



Library Board of Trustees General Meeting Packet Contents

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**Library Board of Trustees
Meeting Agenda – November 21, 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 October 17, 2024 General Meeting Minutes
By Unanimous Consent	Approve October 17, 2024 Closed Session 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
New Business	Discussion Item: 2025 Board Officers Action Item 24/11-21-1: Nomination(s) and election(s) of officer(s)
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

October 17, 2024 – 7:30 PM

The Chairperson, A. Iqbal, called the meeting to order at 7:31 PM.

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

Absent: N. Eggenberger, M. Farell

Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE

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

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes, as amended, were approved by unanimous consent.

COMMUNICATIONS

None

DIRECTOR'S REPORT

The library is now 75% of the way through the fiscal year; the board will be presented with a 3rd Quarter Budget Amendment to approve revenues in excess of budget and allocate those funds.

Davis advised Library of Michigan Library Law Consultant Clare Membiela will attend the January 2025 board meeting to provide training on the legal responsibilities of library trustees. Representatives from Plante Moran will attend the February 2025 board meeting to provide training on the audit process and the financial responsibilities of trustees. Accountant Debbie McHugh will also provide a brief training on interpreting the library's financial statements.

TRUSTEE COMMENTS

Trustee J. Lee inquired about a purchase on the September check register in excess of \$84K with sunglasses and fidget toys in the description. Business Services Department Head M. Nicholson advised that the description line on the check register only shows the first line item for each check; the \$84K payment was for the library's full purchasing card statement.

J. Lee reported back after attending the October Friends of the Canton Public Library Board meeting; she requested the minutes reflect how much she loves the Friends and the work they do for the library.

UNFINISHED BUSINESS & GENERAL ORDERS

Michigan CLASS Local Government Investment Pool – The board consensus was to revisit the topic after the new board term begins in November. The library will invite Michigan CLASS Senior Director Jeff Anderson back to provide another program overview before presenting the new board with a resolution.

NEW BUSINESS

Approve 2nd Quarter Budget Amendment – C. Spas moved and A. Watts supported a motion to approve the 3rd Quarter Budget Amendment as presented.

The motion passed unanimously 24/10-17-1 (4-0-0)

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

ROLL CALL VOTE

Yes: A. Iqbal, J. Lee, C. Spas, A. Watts

No: None

Abstain: None

The motion passed 24/10-17-2 (4-0-0)

REGULAR MEETING RESUMED AT 8:32 PM.

CALL TO AUDIENCE

No comments

ADJOURN

The meeting was adjourned at 8:33 PM.

Secretary-Treasurer



Canton Public Library Board of Trustees
Closed Session Minutes

Thursday, October 17, 2024

7:43 PM

Canton Public Library – Friends' Activity Room

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

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

Absent: N. Eggenberger, M. Farell

The Board moved into closed session to discuss the library director's evaluation for 2024.

A. Watts moved and J. Lee supported a motion to return to open session.

The motion passed unanimously, 24/10-17-1CS

Secretary-Treasurer

11/12/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 10/31/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	7,175,890.47
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	22,660.78
101-000.00-002.00	SAVINGS	1,000,993.20
101-000.00-123.00	PREPAID EXPENSES	117,462.77
	Total Assets	8,317,007.22
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	58,547.02
101-000.00-219.01	SOCIAL COMMITTEE	3,399.72
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	1,712.99
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	9,333.32
	Total Liabilities	72,993.05
*** 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	2,048,742.86
	Ending Fund Balance	8,244,014.17
	Total Liabilities And Fund Balance	8,317,007.22

