



Library Board of Trustees General Meeting Packet Contents

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5. 2023 Form 5572 Pension Report
6. 1st Quarter Budget Amendment
7. 2025 Salaries Budget Recommendation
8. 2025 ElementOne Base Pay Structure Ranges
9. Annual Income and Salary Expense Chart



**Library Board of Trustees
Meeting Agenda – April 18, 2024**

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 March 21, 2024 Meeting Minutes
Administrative Reports	Communications Report of the Library Director Trustee Comments
Committee Reports	None
New Business	Discussion Item: 2023 Audit presentation, Plante Moran Item of Action 24/4-18-1: Accept the 2023 audit report Item of Action 24/4-18-2: Approve 1 st Quarter Budget Amendment Discussion Item: 2025 Budget – Expenditures <ul style="list-style-type: none">• 2025 Salaries budget recommendation
Adjourn	Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

March 21, 2024 – 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 (arrived at 7:40 PM)

Absent: None

Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE

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

No Comments

APPROVAL OF AGENDA

The agenda was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

COMMUNICATIONS

None

DIRECTOR'S REPORT

In addition to the written report, Director Eva Davis wished to publicly acknowledge the work of longtime Friends of the Library volunteer and Friends board member Nancy Smith, who passed away on March 18. Nancy was one of the founding donors of the Wings of Wonder Butterfly Garden in 2015.

TRUSTEE COMMENTS

None

COMMITTEE REPORTS

None

NEW BUSINESS

Endowment Fund Review – The board expressed satisfaction with the endowment performance, which increased by \$81,561 since last year.

2025 Budget – Expenditures – Library Materials Budget recommendation – The board agreed to continue allocating 15% of the 2025 budget to library materials.

Expand healthcare coverage to fully comply with PPACA – The board consensus was to continue the offer of health care coverage to regular full-time and salary exempt employees only, but to revisit the topic of Public Student Loan Forgiveness at a later date.

Meeting Room Policy Revision – N. Eggenberger moved and A. Watts supported a motion to adopt the Meeting Room Policy as presented.

The motion passed unanimously 24/3-21-1

CALL TO AUDIENCE

No comments

ADJOURN

The meeting was adjourned at 8:17 PM.

Claire Spas, Secretary-Treasurer

04/05/2024

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
 Period Ending 03/31/2024

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	10,660,230.29
101-000.00-001.02	CHECKING-CREDIT CARD	3,928.53
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	18,166.46
101-000.00-002.00	SAVINGS	1,005,927.72
	Total Assets	11,688,253.00
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	84,601.61
101-000.00-219.01	SOCIAL COMMITTEE	6,526.93
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	3,579.01
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.06	RETIREMENT SAVINGS DEDUCTIONS (457)	114.90
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIOI	4,839.00
	Total Liabilities	100,161.45
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,195,271.31
	Total Fund Balance	6,195,271.31
	Beginning Fund Balance	6,195,271.31
	Net of Revenues VS Expenditures	5,392,820.24
	Ending Fund Balance	11,588,091.55
	Total Liabilities And Fund Balance	11,688,253.00

Fund 901 - GASB FUND

*** Assets ***

901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEME	(11,071.03)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,536,418.09
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROV	(6,214,379.70)
901-000.00-146.00	FURNITURE AND EQUIPMENT	1,909,966.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUI	(1,426,679.21)
901-000.00-150.00	LIBRARY MATERIALS	4,999,883.18
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIAL	(3,654,553.41)
901-000.00-160.00	HARDWARE	1,432,067.65
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWAR	(882,120.95)
901-000.00-162.00	SOFTWARE	1,165,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWAR	(992,662.30)
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	960,901.00
	Total Assets	10,955,635.43

*** Liabilities ***

901-000.00-334.00	NET PENSION LIABILITY	445,517.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	135,798.00
	Total Liabilities	581,315.00

*** Fund Balance ***

901-000.00-399.00	INVESTMENT IN ASSETS	10,374,320.43
	Total Fund Balance	10,374,320.43
	Beginning Fund Balance	10,374,320.43
	Net of Revenues VS Expenditures	0.00
	Fund Balance Adjustments	0.00
	Ending Fund Balance	10,374,320.43
	Total Liabilities And Fund Balance	10,955,635.43

