



Library Board of Trustees General Meeting Packet Contents

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6. 2025 Calendar of Library Closures and Board Meetings
7. Memorandum of Understanding with the Friends of the Canton Public Library
8. 2024 Circulation Policy Revision



**Library Board of Trustees
Meeting Agenda – September 19, 2024**

7:30 PM	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
By Unanimous Consent	Approve Agenda
By Unanimous Consent	Approve August 15, 2024 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Discussion Item: Michigan CLASS Local Government Investment Pool Item of Action 24/19-19-1: Approve audit services contract
New Business	Item of Action 24/9-19-2: Approve 2025 Schedule of Board Meetings and Library Closures Discussion Item: Memorandum of Understanding with the Friends of The Library Discussion Item: 2024 Circulation Policy Revision Discussion Item: Director's evaluation process
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

August 15, 2024 – 7:30 PM

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

Present: N. Eggenberger, M. Farrell, C. Spas, A. Watts

Absent: A. Iqbal, J. Lee

Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE

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

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

Director Davis provided an update from the Library of Michigan on the penal fine miscalculations; this is a follow-up to the letter included in this month's board packet. The Library of Michigan is now in contact with the assistant at Wayne County Treasurer's Office and they are working together to review past records and determine any errors.

DIRECTOR'S REPORT

The library is 58% of the way through the fiscal year as of July 31. All budget items that are out of alignment are expected and will continue falling into line as the year progresses.

Davis advised the October board meeting will Trustees Spas's and Farrell's last. Canton Township Clerk Michael Siegrist will attend the November board meeting to swear in the new board of trustees, after which they will immediately begin their service.

The Friends of the Canton Public Library are in the process of creating a memorandum of understanding between the Friends and the library. The library's attorneys have looked over the draft; once all parties are in agreement, it will be presented to the Board for approval.

Next month, the board will be presented with proposed updates to the circulation policy.

The new storage cabinets for the Friends were completed this week, and the furniture has been updated in the romance corner. The Space Exploration Committee is researching new furniture for The Lab; once it has been updated, it will become a social Flex Space.

TRUSTEE COMMENTS

Trustee Eggenberger shared that her daughter's friend, Ellie Palmer, had recently written a book: *Four Weekends and a Funeral*. She advised she was surprised and happy to find that it was already a part of the library's collection.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

2nd Draft of 2025 Budget and 2026-2027 projections – Davis advised that the reinstated Improved Workforce Opportunity Wage Act and Earned Sick Time Act are scheduled to go into place in February 2025. Although there are no changes to the salaries budget at this time, there is the possibility that this may change as the legislation is implemented.

N. Eggenberger inquired about travel expenses for 2025. Davis advised there will not be a Public Library Association conference in 2025, as it only takes place in even-numbered years. However, there are a number of librarians who are involved in committee work with the American Library Association and Association for Library Service to Children, so more travel is anticipated than in an average odd-numbered year. The board did not have any additional questions at this time.

NEW BUSINESS

Michigan CLASS Presentation – Michigan CLASS Senior Director Jeff Anderson provided an overview of the Michigan Cooperative Liquid Assets Securities System, a local government investment pool. The board requested time to read over the information and discuss with the rest of the board before moving forward with drafting a resolution.

Audit Contract Proposal Discussion – Accountant Debbie McHugh shared the proposed rates from the audit services contract proposal provided by Yeo & Yeo. The library also reached out to Andrews Hooper Pavlik PLC, but has not yet received a reply. Next month, the board will be presented with an audit contract proposal for approval.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 8:15 PM.

Claire Spas, Secretary-Treasurer

09/04/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 08/31/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	8,152,435.54
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	19,317.61
101-000.00-002.00	SAVINGS	1,008,298.40
	Total Assets	9,180,051.55
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	77,261.94
101-000.00-219.01	SOCIAL COMMITTEE	2,889.28
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	1,915.01
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 DEDUCTION	5,990.15
	Total Liabilities	88,671.28
*** 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	2,896,108.96
	Ending Fund Balance	9,091,380.27
	Total Liabilities And Fund Balance	9,180,051.55

