



Library Board of Trustees General Meeting Packet Contents

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6. 2023 Schedule of Board Meeting and Library Closures



Library Board of Trustees Meeting Agenda – August 18, 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 July 21, 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 Discussion Item: 2 nd Draft of 2023 Budget and 2024-2025 Projections
New Business	Discussion Item: 2023 Schedule of Board Meetings and Library Closures
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

July 21, 2022 – 7:30 PM

The Vice-Chairperson, Michelle Farell, called the meeting to order at 7:30 PM.

Present: M. Farell, A. Iqbal, C. Spas, A. Watts

Absent: N. Eggenberger, J. Lee

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

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

No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes, as amended, were approved by unanimous consent.

COMMUNICATIONS

No communications

DIRECTOR'S REPORT

The library has partnered with Canton Leisure Services: Relax and Read hammocks will be placed throughout Heritage Park. Six hammocks have already been installed, additional hammocks are scheduled to be installed next week. The library is 50% of the way through fiscal 2022 as of June 30, the 2nd Quarter Budget Amendment later in the meeting will help to bring the budget into alignment. E. Davis congratulated C. Swanberg for his promotion to Department Head – Information Technology, effective August 1.

TRUSTEE COMMENTS

C. Spas reported back after attending the Library of Michigan Trustee Roundtable at the Liberty Street Branch of the Farmington Community Library on July 11. She advised there were 12-13 libraries represented; they reviewed how different libraries handled topics like book banning and uncertainty in the library board.

UNFINISHED BUSINESS & GENERAL ORDERS

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

NEW BUSINESS

2nd Quarter 2022 Budget Amendment — A. Iqbal moved and A. Watts supported a motion to approve the 2nd Quarter 2022 Budget Amendment as proposed.

The motion passed unanimously 22/7-21-1 (4-0-0)

2023 Budget Discussion — 1st Draft of 2023 Budget and 2024-2025 projections

- **Capital Replacement Schedule** — E. Davis highlighted two new projected projects for 2023: Electrical Vehicle (EV) charging station as part of Canton Township’s community-wide plan, and Backyard development to improve the library’s outdoor spaces for staff and patrons.

CALL TO AUDIENCE

None

ADJURN

The meeting was adjourned at 7:45 PM.

Amy Watts, Secretary-Treasurer

08/09/2022

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 07/31/2022

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	6,524,405.68
101-000.00-001.02	CHECKING-CREDIT CARD	4,428.99
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	10,373.81
101-000.00-002.00	SAVINGS	998,147.54
	Total Assets	7,537,356.02
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	22,945.40
101-000.00-219.01	SOCIAL COMMITTEE	6,512.27
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	2,046.41
	Total Liabilities	31,504.08
*** 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	3,162,357.33
	Fund Balance Adjustments	0.00
	Ending Fund Balance	7,505,851.94
	Total Liabilities And Fund Balance	7,537,356.02