04/05/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 03/31/2024

DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET	03/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
INCOME				
PROPERTY TAXES	7,350,000.00	7,302,794.97	47,205.03	99.36
STATE AID TO LIBRARIES	70,000.00	49,672.62	20,327.38	70.96
LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	66,091.30	(11,091.30)	120.17
PHOTOCOPY FEES	40,000.00	9,815.77	30,184.23	24.54
REPLACEMENT-LIBRARY MATERIALS	7,000.00	3,034.32	3,965.68	43.35
MEETING ROOM RENTAL	500.00	250.00	250.00	50.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	25,000.00	48,327.77	(23,327.77)	193.31
COMMISSION	7,000.00	2,385.10	4,614.90	34.07
OTHER REVENUE	1,000.00	1,304.01	(304.01)	130.40
TOTAL REVENUES	7,616,500.00	7,483,675.86	132,824.14	98.26
EXPENSES				
SALARIES & WAGES	3,630,000.00	780,125.81	2,849,874.19	21.49
FRINGE BENEFITS	942,500.00	447,336.62	495,163.38	47.46
SUPPLIES	152,350.00	28,556.81	123,793.19	18.74
LIBRARY MATERIALS	1,150,000.00	305,841.07	844,158.93	26.59
PROFESSIONAL & CONTRACTUAL	483,475.00	250,322.59	233,152.41	51.78
COMMUNICATIONS	47,000.00	3,475.68	43,524.32	7.40
PRINTING	51,800.00	1,348.40	50,451.60	2.60
UTILITIES	190,000.00	31,332.05	158,667.95	16.49
MAINTENANCE & REPAIRS	271,400.00	42,324.14	229,075.86	15.59
BUILDING IMPROVEMENTS	20,000.00	6,327.66	13,672.34	31.64
INSURANCE	69,000.00	61,880.00	7,120.00	89.68
CAPITAL OUTLAY	833,000.00	115,409.03	717,590.97	13.85
PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
COMMUNITY PROMOTION	22,400.00	2,499.73	19,900.27	11.16
TRAVEL	75,150.00	12,898.31	62,251.69	17.16
RENTALS/LEASES	18,300.00	1,177.72	17,122.28	6.44
TOTAL EXPENDITURES	7,958,375.00	2,090,855.62	5,867,519.38	26.27
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	7,616,500.00	7,483,675.86	132,824.14	98.26
TOTAL EXPENDITURES	7,958,375.00	2,090,855.62	5,867,519.38	26.27
NET OF REVENUES & EXPENDITURES	(341,875.00)	5,392,820.24	(5,734,695.24)	1,577.42
NET CHANGE IN FUND BALANCE	(341,875.00)	5,392,820.24		
FUND BALANCE - BEGINNING OF YEAR	6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR	5,853,396.31	11,588,091.55		

04/05/2024

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2024	BALANCE	USED

Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,350,000.00	7,302,794.97	47,205.03	99.36
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	55,000.00	66,091.30	(11,091.30)	120.17
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	9,815.77	30,184.23	24.54
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	3,034.32	3,965.68	43.35
101-000.00-651.00	MEETING ROOM RENTAL	500.00	250.00	250.00	50.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	25,000.00	48,327.77	(23,327.77)	193.31
101-000.00-668.00	COMMISSION	7,000.00	2,385.10	4,614.90	34.07
101-000.00-675.00	OTHER REVENUE	1,000.00	1,304.01	(304.01)	130.40
TOTAL REVENUES		7,616,500.00	7,483,675.86	132,824.14	98.26

Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,630,000.00	780,125.81	2,849,874.19	21.49
101-790.00-716.01	TAXES-FICA/MC	277,700.00	67,506.56	210,193.44	24.31
101-790.00-716.02	DENTAL	23,000.00	0.00	23,000.00	0.00
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000.00	600.00	400.00	60.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	15,500.00	4,687.28	10,812.72	30.24
101-790.00-716.05	MEDICAL INSURANCE	280,000.00	79,048.21	200,951.79	28.23
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	0.00	3,600.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	411.12	7,088.88	5.48
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	5,000.00	3,769.00	1,231.00	75.38
101-790.00-717.01	RETIREMENT DC PLAN (401A)	48,200.00	11,314.45	36,885.55	23.47
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	4,207.08	8,292.92	33.66