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

09/04/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 08/31/2024

DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	08/31/2024	BALANCE	
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
INCOME				
PROPERTY TAXES	7,422,811.00	7,422,811.94	(0.94)	100.00
STATE AID TO LIBRARIES	70,000.00	100,687.80	(30,687.80)	143.84
LOCAL COMMUNITY STABILIZATION SHARE	66,091.00	66,091.30	(0.30)	100.00
PHOTOCOPY FEES	40,000.00	25,128.11	14,871.89	62.82
REPLACEMENT-LIBRARY MATERIALS	7,000.00	10,041.32	(3,041.32)	143.45
MEETING ROOM RENTAL	500.00	425.00	75.00	85.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	120,000.00	130,392.95	(10,392.95)	108.66
COMMISSION	7,000.00	7,018.34	(18.34)	100.26
OTHER REVENUE	17,700.00	20,897.59	(3,197.59)	118.07
TOTAL REVENUES	7,812,102.00	7,783,494.35	28,607.65	99.63
EXPENSES				
SALARIES & WAGES	3,630,000.00	2,214,009.35	1,415,990.65	60.99
FRINGE BENEFITS	942,500.00	683,363.30	259,136.70	72.51
SUPPLIES	152,350.00	77,757.39	74,592.61	51.04
LIBRARY MATERIALS	1,151,453.00	800,127.78	351,325.22	69.49
PROFESSIONAL & CONTRACTUAL	490,475.00	364,266.46	126,208.54	74.27
COMMUNICATIONS	47,000.00	27,048.39	19,951.61	57.55
PRINTING	51,800.00	14,965.90	36,834.10	28.89
UTILITIES	190,000.00	99,113.81	90,886.19	52.17
MAINTENANCE & REPAIRS	274,600.00	144,878.83	129,721.17	52.76
BUILDING IMPROVEMENTS	20,000.00	10,461.77	9,538.23	52.31
INSURANCE	69,000.00	62,440.00	6,560.00	90.49
CAPITAL OUTLAY	1,191,000.00	340,540.03	850,459.97	28.59
PROPERTY TAX REFUNDS	2,000.00	1,615.39	384.61	80.77
COMMUNITY PROMOTION	22,400.00	8,091.05	14,308.95	36.12
TRAVEL	73,150.00	34,363.57	38,786.43	46.98
RENTALS/LEASES	18,300.00	4,342.37	13,957.63	23.73
TOTAL EXPENDITURES	8,326,028.00	4,887,385.39	3,438,642.61	58.70
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	7,812,102.00	7,783,494.35	28,607.65	99.63
TOTAL EXPENDITURES	8,326,028.00	4,887,385.39	3,438,642.61	58.70
NET OF REVENUES & EXPENDITURES	(513,926.00)	2,896,108.96	(3,410,034.96)	563.53
NET CHANGE IN FUND BALANCE	(513,926.00)	2,896,108.96		
FUND BALANCE - BEGINNING OF YEAR	6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR	5,681,345.31	9,091,380.27		

09/04/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2024	BALANCE	

Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,422,811.00	7,422,811.94	(0.94)	100.00
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	100,687.80	(30,687.80)	143.84
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	25,128.11	14,871.89	62.82
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	10,041.32	(3,041.32)	143.45
101-000.00-651.00	MEETING ROOM RENTAL	500.00	425.00	75.00	85.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	120,000.00	130,392.95	(10,392.95)	108.66
101-000.00-668.00	COMMISSION	7,000.00	7,018.34	(18.34)	100.26
101-000.00-675.00	OTHER REVENUE	17,700.00	20,897.59	(3,197.59)	118.07
TOTAL REVENUES		7,812,102.00	7,783,494.35	28,607.65	99.63

Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,630,000.00	2,214,009.35	1,415,990.65	60.99
101-790.00-716.01	TAXES-FICA/MC	277,700.00	173,824.16	103,875.84	62.59
101-790.00-716.02	DENTAL	23,000.00	7,102.72	15,897.28	30.88
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	10,852.48	4,647.52	70.02
101-790.00-716.05	MEDICAL INSURANCE	280,000.00	176,862.05	103,137.95	63.17
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	1,520.35	5,979.65	20.27
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	28,832.54	19,367.46	59.82
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	12,500.00	7,530.97	4,969.03	60.25

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2024 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	254,953.00	177,057.47	77,895.53	69.45
101-790.00-730.02	AV (MEDIA)	102,500.00	58,561.59	43,938.41	57.13
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	794,000.00	564,508.72	229,491.28	71.10
101-790.00-802.00	LEGAL	15,000.00	6,153.00	8,847.00	41.02
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	557.41	642.59	46.45
101-790.00-850.00	COMMUNICATIONS	47,000.00	27,048.39	19,951.61	57.55
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	86,772.85	63,227.15	57.85
101-790.00-922.00	GAS	25,000.00	6,628.04	18,371.96	26.51
101-790.00-923.00	WATER	15,000.00	5,712.92	9,287.08	38.09
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,500.00	53,578.53	44,921.47	54.39
101-790.00-932.01	LAWN & GROUNDS	49,800.00	27,170.42	22,629.58	54.56
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	4,733.19	3,066.81	60.68
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	10,077.13	6,622.87	60.34
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	7,566.00	15,434.00	32.90
101-790.00-935.00	BUILDING REPAIRS	15,000.00	5,170.00	9,830.00	34.47
101-790.00-936.00	EQUIPMENT REPAIRS	25,000.00	19,983.57	5,016.43	79.93
101-790.00-941.00	COPY MACHINE CHARGES	15,800.00	3,462.47	12,337.53	21.91
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	879.90	1,620.10	35.20
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	10,461.77	9,538.23	52.31
101-790.00-969.00	INSURANCE	69,000.00	62,440.00	6,560.00	90.49
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	567,000.00	189,102.00	377,898.00	33.35
101-790.00-975.00	FURNITURE AND EQUIPMENT	170,000.00	60,285.00	109,715.00	35.46
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	1,615.39	384.61	80.77

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2024 NORMAL (ABNORMAL)	BALANCE 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	714.14	1,585.86	31.05
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	7,054.55	5,445.45	56.44
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	26,000.00	8,231.05	17,768.95	31.66
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,000.00	9,237.46	2,762.54	76.98
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	(1,288.50)	4,088.50	(46.02)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	11,377.76	4,122.24	73.40
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	5,670.55	6,379.45	47.06
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,650.00	1,001.00	649.00	60.67
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,975.00	9,058.68	1,916.32	82.54
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	1,000.00	200.00	83.33
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	950.35	7,099.65	11.81
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	171.79	1,828.21	8.59
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	265.00	1,035.00	20.38
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,600.00	3,250.55	2,349.45	58.05
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,100.00	345.07	4,754.93	6.77
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	13,005.04	6,994.96	65.03
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	124.34	25.66	82.89
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	22,000.00	20,222.47	1,777.53	91.92
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	8,000.00	4,804.50	3,195.50	60.06
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	812.25	837.75	49.23
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,000.00	3,137.66	5,862.34	34.86
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	800.00	23.45	776.55	2.93
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200.00	135.41	1,064.59	11.28
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	6,906.38	18,093.62	27.63
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	30,871.65	9,128.35	77.18

