



Library Board of Trustees General Meeting Packet Contents

1. General Meeting Agenda – August 17, 2023
2. General Meeting Minutes – July 20, 2023
3. Financial Statements – July 31, 2023
 - a. Balance Sheet
 - b. Revenue and Expenditure Summary
 - c. Revenue and Expenditure Expanded
 - d. Check Register
4. Director's Report
5. Employee Policy Handbook Update
6. 2nd Draft of 2024 Budget and 2025-26 Budget Projections
7. 2024 Calendar of Library Closures and Board Meetings



Library Board of Trustees
Meeting Agenda – August 17, 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 July 20, 2023 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
Old Business	Item of Action 23/8-17-1: Approve update of Employee Policy Handbook Discussion Item: 2 nd Draft of 2024 Budget and 2025-26 projections
New Business	Discussion Item: 1 st reading, 2024 calendar of board meetings and holiday closures
Adjourn	Final Call to the Audience (5-minute maximum per person)

08/09/2023

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 07/31/2023

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	7,596,098.96
101-000.00-001.02	CHECKING-CREDIT CARD	4,562.94
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	15,157.34
101-000.00-002.00	SAVINGS	1,003,268.10
101-000.00-123.00	PREPAID EXPENSES	4,782.75
	Total Assets	8,623,870.09
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	28,126.50
101-000.00-219.01	SOCIAL COMMITTEE	5,634.74
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	100.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	1,829.88
	Total Liabilities	35,691.12
*** 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	3,382,000.57
	Ending Fund Balance	8,588,178.97
	Total Liabilities And Fund Balance	8,623,870.09

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	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

08/09/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 07/31/2023

DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	07/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Revenues				
INCOME				
PROPERTY TAXES	6,947,227.00	6,947,226.94	0.06	100.00
STATE AID TO LIBRARIES	70,000.00	49,672.62	20,327.38	70.96
LOCAL COMMUNITY STABILIZATION SHARE	62,237.00	62,237.59	(0.59)	100.00
PHOTOCOPY FEES	40,000.00	22,080.78	17,919.22	55.20
REPLACEMENT-LIBRARY MATERIALS	6,500.00	7,743.51	(1,243.51)	119.13
MEETING ROOM RENTAL	1,200.00	1,200.00	0.00	100.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	75,000.00	86,226.51	(11,226.51)	114.97
COMMISSION	6,000.00	5,294.32	705.68	88.24
OTHER REVENUE	42,700.00	42,742.54	(42.54)	100.10
TOTAL REVENUES	7,311,864.00	7,224,424.81	87,439.19	98.80
Expenditures				
EXPENSES				
SALARIES & WAGES	3,400,000.00	1,636,942.44	1,763,057.56	48.15
FRINGE BENEFITS	915,300.00	594,092.04	321,207.96	64.91
SUPPLIES	151,395.00	38,074.32	113,320.68	25.15
LIBRARY MATERIALS	1,075,481.00	698,479.00	377,002.00	64.95
PROFESSIONAL & CONTRACTUAL	474,950.00	294,080.17	180,869.83	61.92
COMMUNICATIONS	57,000.00	29,188.22	27,811.78	51.21
PRINTING	51,800.00	11,658.20	40,141.80	22.51
UTILITIES	190,000.00	86,747.93	103,252.07	45.66
MAINTENANCE & REPAIRS	270,600.00	124,376.81	146,223.19	45.96
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	993,000.00	227,037.81	765,962.19	22.86
PROPERTY TAX REFUNDS	2,000.00	448.58	1,551.42	22.43
COMMUNITY PROMOTION	25,085.00	19,446.71	5,638.29	77.52
TRAVEL	46,700.00	8,781.60	37,918.40	18.80
RENTALS/LEASES	17,300.00	4,305.76	12,994.24	24.89
TOTAL EXPENDITURES	7,757,611.00	3,842,424.24	3,915,186.76	49.53
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	7,311,864.00	7,224,424.81	87,439.19	98.80
TOTAL EXPENDITURES	7,757,611.00	3,842,424.24	3,915,186.76	49.53
NET OF REVENUES & EXPENDITURES	(445,747.00)	3,382,000.57	(3,827,747.57)	758.73
NET CHANGE IN FUND BALANCE	(445,747.00)	3,382,000.57		
FUND BALANCE - BEGINNING OF YEAR	5,206,178.40	5,206,178.40		
FUND BALANCE - END OF YEAR	4,760,431.40	8,588,178.97		

