418.00	7,876,418.64	(0.64)	100.00
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	7,186.00	7,186.66	(0.66)	100.01
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	34,106.70	5,893.30	85.27
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	11,500.00	13,463.61	(1,963.61)	117.07
101-000.00-651.00	MEETING ROOM RENTAL	1,700.00	2,000.00	(300.00)	117.65
101-000.00-656.00	PENAL FINES	360,570.00	360,570.47	(0.47)	100.00
101-000.00-665.00	INTEREST INCOME	250,000.00	241,040.68	8,959.32	96.42
101-000.00-668.00	COMMISSION	10,000.00	11,287.40	(1,287.40)	112.87
101-000.00-675.00	OTHER REVENUE	19,750.00	31,917.05	(12,167.05)	161.61
Revenues		8,741,897.00	8,742,764.94	(867.94)	100.01
Account Category: Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	3,166,859.48	623,140.52	83.56
101-790.00-716.01	TAXES-FICA/MC	290,000.00	247,074.79	42,925.21	85.20
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	15,372.03	627.97	96.08
101-790.00-716.05	MEDICAL INSURANCE	308,580.00	244,376.94	64,203.06	79.19
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	4,440.65	3,059.35	59.21
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	43,046.67	9,453.33	81.99
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	16,695.48	1,304.52	92.75
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	266,120.00	224,798.53	41,321.47	84.47

GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Available Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND					
101-790.00-730.02	AV (MEDIA)	97,910.00	84,654.37	13,255.63	86.46
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	925,470.00	788,649.51	136,820.49	85.22
101-790.00-802.00	LEGAL	25,000.00	3,144.55	21,855.45	12.58
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	833.26	366.74	69.44
101-790.00-850.00	COMMUNICATIONS	40,000.00	30,632.34	9,367.66	76.58
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	15.00	485.00	3.00
101-790.00-921.00	ELECTRICITY	160,000.00	125,015.34	34,984.66	78.13
101-790.00-922.00	GAS	20,000.00	9,472.76	10,527.24	47.36
101-790.00-923.00	WATER	20,000.00	17,444.48	2,555.52	87.22
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	82,138.86	15,861.14	83.82
101-790.00-932.01	LAWN & GROUNDS	58,800.00	33,063.46	25,736.54	56.23
101-790.00-932.02	SNOW & ICE	38,000.00	16,850.00	21,150.00	44.34
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	53,864.80	4,035.20	93.03
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	15,911.00	7,089.00	69.18
101-790.00-935.00	BUILDING REPAIRS	20,000.00	22,807.78	(2,807.78)	114.04
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	9,854.82	10,145.18	49.27
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	5,417.98	4,582.02	54.18
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	1,891.56	608.44	75.66
101-790.00-965.00	BUILDING IMPROVEMENTS	25,726.00	20,125.00	5,601.00	78.23
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	455,000.00	44,447.00	410,553.00	9.77
101-790.00-975.00	FURNITURE AND EQUIPMENT	363,400.00	231,744.00	131,656.00	63.77
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	270,000.00	198,607.38	71,392.62	73.56
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 11/30/2025 Normal (Abnormal)	Available Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND					
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	2,769.23	3,230.77	46.15
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	2,500.00	667.00	1,833.00	26.68
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	152.66	2,147.34	6.64
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	1,000.00	122.80	877.20	12.28
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	9,805.46	2,694.54	78.44
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	14,640.36	15,859.64	48.00
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	12,826.80	1,673.20	88.46
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	1,739.05	1,060.95	62.11
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	15,459.04	1,040.96	93.69
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	3,350.00	9,250.00	26.59
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,975.00	1,209.47	765.53	61.24
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,725.00	8,787.00	1,938.00	81.93
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000.00	7,180.34	2,819.66	71.80
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	1,244.00	3,756.00	24.88
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,150.00	1,809.12	3,340.88	35.13
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	686.94	1,313.06	34.35
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	769.00	531.00	59.15
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,000.00	3,927.50	72.50	98.19
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,500.00	4,966.21	533.79	90.29
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	14,177.20	5,822.80	70.89
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	300.00	236.78	63.22	78.93
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	19,726.45	3,273.55	85.77
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	47,520.00	38,375.68	9,144.32	80.76
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	2,334.13	4,345.87	34.94
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	2,800.00	819.43	1,980.57	29.27
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,300.00	851.57	448.43	65.51
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	6,428.38	18,571.62	25.71
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	33,986.36	6,013.64	84.97

GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Available Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND					
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	13,158.50	21,841.50	37.60
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	1,108.54	2,891.46	27.71
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,200.00	477.43	722.57	39.79
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	25,000.00	13,415.22	11,584.78	53.66
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	23,687.81	26,312.19	47.38
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,600.00	1,990.73	609.27	76.57
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	1,265.29	734.71	63.26
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	8,962.52	7,037.48	56.02
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,500.00	865.71	634.29	57.71
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	30,000.00	17,455.86	12,544.14	58.19
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	289,769.88	20,230.12	93.47
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	1,749.66	9,250.34	15.91
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	259.00	841.00	23.55
Expenditures		8,809,376.00	6,781,138.86	2,028,237.14	76.98
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,741,897.00	8,742,764.94	(867.94)	100.01
TOTAL EXPENDITURES		8,809,376.00	6,781,138.86	2,028,237.14	76.98
NET OF REVENUES & EXPENDITURES:		(67,479.00)	1,961,626.08	(2,029,105.08)	
BEG. FUND BALANCE - ALL FUNDS		6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS		6,895,222.85	8,924,327.93		

12/08/2025

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE 11/01/2025 - 11/30/2025

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING					
11/05/2025	586(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,840.75
11/05/2025	587(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBIONS	550.00
11/05/2025	588(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,762.87
11/05/2025	589(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	302.10
11/05/2025	590(E)	1240	PAYLOCITY	MERS CONFERENCE 10/15-10/17	1,037.46
11/06/2025	55911	1159	HOME DEPOT CREDIT SERVICES	OCTOBER SIGN PAINTING CLASS	313.43
11/12/2025	55912	1473	AUNT FLOW	QUARTERLY SHIPMENTS OF MENSTRUAL PRODUCTS	456.00
11/12/2025	55913	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	288.00
11/12/2025	55914	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - DECEMBER 2025	26,404.03
11/12/2025	55915	1059	BRODART CO.	TPW PROCESSING SUPPLIES #W0012	112.63
11/12/2025	55916	1682	CENTER FOR PERFORMANCE ARTS AND LEARNING	DANCER FOR WINTER SNOW SPREE	100.00
11/12/2025	55917	1685	CRAWFORD DOOR SALES	REPAIRED ROLL-UP ON PETE'S PALACE	995.00
11/12/2025	55918	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	54 KIDS VIDEO GAMES	3,861.03
11/12/2025	55919	1100	DEMCO, INC.	CPL ADDRESS LABELS	388.87
11/12/2025	55920	1113	EBSCO INFORMATION SERVICES	CONSUMER REPORTS.ORG 11-1-25 TO 10-31-26	10,171.28
11/12/2025	55921	1466	GUARDIAN ENVIRONMENTAL SERVICES INC	CPL BOILER PREVENTATIVE MAINTENANCE	3,428.00
11/12/2025	55922	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	5,934.95
11/12/2025	55923	1208	MICHBUSINESS	ANNUAL PEER GROUP MEMBERSHIP 12/25-11/26	475.00
11/12/2025	55924	1364	MIDWEST MAINTENANCE INC	L&M DETENTION POND REPAIR & MAINTENANCE	6,910.00
11/12/2025	55925	1214	MIKE K MCCLURE	IN 1253 RESEARCH AND WRITING	300.00
11/12/2025	55926	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
11/12/2025	55927	1126	PLAYAWAY PRODUCTS LLC	30 WONDERBOOKS	1,864.71
11/12/2025	55928	1249	POSTMASTER	ENDOWMENT POSTCARD MAILING	6,000.00
11/12/2025	55929	1659	RICHARD HILL	GENEALOGY CONNECT 11/20/25	200.00
11/12/2025	55930	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	277.50
11/12/2025	55931	1334	VALUE LINE PUBLISHING LLC	VALUELINE ONLINE 12-1-25 TO 11-30-26	7,365.00
11/12/2025	55932	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 10/10/2025-11/07/2025	10,207.84
11/14/2025	591(A)	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$315	2,085.12
11/14/2025	592(A)	1124	FASTSIGNS	STAFF PARKING SIGNAGE AND CLINGS	1,876.56
11/14/2025	593(A)	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	926.50
11/14/2025	594(A)	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	26,289.15
11/14/2025	595(A)	1235	OVERDRIVE, INC.	1 AUDIOBOOK	14,270.63

