



Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – June 23, 2022
2. General Meeting Minutes – May 19, 2022
3. Financial Statements – May 31, 2022
 - a. Balance Sheet
 - b. Revenue and Expenditure Summary
 - c. Revenue and Expenditure Expanded
 - d. Check Register
4. Director's Report
5. 2022 Circulation Policy Revision
6. 2022-08 – Health Care Coverage Renewal Proposal (effective August 1, 2022 – July 31, 2023)
 - a. PA 152 Health Care Coverage Premium Cost-sharing Analysis
7. 2023 Budget Expenditures – Salaries & Wages Charts



**Library Board of Trustees
Meeting Agenda – June 23, 2022**

7:30 PM	Call the Meeting to Order Call to the Audience (5-minute maximum per person)
By Unanimous Consent	Approve Agenda
By Unanimous Consent	Approve May 19, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Item of Action 22/6-23-4: Circulation Policy Revision, eff. 09/01/2022 Item of Action 22/6-23-5: Waive All Outstanding Patron Fines and Fees, except for Replacement Costs, as of 09/01/2022 Discussion Item: Staff Mask Requirement Discussion Item: 2023 Budget – Expense: Salaries and Wages
New Business	Health Care Plan Options Overview (Kapnick Insurance) Item of Action 22/6-23-1: Approve 2022-23 Health Care Contract Item of Action 22/6-23-2: Approve 2022-23 Life/AD&D and Disability Contract Item of Action 22/6-23-3: Approve PA 152 Health Care Premium Cost- Sharing
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

May 19, 2022 – 7:30 PM

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:30 PM.

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

Absent: M. Farell

Also Present: E. Davis, M. Nicholson

CALL TO AUDIENCE

Present: S. Bewick, K. Bounds, D. Ewick, L. Fawcett, K. Gladden, L. Golden, B. Gudenburr, C. Swanberg, N. Welz

No comments

APPROVAL OF AGENDA

The agenda, as amended, was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

Director Eva Davis shared that the Detroit Institute of Art's Inside|Out exhibit of George Wesley Bellows' painting "A Day in June" was installed today just outside the main entrance.

DIRECTOR'S REPORT

E. Davis had nothing to add to the written report.

NEW BUSINESS

62 Days of Summer program overview presentation by L. Fawcett, L. Golden and N. Welz.

TRUSTEE COMMENTS

J. Lee commented that this year's concept has a great vibe while promoting continuous learning and community engagement. She asked if there was an issue (such as supply chain or cost) which prompted use of a postcard rather than a poster to promote the program. L. Golden responded that the change was a result of patron feedback (the poster too large for display on the family refrigerator). J. Lee asked if the *Day of Ice Cream* programming considered food allergies and if there would be dairy-free alternatives. L. Golden stated that CPL programs always have options to accommodate our patrons. N. Eggenberger asked if there was website "go live" date. L. Golden recalled the date to be ~June 9 – 10, tied to publication of the June newsletter.

UNFINISHED BUSINESS & GENERAL ORDERS

Adopt Materials Selection Policy Revision as proposed – A. Watts moved and J. Lee supported a motion to adopt the Materials Selection policy as presented.

The motion passed unanimously 22/5-19-1

Staff Mask Requirement – The Board consensus is to keep the mask requirement in place and revisit the subject next month.

2023 Budget Discussion – Expenditures – Salaries and Wages – The Trustees discussed the charts prepared by M. Nicholson and asked that this be carried forward to the June meeting for further discussion. Trustees will let Chair Eggenberger know if they wish to see further data in the June board packet.

NEW BUSINESS

2022 Circulation Policy Revision – The Board did not request any changes to the proposed revision and will vote on the policy update at the June meeting.

2023 Budget Discussion – Revenue – Millage rate and property tax collection rate – The Board discussed the current millage reduction fraction and agreed to use a millage rate of 1.4396 (eroded from the original 2.0 mills by Headlee) and assume a 99% collection rate for 2023 Property Tax Revenue.

CALL TO AUDIENCE

K. Gladden supports the library's intention to eliminate overdue fines. She also encourages support for staff wage increases.

ADJURN

The meeting was adjourned at 8:58 PM.

Amy Watts, Secretary-Treasurer

06/07/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 05/31/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	7,319,263.94
101-000.00-001.02	CHECKING-CREDIT CARD	5,572.41
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	13,935.98
101-000.00-002.00	SAVINGS	997,865.14
	Total Assets	8,336,637.47
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	81,579.76
101-000.00-219.01	SOCIAL COMMITTEE	7,002.26
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	5,608.58
101-000.00-231.09	PENSION DEDUCTION	(71.32)
	Total Liabilities	94,119.28
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	4,343,494.61
	Total Fund Balance	4,343,494.61
	Beginning Fund Balance	4,343,494.61
	Net of Revenues VS Expenditures	3,899,023.58
	Ending Fund Balance	8,242,518.19
	Total Liabilities And Fund Balance	8,336,637.47

GL Number	Description	Balance
-----------	-------------	---------

Fund 901 - GASB FUND

*** Assets ***

901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	6,282.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(418.81)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,614,353.67
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMEN	(5,510,628.92)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,920,423.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMEN	(1,235,099.05)
901-000.00-150.00	LIBRARY MATERIALS	5,573,452.67
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(4,049,618.89)
901-000.00-160.00	HARDWARE	1,416,719.12
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(1,091,935.97)
901-000.00-162.00	SOFTWARE	1,156,441.69
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(922,827.67)

Total Assets	10,944,643.12
--------------	---------------

*** Fund Balance ***

901-000.00-390.00	GENERAL FUND BALANCE	(2,016,891.98)
901-000.00-399.00	INVESTMENT IN ASSETS	12,961,535.10

Total Fund Balance	10,944,643.12
--------------------	---------------

Beginning Fund Balance	10,944,643.12
Net of Revenues VS Expenditures	0.00
Fund Balance Adjustments	0.00
Ending Fund Balance	10,944,643.12
Total Liabilities And Fund Balance	10,944,643.12

