



**Library Board of Trustees
Meeting Agenda**

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
August 20, 2020**

7:30 p.m.	<ul style="list-style-type: none"> • Call the Meeting to Order 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) 	
Roll Call Vote	<ul style="list-style-type: none"> • Approval of Agenda 	
Roll Call Vote	<ul style="list-style-type: none"> • Approval of General Meeting Minutes 	
Administrative Reports	<ul style="list-style-type: none"> • Communications • Report of the Library Director • Trustee Comments 	
Committee Reports	<ul style="list-style-type: none"> • None 	
Unfinished Business & General Orders		
Discussion Item	<ul style="list-style-type: none"> • Update on Phased Reopening 	
Discussion Item	<ul style="list-style-type: none"> • 2021 Budget — 2nd Draft & 2022-2023 projections 	
New Business		
Discussion Item	<ul style="list-style-type: none"> • 2021 Schedule of Board Meetings and Library Closures (1st reading) 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

July 16, 2020 – 7:30 PM

The Chairperson, Amy Watts, called the meeting to order at 7:32 PM.

Present: N. Eggenberger, M. Farell, J. Lee, J. Pandit (joined at 7:36 PM), D. Turner, A. Watts

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (L. Golden, A. Iqbal, D. McHugh, M. Nicholson, R. Noble, J. Parij, C. Spas, C. Swanberg, N. Szczepanski) – None

APPROVAL OF AGENDA

The agenda was accepted by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

Director Eva Davis requested that the minutes be amended to reflect that Trustee Nancy Eggenberger had been a “nay” vote on Motion 20/6-18-2.

N. Eggenberger moved and M. Farell supported a motion to accept the minutes as amended.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, J. Lee, D. Turner, A. Watts

No: None

Abstain: None

The motion passed (5-0-0)

COMMUNICATIONS — None

DIRECTOR'S REPORT

E. Davis offered congratulations to Information Services Librarian Carol Kuchta, who is retiring at the end of September, after a 38-year tenure with the library.

As of June 30, the library was halfway through the fiscal year. Many of the items trending high/low on the Profit and Loss statement would be reflected in the 2nd Quarter Budget Amendment. Others will be reconciled in the 3rd or 4th quarter amendments.

The second State Aid to Libraries payment was not received before the bank reconciliation, but will be reflected in the July report.

In reply to Secretary/Treasurer Michelle Farell's question, Davis explained that Miscellaneous & Contributions is trending high due to: a summer reading program contribution from Vibe Credit Union;

donations toward the upkeep of the Rebecca Havenstein-Coughlin Memorial Courtyard; a book purchase fund reimbursement, funded by an anonymous donor and administered by the Canton Community Foundation; and donations from the Friends for the READ berm and butterfly garden.

TRUSTEE COMMENTS — None

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

Computer use by appointment for the general public was launched on Monday, July 13. Six (6) filtered computers and one (1) unfiltered computer are available for 90-minute sessions (patrons may book back-to-back sessions if available). Thus far, the largest number booked during a session was five (5). It has been manageable and the administration will monitor the situation to see if adjustments need to be made.

Holds Pickup by Appointment continues to be a popular success. Staff is pulling 1,100-1,200 items per day for patron pickup requests; a “normal” day, pre-pandemic, would have been around 100.

A plan to make equipment (fax, scanner and copier) available to the public is under consideration.

The Administration has turned its attention also to planning for the fall and the possibility of browsing by appointment or limited browsing. Davis remains in touch with other area directors, some of whom have been swifter in their expansion of library services available to the public, and some of whom have been slower. She is looking at the myriad ways libraries are keeping track of building capacity for browsing, from timers to the honor system. Based on square footage, under current guidelines, the library can have 184 people total in the building, including employees. Based on the general staffing rate, that allows for around 140 patrons at a time.

Chair Amy Watts asked how the staff is responding to the phased reopening. Davis said that, while there was some initial concern over possible non-compliance and the staff’s ability to provide quality service to patrons while maintaining physical distancing, the burden has been somewhat relieved through training and the technology systems which have been put in place, along with the patrons’ genuine gratitude at the services being provided.

Watts also indicated her appreciation that the Information Services librarians are phoning the library’s homebound patrons to see how they are doing and to keep them informed of the latest library news, since many of them do not use email. The calls are getting a great response, according to Information Services Department Head Jessica Parij.

NEW BUSINESS

Proposed 2nd Quarter Budget Amendment — Some additional revenues came in higher than expected and would be recognized and reallocated across expenditure lines as detailed in the budget amendment summary and explanation created by Accountant Debbie McHugh. Davis pointed out that the amendment called for \$100,000 to go into Reserve Contingency, which would roll over into the Fund Balance at year’s end.

Business Services Department Head Marian Nicholson told the board that approximately \$17,000 additional would be needed for an unexpected repair to roof damage above the Community Room. The

damaged portion is not part of the flat roof, replacement of which is included in the Capital Replacement Schedule for 2022. Since the cost to repair the damaged copper shroud is over \$5,000 it cannot be paid for from Maintenance & Repairs.

M. Farell moved and N. Eggenberger supported a motion to approve the 2nd Quarter Budget Amendment as proposed.

ROLL CALL VOTE

Yes: N. Eggenberger, M. Farell, J. Lee, J. Pandit, D. Turner, A. Watts

No: None

Abstain: None

The motion passed 20/7-16-1 (6-0-0)

Proposed 2021 Budget & 2022-2023 Projections (1st Draft) — Davis thanked D. McHugh, M. Nicholson and the department heads for their work in creating a draft budget which encompassed all of the concerns that had been expressed by the board members over the preceding months.

She directed the board's attention to two budget summary documents. One was in the format which the library has been using, and the other was that preferred by the auditors, Plante Moran. Davis asked that the board indicate its preference; the board agreed on adoption of the format which conforms to GASB standards.

Trustee Don Turner remarked that D. McHugh's budget summary narrative made it very easy to understand. Davis said that a second draft budget, using the GASB format summary, would be brought back to the board for review in August.

CALL TO AUDIENCE – Circulation Services Department Head Nancy Szczepanski thanked the board for all of their support over the years; this was her last board meeting, as she is retiring as of July 31st.

ADJOURN

The meeting was adjourned at 8:19 PM.

Michelle Farell, Secretary-Treasurer

4:48 PM
 08/04/20
 Accrual Basis

Canton Public Library
Balance Sheet
 As of July 31, 2020

	<u>Jun 30, 20</u>	<u>Jul 31, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	4,868,867.68	4,412,436.55
000-013 · JPMorgan Chase- Credit Card	7,161.56	8,329.85
000-014 · Medical Reimbsmt (BasicFlex)	13,175.07	11,175.72
000-016 · Chase - High Yield Savings	<u>1,997,400.04</u>	<u>1,997,484.25</u>
Total Checking/Savings	<u>6,886,604.35</u>	<u>6,429,426.37</u>
Total Current Assets	<u>6,886,604.35</u>	<u>6,429,426.37</u>
TOTAL ASSETS	<u><u>6,886,604.35</u></u>	<u><u>6,429,426.37</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>123,173.01</u>	<u>23,539.16</u>
Total Accounts Payable	123,173.01	23,539.16
Credit Cards		
000-208 · Chase - Visa 3651	1,723.34	1,764.66
000-209 · Home Depot Credit Card	<u>220.19</u>	<u>0.00</u>
Total Credit Cards	1,943.53	1,764.66
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	6,205.42	6,205.42
229e · Misc. Grants & Donations	<u>1,698.71</u>	<u>1,698.71</u>
Total 000-229 · Grants/Donations-Restricted Use	7,904.13	7,904.13
000-237 · Medical Saving Deduction MedFSA	<u>4,847.67</u>	<u>2,848.32</u>
Total Other Current Liabilities	<u>12,751.80</u>	<u>10,752.45</u>
Total Current Liabilities	<u>137,868.34</u>	<u>36,056.27</u>
Total Liabilities	137,868.34	36,056.27
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	<u>3,322,840.61</u>	<u>2,967,474.70</u>
Total Equity	<u>6,748,736.01</u>	<u>6,393,370.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,886,604.35</u></u>	<u><u>6,429,426.37</u></u>

Canton Public Library
Profit & Loss Budget vs. Actual
as of July 31, 2020

	<u>Jan - Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,203,502.95	6,203,502.00	0.95	100.00%
738-566 · State Aid to Libraries	72,191.60	65,000.00	7,191.60	111.06%
738-613 · Photocopy Fees	10,877.25	45,000.00	-34,122.75	24.17%
738-615 · Replacement - Books/ AV	2,935.62	9,500.00	-6,564.38	30.90%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	10,433.89	50,000.00	-39,566.11	20.87%
738-670 · Misc & Contributions	5,959.76	5,354.00	605.76	111.31%
738-671 · Interest Income	6,968.51	7,300.00	-331.49	95.46%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	<u>6,314,873.51</u>	<u>7,257,656.00</u>	<u>-942,782.49</u>	<u>87.01%</u>
Gross Profit	6,314,873.51	7,257,656.00	-942,782.49	87.01%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,506,070.46	2,954,000.00	-1,447,929.54	50.98%
738-715 · Fringe Benefits	403,509.55	670,100.00	-266,590.45	60.22%
738-722 · Supplies	43,550.48	168,470.00	-124,919.52	25.85%
738-740 · Library Materials	508,777.36	952,754.00	-443,976.64	53.40%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	198,178.13	358,950.00	-160,771.87	55.21%
738-850 · Communications	12,434.48	30,000.00	-17,565.52	41.45%
738-860 · Travel	25,918.98	59,400.00	-33,481.02	43.64%
738-880 · Community Promotion	2,146.11	16,200.00	-14,053.89	13.25%
738-900 · Printing	20,610.00	60,100.00	-39,490.00	34.29%
738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities	85,117.14	205,000.00	-119,882.86	41.52%
738-930 · Maintenance & Repairs	86,340.45	243,200.00	-156,859.55	35.50%
738-940 · Rentals/Leases	5,887.22	23,200.00	-17,312.78	25.38%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay	390,911.60	804,500.00	-413,588.40	48.59%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	630,682.00	-630,682.00	0.00%
Total Expense	<u>3,347,398.81</u>	<u>7,257,656.00</u>	<u>-3,910,257.19</u>	<u>46.12%</u>
Net Income	<u>2,967,474.70</u>	<u>0.00</u>	<u>2,967,474.70</u>	<u>100.00%</u>

Canton Public Library
Profit & Loss Budget vs. Actual
as of July 31, 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,203,502.95	6,203,502.00	0.95	100.00%
738-566 · State Aid to Libraries	72,191.60	65,000.00	7,191.60	111.06%
738-613 · Photocopy Fees	10,877.25	45,000.00	-34,122.75	24.17%
738-615 · Replacement - Books/ AV	2,935.62	9,500.00	-6,564.38	30.90%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	10,433.89	50,000.00	-39,566.11	20.87%
738-670 · Misc & Contributions	5,959.76	5,354.00	605.76	111.31%
738-671 · Interest Income				
671g · Interest Income General	6,968.51	7,300.00	-331.49	95.46%
Total 738-671 · Interest Income	6,968.51	7,300.00	-331.49	95.46%
738-676 · Vending Commission	1,903.93	6,000.00	-4,096.07	31.73%
738-677 · Meeting Room Rental	100.00	500.00	-400.00	20.00%
738-692 · Use of Fund Balance	0.00	804,500.00	-804,500.00	0.00%
Total Income	6,314,873.51	7,257,656.00	-942,782.49	87.01%
Gross Profit	6,314,873.51	7,257,656.00	-942,782.49	87.01%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,506,070.46	2,954,000.00	-1,447,929.54	50.98%
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	5,978.40	21,000.00	-15,021.60	28.47%
716m · Medical (BCN)	132,264.24	250,000.00	-117,735.76	52.91%
Total 738-716 · Medical/Dental	138,242.64	274,600.00	-136,357.36	50.34%
738-717 · Life Ins / Disability	9,981.17	14,500.00	-4,518.83	68.84%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	1,200.00	7,000.00	-5,800.00	17.14%
738-720 · FICA / MC Taxes	119,331.22	226,000.00	-106,668.78	52.80%
738-721 · Retirement DC Plan (401a)	8,498.85	20,000.00	-11,501.15	42.49%
Total 738-715 · Fringe Benefits	403,509.55	670,100.00	-266,590.45	60.22%
738-722 · Supplies				
722t · Technology Supplies	3,633.22	27,200.00	-23,566.78	13.36%
738-727 · Office Supplies				
727a · General Office Supplies	2,345.08	8,500.00	-6,154.92	27.59%
727b · Printing & Copying Supplies	719.63	5,000.00	-4,280.37	14.39%
Total 738-727 · Office Supplies	3,064.71	13,500.00	-10,435.29	22.70%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	1,508.87	5,250.00	-3,741.13	28.74%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	1,319.25	17,700.00	-16,380.75	7.45%
725b · Tech Processing Supplies	6,934.31	22,000.00	-15,065.69	31.52%
Total 738-725 · Proc Library Supplies	8,253.56	39,700.00	-31,446.44	20.79%
738-726 · Community Relations Supplies	98.00	1,000.00	-902.00	9.80%
738-729 · Building Supplies	9,499.92	22,700.00	-13,200.08	41.85%
738-728 · Library Supplies- General - Other	8,133.17	13,000.00	-4,866.83	62.56%
Total 738-728 · Library Supplies- General	27,493.52	81,650.00	-54,156.48	33.67%
738-730 · Postage				
730b · Postage - Info Services	885.05	3,500.00	-2,614.95	25.29%

