



Canton Public Library Board of Trustees General Meeting Packet Contents

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Library Board of Trustees Meeting Agenda

CANTON PUBLIC LIBRARY BOARD OF TRUSTEES – GENERAL MEETING November 18, 2021, 2021

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	<ul style="list-style-type: none"> • Approval of General Meeting 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	<ul style="list-style-type: none"> • None 	
New Business		
Discussion Item	<ul style="list-style-type: none"> • Discussion of 2022 Board Officers 	
Action Item 21/11-18-1	<ul style="list-style-type: none"> • Director's Evaluation (closed session) — roll call vote 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

October 21, 2021 – 7:30 PM

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

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

Absent: None

Also Present: E. Davis

CALL TO AUDIENCE (K. Bounds, D. Ewick, L. Golden, M. Nicholson, R. Noble) – None

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF BUDGET HEARING MINUTES

The minutes were accepted by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted by unanimous consent.

COMMUNICATIONS — Director Eva Davis shared *Thank You* cards from Debbie Mikula, Executive Director of the Michigan Library Association, who visited the library as a stop on her tour of Michigan libraries; and from Laurie Golden, thanking the library board and staff for the flowers in memory of her late father, Bill Golden.

Davis also shared a letter from the President Emeritus of the Citizens for Peace, Colleen Mills, who expressed her appreciation for the spotlight shone by the library on the organization during the 62 Days of Summer.

DIRECTOR'S REPORT

Davis indicated that Accountant Debbie McHugh had supplied two sets of financial reports for September: the familiar documents from Quickbooks, and another set from the library's new financial software provider, BS&A. This should be the last set of QuickBooks financials that the board will see, as McHugh will cease using that software effective with September 30.

The 3rd Quarter Budget Amendment later in the meeting would help bring the financials into line. Supply chain issues may mean that some budgeted items will be removed from 2021 and added into the 2022 budget, necessitating larger than normal budget amendments in the new year.

TRUSTEE COMMENTS — None

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

2022 Schedule of Board Meetings and Library Closures — M. Farrell moved and A. Watts supported a motion to approve the 2022 Schedule of Board Meetings and Library Closures as presented.

The motion passed unanimously 21/10-21-1

NEW BUSINESS

Introduction of the New BiblioCommons Website — Circulation Services Department Head Kat Bounds walked the board through the various patron-oriented aspects of the library's new website. The website, which is curated by BiblioCommons, is set to debut with a sneak peek on Monday, October 25, with the public invited to test it out and submit feedback. The official switchover to the new website will be on Monday, November 29.

Approval of 3rd Quarter Budget Amendment — A. Watts moved and J. Lee supported a motion to approve the 3rd Quarter Budget Amendment as presented.

The motion passed unanimously 21/10-21-2

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 8:33 PM.

Amy Watts, Secretary-Treasurer

11/04/2021

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 10/31/2021

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	4,681,258.44
101-000.00-001.02	CHECKING-CREDIT CARD	6,386.11
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	11,595.22
101-000.00-002.00	SAVINGS	997,768.76
101-000.00-123.00	PREPAID EXPENSES	36,557.11
	Total Assets	5,733,565.64
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	119,560.81
101-000.00-219.01	SOCIAL COMMITTEE	6,450.92
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	1,858.71
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUTIONS	3,267.82
	Total Liabilities	131,138.26
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	4,337,699.10
	Total Fund Balance	4,337,699.10
	Beginning Fund Balance	0.00
	Net of Revenues VS Expenditures	1,264,728.28
	Fund Balance Adjustments	4,337,699.10
	Ending Fund Balance	5,602,427.38
	Total Liabilities And Fund Balance	5,733,565.64

