



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

1	General Meeting Agenda – September 16, 2021
2	General Meeting Minutes – 8/19/2021
	Financial Statements
3	Comparative Balance Sheet August 2021
4	Profit & Loss – Summary August 2021
5	Profit & Loss – Detail August 2021
6	Check Register August 2021
7	Director’s Report
8	Proposed 2022 Schedule of Board Meetings and Library Closures



**Library Board of Trustees  
Meeting Agenda**

**CANTON PUBLIC LIBRARY  
BOARD OF TRUSTEES – GENERAL MEETING  
September 16, 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 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 21/9-16-1	<ul style="list-style-type: none"> <li>• Additional 2021 Payment to MERS</li> </ul>	
<b>New Business</b> Discussion Item	<ul style="list-style-type: none"> <li>• 2022 Schedule of Board Meetings and Library Closures (1<sup>st</sup> reading)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> <li>• Adjourn</li> </ul>	



## Canton Public Library Board of Trustees General Meeting Minutes

**August 19, 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, K. Gladden

**CALL TO AUDIENCE** (D. Ewick, M. Nicholson, R. Noble) – None

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

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

The minutes were accepted by unanimous consent.

**COMMUNICATIONS** — None

### **DIRECTOR'S REPORT**

Director Eva Davis introduced Information Services Department Head Dave Ewick, in his first in-person board meeting.

Davis pointed out that the July check register reflected that the library has made total repayment to the Internal Revenue Service of the credits that had been taken erroneously in 2020.

The contract with e-audiobook provider cloudLibrary will not be renewed. As of September 30, all e-audiobooks will be provided by Overdrive through their Libby application. Content already purchased from cloudLibrary will be moved to Libby.

Free domestic faxing services will soon be available on the two printer/copiers in the Self Service area and the contract with FAX24 will not be renewed. International faxing will not be an option but the Reference Desk will keep a list of places where patrons may send faxes to international destinations.

Davis thanked Information Technology Department Head Rudie Noble for his research to find vendors from whom to solicit proposals for a new RFID system.

A sneak preview of the library's new website is upcoming at the September or October board meeting; it is on track for a public debut at the end of November.

If any trustees are interested in attending the Michigan Library Association's virtual Annual Conference, they should let Davis know by August 30.

The board unanimously agreed to have a single Board email contact listed on the website. While all trustees will have access to the emails received, it will be up to the Chair (or, in relevant context, the Director) to respond.

The library is 58% of the way through fiscal 2021 as of July 31st. The financials are in good shape and proceeding as expected.

**TRUSTEE COMMENTS** — None

**COMMITTEE REPORTS** — None

### **UNFINISHED BUSINESS & GENERAL ORDERS**

***Masking for Employees*** — Davis referenced Programming Librarian Nichole Welz' proposal for altering the indoor masking mandate for library employees. The proposal requests that librarians who wish to do so be allowed to unmask (while social distancing) when presenting programs indoors. They would be required to wear the mask before and after their presentation, as well as to present prior proof of vaccination. No librarian would be required to remove their mask.

Davis said that with the rescission of the MDHHS orders and OSHA's relative silence on the subject, the board can generally make any decision they like on this topic. Only a few librarians have currently expressed a desire to use this option, but a number of them would like to have it, nonetheless. Wireless microphones are available for use during programs, so any librarian preferring to retain their mask can still be heard by all program attendees.

Board members empathized with the librarians' desire to present a successful program while remaining safe, and indicated their belief that library staff has generally exercised caution throughout the pandemic. The board agreed to allow the librarians to exercise choice in determining whether to unmask during a program, under the conditions presented in the proposal.

Given recent changes to the CDC vaccine dosage recommendations, the board asked that the proposal reflect that staff must present proof of vaccination "that meets current CDC guidelines." Davis will implement the proposal as amended to reflect the changes requested by the board.

***2022 Budget Discussion — 2nd Draft of 2022 Budget and 2023-2024 Projections*** — The only change to the budget from the first draft presented to the board in July was the incorporation of the proposed Michigan Employees' Retirement System (MERS) contribution.

### **NEW BUSINESS**

***Options for MERS Overfunding*** — Board Chair Nancy Eggenberger said that she had been frustrated in the past when the library carried too large of a Fund Balance. While much of that balance has been spent down with capital improvement projects and now must be built back, she is comfortable with the Administration's recommendation to accomplish the MERS overfunding goal within five years. The rest of the trustees were in agreement.

Davis will bring the fund balance transfer request to satisfy the current unfunded accrued liability as of December 31, 2020 for the board's vote at the September or October meeting

***Approve September 1<sup>st</sup> Library Closure for HVAC Units Installation*** — J. Lee moved and C. Spas supported a motion to approve the September 1, 2021 closure, with September 2 as a backup date.

**The motion passed unanimously 21/8-19-1**

**CALL TO AUDIENCE** – None

**ADJOURN**

The meeting was adjourned at 8:07 PM.

