



Library Board of Trustees General Meeting Packet Contents

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Library Board of Trustees
Meeting Agenda – July 21, 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 June 23, 2022 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Unfinished Business & General Orders	Discussion Item: Staff Mask Requirement
New Business	Item of Action 22/7-21-1: 2 nd Quarter 2022 Budget Amendment Discussion Item: 1 st Draft of 2023 Budget and 2024-2025 projections
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

June 23, 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

Absent: M. Farrell, A. Watts

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

Present: K. Bounds, R. Carsten, D. Ewick, D. McHugh, M. Nicholson, C. Swanberg

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

No communications

DIRECTOR'S REPORT

The library is 42% of the way through fiscal 2022 as of May 31st. The second quarter budget amendment in July will help pull the revenues into alignment. Fringe benefits, library materials, and insurance are trending above 42%. Fringe benefits and insurance are paid early in the year, so those will continue to fall into line as we move through the fiscal year. Library materials is trending high due to the purchasing in preparation of the 62 Days of Summer program, so it should fall into line as we move through the year as well. The trustees have been gifted new pens and CPL logo pads. E. Davis thanked M. Nicholson for taking minutes and filling in in previous board meetings, and welcomed S. Bewick.

TRUSTEE COMMENTS

N. Eggenberger and C. Spas have signed up for the Farmington Library of Michigan Trustee Roundtable, they will report back their findings.

NEW BUSINESS

August 2022 – July 2022 Health Care Plans Options Overview – Kapnick Insurance representative R. Carsten reviewed the recommended healthcare plan options. The Blue Care

Network Healthy Blue Living HMO Platinum 500 (the library's current plan) has been re-certified with no changes, and an average cost increase of 10.59%.

The current SunLife Life/AD&D and Disability contract had an average cost increase of 15.15%. R. Carsten presented three alternate providers who provide the same or better coverage at a lower premium.

M. Eggenberger stated she feels we should stay with the 80/20 split for the healthcare premiums cost-sharing, thinks it is fairer to the employees to remain consistent.

E. Davis confirmed it is the library's recommendation to stay with the 80/20 split for cost-sharing. She also recommended a renewal of the Healthy Blue Living Blue Care Network and switching providers to OneAmerica for Life/AD&D and Disability coverage.

Approve 2022-23 Health Care Contract — A. Iqbal moved and J. Lee supported a motion to renew the Blue Care Network Healthy Blue Living Platinum 500 healthcare plan contract for August 2022-July 2023.

The motion passed unanimously 22/6-23-1 (4-0-0)

Approve 2022-23 Life/AD&D and Disability Contract — J. Lee moved and C. Spas supported a motion to select the OneAmerica Life/AD&D and Disability plan contract for August 2022-July 2023.

The motion passed unanimously 22/6-23-2 (4-0-0)

Approve PA 152 Health Care Premium Cost-Sharing — C. Spas moved and A. Iqbal supported a motion to approve the 80/20 split for PA 152 Employer/Employee Insurance Premiums Cost-Sharing.

The motion passed unanimously 22/6-23-3 (4-0-0)

UNFINISHED BUSINESS & GENERAL ORDERS

Circulation Policy Revision, eff. 09/01/2022 — C. Spas moved and J. Lee supported a motion to approve the policy revision as presented.

The motion passed unanimously 22/6-23-4 (4-0-0)

Waive All Outstanding Patron Fines and Fees, except for Replacement Costs, as of 09/01/2022 — J. Lee moved and A. Iqbal supported a motion to approve the waiver of all outstanding patron fines and fees, except for replacement costs, as of 09/01/2022.

The motion passed unanimously 22/6-23-5 (4-0-0)

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

2023 Budget – Expense: Salaries and Wages — The Board did not have additional questions at this time.

E. Davis confirmed the first draft of the 2023 budget will be reviewed in the July meeting. The MERS contribution has not been discussed this year because it was approved as part of the five-year plan in October. A second draft will be presented in August, and there will be a separate budget hearing in addition to the monthly Board meeting in September. N. Eggenberger stated she likes how the budget is being split into smaller sections to divide among different months, instead of being presented all in one meeting.

CALL TO AUDIENCE

None

ADJURN

The meeting was adjourned at 8:31 PM.

Amy Watts, Secretary-Treasurer

07/13/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 06/30/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	6,991,816.31
101-000.00-001.02	CHECKING-CREDIT CARD	2,511.94
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	10,984.11
101-000.00-002.00	SAVINGS	997,946.87
	Total Assets	8,003,259.23
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	78,984.68
101-000.00-219.01	SOCIAL COMMITTEE	6,607.58
101-000.00-231.07	AFLAC DEDUCTIONS	2.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	2,656.71
101-000.00-231.09	PENSION DEDUCTION	(220.74)
	Total Liabilities	88,030.23
*** 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	3,571,734.39
	Ending Fund Balance	7,915,229.00
	Total Liabilities And Fund Balance	8,003,259.23

GL Number	Description	Balance
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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
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*** 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
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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

07/13/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 06/30/2022

DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,447,500.00	6,567,374.62	(119,874.62)	101.86
STATE AID TO LIBRARIES	70,000.00	48,143.60	21,856.40	68.78
LOCAL COMMUNITY STABILIZATION SHARE	66,428.00	66,469.39	(41.39)	100.06
PHOTOCOPY FEES	40,000.00	15,787.70	24,212.30	39.47
REPLACEMENT-LIBRARY MATERIALS	5,000.00	4,352.19	647.81	87.04
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	10,678.22	4,321.78	71.19
INTEREST INCOME	200.00	161.68	38.32	80.84
COMMISSION	6,000.00	3,020.47	2,979.53	50.34
OTHER REVENUE	1,500.00	11,340.55	(9,840.55)	756.04
Net INCOME	6,712,828.00	6,727,328.42	(14,500.42)	100.22
TOTAL REVENUES	6,712,828.00	6,727,328.42	(14,500.42)	100.22
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	1,354,217.08	1,808,782.92	42.81
FRINGE BENEFITS	857,000.00	541,043.58	315,956.42	63.13
SUPPLIES	157,453.00	30,230.86	127,222.14	19.20
LIBRARY MATERIALS	1,004,000.00	523,177.45	480,822.55	52.11
PROFESSIONAL & CONTRACTUAL	437,134.00	235,570.30	201,563.70	53.89
COMMUNICATIONS	28,500.00	10,963.86	17,536.14	38.47
PRINTING	61,900.00	9,487.73	52,412.27	15.33
UTILITIES	213,000.00	69,444.67	143,555.33	32.60
MAINTENANCE & REPAIRS	240,950.00	89,211.23	151,738.77	37.02
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	203,158.22	835,074.78	19.57
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	11,448.46	14,209.54	44.62
TRAVEL	64,850.00	18,848.45	46,001.55	29.06
RENTALS/LEASES	16,300.00	3,496.39	12,803.61	21.45
Net EXPENSES	7,383,578.00	3,155,594.03	4,227,983.97	42.74
TOTAL EXPENDITURES	7,383,578.00	3,155,594.03	4,227,983.97	42.74
TOTAL REVENUES - FUND 101	6,712,828.00	6,727,328.42	(14,500.42)	100.22
TOTAL EXPENDITURES - FUND 101	7,383,578.00	3,155,594.03	4,227,983.97	42.74
NET OF REVENUES & EXPENDITURES	(670,750.00)	3,571,734.39	(4,242,484.39)	532.50
NET CHANGE IN FUND BALANCE	(670,750.00)	3,571,734.39		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,672,744.61	7,915,229.00		

07/13/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 06/30/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,447,500.00	6,567,374.62	(119,874.62)	101.86
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	66,469.39	(41.39)	100.06
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	15,787.70	24,212.30	39.47
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	4,352.19	647.81	87.04
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	10,678.22	4,321.78	71.19
101-000.00-665.00	INTEREST INCOME	200.00	161.68	38.32	80.84
101-000.00-668.00	COMMISSION	6,000.00	3,020.47	2,979.53	50.34
101-000.00-675.00	OTHER REVENUE	1,500.00	11,340.55	(9,840.55)	756.04
TOTAL REVENUES		6,712,828.00	6,727,328.42	(14,500.42)	100.22
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	1,354,217.08	1,808,782.92	42.81
101-790.00-716.01	TAXES-FICA/MC	241,000.00	108,401.69	132,598.31	44.98
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	10,322.62	7,677.38	57.35
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	116,233.60	118,766.40	49.46
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	1,592.15	5,407.85	22.75
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	4,308.00	2,192.00	66.28
101-790.00-717.01	RETIREMENT DC PLAN (401A)	40,000.00	14,881.49	25,118.51	37.20

