



Library Board of Trustees General Meeting Packet Contents

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10. Proposal to Convert Part-Time Communications Specialist Position to Full-Time
11. Communications Specialist Job Description
12. 2026 Calendar of Board Meetings and Holiday Closures



Library Board of Trustees Meeting Agenda – August 21, 2025

7:00 PM

Call the Meeting to Order
Call to the Audience (5-minute maximum per person)

By Unanimous Consent

Approve Agenda

By Unanimous Consent

Approve June 19, 2025 Meeting Minutes

Administrative Reports

Communications
Report of the Library Director
Trustee Comments

Committee Reports

None

New Business

Item of Action 25/8-21-1: 2nd Quarter 2025 Budget Amendment

Discussion Item: 2026 Budget – Expenditures: MERS pension contribution

Discussion Item: 1st Draft of 2026 Budget and 2027-2028 projections

Item of Action 25/8-21-2: Approval of conversion of Communications Specialist from part-time to full-time

Discussion Item: 2026 Schedule of Board Meetings and Library Closures

Action Item 25/08-21-3 (Roll Call Vote): Closed session to consider material exempted by statute (Library Privacy Act 455 of 1982, MCL 397.603)

Action Item 25/08-21-4: Patron Appeal 2025-08-01, to uphold, revise, or revoke trespass

Adjourn

Final Call to the Audience (5-minute maximum per person)



Canton Public Library Board of Trustees General Meeting Minutes

June 19, 2025 – 7:00 PM

The Chairperson, J. Lee, called the meeting to order at 7:00 PM.

Present: H. Abdu, N. Eggenberger, A. Iqbal, J. Lee, A. Watts

Absent: A. Wahby

Also Present: S. Bewick, E. Davis

CALL TO AUDIENCE

Present: K. Bounds, L. Golden, M. Hathaway, A. Hodges, 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 her written report, Davis shared that Brandon Grysko of Fausone & Grysko, PLC has watched the June 18, 2025, Wayne County Commissioners meeting online and advised that the proposed settlement agreement was approved; he has not yet received official notification. Per the approved agreement, the library should be paid the full amount of owed penal fines within 45 days of approval, and, in consideration, the library will drop all future claims.

Custom signage has been installed over the new Friends of the Library lobby bookshelves. The Friends announced that they will host a one-day \$.25 Sale on Sunday, June 29, to sell an influx of donations.

As of May 31, the library is 42% through the fiscal year. The library has not yet received this year's penal fines or the second payment from Michigan State Aid. Accountant Debbie McHugh will be consulting with Plante Moran to determine the best way to recognize the revenue from the penal fine settlement.

Davis received confirmation from Canton Township Emergency Management Coordinator Will Hayes that both the library and Summit on the Park will be designated as official cooling centers.

TRUSTEE COMMENTS

J. Lee reported that she has received several positive comments from the public about the new shelving units installed for the Friends of the Library.

J. Lee proposed cancelling the July board meeting. E. Davis advised the board would receive the 2nd Quarter Budget Amendment and the first draft of the 2026 budget at the next meeting on August 21. The group consensus was to cancel the July 17 meeting; E. Davis will distribute a Director's Report in July to keep the board informed of current events at the library.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS & GENERAL ORDERS

None

NEW BUSINESS

August 2025 – July 2026 Health Care Plan Options Overview – Kapnick Insurance Account Executive Angela Hodges reviewed the recommended healthcare options. The Blue Care Network Healthy Blue Living HMO Platinum 500 (the library's current plan) has been re-certified with minimal changes at an average cost increase of 15.55%. A. Hodges advised that the significant premium increase is largely attributable to increased prescription costs.

E. Davis advised that the library recommends renewing the current medical plan and continuing the 80/20 cost share under PA 152.

Approve 2024-25 Health Care Contract – N. Eggenberger moved, and H. Abdu supported a motion to renew the Blue Care Network Healthy Blue Living Platinum 500 healthcare plan contract for August 1, 2025, to July 31, 2026.

The motion passed unanimously 25/6-19-1 (5-0-0)

Approve PA 152 Health Care Premium Cost-Sharing – N. Eggenberger moved, and A. Watts supported a motion to approve the 80/20 split for PA-152 Employer/Employee Insurance Premiums Cost-Sharing.

The motion passed unanimously 25/6-19-2 (5-0-0)

62 Days of Summer program presentation – Engagement & Design Department Head Laurie Golden presented an overview of this year's summer reading program.

2026 Budget Discussion – Expenditures – Capital Expenditures – The trustees discussed the projected capital replacement schedule provided by the department heads. Business Services Department Head Marian Nicholson confirmed the library is still partnered with Canton Township for EV charging stations, but is waiting for the township to move forward with the project.

2026 Budget Discussion – Revenues – E. Davis advised that, despite the increased Headlee reduction, next year's budget is projected to increase due to continued new developments; the library

recommends budgeting for the full \$1.4202 mills with a 99% collection rate. The board did not have any additional questions at this time.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 8:11 PM.

Amy Watts, Secretary-Treasurer

07/09/2025

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 06/30/2025

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	5,282,809.31
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	18,722.95
101-000.00-002.00	SAVINGS	1,000,117.25
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	5,110,218.89
	Total Assets	11,411,868.40
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	35,267.90
101-000.00-219.01	SOCIAL COMMITTEE	5,542.01
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	3,773.52
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	5,394.79
	Total Liabilities	49,978.22
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,962,701.85
	Total Fund Balance	6,962,701.85
	Beginning Fund Balance	6,962,701.85
	Net of Revenues VS Expenditures	4,399,188.33
	Ending Fund Balance	11,361,890.18
	Total Liabilities And Fund Balance	11,411,868.40

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	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(20,033.85)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,907,418.71
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(6,671,530.75)
901-000.00-146.00	FURNITURE AND EQUIPMENT	2,024,912.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,570,080.01)
901-000.00-150.00	LIBRARY MATERIALS	4,397,966.21
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,139,040.57)
901-000.00-160.00	HARDWARE	1,350,742.60
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(927,741.71)
901-000.00-162.00	SOFTWARE	1,172,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(1,031,140.70)
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	668,117.00
	Total Assets	10,294,455.04
*** Liabilities ***		
901-000.00-334.00	NET PENSION LIABILITY	87,948.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	157,827.00
	Total Liabilities	245,775.00
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	10,048,680.04
	Total Fund Balance	10,048,680.04
	Beginning Fund Balance	10,048,680.04
	Net of Revenues VS Expenditures	0.00
	Ending Fund Balance	10,048,680.04
	Total Liabilities And Fund Balance	10,294,455.04