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Amy Watts, Secretary-Treasurer

3:09 PM  
 09/08/21  
 Accrual Basis

Canton Public Library  
**Balance Sheet**  
 As of August 31, 2021

	<u>Jul 31, 21</u>	<u>Aug 31, 21</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	6,739,523.54	6,337,225.16
000-013 · JPMorgan Chase- Credit Card	6,139.00	7,909.47
000-014 · Medical Reimbsmt (BasicFlex)	13,330.72	13,813.18
000-016 · Chase - High Yield Savings	997,743.98	997,752.33
Total Checking/Savings	<u>7,756,737.24</u>	<u>7,356,700.14</u>
Total Current Assets	<u>7,756,737.24</u>	<u>7,356,700.14</u>
<b>TOTAL ASSETS</b>	<u><u>7,756,737.24</u></u>	<u><u>7,356,700.14</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	59,373.77	50,934.71
Total Accounts Payable	<u>59,373.77</u>	<u>50,934.71</u>
Credit Cards		
000-208 · Chase - Visa 3651	3,102.25	9,456.37
000-209 · Home Depot Credit Card	49.99	101.39
Total Credit Cards	<u>3,152.24</u>	<u>9,557.76</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	6,892.07	6,600.13
229e · Misc. Grants & Donations	1,858.71	1,858.71
Total 000-229 · Grants/Donations-Restricted Use	<u>8,750.78</u>	<u>8,458.84</u>
000-237 · Medical Saving Deduction MedFSA	5,003.32	5,485.78
Total Other Current Liabilities	<u>13,754.10</u>	<u>13,944.62</u>
Total Current Liabilities	<u>76,280.11</u>	<u>74,437.09</u>
Total Liabilities	76,280.11	74,437.09
Equity		
000-390 · General Fund Balance	4,337,699.10	4,337,699.10
Net Income	3,342,758.03	2,944,563.95
Total Equity	<u>7,680,457.13</u>	<u>7,282,263.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,756,737.24</u></u>	<u><u>7,356,700.14</u></u>

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

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
738-403 · Property Taxes	6,439,696.43	6,439,140.00	556.43	100.01%
738-566 · State Aid to Libraries	78,207.02	48,750.00	29,457.02	160.43%
738-613 · Photocopy Fees	12,086.40	16,000.00	-3,913.60	75.54%
738-615 · Replacement - Books/ AV	4,624.46	6,000.00	-1,375.54	77.07%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	13,921.65	18,000.00	-4,078.35	77.34%
738-670 · Misc & Contributions	18,152.10	12,600.00	5,552.10	144.06%
738-671 · Interest Income	97.83	130.00	-32.17	75.25%
738-676 · Vending Commission	1,425.84	6,000.00	-4,574.16	23.76%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
<b>Total Income</b>	<u>6,568,211.73</u>	<u>6,592,870.00</u>	<u>-24,658.27</u>	<u>99.63%</u>
<b>Gross Profit</b>	6,568,211.73	6,592,870.00	-24,658.27	99.63%
<b>Expense</b>				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.00%
738-702 · Salaries & Wages	1,708,726.01	2,975,000.00	-1,266,273.99	57.44%
738-715 · Fringe Benefits	434,315.39	626,500.00	-192,184.61	69.32%
738-722 · Supplies	31,121.48	162,450.00	-131,328.52	19.16%
738-740 · Library Materials	598,869.05	951,144.00	-352,274.95	62.96%
738-801 · Professional & Contractual	271,477.44	416,430.00	-144,952.56	65.19%
738-850 · Communications	13,696.89	32,700.00	-19,003.11	41.89%
738-860 · Travel	4,390.00	41,650.00	-37,260.00	10.54%
738-880 · Community Promotion	3,815.45	26,200.00	-22,384.55	14.56%
738-900 · Printing	28,992.75	52,900.00	-23,907.25	54.81%
738-910 · Insurance	59,516.00	62,479.00	-2,963.00	95.26%
738-920 · Utilities	97,626.09	203,000.00	-105,373.91	48.09%
738-930 · Maintenance & Repairs	113,453.58	242,950.00	-129,496.42	46.70%
738-940 · Rentals/Leases	5,031.10	17,400.00	-12,368.90	28.91%
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.00%
738-977 · Capital Outlay	251,329.20	1,504,600.00	-1,253,270.80	16.70%
738-996 · Property Tax Refunds	1,137.35	2,500.00	-1,362.65	45.49%
<b>Total Expense</b>	<u>3,623,647.78</u>	<u>7,326,903.00</u>	<u>-3,703,255.22</u>	<u>49.46%</u>
<b>Net Change in Fund Balance</b>	2,944,563.95	-734,033.00	3,678,596.95	-401.15%
<b>Fund Balance - Beginning of year</b>	4,337,698.00	4,337,698.00		
<b>Fund Balance - End of year</b>	<u>7,282,261.95</u>	<u>3,603,665.00</u>		

