



## Canton Public Library Board of Trustees General Meeting Packet Contents

1	General Meeting Agenda – October 21, 2021
2	Budget Hearing Minutes — September 16, 2021
3	General Meeting Minutes – September 16, 2021
	Financial Statements
4	(QB) Comparative Balance Sheet September 2021
5	(BS&A) Comparative Balance Sheet September 2021
6	(QB) Profit & Loss – Summary September 2021
7	(QB) Profit & Loss – Detail September 2021
8	(BS&A) Profit & Loss – Detail September 2021
9	(QB) Check Register September 2021
10	(BS&A) Check Register September 2021
11	Director’s Report
12	Proposed 2022 Schedule of Board Meetings and Library Closures
13	3 <sup>rd</sup> Quarter Budget Amendment Request Summary
14	Proposed 3 <sup>rd</sup> Quarter Budget Amendment



## Library Board of Trustees Meeting Agenda

### CANTON PUBLIC LIBRARY BOARD OF TRUSTEES – GENERAL MEETING October 21, 2021

<b>7:30 p.m.</b>	<ul style="list-style-type: none"> <li>• Call the Meeting to Order</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> </ul>	
Unanimous Consent	<ul style="list-style-type: none"> <li>• Approval of Agenda</li> </ul>	
Unanimous Consent	<ul style="list-style-type: none"> <li>• Approval of Budget Hearing Minutes</li> <li>• Approval of General Meeting Minutes</li> </ul>	
<b>Administrative Reports</b>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Report of the Library Director</li> <li>• Trustee Comments</li> </ul>	
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Unfinished Business &amp; General Orders</b> Action Item 21/10-21-1	<ul style="list-style-type: none"> <li>• 2022 Schedule of Board Meetings and Library Closures</li> </ul>	
<b>New Business</b> Presentation  Action Item 21/10-21-2 Discussion Item	<ul style="list-style-type: none"> <li>• Introduction of new BiblioCommons website (K. Bounds)</li> <li>• Approval of 3<sup>rd</sup> Quarter Budget Amendment</li> <li>• Director's Evaluation Process</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> <li>• Adjourn</li> </ul>	

**Canton Public Library Board  
Proposed 2022 Budget Hearing Minutes  
September 16, 2021  
7:30 p.m.**

---

The hearing was called to order by the Chairperson, Nancy Eggenberger, at 7:31 p.m.

Present: N. Eggenberger, M. Farell, A. Iqbal, J. Lee, C. Spas, A. Watts  
Absent: None  
Also Present: E. Davis, K. Gladden

**CALL TO AUDIENCE:** (K. Bounds, D. Ewick, L. Golden, D. McHugh, M. Nicholson) - None

**BUDGET HEARING**

The Proposed 2022 Budget Hearing was opened for discussion.

**2022 PROPOSED BUDGET APPROVAL**

**M. Farell moved and A. Watts supported the motion to adopt the Proposed 2022 Budget amount of \$ 6,700,900. (See Attachment A)**

**ROLL CALL VOTE**

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

**The motion passed 21/9-16-1BH (6-0-0)**

**TAX RESOLUTION**

**A. Watts moved and C. Spas supported the resolution to approve certifying the rate for tax levy of 1.4590 mills for the fiscal year ending December 31, 2022.  
(See Attachment B)**

**ROLL CALL VOTE**

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

**The motion passed 21/9-16-2BH (6-0-0)**

**CALL TO AUDIENCE** — None

**ADJOURN**

The budget hearing was adjourned at 7:34 p.m.

---

Amy Watts, Secretary-Treasurer



## Canton Public Library Board of Trustees General Meeting Minutes

**September 16, 2021 – 7:30 PM**

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:41 PM.

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

Absent: None

Also Present: E. Davis, K. Gladden

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

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

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

The minutes were accepted by unanimous consent.

**COMMUNICATIONS** — Director Eva Davis shared a *Thank You* card from Ypsilanti District Library management and staff members who had toured the CPL staff area in advance of ordering Trendway office furniture for their own space.

### **DIRECTOR'S REPORT**

As of August 31, the library is 66% through the year and Fringes and Insurance are trending high, due to a large payment made to MERS in January and insurance premiums expenditures, also made earlier in the year. The 3<sup>rd</sup> Quarter Budget Amendment in October will bring some revenue and expenditures in line.

Also in October, the board will see a preview demonstration of the new BiblioCommons website, which is on track for a full public launch on November 29<sup>th</sup>.

The focus of this year's annual fall donation solicitation will be improvements to the Rebecca Havenstein-Coughlin Memorial Courtyard. Library staff are working with Michael Coughlin in this endeavor.

**TRUSTEE COMMENTS** — Trustee Jasmine Lee asked if the new website will retain the Google virtual tour of the library (it will).

Trustee Claire Spas asked if the new HVAC units are all running at capacity yet. Business Services Department Head Marian Nicholson said that they are still working the calibration of the air handler equipment.

Board Chair Nancy Eggenberger thanked Davis for her willingness to serve the Canton community through her participation as Chair of the Police Transparency and Guidance Subcommittee, a part of the Canton Coalition for Inclusive Communities.

**COMMITTEE REPORTS** — None

**UNFINISHED BUSINESS & GENERAL ORDERS**

***Additional 2021 Payment to MERS*** — The board reviewed a proposal to make a one-time payment of \$525,000 to the Municipal Employees Retirement System (MERS). The payment would fully fund the closed employee pension plan as of the plan's valuation on 12/31/2020.

M. Farrell moved and A. Watts supported a motion to approve a one-time payment of \$525,000 to the MERS pension fund.

**The motion passed unanimously 21/9-16-1**

**NEW BUSINESS**

***2022 Schedule of Board Meetings and Library Closures (1<sup>st</sup> look)*** —The trustees will vote on the proposed calendar at the October meeting.

**CALL TO AUDIENCE** – None

**ADJOURN**

The meeting was adjourned at 7:49 PM.

---

Amy Watts, Secretary-Treasurer

Balance Sheet

As of September 30, 2021

	Aug 31, 21	Sep 30, 21
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	6,340,425.16	5,521,120.54
000-013 · JPMorgan Chase- Credit Card	7,909.47	9,482.67
000-014 · Medical Reimbsmt (BasicFlex)	13,813.18	13,259.35
000-016 · Chase - High Yield Savings	997,752.33	997,760.41
Total Checking/Savings	7,359,900.14	6,541,622.97
Total Current Assets	7,359,900.14	6,541,622.97
TOTAL ASSETS	7,359,900.14	6,541,622.97
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	67,411.65	589,143.35
Total Accounts Payable	67,411.65	589,143.35
Credit Cards		
000-208 · Chase - Visa 3651	9,838.80	1,941.24
000-209 · Home Depot Credit Card	101.39	70.89
Total Credit Cards	9,940.19	2,012.13
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	6,600.13	6,559.17
229e · Misc. Grants & Donations	1,858.71	1,858.71
Total 000-229 · Grants/Donations-Restricted Use	8,458.84	8,417.88
000-237 · Medical Saving Deduction MedFSA	5,485.78	4,931.95
Total Other Current Liabilities	13,944.62	13,349.83
Total Current Liabilities	91,296.46	604,505.31
Total Liabilities	91,296.46	604,505.31
Equity		
000-390 · General Fund Balance	4,337,699.10	4,337,699.10
Net Income	2,930,904.58	1,599,418.56
Total Equity	7,268,603.68	5,937,117.66
TOTAL LIABILITIES & EQUITY	7,359,900.14	6,541,622.97

10/11/2021

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
Period Ending 09/30/2021

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	5,521,120.54
101-000.00-001.02	CHECKING-CREDIT CARD	9,482.67
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	13,259.35
101-000.00-002.00	SAVINGS	997,760.41
	Total Assets	6,541,622.97
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	591,155.48
101-000.00-219.01	SOCIAL COMMITTEE	6,559.17
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	1,858.71
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUTIONS	4,931.95
	Total Liabilities	604,505.31
*** 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	1,599,418.56
	Fund Balance Adjustments	4,337,699.10
	Ending Fund Balance	5,937,117.66
	Total Liabilities And Fund Balance	6,541,622.97



Canton Public Library  
Profit & Loss Budget vs. Actual  
as of September 31, 2021