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			08/31/2024 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	12,705.67	27,294.33	31.76
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	749.00	251.00	74.90
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	5,000.00	3,909.50	1,090.50	78.19
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	583.86	316.14	64.87
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000.00	8,091.05	11,908.95	40.46
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	14,700.90	35,299.10	29.40
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,500.00	1,311.82	1,188.18	52.47
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	997.33	1,002.67	49.87
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	1,587.00	913.00	63.48
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	23,000.00	14,229.88	8,770.12	61.87
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,300.00	1,521.28	778.72	66.14
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	25,000.00	20,915.92	4,084.08	83.66
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	282,000.00	236,020.03	45,979.97	83.70
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	429.00	1,071.00	28.60
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	405.42	694.58	36.86
TOTAL EXPENDITURES		8,326,028.00	4,887,385.39	3,438,642.61	58.70
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,812,102.00	7,783,494.35	28,607.65	99.63
TOTAL EXPENDITURES		8,326,028.00	4,887,385.39	3,438,642.61	58.70
NET OF REVENUES & EXPENDITURES		(513,926.00)	2,896,108.96	(3,410,034.96)	563.53
NET CHANGE IN FUND BALANCE		(513,926.00)	2,896,108.96		
FUND BALANCE - BEGINNING OF YEAR		6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR		5,681,345.31	9,091,380.27		

09/04/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 08/01/2024 - 08/31/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
08/07/2024	GEN	55123	1004	AFLAC	MONTHLY REMITTANCE-JULY	150.66
08/07/2024	GEN	55124	1009	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	2,120.97
08/07/2024	GEN	55125	1411	AUTOMATED LOGIC	SORTING ROOM VAV NOT WORKING-SERVICE CAL	965.00
08/07/2024	GEN	55126	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	205.00 V
08/07/2024	GEN	55127	1049	BIBLIOTHECA, LLC.	RFID -X/RANGE TAGES	7,949.78
08/07/2024	GEN	55128	1057	BRAINFUSE, INC.	HELP NOW BY BRAINFUSE RENEWAL 2024	8,880.00
08/07/2024	GEN	55129	1397	CANTON CANOPIES	TENT FOR FINAL PARTY 8/17/2024	390.00
08/07/2024	GEN	55130	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 05/03/2024-07/03/2024	4,429.04
08/07/2024	GEN	55131	1078	CEE-CLEAN WINDOW CLEANING CO., INC	COMMERCIAL WINDOW CLEANING SERVICE	1,122.00
08/07/2024	GEN	55132	1557	CHILDREN'S PLUS, INC	45 CHILDREN'S INTERNATIONAL BOOKS	598.44
08/07/2024	GEN	55133	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	12 CGAMES	1,498.51
08/07/2024	GEN	55134	1405	DARRIN GARRISON	HOT DOGS FOR FINAL PARTY 8/17/24	650.00
08/07/2024	GEN	55135	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
08/07/2024	GEN	55136	1148	GRAINGER	FUSES FOR LIGHTING FIXTURE	71.90
08/07/2024	GEN	55137	1412	GRAZYNA G CUMMING	JUNE-JULY, DESIGN AND FILE MANAGEMENT OF	350.00
08/07/2024	GEN	55138	1159	HOME DEPOT CREDIT SERVICES	PLASTER,CAUTION TAPE,SAWZALL BLADES, LED	169.15
08/07/2024	GEN	55139	1165	INABOOTH PHOTOGRAPHY	PHOTO BOOTH FINAL PARTY 08/17/24	450.00
08/07/2024	GEN	55140	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,436.48
08/07/2024	GEN	55141	1377	JENNIFER MOLINA	JENNY AND THE CAVE BEARS - MUSIC FOR FIN	2,000.00
08/07/2024	GEN	55142	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	603.50
08/07/2024	GEN	55143	1188	LIBRARY DESIGN ASSOCIATES, INC.	FURNITURE FOR SOUTH SEATING AREA	30,325.00
08/07/2024	GEN	55144	1568	MAD SCIENCE OF DETROIT	SUPER BALL FUN STATION FOR FINAL PARTY 8	440.00
08/07/2024	GEN	55145	1230	MICHIGAN.COM	DETROIT NEWS RENEWAL SEP 2024-AUG 2025	307.38
08/07/2024	GEN	55146	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	23,785.18
08/07/2024	GEN	55147	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
08/07/2024	GEN	55148	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	1,100.00
08/07/2024	GEN	55149	1260	RAINBOW PRINTING	LIBRARY CARDS	1,239.00
08/07/2024	GEN	55150	1264	RELIABLE LANDSCAPING, INC.	HARD CUTBACK OF SHRUBS, PROPERTY-WIDE TR	5,991.00
08/07/2024	GEN	55151	1101	ROBERT M DEMEMBER	ELECTRICAL WORK FOR NEW FURNITURE AREA	585.00
08/07/2024	GEN	55152	1344	THOMSON REUTERS - WEST	THOMSON REUTERS SUB 2024	165.86
08/07/2024	GEN	55153	1320	TSAI FONG BOOKS, INC.	9 CHILDREN'S INTERNATIONAL BOOKS	218.29
08/07/2024	GEN	55154	1563	UNIQUE PONY RIDES AND PETTING FARM	PETTING ZOO FOR FINAL PARTY 8/17	450.00
08/14/2024	GEN	371(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
08/14/2024	GEN	372(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,184.20
08/14/2024	GEN	373(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/14/2024	GEN	374(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	283.40
08/14/2024	GEN	375(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT: L.GOLDEN	641.98
08/14/2024	GEN	55155	1574	AUSTIN BOUNCE HOUSE RENTALS	BOUNCE HOUSE FOR FINAL PARTY 8/17	45.00 V
08/14/2024	GEN	55156	1351	D&M ART STUDIO	FACE PAINTING FOR FINAL PARTY 8/17	200.00
08/14/2024	GEN	55157	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 7/12	13,902.15
08/14/2024	GEN	55158	1579	WILLIAM FAWCETT	BARTENDING MOCKTAILS EVENT	200.00
08/15/2024	GEN	370(E)	1095	D.K. AGENCIES (P) LTD.	DK AGENCIES ADULT INDIAN LANGUAGE BOOKS	6,984.40
08/16/2024	GEN	376(E)	1476	JP MORGAN CHASE BANK-ONE CARD	OFFICE SUPPLIES - COPY PAPER	91,703.61
08/21/2024	GEN	55160	1009	AMAZON CAPITAL SERVICES	RECEIPT PAPER	590.99
08/21/2024	GEN	55161	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - SEPTEMBER 2024	25,715.38
08/21/2024	GEN	55162	1067	CAMFIL USA, INC.	2" FILTERS FOR ROOF-TOP HVAC UNITS	1,016.19
08/21/2024	GEN	55163	1086	COMIC CITY	JCOMICS AND TCOMICS NOT TO EXCEED 300.00	128.72
08/21/2024	GEN	55164	MISC ILL	CORNERSTON UNIVERSITY MILLER LIBRAR	ILL REPLACEMENT FEES	70.00
08/21/2024	GEN	55165	MISC ILL	CORNERSTONE UNIVERSITY MILLER LIBRA	ILL REPLACEMENT FEES	25.00
08/21/2024	GEN	55166	1467	CTS COMPANIES, INC.	RMM SERVICE 2024	270.00
08/21/2024	GEN	55167	1100	DEMCO, INC.	TPW SUPPLIES	242.63
08/21/2024	GEN	55168	1113	EBSCO INFORMATION SERVICES	2025 NOVELIST RENEWAL	3,389.00
08/21/2024	GEN	55169	1466	GUARDIAN ENVIRONMENTAL SERVICES INC	PUMP 3 IN BOILER ROOM IS DOWN	222.60
08/21/2024	GEN	55170	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,079.19
08/21/2024	GEN	55171	1400	JANWAY COMPANY	JKIT BAGS	487.89
08/21/2024	GEN	55172	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,411.65
08/21/2024	GEN	55173	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
08/21/2024	GEN	55174	1231	OCLC	CATEXPRESS RENEWAL	752.18
08/21/2024	GEN	55175	1232	OFFICE DEPOT	TPW SUPPLIES	36.58
08/21/2024	GEN	55176	1126	PLAYAWAY PRODUCTS LLC	45 JUVENILE WONDERBOOKS	2,357.13
08/21/2024	GEN	55177	1264	RELIABLE LANDSCAPING, INC.	ANNUAL LAWN AND GROUNDS CARE	2,460.00
08/21/2024	GEN	55178	1273	SCHOLASTIC INC	SEPT TITLES, FINAL PARTY	365.67
08/21/2024	GEN	55179	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY CHARGES	244.20
08/28/2024	GEN	377(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,134.50
08/28/2024	GEN	378(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
08/28/2024	GEN	379(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,186.77
08/28/2024	GEN	380(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
08/28/2024	GEN	381(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	974.30
08/28/2024	GEN	382(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT:J.VISNAW	205.46

