



Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – July 20, 2023
2. General Meeting Minutes – June 14, 2023
3. Financial Statements – June 30, 2023
 - a. Balance Sheet
 - b. Revenue and Expenditure Summary
 - c. Revenue and Expenditure Expanded
 - d. Check Register
4. Director's Report
5. 2nd Quarter Budget Amendment
6. 1st Draft of 2024 Budget and 2025-26 Budget Projections
7. Employee Policy Manual Update (Draft)
8. Summary of Proposed Changes to Employee Policy Manual



**Library Board of Trustees
Meeting Agenda – July 20, 2023**

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 14, 2023 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
New Business	Item of Action 23/7-20-1: Approve 2 nd Quarter Budget Amendment Discussion Item: 1 st Draft of 2024 Budget and 2025-26 projections Discussion Item: Proposed update to Employee Policy Handbook
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

June 14, 2023 – 7:30 PM

The Chairperson, A. Iqbal, called the meeting to order at 7:30 PM.
Present: N. Eggenberger M. Farrell, A. Iqbal, J. Lee, C. Spas, A. Watts
Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

Present: R. Carsten, K. Bounds, L. Golden, A. Hodges, M. Nicholson, D. McHugh, C. Swanberg
No comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

Director Eva Davis shared a letter from a patron addressed to the board expressing their objection to the library's pride display and informing the board that they had checked out all the books on the display "to protect the children." The letter followed a template posted on a website. The board directed E. Davis to reply with a "thank you for your thoughts" acknowledgement of the communication.

Board members received a 62 Days of Summer program packet containing an informative brochure, program list, field notebook, stickers, coupon form the Friends' and an updated map pass. Summer programs include a silent disco (headphones provided) with light up dance floor.

DIRECTOR'S REPORT

In addition to the written report, Davis shared that the library is closing tomorrow, June 15, at 6:00 PM and will remain closed Friday, June 16, and Saturday, June 17 to accommodate Liberty Fest activities in Heritage Park. The library will reopen Sunday, June 18 at noon.

The Friends of Canton Public Library will celebrate their 35th anniversary with an invitation only event the evening of Friday, August 25.

M. Nicholson is working on a plaque for the backyard pergola as an acknowledgement of the Friends' financial support for the project.

The library is in the process of transferring our phone system to VOIP.

The library is 42% of the way through fiscal 2023 as of May 31. Penal fines are low as they are usually distributed in late summer/early fall. *Other Revenue* is high because of the \$30,000 donation from the Friends for the pergola. The second quarter budget amendment in July will help pull 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. Contractual, communication-printing, promotional and library materials are also trending higher in preparation for the 62 Days of Summer program.

TRUSTEE COMMENTS

None

COMMITTEE REPORTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

None

NEW BUSINESS

August 2023 – July 2024 Health Care Plan Options Overview – Kapnick Insurance representative R. Carsten and A. Hodges reviewed the recommended healthcare options. The Blue Care Network Healthy Blue Living HMO Platinum 500 (the library's current plan) has been re-certified with no changes at an average cost increase of 9%. The renewal also includes a recommendation to increase the term life insurance benefit to \$60,000 from \$50,000.

E. Davis confirmed it is the library's recommendation to stay with the 80/20 split for cost-sharing. M. Nicholson confirmed the recommendation to increase the life insurance benefit in order to keep pace with current wages.

Approve 2023-24 Health Care Contract – N. Eggenberger moved and M. Farell supported a motion to renew the Blue Care Network Healthy Blue Living Platinum 500 healthcare plan contract for August 1, 2023 - July 31, 2024 and to increase the OneAmerica life insurance benefit to \$60,000.

The motion passed unanimously 23/6-14-1

Approve PA-152 Health Care Premium Cost-Sharing – M. Farell moved and J. Lee supported a motion to approve the 80/20 split for PA-152 Employer/Employee Insurance Premiums Cost-Sharing.

The motion passed unanimously 23/6-14-2

Discussion Item: 2024 Budget – Revenues

- Millage rate – E. Davis reported that there would be no erosion of the millage rate under Headlee as the rate of inflation exceeded 5% in 2022. The library's recommendation is to maintain the current millage rate of 1.4396.
- Property tax collection rate – E. Davis recommended maintaining the 99% collection rate.

Discussion Item: 2024 Budget – Expense: MERS pension contribution – M. Nicholson recommended “staying the course” with our 5-year contribution plan by again contributing a lump sum of \$280,000. Any amount in excess of the MERS minimum contribution requirement will be deposited to the Surplus Division.

CALL TO AUDIENCE

No comments

ADJURN

The meeting was adjourned at 8:23 PM.

Claire Spas, Secretary-Treasurer

07/12/2023

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
 Period Ending 06/30/2023

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	8,002,861.02
101-000.00-001.02	CHECKING-CREDIT CARD	3,173.34
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	14,577.22
101-000.00-002.00	SAVINGS	1,001,864.29
	Total Assets	----- 9,022,475.87
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	18,536.59
101-000.00-219.01	SOCIAL COMMITTEE	6,134.74
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	100.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	1,249.76
	Total Liabilities	----- 26,021.09
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	5,206,178.40
	Total Fund Balance	----- 5,206,178.40
	Beginning Fund Balance	5,206,178.40
	Net of Revenues VS Expenditures	3,790,276.38
	Ending Fund Balance	----- 8,996,454.78
	Total Liabilities And Fund Balance	----- 9,022,475.87

Fund 901 - GASB FUND

*** Assets ***

901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	18,988.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(2,108.22)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,523,945.67
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(5,768,208.03)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,892,570.08
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,283,860.53)
901-000.00-150.00	LIBRARY MATERIALS	5,057,423.85
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,629,425.27)
901-000.00-160.00	HARDWARE	1,502,285.83
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(1,098,329.66)
901-000.00-162.00	SOFTWARE	1,173,059.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(982,211.36)
901-000.00-190.00	NET PENSION ASSET	515,583.00
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	522,218.00
	Total Assets	----- 11,509,430.59

*** Liabilities ***

901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	124,007.00
901-000.00-361.00	DEFERRED INFLOWS - PENSION	431,008.00
	Total Liabilities	----- 555,015.00

*** Fund Balance ***

901-000.00-399.00	INVESTMENT IN ASSETS	10,954,415.59
	Total Fund Balance	----- 10,954,415.59
	Beginning Fund Balance	10,954,415.59
	Net of Revenues VS Expenditures	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	----- 10,954,415.59
	Total Liabilities And Fund Balance	----- 11,509,430.59

07/12/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 06/30/2023

DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	06/30/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,880,000.00	6,947,226.94	(67,226.94)	100.98
STATE AID TO LIBRARIES	70,000.00	49,672.62	20,327.38	70.96
LOCAL COMMUNITY STABILIZATION SHARE	62,229.00	62,237.59	(8.59)	100.01
PHOTOCOPY FEES	40,000.00	19,438.80	20,561.20	48.60
REPLACEMENT-LIBRARY MATERIALS	5,000.00	6,534.22	(1,534.22)	130.68
MEETING ROOM RENTAL	200.00	650.00	(450.00)	325.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	50,000.00	72,782.82	(22,782.82)	145.57
COMMISSION	6,000.00	5,294.32	705.68	88.24
OTHER REVENUE	1,000.00	42,178.22	(41,178.22)	4,217.82
TOTAL REVENUES	7,175,429.00	7,206,015.53	(30,586.53)	100.43
Expenditures				
EXPENSES				
SALARIES & WAGES	3,400,000.00	1,406,989.10	1,993,010.90	41.38
FRINGE BENEFITS	915,300.00	551,706.76	363,593.24	60.28
SUPPLIES	151,395.00	29,495.06	121,899.94	19.48
LIBRARY MATERIALS	1,075,000.00	629,309.68	445,690.32	58.54
PROFESSIONAL & CONTRACTUAL	469,950.00	276,314.45	193,635.55	58.80
COMMUNICATIONS	57,000.00	26,354.37	30,645.63	46.24
PRINTING	51,800.00	11,658.20	40,141.80	22.51
UTILITIES	190,000.00	69,658.33	120,341.67	36.66
MAINTENANCE & REPAIRS	268,000.00	101,965.94	166,034.06	38.05
BUILDING IMPROVEMENTS	15,000.00	6,285.35	8,714.65	41.90
INSURANCE	72,000.00	62,479.30	9,520.70	86.78
CAPITAL OUTLAY	965,000.00	211,226.81	753,773.19	21.89
PROPERTY TAX REFUNDS	2,000.00	448.58	1,551.42	22.43
COMMUNITY PROMOTION	22,400.00	19,406.71	2,993.29	86.64
TRAVEL	46,700.00	8,695.07	38,004.93	18.62
RENTALS/LEASES	17,300.00	3,745.44	13,554.56	21.65
TOTAL EXPENDITURES	7,718,845.00	3,415,739.15	4,303,105.85	44.25
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	7,175,429.00	7,206,015.53	(30,586.53)	100.43
TOTAL EXPENDITURES	7,718,845.00	3,415,739.15	4,303,105.85	44.25
NET OF REVENUES & EXPENDITURES	(543,416.00)	3,790,276.38	(4,333,692.38)	697.49
NET CHANGE IN FUND BALANCE	(543,416.00)	3,790,276.38		
FUND BALANCE - BEGINNING OF YEAR	5,206,178.40	5,206,178.40		
FUND BALANCE - END OF YEAR	4,662,762.40	8,996,454.78		