11/05/2021

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

PERIOD ENDING 10/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Revenues				
INCOME				
PROPERTY TAXES	6,441,909.00	6,441,909.27	(0.27)	100.00
STATE AID TO LIBRARIES	78,207.00	78,207.02	(0.02)	100.00
PHOTOCOPY FEES	16,000.00	16,754.50	(754.50)	104.72
REPLACEMENT-LIBRARY MATERIALS	6,000.00	5,960.50	39.50	99.34
MEETING ROOM RENTAL	500.00	200.00	300.00	40.00
PENAL FINES	54,840.00	54,840.25	(0.25)	100.00
OVERDUE FINES	18,000.00	17,522.61	477.39	97.35
INTEREST INCOME	130.00	114.26	15.74	87.89
COMMISSION	6,000.00	2,203.21	3,796.79	36.72
OTHER REVENUE	18,500.00	18,703.03	(203.03)	101.10
Net INCOME	6,640,086.00	6,636,414.65	3,671.35	99.94
TOTAL REVENUES	6,640,086.00	6,636,414.65	3,671.35	99.94
SALARIES & WAGES	2,975,000.00	2,250,780.25	724,219.75	75.66
FRINGE BENEFITS	1,158,000.00	1,024,115.83	133,884.17	88.44
SUPPLIES	162,450.00	38,909.76	123,540.24	23.95
LIBRARY MATERIALS	951,144.00	703,532.17	247,611.83	73.97
PROFESSIONAL & CONTRACTUAL	416,430.00	314,271.58	102,158.42	75.47
COMMUNICATIONS	32,700.00	17,246.18	15,453.82	52.74
PRINTING	52,900.00	29,008.70	23,891.30	54.84
UTILITIES	203,000.00	129,694.01	73,305.99	63.89
MAINTENANCE & REPAIRS	242,950.00	137,092.24	105,857.76	56.43
BUILDING IMPROVEMENTS	8,500.00	0.00	8,500.00	0.00
INSURANCE	55,979.00	55,388.00	591.00	98.94
CAPITAL OUTLAY	1,504,600.00	652,876.91	851,723.09	43.39
OTHER FINANCING USES / ENDOWMENT TRANSFERS	500.00	150.00	350.00	30.00
PROPERTY TAX REFUNDS	2,500.00	1,718.69	781.31	68.75
COMMUNITY PROMOTION	26,200.00	3,795.46	22,404.54	14.49
TRAVEL	41,650.00	6,629.38	35,020.62	15.92
RENTALS/LEASES	17,400.00	6,477.21	10,922.79	37.23
Net EXPENSES	7,851,903.00	5,371,686.37	2,480,216.63	68.41
TOTAL EXPENDITURES	7,851,903.00	5,371,686.37	2,480,216.63	68.41
TOTAL REVENUES	6,640,086.00	6,636,414.65	3,671.35	99.94
TOTAL EXPENDITURES	7,851,903.00	5,371,686.37	2,480,216.63	68.41
NET OF REVENUES & EXPENDITURES	(1,211,817.00)	1,264,728.28	(2,476,545.28)	104.37
NET CHANGE IN FUND BALANCE	(1,211,817.00)	1,264,728.28		
FUND BALANCE - BEGINNING OF YEAR	4,337,698.00	4,337,698.00		
FUND BALANCE - END OF YEAR	3,125,881.00	5,602,426.28		

