



Library Board of Trustees Meeting Agenda

**CANTON PUBLIC LIBRARY
BOARD OF TRUSTEES – GENERAL MEETING
July 16, 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 	
New Business Action Item 20/7-16-1 Discussion Item	<ul style="list-style-type: none"> • 2nd Quarter Budget Amendment • 2021 Budget — 1st Draft & 2022-2023 projections 	
	<ul style="list-style-type: none"> • Call to Audience (5 min. maximum) • Adjourn 	



Canton Public Library Board of Trustees General Meeting Minutes

June 18, 2020 – 7:30 pm

The Chairperson, Amy Watts, called the meeting to order at 7:34 PM.

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

Absent: None

Also Present: E. Davis, K. Gladden

CALL TO AUDIENCE (L. Golden, D. Huntzicker, A. Iqbal, D. McHugh, M. Nicholson, R. Noble, J. Parij, C. Paul, S. Sharma, D. Skopczynski, C. Swanberg, N. Szczepanski, “Carol”) – Director Eva Davis introduced the Canton Public Library Board of Trustees and Kapnick Insurance representatives to the audience.

APPROVAL OF AGENDA

M. Farell moved and J. Lee supported a motion to accept the agenda as amended.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed (6-0-0)

APPROVAL OF GENERAL MEETING MINUTES

The minutes were accepted as presented by unanimous consent.

COMMUNICATIONS — None

DIRECTOR’S REPORT

Director Eva Davis reported that Publisher’s Weekly interviewed Community Relations Department Head Laurie Golden regarding our “62 Days of Summer” program and the quick pivot made to the program to accommodate pandemic restrictions.

Circulation Services Department Head Nancy Szczepanski is retiring at the end of July; plans for a celebratory farewell celebration have not been sorted out.

On Thursday, June 11, the library initiated the scheduled pickup service of holds that were in the building when the library shut down on March 13. Pickup of holds that were fulfilled by returned items and newly received materials were completed by Friday, June 12. The staff’s efficiency allowed the library to open up holds on available items sooner than anticipated, on Saturday, June 13. Since then, over 3,000 items have been placed on hold; activated; and processed for pickup. (1,100 holds were placed and pulled on Tuesday, June 16, alone.)

E-Material statistics include: almost 1,100 checkouts from Overdrive/Libby; 1,800 from e-audiobook source CloudLibrary; 12,000 from Hoopla; 1,300 videos from Kanopy; and 2,800 periodicals from RBDigital.

The library is roughly 43% of the way through the fiscal year. Wayne County has advised that they will be making the library whole on delinquent property taxes (approximately \$ 100,000) in June. This will be recognized in the 2nd Quarter Budget Amendment in July. The second State Aid to Libraries payment of \$35,000 has, surprisingly, been received. Other Income items (such as meeting room rentals, fines and vending commissions) continue to trend downward, due to lack of usage. Any adjustments will be made with the 3rd Quarter Budget Amendment in October.

Again, certain expenditures are trending higher. Fringe Benefits are higher because of the annual payment made to MERS in January. Travel is higher because of staff attendance at the biennial Public Library Association conference in Nashville in February. Yearly Insurance payments were billed during the 1st quarter. These areas will fall into line as the year progresses.

TRUSTEE COMMENTS — Trustee Nancy Eggenberger remarked that Overdues would likely be decreased in any event because of the advent of Auto-Renewal, and that next year might provide a better barometer of how much income will be derived in future from fines.

Secretary/Treasurer Michelle Farell asked whether the Friends of the Library are accepting donations again. (Answer = No.)

Vice-Chair Jasmine Lee expressed her appreciation that the digital media platforms included a variety of international language materials.

COMMITTEE REPORTS — None

UNFINISHED BUSINESS & GENERAL ORDERS

2021 Budget Discussion — Expenditures

Salaries — At the May board meeting, the board had asked for a revised proposal with a slight increase to the lower pay grades due to the state minimum wage increase; pay freezes for all other positions; and no pay cuts for the library director. E. Davis reviewed a revised 2021 Salaries recommendation which met those goals. The proposed .71% increase over the 2020 Salaries budget would be an additional \$21,000. The board accepted the proposed increase for budgetary purposes.

Approval of Pandemic Response Policy (2nd Reading)

Trustee Don Turner questioned whether the markup language in the policy document revision had been suggested by the library's attorney. Davis confirmed that it had come from the Governor's Executive Order 110, with suggested language supplied by Foster, Swift.

N. Eggenberger moved and M. Farell supported a motion to accept the Pandemic Response Policy as presented.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/6-18-3 (6-0-0)

Library Closure Due to COVID-19 —how reopening is proceeding

Staff members who cannot work remotely have been recalled (mainly Pages and Library Assistants).

Librarians have been scheduled for some hours on-site, answering phone queries and assisting

Circulation Services in preparing holds for pickup.

Building Manager Jim Laffey has flushed the water system and pipes, replaced air filters on the HVAC units, and cleaned the coils. In consultation with Business Services Department Head Marian Nicholson, he has changed the air mixture in the building from an 80/20 recirculated/fresh mix, to a 60/40 mix.

Building monitors are counting and removing chairs and other furniture in preparation for physical distancing once the library allows public entry.

Davis anticipates at least two more weeks of scheduled holds pickups as currently configured; the administration will then look at refining the process further. A committee is looking at equipment usage by appointment (computers, printers, fax). The Information Technology department is looking into options for the Friends to allow access to Secondhand Prose by appointment for their premium members. M. Nicholson is considering midday restroom cleaning by Dunn-Rite, the library's janitorial service, once patrons are again allowed into the building.

Davis stated that she is very proud of the entire staff, and has been very impressed especially with the positive, can-do attitude of the Technical Processing and Circulation Services employees. L. Golden has been doing an outstanding job with social media, communications and the summer reading program; and the fact that everything is running so smoothly is a testament to Rudie Noble and his IT department staff members.

Chair Amy Watts expressed her thanks to the whole staff; she is thrilled that the library is moving in the right direction. Trustee N. Eggenberger said that she was thrilled with the "62 Days of Summer" package and how all the different members of the community are represented on the activity map. In response to a question by Trustee D. Turner, Davis stated that the Governor had extended the Executive Order allowing public bodies to conduct remote public meetings. The board's July meeting will therefore be conducted on Zoom.

NEW BUSINESS

Healthcare Plan Options August 2020-July 2021 and PA 152 Employer/Employee Insurance Premiums Cost-Sharing Presentation — Clay Paul and Dave Huntzicker of Kapnick Insurance presented a summary of the plans that had been reviewed. The benefits for Blue Care Network's Healthy Blue Living HMO Platinum 500 plan remain the same, with a nominal 6.49% increase mainly owing to increases in prescription drug costs. In passing, Paul also stated that Blue Care Network would be giving the library a 30% credit on the July invoice; M. Nicholson confirmed that a credit of over \$ 5,000 had been received.

Vice-Chair Lee questioned if the increase in charges were in part due to any fees paid to Kapnick Insurance (Kapnick does not charge the library for their services) and if the drug formulary could be adjusted to reduce costs (no, they have been set by the insurer).

C. Paul also reviewed the PA 152 insurance premium cost-sharing analysis of hard cap versus the 80% cap. E. Davis stated that affected staff members were well aware that the board's generosity in choosing the hard cap for the 2019-2020 plan year was unlikely to be repeated for 2020-2021. Given the economic uncertainty due to the pandemic, she recommended returning to the 80% cap, which would afford certainty to the library as to health insurance costs.

Approval of Healthcare Contract August 2020-July 2021

N. Eggenberger and J. Lee supported a motion to adopt the Blue Care Network Healthy Blue Living HMO Platinum 500 plan for the August 2020-July 2021 plan year.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/6-18-1 (6-0-0)

Approval of PA 152 Employer/Employee Insurance Premium Cost-Sharing

J. Lee moved and M. Farell supported a motion to approve the 80% cap for employer/employee cost sharing of insurance premiums as mandated by PA 152.

ROLL CALL VOTE

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

No: None

Abstain: None

The motion passed 20/6-18-2 (6-0-0)

CALL TO AUDIENCE – None

ADJOURN

The meeting was adjourned at 8:51 PM.

