



Library Board of Trustees
General Meeting Packet Contents

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Library Board of Trustees
Meeting Agenda – January 15, 2026

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 December 18, 2025 General Meeting Minutes
By Unanimous Consent	Approve December 18, 2025 Closed Session Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business General Orders	Action Item 26/1-15-1: Approve proposed changes to Meeting Room Policy Discussion Item: Review 2026 Monthly Board Meeting Agenda Plan
New Business	Action Item 26/1-15-2 (Roll Call Vote): Closed session to consider material exempted by statute (Library Privacy Act 455 of 1982, MCL 397.603) Action Item 26/1-15-3: Patron Appeal 2026-01-01, to uphold, revise, or revoke suspension of rental room privileges
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

December 18, 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, A. Watts (joined at 7:06 PM)

Absent: None

Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE

Present: K. Bounds, L. Golden, M. Hathaway, D. McHugh, M. Nicholson

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

None

DIRECTOR'S REPORT

In addition to her written report, E. Davis shared that the adult open study space has been opened and is being well utilized.

TRUSTEE COMMENTS

N. Eggenberger shared that she spoke with a patron who works at the library because his house is too loud, illustrating another way the library is available for the community.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

None

NEW BUSINESS

Meeting Room Policy Revision – E. Davis thanked Engagement & Design Department Head Laurie Golden, who led the committee researching room reservation software. The new platform will enable

CPL cardholders in good standing to reserve meeting rooms in advance, while maintaining a selection of rooms available on a first-come, first-served basis. The policy revision will be presented for approval at the January meeting, with updated information regarding the implementation date.

Approve 4th Quarter Budget Amendment – A. Iqbal moved, and N. Eggenberger supported a motion to approve the 4th Quarter Budget Amendment as presented.

The motion passed unanimously 25/12-18-1 (6-0-0)

Review 2026 Monthly Board Meeting Agenda Plan – J. Lee asked if it would be possible to move the Kapnick Insurance presentation from June to allow more time for reviewing the materials. E. Davis advised that she could distribute the Blue Care Network renewal documents to the board once they become available, but the cross-company cost comparisons will not be available until early June.

A. Iqbal suggested possibly cancelling the February meeting; E. Davis confirmed the Endowment Fund review can be pushed back to March. The consensus was to keep the February meeting as scheduled, but the board may revisit the topic at a later date.

Closed session for Director's Evaluation – E. Davis requested that the board move into closed session for the purpose of discussing her annual performance evaluation.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed unanimously 25/12-18-2 (6-0-0)

REGULAR MEETING RESUMED AT 9:11 PM.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 9:14 PM.

Amy Watts, Secretary-Treasurer



**Canton Public Library Board of Trustees
Closed Session Minutes**

**Thursday, December 18, 2025
7:49 PM
Canton Public Library – Friends' Activity Room**

Closed session to discuss the library director's annual evaluation, per request by E. Davis.

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

Absent: None

The Board moved into closed session to discuss the library director's evaluation for 2025.

N. Eggenberger moved, and H. Abdu supported a motion to return to open session.

The motion passed unanimously 25/12-18-1CS (6-0-0)

Amy Watts, Secretary-Treasurer

01/07/2026

BALANCE SHEET REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 12/31/2025

YTD Balance

12/31/2025

GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	5,968,319.73
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	18,509.94
101-000.00-002.00	SAVINGS	1,001,263.47
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	5,219,677.43
101-000.00-123.00	PREPAID EXPENSES	<u>176,569.42</u>
Total Assets		<u>12,384,339.99</u>
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	53,240.83
101-000.00-219.01	SOCIAL COMMITTEE	2,233.05
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	6,095.50
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	5,181.78
101-000.00-339.00	DEFERRED REVENUE	<u>4,155,158.49</u>
Total Liabilities		<u>4,222,409.65</u>
*** Fund Equity ***		
101-000.00-390.00	GENERAL FUND BALANCE	<u>6,962,701.85</u>
Total Fund Equity		<u>6,962,701.85</u>
Total Fund 101:		
TOTAL ASSETS		<u>12,384,339.99</u>
BEG. FUND BALANCE		<u>6,962,701.85</u>
+ NET OF REVENUES & EXPENDITURES		1,199,228.49
= ENDING FUND BALANCE		8,161,930.34
+ LIABILITIES		<u>4,222,409.65</u>
= TOTAL LIABILITIES AND FUND BALANCE		<u>12,384,339.99</u>

