



**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
December 17, 2015
7:30 p.m.**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
Unanimous Consent	<ul style="list-style-type: none"> • Approval of Agenda 	
Unanimous Consent Unanimous Consent	<ul style="list-style-type: none"> • Approval of General Meeting Minutes • Approval of Closed Session Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders Action Item 15/12-17-1 Closed Session	<ul style="list-style-type: none"> • Nomination and Election of 2016 Board Officers • Director’s Evaluation 	
New Business Action Item 15/12-17-2 Action Item 12/12-17-3 Discussion Item	<ul style="list-style-type: none"> • 4th Quarter Budget Amendment • Fund Balance Transfer for Capital Expenditures • Preliminary Monthly Agenda Planning 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

November 19, 2015 – 7:30 pm

Trustee T. Hartnett asked for a moment of silence, honoring the victims of recent worldwide terrorist attacks, to be observed before the meeting was called to order.

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:31 pm.

Present: N. Eggenberger, M. Farell, J. Fausone, S. Foster, T. Hartnett, D. Turner

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (L. Golden, R. Havenstein-Coughlin, D. McHugh, M. Nicholson, L. Papa, N. Szczepanski, K. Young) – E. Davis introduced Friends of the Library board member Kathy Young (also a former Canton Public Library board trustee).

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS - None

DIRECTORS REPORT

E. Davis informed the board that, in the course of evaluating the library parcel in preparation for the proposed real estate transfer from Canton Township, Northwest Consultants discovered that some of the library storm drains have standing water. This is an indication of blockage of some of the library storm drains to the retention ponds. This information had just become available the previous day and Building Manager J. Laffey will be in contact with potential contractors for estimates to fix the problem; Trustee J. Fausone suggested a firm to contact to Business Service Department Head M. Nicholson. Davis had a meeting scheduled with Northwest Consultants for Friday, November 20 regarding the preliminary engineering and surveying work they've completed.

Davis stated that she had heard from Canton Township Attorney Kristen Kolb that three prospective nominees to the newly reconstituted Township Building Authority will be proposed at the December 8 township board meeting. Kolb suggested a future joint meeting between the Building Authority and library board.

Davis, along with Information Services Librarian Jack Visnaw, stated there would also be a meeting on November 20 with Greg Schupra of the Canton Community Foundation regarding a potential Children's Literacy donor Schupra had identified. In addition, she informed the board that she met last week with Dr. Iltefat Hamzavi, whose Hamzavi Foundation might be interested in donating to the library; the meeting had been facilitated by frequent audience member Hassan Ahmad.

Davis reminded the trustees to RSVP re: the annual Volunteer Holiday Tea, being held on December 2.

A public relations push to inform the community about the upcoming Patron Service Improvement Project, Phase 3 (PSIP III) will be underway the following week with the publication of the eNewsletter. Additionally, postcards will be mailed to every address in the township in early December; a link to information regarding the renovation will appear on the website beginning Monday, November 23; and the Observer & Eccentric will be at the library to interview Community Relations Department Head L. Golden, also on Monday.

The Friends of the Library will have a Beer & Wine Tasting Fundraiser at Tony Sacco's Pizzeria on Wednesday, January 20, 2016. Tickets will be \$25; the Friends will receive \$10 from every ticket sold.

Davis discussed the monthly financials. The library is 84-85% through the calendar year, which is reflected on the expenditure side of the financial reports. Some funds were moved from the checking account to a high yield savings account in advance of year's end, to avoid banking fees. Additional revenue will be addressed in the 4th Quarter Budget Amendment in December.

As could be expected, given fluctuations in the economy and the stock market during the last quarter, the Endowment Fund showed a loss, per the first quarterly statement received from the Canton Community Foundation.

TRUSTEE COMMENTS – Secretary/Treasurer M. Farell reported on her experience at the recent Michigan Library Association conference, which she attended in October. She attended each of the many sessions designed for library board trustees, including a panel discussion with various state lobbyists; *Ten Things Every Trustee Should Know*; and a session on advocating for the library.

FINANCE COMMITTEE REPORT – Secretary/Treasurer Farell reported that the Finance Committee met on November 9 to discuss options for funding the MERS pension account (decreasing the unfunded accrued liability for employee retirees), which were presented to the full board. Discussion ensued, ending with a board decision to take action regarding this item.

D. Turner moved and T. Hartnett supported a motion to increase the library's portion of the retirement contribution fund with a lump sum payment of \$494,000 effective before the end of 2015, to better prepare the funding for eligible retirees.

The motion passed unanimously 15/11-19-1

OLD BUSINESS – None

NEW BUSINESS

Canton Community Foundation Fundraiser – The board discussed the role of boards in relation to fundraising. It was decided that a larger discussion regarding fundraising in general needed to take place before any decision was made as to what type of fundraising vehicle would be most appropriate for the library. N. Eggenberger, T. Hartnett and D. Turner will constitute the new Fundraising Committee, and E. Davis will arrange for G. Schupra of the Canton Community Foundation to speak to the board at a later date, as directed by the committee.

Library Board Holiday Party – M. Farell stated that December 5 appeared to be a bad time to have the board holiday party, as she had received very few acceptances from those invited. She will cancel the party and reschedule it for 2016.

Board Officers for 2016 – All sitting officers are eligible to serve for another year, and all indicated their willingness to do so. Nominations and elections will take place at the December meeting.

Director's Evaluation – E. Davis requested that the board move into closed session to discuss her evaluation.

J. Fausone moved and M. Farell seconded a motion to move into closed session to discuss the director's 2015 evaluation.

Roll call vote:

T. Hartnett: yes

D. Turner: yes

J. Fausone: yes

M. Farell: yes

S. Foster: yes

N. Eggenberger: yes

The motion passed unanimously 15/11-19-2

REGULAR MEETING RESUMED AT 9:50 PM.

CALL TO AUDIENCE – None.

ADJOURN

The meeting was adjourned at 9:50 PM.