Michelle Farell, Secretary-Treasurer

Canton Public Library
Balance Sheet
 As of June 30, 2020

	<u>May 31, 20</u>	<u>Jun 30, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	5,175,450.13	4,868,707.68
000-013 · JPMorgan Chase- Credit Card	6,120.39	7,161.56
000-014 · Medical Reimbsmt (BasicFlex)	12,022.08	13,175.07
000-016 · Chase - High Yield Savings	<u>1,997,318.55</u>	<u>1,997,400.04</u>
Total Checking/Savings	<u>7,190,911.15</u>	<u>6,886,444.35</u>
Total Current Assets	<u>7,190,911.15</u>	<u>6,886,444.35</u>
TOTAL ASSETS	<u><u>7,190,911.15</u></u>	<u><u>6,886,444.35</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	<u>113,385.15</u>	<u>101,626.01</u>
Total Accounts Payable	113,385.15	101,626.01
Credit Cards		
000-208 · Chase - Visa 3651	3,938.76	1,424.48
000-209 · Home Depot Credit Card	<u>0.00</u>	<u>67.80</u>
Total Credit Cards	3,938.76	1,492.28
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>150.00</u>	<u>1,698.71</u>
Total 000-229 · Grants/Donations-Restricted Use	6,355.42	7,904.13
000-237 · Medical Saving Deduction MedFSA	<u>3,694.68</u>	<u>4,847.67</u>
Total Other Current Liabilities	<u>10,050.10</u>	<u>12,751.80</u>
Total Current Liabilities	<u>127,374.01</u>	<u>115,870.09</u>
Total Liabilities	127,374.01	115,870.09
Equity		
000-390 · General Fund Balance	3,425,895.40	3,425,895.40
Net Income	<u>3,637,641.74</u>	<u>3,344,678.86</u>
Total Equity	<u>7,063,537.14</u>	<u>6,770,574.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,190,911.15</u></u>	<u><u>6,886,444.35</u></u>

Canton Public Library
Profit & Loss Budget vs. Actual
as of June 30, 2020

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
738-403 · Property Taxes	6,203,502.95	6,089,500.00	114,002.95	101.87%
738-566 · State Aid to Libraries	35,788.76	65,000.00	-29,211.24	55.06%
738-613 · Photocopy Fees	9,734.95	45,000.00	-35,265.05	21.63%
738-615 · Replacement - Books/ AV	2,431.94	9,500.00	-7,068.06	25.60%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	9,205.20	50,000.00	-40,794.80	18.41%
738-670 · Misc & Contributions	5,339.13	1,000.00	4,339.13	533.91%
738-671 · Interest Income	6,884.30	15,000.00	-8,115.70	45.90%
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	787,000.00	-787,000.00	0.00%
Total Income	<u>6,274,891.16</u>	<u>7,129,500.00</u>	<u>-854,608.84</u>	<u>88.01%</u>
Gross Profit	6,274,891.16	7,129,500.00	-854,608.84	88.01%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,296,652.56	2,954,000.00	-1,657,347.44	43.90%
738-715 · Fringe Benefits	368,109.68	670,100.00	-301,990.32	54.93%
738-722 · Supplies	35,962.37	168,470.00	-132,507.63	21.35%
738-740 · Library Materials	413,847.18	952,000.00	-538,152.82	43.47%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual	170,088.59	357,950.00	-187,861.41	47.52%
738-850 · Communications	10,429.14	30,000.00	-19,570.86	34.76%
738-860 · Travel	26,312.98	59,400.00	-33,087.02	44.30%
738-880 · Community Promotion	1,911.07	16,200.00	-14,288.93	11.80%
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	66,624.85	205,000.00	-138,375.15	32.50%
738-930 · Maintenance & Repairs	65,811.79	240,600.00	-174,788.21	27.35%
738-940 · Rentals/Leases	4,993.64	23,200.00	-18,206.36	21.52%
738-976 · Building Improvements	641.37	9,000.00	-8,358.63	7.13%
738-977 · Capital Outlay	390,911.60	787,000.00	-396,088.40	49.67%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	524,380.00	-524,380.00	0.00%
Total Expense	<u>2,930,212.30</u>	<u>7,129,500.00</u>	<u>-4,199,287.70</u>	<u>41.10%</u>
Net Income	<u>3,344,678.86</u>	<u>0.00</u>	<u>3,344,678.86</u>	<u>100.00%</u>

Canton Public Library
Profit & Loss Budget vs. Actual
as of June 30, 2020

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,203,502.95	6,089,500.00	114,002.95	101.87%
738-566 · State Aid to Libraries	35,788.76	65,000.00	-29,211.24	55.06%
738-613 · Photocopy Fees	9,734.95	45,000.00	-35,265.05	21.63%
738-615 · Replacement - Books/ AV	2,431.94	9,500.00	-7,068.06	25.60%
738-656 · Penal Fines	0.00	61,000.00	-61,000.00	0.00%
738-664 · Overdue Fines	9,205.20	50,000.00	-40,794.80	18.41%
738-670 · Misc & Contributions	5,339.13	1,000.00	4,339.13	533.91%
738-671 · Interest Income				
671g · Interest Income General	6,884.30	15,000.00	-8,115.70	45.90%
Total 738-671 · Interest Income	6,884.30	15,000.00	-8,115.70	45.90%
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	787,000.00	-787,000.00	0.00%
Total Income	6,274,891.16	7,129,500.00	-854,608.84	88.01%
Gross Profit	6,274,891.16	7,129,500.00	-854,608.84	88.01%
Expense				
738-693 · Endowment Transfers	0.00	500.00	-500.00	0.00%
738-702 · Salaries & Wages	1,296,652.56	2,954,000.00	-1,657,347.44	43.90%
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)	115,585.67	250,000.00	-134,414.33	46.23%
Total 738-716 · Medical/Dental	121,564.07	274,600.00	-153,035.93	44.27%
738-717 · Life Ins / Disability	8,734.18	14,500.00	-5,765.82	60.24%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	720.00	7,000.00	-6,280.00	10.29%
738-720 · FICA / MC Taxes	103,470.09	226,000.00	-122,529.91	45.78%
738-721 · Retirement DC Plan (401a)	7,365.67	20,000.00	-12,634.33	36.83%
Total 738-715 · Fringe Benefits	368,109.68	670,100.00	-301,990.32	54.93%
738-722 · Supplies				
722t · Technology Supplies	2,226.34	27,200.00	-24,973.66	8.19%
738-727 · Office Supplies				
727a · General Office Supplies	2,221.71	8,500.00	-6,278.29	26.14%
727b · Printing & Copying Supplies	744.83	5,000.00	-4,255.17	14.90%
Total 738-727 · Office Supplies	2,966.54	13,500.00	-10,533.46	21.97%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	1,451.92	5,250.00	-3,798.08	27.66%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	971.20	17,700.00	-16,728.80	5.49%
725b · Tech Processing Supplies	6,934.31	22,000.00	-15,065.69	31.52%
Total 738-725 · Proc Library Supplies	7,905.51	39,700.00	-31,794.49	19.91%
738-726 · Community Relations Supplies	98.00	1,000.00	-902.00	9.80%
738-729 · Building Supplies	8,511.88	22,700.00	-14,188.12	37.50%
738-728 · Library Supplies- General - Other	4,212.38	13,000.00	-8,787.62	32.40%
Total 738-728 · Library Supplies- General	22,179.69	81,650.00	-59,470.31	27.16%
738-730 · Postage				
730b · Postage - Info Services	736.33	3,500.00	-2,763.67	21.04%