GL NUMBER	DESCRIPTION	2022	YTD BALANCE		% BDGT USED
		AMENDED BUDGET	06/30/2022	AVAILABLE BALANCE	
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	1,888.27	10,111.73	15.74
101-790.00-730.01	BOOKS	242,000.00	107,333.35	134,666.65	44.35
101-790.00-730.02	AV (MEDIA)	109,000.00	49,610.53	59,389.47	45.51
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	366,233.57	286,766.43	56.08
101-790.00-802.00	LEGAL	15,000.00	832.50	14,167.50	5.55
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	657.40	4,342.60	13.15
101-790.00-850.00	COMMUNICATIONS	28,500.00	10,963.86	17,536.14	38.47
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	60,736.27	99,263.73	37.96
101-790.00-922.00	GAS	33,000.00	6,877.48	26,122.52	20.84
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	40,709.42	51,290.58	44.25
101-790.00-932.01	LAWN & GROUNDS	40,850.00	12,111.59	28,738.41	29.65
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	3,999.36	2,200.64	64.51
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	5,863.95	6,336.05	48.07
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	7,173.56	12,826.44	35.87
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	2,616.49	11,183.51	18.96
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	879.90	1,620.10	35.20
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	122,753.00	36,797.00	76.94
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	67,699.22	566,252.78	10.68
101-790.00-979.00	SOFTWARE	36,731.00	0.00	36,731.00	0.00

GL NUMBER	DESCRIPTION	2022	YTD BALANCE		AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2022	ORMAL (ABNORMAL)	BALANCE	
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	3,683.68		8,816.32	29.47
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	4,779.16		18,720.84	20.34
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	3,980.81		10,519.19	27.45
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(890.25)		3,715.25	(31.51)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	7,301.43		8,198.57	47.11
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,100.00	2,568.00		9,532.00	21.22
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,525.00	739.00		786.00	48.46
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,150.00	4,238.60		5,911.40	41.76
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	600.00		850.00	41.38
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	1,047.67		6,752.33	13.43
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	73.13		1,926.87	3.66
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	606.00		594.00	50.50
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,084.00	1,862.88		3,221.12	36.64
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	1,980.16		20,019.84	9.00
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	32.01		117.99	21.34
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	1,373.65		7,876.35	14.85
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	830.00		170.00	83.00
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,500.00	5,967.24		3,532.76	62.81
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	836.75		163.25	83.68

GL NUMBER	DESCRIPTION	2022	YTD BALANCE		AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2022	ORMAL (ABNORMAL)	BALANCE	
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	14,311.72		15,688.28	47.71
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	255.00		745.00	25.50
101-790.04-861.00	CONFERENCES-COMMUNITY RELATIONS	5,000.00	2,733.85		2,266.15	54.68
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	204.75		695.25	22.75
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	11,320.02		11,937.98	48.67
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	60,200.00	8,881.73		51,318.27	14.75
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	821.39		2,678.61	23.47
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	1,115.00		1,385.00	44.60
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,000.00	2,963.71		12,036.29	19.76
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	7,076.55		15,923.45	30.77
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	159,509.30		53,490.70	74.89
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	188.48		911.52	17.13
TOTAL EXPENDITURES		7,383,578.00	3,155,594.03		4,227,983.97	42.74
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,712,828.00	6,727,328.42		(14,500.42)	100.22
TOTAL EXPENDITURES		7,383,578.00	3,155,594.03		4,227,983.97	42.74
NET OF REVENUES & EXPENDITURES		(670,750.00)	3,571,734.39		(4,242,484.39)	532.50
NET CHANGE IN FUND BALANCE		(670,750.00)	3,571,734.39			
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61			
FUND BALANCE - END OF YEAR		3,672,744.61	7,915,229.00			

07/13/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 06/01/2022 - 06/30/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
06/01/2022	GEN	52993	1159	HOME DEPOT	LIBRARY SUPPLIES	659.66
06/01/2022	GEN	52994	1004	AFLAC	AFLAC DEDUCTIONS-MAY 2022	73.68
06/01/2022	GEN	52995	1185	AMY LEE	SC-MAILBOX SNACKS FOR STAFF	101.21
06/01/2022	GEN	52996	1057	BRAINFUSE, INC.	BRAINFUSE ANNUAL RENEWAL	7,400.00
06/01/2022	GEN	52997	1285	DENISE SKOPCZYNSKI	VISION CLAIM REIMBURSEMENT-G.SKOPCZYNSKI	200.00
06/01/2022	GEN	52998	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-MAY	5,200.00
06/01/2022	GEN	52999	1232	OFFICE DEPOT	OFFICE SUPPLIES-BSO & COM RELATIONS	169.66
06/01/2022	GEN	53000	1258	QUILL CORPORATION	OFFICE SUPPLIES	346.12
06/01/2022	GEN	53001	1394	STEVE BARKER	MUSICAL PERFORMANCE JUNE	1,000.00
06/01/2022	GEN	53002	1320	TSAI FONG BOOKS, INC.	14 KIDS INTERNATIONAL LANGUAGE BOOKS	425.26
06/01/2022	GEN	53003	1079	CENGAGE LEARNING INC	41 ADULT LARGE PRINT BOOKS	139.96
06/01/2022	GEN	53004	1264	RELIABLE LANDSCAPING, INC.	RHC COURTYARD IMPROVEMENT: HARD- LAND- S	12,706.00
06/01/2022	GEN	53005	1226	MARIAN NICHOLSON	ZIPLOCK BAGS (750) FOR MASK DISTRIBUTION	56.90
06/01/2022	GEN	53006	1091	LISA DAVIS-CRAIG	CONFERENCE EXPENSES OVG TSL	392.21
06/01/2022	GEN	53007	1029	BAKER & TAYLOR	CCF GRANT	181.78
06/01/2022	GEN	53008	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	62.43 V
06/01/2022	GEN	53009	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	62.43 V
06/01/2022	GEN	53010	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	62.43 V
06/01/2022	GEN	53011	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	62.43
06/01/2022	GEN	53012	1036	BAKER & TAYLOR	BOOKS	164.49 V
06/01/2022	GEN	53013	1036	BAKER & TAYLOR	BOOKS	164.49 V
06/01/2022	GEN	53014	1036	BAKER & TAYLOR	BOOKS	164.49
06/01/2022	GEN	53015	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER	609.84
06/01/2022	GEN	53016	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$250	1,100.19
06/01/2022	GEN	53017	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	6,034.56
06/01/2022	GEN	53018	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	453.89
06/01/2022	GEN	53019	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,785.09
06/01/2022	GEN	53020	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	653.97
06/01/2022	GEN	53021	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	200.62
06/01/2022	GEN	53022	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,201.78
06/01/2022	GEN	53023	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	915.87
06/01/2022	GEN	53024	1235	OVERDRIVE, INC.	80 EJFC	12,199.36
06/01/2022	GEN	53025	1166	INFOBASE	INFOBASE ANNUAL SUBSCRIPTION	1,995.00
06/01/2022	GEN	53026	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	93.45
06/01/2022	GEN	53027	1307	TEL SYSTEMS	SERVICE LARGE CONF. RM. PROJECTOR	90.00
06/01/2022	GEN	53028	1350	ZOOM VIDEO COMMUNICATIONS INC.	ZOOM ANNUAL SERVICE	1,049.30
06/10/2022	GEN	94(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
06/10/2022	GEN	95(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,733.30
06/10/2022	GEN	96(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
06/10/2022	GEN	97(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	250.14