11/03/2021

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

PERIOD ENDING 10/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		YTD BALANCE		AVAILABLE	
		2021	10/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,441,909.00	6,441,909.27	(0.27)	100.00
101-000.00-539.00	STATE AID TO LIBRARIES	78,207.00	78,207.02	(0.02)	100.00
101-000.00-602.00	PHOTOCOPY FEES	16,000.00	16,754.50	(754.50)	104.72
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	6,000.00	5,960.50	39.50	99.34
101-000.00-651.00	MEETING ROOM RENTAL	500.00	200.00	300.00	40.00
101-000.00-656.00	PENAL FINES	54,840.00	54,840.25	(0.25)	100.00
101-000.00-658.00	OVERDUE FINES	18,000.00	17,522.61	477.39	97.35
101-000.00-665.00	INTEREST INCOME	130.00	114.26	15.74	87.89
101-000.00-668.00	COMMISSION	6,000.00	2,203.21	3,796.79	36.72
101-000.00-675.00	OTHER REVENUE	18,500.00	18,703.03	(203.03)	101.10
TOTAL REVENUES		6,640,086.00	6,636,414.65	3,671.35	99.94
Expenditures					
101-790.00-702.00	SALARIES & WAGES	2,975,000.00	2,250,780.25	724,219.75	75.66
101-790.00-716.01	TAXES-FICA/MC	228,000.00	173,250.51	54,749.49	75.99
101-790.00-716.02	DENTAL	21,400.00	11,411.80	9,988.20	53.33
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	2,000.00	1,255.67	744.33	62.78
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	13,598.80	1,901.20	87.73
101-790.00-716.05	MEDICAL INSURANCE	195,000.00	147,016.98	47,983.02	75.39
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	0.00	3,600.00	0.00
101-790.00-716.07	OPTICAL	7,000.00	2,789.15	4,210.85	39.85
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	6,500.00	4,128.00	2,372.00	63.51
101-790.00-717.01	RETIREMENT DC PLAN (401A)	28,000.00	20,664.92	7,335.08	73.80
101-790.00-717.02	RETIREMENT PENSION (MERS)	650,000.00	650,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	4,401.64	7,598.36	36.68
101-790.00-730.01	BOOKS	241,089.00	178,314.86	62,774.14	73.96
101-790.00-730.02	AV (MEDIA)	107,225.00	75,769.46	31,455.54	70.66
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PRE-PROCESSING	602,830.00	449,447.85	153,382.15	74.56
101-790.00-802.00	LEGAL	15,000.00	4,704.00	10,296.00	31.36
101-790.00-803.00	AUDIT	12,675.00	12,675.00	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	5,000.00	831.25	4,168.75	16.63
101-790.00-850.00	COMMUNICATIONS	32,700.00	17,246.18	15,453.82	52.74
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	15.95	484.05	3.19
101-790.00-921.00	ELECTRICITY	150,000.00	112,493.67	37,506.33	75.00
101-790.00-922.00	GAS	33,000.00	5,792.23	27,207.77	17.55
101-790.00-923.00	WATER	20,000.00	11,408.11	8,591.89	57.04
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	58,933.12	33,066.88	64.06
101-790.00-932.01	LAWN & GROUNDS	41,450.00	27,823.02	13,626.98	67.12
101-790.00-932.02	SNOW & ICE	41,500.00	27,758.30	13,741.70	66.89
101-790.00-933.00	BUILDING SECURITY	6,700.00	5,153.94	1,546.06	76.92
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	900.00	720.69	179.31	80.08
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	15,900.00	11,505.54	4,394.46	72.36
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	16,500.00	721.00	15,779.00	4.37
101-790.00-935.00	BUILDING REPAIRS	12,000.00	1,561.63	10,438.37	13.01
101-790.00-936.00	EQUIPMENT REPAIRS	16,000.00	2,915.00	13,085.00	18.22
101-790.00-941.00	COPY MACHINE CHARGES	15,400.00	5,157.36	10,242.64	33.49
101-790.00-942.00	POSTAGE METER CHARGES	2,000.00	1,319.85	680.15	65.99
101-790.00-965.00	BUILDING IMPROVEMENTS	8,500.00	0.00	8,500.00	0.00
101-790.00-969.00	INSURANCE	55,979.00	55,388.00	591.00	98.94
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	6,500.00	6,282.20	217.80	96.65
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	1,088,811.00	560,143.00	528,668.00	51.45
101-790.00-978.00	HARDWARE	294,920.00	16,168.01	278,751.99	5.48
101-790.00-979.00	SOFTWARE	114,369.00	70,283.70	44,085.30	61.45
101-790.00-995.00	ENDOWMENT TRANSFERS	500.00	150.00	350.00	30.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			10/31/2021 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-998.00	PROPERTY TAX REFUNDS	2,500.00	1,718.69	781.31	68.75
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	295.00	905.00	24.58
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	3,000.00	63.34	2,936.66	2.11
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	126.70	873.30	12.67
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	0.00	200.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	5,122.29	7,377.71	40.98
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	21,000.00	7,099.94	13,900.06	33.81
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	5,496.32	9,003.68	37.91
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,286.43)	4,111.43	(45.54)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,000.00	11,150.67	3,849.33	74.34
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	2,604.98	9,445.02	21.62
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,500.00	932.00	568.00	62.13
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	9,900.00	9,139.32	760.68	92.32
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000.00	4,712.08	5,287.92	47.12
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,825.00	2,100.00	725.00	74.34
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	3,394.00	2,106.00	61.71
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,600.00	1,250.66	4,349.34	22.33
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	209.28	1,790.72	10.46
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	1,200.00	473.00	727.00	39.42
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,765.00	658.55	4,106.45	13.82
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	10,250.00	5,276.96	4,973.04	51.48
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	4,599.35	15,400.65	23.00
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	23.97	126.03	15.98
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	30,800.00	19,788.98	11,011.02	64.25
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	9,250.00	3,696.00	5,554.00	39.96
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	1,079.42	(79.42)	107.94
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	4,500.00	1,458.65	3,041.35	32.41
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	7.84	992.16	0.78
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	1,000.00	361.70	638.30	36.17
101-790.04-728.00	POSTAGE-COMMUNITY RELATIONS	29,260.00	284.15	28,975.85	0.97
101-790.04-806.00	PROGRAMMING-COMMUNITY RELATIONS	32,000.00	20,338.22	11,661.78	63.56
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	42,900.00	28,300.00	14,600.00	65.97
101-790.04-808.00	MEMBERSHIP DUES-COMMUNITY RELATIONS	930.00	191.25	738.75	20.56
101-790.04-861.00	CONFERENCES-COMMUNITY RELATIONS	3,000.00	1,616.99	1,383.01	53.90
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	20.16	879.84	2.24
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,800.00	3,795.46	20,004.54	15.95
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	51,200.00	28,519.75	22,680.25	55.70
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	6,000.00	323.85	5,676.15	5.40
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	5,000.00	1,417.72	3,582.28	28.35
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,400.00	1,704.87	695.13	71.04
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	6,200.00	1,510.76	4,689.24	24.37
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	0.00	2,250.00	0.00
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,200.00	5,129.75	18,070.25	22.11
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	198,000.00	181,270.04	16,729.96	91.55
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,400.00	300.00	1,100.00	21.43
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,800.00	5,064.50	735.50	87.32
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	8,400.00	365.00	8,035.00	4.35
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,300.00	0.00	1,300.00	0.00
TOTAL EXPENDITURES		7,851,903.00	5,371,686.37	2,480,216.63	68.41
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,640,086.00	6,636,414.65	3,671.35	99.94
TOTAL EXPENDITURES		7,851,903.00	5,371,686.37	2,480,216.63	68.41
NET OF REVENUES & EXPENDITURES		(1,211,817.00)	1,264,728.28	(2,476,545.28)	104.37
NET CHANGE IN FUND BALANCE		(1,211,817.00)	1,264,728.28		
FUND BALANCE - BEGINNING OF YEAR		4,337,698.00	4,337,698.00		
FUND BALANCE - END OF YEAR		3,125,881.00	5,602,426.28		