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

08/09/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 07/31/2022

DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
		07/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,567,374.00	6,567,374.62	(0.62)	100.00
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	17,693.05	22,306.95	44.23
REPLACEMENT-LIBRARY MATERIALS	5,000.00	5,696.49	(696.49)	113.93
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	11,737.62	3,262.38	78.25
INTEREST INCOME	200.00	2,651.22	(2,451.22)	1,325.61
COMMISSION	6,000.00	3,591.40	2,408.60	59.86
OTHER REVENUE	11,086.00	11,521.12	(435.12)	103.92
Net INCOME	6,842,288.00	6,734,878.51	107,409.49	98.43
TOTAL REVENUES	6,842,288.00	6,734,878.51	107,409.49	98.43
Expenditures				
EXPENSES				
SALARIES & WAGES	3,163,000.00	1,577,421.63	1,585,578.37	49.87
FRINGE BENEFITS	857,000.00	581,577.59	275,422.41	67.86
SUPPLIES	157,453.00	33,211.97	124,241.03	21.09
LIBRARY MATERIALS	1,004,656.00	610,410.98	394,245.02	60.76
PROFESSIONAL & CONTRACTUAL	437,134.00	257,937.84	179,196.16	59.01
COMMUNICATIONS	28,500.00	11,998.80	16,501.20	42.10
PRINTING	61,900.00	9,677.73	52,222.27	15.63
UTILITIES	213,000.00	86,742.83	126,257.17	40.72
MAINTENANCE & REPAIRS	243,550.00	99,606.01	143,943.99	40.90
BUILDING IMPROVEMENTS	9,250.00	0.00	9,250.00	0.00
INSURANCE	58,100.00	55,295.75	2,804.25	95.17
CAPITAL OUTLAY	1,043,983.00	212,175.56	831,807.44	20.32
PROPERTY TAX REFUNDS	2,500.00	0.00	2,500.00	0.00
COMMUNITY PROMOTION	25,658.00	11,979.56	13,678.44	46.69
TRAVEL	64,850.00	20,560.85	44,289.15	31.71
RENTALS/LEASES	16,300.00	3,924.08	12,375.92	24.07
Net EXPENSES	7,386,834.00	3,572,521.18	3,814,312.82	48.36
TOTAL EXPENDITURES	7,386,834.00	3,572,521.18	3,814,312.82	48.36
TOTAL REVENUES - FUND 101	6,842,288.00	6,734,878.51	107,409.49	98.43
TOTAL EXPENDITURES - FUND 101	7,386,834.00	3,572,521.18	3,814,312.82	48.36
NET OF REVENUES & EXPENDITURES	(544,546.00)	3,162,357.33	(3,706,903.33)	580.73
NET CHANGE IN FUND BALANCE	(544,546.00)	3,162,357.33		
FUND BALANCE - BEGINNING OF YEAR	4,343,494.61	4,343,494.61		
FUND BALANCE - END OF YEAR	3,798,948.61	7,505,851.94		

08/09/2022

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
 PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			07/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,567,374.00	6,567,374.62	(0.62)	100.00
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	17,693.05	22,306.95	44.23
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	5,696.49	(696.49)	113.93
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	11,737.62	3,262.38	78.25
101-000.00-665.00	INTEREST INCOME	200.00	2,651.22	(2,451.22)	1,325.61
101-000.00-668.00	COMMISSION	6,000.00	3,591.40	2,408.60	59.86
101-000.00-675.00	OTHER REVENUE	11,086.00	11,521.12	(435.12)	103.92
TOTAL REVENUES		6,842,288.00	6,734,878.51	107,409.49	98.43
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,163,000.00	1,577,421.63	1,585,578.37	49.87
101-790.00-716.01	TAXES-FICA/MC	241,000.00	125,033.45	115,966.55	51.88
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	11,321.42	6,678.58	62.90
101-790.00-716.05	MEDICAL INSURANCE	235,000.00	135,670.40	99,329.60	57.73
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	2,513.40	4,486.60	35.91
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	17,355.57	22,644.43	43.39
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	12,000.00	1,975.91	10,024.09	16.47

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 07/31/2022		AVAILABLE BALANCE	% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
101-790.00-730.01	BOOKS	242,656.00	134,682.74		107,973.26	55.50
101-790.00-730.02	AV (MEDIA)	109,000.00	57,001.58		51,998.42	52.30
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	653,000.00	418,726.66		234,273.34	64.12
101-790.00-802.00	LEGAL	15,000.00	990.00		14,010.00	6.60
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	818.51		4,181.49	16.37
101-790.00-850.00	COMMUNICATIONS	28,500.00	11,998.80		16,501.20	42.10
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	74,259.97		85,740.03	46.41
101-790.00-922.00	GAS	33,000.00	7,270.28		25,729.72	22.03
101-790.00-923.00	WATER	20,000.00	5,212.58		14,787.42	26.06
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	92,000.00	49,195.28		42,804.72	53.47
101-790.00-932.01	LAWN & GROUNDS	43,450.00	12,111.59		31,338.41	27.87
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	5,967.91		6,232.09	48.92
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	18,600.00	1,500.00		17,100.00	8.06
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	18,800.00	7,478.52		11,321.48	39.78
101-790.00-941.00	COPY MACHINE CHARGES	13,800.00	3,044.18		10,755.82	22.06
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	9,250.00	0.00		9,250.00	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	165,300.00	122,753.00		42,547.00	74.26
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	9,017.34		27,713.66	24.55
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