06/07/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 05/31/2022

DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	05/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,447,500.00	6,456,997.40	(9,497.40)	100.15
STATE AID TO LIBRARIES	70,000.00	48,143.60	21,856.40	68.78
LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	66,428.71	(0.71)	100.00
PHOTOCOPY FEES	40,000.00	13,469.85	26,530.15	33.67
REPLACEMENT-LIBRARY MATERIALS	5,000.00	3,824.55	1,175.45	76.49
MEETING ROOM RENTAL	200.00	0.00	200.00	0.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
OVERDUE FINES	15,000.00	8,775.84	6,224.16	58.51
INTEREST INCOME	200.00	79.95	120.05	39.98
COMMISSION	6,000.00	2,450.56	3,549.44	40.84
OTHER REVENUE	1,500.00	7,820.62	(6,320.62)	521.37
Net INCOME	6,712,828.00	6,607,991.08	104,836.92	98.44
TOTAL REVENUES	6,712,828.00	6,607,991.08	104,836.92	98.44
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	1,135,900.79	2,027,099.21	35.91
FRINGE BENEFITS	857,000.00	504,977.87	352,022.13	58.92
SUPPLIES	157,453.00	26,461.82	130,991.18	16.81
LIBRARY MATERIALS	1,004,000.00	458,062.16	545,937.84	45.62
PROFESSIONAL & CONTRACTUAL	437,134.00	221,705.78	215,428.22	50.72
COMMUNICATIONS	28,500.00	8,339.15	20,160.85	29.26
PRINTING	61,900.00	4,195.73	57,704.27	6.78
UTILITIES	213,000.00	58,179.36	154,820.64	27.31
MAINTENANCE & REPAIRS	240,950.00	67,250.95	173,699.05	27.91
BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
INSURANCE	58,100.00	55,295.75	2,804.25	95.17
CAPITAL OUTLAY	1,038,233.00	145,586.96	892,646.04	14.02
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	4,202.84	21,455.16	16.38
TRAVEL	64,850.00	16,727.62	48,122.38	25.79
RENTALS/LEASES	16,300.00	2,080.72	14,219.28	12.77
Net EXPENSES	7,383,578.00	2,708,967.50	4,674,610.50	36.69
TOTAL EXPENDITURES	7,383,578.00	2,708,967.50	4,674,610.50	36.69
TOTAL REVENUES - FUND 101	6,712,828.00	6,607,991.08	104,836.92	98.44
TOTAL EXPENDITURES - FUND 101	7,383,578.00	2,708,967.50	4,674,610.50	36.69
NET OF REVENUES & EXPENDITURES	(670,750.00)	3,899,023.58	(4,569,773.58)	581.29
NET CHANGE IN FUND BALANCE	(670,750.00)	3,899,023.58		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,672,744.61	8,242,518.19		

06/07/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,447,500.00	6,456,997.40	(9,497.40)	100.15
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	48,143.60	21,856.40	68.78
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	66,428.71	(0.71)	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	13,469.85	26,530.15	33.67
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	3,824.55	1,175.45	76.49
101-000.00-651.00	MEETING ROOM RENTAL	200.00	0.00	200.00	0.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-658.00	OVERDUE FINES	15,000.00	8,775.84	6,224.16	58.51
101-000.00-665.00	INTEREST INCOME	200.00	79.95	120.05	39.98
101-000.00-668.00	COMMISSION	6,000.00	2,450.56	3,549.44	40.84
101-000.00-675.00	OTHER REVENUE	1,500.00	7,820.62	(6,320.62)	521.37
TOTAL REVENUES		6,712,828.00	6,607,991.08	104,836.92	98.44
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	1,135,900.79	2,027,099.21	35.91
101-790.00-716.01	TAXES-FICA/MC	241,000.00	92,135.76	148,864.24	38.23
101-790.00-716.02	DENTAL	21,700.00	4,727.25	16,972.75	21.78
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	2,000.00	648.10	1,351.90	32.41
101-790.00-716.04	LIFE INSURANCE/DISABILITY	18,000.00	8,836.57	9,163.43	49.09
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	100,584.53	134,415.47	42.80
101-790.00-716.06	MEDICAL BUY OUTS	4,800.00	0.00	4,800.00	0.00
101-790.00-716.07	OPTICAL	7,000.00	1,416.95	5,583.05	20.24
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	6,500.00	4,108.00	2,392.00	63.20
101-790.00-717.01	RETIREMENT DC PLAN (401A)	40,000.00	12,592.03	27,407.97	31.48

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	279,928.68	71.32	99.97
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	1,556.65	10,443.35	12.97
101-790.00-730.01	BOOKS	242,000.00	85,724.73	156,275.27	35.42
101-790.00-730.02	AV (MEDIA)	109,000.00	45,097.57	63,902.43	41.37
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	327,239.86	325,760.14	50.11
101-790.00-802.00	LEGAL	15,000.00	382.50	14,617.50	2.55
101-790.00-803.00	AUDIT	13,050.00	13,050.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	0.00	1,000.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	5,000.00	566.87	4,433.13	11.34
101-790.00-850.00	COMMUNICATIONS	28,500.00	8,339.15	20,160.85	29.26
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	160,000.00	49,845.47	110,154.53	31.15
101-790.00-922.00	GAS	33,000.00	6,502.97	26,497.03	19.71
101-790.00-923.00	WATER	20,000.00	1,830.92	18,169.08	9.15
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	35,509.42	56,490.58	38.60
101-790.00-932.01	LAWN & GROUNDS	40,850.00	1,622.88	39,227.12	3.97
101-790.00-932.02	SNOW & ICE	37,000.00	16,449.99	20,550.01	44.46
101-790.00-933.00	BUILDING SECURITY	6,200.00	2,613.96	3,586.04	42.16
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	1,000.00	0.00	1,000.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	12,200.00	4,450.78	7,749.22	36.48
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	17,400.00	0.00	17,400.00	0.00
101-790.00-935.00	BUILDING REPAIRS	14,300.00	2,903.36	11,396.64	20.30
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	3,700.56	16,299.44	18.50
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	1,640.77	12,159.23	11.89
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	439.95	2,060.05	17.60
101-790.00-965.00	BUILDING IMPROVEMENTS	15,000.00	0.00	15,000.00	0.00
101-790.00-969.00	INSURANCE	58,100.00	55,295.75	2,804.25	95.17
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	28,000.00	12,706.00	15,294.00	45.38
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	159,550.00	112,803.00	46,747.00	70.70
101-790.00-975.00	FURNITURE AND EQUIPMENT	180,000.00	0.00	180,000.00	0.00
101-790.00-978.00	HARDWARE	633,952.00	20,077.96	613,874.04	3.17
101-790.00-979.00	SOFTWARE	36,731.00	0.00	36,731.00	0.00

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	05/31/2022	BALANCE	USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-790.00-998.00	PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	228.00	972.00	19.00
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	146.00	154.00	48.67
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	5,500.00	0.00	5,500.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000.00	2,382.75	1,617.25	59.57
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	75.00	2,225.00	3.26
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	0.00	200.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	3,046.65	9,453.35	24.37
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	3,844.50	19,655.50	16.36
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	3,424.99	11,075.01	23.62
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(626.26)	3,451.26	(22.17)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	6,194.32	9,305.68	39.96
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	2,511.00	9,589.00	20.75
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,525.00	0.00	1,525.00	0.00
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,150.00	1,052.00	9,098.00	10.36
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	0.00	5,000.00	0.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,450.00	500.00	950.00	34.48
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	346.58	5,153.42	6.30
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	7,800.00	0.00	7,800.00	0.00
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	17.32	1,982.68	0.87
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	128.44	2,271.56	5.35
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,200.00	0.00	1,200.00	0.00
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,084.00	818.72	4,265.28	16.10
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,524.00	125.84	5,398.16	2.28
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	22,000.00	2,677.64	19,322.36	12.17
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	25.63	124.37	17.09
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	25,084.00	12,962.12	12,121.88	51.67
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	9,250.00	1,197.70	8,052.30	12.95
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	490.00	510.00	49.00
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	5,907.24	3,592.76	62.18
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	118.32	881.68	11.83
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	1,000.00	794.82	205.18	79.48