11/03/2021

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 10/01/2021 - 10/31/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
10/04/2021	GEN	52318	1095	D.K. AGENCIES (P) LTD.	SUBSCRIPTION-12 INTERNATIONAL MAGAZINES	1,846.50
10/07/2021	GEN	52319	1004	AFLAC	AFLAC PREMIUM 09/2021	110.52
10/07/2021	GEN	52320	1009	AMAZON CAPITAL SERVICES	27 TEEN GRAPHIC NOVELS	1,911.41
10/07/2021	GEN	52321	1009	AMAZONBUSINESS	MISC IT SUPPLIES	211.85
10/07/2021	GEN	52322	1185	AMY LEE	SOCIAL COMMITTEE REIMBURSEMENT	40.96
10/07/2021	GEN	52323	1029	BAKER & TAYLOR	CCF GRANT	240.38
10/07/2021	GEN	52324	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,661.89
10/07/2021	GEN	52325	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,024.51
10/07/2021	GEN	52326	1036	BAKER & TAYLOR	BOOKS	158.33
10/07/2021	GEN	52327	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	59.99
10/07/2021	GEN	52328	1051	BLUE CARE NETWORK	COVERAGE - OCTOBER	22,215.58
10/07/2021	GEN	52329	1059	BRODART CO.	CUSTOM "NEW" LABELS 5RL/PKG P.O.37155	333.00
10/07/2021	GEN	52330	1074	CANTON TOWNSHIP - WATER DEPT.	WATER AND SEWER 07/01/2021 - 09/01/2021	6,309.54
10/07/2021	GEN	52331	1079	CENGAGE LEARNING INC / GALE	47 LARGE PRINT BOOKS	358.28
10/07/2021	GEN	52332	1084	CLEAR RATE COMMUNICATIONS	TELEPHONE SERVICE 2021-2022	693.73
10/07/2021	GEN	52333	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	33 ADULT VIDEO GAMES	165.38
10/07/2021	GEN	52334	1287	DEBORAH SOBCZAK	DISPLAY SUPPLIES REIMBURSEMENT	237.39
10/07/2021	GEN	52335	1113	EBSCO INFORMATION SERVICES	MAGAZINE SUBSCRIPTION RENEWALS	4,841.26
10/07/2021	GEN	52336	1114	EHRlich	K9 INSPECTION & SERVICE TECH	229.00
10/07/2021	GEN	52337	1148	GRAINGER	SLOAN 1.28GPF REPAIR VALVES	216.24
10/07/2021	GEN	52338	1159	HOME DEPOT	CLR, PUSH-IN ELEC. CONNECTORS	70.89
10/07/2021	GEN	52339	1366	KATHLEEN TEDSEN	HAUNTED TRAVELS OF MICHIGAN PROGRAM 10/1	250.00
10/07/2021	GEN	52340	1177	KELLER & STEIN	FLORAL ARRANGEMENT - GOLDEN FUNERAL	95.95
10/07/2021	GEN	52341	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW SPINE LABEL PRINTER SVC CONTRACT	44.00
10/07/2021	GEN	52342	1201	MERGENT INC	RENEWAL REGIONAL BUSINESS DIRECTORIES-DE	2,271.00
10/07/2021	GEN	52343	1203	MERS - PENSION	PENSION VOLUNTARY CONTRIBUTION APPROVED	525,000.00
10/07/2021	GEN	52344	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	5,801.98
10/07/2021	GEN	52345	1220	MODERNISTIC II, LLC	CARPET AND UPHOLSTERY CLEANING SERVICE	1,970.78
10/07/2021	GEN	52346	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY MAT SERVICE	57.48
10/07/2021	GEN	52347	1235	OVERDRIVE, INC.	31 JUVENILE FICTION EBOOKS	12,726.28
10/07/2021	GEN	52348	1310	T-MOBILE	HOTSPOT SERVICE 2021	92.73
10/07/2021	GEN	52349	1308	THE LIBRARY NETWORK	INTERNET SERVICE	2,639.63
10/07/2021	GEN	52350	1327	UNIQUE MANAGEMENT SERVICES	UNIQUE MANAGEMENT SERVICES	699.30
10/07/2021	GEN	52351	MISC	ZAINAB HAKIM	CS DISPLAY REIMBURSEMENT	7.99
10/07/2021	GEN	52352	1368	ZEBRA STRIPING	RE-STRIPE WEST PARKING LOT	450.00
10/13/2021	GEN	17(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,722.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/13/2021	GEN	18(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	325.00
10/13/2021	GEN	19(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,091.35