07/09/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

PERIOD ENDING 06/30/2025

	2025	YTD BALANCE	AVAILABLE	
DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	% BDGT USED
INCOME				
PROPERTY TAXES	7,800,000.00	7,875,896.35	(75,896.35)	100.97
STATE AID TO LIBRARIES	95,000.00	52,909.44	42,090.56	55.69
LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
PHOTOCOPY FEES	40,000.00	18,007.73	21,992.27	45.02
REPLACEMENT-LIBRARY MATERIALS	7,000.00	6,602.82	397.18	94.33
MEETING ROOM RENTAL	500.00	1,250.00	(750.00)	250.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	150,000.00	119,757.26	30,242.74	79.84
COMMISSION	7,000.00	4,853.88	2,146.12	69.34
OTHER REVENUE	2,500.00	3,412.17	(912.17)	136.49
TOTAL REVENUES	8,220,588.00	8,140,277.50	80,310.50	99.02
EXPENSES				
SALARIES & WAGES	3,790,000.00	1,633,190.89	2,156,809.11	43.09
FRINGE BENEFITS	989,400.00	601,789.89	387,610.11	60.82
SUPPLIES	163,850.00	40,993.95	122,856.05	25.02
LIBRARY MATERIALS	1,250,000.00	606,082.83	643,917.17	48.49
PROFESSIONAL & CONTRACTUAL	573,420.00	324,670.95	248,749.05	56.62
COMMUNICATIONS	40,000.00	24,376.65	15,623.35	60.94
PRINTING	51,800.00	18,239.75	33,560.25	35.21
UTILITIES	195,000.00	75,984.68	119,015.32	38.97
MAINTENANCE & REPAIRS	320,600.00	142,982.05	177,617.95	44.60
BUILDING IMPROVEMENTS	20,000.00	11,774.00	8,226.00	58.87
INSURANCE	73,500.00	60,014.88	13,485.12	81.65
CAPITAL OUTLAY	1,172,400.00	185,187.92	987,212.08	15.80
PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
COMMUNITY PROMOTION	26,200.00	3,658.42	22,541.58	13.96
TRAVEL	55,930.00	8,364.66	47,565.34	14.96
RENTALS/LEASES	12,500.00	3,777.65	8,722.35	30.22
TOTAL EXPENDITURES	8,736,600.00	3,741,089.17	4,995,510.83	42.82
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,220,588.00	8,140,277.50	80,310.50	99.02
TOTAL EXPENDITURES	8,736,600.00	3,741,089.17	4,995,510.83	42.82
NET OF REVENUES & EXPENDITURES	(516,012.00)	4,399,188.33	(4,915,200.33)	852.54
NET CHANGE IN FUND BALANCE	(516,012.00)	4,399,188.33		
FUND BALANCE - BEGINNING OF YEAR	6,962,701.85	6,962,701.85		
FUND BALANCE - END OF YEAR	6,446,689.85	11,361,890.18		

07/09/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,800,000.00	7,875,896.35	(75,896.35)	100.97
101-000.00-539.00	STATE AID TO LIBRARIES	95,000.00	52,909.44	42,090.56	55.69
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	18,007.73	21,992.27	45.02
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	6,602.82	397.18	94.33
101-000.00-651.00	MEETING ROOM RENTAL	500.00	1,250.00	(750.00)	250.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	150,000.00	119,757.26	30,242.74	79.84
101-000.00-668.00	COMMISSION	7,000.00	4,853.88	2,146.12	69.34
101-000.00-675.00	OTHER REVENUE	2,500.00	3,412.17	(912.17)	136.49
TOTAL REVENUES		8,220,588.00	8,140,277.50	80,310.50	99.02
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	1,633,190.89	2,156,809.11	43.09
101-790.00-716.01	TAXES-FICA/MC	290,000.00	133,061.83	156,938.17	45.88
101-790.00-716.02	DENTAL	23,000.00	7,324.24	15,675.76	31.84
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,020.00	1,020.00	0.00	100.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	16,000.00	8,970.93	7,029.07	56.07
101-790.00-716.05	MEDICAL INSURANCE	308,580.00	139,940.46	168,639.54	45.35
101-790.00-716.06	MEDICAL BUY OUTS	4,800.00	0.00	4,800.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	1,879.97	5,620.03	25.07
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	4,903.12	96.88	98.06
101-790.00-717.01	RETIREMENT DC PLAN (401A)	52,500.00	24,689.34	27,810.66	47.03
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	13,000.00	4,806.75	8,193.25	36.98

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2025 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	262,940.00	112,105.22	150,834.78	42.64
101-790.00-730.02	AV (MEDIA)	96,560.00	40,082.53	56,477.47	41.51
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	890,500.00	453,895.08	436,604.92	50.97
101-790.00-802.00	LEGAL	25,000.00	1,496.00	23,504.00	5.98
101-790.00-803.00	AUDIT	19,000.00	19,000.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	500.00	0.00	500.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	384.76	815.24	32.06
101-790.00-850.00	COMMUNICATIONS	40,000.00	24,376.65	15,623.35	60.94
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	160,000.00	62,480.73	97,519.27	39.05
101-790.00-922.00	GAS	20,000.00	7,156.75	12,843.25	35.78
101-790.00-923.00	WATER	15,000.00	6,347.20	8,652.80	42.31
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	40,982.67	57,017.33	41.82
101-790.00-932.01	LAWN & GROUNDS	55,400.00	12,463.61	42,936.39	22.50
101-790.00-932.02	SNOW & ICE	38,000.00	11,200.00	26,800.00	29.47
101-790.00-933.00	BUILDING SECURITY	7,500.00	4,827.60	2,672.40	64.37
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	57,900.00	47,615.68	10,284.32	82.24
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	10,983.00	12,017.00	47.75
101-790.00-935.00	BUILDING REPAIRS	20,000.00	8,920.94	11,079.06	44.60
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	5,988.55	14,011.45	29.94
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	2,831.87	7,168.13	28.32
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	945.78	1,554.22	37.83
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	11,774.00	8,226.00	58.87
101-790.00-969.00	INSURANCE	73,500.00	60,014.88	13,485.12	81.65
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	50,000.00	10,434.00	39,566.00	20.87
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	530,000.00	0.00	530,000.00	0.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	288,400.00	62,437.00	225,963.00	21.65
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	270,000.00	84,252.10	185,747.90	31.20
101-790.00-979.00	SOFTWARE	34,000.00	28,064.82	5,935.18	82.54
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	210.00	990.00	17.50
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	5,543.86	6,956.14	44.35
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	3,421.82	27,078.18	11.22
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	7,172.88	7,327.12	49.47
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	2,128.24	671.76	76.01
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	8,616.04	7,883.96	52.22
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	3,173.00	9,427.00	25.18
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,975.00	1,189.30	785.70	60.22
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,725.00	4,287.00	6,438.00	39.97
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	154.50	4,845.50	3.09
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,950.00	1,900.00	1,050.00	64.41
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,000.00	0.00	5,000.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,150.00	1,464.00	3,686.00	28.43
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	57.05	1,942.95	2.85
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	1,200.00	0.00	1,200.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	453.00	847.00	34.85
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,000.00	2,026.81	1,973.19	50.67
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,500.00	649.42	4,850.58	11.81
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	4,838.95	15,161.05	24.19
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	152.73	(2.73)	101.82
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	14,601.70	8,398.30	63.49
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	45,820.00	21,428.80	24,391.20	46.77
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	789.00	861.00	47.82
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	6,680.00	0.00	6,680.00	0.00
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	2,800.00	0.00	2,800.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,300.00	287.97	1,012.03	22.15
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	412.10	24,587.90	1.65
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	14,694.34	25,305.66	36.74

