



## Library Board of Trustees General Meeting Packet Contents

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Library Board of Trustees  
Meeting Agenda – October 17, 2024

<b>7:30 PM</b>	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
<b>By Unanimous Consent</b>	Approve Agenda
<b>By Unanimous Consent</b>	Approve September 19, 2024 Budget Hearing Minutes
<b>By Unanimous Consent</b>	Approve September 19, 2024 General Meeting Minutes
<b>Administrative Reports</b>	Communications Report of the Library Director Trustee Comments
<b>Committee Reports</b>	None
<b>Unfinished Business &amp; General Orders</b>	Discussion Item: Michigan CLASS Local Government Investment Pool
<b>New Business</b>	Item of Action 24/10-17-1: Approve 3 <sup>rd</sup> Quarter Budget Amendment Item of Action 24/10-17-2: Director’s Evaluation (closed session – roll call vote required)
<b>Adjourn</b>	Final Call to the Audience (5-minute maximum per person)

**Canton Public Library Board  
Proposed 2025 Budget Hearing Minutes  
September 19, 2024  
7:30 PM**

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The hearing was called to order by the Chairperson, Amina Iqbal, at 7:30 PM.

Present: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas  
Absent: A. Watts  
Also Present: S. Bewick, E. Davis

**CALL TO AUDIENCE**

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

**BUDGET HEARING**

The Proposed 2025 Budget Hearing was opened for discussion.

**2025 PROPOSED BUDGET APPROVAL**

N. Eggenberger moved and M. Farell supported the motion to adopt the Proposed 2025 Budget amount of \$ 8,121,500.

**ROLL CALL VOTE**

Yes: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas  
No: None  
Abstain: None

**The motion passed 2/9-19-1BH (5-0-0)**

**TAX RESOLUTION**

N. Spas moved and M. Eggenberger supported the resolution to approve certifying the rate for tax levy of 1.4324 mills for the fiscal year ending December 31, 2025.

**ROLL CALL VOTE**

Yes: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas  
No: None  
Abstain: None

**The motion passed 24/9-19-2BH (5-0-0)**

**CALL TO AUDIENCE**

None

**ADJOURN**

The meeting was adjourned at 7:32 PM.

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Claire Spas, Secretary-Treasurer



## Canton Public Library Board of Trustees General Meeting Minutes

**September 19, 2024 – 7:30 PM**

The Chairperson, A. Iqbal, called the meeting to order at 7:41 PM.

Present: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas

Absent: A. Watts

Also Present: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

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

No comments

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

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

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

Director E. Davis advised the library has received additional guidance from the state officiant about the upcoming changes to the Earned Sick Time Act and the state minimum wage. It appears that Michigan's minimum wage will be increasing by \$2 per hour in February 2025; the library's consultants will perform an analysis and the board will likely be presented with a budget amendment. The library will also need to update several personnel policies to remain in compliance with the new Earned Sick Time Act.

### **DIRECTOR'S REPORT**

Davis had nothing to add to the written report.

### **TRUSTEE COMMENTS**

Trustee J. Lee asked how mileage reimbursements will be handled for the upcoming home delivery pilot. Circulation Services Department Head Kat Bounds advised the library is currently exploring options to use a courier service. The materials would be packaged at the library, then delivered and returned by courier. After the pilot program is completed, the Home Delivery Committee will provide a recommendation to Davis during the budget-planning process.

### **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS & GENERAL ORDERS**

**Michigan CLASS Local Government Investment Pool** – The board requested additional time to review the materials provided by Michigan CLASS. The board may invite Michigan CLASS Senior Director Jeff Anderson to provide another overview after the new trustees have been sworn in.

**Approve audit services contract** – Davis advised the library’s recommendation is to renew the audit services contract with Plante Moran. In addition to already having a working relationship, the library benefits from Plante Moran also being the township’s auditors. The quoted rate was locked in for a period of five years, while some firms were only offering three-year contracts.

*(Chairperson A. Iqbal temporarily stepped out of the meeting at 8:11 PM. Secretary-Treasurer C. Spas assumed the role of Acting Chair during this period.)*

N. Eggenberger moved and M. Farrell supported a motion to approve the audit services contract with Plante Moran as presented.