10/13/2021	GEN	20(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	499.06
10/13/2021	GEN	25(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS - CORRECTION	50.00
10/17/2021	GEN	52353	1343	NICHOLE WELZ	LONGEVITY AWARD - 10 YEAR	100.00
10/20/2021	GEN	52354	1082	CARDMEMBER SERVICE	PAYPAL MONTHLY PAYFLOW LINK SERVICE FEES	2,758.17
10/21/2021	GEN	52355	1001	4IMPRINT, INC	CPL LOGO MERCHANDISE	1,457.44
10/21/2021	GEN	52356	1009	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES FOR MACABRE CRAFTS	1,355.45
10/21/2021	GEN	52357	1011	AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP RENEWAL	189.00
10/21/2021	GEN	52358	1012	AMERICAN RED CROSS	1ST AID & CPR CLASSES	1,474.00
10/21/2021	GEN	52359	1336	AMY VIERGUTZ	SOCIAL CMTE REIMBURSEMENT	108.25
10/21/2021	GEN	52360	1018	ARROW OFFICE SUPPLY	OFFICE SUPPLIES	197.94
10/21/2021	GEN	52361	1021	AT&T MOBILITY	CELL SERVICE FOR 3 MOBILE PHONES	182.35
10/21/2021	GEN	52362	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	918.21
10/21/2021	GEN	52363	1036	BAKER & TAYLOR	BOOKS	5.39
10/21/2021	GEN	52364	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	75.34
10/21/2021	GEN	52365	1062	BS&A SOFTWARE	FINANCIAL SOFTWARE CONVERSION	10,685.00
10/21/2021	GEN	52366	1079	CENGAGE LEARNING INC / GALE	47 LARGE PRINT BOOKS	179.93
10/21/2021	GEN	52367	1080	CENTRAL BUSINESS SYSTEMS, INC.	SERVICE CALL - CAPY CARD LOADER	378.00
10/21/2021	GEN	52368	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	33 ADULT VIDEO GAMES	1,873.90
10/21/2021	GEN	52369	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	12,767.75
10/21/2021	GEN	52370	1111	DYMAXION RESEARCH LTD	RENEWAL OF MAINTENANCE FOR SCHEDULE 3W U	816.00
10/21/2021	GEN	52371	1113	EBSCO INFORMATION SERVICES	CONSUMERREPORTS.ORG SUBSCRIPTION 21-22	3,305.00
10/21/2021	GEN	52372	1114	EHRlich	K9 INSPECTION & SERVICE TECH	144.00
10/21/2021	GEN	52373	1206	FARMINGTON COMMUNITY LIBRARY	(METRONET) WORLD TRADE PRESS RENEWAL 21	4,309.00
10/21/2021	GEN	52374	1128	FISH DOCTORS	AQUARIUM SERVICE	120.96
10/21/2021	GEN	52375	1356	KATHERINE'S CATERING	LUNCHEON CATERING FOR STAFF DAY - BALANC	1,558.70
10/21/2021	GEN	52376	1179	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE COVERAGE FOR 3 COPIERS	484.78
10/21/2021	GEN	52377	1208	MICHBUSINESS	PEER GROUP MEMBERSHIP (NOVI) 12/1/21-11/	425.00
10/21/2021	GEN	52378	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,477.39
10/21/2021	GEN	52379	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY MAT SERVICE	57.48
10/21/2021	GEN	52380	1232	OFFICE DEPOT	OFFICE SUPPLIES	45.33
10/21/2021	GEN	52381	1235	OVERDRIVE, INC.	67 ADULT FICTION E-BOOKS	14,102.16
10/21/2021	GEN	52382	1235	OVERDRIVE, INC.	24 YA EBOOKS ETFIC	976.51
10/21/2021	GEN	52383	1273	SCHOLASTIC INC	SCHOLASTIC - LIT LAB BOOKS (OCT-DEC)	139.79
10/21/2021	GEN	52384	1276	SEN SOURCE INC.	SENSOURCE MAINTENANCE 12/31/2021 - 12/31	480.00
10/21/2021	GEN	52385	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE	55.00
10/21/2021	GEN	52386	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	61.28
10/21/2021	GEN	52387	1308	THE LIBRARY NETWORK	ANNUAL DELIVERY CHARGES	2,796.00
10/21/2021	GEN	52388	1318	TRUGREEN	ANNUAL LAWN SERVICE - FERTILIZER, GRUB/W	331.11
10/21/2021	GEN	52389	1325	ULINE	ILL SUPPLIES	194.34