		2025	YTD BALANCE	AVAILABLE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	06/30/2025	BALANCE	USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	9,146.00	25,854.00	26.13
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	480.00	520.00	48.00
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	2,000.00	937.36	1,062.64	46.87
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,200.00	290.50	909.50	24.21
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	25,000.00	3,658.42	21,341.58	14.63
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	17,786.75	32,213.25	35.57
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,600.00	1,112.97	1,487.03	42.81
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	652.93	1,347.07	32.65
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	1,758.00	742.00	70.32
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	16,000.00	4,580.04	11,419.96	28.63
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,500.00	26.60	1,473.40	1.77
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	30,000.00	7,786.52	22,213.48	25.96
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	210,792.94	99,207.06	68.00
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	327.00	1,173.00	21.80
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	11,000.00	10,242.57	757.43	93.11
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	11,000.00	920.00	10,080.00	8.36
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	89.11	1,010.89	8.10
TOTAL EXPENDITURES		8,736,600.00	3,741,089.17	4,995,510.83	42.82
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,220,588.00	8,140,277.50	80,310.50	99.02
TOTAL EXPENDITURES		8,736,600.00	3,741,089.17	4,995,510.83	42.82
NET OF REVENUES & EXPENDITURES		(516,012.00)	4,399,188.33	(4,915,200.33)	852.54
NET CHANGE IN FUND BALANCE		(516,012.00)	4,399,188.33		
FUND BALANCE - BEGINNING OF YEAR		6,962,701.85	6,962,701.85		
END FUND BALANCE		6,446,689.85	11,361,890.18		

07/09/2025

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 06/01/2025 - 06/30/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
06/04/2025	GEN	496(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
06/04/2025	GEN	497(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,790.75
06/04/2025	GEN	498(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	550.00
06/04/2025	GEN	499(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	291.90
06/04/2025	GEN	500(E)	1240	PAYLOCITY	VISION CLAIM REIMBURSEMENT: K.BOUNDS	317.10
06/11/2025	GEN	55658	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$120	677.48
06/11/2025	GEN	55659	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - JULY 2025	24,276.56
06/11/2025	GEN	55660	1635	BOLLYWOOD GROOVE, LLC	BOLLYWOOD GROOVE RHYTHMIC EXPLORATION 10	250.00
06/11/2025	GEN	55661	1060	BROWN INDUSTRIES, INC.	STELLAR STAFF & LONGEVITY AWARD PINS	2,507.45
06/11/2025	GEN	55662	1074	CANTON TOWNSHIP WATER DEPARTMENT	WATER & SEWER 03/04/2025-05/01/2025	670.48
06/11/2025	GEN	55663	1083	CITIZENS INSURANCE COMPANY	WORKER'S COMPENSATION AUDIT	1,191.00
06/11/2025	GEN	55664	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	37 ADULT VIDEO GAMES	1,572.11
06/11/2025	GEN	55665	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
06/11/2025	GEN	55666	MISC	EASTPOINTE MEMORIAL LIBRARY	ILL REPLACEMENT FEES	40.00
06/11/2025	GEN	55667	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,064.53
06/11/2025	GEN	55668	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	888.25
06/11/2025	GEN	55669	1521	KITABE USA	ARABIC LANGUAGE BOOKS	193.00
06/11/2025	GEN	55670	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	28,337.34
06/11/2025	GEN	55671	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	154.34
06/11/2025	GEN	55672	1232	ODP BUSINESS SOLUTIONS	TPW SUPPLIES	565.21
06/11/2025	GEN	55673	1235	OVERDRIVE, INC.	20 EBOOKS, 24 AUDIOBOOKS	18,098.92
06/11/2025	GEN	55674	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	895.00
06/11/2025	GEN	55675	1264	RELIABLE LANDSCAPING, INC.	AUGMENT PERENNIAL PLANTS IN RHC MEMORIAL	1,944.00
06/11/2025	GEN	55676	1288	SONITROL GREAT LAKES	BUILDING MONITORING Q2,3,4 2025	1,667.94
06/11/2025	GEN	55677	1308	THE LIBRARY NETWORK	MOVIE LICENSE 04/01/25-3/31/26	1,804.00
06/11/2025	GEN	55678	1320	TSAI FONG BOOKS, INC.	9 JUVENILE INTERNATIONAL LANGUAGE BOOKS	122.54
06/11/2025	GEN	55679	1325	ULINE	CASH BOX FOR FRIENDS LOBBY BOOKSTORE	74.56
06/11/2025	GEN	55680	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	222.00
06/11/2025	GEN	55681	1621	WILLIAM KONKOLESKY	UFO PROGRAM	200.00
06/11/2025	GEN	55682	1432	EVAN HALLER	SUMMER PROGRAM 6/19	500.00
06/11/2025	GEN	55683	1637	MVP GAME PARTY	MOBILE GAMING TRUCK - HALF WAY DAY 7/16/	150.00
06/11/2025	GEN	55684	1255	PROGRESSIVE PRINTING	POSTCARDS FOR 62 DAYS OF SUMMER	4,995.00
06/13/2025	GEN	55685	1144	LAURIE GOLDEN	LONGEVITY AWARD - 20 YEARS - L GOLDEN	500.00
06/14/2025	GEN	55686	1110	MICHELE DURBIN	LONGEVITY AWARD - 15 YEARS - DURBIN	300.00
06/16/2025	GEN	507(E)	1476	JP MORGAN CHASE BANK-ONE CARD	SWAG BAG MATERIALS TUES ARE TERRIFIC, PR	53,688.04