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

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
738-403 · Property Taxes	6,439,696.43	6,439,140.00	556.43	100.01%
738-566 · State Aid to Libraries	78,207.02	48,750.00	29,457.02	160.43%
738-613 · Photocopy Fees	12,086.40	16,000.00	-3,913.60	75.54%
738-615 · Replacement - Books/ AV	4,624.46	6,000.00	-1,375.54	77.07%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	13,921.65	18,000.00	-4,078.35	77.34%
738-670 · Misc & Contributions	18,152.10	12,600.00	5,552.10	144.06%
738-671 · Interest Income				
671g · Interest Income General	97.83	130.00	-32.17	75.25%
Total 738-671 · Interest Income	97.83	130.00	-32.17	75.25%
738-676 · Vending Commission	1,425.84	6,000.00	-4,574.16	23.76%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
<b>Total Income</b>	<b>6,568,211.73</b>	<b>6,592,870.00</b>	<b>-24,658.27</b>	<b>99.63%</b>
<b>Gross Profit</b>	<b>6,568,211.73</b>	<b>6,592,870.00</b>	<b>-24,658.27</b>	<b>99.63%</b>
<b>Expense</b>				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.00%
738-702 · Salaries & Wages	1,708,726.01	2,975,000.00	-1,266,273.99	57.44%
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	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	11,411.80	21,400.00	-9,988.20	53.33%
716m · Medical (BCN)	135,043.90	195,000.00	-59,956.10	69.25%
Total 738-716 · Medical/Dental	146,455.70	220,000.00	-73,544.30	66.57%
738-717 · Life Ins / Disability	10,826.02	15,500.00	-4,673.98	69.85%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	2,635.65	7,000.00	-4,364.35	37.65%
738-720 · FICA / MC Taxes	132,934.18	228,000.00	-95,065.82	58.30%
738-721 · Retirement DC Plan (401a)	15,208.17	28,000.00	-12,791.83	54.32%
Total 738-715 · Fringe Benefits	434,315.39	626,500.00	-192,184.61	69.32%
738-722 · Supplies				
722t · Technology Supplies	4,641.53	23,200.00	-18,558.47	20.01%
738-727 · Office Supplies				
727a · General Office Supplies	2,871.89	8,500.00	-5,628.11	33.79%
727b · Printing & Copying Supplies	1,164.78	4,000.00	-2,835.22	29.12%
Total 738-727 · Office Supplies	4,036.67	12,500.00	-8,463.33	32.29%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	86.46	6,000.00	-5,913.54	1.44%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	4,229.27	15,015.00	-10,785.73	28.17%
725b · Tech Processing Supplies	3,726.75	20,000.00	-16,273.25	18.63%
Total 738-725 · Proc Library Supplies	7,956.02	35,015.00	-27,058.98	22.72%
738-726 · Community Relations Supplies	345.72	1,000.00	-654.28	34.57%
738-729 · Building Supplies	5,643.33	21,000.00	-15,356.67	26.87%
738-728 · Library Supplies- General - Other	4,305.69	12,000.00	-7,694.31	35.88%
Total 738-728 · Library Supplies- General	18,337.22	75,015.00	-56,677.78	24.45%
738-730 · Postage				
730b · Postage - Info Services	1,171.45	5,000.00	-3,828.55	23.43%
730c · Postage - Circulation Services	14.28	150.00	-135.72	9.52%



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

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
730j · Postage - Business Services	-1,056.44	2,825.00	-3,881.44	-37.40%
730m · Postage - Community Relations	284.15	29,260.00	-28,975.85	0.97%
Total 738-730 · Postage	413.44	37,235.00	-36,821.56	1.11%
738-732 · Janitorial Supplies	3,692.62	14,500.00	-10,807.38	25.47%
Total 738-722 · Supplies	31,121.48	162,450.00	-131,328.52	19.16%
738-740 · Library Materials				
738-741 · Books	158,634.25	237,314.00	-78,679.75	66.85%
738-744 · AV (Media)	60,973.58	111,000.00	-50,026.42	54.93%
738-747 · Services, Subscrip & Pre-proc	379,261.22	602,830.00	-223,568.78	62.91%
Total 738-740 · Library Materials	598,869.05	951,144.00	-352,274.95	62.96%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	645.22	5,000.00	-4,354.78	12.90%
738-733 · Bank Fees				
733g · Bank Fees General	0.00	1,000.00	-1,000.00	0.00%
Total 738-733 · Bank Fees	0.00	1,000.00	-1,000.00	0.00%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	162,721.11	198,000.00	-35,278.89	82.18%
808tp · Online Info - Tech Processing	16,701.98	30,800.00	-14,098.02	54.23%
Total 738-808 · Information Technology	179,423.09	228,800.00	-49,376.91	78.42%
738-809 · Programming-Community Relations				
809d · Community Programming	15,627.18	32,000.00	-16,372.82	48.84%
Total 738-809 · Programming-Community Relations	15,627.18	32,000.00	-16,372.82	48.84%
738-810 · Other Professional Services				
810a · Payroll	8,827.91	15,000.00	-6,172.09	58.85%
810b · Professional Services-Circ Srv	89.70	9,250.00	-9,160.30	0.97%
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	38,267.59	79,200.00	-40,932.41	48.32%
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	841.42	1,000.00	-158.58	84.14%
814e · Membership Dues - Info Tech	189.00	1,400.00	-1,211.00	13.50%
814j · Membership Dues - Business Srv	704.00	1,500.00	-796.00	46.93%
814k · Membership Dues - Miscellaneous	8,884.32	9,900.00	-1,015.68	89.74%
814m · Membership Dues - Community Rel	191.25	930.00	-738.75	20.57%
Total 738-814 · Membership Dues	12,620.86	18,630.00	-6,009.14	67.75%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	600.00	10,000.00	-9,400.00	6.00%
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	0.00%
815t · Online Training Services - IT	5,064.50	5,800.00	-735.50	87.32%
Total 738-815 · Staff Inservice	7,514.50	24,125.00	-16,610.50	31.15%
Total 738-801 · Professional & Contractual	271,477.44	416,430.00	-144,952.56	65.19%
738-850 · Communications	13,696.89	32,700.00	-19,003.11	41.89%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	0.00	3,000.00	-3,000.00	0.00%
861b · Conferences - Info. Services	828.00	6,200.00	-5,372.00	13.36%