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2022 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
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	4,089.24	8,410.76	32.71
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	23,500.00	5,070.35	18,429.65	21.58
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	4,647.87	9,852.13	32.05
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(1,079.34)	3,904.34	(38.21)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	9,726.25	5,773.75	62.75
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	8,738.60	1,411.40	86.09
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	750.00	700.00	51.72
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	1,461.67	6,338.33	18.74
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	796.00	404.00	66.33
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,084.00	1,918.41	3,165.59	37.73
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	38.67	111.33	25.78
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	25,084.00	15,001.12	10,082.88	59.80
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	9,250.00	1,622.70	7,627.30	17.54
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	6,167.24	3,332.76	64.92
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	137.51	862.49	13.75
101-790.04-727.00	SUPPLIES-COMMUNITY RELATIONS	1,000.00	836.75	163.25	83.68
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	19,528.70	10,471.30	65.10
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	2,758.85	2,241.15	55.18
101-790.04-862.00	MILEAGE-COMMUNITY RELATIONS	900.00	221.91	678.09	24.66

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 07/31/2022		AVAILABLE BALANCE	% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	23,258.00	11,851.12		11,406.88	50.96
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	1,119.79		3,380.21	24.88
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	3,500.00	964.07		2,535.93	27.54
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	4,000.76		10,999.24	26.67
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	8,259.25		14,740.75	35.91
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	213,000.00	166,978.38		46,021.62	78.39
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	188.48		911.52	17.13
TOTAL EXPENDITURES		7,386,834.00	3,572,521.18		3,814,312.82	48.36
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,842,288.00	6,734,878.51		107,409.49	98.43
TOTAL EXPENDITURES		7,386,834.00	3,572,521.18		3,814,312.82	48.36
NET OF REVENUES & EXPENDITURES		(544,546.00)	3,162,357.33		(3,706,903.33)	580.73
NET CHANGE IN FUND BALANCE		(544,546.00)	3,162,357.33			
FUND BALANCE - BEGINNING OF YEAR		4,343,494.61	4,343,494.61			
FUND BALANCE - END OF YEAR		3,798,948.61	7,505,851.94			