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
06/18/2025	GEN	501(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,371.74
06/18/2025	GEN	502(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
06/18/2025	GEN	503(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	9,790.75
06/18/2025	GEN	504(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	550.00
06/18/2025	GEN	505(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	998.76
06/18/2025	GEN	506(E)	1240	PAYLOCITY	EXPENSE REPORT	80.67
06/25/2025	GEN	55687	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$	2,270.72
06/25/2025	GEN	55688	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,259.78
06/25/2025	GEN	55689	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	24.50
06/25/2025	GEN	55690	1050	BLACKSTONE PUBLISHING	11 ADULT BOOKS ON CD	336.48
06/25/2025	GEN	55691	1081	CFRA	OUTLOOK PRINT	235.00
06/25/2025	GEN	55692	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	17 KIDS VIDEO GAMES	585.51
06/25/2025	GEN	55693	1467	CTS COMPANIES, INC.	RMM SERVICE	270.00
06/25/2025	GEN	55694	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 05/1	11,272.41
06/25/2025	GEN	55695	1412	GRAZYNA G CUMMING	INV #20 DESIGN AND FILE MANAGEMENT OF WE	600.00
06/25/2025	GEN	55696	1642	HERITAGE LOGO WORKS	2025 62 DAYS T-SHIRTS	1,396.00
06/25/2025	GEN	55697	1159	HOME DEPOT CREDIT SERVICES	3 KEYS FOR LOW VISION CABINET	251.08
06/25/2025	GEN	55698	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	6,795.64
06/25/2025	GEN	55699	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M TO INSTALL "NEW ARRIVALS" SIGNAGE IN	1,595.00
06/25/2025	GEN	55700	1205	METRO ENVIRONMENTAL SERVICES, INC.	STAFF RR BACKED UP AGAIN VIDEO INSPECTIO	2,280.00
06/25/2025	GEN	55701	1212	MIDWEST COLLABORATIVE FOR LIBRARY S	MCLS ANNUAL MEMBERSHIP FEE 07/01/2025-06	250.00
06/25/2025	GEN	55702	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,130.78
06/25/2025	GEN	55703	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
06/25/2025	GEN	55704	1235	OVERDRIVE, INC.	9 EBOOKS, 4 AUDIOBOOKS	15,705.43
06/25/2025	GEN	55705	1255	PROGRESSIVE PRINTING	62 DAYS OF SUMMER STARTER KIT	1,218.00
06/25/2025	GEN	55706	1264	RELIABLE LANDSCAPING, INC.	L&M FOR SPRINKLER SYSTEM REPAIRS - 8 HEA	1,005.00
06/25/2025	GEN	55707	1014	THE ANN ARBOR NEWS	ANN ARBOR NEWS SUB 2025 06/28/2025-09/20	114.83
06/25/2025	GEN	55708	1309	THE NEW YORK TIMES	NYT ONLINE NEWS SUBSCRIPTION 2025-2026	2,433.60
06/25/2025	GEN	55709	1318	TRUGREEN	LAWN FERTILIZER & GRUB CONTROL SERVICE	1,076.07
06/25/2025	GEN	55710	1320	TSAI FONG BOOKS, INC.	ASIAN LANGUAGE BOOKS	330.42
06/25/2025	GEN	55711	1563	UNIQUE PONY RIDES AND PETTING FARM	PETTING ZOO FOR FINAL PARTY 8/16	50.00
06/25/2025	GEN	55712	1396	FE TECHNOLOGIES AMERICAN CORP	SORTER, GATES AND RFID	84,252.10

GEN TOTALS:

Total of 67 Checks:	320,105.30
Less 0 Void Checks:	0.00
Total of 67 Disbursements:	320,105.30

08/12/2025

BALANCE SHEET FOR CANTON PUBLIC LIBRARY
Period Ending 07/31/2025

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	4,939,048.40
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	21,167.26
101-000.00-002.00	SAVINGS	1,001,263.76
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	5,129,230.38
	Total Assets	11,090,709.80
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	54,310.47
101-000.00-219.01	SOCIAL COMMITTEE	5,311.61
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	2,501.27
101-000.00-219.03	WELCOMING COMMITTEE	500.00
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	7,839.10
	Total Liabilities	70,462.45
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,962,701.85
	Total Fund Balance	6,962,701.85
	Beginning Fund Balance	6,962,701.85
	Net of Revenues VS Expenditures	4,057,545.50
	Ending Fund Balance	11,020,247.35
	Total Liabilities And Fund Balance	11,090,709.80

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	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(20,033.85)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,907,418.71
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(6,671,530.75)
901-000.00-146.00	FURNITURE AND EQUIPMENT	2,024,912.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,570,080.01)
901-000.00-150.00	LIBRARY MATERIALS	4,397,966.21
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,139,040.57)
901-000.00-160.00	HARDWARE	1,350,742.60
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(927,741.71)
901-000.00-162.00	SOFTWARE	1,172,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(1,031,140.70)
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	668,117.00
	Total Assets	10,294,455.04
*** Liabilities ***		
901-000.00-334.00	NET PENSION LIABILITY	87,948.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	157,827.00
	Total Liabilities	245,775.00
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	10,048,680.04
	Total Fund Balance	10,048,680.04
	Beginning Fund Balance	10,048,680.04
	Net of Revenues VS Expenditures	0.00
	Ending Fund Balance	10,048,680.04
	Total Liabilities And Fund Balance	10,294,455.04