**The motion passed unanimously 24/9-19-1 (4-0-0)**

*(Chairperson A. Iqbal returned at 8:13 PM and resumed the role of Chair.)*

## **NEW BUSINESS**

**Approve 2025 Schedule of Board Meetings and Library Closures** – J. Lee moved and C. Spas supported a motion to approve the 2025 Schedule of Board Meetings and Library Closures as presented.

**The motion passed unanimously 24/9-19-2 (5-0-0)**

**Memorandum of Understanding with the Friends of the Library** – Davis advised that the Memorandum of Understanding has been reviewed by both the library’s attorneys and those of the Friends. The Friends board met last week and are ready to move forward with the Memorandum of Understanding as presented. J. Lee moved and C. Spas supported a motion to approve the Memorandum of Understanding with the Friends of the Library as presented.

**The motion passed unanimously 24/9-19-3 (5-0-0)**

**2024 Circulation Policy Revision** – M. Farrell moved and N. Eggenberger supported a motion to adopt the Circulation Policy Revision as presented.

**The motion passed unanimously 24/9-19-4 (5-0-0)**

**Director’s evaluation process** – Davis requested that the board go into closed session to discuss her evaluation at the October 17 meeting, as this will be the last meeting with the current board before the new trustees are sworn in on November 21. She will distribute feedback forms to the Friends of the Library board members and all library staff to request input for the board’s review.

## **CALL TO AUDIENCE**

None

**ADJOURN**

The meeting was adjourned at 8:31 PM.

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Claire Spas, Secretary-Treasurer

10/03/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
 Period Ending 09/30/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	7,676,856.06
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	20,182.87
101-000.00-002.00	SAVINGS	1,004,676.09
101-000.00-123.00	PREPAID EXPENSES	1,116.00
	Total Assets	----- 8,702,831.02
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	55,007.86
101-000.00-219.01	SOCIAL COMMITTEE	2,800.46
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	1,915.01
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	6,855.41
	Total Liabilities	----- 67,078.74
*** 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	2,440,480.97
	Ending Fund Balance	----- 8,635,752.28
	Total Liabilities And Fund Balance	----- 8,702,831.02



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 IMPROVEME	(11,071.03)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,536,418.09
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROV	(6,214,379.70)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,909,966.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUI	(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

10/03/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 09/30/2024

DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
<b>INCOME</b>				
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	27,989.96	12,010.04	69.97
REPLACEMENT-LIBRARY MATERIALS	7,000.00	11,407.32	(4,407.32)	162.96
MEETING ROOM RENTAL	500.00	1,100.00	(600.00)	220.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	120,000.00	143,847.33	(23,847.33)	119.87
COMMISSION	7,000.00	7,919.66	(919.66)	113.14
OTHER REVENUE	17,700.00	31,079.24	(13,379.24)	175.59
TOTAL REVENUES	7,812,102.00	7,812,934.55	(832.55)	100.01
<b>EXPENSES</b>				
SALARIES & WAGES	3,630,000.00	2,478,786.43	1,151,213.57	68.29
FRINGE BENEFITS	942,500.00	728,644.97	213,855.03	77.31
SUPPLIES	152,350.00	82,734.16	69,615.84	54.31
LIBRARY MATERIALS	1,151,453.00	886,130.85	265,322.15	76.96
PROFESSIONAL & CONTRACTUAL	490,475.00	376,826.23	113,648.77	76.83
COMMUNICATIONS	47,000.00	27,494.27	19,505.73	58.50
PRINTING	51,800.00	14,965.90	36,834.10	28.89
UTILITIES	190,000.00	112,324.26	77,675.74	59.12
MAINTENANCE & REPAIRS	274,600.00	158,580.83	116,019.17	57.75
BUILDING IMPROVEMENTS	20,000.00	15,456.77	4,543.23	77.28
INSURANCE	69,000.00	62,440.00	6,560.00	90.49
CAPITAL OUTLAY	1,191,000.00	378,213.03	812,786.97	31.76
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	34,826.61	38,323.39	47.61
RENTALS/LEASES	18,300.00	5,322.83	12,977.17	29.09
TOTAL EXPENDITURES	8,326,028.00	5,372,453.58	2,953,574.42	64.53
<b>Fund 101 - GENERAL FUND:</b>				
TOTAL REVENUES	7,812,102.00	7,812,934.55	(832.55)	100.01
TOTAL EXPENDITURES	8,326,028.00	5,372,453.58	2,953,574.42	64.53
NET OF REVENUES & EXPENDITURES	(513,926.00)	2,440,480.97	(2,954,406.97)	474.87
<b>NET CHANGE IN FUND BALANCE</b>				
NET CHANGE IN FUND BALANCE	(513,926.00)	2,440,480.97		
FUND BALANCE - BEGINNING OF YEAR	6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR	5,681,345.31	8,635,752.28		