08/09/2022

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 07/01/2022 - 07/31/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
07/06/2022	GEN	103(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,237.04
07/06/2022	GEN	104(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,765.61
07/06/2022	GEN	105(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
07/06/2022	GEN	106(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	247.83
07/06/2022	GEN	53105	1159	HOME DEPOT	SUPPLIES FOR SUMMER ADVENTURE STATION	107.96
07/13/2022	GEN	53106	1082	CARDMEMBER SERVICE	MONTHLY ONLINE CREDIT CARD PROCESSING BY	5,032.83
07/13/2022	GEN	53107	1004	AFLAC	MONTHLY REMITTANCE-JUNE	100.44
07/13/2022	GEN	53108	1009	AMAZON CAPITAL SERVICES	KICK OFF (6/20), JULY PROGRAM SUPPLIES	459.58
07/13/2022	GEN	53109	1029	BAKER & TAYLOR	CCF GRANT	93.59
07/13/2022	GEN	53110	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	9,821.67
07/13/2022	GEN	53111	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,038.04
07/13/2022	GEN	53112	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,796.64
07/13/2022	GEN	53113	1036	BAKER & TAYLOR	BOOKS	145.70
07/13/2022	GEN	53114	1037	BAKER & TAYLOR	TS360 SUB FEES, GRID, MARC PROFILER, USE	2,039.00
07/13/2022	GEN	53115	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	39.98
07/13/2022	GEN	53116	1050	BLACKSTONE PUBLISHING	5 ADULT BOOK ON CDS	99.42
07/13/2022	GEN	53117	1067	CAMFIL USA, INC.	2" FILTERS FOR ALL RTU'S	934.66
07/13/2022	GEN	53118	1077	CDW-G	EXCHANGE ONLINE PROTECTION PER QUOTE	1,482.00
07/13/2022	GEN	53119	1078	CEE-CLEAN WINDOW CLEANING CO., INC	WINDOW CLEANING JULY 2022	737.00
07/13/2022	GEN	53120	1081	CFRA	OLUTLOOK PRINT	210.00
07/13/2022	GEN	53121	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE LINES CONTRACT WITH CLEARR	704.81
07/13/2022	GEN	53122	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300.0	72.82
07/13/2022	GEN	53123	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	JUNE ADULT VIDEO GAMES	1,120.86
07/13/2022	GEN	53124	MISC	DANIEL PATTON	ALA CONFERENCE DAN PATTON	1,037.05
07/13/2022	GEN	53125	1098	DELL MARKETING L.P.	WEBEX PC/MONITORS - IS/BS LAPTOPS	45,244.14
07/13/2022	GEN	53126	1103	DIGICERT, INC.	WILDCARD CERTIFICATE RENEWAL	3,222.40
07/13/2022	GEN	53127	1124	FASTSIGNS	HAMMOCK LAWN SIGNS INV3 I-L-81711	838.50
07/13/2022	GEN	53128	1162	ICLE	MI FAMILY LAW MAY 2022 UPDATE	138.50
07/13/2022	GEN	53129	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	980.67
07/13/2022	GEN	53130	1183	JAMES LAFFEY	MILEAGE EXPENSE REIMBURSEMENT- JIM LAFFE	55.81
07/13/2022	GEN	53131	1401	KENT DISTRICT LIBRARY	WRITE MICHIGAN SPONSORSHIP	500.00
07/13/2022	GEN	53132	1179	KONICA MINOLTA BUSINESS SOLUTIONS	TPW BROTHER PRINTER MAINTENANCE CONTRACT	549.36
07/13/2022	GEN	53133	1360	MEGAN HEYL	GENEALOGY PROGRAM	150.00
07/13/2022	GEN	53134	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MYSTERY OF FIXED FIELDS SOLVEDM MCLS TRA	200.00
07/13/2022	GEN	53135	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,268.70
07/13/2022	GEN	53136	1220	MODERNISTIC	CARPET CLEANING 2022	2,548.86
07/13/2022	GEN	53137	1235	OVERDRIVE, INC.	17 YA EBOOKS AND EAUDIOBOOKS	22,884.41
07/13/2022	GEN	53138	MISC	PERRY B. BRYANT	PERRY K. BRYANT JUNE PRIZE PATROL MILEAG	8.78
07/13/2022	GEN	53139	1258	QUILL CORPORATION	OFFICE SUPPLIES	192.63
07/13/2022	GEN	53140	1264	RELIABLE LANDSCAPING, INC.	SPRIKLER SYSTEM TURN-ON & REPAIRS	1,333.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/13/2022	GEN	53141	1155	SEIPPEL AIR INNOVATIONS	ANNUAL MAIN AC COIL CLEANING	1,500.00
07/13/2022	GEN	53142	MISC ILL	SHELBY TOWNSHIP LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXCEE	24.95
07/13/2022	GEN	53143	1290	SPORTSWEAR SPECIALTIES, INC.	SPORTSWEAR SPECIALTIES	1,700.00
07/13/2022	GEN	53144	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	287.81
07/13/2022	GEN	53145	1310	T-MOBILE	CELLULAR SERVICE FOR 3 HOT-SPOTS FROM T-	92.73
07/13/2022	GEN	53146	1308	THE LIBRARY NETWORK	INTERNET SERVICES (CONNECTION AND PORT)	1,610.63
07/13/2022	GEN	53147	1344	THOMPSON REUTERS - WEST	2022 THOMSON-REUTERS WEST SUBSCRIPTION N	144.90
07/13/2022	GEN	53148	1320	TSAI FONG BOOKS, INC.	ASIAN INTERNATIONAL LANGUAGE BOOKS	164.44
07/13/2022	GEN	53149	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES NOT TO	238.05