GEN TOTALS:

Total of 69 Checks:	286,844.95
Less 2 Void Checks:	250.00
Total of 67 Disbursements:	<u>286,594.95</u>



Director's Report September 2024

1. This month, there will be two meetings. The first is the Budget Hearing as required by law, where you will set the millage rate and approve the budget for 2025. We will then take a break for signatures on the required documents to submit to the County and Township, and then convene the regular meeting.
2. At the regular meeting, you will continue your discussions on joining Michigan CLASS to invest some of our fund balance. As part of Accountant Debbie McHugh's long-term goals for our financial stewardship, she has been researching Public Act 20-compliant investment vehicles to improve the earnings potential of our fund balance. Michigan CLASS complies with PA 20 and last month Jeff Anderson provided an overview of Michigan CLASS. If we decide to move forward, a board resolution is required, so for now, this is a discussion item and if there is consensus, we will have a resolution brought to you in October.
3. As a result of Debbie's outreach to audit firms used by public libraries similar in size to ours to gather quotes for audit services, we have determined that there are no cost savings to moving from Plante Moran, so we are asking for your approval of our contract with them.
4. The 2025 Calendar of Board Meetings and Library Closures is included this month for approval.
5. The Friends Board asked for a formal agreement between our organizations after attending a Friends of Michigan Libraries workshop on the topic, to codify our relationship officially and provide continuity for both our groups. Currently, the agreement has been reviewed by our attorney and theirs, and we are now ready for your review and approval prior to my and Chair Iqbal's signature.
6. Circulation Services Department Head Kat Bounds and Circulation Supervisor Barb Gudenburr have reviewed our Circulation Policy and have suggested some updates to allow for electronic verification of residency, which will make it easier for our residents to get a library card online. This has also been reviewed by our attorney and is included in this month's packet. Related to this, Kat, Barb, and Debbie have conducted a review of our non-resident fee to ensure that the cost of a non-resident library card is equitable with the average cost a Canton homeowner pays for library services.
7. Lastly, you will discuss this year's process for the Director's Evaluation. Chair Iqbal and I had a brief conversation about the process, which we would like to have you tackle at your October meeting, so that outgoing trustees Claire Spas and Michelle Farell have the opportunity to weigh in before the incoming new trustees take their places at the November meeting.
8. In personnel news, since the last board meeting we welcomed On-Call Page Jan Hansen. We bid a fond farewell to Librarian Alyssa Yavorenko, who is relocating to Colorado; Librarian Sarah Vander,