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2024	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	254,000.00	58,403.57	195,596.43	22.99
101-790.00-730.02	AV (MEDIA)	102,000.00	19,987.25	82,012.75	19.60
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	794,000.00	227,450.25	566,549.75	28.65
101-790.00-802.00	LEGAL	15,000.00	5,663.00	9,337.00	37.75
101-790.00-803.00	AUDIT	13,850.00	12,300.00	1,550.00	88.81
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	1,200.00	199.60	1,000.40	16.63
101-790.00-850.00	COMMUNICATIONS	47,000.00	3,475.68	43,524.32	7.40
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	26,557.79	123,442.21	17.71
101-790.00-922.00	GAS	25,000.00	3,961.34	21,038.66	15.85
101-790.00-923.00	WATER	15,000.00	812.92	14,187.08	5.42
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,500.00	15,600.00	82,900.00	15.84
101-790.00-932.01	LAWN & GROUNDS	46,600.00	385.07	46,214.93	0.83
101-790.00-932.02	SNOW & ICE	38,000.00	11,066.66	26,933.34	29.12
101-790.00-933.00	BUILDING SECURITY	7,800.00	3,153.36	4,646.64	40.43
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRAC	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	16,700.00	4,040.08	12,659.92	24.19
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	250.00	22,750.00	1.09
101-790.00-935.00	BUILDING REPAIRS	20,000.00	4,400.00	15,600.00	22.00
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	3,428.97	16,571.03	17.14
101-790.00-941.00	COPY MACHINE CHARGES	15,800.00	737.77	15,062.23	4.67
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	439.95	2,060.05	17.60
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	6,327.66	13,672.34	31.64
101-790.00-969.00	INSURANCE	69,000.00	61,880.00	7,120.00	89.68
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	30,000.00	0.00	30,000.00	0.00
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	377,000.00	0.00	377,000.00	0.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	100,000.00	24,256.00	75,744.00	24.26
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	310,000.00	84,153.03	225,846.97	27.15
101-790.00-979.00	SOFTWARE	16,000.00	7,000.00	9,000.00	43.75
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2024	BALANCE	USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	247.00	953.00	20.58
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	6,000.00	0.00	6,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000.00	0.00	4,000.00	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	4,546.17	7,953.83	36.37
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	26,000.00	1,616.18	24,383.82	6.22
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	12,000.00	2,978.54	9,021.46	24.82
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	(530.67)	3,330.67	(18.95)
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	15,500.00	4,858.67	10,641.33	31.35
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,050.00	803.00	11,247.00	6.66
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,650.00	916.00	734.00	55.52
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,975.00	913.68	10,061.32	8.33
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	0.00	5,000.00	0.00
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,200.00	0.00	1,200.00	0.00
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	8,050.00	255.35	7,794.65	3.17
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	0.00	2,000.00	0.00
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	111.00	1,189.00	8.54
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	5,600.00	1,525.85	4,074.15	27.25
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,100.00	162.09	4,937.91	3.18
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	2,058.56	17,941.44	10.29
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	20.19	129.81	13.46
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	22,000.00	14,042.29	7,957.71	63.83
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	8,000.00	3,395.40	4,604.60	42.44
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	247.00	1,403.00	14.97
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	9,000.00	1,652.46	7,347.54	18.36
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	800.00	0.00	800.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200.00	0.00	1,200.00	0.00
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	399.78	24,600.22	1.60
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	35,000.00	6,255.60	28,744.40	17.87

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2024	BALANCE	USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	40,000.00	5,855.67	34,144.33	14.64
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	494.00	506.00	49.40
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	5,000.00	913.00	4,087.00	18.26
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900.00	0.00	900.00	0.00
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000.00	2,499.73	17,500.27	12.50
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	1,237.40	48,762.60	2.47
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,500.00	368.88	2,131.12	14.76
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	390.26	1,609.74	19.51
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	907.00	1,593.00	36.28
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	23,000.00	7,641.40	15,358.60	33.22
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,300.00	287.43	2,012.57	12.50
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	25,000.00	10,813.90	14,186.10	43.26
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	282,000.00	192,880.68	89,119.32	68.40
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	344.00	1,156.00	22.93
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	5,400.00	0.00	5,400.00	0.00
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	10,500.00	1,995.00	8,505.00	19.00
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	153.67	946.33	13.97
TOTAL EXPENDITURES		7,958,375.00	2,090,855.62	5,867,519.38	26.27
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		7,616,500.00	7,483,675.86	132,824.14	98.26
TOTAL EXPENDITURES		7,958,375.00	2,090,855.62	5,867,519.38	26.27
NET OF REVENUES & EXPENDITURES		(341,875.00)	5,392,820.24	(5,734,695.24)	1,577.42
NET CHANGE IN FUND BALANCE		(341,875.00)	5,392,820.24		
FUND BALANCE - BEGINNING OF YEAR		6,195,271.31	6,195,271.31		
FUND BALANCE - END OF YEAR		5,853,396.31	11,588,091.55		