07/12/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,880,000.00	6,947,226.94	(67,226.94)	100.98
101-000.00-539.00	STATE AID TO LIBRARIES	70,000.00	49,672.62	20,327.38	70.96
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	62,229.00	62,237.59	(8.59)	100.01
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	19,438.80	20,561.20	48.60
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	5,000.00	6,534.22	(1,534.22)	130.68
101-000.00-651.00	MEETING ROOM RENTAL	200.00	650.00	(450.00)	325.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	50,000.00	72,782.82	(22,782.82)	145.57
101-000.00-668.00	COMMISSION	6,000.00	5,294.32	705.68	88.24
101-000.00-675.00	OTHER REVENUE	1,000.00	42,178.22	(41,178.22)	4,217.82
TOTAL REVENUES		7,175,429.00	7,206,015.53	(30,586.53)	100.43
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,400,000.00	1,406,989.10	1,993,010.90	41.38
101-790.00-716.01	TAXES-FICA/MC	262,000.00	112,413.91	149,586.09	42.91
101-790.00-716.02	DENTAL	23,000.00	4,317.07	18,682.93	18.77
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000.00	500.00	500.00	50.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	16,000.00	6,934.80	9,065.20	43.34
101-790.00-716.05	MEDICAL INSURANCE	268,000.00	125,339.56	142,660.44	46.77
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	2,476.00	4,524.00	35.37
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	3,563.00	2,937.00	54.82
101-790.00-717.01	RETIREMENT DC PLAN (401A)	46,000.00	16,162.42	29,837.58	35.14
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	12,500.00	489.14	12,010.86	3.91

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2023	BALANCE	USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	251,000.00	104,663.10	146,336.90	41.70
101-790.00-730.02	AV (MEDIA)	105,000.00	48,153.84	56,846.16	45.86
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	719,000.00	476,492.74	242,507.26	66.27
101-790.00-802.00	LEGAL	15,000.00	2,021.00	12,979.00	13.47
101-790.00-803.00	AUDIT	13,450.00	13,450.00	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	2,500.00	290.46	2,209.54	11.62
101-790.00-850.00	COMMUNICATIONS	57,000.00	26,354.37	30,645.63	46.24
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	150,000.00	60,215.22	89,784.78	40.14
101-790.00-922.00	GAS	25,000.00	7,678.91	17,321.09	30.72
101-790.00-923.00	WATER	15,000.00	1,764.20	13,235.80	11.76
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	97,000.00	40,617.92	56,382.08	41.87
101-790.00-932.01	LAWN & GROUNDS	47,000.00	19,399.97	27,600.03	41.28
101-790.00-932.02	SNOW & ICE	38,000.00	16,599.99	21,400.01	43.68
101-790.00-933.00	BUILDING SECURITY	7,400.00	4,434.16	2,965.84	59.92
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRAC	1,000.00	0.00	1,000.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	15,600.00	8,998.67	6,601.33	57.68
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	22,000.00	7,176.51	14,823.49	32.62
101-790.00-935.00	BUILDING REPAIRS	20,000.00	2,167.00	17,833.00	10.84
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	2,571.72	17,428.28	12.86
101-790.00-941.00	COPY MACHINE CHARGES	14,800.00	2,865.54	11,934.46	19.36
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	6,285.35	8,714.65	41.90
101-790.00-969.00	INSURANCE	72,000.00	62,479.30	9,520.70	86.78
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	110,000.00	36,996.00	73,004.00	33.63
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	91,000.00	5,522.42	85,477.58	6.07
101-790.00-975.00	FURNITURE AND EQUIPMENT	210,000.00	11,382.00	198,618.00	5.42
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	519,000.00	149,021.39	369,978.61	28.71
101-790.00-979.00	SOFTWARE	35,000.00	8,305.00	26,695.00	23.73
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	448.58	1,551.42	22.43

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2023	BALANCE	USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	236.00	964.00	19.67
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUST	300.00	0.00	300.00	0.00
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	3,000.00	0.00	3,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	0.00	1,000.00	0.00
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
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	2,359.59	10,140.41	18.88
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	20,500.00	3,263.10	17,236.90	15.92
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	4,474.25	10,025.75	30.86
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(801.44)	3,626.44	(28.37)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	8,097.19	7,402.81	52.24
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	11,950.00	2,652.00	9,298.00	22.19
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,625.00	739.00	886.00	45.48
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,800.00	4,237.00	6,563.00	39.23
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	3,275.00	1,625.00	1,650.00	49.62
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,500.00	0.00	5,500.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	6,600.00	201.52	6,398.48	3.05
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	113.52	1,886.48	5.68
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	2,400.00	0.00	2,400.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	186.00	1,114.00	14.31
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,600.00	1,672.93	3,927.07	29.87
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,900.00	549.68	5,350.32	9.32
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	1,466.96	18,533.04	7.33
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	370.00	42.13	327.87	11.39
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	20,000.00	15,561.26	4,438.74	77.81
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	8,000.00	3,941.30	4,058.70	49.27
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,000.00	576.00	424.00	57.60
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	5,000.00	2,711.93	2,288.07	54.24
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	1,000.00	0.00	1,000.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200.00	151.42	1,048.58	12.62
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	5,277.57	19,722.43	21.11
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	36,000.00	16,481.86	19,518.14	45.78

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			06/30/2023 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	12,300.00	27,700.00	30.75
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	255.00	745.00	25.50
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	2,000.00	811.42	1,188.58	40.57
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	105.70	794.30	11.74
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000.00	19,406.71	593.29	97.03
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	11,472.20	38,527.80	22.94
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	4,500.00	540.38	3,959.62	12.01
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	691.50	1,308.50	34.58
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,600.00	1,008.92	1,591.08	38.80
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	11,000.00	1,494.09	9,505.91	13.58
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,000.00	0.00	2,000.00	0.00
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	24,000.00	9,317.85	14,682.15	38.82
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	268,000.00	190,517.71	77,482.29	71.09
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,250.00	110.00	1,140.00	8.80
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,000.00	2,214.75	2,785.25	44.30
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	8,600.00	3,057.24	5,542.76	35.55
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	199.65	900.35	18.15
TOTAL EXPENDITURES		7,718,845.00	3,415,739.15	4,303,105.85	44.25
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,175,429.00	7,206,015.53	(30,586.53)	100.43
TOTAL EXPENDITURES		7,718,845.00	3,415,739.15	4,303,105.85	44.25
NET OF REVENUES & EXPENDITURES		(543,416.00)	3,790,276.38	(4,333,692.38)	697.49
NET CHANGE IN FUND BALANCE		(543,416.00)	3,790,276.38		
FUND BALANCE - BEGINNING OF YEAR		5,206,178.40	5,206,178.40		
FUND BALANCE - END OF YEAR		4,662,762.40	8,996,454.78		