Canton Public Library
Profit & Loss Budget vs. Actual
as of June 30, 2020

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
730c · Postage - Circulation Services	5.82	150.00	-144.18	3.88%
730j · Postage - Business Services	-749.24	2,725.00	-3,474.24	-27.50%
730m · Postage - Community Relations	4,348.00	27,245.00	-22,897.00	15.96%
Total 738-730 · Postage	4,340.91	33,620.00	-29,279.09	12.91%
738-732 · Janitorial Supplies	4,248.89	12,500.00	-8,251.11	33.99%
Total 738-722 · Supplies	35,962.37	168,470.00	-132,507.63	21.35%
738-740 · Library Materials				
738-741 · Books	64,744.67	263,500.00	-198,755.33	24.57%
738-744 · AV (Media)	34,756.86	130,000.00	-95,243.14	26.74%
738-747 · Services, Subscrip & Pre-proc	314,345.65	558,500.00	-244,154.35	56.28%
Total 738-740 · Library Materials	413,847.18	952,000.00	-538,152.82	43.47%
738-749 · Staff Book Account	0.00	0.00	0.00	0.00%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	523.48	5,000.00	-4,476.52	10.47%
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	101,600.51	154,600.00	-52,999.49	65.72%
808tp · Online Info - Tech Processing	5,924.00	24,600.00	-18,676.00	24.08%
Total 738-808 · Information Technology	107,524.51	179,200.00	-71,675.49	60.00%
738-809 · Programming-Community Relations				
809d · Community Programming	4,859.79	30,000.00	-25,140.21	16.20%
Total 738-809 · Programming-Community Relations	4,859.79	30,000.00	-25,140.21	16.20%
738-810 · Other Professional Services				
810a · Payroll	6,968.12	15,000.00	-8,031.88	46.45%
810b · Professional Services-Circ Srv	903.25	9,250.00	-8,346.75	9.77%
810j · Professional Services - Bus Srv	2,210.00	11,925.00	-9,715.00	18.53%
810m · Professional Services - Com Rel	21,910.00	44,900.00	-22,990.00	48.80%
Total 738-810 · Other Professional Services	31,991.37	81,075.00	-49,083.63	39.46%
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	530.00	2,900.00	-2,370.00	18.28%
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	4,640.35	9,750.00	-5,109.65	47.59%
814m · Membership Dues - Community Rel	0.00	1,200.00	-1,200.00	0.00%
Total 738-814 · Membership Dues	6,349.35	18,850.00	-12,500.65	33.68%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	0.00	5,000.00	-5,000.00	0.00%
815b · Staff Longevity Awards	1,150.00	2,150.00	-1,000.00	53.49%
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	3,165.55	15,150.00	-11,984.45	20.90%
Total 738-801 · Professional & Contractual	170,088.59	357,950.00	-187,861.41	47.52%
738-850 · Communications	10,429.14	30,000.00	-19,570.86	34.76%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				

Canton Public Library
Profit & Loss Budget vs. Actual
as of June 30, 2020

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
861a · Conferences - Director	1,790.56	5,000.00	-3,209.44	35.81%
861b · Conferences - Info. Services	6,057.55	13,500.00	-7,442.45	44.87%
861d · Conferences - Circ Serv.	6,270.84	8,000.00	-1,729.16	78.39%
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	3,031.91	8,400.00	-5,368.09	36.09%
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)	25,643.36	50,700.00	-25,056.64	50.58%
738-865 · Mileage / Misc.				
865a · Mileage - Director	201.76	2,200.00	-1,998.24	9.17%
865b · Mileage - Information Services	143.11	2,000.00	-1,856.89	7.16%
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	220.64	1,300.00	-1,079.36	16.97%
865m · Mileage - Community Relations	0.00	900.00	-900.00	0.00%
Total 738-865 · Mileage / Misc.	669.62	8,700.00	-8,030.38	7.70%
Total 738-860 · Travel	26,312.98	59,400.00	-33,087.02	44.30%
738-880 · Community Promotion				
880a · Marketing	1,651.68	13,800.00	-12,148.32	11.97%
880b · Volunteer	259.39	2,400.00	-2,140.61	10.81%
Total 738-880 · Community Promotion	1,911.07	16,200.00	-14,288.93	11.80%
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	55,395.84	150,000.00	-94,604.16	36.93%
738-922 · Gas	9,722.49	35,000.00	-25,277.51	27.78%
738-923 · Water	1,506.52	20,000.00	-18,493.48	7.53%
Total 738-920 · Utilities	66,624.85	205,000.00	-138,375.15	32.50%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	27,891.56	85,000.00	-57,108.44	32.81%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	21,666.64	35,000.00	-13,333.36	61.91%
932b · Lawn & Grounds Maintenance	2,037.78	40,350.00	-38,312.22	5.05%
Total 738-932 · Lawn & Grounds Maintenance	23,704.42	75,350.00	-51,645.58	31.46%
738-933 · Building Security	3,699.00	7,400.00	-3,701.00	49.99%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	831.38	2,900.00	-2,068.62	28.67%
934c · Misc. Contracts & Inspections	2,938.90	8,400.00	-5,461.10	34.99%
934g · HVAC Maintenance Contracts	0.00	17,600.00	-17,600.00	0.00%

Canton Public Library
Profit & Loss Budget vs. Actual
 as of June 30, 2020

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 738-934 · Library Equip & Misc Contracts	3,770.28	28,900.00	-25,129.72	13.05%
738-935 · Office Equip Maint Contracts	210.00	950.00	-740.00	22.11%
738-936 · Building Repairs	4,865.73	18,000.00	-13,134.27	27.03%
738-937 · Equipment Repairs	1,670.80	25,000.00	-23,329.20	6.68%
Total 738-930 · Maintenance & Repairs	65,811.79	240,600.00	-174,788.21	27.35%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	4,113.74	21,200.00	-17,086.26	19.40%
942 · Postage Meter - Pitney Bowes - Other	879.90	2,000.00	-1,120.10	44.00%
Total 942 · Postage Meter - Pitney Bowes	4,993.64	23,200.00	-18,206.36	21.52%
Total 738-940 · Rentals/Leases	4,993.64	23,200.00	-18,206.36	21.52%
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	16,000.00	-20.00	99.88%
977t · Capital Outlay - Technology	374,931.60	768,000.00	-393,068.40	48.82%
Total 738-977 · Capital Outlay	390,911.60	787,000.00	-396,088.40	49.67%
738-996 · Property Tax Refunds	64.51	1,500.00	-1,435.49	4.30%
738-999 · Reserve/Contingency	0.00	524,380.00	-524,380.00	0.00%
Total Expense	2,930,212.30	7,129,500.00	-4,199,287.70	41.10%
Net Income	3,344,678.86	0.00	3,344,678.86	100.00%

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 Accrual Basis

Canton Public Library
 Transactions by Account
 As of June 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
000-004 · Chase - Checking						5,175,450.13
Bill Pmt -Check	06/02/2020	51035	Jones, Whitney	Longevity Award - 5 Year	-50.00	5,175,400.13
Bill Pmt -Check	06/04/2020	51039	AmazonBusiness	A265GG3U5ZD0HS	-717.93	5,174,682.20
Bill Pmt -Check	06/04/2020	51040	Batteries Plus Bulbs	7343970999	-231.80	5,174,450.40
Bill Pmt -Check	06/04/2020	51041	Brainfuse, Inc.	Education Services, Online Tutoring Servi	-10,400.00	5,164,050.40
Bill Pmt -Check	06/04/2020	51042	CDW-G	3280777	-1,375.40	5,162,675.00
Bill Pmt -Check	06/04/2020	51043	DearReader.com	Online Book Clubs one year subscription	-450.00	5,162,225.00
Bill Pmt -Check	06/04/2020	51044	Dunn Rite Maintenance	Janitorial service for May	-3,000.00	5,159,225.00
Bill Pmt -Check	06/04/2020	51045	Engie Services U.S. Inc	Pay Application 8	-54,371.70	5,104,853.30
Bill Pmt -Check	06/04/2020	51046	FastSigns - Livonia	5" Circle TexWalk Decal: Stay Safe/Maint	-212.50	5,104,640.80
Bill Pmt -Check	06/04/2020	51047	Miscellaneous Vendor	Adam Alcantara: Video editing for Skinna	-200.00	5,104,440.80
Bill Pmt -Check	06/04/2020	51048	OverDrive, Inc.	0721-1001	-7,705.37	5,096,735.43
Bill Pmt -Check	06/04/2020	51049	Plante & Moran	2019 financial statement audit - final bill	-4,175.00	5,092,560.43
Bill Pmt -Check	06/04/2020	51050	Postmaster - Canton	Permit # 558 - USPS Mail Account	-4,000.00	5,088,560.43
Bill Pmt -Check	06/04/2020	51051	Service Express Inc.	Dell Equallogic PS6100E 24-SLO coverage	-840.00	5,087,720.43
Bill Pmt -Check	06/04/2020	51055	Integrity Business Solutions	32-oz Bottle Sprayer 3/pk (7)	-73.01	5,087,647.42
Bill Pmt -Check	06/04/2020	51056	Clear Rate Communications	Telephone charges 06/01/2020 - 06/30/2	-674.57	5,086,972.85
Bill Pmt -Check	06/04/2020	51057	T-Mobile	Mobile internet charges 04/21/2020 - 05,	-91.68	5,086,881.17
Bill Pmt -Check	06/04/2020	51058	TRACSYSTEMS, inc.	S-UP-AMS-1-R Uniprint annual maintenai	-1,095.00	5,085,786.17
Bill Pmt -Check	06/04/2020	51059	Carrico Maldegen Insurance	Pollution policy renewal	-5,822.50	5,079,963.67
General Journal	06/10/2020	1738	Paylocity Direct Deposits	Direct Deposits	-74,961.33	5,005,002.34
General Journal	06/10/2020	1738	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,093.40	4,976,908.94
Check	06/10/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 06/	-196.43	4,976,712.51
Transfer	06/10/2020			Funds Transfer - Payroll Date 06/10/2020	-1,031.52	4,975,680.99
Check	06/10/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,653.07	4,971,027.92
Check	06/10/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,970,902.92
Check	06/10/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-566.59	4,970,336.33
Check	06/10/2020	51060	Home Depot	6035 3220 0920 7485 - May Statement	-30.08	4,970,306.25
Bill Pmt -Check	06/13/2020	51052	Gladden, Kathleen	Longevity Award - 15 Year	-200.00	4,970,106.25
Bill Pmt -Check	06/13/2020	51053	Golden, Laurie	Longevity Award - 15 Year	-200.00	4,969,906.25
Bill Pmt -Check	06/14/2020	51054	Durbin, Michele	Longevity Award - 10 Year	-100.00	4,969,806.25
Deposit	06/16/2020			Deposit	108,831.82	5,078,638.07
Check	06/18/2020	51061	Chase Visa	4246 3152 4376 3651 Visa - Statement 06	-4,602.81	5,074,035.26
Bill Pmt -Check	06/18/2020	51062	AmazonBusiness	A265GG3U5ZD0HS	-1,036.38	5,072,998.88
Bill Pmt -Check	06/18/2020	51063	Ann Arbor Cleaning Supply Co.		-677.00	5,072,321.88