Check Date	Check	Vendor	Vendor Name	Description	Amount
11/14/2025	596(A)	1124	FASTSIGNS	BANNER TOP WORKPLACE 2025	279.50
11/16/2025	603(E)	1476	JP MORGAN CHASE BANK-ONE CARD	SWAG FOR PROMOTIONAL PURPOSES	40,799.29
11/19/2025	597(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,371.74
11/19/2025	598(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,840.75
11/19/2025	599(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBIONS	550.00
11/19/2025	600(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,762.87
11/19/2025	601(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	1,038.33
11/19/2025	602(E)	1240	PAYLOCITY	MLA - LANSING KB	3,321.82
11/20/2025	55933	MISC	HASINA ABDU	MLA CONFERENCE REIMBURSEMENT	134.80
11/25/2025	55934	1004	AFLAC	MONTHLY REMITTANCE-NOVEMBER	120.60
11/25/2025	55935	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIUM	1,255.48
11/25/2025	55936	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHLY FEE	25.50
11/25/2025	55937	MISC ILL	CITY OF DEARBORN	ILL REPLACEMENT FEES	67.99
11/25/2025	55938	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITORIAL SERVICES	6,400.00
11/25/2025	55939	1675	FNKY-LYTZ	12/10/2025 LED DANCE FLOOR T-SWIFT EVENT	750.00
11/25/2025	55940	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	8,436.88
11/25/2025	55941	1400	JANWAY COMPANY	QUOTE #253989	475.00
11/25/2025	55942	1230	MICHIGAN.COM	DETROIT FREE PRESS SUB MAR 2026-NOV 2026	392.03
11/25/2025	55943	MISC ILL	MONROE COUNTY LIBRARY SYSTEM	ILL REPLACEMENT FEES	18.00
11/25/2025	55944	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
11/25/2025	55945	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	2,210.00
11/25/2025	55946	1255	PROGRESSIVE PRINTING	CPL ENDOWMENT POSTCARD	3,745.00
11/25/2025	55947	1274	SECURITY 101	OPEN STUDY SPACE REWORK AND EXTERIOR ACCESS POINTS	3,012.66
11/25/2025	55948	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	398.54
11/25/2025	55949	1320	TSAI FONG BOOKS, INC.	11 CHILDREN'S INTERNATIONAL BOOKS	380.92
11/25/2025	55950	1325	ULINE	ILL SUPPLIES	250.43
11/25/2025	55951	1345	WHITE PINE LIBRARY COOPERATIVE	INTERLOAN SERVICES - BILLED QUARTERLY	55.00
11/28/2025	604(A)	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$60	861.36
11/28/2025	605(A)	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO INSTALL NEW AUTO-ASSIST DOOR OPENER MEN'S LOBBY RESTROOM	109,351.00
11/28/2025	606(A)	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,917.66
11/28/2025	607(A)	1235	OVERDRIVE, INC.	1 AUDIOBOOK	15,334.68
11/28/2025	608(A)	1264	RELIABLE LANDSCAPING, INC.	ANNUAL LAWN AND GROUNDS CARE	6,820.00
GEN TOTALS:					
Total of 64 Checks:					369,561.66
Less 0 Void Checks:					0.00
Total of 64 Disbursements:					369,561.66