07/12/2023

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 06/01/2023 - 06/30/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
06/07/2023	GEN	220(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,504.48
06/07/2023	GEN	221(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	8,696.85
06/07/2023	GEN	222(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	50.00
06/07/2023	GEN	223(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	275.86
06/14/2023	GEN	54092	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$115	1,149.08
06/14/2023	GEN	54093	1420	AMERICAN UNITED LIFE INSURANCE CO	EAP EMPLOYEE ASSISTANCE PROGRAM MON	25.00
06/14/2023	GEN	54094	1448	ARKTOS ART, LLC	CHALK ARTIST NICK BAIR AT SUMMER KICK OI	400.00
06/14/2023	GEN	54095	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,150.92
06/14/2023	GEN	54096	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,347.12
06/14/2023	GEN	54097	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	608.42
06/14/2023	GEN	54098	1051	BLUE CARE NETWORK	COVERAGE - JULY 2023	23,340.44
06/14/2023	GEN	54099	1372	CAMERON ZVARA	CAMERON ZVARA - MAGICIAN - 6/27/23	525.00
06/14/2023	GEN	54100	1074	CANTON TOWNSHIP WATER DEPARTMEN	WATER & SEWER	565.76
06/14/2023	GEN	54101	1082	CARDMEMBER SERVICE	FACEBOOK-OPEN PURCHASE ORDER FOR FB A	20,047.71
06/14/2023	GEN	54102	1303	CARL SWANBERG	TPW RESOURCE SITE LAUNCH PARTY	39.30
06/14/2023	GEN	54103	1077	CDW GOVERNMENT	PHONE ACCESSORIES	2,391.84
06/14/2023	GEN	54104	1079	CENGAGE LEARNING INC	9 LARGE PRINT TEEN BOOKS	14.39
06/14/2023	GEN	54105	1425	CHRIS SAVAGE	AQUARIUM MONTHLY SERVICE LABOR AND M	248.00
06/14/2023	GEN	54106	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE CHARGES	697.53
06/14/2023	GEN	54107	1086	COMIC CITY	TGRA AND JGRA NOT TO EXCEED 300.00	165.61
06/14/2023	GEN	54108	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	37 KIDS VIDEO GAMES	3,248.83
06/14/2023	GEN	54109	1354	DETROIT LEGAL NEWS	DETROIT LEGAL NEWS RENEWAL 8/23-8/24	80.00
06/14/2023	GEN	54110	1432	EVAN HALLER	EVAN HALLER - MUSICIAN 62 DAYS 06/22	300.00
06/14/2023	GEN	54111	1126	FINDAWAY WORLD, LLC	19 JUVENILE WONDERBOOKS	978.82
06/14/2023	GEN	54112	1156	GREY HOUSE PUBLISHING	WEISS FINANCIAL SERIES RATINGS ONLINE RE	2,995.00
06/14/2023	GEN	54113	1166	INFOBASE	INFOBASE RENEWAL	2,094.75
06/14/2023	GEN	54114	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,413.20
06/14/2023	GEN	54115	1114	J.C. EHRlich	K9 INSPECTION & TECH SERVICE 2023	410.00
06/14/2023	GEN	54116	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	459.85
06/14/2023	GEN	54117	1179	KONICA MINOLTA BUSINESS SOLUTIONS	COPY/PRINT CHARGES	411.69
06/14/2023	GEN	54118	1188	LIBRARY DESIGN ASSOCIATES, INC.	REUPHOLSTER (6) SAILBOAT TABLE BENCHES	5,394.00
06/14/2023	GEN	54119	1158	MEGAN HATHAWAY	VISION CLAIM REIMBURSEMENT: M.HATHAW	250.00
06/14/2023	GEN	54120	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	82,393.36
06/14/2023	GEN	54121	MISC ILL	MONROE COUNTY LIBRARY SYSTEM	ILL ANNUAL REPLACEMENT FEES NOT TO EXC	28.00
06/14/2023	GEN	54122	1222	NATIONAL AUDUBON SOCIETY	2023 MEMBERSHIP FOR AUDUBON MAGAZIN	20.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/14/2023	GEN	54123	1228	NORTHSTAR MAT SERVICE	JANITORIAL-FLOOR MAT SERVICE	61.71
06/14/2023	GEN	54124	1235	OVERDRIVE, INC.	22 JUVENILE NONFICTION EBOOKS	13,424.16
06/14/2023	GEN	54125	1244	PITNEY BOWES	POSTAGE METER LEASE PAYMENTS	439.95
06/14/2023	GEN	54126	1255	PROGRESSIVE PRINTING	SUMMER READING PROGRAMS & BOOKMARI	1,265.00
06/14/2023	GEN	54127	1288	SONITROL GREAT LAKES	BLDG SECURITY MONITORING FOR 2023	1,573.53
06/14/2023	GEN	54128	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	494.45
06/14/2023	GEN	54129	MISC ILL	STERLING HEIGHTS PUBLIC LIBRARY	ILL ANNUAL REPLACEMENT FEES NOT TO EXC	16.99
06/14/2023	GEN	54130	1344	THOMSON REUTERS - WEST	THOMSON-REUTERS 2023 SUBSCRIPTIONS	152.16
06/14/2023	GEN	54131	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL	999.71
06/14/2023	GEN	54132	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES	289.80
06/14/2023	GEN	54133	1445	WALL-TECH WALLCOVERING, INC	INSTALL MAGRITE WALLTALKER WALLCOVERI	1,760.00
06/14/2023	GEN	54134	1350	ZOOM VIDEO COMMUNICATIONS INC.	ADDITIONAL DID NUMBERS	243.51
06/21/2023	GEN	224(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,504.48
06/21/2023	GEN	225(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	8,689.42
06/21/2023	GEN	226(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS	50.00
06/21/2023	GEN	227(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	957.99
06/22/2023	GEN	54135	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	11,675.25
06/22/2023	GEN	54168	1159	HOME DEPOT CREDIT SERVICES	MICROWAVE OVEN (2) FOR STAFF LOUNGE	396.00
06/26/2023	GEN	228(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,534.98
06/28/2023	GEN	54136	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$55	1,703.37
06/28/2023	GEN	54137	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY-JULY	995.27
06/28/2023	GEN	54138	1017	ARBOR INSPECTION SERVICES, LLC	ANNUAL BACKFLOW TESTS - SIX DEVICES, INC	800.00
06/28/2023	GEN	54139	1021	AT&T MOBILITY	2023 MOBILE PHONE SERVICE	325.71
06/28/2023	GEN	54140	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,959.17
06/28/2023	GEN	54141	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	3,430.71
06/28/2023	GEN	54142	1037	BAKER & TAYLOR	BAKER & TAYLOR TS360 FEES	2,039.00
06/28/2023	GEN	54143	1441	BEES IN THE D	SUMMER PROGRAM - BEES IN THE D	300.00
06/28/2023	GEN	54144	1049	BIBLIOTHECA, LLC.	MAINTENANCE RENEWAL	7,797.11
06/28/2023	GEN	54145	1453	BURTON'S PLUMBING & HEATING	L&M TO REPAIR STAFF HANDICAP TOILET	412.00
06/28/2023	GEN	54146	1077	CDW GOVERNMENT	PHONE ACCESSORIES	150.72
06/28/2023	GEN	54147	1081	CFRA	OUTLOOK PRINT	220.00
06/28/2023	GEN	54148	1425	CHRIS SAVAGE	AQUARIUM MONTHLY SERVICE LABOR AND M	263.00
06/28/2023	GEN	54149	1109	DUNN RITE MAINTENANCE, INC	CLEANING/JANITORIAL SERVICES-MONTH	5,200.00
06/28/2023	GEN	54150	1126	FINDAWAY WORLD, LLC	19 JUVENILE WONDERBOOKS	64.99
06/28/2023	GEN	54151	1132	FOSTER, SWIFT, COLLINS & SMITH	OVERDRIVE/MIDWEST TAPE/HOOPLA CONTR.	1,292.50
06/28/2023	GEN	54152	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	786.21
06/28/2023	GEN	54153	1396	INVENGO AMERICAN CORPORATION	SORTER, GATES AND RFID	88,392.10
06/28/2023	GEN	54154	1114	J.C. EHRLICH	COMMERCIAL PEST CONTROL 2023	114.36
06/28/2023	GEN	54155	1144	LAURIE GOLDEN	EXPENSE REPORT MILEAGE 6_23	32.10

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/28/2023	GEN	54156	1210	MICHIGAN LIBRARY ASSOCIATION	MLA ANNUAL GROUP MEMBERSHIP RENEWA	4,917.92
06/28/2023	GEN	54157	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MCLS ANNUAL MEMBERSHIP FEE 07/01/2023	250.00
06/28/2023	GEN	54158	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,603.32
06/28/2023	GEN	54159	1228	NORTHSTAR MAT SERVICE	JANITORIAL-FLOOR MAT SERVICE	61.71
06/28/2023	GEN	54160	1235	OVERDRIVE, INC.	30 JUVENILE NONFICTION EBOOKS	22,579.07
06/28/2023	GEN	54161	1255	PROGRESSIVE PRINTING	39062 SUMMER READING POSTCARDS INVOIC	4,103.00
06/28/2023	GEN	54162	1264	RELIABLE LANDSCAPING, INC.	IRRIGATION SYSTEM SERVICE CALL	849.00
06/28/2023	GEN	54163	1266	RW FIRE & SAFETY CO.	ANNUAL FIRE EXTINGUISHER INSPECTION & S	451.75
06/28/2023	GEN	54164	MISC	STILLMAN LAW OFFICE	CASE #00C1343GC / STEINER	109.29
06/28/2023	GEN	54165	1309	THE NEW YORK TIMES	NYTIMES.COM SUBSCRIPTION RENEWAL 2023	2,256.80
06/28/2023	GEN	54166	1399	TIGERLILY MUSIC	TIGERLILY PRODUCTIONS - WENDY & DB - TUI	600.00
06/28/2023	GEN	54167	1420	AMERICAN UNITED LIFE INSURANCE CO	EAP EMPLOYEE ASSISTANCE PROGRAM MON	24.00