04/05/2024

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 03/01/2024 - 03/31/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
03/06/2024	GEN	54820	1004	AFLAC	MONTHLY REMITTANCE-FEBRUARY 2024	100.44
03/06/2024	GEN	54821	1008	ALPHAGRAPHS	2500 BOOKMARKS, 700 FGRU BOOKMARKS	247.40
03/06/2024	GEN	54822	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$230	1,908.08
03/06/2024	GEN	54823	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREM	56.90
03/06/2024	GEN	54824	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MOI	25.50
03/06/2024	GEN	54825	1077	CDW GOVERNMENT	LAPTOP AND DEVICE SUPPLIES	3,958.46
03/06/2024	GEN	54826	1079	CENGAGE LEARNING INC	41 LARGE PRINT JFIC BOOKS	162.43
03/06/2024	GEN	54827	1425	CHRIS SAVAGE	AQUARIUM MAINTENANCE FEE & SUPPLIES	195.00
03/06/2024	GEN	54828	1086	COMIC CITY	JGRA AND TGRA COMICS NOT TO EXCEED 300	96.79
03/06/2024	GEN	54829	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	25 ADULT VIDEO GAMES	784.88
03/06/2024	GEN	54830	1287	DEBORAH SOBCZAK	SC VALENTINE CARDS & PENCILS	37.69
03/06/2024	GEN	54831	1206	FARMINGTON COMMUNITY LIBRARY	MANGO RENEWAL 1/2024 - 12/2024	8,490.67
03/06/2024	GEN	54832	1132	FOSTER, SWIFT, COLLINS & SMITH	BANK FRAUD CHECK LIABILITY REVIEW/RESEA	5,169.50
03/06/2024	GEN	54833	1412	GRAZYNA G CUMMING	GRAPHIC DESIGN & FILE MANAGEMENT WEB	675.00
03/06/2024	GEN	54834	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,451.50
03/06/2024	GEN	54835	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	674.90
03/06/2024	GEN	54836	1486	KELLY BEYDOUN	BIRTHDAY CAKE	195.00
03/06/2024	GEN	54837	1188	LIBRARY DESIGN ASSOCIATES, INC.	REPLACE 4 ROUND FIXED POWER/USB UNITS	980.00
03/06/2024	GEN	54838	1193	LONG PLUMBING	PREVENTATIVE MAINTENANCE ON SERVER/M	250.00
03/06/2024	GEN	54839	1485	MALEK FAWAZ	BIRTHDAY CAKE	195.00
03/06/2024	GEN	54840	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	3,035.06
03/06/2024	GEN	54841	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	101.51
03/06/2024	GEN	54842	1232	OFFICE DEPOT	OFFICE SUPPLIES - POSTER PRINTER INK	195.82
03/06/2024	GEN	54843	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT	5,533.33
03/06/2024	GEN	54844	1487	SALIHA BHUTTA	BIRTHDAY CELEBRATION CAKE	150.00
03/06/2024	GEN	54845	1275	SELECTIVE INSURANCE COMPANY OF AME	EMPLOYMENT PRACTICES LIABILITY INSURAN	4,133.00
03/06/2024	GEN	54846	1310	T-MOBILE	MOBILE HOTSPOT SERVICE 2024	93.45
03/06/2024	GEN	54847	1159	HOME DEPOT CREDIT SERVICES	JANITORIAL SUPPLIES	293.97
03/06/2024	GEN	54848	1381	KAPNICK INSURANCE GROUP	ANNUAL FSA ADMINISTRATION FEE	600.00
03/13/2024	GEN	312(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,616.35
03/13/2024	GEN	313(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,194.33
03/13/2024	GEN	314(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	50.00
03/16/2024	GEN	315(E)	1476	JP MORGAN CHASE BANK-ONE CARD	B & T - MAKE SHHH HAPPEN TITLES	201,348.78
03/20/2024	GEN	54849	1082	CARDMEMBER SERVICE	PAYFLOW LINK	3,880.02
03/20/2024	GEN	54850	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$195	1,274.13