08/12/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

PERIOD ENDING 07/31/2025

	2025	YTD BALANCE	AVAILABLE	
DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	% BDGT USED
INCOME				
PROPERTY TAXES	7,800,000.00	7,875,896.35	(75,896.35)	100.97
STATE AID TO LIBRARIES	95,000.00	107,185.88	(12,185.88)	112.83
LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
PHOTOCOPY FEES	40,000.00	21,975.68	18,024.32	54.94
REPLACEMENT-LIBRARY MATERIALS	7,000.00	8,178.47	(1,178.47)	116.84
MEETING ROOM RENTAL	500.00	1,600.00	(1,100.00)	320.00
PENAL FINES	61,000.00	254,507.00	(193,507.00)	417.22
INTEREST INCOME	150,000.00	146,112.69	3,887.31	97.41
COMMISSION	7,000.00	7,511.43	(511.43)	107.31
OTHER REVENUE	2,500.00	12,186.52	(9,686.52)	487.46
TOTAL REVENUES	8,220,588.00	8,492,741.87	(272,153.87)	103.31
EXPENSES				
SALARIES & WAGES	3,790,000.00	2,050,861.36	1,739,138.64	54.11
FRINGE BENEFITS	989,400.00	657,576.16	331,823.84	66.46
SUPPLIES	163,850.00	52,347.92	111,502.08	31.95
LIBRARY MATERIALS	1,250,000.00	713,924.43	536,075.57	57.11
PROFESSIONAL & CONTRACTUAL	573,420.00	342,025.32	231,394.68	59.65
COMMUNICATIONS	40,000.00	24,823.78	15,176.22	62.06
PRINTING	51,800.00	18,357.75	33,442.25	35.44
UTILITIES	195,000.00	90,482.83	104,517.17	46.40
MAINTENANCE & REPAIRS	320,600.00	157,490.46	163,109.54	49.12
BUILDING IMPROVEMENTS	20,000.00	11,774.00	8,226.00	58.87
INSURANCE	73,500.00	60,014.88	13,485.12	81.65
CAPITAL OUTLAY	1,172,400.00	234,817.92	937,582.08	20.03
PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
COMMUNITY PROMOTION	26,200.00	3,741.38	22,458.62	14.28
TRAVEL	55,930.00	12,725.58	43,204.42	22.75
RENTALS/LEASES	12,500.00	4,232.60	8,267.40	33.86
TOTAL EXPENDITURES	8,736,600.00	4,435,196.37	4,301,403.63	50.77
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,220,588.00	8,492,741.87	(272,153.87)	103.31
TOTAL EXPENDITURES	8,736,600.00	4,435,196.37	4,301,403.63	50.77
NET OF REVENUES & EXPENDITURES	(516,012.00)	4,057,545.50	(4,573,557.50)	786.33
NET CHANGE IN FUND BALANCE	(516,012.00)	4,057,545.50		
FUND BALANCE - BEGINNING OF YEAR	6,962,701.85	6,962,701.85		
FUND BALANCE - END OF YEAR	6,446,689.85	11,020,247.35		

08/12/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY
PERIOD ENDING 07/31/2025

		2025	YTD BALANCE	AVAILABLE	
			07/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,800,000.00	7,875,896.35	(75,896.35)	100.97
101-000.00-539.00	STATE AID TO LIBRARIES	95,000.00	107,185.88	(12,185.88)	112.83
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	57,588.00	57,587.85	0.15	100.00
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	21,975.68	18,024.32	54.94
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	8,178.47	(1,178.47)	116.84
101-000.00-651.00	MEETING ROOM RENTAL	500.00	1,600.00	(1,100.00)	320.00
101-000.00-656.00	PENAL FINES	61,000.00	254,507.00	(193,507.00)	417.22
101-000.00-665.00	INTEREST INCOME	150,000.00	146,112.69	3,887.31	97.41
101-000.00-668.00	COMMISSION	7,000.00	7,511.43	(511.43)	107.31
101-000.00-675.00	OTHER REVENUE	2,500.00	12,186.52	(9,686.52)	487.46
TOTAL REVENUES		8,220,588.00	8,492,741.87	(272,153.87)	103.31
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	2,050,861.36	1,739,138.64	54.11
101-790.00-716.01	TAXES-FICA/MC	290,000.00	164,160.44	125,839.56	56.61
101-790.00-716.02	DENTAL	23,000.00	7,324.24	15,675.76	31.84
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,020.00	1,020.00	0.00	100.00
101-790.00-716.04	LIFE INSURANCE/DISABILITY	16,000.00	10,247.61	5,752.39	64.05
101-790.00-716.05	MEDICAL INSURANCE	308,580.00	158,133.94	150,446.06	51.25
101-790.00-716.06	MEDICAL BUY OUTS	4,800.00	0.00	4,800.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	1,879.97	5,620.03	25.07
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	4,903.12	96.88	98.06
101-790.00-717.01	RETIREMENT DC PLAN (401A)	52,500.00	29,906.84	22,593.16	56.97
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	13,000.00	6,530.22	6,469.78	50.23

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2025 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	262,940.00	138,683.50	124,256.50	52.74
101-790.00-730.02	AV (MEDIA)	96,560.00	48,005.15	48,554.85	49.72
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	890,500.00	527,235.78	363,264.22	59.21
101-790.00-802.00	LEGAL	25,000.00	2,149.55	22,850.45	8.60
101-790.00-803.00	AUDIT	19,000.00	19,000.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	500.00	0.00	500.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	479.66	720.34	39.97
101-790.00-850.00	COMMUNICATIONS	40,000.00	24,823.78	15,176.22	62.06
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	160,000.00	76,676.13	83,323.87	47.92
101-790.00-922.00	GAS	20,000.00	7,459.50	12,540.50	37.30
101-790.00-923.00	WATER	15,000.00	6,347.20	8,652.80	42.31
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	48,736.53	49,263.47	49.73
101-790.00-932.01	LAWN & GROUNDS	55,400.00	15,386.87	40,013.13	27.77
101-790.00-932.02	SNOW & ICE	38,000.00	11,200.00	26,800.00	29.47
101-790.00-933.00	BUILDING SECURITY	7,500.00	4,827.60	2,672.40	64.37
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	57,900.00	49,707.13	8,192.87	85.85
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	12,483.00	10,517.00	54.27
101-790.00-935.00	BUILDING REPAIRS	20,000.00	9,160.78	10,839.22	45.80
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	5,988.55	14,011.45	29.94
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	3,286.82	6,713.18	32.87
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	945.78	1,554.22	37.83
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	11,774.00	8,226.00	58.87
101-790.00-969.00	INSURANCE	73,500.00	60,014.88	13,485.12	81.65
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	50,000.00	10,434.00	39,566.00	20.87
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	530,000.00	7,835.00	522,165.00	1.48
101-790.00-975.00	FURNITURE AND EQUIPMENT	288,400.00	104,232.00	184,168.00	36.14
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	270,000.00	84,252.10	185,747.90	31.20
101-790.00-979.00	SOFTWARE	34,000.00	28,064.82	5,935.18	82.54
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			07/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	210.00	990.00	17.50
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	8,083.45	4,416.55	64.67
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	3,773.30	26,726.70	12.37
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	8,473.92	6,026.08	58.44
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	1,988.40	811.60	71.01
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	10,205.32	6,294.68	61.85
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	3,232.00	9,368.00	25.65
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,975.00	1,189.30	785.70	60.22
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,725.00	4,287.00	6,438.00	39.97
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	154.50	4,845.50	3.09
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,950.00	2,200.00	750.00	74.58
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,000.00	0.00	5,000.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,150.00	1,464.00	3,686.00	28.43
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	218.40	1,781.60	10.92
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	1,200.00	0.00	1,200.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	571.00	729.00	43.92
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,000.00	3,230.22	769.78	80.76
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,500.00	649.42	4,850.58	11.81
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	6,975.02	13,024.98	34.88
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	173.02	(23.02)	115.35
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	14,601.70	8,398.30	63.49
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	45,820.00	24,592.98	21,227.02	53.67
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	789.00	861.00	47.82
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	6,680.00	1,503.18	5,176.82	22.50
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	2,800.00	522.96	2,277.04	18.68
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,300.00	344.82	955.18	26.52
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	412.10	24,587.90	1.65
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	22,325.21	17,674.79	55.81