GEN TOTALS:

Total of 86 Checks:	368,334.08
Less 0 Void Checks:	0.00
Total of 86 Disbursements:	<u>368,334.08</u>



Director's Report July 2023

1. This month, we have the 2nd Quarter Budget Amendment for your review and approval. The amendment recognizes additional revenues received and allocates them to expenses. My thanks to the department heads and our accountant Debbie McHugh for their excellent financial stewardship.
2. Your discussions of the major 2024 budget line-items has culminated into a first draft of the 2024 budget for your review and discussion. My thanks to Debbie McHugh for her analysis and preparation of these documents. We are happy to answer your questions and take your feedback for a second draft at the August meeting.
3. Lastly, we are bringing you a proposed update to our Employee Policy Handbook for discussion and to answer your questions; we will bring it back to you for approval at a future meeting. Thank you to Sean Bewick and Marian Nicholson for spearheading this revision, which improves non-wage benefits for employee recruitment and retention and reflects current laws and regulations. We may have an additional update later this year, depending on the Earned Sick Time Act appeal that is wending its way through the state court system, but feel that there are enough other changes that we would like to bring this revision to you now. It has been reviewed by our labor attorney and incorporates requests, feedback, and comments from the department heads and staff at-large.
4. 62 Days of Summer is going gangbusters this year. We hit a record for daily checkouts so far this year—3,999 items—on the kickoff day. The West Middle School robotics team made a fun attachment to the pompom case to make it even more fun for patrons to submit their pompoms. We've had great attendance at all of our programs. I am grateful to all of my coworkers, for planning, facilitating, and implementing a wonderful summer for our community.
5. Our transition away from our analog phone system to a VOIP system is complete, thanks to Systems Administrator Tim Sills and IT Specialist Ibrahim Ghalib, who managed the physical implementation in Carl Swanberg's absence. Great job, IT Department!
6. We have submitted our deposits for our new materials sorter and security gates, and expect to have those installed in the fall. This is the culmination of more than two years of research on the part of both the Circulation Services and the IT Departments, which included site visits, references from other library systems, staff visiting the vendor stalls at state and national library conferences, and vendors visiting our library to discuss options. Huge thanks to Carl Swanberg, Kat Bounds, Barb Gudenburr, and Denise Skopczynski for their dedication to picking the best replacements for our sorter and gates.

7. Our library cooperative, The Library Network, has announced that the Genesee District Library will leave their current library cooperative, the Mideastern Michigan Library Cooperative, and join TLN as of October 1, 2023.
8. The Metro Net Library Consortium, to which we belong for our e-media, has joined in the Overdrive Reciprocal Lending Agreement. This means that CPL patrons may now link to the other library cooperatives' Libby collections and borrow their materials. The RLA is live as of July 5; Libby users may go to "Add Library" in the Libby app and add the following cooperatives:
 - a. Great Lakes Digital Libraries
 - b. Lakeland Digital Library
 - c. Midwest Collaborative for Library Services
 - d. Suburban Library Cooperative
 - e. Up North Michigan Consortium
 - f. Download Destination
 - g. White Pine Library Cooperative
 - h. Woodlands Library Cooperative

Our patrons will only see items from the other cooperatives that are available to us, and vice-versa for their patrons. Holds cannot be placed on RLA items, so our patrons will have priority on our Libby purchases. We have promotional materials and publicity forthcoming. Thanks to Lisa Craig, Megan Hathaway, and Kat Bounds for making this happen.

9. In personnel news, we congratulated Rebecca Davenport on her promotion from Circulation Assistant to Technical Processing Assistant II, and Kari Theisen on her promotion from Page to Technical Processing Assistant I. We have several openings posted and hope to have good candidates hired in the coming months.
10. I have been invited to participate on the Michigan Library Association Strategic Planning Committee for the July 1, 2023 – June 30, 2024 term. I have accepted this appointment. Most of the meetings will be virtual, with a few meetings in-person/hybrid at public libraries across the state. With the increases nationwide in requests for library materials to be removed from public library collections, freedom to read and the first amendment will be a major focus for the Association, as well as the "usual" funding and advocacy priorities, and I am glad to have been invited to help chart the course for MLA's next several years.

Respectfully submitted,
Eva Davis, Director

Canton Public Library

Proposed Budget Amendment - 2023 -2nd Quarter (Motion 23/7-20-x)

PROPOSED:

7/20/2023

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
REVENUE				
PROPERTY TAXES	6,880,000	67,227	6,947,227	
STATE AID TO LIBRARIES	70,000	-	70,000	
LOCAL COMMUNITY STABILIZATION SHARE	62,229	8	62,237	<i>Recognize excess received over budgeted amount</i>
PHOTOCOPY FEES	40,000	-	40,000	
REPLACEMENT-LIBRARY MATERIALS	5,000	1,500	6,500	<i>Recognize excess received over budgeted amount</i>
MEETING ROOM RENTAL	200	1,000	1,200	<i>Recognize excess received over budgeted amount</i>
PENAL FINES	61,000	-	61,000	
OVERDUE FINES	-	-	-	<i>Recognize excess received over budgeted amount - Higher interest rates</i>
INTEREST INCOME	50,000	25,000	75,000	
COMMISSION	6,000	-	6,000	
OTHER REVENUE	1,000	41,700	42,700	<i>Pergola, Wings of Wonder Butterfly Garden & wings, READ sign, Programming, Class action settlements</i>
TOTAL REVENUE	<u>7,175,429</u>	<u>136,435</u>	<u>7,311,864</u>	
EXPENDITURE				
SALARIES & WAGES	3,400,000	-	3,400,000	
FRINGE BENEFITS	915,300	-	915,300	
SUPPLIES	151,395	-	151,395	
LIBRARY MATERIALS	1,075,000	481	1,075,481	<i>CPL Book Purchase Enrichment Funds received</i>
PROFESSIONAL & CONTRACTUAL	469,950	5,000	474,950	<i>Friends' programming donation</i>
COMMUNICATIONS	57,000	-	57,000	
PRINTING	51,800	-	51,800	
UTILITIES	190,000	-	190,000	
MAINTENANCE & REPAIRS	268,000	2,600	270,600	<i>Friends' donation - READ sign & Butterfly garden enhancements</i>
BUILDING IMPROVEMENTS	15,000	-	15,000	
INSURANCE	72,000	-	72,000	
CAPITAL OUTLAY	965,000	28,000	993,000	<i>Design and Implement of Patron Cardholder management Portal</i>
PROPERTY TAX REFUNDS	2,000	-	2,000	
COMMUNITY PROMOTION	22,400	2,685	25,085	<i>Friends' butterfly wings donation</i>
TRAVEL	46,700	-	46,700	
RENTALS/LEASES	17,300	-	17,300	
TOTAL EXPENSE	<u>7,718,845</u>	<u>38,766</u>	<u>7,757,611</u>	
Net Change in Fund Balance	(543,416)	97,669	(445,747)	
Beginning Fund Balance - General Fund	<u>5,206,178</u>		<u>5,206,178</u>	
Ending Fund Balance - General Fund	<u><u>4,662,762</u></u>	<u><u>97,669</u></u>	<u><u>4,760,431</u></u>	