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

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
861d · Conferences - Circ Serv.	1,142.00	4,500.00	-3,358.00	25.38%
861f · Conferences - Trustees	0.00	1,000.00	-1,000.00	0.00%
861g · Leadership Canton	0.00	1,600.00	-1,600.00	0.00%
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	15.00%
861m · Conferences-Community Relations	1,427.00	3,000.00	-1,573.00	47.57%
<b>Total 738-861 · Conferences (Incl.Registration)</b>	<b>4,362.00</b>	<b>31,700.00</b>	<b>-27,338.00</b>	<b>13.76%</b>
738-865 · Mileage / Misc.				
865a · Mileage - Director	0.00	2,500.00	-2,500.00	0.00%
865b · Mileage - Information Services	0.00	2,250.00	-2,250.00	0.00%
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	0.00%
865f · Mileage - Business Services	0.00	2,000.00	-2,000.00	0.00%
865m · Mileage - Community Relations	20.16	900.00	-879.84	2.24%
<b>Total 738-865 · Mileage / Misc.</b>	<b>28.00</b>	<b>9,950.00</b>	<b>-9,922.00</b>	<b>0.28%</b>
<b>Total 738-860 · Travel</b>	<b>4,390.00</b>	<b>41,650.00</b>	<b>-37,260.00</b>	<b>10.54%</b>
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	0.00%
<b>Total 738-880 · Community Promotion</b>	<b>3,815.45</b>	<b>26,200.00</b>	<b>-22,384.55</b>	<b>14.56%</b>
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	28,519.75	51,200.00	-22,680.25	55.70%
901e · Misc. Printing & Publishing	473.00	1,200.00	-727.00	39.42%
<b>Total 738-901 · Printing &amp; Publishing</b>	<b>28,992.75</b>	<b>52,400.00</b>	<b>-23,407.25</b>	<b>55.33%</b>
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
<b>Total 738-900 · Printing</b>	<b>28,992.75</b>	<b>52,900.00</b>	<b>-23,907.25</b>	<b>54.81%</b>
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%
<b>Total 738-910 · Insurance</b>	<b>59,516.00</b>	<b>62,479.00</b>	<b>-2,963.00</b>	<b>95.26%</b>
738-920 · Utilities				
738-921 · Electricity	87,231.10	150,000.00	-62,768.90	58.15%
738-922 · Gas	5,296.42	33,000.00	-27,703.58	16.05%
738-923 · Water	5,098.57	20,000.00	-14,901.43	25.49%
<b>Total 738-920 · Utilities</b>	<b>97,626.09</b>	<b>203,000.00</b>	<b>-105,373.91</b>	<b>48.09%</b>
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	45,692.34	92,000.00	-46,307.66	49.67%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	27,758.30	41,500.00	-13,741.70	66.89%
932b · Lawn & Grounds Maintenance	19,644.57	41,450.00	-21,805.43	47.39%
<b>Total 738-932 · Lawn &amp; Grounds Maintenance</b>	<b>47,402.87</b>	<b>82,950.00</b>	<b>-35,547.13</b>	<b>57.15%</b>
738-933 · Building Security	3,846.96	6,700.00	-2,853.04	57.42%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,315.84	3,000.00	-1,684.16	43.86%
934c · Misc. Contracts & Inspections	9,277.25	12,900.00	-3,622.75	71.92%
934g · HVAC Maintenance Contracts	721.00	16,500.00	-15,779.00	4.37%
<b>Total 738-934 · Library Equip &amp; Misc Contracts</b>	<b>11,314.09</b>	<b>32,400.00</b>	<b>-21,085.91</b>	<b>34.92%</b>
738-935 · Office Equip Maint Contracts	720.69	900.00	-179.31	80.08%

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

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	113,453.58	242,950.00	-129,496.42	46.70%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	3,711.25	15,400.00	-11,688.75	24.10%
942 · Postage Meter - Pitney Bowes - Other	1,319.85	2,000.00	-680.15	65.99%
Total 942 · Postage Meter - Pitney Bowes	5,031.10	17,400.00	-12,368.90	28.91%
Total 738-940 · Rentals/Leases	5,031.10	17,400.00	-12,368.90	28.91%
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.00%
738-977 · Capital Outlay				
977g · Capital Outlay - General	178,044.20	1,089,500.00	-911,455.80	16.34%
977t · Capital Outlay - Technology	73,285.00	415,100.00	-341,815.00	17.66%
Total 738-977 · Capital Outlay	251,329.20	1,504,600.00	-1,253,270.80	16.70%
738-996 · Property Tax Refunds	1,137.35	2,500.00	-1,362.65	45.49%
Total Expense	3,623,647.78	7,326,903.00	-3,703,255.22	49.46%
Net Change in Fund Balance	2,944,563.95	-734,033.00	3,678,596.95	-401.15%
Fund Balance - Beginning of year	4,337,698.00	4,337,698.00		
Fund Balance - End of year	<u>7,282,261.95</u>	<u>3,603,665.00</u>		