who is relocating to California; and Substitute Librarian Beth Walker, who has relocated to Florida. We also congratulated Librarian Amy Lee on her promotion to Information Manager, reporting to Information Services Department Head Megan Hathaway. All librarian positions are currently posted and we hope to receive excellent candidates.

9. The Library Network cooperative and the Library of Michigan have been working with the Wayne County Treasurer's office to resolve miscalculated Penal Fines disbursements. Our 2024 Penal Fine payment has been delayed (we normally receive this in August) and the County's plan is to ensure that 2024 is correct, issuing our disbursement before the end of this month, and then work with the Library of Michigan to recalculate prior years' disbursements and present a plan around the new year to make the necessary corrections as of 2025. We do not yet know if we have been over- or underpaid, or possibly both depending upon the years in question, and I will continue to keep you posted as I receive updates.
10. Thanks to the hard work of Lisa Craig, Barb Gudenburr, Denise Skopczynski, and Kat Bounds, in the new year we plan to launch a 6-month trial program for home delivery of library materials to Canton cardholders. This is an enormous endeavor, and they have been working on this for years—specifically as a response to our last Community Survey, where patrons of all ages indicated that the convenience of home delivery and pickup would be a welcome service addition. We anticipate a lot of learning as we gain experience over those six months, and look forward to reporting on the trial at a future board meeting.
11. Marian Nicholson and Sean Bewick continue to monitor implementation plans for the state minimum wage and earned sick time in 2025 after the Michigan Supreme Court ruling. We do not yet have firm guidelines from the state on their expectations for compliance when the ruling goes into effect at the end of February, so we cannot say at this time how these changes will affect our Salaries budget, particularly in terms of any budget adjustments we may need to make. We will continue to monitor and keep you posted.
12. We have had a failure of an HVAC unit in the ceiling above the lobby and are scheduled to close that area October 28 through November 1 so that a new unit may be installed. My thanks to Jim Laffey and Marian Nicholson for their coordination of this work.

Respectfully submitted,
Eva Davis, Director



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July 15, 2024

Ms. Eva Davis
 Canton Public Library
 1200 South Canton Center Road
 Canton, MI 48188

Dear Ms. Davis:

Thank you for your consideration of our extension as auditors for the Library. The Canton Public Library has been an important and valued client of our firm for a long time, and we are proud of the relationship we have developed with the Library over the past several years. We have found you and your staff to be very enjoyable to work with and we hope that our services have added value. Our experience is that our long history with our clients is an important element in providing outstanding service. With long-standing relationships, we are able to build the institutional knowledge which helps us understand the financial ramifications of events which may have occurred many years ago but still impact the audit today.

We hope that we have served the Library well during our time as auditors. We have performed timely audits, assisted with accounting issues, recommended suggestions for improvements, been available year-round to answer questions free of charge, and worked well with your staff. We have also offered free trainings and tools for you and your staff including our annual webinar series and proprietary work aids to assist with implementing new accounting standards. The continuity of having our firm perform the audit lessens the distractions for your team and allows you to avoid spending needless time training auditors.

Because of the value we place on the Library as a client, we have attempted to maintain our fees as low as reasonably possible. With our last five-year extension, we had two years without a fee increase followed by 3 percent annual increases. We honored these proposed fees throughout the entire five years despite new accounting and auditing standards increasing the scope of the audit and recent high inflation leading to greater than anticipated cost increases. The audit now requires significantly more hours to complete than it did five years ago. By not passing along increases year by year, we now find the most recent fee to be significantly below where we need it to be in order to continue doing the work. Still, we recognize that a one-time spike in the fee may be difficult for the Library, so we are proposing to following increases. Please note that the fees below remain significantly discounted compared to our cost to complete the audit.

2024	\$19,000
2025	25,000
2026	30,000
2027	32,000
2028	34,000

We also can no longer guarantee that we can continue to staff the Library's audit during the busiest time of year for a public accounting firm. We are proposing to attempt to perform the Library's audit in conjunction with the Township's audit beginning in late March, but it may be necessary to push the Library's audit into April. Even if we were to perform audit fieldwork in April, we would aim to report the results to the board at its May meeting, which would be only one month later than what we have done in recent years and still well in advance of the June 30 deadline to file with the state. While we know the Library values getting the audit completed sooner rather than later, we want to be forthright with our staffing plans rather than proposing changes in the midst of this agreement.

Again, we appreciate the outstanding relationship that we have had over the years and the opportunity to continue it with you. We do not take these proposed changes lightly but are seeking an arrangement that is fair to both us and the Library. We would be happy to address any further questions that you may have related to this matter.