Canton Public Library
Transactions by Account
As of June 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/18/2020	51064	Baker & Taylor (854)	L517854	-410.90	5,071,910.98
Bill Pmt -Check	06/18/2020	51065	bibliotheca, LLC.	Cloud Library 114 Audiobooks	-5,958.08	5,065,952.90
Bill Pmt -Check	06/18/2020	51066	Blue Care Network	Coverage 07/01/2020 - 07/31/2020	-10,262.51	5,055,690.39
Bill Pmt -Check	06/18/2020	51067	CAMFIL USA, Inc.	Filters for rooftop units: 30/30 24x2 0x2..	-946.01	5,054,744.38
Bill Pmt -Check	06/18/2020	51068	Canton Township - Water Dept.	Water & sewer 03/05/2020 - 05/01/2020	-172.22	5,054,572.16
Bill Pmt -Check	06/18/2020	51069	Cee-Clean Window Cleaning Co., Inc	Windows cleaned	-870.00	5,053,702.16
Bill Pmt -Check	06/18/2020	51070	DeMember Electric Co.	Labor & materials to reroute power sourc	-905.23	5,052,796.93
Bill Pmt -Check	06/18/2020	51071	DTE Energy	1893-232-0001-5	-14,332.23	5,038,464.70
Bill Pmt -Check	06/18/2020	51072	Ehrlich	14383673	-531.00	5,037,933.70
Bill Pmt -Check	06/18/2020	51073	Fish Doctors	Maintenance fee...15 gallons RO water	-82.50	5,037,851.20
Bill Pmt -Check	06/18/2020	51074	Foster, Swift, Collins & Smith	Examine voluntary unpaid leave & furlou	-567.00	5,037,284.20
Bill Pmt -Check	06/18/2020	51075	Konica Minolta Business Solutions		-66.11	5,037,218.09
Bill Pmt -Check	06/18/2020	51076	Konica Minolta Premier Finance	Monthly contract payment - June	-266.06	5,036,952.03
Bill Pmt -Check	06/18/2020	51077	Library Design Associates, Inc.	Adult Library signage: International Lang	-2,729.00	5,034,223.03
Bill Pmt -Check	06/18/2020	51078	Michigan Library Association	MLA annual memberships: G. Forster, B.	-255.00	5,033,968.03
Bill Pmt -Check	06/18/2020	51079	Midwest Collaborative for Library Service	MCLS annual membership 07/01/2020 - (-250.00	5,033,718.03
Bill Pmt -Check	06/18/2020	51080	Miscellaneous Vendor-Programming	William Konkolesky: UFOs Over Michigan	-150.00	5,033,568.03
Bill Pmt -Check	06/18/2020	51081	Modernistic Cleaning Services	Carpet cleaning: all areas (Public & Staff)	-2,317.56	5,031,250.47
Bill Pmt -Check	06/18/2020	51082	NorthStar Mat Service	Contractual mat service	-72.12	5,031,178.35
Bill Pmt -Check	06/18/2020	51083	Office Depot	31909112	-52.86	5,031,125.49
Bill Pmt -Check	06/18/2020	51084	OverDrive, Inc.	0721-1001	-4,943.41	5,026,182.08
Bill Pmt -Check	06/18/2020	51085	Pitney Bowes	0012684488	-439.95	5,025,742.13
Bill Pmt -Check	06/18/2020	51086	Progressive Printing	62 Days of Summer packets printing (37,	-19,783.00	5,005,959.13
Bill Pmt -Check	06/18/2020	51087	Recorded Books, LLC	RBdigital Unlimited Education - Hoonuit	-3,325.00	5,002,634.13
Bill Pmt -Check	06/18/2020	51088	Redford Lock Company, Inc.	Re-keyed new Stanley entrance doors	-294.84	5,002,339.29
Bill Pmt -Check	06/18/2020	51089	Sonitrol Tri County	Quarterly monitoring serv ice 07/01/202	-1,233.00	5,001,106.29
Bill Pmt -Check	06/18/2020	51090	Stanley Access Tech LLC	Doors-Entrance/Sliding PO 36067	-15,980.00	4,985,126.29
Bill Pmt -Check	06/18/2020	51091	Sun Life Assurance Company of Canada	Monthly charges - July	-1,245.94	4,983,880.35
Bill Pmt -Check	06/18/2020	51092	The Library Network	Quarterly circuit cost 04/01/2020 - 06/30	-2,172.88	4,981,707.47
Bill Pmt -Check	06/18/2020	51093	TruGreen	Grub preventative 06/04/2020	-496.67	4,981,210.80
Bill Pmt -Check	06/18/2020	51094	CCH, Inc.	U.S. Master Tax Guide, Special Edition - 2	-160.23	4,981,050.57
Bill Pmt -Check	06/18/2020	51095	EBSCO Information Services	VOID: CG-S-27252-00	0.00	4,981,050.57
Bill Pmt -Check	06/18/2020	51096	Forster, Gale	Vision claim and supplies reimbursement	-241.34	4,980,809.23
Bill Pmt -Check	06/18/2020	51097	Gladden, Kathleen	Mileage & supplies reimbursement	-157.73	4,980,651.50
Bill Pmt -Check	06/18/2020	51098	ICLE	42499	-158.50	4,980,493.00