YTD Balance

12/31/2025

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

01/07/2026

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

Balance As Of 12/31/2025

Description	2025	YTD Balance	Available	% Bdgt
	Amended	12/31/2025	Balance 12/31/2025	Used
	Budget	Normal (Abnormal)	Normal (Abnormal)	
Fund: 101 GENERAL FUND				
Account Category: Revenues				
PROPERTY TAXES	7,876,418.00	7,881,614.13	(5,196.13)	100.07
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	37,000.00	37,691.45	(691.45)	101.87
REPLACEMENT-LIBRARY MATERIALS	14,300.00	14,592.06	(292.06)	102.04
MEETING ROOM RENTAL	2,400.00	2,600.00	(200.00)	108.33
PENAL FINES	360,570.00	360,570.47	(0.47)	100.00
INTEREST INCOME	250,000.00	261,890.98	(11,890.98)	104.76
COMMISSION	12,500.00	12,519.90	(19.90)	100.16
OTHER REVENUE	32,250.00	33,267.69	(1,017.69)	103.16
Revenues	8,757,397.00	8,776,707.07	(19,310.07)	100.22
Account Category: Expenditures				
SALARIES & WAGES	3,790,000.00	3,661,030.05	128,969.95	96.60
FRINGE BENEFITS	989,400.00	897,459.04	91,940.96	90.71
SUPPLIES	144,000.00	113,473.18	30,526.82	78.80
LIBRARY MATERIALS	1,290,052.00	1,208,144.95	81,907.05	93.65
PROFESSIONAL & CONTRACTUAL	555,120.00	480,894.21	74,225.79	86.63
COMMUNICATIONS	37,000.00	31,089.72	5,910.28	84.03
PRINTING	26,800.00	24,885.81	1,914.19	92.86
UTILITIES	200,000.00	165,966.88	34,033.12	82.98
MAINTENANCE & REPAIRS	326,000.00	260,061.31	65,938.69	79.77
RENTALS/LEASES	11,500.00	7,750.79	3,749.21	67.40
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	1,111,400.00	606,844.85	504,555.15	54.60
PROPERTY TAX REFUNDS	2,000.00		2,000.00	0.00
TRAVEL	41,150.00	26,322.69	14,827.31	63.97
COMMUNITY PROMOTION	16,200.00	13,415.22	2,784.78	82.81
Expenditures	8,639,848.00	7,577,478.58	1,062,369.42	87.70
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,757,397.00	8,776,707.07	(19,310.07)	100.22
TOTAL EXPENDITURES	8,639,848.00	7,577,478.58	1,062,369.42	87.70
NET OF REVENUES & EXPENDITURES:	117,549.00	1,199,228.49	(1,081,679.49)	
BEG. FUND BALANCE - ALL FUNDS	6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS	7,080,250.85	8,161,930.34		

01/07/2026

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
Balance As Of 12/31/2025

GL Number	Description	2025	YTD Balance	Available	% Bdgt
		Amended	12/31/2025	Balance 12/31/2025	Used
		Budget	Normal (Abnormal)	Normal (Abnormal)	

Fund: 101 GENERAL FUND

101-000.00-401.00	PROPERTY TAXES	7,876,418.00	7,881,614.13	(5,196.13)	100.07
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	37,000.00	37,691.45	(691.45)	101.87
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	14,300.00	14,592.06	(292.06)	102.04
101-000.00-651.00	MEETING ROOM RENTAL	2,400.00	2,600.00	(200.00)	108.33
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	261,890.98	(11,890.98)	104.76
101-000.00-668.00	COMMISSION	12,500.00	12,519.90	(19.90)	100.16
101-000.00-675.00	OTHER REVENUE	32,250.00	33,267.69	(1,017.69)	103.16
Revenues		8,757,397.00	8,776,707.07	(19,310.07)	100.22