08/09/2023

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	6,947,227.00	6,947,226.94	0.06	100.00
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	62,237.00	62,237.59	(0.59)	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	22,080.78	17,919.22	55.20
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	6,500.00	7,743.51	(1,243.51)	119.13
101-000.00-651.00	MEETING ROOM RENTAL	1,200.00	1,200.00	0.00	100.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	75,000.00	86,226.51	(11,226.51)	114.97
101-000.00-668.00	COMMISSION	6,000.00	5,294.32	705.68	88.24
101-000.00-675.00	OTHER REVENUE	42,700.00	42,742.54	(42.54)	100.10
TOTAL REVENUES		7,311,864.00	7,224,424.81	87,439.19	98.80
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,400,000.00	1,636,942.44	1,763,057.56	48.15
101-790.00-716.01	TAXES-FICA/MC	262,000.00	129,497.01	132,502.99	49.43
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	8,245.06	7,754.94	51.53
101-790.00-716.05	MEDICAL INSURANCE	268,000.00	145,615.23	122,384.77	54.33
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	2,976.00	4,024.00	42.51
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	3,922.00	2,578.00	60.34
101-790.00-717.01	RETIREMENT DC PLAN (401A)	46,000.00	19,019.67	26,980.33	41.35
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	1,025.95	11,474.05	8.21

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	251,481.00	123,390.92	128,090.08	49.07
101-790.00-730.02	AV (MEDIA)	105,000.00	59,163.65	45,836.35	56.35
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	719,000.00	515,924.43	203,075.57	71.76
101-790.00-802.00	LEGAL	15,000.00	6,321.50	8,678.50	42.14
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	335.76	2,164.24	13.43
101-790.00-850.00	COMMUNICATIONS	57,000.00	29,188.22	27,811.78	51.21
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	72,127.14	77,872.86	48.08
101-790.00-922.00	GAS	25,000.00	8,032.21	16,967.79	32.13
101-790.00-923.00	WATER	15,000.00	6,588.58	8,411.42	43.92
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	97,000.00	48,371.78	48,628.22	49.87
101-790.00-932.01	LAWN & GROUNDS	49,600.00	27,644.29	21,955.71	55.73
101-790.00-932.02	SNOW & ICE	38,000.00	22,133.32	15,866.68	58.25
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 CONTRACTS	1,000.00	0.00	1,000.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	15,600.00	9,878.03	5,721.97	63.32
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	3,425.86	11,374.14	23.15
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	52,807.00	57,193.00	48.01
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	63,000.00	8,305.00	54,695.00	13.18
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	448.58	1,551.42	22.43

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			07/31/2023 NORMAL (ABNORMAL)	BALANCE 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-TRUSTEES	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	2,697.62	9,802.38	21.58
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	20,500.00	3,488.06	17,011.94	17.01
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	5,552.68	8,947.32	38.29
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,825.00	(953.95)	3,778.95	(33.77)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	9,301.40	6,198.60	60.01
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	11,950.00	2,709.00	9,241.00	22.67
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	8,737.00	2,063.00	80.90
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	171.03	1,828.97	8.55
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	3,051.02	2,548.98	54.48
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	4,828.24	15,171.76	24.14
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	370.00	46.26	323.74	12.50
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	4,128.25	3,871.75	51.60
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	978.66	221.34	81.56
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	41,000.00	22,125.67	18,874.33	53.97