Michelle Farell, Secretary- Treasurer



Canton Public Library Board of Trustees Closed Session Minutes

**Thursday, November 19, 2015
8:50 PM
Canton Public Library – Community Room**

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

Present: N. Eggenberger, M. Farell, J. Fausone, S. Foster, T. Hartnett, D. Turner

The board moved into closed session to discuss the library director's evaluation for 2015.

Tom Hartnett moved and Sommer Foster supported a motion to return to open session.

The motion passed unanimously, 15/11-19-3CS

Michelle Farell – Secretary/Treasurer

	<u>Oct 31, 15</u>	<u>Nov 30, 15</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	816,076.94	799,161.46
000-008 · CCF -Endowment Account	332,476.92	332,476.92
000-013 · JPMorgan Chase- Credit Card	12,989.31	13,965.20
000-014 · Medical Reimbsmt (BasicFlex)	10,114.74	8,687.41
000-016 · Chase - High Yield Savings	4,487,719.32	4,187,834.30
Total Checking/Savings	<u>5,659,377.23</u>	<u>5,342,125.29</u>
Other Current Assets		
000-123 · Prepaid Expenses	23,247.83	31,422.83
Total Other Current Assets	<u>23,247.83</u>	<u>31,422.83</u>
Total Current Assets	<u>5,682,625.06</u>	<u>5,373,548.12</u>
TOTAL ASSETS	<u><u>5,682,625.06</u></u>	<u><u>5,373,548.12</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	47,345.84	23,090.67
Total Accounts Payable	<u>47,345.84</u>	<u>23,090.67</u>
Credit Cards		
000-208 · Chase - Mastercard 5603	5,567.90	5,093.84
000-209 · Home Depot Credit Card	0.00	176.62
000-213 · Amazon.com 2077	845.93	3,447.70
Total Credit Cards	<u>6,413.83</u>	<u>8,718.16</u>
Other Current Liabilities		
000-228 · Endowment Clearing Account	150.00	425.00
000-229 · Grants/Donations-Restricted Use		
229c · Friends Donation -Programming	7,847.59	5,227.71
229d · Friends Donation-Social Cmmte	1,571.59	1,571.59
229e · Misc. Grants & Donations	1,219.32	1,219.32
Total 000-229 · Grants/Donations-Restricted Use	<u>10,638.50</u>	<u>8,018.62</u>
000-237 · Medical Saving Deduction MedFSA	2,057.05	629.72
000-238 · AFLAC Deduction	-134.40	-67.20
Total Other Current Liabilities	<u>12,711.15</u>	<u>9,006.14</u>
Total Current Liabilities	<u>66,470.82</u>	<u>40,814.97</u>
Total Liabilities	66,470.82	40,814.97
Equity		
000-390 · General Fund Balance	6,752,657.84	6,752,657.84
000-392 · Endowment Fund (Equity)	341,462.16	341,462.16
Net Income	-1,477,965.76	-1,761,386.85
Total Equity	<u>5,616,154.24</u>	<u>5,332,733.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,682,625.06</u></u>	<u><u>5,373,548.12</u></u>

Canton Public Library
Profit & Loss Budget vs. Actual
 as of November 30, 2015

	<u>Jan - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	5,045,662.51	5,045,662.00	0.51	100.00%
738-566 · State Aid to Libraries	53,097.28	53,097.00	0.28	100.00%
738-613 · Photocopy Fees	45,145.24	40,000.00	5,145.24	112.86%
738-615 · Replacement - Books/ AV	11,505.44	8,500.00	3,005.44	135.36%
738-656 · Penal Fines	73,384.18	73,384.00	0.18	100.00%
738-664 · Overdue Fines	103,606.05	115,000.00	-11,393.95	90.09%
738-670 · Misc & Contributions	19,949.58	13,331.00	6,618.58	149.65%
738-671 · Interest Income	1,187.62	1,200.00	-12.38	98.97%
738-676 · Vending Commission	2,946.72	1,750.00	1,196.72	168.38%
738-677 · Meeting Room Rental	1,975.00	1,000.00	975.00	197.50%
738-692 · Use of Fund Balance	0.00	2,924,206.00	-2,924,206.00	0.00%
Total Income	<u>5,358,459.62</u>	<u>8,277,130.00</u>	<u>-2,918,670.38</u>	<u>64.74%</u>
Gross Profit	<u>5,358,459.62</u>	<u>8,277,130.00</u>	<u>-2,918,670.38</u>	<u>64.74%</u>
Expense				
738-702 · Salaries & Wages	1,907,608.38	2,336,158.00	-428,549.62	81.66%
738-715 · Fringe Benefits	316,270.08	395,059.00	-78,788.92	80.06%
738-722 · Supplies	104,216.39	149,488.00	-45,271.61	69.72%
738-740 · Library Materials	594,368.00	697,548.00	-103,180.00	85.21%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	262,925.67	294,743.00	-31,817.33	89.21%
738-850 · Communications	20,398.84	61,763.00	-41,364.16	33.03%
738-860 · Travel	23,336.16	29,350.00	-6,013.84	79.51%
738-880 · Community Promotion	5,555.98	7,680.00	-2,124.02	72.34%
738-900 · Printing	12,107.79	27,798.00	-15,690.21	43.56%
738-910 · Insurance	51,625.00	61,200.00	-9,575.00	84.36%
738-920 · Utilities	132,473.69	210,000.00	-77,526.31	63.08%
738-930 · Maintenance & Repairs	138,207.74	212,789.00	-74,581.26	64.95%
738-940 · Rentals/Leases	16,504.10	29,564.00	-13,059.90	55.83%
738-976 · Building Improvements	2,653.75	7,500.00	-4,846.25	35.38%
738-977 · Capital Outlay	681,250.07	780,144.00	-98,893.93	87.32%
738-995 · Debt Service	2,835,622.50	2,835,623.00	-0.50	100.00%
738-996 · Property Tax Refunds	5,737.09	40,000.00	-34,262.91	14.34%
738-999 · Reserve/Contingency	0.00	100,723.00	-100,723.00	0.00%
Total Expense	<u>7,110,861.23</u>	<u>8,277,130.00</u>	<u>-1,166,268.77</u>	<u>85.91%</u>
Net Income	<u>-1,752,401.61</u>	<u>0.00</u>	<u>-1,752,401.61</u>	<u>100.00%</u>
	<u>Jan - Nov 15</u>		<u>Total Fund</u>	
738-690 · Endowment Fund	-7,224.47		332,476.92	
738-691 · Endowment Fund Expenses	1,809.58			
671e · Interest Endowment	48.81			