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

11/12/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 10/31/2024

DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	10/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
INCOME				
PROPERTY TAXES	7,422,811.00	7,422,811.94	(0.94)	100.00
STATE AID TO LIBRARIES	100,687.00	100,687.80	(0.80)	100.00
LOCAL COMMUNITY STABILIZATION SHARE	66,091.00	66,091.30	(0.30)	100.00
PHOTOCOPY FEES	35,000.00	30,716.96	4,283.04	87.76
REPLACEMENT-LIBRARY MATERIALS	12,500.00	13,488.63	(988.63)	107.91
MEETING ROOM RENTAL	1,150.00	1,150.00	0.00	100.00
PENAL FINES	61,000.00	87,806.51	(26,806.51)	143.95
INTEREST INCOME	150,000.00	156,158.95	(6,158.95)	104.11
COMMISSION	9,000.00	7,919.66	1,080.34	88.00
OTHER REVENUE	31,300.00	31,948.56	(648.56)	102.07
TOTAL REVENUES	7,889,539.00	7,918,780.31	(29,241.31)	100.37
EXPENSES				
SALARIES & WAGES	3,630,000.00	2,736,324.71	893,675.29	75.38
FRINGE BENEFITS	942,500.00	777,059.15	165,440.85	82.45
SUPPLIES	152,350.00	88,547.00	63,803.00	58.12
LIBRARY MATERIALS	1,153,528.00	984,913.30	168,614.70	85.38
PROFESSIONAL & CONTRACTUAL	500,475.00	387,548.44	112,926.56	77.44
COMMUNICATIONS	47,000.00	29,455.83	17,544.17	62.67
PRINTING	51,800.00	15,082.90	36,717.10	29.12
UTILITIES	190,000.00	129,076.17	60,923.83	67.93
MAINTENANCE & REPAIRS	274,600.00	175,410.66	99,189.34	63.88
BUILDING IMPROVEMENTS	20,000.00	21,364.77	(1,364.77)	106.82
INSURANCE	69,000.00	62,440.00	6,560.00	90.49
CAPITAL OUTLAY	1,191,000.00	408,291.03	782,708.97	34.28
PROPERTY TAX REFUNDS	2,000.00	1,615.39	384.61	80.77
COMMUNITY PROMOTION	22,400.00	8,811.25	13,588.75	39.34
TRAVEL	68,750.00	37,848.46	30,901.54	55.05
RENTALS/LEASES	18,300.00	6,248.39	12,051.61	34.14
TOTAL EXPENDITURES	8,333,703.00	5,870,037.45	2,463,665.55	70.44
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	7,889,539.00	7,918,780.31	(29,241.31)	100.37
TOTAL EXPENDITURES	8,333,703.00	5,870,037.45	2,463,665.55	70.44
NET OF REVENUES & EXPENDITURES	(444,164.00)	2,048,742.86	(2,492,906.86)	461.26
NET CHANGE IN FUND BALANCE	(444,164.00)	2,048,742.86		
FUND BALANCE - BEGINNING OF YEAR	6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR	5,751,107.31	8,244,014.17		

11/12/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2024	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	100,687.00	100,687.80	(0.80)	100.00
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	35,000.00	30,716.96	4,283.04	87.76
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	12,500.00	13,488.63	(988.63)	107.91
101-000.00-651.00	MEETING ROOM RENTAL	1,150.00	1,150.00	0.00	100.00
101-000.00-656.00	PENAL FINES	61,000.00	87,806.51	(26,806.51)	143.95
101-000.00-665.00	INTEREST INCOME	150,000.00	156,158.95	(6,158.95)	104.11
101-000.00-668.00	COMMISSION	9,000.00	7,919.66	1,080.34	88.00
101-000.00-675.00	OTHER REVENUE	31,300.00	31,948.56	(648.56)	102.07
TOTAL REVENUES		7,889,539.00	7,918,780.31	(29,241.31)	100.37

Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,630,000.00	2,736,324.71	893,675.29	75.38
101-790.00-716.01	TAXES-FICA/MC	277,700.00	212,611.51	65,088.49	76.56
101-790.00-716.02	DENTAL	23,000.00	10,371.60	12,628.40	45.09
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	13,231.44	2,268.56	85.36
101-790.00-716.05	MEDICAL INSURANCE	280,000.00	219,214.93	60,785.07	78.29
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	1,977.65	5,522.35	26.37
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	35,283.02	12,916.98	73.20
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	9,227.87	3,272.13	73.82