Canton Public Library
Profit & Loss Budget vs. Actual
as of July 31, 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	8.98	150.00	-141.02	5.99%
730j · Postage - Business Services	-797.99	2,725.00	-3,522.99	-29.28%
730m · Postage - Community Relations	4,348.00	27,245.00	-22,897.00	15.96%
Total 738-730 · Postage	4,444.04	33,620.00	-29,175.96	13.22%
738-732 · Janitorial Supplies	4,914.99	12,500.00	-7,585.01	39.32%
Total 738-722 · Supplies	43,550.48	168,470.00	-124,919.52	25.85%
738-740 · Library Materials				
738-741 · Books	80,755.49	238,954.00	-158,198.51	33.80%
738-744 · AV (Media)	43,928.99	116,300.00	-72,371.01	37.77%
738-747 · Services, Subscrip & Pre-proc	384,092.88	597,500.00	-213,407.12	64.28%
Total 738-740 · Library Materials	508,777.36	952,754.00	-443,976.64	53.40%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	584.26	5,000.00	-4,415.74	11.69%
738-733 · Bank Fees				
733g · Bank Fees General	52.54	1,000.00	-947.46	5.25%
Total 738-733 · Bank Fees	52.54	1,000.00	-947.46	5.25%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	104,337.83	154,600.00	-50,262.17	67.49%
808tp · Online Info - Tech Processing	22,470.00	24,600.00	-2,130.00	91.34%
Total 738-808 · Information Technology	126,807.83	179,200.00	-52,392.17	70.76%
738-809 · Programming-Community Relations				
809d · Community Programming	7,622.98	31,000.00	-23,377.02	24.59%
Total 738-809 · Programming-Community Relations	7,622.98	31,000.00	-23,377.02	24.59%
738-810 · Other Professional Services				
810a · Payroll	7,930.37	15,000.00	-7,069.63	52.87%
810b · Professional Services-Circ Srv	903.25	9,250.00	-8,346.75	9.77%
810j · Professional Services - Bus Srv	2,295.00	11,925.00	-9,630.00	19.25%
810m · Professional Services - Com Rel	21,910.00	44,900.00	-22,990.00	48.80%
Total 738-810 · Other Professional Services	33,038.62	81,075.00	-48,036.38	40.75%
738-812 · Legal	2,947.00	15,000.00	-12,053.00	19.65%
738-814 · Membership Dues				
814a · Membership Dues - Director	275.00	1,500.00	-1,225.00	18.33%
814b · Membership Dues - Info Services	765.00	2,900.00	-2,135.00	26.38%
814c · Membership Dues - Circ Services	255.00	800.00	-545.00	31.88%
814e · Membership Dues - Info Tech	179.00	1,200.00	-1,021.00	14.92%
814j · Membership Dues - Business Srv	470.00	1,500.00	-1,030.00	31.33%
814k · Membership Dues - Miscellaneous	9,140.35	9,750.00	-609.65	93.75%
814m · Membership Dues - Community Rel	0.00	1,200.00	-1,200.00	0.00%
Total 738-814 · Membership Dues	11,084.35	18,850.00	-7,765.65	58.80%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	1,350.00	2,150.00	-800.00	62.79%
815c · Staff Development/Training	409.05	5,500.00	-5,090.95	7.44%
815t · Online Training Services - IT	1,606.50	2,500.00	-893.50	64.26%
Total 738-815 · Staff Inservice	3,365.55	15,150.00	-11,784.45	22.22%
Total 738-801 · Professional & Contractual	198,178.13	358,950.00	-160,771.87	55.21%
738-850 · Communications	12,434.48	30,000.00	-17,565.52	41.45%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

Canton Public Library
Profit & Loss Budget vs. Actual
as of July 31, 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	1,790.56	5,000.00	-3,209.44	35.81%
861b · Conferences - Info. Services	5,982.55	13,500.00	-7,517.45	44.32%
861d · Conferences - Circ Serv.	6,110.84	8,000.00	-1,889.16	76.39%
861f · Conferences - Trustees	1,690.74	4,000.00	-2,309.26	42.27%
861g · Leadership Canton	0.00	1,200.00	-1,200.00	0.00%
861h · Conferences - Info. Technology	2,593.91	8,400.00	-5,806.09	30.88%
861j · Conferences - Business Services	2,859.00	5,100.00	-2,241.00	56.06%
861m · Conferences-Community Relations	3,942.76	5,500.00	-1,557.24	71.69%
Total 738-861 · Conferences (Incl.Registration)	24,970.36	50,700.00	-25,729.64	49.25%
738-865 · Mileage / Misc.				
865a · Mileage - Director	201.76	2,200.00	-1,998.24	9.17%
865b · Mileage - Information Services	144.84	2,000.00	-1,855.16	7.24%
865c · Mileage - Circ. Services	11.27	1,000.00	-988.73	1.13%
865e · Mileage- Information Technology	92.84	1,300.00	-1,207.16	7.14%
865f · Mileage - Business Services	308.16	1,300.00	-991.84	23.71%
865m · Mileage - Community Relations	189.75	900.00	-710.25	21.08%
Total 738-865 · Mileage / Misc.	948.62	8,700.00	-7,751.38	10.90%
Total 738-860 · Travel	25,918.98	59,400.00	-33,481.02	43.64%
738-880 · Community Promotion				
880a · Marketing	1,886.72	13,800.00	-11,913.28	13.67%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
Total 738-880 · Community Promotion	2,146.11	16,200.00	-14,053.89	13.25%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	20,610.00	58,400.00	-37,790.00	35.29%
901e · Misc. Printing & Publishing	0.00	1,200.00	-1,200.00	0.00%
Total 738-901 · Printing & Publishing	20,610.00	59,600.00	-38,990.00	34.58%
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
Total 738-900 · Printing	20,610.00	60,100.00	-39,490.00	34.29%
738-910 · Insurance				
738-911 · Liability Ins	42,352.97	50,300.00	-7,947.03	84.20%
738-912 · Worker's Comp	4,128.00	7,000.00	-2,872.00	58.97%
738-915 · E&O/D&O/EPL	3,246.00	3,800.00	-554.00	85.42%
738-916 · Fiduciary/Fidelity	7,514.00	9,000.00	-1,486.00	83.49%
Total 738-910 · Insurance	57,240.97	70,100.00	-12,859.03	81.66%
738-920 · Utilities				
738-921 · Electricity	68,268.05	150,000.00	-81,731.95	45.51%
738-922 · Gas	10,623.90	35,000.00	-24,376.10	30.35%
738-923 · Water	6,225.19	20,000.00	-13,774.81	31.13%
Total 738-920 · Utilities	85,117.14	205,000.00	-119,882.86	41.52%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	33,995.56	85,000.00	-51,004.44	40.00%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	14,996.46	42,950.00	-27,953.54	34.92%
Total 738-932 · Lawn & Grounds Maintenance	36,663.10	77,950.00	-41,286.90	47.03%
738-933 · Building Security	3,699.00	7,400.00	-3,701.00	49.99%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	936.86	2,900.00	-1,963.14	32.31%
934c · Misc. Contracts & Inspections	3,806.90	8,400.00	-4,593.10	45.32%
934g · HVAC Maintenance Contracts	0.00	17,600.00	-17,600.00	0.00%

Canton Public Library
Profit & Loss Budget vs. Actual
 as of July 31, 2020

	<u>Jan - Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	4,743.76	28,900.00	-24,156.24	16.41%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	5,338.23	18,000.00	-12,661.77	29.66%
738-937 · Equipment Repairs	1,690.80	25,000.00	-23,309.20	6.76%
Total 738-930 · Maintenance & Repairs	86,340.45	243,200.00	-156,859.55	35.50%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	5,007.32	21,200.00	-16,192.68	23.62%
942 · Postage Meter - Pitney Bowes - Other	879.90	2,000.00	-1,120.10	44.00%
Total 942 · Postage Meter - Pitney Bowes	5,887.22	23,200.00	-17,312.78	25.38%
Total 738-940 · Rentals/Leases	5,887.22	23,200.00	-17,312.78	25.38%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay				
977a · Capital Outlay - Info Services	0.00	3,000.00	-3,000.00	0.00%
977g · Capital Outlay - General	15,980.00	33,500.00	-17,520.00	47.70%
977t · Capital Outlay - Technology	374,931.60	768,000.00	-393,068.40	48.82%
Total 738-977 · Capital Outlay	390,911.60	804,500.00	-413,588.40	48.59%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	630,682.00	-630,682.00	0.00%
Total Expense	3,347,398.81	7,257,656.00	-3,910,257.19	46.12%
Net Income	2,967,474.70	0.00	2,967,474.70	100.00%

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Canton Public Library
 Transactions by Account
 As of July 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						4,868,867.68
Check	07/02/2020	51105	Home Depot	June Statement	-67.80	4,868,799.88
Bill Pmt -Check	07/02/2020	51106	AFLAC	BCJ39	-73.68	4,868,726.20
Bill Pmt -Check	07/02/2020	51107	AmazonBusiness	A265GG3U5ZD0HS	-121.58	4,868,604.62
Bill Pmt -Check	07/02/2020	51108	Arbor Inspection Services, LLC	Annual fire sprinkler inspection	-470.00	4,868,134.62
Bill Pmt -Check	07/02/2020	51109	Baker & Taylor (051)	L427051	-16.35	4,868,118.27
Bill Pmt -Check	07/02/2020	51110	Baker & Taylor (054)	00100054	-977.90	4,867,140.37
Bill Pmt -Check	07/02/2020	51111	Baker & Taylor (114)	L4271142	-19.98	4,867,120.39
Bill Pmt -Check	07/02/2020	51112	Baker & Taylor (180)	L438180	-436.43	4,866,683.96
Bill Pmt -Check	07/02/2020	51113	Baker & Taylor (510)	L417510	-14,494.42	4,852,189.54
Bill Pmt -Check	07/02/2020	51114	Baker & Taylor (520)	L417520	-1,677.21	4,850,512.33
Bill Pmt -Check	07/02/2020	51115	Baker & Taylor (530)	L417530	-4,013.65	4,846,498.68
Bill Pmt -Check	07/02/2020	51116	Baker & Taylor (787)	L4247872	-87.96	4,846,410.72
Bill Pmt -Check	07/02/2020	51117	Baker & Taylor (854)	L517854	-102.00	4,846,308.72
Bill Pmt -Check	07/02/2020	51118	CAMFIL USA, Inc.	Filters: 12x24x12 DU4V MV14 (11)...20x2.	-4,304.47	4,842,004.25
Bill Pmt -Check	07/02/2020	51119	CFRA	Outlook Print	-210.00	4,841,794.25
Bill Pmt -Check	07/02/2020	51120	Crimson Multimedia Distribution, Inc.		-1,541.19	4,840,253.06
Bill Pmt -Check	07/02/2020	51121	Dunn Rite Maintenance	Janitorial service for June	-3,600.00	4,836,653.06
Bill Pmt -Check	07/02/2020	51122	Easy English News	Easy English News: 14 copies per month -	-392.00	4,836,261.06
Bill Pmt -Check	07/02/2020	51123	Engie Services U.S. Inc	Pay Application 9	-41,732.10	4,794,528.96
Bill Pmt -Check	07/02/2020	51124	FastSigns - Livonia	L&M to replace Hours of Operations noti	-155.05	4,794,373.91
Bill Pmt -Check	07/02/2020	51125	Findaway World, LLC	Birdie's First Day of School: Replacement	-32.99	4,794,340.92
Bill Pmt -Check	07/02/2020	51126	Foster, Swift, Collins & Smith	Draft reopening plan...COVID-19 prepare	-420.00	4,793,920.92
Bill Pmt -Check	07/02/2020	51127	Gale/CENGAGE Learning	149473	-4.00	4,793,916.92
Bill Pmt -Check	07/02/2020	51128	Grainger	Plumbing parts for Sloan valves: Spud anc	-199.68	4,793,717.24
Bill Pmt -Check	07/02/2020	51129	Library Design Associates, Inc.	Labor & material to patch/repair LVT floo	-565.00	4,793,152.24
Bill Pmt -Check	07/02/2020	51130	Midwest Tape		-6,870.98	4,786,281.26
Bill Pmt -Check	07/02/2020	51131	Miscellaneous Vendor-Programming	Emily Fineberg: DIY Junk Journal program	-150.00	4,786,131.26
Bill Pmt -Check	07/02/2020	51132	NorthStar Mat Service		-85.12	4,786,046.14
Bill Pmt -Check	07/02/2020	51133	OverDrive, Inc.	0721-1001	-6,512.83	4,779,533.31
Bill Pmt -Check	07/02/2020	51134	RW Fire & Safety Co.	Annual fire extinguisher inspection: main	-620.90	4,778,912.41
Bill Pmt -Check	07/02/2020	51135	Sonitrol Tri County	Labor & material to add wireless receiver	-1,375.96	4,777,536.45
Bill Pmt -Check	07/02/2020	51136	Staples Business Advantage	1002673	-57.54	4,777,478.91
Bill Pmt -Check	07/02/2020	51137	Tsai Fong Books, Inc.	The Wild Robot Escapes...The Ugly Veget:	-374.38	4,777,104.53