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2023 NORMAL (ABNORMAL)	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	134.72	765.28	14.97
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	22,685.00	19,446.71	3,238.29	85.72
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	1,113.41	3,386.59	24.74
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	839.88	1,160.12	41.99
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	9,579.24	14,420.76	39.91
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	268,000.00	192,345.66	75,654.34	71.77
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		7,757,611.00	3,842,424.24	3,915,186.76	49.53
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,311,864.00	7,224,424.81	87,439.19	98.80
TOTAL EXPENDITURES		7,757,611.00	3,842,424.24	3,915,186.76	49.53
NET OF REVENUES & EXPENDITURES		(445,747.00)	3,382,000.57	(3,827,747.57)	758.73
NET CHANGE IN FUND BALANCE		(445,747.00)	3,382,000.57		
FUND BALANCE - BEGINNING OF YEAR		5,206,178.40	5,206,178.40		
FUND BALANCE - END OF YEAR		4,760,431.40	8,588,178.97		

08/09/2023

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 07/01/2023 - 07/31/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
07/05/2023	GEN	229(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,453.91
07/05/2023	GEN	230(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	8,646.28
07/05/2023	GEN	231(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
07/05/2023	GEN	232(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	265.82
07/12/2023	GEN	54169	1004	AFLAC	MONTHLY REMITTANCE-JUNE	100.44
07/12/2023	GEN	54170	1437	ALEX THOMAS AND FRIENDS	ALEX THOMAS AND FRIENDS - PUPPET SHOW	425.00
07/12/2023	GEN	54171	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$160	780.50
07/12/2023	GEN	54172	1449	ARCHIVES OF MICHIGAN	GENEALOGY CONNECT PROGRAM JULY	100.00
07/12/2023	GEN	54173	1029	BAKER & TAYLOR	CCF GRANT	136.97
07/12/2023	GEN	54174	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	1,915.02
07/12/2023	GEN	54175	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	932.45
07/12/2023	GEN	54176	1041	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	267.64
07/12/2023	GEN	54177	1082	CARDMEMBER SERVICE	PAYFLOW LINK SERVICE	5,312.64
07/12/2023	GEN	54178	1077	CDW GOVERNMENT	ADOBE PRO FOR TEAMS RENEWAL	973.45
07/12/2023	GEN	54179	1083	CITIZENS INSURANCE COMPANY	WORKER'S COMPENSATION AUDIT	359.00
07/12/2023	GEN	54180	1084	CLEAR RATE COMMUNICATIONS	MONTHLY PHONE CHARGES	841.61
07/12/2023	GEN	54181	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	39 ADULT VIDEO GAMES	287.35
07/12/2023	GEN	54182	1100	DEMCO, INC.	TPW SUPPLIES	2,419.44
07/12/2023	GEN	54183	1435	FLINT INST OF SCIENCE AND HISTORY	FISH LONGWAY PLANETARIUM - 62 DAYS 7/1:	840.00
07/12/2023	GEN	54184	1165	INABOOTH PHOTOGRAPHY	PHOTOGRAPHY BOOTH @ FINAL PARTY 8/19	100.00
07/12/2023	GEN	54185	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,886.07
07/12/2023	GEN	54186	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	694.45