07/13/2022	GEN	53150	1388	YOUR MILESTONE EVENTS LLC	DECORATIONS ICE CREAM EVENT	225.00
07/20/2022	GEN	112(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,620.14
07/20/2022	GEN	113(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,237.04
07/20/2022	GEN	114(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	5,765.61
07/20/2022	GEN	115(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
07/20/2022	GEN	116(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	853.96
07/20/2022	GEN	53152	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	13,916.50
07/26/2022	GEN	53151	MISC	JUDY NOTHNAGEL	LONGEVITY AWARD - 10 YEARS - J NOTHNAGEL	100.00
07/27/2022	GEN	53153	1009	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	1,500.25
07/27/2022	GEN	53154	1336	AMY VIERGUTZ	MILEAGE REIMBURSEMENT	12.94
07/27/2022	GEN	53155	1021	AT&T MOBILITY	MONTHLY CELLULAR SERVICE FOR PROVIDED CE	237.40
07/27/2022	GEN	53156	1028	BAKER & TAYLOR	BAKER AND TAYLOR - FALL YOUTH BOOK GROUP	230.10
07/27/2022	GEN	53157	1029	BAKER & TAYLOR	CCF GRANT	108.03
07/27/2022	GEN	53158	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	10,269.69
07/27/2022	GEN	53159	1034	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,114.83
07/27/2022	GEN	53160	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	10,777.41
07/27/2022	GEN	53161	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	15.99
07/27/2022	GEN	53162	1157	BARB GUDENBURR	SC - MAILBOX SNACKS FOR STAFF	95.31
07/27/2022	GEN	53163	1051	BLUE CARE NETWORK	COVERAGE - AUGUST	23,432.80
07/27/2022	GEN	53164	1062	BS&A SOFTWARE	BS&A ANNUAL SERVICE/SUPPORT FEE	1,660.00
07/27/2022	GEN	53165	1090	C2ER	COLI RENEWAL	175.00
07/27/2022	GEN	53166	1303	CARL SWANBERG	VISION CLAIM REIMBURSEMENT: C.SWANBERG	179.25
07/27/2022	GEN	53167	1077	CDW GOVERNMENT	POSTER PRINTER REPAIR AND REFDESK DISK U	979.15
07/27/2022	GEN	53168	1077	CDW-G	WINDOWS SERVER 2022 STD/DC LICENSING	9,017.34
07/27/2022	GEN	53169	1079	CENGAGE LEARNING INC	41 ADULT LARGE PRINT BOOKS	107.16
07/27/2022	GEN	53170	1079	CENGAGE LEARNING INC	20 LARGE PRINT YA BOOKS	372.60
07/27/2022	GEN	53171	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	JUNE ADULT VIDEO GAMES	648.50
07/27/2022	GEN	53172	1122	DAVID EWICK	VISION CLAIM REIMBURSEMENT: D.EWICK	200.00
07/27/2022	GEN	53173	1199	DEBORAH MCHUGH	VISION CLAIM REIMBURSEMENT: K.MCHUGH	208.38
07/27/2022	GEN	53174	1287	DEBORAH SOBCZAK	MISCELLANEOUS ITEM FOR DISPLAYS	307.58
07/27/2022	GEN	53175	1354	DETROIT LEGAL NEWS	DETROIT LEGAL NEWS SUBSCRIPTION 8/22-8/2	80.00
07/27/2022	GEN	53176	1106	DOW JONES & COMPANY INC.	WSJ.COM ONLINE ACCESS RENEWAL 2022	1,260.00
07/27/2022	GEN	53177	1109	DUNN RITE MAINTENANCE, INC	JANITORIAL SERVICES 2022-MONTHLY-JULY	5,200.00
07/27/2022	GEN	53178	1206	FARMINGTON COMMUNITY LIBRARY	FY23 METRONET ANNUAL DUES	6,959.36
07/27/2022	GEN	53179	1132	FOSTER, SWIFT, COLLINS & SMITH	REVIEW/RESPOND/PREPARE REPLY REGARDING P	157.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/27/2022	GEN	53180	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	926.62
07/27/2022	GEN	53181	1114	J.C. EHRLICH	PEST CONTROL SERVICE 2022	103.96
07/27/2022	GEN	53182	1226	MARIAN NICHOLSON	BAGS FOR DISTRIBUTION OF MASKS TO PUBLIC	66.40
07/27/2022	GEN	53183	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,889.58
07/27/2022	GEN	53184	1228	NORTHSTAR MAT SERVICE	FLOOR MAT SERVICE 2022 - JANITORIAL SUPP	123.71
07/27/2022	GEN	53185	1232	OFFICE DEPOT	PACKING TAPE (CIRC) CUPASOUP (BSO)	50.37
07/27/2022	GEN	53186	1235	OVERDRIVE, INC.	31 YA EBOOKS AND EAUDIOBOOKS	19,910.58
07/27/2022	GEN	53187	1255	PROGRESSIVE PRINTING	BUSINESS CARDS (SB, DM, MN) & CPL MEMO P	190.00
07/27/2022	GEN	53188	1272	SAWA BOOKS	13 KIDS INTERNATIONAL LANGUAGE BOOKS	352.33
07/27/2022	GEN	53189	1288	SONITROL GREAT LAKES	EQUIPMENT REPAIRS	304.96
07/27/2022	GEN	53190	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	305.28
07/27/2022	GEN	53191	1309	THE NEW YORK TIMES	NYTIMES.COM SUBSCRIPTION RENEWAL 2022	2,173.60
07/27/2022	GEN	53192	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES NOT TO EXCEED	11.00
07/27/2022	GEN	53193	1125	LAURA FAWCETT	MEIJER & BUSHS	292.83
07/31/2022	GEN	53194	MISC	TRACEY ORSBURN	LONGEVITY AWARD - 5 YEARS - T ORSBURN	50.00