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Canton Public Library
 Transactions by Account
 As of July 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/02/2020	51138	University of Michigan	Award Ref #35692; Community User Surv	-7,700.00	4,769,404.53
Bill Pmt -Check	07/02/2020	51139	West Group Payment Center	West Complete Library Sub 04/01/2020 -	-238.98	4,769,165.55
Bill Pmt -Check	07/02/2020	51140	Pro Quest LLC	Syndetics Unbound 07/01/2020 - 06/30/20	-14,507.00	4,754,658.55
Bill Pmt -Check	07/02/2020	51141	T-Mobile	Mobile internet charges 05/21/2020 - 06/	-91.68	4,754,566.87
General Journal	07/08/2020	1740	Paylocity Direct Deposits	Direct Deposits	-74,698.93	4,679,867.94
General Journal	07/08/2020	1740	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,003.74	4,651,864.20
Check	07/08/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 07/	-194.52	4,651,669.68
Transfer	07/08/2020			Funds Transfer - Payroll Date 07/08/2020	-1,031.52	4,650,638.16
Check	07/08/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-566.59	4,650,071.57
Check	07/08/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,833.07	4,645,238.50
Check	07/08/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	4,645,113.50
Deposit	07/15/2020			Deposit	36,478.81	4,681,592.31
Check	07/16/2020	51142	Chase Visa	Visa - Statement 07/02/2020	-2,500.65	4,679,091.66
Bill Pmt -Check	07/16/2020	51143	A.M. Best Company, Inc.	008178300	-199.75	4,678,891.91
Bill Pmt -Check	07/16/2020	51144	AmazonBusiness	A265GG3U5ZD0HS	-540.69	4,678,351.22
Bill Pmt -Check	07/16/2020	51145	Ann Arbor Cleaning Supply Co.		-186.50	4,678,164.72
Bill Pmt -Check	07/16/2020	51146	Ann Arbor News, The	Ann Arbor News annual subscription	-316.80	4,677,847.92
Bill Pmt -Check	07/16/2020	51147	Baker & Taylor (054)	00100054	-75.34	4,677,772.58
Bill Pmt -Check	07/16/2020	51148	Baker & Taylor (180)	L438180	-265.35	4,677,507.23
Bill Pmt -Check	07/16/2020	51149	Baker & Taylor (510)	L417510	-3,022.95	4,674,484.28
Bill Pmt -Check	07/16/2020	51150	Baker & Taylor (520)	L417520	-247.98	4,674,236.30
Bill Pmt -Check	07/16/2020	51151	Baker & Taylor (530)	L417530	-1,870.90	4,672,365.40
Bill Pmt -Check	07/16/2020	51152	Baker & Taylor (671)	L546671	-2,039.00	4,670,326.40
Bill Pmt -Check	07/16/2020	51153	bibliotheca, LLC.		-4,971.02	4,665,355.38
Bill Pmt -Check	07/16/2020	51154	Clear Rate Communications	Telephone charges 07/01/2020 - 07/31/2	-674.57	4,664,680.81
Bill Pmt -Check	07/16/2020	51155	Davis, Eva	Vision claim reimbursement: E. Davis	-80.00	4,664,600.81
Bill Pmt -Check	07/16/2020	51156	DigiCert, Inc.	Wildcard Unlimited sub-domain certifica	-2,614.00	4,661,986.81
Bill Pmt -Check	07/16/2020	51157	Golden, Laurie	Mileage reimbursement: Herrick Library/	-189.75	4,661,797.06
Bill Pmt -Check	07/16/2020	51158	Konica Minolta Business Solutions	Brother printer contract coverage 06/01/	-40.00	4,661,757.06
Bill Pmt -Check	07/16/2020	51159	Laffey, James	Mileage reimbursement & blower repair:	-107.52	4,661,649.54
Bill Pmt -Check	07/16/2020	51160	Metro Environmental Services, Inc.	Cleared plugged drain in staff restrooms	-472.50	4,661,177.04
Bill Pmt -Check	07/16/2020	51161	Metro Net Library Consortium, Inc.	Metro Net membership fee 07/01/2020 -	-4,500.00	4,656,677.04
Bill Pmt -Check	07/16/2020	51162	Midwest Tape	Hoopla deposit and materials purchases	-40,422.38	4,616,254.66
Bill Pmt -Check	07/16/2020	51163	Modernistic Cleaning Services	Carpet cleaning: upholstery	-2,004.00	4,614,250.66

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Canton Public Library
 Transactions by Account
 As of July 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/16/2020	51164	Nicholson, Marian	Vision claim reimbursement: M. Nicholso	-200.00	4,614,050.66
Bill Pmt -Check	07/16/2020	51165	Noble, Rudie	COVID-19: ZOOM Standard pro annual su	-926.83	4,613,123.83
Bill Pmt -Check	07/16/2020	51166	NorthStar Mat Service	Contractual mat service	-36.06	4,613,087.77
Bill Pmt -Check	07/16/2020	51167	OverDrive, Inc.	0721-1001	-5,511.47	4,607,576.30
Bill Pmt -Check	07/16/2020	51168	Reliable Landscaping, Inc.	Mulch, weekly lawn care...READ berm	-10,630.00	4,596,946.30
Bill Pmt -Check	07/16/2020	51169	Saturn Printing	COVID-19: Acrylic protective shields 24"x:	-808.00	4,596,138.30
Bill Pmt -Check	07/16/2020	51170	ShredCorp	Sheduuled shredding / special event day	-85.00	4,596,053.30
Bill Pmt -Check	07/16/2020	51171	Staples Business Advantage	1002673	-99.09	4,595,954.21
Bill Pmt -Check	07/16/2020	51172	Trainers Warehouse	VELOMN DocU sleeves 8 1/2"x11" (25)	-82.19	4,595,872.02
Bill Pmt -Check	07/16/2020	51173	ZOOM Video Communications Inc.	54488911	-131.01	4,595,741.01
Bill Pmt -Check	07/16/2020	51176	Sun Life Assurance Company of Canada	Monthly charges - August	-1,246.99	4,594,494.02
Bill Pmt -Check	07/16/2020	51177	DTE Energy	1893-232-0001-5	-13,773.62	4,580,720.40
Check	07/22/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 07/	-767.73	4,579,952.67
General Journal	07/22/2020	1743	Paylocity Direct Deposits	Direct Deposits	-76,779.92	4,503,172.75
General Journal	07/22/2020	1743	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,857.18	4,474,315.57
Transfer	07/22/2020			Funds Transfer - Payroll Date 07/22/2020	-1,031.52	4,473,284.05
Check	07/22/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll I	-566.59	4,472,717.46
Check	07/22/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,833.07	4,467,884.39
Check	07/22/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	4,467,759.39
Deposit	07/22/2020			Deposit	2,059.01	4,469,818.40
Bill Pmt -Check	07/22/2020	51178	Blue Care Network	Coverage 08/01/2020 - 08/31/2020	-18,421.79	4,451,396.61
Bill Pmt -Check	07/24/2020	51174	Skopczyński, Denise	Longevity Award - 10 Year	-100.00	4,451,296.61
Bill Pmt -Check	07/27/2020	51175	Viergut, Amy	Longevity Award - 10 Year	-100.00	4,451,196.61
Deposit	07/29/2020			Deposit	2,464.02	4,453,660.63
Bill Pmt -Check	07/30/2020	51179	A.M. Best Company, Inc.	008178300	-199.75	4,453,460.88
Bill Pmt -Check	07/30/2020	51180	AFLAC	BCJ39	-73.68	4,453,387.20
Bill Pmt -Check	07/30/2020	51181	AmazonBusiness	A265GG3U5ZD0HS	-1,453.87	4,451,933.33
Bill Pmt -Check	07/30/2020	51182	AT&T Mobility (Cingular Wireless)	831922095	-181.25	4,451,752.08
Bill Pmt -Check	07/30/2020	51183	Baker & Taylor (054)	00100054	-285.98	4,451,466.10
Bill Pmt -Check	07/30/2020	51184	Baker & Taylor (493)	L420493 2	-49.04	4,451,417.06
Bill Pmt -Check	07/30/2020	51185	Baker & Taylor (510)	L417510	-6,902.84	4,444,514.22
Bill Pmt -Check	07/30/2020	51186	Baker & Taylor (530)	L417530	-182.85	4,444,331.37
Bill Pmt -Check	07/30/2020	51187	Comic City	Comics: 55 teen 16 juvenile	-294.29	4,444,037.08
Bill Pmt -Check	07/30/2020	51188	ControlScan, Inc	PCI 1-2-3 Solution 07/20/2020 - 07/26/20	-249.00	4,443,788.08

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Canton Public Library
 Transactions by Account
 As of July 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/30/2020	51189	Crimson Multimedia Distribution, Inc.		-1,603.20	4,442,184.88
Bill Pmt -Check	07/30/2020	51190	Dunn Rite Maintenance		-4,100.00	4,438,084.88
Bill Pmt -Check	07/30/2020	51191	Ehrlich	14383673	-443.00	4,437,641.88
Bill Pmt -Check	07/30/2020	51192	Fish Doctors	Maintenance fee...carbon pad	-105.48	4,437,536.40
Bill Pmt -Check	07/30/2020	51193	Gale/CENGAGE Learning	149473	-708.57	4,436,827.83
Bill Pmt -Check	07/30/2020	51194	Kanopy LLC	2020 Kanopy Deposit	-5,000.00	4,431,827.83
Bill Pmt -Check	07/30/2020	51195	Konica Minolta Business Solutions		-587.52	4,431,240.31
Bill Pmt -Check	07/30/2020	51196	Konica Minolta Premier Finance	Monthly contract payment - July	-266.06	4,430,974.25
Bill Pmt -Check	07/30/2020	51197	Library Design Associates, Inc.	COVID-19: Labor & material to install 5 w	-2,298.00	4,428,676.25
Bill Pmt -Check	07/30/2020	51198	Long Mechanical/Plumbing	Annual backflow testing & repaired fauce	-425.00	4,428,251.25
Bill Pmt -Check	07/30/2020	51199	Metro Net Library Consortium, Inc.	Creative Bug renewal 07/01/2020 - 06/30	-2,374.00	4,425,877.25
Bill Pmt -Check	07/30/2020	51200	Midwest Tape		-1,801.77	4,424,075.48
Bill Pmt -Check	07/30/2020	51201	Miscellaneous Vendor-Programming	Leyla Nicol: Wreath making Zoom progra	-425.00	4,423,650.48
Bill Pmt -Check	07/30/2020	51202	Noble, Rudie	COVID-19: Faceshield parts...3D printer p	-278.36	4,423,372.12
Bill Pmt -Check	07/30/2020	51203	NorthStar Mat Service	Contractual mat service	-55.48	4,423,316.64
Bill Pmt -Check	07/30/2020	51204	OverDrive, Inc.	0721-1001	-1,777.38	4,421,539.26
Bill Pmt -Check	07/30/2020	51205	Reliable Landscaping, Inc.	Storm Damage - Tree & stump removal...	-1,310.00	4,420,229.26
Bill Pmt -Check	07/30/2020	51206	Sportswear Specialties, Inc.	62 Days t-shirts	-1,293.00	4,418,936.26
Bill Pmt -Check	07/30/2020	51207	Szczepanski, Nancy	Vision claim reimbursement: N. Szczepan	-200.00	4,418,736.26
Bill Pmt -Check	07/30/2020	51208	TruGreen	Fertilization...grub control	-794.68	4,417,941.58
Bill Pmt -Check	07/30/2020	51209	West Group Payment Center	West Complete Library Sub 07/01/2020 -	-238.98	4,417,702.60
Bill Pmt -Check	07/30/2020	51210	T-Mobile	Mobile internet charges 06/21/2020 - 07,	-91.68	4,417,610.92
Check	07/30/2020	51211	Home Depot	July Statement	-287.97	4,417,322.95
Check	07/31/2020	EFT	MERS - Pension	Pension Deductions for Month of July	-4,886.40	4,412,436.55
Total 000-004 · Chase - Checking					-456,431.13	4,412,436.55
TOTAL					-456,431.13	4,412,436.55

Director's Report August 2020

1. First on this month's agenda is an update on how our reopening is progressing. During our closure, email reference and online library card account assistance and card issuance continued. While our physical collection was unavailable from March 13 through June 8, we continued to purchase and expand access to digital materials, which saw a significant increase in usage—ebooks, eaudiobooks, streaming movies and shows, emagazines—which still continues. For the month of July:

- Brainfuse online tutoring had 223 sessions
- Hoopla had 10,770 checkouts
- Kanopy had 896 plays
- RBDigital emagazines had 2,342 checkouts
- OverDrive/Libby had 10,906 checkouts
- CloudLibrary had 844 checkouts

Review

The Governor's Executive Order allowed libraries across the state to recall staff and begin reopening as of June 8. Per our Reopening Plan, we recalled staff to work as of June 8. Staff did a great job getting the library back in order after a three-month closure, processing the tens of thousands of library materials returned and the thousands of new materials that have been delivered.