	Jan - Sep 21	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,441,909.27	6,439,140.00	2,769.27	100.04%
738-566 · State Aid to Libraries	78,207.02	48,750.00	29,457.02	160.43%
738-613 · Photocopy Fees	14,415.80	16,000.00	-1,584.20	90.10%
738-615 · Replacement - Books/ AV	5,167.76	6,000.00	-832.24	86.13%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	15,644.08	18,000.00	-2,355.92	86.91%
738-670 · Misc & Contributions	18,514.24	12,600.00	5,914.24	146.94%
738-671 · Interest Income	105.91	130.00	-24.09	81.47%
738-676 · Vending Commission	1,783.04	6,000.00	-4,216.96	29.72%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
Total Income	6,575,747.12	6,592,870.00	-17,122.88	99.74%
Gross Profit	6,575,747.12	6,592,870.00	-17,122.88	99.74%
Expense				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.00%
738-702 · Salaries & Wages	2,035,284.39	2,975,000.00	-939,715.61	68.41%
738-715 · Fringe Benefits	1,004,506.26	626,500.00	378,006.26	160.34%
738-722 · Supplies	33,712.55	162,450.00	-128,737.45	20.75%
738-740 · Library Materials	638,949.71	951,144.00	-312,194.29	67.18%
738-749 · Staff Book Account	0.00			
738-801 · Professional & Contractual	294,836.82	416,430.00	-121,593.18	70.80%
738-850 · Communications	16,277.37	32,700.00	-16,422.63	49.78%
738-860 · Travel	5,769.44	41,650.00	-35,880.56	13.85%
738-880 · Community Promotion	3,815.45	26,200.00	-22,384.55	14.56%
738-900 · Printing	29,008.70	52,900.00	-23,891.30	54.84%
738-910 · Insurance	59,516.00	62,479.00	-2,963.00	95.26%
738-920 · Utilities	110,616.72	203,000.00	-92,383.28	54.49%
738-930 · Maintenance & Repairs	128,245.17	242,950.00	-114,704.83	52.79%
738-940 · Rentals/Leases	5,614.43	17,400.00	-11,785.57	32.27%
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.00%
738-977 · Capital Outlay	608,888.20	1,504,600.00	-895,711.80	40.47%
738-996 · Property Tax Refunds	1,137.35	2,500.00	-1,362.65	45.49%
Total Expense	4,976,328.56	7,326,903.00	-2,350,574.44	67.92%
Net Change in Fund Balance	1,599,418.56	-734,033.00	2,333,451.56	-217.90%
Fund Balance - Beginning of year	4,337,698.00	4,337,698.00		
Fund Balance - End of year	5,937,116.56	3,603,665.00		

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of September 31, 2021

	Jan - Sep 21	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,441,909.27	6,439,140.00	2,769.27	100.04%
738-566 · State Aid to Libraries	78,207.02	48,750.00	29,457.02	160.43%
738-613 · Photocopy Fees	14,415.80	16,000.00	-1,584.20	90.1%
738-615 · Replacement - Books/ AV	5,167.76	6,000.00	-832.24	86.13%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.0%
738-664 · Overdue Fines	15,644.08	18,000.00	-2,355.92	86.91%
738-670 · Misc & Contributions				
738-670 · Misc & Contributions - Other	18,514.24	12,600.00	5,914.24	146.94%
Total 738-670 · Misc & Contributions	18,514.24	12,600.00	5,914.24	146.94%
738-671 · Interest Income				
671g · Interest Income General	105.91	130.00	-24.09	81.47%
Total 738-671 · Interest Income	105.91	130.00	-24.09	81.47%
738-676 · Vending Commission	1,783.04	6,000.00	-4,216.96	29.72%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.0%
Total Income	6,575,747.12	6,592,870.00	-17,122.88	99.74%
Gross Profit	6,575,747.12	6,592,870.00	-17,122.88	99.74%
Expense				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.0%
738-702 · Salaries & Wages	2,035,284.39	2,975,000.00	-939,715.61	68.41%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,255.67	2,000.00	-744.33	62.78%
715b · Unemployment Reimbursement	0.00	1,000.00	-1,000.00	0.0%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.0%
716d · Dental	11,411.80	21,400.00	-9,988.20	53.33%
716m · Medical (BCN)	151,113.98	195,000.00	-43,886.02	77.49%
Total 738-716 · Medical/Dental	162,525.78	220,000.00	-57,474.22	73.88%
738-717 · Life Ins / Disability	12,211.36	15,500.00	-3,288.64	78.78%
738-718 · Retirement Pension (MERS)	650,000.00	125,000.00	525,000.00	520.0%
738-719 · Optical	2,789.15	7,000.00	-4,210.85	39.85%
738-720 · FICA / MC Taxes	157,242.08	228,000.00	-70,757.92	68.97%
738-721 · Retirement DC Plan (401a)	18,482.22	28,000.00	-9,517.78	66.01%
Total 738-715 · Fringe Benefits	1,004,506.26	626,500.00	378,006.26	160.34%
738-722 · Supplies				
722t · Technology Supplies	4,814.50	23,200.00	-18,385.50	20.75%
738-727 · Office Supplies				
727a · General Office Supplies	3,132.49	8,500.00	-5,367.51	36.85%
727b · Printing & Copying Supplies	1,164.78	4,000.00	-2,835.22	29.12%
Total 738-727 · Office Supplies	4,297.27	12,500.00	-8,202.73	34.38%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	323.85	6,000.00	-5,676.15	5.4%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	4,276.66	15,015.00	-10,738.34	28.48%
725b · Tech Processing Supplies	4,067.47	20,000.00	-15,932.53	20.34%
Total 738-725 · Proc Library Supplies	8,344.13	35,015.00	-26,670.87	23.83%
738-726 · Community Relations Supplies	361.70	1,000.00	-638.30	36.17%
738-729 · Building Supplies	6,230.20	21,000.00	-14,769.80	29.67%
738-728 · Library Supplies- General - Other	4,401.64	12,000.00	-7,598.36	36.68%
Total 738-728 · Library Supplies- General	19,661.52	75,015.00	-55,353.48	26.21%
738-730 · Postage				
730b · Postage - Info Services	1,291.27	5,000.00	-3,708.73	25.83%
730c · Postage - Circulation Services	20.94	150.00	-129.06	13.96%
730j · Postage - Business Services	-1,185.48	2,825.00	-4,010.48	-41.96%