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/15/2022	GEN	53029	1082	CARDMEMBER SERVICE	MONTHLY ONLINE CREDIT CARD PROCESSING BY	12,862.76
06/15/2022	GEN	53030	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$220	1,676.21
06/15/2022	GEN	53031	1013	ANN ARBOR CLEANING SUPPLY CO.	JANITORIALSUPPLIES	60.77
06/15/2022	GEN	53032	1018	ARROW OFFICE SUPPLY	OFFICE SUPPLIES-COPY PAPER	429.90
06/15/2022	GEN	53033	1395	AWE ACQUISITION INC	EARLY LITERACY STATIONS	9,106.00
06/15/2022	GEN	53034	1029	BAKER & TAYLOR	CCF GRANT	86.40
06/15/2022	GEN	53035	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	5,082.58
06/15/2022	GEN	53036	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	175.03
06/15/2022	GEN	53037	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,618.29
06/15/2022	GEN	53038	1157	BARB GUDENBURR	SC-SNACKS FOR STAFF	25.16
06/15/2022	GEN	53039	1051	BLUE CARE NETWORK	COVERAGE - JULY	20,365.97
06/15/2022	GEN	53040	1062	BS&A SOFTWARE	BS&A ANNUAL USER CONFERENCE 10/16-10/19	550.00
06/15/2022	GEN	53041	1397	CANTON CANOPIES	CANTON CANOPIES - TENT RENTAL FOR FINAL	345.00
06/15/2022	GEN	53042	1070	CANTON COMMUNITY FOUNDATION	ENDOWMENT DONATIONS RECEIVED AT CPL	50.00
06/15/2022	GEN	53043	1077	CDW-G	ADOBE ACROBAT PRO SUB PER QUOTE #MTR504	973.45
06/15/2022	GEN	53044	1079	CENGAGE LEARNING INC	5 ADULT LARGE PRINT BOOKS	314.29
06/15/2022	GEN	53045	1083	CITIZENS INSURANCE COMPANY	WORKERS COMPENSATION POLICY	200.00
06/15/2022	GEN	53046	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEAR R	687.01
06/15/2022	GEN	53047	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300.0	101.76
06/15/2022	GEN	53048	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	MAY ADULT VIDEO GAMES	1,043.19
06/15/2022	GEN	53049	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	11,265.31
06/15/2022	GEN	53050	1132	FOSTER, SWIFT, COLLINS & SMITH	FOIA REVIEW/DETAILED ITEMIZATION	450.00
06/15/2022	GEN	53051	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,319.41
06/15/2022	GEN	53052	1114	J.C. EHRlich	K9 INSPECTION & COMMERCIAL BED BUG CONTR	410.00
06/15/2022	GEN	53053	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	426.36
06/15/2022	GEN	53054	1193	LONG PLUMBING	REPLACE TWO SUMP PUMPS AND ONE SWITCH IN	2,063.00
06/15/2022	GEN	53055	1226	MARIAN NICHOLSON	SUPPLIES-	89.46
06/15/2022	GEN	53056	1393	MELISSA BEHRING TOBIAS	MELISSA BEHRING - PERFORMANCE @ SUMMER P	175.00
06/15/2022	GEN	53057	1149	MICHELLE NEUWIRTH GRAY	FAIRY GARDEN REPLACEMENTS	10.97
06/15/2022	GEN	53058	1210	MICHIGAN LIBRARY ASSOCIATION	MLA ANNUAL GROUP MEMBERSHIP RENEWALS	5,146.60
06/15/2022	GEN	53059	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MCLS ANNUAL MEMBERSHIP FEE 07/01/2022-06	250.00
06/15/2022	GEN	53060	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	848.95
06/15/2022	GEN	53061	1220	MODERNISTIC	UPHOLSTERY CLEANING SERVICES 2022	2,993.20
06/15/2022	GEN	53062	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	62.43
06/15/2022	GEN	53063	1235	OVERDRIVE, INC.	21 JUVENILE NONFICTION EBOOKS	18,021.45
06/15/2022	GEN	53064	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	2,280.00
06/15/2022	GEN	53065	1244	PITNEY BOWES	POSTAGE METER LEASE PAYMENTS	439.95
06/15/2022	GEN	53066	1254	PRO SKATE	2022 PUPPET CLEANING	96.00
06/15/2022	GEN	53067	1255	PROGRESSIVE PRINTING	39062 SUMMER READING POSTCARDS	4,686.00
06/15/2022	GEN	53068	1288	SONITROL GREAT LAKES	BLDG SECURITY MONITORING FOR 2022	1,385.40
06/15/2022	GEN	53069	1307	TEL SYSTEMS	LARGE CONF PROJECTOR AUDIO/VIDEO	50.00
06/15/2022	GEN	53070	1308	THE LIBRARY NETWORK	2022-2023 SWANK MOVIE LICENSE VIA TLN	1,034.00
06/15/2022	GEN	53071	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
06/15/2022	GEN	53072	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	175.95

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/22/2022	GEN	100(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,733.30
06/22/2022	GEN	101(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
06/22/2022	GEN	102(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	856.97
06/22/2022	GEN	53074	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	234.34
06/22/2022	GEN	98(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,694.85
06/22/2022	GEN	99(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,144.73
06/23/2022	GEN	53073	MISC	ALICE RICE	LONGEVITY AWARD - 10 YEARS - A RICE	100.00
06/29/2022	GEN	53075	1009	AMAZON CAPITAL SERVICES	AMOUNT OF ORDER NOT TO EXCEED \$250	308.63
06/29/2022	GEN	53076	1016	APPLE INC	IPADS PER PROPOSAL #2110702641	2,864.00
06/29/2022	GEN	53077	1392	ARCHER ELECTRICAL SERVICES L.L.C.	PARTS/LABOR FOR ELEC. CONTACTOR INSTALL.	1,875.00
06/29/2022	GEN	53078	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,622.62
06/29/2022	GEN	53079	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,682.18
06/29/2022	GEN	53080	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	26.71
06/29/2022	GEN	53081	1303	CARL SWANBERG	MILEAGE REIMBURSEMENT - CLINTON-MACOMB S	250.90
06/29/2022	GEN	53082	1076	CCH	US MASTER TAX GUIDE SPECIAL ED.	197.39
06/29/2022	GEN	53083	1079	CENGAGE LEARNING INC	41 ADULT LARGE PRINT BOOKS	244.72
06/29/2022	GEN	53084	1398	CIRQUE AMONGUS	CIRQUE AMONGUS - ROVING PERFORMERS, FINA	120.00
06/29/2022	GEN	53085	1199	DEBORAH MCHUGH	AIRFARE TO BS&A ANNUAL USER'S CONFERENCE	497.67
06/29/2022	GEN	53086	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-JUNE	5,200.00
06/29/2022	GEN	53087	1124	FASTSIGNS	L&M TO REFURBISH AND RELOCATE RETURNS SI	263.75
06/29/2022	GEN	53088	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,357.29
06/29/2022	GEN	53089	1114	J.C. EHRlich	PEST CONTROL SERVICE 2022	207.92
06/29/2022	GEN	53090	1188	LIBRARY DESIGN ASSOCIATES, INC.	COMMUNITY ROOM IMPROVEMENTS-2022	9,950.00
06/29/2022	GEN	53091	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,492.46
06/29/2022	GEN	53092	1343	NICHOLE WELZ	NICHOLE WELZ - JUNE MILEAGE REIMBURSEMEN	52.65
06/29/2022	GEN	53093	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	62.43
06/29/2022	GEN	53094	1235	OVERDRIVE, INC.	34 YA EBOOKS AND EAUDIOBOOKS	9,433.08
06/29/2022	GEN	53095	1255	PROGRESSIVE PRINTING	BUSINESS CARDS (SB, DM, MN) & CPL MEMO P	606.00
06/29/2022	GEN	53096	1260	RAINBOW PRINTING	LIBRARY CARDS	832.00
06/29/2022	GEN	53097	1264	RELIABLE LANDSCAPING, INC.	LAWN & GROUNDS CONTRACT 2022-MULCH	8,455.00
06/29/2022	GEN	53098	1266	RW FIRE & SAFETY CO.	ANNUAL FIRE EXT. INSPECTION	330.25
06/29/2022	GEN	53099	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE 2022	57.00
06/29/2022	GEN	53100	1300	SUN LIFE FINANCIAL	SUN LIFE MONTHLY PREMIUM-JULY	1,486.05
06/29/2022	GEN	53101	1014	THE ANN ARBOR NEWS	ANN ARBOR NEWS SUBSCRIPTION JUL-DEC 2022	167.75
06/29/2022	GEN	53102	1318	TRUGREEN	LAWN FERTILIZATION 2022 / 6 APPLICATIONS	938.71
06/29/2022	GEN	53103	1325	ULINE	ILL SUPPLIES	198.10
06/29/2022	GEN	53104	1389	ZIIBIWING CENTER	TUESDAYS ARE TERRIFIC: ANISHNABE SONG AN	816.38

GEN TOTALS:

Total of 121 Checks:

240,345.66

Less 5 Void Checks:

516.27

Total of 116 Disbursements:

239,829.39



Director's Report July 2022

1. This month, you will continue your ongoing discussion of staff masking requirements, as you requested.
2. Also on your agenda is the 2nd Quarter Budget Amendment, where we are recognizing revenues received in excess of budget and allocating/reallocating expenditures. Accountant Debbie McHugh continues to streamline and make improvements to the format of the budget amendment documents to make them more legible, and I thank her and also the department heads for their diligence in staying within and tracking their budgets.
3. Last on your agenda is a first look at the draft budget for 2023 and projections for 2024 and 2025. This is the culmination of the last several months of board meetings, where you discussed individual items in-depth, and now you can see all of those pieces come together in this first draft. We will take any comments you have and bring a second draft to you next month. The budget hearing to approve the budget and set the millage rate will take place in September. Thanks, as always, to Debbie and the department heads for their work and excellent stewardship.
4. In personnel news, earlier this month we bid farewell to part-time Adult Librarian Dan Patton, who accepted a full-time librarian position with the Detroit Public Library.
5. The deployment of the new self-checkout software has been delayed by the vendor. Interim IT Department Head Carl Swanberg continues to stay in contact with them to reschedule the launch. 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.
6. I was invited to be part of a small (25) cohort of Michigan public library directors from libraries in Class Sizes IV through VI—serving a population of at least 12,000—in a new educational partnership between the Library of Michigan and the University of Michigan School of Information. The yearlong series of monthly presentations, discussions, and interactive activities is titled “Public Library Impact, Communication, and Responsiveness in Times of Uncertainty,” and is funded through grants from the federal Institute of Museum and Library Services and the Library of Michigan Foundation and will be led by UMSI Professor Kristin Fontichiaro and Shannon White, Library Development Manager at the Library of Michigan. I am excited to be included in this elite group and look forward to our discussions.

Respectfully submitted,
Eva Davis, Director

Canton Public Library

Proposed Budget Amendment - 2022 - 2nd Quarter

PROPOSED:

7/21/2022

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
REVENUE				
PROPERTY TAXES	6,447,500.00	119,874	6,567,374	Recognize excess received over budgeted amount
STATE AID TO LIBRARIES	70,000.00		70,000	
LOCAL COMMUNITY STABILIZATION SHARE	66,428.00		66,428	
PHOTOCOPY FEES	40,000.00		40,000	
REPLACEMENT-LIBRARY MATERIALS	5,000.00		5,000	
MEETING ROOM RENTAL	200.00		200	
PENAL FINES	61,000.00		61,000	
OVERDUE FINES	15,000.00		15,000	
INTEREST INCOME	200.00		200	
COMMISSION	6,000.00		6,000	
OTHER REVENUE	1,500.00	9,586	11,086	Recognize income from RHC courtyard/Friends & GC donations
TOTAL REVENUE	6,712,828	129,460	6,842,288	
EXPENDITURE				
SALARIES & WAGES	3,163,000	-	3,163,000	
FRINGE BENEFITS	857,000	-	857,000	
SUPPLIES	157,453	-	157,453	
LIBRARY MATERIALS	1,004,000	656	1,004,656	CPL Book purchase enrichment fund reimbursement
PROFESSIONAL & CONTRACTUAL	437,134	-	437,134	
COMMUNICATIONS	28,500	-	28,500	
PRINTING	61,900	-	61,900	
UTILITIES	213,000	-	213,000	
MAINTENANCE & REPAIRS	240,950	2,600	243,550	READ sign & Butterfly garden (Friends) HVAC contract to Capital Outlay - IT LED light fixtures
BUILDING IMPROVEMENTS	15,000	(5,750)	9,250	
INSURANCE	58,100	-	58,100	
CAPITAL OUTLAY	1,038,233	5,750	1,043,983	from Building Improvements - IT LED light fixtures
PROPERTY TAX REFUNDS	2,500	-	2,500	
COMMUNITY PROMOTION	25,658	-	25,658	
TRAVEL	64,850	-	64,850	
RENTALS/LEASES	16,300	-	16,300	
TOTAL EXPENSE	7,383,578	3,256	7,386,834	
Net Change in Fund Balance	\$ (670,750)	\$ 126,204	\$ (544,546)	
Beginning Fund Balance - General Fund	\$ 4,343,495		\$ 4,343,495	
Ending Fund Balance - General Fund	\$ 3,672,745	\$ 126,204	\$ 3,798,949	

Canton Public Library

2023 Proposed Budget (Motion 22/9-15-1-BH)

DESCRIPTION	96% Collection 1.4717 Millage 2021	99% Collection 1.4590 Millage 2022	99% Collection 1.4396 Millage 2023	99% Collection 1.4205 Millage 2024	99% Collection 1.4016 Millage 2025
	FINAL APPROVED BUDGET	AMENDED 2nd Quarter BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET
Fund 101 - GENERAL FUND					
Revenues					
INCOME					
PROPERTY TAXES	6,441,909.00	6,567,374.00	6,856,000.00	6,970,000.00	7,080,000.00
STATE AID TO LIBRARIES	78,207.00	70,000.00	70,000.00	70,000.00	70,000.00
LOCAL COMMUNITY STABILIZATION SHARE	-	66,428.00	55,000.00	55,000.00	55,000.00
PHOTOCOPY FEES	20,000.00	40,000.00	40,000.00	40,000.00	40,000.00
REPLACEMENT-LIBRARY MATERIALS	6,200.00	5,000.00	5,000.00	5,000.00	5,000.00
MEETING ROOM RENTAL	200.00	200.00	200.00	500.00	500.00
PENAL FINES	54,840.00	61,000.00	61,000.00	61,000.00	61,000.00
OVERDUE FINES	18,900.00	15,000.00	-	-	-
INTEREST INCOME	130.00	200.00	200.00	200.00	200.00
COMMISSION	3,200.00	6,000.00	6,000.00	6,000.00	6,000.00
OTHER REVENUE	23,000.00	11,086.00	1,000.00	1,000.00	1,000.00
Net INCOME	6,646,586.00	6,842,288.00	7,094,400.00	7,208,700.00	7,318,700.00
TOTAL REVENUES	6,646,586.00	6,842,288.00	7,094,400.00	7,208,700.00	7,318,700.00
Expenditures					
EXPENSES					
SALARIES & WAGES	2,975,000.00	3,163,000.00	3,400,000.00	3,505,000.00	3,610,000.00
FRINGE BENEFITS	1,158,000.00	857,000.00	915,300.00	950,400.00	992,400.00
SUPPLIES	92,393.00	157,453.00	151,395.00	152,795.00	152,695.00
LIBRARY MATERIALS	884,083.00	1,004,656.00	1,075,000.00	1,100,000.00	1,140,000.00
PROFESSIONAL & CONTRACTUAL	361,522.00	437,134.00	469,150.00	472,000.00	488,450.00
COMMUNICATIONS	22,700.00	28,500.00	57,000.00	59,000.00	63,000.00
PRINTING	32,900.00	61,900.00	51,800.00	51,800.00	51,800.00
UTILITIES	158,000.00	213,000.00	190,000.00	198,000.00	207,000.00
MAINTENANCE & REPAIRS	184,250.00	243,550.00	266,400.00	263,800.00	270,300.00
BUILDING IMPROVEMENTS	-	9,250.00	15,000.00	15,000.00	15,000.00
INSURANCE	55,979.00	58,100.00	72,000.00	60,000.00	60,500.00
CAPITAL OUTLAY	1,249,600.00	1,043,983.00	756,000.00	464,000.00	732,000.00
OTHER FINANCING USES / ENDOWMENT TRANSFER	1,500.00	-	-	-	-
PROPERTY TAX REFUNDS	2,500.00	2,500.00	2,000.00	2,000.00	2,000.00
COMMUNITY PROMOTION	11,200.00	25,658.00	22,400.00	22,400.00	27,400.00
TRAVEL	20,967.00	64,850.00	46,350.00	66,550.00	52,050.00
RENTALS/LEASES	9,400.00	16,300.00	17,300.00	18,300.00	19,000.00
Net EXPENSES	7,219,994.00	7,386,834.00	7,507,095.00	7,401,045.00	7,883,595.00
TOTAL EXPENDITURES	7,219,994.00	7,386,834.00	7,507,095.00	7,401,045.00	7,883,595.00
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	6,646,586.00	6,842,288.00	7,094,400.00	7,208,700.00	7,318,700.00
TOTAL EXPENDITURES	7,219,994.00	7,386,834.00	7,507,095.00	7,401,045.00	7,883,595.00
NET OF REVENUES & EXPENDITURES	(573,408.00)	(544,546.00)	(412,695.00)	(192,345.00)	(564,895.00)
NET CHANGE IN FUND BALANCE		(544,546.00)	(412,695.00)	(192,345.00)	(564,895.00)
BEGINNING FUND BALANCE - GENERAL FUND		4,343,494.61	3,798,948.61	3,386,253.61	3,193,908.61
ENDING FUND BALANCE - GENERAL FUND		<u>3,798,948.61</u>	<u>3,386,253.61</u>	<u>3,193,908.61</u>	<u>2,629,013.61</u>