07/12/2023	GEN	54187	1179	KONICA MINOLTA BUSINESS SOLUTIONS	COPY/PRINT CHARGES	557.83
07/12/2023	GEN	54188	1144	LAURIE GOLDEN	VISION CLAIM REIMBURSEMENT: L.GOLDEN	250.00
07/12/2023	GEN	54189	1188	LIBRARY DESIGN ASSOCIATES, INC.	CHILDRENS INTERACTIVE CUBE REPLACEMENT	579.00
07/12/2023	GEN	54190	1454	MATTHEW WELZ	MATTHEW WELZ - DJ FOR DANCE PARTY 7/19	300.00
07/12/2023	GEN	54191	1204	METCOM	TPW SUPPLIES BARCODES	484.20
07/12/2023	GEN	54192	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,419.69
07/12/2023	GEN	54193	1220	MODERNISTIC	CARPET CLEANING	2,553.86
07/12/2023	GEN	54194	MISC ILL	MONROE COUNTY LIBRARY SYSTEM	ILL ANNUAL REPLACEMENT FEES NOT TO EXC	16.00
07/12/2023	GEN	54195	1436	NATURE DISCOVERY	NATURE DISCOVERY - MI ANIMAL EXHIBIT 7/2	550.00
07/12/2023	GEN	54196	1228	NORTHSTAR MAT SERVICE	JANITORIAL-FLOOR MAT SERVICE	61.71
07/12/2023	GEN	54197	1235	OVERDRIVE, INC.	129 ADULT FICTION EBOOKS	6,259.78
07/12/2023	GEN	54198	1258	QUILL CORPORATION	COPY PAPER	171.95
07/12/2023	GEN	54199	1260	RAINBOW PRINTING	CPL LIBRARY CARDS	1,211.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/12/2023	GEN	54200	1264	RELIABLE LANDSCAPING, INC.	LANW & GROUNDS MAINTENANCE CONTRAC	5,598.33
07/12/2023	GEN	54201	1272	SAWA BOOKS	9 ADULT ARABIC BOOKS	315.04
07/12/2023	GEN	54202	1281	SHREDCORP	DOCUMENT SHREDDING SERVICE	57.00
07/12/2023	GEN	54203	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	735.44
07/12/2023	GEN	54204	1310	T-MOBILE	MOBILE HOTSPOT SERVICE 2023	92.73
07/12/2023	GEN	54205	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL	444.32
07/12/2023	GEN	54206	1320	TSAI FONG BOOKS, INC.	42 ADULT ASIAN INTERNATIONAL BOOKS	361.00
07/12/2023	GEN	54207	1327	UNIQUE MANAGEMENT SERVICES	ANNUAL COLLECTION AGENCY CHARGES	175.95
07/12/2023	GEN	54208	1446	WHOA SILENT DISCO LLC	SILENT DISCO JULY 19	800.00
07/13/2023	GEN	54209	1426	AL'S ASPHALT PAVING CO.	PARKING LOT SEAL COAT, CRACKFILL, STRIPI	15,811.00
07/13/2023	GEN	54210	1387	JAMES MERTE	MUSIC FOR EVERYONE MOTOWN AT THE LIBF	800.00
07/13/2023	GEN	54211	1423	KEVIN ARMSTEAD	EXPENSE REIMBURSEMENT REQUEST 07/13/2	913.21
07/19/2023	GEN	233(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	3,534.98
07/19/2023	GEN	234(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,403.34
07/19/2023	GEN	235(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B EMPLOYEE CONTRIBUTIONS	8,588.28
07/19/2023	GEN	236(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
07/19/2023	GEN	237(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	938.39
07/26/2023	GEN	54212	1004	AFLAC	MONTHLY REMITTANCE-JULY	100.44
07/26/2023	GEN	54213	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$1320	2,600.41
07/26/2023	GEN	54214	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY	1,286.26
07/26/2023	GEN	54215	1420	AMERICAN UNITED LIFE INSURANCE CO	EAP EMPLOYEE ASSISTANCE PROGRAM MON'	24.00
07/26/2023	GEN	54216	1434	ANDREW SIGMAN	ANDREW SIGMAN CARICATURES - 62 DAYS - 8	650.00
07/26/2023	GEN	54217	1021	AT&T MOBILITY	2023 MOBILE PHONE SERVICE	327.05