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-728.00	POSTAGE-COMMUNITY RELATIONS	27,370.00	3,265.00	24,105.00	11.93
101-790.04-806.00	PROGRAMMING-COMMUNITY RELATIONS	30,000.00	8,791.74	21,208.26	29.31
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	62,900.00	10,700.00	52,200.00	17.01
101-790.04-808.00	MEMBERSHIP DUES-COMMUNITY RELATIONS	1,000.00	330.00	670.00	33.00
101-790.04-861.00	CONFERENCES-COMMUNITY RELATIONS	5,000.00	1,953.85	3,046.15	39.08
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	152.10	747.90	16.90
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	4,074.40	19,183.60	17.52
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	60,200.00	4,195.73	56,004.27	6.97
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	4,500.00	788.61	3,711.39	17.52
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	3,500.00	564.36	2,935.64	16.12
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	10.00	2,490.00	0.40
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,000.00	2,914.71	12,085.29	19.43
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,250.00	746.81	1,503.19	33.19
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	23,000.00	6,154.67	16,845.33	26.76
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	158,440.95	54,559.05	74.39
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,025.00	110.00	915.00	10.73
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	4,600.00	3,696.00	904.00	80.35
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	8,300.00	2,346.74	5,953.26	28.27
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	112.78	987.22	10.25
TOTAL EXPENDITURES		7,383,578.00	2,708,967.50	4,674,610.50	36.69
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,712,828.00	6,607,991.08	104,836.92	98.44
TOTAL EXPENDITURES		7,383,578.00	2,708,967.50	4,674,610.50	36.69
NET OF REVENUES & EXPENDITURES		(670,750.00)	3,899,023.58	(4,569,773.58)	581.29
NET CHANGE IN FUND BALANCE		(670,750.00)	3,899,023.58		
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR		3,672,744.61	8,242,518.19		

06/07/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 05/01/2022 - 05/31/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
05/04/2022	GEN	52920	1004	AFLAC	MONTHLY DEDCUTIONS-APRIL	73.68
05/04/2022	GEN	52921	1009	AMAZON CAPITAL SERVICES	MAY PROGRAMMING: STEAM X, TINA, STEAM CU	833.98
05/04/2022	GEN	52922	1011	AMERICAN LIBRARY ASSOCIATION	G. FORSTER MEMBERSHIP DUES	298.00
05/04/2022	GEN	52923	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	452.65
05/04/2022	GEN	52924	1029	BAKER & TAYLOR	CCF GRANT	36.86
05/04/2022	GEN	52925	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	4,585.12
05/04/2022	GEN	52926	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	202.46
05/04/2022	GEN	52927	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,448.70
05/04/2022	GEN	52928	1157	BARB GUDENBURR	VISION CLAIM REIMBURSEMENT: B GUDENBURR	400.00
05/04/2022	GEN	52929	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	37 ADULT VIDEO GAMES	1,792.31
05/04/2022	GEN	52930	1121	EVERYDAY EDIBLES	CPL LEADERSHIP TEAM LUNCHEON 4/20/22	177.65
05/04/2022	GEN	52931	1156	GREY HOUSE PUBLISHING	WEISS FINANCIAL RATINGS SERIES - RENEWAL	2,995.00
05/04/2022	GEN	52932	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,026.10
05/04/2022	GEN	52933	1114	J.C. EHRlich	PEST CONTROL SERVICE 2022	103.96
05/04/2022	GEN	52934	1226	MARIAN NICHOLSON	ZIPLOC BAGS (1,500) FOR MASK DISTRIBUTIO	113.80
05/04/2022	GEN	52935	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,006.19
05/04/2022	GEN	52936	1220	MODERNISTIC	CARPET CLEANING 2022	2,826.72
05/04/2022	GEN	52937	MISC ILL	MONROE COUNTY LIBRARY SYSTEM	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	7.99
05/04/2022	GEN	52938	1224	NATIONAL TIME & SIGNAL CORP.	WIRING FOR TAMPER SWITCHES FOR NEW BACKF	689.90
05/04/2022	GEN	52939	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	138.72
05/04/2022	GEN	52940	1235	OVERDRIVE, INC.	51 ADULT FICTION EBOOKS	15,462.23
05/04/2022	GEN	52941	1288	SONITROL GREAT LAKES	REPLACE BATTERIES IN CONTROL BOXES	484.86
05/04/2022	GEN	52942	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	93.45
05/04/2022	GEN	52943	1128	THE FISH DOCTORS OF CANTON	FISH DOCTOR'S MONTHLY MAINTENANCE	216.92
05/04/2022	GEN	52944	1017	ARBOR INSPECTION SERVICES, LLC	ANNUAL FIRE SPRINKLER INSPECTION	540.00
05/04/2022	GEN	52945	1392	ARCHER ELECTRICAL SERVICES L.L.C.	PARTS/LABOR FOR ELEC. CONTACTOR INSTALL.	1,875.00
05/11/2022	GEN	85(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
05/11/2022	GEN	86(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,733.30
05/11/2022	GEN	87(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
05/11/2022	GEN	88(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	240.90
05/18/2022	GEN	52946	1082	CARDMEMBER SERVICE	OPEN FB PURCHASE ORDER	3,150.75
05/18/2022	GEN	52947	1370	ACME PARTYWORKS	ACME PARTYWORKS - SKY DANCER RENTAL FOR	262.50
05/18/2022	GEN	52948	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$260	1,934.61
05/18/2022	GEN	52949	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIAL SUPPLIES	827.95
05/18/2022	GEN	52950	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	235.30
05/18/2022	GEN	52951	1029	BAKER & TAYLOR	CCF GRANT	51.89
05/18/2022	GEN	52952	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,509.12
05/18/2022	GEN	52953	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	623.40
05/18/2022	GEN	52954	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,156.56
05/18/2022	GEN	52955	1036	BAKER & TAYLOR	BOOKS	153.77

