



## Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – May 16, 2024
2. General Meeting Minutes – April 18, 2024
3. Financial Statements – April 30, 2024
  - a. Balance Sheet
  - b. Revenue and Expenditure Summary
  - c. Revenue and Expenditure Expanded
  - d. Check Register
4. Director's Report
5. Property Tax Collection Rates



**Library Board of Trustees  
Meeting Agenda – May 16, 2024**

<b>7:30 PM</b>	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
By Unanimous Consent	Approve Agenda
By Unanimous Consent	Approve April 18, 2024 Meeting Minutes
<b>Administrative Reports</b>	Communications Report of the Library Director Trustee Comments
Committee Reports	None
<b>New Business</b>	Diversity Audit Presentation, Collection Manager Lisa Craig Discussion Item: 2025 Budget – Revenues <ul style="list-style-type: none"><li>• Millage rate</li><li>• Property tax collection rate</li></ul>
<b>Adjourn</b>	Final Call to the Audience (5-minute maximum per person)



## Canton Public Library Board of Trustees General Meeting Minutes

**April 18, 2024 – 7:30 PM**

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

Present: M. Farrell, A. Iqbal, J. Lee, C. Spas, A. Watts

Absent: N. Eggenberger

Also Present: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

Present: K. Bounds, L. Golden, D. McHugh, M. Nicholson, C. Swanberg, K. Szymanski

No comments

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

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

The minutes were approved by unanimous consent.

### **DIRECTOR'S REPORT**

In addition to her written report, Director Eva Davis drew attention to Form 5572 in the board packet, which is a state-required form summarizing the performance of the library's MERS retirement pension benefit plans. Davis thanked Accountant Debbie McHugh for preparing the form, which confirms our plan funding is within compliance.

As of March 31, we are 25% of the way through the fiscal year. Expenditures that are trending higher than 25% are expected and include prepaid insurance policies, professional & contractual, and fringe benefits due to the lump sum pension contribution. Penal fines show no revenue year-to-date because they are typically received in the late summer.

The new study rooms for the east wall are expected to be delivered on May 1 and we are hoping to be able to open them to the public by mid-May.

Davis thanked the board for budgeting for staff to attend the Public Library Association conference in Columbus, Ohio. This year, seven staff members were able to attend.

### **TRUSTEE COMMENTS**

Trustee J. Lee shared her experiences from the 2024 Public Library Association conference. She stated it was an eye-opening experience to learn about the challenges that libraries are experiencing nationwide, and thanked the library for the opportunity to attend her first library conference.

## **NEW BUSINESS**

***2023 Audit presentation, Plante Moran*** – Keith Szymanski of Plante Moran presented the findings from their audit of the library’s 2023 fiscal year. The library received another *unmodified* opinion without any issues or findings in accordance with Generally Accepted Auditing Standards (GAAS). In sum, Szymanski stated that the board can trust the accuracy of the library’s financial statements throughout the year in order to make informed decisions.

***Accept the 2023 audit report as presented*** – A. Watts moved and M. Farrell supported a motion to accept the 2023 audit as presented by Plante Moran.

**The motion passed unanimously 24/4-18-1 (5-0-0)**

***Approve 1<sup>st</sup> Quarter Budget Amendment*** – M. Farrell moved and J. Lee supported a motion to accept the 1<sup>st</sup> Quarter Budget Amendment as presented.

**The motion passed unanimously 24/4-18-2 (5-0-0)**

## ***2025 Budget Discussion – Expenditures***

**Salaries** – Trustee A. Watts expressed her appreciation for the work that went into preparing the salary recommendation. The board did not have any additional questions at this time.

## **CALL TO AUDIENCE**

None

## **ADJOURN**

The meeting was adjourned at 8:04 PM.