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			10/31/2024 NORMAL (ABNORMAL)	AVAILABLE 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	254,468.00	227,920.92	26,547.08	89.57
101-790.00-730.02	AV (MEDIA)	97,670.00	80,846.28	16,823.72	82.77
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	801,390.00	676,146.10	125,243.90	84.37
101-790.00-802.00	LEGAL	15,000.00	6,618.50	8,381.50	44.12
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	707.42	492.58	58.95
101-790.00-850.00	COMMUNICATIONS	47,000.00	29,455.83	17,544.17	62.67
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	109,877.62	40,122.38	73.25
101-790.00-922.00	GAS	25,000.00	7,588.27	17,411.73	30.35
101-790.00-923.00	WATER	15,000.00	11,610.28	3,389.72	77.40
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,500.00	68,015.25	30,484.75	69.05
101-790.00-932.01	LAWN & GROUNDS	49,800.00	32,912.58	16,887.42	66.09
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	12,094.85	4,605.15	72.42
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	7,816.00	15,184.00	33.98
101-790.00-935.00	BUILDING REPAIRS	10,000.00	8,640.00	1,360.00	86.40
101-790.00-936.00	EQUIPMENT REPAIRS	30,000.00	23,018.97	6,981.03	76.73
101-790.00-941.00	COPY MACHINE CHARGES	15,800.00	4,895.60	10,904.40	30.98
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	21,364.77	(1,364.77)	106.82
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	232,940.00	334,060.00	41.08
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	102,393.03	305,606.97	25.10
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 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			10/31/2024 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	8,219.23	4,280.77	65.75
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	26,000.00	8,897.75	17,102.25	34.22
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,000.00	11,166.95	833.05	93.06
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	(1,587.50)	4,387.50	(56.70)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	13,874.55	1,625.45	89.51
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	5,784.55	6,265.45	48.00
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	10,000.00	3,831.53	6,168.47	38.32
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,800.00	1,300.00	500.00	72.22
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	1,796.43	6,253.57	22.32
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	773.96	1,226.04	38.70
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	3,530.81	2,069.19	63.05
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,100.00	1,770.96	3,329.04	34.72
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	15,390.96	4,609.04	76.95
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	150.74	(0.74)	100.49
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	12,400.00	5,636.10	6,763.90	45.45
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	4,600.00	3,137.66	1,462.34	68.21
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	146.63	1,053.37	12.22
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	35,121.30	4,878.70	87.80

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			10/31/2024 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	13,855.67	26,144.33	34.64
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	4,055.75	944.25	81.12
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	815.86	84.14	90.65
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000.00	8,811.25	11,188.75	44.06
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	14,817.90	35,182.10	29.64
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,500.00	2,206.26	293.74	88.25
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	1,261.93	738.07	63.10
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	15,105.62	7,894.38	65.68
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,300.00	2,187.93	112.07	95.13
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	25,000.00	21,258.03	3,741.97	85.03
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	282,000.00	245,712.93	36,287.07	87.13
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		8,333,703.00	5,870,037.45	2,463,665.55	70.44
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,889,539.00	7,918,780.31	(29,241.31)	100.37
TOTAL EXPENDITURES		8,333,703.00	5,870,037.45	2,463,665.55	70.44
NET OF REVENUES & EXPENDITURES		(444,164.00)	2,048,742.86	(2,492,906.86)	461.26
NET CHANGE IN FUND BALANCE		(444,164.00)	2,048,742.86		
FUND BALANCE - BEGINNING OF YEAR		6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR		5,751,107.31	8,244,014.17		