We began Materials Pickup by appointment for those patrons who had items waiting for them on the Hold Shelf from before we closed on March 13, with the first phone calls being placed to them on June 9 and the first pickups starting June 11. Pickup appointments were 11:00am to 7:00pm Monday through Thursday, and 10:00am to 5:00pm Friday and Saturday. The Friends of the Library had one, and now have two, carts of used books placed on our front porch during pickup hours, with payment on the honor system in the cashbox attached to the side of one of the carts. They are bringing in about \$20 per week and this is helping them clear out some of their inventory.

At the end of the day on June 11, holds on recently-returned items were activated and those patrons received notices on June 12 with a link to schedule their pickup appointments. We reinstated the ability for patrons to place holds on June 13, with up to 10 holds per card.

On June 15, we reinstated phone reference assistance from 9:00am to 9:00pm Monday through Thursday, and 9:00am to 6:00pm Friday and Saturday. Jessica Parij's Information Services Librarians, using a list created by Laurie Golden in our Savannah CRM software, have been placing phone calls to approximately 250 senior citizen library patrons who do not have an email address with us, to update them on the library, find out what they might need, and keep them connected to the library.

Also on June 15, the 62 Days of Summer page on our website went live. 62 Days of Summer packets were mailed to all 37,000 addresses in the Township. We have received positive feedback on the graphics and the program, with good engagement on social media and enthusiastic response to our virtual events and take-home activity kits. Kudos to Community Relations and Information Services staff for completely revamping our summer programs on a very tight deadline, and for providing curated resources,

recommendations, activities, and events to our Community. The final party will be virtual this year, on August 15, so we do not yet have final statistics, but thus far we have produced 38 events—less than our typical “at least one program per day for 62 Days” goal, but very impressive given the constraints we are operating under. The 62 Days of Summer program survey went live on our website the week of August 11, and we will share the results with you at a future meeting. We suspended the Prize Patrol this year, and are instead holding a drawing for 30 bags of library swag; patrons can enter to win a Swag Bag on our website, and the winners will pickup their Swag Bag via Holds Pickup.

On June 29, we increased the holds limit to 20 per card and added more spots to each pickup time window in response to patron demand.

On July 8, we began Wings of Wonder butterfly garden backyard storytimes, and they continued on Wednesday mornings for six weeks. Each storytime requires its own registration for up to 4 people per 8-foot-diameter circle, with six feet between the edge of one circle and the edge of the next circle. These went very well, thanks to the creativity and diligence of our Youth Librarians and Community Relations staff. We live-streamed the storytimes to our Facebook page for those who could not attend in-person, and also streamed the storytime from indoors when rain washed out the backyard.

On July 9, we launched Computer Use by appointment, with scheduling starting that day for the first appointments on July 13. My thanks to Systems Administrator Carl Swanberg, Circulation Services Supervisor Barb Gudenburr, and Information Services Librarian Alyssa Yavorenko for working out the implementation plan, and to IS Manager Megan Hathaway and IT Department Head Rudie Noble for providing essential guidance and training for the logistics.

On July 14, Holds Pickups were expanded to start at 10:00am Monday through Saturday in response to patron demand. Last pickups remain 7:00pm Monday through Thursday, and 5:00pm Friday and Saturday.

On July 24, we began scheduling Copier and Fax Machine Use by appointment, with the first appointment on July 28. Thanks again to Carl Swanberg, Barb Gudenburr, Alyssa Yavorenko, Megan Hathaway, and Rudie Noble.

On August 10, we increased the holds limit to 25 per card and MeLCat interlibrary loan service was reinstated across Michigan.

On August 12, we extended the wifi operating hours to 11:00pm (was 9:00pm) daily to provide additional connectivity to patrons using their own devices in our parking lots and immediate outdoor areas. My thanks to Rudie Noble for recommending this change in advance of the start of the school year.

Presently

The Board of the Plymouth-Canton Community Schools voted at their August 11 meeting to begin the school year remotely, and phase-in in-person instruction as conditions warrant, with a target of early October for specific populations and courses where in-person teaching and/or hands-on learning is necessary—students with IEPs, labs, culinary, automotive.

We have a meeting scheduled with board office and Plymouth District Library representatives on August 18 to discuss our PCCS partnership and how that might change during the pandemic school year. Public libraries provide *secondary* curriculum support to public, private, and charter schools as well as homeschooling families—but our charge has never been to provide direct *primary* curriculum support; we simply do not have the funding or the mandate to play that role for faculty, students, or families. We also do not want to supplant or undermine the school media centers and the school librarians, whose charge is to provide direct primary curriculum support.

Now that the PCCS Board has voted, we will work on our support plans and communications to all schools within our boundaries on how the pandemic is affecting the public library's operations as far as limited occupancy requirements, physical distancing, and latchkey concerns as well as curriculum support.

The school's plans are also weighing on the minds of our coworkers with children and those who are caregivers for grandchildren. They are awaiting details on the school re-entry plan so that they can assess their options and take action. I anticipate schedule change requests, requests for leave under the various Acts that have expanded parental leave options due to COVID-19, and resignations, but at this time we cannot quantify them or their impact on library operations. We are doing the best we can to be supportive and understanding of each other, and ensure that each library employee has the information they need to make their informed decisions.

Looking Ahead

Maintaining our commitment to a tightly-controlled, phased reopening that ensures the safety of staff and patrons, and our cadence of launching or expanding services every few weeks, we plan to add in Sundays after Labor Day for phone reference consultations, holds pickup, computer appointments, and equipment appointments. Assuming all continues to go well with case counts and the Governor's Executive Orders, our first Sunday will be September 13.

Marian Nicholson and I are working on the logistics of phasing in limited patron entry into the library to browse materials, which could include anything from browsing by appointment, to walk-in browsing with occupancy and time limits, to walk-in browsing with occupancy limits only. This is primarily a facilities and security issue at this stage, but will involve Circulation Services, Information Services, and Information Technology as we work through the considerations. Corraling patrons in such a wide-open library building is definitely a concern, particularly during the school year when we are sure to see demand for group study spaces (which we cannot provide under the current restrictions in the Governor's various Executive Orders) and patrons who want to linger rather than the "grab and go" nature of limited browsing. Integrating limited browsing with the holds pickup and computer/equipment appointments is also a factor.

The Board of the Friends of the Library are discussing their plan for allowing bookstore browsing by appointment to members. We expect that it will coincide with our launch of limited library browsing.

As always, we are proceeding very cautiously, and will monitor safety, case counts, compliance with our policies, and staffing levels as each service is rolled out before determining whether to expand services further. If warranted, we will roll back our services. I am very pleased with our patrons and my coworkers,

all of whom have been pleasant and taken all safety precautions and been excited about coming back to the library and also been patient and understanding of our reasons for being cautious.

I remain in contact with the directors of our neighboring public libraries as well as Metro Net Consortium libraries—Rochester Hills, Bloomfield Township, Baldwin (Birmingham), West Bloomfield, Southfield, and Farmington. None of us wants to be too far ahead or too far behind the others, and we are doing our best to coordinate our efforts.

I am also doing my best to provide certainty to my coworkers and our community, but the fact is that we are facing a lot of unknowns. We have no idea if we'll be able to provide the spaces and support that students, parents, and the schools are used to given the constraints we are under. Ditto with programming—we don't know when maximum occupancy caps will be lifted, and we can't do outdoor programs once it gets colder and the sun sets earlier. The projections of a sharp increase in coronavirus cases in the last quarter of the year are also weighing heavily. We want to provide library services to our community, but only if we can do it safely and ensure the health and well-being of staff and patrons.

2. This month you will review the second draft of the 2021 Budget and the 2022-2023 projections. The Budget Highlights document includes a review of your monthly budget conversations and the directions you gave us for major line items. The second draft is substantially the same as what you saw last month; two items that differ are: 1) We lowered our anticipated interest revenue due to current interest rates being cut, and 2) Based on the board's direction last month, the budget summary sheet reflects Plante Moran's recommended format to comply with GASB standards.

We look forward to your questions and feedback, which we will incorporate into the final budget presentation for board approval in September. My thanks to Accountant Debbie McHugh and Business Services Department Head Marian Nicholson for their diligence in creating these documents, and to all of the Department Heads, Managers, and Supervisors for their hard work.

Please remember that your September meeting is actually two meetings: First is the Budget Hearing, where you will vote to approve the budget and then vote to set the millage rate to support that budget. Then you will hold your regular monthly meeting. We have received confirmation that electronic signatures are sufficient for filing the required forms with the Wayne County Treasurer and Township Treasurer; we have Chair Watts' and Secretary/Treasurer Farell's electronic signatures on file, so we should be all set after your votes to submit these required documents to appear on the winter tax bills.

3. In personnel news, Circulation Assistant Judy England has announced her retirement, effective August 29. Judy has worked for the library for more than 33 years, and she will be missed.
4. We ended up not hosting the Township Clerk's office in our Community Room for the August primary; Clerk Michael Siegrist informed us the week before that they had made alternate arrangements within the Township Administration Building. He did ask us to keep a hold on the Community Room for the General Election in November, as he is developing plans and backup plans for what is sure to be a huge turnout.

Respectfully submitted,
Eva Davis

2021 Budget Highlights

August 2020

Revenues

2021 Revenues

Property tax revenues reflect the most recent information from Canton Township, including property taxes and Personal Property Tax exemptions. As directed by the library board, property tax collections are at the maximum millage rate of 1.4717 (eroded from 2.0 due to Headlee, with a 2020 millage reduction fraction of 0.9910), and assume a 96% collection rate, which is conservative based on historical property tax revenue data over the last five-plus years and keeping possible reduction in property tax collections (such as lowered taxable values or forgiveness of certain property taxes, foreclosures and evictions) caused by the 2020 COVID-19 Pandemic.

Overdue fines has been reduced to reflect the auto-renewal service implemented May 1, 2019. State Aid and Penal Fines were lowered to reflect a 25% collection reduction projection due to the 2020 COVID-19 Pandemic. Interest revenue was lowered to reflect lower interest rates caused by the 2020 COVID-19 Pandemic. Other revenues, (commissions and rentals) reflect historical averages.

The budget proposal now shows an annual “Excess of Revenue Over/Under Expenditures” per Plante Moran’s suggestion and agreed upon during the July board meeting.

2021-2022 Revenues

Property taxes for 2021 and 2022 assume a Headlee reduction fraction of 0.9910 per annum (resulting in millage rates of 1.4585 and 1.4454 respectively) and a modest 3% growth in taxable values per the Canton Township Assessor’s projection.

Expenditures

Items of note:

- **702 – Salaries:** As directed by the board, the salary increase for 2021 is budgeted at less than 1%.
- **715 – Fringe Benefits:** Overall decrease from 2020 reflects an increase in FICA tax obligation (7.65% of salaries), a reduction in health care due to a board decision to not adopt the PA-152 hard cap but rather reinstitute the 80/20 cost sharing for health care premiums, over-funding MERS at \$125,000 rather than the MERS *recommended minimum employer contribution, per board direction and an increase in retirement DC plan due to a new full-time employee.