Account Category: Expenditures

101-790.00-702.00	SALARIES & WAGES	3,790,000.00	3,661,030.05	128,969.95	96.60
101-790.00-716.01	TAXES-FICA/MC	290,000.00	284,576.62	5,423.38	98.13
101-790.00-716.02	DENTAL	23,000.00	15,369.04	7,630.96	66.82
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	238,344.16	70,235.84	77.24
101-790.00-716.06	MEDICAL BUY OUTS	4,800.00	4,800.00	0.00	100.00
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	48,633.42	3,866.58	92.64
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	17,969.88	30.12	99.83
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00

GL Number	Description	2025	YTD Balance	Available	% Bdgt
		Amended	12/31/2025	Balance 12/31/2025	Used
		Budget	Normal (Abnormal)	Normal (Abnormal)	

Fund: 101 GENERAL FUND

101-790.00-730.01	BOOKS	269,672.00	255,183.97	14,488.03	94.63
101-790.00-730.02	AV (MEDIA)	104,910.00	100,047.54	4,862.46	95.37
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	915,470.00	852,913.44	62,556.56	93.17
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	920.66	279.34	76.72
101-790.00-850.00	COMMUNICATIONS	37,000.00	31,089.72	5,910.28	84.03
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	135,284.16	24,715.84	84.55
101-790.00-922.00	GAS	20,000.00	10,859.28	9,140.72	54.30
101-790.00-923.00	WATER	20,000.00	19,823.44	176.56	99.12
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	87,738.86	10,261.14	89.53
101-790.00-932.01	LAWN & GROUNDS	58,800.00	35,673.46	23,126.54	60.67
101-790.00-932.02	SNOW & ICE	38,000.00	22,500.00	15,500.00	59.21
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	54,619.85	3,280.15	94.33
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	18,000.00	15,911.00	2,089.00	88.39
101-790.00-935.00	BUILDING REPAIRS	31,000.00	27,267.78	3,732.22	87.96
101-790.00-936.00	EQUIPMENT REPAIRS	16,000.00	9,854.82	6,145.18	61.59
101-790.00-941.00	COPY MACHINE CHARGES	9,000.00	5,859.23	3,140.77	65.10
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	43,000.00	10,434.00	32,566.00	24.27
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	455,000.00	49,864.00	405,136.00	10.96
101-790.00-975.00	FURNITURE AND EQUIPMENT	363,400.00	316,862.00	46,538.00	87.19
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	220,000.00	201,620.03	18,379.97	91.65
101-790.00-979.00	SOFTWARE	30,000.00	28,064.82	1,935.18	93.55

GL Number	Description	2025	YTD Balance	Available	% Bdgt
		Amended	12/31/2025	Balance 12/31/2025	Used
		Budget	Normal (Abnormal)	Normal (Abnormal)	

Fund: 101 GENERAL FUND

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
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	4,769.23	1,230.77	79.49
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	2,500.00	1,782.19	717.81	71.29
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	310.73	689.27	31.07
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	10,531.77	1,968.23	84.25
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	14,890.15	15,609.85	48.82
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	14,006.25	493.75	96.59
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	1,564.48	1,235.52	55.87
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	17,500.00	17,267.32	232.68	98.67
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	11,600.00	3,409.00	8,191.00	29.39
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	4,500.00	4,020.48	479.52	89.34
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	22,000.00	16,199.90	5,800.10	73.64
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	300.00	255.91	44.09	85.30
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	41,169.82	6,350.18	86.64
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	2,500.00	2,334.13	165.87	93.37
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	900.00	819.43	80.57	91.05

GL Number	Description	2025	YTD Balance	Available	% Bdgt
		Amended	12/31/2025	Balance 12/31/2025	Used
		Budget	Normal (Abnormal)	Normal (Abnormal)	