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of September 31, 2021

	Jan - Sep 21	Budget	\$ Over Budget	% of Budget
730m · Postage - Community Relations	284.15	29,260.00	-28,975.85	0.97%
Total 738-730 · Postage	410.88	37,235.00	-36,824.12	1.1%
738-732 · Janitorial Supplies	4,528.38	14,500.00	-9,971.62	31.23%
Total 738-722 · Supplies	33,712.55	162,450.00	-128,737.45	20.75%
738-740 · Library Materials				
738-741 · Books	170,298.85	237,314.00	-67,015.15	71.76%
738-744 · AV (Media)	68,457.76	111,000.00	-42,542.24	61.67%
738-747 · Services, Subscrip & Pre-proc	400,193.10	602,830.00	-202,636.90	66.39%
Total 738-740 · Library Materials	638,949.71	951,144.00	-312,194.29	67.18%
738-749 · Staff Book Account	0.00			
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	736.65	5,000.00	-4,263.35	14.73%
738-733 · Bank Fees				
733g · Bank Fees General	29.00	1,000.00	-971.00	2.9%
Total 738-733 · Bank Fees	29.00	1,000.00	-971.00	2.9%
738-804 · Audit	12,675.00	12,675.00	0.00	100.0%
738-808 · Information Technology				
808t · Online Information-Technology	175,729.08	198,000.00	-22,270.92	88.75%
808tp · Online Info - Tech Processing	19,788.98	30,800.00	-11,011.02	64.25%
Total 738-808 · Information Technology	195,518.06	228,800.00	-33,281.94	85.45%
738-809 · Programming-Community Relations				
809d · Community Programming	18,511.30	32,000.00	-13,488.70	57.85%
Total 738-809 · Programming-Community Relations	18,511.30	32,000.00	-13,488.70	57.85%
738-810 · Other Professional Services				
810a · Payroll	10,117.47	15,000.00	-4,882.53	67.45%
810b · Professional Services-Circ Srv	789.00	9,250.00	-8,461.00	8.53%
810j · Professional Services - Bus Srv	2,549.98	12,050.00	-9,500.02	21.16%
810m · Professional Services - Com Rel	26,800.00	42,900.00	-16,100.00	62.47%
Total 738-810 · Other Professional Services	40,256.45	79,200.00	-38,943.55	50.83%
738-812 · Legal	4,704.00	15,000.00	-10,296.00	31.36%
738-814 · Membership Dues				
814a · Membership Dues - Director	295.00	1,500.00	-1,205.00	19.67%
814b · Membership Dues - Info Services	1,515.87	2,400.00	-884.13	63.16%
814c · Membership Dues - Circ Services	1,079.42	1,000.00	79.42	107.94%
814e · Membership Dues - Info Tech	189.00	1,400.00	-1,211.00	13.5%
814j · Membership Dues - Business Srv	932.00	1,500.00	-568.00	62.13%
814k · Membership Dues - Miscellaneous	9,139.32	9,900.00	-760.68	92.32%
814m · Membership Dues - Community Rel	191.25	930.00	-738.75	20.57%
Total 738-814 · Membership Dues	13,341.86	18,630.00	-5,288.14	71.62%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	2,150.00	10,000.00	-7,850.00	21.5%
815b · Staff Longevity Awards	1,850.00	3,275.00	-1,425.00	56.49%
815c · Staff Development/Training	0.00	5,050.00	-5,050.00	0.0%
815t · Online Training Services - IT	5,064.50	5,800.00	-735.50	87.32%
Total 738-815 · Staff Inservice	9,064.50	24,125.00	-15,060.50	37.57%
Total 738-801 · Professional & Contractual	294,836.82	416,430.00	-121,593.18	70.8%
738-850 · Communications	16,277.37	32,700.00	-16,422.63	49.78%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	63.34	3,000.00	-2,936.66	2.11%
861b · Conferences - Info. Services	1,510.76	6,200.00	-4,689.24	24.37%
861d · Conferences - Circ Serv.	1,458.65	4,500.00	-3,041.35	32.41%
861f · Conferences - Trustees	126.70	1,000.00	-873.30	12.67%

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of September 31, 2021

	Jan - Sep 21	Budget	\$ Over Budget	% of Budget
861g · Leadership Canton	0.00	1,600.00	-1,600.00	0.0%
861h · Conferences - Info. Technology	365.00	8,400.00	-8,035.00	4.35%
861j · Conferences - Business Services	600.00	4,000.00	-3,400.00	15.0%
861m · Conferences-Community Relations	1,616.99	3,000.00	-1,383.01	53.9%
Total 738-861 · Conferences (Incl.Registration)	5,741.44	31,700.00	-25,958.56	18.11%
738-865 · Mileage / Misc.				
865a · Mileage - Director	0.00	2,500.00	-2,500.00	0.0%
865b · Mileage - Information Services	0.00	2,250.00	-2,250.00	0.0%
865c · Mileage - Circ. Services	7.84	1,000.00	-992.16	0.78%
865e · Mileage- Information Technology	0.00	1,300.00	-1,300.00	0.0%
865f · Mileage - Business Services	0.00	2,000.00	-2,000.00	0.0%
865m · Mileage - Community Relations	20.16	900.00	-879.84	2.24%
Total 738-865 · Mileage / Misc.	28.00	9,950.00	-9,922.00	0.28%
Total 738-860 · Travel	5,769.44	41,650.00	-35,880.56	13.85%
738-880 · Community Promotion				
880a · Marketing	3,815.45	23,800.00	-19,984.55	16.03%
880b · Volunteer	0.00	2,400.00	-2,400.00	0.0%
Total 738-880 · Community Promotion	3,815.45	26,200.00	-22,384.55	14.56%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	28,519.75	51,200.00	-22,680.25	55.7%
901e · Misc. Printing & Publishing	473.00	1,200.00	-727.00	39.42%
Total 738-901 · Printing & Publishing	28,992.75	52,400.00	-23,407.25	55.33%
738-903 · Legal Notices & Ads	15.95	500.00	-484.05	3.19%
Total 738-900 · Printing	29,008.70	52,900.00	-23,891.30	54.84%
738-910 · Insurance				
738-911 · Liability Ins	43,465.00	43,479.00	-14.00	99.97%
738-912 · Worker's Comp	4,128.00	6,500.00	-2,372.00	63.51%
738-915 · E&O/D&O/EPL	3,746.00	3,750.00	-4.00	99.89%
738-916 · Fiduciary/Fidelity	8,177.00	8,750.00	-573.00	93.45%
Total 738-910 · Insurance	59,516.00	62,479.00	-2,963.00	95.26%
738-920 · Utilities				
738-921 · Electricity	100,065.82	150,000.00	-49,934.18	66.71%
738-922 · Gas	5,452.33	33,000.00	-27,547.67	16.52%
738-923 · Water	5,098.57	20,000.00	-14,901.43	25.49%
Total 738-920 · Utilities	110,616.72	203,000.00	-92,383.28	54.49%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	53,733.12	92,000.00	-38,266.88	58.41%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	27,758.30	41,500.00	-13,741.70	66.89%
932b · Lawn & Grounds Maintenance	24,761.91	41,450.00	-16,688.09	59.74%
Total 738-932 · Lawn & Grounds Maintenance	52,520.21	82,950.00	-30,429.79	63.32%
738-933 · Building Security	5,153.94	6,700.00	-1,546.06	76.92%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,413.33	3,000.00	-1,586.67	47.11%
934c · Misc. Contracts & Inspections	9,506.25	12,900.00	-3,393.75	73.69%
934g · HVAC Maintenance Contracts	721.00	16,500.00	-15,779.00	4.37%
Total 738-934 · Library Equip & Misc Contracts	11,640.58	32,400.00	-20,759.42	35.93%
738-935 · Office Equip Maint Contracts	720.69	900.00	-179.31	80.08%
738-936 · Building Repairs	1,561.63	12,000.00	-10,438.37	13.01%
738-937 · Equipment Repairs	2,915.00	16,000.00	-13,085.00	18.22%
Total 738-930 · Maintenance & Repairs	128,245.17	242,950.00	-114,704.83	52.79%
738-940 · Rentals/Leases				

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of September 31, 2021

	Jan - Sep 21	Budget	\$ Over Budget	% of Budget
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	4,294.58	15,400.00	-11,105.42	27.89%
942 · Postage Meter - Pitney Bowes - Other	1,319.85	2,000.00	-680.15	65.99%
Total 942 · Postage Meter - Pitney Bowes	5,614.43	17,400.00	-11,785.57	32.27%
Total 738-940 · Rentals/Leases	5,614.43	17,400.00	-11,785.57	32.27%
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.0%
738-977 · Capital Outlay				
977g · Capital Outlay - General	534,228.20	1,089,500.00	-555,271.80	49.03%
977t · Capital Outlay - Technology	74,660.00	415,100.00	-340,440.00	17.99%
Total 738-977 · Capital Outlay	608,888.20	1,504,600.00	-895,711.80	40.47%
738-996 · Property Tax Refunds	1,137.35	2,500.00	-1,362.65	45.49%
Total Expense	4,976,328.56	7,326,903.00	-2,350,574.44	67.92%
Net Change in Fund Balance	1,599,418.56	-734,033.00	2,333,451.56	-217.9%
Fund Balance - Beginning of year	4,337,698.00	4,337,698.00		
Fund Balance - End of year	5,937,116.56	3,603,665.00		