**MERS is reducing the following assumptions effective with the 2019 valuation: 1.) investment assumption from 7.75% to 7.35%; 2.) wage inflation from 3.75% to 3.00%. These changes will affect (likely increase) our 2021 employer minimum required contribution. Demographic assumptions changes will impact 2022 employer minimum required contribution.*

- **722 – Supplies:** Slight decrease for 2021; 2022/2023 includes an increase in postage due to reinstating newsletter mailings.
- **740 – Library Materials:** The minimum standard for our Enhanced Certification from the Library of Michigan’s Quality Services Audit Checklist (QSAC) is 12% of operating revenues. Per direction from the library board, we increased the budget to 15% of operating revenues, allocating a larger portion of the Library Materials budget to electronic formats.
- **801 – Professional & Contractual:** Increase due to new subscription costs for Catalog-Discovery Layer and Patron Portal/Website installed during 2020, and slight increases for current subscriptions (Syndetics and TLC databases).
- **850 – Communications:** Remains steady with nominal increases
- **860 – Travel:** Decrease in 2021 and 2023 (non-PLA Conference years). Increase in 2022 for tentative biennial PLA Conference year. 2021 and 2022 include Information Services-Department Head travel for 3-year ALA President Elect of the Games and Gaming Roundtable position ending in 2022, and IT increase for training.
- **880 – Community Promotion:** Increase due to OrangeBoy Savannah & Philanthropy.
- **900 – Printing:** Overall decrease due to strategic plan printing in 2020.
- **910 – Insurance:** Decrease in 2021 due to 2020 Pollution 3-year policy renewal and the anticipated increase in the Fiduciary policy’s triennial bond.
- **920 – Utilities:** Remains steady with nominal increases in 2022 and 2023.
- **930 – Maintenance & Repairs:** Slight increase due to increased costs in cleaning/janitorial services and lawn & grounds maintenance.
- **940 – Rentals/Leases:** Decrease as remaining copy machine lease contract expires in 2021. Leased machines will be replaced with purchased machines.
- **976 – Building Improvements:** Increase due to delay of Capital Outlay projects; smaller non-capital projects will be carried out under Building Improvement.
- **977 – Capital Outlay:** As the library building exceeds 30 years of age, we continue to evaluate the need to replace outdated equipment, fixtures, and furnishings to keep the library relevant to our community. Capital Outlay traditionally includes a transfer from the Assigned Capital Replacement fund balance to cover all capital improvements. *As in the past, additional operating revenues and unspent expenses will apply to Capital Outlay before requesting approval of a fund balance transfer.*

- Capital Outlay for 2021-2023 are estimates based on our Capital Replacement Schedule, which plots the estimated useful life expectancies and estimated replacement costs of furnishings, fixtures, and equipment over a 20-year period and currently includes the ENGIE Services contract projects. 2021 includes the replacement of 3 RTUs and the phone system (PBX).
- **996 – Property Tax Refunds:** Decreases in 2020 as the Michigan Tax Tribunal continues to clear backlogged cases.

Canton Public Library

2021 Proposed Budget (Motion 20/9-17-1-BH)

	98% Collection 1.5006 Millage Final 2019 Budget	99% Collection 1.4851 Millage Approved 2020 Budget - 2nd Qtrr Amendment	96% Collection 1.4717 Millage Proposed 2021 Budget	96% Collection 1.4585 Millage Proposed 2022 Budget	96% Collection 1.4454 Millage Proposed 2023 Budget
Income					
738-403 · Property Taxes	\$ 5,924,769	\$ 6,203,502	\$ 6,137,000	\$ 6,321,000	\$ 6,510,500
738-566 · State Aid to Libraries	72,276	65,000	48,750	52,650	65,000
738-613 · Photocopy Fees	43,500	45,000	45,000	45,000	45,000
738-615 · Replacement - Books/ AV	10,600	9,500	9,500	9,500	9,500
738-656 · Penal Fines	70,509	61,000	45,750	61,000	61,000
738-664 · Overdue Fines	56,800	50,000	30,000	50,000	50,000
738-670 · Misc & Contributions	43,521	5,354	1,000	1,000	1,000
738-671 · Interest Income	35,000	7,300	5,000	5,000	5,000
738-676 · Vending Commission	8,000	6,000	6,000	6,000	6,000
738-677 · Meeting Room Rental	1,200	500	500	500	500
Total Income	<u>6,266,175</u>	<u>6,453,156</u>	<u>6,328,500</u>	<u>6,551,650</u>	<u>6,753,500</u>
Expense					
738-693 · Endowment Transfers	\$ 1,500	\$ 500	\$ 500	\$ 500	\$ 500
738-702 · Salaries & Wages	2,851,900	2,954,000	2,975,000	3,084,000	3,173,000
738-715 · Fringe Benefits	560,800	670,100	626,500	662,000	694,000
738-722 · Supplies	123,020	168,470	164,950	181,370	181,945
738-740 · Library Materials	846,271	952,754	950,000	970,000	995,000
738-749 · Staff Book Account	-	-	-	-	-
738-801 · Professional & Contractual	316,005	358,950	408,930	422,950	451,075
738-850 · Communications	23,900	30,000	32,700	33,000	33,300
738-860 · Travel	30,725	59,400	41,650	63,500	52,400
738-880 · Community Promotion	11,550	16,200	26,200	23,700	23,700
738-900 · Printing	12,400	60,100	52,900	51,900	52,900
738-910 · Insurance	51,300	70,100	60,500	61,000	71,000
738-920 · Utilities	162,000	205,000	203,000	214,000	220,000
738-930 · Maintenance & Repairs	196,175	243,200	248,350	246,500	248,500
738-940 · Rentals/Leases	26,450	23,200	17,400	16,300	16,300
738-976 · Building Improvements	9,700	9,000	15,000	15,000	15,000
738-977 · Capital Outlay	971,900	804,500	1,087,600	1,001,300	493,600
738-996 · Property Tax Refunds	2,500	1,500	1,500	1,500	1,500
Total Expense	<u>\$ 6,198,096</u>	<u>\$ 6,626,974</u>	<u>\$ 6,912,680</u>	<u>\$ 7,048,520</u>	<u>\$ 6,723,720</u>
Excess of Income Over/Under Expenditures	68,079	(173,818)	(584,180)	(496,870)	29,780
Fund Balance - Beginning of year	\$ 3,094,231	\$ 3,425,895	\$ 3,252,077	\$ 2,667,897	\$ 2,171,027
Fund Balance - End of year	<u>\$ 3,162,310</u>	<u>\$ 3,252,077</u>	<u>\$ 2,667,897</u>	<u>\$ 2,171,027</u>	<u>\$ 2,200,807</u>
Fund Balance Presentation					
Nonspendable	\$ 125,002				
Assigned - Capital and Contingencies	\$ 2,726,300				
Unassigned	\$ 574,593				
Fund Balance - End of year	<u>\$ 3,425,895</u>				

Canton Public Library

2021 Proposed Budget (Motion 20/9-17-1-BH)

	2019		2020		2021		2022		2023	
	Final 2019 Budget	Sub Account Detail	Approved 2020 Budget	Sub Account Detail	Proposed 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail
<i>Green Font = Import from Budget Summary</i>										
INCOME										
738-403 · Property Taxes	\$ 5,924,769		\$ 6,203,502		\$ 6,137,000		\$ 6,321,000		\$ 6,510,500	
738-566 · State Aid to Libraries	72,276		65,000		48,750		52,650		65,000	
738-613 · Photocopy Fees	43,500		45,000		45,000		45,000		45,000	
738-615 · Replacement - Books/ AV	10,600		9,500		9,500		9,500		9,500	
738-656 · Penal Fines	70,509		61,000		45,750		61,000		61,000	
738-664 · Overdue Fines	56,800		50,000		30,000		50,000		50,000	
738-670 · Misc & Contributions	43,521		5,354		1,000		1,000		1,000	
670 · Misc & Contributions		19,305		1,000		1,000		1,000		1,000
670a · Programming Grants & Support		22,750		-		-		-		-
738-671 · Interest Income	35,000		7,300		5,000		5,000		5,000	
671g · Interest Income General		35,000		15,000		10,000		10,000		10,000
738-676 · Vending Commission-Social Space	8,000		6,000		6,000		6,000		6,000	
738-677 · Meeting Room Rental	1,200		500		500		500		500	
TOTAL INCOME	<u>6,266,175</u>		<u>6,453,156</u>		<u>6,328,500</u>		<u>6,551,650</u>		<u>6,753,500</u>	

Canton Public Library

2021 Proposed Budget (Motion 20/9-17-1-BH)

	2019		2020		2021		2022		2023	
	Final 2019 Budget	Sub Account Detail	Approved 2020 Budget	Sub Account Detail	Proposed 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail
EXPENSE										
738-693 · Endowment Transfers	\$ 1,500		\$ 500		\$ 500		\$ 500		\$ 500	
Total 738-693 · Endowment Transfers	\$ 1,500		\$ 500		\$ 500		\$ 500		\$ 500	
738-702 · Salaries & Wages	\$ 2,851,900		\$ 2,954,000		\$ 2,975,000		\$ 3,084,000		\$ 3,173,000	
738-702 · Salaries & Wages	2,851,900		2,954,000		2,975,000		3,084,000		3,173,000	
Administration		511,500		522,700		525,100		553,000		570,000
Business Services		205,000		233,800		240,100		250,000		258,000
IT - Information Technology		159,500		163,100		145,600		151,000		156,000
Community Relations		171,700		177,100		173,700		180,000		186,000
Information Services		1,081,500		1,117,300		1,113,600		1,153,000		1,188,000
Circulation Services		655,700		674,000		705,900		731,000		753,000
Staff Incentive		16,000		16,000		16,000		16,000		16,000
Accrual Allowance		21,000		20,000		20,000		20,000		18,000
Payroll Contingency		30,000		30,000		35,000		30,000		28,000
Total 738-702 · Salaries & Wages	\$ 2,851,900		\$ 2,954,000		\$ 2,975,000		\$ 3,084,000		\$ 3,173,000	
738-715 · Fringe Benefits	\$ 560,800		\$ 670,100		\$ 626,500		\$ 662,000		\$ 694,000	
738-715 · Fringes	7,400		3,000		3,000		3,000		3,000	
715a · Health Savings Account FSA		1,900		2,000		2,000		2,000		2,000
715b · Unemployment Reimbursement		5,500		1,000		1,000		1,000		1,000
738-716 · Medical/Dental	206,600		274,600		220,000		240,000		270,000	
716b · Medical Buy Outs		3,600		3,600		3,600		3,600		3,600
716d · Dental		17,500		21,000		21,400		21,400		21,400
716m · Medical (BCN)		185,500		250,000		195,000		215,000		245,000
738-717 · Life Ins / Disability	13,800		14,500		15,500		16,000		16,000	
738-718 · Retirement DB Plan (MERS)	100,000	Plan closed	125,000	Plan closed						
738-719 · Optical	3,000		7,000		7,000		7,000		7,000	
738-720 · FICA / MC Taxes (7.65% of Salaries)	218,500	7.65% of salaries	226,000	7.65% of salaries	228,000	7.65% of salaries	241,000	7.65% of salaries	241,000	7.65% of salaries
738-721 · Retirement DC Plan (401[a])	11,500	5% Cap (new FT)	20,000	5% Cap (new FT)	28,000	5% Cap (new FT)	30,000	5% Cap	32,000	5% Cap
Total 738-715 · Fringe Benefits	\$ 560,800		\$ 670,100		\$ 626,500		\$ 662,000		\$ 694,000	
738-722 · Supplies	\$ 123,020		\$ 168,470		\$ 164,950		\$ 181,370		\$ 181,945	
722T · Technology Supplies	23,500		27,200		23,200		24,000		22,400	
738-727 · Office Supplies	9,500		13,500		12,500		12,500		12,500	
727a · General Office Supplies		6,000		8,500		8,500		8,500		8,500
727b · Printing & Copying Supplies		3,500		5,000		4,000		4,000		4,000
738-724 · Information Services Supplies	3,500		5,250		6,000		5,800		5,800	
738-725 · Process Library Supplies	40,225		39,700		37,515		41,725		40,125	
725a · Circulation Services Supplies		13,025		17,700		17,515		19,725		18,125
725b · Tech Processing Supplies		27,200		22,000		20,000		22,000		22,000
738-726 · Community Relations Supplies	200		1,000		1,000		1,000		1,000	
738-729 · Building Supplies	8,000		22,700		21,000		23,500		20,000	
738-728 · Library Supplies - General (Other)	11,900		13,000		12,000		9,000		15,500	
738-730 · Postage	16,195		33,620		37,235		49,345		50,120	
730b · Postage - Information Services (books by mail)		3,500		3,500		5,000		4,000		4,000
730c · Postage - Circulation Services (interloan)		150		150		150		150		150
730j · Postage - Business Services		1,200		2,725		2,825		2,825		2,825
730m · Postage - Community Relations (mass mailings)		11,345		27,245		29,260		42,370		43,145