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
10/21/2021	GEN	52390	1327	UNIQUE MANAGEMENT SERVICES	UNIQUE MANAGEMENT SERVICES	94.50
10/21/2021	GEN	52391	1331	UPS	PACKAGE SHIPMENT	29.08
10/21/2021	GEN	52392	1334	VALUE LINEPUBLISHING LLC	VALUE LINE RESEARCH CENTER RENEWAL 2021	6,505.00
10/21/2021	GEN	52393	1344	WEST GROUP PAYMENT CENTER	WEST COMPLETE LIBRARY SUBSCRIPTION	138.00
10/21/2021	GEN	52394	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES	16.50
10/21/2021	GEN	52395	1349	ZOHO CORPORATION	MANAGE ENGINE SERVICE DESK PLUS PRO ANNU	1,415.00
10/27/2021	GEN	21(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,091.35
10/27/2021	GEN	22(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,772.50
10/27/2021	GEN	23(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	325.00
10/27/2021	GEN	24(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	534.14
10/29/2021	GEN	26(E)	1203	MERS - PENSION	EMPLOYEE PENSION DEDUCTION	4,210.70
10/31/2021	GEN	52396	MISC	JOYCE SIMOWSKI	LONGEVITY AWARD - 20 YEAR	150.00

GEN TOTALS:	
Total of 89 Checks:	692,599.38
Less 0 Void Checks:	0.00
Total of 89 Disbursements:	692,599.38