## Director's Report December 2025

1. At this month's meeting, we ask for your approval of the 4th Quarter Budget Amendment, where we will recognize revenues received in excess of budget and allocate some of those funds to expenditures. I am pleased to report that due to the additional revenues received this year in excess of budget, as well as the impressive stewardship of my coworkers, we will not be asking for a fund balance transfer for Capital Expenditures. We were able to pay for this year's capital projects out of our operating budget. Thanks to Accountant Debbie McHugh for pulling all of this together.
2. As we move towards online reservations for patron use of the Community Room and the Friends' Activity Room, we are also exploring allowing limited online patron reservations for study rooms. To that end, we are presenting a revision to our Meeting Room Policy for your consideration. The document has been reviewed by legal, and I would like to thank Engagement & Design Department Head Laurie Golden for taking the lead on these revisions. We will bring this back to you in January for your approval after hearing your questions and comments this month.
3. Also included in your packet is the agenda planning document for the 2026 library board meetings. This is intended to aid in your own planning and understanding of the cadence of the year. I will continue to work with Chair Lee and the other trustees as necessary each month to confirm the specific agenda for the coming meeting.
4. Lastly, I will ask you to enter a closed session to discuss my annual performance evaluation. Business Services Department Head Marian Nicholson has prepared some supporting documentation for your discussion, and Chair Lee will also share the stakeholder feedback she received from the Friends of the Library Board and library staff.
5. Former Library Director Jean Tabor died on December 1. Jean started working at the library in 1981, and served as Interim Director in 1985 before becoming the permanent Director in 1986. Jean retired in January 2008. I am told there will be a celebration of Jean's life on December 18 and will send details when I have them.
6. I have been notified that Trustee Wahby's nomination of me for the Michigan Library Association Board has been accepted. I will stand for election as the At-Large Board Member for a three-year term this spring. If elected, I take office July 1. My thanks again to the board for your confidence!

Respectfully submitted,  
Eva Davis, Director

## Canton Public Library

Proposed Budget Amendment - 2025 -4th Quarter (Motion 25/12-18-1)

PROPOSED:

12/18/2025

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
<b>REVENUE</b>				
PROPERTY TAXES	7,876,418	-	7,876,418	
STATE AID TO LIBRARIES	107,185	-	107,185	
STATE GRANTS-OTHER	7,186	-	7,186	
LOCAL COMMUNITY STABILIZATION SHARE	57,588	-	57,588	
PHOTOCOPY FEES	40,000	(3,000)	37,000	Decrease due to collecting less than budgeted
REPLACEMENT-LIBRARY MATERIALS	11,500	2,800	14,300	Increase due to collecting more than budgeted
MEETING ROOM RENTAL	1,700	700	2,400	Recognize excess received over budgeted amount
PENAL FINES	360,570	-	360,570	
INTEREST INCOME	250,000	-	250,000	
COMMISSION	10,000	2,500	12,500	Recognize excess received over budgeted amount
OTHER REVENUE	19,750	12,500	32,250	Recognize excess received over budgeted amount
<b>TOTAL REVENUE</b>	<b>8,741,897</b>	<b>15,500</b>	<b>8,757,397</b>	
<b>EXPENDITURE</b>				
SALARIES & WAGES	3,790,000	-	3,790,000	
FRINGE BENEFITS	989,400	-	989,400	
SUPPLIES	169,000	(25,000)	144,000	give back
LIBRARY MATERIALS	1,289,500	552	1,290,052	CPL Book Purch Enr Fund, book donation
PROFESSIONAL & CONTRACTUAL	580,120	(25,000)	555,120	give back
COMMUNICATIONS	40,000	(3,000)	37,000	give back
PRINTING	51,800	(25,000)	26,800	give back
UTILITIES	200,000	-	200,000	
MAINTENANCE & REPAIRS	324,000	2,000	326,000	give back
BUILDING IMPROVEMENTS	25,726	-	25,726	
INSURANCE	73,500	-	73,500	
CAPITAL OUTLAY	1,172,400	(61,000)	1,111,400	give back
PROPERTY TAX REFUNDS	2,000	-	2,000	
COMMUNITY PROMOTION	26,200	(10,000)	16,200	give back
TRAVEL	63,230	(22,080)	41,150	give back
RENTALS/LEASES	12,500	(1,000)	11,500	give back
<b>TOTAL EXPENSE</b>	<b>8,809,376</b>	<b>(169,528)</b>	<b>8,639,848</b>	
Net Change in Fund Balance	(67,479)	185,028	117,549	
Beginning Fund Balance - General Fund	6,962,702		6,962,702	
Ending Fund Balance - General Fund	6,895,223	185,028	7,080,251	

**G. MEETING ROOM AND STUDY ROOM POLICY****• 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 for hosting organized meetings and are not available for private, party-type functions, such as birthday parties.