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
05/18/2022	GEN	52956	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	52.42
05/18/2022	GEN	52957	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	538.88
05/18/2022	GEN	52958	1051	BLUE CARE NETWORK	COVERAGE - JUNE	20,531.65
05/18/2022	GEN	52959	1303	CARL SWANBERG	TRAVEL TO MERIT MEMBER CONFERENCE 2022	38.14
05/18/2022	GEN	52960	1077	CDW-G	STICKY LABEL PRINTERS FOR CIRC - MFG PAR	659.52
05/18/2022	GEN	52961	1079	CENGAGE LEARNING INC	32 THORNDIKE LP ADULT BOOKS (N2EXC \$900)	419.84
05/18/2022	GEN	52962	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEAR	689.29
05/18/2022	GEN	52963	1086	COMIC CITY	JCOMICS AND YA COMICS NOT TO EXCEED 300.	94.80
05/18/2022	GEN	52964	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	14 CHILDREN'S VIDEO GAMES	2,697.25
05/18/2022	GEN	52965	1390	CRYSTAL GLASS INC	SKYLIGHT WET -SEAL GLASS & CAULK PERIMIT	5,675.00
05/18/2022	GEN	52966	1100	DEMCO, INC.	FRIENDS BOOKTRUCK ORDER	697.48
05/18/2022	GEN	52967	1285	DENISE SKOPCZYNSKI	VISION CLAIM REIMBURSEMENT: D SKOPCZYNSK	229.96
05/18/2022	GEN	52968	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	10,888.20
05/18/2022	GEN	52969	1113	EBSCO INFORMATION SERVICES	MI HISTORICAL REVIEW RATE ADJUSTMENT	9,440.70
05/18/2022	GEN	52970	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,505.71
05/18/2022	GEN	52971	1114	J.C. EHRlich	K9 INSPECTION & COMMERCIAL BED BUG CONTR	410.00
05/18/2022	GEN	52972	1391	KATHERINE R WILLSON	GENEALOGY PROGRAM MAY	185.00
05/18/2022	GEN	52973	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	395.28
05/18/2022	GEN	52974	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	AACR2 ... MEETS RDA MCLS TRAINING TPW	150.00
05/18/2022	GEN	52975	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,189.34
05/18/2022	GEN	52976	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	62.43
05/18/2022	GEN	52977	1235	OVERDRIVE, INC.	67 ADULT FICTION EBOOKS	9,690.54
05/18/2022	GEN	52978	1246	PLANTE & MORAN, PLLC	ANNUAL FINANCIAL STATEMENT AUDIT -	1,350.00
05/18/2022	GEN	52979	1249	POSTMASTER	REPLENISH MAILING ACCOUNT PERMIT #558	3,000.00
05/18/2022	GEN	52980	1255	PROGRESSIVE PRINTING	500 MENTAL HEALTH FAIR BOOKMARKS	573.00
05/18/2022	GEN	52981	1258	QUILL CORPORATION	OFFICE SUPPLIES	261.56
05/18/2022	GEN	52982	1264	RELIABLE LANDSCAPING, INC.	LAWN & GROUNDS SPRING CLEAN UP & 1 LAWN	620.00
05/18/2022	GEN	52983	MISC	RICK CICHEWICZ	MERIT MEMBER CONF - MILEAGE REIMBURSEMEN	38.14
05/18/2022	GEN	52984	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	57.00
05/18/2022	GEN	52985	MISC ILL	ST CLAIR COUNTY LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	5.99
05/18/2022	GEN	52986	1300	SUN LIFE FINANCIAL	SUN LIFE MONTHLY PREMIUM-JUNE 2022	1,486.05
05/18/2022	GEN	52987	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
05/18/2022	GEN	52988	MISC	TIMOTHY SILLS	MERIT MEMBER CONF - MILEAGE REIMBURSEMEN	36.50
05/18/2022	GEN	52989	1318	TRUGREEN	LAWN FERTILIZATION 2022 / 6 APPLICATIONS	417.21
05/18/2022	GEN	52990	1325	ULINE	COMMUNITY RELATIONS SERVICE CART FOR PRO	563.58
05/18/2022	GEN	52991	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	186.30
05/18/2022	GEN	52992	1174	WHITNEY JONES	PIZZA FOR TEEN LEADERSHIP COUNCIL MEETIN	26.98
05/25/2022	GEN	89(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,769.56
05/25/2022	GEN	90(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
05/25/2022	GEN	91(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,733.30
05/25/2022	GEN	92(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
05/25/2022	GEN	93(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	863.48

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
------------	------	-------	--------	-------------	-------------	--------

GEN TOTALS:

Total of 82 Checks:						153,526.74
---------------------	--	--	--	--	--	------------

Less 0 Void Checks:						<u>0.00</u>
---------------------	--	--	--	--	--	-------------

Total of 82 Disbursements:						153,526.74
----------------------------	--	--	--	--	--	------------



Director's Report
June 2022

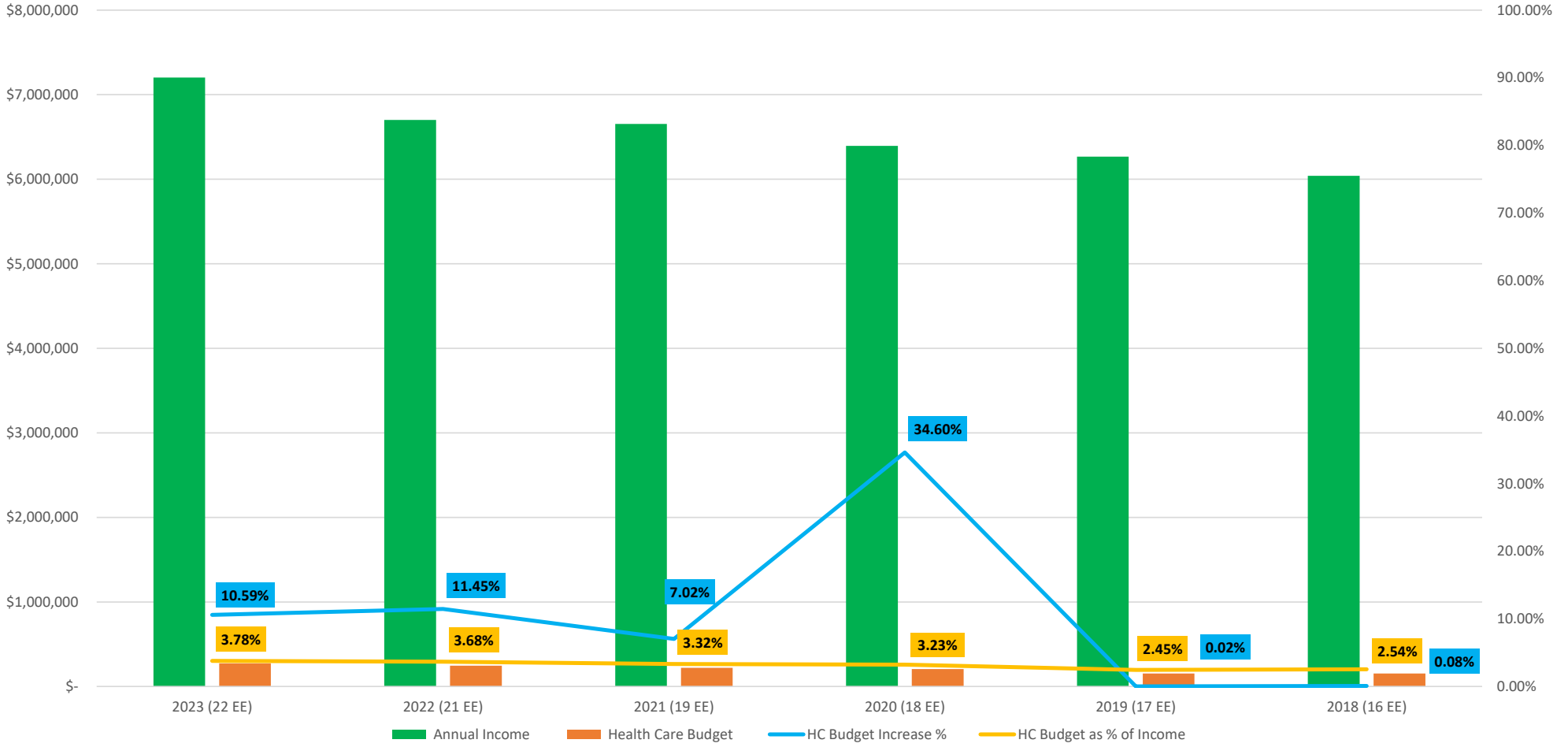
1. For your approval this month is the second and final reading of a revision to our Circulation Policy, effective September 1, 2022.
2. Assuming approval of the Circulation Policy revision, we are also asking that you approve a retroactive waiver of all outstanding patron fines and fees—excluding replacement costs, which will not be waived—as of September 1, 2022. This allows all patrons the same clean slate on September 1, prospectively and retroactively.
3. You will continue your ongoing discussion of staff masking requirements, as you requested.
4. You will continue to discuss the 2023 Salaries Budget, carried over from the April and May meetings. As of this writing, we did not receive requests for additional data, and have included the Salaries documents from the last two months so that you may review them again in full. As a percentage of total revenue, you'll note that our proposed 2023 Salaries Budget remains the same as 2022 Salaries, at 47.2% of total revenue.
5. Our representatives from our insurance broker, Kapnick Insurance, will be at this month's meeting to review our healthcare plan renewal and options if you wish to change the plan or the carrier. I will ask to move this and the two Items of Action up to the beginning of the agenda.