Canton Public Library

2021 Proposed Budget (Motion 20/9-17-1-BH)

	2019		2020		2021		2022		2023	
	Final 2019 Budget	Sub Account Detail	Approved 2020 Budget	Sub Account Detail	Proposed 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
738-732 · Janitorial Supplies	10,000		12,500		14,500		14,500		14,500	
Total 738-722 · Supplies	\$ 123,020		\$ 168,470		\$ 164,950		\$ 181,370		\$ 181,945	
738-740 · Library Materials	\$ 846,271	13.8% of income	\$ 952,754	15% of income	\$ 950,000	15% of income	\$ 970,000	15% of income	\$ 995,000	15% of income
738-741 · Books	262,278		238,954		233,170		238,420		244,150	
738-744 · AV (Media)	129,250		116,300		111,000		109,000		108,000	
738-747 · Services, Subscriptions & Pre-proc	454,743		597,500		595,830		622,580		642,850	
Total 738-740 · Library Materials	\$ 846,271		\$ 952,754	-	\$ 940,000	10,000	\$ 970,000	-	\$ 995,000	-
738-749 · Staff Book Account	\$ -		\$ -		\$ -		\$ -		\$ -	
Total 738-749 · Staff Book Account (wash account)	\$ -		\$ -		\$ -		\$ -		\$ -	
738-801 · Professional & Contractual	\$ 316,005		\$ 358,950		\$ 408,930		\$ 422,950		\$ 451,075	
738-731 · Credit Card Fees	2,000		5,000		5,000		5,000		5,000	
738-733 · Bank Fees	1,000		1,000		1,000		1,000		1,000	
733g · Bank Fees General		1,000		1,000		1,000		1,000		1,000
738-804 · Audit	12,675	Contract Ends	12,675		12,675		13,050		13,450	
738-808 · Information Technology	145,150		179,200		226,300		234,700		261,500	
808t · Online Information-Technology (IT)		120,650		154,600		198,000		206,200		233,000
808tp · Online Information - Tech Processing (TPW)		24,500		24,600		28,300		28,500		28,500
738-809 · Programming-Community Relations	49,600		31,000		32,000		30,000		30,000	
809d · Community Programming (CPL)		40,000		31,000		32,000		30,000		30,000
809d · Community Programming (229c-Friends' Support)		9,600		-		-		-		-
738-810 · Other Professional Services	69,496		81,075		79,200		75,250		75,350	
810a · Payroll		13,500		15,000		15,000		15,500		15,500
810b · Professional - Circulation Services		5,971		9,250		9,250		9,250		9,250
810j · Professional - Business Services		19,725		11,925		12,050		12,100		12,200
810m · Professional - Community Relations		30,300		44,900		42,900		38,400		38,400
738-812 · Legal	9,000		15,000		15,000		15,000		15,000	
738-814 · Membership Dues	17,122		18,850		18,630		19,075		18,900	
814a · Membership Dues - Director		1,500		1,500		1,500		1,500		1,500
814b · Membership Dues - Information Services		1,400		2,900		2,400		2,900		2,700
814c · Membership Dues - Circulation		1,300		800		1,000		1,000		1,000
814e · Membership Dues - Info Tech		850		1,200		1,400		1,250		1,250
814j · Membership Dues - Business Services		1,450		1,500		1,500		1,525		1,525
814k · Membership Dues - Misc.		9,620		9,750		9,900		9,900		9,900
814m · Membership Dues - Community Relations		1,002		1,200		930		1,000		1,025
738-815 · Staff Inservice	9,962		15,150		19,125		29,875		30,875	
815a · Staff Inservice/Training		5,000		5,000		5,000		5,000		5,000
815b · Staff Longevity Awards		1,050		2,150		2,825		3,475		3,875
815c · Staff Development/Training		1,600		5,500		5,500		5,500		5,500
815t · Online Training Services (IT)		2,312		2,500		5,800		15,900		16,500
Total 738-801 · Professional & Contractual	\$ 316,005		\$ 358,950		\$ 408,930		\$ 422,950		\$ 451,075	
738-850 · Communications	\$ 23,900		\$ 30,000		\$ 32,700		\$ 33,000		\$ 33,300	
Total 738-850 · Communications	\$ 23,900		\$ 30,000		\$ 32,700		\$ 33,000		\$ 33,300	
738-860 · Travel	\$ 30,725		\$ 59,400		\$ 41,650		\$ 63,500		\$ 52,400	
738-861 · Conferences	22,300		50,700		31,700		53,500		42,400	

Canton Public Library

2021 Proposed Budget (Motion 20/9-17-1-BH)

	2019		2020		2021		2022		2023	
	Final 2019 Budget	Sub Account Detail	Approved 2020 Budget	Sub Account Detail	Proposed 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
861a · Conferences - Director		3,000		5,000		3,000		5,500		3,000
861b · Conferences - Information Services		4,000		13,500		6,200		13,000		10,000
861d · Conferences - Circulation Services		4,000		8,000		4,500		10,500		10,500
861f · Conferences - Trustees		1,000		4,000		1,000		4,000		1,000
861g · Leadership Canton (\$400 per attendee)		700		1,200		1,600		1,200		1,200
861h · Conferences - Information Technology		5,300		8,400		8,400		8,300		8,300
861j · Conferences - Business Services		1,800		5,100		4,000		6,000		3,400
861m · Conferences - Community Relations		2,500		5,500		3,000		5,000		5,000
738-865 · Mileage / Misc.	8,425		8,700		9,950		10,000		10,000	
865a · Mileage - Director		1,890		2,200		2,500		2,500		2,500
865b · Mileage - Information Services		2,000		2,000		2,250		2,500		2,500
865c · Mileage - Circulation Services		1,000		1,000		1,000		1,000		1,000
865e · Mileage - Information Technology		1,025		1,300		1,300		1,100		1,100
865f · Mileage - Business Services		1,410		1,300		2,000		2,000		2,000
865m · Mileage - Community Relations		1,100		900		900		900		900
Total 738-860 · Travel	\$ 30,725		\$ 59,400		\$ 41,650		\$ 63,500		\$ 52,400	
738-880 · Community Promotion	\$ 11,550		\$ 16,200		\$ 26,200		\$ 23,700		\$ 23,700	
738-880 · Community Promotion	11,550		16,200		26,200		23,700		23,700	
880a · Marketing		9,150		13,800		23,800		21,300		21,300
880b · Volunteer		2,400		2,400		2,400		2,400		2,400
Total 738-880 · Community Promotion	\$ 11,550		\$ 16,200		\$ 26,200		\$ 23,700		\$ 23,700	
738-900 · Printing	\$ 12,400		\$ 60,100		\$ 52,900		\$ 51,900		\$ 52,900	
738-901 · Printing & Publishing	12,350		59,600		52,400		51,400		52,400	
901c · Community Relations Mailings		12,200		58,400		51,200		50,200		51,200
901e · Misc. Printing & Publishing		150		1,200		1,200		1,200		1,200
738-903 · Legal Notices & Ads	50		500		500		500		500	
Total 738-900 · Printing	\$ 12,400		\$ 60,100		\$ 52,900		\$ 51,900		\$ 52,900	
738-910 · Insurance	\$ 51,300		\$ 70,100		\$ 60,500		\$ 61,000		\$ 71,000	
738-911 · Liability Insurance	35,150		50,300		41,000		41,000		51,000	
738-912 · Worker's Compensation	5,700		7,000		7,000		7,000		7,000	
738-915 · E&O/D&O/EPL	3,300		3,800		3,500		3,500		3,500	
738-916 · Fiduciary/Fidelity	7,150		9,000		9,000		9,500		9,500	
Total 738-910 · Insurance	\$ 51,300		\$ 70,100		\$ 60,500		\$ 61,000		\$ 71,000	
738-920 · Utilities	\$ 162,000		\$ 205,000		\$ 203,000		\$ 214,000		\$ 220,000	
738-921 · Electricity	120,000		150,000		150,000		155,000		160,000	
738-922 · Gas	25,000		35,000		33,000		34,000		35,000	
738-923 · Water	17,000		20,000		20,000		25,000		25,000	
Total 738-920 · Utilities	\$ 162,000		\$ 205,000		\$ 203,000		\$ 214,000		\$ 220,000	
738-930 · Maintenance & Repairs	\$ 196,175		\$ 243,200		\$ 248,350		\$ 246,500		\$ 248,500	
738-931 · Cleaning/Janitorial Services	70,000		85,000		92,000		92,000		92,000	
738-932 · Lawn & Grounds Maintenance	69,000		77,950		80,350		77,350		78,350	
932a · Snow Removal		34,000		37,600		36,000		37,000		38,000
932b · Lawn & Grounds Maintenance		35,000		40,350		44,350		40,350		40,350
738-933 · Building Security (Equipment)	5,950		7,400		6,700		7,000		7,150	
738-934 · Library Equip & Misc Contracts	19,275		28,900		28,400		29,250		30,100	

Canton Public Library

2021 Proposed Budget (Motion 20/9-17-1-BH)

	2019		2020		2021		2022		2023	
	Final 2019 Budget	Sub Account Detail	Approved 2020 Budget	Sub Account Detail	Proposed 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
934b · Aquarium		2,200		2,900		3,000		3,150		3,000
934c · Misc. Contracts & Inspections		6,900		8,400		8,900		8,900		9,100
934g · HVAC Maintenance Contracts		10,175		17,600		16,500		17,200		18,000
738-935 · Office Equip Maint Contracts		950		950		900		900		900
738-936 · Building Repairs		20,000		18,000		20,000		20,000		20,000
738-937 · Equipment Repairs		11,000		25,000		20,000		20,000		20,000
Total 738-930 · Maintenance & Repairs	\$	196,175	\$	243,200	\$	248,350	\$	246,500	\$	248,500
738-940 · Rentals/Leases	\$	26,450	\$	23,200	\$	17,400	\$	16,300	\$	16,300
942 · Postage Meter - Pitney Bowes		26,450		23,200		17,400		16,300		16,300
942b · Copy Machine Lease		24,450		21,200		15,400		13,800		13,800
942 · Postage Meter - Pitney Bowes - Other		2,000		2,000		2,000		2,500		2,500
Total 738-940 · Rentals/Leases	\$	26,450	\$	23,200	\$	17,400	\$	16,300	\$	16,300
738-976 · Building Improvements	\$	9,700	\$	9,000	\$	15,000	\$	15,000	\$	15,000
Total 738-976 · Building Improvements	\$	9,700	\$	9,000	\$	15,000	\$	15,000	\$	15,000
738-977 · Capital Outlay	\$	971,900	\$	804,500	\$	1,087,600	\$	1,001,300	\$	493,600
977 · Capital Outlay		971,900		804,500		1,087,600		1,001,300		493,600
977a · Capital Outlay - Info Services		-		3,000		-		-		-
977g · Capital Outlay - General		500,000		33,500		-		555,000		142,000
977t · Capital Outlay - Technology		471,900		768,000		1,087,600		446,300		351,600
Total 738-977 · Capital Outlay	\$	971,900	\$	804,500	\$	1,087,600	\$	1,001,300	\$	493,600
738-996 · Property Tax Refunds	\$	2,500	\$	1,500	\$	1,500	\$	1,500	\$	1,500
Total 738-996 · Property Tax Refunds	\$	2,500	\$	1,500	\$	1,500	\$	1,500	\$	1,500
TOTAL EXPENSE	\$	6,198,096	\$	6,626,974	\$	6,902,680	\$	7,048,520	\$	6,723,720
EXCESS OF INCOME OVER/UNDER EXPENDITURES		68,079		(173,818)		(574,180)		(496,870)		29,780
Grand Total Allocated Budget		6,198,096		6,626,974		6,912,680		7,048,520		6,723,720
Proposed less Allocated (over)/under		0		0		10,000		0		0

10,000 = Materials adjustment to be made?