07/26/2023	GEN	54218	1033	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	4,417.03
07/26/2023	GEN	54219	1035	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	2,008.43
07/26/2023	GEN	54220	1036	BAKER & TAYLOR	BOOKS	58.51
07/26/2023	GEN	54221	1038	BAKER & TAYLOR	BOOKS & PREPROCESSING FEES	10.24
07/26/2023	GEN	54222	1044	BARCODES LLC	RECEIPT PAPER	104.10
07/26/2023	GEN	54223	1046	BATTERIES PLUS BULBS	REPLACEMENT BATTERIES FOR MDF 2 UPS	249.40
07/26/2023	GEN	54224	1051	BLUE CARE NETWORK	COVERAGE - AUGUST 2023	25,083.19
07/26/2023	GEN	54225	1057	BRAINFUSE, INC.	HELPNOW BY BRAINFUSE RENEWAL 2023	7,400.00
07/26/2023	GEN	54226	1062	BS&A SOFTWARE	BS&A ANNUAL MAINTENANCE CONTRACT	1,792.00
07/26/2023	GEN	54227	1425	CHRIS SAVAGE	AQUARIUM MONTHLY SERVICE LABOR AND M	170.00
07/26/2023	GEN	54228	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	50 ADULT VIDEO GAMES	2,175.66
07/26/2023	GEN	54229	1106	DOW JONES & COMPANY INC.	WSJ.COM ONLINE SUBSCRIPTION RENEWAL 2	1,260.00
07/26/2023	GEN	54230	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	12,265.22
07/26/2023	GEN	54231	1109	DUNN RITE MAINTENANCE, INC	CLEANING/JANITORIAL SERVICES-JULY	5,200.00
07/26/2023	GEN	54232	1121	EVERYDAY EDIBLES	STAFF PICNIC SANDWICHES/WRAPPS, FRUIT/S/	500.00
07/26/2023	GEN	54233	1206	FARMINGTON COMMUNITY LIBRARY	FY24 METRONET ANNUAL DUES (7/1/23-6/30	4,500.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/26/2023	GEN	54234	1132	FOSTER, SWIFT, COLLINS & SMITH	EMPLOYEE HANDBOOK REVIEW, RESEARCH, F	4,300.50
07/26/2023	GEN	54235	1162	ICLE	MI FAMILY LAW MAY 2023 UPDATE	138.50
07/26/2023	GEN	54236	1114	J.C. EHRLICH	COMMERCIAL PEST CONTROL 2023	524.36
07/26/2023	GEN	54237	1408	LISA BOYD	VISION CLAIM REIMBURSEMENT:L.BOYD	250.00
07/26/2023	GEN	54238	1226	MARIAN NICHOLSON	MILEAGE AND LIBRARY SUPPLIES	71.49
07/26/2023	GEN	54239	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MORNINGSTAR INVESTMENT RESEARCH CEN	4,782.75
07/26/2023	GEN	54240	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,184.36
07/26/2023	GEN	54241	1228	NORTHSTAR MAT SERVICE	JANITORIAL-FLOOR MAT SERVICE	61.71
07/26/2023	GEN	54242	1232	OFFICE DEPOT	SUPPLIES ADULT BOOK KITS	80.97
07/26/2023	GEN	54243	1235	OVERDRIVE, INC.	30 ETFIC EBOOKS	21,322.04
07/26/2023	GEN	54244	1243	PETTY CASH	SALARIES & WAGES - STELLAR STAFF AWARDS	1,070.00
07/26/2023	GEN	54245	1258	QUILL CORPORATION	COPY PAPER, 3X5 NOTEBOOKS	169.06
07/26/2023	GEN	54246	1264	RELIABLE LANDSCAPING, INC.	LANW & GROUNDS MAINTENANCE CONTRAC	7,735.00
07/26/2023	GEN	54247	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	286.01
07/26/2023	GEN	54248	1308	THE LIBRARY NETWORK	INTERNET SERVICE 150MBIT	1,572.46
07/26/2023	GEN	54249	1344	THOMSON REUTERS - WEST	THOMSON-REUTERS 2023 SUBSCRIPTIONS	152.16
07/26/2023	GEN	54250	1442	TRACEY CHALIFOUR	AUGUST PROGRAM	350.00
07/26/2023	GEN	54251	1345	WHITE PINE LIBRARY COOPERATIVE	ANNUAL INTERLOAN SERVICES	11.00
07/26/2023	GEN	54252	1336	AMY VIERGUTZ	EXPENSE REPORT MILEAGE 7/10/23 PRIZE PA	8.52
07/26/2023	GEN	54253	1408	LISA BOYD	AMAZON - STEAM PROGRAM SUPPLIES	40.17