While we are seeing an increase in our overall healthcare plan costs, as a percentage of total income continuing with our existing plan keeps total healthcare plan costs under 4% of our total budget. The increase was not unexpected, and the renewal packet prepared by Kapnick, which they will review at the meeting, shows several options to consider as well if you wish to reduce benefits in order to reduce costs. As far as the required PA 152 cost-sharing, our recommendation continues to be that the board authorize a percentage cost-sharing basis. My thanks to Marian Nicholson for her work with Kapnick on these quotes.

6. In personnel news, this month we welcomed two new Pages in our Circulation Services Department: Chantal (Channy) Powell and Tristan Williams.
7. We are installing new software at our self-checkout stations, and will be adding a self-checkout in the Teen Space as well. We anticipate the public launch in late June or early July. This is the first phase of our update to our RFID hardware and related software; still to come are a new sorter system and new security gates.

Respectfully submitted,
Eva Davis, Director

Annual Income and Budgeted Health Care Coverage Expense



CIRCULATION POLICY

The Canton Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission, "Canton Public Library connects your community," the library offers materials for loan, interlibrary loan services, and access to the library's digital or electronic resources to all Canton residents, Canton property owners, students of the Plymouth-Canton School District and other schools located in Canton Township, and persons who work at a business located in Canton. Residents of neighboring communities whose libraries share their collections are welcome to share in our physical materials.

CPL is part of a southeast Michigan-based library cooperative known as The Library Network (TLN). Membership in this cooperative ~~offers~~allows us to offer residents the advantage of borrowing from more than 60 public libraries within Wayne, Washtenaw, St. Clair, and Oakland counties. Reciprocal borrowing between member libraries is encouraged. Patrons living within the legal service area of a reciprocating TLN member library that meets Library of Michigan certification requirements, and who have a valid library card from their home library, may borrow from CPL. Reciprocity is subject to any rules, regulations or policies imposed by CPL or TLN.

Deviation from this policy by library staff is permitted with approval from the library director or his/her designee.

1. LIBRARY CARDS

To borrow materials from CPL, patrons must have a valid library card. Library card applications are available at the ~~Checkout~~Check Out Desk within the library and online at www.cantonpl.org.

- a. Cards issued to patrons using the online application are temporary, and will expire 90 days from date of issue.
- b. To obtain a ~~permanent~~ library card to check out physical materials, users must present valid photo ID and proof of residence ~~in person~~, as outlined below.
- c. Only one card will be issued per patron. A charge may be assessed for reissuance of a lost card.
- d. ~~Checkout desk~~Check Out Desk staff will issue a card to Canton residents and others eligible for a CPL card. Residents of other TLN communities must obtain a card from their home library.
- e. To be issued a card, Canton residents who are minors (under 18) must present a completed card application, signed by a parent or guardian who agrees to be liable for payment ~~for~~ or return of the materials identified in the minor's library record, including the responsibility for any ~~finer accrued for late, damaged~~, or billed materials. A parent or guardian must be present at the time a minor card is issued ~~or updated~~. Library employees will not assume the responsibility of restricting borrowing due to ratings or content of materials. To assume responsibility for items checked out on their cards, and to update authorized access information, minors are encouraged to renew their cards on their 18th birthday.
- f. Resident and TLN-associated accounts expire every three years on the patron's birthday. Other cards, as described below, expire one year from the date of issue. One time, 90- day, remote renewals are allowed: for Canton residents and others eligible for a CPL

card. For a full renewal, patrons must ~~be present and~~ provide their library card, valid photo ID, and proof of residency as required for the original issuance of a card.

g. CPL does not participate in the MLibrary Card statewide program.

2. TYPES OF CARDS AND ELIGIBILITY

a. Standard: Canton resident or property owner with photo ID and proof of residency ~~or ownership~~. Family members at the property owner's residence may also receive a standard card. Standard cardholders are entitled to all library services provided by CPL.

b. Non-Standard, valid only at CPL: Non-Standard cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Non-standard cards are issued in the following manner:

i. Employed in Canton: Present a photo ID, proof of address, and a current check stub or security badge imprinted with the name of the Canton business. Electronic proof of employment provided on an e-device is also acceptable. Only the employee will be entitled to a Canton Public Library card.

ii. Go to School in Canton: Present a current student ~~photo~~ ID, report card or other paperwork verifying the patron is currently a student at a school that is either located within the boundaries of Canton Township or is within the Plymouth-Canton School District. Electronic proof of enrollment is also acceptable. Only the student will be entitled to a Canton Public Library card.

iii. An Exchange Student, live-in nanny or person living under the guardianship of a Canton resident family: Present a ~~valid~~ photo ID and CPL card application, completed and signed by an adult member of the host family, the employer of the nanny, or the guardian, and applicant.

iv. For individuals posted in Canton Township by their employer (including the military) either as a place of employment or for work housing: Present a photo ID, and formal documentation (for example, on letterhead) from the employer that includes the assignment to Canton and the length of assignment. Length of assignment must be 6 months or longer to be entitled to a card.

c. Purchased Card: Non-residents wishing to purchase a Canton Public Library card to be afforded all the rights and privileges available to residents, may do so at the cost of \$140.00 per year, per address, payable on the date of issue. Non-resident cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Each family member living at the same address will be eligible for a card.

d. Members of qualifying TLN libraries: A valid library card from the patron's home library, ~~valid~~ photo ID and proof of address. TLN cardholders shall have unrestricted use of the Library's facilities and programs, and access to physical materials except for materials deemed to be part of a specialty collection. Further, TLN cardholders shall not have access to the Library's digital or electronic resources, ~~including but not limited to Overdrive, hoopla, Rbdigital, and any materials~~ or services that are restricted by contract to Canton Residents only. Additionally, non-Canton cardholders shall not have any interlibrary loan privileges.