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
			07/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	9,671.00	25,329.00	27.63
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	480.00	520.00	48.00
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	2,000.00	1,005.16	994.84	50.26
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,200.00	317.31	882.69	26.44
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	25,000.00	3,741.38	21,258.62	14.97
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	17,786.75	32,213.25	35.57
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,600.00	1,267.34	1,332.66	48.74
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	768.48	1,231.52	38.42
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	1,843.00	657.00	73.72
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	16,000.00	6,658.86	9,341.14	41.62
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,500.00	26.60	1,473.40	1.77
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	30,000.00	9,678.21	20,321.79	32.26
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	214,045.53	95,954.47	69.05
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	327.00	1,173.00	21.80
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	11,000.00	10,242.57	757.43	93.11
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	11,000.00	920.00	10,080.00	8.36
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	89.11	1,010.89	8.10
TOTAL EXPENDITURES		8,736,600.00	4,435,196.37	4,301,403.63	50.77
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,220,588.00	8,492,741.87	(272,153.87)	103.31
TOTAL EXPENDITURES		8,736,600.00	4,435,196.37	4,301,403.63	50.77
NET OF REVENUES & EXPENDITURES		(516,012.00)	4,057,545.50	(4,573,557.50)	786.33
NET CHANGE IN FUND BALANCE		(516,012.00)	4,057,545.50		
FUND BALANCE - BEGINNING OF YEAR		6,962,701.85	6,962,701.85		
END FUND BALANCE		6,446,689.85	11,020,247.35		

08/12/2025

CHECK REGISTER FOR CANTON PUBLIC LIBRARY
CHECK DATE FROM 07/01/2025 - 07/31/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
07/01/2025	GEN	55713	1643	CARL L. WINTERS	KALIMBA KING FOR TUESDAYS ARE TERRIFIC 7	400.00
07/02/2025	GEN	508(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,762.87
07/02/2025	GEN	509(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,790.75
07/02/2025	GEN	510(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	550.00
07/02/2025	GEN	511(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	297.00
07/02/2025	GEN	512(E)	1240	PAYLOCITY	TLN TECH-COMM TRAVEL	108.58
07/09/2025	GEN	513(A)	1188	LIBRARY DESIGN ASSOCIATES, INC.	IS OFFICE RECONFIGURATION AND FURNISHING	9,841.00
07/09/2025	GEN	55714	1004	AFLAC	MONTHLY REMITTANCE-JUNE	120.60
07/09/2025	GEN	55715	1639	ALEXANDER TOLKSDORF	JULY 17 GENEALOGY PROGRAM	125.00
07/09/2025	GEN	55716	1009	AMAZON CAPITAL SERVICES	IS SUPPLIES	1,938.21
07/09/2025	GEN	55717	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	170.00
07/09/2025	GEN	55718	1057	BRAINFUSE, INC.	HELPNOW BY BRAINFUSE SUB 2025-26	8,880.00
07/09/2025	GEN	55719	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - APRIL	2,026.24
07/09/2025	GEN	55720	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	25 ADULT VIDEO GAMES	561.46
07/09/2025	GEN	55721	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	3,340.48
07/09/2025	GEN	55722	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	877.20
07/09/2025	GEN	55723	1193	LONG PLUMBING	REPLACE WATER HEATER	2,442.00
07/09/2025	GEN	55724	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	28,517.12
07/09/2025	GEN	55725	1637	MVP GAME PARTY	MOBILE GAMING TRUCK - HALF WAY DAY 7/16/	159.00
07/09/2025	GEN	55726	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	77.17
07/09/2025	GEN	55727	1235	OVERDRIVE, INC.	31 EBOOKS, 20 AUDIOBOOKS	16,184.34
07/09/2025	GEN	55728	1264	RELIABLE LANDSCAPING, INC.	ANNUAL LAWN AND GROUNDS CARE-MAY	2,445.00
07/09/2025	GEN	55729	1627	THE REPTARIUM	REPTILE PROGRAM 7/10/25	400.00
07/09/2025	GEN	55730	1629	THEATRICA GLADIATORIA	SUMMER PLAY FIGHTING PROGRAM 7/24/2025	300.00
07/09/2025	GEN	55731	1320	TSAI FONG BOOKS, INC.	ASIAN LANGUAGE BOOKS	134.66
07/09/2025	GEN	55732	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	299.70
07/16/2025	GEN	514(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,762.87
07/16/2025	GEN	515(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,790.75
07/16/2025	GEN	516(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBUTIONS	550.00
07/16/2025	GEN	517(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	620.13
07/16/2025	GEN	518(E)	1240	PAYLOCITY	ALA CONFERENCE EXPENSE REPORT	2,048.86