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Claire Spas, Secretary-Treasurer

05/06/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
Period Ending 04/30/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	10,183,542.88
101-000.00-001.02	CHECKING-CREDIT CARD	3,972.58
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	19,146.52
101-000.00-002.00	SAVINGS	1,007,374.45
	Total Assets	11,214,036.43
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	72,291.23
101-000.00-219.01	SOCIAL COMMITTEE	5,644.14
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	3,579.01
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.06	RETIREMENT SAVINGS DEDUCTIONS (457)	114.90
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	5,819.06
	Total Liabilities	87,948.34
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,195,271.31
	Total Fund Balance	6,195,271.31
	Beginning Fund Balance	6,195,271.31
	Net of Revenues VS Expenditures	4,930,816.78
	Ending Fund Balance	11,126,088.09
	Total Liabilities And Fund Balance	11,214,036.43

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(11,071.03)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,536,418.09
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(6,214,379.70)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,909,966.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,426,679.21)
901-000.00-150.00	LIBRARY MATERIALS	4,999,883.18
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,654,553.41)
901-000.00-160.00	HARDWARE	1,432,067.65
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(882,120.95)
901-000.00-162.00	SOFTWARE	1,165,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(992,662.30)
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	960,901.00
	Total Assets	10,955,635.43
*** Liabilities ***		
901-000.00-334.00	NET PENSION LIABILITY	445,517.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	135,798.00
	Total Liabilities	581,315.00
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	10,374,320.43
	Total Fund Balance	10,374,320.43
	Beginning Fund Balance	10,374,320.43
	Net of Revenues VS Expenditures	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	10,374,320.43
	Total Liabilities And Fund Balance	10,955,635.43

05/06/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 04/30/2024

DESCRIPTION	2024	YTD BALANCE		AVAILABLE	% BDGT USED
	AMENDED BUDGET	04/30/2024		BALANCE	
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
<b>INCOME</b>					
PROPERTY TAXES	7,350,000.00	7,303,379.65		46,620.35	99.37
STATE AID TO LIBRARIES	70,000.00	49,672.62		20,327.38	70.96
LOCAL COMMUNITY STABILIZATION SHARE	66,091.00	66,091.30		(0.30)	100.00
PHOTOCOPY FEES	40,000.00	12,715.26		27,284.74	31.79
REPLACEMENT-LIBRARY MATERIALS	7,000.00	4,158.38		2,841.62	59.41
MEETING ROOM RENTAL	500.00	325.00		175.00	65.00
PENAL FINES	61,000.00	0.00		61,000.00	0.00
INTEREST INCOME	70,000.00	65,656.48		4,343.52	93.79
COMMISSION	7,000.00	2,385.10		4,614.90	34.07
OTHER REVENUE	1,000.00	1,714.56		(714.56)	171.46
<b>TOTAL REVENUES</b>	<b>7,672,591.00</b>	<b>7,506,098.35</b>		<b>166,492.65</b>	<b>97.83</b>
<b>EXPENSES</b>					
SALARIES & WAGES	3,630,000.00	1,040,430.44		2,589,569.56	28.66
FRINGE BENEFITS	942,500.00	492,209.78		450,290.22	52.22
SUPPLIES	152,350.00	32,185.06		120,164.94	21.13
LIBRARY MATERIALS	1,150,000.00	402,854.45		747,145.55	35.03
PROFESSIONAL & CONTRACTUAL	485,475.00	270,085.89		215,389.11	55.63
COMMUNICATIONS	47,000.00	3,880.11		43,119.89	8.26
PRINTING	51,800.00	1,348.40		50,451.60	2.60
UTILITIES	190,000.00	41,083.02		148,916.98	21.62
MAINTENANCE & REPAIRS	271,400.00	75,269.55		196,130.45	27.73
BUILDING IMPROVEMENTS	20,000.00	6,327.66		13,672.34	31.64
INSURANCE	69,000.00	61,880.00		7,120.00	89.68
CAPITAL OUTLAY	1,191,000.00	115,409.03		1,075,590.97	9.69
PROPERTY TAX REFUNDS	2,000.00	0.00		2,000.00	0.00
COMMUNITY PROMOTION	22,400.00	2,531.63		19,868.37	11.30
TRAVEL	73,150.00	28,326.67		44,823.33	38.72
RENTALS/LEASES	18,300.00	1,459.88		16,840.12	7.98
<b>TOTAL EXPENDITURES</b>	<b>8,316,375.00</b>	<b>2,575,281.57</b>		<b>5,741,093.43</b>	<b>30.97</b>
<b>Fund 101 - GENERAL FUND:</b>					
TOTAL REVENUES	7,672,591.00	7,506,098.35		166,492.65	97.83
TOTAL EXPENDITURES	8,316,375.00	2,575,281.57		5,741,093.43	30.97
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(643,784.00)</b>	<b>4,930,816.78</b>		<b>(5,574,600.78)</b>	<b>765.91</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(643,784.00)</b>	<b>4,930,816.78</b>			
FUND BALANCE - BEGINNING OF YEAR	6,195,271.31	6,195,271.31			
<b>FUND BALANCE - END OF YEAR</b>	<b>5,551,487.31</b>	<b>11,126,088.09</b>			