Very truly yours,

PLANTE & MORAN, LLP



David H. Helisek
Partner



Keith Szymanski
Principal



2025 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January 16, 2025	May 15, 2025	September 18, 2025
February 20, 2025	June 19, 2025	October 16, 2025
March 20, 2025	July 17, 2025	November 20, 2025
April 17, 2025	August 21, 2025	December 18, 2025

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Tuesday	December	31,	2024	New Year's Eve Day	Paid Holiday
Wednesday	January	1,	2025	New Year's Day	Paid Holiday
Sunday	April	20,	2025	Easter Sunday	Library Closed
Sunday	May	25,	2025	Memorial Day Sunday	Library Closed
Monday	May	26,	2025	Memorial Day	Paid Holiday
Thursday	June	12,	2025	Liberty Festival	Close at 6:00
Friday	June	13,	2025	Liberty Festival	Library Closed
Saturday	June	14,	2025	Liberty Festival	Library Closed
Friday	July	4,	2025	Independence Day	Paid Holiday
Sunday	August	31,	2025	Labor Day Sunday	Library Closed
Monday	September	1,	2025	Labor Day	Paid Holiday
Friday	September	19,	2025	Staff Inservice Day	Library Closed to Public
Thursday	November	27,	2025	Thanksgiving Day	Paid Holiday
Friday	November	28,	2025	Thanksgiving Friday	Paid Holiday
Wednesday	December	24,	2025	Christmas Eve Day	Paid Holiday
Thursday	December	25,	2025	Christmas Day	Paid Holiday
Wednesday	December	31,	2025	New Year's Eve Day	Paid Holiday
Thursday	January	1,	2026	New Year's Day	Paid Holiday

CIRCULATION POLICY

The 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, “Canton Public Library connects your community,” the library offers materials for loan, interlibrary loan services, and access to the library's digital or electronic resources to all Canton residents, Canton property owners, students of the Plymouth-Canton School District and other schools located in Canton Township, and persons who work at a business located in Canton. Residents of neighboring communities whose libraries share their collections are welcome to share in our physical materials.

CPL is part of a southeast Michigan-based library cooperative known as The Library Network (TLN). Membership in this cooperative allows us to offer residents the advantage of borrowing from more than 60 public libraries within Wayne, Washtenaw, St. Clair, and Oakland counties. Reciprocal borrowing between member libraries is encouraged. Patrons living within the legal service area of a reciprocating TLN member library that meets Library of Michigan certification requirements, and who have a valid library card from their home library, may borrow from CPL. Reciprocity is subject to any rules, regulations or policies imposed by CPL or TLN.

Deviation from this policy by library staff is permitted with approval from the library director or his/her designee.

1. LIBRARY CARDS

To borrow materials from CPL, patrons must have a valid library card. Library card applications are available at the Check Out Desk within the library and online at www.cantonpl.org.

~~a. Cards issued to patrons using the online application are temporary, and will expire 90 days from date of issue.~~

~~b.a.~~ To obtain a library card to check out physical materials, users must present provide photo ID and proof of residence, as outlined below.

~~c.b.~~ Only one card will be issued per patron. A charge may be assessed for reissuance of a lost card.

~~d.c.~~ Check Out Desk staff will issue a card to Canton residents and others eligible for a CPL card. Residents of other TLN communities must obtain a card from their home library.

~~e.d.~~ To be issued a card, Canton residents who are minors (under 18) must present complete a completed card application, which must be signed by a parent or guardian who agrees to be liable for payment or return of the materials identified in the minor's library record, including the responsibility for any late, damaged, or billed materials. A parent or guardian must be present at the time a minor card is issued. Library employees will not assume the responsibility of restricting borrowing due to ratings or content of materials. To assume responsibility for items checked out on their cards, and to update authorized access information, minors are encouraged to renew their cards on their 18th birthday.

~~f.e.~~ Resident and TLN-associated accounts expire every three years on the patron's birthday. Other cards, as described below, expire one year from the date of issue. One time, 90-day, rRemote renewals are allowed for Canton residents and others eligible for a CPL card may be provided over the phone at the discretion of the Library. For a full renewal,

patrons must provide ~~their photo ID and~~ proof of residency as required for the original issuance of a card.

~~g.f.~~ CPL does not participate in the MLibrary Card statewide program.

2. TYPES OF CARDS AND ELIGIBILITY

- a. Standard: Canton resident or property owner with ~~photo ID and~~ proof of residency or ownership. Family members at the property owner's residence may also receive a standard card. Standard cardholders are entitled to all library services provided by CPL.
- b. Non-Standard, valid only at CPL: Non-Standard cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Non-standard cards are issued in the following manner:
 - i. Employed in Canton: Present a photo ID, proof of address, and a current check stub or security badge imprinted with the name of the Canton business. Electronic proof of employment provided on an e-device is also acceptable. Only the employee will be entitled to a Canton Public Library card.
 - ii. Go to School in Canton: Present a current student ID, report card or other paperwork verifying the patron is currently a student at a school that is either located within the boundaries of Canton Township or is within the Plymouth-Canton School District. Electronic proof of enrollment is also acceptable. Only the student will be entitled to a Canton Public Library card.
 - iii. An Exchange Student, live-in nanny or person living under the guardianship of a Canton resident family: Present a ~~photo ID and~~ CPL card application, completed and signed by an adult member of the host family, the employer of the nanny, or the guardian, and applicant.
 - iv. For individuals posted in Canton Township by their employer (including the military) either as a place of employment or for work housing: Present a photo ID, and formal documentation (for example, on letterhead) from the employer that includes the assignment to Canton and the length of assignment. Length of assignment must be 6 months or longer to be entitled to a card.
- c. Purchased Card: Non-residents wishing to purchase a Canton Public Library card to be afforded all the rights and privileges available to residents, may do so at the cost of ~~\$20~~40.00 per year, per address, payable on the date of issue. Non-resident cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Each family member living at the same address will be eligible for a card.
- d. Members of qualifying TLN libraries: A valid library card from the patron's home library, photo ID and proof of address. TLN cardholders shall have unrestricted use of the Library's facilities and programs, and access to physical materials except for materials deemed to be part of a specialty collection. Further, TLN cardholders shall not have access to the Library's digital or electronic resources or services that are restricted by contract to Canton Residents only. Additionally, non-Canton cardholders shall not have any interlibrary loan privileges.