10/03/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
 PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2024	BALANCE	
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
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	27,989.96	12,010.04	69.97
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	11,407.32	(4,407.32)	162.96
101-000.00-651.00	MEETING ROOM RENTAL	500.00	1,100.00	(600.00)	220.00
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	143,847.33	(23,847.33)	119.87
101-000.00-668.00	COMMISSION	7,000.00	7,919.66	(919.66)	113.14
101-000.00-675.00	OTHER REVENUE	17,700.00	31,079.24	(13,379.24)	175.59
TOTAL REVENUES		7,812,102.00	7,812,934.55	(832.55)	100.01
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,630,000.00	2,478,786.43	1,151,213.57	68.29
101-790.00-716.01	TAXES-FICA/MC	277,700.00	193,472.91	84,227.09	69.67
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	12,018.84	3,481.16	77.54
101-790.00-716.05	MEDICAL INSURANCE	280,000.00	198,095.91	81,904.09	70.75
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	32,065.24	16,134.76	66.53
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-727.01	SUPPLIES-LIBRARY	12,500.00	7,880.92	4,619.08	63.05
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	199,447.49	55,505.51	78.23
101-790.00-730.02	AV (MEDIA)	102,500.00	66,093.84	36,406.16	64.48
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	794,000.00	620,589.52	173,410.48	78.16
101-790.00-802.00	LEGAL	15,000.00	6,275.50	8,724.50	41.84
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	614.93	585.07	51.24
101-790.00-850.00	COMMUNICATIONS	47,000.00	27,494.27	19,505.73	58.50
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	99,456.18	50,543.82	66.30
101-790.00-922.00	GAS	25,000.00	7,155.16	17,844.84	28.62
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	61,778.25	36,721.75	62.72
101-790.00-932.01	LAWN & GROUNDS	49,800.00	30,327.51	19,472.49	60.90
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	6,313.02	1,486.98	80.94
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	10,842.49	5,857.51	64.93
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	3,970.04	11,829.96	25.13
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	1,352.79	1,147.21	54.11
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	15,456.77	4,543.23	77.28
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	221,102.00	345,898.00	39.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	170,000.00	65,958.00	104,042.00	38.80
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

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			09/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
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
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	7,741.29	4,758.71	61.93
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	26,000.00	8,784.65	17,215.35	33.79
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,000.00	9,871.68	2,128.32	82.26
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	(1,433.20)	4,233.20	(51.19)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	12,625.74	2,874.26	81.46
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	5,727.55	6,322.45	47.53
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	391.40	4,608.60	7.83
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,200.00	1,300.00	(100.00)	108.33
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	3,355.42	2,244.58	59.92
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	15,122.97	4,877.03	75.61
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	137.54	12.46	91.69
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	5,126.40	2,873.60	64.08
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