Canton Public Library  
Transactions by Account

As of August 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						6,739,523.54
General Journal	08/04/2021	1806	Paylocity Direct Deposits	Direct Deposits	-78,061.73	6,661,461.81
General Journal	08/04/2021	1806	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-29,569.81	6,631,892.00
Check	08/04/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 08/	-231.60	6,631,660.40
Transfer	08/04/2021			Funds Transfer - Payroll Date 08/04/2021	-1,059.22	6,630,601.18
Check	08/04/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-1,091.35	6,629,509.83
Check	08/04/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-325.00	6,629,184.83
Check	08/04/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,722.50	6,623,462.33
Bill Pmt -Check	08/05/2021	52161	T-Mobile	Mobile internet charges 06/21/2021 - 07,	-92.73	6,623,369.60
Check	08/05/2021	52162	Home Depot	July Statement	-49.99	6,623,319.61
Check	08/06/2021	EFT	JPMorgan Chase	JPMC endorsement stamp for bank depo	-25.00	6,623,294.61
Check	08/06/2021	EFT	JPMorgan Chase	Bank deposit bags - small (10-15) (100)	-25.00	6,623,269.61
Deposit	08/09/2021			Deposit	40,834.69	6,664,104.30
Bill Pmt -Check	08/12/2021	52163	KVC Ice Cream	VOID: Deposit for ice cream & cart rental	0.00	6,664,104.30
Bill Pmt -Check	08/12/2021	52164	Miscellaneous Vendor	Cookies for staff treat	-22.50	6,664,081.80
Bill Pmt -Check	08/12/2021	52165	Miscellaneous Vendor-Programming	2 or 3 face painters for Final Party 08/14/	-150.00	6,663,931.80
Check	08/12/2021	52166	Chase Visa	Visa statement 8/02/2021	-3,742.40	6,660,189.40
Bill Pmt -Check	08/12/2021	52167	Miscellaneous Vendor-Programming	Candy Bandits LLC: Live music for Final Pe	-750.00	6,659,439.40
Bill Pmt -Check	08/12/2021	52168	A.M. Best Company, Inc.	008178300	-205.25	6,659,234.15
Bill Pmt -Check	08/12/2021	52169	Allied Communication		-297.25	6,658,936.90
Bill Pmt -Check	08/12/2021	52170	AmazonBusiness	A265GG3U5ZD0HS	-1,487.47	6,657,449.43
Bill Pmt -Check	08/12/2021	52171	Ann Arbor Cleaning Supply Co.	KC 1005 1000' roll twl 6/cs (1)...43x48 22	-781.55	6,656,667.88
Bill Pmt -Check	08/12/2021	52172	Arrow Office Supply	Hanging folders...copier paper	-399.27	6,656,268.61
Bill Pmt -Check	08/12/2021	52173	Baker & Taylor (114)	L4271142	-9.99	6,656,258.62
Bill Pmt -Check	08/12/2021	52174	Baker & Taylor (180)	L438180	-273.30	6,655,985.32
Bill Pmt -Check	08/12/2021	52175	Baker & Taylor (510)	L417510	-10,435.47	6,645,549.85
Bill Pmt -Check	08/12/2021	52176	Baker & Taylor (520)	L417520	-750.43	6,644,799.42
Bill Pmt -Check	08/12/2021	52177	Baker & Taylor (530)	L417530	-8,369.30	6,636,430.12
Bill Pmt -Check	08/12/2021	52178	Baker & Taylor (583)	L521583	-131.93	6,636,298.19
Bill Pmt -Check	08/12/2021	52179	Baker & Taylor (787)	L4247872	-74.81	6,636,223.38
Bill Pmt -Check	08/12/2021	52180	BarcodesInc	3 1/2 x 220 Thermal BPA free 50 rolls per	-75.14	6,636,148.24
Bill Pmt -Check	08/12/2021	52181	Canton Township - Benefits	Dental ASO/Subscriber fees	-4,900.90	6,631,247.34
Bill Pmt -Check	08/12/2021	52182	Canton Township - Water Dept.	Water & sewer 04/29/2021 - 07/01/2021	-4,136.54	6,627,110.80
Bill Pmt -Check	08/12/2021	52183	CDW-G	3280777	-1,425.00	6,625,685.80
Bill Pmt -Check	08/12/2021	52184	Cengage Learning Inc / Gale	149473	-284.70	6,625,401.10
Bill Pmt -Check	08/12/2021	52185	Clear Rate Communications	4893421	-694.78	6,624,706.32
Bill Pmt -Check	08/12/2021	52186	Crimson Multimedia Distribution, Inc.		-1,218.73	6,623,487.59
Bill Pmt -Check	08/12/2021	52187	D.K. Agencies (P) LTD.		-3,100.00	6,620,387.59