**Deleted:** to host organized meetings and are not available for private, party-type functions

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 the Canton Public Library, unless an agreement to such sponsorship or co-sponsorship has been provided in writing by the Library Director or their designee prior to scheduling 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.”** Photos of the library may not be used in publicity. A sample of the literature must be received prior to distribution for approval by the Library Director or their designee.

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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.

**• 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 that 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.

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- Meeting room use will not be scheduled before or after library hours. Events must be terminated 30 minutes before the library closes and the room must be cleaned up and restored to its original condition 15 minutes before the library closes.

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- Library staff may attend or observe any event at any time.
- Library meeting rooms may not be reserved more than **two months** 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 10-25 people. The Library Director or their designee has discretion to determine which room will be available to any applicant.
- To ensure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Canton community may have the opportunity to make use of the limited facilities available, no group may use the rooms for more than twelve (12) meetings per calendar year.

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#### • 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:

Meeting rooms may be reserved by Canton Public Library cardholders (standard, non-standard or purchased card types) in good standing or by designated representatives of Canton-based nonprofit or community organizations, such as homeowners associations, who are acting on behalf of the organization. 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 in nature but is cultural, educational or informational in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or their designee.

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- 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 activities are allowed in the meeting rooms.
- 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.

**Deleted:** 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.¶

Room users who do not properly restore a room to its original state may be subject to a cleaning fee.

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#### • SCHEDULING AND RESERVING LIBRARY MEETING ROOMS FOR PUBLIC USE

##### Public Use of Library Meeting Rooms

Meeting room agreements must be fully executed 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 deposits owed. The meeting room will only be booked upon approval of the Library Director or their 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 and must remain in attendance for the duration of the meeting. Do not assume that the reservation has been approved simply by submitting 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.

Deleted: 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

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- **Guarantee** - The library cannot 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.

#### • 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 adhere to the library's Code of Conduct and all library policies.
- **Electronics** – 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 have 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, and box lunches, is 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.

**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 and remain in attendance for the duration of the meeting. 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. [Photographs or logos of the library may not be used in promotional materials.](#)
- **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 [walls of the](#) Community Room or Friends' Activity Room. 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. The individual who signs the Meeting Room Application, as well as the membership of the group or organization, will be held responsible for loss or damage and must pay the cost to clean, repair, or replace any library electronic equipment, other equipment, furniture, facility, or grounds. Meeting rooms shall be inspected and secured by library staff before the departure of a group.
- **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 where they were found or placed, as specified by staff.

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- **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 cannot 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 their designee upon violation of any Policy, rule or procedure.
  - 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.
  - 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 their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.
  - If the Rules of Conduct for Meeting Room Use are not observed, the Library Director or their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.
  - 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.

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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.

#### • PUBLIC USE OF LIBRARY STUDY ROOMS

The library makes available study rooms, free of charge, to individuals or groups. Study rooms are not available for any commercial, sales, or profit-making activities. Rooms are available on a first-come, first-served basis.

#### • RULES OF CONDUCT & CONDITIONS FOR STUDY ROOM USE

- All users must comply with the library's Patron Code of Conduct.
- Users of the room are responsible for any damage that may result from use.
- Those who use Study Rooms must occupy them. Items left in an unoccupied room will be considered abandoned after 15 minutes and may be removed by staff.
- Room capacity must be observed at all times.
- Furniture may not be added, substituted, or removed from the room.
- Light refreshments are allowed; cooking is not.
- The library is not responsible for lost, stolen or unattended items.
- Library staff must have free access to rooms at all times and may enter rooms during the use period.

#### • SCHEDULING AND RESERVING LIBRARY STUDY ROOMS FOR PUBLIC USE

A select number of library study rooms are available for reservation, free of charge, to individuals or groups. Study room reservations are not available for any commercial, sales, or profit-making activities.