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Canton Public Library
 Transactions by Account
 As of June 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/18/2020	51099	West Group Payment Center	West Complete Library Sub 06/01/2020 -	-238.98	4,980,254.02
Bill Pmt -Check	06/18/2020	51100	EBSCO Information Services	CG-S-27252-00	-10,889.68	4,969,364.34
Bill Pmt -Check	06/18/2020	51102	J D Candler Roofing Company, Inc.	L&M to repair copper roof panels	-392.00	4,968,972.34
Bill Pmt -Check	06/18/2020	51103	Reliable Landscaping, Inc.	Banner change - 06/16/2020	-225.00	4,968,747.34
Check	06/24/2020	EFT	Paylocity	Payroll Processing Fees - Payroll Date 06/	-773.05	4,967,974.29
General Journal	06/24/2020	1739	Paylocity Direct Deposits	Direct Deposits	-74,911.88	4,893,062.41
General Journal	06/24/2020	1739	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-28,049.66	4,865,012.75
Transfer	06/24/2020			Funds Transfer - Payroll Date 06/24/2020	-1,031.52	4,863,981.23
Check	06/24/2020	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-4,653.07	4,859,328.16
Check	06/24/2020	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	4,859,203.16
Check	06/24/2020	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-566.59	4,858,636.57
Bill Pmt -Check	06/24/2020	51104	AT&T Mobility (Cingular Wireless)	831922095	-179.02	4,858,457.55
Deposit	06/29/2020			Deposit	14,961.65	4,873,419.20
Bill Pmt -Check	06/30/2020	51101	Miscellaneous Vendor	Longevity Award - 5 Year; J. Berch	-50.00	4,873,369.20
Check	06/30/2020	EFT	MERS - Pension	Pension Deductions for Month of June	-4,886.40	4,868,482.80
Deposit	06/30/2020			Interest	224.88	4,868,707.68
Total 000-004 · Chase - Checking					<u>-306,742.45</u>	<u>4,868,707.68</u>
TOTAL					<u>-306,742.45</u>	<u>4,868,707.68</u>

Director's Report

July 2020

1. First on this month's agenda is an update on how our reopening is progressing. During our closure, email reference and library card account assistance continued. We also saw a significant increase in e-materials usage—ebooks, eaudiobooks, streaming movies and shows, emagazines—which still continues. For the month of June:
 - Brainfuse online tutoring had 163 sessions
 - Hoopla had 10,861 checkouts
 - Kanopy had 1,160 plays
 - RBDigital emagazines had 2,488 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 are from 11:00am to 7:00pm Monday through Thursday, and 10:00am to 5:00pm Friday and Saturday.

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. We increased the holds limit to 20 per card on June 29 and added more spots to each pickup time window in response to patron demand. To give you a sense of the scope of the work, in just one day, on Monday, July 6, Circulation Services staff pulled more than 1,500 requested items.

The Friends of the Library are not yet accepting donations, but were able to clear the donations from people who dropped stuff off anyway, and have been selling used books from a cart with a coinbox attached to it, which is placed outside during Holds Pickup hours. They are making about \$20 a week, and have been able to clear some of their backlog of donated items.

We reinstated phone reference assistance June 15. 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.

62 Days of Summer packets were mailed to all 37,000 addresses in the Township. The 62 Days of Summer page on our website went live on June 15. We have received positive feedback on the graphics and the

program, with good engagement on social media. As of this writing, patrons have “claimed” more than 425 virtual pompoms on our website between June 15 and July 8.

Presently

We continue to slowly and safely ramp up library services to our community. Starting July 14, Holds Pickup appointments will be available starting at 10:00am Monday through Saturday. Last pickups will remain 7:00pm Monday through Thursday, and 5:00pm Friday and Saturday.

We began Wings of Wonder butterfly garden backyard storytimes on July 8, and they will continue 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. The first one went very well, thanks to diligence from our storyteller, Information Services Librarian Whitney Jones, and our camera/streaming person, Community Relations Program Librarian Nichole Welz. Several IS staff were on-hand for crowd control in case it was needed. Despite the hot sun and high humidity, the program was full, and everyone behaved and had a great time.

Looking Ahead

We are planning to launch Computer Use by appointment, with scheduling starting on July 9 for the first appointments on July 13. We will monitor how these are going and determine when we will expand those appointments to include copier/scanner and fax. 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.

The board of the Friends of the Library are working with us on their plan for allowing bookstore browsing by appointment to Friends members. At this time, we expect that it will coincide with limited library browsing, and will likely begin when the Governor moves our region into Phase 5 of her MiSafeStart Plan.

As always, we are proceeding very cautiously, and will monitor safety, case counts, and compliance with our policies 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 in Ypsilanti, Belleville, Wayne, Westland, Romulus, Redford, Dearborn Heights, Garden City, and Plymouth, 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.

Beyond summer, we face a lot of unknowns. We provide secondary curriculum support to the schools—public, private, and charter—through our resources, physical resources, personal expertise and guidance from our librarians, and physical spaces such as study rooms and gathering spaces. We have no idea if we’ll be able to provide the support that students, parents, and the schools are used to. 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. You will approve the 2nd Quarter Budget Amendment this month. We are recognizing additional revenues received and allocating them in expenditures. One line I want to draw your attention to is Capital Outlay; we are requesting additional funds for the Community Room roof. You will recall that high winds in May caused some damage to the copper roofing where the Community Room meets the vending area. The damage was temporarily repaired in early June, but requires a more permanent fix to get the roof through the winter and until we conduct the full roof replacement we have scheduled for Capital Replacement in 2022. This additional, get-us-through-the-short-term work exceeds \$5,000, so it's technically a Capital item, not a Maintenance/Repair item, and we are asking that funds be added to Capital Outlay.
3. Last on the agenda is the first draft of the 2021 Budget and the 2022-2023 projections. You'll note that you have two Budget Summary pages in your packet—one is the Budget Summary as it has been presented to you previously, and the other is the format recommended by our auditors at Plante Moran. You will recall that Alisha Watkins suggested at your April meeting that the library use the GASB-preferred format for governmental budgets, although she stated that there are no repercussions if the library board continues to present it as we have been. At that time, the board asked that the 2021 Budget be presented in the usual way ("Use of Fund Balance" listed in Income and "Reserve/Contingency" listed in Expense) and also in the preferred format ("Excess of Revenue Under Expenditures" listed at the bottom, after "Total Expense") so that you can see them side-by-side and come to a consensus on how you'd like it presented moving forward. The Budget Highlights document includes a review of your monthly budget conversations and the directions you gave us for major line items.

We look forward to your questions and feedback, which we will incorporate into the second draft budget in August and the final budget 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.

4. In personnel news, Information Services Librarian Carol Kuchta has announced her retirement, effective September 27. Carol has worked for the library since 1982, more than 38 years, and she will be missed.
5. We are allowing the Canton Township Clerk's office to use our Community Room for voter services during the August 4 primary election so that they can ensure proper physical distancing for Clerk staff and Canton voters. Rudie Noble is working with Clerk Michael Siegrist and his Deputy Anthony Essmaker on the technical details. We are pleased to partner with the Township on this important civic exercise. Interim Circulation Services Department Head and current Page Supervisor Denise Skopczynski is taking the lead with the department to temporarily move Holds Pickups to the east end of the library, nearest to Canton Center Road, with pickups at the Teen Space Emergency Exit Door.

Respectfully submitted,
Eva Davis

Canton Public Library

Budget Amendment Summary - 2020 - 2nd Quarter

PROPOSED:

7/16/2020

GL Account # - Name GL Sub Account # - Name / Explanation	Sub Account Detail	Increase (Decrease)	Original \$	Amended \$	Note: to/from Acct #
REVENUE					
403 - PROPERTY TAXES		114,002	6,089,500	6,203,502	
<i>increase to recognize amount received in excess of budget</i>					
670 - MISC & CONTRIBUTIONS		4,354	1,000	5,354	
<i>increase to recognize funds received for CPL Book Purchase Enrichment Fund reimbursement and memorial donation, 62 Days of Summer sponsorship, Friends support for READ berm and butterfly garden</i>					
671 - INTEREST INCOME		(7,700)	15,000	7,300	
<i>decrease due to lower interest rates and turning off hybrid feature on checking account because of low ECR caused by COVID</i>					
692 - USE OF FUND BALANCE		17,500	787,000	804,500	
<i>increase for roof repair</i>					
TOTAL REVENUE	128,156	128,156	-	128,156	
EXPENDITURE					
740 - LIBRARY MATERIALS		754	952,000	952,754	
<i>from 670: CPL Book Purchase Enrichment Fund reimbursement & memorial donation; reallocate within materials accounts</i>					
801 - PROFESSIONAL & Contractual		1,000	357,950	358,950	
<i>increase to recognize receipt of funds to sponsor 62 Days of Summer</i>					
930 - MAINTENANCE & REPAIRS		2,600	240,600	243,200	
<i>increase for READ berm and butterfly garden</i>					
977 - CAPITAL OUTLAY		17,500	787,000	804,500	
<i>increase to replace copper paneling on roof</i>					
999 - RESERVE/CONTINGENCY		106,302	524,380	630,682	
<i>increase due to recognizing excess revenue received</i>					
TOTAL EXPENSE	128,156	128,156	-	128,156	