Canton Public Library

2024 Proposed Budget (Motion 23/9-21-xBH)

DESCRIPTION	99% Collection 1.4590 Millage 2022 FINAL APPROVED BUDGET	99% Collection 1.4396 Millage 2023 AMENDED BUDGET	99% Collection 1.4396 Millage 2024 APPROVED BUDGET	99% Collection 1.4205 Millage 2025 DEPARTMENT REQUESTED BUDGET	99% Collection 1.4016 Millage 2026 DEPARTMENT REQUESTED BUDGET
	Fund 101 - GENERAL FUND				
Revenues					
INCOME					
PROPERTY TAXES	6,572,826	6,880,000	7,350,000	7,450,000	7,600,000
STATE AID TO LIBRARIES	96,964	70,000	70,000	70,000	70,000
LOCAL COMMUNITY STABILIZATION SHARE	66,469	62,229	55,000	55,000	55,000
PHOTOCOPY FEES	30,500	40,000	40,000	40,000	40,000
REPLACEMENT-LIBRARY MATERIALS	8,900	5,000	5,000	5,000	5,000
MEETING ROOM RENTAL	1,050	200	500	500	500
PENAL FINES	60,888	61,000	61,000	61,000	61,000
OVERDUE FINES	12,063	-	-	-	-
INTEREST INCOME	17,200	50,000	500	500	500
COMMISSION	6,000	6,000	6,000	6,000	6,000
OTHER REVENUE	24,686	1,000	1,000	1,000	1,000
Net INCOME	6,897,546	7,175,429	7,589,000	7,689,000	7,839,000
TOTAL REVENUES	6,897,546	7,175,429	7,589,000	7,689,000	7,839,000
Expenditures					
EXPENSES					
SALARIES & WAGES	3,163,000	3,400,000	3,630,000	3,766,000	3,906,000
FRINGE BENEFITS	803,100	915,300	942,500	976,000	1,019,000
SUPPLIES	93,488	151,395	152,350	150,150	152,557
LIBRARY MATERIALS	1,008,000	1,075,000	1,100,000	1,160,000	1,200,000
PROFESSIONAL & CONTRACTUAL	358,047	469,950	483,475	490,425	541,203
COMMUNICATIONS	22,500	57,000	47,000	50,000	52,000
PRINTING	22,663	51,800	51,800	51,800	41,800
UTILITIES	160,000	190,000	190,000	197,000	203,000
MAINTENANCE & REPAIRS	191,550	268,000	271,400	278,900	275,600
BUILDING IMPROVEMENTS	3,250	15,000	20,000	20,000	15,000
INSURANCE	55,300	72,000	69,000	69,000	70,000
CAPITAL OUTLAY	781,483	965,000	833,000	826,000	1,490,000
PROPERTY TAX REFUNDS	5,000	2,000	2,000	2,000	2,000
COMMUNITY PROMOTION	19,158	22,400	22,400	27,400	27,400
TRAVEL	35,392	46,700	75,150	53,650	77,921
RENTALS/LEASES	11,600	17,300	18,300	19,000	19,500
Net EXPENSES	6,733,531	7,718,845	7,908,375	8,137,325	9,092,981
TOTAL EXPENDITURES	6,733,531	7,718,845	7,908,375	8,137,325	9,092,981
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	6,897,546	7,175,429	7,589,000	7,689,000	7,839,000
TOTAL EXPENDITURES	6,733,531	7,718,845	7,908,375	8,137,325	9,092,981
NET OF REVENUES & EXPENDITURES	164,015	(543,416)	(319,375)	(448,325)	(1,253,981)
NET CHANGE IN FUND BALANCE		(543,416)	(319,375)	(448,325)	(1,253,981)
BEGINNING FUND BALANCE - GENERAL FUND		5,206,178	4,662,762	4,343,387	3,895,062
ENDING FUND BALANCE - GENERAL FUND		4,662,762	4,343,387	3,895,062	2,641,081

Canton Public Library

2024 Proposed Budget (Motion 23/9-21-xBH)

GL NUMBER	DESCRIPTION	2022 FINAL APPROVED BUDGET	2023 AMENDED BUDGET	2024 APPROVED BUDGET	2025 DEPARTMENT REQUESTED BUDGET	2026 DEPARTMENT REQUESTED BUDGET
Fund 101 - GENERAL FUND						
Revenues						
INCOME						
101-000.00-401.00	PROPERTY TAXES	6,572,826	6,880,000	7,350,000	7,450,000	7,600,000
101-000.00-539.00	STATE AID TO LIBRARIES	96,964	70,000	70,000	70,000	70,000
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	66,469	62,229	55,000	55,000	55,000
101-000.00-602.00	PHOTOCOPY FEES	30,500	40,000	40,000	40,000	40,000
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	8,900	5,000	5,000	5,000	5,000
101-000.00-651.00	MEETING ROOM RENTAL	1,050	200	500	500	500
101-000.00-656.00	PENAL FINES	60,888	61,000	61,000	61,000	61,000
101-000.00-658.00	OVERDUE FINES	12,063	-	-	-	-
101-000.00-665.00	INTEREST INCOME	17,200	50,000	500	500	500
101-000.00-668.00	COMMISSION	6,000	6,000	6,000	6,000	6,000
101-000.00-675.00	OTHER REVENUE	24,686	1,000	1,000	1,000	1,000
Net INCOME		6,897,546	7,175,429	7,589,000	7,689,000	7,839,000
TOTAL REVENUES		6,897,546	7,175,429	7,589,000	7,689,000	7,839,000
Expenditures						
EXPENSES						
	SALARIES & WAGES	3,163,000	3,400,000	3,630,000	3,766,000	3,906,000
101-790.00-702.00	SALARIES & WAGES	3,163,000	3,400,000	3,630,000	3,766,000	3,906,000
	FRINGE BENEFITS	803,100	915,300	942,500	976,000	1,019,000
101-790.00-716.01	TAXES-FICA/MC	241,000	262,000	277,700	288,100	298,800
101-790.00-716.02	DENTAL	21,700	23,000	23,000	24,000	24,000
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000	1,000	1,000	1,000	1,000
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500	16,000	15,500	15,000	15,000
101-790.00-716.05	MEDICAL INSURANCE	199,000	268,000	280,000	300,000	330,000
101-790.00-716.06	MEDICAL BUY OUTS	2,400	4,800	3,600	3,600	3,600
101-790.00-716.07	OPTICAL	7,000	7,000	7,500	7,500	7,500
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000	1,000	1,000	1,000	1,000
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	4,500	6,500	5,000	5,000	5,000
101-790.00-717.01	RETIREMENT DC PLAN (401A)	30,000	46,000	48,200	50,800	53,100

GL NUMBER	DESCRIPTION	2022	2023	2024	2025	2026
		FINAL APPROVED BUDGET	AMENDED BUDGET	APPROVED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000	280,000	280,000	280,000	280,000
	SUPPLIES	93,488	151,395	152,350	150,150	152,557
101-790.00-727.01	SUPPLIES-LIBRARY	8,000	12,500	12,500	13,500	9,500
101-790.00-729.00	STAFF BOOK ACCOUNT	-	-	-	-	-
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	9,000	12,500	12,500	12,500	12,500
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	13,500	20,500	26,000	20,500	24,500
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	9,500	14,500	12,000	12,100	12,200
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825	2,825	2,800	2,800	2,800
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	3,784	5,600	5,600	5,700	5,828
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	4,264	5,900	5,100	5,500	5,623
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	15,500	20,000	20,000	20,000	20,450
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150	370	150	150	153
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,000	1,200	1,200	1,300	1,300
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	6,765	25,000	25,000	25,000	25,000
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	1,500	4,500	2,500	2,600	2,658
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	1,700	2,000	2,000	2,000	2,045
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	16,000	24,000	25,000	26,500	28,000
	LIBRARY MATERIALS	1,008,000	1,075,000	1,100,000	1,160,000	1,200,000
101-790.00-730.01	BOOKS	255,050	251,000	254,000	259,000	260,000
101-790.00-730.02	AV (MEDIA)	114,950	105,000	102,000	94,000	84,000
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	638,000	719,000	744,000	807,000	856,000
	PROFESSIONAL & CONTRACTUAL	358,047	469,950	483,475	490,425	541,203
101-790.00-802.00	LEGAL	3,000	15,000	15,000	15,000	15,000
101-790.00-803.00	AUDIT	13,050	13,450	13,850	14,500	14,500
101-790.00-804.01	BANK FEES-GENERAL	1,000	1,000	1,000	1,000	1,000
101-790.00-804.02	BANK FEES-CREDIT CARD	1,500	2,500	1,200	1,200	1,200
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	300	1,200	1,200	1,200	1,200
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	150	300	300	300	300
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	14,500	15,500	15,500	16,000	16,000
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	3,100	11,950	12,050	12,150	12,150
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	975	1,625	1,650	1,975	1,675
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	9,050	10,800	10,975	10,975	11,000
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	6,000	5,000	5,000	5,000	5,000
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,300	3,275	1,200	1,975	3,225
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	500	5,500	5,500	5,500	5,500