- Study rooms may be reserved by Canton Public Library cardholders (standard, non-standard or purchased card types) in good standing, ages 13 years and over.
- Public reservation of library study rooms is subject to availability and compliance with the terms of this policy.
- A completed room reservation must be made at least two hours in advance of use and confirmation must be received.
- Inclusion of false information in a room reservation request will result in automatic and immediate revocation of permission.
- The rooms available, duration, and frequency of study room reservations are limited to predetermined guidelines established and posted by library staff.
- The original requester must be present and remain present for the duration of the reservation.
- The room must be cleaned up and vacated at the end of the reservation period.
- No fees, donations or admissions may be solicited during the reservation period.
- If the Rules of Conduct for Meeting Room Use are not observed, the Library Director or their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.

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#### No-Shows and Cancellations

- If a group or individual does not arrive within 15 minutes of their scheduled start time, the library may cancel the reservation and make the room available to others.
- After 3 no-shows, an individual may be blocked from reserving study rooms for 6 months.

## Canton Public Library – III. General Operation Policies | 2024

- Reservations must be canceled 24 hours ahead of appointment time.

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Revision Adopted by Library Board XX/XX/XXXX

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(Original policy 11/04-22-4)

**Deleted:** Motion No. 24/3-21-1¶

### Violations and Appeals

- **Violations:**
  - Authorization to use library facilities may be revoked by the Library Director or their designee upon violation of any Policy, rule or procedure.
  - If the Patron Code of Conduct is not observed, the Library Director or their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.
  - Persons or organizations refused the use of the study rooms or persons or organizations whose privileges to use the study 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 study rooms or the revocation of use of the study 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.

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## **2026 Monthly Board Meeting Agenda Planning**

### January 15, 2026

1. Review this 2026 Monthly Board Meeting Agenda Plan
2. Approve proposed changes to Meeting Room Policy

### February 19

1. Endowment Fund review

### March 26

1. 2027 Budget discussion – expenditures
  - Library materials – review library recommendation, determine budget as a % of total revenues for 1<sup>st</sup> draft budget
2. 2027 Budget discussion – expenditures
  - Healthcare plan coverage discussion – discuss expanding coverage to fully comply with PPACA

### April 16

1. 2025 Audit presentation, Plante Moran
2. 1<sup>st</sup> Quarter Budget Amendment
3. 2027 Budget discussion – expenditures
  - Salaries – review library recommendation, determine initial assumption for 1<sup>st</sup> draft budget

### May 21

1. 2027 Budget discussion – revenues
  - Millage rate – review County Equalization Report, determine millage rate for 1<sup>st</sup> draft budget
  - Property tax collection rate – review library recommendation, discuss initial assumption for 1<sup>st</sup> draft budget

### June 25

1. 62 Days of Summer program overview
2. 2027 Budget discussion – expenditures
  - Capital expenditures – review library recommendation, discuss Capital Replacement Schedule for 1<sup>st</sup> draft budget
  - Contingency/Use of Fund Balance – review library recommendation, discuss initial assumption for 1<sup>st</sup> draft budget
  - MERS pension – review library recommendation, determine employer contribution for 1<sup>st</sup> draft budget
3. August 2026-July 2027 healthcare plan options presentation – Kapnick Insurance
4. August 2026-July 2027 healthcare contract – review library recommendation, vote
5. PA 152 employer/employee insurance premiums cost-sharing – review library recommendation, vote for hard-cap or 80/20 percentage split

### July 16

1. 1<sup>st</sup> draft of 2027 budget and 2028-2030 projections
2. 2<sup>nd</sup> Quarter Budget Amendment

### August 20

1. 2<sup>nd</sup> draft of 2027 budget and 2028-2030 projections
2. 1<sup>st</sup> reading, 2027 calendar of board meetings and holiday closures

### September 17

1. **Budget hearing**
  - **Approve 2027 budget**
  - **Approve 2027 millage rate**
  - **Chair and Secretary/Treasurer sign L-4029 forms to submit to Wayne County and Township**
2. Approve 2027 calendar of board meetings and holiday closures
3. Approve proposals for 2027 Capital projects
4. 62 Days of Summer program review

### October 15

1. 3<sup>rd</sup> Quarter Budget Amendment
2. Director's evaluation process discussion

### November 19

1. Discussion of 2027 officers
2. Director's evaluation closed session

### December 17

1. Nomination and election of 2027 officers
2. 4<sup>th</sup> Quarter Budget Amendment
3. Approve Fund Balance Transfer for 2027 Capital projects
4. Plan 2027 Monthly Board Meeting Agenda topics