GEN TOTALS:

Total of 99 Checks:

251,079.84

Less 0 Void Checks:

0.00

Total of 99 Disbursements:

251,079.84



Director's Report August 2022

1. This month, you will continue your ongoing discussion of staff masking requirements, as requested.
2. You will take a second look at the draft 2023 budget and projections for 2024 and 2025. We will bring the final draft to you next month at the Budget Hearing to approve the budget and set the millage rate. Thanks, as always, to Debbie and the department heads for their hard work and excellent stewardship.
3. In personnel news, we've had several changes this month. Carl Swanberg has accepted a promotion to IT Department Head. Part-time Page Link Behrens has accepted a promotion to part-time Technical Processing Assistant, moving from Denise Skopczynski's supervision to Gale Forster's. Our unpaid summer practicum student, Rachel Kisken, accepted a paid position as Library Intern in Information Services. We welcomed Keri Burgess as our new part-time Business Office Assistant, reporting to Marian Nicholson. Denise Skopczynski welcomed On-Call Page Jessica Riemke and Page Donna Small. Congratulations to all!
4. The deployment of the new self-checkout software has been delayed by the vendor. 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 software; still to come are a new sorter system and new security gates.
5. 62 Days of Summer is wrapping up in the next few weeks, and it's been great to have as close to a "normal" summer as we've had since the pandemic. Kudos to everyone who helped plan, execute, assist, and participate in a wonderful summer for our community. To celebrate, our staff picnic will be Tuesday, August 23, at noon in the back of the library. The Friends of the Library will award scholarships to four library staff to further their educations, and also make a donation towards library materials. If you have not yet responded to the email invitation, please do so soon.
6. Laurie Golden is working with Kat Bounds to develop communication regarding the elimination of late fees on September 1. Keep an eye out for those communications. In the meantime, staff have been offered "Goodbye Late Fees" pins to wear to spark discussion about the upcoming changes, and have already had some quality discussions with patrons.
7. The Community Relations Department is changing its name to Engagement & Design, effective September 1. While their duties and responsibilities remain the same, the new name better describes the work they do and the impact they have on our community and library strategy.