Canton Public Library

2023 Proposed Budget (Motion 22/9-15-1-BH)

GL NUMBER	DESCRIPTION	2021 FINAL APPROVED BUDGET	2022 AMENDED BUDGET	2023 DEPARTMENT REQUESTED BUDGET	2024 DEPARTMENT REQUESTED BUDGET	2025 DEPARTMENT REQUESTED BUDGET
Fund 101 - GENERAL FUND						
Revenues						
INCOME						
101-000.00-401.00	PROPERTY TAXES	6,441,909.00	6,567,374.00	6,856,000.00	6,970,000.00	7,080,000.00
101-000.00-539.00	STATE AID TO LIBRARIES	78,207.00	70,000.00	70,000.00	70,000.00	70,000.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	-	66,428.00	55,000.00	55,000.00	55,000.00
101-000.00-602.00	PHOTOCOPY FEES	20,000.00	40,000.00	40,000.00	40,000.00	40,000.00
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	6,200.00	5,000.00	5,000.00	5,000.00	5,000.00
101-000.00-651.00	MEETING ROOM RENTAL	200.00	200.00	200.00	500.00	500.00
101-000.00-656.00	PENAL FINES	54,840.00	61,000.00	61,000.00	61,000.00	61,000.00
101-000.00-658.00	OVERDUE FINES	18,900.00	15,000.00	-	-	-
101-000.00-665.00	INTEREST INCOME	130.00	200.00	200.00	200.00	200.00
101-000.00-668.00	COMMISSION	3,200.00	6,000.00	6,000.00	6,000.00	6,000.00
101-000.00-675.00	OTHER REVENUE	23,000.00	11,086.00	1,000.00	1,000.00	1,000.00
Net INCOME		6,646,586.00	6,842,288.00	7,094,400.00	7,208,700.00	7,318,700.00
TOTAL REVENUES		6,646,586.00	6,842,288.00	7,094,400.00	7,208,700.00	7,318,700.00
Expenditures						
EXPENSES						
101-790.00-702.00	SALARIES & WAGES	2,975,000.00	3,163,000.00	3,400,000.00	3,505,000.00	3,610,000.00
101-790.00-715.00	FRINGE BENEFITS					
101-790.00-716.01	TAXES-FICA/MC	228,000.00	241,000.00	262,000.00	268,100.00	276,100.00
101-790.00-716.02	DENTAL	21,400.00	21,700.00	23,000.00	23,000.00	24,000.00
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	18,000.00	20,000.00	20,000.00	21,000.00
101-790.00-716.05	MEDICAL INSURANCE	195,000.00	235,000.00	268,000.00	295,000.00	325,000.00
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	4,800.00	4,800.00	4,800.00	4,800.00
101-790.00-716.07	OPTICAL	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
101-790.00-717.01	RETIREMENT DC PLAN (401A)	28,000.00	40,000.00	42,000.00	44,000.00	46,000.00
101-790.00-717.02	RETIREMENT PENSION (MERS)	650,000.00	280,000.00	280,000.00	280,000.00	280,000.00
101-790.00-727.00	SUPPLIES					

GL NUMBER	DESCRIPTION	2021	2022	2023	2024	2025
		FINAL APPROVED BUDGET	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET
101-790.00-727.01	SUPPLIES-LIBRARY	9,000.00	12,000.00	12,500.00	9,000.00	12,000.00
101-790.00-728.00	POSTAGE					
101-790.00-729.00	STAFF BOOK ACCOUNT					
101-790.00-730.01	BOOKS	246,578.00	242,656.00	251,000.00	255,000.00	257,000.00
101-790.00-730.02	AV (MEDIA)	109,225.00	109,000.00	105,000.00	105,000.00	100,000.00
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	528,280.00	653,000.00	719,000.00	740,000.00	783,000.00
101-790.00-802.00	LEGAL	6,000.00	15,000.00	15,000.00	15,000.00	15,000.00
101-790.00-803.00	AUDIT	12,675.00	13,050.00	13,450.00	13,850.00	14,500.00
101-790.00-804.00	BANK FEES					
101-790.00-804.01	BANK FEES-GENERAL	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
101-790.00-804.02	BANK FEES-CREDIT CARD	5,000.00	5,000.00	2,500.00	2,500.00	2,500.00
101-790.00-805.00	ONLINE INFORMATION					
101-790.00-806.00	COMMUNITY PROGRAMMING					
101-790.00-807.00	PROFESSIONAL SERVICES					
101-790.00-809.00	STAFF DEVELOPMENT					
101-790.00-850.00	COMMUNICATIONS	22,700.00	28,500.00	57,000.00	59,000.00	63,000.00
101-790.00-862.00	MILEAGE/MISCELLANEOUS					
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	500.00	500.00	500.00	500.00
101-790.00-921.00	ELECTRICITY	135,000.00	160,000.00	150,000.00	155,000.00	160,000.00
101-790.00-922.00	GAS	8,000.00	33,000.00	25,000.00	27,000.00	30,000.00
101-790.00-923.00	WATER	15,000.00	20,000.00	15,000.00	16,000.00	17,000.00
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	77,000.00	92,000.00	97,000.00	97,000.00	97,000.00
101-790.00-932.00	LAWN & GROUNDS MAINTENANCE					
101-790.00-932.01	LAWN & GROUNDS	31,450.00	43,450.00	47,000.00	43,000.00	47,000.00
101-790.00-932.02	SNOW & ICE	41,500.00	37,000.00	38,000.00	38,000.00	39,000.00
101-790.00-933.00	BUILDING SECURITY	5,300.00	6,200.00	7,400.00	7,800.00	8,300.00
101-790.00-934.00	EQUIPMENT & MISCELLANEOUS CONTRACTS					
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	900.00	1,000.00	1,000.00	1,000.00	1,000.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	15,900.00	12,200.00	14,000.00	14,000.00	14,000.00
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	1,200.00	18,600.00	22,000.00	23,000.00	24,000.00
101-790.00-935.00	BUILDING REPAIRS	7,000.00	14,300.00	20,000.00	20,000.00	20,000.00
101-790.00-936.00	EQUIPMENT REPAIRS	4,000.00	18,800.00	20,000.00	20,000.00	20,000.00
101-790.00-941.00	COPY MACHINE CHARGES	7,400.00	13,800.00	14,800.00	15,800.00	16,500.00
101-790.00-942.00	POSTAGE METER CHARGES	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00
101-790.00-965.00	BUILDING IMPROVEMENTS	-	9,250.00	15,000.00	15,000.00	15,000.00
101-790.00-969.00	INSURANCE	55,979.00	58,100.00	72,000.00	60,000.00	60,500.00
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	6,500.00	28,000.00	80,000.00	19,000.00	-
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	1,088,811.00	165,300.00	91,000.00	70,000.00	600,000.00