Canton Public Library  
 Transactions by Account

As of August 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/12/2021	52188	Everyday Edibles	Staff picnic: potato salad/coleslaw/veget:	-325.00	6,620,062.59
Bill Pmt -Check	08/12/2021	52189	Foster, Swift, Collins & Smith	Conference call regarding patron issue	-63.00	6,619,999.59
Bill Pmt -Check	08/12/2021	52190	Integrity Business Solutions	First Aid eyewash...8" shears	-39.59	6,619,960.00
Bill Pmt -Check	08/12/2021	52191	Konica Minolta Business Solutions		-779.78	6,619,180.22
Bill Pmt -Check	08/12/2021	52192	KVC Ice Cream	Ice cream & cart for final party 08/14/20:	-681.00	6,618,499.22
Bill Pmt -Check	08/12/2021	52193	McHugh, Deborah	Vision claim reimbursement K. McHugh	-79.65	6,618,419.57
Bill Pmt -Check	08/12/2021	52194	Midwest Tape		-4,524.18	6,613,895.39
Bill Pmt -Check	08/12/2021	52195	NorthStar Mat Service	Contractual mat service	-57.48	6,613,837.91
Bill Pmt -Check	08/12/2021	52196	OverDrive, Inc.	0721-1001	-9,654.02	6,604,183.89
Bill Pmt -Check	08/12/2021	52197	Pro Quest LLC	Music Online: Listening Subscription 12/C	-840.40	6,603,343.49
Bill Pmt -Check	08/12/2021	52198	Rowman & Littlefield Publishing Group	0000876216	-168.57	6,603,174.92
Bill Pmt -Check	08/12/2021	52199	Service Express Inc.	Dell 2TB 7.2K disk SATA-600 3.5in (SGT)	-99.00	6,603,075.92
Bill Pmt -Check	08/12/2021	52200	Sonitrol Great Lakes	Service call for board failure	-215.00	6,602,860.92
Bill Pmt -Check	08/12/2021	52201	West Group Payment Center	West Complete Library Sub 08/01/2021 -	-138.00	6,602,722.92
Bill Pmt -Check	08/12/2021	52203	DTE Energy	1893-232-0001-5	-12,520.98	6,590,201.94
Bill Pmt -Check	08/12/2021	52204	Miscellaneous Vendor-Programming	Carousel Acres: Live petting zoo for Final	-425.00	6,589,776.94
Bill Pmt -Check	08/18/2021	52202	Miscellaneous Vendor	Steve Kays: Longevity Award - 5 Year	-50.00	6,589,726.94
General Journal	08/18/2021	1807	Paylocity Direct Deposits	Direct Deposits	-78,757.61	6,510,969.33
General Journal	08/18/2021	1807	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-29,255.05	6,481,714.28
Check	08/18/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 08/	-832.48	6,480,881.80
Transfer	08/18/2021			Funds Transfer - Payroll Date 08/18/2021	-1,059.22	6,479,822.58
Check	08/18/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-1,091.35	6,478,731.23
Check	08/18/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,972.50	6,472,758.73
Check	08/18/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-325.00	6,472,433.73
Deposit	08/23/2021			Deposit	1,310.45	6,473,744.18
Bill Pmt -Check	08/26/2021	52205	AmazonBusiness	A265GG3U5ZD0HS	-1,406.27	6,472,337.91
Bill Pmt -Check	08/26/2021	52206	AT&T Mobility (Cingular Wireless)	831922095	-183.29	6,472,154.62
Bill Pmt -Check	08/26/2021	52207	Baker & Taylor (180)	L438180	-37.15	6,472,117.47
Bill Pmt -Check	08/26/2021	52208	Baker & Taylor (510)	L417510	-2,738.59	6,469,378.88
Bill Pmt -Check	08/26/2021	52209	Baker & Taylor (520)	L417520	-405.87	6,468,973.01
Bill Pmt -Check	08/26/2021	52210	Baker & Taylor (530)	L417530	-3,996.66	6,464,976.35
Bill Pmt -Check	08/26/2021	52211	Baker & Taylor (854)	L517854	-462.80	6,464,513.55
Bill Pmt -Check	08/26/2021	52212	bibliotheca, LLC.		-3,746.99	6,460,766.56
Bill Pmt -Check	08/26/2021	52213	Blue Care Network	Coverage 09/01/2021 - 09/30/2021	-23,470.21	6,437,296.35
Bill Pmt -Check	08/26/2021	52214	Brodart Co.	219992	-71.69	6,437,224.66
Bill Pmt -Check	08/26/2021	52215	BS&A Software	2nd payment for financial software conv	-8,275.00	6,428,949.66
Bill Pmt -Check	08/26/2021	52216	Comic City	Comics: 16 teen 10 juvenile	-110.74	6,428,838.92
Bill Pmt -Check	08/26/2021	52217	ControlScan, Inc	Annual support for PCI 1-2-3 Solution 08/	-249.00	6,428,589.92

Canton Public Library  
 Transactions by Account

As of August 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/26/2021	52218	Demco, Inc.	Multi-disc DVD albums 1 cap black (200).	-563.57	6,428,026.35
Bill Pmt -Check	08/26/2021	52219	Detroit Legal News	Subscription renewal 08/17/2021 - 08/17	-80.00	6,427,946.35
Bill Pmt -Check	08/26/2021	52220	Detroit News	DN0021146	-313.08	6,427,633.27
Bill Pmt -Check	08/26/2021	52221	Dunn Rite Maintenance	Janitorial service for August	-5,200.00	6,422,433.27
Bill Pmt -Check	08/26/2021	52222	Ehrlich	14383673	-465.00	6,421,968.27
Bill Pmt -Check	08/26/2021	52223	Findaway World, LLC		-1,790.66	6,420,177.61
Bill Pmt -Check	08/26/2021	52224	Foster, Swift, Collins & Smith		-126.00	6,420,051.61
Bill Pmt -Check	08/26/2021	52225	Gladden, Kathleen	Vision claim reimbursement: K. Gladden	-200.00	6,419,851.61
Bill Pmt -Check	08/26/2021	52226	Grainger	Battery - 6V sealed lead acid for emergen	-44.95	6,419,806.66
Bill Pmt -Check	08/26/2021	52227	Integrity Business Solutions	Post-it flags, index, durable, pnk/grn/orn	-19.71	6,419,786.95
Bill Pmt -Check	08/26/2021	52228	Katherine's Catering, Inc.	Luncheon catering for staff in service 11/	-500.00	6,419,286.95
Bill Pmt -Check	08/26/2021	52229	Konica Minolta Business Solutions	Brother printer contract coverage 07/01/	-44.00	6,419,242.95
Bill Pmt -Check	08/26/2021	52230	Library Design Associates, Inc.		-2,300.00	6,416,942.95
Bill Pmt -Check	08/26/2021	52231	Miscellaneous Vendor-Programming	Steve Wachner: StrollingTrickster for fina	-400.00	6,416,542.95
Bill Pmt -Check	08/26/2021	52232	NorthStar Mat Service	Contractual mat service	-57.48	6,416,485.47
Bill Pmt -Check	08/26/2021	52233	Observer & Eccentric Newspapers	OC0007258	-244.20	6,416,241.27
Bill Pmt -Check	08/26/2021	52234	OCLC	36080	-660.72	6,415,580.55
Bill Pmt -Check	08/26/2021	52235	Office Depot	31909112	-52.80	6,415,527.75
Bill Pmt -Check	08/26/2021	52236	OverDrive, Inc.	0721-1001	-5,909.88	6,409,617.87
Bill Pmt -Check	08/26/2021	52237	Reliable Landscaping, Inc.		-1,460.00	6,408,157.87
Bill Pmt -Check	08/26/2021	52238	Sun Life Assurance Company of Canada	Monthly charges - September	-1,392.95	6,406,764.92
Bill Pmt -Check	08/26/2021	52239	Sustainable Energy Engineering	Paay App #001: RTUs & roof progress pay	-64,262.00	6,342,502.92
Bill Pmt -Check	08/26/2021	52240	TruGreen	Lawn fertilization 08/09/2021	-331.11	6,342,171.81
Bill Pmt -Check	08/26/2021	52241	Tsai Fong Books, Inc.		-582.97	6,341,588.84
Bill Pmt -Check	08/26/2021	52242	UPS	Outbound shipment to Vital Records Con	-4.21	6,341,584.63
Bill Pmt -Check	08/26/2021	52243	Visnaw, John III	Vision claim reimbursement J. Visnaw	-99.00	6,341,485.63
Bill Pmt -Check	08/26/2021	52244	VRC Companies, LLC	BIS Book Images...OCR	-262.87	6,341,222.76
Bill Pmt -Check	08/26/2021	52245	Welz, Nichole	Vision claim reimbursements	-269.00	6,340,953.76
Bill Pmt -Check	08/26/2021	52246	AFLAC	BCJ39	-73.68	6,340,880.08
Deposit	08/27/2021			Deposit	555.78	6,341,435.86
Check	08/31/2021	EFT	MERS - Pension	Employee Pension Deductions for the mc	-4,210.70	6,337,225.16
Total 000-004 · Chase - Checking					-402,298.38	6,337,225.16
TOTAL					-402,298.38	6,337,225.16