Respectfully submitted,
Eva Davis, Director

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	6,880,000.00	6,990,000.00	7,110,000.00
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	1,000.00	500.00	500.00
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	7,119,200.00	7,229,000.00	7,349,000.00
TOTAL REVENUES	6,646,586.00	6,842,288.00	7,119,200.00	7,229,000.00	7,349,000.00
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	468,950.00	472,025.00	488,400.00
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	836,000.00	725,000.00	930,000.00
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	46,700.00	66,750.00	52,250.00
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	7,587,245.00	7,662,270.00	8,081,745.00
TOTAL EXPENDITURES	7,219,994.00	7,386,834.00	7,587,245.00	7,662,270.00	8,081,745.00
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	6,646,586.00	6,842,288.00	7,119,200.00	7,229,000.00	7,349,000.00
TOTAL EXPENDITURES	7,219,994.00	7,386,834.00	7,587,245.00	7,662,270.00	8,081,745.00
NET OF REVENUES & EXPENDITURES	(573,408.00)	(544,546.00)	(468,045.00)	(433,270.00)	(732,745.00)
NET CHANGE IN FUND BALANCE		(544,546.00)	(468,045.00)	(433,270.00)	(732,745.00)
BEGINNING FUND BALANCE - GENERAL FUND		4,343,494.61	3,798,948.61	3,330,903.61	2,897,633.61
ENDING FUND BALANCE - GENERAL FUND		3,798,948.61	3,330,903.61	2,897,633.61	2,164,888.61

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	6,880,000.00	6,990,000.00	7,110,000.00
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	1,000.00	500.00	500.00
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	7,119,200.00	7,229,000.00	7,349,000.00
TOTAL REVENUES		6,646,586.00	6,842,288.00	7,119,200.00	7,229,000.00	7,349,000.00
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	16,000.00	16,000.00	17,000.00
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	46,000.00	48,000.00	50,000.00
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	110,000.00	20,000.00	-
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	1,088,811.00	165,300.00	91,000.00	280,000.00	750,000.00

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	100,000.00	50,000.00	65,000.00
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	10,800.00	10,800.00	10,800.00
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	3,275.00	1,250.00	2,525.00
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	6,600.00	8,450.00	5,450.00
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	7,587,245.00	7,662,270.00	8,081,745.00
TOTAL EXPENDITURES		7,219,994.00	7,386,834.00	7,587,245.00	7,662,270.00	8,081,745.00
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,646,586.00	6,842,288.00	7,119,200.00	7,229,000.00	7,349,000.00
TOTAL EXPENDITURES		7,219,994.00	7,386,834.00	7,587,245.00	7,662,270.00	8,081,745.00
NET OF REVENUES & EXPENDITURES		(573,408.00)	(544,546.00)	(468,045.00)	(433,270.00)	(732,745.00)
NET CHANGE IN FUND BALANCE			(544,546.00)	(468,045.00)	(433,270.00)	(732,745.00)
BEGINNING FUND BALANCE - GENERAL FUND			4,343,494.61	3,798,948.61	3,330,903.61	2,897,633.61
ENDING FUND BALANCE - GENERAL FUND			<u>3,798,948.61</u>	<u>3,330,903.61</u>	<u>2,897,633.61</u>	<u>2,164,888.61</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)			60,000		
	Backyard Development (permeable pavers)				20,000	
Parking Lot						
	Asphalt Paving / End of Life Replacement	\$100k/2017 and \$190k/2019				
	Asphalt Maintenance (periodic seal & stripe)	*annual maintenance <5,000		20,000		
	Concrete Paving - Sidewalks & Curbs	\$40k/2019				
	Paver walkway (connect CPL to Canton Ctr Rd.)					
	Dumpster Enclosure (trash/recycle)					
	Lighting - Parking Lot Lights (upgraded to LED 2013)					
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					
Interior Lighting						
	Upgrade light fixtures to LED		5,750			
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 Intellipac 25 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)					
	RTU3 (Trane Intellipac 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					
	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