GL NUMBER	DESCRIPTION	2021	2022	2023	2024	2025
		FINAL APPROVED BUDGET	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET
101-790.00-975.00	FURNITURE AND EQUIPMENT	-	180,000.00	50,000.00	-	17,000.00
101-790.00-976.00	LIBRARY MATERIALS	-				
101-790.00-978.00	HARDWARE	79,920.00	633,952.00	500,000.00	350,000.00	100,000.00
101-790.00-979.00	SOFTWARE	74,369.00	36,731.00	35,000.00	25,000.00	15,000.00
101-790.00-995.00	ENDOWMENT TRANSFERS	1,500.00	-	-	-	-
101-790.00-998.00	PROPERTY TAX REFUNDS	2,500.00	2,500.00	2,000.00	2,000.00	2,000.00
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	300.00	300.00	300.00	300.00
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	3,000.00	5,500.00	3,000.00	6,000.00	3,000.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	4,000.00	1,000.00	4,000.00	1,000.00
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	200.00	200.00	200.00	200.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	9,500.00	12,500.00	12,500.00	12,500.00	12,500.00
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	16,000.00	23,500.00	20,500.00	25,200.00	20,500.00
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	10,500.00	14,500.00	14,500.00	14,500.00	14,500.00
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	2,825.00	2,825.00	2,825.00	2,825.00
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,000.00	15,500.00	15,500.00	15,500.00	16,000.00
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	3,050.00	12,100.00	11,950.00	12,000.00	12,100.00
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,500.00	1,525.00	1,625.00	1,625.00	1,875.00
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	9,900.00	10,150.00	10,750.00	10,750.00	10,750.00
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000.00	5,000.00	5,000.00	5,000.00	5,000.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,825.00	1,450.00	3,525.00	1,275.00	2,625.00
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,600.00	7,800.00	6,250.00	8,250.00	5,250.00
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,200.00	1,200.00	1,300.00	1,300.00	1,300.00
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	1,506.00	5,084.00	5,600.00	5,600.00	5,600.00
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,991.00	5,524.00	5,900.00	5,900.00	5,900.00
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	12,777.00	22,000.00	20,000.00	20,000.00	20,000.00
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	34.00	150.00	370.00	370.00	370.00
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	19,800.00	25,084.00	20,000.00	22,000.00	22,000.00
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	4,062.00	9,250.00	8,000.00	8,000.00	8,000.00
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,080.00	1,000.00	1,000.00	1,000.00	1,000.00
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	1,509.00	9,500.00	5,000.00	9,500.00	9,500.00
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	8.00	1,000.00	1,000.00	2,000.00	1,000.00
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	800.00	1,000.00	1,200.00	1,200.00	1,300.00
101-790.04-728.00	POSTAGE-COMMUNITY RELATIONS	4,260.00	27,370.00	25,000.00	25,000.00	25,000.00

GL NUMBER	DESCRIPTION	2021	2022	2023	2024	2025
		FINAL APPROVED BUDGET	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET
101-790.04-806.00	PROGRAMMING-COMMUNITY RELATIONS	33,500.00	30,000.00	35,000.00	35,000.00	40,000.00
101-790.04-807.00	PROF SERVICES-COMMUNITY RELATIONS	32,900.00	62,900.00	40,000.00	40,000.00	40,000.00
101-790.04-808.00	MEMBERSHIP DUES-COMMUNITY RELATIONS	430.00	1,000.00	1,000.00	1,000.00	1,000.00
101-790.04-861.00	CONFERENCES-COMMUNITY RELATIONS	2,000.00	5,000.00	2,000.00	5,000.00	2,000.00
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	400.00	900.00	900.00	900.00	900.00
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	8,800.00	23,258.00	20,000.00	20,000.00	25,000.00
101-790.04-901.00	PRINTING-COMMUNITY RELATIONS	31,200.00	60,200.00	50,000.00	50,000.00	50,000.00
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,000.00	4,500.00	4,500.00	3,700.00	3,700.00
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	3,500.00	2,000.00	2,000.00	2,000.00
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,400.00	2,500.00	2,600.00	2,600.00	2,600.00
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	2,200.00	15,000.00	11,000.00	14,000.00	12,000.00
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	250.00	2,250.00	2,000.00	2,300.00	2,300.00
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	15,200.00	23,000.00	24,000.00	25,000.00	26,500.00
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	188,000.00	213,000.00	268,000.00	270,000.00	278,000.00
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	300.00	1,025.00	1,250.00	1,500.00	1,500.00
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,100.00	4,600.00	5,000.00	5,400.00	6,000.00
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	500.00	8,300.00	8,600.00	9,000.00	9,500.00
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	-	1,100.00	1,100.00	1,100.00	1,100.00
Net EXPENSES		7,219,994.00	7,386,834.00	7,507,095.00	7,401,045.00	7,883,595.00
TOTAL EXPENDITURES		7,219,994.00	7,386,834.00	7,507,095.00	7,401,045.00	7,883,595.00
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,646,586.00	6,842,288.00	7,094,400.00	7,208,700.00	7,318,700.00
TOTAL EXPENDITURES		7,219,994.00	7,386,834.00	7,507,095.00	7,401,045.00	7,883,595.00
NET OF REVENUES & EXPENDITURES		(573,408.00)	(544,546.00)	(412,695.00)	(192,345.00)	(564,895.00)
NET CHANGE IN FUND BALANCE			(544,546.00)	(412,695.00)	(192,345.00)	(564,895.00)
BEGINNING FUND BALANCE - GENERAL FUND			4,343,494.61	3,798,948.61	3,386,253.61	3,193,908.61
ENDING FUND BALANCE - GENERAL FUND			<u>3,798,948.61</u>	<u>3,386,253.61</u>	<u>3,193,908.61</u>	<u>2,629,013.61</u>

Canton Public Library

Capital Replacement Schedule

			This Year	Proposed		
FAC	Description	Notes	2022	2023	2024	2025
Land						
	Land	Bond paid off in 2015				
Land Improvements - Depreciating						
	Storm Drainage/Catch Basin/Manholes					
	Underground	repairs, not replacement				
	Above ground	repairs, not replacement				
	Storm Sewer/Catch Basin		15,000			
	Irrigation (sprinkler heads & lines)	*annual maintenance G/L 932b				
	Landscape / Hardscape					
	RHC Courtyard - hardscape (walkway) & landscape		13,000			
NEW	Backyard Development (walkway, shelter, table, swing)			50,000		
	Paving					
	Asphalt Paving / End of Life Replacement	\$100k/2017 and \$190k/2019				
	Concrete Paving - Sidewalks & Curbs	\$40k/2019				
	Asphalt Maintenance (periodic seal & stripe)	*annual maintenance G/L 932b			19,000	
	Paver walkway (connect CPL to Canton Ctr Rd.)					
	Dumpster Enclosure (trash/recycle)					
NEW	Electrical Vehicle (EV) charging station (public lot, \$28,000)			30,000		
Buildings, Fixtures and Improvements						
	Water Main	address around 2035				
	Water Service	address around 2014				
	Sanitary Sewerage					
	Underground	repairs, not replacement				
	Above ground	repairs, not replacement				
	Exterior Lighting					
	Building/Architectural Lights					
	Lighting - Parking Lot Lights (upgraded to LED 2013)					
	Interior Lighting					
	Upgrade light fixtures to LED		5,750			130,000
	Signs					
	Site Signage (in building)					
	Main Entry Signage					
	Main Entry Signage - Replacement					
	BUILDING					
	Masonry, Cast Concrete, Flatwork & Finish	repairs, not replacement				
	Brick, Stone & Ceramic Tile	repairs, not replacement				
	Wiring					
	RTU1 (Trane Intellipac 30 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)					
	RTU2 (Trane Intellipak 25 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)					
	RTU3 (Trane Intellipak 40 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)					
	Air Handler (Trane, Roof, last 2001, EOF 20yrs, rebuild)(Engie-M2A)					
	Roof - New Copper Seam					
	Roof - Partial Replacement, Royal West Roofing	20 of 53,000 sq. ft.				
	Roof - Partial Replacement, Johns Manville	33 of 53,000 sq. ft.				
	Aluminum Downspouts & gutters			75,000		
	Wood Soffit (Bldg/Canopies)					
	Fire Suppression-Sprinkler Backflow Replacement	\$ from Fixture Repair budget	7,850			
	Windows / Skylights / Doors					
	Skylights (Tree, Nook, 4-section Teen)	inspected/serviced				
	Skylight-Pyramid (FAR, Child Seating)	reseal approx \$5K				
	Skylight-Pyramid (Entrance, International)	reseal + caps/gaskets \$10K				
	Skylight - All (inspect, reseal and caulk)	\$ from Building Repair budget	5,700			
	Insulating Glass (piano window, nook, etc.)					
	Aluminum/Wood Windows					