3. ACCEPTABLE FORMS OF IDENTIFICATION

- a. Government-issued photo ID such as a current driver's license, Michigan State ID card or passport; or other official badge or card with name and photo.
 - b. Alternate examples of proof of residency include: state issued ID with current address, a copy of lease agreement, property tax receipt, ~~utility bill~~ official mail mailed to Canton address within the last 90 days, voter's registration card, personal check imprinted with current address.
4. PATRON RESPONSIBILITY
- a. Patrons are responsible for all items checked out on their card.
 - b. Patrons will supply CPL with correct current contact information upon receipt of a card, and agree to inform the library of any updates to home address, phone number, or email as soon as possible.
 - c. Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the library is contacted. The library will provide to patrons a list of items checked out for insurance or police reports.
 - d. Patrons agree to return borrowed items by the due date.
5. BORROWING
- a. Library materials are available for check out with the exception of materials designated as non-circulating.
 - b. Materials circulate according to a predetermined borrowing schedule.
 - c. Patrons will receive information regarding due dates of materials at the time of check out.
 - d. CPL loan policies are available to patrons on-line and at the ~~Checkout~~ Check Out Desk.
 - ~~e. Library materials can be put on hold for a limited period of days and must be checked out on the account of the patron making the request.~~
 - ~~e.i. Patrons with a CPL or Plymouth District Library card may request a hold on most circulating materials online, by telephone or in person. Requested items will be held for patrons for a limited period of days and must be checked out on the account of the patron making the request. A fine may be assessed for any materials not picked up.~~
 - ~~f.ii. Materials~~ Other TLN cardholders can request a hold on items currently available on the shelves may be requested shelf by other TLN cardholders telephone or in person. Items will be put on the hold shelf at the time of request ~~and held for four days. A fine may be assessed for any materials not picked up.~~
6. RENEWING MATERIALS
- a. Most materials may be renewed after the original checkout unless they are on hold for another patron.
 - b. Materials deemed to be a part of a special collection may not be renewed.
7. INTERLIBRARY LOAN
- a. CPL offers, to Canton cardholders only, the ability to borrow items not available in its collection through interlibrary loan service. Interlibrary Loan (ILL) is a cooperative agreement between libraries to lend and borrow materials from their collections.
 - b. Processing and postage fees may be charged to the patron's record.
 - c. Patrons will be notified by ~~the CPL notification system~~ when requested materials are ready for pickup.

Formatted

- d. All items must be returned to the Canton Public Library with ILL bands/labels and any due date cards intact to guarantee proper check in and return to the lending library.
 - e. Charges will be incurred for lost or damaged materials ~~and all late fees~~ will apply.
 - f. Charges accrued because of ~~overdue~~, billed or damaged interloan materials are subject to collection agency submission.
 - g. Patrons who have been billed for ~~overdue~~ interloan materials must pay for the items in full before borrowing privileges are restored. Billed ~~inter-loaned~~ interloan materials are not eligible for refund.
8. ~~OVERDUE FINES AND REPLACEMENT CHARGES~~ AND FEES
- ~~a. A fine will be charged for items returned after the due date, according to a predetermined borrowing schedule.~~
 - ~~b. Library borrowing privileges will be suspended if a patron's fine balance exceeds the set maximum limit of \$20.00.~~
 - ~~c. Patrons with a predetermined fine balance, not paid within the prescribed period of time, may be sent to a collection agency.~~
 - ~~i.a. Patrons are responsible for all fees assessed due to collection agency submission.~~
 - ~~d.a.~~ Patrons who keep materials for more than twenty-one days past the due date will be billed for replacement of the materials. Processing and billing fees will be added to the cost of the billed material. Patrons may request a refund for a billed item up to three months after the date of payment, if the item is returned in shelf-ready condition. CPL will not refund ~~only the amount paid for the replacement of the item~~ any collection agency fees.
 - ~~e.b.~~ CPL expects materials to be returned in the same condition as borrowed.
 - i. At the library's discretion, a replacement charge (including the actual cost to replace the item and a processing and billing fee) may be added to the record of a patron who returns materials deemed by the library not to be shelf-worthy*.
 - ii. At the library's discretion, a charge, according to a preset fee schedule, may be added to a patron's account for replacement of obviously damaged audio visual or protective cases.
 - iii. Library borrowing privileges ~~will~~ may be suspended on a patron's record until all ~~finest~~ fees associated with a damaged item are settled.
 - ~~f.c.~~ Once the replacement fee is paid, the damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the library will keep billed, damaged materials for three months from the date the charge is added to the patron record. The library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any type.
 - ~~d.~~ Patrons who accrue more than the maximum account balance listed in the borrowing schedule, and not paid within the prescribed period of time, may be sent to a collection agency. Patrons are responsible for all fees assessed due to collection agency submission.

Formatted

Formatted

*Highlighting, tears, soiling, damage by liquids, insect damage, or any other obvious damage as determined by library staff.

9. PRIVACY ACT

In compliance with the Michigan Library Privacy Act 455 of 1982, Canton Public Library does not identify the titles of materials borrowed or on hold by a cardholder to anyone other than the cardholder or person given written authorization by the cardholder.

- a. All records are kept confidential and only shared with the cardholder and those individuals to whom the cardholder has given written authorization and/or as a result of appropriate legal orders.
- b. To allow others to have admittance to an account, cardholders must specify, in person, and in writing, names of those allowed authorized access, to be added to their records.

Revision Adopted by Library Board 11/15/2018

Motion No. 18/11-15-2

(Original Policy 11/08-18-1)



Budget Recommendation: 2023 Salary and Wages

History: Traditionally, the library engages ElementOne (formerly Merces) to conduct a review of published surveys to determine, for as many jobs as possible, the prevailing “market rate.” The market for each job is defined in terms of the geographic area in which recruiting typically takes place, the industry in which Canton Public Library likely competes for employees, as well as similar sized organizations with whom CPL is fiscally able to compete.

Canton Public Library pay grades and ranges are based on an approach that considers three aspects of pay:

1. The contribution of jobs to the organization, as measured by the job evaluation plan
2. The ability of individuals to perform the specific duties and responsibilities of their jobs, and
3. The competitive market for jobs, determined by research into labor market studies

The job evaluation program assesses the contribution of jobs to the organization by looking at various characteristics, namely:

- Knowledge, skills & ability
- Problem solving
- Scope of authority & decision making
- Communications & contacts
- Impact of work performance
- Physical conditions and work environment

Each of the characteristics above is defined through a series of ever-increasing definitions of complexity and every position at CPL has been reviewed and evaluated using this criterion. Once the individual points have been determined they are added together to give each job an overall score. Jobs with similar scores are then placed in the same pay grade.

The pay ranges for each pay grade are designed to ensure that employees are paid based on their contributions to CPL. The organization uses its performance appraisal and contribution assessment methodology to determine target pay; current pay is then compared to the target to determine if adjustments are warranted.

Research: The surveys selected by ElementOne are based on their consistent publication, sufficient sample size and ability to provide segments of data that reflect the real markets in which CPL competes for talent. This year, the review included the following studies:

- American Library Association
 - MLS Librarian Positions
 - Non-MLS Support Positions
- American Society of Employers, Salary Survey

- Bureau of Labor Statistics, Metropolitan Area Compensation Study
- Detroit Suburban Library Roundtable, Compensation & Benefits Survey
- Economic Research Institute, Salary Assessor
- State of Michigan Library Database