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/20/2024	GEN	54851	1048	BIBLIOCOMMONS CORP	BIBLIOCOMMONS ANNUAL RENEWAL	70,744.00
03/20/2024	GEN	54852	1051	BLUE CARE NETWORK	COVERAGE - APRIL 2024	23,755.36
03/20/2024	GEN	54853	1059	BRODART CO.	TPW SUPPLIES LABELS	141.90
03/20/2024	GEN	54854	1425	CHRIS SAVAGE	AQUARIUM MAINTENANCE FEE & SUPPLIES	218.00
03/20/2024	GEN	54855	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	31 ADULT VIDEO GAMES	1,211.18
03/20/2024	GEN	54856	1287	DEBORAH SOBCZAK	REIMBURSEMENT FOR MLA SPRING INSTITUT	760.75
03/20/2024	GEN	54857	1100	DEMCO, INC.	TPW PROCESSING SUPPLIES	1,192.87
03/20/2024	GEN	54858	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES	10,025.77
03/20/2024	GEN	54859	1113	EBSCO INFORMATION SERVICES	EBSCO NEW ORDER KIRKUS 2ND COPY	210.23
03/20/2024	GEN	54860	1433	EMU THEATRE/TOUR	EMU THEATER - RONNIE AND RASCAL PERFOF	200.00
03/20/2024	GEN	54861	1206	FARMINGTON COMMUNITY LIBRARY	WORLD TRADE PRESS RENEWAL	652.80
03/20/2024	GEN	54862	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	787.35
03/20/2024	GEN	54863	1391	KATHERINE R WILLSON	MARCH GENEALOGY PROGRAM	175.00
03/20/2024	GEN	54864	1125	LAURA FAWCETT	REFUND FOR PROGRAM THANK YOU	25.00
03/20/2024	GEN	54865	1408	LISA BOYD	LONGEVITY AWARD - 5 YEARS - BOYD	50.00
03/20/2024	GEN	54866	1149	MICHELLE NEUWIRTH GRAY	SPRING INSTITUTE CONFERENCE	542.27
03/20/2024	GEN	54867	1230	MICHIGAN.COM	DETROIT FREE PRESS SUB MAR 2024 - FEB 20	448.90
03/20/2024	GEN	54868	1213	MIDWEST TAPE	HOOPLA MONTHLY USAGE	21,705.91
03/20/2024	GEN	54869	1224	NATIONAL TIME & SIGNAL CORP.	L&M -REMOVE 1 WALL MOUNT & INSTALL 2 (5,899.40
03/20/2024	GEN	54870	MISC	NOAH VARTON	TLN TECH FORUM TRAVEL	38.65
03/20/2024	GEN	54871	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	101.51
03/20/2024	GEN	54872	1101	ROBERT M DEMEMBER	L&M TO INSALL DEDICATED CIRCUIT FOR NEV	428.26
03/20/2024	GEN	54873	1421	SEAN BEWICK	SC - EMPLOYEE APPRECIATION PIZZA	206.75
03/20/2024	GEN	54874	1292	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES	374.88
03/20/2024	GEN	54875	1344	THOMSON REUTERS - WEST	THOMSON REUTERS SUB 2024	165.86
03/20/2024	GEN	54876	1316	TRANE	SERVICE CALL AIR HANDLER - FRONT LOBBY	1,124.93
03/20/2024	GEN	54877	1317	TRAVELERS	ANNUAL FIDELITY WRAP INSURANCE POLICY (9,351.00
03/20/2024	GEN	54878	1320	TSAI FONG BOOKS, INC.	36 ADULT INTERNATIONAL BOOKS	244.15
03/20/2024	GEN	54879	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY CHARGES	255.30
03/27/2024	GEN	316(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,107.82
03/27/2024	GEN	317(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS-03/27/202	1,616.35
03/27/2024	GEN	318(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS-03	9,191.45
03/27/2024	GEN	319(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIIONS-03/27/2024	50.00
03/27/2024	GEN	320(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	902.09

GEN TOTALS:

Total of 69 Checks:	424,060.58
Less 0 Void Checks:	0.00
Total of 69 Disbursements:	<u>424,060.58</u>