GL NUMBER	DESCRIPTION	2022	2023	2024	2025	2026
		FINAL APPROVED BUDGET	AMENDED BUDGET	APPROVED BUDGET	DEPARTMENT REQUESTED BUDGET	DEPARTMENT REQUESTED BUDGET
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	18,907	20,000	22,000	23,000	23,517
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	5,750	8,000	8,000	8,000	8,180
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,460	1,000	1,650	1,650	1,700
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	36,000	36,000	35,000	40,000	40,000
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	44,125	40,000	40,000	40,000	40,000
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	255	1,000	1,000	1,000	1,000
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	1,500	2,600	2,500	2,500	2,556
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	191,000	268,000	282,000	280,000	328,000
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	525	1,250	1,500	1,500	2,000
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	4,100	5,000	5,400	6,000	6,500
	COMMUNICATIONS	22,500	57,000	47,000	50,000	52,000
101-790.00-850.00	COMMUNICATIONS	22,500	57,000	47,000	50,000	52,000
	PRINTING	22,663	51,800	51,800	51,800	41,800
101-790.00-902.00	LEGAL NOTICES & ADS	50	500	500	500	500
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,100	1,300	1,300	1,300	1,300
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	21,513	50,000	50,000	50,000	40,000
	UTILITIES	160,000	190,000	190,000	197,000	203,000
101-790.00-921.00	ELECTRICITY	134,500	150,000	150,000	155,000	160,000
101-790.00-922.00	GAS	11,500	25,000	25,000	27,000	27,000
101-790.00-923.00	WATER	14,000	15,000	15,000	15,000	16,000
	MAINTENANCE & REPAIRS	191,550	268,000	271,400	278,900	275,600
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	84,500	97,000	98,500	98,500	98,500
101-790.00-932.01	LAWN & GROUNDS	22,450	47,000	46,600	52,600	46,600
101-790.00-932.02	SNOW & ICE	29,000	38,000	38,000	38,000	38,000
101-790.00-933.00	BUILDING SECURITY	6,200	7,400	7,800	8,300	10,000
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	-	1,000	800	800	800
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	10,700	15,600	16,700	16,700	16,700
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	13,600	22,000	23,000	24,000	25,000
101-790.00-935.00	BUILDING REPAIRS	6,300	20,000	20,000	20,000	20,000
101-790.00-936.00	EQUIPMENT REPAIRS	18,800	20,000	20,000	20,000	20,000
	BUILDING IMPROVEMENTS	3,250	15,000	20,000	20,000	15,000
101-790.00-965.00	BUILDING IMPROVEMENTS	3,250	15,000	20,000	20,000	15,000

GL NUMBER	DESCRIPTION	2022 FINAL APPROVED BUDGET	2023 AMENDED BUDGET	2024 APPROVED BUDGET	2025 DEPARTMENT REQUESTED BUDGET	2026 DEPARTMENT REQUESTED BUDGET
	INSURANCE	55,300	72,000	69,000	69,000	70,000
101-790.00-969.00	INSURANCE	55,300	72,000	69,000	69,000	70,000
	CAPITAL OUTLAY	781,483	965,000	833,000	826,000	1,490,000
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	13,000	110,000	30,000	20,000	-
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	129,300	91,000	377,000	580,000	1,025,000
101-790.00-975.00	FURNITURE AND EQUIPMENT	80,000	210,000	100,000	115,000	250,000
101-790.00-976.00	LIBRARY MATERIALS	-	-	-	-	-
101-790.00-978.00	HARDWARE	533,952	519,000	310,000	95,000	155,000
101-790.00-979.00	SOFTWARE	25,231	35,000	16,000	16,000	60,000
	PROPERTY TAX REFUNDS	5,000	2,000	2,000	2,000	2,000
101-790.00-998.00	PROPERTY TAX REFUNDS	5,000	2,000	2,000	2,000	2,000
	COMMUNITY PROMOTION	19,158	22,400	22,400	27,400	27,400
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	400	2,400	2,400	2,400	2,400
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	18,758	20,000	20,000	25,000	25,000
	TRAVEL	35,392	46,700	75,150	53,650	77,921
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	-	3,000	6,000	3,000	6,000
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	2,500	1,000	4,000	1,000	4,000
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	300	2,300	2,300	2,300	2,300
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	-	200	200	200	200
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	2,900	6,600	8,050	5,050	8,050
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	500	2,000	2,000	2,000	2,000
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	8,200	5,000	9,000	6,000	9,202
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	700	1,000	800	800	818
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	3,953	2,000	5,000	2,000	5,500
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900	900	900	900	900
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	10,500	11,000	23,000	16,000	24,000
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,250	2,000	2,300	2,300	2,351
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	3,300	8,600	10,500	11,000	11,500
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	389	1,100	1,100	1,100	1,100
	RENTALS/LEASES	11,600	17,300	18,300	19,000	19,500
101-790.00-941.00	COPY MACHINE CHARGES	9,800	14,800	15,800	16,500	17,000
101-790.00-942.00	POSTAGE METER CHARGES	1,800	2,500	2,500	2,500	2,500

GL NUMBER	DESCRIPTION	2022 FINAL APPROVED BUDGET	2023 AMENDED BUDGET	2024 APPROVED BUDGET	2025 DEPARTMENT REQUESTED BUDGET	2026 DEPARTMENT REQUESTED BUDGET
Net EXPENSES		6,733,531	7,718,845	7,908,375	8,137,325	9,092,981
TOTAL EXPENDITURES		6,733,531	7,718,845	7,908,375	8,137,325	9,092,981
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,897,546	7,175,429	7,589,000	7,689,000	7,839,000
TOTAL EXPENDITURES		6,733,531	7,718,845	7,908,375	8,137,325	9,092,981
NET OF REVENUES & EXPENDITURES		164,015	(543,416)	(319,375)	(448,325)	(1,253,981)
NET CHANGE IN FUND BALANCE			(543,416)	(319,375)	(448,325)	(1,253,981)
BEGINNING FUND BALANCE - GENERAL FUND			5,206,178	4,662,762	4,343,387	3,895,062
ENDING FUND BALANCE - GENERAL FUND			4,662,762	4,343,387	3,895,062	2,641,081

Canton Public Library
 Capital Replacement Schedule

FAC	Description	Notes	2022	This Year	Proposed		
				2023	2024	2025	2026
Land							
	Land	Bond paid off in 2015					
Land Improvements - Depreciating							
973	Storm Drainage/Catch Basin/Manholes						
973	Underground	repairs, not replacement					
973	Above ground	repairs, not replacement					
973	Storm Sewer/Catch Basin			7,000			
973	Irrigation (sprinkler heads & lines)	<i>*annual maintenance G/L 932b</i>					
973	Landscape / Hardscape						
973	RHC Courtyard - hardscape (walkway) & landscape		13,000				
NEW	Backyard Development (walkway, shelter, table, swing)			60,000			
NEW	Backyard Development (permiabile paver platform)					20,000	
973	Parking Lot						
973	Asphalt Paving / End of Life Replacement	\$100k/2017 and \$190k/2019					
973	Asphalt Maintenance (periodic seal & stripe)	<i>*annual maintenance <5,000</i>		20,000			
973	Concrete Paving - Sidewalks & Curbs	<i>\$40k/2019</i>					
973	Paver walkway (connect CPL to Canton Ctr Rd.)						
973	Dumpster Enclosure (trash/recycle)						
973	Lighting - Parking Lot Lights (upgraded to LED 2013)						
NEW	Electrical Vehicle (EV) charging station (public lot, ~\$28,000)				30,000		
Buildings, Fixtures and Improvements							
974	Water Main	address around 2035					
974	Water Service	address around 2014					
Sanitary Sewerage							
974	Underground	repairs, not replacement					
974	Above ground	repairs, not replacement					
Exterior Lighting							
974	Building/Architectural Lights						
Interior Lighting							
974	Upgrade light fixtures to LED		5,750				
Signs							
974	Site Signage (in building)						
974	Main Entrance Signage				10,000		
974	Main Entry Signage - Replacement						
BUILDING							
974	Masonry, Cast Concrete, Flatwork & Finish	repairs, not replacement					
974	Brick, Stone & Ceramic Tile	repairs, not replacement					
974	Wiring						
974	RTU1 (Trane Intellipac 30 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)						
974	RTU2 (Trane Intellipak 25 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)						
974	RTU3 (Trane Intellipak 40 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)						
974	Air Handler (Trane, Roof, last 2001, EOF 20yrs, rebuild)(Engie-M2A)						