FAC	Description	Notes	2022	2023	2024	2025
	PSIP I - Wall Covering - Quiet Study Room					6,000
	PSIP I - Floor Covering - Luxury Vinyl Tile					60,000
	PSIP I&II - Floor Covering - Carpet - Public Areas					100,000
	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			
NEW	The Lab Renovation - convert to meeting room					
	Cabinetry (same as IS area)				250,000	
	Storage					
	Walls (replace entry wall/subdivide?)					
	Floor Covering - Carpet					
	Lighting					
NEW	Group Study Rooms (Adult Fiction Area)					250,000
	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) - Noted on IT Capital, Part of BSO					
	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				
	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/Carrel)	reupholster only, lifetime frame				
	Chairs - 22 hi-back task chairs (Quiet Study Room)					15,000
	Chairs - Agati Task Chairs (public area)					
	Adult Aisle booths		70,000			
	Seating Pods (iLab foyer)		60,000			

FAC	Description	Notes	2022	2023	2024	2025
	Table Maintenance - Refinish Maple Edges	Replace/refinish periodically				
	Children's Passive Activity Table (booth area)			25,000		
	Romance Corner Furniture			25,000		
	East Aisle booths/tables/trendway rooms			50,000		
	Help Desk - Childrens					
	Tables - Carrell Tables (6-S/E Study Area)	one moved to quiet study 2017				
	Tables - Laptop Tables (8-Fireplace Area)					
	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 (New Meeting Room 2024)					
	Projection Screen					
	New Group Study Rooms (Adult Fiction Area)					
NEW	Seating (Tables/Chairs/Soft Seating)				50,000	50,000
	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	\$	110,000	\$	20,000	\$	-
Sub-Total - Buildings, Fixtures & Improvements (Includes IT HVAC Systems)	\$	165,300	\$	91,000	\$	280,000	\$	750,000
Sub-Total - Furniture and Equipment	\$	180,000	\$	100,000	\$	50,000	\$	65,000
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	\$	836,000	\$	725,000	\$	930,000

Canton Public Library

Capital Replacement Schedule Information Technology

				This Year	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				

				This Year	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)

Sub-Total - Hardware (IT)

Sub-Total - Software (IT)

TOTAL - IT CAPITAL

\$ 6,000	\$ 16,000	\$ 30,000	\$ 300,000
\$ 633,952	\$ 500,000	\$ 350,000	\$ 100,000
\$ 36,731	\$ 35,000	\$ 25,000	\$ 15,000
\$ 676,683	\$ 551,000	\$ 405,000	\$ 415,000



2023 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January 19, 2023	May 18, 2023	September 21, 2023
February 16, 2023	June 22, 2023	October 19, 2023
March 16, 2023	July 20, 2023	November 16, 2023
April 20, 2022	August 17, 2023	December 14, 2023

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Saturday	December	31,	2022	New Year's Eve Day	Paid Holiday
Sunday	January	1,	2023	New year's Day	Paid Holiday
Sunday	April	9,	2023	Easter Sunday	Library Closed
Sunday	May	27,	2023	Memorial Day Sunday	Library Closed
Monday	May	29,	2023	Memorial Day	Paid Holiday
Thursday	June	15,	2023	Liberty Festival	Close at 6:00
Friday	June	16,	2023	Liberty Festival	Library Closed
Saturday	June	17,	2023	Liberty Festival	Library Closed
Tuesday	July	4,	2023	Independence Day	Paid Holiday
Sunday	September	3,	2023	Labor Day Sunday	Library Closed
Monday	September	4,	2023	Labor Day	Paid Holiday
Friday	November	10,	2023	Staff Inservice (Veterans Day)	Library Closed to public
Thursday	November	23,	2023	Thanksgiving Day	Paid Holiday
Friday	November	24,	2023	Thanksgiving Friday	Library Closed
Sunday	December	24,	2023	Christmas Eve Day	Paid Holiday
Monday	December	25,	2023	Christmas Day	Paid Holiday
Sunday	December	31,	2023	New Year's Eve Day	Paid Holiday
Monday	January	1,	2024	New Year's Day	Paid Holiday