11/12/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 10/01/2024 - 10/31/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
10/02/2024	GEN	55225	1004	AFLAC	MONTHLY REMITTANCE-SEPTEMBER 2024	100.44
10/02/2024	GEN	55226	1009	AMAZON CAPITAL SERVICES	TPW SUPPLIES	777.80
10/02/2024	GEN	55227	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,166.36
10/02/2024	GEN	55228	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	200.00
10/02/2024	GEN	55229	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	69 ADULT VIDEO GAMES	2,097.39
10/02/2024	GEN	55230	1100	DEMCO, INC.	TPW SUPPLIES	1,064.42
10/02/2024	GEN	55231	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
10/02/2024	GEN	55232	1159	HOME DEPOT CREDIT SERVICES	TRUFUEL-6 PACK FOR LEAF BLOWER	49.85
10/02/2024	GEN	55233	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,052.21
10/02/2024	GEN	55234	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,267.05
10/02/2024	GEN	55235	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
10/02/2024	GEN	55236	1272	SAWA BOOKS	INTERNATIONAL LANGUAGE BOOKS NOT TO EXCE	818.38
10/02/2024	GEN	55237	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	462.09
10/02/2024	GEN	55238	1467	CTS COMPANIES, INC.	RMM SERVICE 2024	270.00
10/02/2024	GEN	55239	1232	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES - POSTER PRINTER INK	339.96
10/09/2024	GEN	395(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,608.89
10/09/2024	GEN	396(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,184.21
10/09/2024	GEN	397(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
10/09/2024	GEN	398(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	285.83
10/09/2024	GEN	399(E)	1240	PAYLOCITY	MILEAGE REPORT 9/30 (MEIJER, TEDX, GORDO	322.04
10/16/2024	GEN	405(E)	1476	JP MORGAN CHASE BANK-ONE CARD	72 CAMPFIRE CERAMIC MUGS FOR TRIVIA	90,277.59
10/16/2024	GEN	55240	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$975	1,563.51
10/16/2024	GEN	55241	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	24.50
10/16/2024	GEN	55242	1474	ASHLEY TAUSCHER	PHOTO ORGANIZING BASICS	250.00
10/16/2024	GEN	55243	1047	BAYSCAN TECHNOLOGIES	SUPPLIES - CIRCULATION SERVICES PAGES	1,102.92
10/16/2024	GEN	55244	1050	BLACKSTONE PUBLISHING	23 BOOKS ON CD	131.13
10/16/2024	GEN	55245	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - JULY	3,268.88
10/16/2024	GEN	55246	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 07/03/2024-09/04/2024	5,897.36
10/16/2024	GEN	55247	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	69 ADULT VIDEO GAMES	2,355.50
10/16/2024	GEN	55248	1100	DEMCO, INC.	TPW SUPPLIES	229.00
10/16/2024	GEN	55249	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 9/11	10,854.55
10/16/2024	GEN	55250	1206	FARMINGTON COMMUNITY LIBRARY	GLOBAL ROAD WARRIOR RENEWAL 10/24 - 9/25	652.80
10/16/2024	GEN	55251	1466	GUARDIAN ENVIRONMENTAL SERVICES IN	NEW BOILER PUMP ASSEMBLY- PUMP 3	5,908.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/16/2024	GEN	55252	1162	ICLE	MI BASIC PRACTICE HANDBOOK AUG 2024	158.50
10/16/2024	GEN	55253	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,739.44
10/16/2024	GEN	55254	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	506.60
10/16/2024	GEN	55255	1521	KITABE USA	25 INTERNATIONAL LANG BOOKS AMOUNT OF OR	490.00
10/16/2024	GEN	55256	1188	LIBRARY DESIGN ASSOCIATES, INC.	REPLACEMENT SEAT FOR CHAIR IN FRIENDS BO	12,007.00
10/16/2024	GEN	55257	1415	LIBRARY PASS, INC	COMICS PLUS RENEWAL 2024-25	2,320.44
10/16/2024	GEN	55258	1205	METRO ENVIRONMENTAL SERVICES, INC.	CLEAR BLOCKED DRAIN LINES	1,687.50
10/16/2024	GEN	55259	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	25,466.77
10/16/2024	GEN	55260	MISC ILL	MONROE COUNTY LIBRARY SYSTEM	ILL REPLACEMENT FEES	27.00
10/16/2024	GEN	55261	1254	MOUTS, LLC	PUPPET SANITIZATION	100.00
10/16/2024	GEN	55262	1224	NATIONAL TIME & SIGNAL CORP.	ANNUAL FIRE ALARM TESTING	482.00