05/06/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,350,000.00	7,303,379.65	46,620.35	99.37
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	49,672.62	20,327.38	70.96
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	66,091.00	66,091.30	(0.30)	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	12,715.26	27,284.74	31.79
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	4,158.38	2,841.62	59.41
101-000.00-651.00	MEETING ROOM RENTAL	500.00	325.00	175.00	65.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	70,000.00	65,656.48	4,343.52	93.79
101-000.00-668.00	COMMISSION	7,000.00	2,385.10	4,614.90	34.07
101-000.00-675.00	OTHER REVENUE	1,000.00	1,714.56	(714.56)	171.46
TOTAL REVENUES		7,672,591.00	7,506,098.35	166,492.65	97.83
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,630,000.00	1,040,430.44	2,589,569.56	28.66
101-790.00-716.01	TAXES-FICA/MC	277,700.00	86,814.66	190,885.34	31.26
101-790.00-716.02	DENTAL	23,000.00	2,893.36	20,106.64	12.58
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000.00	600.00	400.00	60.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	4,712.78	10,787.22	30.41
101-790.00-716.05	MEDICAL INSURANCE	280,000.00	98,408.03	181,591.97	35.15
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	0.00	3,600.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	661.12	6,838.88	8.81
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	5,000.00	3,769.00	1,231.00	75.38
101-790.00-717.01	RETIREMENT DC PLAN (401A)	48,200.00	14,350.83	33,849.17	29.77
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	12,500.00	4,301.98	8,198.02	34.42



GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	254,000.00	80,497.27	173,502.73	31.69
101-790.00-730.02	AV (MEDIA)	102,000.00	25,937.18	76,062.82	25.43
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	794,000.00	296,420.00	497,580.00	37.33
101-790.00-802.00	LEGAL	15,000.00	5,736.50	9,263.50	38.24
101-790.00-803.00	AUDIT	13,850.00	13,850.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	0.00	1,000.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	301.60	898.40	25.13
101-790.00-850.00	COMMUNICATIONS	47,000.00	3,880.11	43,119.89	8.26
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	150,000.00	35,391.43	114,608.57	23.59
101-790.00-922.00	GAS	25,000.00	4,878.67	20,121.33	19.51
101-790.00-923.00	WATER	15,000.00	812.92	14,187.08	5.42
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,500.00	24,596.72	73,903.28	24.97
101-790.00-932.01	LAWN & GROUNDS	46,600.00	8,623.07	37,976.93	18.50
101-790.00-932.02	SNOW & ICE	38,000.00	16,599.99	21,400.01	43.68
101-790.00-933.00	BUILDING SECURITY	7,800.00	3,153.36	4,646.64	40.43
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	16,700.00	5,395.44	11,304.56	32.31
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	250.00	22,750.00	1.09
101-790.00-935.00	BUILDING REPAIRS	20,000.00	4,685.00	15,315.00	23.43
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	11,965.97	8,034.03	59.83
101-790.00-941.00	COPY MACHINE CHARGES	15,800.00	1,019.93	14,780.07	6.46
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	439.95	2,060.05	17.60
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	6,327.66	13,672.34	31.64
101-790.00-969.00	INSURANCE	69,000.00	61,880.00	7,120.00	89.68
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	30,000.00	0.00	30,000.00	0.00
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	597,000.00	0.00	597,000.00	0.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	140,000.00	24,256.00	115,744.00	17.33
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	408,000.00	84,153.03	323,846.97	20.63
101-790.00-979.00	SOFTWARE	16,000.00	7,000.00	9,000.00	43.75
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2024	BALANCE	USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	247.00	953.00	20.58
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	0.00	300.00	0.00
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	6,000.00	1,856.95	4,143.05	30.95
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000.00	3,148.13	851.87	78.70
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	696.52	1,603.48	30.28
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	200.00	0.00	100.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	4,867.47	7,632.53	38.94
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	26,000.00	1,808.46	24,191.54	6.96
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,000.00	5,186.81	6,813.19	43.22
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	(698.73)	3,498.73	(24.95)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	6,097.76	9,402.24	39.34
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	3,646.00	8,404.00	30.26
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,650.00	916.00	734.00	55.52
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,975.00	913.68	10,061.32	8.33
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	0.00	5,000.00	0.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,200.00	200.00	1,000.00	16.67
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	0.00	5,500.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	8,050.00	255.35	7,794.65	3.17
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	0.00	2,000.00	0.00
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	0.00	2,400.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	111.00	1,189.00	8.54
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,600.00	1,643.21	3,956.79	29.34
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,100.00	162.09	4,937.91	3.18
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	2,221.71	17,778.29	11.11
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	50.43	99.57	33.62
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	22,000.00	14,042.29	7,957.71	63.83
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	8,000.00	3,761.10	4,238.90	47.01
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	247.00	1,403.00	14.97
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,000.00	2,989.66	6,010.34	33.22
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	800.00	0.00	800.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200.00	0.00	1,200.00	0.00
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	406.38	24,593.62	1.63
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	35,000.00	9,529.26	25,470.74	27.23

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			04/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	6,455.67	33,544.33	16.14
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	494.00	506.00	49.40
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	5,000.00	2,626.30	2,373.70	52.53
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	410.40	489.60	45.60
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000.00	2,531.63	17,468.37	12.66
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	1,237.40	48,762.60	2.47
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,500.00	463.13	2,036.87	18.53
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	490.22	1,509.78	24.51
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	907.00	1,593.00	36.28
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	23,000.00	11,174.20	11,825.80	48.58
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,300.00	1,105.64	1,194.36	48.07
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	25,000.00	11,281.90	13,718.10	45.13
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	282,000.00	195,247.54	86,752.46	69.24
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	344.00	1,156.00	22.93
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	7,400.00	7,149.49	250.51	96.61
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	8,500.00	3,511.16	4,988.84	41.31
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	352.36	747.64	32.03
TOTAL EXPENDITURES		8,316,375.00	2,575,281.57	5,741,093.43	30.97
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,672,591.00	7,506,098.35	166,492.65	97.83
TOTAL EXPENDITURES		8,316,375.00	2,575,281.57	5,741,093.43	30.97
NET OF REVENUES & EXPENDITURES		(643,784.00)	4,930,816.78	(5,574,600.78)	765.91
NET CHANGE IN FUND BALANCE		(643,784.00)	4,930,816.78		
FUND BALANCE - BEGINNING OF YEAR		6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR		5,551,487.31	11,126,088.09		