Canton Public Library

2020 Proposed 2nd Quarter Budget Amendment (Motion 20/7-16-x)

	99% Collection 1.4851 Millage Approved 2020 Budget 1st Qtrr Amendment	99% Collection 1.4851 Millage Proposed 2020 Budget 2nd Qtrr Amendment
Income		
738-403 · Property Taxes	\$ 6,089,500	\$ 6,203,502
738-566 · State Aid to Libraries	65,000	65,000
738-613 · Photocopy Fees	45,000	45,000
738-615 · Replacement - Books/ AV	9,500	9,500
738-656 · Penal Fines	61,000	61,000
738-664 · Overdue Fines	50,000	50,000
738-670 · Misc & Contributions	1,000	5,354
738-671 · Interest Income	15,000	7,300
738-676 · Vending Commission	6,000	6,000
738-677 · Meeting Room Rental	500	500
Total Income	6,342,500	6,453,156
738-692 · Use of Fund Balance	787,000	804,500
Total Income plus Use of Fund Balance	\$ 7,129,500	\$ 7,257,656
Expense		
738-693 · Endowment Transfers	\$ 500	\$ 500
738-702 · Salaries & Wages	2,954,000	2,954,000
738-715 · Fringe Benefits	670,100	670,100
738-722 · Supplies	168,470	168,470
738-740 · Library Materials	952,000	952,754
738-749 · Staff Book Account	-	-
738-801 · Professional & Contractual	357,950	358,950
738-850 · Communications	30,000	30,000
738-860 · Travel	59,400	59,400
738-880 · Community Promotion	16,200	16,200
738-900 · Printing	60,100	60,100
738-910 · Insurance	70,100	70,100
738-920 · Utilities	205,000	205,000
738-930 · Maintenance & Repairs	240,600	243,200
738-940 · Rentals/Leases	23,200	23,200
738-976 · Building Improvements	9,000	9,000
738-977 · Capital Outlay	787,000	804,500
738-996 · Property Tax Refunds	1,500	1,500
738-999 · Reserve / Contingency	524,380	630,682
Total Expense	\$ 7,129,500	\$ 7,257,656
Beginning Fund Balance (assigned for capital + unassigned)	\$ 3,425,895	\$ 3,425,895
Use of Fund Balance	(787,000)	(804,500)
Annual Fund Balance Change (Reserve/Contingency)	524,380	630,682
Anticipated Ending Fund Balance (assigned for capital + unassigned)	\$ 3,163,275	\$ 3,252,077

2021 Budget Highlights

July 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. Other revenues, (interest income, commissions and rentals) reflect historical averages.

One budget proposal assumes a fund balance transfer of \$1,087,600 for capital expenditures (see *Expenditures* below for further details) using Assigned Capital Replacement Fund Balance per GASB 54.

A separate budget proposal takes Plante Moran's suggestion during our 2019 audit presentation into account and does not reflect a fund balance transfer, but rather shows an annual "Excess of Revenue Over/Under Expenditures."

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	99% Collection 1.4851 Millage Approved	96% Collection 1.4717 Millage	99% Collection 1.4585 Millage	99% Collection 1.4454 Millage
	Final 2019 Budget	2020 Budget - 2nd Qtr Amendment	Proposed 2021 Budget	Proposed 2022 Budget	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	10,000	10,000	10,000
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>6,333,500</u>	<u>6,556,650</u>	<u>6,758,500</u>
738-692 · Use of Fund Balance	<u>971,900</u>	<u>804,500</u>	<u>1,087,600</u>	<u>1,001,300</u>	<u>493,600</u>
Total Income plus Use of Fund Balance	<u><u>\$ 7,238,075</u></u>	<u><u>\$ 7,257,656</u></u>	<u><u>\$ 7,421,100</u></u>	<u><u>\$ 7,557,950</u></u>	<u><u>\$ 7,252,100</u></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	623,500	658,000	689,000
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	<u>971,900</u>	<u>804,500</u>	<u>1,087,600</u>	<u>1,001,300</u>	<u>493,600</u>
738-996 · Property Tax Refunds	2,500	1,500	1,500	1,500	1,500
738-999 · Reserve / Contingency	<u>1,039,979</u>	<u>630,682</u>	<u>511,420</u>	<u>513,430</u>	<u>533,380</u>
Total Expense	<u><u>\$ 7,238,075</u></u>	<u><u>\$ 7,257,656</u></u>	<u><u>\$ 7,421,100</u></u>	<u><u>\$ 7,557,950</u></u>	<u><u>\$ 7,252,100</u></u>
Beginning Fund Balance <i>(assigned for capital + unassigned)</i>	\$ 3,094,231	\$ 3,425,895	\$ 3,252,077	\$ 2,675,897	\$ 2,188,027
Use of Fund Balance	<u>(971,900)</u>	<u>(804,500)</u>	<u>(1,087,600)</u>	<u>(1,001,300)</u>	<u>(493,600)</u>
Annual Fund Balance Change (Reserve/Contingency)	<u>1,039,979</u>	<u>630,682</u>	<u>511,420</u>	<u>513,430</u>	<u>533,380</u>
Anticipated Ending Fund Balance <i>(assigned for capital + unassigned)</i>	<u><u>\$ 3,162,310</u></u>	<u><u>\$ 3,252,077</u></u>	<u><u>\$ 2,675,897</u></u>	<u><u>\$ 2,188,027</u></u>	<u><u>\$ 2,227,807</u></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
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		10,000		10,000		10,000	
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	
	<u>6,266,175</u>		<u>6,453,156</u>		<u>6,333,500</u>		<u>6,556,650</u>		<u>6,758,500</u>	
738-692 · Use of Fund Balance	971,900		804,500		1,087,600		1,001,300		493,600	
Grand Total - Income	<u>\$ 7,238,075</u>		<u>\$ 7,257,656</u>		<u>\$ 7,421,100</u>		<u>\$ 7,557,950</u>		<u>\$ 7,252,100</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	3.7% increase	\$ 2,954,000	3.9% increase	\$ 2,975,000	0.7% increase	\$ 3,084,000	3.7% increase	\$ 3,173,000	3.0% increase
738-702 · Salaries & Wages	2,851,900		2,954,000		2,975,000		3,084,000	3.66%	3,173,000	2.89%
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		\$ 623,500		\$ 658,000		\$ 689,000	
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)	25,000	5% Cap (new FT)	26,000	5% Cap	27,000	5% Cap
Total 738-715 · Fringe Benefits	\$ 560,800		\$ 670,100		\$ 623,500		\$ 658,000		\$ 689,000	
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
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	

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>										
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
Materials Adjustment					\$ 10,000					
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	-	\$ 950,000	-	\$ 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	
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

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										
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	
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	