FAC	Description	Notes	2022	This Year	Proposed		
				2023	2024	2025	2026
974	Roof - New Copper Seam						
974	Roof - Partial Replacement, Royal West Roofing	20 of 53,000 sq. ft.					
974	Roof - Partial Replacement, Johns Manville	33 of 53,000 sq. ft.					
974	Aluminum downspouts & gutters			75,000			
974	Wood soffit (Bldg/Canopies)						
974	Fire Suppresion-Sprinkler Backflow Replacement	\$ from Fixture Repair budg	7,850				
974	Windows / Skylights / Doors						
974	Skylight - All (inspect, reseal and caulk)	\$ from Building Repair bud	5,700				
974	Skylights (Tree, Nook, 4-section Teen)	<i>inspected/serviced</i>					
974	Skylight-Pyramid (FAR, Child Seating)	<i>reseal approx \$5K</i>					
974	Skylight-Pyramid (Entrance, International)	<i>reseal + caps/gaskets \$10K</i>					
974	Insulating Glass (piano window, nook, etc.)						250,000
974	Aluminum/Wood Windows						
974	Aluminum Doors						
974	Steel Doors - Exterior						
974	Automatic Doors (Front Entry/Lobby)						
974	Renovations						
974	Trendwall - Group Study Rooms D, E, F, G, H & I (Teen)	G, H & I relocated in 2017					
974	Wall Covering - Lobby & New Book Area				30,000		
974	Wall Covering - Quiet Study Room						
974	Floor Covering - Luxury Vinyl Tile						
974	Floor Covering - Carpet - Public Areas				40,000		
974	Floor Covering - Teen, CmRm, Friends	Replacement 2025					275,000
974	Public Restrooms (Lobby)						
974	Social Space (Café) / Lobby						
974	Children's Space						
974	Children's Restrooms						
974	Friend's Bookstore						
974	Teen Space						
974	Group Study Rooms 1-6 (Tutor Rooms)	reused G, H & I in Tutor Area					
974	Staff Area Renovation - General Construction	Estimated @ \$1,550,000					
974	Staff Area Renovation - Restroom Alcove						
974	Floor Covering - Carpet/Resilient Floor Staff Area	staff area only \$78k in 2018					
974	Friends' Donation/Sorting Area (canopy, donation shelving, concrete)						
974	Floor Covering - Lobby walk-off carpet installed	replaced Pedigrid system					
974	Sorter Room Renovation (cabinets, work stations)	Cabinets, lighting, workstations					
974	Community Room Refresh						
974	Wall Covering - whisper wall and paint*	*alcoves, window recess, s	34,000				
NEW	Lighting update (LED)		42,000				
NEW	Power in floor		50,000				
974	Blackout shades & remote control		7,000				
NEW	The Lab Renovation - convert to social meeting space					250,000	
974	Cabinetry (same as IS area)						
974	Walls (replace entry wall/subdivide?)						

FAC	Description	Notes	This Year		Proposed		
			2022	2023	2024	2025	2026
974	Floor Covering - Carpet						
974	Lighting						
NEW	East Wall Study rooms/alcoves				250,000		
NEW	Group Study Rooms (Adult Fiction Area)						500,000
974	Shelving - tip-out shelves		7,000				
974	Ceiling Tiles						
974	Sound Masking System						
974	Lencore sound masking - Staff Area						
974	Fire Suppression System						
974	Relocate Sprinkler Heads for PSIP IV (Teen Space)						
974	Relocate Sprinkler Heads for Staff Area renovation						
974	Relocate Fire Strobes (National Time & Signal)						
974	HVAC (including Circ Pumps, Temp Controls) - Noted on IT Capital , Part of BSO						
974	Teen Space HVAC	VAV boxes, duct work					
974	Tutor Area HVAC	VAV boxes, duct work					
974	Staff Area Reno HVAC & Plumbing	VAV boxes, duct work					
974	Staff Area Reno Electrical						
974	Total HVAC Systems from IT Capital		5,811	15,275	47,000	330,000	-
Furniture and Equipment							
975	Custom Millwork (cabinets)						
975	Storage cabinets (Sort Room alcove)						
975	Staff Area Reno Custom Millwork (cabinets)						
General Staff Area							
975	Chairs - Maple Meeting Chairs (6 in Med.Conf.Room)	re-use, do not replace					
975	Chairs - Executive Task Chairs (staff)						
975	Staff Lounge Furniture (Tables/Chairs)	reupholstered in 2018					
975	Furniture - Open spaces (desks, file cabinets, etc.)	Renovation 2018/19					
975	Additional under-cabinet lights for IS						
975	Furniture - Enclosed Offices (desks, file cabinets, etc.)						
975	Lencore sound masking system (33 speakers/6 controls)						
General Public Area							
975	CD Bins (Adult Collection)	<i>half emliminated 2023</i>					
975	Soft seating w/power (2-seat,1-table unit at entrance)						
975	Chairs - 12 upholstered side chairs (Teen Study Rooms)	reupholster only, lifetime frame					
975	Chairs - 48 upholstered side chairs (Study Rooms/Carrells)	reupholster only, lifetime frame					
975	Chairs - 22 hi-back task chairs (Quiet Study Room)					15,000	
975	Chairs - Agati Task Chairs (public area)	reupholster only, lifetime frame					
975	Chairs - 28 upholstered side chairs (adult aisle, lab foyer)	reupholster only, lifetime frame					
975	<i>Table Maintenance - Refinish Maple Edges</i>	<i>Replace/refinish periodically</i>					
975	Space Exploration			210,000			
975	Children's Passive Activity Table (booth area)						
975	Romance Corner Furniture						
975	East Aisle Study Room booths/tables				100,000		

FAC	Description	Notes	This Year		Proposed		
			2022	2023	2024	2025	2026
975	Lab Reno Seating (Tables/Chairs/Soft Seating)					100,000	
975	Fiction Alcove Study Room Furnishings						250,000
975	Self Check curved counter/charging station & stools						
975	Help Desk - Childrens						
975	Tables - Carrell Tables (6-S/E Study Area)	one moved to quiet study 2017					
975	Tables - Study (4-Adult Aisle, 2-Lab Foyer)						
975	Tables - Laptop Tables (8-Fireplace Area)						
975	Tables w/electrical spheres (single study rms)						
	Friends' Activity Room						
975	5' flip top tables (6)						
975	Chela stacking chairs (40) & trolley (2)						
975	Cabinetry/Sink - Friends' Activity Room						
	Community Room						
975	4' Tables (16) and table trucks (2)		20,000				
975	Stacking Chairs (Community Room)		30,000				
975	Cabinetry/Sink - Community Room Kitchen						
	The Lab						
975	Projection Screen						
975	ART						
975	Tree Sculpture (Children's Library)						
	Hardware						
	<i>See IT Capital</i>		613,805	488,282	310,000	95,000	155,000
	Software						
	<i>See IT Capital</i>		36,731	32,695	16,000	16,000	60,000
	Library Materials						
	<i>See P&L 730 accounts</i>						

Sub-Total - Land Improvements-Depreciating	\$ 13,000	\$ 87,000	\$ 30,000	\$ 20,000	\$ -
Sub-Total - Buildings, Fixtures & Improvements (Includes IT HVAC Systems)	\$ 165,111	\$ 90,275	\$ 377,000	\$ 580,000	\$ 1,025,000
Sub-Total - Furniture and Equipment	\$ 50,000	\$ 210,000	\$ 100,000	\$ 115,000	\$ 250,000
Sub-Total - Hardware (see IT Capital)	\$ 613,805	\$ 488,282	\$ 310,000	\$ 95,000	\$ 155,000
Sub-Total - Software (see IT Capital)	\$ 36,731	\$ 32,695	\$ 16,000	\$ 16,000	\$ 60,000
GRAND TOTAL BUILDING & IT CAPITAL REPLACEMENT	\$ 878,647	\$ 908,252	\$ 833,000	\$ 826,000	\$ 1,490,000