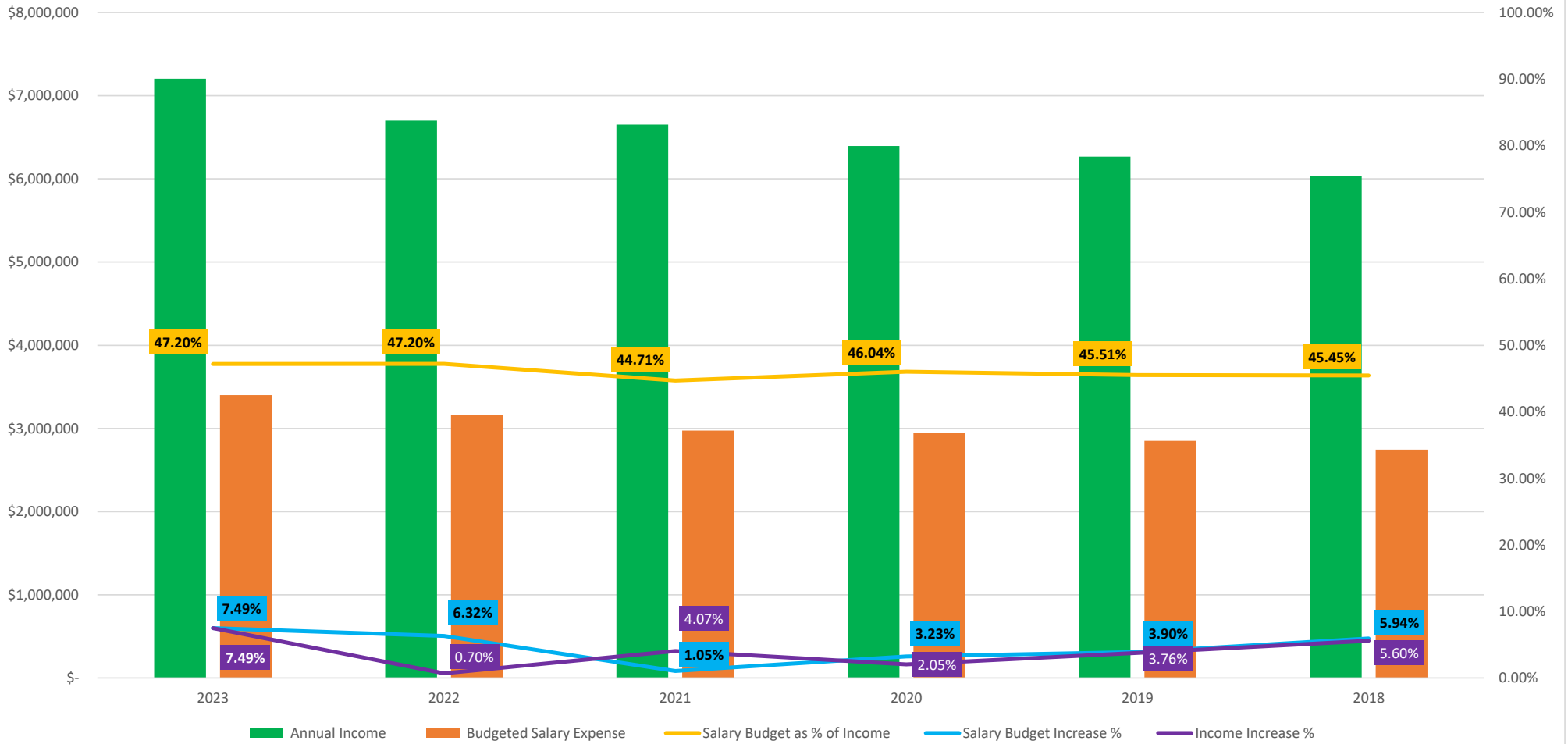
It is important to note that market data is based on the “cost of labor” in a given area, rather than the “cost of living.” Different geographic areas may have higher or lower costs for items such as housing; however, this does not necessarily translate to different levels of pay. Additionally, changes in the market rates reflect changes in what employers are paying, and will not necessarily reflect changes in the cost of living as measured by the Consumer Price Index.

The Element One Pay Structure Review for FY2023 recommends pay structure increases at an average rate of about 7.6%, ranging from 19.7% in Grade 4 (Page I) to 2.5% in Grade 16 (Supervisor), then no change in Grades 17 (Librarian) through 25 (Director). Grades 2 (Page On-call) and 3 increased by 9.9% while Grade 1 remains unchanged from last year as the CPL FY2022 updated structure already reflected the intended State of Michigan minimum wage at \$9.87 per hour.

Recommendation: The library must compete with other employers across the service industry – other public libraries as well as employers in the hospitality, restaurant, call center, and retail industries – for employees. We have already experienced the effects of trailing behind prevailing wages in our recruitment efforts. We have had candidates decline our offers of employment to take higher-paying positions with other customer service organizations, and the shrinking pool of applicants makes recruitment of employees who reflect the library's values and service philosophy a challenge.

It is our recommendation that the board adopt the ElementOne Base Pay Structure Ranges for FY2023 and approve a 2023 Salary and Wages budget of \$3,400,000. This increase of \$237,000 [7.49%] over the 2022 Salary and Wage budget will keep us aligned with the ElementOne recommended pay structure and allow the library to remain conservatively competitive in the job market. It also covers the cost of an additional full-time adult librarian (at a cost of \$62,810 per annum) as well as an increase of ~\$10,000 to the substitute librarian allowance to sustain an average of 30-hours' coverage per week.

Annual Income and Budgeted Salary Expense



Detroit Suburban Librarians Roundtable

2021 Statistics Compilation Report (40th Edition) Excerpt

Library Class Size	Library Name	Legal Service Population	Total Annual Revenue	Salaries Budget	Salaries as % of Annual Revenue	Fringe Benefits Budget	Fringes as % of Annual Revenue	Salary & Fringes as % of Revenue
6	Sterling Heights Public Library	129,699	\$ 2,816,555	\$ 1,486,811	52.79%	\$ 823,858	29.25%	82.04%
6	St. Clair Shores Public Library	59,715	\$ 1,546,397	\$ 791,768	51.20%	\$ 439,282	28.41%	79.61%
6	Livonia Public Library	96,942	\$ 4,129,019	\$ 2,112,420	51.16%	\$ 902,162	21.85%	73.01%
6	Monroe County Library System	149,955	\$ 8,629,075	\$ 4,394,145	50.92%	\$ 1,983,346	22.98%	73.91%
6	Rochester Hills Public Library	100,485	\$ 5,065,075	\$ 2,480,400	48.97%	\$ 690,300	13.63%	62.60%
6	Novi Public Library	64,834	\$ 3,217,848	\$ 1,551,087	48.20%	\$ 362,218	11.26%	59.46%
6	Kent District Library	395,660	\$ 28,055,051	\$ 13,219,957	47.12%	\$ 2,759,038	9.83%	56.96%
6	Capital Area District Libraries	238,859	\$ 13,625,180	\$ 6,389,000	46.89%	\$ 2,030,963	14.91%	61.80%
6	Canton Public Library	90,173	\$ 6,654,483	\$ 2,975,000	44.71%	\$ 1,158,000	17.40%	62.11%
6	Taylor Community Library	63,131	\$ 1,195,785	\$ 523,584	43.79%	\$ 158,388	13.25%	57.03%
6	Traverse Area District Library	87,178	\$ 5,641,380	\$ 2,453,472	43.49%	\$ 873,496	15.48%	58.97%
6	Farmington Community Library	90,112	\$ 6,924,181	\$ 2,668,800	38.54%	\$ 1,081,200	15.61%	54.16%
6	W Bloomfield Township Public	71,755	\$ 5,670,347	\$ 2,108,690	37.19%	\$ 471,526	8.32%	45.50%
6	Dearborn Public Library	98,153	\$ 7,604,963	\$ 2,781,727	36.58%	\$ 1,395,352	18.35%	54.93%
6	Troy Public Library	84,272	\$ 6,027,900	\$ 2,203,190	36.55%	\$ 883,290	14.65%	51.20%
6	Warren Public Library	134,056	\$ 4,132,427	\$ 1,394,932	33.76%	\$ 1,348,995	32.64%	66.40%
6	Clinton-Macomb Public Library	169,833	\$ 9,478,300	\$ 3,143,700	33.17%	\$ 703,400	7.42%	40.59%
6	Portage District Library	52,170	\$ 5,571,340	\$ 1,717,136	30.82%	\$ 699,978	12.56%	43.38%
6	Grosse Pointe Public Library	51,055	\$ 7,787,228	\$ 2,268,933	29.14%	\$ 849,456	10.91%	40.04%
Average %:					42.37%		16.77%	59.14%