05/06/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE FROM 04/01/2024 - 04/30/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
04/03/2024	GEN	54880	1004	AFLAC	MONTHLY REMITTANCE-MARCH 2024	100.44
04/03/2024	GEN	54881	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$175	652.60
04/03/2024	GEN	54882	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,146.57
04/03/2024	GEN	54883	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	25.50
04/03/2024	GEN	54884	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 01/08/2024-03/04/2024	406.46
04/03/2024	GEN	54885	1303	CARL SWANBERG	IUG EXPENSES	153.67
04/03/2024	GEN	54886	1079	CENGAGE LEARNING INC	41 LARGE PRINT JFIC BOOKS	97.44
04/03/2024	GEN	54887	1425	CHRIS SAVAGE	AQUARIUM MAINTENANCE FEE & SUPPLIES	170.00
04/03/2024	GEN	54888	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300.0	104.77
04/03/2024	GEN	54889	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	31 ADULT VIDEO GAMES	1,763.36
04/03/2024	GEN	54890	1467	CTS COMPANIES, INC.	RMM SERVICE 2024	270.00
04/03/2024	GEN	54891	1287	DEBORAH SOBCZAK	SC TEA PARTY - LEMONADE & BROWNIE MIX	51.39
04/03/2024	GEN	54892	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
04/03/2024	GEN	54893	1116	ELEMENTONE CONSULTING, INC	ANNUAL PAY STRUCTURE UPDATE-2025	2,750.00
04/03/2024	GEN	54894	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,746.16
04/03/2024	GEN	54895	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO REPLACE CONTORL BOARD ON STAFF AD	1,170.00
04/03/2024	GEN	54896	1475	MAJORIE GATSON	MAJORIE GATSON-TAROT (APR) AND ASTROLOGY	500.00
04/03/2024	GEN	54897	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,191.33
04/03/2024	GEN	54898	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	101.51
04/03/2024	GEN	54899	1255	PROGRESSIVE PRINTING	BUSINESS CARDS - SILLS, TAMBA	111.00
04/03/2024	GEN	54900	1264	RELIABLE LANDSCAPING, INC.	L&M MULCH INSTALLATION, SPRING CLEAN-UP	7,085.00
04/03/2024	GEN	54901	1273	SCHOLASTIC INC	MAY LIT LAB BOOK	81.36
04/03/2024	GEN	54902	1421	SEAN BEWICK	SC SPRING TEA - FOOD & SUPPLIES	578.33
04/03/2024	GEN	54903	1274	SECURITY 101	BUILDING SURVEILLANCE SYSTEM REPLACEMENT	9,995.85
04/03/2024	GEN	54904	1310	T-MOBILE	MOBILE HOTSPOT SERVICE 2024	93.45
04/03/2024	GEN	54905	1308	THE LIBRARY NETWORK	MERIT/AT&T FIBER INTERNET SERVICE	1,515.19
04/03/2024	GEN	54906	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	385.07
04/03/2024	GEN	54908	1159	HOME DEPOT CREDIT SERVICES	SIGN PAINTING PROGRAM WOOD	224.98
04/10/2024	GEN	321(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,550.91
04/10/2024	GEN	322(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,429.79
04/10/2024	GEN	323(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
04/10/2024	GEN	324(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	280.97
04/15/2024	GEN	54907	MISC	DENISE JOHNSTON	LONGEVITY AWARD - 5 YEARS - D JOHNSTON	100.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/16/2024	GEN	325(E)	1476	JP MORGAN CHASE BANK-ONE CARD	OFFICE SUPPLIES - COPY PAPER	83,954.60
04/17/2024	GEN	54909	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$110	561.84 V
04/17/2024	GEN	54910	1185	AMY LEE	EXPENSE REPORT FOR PLA - AMY J LEE	1,239.20 V
04/17/2024	GEN	54911	1017	ARBOR INSPECTION SERVICES LLC	ANNUAL FIRE SPRINKLER INSPECTION	600.00 V
04/17/2024	GEN	54912	1051	BLUE CARE NETWORK	COVERAGE - MAY 2024	23,755.36 V
04/17/2024	GEN	54913	MISC	COLLEEN O'BRIEN-BRUMLEY	PLA EXPENSES	1,122.13 V
04/17/2024	GEN	54914	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	17 CHILDRENS VIDEO GAMES	157.30 V