10/11/2021

## REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

PERIOD ENDING 09/30/2021

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

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000.00						
101-000.00-401.00	PROPERTY TAXES	6,439,140.00	6,441,909.27	2,212.84	(2,769.27)	100.04%
101-000.00-539.00	STATE AID TO LIBRARIES	48,750.00	78,207.02	-	(29,457.02)	160.42%
101-000.00-602.00	PHOTOCOPY FEES	16,000.00	14,415.80	2,329.40	1,584.20	90.10%
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	6,000.00	5,167.76	543.30	832.24	86.13%
101-000.00-651.00	MEETING ROOM RENTAL	500.00	-	-	500.00	0.00%
101-000.00-656.00	PENAL FINES	45,750.00	-	-	45,750.00	0.00%
101-000.00-658.00	OVERDUE FINES	18,000.00	15,644.08	1,722.43	2,355.92	86.91%
101-000.00-665.00	INTEREST INCOME	130.00	105.91	8.08	24.09	81.47%
101-000.00-668.00	COMMISSION	6,000.00	1,783.04	357.20	4,216.96	29.72%
101-000.00-675.00	OTHER REVENUE	12,600.00	18,514.24	362.14	(5,914.24)	146.94%
Total Dept 000.00		6,592,870.00	6,575,747.12	7,535.39	17,122.88	99.74%
TOTAL REVENUES		6,592,870.00	6,575,747.12	7,535.39	17,122.88	99.74%
Expenditures						
Dept 790.00 - LIBRARY-GENERAL						
101-790.00-702.00	SALARIES & WAGES	2,975,000.00	2,035,284.39	326,558.38	939,715.61	68.41%
101-790.00-716.01	TAXES-FICA/MC	228,000.00	157,242.08	24,307.90	70,757.92	68.97%
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	12,211.36	1,385.34	3,288.64	78.78%
101-790.00-716.05	MEDICAL INSURANCE	195,000.00	151,113.98	16,070.08	43,886.02	77.49%
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	-	-	3,600.00	0.00%
101-790.00-716.07	OPTICAL	7,000.00	2,789.15	153.50	4,210.85	39.85%
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	-	-	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	18,482.22	3,274.05	9,517.78	66.01%
101-790.00-717.02	RETIREMENT PENSION (MERS)	125,000.00	650,000.00	525,000.00	(525,000.00)	520.00%
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	4,401.64	100.94	7,598.36	36.68%
101-790.00-730.01	BOOKS	237,314.00	170,298.85	8,446.39	67,015.15	71.76%
101-790.00-730.02	AV (MEDIA)	111,000.00	68,457.76	2,295.88	42,542.24	61.67%

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2021 NORMAL (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PRE-PROCESSING	602,830.00	400,193.10	21,108.85	202,636.90	66.39%
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	-	-	100.00%
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	-	-	1,000.00	0.00%
101-790.00-804.02	BANK FEES-CREDIT CARD	5,000.00	765.65	120.43	4,234.35	15.31%
101-790.00-850.00	COMMUNICATIONS	32,700.00	16,277.37	2,580.48	16,422.63	49.78%
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	15.95	15.95	484.05	3.19%
101-790.00-921.00	ELECTRICITY	150,000.00	100,065.82	12,834.72	49,934.18	66.71%
101-790.00-922.00	GAS	33,000.00	5,452.33	155.91	27,547.67	16.52%
101-790.00-923.00	WATER	20,000.00	5,098.57	-	14,901.43	25.49%
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	53,733.12	8,040.78	38,266.88	58.41%
101-790.00-932.01	LAWN & GROUNDS	41,450.00	24,761.91	5,117.34	16,688.09	59.74%
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	1,306.98	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	10,919.58	326.49	4,980.42	68.68%
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	4,294.58	44.00	11,105.42	27.89%
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	-	-	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	113,782.20	217.80	96.65%
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	1,088,811.00	527,946.00	420,446.00	560,865.00	48.49%
101-790.00-978.00	HARDWARE	294,920.00	13,597.00	65,010.00	281,323.00	4.61%
101-790.00-979.00	SOFTWARE	114,369.00	61,063.00	1,375.00	53,306.00	53.39%
101-790.00-995.00	ENDOWMENT TRANSFERS	500.00	150.00	-	350.00	30.00%
101-790.00-998.00	PROPERTY TAX REFUNDS	2,500.00	1,137.35	-	1,362.65	45.49%
Total Dept 790.00 - LIBRARY-GENERAL		6,673,448.00	4,631,747.84	1,559,857.59	2,041,700.16	69.41%
Dept 790.01 - ADMINISTRATION						
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	-	-	300.00	0.00%
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	3,000.00	63.34	63.34	2,936.66	2.11%
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	126.70	126.70	873.30	12.67%
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	-	-	2,300.00	0.00%
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	-	-	200.00	0.00%
Total Dept 790.01 - ADMINISTRATION		8,000.00	485.04	190.04	7,514.96	6.06%

Dept 790.02 - BUSINESS SERVICES

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2021 NORMAL (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	4,297.27	185.66	8,202.73	34.38%
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	21,000.00	6,230.20	656.82	14,769.80	29.67%
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	4,528.38	608.90	9,971.62	31.23%
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,185.48)	(129.04)	4,010.48	-41.96%
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,000.00	10,117.47	1,289.56	4,882.53	67.45%
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	2,549.98	-	9,500.02	21.16%
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,500.00	932.00	228.00	568.00	62.13%
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	9,900.00	9,139.32	4,755.00	760.68	92.32%
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000.00	2,150.00	1,550.00	7,850.00	21.50%
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,825.00	1,850.00	-	975.00	65.49%
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	-	-	5,500.00	0.00%
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,600.00	600.00	-	5,000.00	10.71%
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	-	-	2,000.00	0.00%
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	-	-	2,400.00	0.00%
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,200.00	473.00	202.00	727.00	39.42%
101-790.02-970.00	CAPITAL OUTLAY-BUSINESS SERVICES	-	-	(178,044.20)	-	0.00%
Total Dept 790.02 - BUSINESS SERVICES		118,800.00	41,682.14	(168,697.30)	77,117.86	35.09%
Dept 790.03 - CIRCULATION SERVICES						
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,765.00	(138.28)	-	4,903.28	-2.90%
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	10,250.00	4,414.94	47.39	5,835.06	43.07%
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	4,067.47	340.72	15,932.53	20.34%
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	20.94	6.66	129.06	13.96%
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	30,800.00	19,788.98	3,087.00	11,011.02	64.25%
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	9,250.00	789.00	699.30	8,461.00	8.53%
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	316.65	3,041.35	32.41%
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	7.84	-	992.16	0.78%
Total Dept 790.03 - CIRCULATION SERVICES		81,715.00	31,488.96	4,497.72	50,226.04	38.54%
Dept 790.04 - COMMUNITY RELATIONS						
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	1,000.00	361.70	15.98	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	18,511.30	2,634.12	13,488.70	57.85%
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	42,900.00	26,800.00	-	16,100.00	62.47%
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	189.99	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	3,815.45	-	19,984.55	16.03%
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	51,200.00	28,519.75	(202.00)	22,680.25	55.70%
Total Dept 790.04 - COMMUNITY RELATIONS		184,990.00	80,120.75	2,638.09	104,869.25	43.31%



GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Dept 790.05 - INFORMATION SERVICES						
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	6,000.00	323.85	237.39	5,676.15	5.40%
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	5,000.00	1,291.27	119.82	3,708.73	25.83%
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,400.00	1,515.87	-	884.13	63.16%
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	6,200.00	1,510.76	557.76	4,689.24	24.37%
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	-	-	2,250.00	0.00%
Total Dept 790.05 - INFORMATION SERVICES		21,850.00	4,641.75	914.97	17,208.25	21.24%
Dept 790.06 - INFORMATION TECHNOLOGY						
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,200.00	4,814.50	172.97	18,385.50	20.75%
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	198,000.00	175,729.08	5,283.95	22,270.92	88.75%
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,400.00	189.00	(249.00)	1,211.00	13.50%
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	-	-	1,300.00	0.00%
101-790.06-970.00	CAPITAL OUTLAY-INFORMATION TECHNOLOGY	-	-	(65,010.00)	-	0.00%
Total Dept 790.06 - INFORMATION TECHNOLOGY		238,100.00	186,162.08	(59,802.08)	51,937.92	78.19%
TOTAL EXPENDITURES		7,326,903.00	4,976,328.56	1,339,599.03	2,350,574.44	67.92%
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,592,870.00	6,575,747.12	7,535.39	17,122.88	99.74%
TOTAL EXPENDITURES		7,326,903.00	4,976,328.56	1,339,599.03	2,350,574.44	67.92%
NET OF REVENUES & EXPENDITURES		(734,033.00)	1,599,418.56	(1,332,063.64)	(2,333,451.56)	217.89%
NET CHANGE IN FUND BALANCE						
FUND BALANCE - BEGINNING OF YEAR		4,337,698.00	4,337,698.00			
FUND BALANCE - END OF YEAR		3,603,665.00	5,937,116.56			