Fund: 101 GENERAL FUND

101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,300.00	1,056.22	243.78	81.25
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	8,000.00	6,428.38	1,571.62	80.35
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	36,073.70	3,926.30	90.18
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	20,000.00	13,958.50	6,041.50	69.79
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	3,000.00	1,197.54	1,802.46	39.92
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,200.00	511.03	688.97	42.59
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	15,000.00	13,415.22	1,584.78	89.43
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	25,000.00	24,101.81	898.19	96.41
101-790.05-727.00	SUPPLIES- INFORMATION SERVICES	2,600.00	2,268.32	331.68	87.24
101-790.05-728.00	POSTAGE- INFORMATION SERVICES	1,500.00	1,412.73	87.27	94.18
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	9,500.00	8,962.52	537.48	94.34
101-790.05-862.00	MILEAGE- INFORMATION SERVICES	1,000.00	978.51	21.49	97.85
101-790.06-727.00	SUPPLIES- INFORMATION TECHNOLOGY	20,000.00	17,902.50	2,097.50	89.51
101-790.06-805.00	ONLINE INFO- INFORMATION TECHNOLOGY	300,000.00	290,619.83	9,380.17	96.87
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	3,000.00	1,749.66	1,250.34	58.32
101-790.06-862.00	MILEAGE- INFORMATION TECHNOLOGY	1,100.00	259.00	841.00	23.55
Expenditures		8,639,848.00	7,577,478.58	1,062,369.42	87.70

Fund 101 - GENERAL FUND:

TOTAL REVENUES	8,757,397.00	8,776,707.07	(19,310.07)	100.22
TOTAL EXPENDITURES	8,639,848.00	7,577,478.58	1,062,369.42	87.70
NET OF REVENUES & EXPENDITURES:	117,549.00	1,199,228.49	(1,081,679.49)	
BEG. FUND BALANCE - ALL FUNDS	6,962,701.85	6,962,701.85		
END FUND BALANCE - ALL FUNDS	7,080,250.85	8,161,930.34		