FAC	Description	Notes	2022	2023	2024	2025
	Aluminum Doors					
	Steel Doors - Exterior					
	Automatic Doors (Front Entry/Lobby)					
	Renovations					
	Trendwall - Group Study Rooms D, E, F, G, H & I (Teen)	G, H & I relocated in 2017				
	PSIP I - Wall Covering - Lobby & New Book Area				34,000	34,000
	PSIP I - Wall Covering - Quiet Study Room				6,000	6,000
	PSIP I - Floor Covering - Luxury Vinyl Tile					50,000
	PSIP I&II - Floor Covering - Carpet - Public Areas					80,000
	PSIP II - Floor Covering - Teen, CmRm, Friends	Replacement 2025				
	PSIP II - Public Restrooms (Lobby)					
	PSIP II - Social Space (Café) / Lobby					
	PSIP III - Children's Space					
	PSIP III - Children's Restrooms					
	PSIP IV - Friend's Bookstore					
	PSIP IV - Teen Space					
	PSIP IV - Tutor Area (GSR 1-6)	reused G, H & I in Tutor Area				
	Staff Area Renovation - General Construction	Estimated @ \$1,550,000				
	Staff Area Renovation - Restroom Alcove					
	Floor Covering - Carpet/Resilient Floor Staff Area	staff area only \$78k in 2018				
	Friends' Donation/Sorting Area (canopy, donation shelving, concrete)					
	Floor Covering - Lobby walk-off carpet installed	replaced Pedigrid system				
	Sorter Room Renovation (cabinets, work stations)	Cabinets, lighting, workstations				
	Community Room Refresh					
	Wall Covering - whisper wall and paint*	*alcoves, window recess, screen wall	34,000			
NEW	Lighting update (LED)		42,000			
NEW	Power in floor		50,000			
	Blackout shades & remote control		7,000			
	The Lab Renovation - convert to meeting room					
	Walls (replace entry wall/subdivide?)					
	Floor Covering - Carpet					
	Lighting					
	Storage					
	Seating (Tables/Chairs/Soft Seating)					
	Group Study Rooms (Adult Fiction Area)					
	Shelving - tip-out shelves		7,000			
	Ceiling Tiles					
	Sound Masking System					
	Lencore sound masking - Staff Area					
	Fire Suppression System					
	Relocate Sprinkler Heads for PSIP IV (Teen Space)					
	Relocate Sprinkler Heads for Staff Area renovation					
	Relocate Fire Strobes (National Time & Signal)					
	HVAC (including Circ Pumps, Temp Controls) - See IT Capital					
	PSIP IV - Teen Space HVAC	VAV boxes, duct work				
	PSIP IV - Tutor Area HVAC	VAV boxes, duct work				
	Staff Area Reno HVAC & Plumbing	VAV boxes, duct work				
	Staff Area Reno Electrical					
	Total HVAC Systems from IT Capital		6,000	16,000	30,000	300,000
	Furniture and Equipment					
	Custom Millwork (cabinets)					
	Storage cabinets (Sort Room alcove)					
	Staff Area Reno Custom Millwork (cabinets)					
	General Staff Area					
	Chairs - Maple Meeting Chairs (6 in Med.Conf.Room)	re-use, do not replace				
	Chairs - Executive Task Chairs (staff)					
	Staff Lounge Furniture (Tables/Chairs)	reupholstered in 2018				

FAC	Description	Notes	2022	2023	2024	2025
	Furniture - Open spaces (desks, file cabinets, etc.)	Renovation 2018/19				
	Additional under-cabinet lights for IS					
	Furniture - Enclosed Offices (desks, file cabinets, etc.)					
	Lencore sound masking system (33 speakers/6 controls)					
	General Public Area					
	CD Bins (Adult Collection)	<i>may eliminate</i>				
	Soft seating w/power (2-seat,1-table unit at entrance)					
	Chairs - 12 upholstered side chairs (Teen Study Rooms)	reupholster only, lifetime frame				
	Chairs - 48 upholstered side chairs (Study Rooms/Carrells)	reupholster only, lifetime frame				
	Chairs - 22 hi-back task chairs (Quiet Study Room)					12,000
	Chairs - Agati Task Chairs (public area)					
	Adult Aisle booths		70,000			
	Seating Pods (iLab foyer)		60,000			
	Table Maintenance - Refinish Maple Edges	Replace/refinish periodically				
	Children's Passive Activity Table (booth area)			30,000		
	Romance Corner Furniture			20,000		
	East Aisle booths/tables/trendway rooms					
	Help Desk - Childrens					
	Tables - Carrell Tables (6-S/E Study Area)	one moved to quiet study 2017				
	Tables - Laptop Tables (8-Fireplace Area)					5,000
	Tables w/electrical spheres (single study rms)					
	Friends' Activity Room					
	5' flip top tables (6)					
	Chela stacking chairs (40) & trolley (2)					
	Cabinetry/Sink - Friends' Activity Room					
	Community Room					
	4' Tables (16) and table trucks (2)		20,000			
	Stacking Chairs (Community Room)		30,000			
	Cabinetry/Sink - Community Room Kitchen					
	The Lab					
	Cabinetry (same as IS area)					
	Projection Screen					
	ART					
	Tree Sculpture (Children's Library)					
	Hardware					
	See IT Capital		633,952	500,000	350,000	100,000
	Software					
	See IT Capital		36,731	35,000	25,000	15,000
	Library Materials					
	See P&L 730 accounts					

Sub-Total - Land Improvements-Depreciating	\$ 28,000	\$ 80,000	\$ 19,000	\$ -
Sub-Total - Buildings, Fixtures & Improvements (Includes IT HVAC Systems)	\$ 165,300	\$ 91,000	\$ 70,000	\$ 600,000
Sub-Total - Furniture and Equipment	\$ 180,000	\$ 50,000	\$ -	\$ 17,000
Sub-Total - Hardware (see IT Capital)	\$ 633,952	\$ 500,000	\$ 350,000	\$ 100,000
Sub-Total - Software (see IT Capital)	\$ 36,731	\$ 35,000	\$ 25,000	\$ 15,000
GRAND TOTAL BUILDING & IT CAPITAL REPLACEMENT	\$ 1,043,983	\$ 756,000	\$ 464,000	\$ 732,000

Canton Public Library

Capital Replacement Schedule Information Technology

				Proposed			
Annual Inflation Factor --> 1.032				2022	2023	2024	2025
Buildings, Fixtures and Improvements - HVAC Systems				QTY	Last Price		
	RTU1 (Trane Intellipak 30 Ton)(2001, EOF 15-20yrs)(Engie-M2A-2021)	1	\$ 139,750				
	RTU2 (Trane Intellipak 25 Ton)(2001, EOF 15-20yrs)(Engie-M2A-2021)	1	\$ 100,000				
	RTU3 (Trane Intellipak 40 Ton)(2001, EOF 15-20yrs)(Engie-M2A-2021)	1	\$ 146,500				
	Air Handler (Trane, Roof)(2001, EOF 20yrs)(rebuild Engie-M2A-2021)	1	\$ 73,500				
	RTU4 (Main Trane AC, 90 Ton, last 2008, EOL 15-20yrs)	1	\$ 110,000				
	IT-AC APC rack mount, Server Rm (2008, EOL 5-10yrs)(2019 compressor)	1	\$ 6,800		\$ -		
	IT-AC Daikin miniSplit, Server Rm/Roof (2012, EOL 5-10yrs)	1	\$ 10,802		\$ 15,275		
	IT-AC Daikin miniSplit, Wire Rm/Roof (2015, EOL 5-10yrs)	1	\$ 6,250			\$ 8,298	
	AC - Community Rm (Trane 10 Ton, last 2008, EOL 2026)	1					
	Air Compressor, Quincy (1989, EOL 30yrs) (DDCs will end need of it)	1	\$ 10,000				
	Humidifier Dri Steam (last 2001, EOL 15yrs)(Engie-M3-2020)	1	\$ 14,000				
	VAV Controls & Thermostats DDC replace Pneumatics (Engie-C2-2021)	1	\$ 70,000				
	Building Control System Upgrade (4yr app updates)(Engie-C1-2021)	1	\$ 14,050			\$ 18,450	
	Boiler Backup (2 Bryan units) (1989 EOL 20yrs, extended by low use)	1	\$ 96,400				\$ 299,603
	Circulation Pump #3 (2014 EOL 20yrs)	1	\$ 3,095				
	Circulation Pump #4 (2001 EOL 20yrs) differed from 2021	1	\$ 3,095	\$ 5,811			
	Boiler Main Lochinvar (last 2001, EOL 20yrs)(Engie-M1-2020)	1	\$ -				
	Convert primary pumps to Variable Frequency Drive (Engie-C3-2020)	1					
	Circulation Pump #1 Large (2001 EOL 20yrs)(Engie-M1-2020)	1	\$ 7,000				
	Circulation Pump #2 Large (2001 EOL 20yrs)(Engie-M1-2020)	1	\$ 7,000				
	Contingency-Buildings, Fixtures and Improvements-HVAC Systems			\$ 189	\$ 725	\$ 3,252	\$ 397
Hardware - Information Technology Facilities							
Cabling and Multimedia for specific Library Areas							
978	A/V Media Upgrades - The-Lab	1	\$ 7,577			\$ 9,748	
978	A/V Media Upgrades - Friends Room	1	\$ 15,324		\$ 19,104		
978	A/V Media Upgrades - Community Room	1	\$ 15,780	\$ 28,594			
978	A/V Media Upgrades - Large & Medium Conference Rooms	1	\$ 10,000				
Security							
978	Security Gates	3	\$ 4,500	\$ 18,498			
978	Security Cameras, new and/or upgrades	1	\$ 7,500	\$ 7,740	\$ 7,988		
978	Sonitrol System (including Air Phone camera 2014)	5	\$ 5,934		\$ 39,392		
978	People Counter (upgraded in 2020)	1	\$ 2,500				
Specialized							
978	Disaster Recovery and Preparedness						
978	The Lab						
Hardware - Information Technology							
Computer Workstations - Hardware							
978	Desktop PCs: 30 Public (Childrens) now 3070s	30	\$ 890			\$ 30,285	
978	Desktop PCs: Public (Webx) now 3060s	42	\$ 890	\$ 42,399			
978	Desktop PCs: Public (Teens) now 3070s	12	\$ 890			\$ 12,114	
978	Desktop PCs Public (iLab) now 3060s --> Laptops	12	\$ 1,650		\$ 21,762		
978	Desktop PCs: 20 IS Staff, 9 Circ & Ref Desks, 6 IT now 3020s	35	\$ 890				
978	Desktop PCs: Staff now 3070s last qty 42					\$ 65,425	
978	Dell Laptop (5 Shared, 7 staff) Latitude (last qty 7)	12	\$ 1,650	\$ 21,762			
978	Dell Laptop (7 staff) Latitude (move from PC to laptop)	7	\$ 1,650				\$ 20,417
978	Dell Laptop (6 shared) Inspiron --> Latitude	6	\$ 1,650				\$ 11,229
978	OPAC (2009-Wyse) / (2016-Chrome Base) differed from 2021	13	\$ 500	\$ 7,852			
978	Touchscreens (5 print release) (was deferred from 2019 to 2021)	5	\$ 750				
978	iMAC mini and iMAC for CR/Digital-Studio and IT iPad Mgmt	1	\$ 2,864		\$ 2,864		
978	iPad Air2 - Children's Sail (4), CR (2), IS (4)	10	\$ 679	\$ 7,463			\$ 8,203
978	Early Literacy Stations + ELF site license (5 YR Exp 3/21/21) Differ '22	4	\$ 3,899	\$ 18,840			
Networking; Wireless APs, Firewall, Switches							
978	Catalyst 2960 48 Port Poe- IDF1 2016	4	\$ 1,915				
978	Catalyst 3850 24 Port Poe 1GB - Township (2)	2	\$ 3,985				\$ 10,164
978	Catalyst 3850 24 Port Poe 1GB - IDF2 (2)	2	\$ 4,034				