**Director's Report**  
**September 2021**

1. This month's meeting will be two meetings. The first is the 2022 Budget Hearing, where you will take any public comments, vote on the 2022 budget, and then vote on the millage rate. My thanks to Debbie McHugh for her work on the budget documents, which have minimal changes from your last review.

Once the budget hearing is adjourned, we will take a short break so that Kathie Gladden can get signatures from the relevant officers so that we can file these with the Township and the County and ensure that the library appears on the winter tax bills that will be mailed in December.

The regular meeting will then be called to order. Marian Nicholson has prepared a proposal based on your feedback last month to make an additional payment in 2021 to MERS to cover our unfunded actuarial accrued liability as of December 31, 2020. We ask for your approval of the expenditure at this month's meeting. We will then incorporate it into the 3<sup>rd</sup> Quarter Budget Amendment at the October meeting. At the December meeting, we will ask you to formally approve the fund balance transfer, if needed.

Last on your agenda this month is a first look at the 2022 Calendar of Board Meetings and Holiday Closures. Please compare this to your personal calendars to make sure there are no conflicts or questions, and we'll bring it back to you for approval next month.

2. The four old rooftop units were removed, and four new ones placed, on September 2. There was one complication, which was that the loaded truck transporting the crane and the weights that keep it balanced was on top of the storm drain in the middle of the loading dock area for a time as the truck slowly backed out, and the chimney portion of the drain collapsed under the weight. The contractor arranged for repair the next day, and the new masonry and concrete are almost cured and the barriers will be taken down September 10.

Interior work continues as of this writing, connecting each unit to our systems. The temperature in the building has been inconsistent while this work takes place, but will level out as everything is brought into balance. We did have an incident where a ceiling tile, wet from residual water after the lines were drained and disconnected, fell on a patron in the east stacks; it was a glancing blow and the patron said he was all right, refusing medical attention. The HVAC contractors inspected all ceiling tiles throughout the building and proactively removed some, placing basins to catch any further drips due to the disconnections.

3. In personnel news, please join me in saying farewell to Information Services Librarian Tara Scott after seven years with the library. Congratulations to Circulation Services Assistant Steve Kays, who received a Friends Educational Scholarship at the staff picnic to help fund his graduate studies at Wayne State University. Congratulations to Web Developer Courtney Luketich, who welcomed a baby girl on August 24.
4. Our migration from QuickBooks to our new financial software, BS&A, is going well. Our data was successfully copied to BS&A, relevant staff have received training, and we are actively using the software. For the remainder of the fiscal year, Debbie McHugh will be entering data in both systems—this ensures a complete fiscal year in QuickBooks to facilitate our annual audit, gives us continuity in the transition to

BS&A, gives all of us time to get used to the new system, and brings us into alignment with the new Chart of Accounts requirement from the State of Michigan. While it creates duplicative work for Debbie in the short-term, I very much appreciate her conservative approach to this system migration.

5. We currently have a patron survey in the field to gather feedback on 62 Days of Summer. After last summer's mostly-online program, this year was a welcome change. The Best Life Team, consisting of Laurie Golden, Alyssa Yavorenko, Brad Bachelor, Courtney Luketich, Denise Skopczynski, Erin Strand, Laura Fawcett, Michelle Neuwirth Gray, and Nichole Welz, spearheaded the planning, and every employee across the library contributed program ideas, blog posts, activity suggestions, Prize Patrols, scavenger hunts, displays, and numerous suggestions for a wonderful summer for our community.
6. My thanks to the library's Social Committee—chair Kathie Gladden, Amy Lee, Amy Viergutz, Dan Patton, Erin Strand, Kaitlyn Minshall, Kiri MacDonell, Pam Letts, and Perry Bryant, along with Grill Master Jim Laffey—for planning a wonderful staff picnic for us at the end of August. The time between the end of summer programming and the beginning of the school year is a time for us to take a breath, reflect on all of our hard work, and congratulate each other on a job well done. Huge thanks to the Friends of the Library for funding the picnic, and to the Johnsons, owners of the Rusty Nail, for donating the hot dogs.
7. The behind-the-scenes work on our new bibliocommons website and public catalog continues. The staff preview will launch September 20, and we plan to have a demo for the board at your October meeting. There will be a public preview in late October, which will include migration of program registrations to bibliocommons, rather than on our current drupal-based website; there will be links directing patrons to the new events registration process. We remain on-track for a full launch on November 29. My thanks to Kat Bounds for managing this project, with much gratitude for the heavy lifting these last few months in particular from Community Relations and Information Services to develop content.
8. On August 26, we welcomed a contingent from Ypsilanti District Library for a tour of our staff areas. They are considering the same furniture manufacturer, Trendway, that we used for our staff cubicles and furniture, and they asked to see it in-person.
9. I was once again invited by Professor Kristin Fontichiaro of the University of Michigan School of Information to make a presentation on library management to the Small & Rural Library Directors cohort. This is the second year of the cohort, which is a partnership between UMSI and the Library of Michigan via a federal grant from the Institute of Museum and Library Services to provide library management training to directors of smaller libraries in Michigan, many of which do not have the master's degree in library science. They were a good group with lots of questions, and while it was a virtual class, I think we had a good discussion.
10. We have ended our contract with Fax24, and the two printer/copier/scanner machines in the Self-Service Area are now also capable of faxing. Thanks to Rudie Noble, our telephone contract allows faxing in North America at no additional charge. We will no longer provide international faxing outside of North America; based on our usage statistics, this will not be an issue, but we do have a list of places in the community that provide international faxing to which we can refer anyone who asks.