10/16/2024	GEN	55263	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
10/16/2024	GEN	55264	1232	ODP BUSINESS SOLUTIONS	TPW SUPPLIES	19.00
10/16/2024	GEN	55265	1014	THE ANN ARBOR NEWS	ANN ARBOR NEWS SUBS OCT 24-JAN 25	114.83
10/16/2024	GEN	55266	1308	THE LIBRARY NETWORK	DEEFPREEZE RENEWAL	2,544.19
10/16/2024	GEN	55267	1344	THOMSON REUTERS - WEST	THOMSON REUTERS SUB 2024	165.86
10/16/2024	GEN	55268	1316	TRANE	MAIN AC COIL CLEANING	2,106.00
10/16/2024	GEN	55269	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY CHARGES	410.70
10/23/2024	GEN	400(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,134.50
10/23/2024	GEN	401(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,608.89
10/23/2024	GEN	402(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,189.65
10/23/2024	GEN	403(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	962.98
10/23/2024	GEN	404(E)	1240	PAYLOCITY	SC - HALLOWEEN CONTEST RIBBONS	212.59
10/23/2024	GEN	411(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
10/30/2024	GEN	55270	1004	AFLAC	MONTHLY REMITTANCE-OCTOBER 2024	100.44
10/30/2024	GEN	55271	1009	AMAZON CAPITAL SERVICES	TPW SUPPLIES CASE FOR RING GAME	2,802.31
10/30/2024	GEN	55272	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,162.60
10/30/2024	GEN	55273	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	25.50
10/30/2024	GEN	55274	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	205.00
10/30/2024	GEN	55275	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - NOVEMBER 2024	26,019.02
10/30/2024	GEN	55276	1068	CANTON CHAMBER OF COMMERCE	2025 ANNUAL MEMBERSHIP DUES	482.00
10/30/2024	GEN	55277	1078	CEE-CLEAN WINDOW CLEANING CO., INC	COMMERCIAL WINDOW CLEANING SERVICE	797.00
10/30/2024	GEN	55278	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	71 ADULT VIDEO GAMES	1,910.95
10/30/2024	GEN	55279	1467	CTS COMPANIES, INC.	RMM SERVICE 2024	270.00
10/30/2024	GEN	55280	1113	EBSCO INFORMATION SERVICES	CONSUMER REPORTS.ORG 11/2024-10/2025	3,629.00
10/30/2024	GEN	55281	1206	FARMINGTON COMMUNITY LIBRARY	ANCESTRY LIBRARY EDITION 10/2024 - 9/202	3,336.87
10/30/2024	GEN	55282	1412	GRAZYNA G CUMMING	AUG-SEPT, DESIGN AND FILE MANAGEMENT OF	625.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/30/2024	GEN	55283	1159	HOME DEPOT CREDIT SERVICES	CLEANOUT PLUG, SHOP VAC ACCESSORIES	81.12
10/30/2024	GEN	55284	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,332.68
10/30/2024	GEN	55285	1167	INNOVATIVE INTERFACES	SIERRA CORE MAINTENANCE BUNDLE	88,383.65
10/30/2024	GEN	55286	1193	LONG PLUMBING	PREVENTATIVE MAINTENANCE ON SERVER/WIRER	919.00
10/30/2024	GEN	55287	1205	METRO ENVIRONMENTAL SERVICES, INC.	STAFF RESTROOMS BACKING UP. HAD DRAIN LI	1,782.50
10/30/2024	GEN	55288	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,486.92
10/30/2024	GEN	55289	1214	MIKE K MCCLURE	FREELANCE BLOG WRITING	525.00
10/30/2024	GEN	55290	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
10/30/2024	GEN	55291	1603	PAVITRAM SONAWANE	STAFF DAY MENDHI ARTIST	160.00
10/30/2024	GEN	55292	1255	PROGRESSIVE PRINTING	100 FINAL TOP PEOPLE CARDS, ENVELOPES, I	117.00
10/30/2024	GEN	55293	1263	REDFORD LOCK COMPANY, INC.	3 NEW EXT. AND 3 NEW INT. MASTER KEYS	93.00
10/30/2024	GEN	55294	1264	RELIABLE LANDSCAPING, INC.	ANNUAL LAWN AND GROUNDS CARE	2,200.00
10/30/2024	GEN	55295	1265	ROWMAN & LITTLEFIELD PUBLISHING GRC	CHASE'S CALENDAR OF EVENTS 2025	98.86
10/30/2024	GEN	55296	1273	SCHOLASTIC INC	LIT LAB BOOKS 10/24-01/25	465.52
10/30/2024	GEN	55297	1292	STAPLES BUSINESS ADVANTAGE	PURELL ADVANCED 70% ALCOHOL GEL HAND SAN	59.05
10/30/2024	GEN	55298	1308	THE LIBRARY NETWORK	ANNUAL DELIVERY CHARGES OCT24-SEPT25	2,796.00
10/30/2024	GEN	55299	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	385.07
10/30/2024	GEN	55300	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES - Q3 2024	99.00
10/30/2024	GEN	55301	1349	ZOHO CORPORATION	SERVICE DESK PLUS RENEWAL	1,415.00