GEN TOTALS:

Total of 94 Checks:	203,115.07
Less 0 Void Checks:	0.00
Total of 94 Disbursements:	<u>203,115.07</u>



Director's Report August 2023

1. This month, you will review the second draft of the 2024 budget. 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 the final budget presentation and approval at the September meeting.
2. We are bringing you a clean version of the proposed update to our Employee Policy Handbook for approval. 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.
3. Lastly, you will review the 2024 Schedule of Board Meetings and Library Closures. Please check this against your personal calendars, and you can discuss any changes at the meeting.
4. 62 Days of Summer is winding down as we head into the final party on August 19, in the backyard, from 11:00AM to 1:00PM. We will have food, music, face painting, and lots of fun activities. It has been a fantastic summer, and I am grateful to all of my coworkers, for planning, facilitating, and implementing a wonderful summer for our community.
5. The Friends of the Canton and Plymouth Libraries are cohosting an event at the Penn Theater in downtown Plymouth on Tuesday, September 19, at 7:00PM. "Literacy Liberty for All: A Community Q&A" will include a panel of speakers who will share their perspectives on the First Amendment, the right to read, and the current efforts across the country to remove books from library collections. The event is free and open to the public.

The two Friends groups have brought together an amazing line-up of panelists: George Belvitch, President of Plymouth-Canton PFLAG; Toni Issac, Teacher Librarian at Troy High School; Loren Khogali, Executive Director of the ACLU of Michigan; Kathy Lester, President of the American Association of School Librarians; Beth Rayl, Chief Academic and Innovation Officer for Plymouth-Canton Community Schools; and Thomas Walker, Interim Dean of the Wayne State University Library System and School of Information Sciences.

6. In personnel news, we welcomed Intern Lia Adamopolous and Substitute Librarian Rebecca Powell. We bid a fond farewell to part-time Librarian Kristy Cooper, who is dedicating her time to her expanding business; and to Intern Rachel Kicken, who has graduated and secured a position as an elementary school librarian in Washington D.C. We have several openings posted and hope to have good candidates hired in the coming months.

7. We have removed the ATM and the change machine from our lobby. Community Financial Credit Union, which owns the ATM, said the equipment was outdated and end-of-life. They were willing to replace it for us, at a cost of \$80,000, which we would pay for. We reviewed usage statistics with them, and mutually agreed that the volume of withdrawals is too low to justify the expense. We then reviewed the change machine usage, and with Continental Services providing credit/debit purchases at the vending machines, we determined that we could also remove that machine, opening up a nice corner in the lobby. We have temporarily placed a couple of chairs in that space, and we'll monitor to see what we may need permanently. My thanks to Marian Nicholson for her analysis, and to the Building Monitors for cleaning up the space so we could put seating there.
8. Thanks to a generous donation from the Friends of the Library, this month we launched new Youth Kits focusing on social and emotional learning and STEAM. We look forward to seeing how these kits circulate, and appreciate the support of the Friends.
9. The William P. Faust Public Library of Westland has closed their temporary location and are in the process of moving back in to their renovated building. They expect to reopen on October 16. Thanks to Circulation Supervisor Barb Gudenburr, we have a supply of Westland library cards which we have permission to issue to Westland residents through October 16 so that they can access resources at neighboring libraries.

Respectfully submitted,
Eva Davis, Director

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	6,947,227	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	62,237	55,000	55,000	55,000
PHOTOCOPY FEES	30,500	40,000	40,000	40,000	40,000
REPLACEMENT-LIBRARY MATERIALS	8,900	6,500	7,000	7,000	7,000
MEETING ROOM RENTAL	1,050	1,200	500	500	500
PENAL FINES	60,888	61,000	61,000	61,000	61,000
OVERDUE FINES	12,063	-	-	-	-
INTEREST INCOME	17,200	75,000	25,000	25,000	25,000
COMMISSION	6,000	6,000	7,000	7,000	7,000
OTHER REVENUE	24,686	42,700	1,000	1,000	1,000
Net INCOME	6,897,546	7,311,864	7,616,500	7,716,500	7,866,500
TOTAL REVENUES	6,897,546	7,311,864	7,616,500	7,716,500	7,866,500
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	1,075,481	1,150,000	1,160,000	1,200,000
PROFESSIONAL & CONTRACTUAL	358,047	474,950	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	270,600	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	993,000	833,000	826,000	1,490,000
PROPERTY TAX REFUNDS	5,000	2,000	2,000	2,000	2,000
COMMUNITY PROMOTION	19,158	25,085	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	7,757,611	7,958,375	8,137,325	9,092,981
TOTAL EXPENDITURES	6,733,531	7,757,611	7,958,375	8,137,325	9,092,981
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	6,897,546	7,311,864	7,616,500	7,716,500	7,866,500
TOTAL EXPENDITURES	6,733,531	7,757,611	7,958,375	8,137,325	9,092,981
NET OF REVENUES & EXPENDITURES	164,015	(445,747)	(341,875)	(420,825)	(1,226,481)
NET CHANGE IN FUND BALANCE		(445,747)	(341,875)	(420,825)	(1,226,481)
BEGINNING FUND BALANCE - GENERAL FUND		5,206,178	4,760,431	4,418,556	3,997,731
ENDING FUND BALANCE - GENERAL FUND		<u>4,760,431</u>	<u>4,418,556</u>	<u>3,997,731</u>	<u>2,771,250</u>