11. On September 15 (which has not yet happened as of this writing), we will welcome Debbie Mikula, Executive Director of the Michigan Library Association, and her colleagues for a visit with me and tour of the library. Debbie has been the Executive Director for a couple of years now; the pandemic interrupted her plans to visit libraries throughout the state, but she's back on track now and eager to see our facility.
12. On September 24, Canton Leisure Services has let us know that they will be hosting a Picnic in Heritage Park from 5:00 to 9:00pm, with a fireworks display capping off an evening with live music and food trucks.
13. I informed you in the spring that I was asked by Police Chief Chad Baugh to chair the new Police Transparency and Guidance Subcommittee, a part of the Canton Coalition for Inclusive Communities (which I co-chair with Deputy Chief Craig Wilsher). The PTAG subcommittee is an effort launched by Chief Baugh with Township Supervisor Anne Marie Graham-Hudak, Township Trustee Sommer Foster, and attorney Loren Khogali, with the goal of improving police policies, training, and procedures through citizen review and feedback. There are five members of the subcommittee; all also serve on the CCIC, which is a condition for serving on the PTAG subcommittee: Me (Chair), Dr. Denise Lilly, Kanye Gardner, Rachel Miller, and Rohit Singhal.

Chief Baugh received a grant from the Hudson Webber Foundation to fund our training, and with the assistance of Jessica Drake, the grant administrator from CP21, and Technical Training Advisors—Attorney Brett Naumcheff and Michigan State University Criminal Justice Professor Scott Wolfe—a training program has been developed. The training begins this month, with a review of federal laws, state regulations, and local policies on non-bias in policing. We will continue to meet monthly for training on specific topics, and then will begin reviewing citizen complaints that the Chief forwards to us, with the goal of making recommendations from a layperson's point of view on changes to policies, procedures, and practices to improve officer-citizen interactions. We will also submit an annual report to the Township. The work of setting up the processes and documentation for this subcommittee is daunting, but I think it will be well worth it for our community.

14. 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 it this year, I will ask the board to approve moving this expenditure out of 2021 and into the 2022 budget year.
15. Rudie Noble has released the RFP for our RFID hardware and software replacements, which is in the budget for 2022. He is putting together a small committee with representatives from IT, Circulation Services, and Information Services to review the responses and recommend their selections so that we can hit the ground running in 2022. This work will include new security gates and a new sorter for returns, among other new RFID hardware and software.

Respectfully submitted,  
Eva Davis



## 2022 Schedule of Board Meetings and Library Closures

### Library Board Meeting Dates

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

### LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
<b>Friday</b>	<b>December</b>	<b>31,</b>	<b>2021</b>	<b>New Year's Eve Day</b>	<b>Paid Holiday</b>
<b>Saturday</b>	<b>January</b>	<b>1,</b>	<b>2022</b>	<b>New year's Day</b>	<b>Paid Holiday</b>
Sunday	April	17,	2022	Easter Sunday	Library Closed
Sunday	May	29,	2022	Memorial Day Sunday	Library Closed
<b>Monday</b>	<b>May</b>	<b>30,</b>	<b>2022</b>	<b>Memorial Day</b>	<b>Paid Holiday</b>
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
<b>Monday</b>	<b>July</b>	<b>4,</b>	<b>2022</b>	<b>Independence Day</b>	<b>Paid Holiday</b>
Sunday	September	4,	2022	Labor Day Sunday	Library Closed
<b>Monday</b>	<b>September</b>	<b>5,</b>	<b>2022</b>	<b>Labor Day</b>	<b>Paid Holiday</b>
Friday	November	11,	2022	Staff Inservice (Veterans Day)	Library Closed to public
<b>Thursday</b>	<b>November</b>	<b>24,</b>	<b>2022</b>	<b>Thanksgiving Day</b>	<b>Paid Holiday</b>
Friday	November	25,	2022	Thanksgiving Friday	Library Closed
<b>Saturday</b>	<b>December</b>	<b>24,</b>	<b>2022</b>	<b>Christmas Eve Day</b>	<b>Paid Holiday</b>
<b>Sunday</b>	<b>December</b>	<b>25,</b>	<b>2022</b>	<b>Christmas Day</b>	<b>Paid Holiday</b>
<b>Saturday</b>	<b>December</b>	<b>31,</b>	<b>2022</b>	<b>New Year's Eve Day</b>	<b>Paid Holiday</b>
<b>Sunday</b>	<b>January</b>	<b>1,</b>	<b>2023</b>	<b>New Year's Day</b>	<b>Paid Holiday</b>