Canton Public Library
Profit & Loss Budget vs. Actual
 as of November 30, 2015

	<u>Jan - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	5,045,662.51	5,045,662.00	0.51	100.00%
738-566 · State Aid to Libraries	53,097.28	53,097.00	0.28	100.00%
738-613 · Photocopy Fees	45,145.24	40,000.00	5,145.24	112.86%
738-615 · Replacement - Books/ AV	11,505.44	8,500.00	3,005.44	135.36%
738-656 · Penal Fines	73,384.18	73,384.00	0.18	100.00%
738-664 · Overdue Fines	103,606.05	115,000.00	-11,393.95	90.09%
738-670 · Misc & Contributions	19,949.58	13,331.00	6,618.58	149.65%
738-671 · Interest Income				
671g · Interest Income General	1,187.62	1,200.00	-12.38	98.97%
Total 738-671 · Interest Income	1,187.62	1,200.00	-12.38	98.97%
738-676 · Vending Commission	2,946.72	1,750.00	1,196.72	168.38%
738-677 · Meeting Room Rental	1,975.00	1,000.00	975.00	197.50%
738-692 · Use of Fund Balance	0.00	2,924,206.00	-2,924,206.00	0.00%
Total Income	5,358,459.62	8,277,130.00	-2,918,670.38	64.74%
Gross Profit	5,358,459.62	8,277,130.00	-2,918,670.38	64.74%
Expense				
738-702 · Salaries & Wages	1,907,608.38	2,336,158.00	-428,549.62	81.66%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,309.95	4,500.00	-3,190.05	29.11%
715b · Unemployment Reimbursement	0.00	1,000.00	-1,000.00	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	7,610.47	18,925.00	-11,314.53	40.21%
716m · Medical (BCN)	99,421.45	112,318.00	-12,896.55	88.52%
Total 738-716 · Medical/Dental	107,031.92	134,843.00	-27,811.08	79.38%
738-717 · Life Ins / Disability	9,194.21	10,000.00	-805.79	91.94%
738-718 · Retirement Pension (MERS)	51,710.62	61,000.00	-9,289.38	84.77%
738-719 · Optical	2,264.77	5,000.00	-2,735.23	45.30%
738-720 · FICA / MC Taxes	144,758.61	178,716.00	-33,957.39	81.00%
Total 738-715 · Fringe Benefits	316,270.08	395,059.00	-78,788.92	80.06%
738-722 · Supplies				
722T · Technology Supplies	20,359.61	23,380.00	-3,020.39	87.08%
738-727 · Office Supplies				
727a · General Office Supplies	4,953.38	11,100.00	-6,146.62	44.63%
727b · Printing & Copying Supplies	3,434.52	12,000.00	-8,565.48	28.62%
Total 738-727 · Office Supplies	8,387.90	23,100.00	-14,712.10	36.31%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	3,171.35	3,540.00	-368.65	89.59%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	6,419.93	9,000.00	-2,580.07	71.33%
725b · Tech Processing Supplies	21,920.53	26,450.00	-4,529.47	82.88%
738-725 · Proc Library Supplies - Other	1,998.01			
Total 738-725 · Proc Library Supplies	30,338.47	35,450.00	-5,111.53	85.58%
738-726 · Community Relations Supplies	211.50	500.00	-288.50	42.30%
738-729 · Building Supplies	8,397.11	17,900.00	-9,502.89	46.91%
738-728 · Library Supplies- General - Other	10,013.34	12,050.00	-2,036.66	83.10%
Total 738-728 · Library Supplies- General	52,131.77	69,440.00	-17,308.23	75.08%
738-730 · Postage	13,778.73	21,250.00	-7,471.27	64.84%
738-732 · Janitorial Supplies	9,558.38	12,318.00	-2,759.62	77.60%
Total 738-722 · Supplies	104,216.39	149,488.00	-45,271.61	69.72%
738-740 · Library Materials				
738-741 · Adult Books	126,016.56	133,800.00	-7,783.44	94.18%
738-742 · Children, Tween Books	90,764.88	99,598.00	-8,833.12	91.13%
738-743 · Teen Books	17,802.87	19,000.00	-1,197.13	93.70%
738-744 · Adult AV	96,401.97	100,660.00	-4,258.03	95.77%
738-745 · Children, Tween AV	40,393.53	41,580.00	-1,186.47	97.15%
738-746 · Teen AV	11,042.78	11,712.00	-669.22	94.29%
738-747 · Services, Subscriptions, Mag	152,056.96	224,583.00	-72,526.04	67.71%
738-748 · PreProcessing	59,888.45	66,615.00	-6,726.55	89.90%
Total 738-740 · Library Materials	594,368.00	697,548.00	-103,180.00	85.21%