Director's Report April 2024

1. This month, we welcome Keith Szymanski and David Helisek from Plante Moran to deliver the 2023 audit report to the board. You will then vote to accept the 2023 Audit. Once again, we have received a clean audit, and I cannot thank Accountant Debbie McHugh enough for her excellence in the stewardship of our finances, along with all of my coworkers for their diligence in responsible financial expenditures.
2. Next, you will approve the 1st Quarter Budget Amendment. As I mentioned previously, we had a number of 2023 projects that were postponed to 2024, for various reasons, and you'll see those reflected in the budget amendment, as well as recognition of revenues received in excess of what we budgeted.
3. Lastly, you will continue your 2025 Budget Discussions by reviewing our recommendation for 2025 Salaries. My thanks to Marian Nicholson for her work with our pay consultant to determine our recommendation. We look forward to your discussion.
4. In personnel news, since the last board meeting we bid a fond farewell to Sarah Adimi, On-Call Page in Circulation Services, who is leaving us to gain experience in her chosen career field. Sarah was with us for more than four years. The Information Services Department Head recruitment is open until April 21, so I have no updates for you at this time.
5. We have received the approvals and permits from the Township for the new group study rooms on the east wall of the library. Because each room is a contained unit, we are required to have separate lighting, ventilation, and fire suppression for each room, which requires electrical, HVAC and plumbing work.
6. We had a fantastic March Is Reading Month, with hundreds of first-grade students visiting our library to learn about our resources and receive library cards. My thanks to all of the Circulation Services, Information Services, and Engagement & Design folks for welcoming these young scholars to the CPL fold.

Respectfully submitted,
Eva Davis, Director

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Line	Descriptive Information	Source of Data	Statute Reference	System 1
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated		NO
2	Provide the name of your retirement pension system	Calculated from above	P.A. 202 Sec. 5(6)	Canton Public Library
3	Financial Information			
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	5,294,166
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	5,739,683
6	Funded ratio	Calculated	P.A. 202 Sec. 5(4)(b)	92.2%
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	29,160
8	Governmental Fund Revenues	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	6,912,315
9	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(4)(b)	0.4%
10	Membership			
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	9
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	2
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(B)	15
14	Investment Performance			
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	-10.37%
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	4.95%
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	6.79%
18	Actuarial Assumptions			
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(I)	7.00%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	0
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(N)	Yes
23	Uniform Assumptions			
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	5,720,425
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	5,960,598
26	Funded ratio using uniform assumptions	Calculated	P.A. 202 Sec. 5(1)	96.0%
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	161,964
28	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(1)	2.3%
29	Pension Trigger Summary			
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary unit triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary unit triggers: Less than 60% funded	P.A. 202 Sec. 5(4)(b)	NO

Canton Public Library

Proposed Budget Amendment - 2024 -1st Quarter (Motion 24/4-18-x)

PROPOSED:

4/18/2024

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
REVENUE				
PROPERTY TAXES	7,350,000		7,350,000	
STATE AID TO LIBRARIES	70,000		70,000	
LOCAL COMMUNITY STABILIZATION SHARE	55,000	11,091	66,091	<i>Recognize excess received over budgeted amount</i>
PHOTOCOPY FEES	40,000		40,000	
REPLACEMENT-LIBRARY MATERIALS	7,000		7,000	
MEETING ROOM RENTAL	500		500	
PENAL FINES	61,000		61,000	
INTEREST INCOME	25,000	45,000	70,000	<i>Recognize excess received over budgeted amount</i>
COMMISSION	7,000		7,000	
OTHER REVENUE	1,000		1,000	
TOTAL REVENUE	7,616,500	56,091	7,672,591	
EXPENDITURE				
SALARIES & WAGES	3,630,000	-	3,630,000	
FRINGE BENEFITS	942,500	-	942,500	
SUPPLIES	152,350	-	152,350	
LIBRARY MATERIALS	1,150,000	-	1,150,000	
PROFESSIONAL & CONTRACTUAL	483,475	2,000	485,475	<i>From 101-790.06-861.00 for IT&development training courseware</i>
COMMUNICATIONS	47,000	-	47,000	
PRINTING	51,800	-	51,800	
UTILITIES	190,000	-	190,000	
MAINTENANCE & REPAIRS	271,400	-	271,400	
BUILDING IMPROVEMENTS	20,000	-	20,000	
INSURANCE	69,000	-	69,000	
CAPITAL OUTLAY	833,000	358,000	1,191,000	<i>From fund balance (Project carryovers from 2023)</i>
PROPERTY TAX REFUNDS	2,000	-	2,000	
COMMUNITY PROMOTION	22,400	-	22,400	
TRAVEL	75,150	(2,000)	73,150	<i>To 101-790.06-809.00 for IT&development training courseware</i>
RENTALS/LEASES	18,300	-	18,300	
TOTAL EXPENSE	7,958,375	358,000	8,316,375	
Net Change in Fund Balance	(341,875)	(301,909)	(643,784)	
Beginning Fund Balance - General Fund	6,195,271		6,195,271	
Ending Fund Balance - General Fund	5,853,396	(301,909)	5,551,487	