Canton Public Library  
Transactions by Account

As of September 30, 2021

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						6,340,425.16
General Journal	09/01/2021	1810	Paylocity Direct Deposits	Direct Deposits	-77,195.51	6,263,229.65
General Journal	09/01/2021	1810	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,937.68	6,234,291.97
Transfer	09/01/2021			Funds Transfer - Payroll Date 09/01/2021	-1,059.22	6,233,232.75
Check	09/01/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 09/	-237.90	6,232,994.85
Check	09/01/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-1,091.35	6,231,903.50
Check	09/01/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,772.50	6,226,131.00
Check	09/01/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-325.00	6,225,806.00
Deposit	09/08/2021			Deposit	1,735.69	6,227,541.69
Bill Pmt -Check	09/09/2021	52247	AmazonBusiness	A265GG3U5ZD0HS	-1,354.01	6,226,187.68
Bill Pmt -Check	09/09/2021	52248	Baker & Taylor (165)	L350165	-145.65	6,226,042.03
Bill Pmt -Check	09/09/2021	52249	Baker & Taylor (180)	L438180	-73.75	6,225,968.28
Bill Pmt -Check	09/09/2021	52250	Baker & Taylor (510)	L417510	-12,595.60	6,213,372.68
Bill Pmt -Check	09/09/2021	52251	Baker & Taylor (520)	L417520	-542.05	6,212,830.63
Bill Pmt -Check	09/09/2021	52252	Baker & Taylor (530)	L417530	-14,017.08	6,198,813.55
Bill Pmt -Check	09/09/2021	52253	Baker & Taylor (583)	L521583	-270.08	6,198,543.47
Bill Pmt -Check	09/09/2021	52254	Baker & Taylor (854)	L517854	-64.56	6,198,478.91
Bill Pmt -Check	09/09/2021	52255	BayScan Technologies	Thermal receipt paper	-1,711.22	6,196,767.69
Bill Pmt -Check	09/09/2021	52256	bibliotheca, LLC.	Smartstation 5 month extension 11/01/2	-7,953.07	6,188,814.62
Bill Pmt -Check	09/09/2021	52257	Blackstone Publishing	101001	-99.00	6,188,715.62
Bill Pmt -Check	09/09/2021	52258	Cengage Learning Inc / Gale	149473	-93.55	6,188,622.07
Bill Pmt -Check	09/09/2021	52259	Clear Rate Communications	4893421	-693.83	6,187,928.24
Bill Pmt -Check	09/09/2021	52260	Ewick, David	Vision claim & SC reimbursement	-213.17	6,187,715.07
Bill Pmt -Check	09/09/2021	52261	Fish Doctors	15 gallons r/o water...maintenance fee	-158.45	6,187,556.62
Bill Pmt -Check	09/09/2021	52262	Konica Minolta Business Solutions	Brother laser printer monthly lease 08/0:	-44.00	6,187,512.62
Bill Pmt -Check	09/09/2021	52263	Laffey, James	J. Laffey Social Committee reimbursemer	-45.96	6,187,466.66
Bill Pmt -Check	09/09/2021	52264	Midwest Maintenance Inc	M&L to repair collapsed catch basin @ st	-3,750.00	6,183,716.66
Bill Pmt -Check	09/09/2021	52265	Midwest Tape		-1,723.04	6,181,993.62
Bill Pmt -Check	09/09/2021	52266	NorthStar Mat Service	Contractual Mat Service	-57.48	6,181,936.14
Bill Pmt -Check	09/09/2021	52267	Office Depot	31909112	-74.12	6,181,862.02
Bill Pmt -Check	09/09/2021	52268	OverDrive, Inc.	0721-1001	-9,208.59	6,172,653.43
Bill Pmt -Check	09/09/2021	52269	Pitney Bowes	0012684488	-439.95	6,172,213.48
Bill Pmt -Check	09/09/2021	52270	ShredCorp	Scheduled shredding	-55.00	6,172,158.48
Bill Pmt -Check	09/09/2021	52271	Staples Business Advantage	1002673	-102.74	6,172,055.74
Bill Pmt -Check	09/09/2021	52272	T-Mobile	Mobile Internet charges 07/21/2021 - 08	-92.73	6,171,963.01
Check	09/09/2021	52273	Home Depot	July Statement	-101.39	6,171,861.62
Transfer	09/15/2021			Funds Transfer - Payroll Date 09/15/2021	-1,059.22	6,170,802.40
Check	09/15/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 09/	-509.12	6,170,293.28

Canton Public Library  
Transactions by Account

As of September 30, 2021

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	09/15/2021	1811	Paylocity Direct Deposits	Direct Deposits	-77,063.22	6,093,230.06
General Journal	09/15/2021	1811	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,934.81	6,064,295.25
Check	09/15/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-1,091.35	6,063,203.90
Check	09/15/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,772.50	6,057,431.40
Check	09/15/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-325.00	6,057,106.40
Deposit	09/20/2021			Deposit	4,108.19	6,061,214.59
Bill Pmt -Check	09/23/2021	52274	D.K. Agencies (P) LTD.		-3,200.00	6,058,014.59
Bill Pmt -Check	09/23/2021	52275	DTE Energy	1893-232-0001-5	-12,990.63	6,045,023.96
Bill Pmt -Check	09/23/2021	52276	Sustainable Energy Engineering	VOID: Pay App # 002	0.00	6,045,023.96
Bill Pmt -Check	09/23/2021	52277	AmazonBusiness	A265GG3U5ZD0HS	-679.53	6,044,344.43
Bill Pmt -Check	09/23/2021	52278	American Library Association - Membership		-466.00	6,043,878.43
Bill Pmt -Check	09/23/2021	52279	Ann Arbor Cleaning Supply Co.	Cs 30 etiquette towel (4)...cs (250) 24x32	-332.90	6,043,545.53
Bill Pmt -Check	09/23/2021	52280	Anything Retail	4 ft recycling boxes (2)	-120.00	6,043,425.53
Bill Pmt -Check	09/23/2021	52281	Associated Newspapers	Legal ad for budget hearing	-15.95	6,043,409.58
Bill Pmt -Check	09/23/2021	52282	AT&T Mobility (Cingular Wireless)	831922095	-183.29	6,043,226.29
Bill Pmt -Check	09/23/2021	52284	Baker & Taylor (180)	L438180	-55.74	6,043,170.55
Bill Pmt -Check	09/23/2021	52283	Baker & Taylor (510)	L417510	-1,503.53	6,041,667.02
Bill Pmt -Check	09/23/2021	52285	Baker & Taylor (520)	L417520	-336.66	6,041,330.36
Bill Pmt -Check	09/23/2021	52286	Baker & Taylor (530)	L417530	-486.20	6,040,844.16
Bill Pmt -Check	09/23/2021	52287	Baker & Taylor (787S)	L556787s	-20.00	6,040,824.16
Bill Pmt -Check	09/23/2021	52288	BiblioCommons Corp	BiblioFines implementation & annual sub	-6,375.00	6,034,449.16
Bill Pmt -Check	09/23/2021	52289	Book Page	BookPage - 12 monthly shipments	-1,176.00	6,033,273.16
Bill Pmt -Check	09/23/2021	52290	Cee-Clean Window Cleaning Co., Inc	Windows cleaned	-870.00	6,032,403.16
Bill Pmt -Check	09/23/2021	52291	Comic City		-92.79	6,032,310.37
Bill Pmt -Check	09/23/2021	52292	Crimson Multimedia Distribution, Inc.	Monster Hunter Stories 2: Wings of Ruin.	-1,373.67	6,030,936.70
Bill Pmt -Check	09/23/2021	52293	D.K. Agencies (P) LTD.		-2,300.00	6,028,636.70
Bill Pmt -Check	09/23/2021	52294	Dunn Rite Maintenance	Janitorial services	-5,200.00	6,023,436.70
Bill Pmt -Check	09/23/2021	52295	EBSCO Information Services	CG-S-27252-00	-3,047.08	6,020,389.62
Bill Pmt -Check	09/23/2021	52296	Fish Doctors	Maintenance fee...15 gallons RO water	-97.49	6,020,292.13
Bill Pmt -Check	09/23/2021	52297	Katherine's Catering, Inc.	Staff-Inservice Day Catering 50% Due	-1,550.00	6,018,742.13
Bill Pmt -Check	09/23/2021	52298	Konica Minolta Business Solutions		-539.33	6,018,202.80
Bill Pmt -Check	09/23/2021	52299	Amy Lee	Vision claim reimbursement : A. Lee	-153.50	6,018,049.30
Bill Pmt -Check	09/23/2021	52300	Megan Heyl	Genealogy program 09/16/2021	-125.00	6,017,924.30
Bill Pmt -Check	09/23/2021	52301	Michael Ivankovich	Home Downsizing in 4 easy steps Zoom p	-250.00	6,017,674.30
Bill Pmt -Check	09/23/2021	52302	Midwest Tape	VOID: Sesame St Street Gang: How We G	0.00	6,017,674.30
Bill Pmt -Check	09/23/2021	52303	NorthStar Mat Service	Contractual mat service	-57.48	6,017,616.82
Bill Pmt -Check	09/23/2021	52304	Office Depot	31909112	-7.72	6,017,609.10
Bill Pmt -Check	09/23/2021	52305	OverDrive, Inc.	0721-1001	-3,926.18	6,013,682.92