Canton Public Library

Capital Replacement Schedule

No longer considered capital

This Year NEXT 5 YEARS

FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	2020	2021	2022	2023	2024	2025
Land												
	Land		Non depreciable	\$ 67,500		Bond paid off in 2015						
Buildings, Fixtures and Improvements												
	Water Main		50	\$ 42,831	1989	address around 2035						
	Water Service	30	25	\$ 14,500	1989	address around 2014						
	Sanitary Sewerage		30									
	Underground			\$ 87,400	1989	repairs, not replacement						
	Above ground			\$ 29,400	1989	repairs, not replacement						
	Storm Drainage/Catch Basin/Manholes	40	30	\$ 55,367	1989							
	Underground	28		\$ 12,800	1989	repairs, not replacement						
	Above ground	29		\$ 26,000	1989	repairs, not replacement						
	Storm Sewer/Catch Basin		5 year service	\$ 12,575	2015				15,000			
	Irrigation (sprinkler heads & lines)	822	15	\$ 140,000	2001/2019	*annual maintenance G/L 932b						
	Paving											
	Asphalt Paving / End of Life Replacement	824	15	\$ 479,831	1989/2019	\$100k/2017, \$190k/2019						
	Concrete Paving - Sidewalks & Curbs	43	30	\$ 89,480	1989/2019	\$40k/2019						
	Asphalt Maintenance (periodic seal & stripe)					*annual maintenance G/L 932b					19,000	
	Paver walkway connect CPL to Canton Ctr Rd.		10	\$ 12,000	2018							
	Dumpster Enclosure (trash/recycle)		25	\$ 125,550	2016							
	Electrical Vehicle (EV) charging station (public lot, \$28,000)											
	Exterior Lighting											
	Building/Architectural Lights		20									
	Lighting - Parking Lot Lights (upgraded to LED 2013)		30	\$ 26,500	2013							
	Interior Lighting											
	Upgrade light fixtures to LED											130,000
	Signs											
	Site Signage (in building)	79	15	\$ 17,265	2001							
	Main Entry Signage	21	25	\$ 4,893	2012							
	Main Entry Signage - Replacement		12	\$ 4,893	2012							10,000
	BUILDING											
	Masonry, Cast Concrete, Flatwork & Finish		Unlimited	\$ 413,984	1989/2001	repairs, not replacement						
	Brick, Stone & Ceramic Tile		Unlimited	\$ 83,324	1989	repairs, not replacement						
	Wiring	109	30	\$ 766,437	2001							
	Ballasted Roof - EPDM Roofing	92	15	\$ 128,696	2001	20 of 53,000 sf remains			350,000			
	Sheet Metal	64		\$ 3,180	1989							
	Rubber Membrane	65		\$ 45,662	1989							
	Roof - Partial Replacement, Johns Manville	1290	20 years	\$ 169,504	2008	33 of 53,000 sq. ft.						
	Aluminum Downspouts & gutters		15-20		1989/2001				75,000			
	Wood Soffit (Bldg/Canopies)		30		1989/2001							
	Windows / Skylights											
	Skylights (Tree, Nook, 4-section Teen)	93	15	\$ 28,500	2001/2016	inspected/serviced					20,000	
	Skylight-Pyramid (FAR, Child Seating)	93	15	\$ 13,200	1989/2016	reseal approx \$5K					20,000	
	Skylight-Pyramid (Entrance, International)	93	15	\$ 31,400	1989/2016	reseal + caps/gaskets \$10K					10,000	
	Insulating Glass (piano window, nook, etc.)	67	25	\$ 42,955	1989/2001	ENGIE						80,000
	Aluminum/Wood Windows		30									
	Aluminum Doors	69	25	\$ 25,370	1989/2001							
	Steel Doors - Exterior	94	30	\$ 25,721	2001							
	Automatic Door Operators (Front Entry)	1346	10	\$ 7,520	2008		16,000					
	Renovations											
	PSIP II - Public Restrooms (Lobby)			\$ 207,526	2015							
	PSIP II - Social Space (Café) / Lobby			\$ 49,500	2015							
	PSIP III - Children's Space			\$ 755,668	2016							
	PSIP III - Children's Restrooms			\$ 86,622	2016							
	PSIP IV - Friend's Bookstore			\$ 132,924	2017							
	PSIP IV - Teen Space			\$ 649,060	2017							
	PSIP IV - Tutor Area (GSR 1-6)			\$ 55,832	2017	reused G, H & I in Tutor Area						
	Trendwall - Group Study Rooms D, E & F (Teen)		15	\$ 34,785	2013	G, H & I relocated in 2017						
	Staff Area Renovation - General Construction			\$ 872,000	2018	Estimated @ \$1,550,000						
	Staff Area Renovation - Restroom Alcove			\$ 8,400	2018							
	Floor Covering - Carpet/Resilient Floor Staff Area	104	10	\$ 240,005	2001/2018	staff area only \$78k in 2018						
	Friends' Donation/Sorting Area (canopy, donation shelving, concrete)			\$ 53,400	2019							
	Sorter Room Renovation (cabinets, work stations)			\$ 26,600	2019	Cabinets, lighting, workstations						
	Floor Covering - Carpet I-Lab		15/warranty		2012	Replacement 2022				7,000		
	Floor Covering - Lobby walk-off carpet installed		10	\$ 12,000	2019	replaced Pedigrid system						

FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	2020	2021	2022	2023	2024	2025
	Floor Covering - Luxury Vinyl Tile PSIP I Project		10	\$ 47,477	2014						50,000	
	Floor Covering - Carpet - Public Area of PSIP I & II		10	\$ 75,752	2014/2015						80,000	
	Floor Covering - Carpet Public Areas Replaced	105	10	\$ 250,000	2015	Replacement 2025						275,000
	Wall Covering - Lobby & New Book Area (PSIP I)	103	5-10	\$ 24,125	2012					15,000		
	Wall Covering - Quiet Study Room (PSIP I)		10	\$ 3,159	2013					4,000		
	Ceiling Tiles			\$ 89,314	2001							
	Sound Masking System											
	Lencore sound masking - Staff Area		20	\$ 15,000	2019							
	Fire Suppression System			\$ 42,000	1989							
	Relocate Sprinkler Heads for PSIP IV (Teen Space)			\$ 8,875	2017							
	Relocate Sprinkler Heads for Staff Area renovation			\$ 25,000	2018							
	Relocate Fire Strobes (National Time & Signal)			\$ 8,000	2018							
	HVAC (including Circ Pumps, Temp Controls) - See IT Capital											
	PSIP IV - Teen Space HVAC			\$ 37,500	2017	VAV boxes, duct work						
	PSIP IV - Tutor Area HVAC			\$ 11,250	2017	VAV boxes, duct work						
	Staff Area Reno HVAC & Plumbing			\$ 263,000	2018	VAV boxes, duct work						
	Staff Area Reno Electrical			\$ 128,000	2018							
	Furniture and Equipment											
	Custom Millwork (cabinets)		20+	\$ 48,446	2001							
	Storage cabinets (Sort Room alcove)		20+	\$ 9,820	2017							
	Staff Area Reno Custom Millwork (cabinets)		20+	\$ 56,000	2018							
	General Staff Area											
	Chairs - Maple Meeting Chairs (6 in Med.Conf.Room)		10	\$ 3,611	2013	re-use, do not replace						
	Chairs - Executive Task Chairs (staff)		15		2014-2017							
	Staff Lounge Furniture (Tables/Chairs)		10	\$ 12,000	2005	upholstered in 2018						
	Furniture - Open spaces (desks, file cabinets, etc.)		15	\$ 144,000	2001	Renovation 2018/19						
	Additional under-cabinet lights for IS			\$ 9,000	2019							
	Furniture - Enclosed Offices (desks, file cabinets, etc.)			\$ 121,500	2019							
	Lencore sound masking system (33 speakers/6 controls)		20	\$ 14,995	2019							
	General Public Area											
	CD Bins (Adult Collection)		10	\$ 31,936	2015	may eliminate						35,000
	Soft seating w/power (2-seat,1-table unit at entrance)											
	Chairs - 12 upholstered side chairs (Teen Study Rooms)		10	\$ 3,300	2018	reupholster only, lifetime frame						
	Chairs - 48 upholstered side chairs (Study Rooms/Carrells)		10	\$ 19,000	2019	reupholster only, lifetime frame						
	Chairs - 22 hi-back task chairs (Quiet Study Room)		10	\$ 9,841	2015							12,000
	Chairs - Agati Task Chairs (public area)		15	\$ 45,000	2006				60,000			
	Help Desk - Childrens		15	\$ 12,290	2016							
	Tables - Carrell Tables (6-S/E Study Area)		20	\$ 15,764	2015	one moved to quiet study 2017						
	Tables - Laptop Tables (8-Fireplace Area)		10	\$ 4,310	2015							5,000
	Table Maintenance - Refinish Maple Edges			\$ 12,000	2013	Replace/refinish periodically						
	Tables w/electrical spheres (single study rms)		10	\$ 4,359	2013				6,000			
	ART											
	Tree Sculpture (Children's Library)		20	\$ 32,000	2008							
	Friends' Activity Room											
	5' flip top tables (6)		10	\$ 8,327	2016							
	Chela stacking chairs (40) & trolley (2)		10	\$ 7,447	2016							
	Cabinetry/Sink - Friends' Activity Room		15+	\$ 5,325	2016							
	Community Room											
	Wall Covering - Community Room (whisper wall)		15	\$ 36,990	2013				40,000			
	Lighting update (LED)											
NEW	Under carpet power/USB ports											
	Community Room Shades & controls		10	\$ 1,936	2006				15,000			
	4' Tables (16) and table trucks (2)		10	\$ 1,989	2011				30,000			
	Stacking Chairs (Community Room)		10	\$ 23,000	2005				30,000			
	Cabinetry/Sink - Community Room Kitchen		15+	\$ 13,865	2013							
	The Lab											
	Cabinetry (same as IS area)	91		\$ 151,568	2001							
	Projection Screen			\$ 5,874	2003							
	Hardware											
	See IT Capital											
	Software											
	See IT Capital											
	Library Materials											
	See P&L 740 accounts											

Sub-Total - BUILDING REPLACEMENT ESTIMATE

\$ 499,200 \$ 16,000 \$ - \$ 555,000 \$ 142,000 \$ 239,000 \$ 457,000

FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	2020	2021	2022	2023	2024	2025	
	Sub-Total - INFORMATION SERVICES						\$ -	\$ 3,000	\$ -				
	Sub-Total - IT CAPITAL REPLACEMENT ESTIMATE						\$ 328,200	\$ 768,000	\$ 1,087,600	\$ 446,300	\$ 351,600	\$ 298,300	\$ 455,900
	GRAND TOTAL BUILDING & IT CAPITAL REPLACEMENT						\$ 827,400	\$ 787,000	\$ 1,087,600	\$ 1,001,300	\$ 493,600	\$ 537,300	\$ 912,900
	RUNNING EXPENSE TOTAL (Current Year + Future Year Estimates)						\$ 787,000	\$ 1,874,600	\$ 2,875,900	\$ 3,369,500	\$ 3,906,800	\$ 4,819,700	