3. ACCEPTABLE FORMS OF IDENTIFICATION

- a. Government-issued photo ID such as a current driver's license, Michigan State ID card or passport; or other official badge or card with name and photo.

- b. Alternate examples of proof of residency include: state issued ID with current address, a copy of lease agreement, property tax receipt, official mail mailed to Canton address within the last 90 days, voter's registration card, personal check imprinted with current address.
4. PATRON RESPONSIBILITY
- a. Patrons are responsible for all items checked out on their card.
 - b. Patrons will supply CPL with correct current contact information upon receipt of a card, and agree to inform the library of any updates to home address, phone number, or email as soon as possible.
 - c. Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the library is contacted. The library will provide to patrons a list of items checked out for insurance or police reports.
 - d. Patrons agree to return borrowed items by the due date.
5. BORROWING
- a. Library materials are available for check out with the exception of materials designated as non-circulating.
 - b. Materials circulate according to a predetermined borrowing schedule.
 - c. Patrons will receive information regarding due dates of materials at the time of check out.
 - d. CPL loan policies are available to patrons online and at the Check Out Desk.
 - e. Library materials can be put on hold for a limited period of days and must be checked out on the account of the patron making the request.
 - i. Patrons with a CPL or Plymouth District Library card may request a hold on most circulating materials online, by telephone or in person.
 - ii. Other TLN cardholders can request a hold on items currently available on the shelf by telephone or in person. Items will be put on the hold shelf at the time of request.
6. RENEWING MATERIALS
- a. Most materials may be renewed after the original checkout unless they are on hold for another patron.
 - b. Materials deemed to be a part of a special collection may not be renewed.
7. INTERLIBRARY LOAN
- a. CPL offers, to Canton cardholders only, the ability to borrow items not available in its collection through interlibrary loan service. Interlibrary Loan (ILL) is a cooperative agreement between libraries to lend and borrow materials from their collections.
 - b. Processing and postage fees may be charged to the patron's record.
 - c. Patrons will be notified by CPL when requested materials are ready for pickup.
 - d. All items must be returned to the Canton Public Library with ILL bands/labels and any due date cards intact to guarantee proper check in and return to the lending library.
 - ~~e. Charges will be incurred for lost or damaged materials will apply.~~
 - ~~f.e. Charges accrued because of billed or damaged interloan materials are subject to collection agency submission. Replacement charges and fees for interloan materials are levied identically to those charged for CPL materials, as outlined below.~~

§.f. Patrons who have been billed for interloan materials must pay for the items in full before borrowing privileges are restored. Billed interloan materials are not eligible for refund.

8. REPLACEMENT CHARGES AND FEES

- a. Patrons who keep materials for more than twenty-one days past the due date will be billed for replacement of the materials. Processing and billing fees will be added to the cost of the billed material. Patrons may request a refund for a billed item up to three months after the date of payment, if the item is returned in shelf-ready condition. CPL will not refund any collection agency fees.
- b. CPL expects materials to be returned in the same condition as borrowed.
 - i. At the library's discretion, a replacement charge (including the actual cost to replace the item and a processing and billing fee) may be added to the record of a patron who returns materials deemed by the library not to be shelf-worthy*.
 - ii. At the library's discretion, a charge, according to a preset fee schedule, may be added to a patron's account for replacement of obviously damaged audio visual or protective cases.
 - iii. Library borrowing privileges may be suspended on a patron's record until all fees associated with a damaged item are settled.
- c. Once the replacement fee is paid, the damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the library will keep billed, damaged materials for three months from the date the charge is added to the patron record. The library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any type.
- d. Patrons who accrue more than the maximum account balance listed in the borrowing schedule, and not paid within the prescribed period of time, may be sent to a collection agency. Patrons are responsible for all fees assessed due to collection agency submission.

*Highlighting, tears, soiling, damage by liquids, insect damage, or any other obvious damage as determined by library staff.

9. PRIVACY ACT

In compliance with the Michigan Library Privacy Act 455 of 1982, Canton Public Library does not identify the titles of materials borrowed or on hold by a cardholder to anyone other than the cardholder or person given written authorization by the cardholder.

- a. All records are kept confidential and only shared with the cardholder and those individuals to whom the cardholder has given written authorization and/or as a result of appropriate legal orders.
- b. To allow others to have admittance to an account, cardholders must specify, in person, and in writing, names of those allowed authorized access, to be added to their records.

**OPERATING AGREEMENT BETWEEN
THE CANTON PUBLIC LIBRARY AND
THE FRIENDS OF THE CANTON PUBLIC LIBRARY**

THIS OPERATING AGREEMENT is entered into this ____ day of _____, 2024, by the Canton Public Library, a Michigan township library, and the Friends of the Canton Public Library, a Michigan non-profit corporation.