Director's Report November 2021

1. This month, you will discuss 2022 board officers. All current officers are eligible to serve in those same capacities for next year, if you wish. The election of officers will occur at the December meeting, taking effect with the January 2022 meeting.
2. The only other item on the agenda is my annual performance evaluation discussion. I will get my self-evaluation to Nancy Eggenberger, who is also gathering the feedback forms from library staff and the Board of the Friends of the Library to share with you as well. I will ask at the meeting that you enter a closed session for this discussion, per the Open Meetings Act. Marian Nicholson is preparing compensation information for your discussions as well.
3. Public comments on our new bibliocommons website, which will replace our drupal website at the end of November, has been largely positive. We have received good feedback to help us improve site content, also. Currently in "public preview" mode since October 25, running alongside our old website, on November 29 at 7:00am we will start the DNS update process to have the new website populate our cantonpl.org URLs. My thanks to Kat Bounds, Laurie Golden, Dave Ewick, Courtney Luketich and particularly the Information Technology, Community Relations, and Information Services departments for their intense, focused work on the website content to ensure as smooth a launch as possible.
4. In personnel news, we had a positive COVID-19 case on staff this month. Our coworker is doing well so far, and we informed anyone they had close contact with to follow CDC guidelines on quarantining and testing. We have enough staff who were not exposed, or are vaccinated and not required to quarantine unless symptomatic, that we can keep library operations running. Please keep our coworker in your thoughts.

Since the October board meeting, we've welcomed Paris Kelvakis as a part-time Librarian in Information Services. Building Monitor Kevin Armstead began working full-time for us this month, also, and I thank the board for approving this conversion of his position.

5. Now that the OSHA rules about mandatory vaccination have been released per the Presidential Executive Order announced earlier this fall, we can confirm that the federal rule does not apply to us; we do not meet the threshold of more than 100 employees. MIOSHA is expected to piggyback the federal rule with a state rule of their own, which would apply to local governmental units such as the library. MIOSHA cannot have a rule that is more lax than OSHA's rule, but it can be more restrictive, and we are keeping an eye out for the rule in the next month. We will keep you posted.

6. Due to supply chain issues, we have been notified by our library materials vendors that we may see a delay in order delivery as the end of the year approaches. Collections Specialist Lisa Davis-Craig is working closely with Circulation Services Supervisor Gale Forster and her Technical Processing team to mitigate this as smoothly as possible, but it may mean that we won't receive all of our orders before the end of the year—these encumbrances would then carryover to 2022 and come out of that budget due to accounting rules, meaning we anticipate unspent library materials funds at year-end. This is frustrating because we have worked so diligently to get as close to 100% spent each year so that our community has the best selections possible, but due to circumstances beyond our control we likely will not hit that mark this year. Lisa and Gale are staying on top of our outstanding orders and I have confidence that they will do all they can in service to our patrons.
7. We are still awaiting parts to repair our sprinkler system backflow assembly. The temporary repair is holding, and we hope to have that replaced by the end of the year. If we miss the window to complete the sprinkler work this year, I will ask the board to approve moving these expenditures out of 2021 and into the 2022 budget year. In better news, on November 4 the contractors began working on the replacement of portions of our roof from the 2000 building expansion.
8. The library closed on November 11 for staff training. Librarian Amy Lee chaired the committee and they planned a great day for us. We had a speaker on active shooters and how to keep ourselves and our patrons safe in dangerous situations, as well as a speaker on equity, diversity, and inclusion. Sprinkled in were fun crafts, board games, photo booths, and team-building activities. We also honored our coworkers and their accomplishments, including those celebrating work anniversary milestones. My thanks to Amy, Business Services Department Head Marian Nicholson, Librarian Alyssa Gudenburr, Systems Administrator Carl Swanberg, Technical Processing Assistant Erin Middel, Business Services and Volunteer Assistant Kathie Gladden, Program Librarian Nichole Welz, and Circulation Assistant Steve Kays for their hard work on this event—especially since we had to cancel it in 2020, and also because this is the only day that the entire library staff is able to be in the same place at the same time.
9. On Saturday, November 13, the Friends of the Library will be the recipient of 10% of all sales at Jacob Matthew Jewelers.

Respectfully submitted,
Eva Davis, Director