Canton Public Library
Profit & Loss Budget vs. Actual
 as of November 30, 2015

	<u>Jan - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	1,994.22	3,500.00	-1,505.78	56.98%
738-733 · Bank Fees				
733g · Bank Fees General	0.00	2,000.00	-2,000.00	0.00%
Total 738-733 · Bank Fees	0.00	2,000.00	-2,000.00	0.00%
738-804 · Audit	11,600.00	11,600.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	108,664.27	133,893.00	-25,228.73	81.16%
808tp · Online Info - Tech Processing	21,242.88	21,250.00	-7.12	99.97%
Total 738-808 · Information Technology	129,907.15	155,143.00	-25,235.85	83.73%
738-810 · Other Professional Services				
810a · Payroll	9,736.50	14,000.00	-4,263.50	69.55%
810b · Collection Agency	5,055.75	8,000.00	-2,944.25	63.20%
810c · Misc. Prof/Contractual Services	68,971.88	55,960.00	13,011.88	123.25%
Total 738-810 · Other Professional Services	83,764.13	77,960.00	5,804.13	107.45%
738-812 · Legal	7,107.40	12,000.00	-4,892.60	59.23%
738-814 · Membership Dues	11,248.51	10,740.00	508.51	104.74%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	3,356.76	3,500.00	-143.24	95.91%
815b · Staff Longevity Awards	3,500.00	3,700.00	-200.00	94.60%
815c · Staff Development/Training	10,507.50	14,600.00	-4,092.50	71.97%
738-815 · Staff Inservice - Other	-60.00			
Total 738-815 · Staff Inservice	17,304.26	21,800.00	-4,495.74	79.38%
Total 738-801 · Professional & Contractual	262,925.67	294,743.00	-31,817.33	89.21%
738-850 · Communications	20,398.84	61,763.00	-41,364.16	33.03%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	3,329.26	2,500.00	829.26	133.17%
861b · Conferences - Info. Services	5,939.03	6,200.00	-260.97	95.79%
861d · Conferences - Circ Serv.	1,807.98	2,000.00	-192.02	90.40%
861f · Conferences - Trustees	980.00	1,000.00	-20.00	98.00%
861g · Leadership Canton	800.00	800.00	0.00	100.00%
861h · Conferences - Info. Technology	1,343.00	2,600.00	-1,257.00	51.65%
861j · Conferences - Business Services	1,410.04	2,000.00	-589.96	70.50%
861m · Conferences-Community Relations	2,413.14	3,600.00	-1,186.86	67.03%
Total 738-861 · Conferences (Incl.Registration)	18,022.45	20,700.00	-2,677.55	87.07%
738-865 · Mileage / Misc.				
865a · Mileage - Director	934.80	2,100.00	-1,165.20	44.51%
865b · Mileage - Information Services	2,228.21	2,650.00	-421.79	84.08%
865c · Mileage - Circ. Services	261.77	1,000.00	-738.23	26.18%
865e · Mileage- Information Technology	136.97	1,050.00	-913.03	13.05%
865f · Mileage - Business Services	1,191.60	1,000.00	191.60	119.16%
865m · Mileage - Community Relations	560.36	850.00	-289.64	65.93%
Total 738-865 · Mileage / Misc.	5,313.71	8,650.00	-3,336.29	61.43%
Total 738-860 · Travel	23,336.16	29,350.00	-6,013.84	79.51%
738-880 · Community Promotion				
880a · Marketing	5,121.08	5,935.00	-813.92	86.29%
880b · Volunteer	434.90	1,745.00	-1,310.10	24.92%
Total 738-880 · Community Promotion	5,555.98	7,680.00	-2,124.02	72.34%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Community Relations Mailings	10,637.00	25,298.00	-14,661.00	42.05%
901e · Misc. Printing & Publishing	1,441.83	1,800.00	-358.17	80.10%
Total 738-901 · Printing & Publishing	12,078.83	27,098.00	-15,019.17	44.58%
738-903 · Legal Notices & Ads	28.96	700.00	-671.04	4.14%
Total 738-900 · Printing	12,107.79	27,798.00	-15,690.21	43.56%
738-910 · Insurance				
738-911 · Liability Ins	36,006.00	40,500.00	-4,494.00	88.90%
738-912 · Worker's Comp	7,098.00	10,000.00	-2,902.00	70.98%
738-915 · E&O/D&O/EPL	3,232.00	3,000.00	232.00	107.73%

Canton Public Library
Profit & Loss Budget vs. Actual
 as of November 30, 2015

	<u>Jan - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
738-916 · Fiduciary/Fidelity	5,289.00	7,700.00	-2,411.00	68.69%
Total 738-910 · Insurance	51,625.00	61,200.00	-9,575.00	84.36%
738-920 · Utilities				
738-921 · Electricity	96,161.34	150,000.00	-53,838.66	64.11%
738-922 · Gas	22,579.79	40,000.00	-17,420.21	56.45%
738-923 · Water	13,732.56	20,000.00	-6,267.44	68.66%
Total 738-920 · Utilities	132,473.69	210,000.00	-77,526.31	63.08%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	60,684.85	80,550.00	-19,865.15	75.34%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	18,878.77	31,300.00	-12,421.23	60.32%
932b · Lawn & Grounds Maintenance	19,273.00	29,250.00	-9,977.00	65.89%
Total 738-932 · Lawn & Grounds Maintenance	38,151.77	60,550.00	-22,398.23	63.01%
738-933 · Building Security	2,979.00	6,000.00	-3,021.00	49.65%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,377.89	2,100.00	-722.11	65.61%
934c · Misc. Contracts & Inspections	3,105.60	6,810.00	-3,704.40	45.60%
934g · HVAC Maintenance Contracts	11,361.60	15,189.00	-3,827.40	74.80%
Total 738-934 · Library Equip & Misc Contracts	15,845.09	24,099.00	-8,253.91	65.75%
738-935 · Office Equip Maint Contracts	405.00	425.00	-20.00	95.29%
738-936 · Building Repairs	6,955.69	18,395.00	-11,439.31	37.81%
738-937 · Equipment Repairs	13,186.34	22,770.00	-9,583.66	57.91%
Total 738-930 · Maintenance & Repairs	138,207.74	212,789.00	-74,581.26	64.95%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	14,978.51	27,064.00	-12,085.49	55.35%
942 · Postage Meter - Pitney Bowes - Other	1,525.59	2,500.00	-974.41	61.02%
Total 942 · Postage Meter - Pitney Bowes	16,504.10	29,564.00	-13,059.90	55.83%
Total 738-940 · Rentals/Leases	16,504.10	29,564.00	-13,059.90	55.83%
738-976 · Building Improvements	2,653.75	7,500.00	-4,846.25	35.38%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	61,814.62	62,646.00	-831.38	98.67%
977g · Capital Outlay - General	461,224.28	551,605.00	-90,380.72	83.62%
977t · Capital Outlay - Technology	158,211.17	165,893.00	-7,681.83	95.37%
Total 738-977 · Capital Outlay	681,250.07	780,144.00	-98,893.93	87.32%
738-995 · Debt Service	2,835,622.50	2,835,623.00	-0.50	100.00%
738-996 · Property Tax Refunds	5,737.09	40,000.00	-34,262.91	14.34%
738-999 · Reserve/Contingency	0.00	100,723.00	-100,723.00	0.00%
Total Expense	7,110,861.23	8,277,130.00	-1,166,268.77	85.91%
Net Income	-1,752,401.61	0.00	-1,752,401.61	100.00%