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	6,947,227	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	62,237	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	6,500	7,000	7,000	7,000
101-000.00-651.00	MEETING ROOM RENTAL	1,050	1,200	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	75,000	25,000	25,000	25,000
101-000.00-668.00	COMMISSION	6,000	6,000	7,000	7,000	7,000
101-000.00-675.00	OTHER REVENUE	24,686	42,700	1,000	1,000	1,000
Net INCOME		6,897,546	7,311,864	7,616,500	7,716,500	7,866,500
TOTAL REVENUES		6,897,546	7,311,864	7,616,500	7,716,500	7,866,500
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	1,075,481	1,150,000	1,160,000	1,200,000
101-790.00-730.01	BOOKS	255,050	251,481	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	794,000	807,000	856,000
	PROFESSIONAL & CONTRACTUAL	358,047	474,950	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	41,000	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	270,600	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	49,600	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	993,000	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	63,000	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	25,085	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	22,685	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	7,757,611	7,958,375	8,137,325	9,092,981
TOTAL EXPENDITURES		6,733,531	7,757,611	7,958,375	8,137,325	9,092,981
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,897,546	7,311,864	7,616,500	7,716,500	7,866,500
TOTAL EXPENDITURES		6,733,531	7,757,611	7,958,375	8,137,325	9,092,981
NET OF REVENUES & EXPENDITURES		164,015	(445,747)	(341,875)	(420,825)	(1,226,481)
NET CHANGE IN FUND BALANCE			(445,747)	(341,875)	(420,825)	(1,226,481)
BEGINNING FUND BALANCE - GENERAL FUND			5,206,178	4,760,431	4,418,556	3,997,731
ENDING FUND BALANCE - GENERAL FUND			4,760,431	4,418,556	3,997,731	2,771,250

Canton Public Library
 Capital Replacement Schedule

FAC	Description	Notes	This Year		Proposed		
			2022	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 Roooms/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



2024 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January 18, 2024	May 16, 2024	September 19, 2024
February 15, 2024	June 20, 2024	October 17, 2024
March 21, 2024	July 18, 2024	November 21, 2024
April 18, 2024	August 15, 2024	December 19, 2024

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Sunday	December	31,	2023	New Year's Eve Day	Paid Holiday
Monday	January	1,	2024	New year's Day	Paid Holiday
Sunday	March	31,	2024	Easter Sunday	Library Closed
Sunday	May	26,	2024	Memorial Day Sunday	Library Closed
Monday	May	27,	2024	Memorial Day	Paid Holiday
Thursday	June	13,	2024	Liberty Festival	Close at 6:00
Friday	June	14,	2024	Liberty Festival	Library Closed
Saturday	June	15,	2024	Liberty Festival	Library Closed
Thursday	July	4,	2024	Independence Day	Paid Holiday
Sunday	September	1,	2024	Labor Day Sunday	Library Closed
Monday	September	2,	2024	Labor Day	Paid Holiday
Monday	November	11,	2024	Staff Inservice (Veterans Day)	Library Closed to public
Thursday	November	28,	2024	Thanksgiving Day	Paid Holiday
Friday	November	29,	2024	Thanksgiving Friday	Paid Holiday
Tuesday	December	24,	2024	Christmas Eve Day	Paid Holiday
Wednesday	December	25,	2024	Christmas Day	Paid Holiday
Tuesday	December	31,	2024	New Year's Eve Day	Paid Holiday
Wednesday	January	1,	2025	New Year's Day	Paid Holiday