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										
738-937 · Equipment Repairs	11,000		25,000		20,000		20,000		20,000	
Total 738-930 · Maintenance & Repairs	<u>\$ 196,175</u>		<u>\$ 243,200</u>		<u>\$ 248,350</u>		<u>\$ 246,500</u>		<u>\$ 248,500</u>	
738-940 · Rentals/Leases	<u>\$ 26,450</u>		<u>\$ 23,200</u>		<u>\$ 17,400</u>		<u>\$ 16,300</u>		<u>\$ 16,300</u>	
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	<u>\$ 26,450</u>		<u>\$ 23,200</u>		<u>\$ 17,400</u>		<u>\$ 16,300</u>		<u>\$ 16,300</u>	
738-976 · Building Improvements	<u>\$ 9,700</u>		<u>\$ 9,000</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>	
Total 738-976 · Building Improvements	<u>\$ 9,700</u>		<u>\$ 9,000</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>	
738-977 · Capital Outlay	<u>\$ 971,900</u>		<u>\$ 804,500</u>		<u>\$ 1,087,600</u>		<u>\$ 1,001,300</u>		<u>\$ 493,600</u>	
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	<u>\$ 971,900</u>		<u>\$ 804,500</u>		<u>\$ 1,087,600</u>		<u>\$ 1,001,300</u>		<u>\$ 493,600</u>	
738-996 · Property Tax Refunds	<u>\$ 2,500</u>		<u>\$ 1,500</u>		<u>\$ 1,500</u>		<u>\$ 1,500</u>		<u>\$ 1,500</u>	
Total 738-996 · Property Tax Refunds	<u>\$ 2,500</u>		<u>\$ 1,500</u>		<u>\$ 1,500</u>		<u>\$ 1,500</u>		<u>\$ 1,500</u>	
738-999 · Reserve / Contingency	<u>\$ 1,039,979</u>		<u>\$ 630,682</u>		<u>\$ 511,420</u>		<u>\$ 513,430</u>		<u>\$ 533,380</u>	
Total 738-999 · Reserve / Contingency	<u>\$ 1,039,979</u>		<u>\$ 630,682</u>		<u>\$ 511,420</u>		<u>\$ 513,430</u>		<u>\$ 533,380</u>	
Grand Total Proposed Expenses	<u>\$ 7,238,075</u>		<u>\$ 7,257,656</u>		<u>\$ 7,421,100</u>		<u>\$ 7,557,950</u>		<u>\$ 7,252,100</u>	
Grand Total Income	7,238,075		7,257,656		7,421,100		7,557,950		7,252,100	
Income less Proposed Expenses (over)/under	0		0		0		0		0	
Grand Total Allocated Budget	7,238,075		7,257,656		7,421,100		7,557,950		7,252,100	
Proposed less Allocated (over)/under	0		0		0		0		0	

Information Technology Proposed Budget

Annual Inflation Factor --> 1.032	2020	2021	2022	2023	2024	2025
977T 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%

	QTY	Last Price	2020	2021	2022	2023	2024	2025
HVAC SYSTEMS SUBTOTALS			\$ 471,503	\$ 730,811	\$ 14,801	\$ -	\$ 26,748	\$ 299,603
977T RTU1 (Trane Intellipac 30 Ton, last 2001, EOF 15-20yrs)(Engie-M3)	1	\$ 139,750	included	\$ -	\$ -	\$ -	\$ -	\$ -
977T RTU2 (Trane Intellipac 25 Ton, last 2001, EOF 15-20yrs)(Engie-M3)	1	\$ 100,000	\$ -	\$ 725,000	\$ -	\$ -	\$ -	\$ -
977T RTU3 (Trane Intellipac 40 Ton, last 2001, EOF 15-20yrs)(Engie-M3)	1	\$ 146,500	\$ -		included	\$ -	\$ -	\$ -
977T Air Handler (Trane, Roof, last 2001, EOF 20yrs, rebuild)(Engie-M3)	1	\$ 73,500	\$ -		included	\$ -	\$ -	\$ -
977T RTU4 (Main Trane AC, 90 Ton, last 2008, EOL 15-20yrs)	1	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T IT-AC APC rack mount, Server Rm/Roof (2008, EOL 5-10yrs)	1	\$ 6,800	\$ 8,262	\$ -	\$ -	\$ -	\$ -	\$ -
977T IT-AC Daikin miniSplit, Server Rm/Roof (2012, EOL 5-10yrs)	1	\$ 10,802	\$ -	\$ -	\$ 14,801	\$ -	\$ -	\$ -
977T IT-AC Daikin miniSplit, Wire Rm/Roof (2015, EOL 5-10yrs)	1	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ 8,298	\$ -
977T AC - Community Rm (Trane 10 Ton, last 2008, EOL 2026)	1		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T Air Compressor, Quincy (1989, EOL 30yrs) (DDCs will end need)	1	\$ 10,000						
977T Humidifier Dri Steam (last 2001, EOL 15yrs)(Engie-M3)	1	\$ 14,000	\$ 127,000	\$ -	\$ -	\$ -	\$ -	\$ -
977T VAV Controls & Thermostats DDC replace Pneumatics (Engie-C1)	1	\$ 70,000	\$ 111,200	included	\$ -	\$ -	\$ -	\$ -
977T Building Control System Upgrade (4yr app updates)(Engie-C1)	1	\$ 14,050	\$ 197,100	\$ -	\$ -	included	\$ 18,450	\$ -
977T Boiler Backup (2 Bryan units) (1989 EOL 20yrs, extended by low	1	\$ 96,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299,603
977T Circulation Pump #3 (2014 EOL 20yrs)	1	\$ 3,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T Circulation Pump #4 (2001 EOL 20yrs)	1	\$ 3,095	\$ -	\$ 5,811	\$ -	\$ -	\$ -	\$ -
977T Boiler Main Lochinvar (last 2001, EOL 20yrs)(Engie-M1)	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
977T Convert primary pumps to Variable Frequency Drive (Engie-C3)	1		\$ 27,941	\$ -	\$ -	\$ -	\$ -	\$ -
977T Circulation Pump #1 Large (2001 EOL 20yrs)(Engie-M1)	1	\$ 7,000	included	\$ -	\$ -	\$ -	\$ -	\$ -
977T 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								
977T A/V Media Upgrades - The-Lab	1	\$ 7,577	\$ -	\$ -	\$ -	\$ -	\$ 9,748	\$ -
977T A/V Media Upgrades - Friends Room	1	\$ 15,324	\$ -	\$ -	\$ -	\$ 19,104	\$ -	\$ -
977T A/V Media Upgrades - Community Room	1	\$ 15,780	\$ -	\$ -	\$ 19,063	\$ -	\$ -	\$ -
977T A/V Media Upgrades - Large & Medium Conference Rooms	1	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Workstations - Hardware								
977T Desktop PCs: 30 Public (Childrens)	30	\$ 890	\$ 26,700	\$ -	\$ -	\$ -	\$ 30,285	\$ -
977T Desktop PCs: Public (Webx 42 & Teens 12) and 6 Staff Laptops(\$	66	\$ 890	\$ -	\$ -	\$ 59,025	\$ -	\$ -	\$ -
977T iLab Laptops (15)	15	\$ 1,200	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 20,417
977T Desktop PCs: 50 Staff	50	\$ 890	\$ -	\$ -	\$ -	\$ 63,397	\$ -	\$ -
977T Desktop PCs: 35 Staff (21-PCs, 14-Laptops \$*2)	42	\$ 890	\$ -	\$ 39,811	\$ -	\$ -	\$ -	\$ 45,156
977T OPAC (2009-Wyse) / (2016-Chrome Base)	13	\$ 500	\$ -	\$ 7,609	\$ -	\$ -	\$ -	\$ -