Budget Recommendation: 2025 Salary and Wages

History: Traditionally, the library engages ElementOne Consulting to conduct a review of published surveys to determine, for as many jobs as possible, the prevailing “market rate.” The market for each job is defined in terms of the geographic area in which recruiting typically takes place, the industry in which Canton Public Library likely competes for employees, as well as similar sized organizations with whom CPL is fiscally able to compete. The review for FY2025 was based on an estimated \$7.7 million in revenue (an increase of 5.5% over FY2024).

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

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

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

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

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

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

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

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

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

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

The Element One Pay Structure Review for FY2025 recommends pay structure increases at an average rate of ~4.4%, ranging from 5.5% in Grade 4 (*Page I*) down to 4.3% in Grade 17 (*Librarian*), then decreasing further to 2.0% in Grade 25 (*Director*). Grade 1 will increase 4.4% to adjust for the intended State of Michigan minimum wage increase from \$10.10 (in 2023) to \$10.56 per hour, while Grades 7 through 10 will increase by ~5.0%.

Recommendation: It is our recommendation that the board adopt the *ElementOne Base Pay Structure Ranges* for FY2025 and approve a 2025 Salary and Wage budget of \$3,790,000. The increase of \$160,000 (4.4%) over the 2024 Salary and Wage budget will allow the library to remain competitive in the job market while supporting the addition of *Home Delivery* services and funding the on-call and substitute librarian pools; maintaining an average of 20- and 30-hours' coverage per week, respectively.

Canton Public Library

Compensation Study and Recommendations - FY2025 (03/20/2024)

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3		Zone 5		
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum		
25	900	1000	944	Director	55.08	61.13	67.18	70.21	73.28	79.33	85.38
22	675	724	724	no jobs assigned	40.10	44.51	48.92	51.13	53.33	57.74	62.15
21	600	675	660	Department Head - Business Services	37.08	41.18	45.23	47.28	49.33	53.38	57.49
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
19	500	549	549	no jobs assigned	32.92	36.21	39.49	41.13	42.82	46.10	49.38
18	450	499	491	Collection Development Specialist	30.87	33.95	37.03	38.62	40.15	43.23	46.31
			491	Librarian Manager							
17	400	449	420	Accountant	29.64	32.31	34.97	36.31	37.64	40.31	42.97
			402	Circulation Supervisor							
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	26.15	28.51	30.87	32.05	33.23	35.59	37.95
15	330	359	347	Human Resources Specialist	24.21	26.36	28.56	29.64	30.72	32.92	35.08
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	22.36	24.36	26.36	27.38	28.41	30.41	32.41
13	270	299	283	Substitute Librarian	21.13	22.82	24.51	25.33	26.21	27.90	29.59
12	240	269	255	Administrative Assistant	19.54	21.08	22.67	23.44	24.21	25.79	27.33
			255	E&D Operations Assistant							
			259	Information Technology Specialist I							
			242	Marketing Assistant							
11	220	239	239	Business Office Assistant	18.31	19.79	21.23	21.95	22.72	24.15	25.64
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	17.74	18.97	20.21	20.82	21.49	22.72	23.95
			214	Circulation Assistant I							
			200	Intern							
9	180	199	187	Acquisitions Assistant	16.82	18.00	19.18	19.74	20.36	21.54	22.72
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	15.95	17.08	18.21	18.77	19.28	20.41	21.54
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	15.33	16.41	17.48	18.00	18.56	19.64	20.72
6	140	149	149	no jobs assigned	14.92	15.95	17.03	17.54	18.05	19.13	20.15
5	130	139	139	no jobs assigned	14.87	15.74	16.67	17.13	17.54	18.46	19.33
4	120	129	126	Page I	14.51	15.38	16.26	16.67	17.13	18.00	18.87
3	110	119	119	no jobs assigned	14.15	15.03	15.85	16.26	16.72	17.54	18.41
2	100	109	109	Page On-Call	12.36	13.08	13.85	14.21	14.56	15.33	16.05
1	1	99	99	no jobs assigned	10.54	11.18	11.85	12.15	12.46	13.13	13.74