01/07/2026

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE 12/01/2025 - 12/31/2025

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING					
12/03/2025	609(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
12/03/2025	610(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,940.13
12/03/2025	611(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,862.25
12/03/2025	612(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	304.65
12/03/2025	613(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT: J.LEE	785.46
12/10/2025	55952	MISC	AHMED WAHBY	MLA CONFERENCE REIMBURSEMENT	753.74
12/10/2025	55953	1291	ALLEGION ACCESS TECH LLC	STANLEY DOOR ANNUAL SERVICE CONTRACT	1,116.00
12/10/2025	55954	1012	AMERICAN RED CROSS	FIRST AID TRAINING - 11/13/2025	1,244.00
12/10/2025	55955	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	290.00
12/10/2025	55956	1059	BRODART CO.	TPW SUPPLIES	448.00
12/10/2025	55957	1070	CANTON COMMUNITY FOUNDATION	ENDOWMENT DONATIONS RECEIVED AT CPL	1,800.00
12/10/2025	55958	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 09/01/2025-11/02/2025	2,378.96
12/10/2025	55959	1682	CENTER FOR PERFORMANCE ARTS AND LEARNING	DANCER FOR WINTER SNOW SPREE	300.00
12/10/2025	55960	1455	COOKIES AND MORE LLC	CAT COOKIES FOR WINTER SNOW SPREE 12/16/25	600.00
12/10/2025	55961	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	54 KIDS VIDEO GAMES	1,262.39
12/10/2025	55962	1467	CTS COMPANIES, INC.	RMM SERVICE	540.00
12/10/2025	55963	1611	DAVE ROGEHR	"CANTONENTAL EXPRESS" TRAIN FOR WSS 12/16/25	500.00
12/10/2025	55964	1100	DEMCO, INC.	TPW SUPLES	1,011.49
12/10/2025	55965	1594	DETROIT SYMPHONY ORCHESTRA, INC	DSO WINTER PERFORMERS 12/17/25	650.00
12/10/2025	55966	1206	FARMINGTON COMMUNITY LIBRARY	PROQUEST ANCESTRY RENEWAL 10/25-9/26	3,411.38
12/10/2025	55967	1159	HOME DEPOT CREDIT SERVICES	MISC. BLDG SUPPLIES	64.35
12/10/2025	55968	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	7,373.97
12/10/2025	55969	1167	INNOVATIVE INTERFACES	SIERRA ILS ANNUAL MAINTENANCE	91,477.08
12/10/2025	55970	MISC	JASMINE LEE	MLA CONFERENCE 2025	549.38
12/10/2025	55971	1214	MIKE K MCCLURE	RESEARCH, INTERVIEW & WRITE WEATHERMAN BLOG IN 1256	275.00
12/10/2025	55972	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
12/10/2025	55973	1232	ODP BUSINESS SOLUTIONS	2 ROLLS OF POSTER PRINTER PAPER	401.76
12/10/2025	55974	1126	PLAYAWAY PRODUCTS LLC	30 WONDERBOOKS	58.99
12/10/2025	55975	1014	THE ANN ARBOR NEWS	ANN ARBOR NEWS SUBS 12/14/25 - 3/7/26	138.83
12/10/2025	55976	1320	TSAI FONG BOOKS, INC.	ADULT INTERNATIONAL LANGUAGE BOOKS	607.26
12/10/2025	55977	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	210.90
12/12/2025	614(A)	1009	AMAZON CAPITAL SERVICES	USB POCKETS FOR GAMES	3,726.65
12/12/2025	615(A)	1695	GANNETT DETROIT LOCALIQ	TOP WORKPLACES 2025 AWARDS CEREMONY	2,000.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
12/12/2025	616(A)	1690	JJ KELLER & ASSOCIATES	LABOR LAW POSTER SUBSCRIPTION - 1 YEAR	72.11
12/12/2025	617(A)	1176	KANOPI, INC	KANOPI - STREAMING VIDEO PLAY CREDITS	930.75
12/12/2025	618(A)	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M FOR ADULT OPEN STUDY AREA	63,670.00
12/12/2025	619(A)	1213	MIDWEST TAPE	HOOPLA MONTHLY USAGE	26,313.48
12/12/2025	620(A)	1235	OVERDRIVE, INC.	14 EBOOKS, 6 AUDIOBOOKS	12,410.74
12/12/2025	621(A)	1253	PROQUEST LLC	MUSIC ONLINE LISTENING SUB 12/25-11/26	959.72
12/12/2025	622(A)	1264	RELIABLE LANDSCAPING, INC.	ANNUAL LAWN AND GROUNDS CARE	2,610.00
12/12/2025	623(A)	1274	SECURITY 101	OPEN STUDY SPACE REWORK AND EXTERIOR ACCESS POINTS	3,012.65
12/16/2025	624(E)	1476	JP MORGAN CHASE BANK-ONE CARD	CASE OF 30 F40T12 BULBS	21,184.26
12/17/2025	630(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
12/17/2025	631(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,940.13
12/17/2025	632(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,862.25
12/17/2025	633(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	650.58
12/17/2025	634(E)	1240	PAYLOCITY	TOP WORKPLACES MILEAGE	40.95
12/22/2025	55978	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	340.00
12/22/2025	55979	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - JANUARY 2026	29,935.99
12/22/2025	55980	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - SEPTEMBER	3,810.04
12/22/2025	55981	1685	CRAWFORD DOOR SALES	REPAIR ROLL-UP DOOR BY EMP. ENTRANCE	2,885.00
12/22/2025	55982	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	20 ADULT VIDEO GAMES	2,451.18
12/22/2025	55983	1467	CTS COMPANIES, INC.	RMM SERVICE	270.00
12/22/2025	55984	1100	DEMCO, INC.	TPW SUPPLIES	1,390.32
12/22/2025	55985	MISC	DIANE MINER	LIBRARY DECORATIONS	28.30
12/22/2025	55986	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 11/08/2025-12/10-2025	11,655.34
12/22/2025	55987	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITORIAL SERVICES	5,600.00
12/22/2025	55988	1159	HOME DEPOT CREDIT SERVICES	3 ROLLS WHITE DUCT TAPE	17.34
12/22/2025	55989	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	10,719.93
12/22/2025	55990	1254	MOUTS, LLC	PUPPET SANITIZATION 2025	106.00
12/22/2025	55991	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	99.10
12/22/2025	55992	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	1,850.00
12/22/2025	55993	1249	POSTMASTER	MAIL PERMIT #558 RENEWAL	370.00
12/22/2025	55994	1255	PROGRESSIVE PRINTING	WSS PAMPHLETS	414.00
12/22/2025	55995	1288	SONITROL GREAT LAKES	BUILDING MONITORING Q1 2026	1,667.94
12/26/2025	625(A)	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$325	1,335.55
12/26/2025	626(A)	1188	LIBRARY DESIGN ASSOCIATES, INC.	LUCKY DAY CUSTOM SHELVING UNIT	26,865.00
12/26/2025	627(A)	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	5,091.92
12/26/2025	628(A)	1235	OVERDRIVE, INC.	24 EBOOKS, 32 AUDIOBOOKS	11,315.30
12/26/2025	629(A)	1308	THE LIBRARY NETWORK	ANNUAL DELIVERY CHARGES	2,796.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
12/31/2025	635(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	6,557.61
12/31/2025	636(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	7,094.11
12/31/2025	637(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
12/31/2025	638(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,862.25
12/31/2025	639(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	853.05
12/31/2025	640(E)	1240	PAYLOCITY	REGISTRATION - PLA CONFERENCE 2026	477.98
GEN TOTALS:					
Total of 76 Checks:					
Less 0 Void Checks:					
Total of 76 Disbursements:					