Canton Public Library

Capital Replacement Schedule Information Technology

				This Year Proposed				
				2022	2023	2024	2025	2026
Buildings, Fixtures and Improvements-HVAC Systems (#	QTY	Last Price						
974	RTU1 (Trane Intellipac 30 Ton)(2001, EOF 15-20yrs)	1	\$ 139,750					
974	RTU2 (Trane Intellipac 25 Ton)(2001, EOF 15-20yrs)	1	\$ 100,000					
974	RTU3 (Trane Intellipac 40 Ton)(2001, EOF 15-20yrs)	1	\$ 146,500					
974	Air Handler (Trane, Roof)(2001, EOF 20yrs)(rebuild	1	\$ 73,500					
974	RTU4 (Main Trane AC, 90 Ton, last 2008, EOL 15-2	1	\$ 110,000					
974	IT-AC APC rack mount, Server Rm (2008, EOL 5-10	1	\$ 6,800		\$ -			
974	IT-AC Daikin miniSplit, Server Rm/Roof (2012, EO	1	\$ 10,802		\$ 15,275	\$ 16,000		
974	IT-AC Daikin miniSplit, Wire Rm/Roof (2015, EOL	1	\$ 6,250			\$ 8,500		
974	AC - Community Rm (Trane 10 Ton, last 2008, EOL	1						
974	Air Compressor, Quincy (1989, EOL 30yrs) (DDCs w	1	\$ 10,000					
974	Humidifier Dri Steam (last 2001, EOL 15yrs)(Engie-	1	\$ 14,000					
974	VAV Controls & Thermostats DDC replace Pneuma	1	\$ 70,000					
974	Building Control System Upgrade (4yr app updates	1	\$ 14,050			\$ 18,500		
974	Boiler Backup (2 Bryan units) (1989 EOL 20yrs, ext	1	\$ 96,400				\$ 300,000	
974	Circulation Pump #3 (2014 EOL 20yrs)	1	\$ 3,095					
974	Circulation Pump #4 (2001 EOL 20yrs) differed fro	1	\$ 3,095	\$ 5,811				
974	Boiler Main Lochinvar (last 2001, EOL 20yrs)(Engie	1	\$ -					
974	Convert primary pumps to Variable Frequency Driv	1						
974	Circulation Pump #1 Large (2001 EOL 20yrs)(Engie	1	\$ 7,000					
974	Circulation Pump #2 Large (2001 EOL 20yrs)(Engie	1	\$ 7,000					
Contingency-Buildings, Fixtures and Improvements-HVAC Systems						\$ 4,000	\$ 30,000	
Hardware - Information Technology Facilities								
Cabling and Multimedia for specific Library Areas								
978	A/V Media Upgrades - The-Lab	1	\$ 24,000			\$ 24,000		
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 Conferenc	1	\$ 10,000					\$ 13,000
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								

				This Year Proposed				
				2022	2023	2024	2025	2026
Computer Workstations - Hardware								
978	Desktop PCs: 30 Public (Childrens) now 3070s	30	\$ 890			\$ 30,500		
978	Desktop PCs: Public (Webx) now 3060s	42	\$ 890	\$ 42,399				
978	Desktop PCs: Public (Teens) now 3070s	12	\$ 890			\$ 12,500		
978	Desktop PCs Public (iLab) now 3060s -->	12	\$ 1,650		\$ 21,762			
978	Desktop PCs: 20 IS Staff, 9 Circ & Ref Desks, 6 IT r	35	\$ 890					\$ 36,500
978	Desktop PCs: Staff now 3070s last qty 42					\$ 65,500		
978	Dell Laptop (5 Shared, 7 staff) Lattitude	12	\$ 1,650	\$ 21,762				\$ 25,000
978	Dell Laptop (7 staff) Lattitude (mo	7	\$ 1,650				\$ 20,500	
978	Dell Laptop (6 shared) Inspiron --> Latt	6	\$ 1,650				\$ 11,500	
978	OPAC (2009-Wyse) / (2016-Chrome Base) differe	13	\$ 500	\$ 7,852				
978	Touchscreens (5 print release) (was deferred from	5	\$ 750	\$ 5,096				
978	iMAC mini and iMAC for CR/Digital-Studio and IT if	1	\$ 2,864		\$ 2,864			
978	iPad Air2 - Children's Sail (4), CR (2), IS (4)	10	\$ 679	\$ 7,463				\$ 8,500.00
978	Early Literacy Stations + ELF site license (5 YR Exp	4	\$ 3,899	\$ 18,840				
Networking; Wireless APs, Firewall, Switches								
978	EAST CLOSED DIST/ACCESS SWITCHES	4	\$ 1,915					\$ 10,500
978	TWP CORE SWITCHES	2	\$ 3,985				\$ 10,500	
978	SERVER ROOM CORE SWITCHES	2	\$ 4,034					\$ 11,000
978	WIRERM DR SWITCHES	2	\$ 5,765	\$ 14,036				
978	WIRERM ACCESS SWITCHES	2	\$ 6,235				\$ 16,000	
978	WIRERM ACCESS SWITCHES	2	\$ 6,235					\$ 17,000
978	SAN-SWITCH	2	\$ 4,300			\$ 11,000		
978	WIRERM DIST SWITCHES	1	\$ 2,400			\$ 3,000		
978	Security - Firewall (USER)	1	\$ 8,000		\$ 9,887			
978	Security - Firewall (Public)	1	\$ 8,000		\$ 9,915			
978	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					
978	EqualLogic PS6100E (4/2015 5yr	1	\$ 23,483					
978	EqualLogic PS6100X VM-SAN SrvRm (4/2013 7yr	1	\$ 46,791	\$ 60,201				
978	Overland Storage Tape Library LT03 EOL 2017 ->LTO4 2017	2	\$ 3,366				\$ 9,000	
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			\$ 18,500	
978	Dell Power Edge R810 VM-Ware Servers 5 YR Exp 2019	4	\$ 20,000			\$ 80,000		
978	Dell Power Edge R540 Physical Server - Security Cameras	1	\$ 9,712			\$ 11,500		
Specialized Hardware (including PBX / Printers / Copiers / UPS)								
978	HP Design Jet T520 ePrinter (differed to 2022)	1	\$ 2,871	\$ 3,693		\$ 4,000		
978	Zebra CD/DVD Label Printer (set 1) (differed to 20	1	\$ 2,600		\$ 3,346			
978	Zebra CD/DVD Label Printer (set 2)	1	\$ 2,600					\$ 3,500

				This Year Proposed				
				2022	2023	2024	2025	2026
978	Staff RFID Stations: Antenna/Reader (+4 for IS)	10	\$ 1,060	\$ 15,465				
978	Selfcheck Stations: Antenna/Reader/Display	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 inter)	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) Libra	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	1	\$ 50,000	\$ 64,329	\$ 66,388			
978	KM Copier Lease Set 2015 Replacement	5	\$ 4,000			\$ 23,500		
978	KM Copier Lease Set 2017 Replacement (was \$12.	3	\$ 4,400					\$ 15,500
	Contingency - Hardware					\$ 28,500	\$ 9,000	\$ 14,500
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					\$ 14,000
979	Microsoft Server - Data Center (3) and CALs (150	1	\$ 6,162		\$ 8,314			
979	Microsoft SQL Server and CALs (110)	110	\$ 39				\$ 5,500	
979	Microsoft OfficePro 2019 (75 Staff & 96 Public Users)	1	\$ 11,784			\$ 15,200		
979	Microsoft SharePoint 2019 Server and CALs (122 Staff Users)	1	\$ 5,636				\$ 7,500	
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						\$ 45,000
979	Curbside or Patron App, and Covid Enhancements			\$ 9,000				
979	Selfcheck Stations - Software	8	\$ 2,970	\$ 27,731				
	Contingency - Software					\$ 800	\$ 3,000	\$ 1,000

Sub-Total - Buildings, Fixtures & Improvements (IT)	\$ 5,811	\$ 15,275	\$ 47,000	\$ 330,000	\$ -
Sub-Total - Hardware (IT)	\$ 613,805	\$ 488,282	\$ 310,000	\$ 95,000	\$ 155,000
Sub-Total - Software (IT)	\$ 36,731	\$ 32,695	\$ 16,000	\$ 16,000	\$ 60,000
TOTAL - IT CAPITAL	\$ 656,347	\$ 536,252	\$ 373,000	\$ 441,000	\$ 215,000

Highlight of 2023 changes to Employee Policy Handbook:

- **Protected Classes** – addition of *sexual orientation* and *gender identity* to list of protected classes per the newly expanded Elliott-Larsen Civil Rights Act (PA 0006).
 - Gender neutral language throughout the handbook.
- **Dress Code** – addition of prohibition on strong scents/offensive odors.
- **Paid Relief Period** – increase paid break from 15 to 20 minutes for shifts between four and six hours long.
- **Official Holidays** – addition of *Thanksgiving Friday* to list of official holidays.
- **Discretionary Holiday** – increase number of days from one to three per year (in lieu of adding Memorial and Labor Sunday to list of official holidays).
 - This provides flexibility for employees to observe alternate secular or religious holidays (Juneteenth, Ramadan, Rosh Hashana, etc.).
- **Vacation Time** – award a single week of vacation upon hire, then accrue according to original schedule.
- **Vacation Time** – addition of supervisors and managers to the *administrative staff* accrual schedule.
- **Sick Leave Annual Allowance** – change prorated amounts from quarterly assignments to calculation based on number of pay periods remaining in calendar year. Monitor for ESLA updates.
- **Jury Duty** – elimination of the ½ day clause.
- **Voluntary Unpaid Leave** – officially limit voluntary unpaid leave to *90 days per rolling 12-month period*, unless otherwise required by law (FMLA, ADA accommodation).
- **Two Weeks' Notice** – addition of definition of two week's written notice. (Day written notice is given is day zero. Employee must be available to report to work for 14 calendar days beyond date notice is tendered.)