Canton Public Library

Compensation Study and Recommendations - Base Pay Structure FY2203 - Hourly Wages (03/11/2022)

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3			Zone 5	
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum		
25	900	1000	944	Director	51.18	56.82	62.46	65.23	68.05	73.69	79.33
21	600	675	660	Department Head - Business Services	33.38	37.08	40.72	42.56	44.41	48.05	51.74
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
18	450	499	491	Collection Development Specialist	27.54	30.31	33.08	34.41	35.79	38.56	41.33
			491	Librarian Manager							
17	400	449	420	Accountant	26.31	28.67	31.03	32.21	33.44	35.79	38.15
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	23.79	25.90	28.10	29.18	30.21	32.36	34.51
			372	Circulation Services Supervisor							
15	330	359	347	Human Resources Specialist	22.00	24.00	25.95	26.97	27.95	29.90	31.90
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	20.36	22.21	24.05	24.92	25.85	27.69	29.54
13	270	299	283	Substitute Librarian	19.18	20.72	22.26	23.03	23.79	25.33	26.87
12	240	269	255	Administrative Assistant	17.74	19.18	20.56	21.28	22.00	23.38	24.82
			242	Information Technology Specialist							
			242	Marketing Assistant							
11	220	239	225	Business Office Assistant	16.56	17.90	19.23	19.90	20.51	21.85	23.18
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	16.05	17.18	18.31	18.87	19.44	20.56	21.69
			214	Circulation Assistant I							
			200	Intern							
9	180	199	182	Acquisitions Assistant	15.23	16.31	17.38	17.90	18.41	19.49	20.56
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	14.46	15.49	16.51	16.97	17.49	18.51	19.54
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	13.90	14.87	15.85	16.31	16.82	17.79	18.77
4	120	129	126	Page I	13.13	13.90	14.72	15.08	15.49	16.31	17.08
2	100	109	109	Page On-Call	11.33	12.00	12.67	13.03	13.38	14.05	14.72
1	1	99	99	no jobs assigned	9.90	10.51	11.08	11.38	11.69	12.26	12.87

Canton Public Library

Base Pay Structure FY2023 v FY2022 \$ Increase

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3		Zone 5	
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum	
25	900	1000	944	Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	600	675	660	Department Head - Business Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			615	Department Head - Circulation Services						
			637	Department Head - Community Relations						
			644	Department Head - Information Services						
			628	Department Head - Information Technology						
18	450	499	491	Collection Development Specialist	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			491	Librarian Manager						
17	400	449	420	Accountant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			437	Librarian, Program Librarian						
			427	Systems Administrator						
16	350	399	389	Building Supervisor	\$ 0.56	\$ 0.57	\$ 0.66	\$ 0.72	\$ 0.72	\$ 0.77
			372	Circulation Services Supervisor						
15	330	359	347	Human Resources Specialist	\$ 0.92	\$ 1.03	\$ 1.08	\$ 1.12	\$ 1.18	\$ 1.23
			349	Web Resources Specialist						
14	300	329	325	Communications Specialist	\$ 1.23	\$ 1.34	\$ 1.49	\$ 1.48	\$ 1.54	\$ 1.69
13	270	299	283	Substitute Librarian	\$ 1.44	\$ 1.54	\$ 1.70	\$ 1.75	\$ 1.79	\$ 1.95
12	240	269	255	Administrative Assistant	\$ 1.69	\$ 1.85	\$ 1.94	\$ 2.00	\$ 2.10	\$ 2.20
			242	Information Technology Specialist						
			242	Marketing Assistant						
11	220	239	225	Business Office Assistant	\$ 1.74	\$ 1.90	\$ 2.05	\$ 2.11	\$ 2.10	\$ 2.26
			228	Circulation Assistant II						
			229	IT Technician						
10	200	219	219	Building Monitor	\$ 1.84	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.26	\$ 2.35
			214	Circulation Assistant I						
			200	Intern						
9	180	199	182	Acquisitions Assistant	\$ 1.90	\$ 2.05	\$ 2.20	\$ 2.26	\$ 2.26	\$ 2.41
			197	Page II						
			191	Technical Processing Assistant II						
8	160	179	179	Circulation Assistant On-Call	\$ 2.00	\$ 2.16	\$ 2.30	\$ 2.35	\$ 2.41	\$ 2.56
			168	Technical Processing Assistant						
7	150	159	150	IT Support Assistant	\$ 2.05	\$ 2.20	\$ 2.36	\$ 2.36	\$ 2.46	\$ 2.61
4	120	129	126	Page I	\$ 2.10	\$ 2.21	\$ 2.36	\$ 2.41	\$ 2.46	\$ 2.62
2	100	109	109	Page On-Call	\$ 1.02	\$ 1.08	\$ 1.27	\$ 1.18	\$ 1.23	\$ 1.28
1	1	99	99	no jobs assigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Canton Public Library

Base Pay Structure FY2023 v FY2022 % Increase

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3			Zone 5	
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum		
25	900	1000	944	Director	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
21	600	675	660	Department Head - Business Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
18	450	499	491	Collection Development Specialist	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
			491	Librarian Manager							
17	400	449	420	Accountant	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	2.41%	2.25%	2.41%	2.53%	2.44%	2.44%	2.43%
			372	Circulation Services Supervisor							
15	330	359	347	Human Resources Specialist	4.36%	4.48%	4.34%	4.33%	4.41%	4.29%	4.38%
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	6.43%	6.42%	6.60%	6.31%	6.33%	6.50%	6.49%
13	270	299	283	Substitute Librarian	8.12%	8.03%	8.27%	8.22%	8.14%	8.34%	8.26%
12	240	269	255	Administrative Assistant	10.53%	10.68%	10.42%	10.37%	10.55%	10.39%	10.51%
			242	Information Technology Specialist							
			242	Marketing Assistant							
11	220	239	225	Business Office Assistant	11.74%	11.88%	11.95%	11.86%	11.41%	11.54%	11.60%
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	12.95%	13.18%	12.95%	13.20%	13.15%	12.90%	13.09%
			214	Circulation Assistant I							
			200	Intern							
9	180	199	182	Acquisitions Assistant	14.25%	14.38%	14.49%	14.45%	13.99%	14.11%	14.22%
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	16.05%	16.20%	16.19%	16.07%	15.98%	16.05%	16.17%
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	17.30%	17.36%	17.49%	16.92%	17.13%	17.19%	17.31%
4	120	129	126	Page I	19.04%	18.91%	19.09%	19.02%	18.88%	19.14%	18.94%
2	100	109	109	Page On-Call	9.89%	9.89%	11.14%	9.96%	10.12%	10.02%	10.01%
1	1	99	99	no jobs assigned	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%