4:26 PM  
10/11/21  
Accrual Basis

Canton Public Library  
Transactions by Account

As of September 30, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/23/2021	52306	Plymouth Community Chamber of Comm	Annual membership dues	-255.00	6,013,427.92
Bill Pmt -Check	09/23/2021	52308	Robert A Crozier	Musical Performance on 10/10/2021	-1,500.00	6,011,927.92
Bill Pmt -Check	09/23/2021	52309	Sawa Books	Blue Forest...Zoumerda in Damascus	-303.57	6,011,624.35
Bill Pmt -Check	09/23/2021	52310	Sonitrol Great Lakes	Quarterly monitoring service	-1,306.98	6,010,317.37
Bill Pmt -Check	09/23/2021	52311	Staples Business Advantage	1002673	-60.04	6,010,257.33
Bill Pmt -Check	09/23/2021	52312	Sun Life Assurance Company of Canada	Monthly charges October	-1,385.34	6,008,871.99
Bill Pmt -Check	09/23/2021	52313	TruGreen	Lawn fertilization 09/07/2021	-397.34	6,008,474.65
Bill Pmt -Check	09/23/2021	52314	Tsai Fong Books, Inc.		-205.41	6,008,269.24
Bill Pmt -Check	09/23/2021	52315	West Group Payment Center	West Complete Library Sub 09/01/2021 -	-138.00	6,008,131.24
Bill Pmt -Check	09/23/2021	52307	Reliable Landscaping, Inc.	Weekly lawn care...bed care	-970.00	6,007,161.24
Bill Pmt -Check	09/23/2021	52302	Midwest Tape	Sesame St Street Gang: How We Got To S	-95.96	6,007,065.28
Check	09/24/2021	52316	Chase Visa	Visa statement 09/02/2021	-10,002.61	5,997,062.67
Bill Pmt -Check	09/24/2021	52317	Sustainable Energy Engineering	Pay App # 002	-356,184.00	5,640,878.67
Deposit	09/24/2021			Deposit	71.36	5,640,950.03
General Journal	09/29/2021	1812	Paylocity Direct Deposits	Direct Deposits	-76,033.46	5,564,916.57
General Journal	09/29/2021	1812	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,689.37	5,536,227.20
Check	09/29/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 09/	-542.54	5,535,684.66
Transfer	09/29/2021			Funds Transfer - Payroll Date 09/29/2021	-1,059.22	5,534,625.44
Check	09/29/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-1,091.35	5,533,534.09
Check	09/29/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,772.50	5,527,761.59
Check	09/29/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-325.00	5,527,436.59
Check	09/30/2021	EFT	MERS - Pension	Employee Pension Deductions for the mc	-6,316.05	5,521,120.54
Total 000-004 · Chase - Checking					-819,304.62	5,521,120.54
TOTAL					-819,304.62	5,521,120.54

10/12/2021

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE FROM 09/01/2021 - 09/30/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
09/08/2021	GEN	6	1044	BARCODES INC/RACO INDUSTRIES, INC	THERMAL RECEIPT PAPER	75.14 V
09/09/2021	GEN	52247	1009	AMAZONBUSINESS	10 JUVENILE FICTION BOOKS	1,354.01
09/09/2021	GEN	52248	1028	BAKER & TAYLOR (165)	ALAN GRANTZ GROUND ZERO (15 COPIES)	145.65
09/09/2021	GEN	52249	1029	BAKER & TAYLOR (180)	CCF GRANT	73.75
09/09/2021	GEN	52250	1033	BAKER & TAYLOR (510)	LITTLE BIT OF KARMA...COLDEST CASE	12,595.60
09/09/2021	GEN	52251	1034	BAKER & TAYLOR (520)	SKATE FOR YOUR LIFE...YOU DON'T HAVE TO	542.05
09/09/2021	GEN	52252	1035	BAKER & TAYLOR (530)	WILLA OF DARK HOLLOW...BUMP	14,017.08
09/09/2021	GEN	52253	1036	BAKER & TAYLOR (583)	LITTLE ZEBRA...BUSY LITTLE LADYBUG	270.08
09/09/2021	GEN	52254	1041	BAKER & TAYLOR (854)	SISTERS BROTHERS	64.56
09/09/2021	GEN	52255	1047	BAYSCAN TECHNOLOGIES	THERMAL RECEIPT PAPER	1,711.22
09/09/2021	GEN	52256	1049	BIBLIOTHECA, LLC.	5 MONTH MAINTENANCE EXTENSION 11/01/2021	7,953.07
09/09/2021	GEN	52257	1050	BLACKSTONE PUBLISHING	5 BOOKS ON CD	99.00
09/09/2021	GEN	52258	1079	CENGAGE LEARNING INC / GALE	26 LARGE PRINT ADULT BOOKS (THE SHADOW)	93.55
09/09/2021	GEN	52259	1084	CLEAR RATE COMMUNICATIONS	TELEPHONE SERVICE 2021-2022 (09/01/2021	693.83
09/09/2021	GEN	52260	1122	DAVID EWICK	REIMBURSEMENT SC PICNIC - ICE	213.17
09/09/2021	GEN	52261	1128	FISH DOCTORS	AQUARIUM SERVICE	158.45
09/09/2021	GEN	52262	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW SPINE LABEL PRINTER SVC CONTRACT	44.00
09/09/2021	GEN	52263	1183	JAMES LAFFEY	REIMBURSEMENT SC PICNIC CHARCOAL & LIGHT	45.96
09/09/2021	GEN	52264	1364	MIDWEST MAINTENANCE INC	M&L TO REPAIR COLLAPSED CATCH BASIN PARK	3,750.00
09/09/2021	GEN	52265	1213	MIDWEST TAPE	LUST...NINA WU	1,723.04
09/09/2021	GEN	52266	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY MAT SERVICE	57.48
09/09/2021	GEN	52267	1232	OFFICE DEPOT	OFFICE SUPPLIES	74.12
09/09/2021	GEN	52268	1235	OVERDRIVE, INC.	50 JUVENILE E-BOOKS	9,208.59
09/09/2021	GEN	52269	1244	PITNEY BOWES	LEASING CHARGES 06/30/2021 - 09/29/2021	439.95
09/09/2021	GEN	52270	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE	55.00
09/09/2021	GEN	52271	1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES & MEMORY DISCS	102.74
09/09/2021	GEN	52272	1310	T-MOBILE	HOTSPOT SERVICE 2021	92.73
09/09/2021	GEN	52273	1159	HOME DEPOT	TRUFUEL...WIRE NUTS	101.39
09/23/2021	GEN	52274	1095	D.K. AGENCIES (P) LTD.	REISSUE CHECK DUE TO VENDOR NOT RECEIVIN	3,200.00
09/23/2021	GEN	52275	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	12,990.63
09/23/2021	GEN	52276	1302	SUSTAINABLE ENERGY ENGINEERING	CAPITAL PROJECT: RTU, AIR HANDLER AND RO	356,184.00 V
09/23/2021	GEN	52277	1009	AMAZONBUSINESS	27 TEEN GRAPHIC NOVELS	679.53
09/23/2021	GEN	52278	1011	AMERICAN LIBRARY ASSOCIATION - MEMB	ANNUAL MEMBERSHIP DUES, ALA & PLA - MN	466.00
09/23/2021	GEN	52279	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	332.90
09/23/2021	GEN	52280	1015	ANYTHING RETAIL	RECYCLE BOXES FOR 4' BULBS	120.00
09/23/2021	GEN	52281	1020	ASSOCIATED NEWSPAPERS	LEGAL AD FOR ANNUAL BUDGET HEARING	15.95
09/23/2021	GEN	52282	1021	AT&T MOBILITY (CINGULAR WIRELESS)	CELL SERVICE FOR 3 MOBILE PHONES	183.29
09/23/2021	GEN	52283	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,503.53