WHEREAS, the Canton Public Library (“Library”) is a township library established under the City, Village and Township Libraries Act, 1877 PA 164; and

WHEREAS, Friends of the Canton Public Library (“Friends”) is a non-profit corporation with a stated purpose to raise public awareness in the community and to support the services and programs of the library; and

WHEREAS, the Friends is a legally distinct entity from the Library; chartered as a 501(c)(3) organization and are not governed by the Library Board nor by Library Administration.; and

WHEREAS, the Library and the Friends wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of encouraging literacy, education, and the use of all the Library’s resources; and

WHEREAS, the Library has determined that entering into this Operating Agreement is in the best interests of the health and welfare of the residents of the Library district.

NOW, THEREFORE, the Library and the Friends agree as follows:

1. **Library Responsibilities.** During the term of this Operating Agreement, the Library agrees to the following responsibilities:

a. During the preparation of the Library’s fiscal year budget each year, the Library agrees to share with the Friends the Library’s goals for the next fiscal year and discuss with the Friends how the Friends’ resources and support might help forward these initiatives, including both funding and volunteer needs.

b. The Library agrees to supply the Friends with a list of the programs, items or other anticipated needs (i.e., a “Wish List”) for which the Library may desire additional support. The Library may also make periodic requests for funding outside of the annual budget throughout the year.

c. At the Library’s sole discretion, the Library shall provide the Friends with surplus materials, such as used books and other donated material (“Surplus Materials”) that the Library has deemed to be of no value to the Library and the Library’s collection. However, the Library is not required to provide all Surplus Materials to the Friends.

d. The Library Director shall have the primary responsibility for negotiating and advising on services to be performed by the Friends or items to be purchased by the Friends and shall coordinate all communications between the Friends and the Library. The

Library Director also shall have the primary responsibility for communications with the Friends, including informing the Friends of current Library policies. The Library Director shall also determine if he/she or another staff member from the Library shall attend any meeting of the Friends or prepare a report in advance of any Friends meeting.

e. At the Library's sole discretion and if available, the Library may provide the Friends with space in the Library. Currently, those spaces are used for sales, storage, sorting, and donations in exchange for ongoing support.

f. The Library agrees to share its long-term planning goals with the Friends and seek input from the Friends regarding how the Friends may support or assist the Library with the Library's long-term goals.

g. The Library shall acknowledge all contributions of the Friends.

h. The Library agrees to provide the Friends with staff support to assist them with tasks related to this Operating Agreement; however the Library Director shall have exclusive authority to determine what staff support is necessary.

i. With approval of the Library Director, the Library will permit the Friends to use the meeting room for the performance of its functions under this Operating Agreement.

2. **Friends Responsibilities.** During the term of this Operating Agreement, the Friends agree to the following responsibilities:

a. The Friends shall use its best efforts to liquidate donations and Surplus Materials through a book sale. The Friends agree that any and all money raised will be used for Library programs, services, and other Library- or Friends-defined needs unless otherwise agreed to by both the Friends and the Library.

b. The Friends agree to publicly support the Library, Library staff and its policies.

c. The Friends agree that all communication shall be through the Library Director or his/her representative.

d. The Friends agree that the Library Board has the final decision in accepting or declining any and all gifts made to the Library.

e. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library Board.

f. The Friends agree to maintain a non-profit corporation status during the term of this Operating Agreement.

g. The Friends agree that its Board members and volunteers are not employees of the Library.

h. The Friends shall determine which funding requests identified in paragraph 1(b) that it shall approve. Upon approval, the Friends shall notify the Library Director of the approved funding so that the Library may proceed with purchasing the requested items, programs or services. The Friends shall reimburse the Library for any approved expenditure within sixty (60) days after receipt of an invoice from the Library.

i. The Friends shall also determine if a representative from the Friends shall attend any meeting of the Library Board or prepare a report in advance of any Library Board meeting.

j. The Friends understand that if it does not promote the Library and follow the terms of this Operating Agreement, the Library will ask the Friends to dissolve and will terminate this Operating Agreement. In the event Friends is dissolved, the Friends agree that all assets, real and personal, shall be distributed to the Library upon dissolution.

k. The Friends shall allow a member of the Library administration to attend all Friends meetings and shall include any Library report provided by the Library Director on the Friends' agenda.

l. The Friends will make available to the Library all work-related accounts, records and documents for inspection, auditing or evaluation during normal business hours in order to assess performance or compliance under this Operating Agreement.

3. **Term; Termination.** This Operating Agreement shall become effective on _____, 2024 and shall remain in effect until terminated by either Party. Either party may terminate this Operating Agreement with fifteen (15) days written notice.

4. **Notices.** The parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a party upon written notice to the other party:

Canton Public Library
Attention: Library Director
1200 S. Canton Center
Canton, MI 48188

Friends of the Canton Public Library
Attention: President
1200 S. Canton Center
Canton, MI 48188

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

5. **Waiver and Release.** In consideration of this Operating Agreement, the Friends waive, and forever release the Library and its officers, agents, and employees, from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement.

The waiver and release set forth in this Paragraph shall survive the expiration or termination of this Operating Agreement.

6. **Assignment, Delegation, Subcontract.** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.

7. **Amendment.** This Operating Agreement shall not be amended except by a written amendment approved and executed by the parties.

8. **Entire Agreement.** This Operating Agreement constitutes the entire agreement between the parties and supersedes any and all prior understandings or representations of any kind except to the extent incorporated in this Operating Agreement.

9. **Governing Law.** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have executed this Operating Agreement as of the day and year first written above.

CANTON PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____

FRIENDS OF THE CANTON PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____