					Proposed			
Annual Inflation Factor --> 1.032				2022	2023	2024	2025	
978	Catalyst 3850 48 Port PoE - MDF CAB2	2	\$ 5,765	\$ 14,036				
978	Catalyst 3850 48 Port PoE - MDF	2	\$ 6,235				\$ 15,904	
978	Catalyst 3850 48 Port PoE - MDF	2	\$ 6,235					
978	Catalyst 24 Port - IDF02	2	\$ 4,300			\$ 10,628		
978	Catalyst 2960 48 Port - IDF1 2016	1	\$ 2,400			\$ 2,966		
978	Security - Firewall (Corporate)	1	\$ 8,000		\$ 9,887			
978	Security - Firewall (Public)	1	\$ 8,000		\$ 9,915			
978	Cisco 2921 Router (Acquired from TLN 2014)	2	\$ 1,895					
978	Wireless Access Points	10	\$ 1,600			\$ 16,000		
Servers and Storage								
978	EqualLogic PS6200E 96tb Storage 2017 7yr (Library & Township)	2	\$ 38,634		\$ -	\$ 100,182		
978	EqualLogic PS6100E (4/2015 5yr exp 2020)	1	\$ 23,483					
978	EqualLogic PS6100X VM-SAN SrvRm (4/2013 7yr exp 2020)(defer)	1	\$ 46,791	\$ 60,201				
978	Overland Storage Tape Library LT03 EOL 2017 ->LTO4 2017	2	\$ 3,366				\$ 8,586	
978	Power Edge R720 Active Directory Server (virtualized in 2021)	1	\$ 6,800					
978	Power Edge R720 Data Protect Mgr 5 YR Exp 2018 (differed to 2022)	2	\$ 9,712	\$ 12,495			\$ 18,425	
978	Dell Power Edge R810 VM-Ware Servers 5 YR Exp 2019	3	\$ 12,450			\$ 56,318		
978	Dell Power Edge R540 Physical Server - Security Cameras	1	\$ 9,712			\$ 11,369		
Specialized Hardware (including PBX / Printers / Copiers / UPS)								
978	HP Design Jet T520 ePrinter (differed to 2022)	1	\$ 2,871	\$ 3,693		\$ 3,934		
978	Zebra CD/DVD Label Printer (set 1) (differed to 2023)	1	\$ 2,600		\$ 3,346			
978	Zebra CD/DVD Label Printer (set 2)	1	\$ 2,600					
978	Staff RFID Stations: Antenna/Reader (+4 for IS) (defer to 2021)	10	\$ 1,060	\$ 15,465				
978	Selfcheck Stations: Antenna/Reader/Display (defer to 2021)	8	\$ 1,980	\$ 18,487				
978	Sorting System Conveyor (deferred to 2023)	1	\$ 145,000	\$ 205,043	\$ 211,604			
978	Sorter Book Chutes & their PCs (external and internal)	1	\$ 14,000	\$ 19,797	\$ 20,431			
978	Sorting Bins (2023)	13	\$ 1,600	\$ 29,413	\$ 2,335			
978	Battery Backup Cabinets (APC 3000/RT8000) Library & Twp	4	\$ 3,300		\$ 19,263			
978	ITC 1580U-80-4-D Card Loader w/Credit Card unit (differed to 2022)	1	\$ 7,100	\$ 7,100	\$ 7,327			
978	ITC Cash Card Readers (1 per public copier) (differed to 2022)	5	\$ 1,100	\$ 5,500	\$ 5,676			
978	Cash / credit Payments at printer	5	\$ 8,200		\$ 41,000			
978	PBX (differed to 2022)	1	\$ 50,000	\$ 64,329	\$ 66,388			
978	KM Copier Lease Set 2015 Replacement	5	\$ 4,000			\$ 23,411		
978	KM Copier Lease Set 2017 Replacement (was \$12.8k, use 4k for Print Mgr)	3	\$ 4,400					
	Contingency - Hardware			\$ 25,243	\$ 11,718	\$ 7,619	\$ 7,072	
Software - Information Technology								
OS, System, and Applications Software								
979	Windows PC OS Upgrade (Windows Pro)	225	\$ 105		\$ 24,381			
979	Microsoft System Center Config Mgr 2016 (250 Managed Devices)	1	\$ 10,047					
979	Microsoft Server - Data Center (3) and CALs (150)	1	\$ 6,162		\$ 8,314			
979	Microsoft Exchange Server and CALs (220)	±			\$ -----	\$ 7,500		
979	Microsoft SQL Server and CALs (110)	110	\$ 39				\$ 5,487	
979	Microsoft OfficePro 2019 (75 Staff & 96 Public Users)	1	\$ 11,784			\$ 15,116		
979	Microsoft SharePoint 2019 Server and CALs (122 Staff Users)	1	\$ 5,636				\$ 7,188	
979	Accounting; migration to new platform, away from Quickbooks	1						
979	PC Mgmt; Remote Control, Remote Access, Scheduling, Sessions	125	\$ 179					
979	Catalog; discovery layer - implementation costs (differed to 2021)	1						
979	Catalog; patron web portal - implementation costs (differed to 2021)	1						
979	Curbside or Patron App, and Covid Enhancements			\$ 9,000				
979	Selfcheck Stations - Software (defer to 2021)	8	\$ 2,970	\$ 27,731				
	Contingency - Software				\$ 2,305	2384	\$ 2,325	

Sub-Total - Buildings, Fixtures & Improvements (IT)	\$ 6,000	\$ 16,000	\$ 30,000	\$ 300,000
Sub-Total - Hardware (IT)	\$ 633,952	\$ 500,000	\$ 350,000	\$ 100,000
Sub-Total - Software (IT)	\$ 36,731	\$ 35,000	\$ 25,000	\$ 15,000
TOTAL - IT CAPITAL	\$ 676,683	\$ 551,000	\$ 405,000	\$ 415,000