04/17/2024	GEN	54915	1097	DEARREADER.COM	DEAR READER ONLINE BOOK CLUB RENEWAL	450.00 V
04/17/2024	GEN	54916	1100	DEMCO, INC.	ADDRESS PROPERTY LABELS	163.15 V
04/17/2024	GEN	54917	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 3/12	9,750.97
04/17/2024	GEN	54918	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
04/17/2024	GEN	54919	1206	FARMINGTON COMMUNITY LIBRARY	OVERDRIVE E-MAGAZINE RENEWAL 2024	6,781.53
04/17/2024	GEN	54920	1132	FOSTER, SWIFT, COLLINS & SMITH	REVIEW AND RESPOND TO CLIENT EMAIL	73.50
04/17/2024	GEN	54921	1148	GRAINGER	FAUCET CARTRIDGES FOR STAFF RESTROOM	91.92
04/17/2024	GEN	54922	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	682.15
04/17/2024	GEN	54923	MISC	JASMINE LEE	2024 PLA CONFERENCE REIMBURSEMENT	3,602.01
04/17/2024	GEN	54924	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	734.40
04/17/2024	GEN	54925	1125	LAURA FAWCETT	PLA CONFERENCE REGISTRATION FOR LAURA F	707.52
04/17/2024	GEN	54926	1158	MEGAN HATHAWAY	PLA CONFERENCE LODGING/MEALS REIMBURSEME	1,091.17
04/17/2024	GEN	54927	1213	MIDWEST TAPE	HOOPLA MONTHLY USAGE	22,209.24
04/17/2024	GEN	54928	1220	MODERNISTIC	PROFESSIONAL CARPET & UPHOLSTERY CLEANIN	2,999.72
04/17/2024	GEN	54929	1343	NICHOLE WELZ	01-04/2024-04/05/2024 MILEAGE AND 2024 P	587.71
04/17/2024	GEN	54930	MISC	NOAH VARTON	N. VARTON - IUG 2024 EXPENSES	198.69
04/17/2024	GEN	54931	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	101.51
04/17/2024	GEN	54932	1126	PLAYAWAY PRODUCTS LLC	33 JUVENILE WONDERBOOKS	1,524.72
04/17/2024	GEN	54933	1264	RELIABLE LANDSCAPING, INC.	L&M TO APPLY CREW HERBICIDE IN MULCH BED	6,686.33
04/17/2024	GEN	54934	1272	SAWA BOOKS	21 INTERNATIONAL LANGUAGE BOOKS	699.37
04/17/2024	GEN	54935	1308	THE LIBRARY NETWORK	TLN - SWANK MOVIE LICENSE 4/24-3/25	1,304.00
04/17/2024	GEN	54936	1344	THOMSON REUTERS - WEST	THOMSON REUTERS SUB 2024	165.86
04/17/2024	GEN	54937	1480	THORNAPPLE WOODLANDS, LLC	THORNAPPLE WOODLANDS EXPLORE THE BASICS	500.00
04/17/2024	GEN	54938	1313	TRACSYSTEMS, INC.	UNIPRINT ANNUAL SUPPORT & MAINTENANCE RE	1,695.00
04/17/2024	GEN	54939	1320	TSAI FONG BOOKS, INC.	10 INTERNATIONAL LANGUAGE BOOKS	451.78
04/17/2024	GEN	54940	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY CHARGES	299.70
04/17/2024	GEN	54941	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES - Q1 2024	66.00
04/17/2024	GEN	54942	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$110	561.84
04/17/2024	GEN	54943	1185	AMY LEE	EXPENSE REPORT FOR PLA - AMY J LEE	1,239.20
04/17/2024	GEN	54944	1017	ARBOR INSPECTION SERVICES LLC	ANNUAL FIRE SPRINKLER INSPECTION	600.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/17/2024	GEN	54945	1051	BLUE CARE NETWORK	COVERAGE - MAY 2024	23,755.36
04/17/2024	GEN	54946	MISC	COLLEEN O'BRIEN-BRUMLEY	PLA EXPENSES	1,122.13
04/17/2024	GEN	54947	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	17 CHILDRENS VIDEO GAMES	157.30
04/17/2024	GEN	54948	1097	DEARREADER.COM	DEAR READER ONLINE BOOK CLUB RENEWAL	450.00
04/17/2024	GEN	54949	1100	DEMCO, INC.	ADDRESS PROPERTY LABELS	163.15
04/24/2024	GEN	326(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION-APRIL	4,107.82
04/24/2024	GEN	327(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,485.47
04/24/2024	GEN	328(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,053.32
04/24/2024	GEN	329(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
04/24/2024	GEN	330(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES-04/24/2024	958.12
04/24/2024	GEN	54950	1423	KEVIN ARMSTEAD	LONGEVITY AWARD - 5 YEARS - ARMSTEAD	100.00