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			09/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
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	32,589.12	7,410.88	81.47
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	4,016.56	983.44	80.33
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	798.84	101.16	88.76
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	1,849.28	650.72	73.97
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	1,120.83	879.17	56.04
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	14,254.88	8,745.12	61.98
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	244,364.03	37,635.97	86.65
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	3,627.16	4,872.84	42.67
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	405.42	694.58	36.86
TOTAL EXPENDITURES		8,326,028.00	5,372,453.58	2,953,574.42	64.53
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,812,102.00	7,812,934.55	(832.55)	100.01
TOTAL EXPENDITURES		8,326,028.00	5,372,453.58	2,953,574.42	64.53
NET OF REVENUES & EXPENDITURES		(513,926.00)	2,440,480.97	(2,954,406.97)	474.87
NET CHANGE IN FUND BALANCE		(513,926.00)	2,440,480.97		
FUND BALANCE - BEGINNING OF YEAR		6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR		5,681,345.31	8,635,752.28		

10/03/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE FROM 09/01/2024 - 09/30/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
09/01/2024	GEN	55159	MISC	JAISHREE KADARMANDALGI	LONGEVITY AWARD - 15 YEARS - J KADARMAND	300.00
09/04/2024	GEN	55180	1004	AFLAC	MONTHLY REMITTANCE-AUGUST 2024	100.44
09/04/2024	GEN	55181	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$195	1,441.03
09/04/2024	GEN	55182	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,166.36
09/04/2024	GEN	55183	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	25.00
09/04/2024	GEN	55184	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	375.00
09/04/2024	GEN	55185	1080	CENTRAL BUSINESS SYSTEMS, INC.	CPL COPY CARDS (5,000)	2,535.00
09/04/2024	GEN	55186	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	47 ADULT VIDEO GAMES	1,870.43
09/04/2024	GEN	55187	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
09/04/2024	GEN	55188	1159	HOME DEPOT CREDIT SERVICES	SANDING SHEETS	237.31
09/04/2024	GEN	55189	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,843.25
09/04/2024	GEN	55190	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,593.04
09/04/2024	GEN	55191	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
09/04/2024	GEN	55192	1255	PROGRESSIVE PRINTING	BUSINESS CARDS - HATHAWAY, DAVIS, BOYD	154.00
09/04/2024	GEN	55193	1264	RELIABLE LANDSCAPING, INC.	ANNUAL LAWN AND GROUNDS CARE	1,585.00
09/04/2024	GEN	55194	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	385.07
09/04/2024	GEN	55195	1320	TSAI FONG BOOKS, INC.	9 CHILDREN'S INTERNATIONAL BOOKS	117.24
09/04/2024	GEN	55196	1341	WAYNE COUNTY TREASURER	MONTHLY DELINQUENT TAX SETTLEMENT INVOIC	1,615.39
09/04/2024	GEN	55197	MISC ILL	WEST BLOOMFIELD TWP PUBLIC LIBRARY	ILL REPLACEMENT FEES	10.97
09/04/2024	GEN	55198	1412	GRAZYNA G CUMMING	JULY-AUG, DESIGN AND FILE MANAGEMENT OF	500.00
09/04/2024	GEN	55199	1568	MAD SCIENCE OF DETROIT	EXTRA SUPER BALLS	78.00
09/11/2024	GEN	383(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
09/11/2024	GEN	384(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,304.55
09/11/2024	GEN	385(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	50.00
09/11/2024	GEN	386(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	280.97
09/11/2024	GEN	387(E)	1240	PAYLOCITY	SC STAFF PICNIC ICE	9.16
09/16/2024	GEN	388(E)	1476	JP MORGAN CHASE BANK-ONE CARD	300 SUNGLASSES, 200 FIDGET TOYS, 500 FLA	84,193.63
09/18/2024	GEN	55200	1009	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - HIGHLIGHTERS, CLEANER,	1,050.25
09/18/2024	GEN	55201	1050	BLACKSTONE PUBLISHING	23 BOOKS ON CD	696.36
09/18/2024	GEN	55202	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - OCTOBER 2024	26,133.86
09/18/2024	GEN	55203	1053	BOOK PAGE	BOOKPAGE PRINT SUBS OCT 24-SEP 25	1,116.00
09/18/2024	GEN	55204	1059	BRODART CO.	TPW PROCESSING SUPPLIES NEW LABELS	300.69
09/18/2024	GEN	55205	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	21 KIDS VIDEO GAMES	857.59
09/18/2024	GEN	55206	1100	DEMCO, INC.	SIGN HOLDERS	537.46