Information Technology Proposed Budget

Annual Inflation Factor --> 1.032		2020	2021	2022	2023	2024	2025
977T Technology Long Term Capital Outlay Projections		Proposed Budget --> \$	407,700	\$ 577,100	\$ 577,100		
977T	Touchscreens (5 print release) (was deferred from 2019 to 2021)	5 \$ 750	\$ -	\$ 4,979	\$ -	\$ -	\$ -
977T	Dell Laptop (4 Shared, 10 staff)	14 \$ 1,500	\$ -	\$ -	\$ 24,582	\$ -	\$ -
977T	iMAC mini and iMAC for CR/Digital-Studio and IT iPad Mgmt	2 \$ 2,864	\$ -	\$ -	\$ -	\$ 7,099	\$ -
977T	iPad Air2 - Children's Sail (4), CR (2), IS (4)	10 \$ 679	\$ -	\$ -	\$ 7,463	\$ -	\$ 8,203
977T	Early Literacy Stations + ELF site license (5 YR Exp 3/21/21)	4 \$ 3,899	\$ -	\$ 18,256	\$ -	\$ -	\$ -
OS, System, and Applications Software							
977T	Windows PC OS Upgrade (Windows Pro)	225 \$ 49	\$ -	\$ -	\$ -	\$ 18,304	\$ -
977T	Microsoft System Center Config Mgr 2016 (250 Devices)	1 \$ 10,047	\$ -	\$ 11,760	\$ -	\$ -	\$ -
977T	Microsoft Server; (3) Data Center, (150) CALs	1 \$ 6,162	\$ -	\$ -	\$ 7,379	\$ -	\$ -
977T	Microsoft SQL CALs	110 \$ 39	\$ -	\$ -	\$ -	\$ 5,152	\$ -
977T	Microsoft OfficePro 2019 (75 Staff & 96 Public Users)	1 \$ 11,784	\$ 13,327	\$ -	\$ -	\$ -	\$ 15,116
977T	Microsoft SharePoint 2019 (122 Staff Users)	1 \$ 5,636	\$ -	\$ -	\$ -	\$ 6,749	\$ -
977T	Catalog; discovery layer - implementation costs	1	\$ 11,000	\$ 6,800	\$ -	\$ -	\$ -
977T	Catalog; patron web portal - implementation costs	1	\$ 29,500	\$ 8,300	\$ -	\$ -	\$ -
977T	Accounting; migration to new platform, away from Quickbooks	1		\$ 25,000	\$ -	\$ -	\$ -
977T	PC Mgmt; Remote Control, Remote Access, Scheduling, Sessions	125 \$ 179		\$ 22,375	\$ -	\$ -	\$ -
Networking; Wireless APs, Firewall, Switches							
977T	Catalyst 2960 48 Port Poe- IDF1 2016	4 \$ 1,915	\$ -	\$ 8,965	\$ -	\$ -	\$ -
977T	Catalyst 3850 24 Port Poe 1GB - Township (2)	2 \$ 3,985	\$ -	\$ -	\$ -	\$ -	\$ 9,849
977T	Catalyst 3850 24 Port Poe 1GB - IDF2 (2)	2 \$ 4,034	\$ 9,125	\$ -	\$ -	\$ -	\$ 10,681
977T	Catalyst 3850 48 Port PoE - MDF CAB2	2 \$ 5,765	\$ -	\$ -	\$ 14,036	\$ -	\$ -
977T	Catalyst 3850 48 Port PoE - MDF	2 \$ 6,235	\$ -	\$ -	\$ -	\$ -	\$ 15,411
977T	Catalyst 3850 48 Port PoE - MDF	2 \$ 6,235	\$ 14,103	\$ -	\$ -	\$ -	\$ 16,509
977T	Catalyst 24 Port - IDF02	2 \$ 4,300	\$ -	\$ -	\$ -	\$ 10,628	\$ -
977T	Catalyst 2960 48 Port - IDF1 2016	1 \$ 2,400	\$ -	\$ -	\$ -	\$ 2,966	\$ -
977T	Security - Firewall (Corporate)	1 \$ 8,000	\$ -	\$ -	\$ -	\$ 9,887	\$ -
977T	Security - Firewall (Public)	1 \$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 10,233
977T	Cisco 2921 Router (1 Unit Acquired from TLN 2014)	2 \$ 1,895	\$ -	\$ 4,578	\$ -	\$ -	\$ -
Servers and Storage							
977T	Equallogic PS6200E 96tb Storage 2017 7yr (Library & Township)	2 \$ 38,634	\$ -	\$ -	\$ -	\$ 97,449	\$ -
977T	EqualLogic PS6100E (4/2015 5yr exp 2020)	1 \$ 23,483					
977T	EqualLogic PS6100X VM-SAN SrvRm (4/2013 7yr exp 2020)(deferred)	1 \$ 46,791	\$ 52,918	\$ -	\$ -	\$ 58,162	\$ -
977T	Overland Storage Tape Library LT03 EOL 2017 ->LTO4 2017	2 \$ 3,366	\$ -	\$ -	\$ -	\$ -	\$ 8,586
977T	Power Edge R720 Active Directory Server	1 \$ 6,800	\$ -	\$ -	\$ -	\$ 8,404	\$ -
977T	Power Edge R720 Data Protection Manager 5 YR Exp 2018	2 \$ 6,959	\$ 15,740	\$ -	\$ -	\$ -	\$ 18,425
977T	Dell Power Edge R810 VM-Ware Servers 5 YR Exp 2019	3 \$ 12,450	\$ -	\$ -	\$ -	\$ -	\$ 56,318
977T	Dell Power Edge R540 Physical Server - Security Cameras	1 \$ 9,712	\$ -	\$ -	\$ -	\$ -	\$ 11,369
Video / Security							
977T	Security Gates	3 \$ 4,500	\$ 15,268	\$ -	\$ -	\$ -	\$ -
977T	Sonitrol System (including Air Phone camera 2014)	5 \$ 5,934	\$ -	\$ -	\$ -	\$ -	\$ 40,653
977T	People Counter	1 \$ 5,934	\$ -	\$ -	\$ 7,634	\$ -	\$ -

Information Technology Proposed Budget

		Annual Inflation Factor --> 1.032	2020	2021	2022	2023	2024	2025
977T Technology Long Term Capital Outlay Projections		Proposed Budget --> \$	407,700	\$ 577,100	\$ 577,100			
Specialized Hardware (including PBX / Printers / Copiers / UPS)								
977T	HP Design Jet T520 ePrinter Printer	1	\$ 2,871	\$ 3,247	\$ -	\$ -	\$ -	\$ -
977T	Zebra CD/DVD Label Printer (set 1)	1	\$ 2,600	\$ -	\$ 2,924	\$ -	\$ -	\$ -
977T	Zebra CD/DVD Label Printer (set 2)	1	\$ 2,600	\$ -	\$ -	\$ -	\$ -	\$ 3,317
977T	The Lab, Covid, Curbside, DR Enhancements		\$ 8,950	\$ 9,236	\$ 9,532	\$ -	\$ 3,090	\$ -
977T	Staff RFID Stations: Antenna/Reader (+4 for IS) (defer to 2021)	10	\$ 1,060	\$ 11,988	\$ 15,465	\$ -	\$ -	\$ -
977T	Selfcheck Stations: Antenna/Reader/Display (defer to 2021)	8	\$ 1,980	\$ 17,914	\$ 18,487	\$ -	\$ -	\$ -
977T	Selfcheck Stations - Software (defer to 2021)	8	\$ 2,970	\$ 26,871	\$ 27,731	\$ -	\$ -	\$ -
977T	Sorting System Conveyor	1	\$ 145,000	\$ -	\$ -	\$ 211,604	\$ -	\$ -
977T	Sorter Book Chutes & their PCs (external and internal)	1	\$ 14,000	\$ -	\$ -	\$ 20,431	\$ -	\$ -
977T	Sorting Bins	11	\$ 1,600	\$ -	\$ -	\$ 25,684	\$ -	\$ -
977T	Battery Backup Cabinets (APC 3000/RT8000) Library & Twp	4	\$ 3,300	\$ -	\$ -	\$ -	\$ 19,263	\$ -
977T	ITC 1580U-80-4-D Cash Card Loader (Credit Card capable unit)	1	\$ 7,100	\$ 8,030	\$ -	\$ -	\$ -	\$ -
977T	ITC Cash Card Readers (1 per public copier)	5	\$ 1,200	\$ 6,786	\$ -	\$ -	\$ -	\$ -
977T	PBX	1	\$ 50,000	\$ -	\$ 62,334	\$ -	\$ -	\$ -
977T	KM Copier Lease Set 2015 Replacement	6	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 44,490
977T	KM Copier Lease Set 2017 Replacement	3	\$ 6,000	\$ -	\$ 19,170	\$ -	\$ -	\$ -

Canton Public Library

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

	98% Collection 1.5006 Millage	99% Collection 1.4851 Millage	96% Collection 1.4717 Millage	99% Collection 1.4585 Millage	99% Collection 1.4454 Millage
	Approved 2020				
	Final 2019 Budget	Budget - 2nd Qtrr Amendment	Proposed 2021 Budget	Proposed 2022 Budget	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	10,000	10,000	10,000
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	6,266,175	6,453,156	6,333,500	6,556,650	6,758,500
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	623,500	658,000	689,000
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	\$ 6,198,096	\$ 6,626,974	\$ 6,909,680	\$ 7,044,520	\$ 6,718,720
Excess of Revenue Over/Under Expenditures	68,079	(173,818)	(576,180)	(487,870)	39,780
Fund Balance - Beginning of year	\$ 3,094,231	\$ 3,425,895	\$ 3,252,077	\$ 2,675,897	\$ 2,188,027
Fund Balance - End of year	\$ 3,162,310	\$ 3,252,077	\$ 2,675,897	\$ 2,188,027	\$ 2,227,807
Fund Balance Presentation					
Nonspendable	\$ 125,002				
Assigned - Capital and Contingencies	\$ 2,726,300				
Unassigned	\$ 574,593				
Fund Balance - End of year	\$ 3,425,895				