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/16/2025	GEN	519(E)	1476	JP MORGAN CHASE BANK-ONE CARD	LED BULBS FOR NEW ARRIVAL AREA	35,389.30
07/23/2025	GEN	55733	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$150	1,170.49
07/23/2025	GEN	55734	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	305.00
07/23/2025	GEN	55735	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - AUGUST 2025	24,977.12
07/23/2025	GEN	55736	1059	BRODART CO.	TPW SUPPLIES BOOK JACKETS #A2159	248.97
07/23/2025	GEN	55737	1062	BS&A SOFTWARE	BS&A ON-PREM RENEWAL	1,941.00
07/23/2025	GEN	55738	1453	BURTON'S PLUMBING & HEATING	SERVICE CALL FOR STAFF TOILET	76.00
07/23/2025	GEN	55739	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	32 ADULT VIDEO GAMES	572.46
07/23/2025	GEN	55740	1467	CTS COMPANIES, INC.	RMM SERVICE	270.00
07/23/2025	GEN	55741	1100	DEMCO, INC.	TPW SUPPLIES - CASE , LABELS & MISC.	1,762.18
07/23/2025	GEN	55742	1354	DETROIT LEGAL NEWS	DETROIT LEGAL NEWS SUB 8-2025 TO 8-2026	80.00
07/23/2025	GEN	55743	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 06/1	14,498.15
07/23/2025	GEN	55744	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
07/23/2025	GEN	55745	MISC	GROSSE POINTE LIBRARY	LEGAL SERVICES/LIBRARY COALITION/COLLECT	653.55
07/23/2025	GEN	55746	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	1,849.20
07/23/2025	GEN	55747	1230	MICHIGAN.COM	DETROIT NEWS RENEWAL JUL 2025 - JUN 2026	299.88
07/23/2025	GEN	55748	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	2,031.36
07/23/2025	GEN	55749	1235	OVERDRIVE, INC.	25 EBOOKS, 30 AUDIOBOOKS	13,942.35
07/23/2025	GEN	55750	1320	TSAI FONG BOOKS, INC.	9 JUVENILE INTERNATIONAL LANGUAGE BOOKS	48.47
07/23/2025	GEN	55751	1380	VEGORAMA RESTAURANT	STAFF DAY VEGAN CUPCAKES	49.00
07/23/2025	GEN	55752	1345	WHITE PINE LIBRARY COOPERATIVE	INTERLOAN SERVICES - BILLED QUARTERLY	110.00
07/25/2025	GEN	520(A)	1188	LIBRARY DESIGN ASSOCIATES, INC.	L&M FOR RECONFIGURATION OF WEB EXPRESS	41,270.00
07/27/2025	GEN	55753	1336	AMY VIERGUTZ	LONGEVITY AWARD - 15 YEARS - A VIERGUTZ	300.00
07/30/2025	GEN	521(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	6,557.61
07/30/2025	GEN	522(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,691.76
07/30/2025	GEN	523(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,700.75
07/30/2025	GEN	524(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBITIONS	550.00
07/30/2025	GEN	525(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	672.15
07/30/2025	GEN	526(E)	1240	PAYLOCITY	MILEAGE REIMBURSEMENT	163.10

GEN TOTALS:

Total of 60 Checks:	269,900.84
Less 0 Void Checks:	0.00
Total of 60 Disbursements:	269,900.84



Director's Report August 2025

1. This month, we ask the board to approve the 2nd Quarter Budget Amendment, to recognize revenues collected above the budgeted amounts and to allocate them to expenditures. You will note that the amendment and this month's financial statements reflect receipt of \$254,507 in Penal Fines that were owed to us by Wayne County. I thank Accountant Debbie McHugh and all of the Department Heads, Managers, and Supervisors for their continued diligence in monitoring their budgets.
2. Marian Nicholson has prepared an overview of our MERS defined-benefit pension funding, which includes a recommendation for our Employer Contributions for the next five years in order to achieve our goal of 120% funding by 2030. This figure is included in the draft 2026 budget that is in the packet this month, but that number can change if the board directs us to do that.
3. The first draft of the 2026 Budget and 2027-2028 Projections is up for your review this month. As noted above, we assumed that our MERS recommendation would be accepted by the board, so that figure is included in this draft but we can change it in the final draft if the board wishes to contribute a different amount. My thanks to the Department Heads and Debbie McHugh for once again delivering a balanced budget, and one more shout-out to Debbie for preparing the accompanying Budget Narrative.
4. I am also asking for board approval to convert a part-time Communications Specialist position to full-time status. This position reports to Laurie Golden in Engagement & Design, and will work closely with part-time Communications Specialist Kaitlyn Minshall. We can fund this full-time position without any budget amendments in 2025 or changes to our proposed 2026 Salaries or Fringes, due to vacancies, retirements, and unpaid leaves of absence—but as our practice has been to obtain board approval for additional full-time positions, we are asking for an official vote. This position has been posted as a full-time position already, and it closes August 22; if we receive approval at the meeting, Laurie can immediately get started with interviews, and if we don't, we will notify applicants that the full-time position was not approved and give them the opportunity to indicate interest in part-time.
5. Included in the board packet is a first look at the 2026 Calendar of Board Meetings and Library Closures. Please note that the June meeting will need to be moved due to Liberty Fest—please check your calendars against this document to make sure the revised date works for you.

Also of note are Liberty Fest closures and Thanksgiving. We are proposing closing the Thursday of Liberty Fest in addition to Friday and Saturday, and making those paid closure days for staff. With Liberty Fest starting earlier and earlier in the day on Thursday, this year our parking lot was full by

noon and it was difficult for library patrons to get in, as well as for staff whose shifts started later in the day (people did not respect the “Employee Parking” sign) or those who left the library for their lunch or dinner breaks. In addition to closing the additional day, we recommend that all three days of Liberty Fest be paid closure days—any regular employee (part- or full-time) who would normally be scheduled to work Thursday, Friday, or Saturday, would receive closure pay. Current practice with the Friday-Saturday closure is that those employees may use their paid time off to cover the closures, or make up those hours on other days within the same pay period, or take the time unpaid. With three days of Liberty Fest closures, all three of these current options become more difficult to accommodate from both the employer and the employee perspectives.

At the request of our coworkers, we also recommend closing at 6:00pm on the Wednesday before Thanksgiving, as the library during the 6:00 to 9:00 timeframe is, as one of them put it, “completely dead.” This will be an unpaid early closure, as those who would normally work that night can more easily shift their schedules for three hours, take PTO for three hours, or lose three hours of pay.

Please review the proposed calendar, compare it to your own, and if there are any changes the board would like to make, we will bring this back for a vote at your September meeting.

6. You will enter a closed session to discuss matters exempt from the Michigan Library Privacy Act. This will be a roll-call vote.
7. Lastly, you will vote to uphold, revise, or revoke trespass at the request of a patron who is appealing my decision to have the Canton Police issue a trespass notice, which is effective for one year.
8. 62 Days of Summer concludes on August 16, with the final party taking place in the backyard from 11:00am to 1:00pm. Kudos to all of my coworkers for another fantastic summer, particularly the Best Life Team—Laurie Golden, Program Librarian Laura Fawcett, Circulation Assistant Stacie Dalebout, Page Ellen Wagner, Kaitlyn Minshall, Program Librarian Nichole Welz, Librarian Erin Strand, Library Cherie Edmonds, and Librarian Michelle Neuwirth-Gray—who took the lead in planning events, passive programs, displays, handouts, graphics, promotional pieces, web content, and psyching up everyone for our busiest time of year.
9. With the blur of a hectic summer behind us, our annual staff picnic sponsored by the Friends of the Library will be held in the back of the library by the donations area on Tuesday, August 26, from noon to 2:00pm. The Friends will present their scholarship awards at the beginning, as well as make their annual donation to Library Materials. Please let Sean Bewick know if you can attend.
10. Starting with the September meeting, the Library Board will meet in the Friends’ Activity Room once again. Please make a note, or if you find yourself in the Community Room by mistake, you can join the storytime audience!
11. In personnel news, we bid a fond farewell and sincere congratulations to Librarian Colleen O’Brien-Brumley, who retired in late July after more than 31 years of service to the Canton community. We congratulated Erin Middel, who accepted a promotion from Substitute Page to part-time Page I, and

welcomed a new part-time Page I, Caitlyn Coy. We also congratulated Librarian Shane O'Neal and his wife on the birth of their daughter, Summer.