Director's Report

January 2026

1. At this month's meeting, we ask for your approval of the Meeting Room Policy revision. I would like to once again thank Engagement & Design Department Head Laurie Golden for taking the lead on these revisions, which will set the stage for the launch of our online, patron-initiated room reservation system. As for an effective date, we would like the policy to be effective with the launch of the system—it's vague, because we don't have a firm launch date yet. This way, the current meeting room policy will remain in effect until we flip the switch on the reservation platform, which will minimize confusion.
2. You will enter a closed session to consider material exempt from disclosure from the Open Meetings Act, per the Library Privacy Act.
3. Lastly, after re-entering the open session, you will vote to uphold, rescind, or modify the suspension of a patron's meeting room privileges.
4. Effective January 1, we have reduced the number of monthly hoopla borrows to twelve (was 20) as a method of mitigating the costs while enabling a more sustainable use of this service, which remains popular within our community.

We have appreciated the board's continued support of emedia in our Materials Budget which allowed us to steadily increase our annual allocation to emedia. In 2025, hoopla alone accounted for nearly 25% of the total (just over \$305,000 of our \$1.29 million Materials Budget). After detailed analysis by Collections Specialist Lisa Craig, we have reduced the total monthly borrows per library card to twelve. We plan to keep this limit for the fiscal year and will continue to reassess patron use of hoopla with the costs to the library, in particular how we balance hoopla with our other emedia expenditures and also how we balance emedia with physical materials expenditures.

Respectfully submitted,
Eva Davis, Director

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.

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.

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.
- 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.

- **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.

- 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.

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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.

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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

Deleted: 03/21/2024

(Original policy 11/04-22-4)

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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 1st 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. 1st Quarter Budget Amendment
3. 2027 Budget discussion – expenditures
 - Salaries – review library recommendation, determine initial assumption for 1st draft budget

May 21

1. 2027 Budget discussion – revenues
 - Millage rate – review County Equalization Report, determine millage rate for 1st draft budget
 - Property tax collection rate – review library recommendation, discuss initial assumption for 1st 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 1st draft budget
 - Contingency/Use of Fund Balance – review library recommendation, discuss initial assumption for 1st draft budget
 - MERS pension – review library recommendation, determine employer contribution for 1st 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. 1st draft of 2027 budget and 2028-2030 projections
2. 2nd Quarter Budget Amendment

August 20

1. 2nd draft of 2027 budget and 2028-2030 projections
2. 1st 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. 3rd 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. 4th Quarter Budget Amendment

3. Approve Fund Balance Transfer for 2027 Capital projects

4. Plan 2027 Monthly Board Meeting Agenda topics