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/18/2024	GEN	55207	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	13,210.45
09/18/2024	GEN	55208	1130	FOLKMANIS PUPPETS	22 PUPPETS	356.21
09/18/2024	GEN	55209	1156	HW WILSON	FICTION CORE COLLECTION	265.50
09/18/2024	GEN	55210	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,901.74
09/18/2024	GEN	55211	1424	JESSICA TROTTER	GENEALOGYPALOOZA SPEAKER	150.00
09/18/2024	GEN	55212	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	544.85
09/18/2024	GEN	55213	1391	KATHERINE R WILLSON	GENEALOGYPALOOZA SPEAKER	216.92
09/18/2024	GEN	55214	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO INSTALL SIX KI SUPER STRUCTURE ST	42,668.00
09/18/2024	GEN	55215	1360	MEGAN HEYL	GENEALOGYPALOOZA SEPT 2024	320.00
09/18/2024	GEN	55216	1213	MIDWEST TAPE	HOOPLA MONTHLY USAGE	23,057.72
09/18/2024	GEN	55217	MISC ILL	NORTHERN MICHIGAN UNIVERSITY	ILL REPLACEMENT FEES	80.00
09/18/2024	GEN	55218	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
09/18/2024	GEN	55219	1232	OFFICE DEPOT	TPW SUPPLIES	252.48
09/18/2024	GEN	55220	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	1,910.00
09/18/2024	GEN	55221	1264	RELIABLE LANDSCAPING, INC.	ANNUAL LAWN AND GROUNDS CARE	2,695.00
09/18/2024	GEN	55222	1430	THOMAS KOSELKA	GENEALOGYPALOZA SPEAKER	100.00
09/18/2024	GEN	55223	1344	THOMSON REUTERS - WEST	THOMSON REUTERS SUB 2024	165.86
09/18/2024	GEN	55224	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY CHARGES	321.90
09/25/2024	GEN	389(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,134.50
09/25/2024	GEN	390(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
09/25/2024	GEN	391(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,192.22
09/25/2024	GEN	392(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
09/25/2024	GEN	393(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	967.01
09/25/2024	GEN	394(E)	1240	PAYLOCITY	MLA HOTEL CANCELLATION FEE	25.00

GEN TOTALS:

Total of 58 Checks:	253,635.45
Less 0 Void Checks:	0.00
Total of 58 Disbursements:	<u>253,635.45</u>





## Director's Report October 2024

1. This month, you will approve two sets of meeting minutes: First are the Budget Hearing minutes, next are the regular meeting minutes.
2. We have placed the Michigan CLASS Local Government Investment Pool on the agenda for discussion once again, mostly to keep it on our minds. With the changeover of the trustees next month, we will invite Jeff Anderson to return to a future board meeting to provide an overview for the new trustees (and a review for those trustees who are continuing) and answer questions.
3. My thanks once again to Accountant Debbie McHugh for presenting the quarterly budget amendment for your approval. We are recognizing revenues received in excess of budget and allocating those to expenditures. I would also like to acknowledge the fantastic fiscal stewardship of the department heads, managers, and supervisors.
4. Lastly, I will request a closed session to discuss my performance evaluation. This will be a roll-call vote. Marian Nicholson will present you with the scoring guidelines and pay zones before you discuss my self-evaluation, the stakeholder feedback, and your feedback.
5. In personnel news, we welcome back to Michigan our former teen librarian Brad Bachelor, who rejoins us as a Substitute Librarian. We also extend our congratulations to Amy Lee, who has accepted a promotion to Librarian Manager. We have three librarian openings at the moment—one full-time and two part-time—and I hope to have news to share with you next month.
6. At the end of this month, we will temporarily close the lobby so that our HVAC contractors can install the new air handler that lives in the ceiling above. Next month, our contractors will begin converting the Internet Lab to our new collaboration space, featuring modular furniture, comfortable seating, study furniture, and moveable room dividers. My thanks to my coworkers who agreed to serve on the committee to determine the best use of this space as computer usage has dwindled. They noted the need for ad hoc group space among our patrons, and worked well with Marian Nicholson and Library Design Associates to create a space that will meet those needs.
7. The Michigan Library Association Annual Conference is taking place October 16-18, which unfortunately falls during our board meeting week. However, we will have great CPL representation at the conference, including Librarians Paris Kelvakis and Lindsey Kult, whose conference presentation proposal on their work with our Teen Leadership Council to create Bubbles the mascot, was accepted as a breakout session. Break a leg, Lindsey and Paris!
8. I have been asked to serve on the Strategic Planning Committee for the Michigan Library Association, which should last 4-6 months. I am grateful for the opportunity to contribute.