	<u>Jan - Nov 15</u>	<u>Total Fund</u>
738-690 · Endowment Fund		332,476.92
690a · Endowment Div & Int Income	1,461.79	
690b · Endow Realized Capital Gains	3,079.50	
690c · Endow Unrealized Capital Gains	-22,911.06	
738-690 · Endowment Fund - Other	11,145.30	
Total 738-690 · Endowment Fund	-7,224.47	
738-691 · Endowment Fund Expenses		
691a · Endowment Investment Expense	941.58	
691b · Endowment Administrative Fees	868.00	
Total 738-691 · Endowment Fund Expenses	1,809.58	
671e · Interest Endowment	48.81	

Canton Public Library
 Transactions by Account
 As of November 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
000-004 - Chase - Checking						816,076.94
Deposit	11/02/2015			Deposit	3,626.93	819,703.87
Bill Pmt -Check	11/03/2015	44886	Rice, William	10 Year Longevity Award	-100.00	819,603.87
Bill Pmt -Check	11/03/2015	44887	Wayne County Treasurer	Monthly Delinquent Tax Settlement Invoi	-885.25	818,718.62
Check	11/04/2015	EFT	Paylocity	Payroll Processing Fees - Payroll Date 11/	-66.86	818,651.76
Transfer	11/04/2015			Funds Transfer Payroll Date 11/04/2015	-623.72	818,028.04
Bill Pmt -Check	11/05/2015	44888	Clear Rate Communications	09/29-10/28/2015 phone service	-661.11	817,366.93
Deposit	11/06/2015			Deposit	2,351.93	819,718.86
Bill Pmt -Check	11/10/2015	44889	Miscellaneous Vendor	Linda Hampton Holiday kit and stickers	-3.79	819,715.07
Transfer	11/11/2015			Funds Transfer - Transfer Excess of \$10,0	4,000.00	823,715.07
Bill Pmt -Check	11/11/2015	44893	Postmaster - Westland	Postage for endowment & Children's Libr	-7,000.00	816,715.07
Check	11/13/2015	44890	Mastercard -Eva Davis (5603)	5582 5086 2718 5603 Mastercard - 11/0:	-5,441.95	811,273.12
Bill Pmt -Check	11/13/2015	44891	Miscellaneous Vendor	Whitney Jones Mileage and parking MLA	-22.48	811,250.64
Bill Pmt -Check	11/13/2015	44892	Miscellaneous Vendor	Power Marketing Research - conduct staf	-600.00	810,650.64
Bill Pmt -Check	11/13/2015	44894	Miscellaneous Vendor	Jeanine M. Gillikin: Mileage/Parking for N	-22.48	810,628.16
Bill Pmt -Check	11/13/2015	44895	Allied Communication	Replace Digital Expansion Interface Unit	-743.00	809,885.16
Bill Pmt -Check	11/13/2015	44896	Alphagraphics	Note cards, note card envelopes, #10 log	-655.83	809,229.33
Bill Pmt -Check	11/13/2015	44897	Baker & Taylor (510)	L417510	-1,684.66	807,544.67
Bill Pmt -Check	11/13/2015	44898	Baker & Taylor (520)	L417520	-825.58	806,719.09
Bill Pmt -Check	11/13/2015	44899	Baker & Taylor (530)	L417530	-2,445.19	804,273.90
Bill Pmt -Check	11/13/2015	44900	Baker & Taylor Adult A/V (054)	00100054	-589.39	803,684.51
Bill Pmt -Check	11/13/2015	44901	Basic	Section 125 Plan Renewal for 01/01/2016	-445.40	803,239.11
Bill Pmt -Check	11/13/2015	44902	Bibliotheca	MR102-USB Reader HF Mid Range Reade	-2,056.00	801,183.11
Bill Pmt -Check	11/13/2015	44903	Book Page	December 2015 thru November 2016 issi	-960.00	800,223.11
Bill Pmt -Check	11/13/2015	44904	Canton Township - Benefits		-1,750.71	798,472.40
Bill Pmt -Check	11/13/2015	44905	Canton Township - Water Dept.	08/01-10/02/2015 water charges	-6,457.80	792,014.60
Bill Pmt -Check	11/13/2015	44906	Comic City		-102.74	791,911.86
Bill Pmt -Check	11/13/2015	44907	Commercial Progression LLC	2016 website support (52.5 hours) for ca	-7,875.00	784,036.86
Bill Pmt -Check	11/13/2015	44908	Davis, Eva	Mileage 10/27-30/2015; parking fees ML	-81.01	783,955.85
Bill Pmt -Check	11/13/2015	44909	Eradico Services, Inc.	November contractual service	-75.00	783,880.85
Bill Pmt -Check	11/13/2015	44910	Fawcett, Laura	Mileage and parking MLA conference	-44.96	783,835.89
Bill Pmt -Check	11/13/2015	44911	Fish Doctors	10 gallons RO water...maintenance fee	-80.00	783,755.89
Bill Pmt -Check	11/13/2015	44912	Gale/CENGAGE Learning	149473	-27.19	783,728.70
Bill Pmt -Check	11/13/2015	44913	Hathaway, Megan	mileage/meals TLN E-Content Policy mee	-30.84	783,697.86
Bill Pmt -Check	11/13/2015	44914	Havenstein-Coughlin, Rebecca	Mileage and Parking MLA conference	-67.44	783,630.42
Bill Pmt -Check	11/13/2015	44915	Ingram Library Services		-1,699.79	781,930.63
Bill Pmt -Check	11/13/2015	44916	Konica Minolta (BizHub Lease)	11/02/2015 BizHub Lease	-447.40	781,483.23
Bill Pmt -Check	11/13/2015	44917	Konica Minolta Business Solutions		-208.50	781,274.73
Bill Pmt -Check	11/13/2015	44918	Konica Minolta Premier Finance	November monthly service contract	-266.84	781,007.89
Bill Pmt -Check	11/13/2015	44919	Laffey, James	August-October mileage	-44.85	780,963.04