GEN TOTALS:

Total of 89 Checks:	362,333.67
Less 0 Void Checks:	0.00
Total of 89 Disbursements:	<u>362,333.67</u>



Director's Report November 2024

1. My congratulations to new trustees Hasina Abdu and Ahmed Wahby, and to incumbents Nancy Eggenberger, Amina Iqbal, Jasmine Lee, and Amy Watts on your elections to the library board. Canton Township Clerk Michael Siegrist will be at the month's meeting to deliver the oath of office to each of you before you are officially seated and the regular monthly meeting is called to order.
2. At the regular meeting, Chair Amina Iqbal will lead a discussion on officers for the remainder of 2024 and officers for the 2025 calendar year. With Claire Spas stepping down, a Secretary-Treasurer will need to be nominated and elected, and Chair Iqbal would like a discussion on whether to fill just that officer position, or add the 2025 officers to this item as well. Current Chair Iqbal and Vice-Chair Amy Watts have served two years in a row, and per the board bylaws they cannot serve more than two years in any one officer role, so for 2025 there will be all-new officers.
3. You will also 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 in August Jeff Anderson provided an overview of Michigan CLASS. He has said that he is happy to come again so that the new trustees are brought up to speed. We have recently learned that the state will be distributing our annual penal fines revenue through Michigan CLASS, so joining has the added benefit of receiving those funds sooner and via electronic funds transfer. If we decide to move forward with Michigan CLASS, 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 2025.
4. In personnel news, since the last board meeting we bid a fond farewell to Kari Theisen, who has secured a full-time position as Librarian Archivist at the Gerald R. Ford Presidential Library; Kari has been with us for 10 years, as a Page and then as a Technical Processing Assistant in Circulation Services. We also congratulated Part-time Librarian Erin Strand, who has accepted a promotion to Full-Time Librarian replacing Amy Lee (who became a Manager last month); Erin has been with the library in various capacities for nearly two decades and has a deep knowledge of both our library and our community. Congratulations were also given to Substitute Librarians Maia Morgan and Brian Walny, who each accepted promotions to Part-Time Librarian, replacing the librarians who relocated out of state as of last month. We hope to have Erin's vacated part-time position filled shortly!
5. We are thrilled to have been named one of Michigan's Top Workplaces 2024. We are the first and so far only public library to have received this honor. Kudos to the board, the Friends of the Library, and all of my coworkers for demonstrating excellence in our workplace. Big thanks to Sean Bewick, HR Specialist, who spearheaded this effort. Rankings are based exclusively on anonymous survey

responses from library staff, and I expect the improvements to our physical environment, policies, salaries, and benefits approved by the board these last many years directly contributed to employee satisfaction. Yay for us!

6. You will recall that 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 finally arrived, and we are assured by TLN, LM, and Wayne County that this is the correct disbursement. The County's plan is to work with the TLN and LM to recalculate prior years' disbursements and present a plan after 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.
7. 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.
8. 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. The state legislature's lame duck session has already produced bills amending these acts. We will continue to monitor and keep you posted.
9. We will begin the next transformation of library spaces from mid-November to mid-December, repurposing the Lab, which has seen significant dropoff in computer usage, to what we are currently calling the Co-Lab, a flexible group space for ad-hoc use by groups. Our internal staff Space Committee did a great job assessing the needs of our patrons and incorporating feedback into a great outcome.

Respectfully submitted,
Eva Davis, Director