9. Congratulations to Circulation Services Department Head Kat Bounds, who has been appointed to the Detroit Public Library Commission for a six-year term. The combination of her municipal experience—particularly with the City of Detroit—and her library work with us will make her an excellent Commissioner.

Respectfully submitted,  
Eva Davis, Director

Canton Public Library

Proposed Budget Amendment - 2024 -3rd Quarter (Motion 24/10-17-x)

PROPOSED:

10/17/2024

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
<b>REVENUE</b>				
PROPERTY TAXES	7,422,811	-	7,422,811	
STATE AID TO LIBRARIES	70,000	30,687	100,687	<i>Recognize excess received over budgeted amount</i>
LOCAL COMMUNITY STABILIZATION SHARE	66,091	-	66,091	
PHOTOCOPY FEES	40,000	(5,000)	35,000	<i>Reduce to reflect actual collection</i>
REPLACEMENT-LIBRARY MATERIALS	7,000	5,500	12,500	<i>Recognize excess received over budgeted amount</i>
MEETING ROOM RENTAL	500	650	1,150	<i>Recognize excess received over budgeted amount</i>
PENAL FINES	61,000	-	61,000	
INTEREST INCOME	120,000	30,000	150,000	<i>Recognize excess rec'd over budget/adj due to higher interest rate</i>
COMMISSION	7,000	2,000	9,000	<i>Recognize excess received over budgeted amount</i>
OTHER REVENUE	17,700	13,600	31,300	<i>Friends' support/insurance adjustment/CPL Book Purchase Enrich</i>
<b>TOTAL REVENUE</b>	<b><u>7,812,102</u></b>	<b><u>77,437</u></b>	<b><u>7,889,539</u></b>	
<b>EXPENDITURE</b>				
SALARIES & WAGES	3,630,000	-	3,630,000	
FRINGE BENEFITS	942,500	-	942,500	
SUPPLIES	152,350	-	152,350	
LIBRARY MATERIALS	1,151,453	2,075	1,153,528	<i>Memorial donations/Friends collection funding</i>
PROFESSIONAL & CONTRACTUAL	490,475	10,000	500,475	<i>Friends' Staff Day support, from Travel-home delivery trial costs</i>
COMMUNICATIONS	47,000	-	47,000	
PRINTING	51,800	-	51,800	
UTILITIES	190,000	-	190,000	
MAINTENANCE & REPAIRS	274,600	-	274,600	
BUILDING IMPROVEMENTS	20,000	-	20,000	
INSURANCE	69,000	-	69,000	
CAPITAL OUTLAY	1,191,000	-	1,191,000	
PROPERTY TAX REFUNDS	2,000	-	2,000	
COMMUNITY PROMOTION	22,400	-	22,400	
TRAVEL	73,150	(4,400)	68,750	<i>to Prof &amp; Contractual to cover projected home delivery costs</i>
RENTALS/LEASES	18,300	-	18,300	
<b>TOTAL EXPENSE</b>	<b><u>8,326,028</u></b>	<b><u>7,675</u></b>	<b><u>8,333,703</u></b>	
Net Change in Fund Balance	(513,926)	69,762	(444,164)	
Beginning Fund Balance - General Fund	6,195,271		6,195,271	
Ending Fund Balance - General Fund	<u>5,681,345</u>	<u>69,762</u>	<u>5,751,107</u>	