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/23/2021	GEN	52284	1029	BAKER & TAYLOR (180)	CCF GRANT	55.74
09/23/2021	GEN	52285	1034	BAKER & TAYLOR (520)	BOOKS & PREPROCESSING FEES	336.66
09/23/2021	GEN	52286	1035	BAKER & TAYLOR (530)	BOOKS & PREPROCESSING FEES	486.20
09/23/2021	GEN	52287	1039	BAKER & TAYLOR (787S)	ALIEN COOKBOOK	20.00
09/23/2021	GEN	52288	1048	BIBLIOCOMMONS CORP	BIBLIO FINES IMPLEMENTATION & ANNUAL SUB	6,375.00
09/23/2021	GEN	52289	1053	BOOK PAGE	2022 SUBSCRIPTION	1,176.00
09/23/2021	GEN	52290	1078	CEE-CLEAN WINDOW CLEANING CO., INC	WINDOW CLEANING SERVICE	870.00
09/23/2021	GEN	52291	1086	COMIC CITY	TGRA TEEN COMICS (EST)	92.79
09/23/2021	GEN	52292	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	33 ADULT VIDEO GAMES	1,373.67
09/23/2021	GEN	52293	1095	D.K. AGENCIES (P) LTD.	ADULT INTERNATIONAL LANGUAGE BOOKS	2,300.00
09/23/2021	GEN	52294	1109	DUNN RITE MAINTENANCE	JANITORIAL SERVICES - 09-2021	5,200.00
09/23/2021	GEN	52295	1113	EBSCO INFORMATION SERVICES	NOVELIST SELECT PURCHASE 9/1/21-8/31/22	3,047.08
09/23/2021	GEN	52296	1128	FISH DOCTORS	AQUARIUM SERVICE	97.49
09/23/2021	GEN	52297	1356	KATHERINE'S CATERING	LUNCHEON CATERING FOR STAFF DAY	1,550.00
09/23/2021	GEN	52298	1179	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE COVERAGE FOR 3 COPIERS	539.33
09/23/2021	GEN	52299	1185	LEE, AMY	VISION CLAIM - SELF- AMY LEE	153.50
09/23/2021	GEN	52300	1360	MEGAN HEYL	LIBRARY PROGRAM	125.00
09/23/2021	GEN	52301	1365	MICHAEL IVANKOVICH	HOME DOWNSIZING IN 4 EASY STEPS ZOOM PRO	250.00
09/23/2021	GEN	52302	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	95.96
09/23/2021	GEN	52303	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY MAT SERVICE	57.48
09/23/2021	GEN	52304	1232	OFFICE DEPOT	TPW SUPPLIES	7.72
09/23/2021	GEN	52305	1235	OVERDRIVE, INC.	16 ADULT NF EBOOKS	3,926.18
09/23/2021	GEN	52306	1247	PLYMOUTH COMMUNITY CHAMBER OF COMME	PLYMOUTH COMMUNITY CHAMBER ANNUAL DUES	255.00
09/23/2021	GEN	52307	1264	RELIABLE LANDSCAPING, INC.	GROUNDS MAINTENANCE	970.00
09/23/2021	GEN	52308	1361	ROBERT A CROZIER	LIBRARY PROGRAM	1,500.00
09/23/2021	GEN	52309	1272	SAWA BOOKS	13 JUVENILE INTERNATIONAL BOOKS	303.57
09/23/2021	GEN	52310	1288	SONITROL GREAT LAKES	ALARM MONITORING SERVICE	1,306.98
09/23/2021	GEN	52311	1292	STAPLES BUSINESS ADVANTAGE	AAA BATTERIES...EPSON 69 BLACK CARTRIDGE	60.04
09/23/2021	GEN	52312	1300	SUN LIFE ASSURANCE COMPANY OF CANAD	MONTHLY LIFE/DISABILITY - 09/2021	1,385.34
09/23/2021	GEN	52313	1318	TRUGREEN	ANNUAL LAWN SERVICE - FERTILIZER, GRUB/W	397.34
09/23/2021	GEN	52314	1320	TSAI FONG BOOKS, INC.	37 ADULT INTERNATIONAL BOOKS (CHINESE)	205.41
09/23/2021	GEN	52315	1344	WEST GROUP PAYMENT CENTER	WEST COMPLETE LIBRARY SUBSCRIPTION	138.00
09/24/2021	GEN	52316	1082	CHASE VISA	CALENDLY.COM MONTHLY SERVICE FOR HOLDS P	10,002.61
09/24/2021	GEN	52317	1302	SUSTAINABLE DESIGN-BUILD SERVICES	CAPITAL PROJECT: RTU, AIR HANDLER AND RO	356,184.00
09/29/2021	GEN	10(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,091.35
09/29/2021	GEN	11(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,091.35
09/29/2021	GEN	12(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,772.50
09/29/2021	GEN	13(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	325.00
09/29/2021	GEN	14(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	237.90
09/29/2021	GEN	15(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	509.12
09/29/2021	GEN	16(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	542.54
09/29/2021	GEN	4(E)	1203	MERS - PENSION	EMPLOYEE PENSION DEDUCTION	6,316.05
09/29/2021	GEN	5(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,772.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/29/2021	GEN	6(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	325.00
09/29/2021	GEN	7(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,091.35
09/29/2021	GEN	8(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,772.50
09/29/2021	GEN	9(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	325.00

GEN TOTALS:	
Total of 85 Checks:	861,447.29
Less 2 Void Checks:	356,259.14
Total of 83 Disbursements:	505,188.15



## Director's Report October 2021

1. This month, we will give you an overview of our new bibliocommons website, which will replace our drupal website at the end of November. Currently in “staff preview” mode, the new website will be in “public preview” mode starting October 25, running alongside our old website for one month. I think that you and our community will appreciate the streamlined look, seamless feel, and having the most-used features of our website and catalog be front and center. My thanks to Kat Bounds, Laurie Golden, Dave Ewick, and particularly the Community Relations and Information Services departments for their intense, focused work on the website content to ensure as smooth a launch as possible.
2. Also this month, you will approve the 3<sup>rd</sup> Quarter Budget Amendment to recognize revenues received in excess of budget and allocate expenditures to stay in balance. My thanks to the department heads and to Accountant Debbie McHugh for their diligence with the budget.
3. Lastly, you will discuss the process and timeline for my annual evaluation. With several new trustees since my last evaluation, Chair Eggenberger and the other long-serving trustees will provide some background and answer any questions about the process.
4. In personnel news, this month we bid farewell to Circulation Services Page Emybet Torres.
5. The emergency pandemic sick and family leave provisions of the American Rescue Plan Act expired on September 30, 2021. As of October 1, the additional pandemic paid time off mandated by this federal law no longer apply; all of us will use our existing sick leave, vacation days, discretionary holiday, personal days, and then unpaid leave for COVID vaccination and recovering from any side effects; isolating due to an exposure or while awaiting test results; recovering from infection; caring for a family member who is infected; or providing care or supervision to a child whose school is virtual. We have communicated this to all staff, and also communicated our updated procedures when a positive staff case is reported to us, which takes into account the ending of the emergency leave provisions.
6. We are awaiting the OSHA rules about mandatory vaccination to be released per the Presidential Executive Order announced last month. While we do not meet the threshold of more than 100 employees, the OSHA rule will give us a hint of what's to come, particularly at the state level, as 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. We will keep you posted.
7. As of September 24, with the opening of Group Study Rooms D, E, and F, all areas of the library are once again fully open as they were on March 13, 2020. After the replacements of our four rooftop



units and some tweaking of the system, the air exchange rates in those group study rooms were tested, and they now meet ASHRAE pandemic guidelines for air quality. My thanks to Jim Laffey and Marian Nicholson for shepherding the HVAC project.