Canton Public Library
 Transactions by Account
 As of November 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	11/13/2015	44920	Lee, Amy	mileage MLA conference	-22.48	780,940.56
Bill Pmt -Check	11/13/2015	44921	Library Corporation, The	239.5 Authorities Feb 2016-Jan 2017	-995.00	779,945.56
Bill Pmt -Check	11/13/2015	44922	Mergent Inc	134589	-418.00	779,527.56
Bill Pmt -Check	11/13/2015	44923	Merit Network	Carl Swanberg registration for 2015 Secu	-89.00	779,438.56
Bill Pmt -Check	11/13/2015	44924	Midwest Tape		-387.77	779,050.79
Bill Pmt -Check	11/13/2015	44925	Miscellaneous Vendor	Kaitlyn Theisen: Mileage/Parking for ML	-22.48	779,028.31
Bill Pmt -Check	11/13/2015	44926	Modernistic Cleaning Services	Clean upholstery in staff and public areas	-1,295.00	777,733.31
Bill Pmt -Check	11/13/2015	44927	Nicholson, Marian	Mileage 10/16-11/05/2015	-29.44	777,703.87
Bill Pmt -Check	11/13/2015	44928	NorthStar Mat Service	monthly contractual mat service	-47.59	777,656.28
Bill Pmt -Check	11/13/2015	44929	Office Depot	31909112	-62.20	777,594.08
Bill Pmt -Check	11/13/2015	44930	OverDrive, Inc.	0721-1001	-5,254.39	772,339.69
Bill Pmt -Check	11/13/2015	44931	Pare, Ellen	mileage, parking DIA Art + Authors comm	-24.07	772,315.62
Bill Pmt -Check	11/13/2015	44932	Penguin Random House, Inc		-52.50	772,263.12
Bill Pmt -Check	11/13/2015	44933	Progressive Printing	Business cards for D. Skopczynski	-125.00	772,138.12
Bill Pmt -Check	11/13/2015	44934	Pulsar Electronics, Inc	Annual fire alarm inspection	-495.00	771,643.12
Bill Pmt -Check	11/13/2015	44935	Quill Corporation	C3178452	-63.11	771,580.01
Bill Pmt -Check	11/13/2015	44936	Recorded Books, LLC		-168.24	771,411.77
Bill Pmt -Check	11/13/2015	44937	Reliable Landscaping, Inc.	winterization of sprinkler system	-150.00	771,261.77
Bill Pmt -Check	11/13/2015	44938	Robertson, E	Mileage & Parking MLA conference	-22.48	771,239.29
Bill Pmt -Check	11/13/2015	44939	ShredCorp	65 gallon bin service	-55.00	771,184.29
Bill Pmt -Check	11/13/2015	44940	Skopczynski, Denise	Mileage & Parking MLA conference	-44.96	771,139.33
Bill Pmt -Check	11/13/2015	44941	Szczepanski, Nancy	Mileage/Parking/Meals for MLA Conferer	-55.96	771,083.37
Bill Pmt -Check	11/13/2015	44942	Value Line Institutional Sales & Services	12/01/2015-11/30/2016 Value Line Rese	-5,325.00	765,758.37
Bill Pmt -Check	11/13/2015	44943	vanSpronsen, Cornelis	Print-ready layout and design of CPL Patr	-950.00	764,808.37
Bill Pmt -Check	11/13/2015	44944	Welz, Nichole	Eye exam and glasses	-199.95	764,608.42
Bill Pmt -Check	11/13/2015	44945	World Book, Inc.	M1423	-299.00	764,309.42
Deposit	11/13/2015			Deposit	2,892.25	767,201.67
General Journal	11/16/2015	1456		Shonting NSF for Replacements / Unique	-57.95	767,143.72
Transfer	11/16/2015			Funds Transfer - Balance Adjustment Trai	-400,000.00	367,143.72
Bill Pmt -Check	11/17/2015	44946	Blue Care Network	Coverage Period 12/01/2015-12/31/2015	-10,033.83	357,109.89
Bill Pmt -Check	11/17/2015	44947	Citizens Insurance Company	Commercial Inland Marine Policy IHB A24	-250.00	356,859.89
Bill Pmt -Check	11/17/2015	44948	DTE Energy	1893-232-0001-5	-9,618.91	347,240.98
Bill Pmt -Check	11/17/2015	44949	Wayne County Treasurer	10/31/2015 Monthly Delinquent Tax Sett	-2,666.65	344,574.33
Check	11/18/2015	EFT	Paylocity	Payroll Processing Fees - Payroll Date 11/	-628.17	343,946.16
Transfer	11/18/2015			Funds Transfer Payroll Date 11/18/2015	-623.72	343,322.44
Check	11/18/2015	EFT	MERS - Pension	November Pension Deductions Payroll De	-9,302.37	334,020.07
Bill Pmt -Check	11/18/2015	44950	Sun Life Assurance Company of Canada	November/December 2015 charges	-1,514.36	332,505.71
Bill Pmt -Check	11/19/2015	44951	Miscellaneous Vendor-Programming	VOID: 3 & Up - Deposit for Board Game C	0.00	332,505.71
Deposit	11/20/2015			Deposit	2,294.86	334,800.57
Transfer	11/24/2015			Funds Transfer - MERS Payment & End of	700,000.00	1,034,800.57