Canton Public Library

Compensation Study and Recommendations - FY2025 (03/20/2024)

Grade	Point Range		Job Score	Job Title	Zone 1		Zone 3		Zone 5		
	Low	High			Minimum	Zone 2	Midpoint	Zone 4	Maximum		
25	900	1000	944	Director	\$ 107,400	\$ 119,200	\$ 131,000	\$ 136,900	\$ 142,900	\$ 154,700	\$ 166,500
22	675	724	724	no jobs assigned	\$ 78,200	\$ 86,800	\$ 95,400	\$ 99,700	\$ 104,000	\$ 112,600	\$ 121,200
21	600	675	660	Department Head - Business Services	\$ 72,300	\$ 80,300	\$ 88,200	\$ 92,200	\$ 96,200	\$ 104,100	\$ 112,100
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
19	500	549	549	no jobs assigned	\$ 64,200	\$ 70,700	\$ 77,000	\$ 80,200	\$ 83,500	\$ 89,900	\$ 96,300
18	450	499	491	Collection Development Specialist	\$ 60,200	\$ 66,200	\$ 72,200	\$ 75,300	\$ 78,300	\$ 84,300	\$ 90,300
			491	Librarian Manager							
17	400	449	420	Accountant	\$ 57,800	\$ 63,000	\$ 68,200	\$ 70,800	\$ 73,400	\$ 78,600	\$ 83,800
			402	Circulation Supervisor							
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	\$ 51,000	\$ 55,600	\$ 60,200	\$ 62,500	\$ 64,800	\$ 69,400	\$ 74,000
15	330	359	347	Human Resources Specialist	\$ 47,200	\$ 51,400	\$ 55,700	\$ 57,800	\$ 59,900	\$ 64,200	\$ 68,400
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	\$ 43,600	\$ 47,500	\$ 51,400	\$ 53,400	\$ 55,400	\$ 59,300	\$ 63,200
13	270	299	283	Substitute Librarian	\$ 41,200	\$ 44,500	\$ 47,800	\$ 49,400	\$ 51,100	\$ 54,400	\$ 57,700
12	240	269	255	Administrative Assistant	\$ 38,100	\$ 41,100	\$ 44,200	\$ 45,700	\$ 47,200	\$ 50,300	\$ 53,300
			255	E&D Operations Assistant							
			259	Information Technology Specialist I							
			242	Marketing Assistant							
11	220	239	239	Business Office Assistant	\$ 35,700	\$ 38,600	\$ 41,400	\$ 42,800	\$ 44,300	\$ 47,100	\$ 50,000
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	\$ 34,600	\$ 37,000	\$ 39,400	\$ 40,600	\$ 41,900	\$ 44,300	\$ 46,700
			214	Circulation Assistant I							
			200	Intern							
9	180	199	187	Acquisitions Assistant	\$ 32,800	\$ 35,100	\$ 37,400	\$ 38,500	\$ 39,700	\$ 42,000	\$ 44,300
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	\$ 31,100	\$ 33,300	\$ 35,500	\$ 36,600	\$ 37,600	\$ 39,800	\$ 42,000
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	\$ 29,900	\$ 32,000	\$ 34,100	\$ 35,100	\$ 36,200	\$ 38,300	\$ 40,400
6	140	149	149	no jobs assigned	\$ 29,100	\$ 31,100	\$ 33,200	\$ 34,200	\$ 35,200	\$ 37,300	\$ 39,300
5	130	139	139	no jobs assigned	\$ 29,000	\$ 30,700	\$ 32,500	\$ 33,400	\$ 34,200	\$ 36,000	\$ 37,700
4	120	129	126	Page I	\$ 28,300	\$ 30,000	\$ 31,700	\$ 32,500	\$ 33,400	\$ 35,100	\$ 36,800
3	110	119	119	no jobs assigned	\$ 27,600	\$ 29,300	\$ 30,900	\$ 31,700	\$ 32,600	\$ 34,200	\$ 35,900
2	100	109	109	Page On-Call	\$ 24,100	\$ 25,500	\$ 27,000	\$ 27,700	\$ 28,400	\$ 29,900	\$ 31,300
1	1	99	99	no jobs assigned	\$ 20,600	\$ 21,800	\$ 23,100	\$ 23,700	\$ 24,300	\$ 25,600	\$ 26,800

Annual Income and Budgeted Salary Expense