		Annual Inflation Factor --> 1.032	2020	2021	2022	2023	2024	2025	
9777 Technology Long Term Capital Outlay Projections		Proposed Budget -->	\$ 407,700	\$ 577,100	\$ 577,100				
HVAC SYSTEMS SUBTOTALS			\$ 471,503	\$ 730,811	\$ 14,801	\$ -	\$ 26,748	\$ 299,603	
INFORMATION TECHNOLOGY SUBTOTALS			\$ 271,467	\$ 331,781	\$ 406,434	\$ 326,564	\$ 246,562	\$ 131,293	
TECHNOLOGY CAPITAL OUTLAY CONTINGENCY			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
CAPITAL OUTLAY (TECHNOLOGY)			\$ 767,970	\$ 1,087,592	\$ 446,236	\$ 351,564	\$ 298,310	\$ 455,896	
TOTAL IT CAPITAL BUDGET REQUESTED			\$ 768,000	\$ 1,087,600	\$ 446,300	\$ 351,600	\$ 298,300	\$ 455,900	
Contingency as % of Requested Budget			3%	2%	6%	7%	8%	5%	
HVAC SYSTEMS SUBTOTALS		QTY	Last Price	\$ 471,503	\$ 730,811	\$ 14,801	\$ -	\$ 26,748	\$ 299,603
9777	RTU1 (Trane Intellipac 30 Ton, last 2001, EOF 15-20yrs)(Engie-M)	1	\$ 139,750	included	\$ -	\$ -	\$ -	\$ -	\$ -
9777	RTU2 (Trane Intellipac 25 Ton, last 2001, EOF 15-20yrs)(Engie-M)	1	\$ 100,000	\$ -	\$ 725,000	\$ -	\$ -	\$ -	\$ -
9777	RTU3 (Trane Intellipac 40 Ton, last 2001, EOF 15-20yrs)(Engie-M)	1	\$ 146,500	\$ -	included	\$ -	\$ -	\$ -	\$ -
9777	Air Handler (Trane, Roof, last 2001, EOF 20yrs, rebuild)(Engie-M)	1	\$ 73,500	\$ -	included	\$ -	\$ -	\$ -	\$ -
9777	RTU4 (Main Trane AC, 90 Ton, last 2008, EOL 15-20yrs)	1	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9777	IT-AC APC rack mount, Server Rm/Roof (2008, EOL 5-10yrs)	1	\$ 6,800	\$ 8,262	\$ -	\$ -	\$ -	\$ -	\$ -
9777	IT-AC Daikin miniSplit, Server Rm/Roof (2012, EOL 5-10yrs)	1	\$ 10,802	\$ -	\$ -	\$ 14,801	\$ -	\$ -	\$ -
9777	IT-AC Daikin miniSplit, Wire Rm/Roof (2015, EOL 5-10yrs)	1	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ 8,298	\$ -
9777	AC - Community Rm (Trane 10 Ton, last 2008, EOL 2026)	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Air Compressor, Quincy (1989, EOL 30yrs) (DDCs will end need)	1	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Humidifier Dri Steam (last 2001, EOL 15yrs)(Engie-M3)	1	\$ 14,000	\$ 127,000	\$ -	\$ -	\$ -	\$ -	\$ -
9777	VAV Controls & Thermostats DDC replace Pneumatics (Engie-M)	1	\$ 70,000	\$ 111,200	included	\$ -	\$ -	\$ -	\$ -
9777	Building Control System Upgrade (4yr app updates)(Engie-C1)	1	\$ 14,050	\$ 197,100	\$ -	\$ -	included	\$ 18,450	\$ -
9777	Boiler Backup (2 Bryan units) (1989 EOL 20yrs, extended by low	1	\$ 96,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299,603
9777	Circulation Pump #3 (2014 EOL 20yrs)	1	\$ 3,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Circulation Pump #4 (2001 EOL 20yrs)	1	\$ 3,095	\$ -	\$ 5,811	\$ -	\$ -	\$ -	\$ -
9777	Boiler Main Lochinvar (last 2001, EOL 20yrs)(Engie-M1)	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Convert primary pumps to Variable Frequency Drive (Engie-C3)	1	\$ 27,941	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Circulation Pump #1 Large (2001 EOL 20yrs)(Engie-M1)	1	\$ 7,000	included	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Circulation Pump #2 Large (2001 EOL 20yrs)(Engie-M1)	1	\$ 7,000	included	\$ -	\$ -	\$ -	\$ -	\$ -
INFORMATION TECHNOLOGY SUBTOTALS			\$ 271,467	\$ 331,781	\$ 406,434	\$ 326,564	\$ 246,562	\$ 131,293	
Cabling and Multimedia for specific Library Areas									
9777	A/V Media Upgrades - The-Lab	1	\$ 7,577	\$ -	\$ -	\$ -	\$ -	\$ 9,748	\$ -
9777	A/V Media Upgrades - Friends Room	1	\$ 15,324	\$ -	\$ -	\$ -	\$ 19,104	\$ -	\$ -
9777	A/V Media Upgrades - Community Room	1	\$ 15,780	\$ -	\$ -	\$ 19,063	\$ -	\$ -	\$ -
9777	A/V Media Upgrades - Large & Medium Conference Rooms	1	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Workstations - Hardware									
9777	Desktop PCs: 30 Public (Childrens)	30	\$ 890	\$ 26,700	\$ -	\$ -	\$ -	\$ 30,285	\$ -
9777	Desktop PCs: Public (Webx 42 & Teens 12) and 6 Staff Laptops	66	\$ 890	\$ -	\$ -	\$ 59,025	\$ -	\$ -	\$ -
9777	iLab Laptops (15)	15	\$ 1,200	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 20,417
9777	Desktop PCs: 50 Staff	50	\$ 890	\$ -	\$ -	\$ -	\$ 63,397	\$ -	\$ -
9777	Desktop PCs: 35 Staff (21-PCs, 14-Laptops \$*2)	42	\$ 890	\$ -	\$ 39,811	\$ -	\$ -	\$ -	\$ 45,156
9777	OPAC (2009-Wyse) / (2016-Chrome Base)	13	\$ 500	\$ -	\$ 7,609	\$ -	\$ -	\$ -	\$ -
9777	Touchscreens (5 print release) (was deferred from 2019 to 202	5	\$ 750	\$ -	\$ 4,979	\$ -	\$ -	\$ -	\$ -
9777	Dell Laptop (4 Shared, 10 staff)	14	\$ 1,500	\$ -	\$ -	\$ 24,582	\$ -	\$ -	\$ -
9777	iMAC mini and iMAC for CR/Digital-Studio and IT iPad Mgmt	2	\$ 2,864	\$ -	\$ -	\$ -	\$ 7,099	\$ -	\$ -
9777	iPad Air2 - Children's Sail (4), CR (2), IS (4)	10	\$ 679	\$ -	\$ -	\$ 7,463	\$ -	\$ -	\$ 8,203
9777	Early Literacy Stations + ELF site license (5 YR Exp 3/21/21)	4	\$ 3,899	\$ -	\$ 18,256	\$ -	\$ -	\$ -	\$ -
OS, System, and Applications Software									
9777	Windows PC OS Upgrade (Windows Pro)	225	\$ 49	\$ -	\$ -	\$ -	\$ 18,304	\$ -	\$ -
9777	Microsoft System Center Config Mgr 2016 (250 Devices)	1	\$ 10,047	\$ -	\$ 11,760	\$ -	\$ -	\$ -	\$ -
9777	Microsoft Server; (3) Data Center, (150) CALs	1	\$ 6,162	\$ -	\$ -	\$ 7,379	\$ -	\$ -	\$ -
9777	Microsoft SQL CALs	110	\$ 39	\$ -	\$ -	\$ -	\$ 5,152	\$ -	\$ -
9777	Microsoft OfficePro 2019 (75 Staff & 96 Public Users)	1	\$ 11,784	\$ 13,327	\$ -	\$ -	\$ -	\$ 15,116	\$ -
9777	Microsoft SharePoint 2019 (122 Staff Users)	1	\$ 5,636	\$ -	\$ -	\$ -	\$ 6,749	\$ -	\$ -
9777	Catalog; discovery layer - implementation costs	1	\$ 11,000	\$ 6,800	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Catalog; patron web portal - implementation costs	1	\$ 29,500	\$ 8,300	\$ -	\$ -	\$ -	\$ -	\$ -
9777	Accounting; migration to new platform, away from Quickbooks	1	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
9777	PC Mgmt; Remote Control, Remote Access, Scheduling, Sessions	125	\$ 179	\$ 22,375	\$ -	\$ -	\$ -	\$ -	\$ -
Networking; Wireless APs, Firewall, Switches									
9777	Catalyst 2960 48 Port Poe- IDF1 2016	4	\$ 1,915	\$ -	\$ 8,965	\$ -	\$ -	\$ -	\$ -
9777	Catalyst 3850 24 Port Poe 1GB - Township (2)	2	\$ 3,985	\$ -	\$ -	\$ -	\$ -	\$ 9,849	\$ -
9777	Catalyst 3850 24 Port Poe 1GB - IDF2 (2)	2	\$ 4,034	\$ 9,125	\$ -	\$ -	\$ -	\$ -	\$ 10,681
9777	Catalyst 3850 48 Port Poe - MDF CAB2	2	\$ 5,765	\$ -	\$ -	\$ 14,036	\$ -	\$ -	\$ -
9777	Catalyst 3850 48 Port Poe - MDF	2	\$ 6,235	\$ -	\$ -	\$ -	\$ -	\$ 15,411	\$ -
9777	Catalyst 3850 48 Port Poe - MDF	2	\$ 6,235	\$ 14,103	\$ -	\$ -	\$ -	\$ -	\$ 16,509
9777	Catalyst 24 Port - IDF02	2	\$ 4,300	\$ -	\$ -	\$ -	\$ 10,628	\$ -	\$ -
9777	Catalyst 2960 48 Port - IDF1 2016	1	\$ 2,400	\$ -	\$ -	\$ -	\$ 2,966	\$ -	\$ -
9777	Security - Firewall (Corporate)	1	\$ 8,000	\$ -	\$ -	\$ -	\$ 9,887	\$ -	\$ -
9777	Security - Firewall (Public)	1	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 10,233	\$ -
9777	Cisco 2921 Router (1 Unit Acquired from TLN 2014)	2	\$ 1,895	\$ -	\$ 4,578	\$ -	\$ -	\$ -	\$ -

		Annual Inflation Factor --> 1.032	2020	2021	2022	2023	2024	2025
9777 Technology Long Term Capital Outlay Projections		Proposed Budget -->	\$ 407,700	\$ 577,100	\$ 577,100			
Servers and Storage								
9777	EqualLogic PS6200E 96tb Storage 2017 7yr (Library & Township)	2	\$ 38,634	\$ -	\$ -	\$ -	\$ 97,449	\$ -
9777	EqualLogic PS6100E (4/2015 5yr exp 2020)	1	\$ 23,483	\$ -	\$ -	\$ -	\$ -	\$ -
9777	EqualLogic PS6100X VM-SAN SrvRm (4/2013 7yr exp 2020)(def)	1	\$ 46,791	\$ 52,918	\$ -	\$ -	\$ 58,162	\$ -
9777	Overland Storage Tape Library LT03 EQL 2017 ->LTO4 2017	2	\$ 3,366	\$ -	\$ -	\$ -	\$ -	\$ 8,586
9777	Power Edge R720 Active Directory Server	1	\$ 6,800	\$ -	\$ -	\$ -	\$ 8,404	\$ -
9777	Power Edge R720 Data Protection Manager 5 YR Exp 2018	2	\$ 6,959	\$ 15,740	\$ -	\$ -	\$ -	\$ 18,425
9777	Dell Power Edge R810 VM-Ware Servers 5 YR Exp 2019	3	\$ 12,450	\$ -	\$ -	\$ -	\$ 56,318	\$ -
9777	Dell Power Edge R540 Physical Server - Security Cameras	1	\$ 9,712	\$ -	\$ -	\$ -	\$ 11,369	\$ -
Video / Security								
9777	Security Gates	3	\$ 4,500	\$ 15,268	\$ -	\$ -	\$ -	\$ -
9777	Sonitrol System (including Air Phone camera 2014)	5	\$ 5,934	\$ -	\$ -	\$ -	\$ 40,653	\$ -
9777	People Counter	1	\$ 5,934	\$ -	\$ -	\$ 7,634	\$ -	\$ -
Specialized Hardware (including PBX / Printers / Copiers / UPS)								
9777	HP Design Jet T520 ePrinter Printer	1	\$ 2,871	\$ 3,247	\$ -	\$ -	\$ -	\$ -
9777	Zebra CD/DVD Label Printer (set 1)	1	\$ 2,600	\$ -	\$ 2,924	\$ -	\$ -	\$ -
9777	Zebra CD/DVD Label Printer (set 2)	1	\$ 2,600	\$ -	\$ -	\$ -	\$ -	\$ 3,317
9777	The Lab, Covid, Curbside, DR Enhancements			\$ 8,950	\$ 9,236	\$ 9,532	\$ -	\$ 3,090
9777	Staff RFID Stations: Antenna/Reader (+4 for IS) (defer to 2020)	10	\$ 1,060	\$ 11,988	\$ 15,465	\$ -	\$ -	\$ -
9777	Selfcheck Stations: Antenna/Reader/Display (defer to 2020)	8	\$ 1,980	\$ 17,914	\$ 18,487	\$ -	\$ -	\$ -
9777	Selfcheck Stations - Software (defer to 2020)	8	\$ 2,970	\$ 26,871	\$ 27,731	\$ -	\$ -	\$ -
9777	Sorting System Conveyor	1	\$ 145,000	\$ -	\$ -	\$ 211,604	\$ -	\$ -
9777	Sorter Book Chutes & their PCs (external and internal)	1	\$ 14,000	\$ -	\$ -	\$ 20,431	\$ -	\$ -
9777	Sorting Bins	11	\$ 1,600	\$ -	\$ -	\$ 25,684	\$ -	\$ -
9777	Battery Backup Cabinets (APC 3000/RT8000) Library & Twp	4	\$ 3,300	\$ -	\$ -	\$ -	\$ 19,263	\$ -
9777	ITC 1580U-80-4-D Cash Card Loader (Credit Card capable unit)	1	\$ 7,100	\$ 8,030	\$ -	\$ -	\$ -	\$ -
9777	ITC Cash Card Readers (1 per public copier)	5	\$ 1,200	\$ 6,786	\$ -	\$ -	\$ -	\$ -
9777	PBX	1	\$ 50,000	\$ -	\$ 62,334	\$ -	\$ -	\$ -
9777	KM Copier Lease Set 2015 Replacement	6	\$ 6,000	\$ -	\$ -	\$ -	\$ 44,490	\$ -
9777	KM Copier Lease Set 2017 Replacement	3	\$ 6,000	\$ -	\$ 19,170	\$ -	\$ -	\$ -



2021 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January	21,	2021	May	20,	2021	September	16,	2021
February	18,	2021	June	24,	2021	October	21,	2021
March	18,	2021	July	15,	2021	November	18,	2021
April	15,	2021	August	19,	2021	December	16,	2021

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Thursday	December	31,	2020	New Year's Eve Day	Paid Holiday
Friday	January	1,	2021	New year's Day	Paid Holiday
Sunday	April	4,	2021	Easter Sunday	Library Closed
Sunday	May	30,	2021	Memorial Day Sunday	Library Closed
Monday	May	31,	2021	Memorial Day	Paid Holiday
Thursday	June	17,	2021	Liberty Festival	Close at 6:00
Friday	June	18,	2021	Liberty Festival	Library Closed
Saturday	June	19,	2021	Liberty Festival	Library Closed
Sunday	July	4,	2021	Independence Day	Paid Holiday
Sunday	September	5,	2021	Labor Day Sunday	Library Closed
Monday	September	6,	2021	Labor Day	Paid Holiday
Thursday	November	11,	2021	Staff Inservice (Veterans Day)	Library Closed to public
Thursday	November	25,	2021	Thanksgiving Day	Paid Holiday
Friday	November	26,	2021	Thanksgiving Friday	Library Closed
Friday	December	24,	2021	Christmas Eve Day	Paid Holiday
Saturday	December	25,	2021	Christmas Day	Paid Holiday
Friday	December	31,	2021	New Year's Eve Day	Paid Holiday
Saturday	January	1,	2022	New Year's Day	Paid Holiday