Canton Public Library
 Transactions by Account
 As of November 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	11/25/2015	44952	Miscellaneous Vendor-Programming	Carousel Acres - Reindeer @ Snow Spree	-350.00	1,034,450.57
Bill Pmt -Check	11/25/2015	44953	Miscellaneous Vendor	DVD Essential Arrival-Michigan's 21st Cer	-275.00	1,034,175.57
Bill Pmt -Check	11/25/2015	44954	Miscellaneous Vendor-ILL/MEL	Three Rivers Public Library - Lost MeLCat	-25.95	1,034,149.62
Bill Pmt -Check	11/25/2015	44955	Miscellaneous Vendor-Programming	Dan Dan the Choo-Choo Man, Inc. - Choo	-280.00	1,033,869.62
Bill Pmt -Check	11/25/2015	44956	AFLAC	BCJ39	-259.08	1,033,610.54
Bill Pmt -Check	11/25/2015	44957	American Library Association - Members	01/01/2016-12/31/2016 regular member	-209.00	1,033,401.54
Bill Pmt -Check	11/25/2015	44958	Ann Arbor District Library	Lost MeLCat book: Zen Flesh, Zen Bones	-15.00	1,033,386.54
Bill Pmt -Check	11/25/2015	44959	Apple iTunes Store		-2,835.85	1,030,550.69
Bill Pmt -Check	11/25/2015	44960	Arrow Office Supply	Poster strips...hook	-288.19	1,030,262.50
Bill Pmt -Check	11/25/2015	44961	AT&T Mobility (Cingular Wireless)	831922095	-221.44	1,030,041.06
Bill Pmt -Check	11/25/2015	44962	Baker & Taylor - Teen Audio Bks (493)	L420493 2	-25.08	1,030,015.98
Bill Pmt -Check	11/25/2015	44963	Baker & Taylor (510)	L417510	-10,881.31	1,019,134.67
Bill Pmt -Check	11/25/2015	44964	Baker & Taylor (520)	L417520	-2,414.47	1,016,720.20
Bill Pmt -Check	11/25/2015	44965	Baker & Taylor (530)	L417530	-13,065.72	1,003,654.48
Bill Pmt -Check	11/25/2015	44966	Baker & Taylor Adult A/V (054)	00100054	-2,749.28	1,000,905.20
Bill Pmt -Check	11/25/2015	44967	Baker & Taylor Adult Books (854)	L5178542	-2,235.52	998,669.68
Bill Pmt -Check	11/25/2015	44968	Baker & Taylor Child/Tween Books (583)	L521583	-88.67	998,581.01
Bill Pmt -Check	11/25/2015	44969	Baker & Taylor Children's (787)		-103.82	998,477.19
Bill Pmt -Check	11/25/2015	44970	Baker & Taylor Teen AV (911)	L4204932	-76.64	998,400.55
Bill Pmt -Check	11/25/2015	44971	Baker & Taylor Teen Books(671)	L546671	-70.08	998,330.47
Bill Pmt -Check	11/25/2015	44972	Baker & Taylor Young Adult (114)	Bleach 65...Oresama Teacher 19	-51.75	998,278.72
Bill Pmt -Check	11/25/2015	44973	Bee Tree Consulting	September-December 2015 Quarterly Tr	-3,312.50	994,966.22
Bill Pmt -Check	11/25/2015	44974	Bernan	4894784	-96.00	994,870.22
Bill Pmt -Check	11/25/2015	44975	Books In Motion	L893	-6.00	994,864.22
Bill Pmt -Check	11/25/2015	44976	Brilliance Publishing, Inc.	CANTONC	-4.00	994,860.22
Bill Pmt -Check	11/25/2015	44977	CDW-G	3280777	-255.96	994,604.26
Bill Pmt -Check	11/25/2015	44978	Center Point Large Print	Did You Ever Have...Nine Lives	-185.66	994,418.60
Bill Pmt -Check	11/25/2015	44979	Conlen, Laurie	Parchment paper for display	-36.97	994,381.63
Bill Pmt -Check	11/25/2015	44980	EBSCO Information Services	CG-S-27252-00	-5,871.21	988,510.42
Bill Pmt -Check	11/25/2015	44981	Foster, Swift, Collins & Smith	10/23-30/2015 Professional services renc	-437.00	988,073.42
Bill Pmt -Check	11/25/2015	44982	Gale/CENGAGE Learning	149473	-249.54	987,823.88
Bill Pmt -Check	11/25/2015	44983	Hathaway, Megan	mileage ICLR meeting	-26.22	987,797.66
Bill Pmt -Check	11/25/2015	44984	ICLE	42499	-133.50	987,664.16
Bill Pmt -Check	11/25/2015	44985	Ingram Library Services		-902.16	986,762.00
Bill Pmt -Check	11/25/2015	44986	Konica Minolta Business Solutions	10/16-11/15/2015 copy charges	-263.81	986,498.19
Bill Pmt -Check	11/25/2015	44987	Library Design Associates, Inc.	5 SitOnIt Focus high back mesh swivel tilt	-1,760.30	984,737.89
Bill Pmt -Check	11/25/2015	44988	Lighting Supply Company	VOID: 18846	0.00	984,737.89
Bill Pmt -Check	11/25/2015	44989	Long Mechanical Service		-1,203.33	983,534.56
Bill Pmt -Check	11/25/2015	44990	Midwest Collaborative for Library Service	Learning Express Computer Skills	-1,718.85	981,815.71
Bill Pmt -Check	11/25/2015	44991	Midwest Tape		-4,429.39	977,386.32