GEN TOTALS:

Total of 81 Checks:	274,095.19
Less 8 Void Checks:	<u>28,048.98</u>
Total of 73 Disbursements:	<u>246,046.21</u>



## Director's Report May 2024

1. This month, you will hear from Collections Specialist Lisa Craig, who will give you an overview of how our librarians have been auditing their collections over the last several years to ensure that library materials represent and meet the needs of our community. Thank you, Lisa.
2. You will then review the 2025 millage rate and our recommendation for what percentage of property taxes we should budget to receive in 2025. My thanks to Debbie McHugh for preparing these recommendations.
3. In personnel news, this month we bid a fond farewell to Circulation Services Page Chelsea Jordan, who has found a remote employment opportunity. We also extend congratulations to On-Call Page Vivian Eyster, who has accepted a promotion to Page and will be a fantastic successor to Chelsea.
4. Interim Information Services Department Head Kat Bounds and I have begun the interviews for the permanent Department Head (Kat will return to her “one job” in Circulation Services this fall). We had a fantastic pool of candidates, and we plan to bring two finalists in to meet the department and the other department heads later this month. We hope to have them on board by July.
5. The new study rooms and open seating on the east wall of the library are mostly complete. We need a fire inspection, an electrical inspection, and an overall building inspection, and then we will be able to open the rooms up for use, hopefully by the end of the month. We have a couple of punchlist items—wrong tabletops paired with the wrong legs, wrong color whiteboards—but those will not prevent us from using the rooms. My thanks to Marian Nicholson, Jim Laffey, and our Space Committee for their work! Next, we are working on additional storage cabinets for the Friends, and we have ordered furniture for the south end of the library, where the book club kits are currently located and where right now we just plunked down a table and some chairs. The Space Committee shifted their focus to the computer lab, and have been working with Marian Nicholson and our interior designers at LDA to reconfigure that space from a computing area to a more flexible use. The Space Committee will then shift their focus to the changing needs in the Children’s Library.
6. Township Clerk Michael Siegrist reports that we have six candidates running for library board. Since there are six open seats, the candidates will proceed directly to the general election in November. Incumbents Nancy Eggenberger, Amina Iqbal, Jasmine Lee, and Amy Watts, and two newcomers, Hasina Abdu and Ahmad Wahby, will begin their terms at the November meeting, where we will bid a fond farewell to Michelle Farrell and Claire Spas.

Respectfully submitted,  
Eva Davis, Director

# Canton Public Library

## Property Tax Collection Rates

Budget Year	2020	2021	2022	2023	2024	2025 est	2026 est	2027 est
Millage Rate	1.4851	1.4717	1.4590	1.4396	1.4396	1.4205	1.4016	1.3829
Township: Actual Collection % (based on full collection w/ IFT)	100.89%	100.78%	100.19%	99.92%	98.25%	0.00%	0.00%	0.00%
CPL: Budgeted Collection % - Original Approved (w/ IFT)	99%	96%	98%	99%	99%	98%	99%	99%
CPL: Final Budget	6,205,270	6,441,909	6,572,826	6,947,281	7,350,000	7,700,000	7,900,000	8,000,000
					<i>Original Approved</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>