8. Debbie McHugh reports that the conversion to the BS&A financial software is complete and going very well, so she is comfortable ending our use of QuickBooks as of the end of the fiscal month of September. This is fantastic news, as it means that Debbie does not have to maintain two sets of financials and can now focus her efforts on closing out the fiscal year and learning more about the many BS&A features. Kudos to Debbie on seeing her efforts over the last two years come to fruition.
9. We received five responses to our Request for Proposal for new RFID software and hardware, and IT Department Head Rudie Noble put together a small committee from his department, Circulation Services, and Information Services to assess the responses. We are glad that they were able to get an early start, which will position us well for this 2022 project to replace some of our end-of-life equipment and software. We will continue to use the open-source RFID tags we already use; we are looking at a new sorter and software, new self-checkouts, new tag pad readers, new security gates at the front door, and related software. Rudie reports that we might be able to have some of these items delivered before the end of year; if that is the case, I will ask the board to vote for a budget amendment to make that happen—supply chain issues and chip shortages continue to be a concern, and Rudie is monitoring that closely.
10. Speaking of 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 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.
11. 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. We are also still awaiting all of the necessary supplies for the replacement of portions of our roof from the 2000 building expansion. If we miss the window to complete these this year, I will ask the board to approve moving these expenditures out of 2021 and into the 2022 budget year.

Respectfully submitted,  
Eva Davis, Director



## 2022 Schedule of Board Meetings and Library Closures

### Library Board Meeting Dates

January	20, 2022	May	19, 2022	September	15, 2022
February	17, 2022	June	23, 2022	October	20, 2022
March	17, 2022	July	21, 2022	November	17, 2022
April	21, 2022	August	18, 2022	December	15, 2022

### LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Friday	December	31,	2021	New Year's Eve Day	Paid Holiday
Saturday	January	1,	2022	New year's Day	Paid Holiday
Sunday	April	17,	2022	Easter Sunday	Library Closed
Sunday	May	29,	2022	Memorial Day Sunday	Library Closed
Monday	May	30,	2022	Memorial Day	Paid Holiday
Thursday	June	16,	2022	Liberty Festival	Close at 6:00
Friday	June	17,	2022	Liberty Festival	Library Closed
Saturday	June	18,	2022	Liberty Festival	Library Closed
Sunday	July	3,	2022	Independence Sunday	Library Closure
Monday	July	4,	2022	Independence Day	Paid Holiday
Sunday	September	4,	2022	Labor Day Sunday	Library Closed
Monday	September	5,	2022	Labor Day	Paid Holiday
Friday	November	11,	2022	Staff Inservice (Veterans Day)	Library Closed to public
Thursday	November	24,	2022	Thanksgiving Day	Paid Holiday
Friday	November	25,	2022	Thanksgiving Friday	Library Closed
Saturday	December	24,	2022	Christmas Eve Day	Paid Holiday
Sunday	December	25,	2022	Christmas Day	Paid Holiday
Saturday	December	31,	2022	New Year's Eve Day	Paid Holiday
Sunday	January	1,	2023	New Year's Day	Paid Holiday

Canton Public Library

Budget Amendment Summary - 2021 - 3rd Quarter

PROPOSED: 10/21/2021

GL Account # - Name GL Sub Account # - Name / Explanation	Sub Account Detail	Increase (Decrease)	Original \$	Amended \$	Note: to/from Acct #
REVENUE					
101-000.00-401.00 (403) - PROPERTY TAXES		2,769	6,439,140	6,441,909	
increase to recognize income collected in excess of budgeted amount					
101-000.00-539.00 (566) - STATE AID TO LIBRARIES		29,457	48,750	78,207	
increase to recognize income collected in excess of budgeted amount					
101-000.00-656.00 (656) - PENAL FINES		9,090	45,750	54,840	
increase to recognize income collected in excess of budgeted amount					
101-000.00-675.00 - OTHER REVENUE (670 - MISC & CONTRIBUTIONS)		5,900	12,600	18,500	
increase to recognize income collected in excess of budgeted amount; Friends' programming support					
TOTAL REVENUE	47,216	47,216	-	47,216	
EXPENDITURE					
101-730.00-715.00 (715) - FRINGE BENEFITS		525,000	626,500	1,151,500	
to cover Board-approved additional contribution to bring us to 100% funded as of our 12/31/2020 valuation report					
TOTAL EXPENSE	525,000	525,000	-	525,000	
Net Change in Fund Balance		\$ (477,784)			

Canton Public Library

2021 Proposed 3rd Quarter Budget Amendment (Motion 21/10-21-1)

QuickBooks Acct # / Description	BS&A Acct #	BS&A Acct Description	Approved 2021 Budget 2nd Qtrr Amendment	Proposed 2021 Budget 3rd Qtrr Amendment
<b>Income</b>				
738-403 · Property Taxes	101-000.00-401.00	Property Taxes	\$ 6,439,140	\$ 6,441,909
NEW ACCOUNT	101-000.00-573.00	Local Community Stabilization Share		
738-566 · State Aid to Libraries	101-000.00-539.00	State Aid to Libraries	48,750	78,207
738-613 · Photocopy Fees	101-000.00-602.00	Photocopy Fees	16,000	16,000
738-615 · Replacement - Books/ AV	101-000.00-615.00	Replacement-Library Materials	6,000	6,000
738-656 · Penal Fines	101-000.00-656.00	Penal Fines	45,750	54,840
738-664 · Overdue Fines	101-000.00-658.00	Overdue Fines	18,000	18,000
738-670 · Misc & Contributions	101-000.00-675.00	Other Revenue	12,600	18,500
738-671 · Interest Income	101-000.00-665.00	Interest Income	130	130
738-676 · Vending Commission	101-000.00-668.00	Commission	6,000	6,000
738-677 · Meeting Room Rental	101-000.00-651.00	Meeting Room Rental	500	500
<b>Total Income</b>			<b>6,592,870</b>	<b>6,640,086</b>
<b>Expense</b>				
738-693 · Endowment Transfers	101-790.00-995.00	Endowment Transfers	\$ 500	\$ 500
738-702 · Salaries & Wages	101-790.00-702.00	Salaries & Wages	2,975,000	2,975,000
738-715 · Fringe Benefits	101-790.00-715.00	Fringe Benefits	626,500	1,151,500
738-722 · Supplies	101-790.00-726.00	Supplies	162,450	162,450
738-740 · Library Materials	101-790.00-730.00	Library Materials	951,144	951,144
738-749 · Staff Book Account	101-790.00-729.00	Staff Book Account	-	-
738-801 · Professional & Contractual	101-790.00-801.00	Professional & Contractual	416,430	416,430
738-850 · Communications	101-790.00-850.00	Communications	32,700	32,700
738-860 · Travel	101-790.00-860.00	Conferences and Travel	41,650	41,650
738-880 · Community Promotion	101-790.00-880.00	Community Promotion	26,200	26,200
738-900 · Printing	101-790.00-900.00	Printing	52,900	52,900
738-910 · Insurance	101-790.00-969.00	Insurance	62,479	62,479
738-920 · Utilities	101-790.00-920.00	Utilities	203,000	203,000
738-930 · Maintenance & Repairs	101-790.00-930.00	Maintenance & Repairs	242,950	242,950
738-940 · Rentals/Leases	101-790.00-940.00	Rentals/Leases	17,400	17,400
738-976 · Building Improvements	101-790.00-976.00	Building Improvements	8,500	8,500
738-977 · Capital Outlay	101-790.00-970.00	Capital Outlay	1,504,600	1,504,600
738-996 · Property Tax Refunds	101-790.00-998.00	Property Tax Refunds	2,500	2,500
<b>Total Expense</b>			<b>\$ 7,326,903</b>	<b>\$ 7,851,903</b>
<b>Net Change in Fund Balance</b>			<b>(734,033)</b>	<b>(1,211,817)</b>
<b>Fund Balance - Beginning of year</b>			<b>\$ 4,337,698</b>	<b>\$ 4,337,698</b>
<b>Fund Balance - End of year</b>			<b>\$ 3,603,665</b>	<b>\$ 3,125,881</b>