2:34 PM
 12/03/15
 Accrual Basis

Canton Public Library
 Transactions by Account
 As of November 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	11/25/2015	44992	Miscellaneous Vendor-ILL/MEL	Livonia Public Library Introducing NLP dai	-18.95	977,367.37
Bill Pmt -Check	11/25/2015	44993	NorthStar Mat Service	Contractual Mat Service	-47.59	977,319.78
Bill Pmt -Check	11/25/2015	44994	OverDrive, Inc.	0721-1001	-2,743.54	974,576.24
Bill Pmt -Check	11/25/2015	44995	Pare, Ellen	mileage and parking DIA Art & Authors B	-48.15	974,528.09
Bill Pmt -Check	11/25/2015	44996	Penguin Random House, Inc		-107.50	974,420.59
Bill Pmt -Check	11/25/2015	44997	Progressive Printing	5,000 Patron Guides	-874.00	973,546.59
Bill Pmt -Check	11/25/2015	44998	Rasmussen Software, Inc.	Print Wizard SE Upgrade	-270.00	973,276.59
Bill Pmt -Check	11/25/2015	44999	Recorded Books, LLC		-245.92	973,030.67
Bill Pmt -Check	11/25/2015	45000	Reliable Landscaping, Inc.	4 Weekly lawn care for Oct 2015 / 2 Bed	-1,736.00	971,294.67
Bill Pmt -Check	11/25/2015	45001	Slaughter, Anna	Lodging - MAME Collaboration Conferenc	-109.89	971,184.78
Bill Pmt -Check	11/25/2015	45002	TruGreen	Fall fertilizer, weed control	-290.00	970,894.78
Bill Pmt -Check	11/25/2015	45003	Unique Management Services	October placements	-519.75	970,375.03
Bill Pmt -Check	11/25/2015	45004	Visnaw, John III	mileage - Henry Ford Centennial Library/!	-16.68	970,358.35
Bill Pmt -Check	11/25/2015	45005	Welz, Nichole	mileage UofM STEM/Tech Shop visit/MAI	-264.14	970,094.21
Bill Pmt -Check	11/25/2015	45006	ZOHO Corporation	12/5/2015-12/4/2016 subscription Mana	-1,175.00	968,919.21
Deposit	11/30/2015			Deposit	1,674.29	970,593.50
Transfer	11/30/2015			Funds Transfer - November Payrolls	-171,432.04	799,161.46
Total 000-004 · Chase - Checking					-16,915.48	799,161.46
TOTAL					-16,915.48	799,161.46

Director's Report
December 2015

1. At this month's meeting, you will nominate and elect officers for 2017.
2. Also on the agenda is your continued discussion of my annual performance evaluation. I will request that you amend the agenda to move this item to the end, after Call to Audience, and at that time I will also request a closed session per the Open Meetings Act, which will require a roll-call vote.
3. The 4th Quarter Budget Amendment will be sent to you separately once it's complete. We're doing our best to reallocate dollars appropriately so that we are as close as possible on expenditures without cutting too close to the bone, and so that the unencumbered/additional revenue can be used to lower the amount of the fund balance transfer for Capital Outlay. Related to this, you will approve the required fund balance transfer; this amount is not currently listed on the agenda because we are still working on it, but you'll see it reflected in the budget amendment when we send that to you.
4. For your discussion, Chair Eggenberger and I have prepared a preliminary monthly agenda for 2017, listing known agenda items (budget amendments, audit, etc.) and proposed items of discussion for each month. This is a document for your discussion only; it does not require approval and it's not set in stone, and Chair Eggenberger's expectation is that there will items you will add, move, or delete.
5. As of this writing, I've not yet heard from the Township about the reconstitution of the Building Authority. I hope to have a verbal update for you at the meeting.
6. Congratulations to Digital Resources Developer Alyssa Beesley on the very smooth upgrade from Drupal 6 to Drupal 7! Our website was down for a brief period on December 8. Drupal 7 has improved security and usability, and brings our website up to current standards. Alyssa worked on a test server for much of the year testing out all of the modules and functionality, and her efforts paid off flawlessly.
7. On December 7 we welcomed a group from the Salem-South Lyon District Library for a tour of our building. SSLDL hopes to do some updating, and they wanted to see what we've done and what we have planned. They were a great group with lots of questions.
8. Our holiday volunteer tea was held on December 2, and I thank all of you for your volunteer service on our elected board. Thanks to Nancy Eggenberger, Michelle Farell, and Tom Hartnett for attending!
9. The southwest parking lot storm drains and retention ponds were cleared this week by Midwest Maintenance. We already see an improvement in the ponds, which are considerably lower than they were. Of the three estimates we solicited, Midwest Maintenance was in the middle of the pack cost-wise; the determining factor was their ability to do the work sooner than the other companies. Midwest Maintenance's name was given to us by Canton Township.
10. The children's collections are on the move to the east end, and our publicity about the children's library renovation is out: article in the *Canton Observer*, social media, postcard mailer to every address in Canton, our website, and signage and brochures in the library.

Respectfully submitted,
Eva Davis

Preliminary Plan: 2017 Monthly Board Meeting Agendas

January

1. Fundraising discussion

February

1. Affordable Care Act Implementation discussion
2. Fundraising discussion, continued

March

1. Affordable Care Act Implementation discussion, continued
2. Fundraising discussion, continued
3. 1st reading, Policy updates as a result of children's library renovations

2020 strategic plan (separate retreat-style meeting)

April

1. 2015 Audit presentation
2. Budget assumptions – expenditures
 - a. Salaries – determine merit pool
 - b. MERS pension – set employer contribution rate
 - c. ACA implementation – penalty vs. expanding Insurance coverage
 - d. Library materials – determine collections budget as a % of total revenues, set priorities
 - e. Capital expenditures – discuss Capital Replacement Schedule, use of fund balance
3. 1st Quarter Budget Amendment
4. President's Volunteer Service Awards presentations
5. 2nd reading/approval, Policy updates as a result of children's library renovations

May

1. Budget assumptions – expenditures, continued
2. Budget assumptions – revenues
 - a. Millage rate discussion
 - b. Property tax collection rate assumption
 - c. Use of Fund Balance

June

1. Budget assumptions – expenditures, continued
2. Budget assumptions – revenues, continued
3. August 2016-July 2017 healthcare contract approval and PA 152 (insurance premiums cost-sharing) vote

July

1. First draft of 2017 budget and 2018-2019 projections
2. 2nd Quarter Budget Amendment

August

1. Second draft of 2017 budget and 2018-2019 projections
2. 1st reading, 2017 calendar of board meetings and holiday closures

September

1. Budget hearing
2. 2nd reading/approval, 2017 calendar of board meetings and holiday closures

3. Approve proposals for Teen Room and Second Hand Prose used bookstore 2017 renovations
4. Connect Your Summer program review

October

1. 3rd Quarter Budget Amendment
2. Director's evaluation closed session

November

1. Discussion of 2017 officers
2. Director's evaluation closed session, continued

December

1. 4th Quarter Budget Amendment
2. Nomination and election of 2017 officers