12. We continue to be affected by severe weather; heavy rains this summer have repeatedly caused leaks in the library as the rooftop drains are unable to keep up with the volume of water and they overflow. We have an internal gutter system, where water on our flat roof is collected in various drains, which are then piped through and underneath the library to our detention pond, which is filtered by the native plants and eventually drains into Mott Creek, part of the Rouge River watershed. Marian Nicholson and Facilities Supervisor Jim Laffey continue to mitigate as they can, but I wanted to mention to the board that we may include extensive and invasive overhauls of the library's drainage systems in future years' budgets.
13. As part of our continuing efforts to align library spaces with patron demand, last month we introduced new chairs and computer stations in the Web Express computing area. Use of library computers has been declining, and we removed computers to reflect that change. With the Collab taking the place of the old computer lab, we dedicated two carrels with privacy screens for unfiltered Internet access, as required by Michigan law for adults age 18 and older, and for minors who are supervised by a parent or guardian while using the unfiltered stations. These changes give us the necessary floor space to extend the adjacent shelving units by one range, providing room for collection growth. The new chairs are also cushioned, responding patron requests for more comfortable computer seating.
14. At the beginning of this month, we renovated the Friends sorting room, stripping it down to the drywall, adding more functional shelving, and generally spiffing up the space. The Friends contributed just over \$5,000 toward the renovation, and the Friends Sorting Crew and Board were involved in designing the space to meet their needs. It's a small renovation, but it has made a huge difference in their workflow.
15. The Plymouth District Library will be closing for the first two weeks of September, per Director Shauna Anderson, who kindly provided me with a heads-up so that we are prepared for PDL patrons who may visit us instead. My coworkers are ready to welcome them!

Respectfully submitted,
Eva Davis, Director

Canton Public Library

Proposed Budget Amendment - 2025 -2nd Quarter (Motion 25/8-21-x)

PROPOSED:

8/21/2025

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
REVENUE				
PROPERTY TAXES	7,800,000	75,896	7,875,896	Recognize excess received over budgeted amount
STATE AID TO LIBRARIES	95,000	12,185	107,185	Recognize excess received over budgeted amount
LOCAL COMMUNITY STABILIZATION SHARE	57,588	-	57,588	
PHOTOCOPY FEES	40,000	-	40,000	
REPLACEMENT-LIBRARY MATERIALS	7,000	3,000	10,000	Increase due to collecting more than originally budgeted
MEETING ROOM RENTAL	500	1,200	1,700	Recognize excess received over budgeted amount
PENAL FINES	61,000	254,507	315,507	Collected amount that was underpaid over last ten years
INTEREST INCOME	150,000	-	150,000	
COMMISSION	7,000	3,000	10,000	Increase due to collecting more than originally budgeted
OTHER REVENUE	2,500	11,500	14,000	Recognize excess received over budgeted amount/Friends' contributions
TOTAL REVENUE	8,220,588	361,288	8,581,876	
EXPENDITURE				
SALARIES & WAGES	3,790,000	-	3,790,000	
FRINGE BENEFITS	989,400	-	989,400	
SUPPLIES	163,850	5,150	169,000	To support increased OCLC postage & Friends renovation projects
LIBRARY MATERIALS	1,250,000	38,000	1,288,000	Increase to maintain 15% of budget due to receipt of unpaid penal fines
PROFESSIONAL & CONTRACTUAL	573,420	6,700	580,120	Friends' contributions-Staff Day / Increase Inter-Loan and home delivery services
COMMUNICATIONS	40,000	-	40,000	
PRINTING	51,800	-	51,800	
UTILITIES	195,000	5,000	200,000	To cover cost of water leak on roof
MAINTENANCE & REPAIRS	320,600	3,400	324,000	Friends' contributions to READ Berm & Butterfly Garden
BUILDING IMPROVEMENTS	20,000	-	20,000	
INSURANCE	73,500	-	73,500	
CAPITAL OUTLAY	1,172,400	-	1,172,400	
PROPERTY TAX REFUNDS	2,000	-	2,000	
COMMUNITY PROMOTION	26,200	-	26,200	
TRAVEL	55,930	2,000	57,930	Library Market Conference Funding
RENTALS/LEASES	12,500	-	12,500	
TOTAL EXPENSE	8,736,600	60,250	8,796,850	
Net Change in Fund Balance	(516,012)	301,038	(214,974)	
Beginning Fund Balance - General Fund	6,962,702		6,962,702	
Ending Fund Balance - General Fund	6,446,690	301,038	6,747,728	



MERS 2026 Pension Contribution

History: The Annual Valuation report presents the results of the Annual Actuarial Valuation prepared by MERS for Canton Pub Lib (8232). The report includes the determination of liabilities and contribution rates resulting from plan participation. It also contains the **minimum** actuarially determined contribution requirement in alignment with the MERS Plan Document, Actuarial Policy, the Michigan Constitution, and governing statutes. The plan closed to new members at the end of FY2017. There are currently nine active members, two inactive members, and 15 retirees and beneficiaries.

In 2022, we established a Surplus Division with MERS to help us achieve our goal of a funded ratio of 120%. Once achieved, the earnings would, in theory, self-fund the annual payments and relieve the library of most administrative costs.

MERS Annual Valuation: The most recent report presents the results of the Annual Actuarial Valuation, prepared for Canton Pub Lib (8232) as of December 31, 2024.

12/31/2024 Valuation Results	Lower Future Annual Returns	Lower Future Annual Returns	Valuation Assumptions
Investment Return Assumption	4.93%	5.93%	6.93%
Accrued Liability	\$ 7,547,666	\$ 6,802,517	\$ 6,168,442
Valuation Assets ¹	\$ 6,496,887	\$ 6,496,887	\$ 6,496,887
Unfunded Accrued Liability	\$ 1,050,779	\$ 305,630	\$ (328,445)
Funded Ratio	86%	96%	105%
Monthly Normal Cost	\$ 8,358	\$ 6,085	\$ 4,334
Monthly Amortization Payment	\$ 24,077	\$ 17,706	\$ 11,734
Total Employer Contribution ²	\$ 32,435	\$ 23,791	\$ 16,068

¹ The Valuation Assets include assets from Surplus divisions, if any.

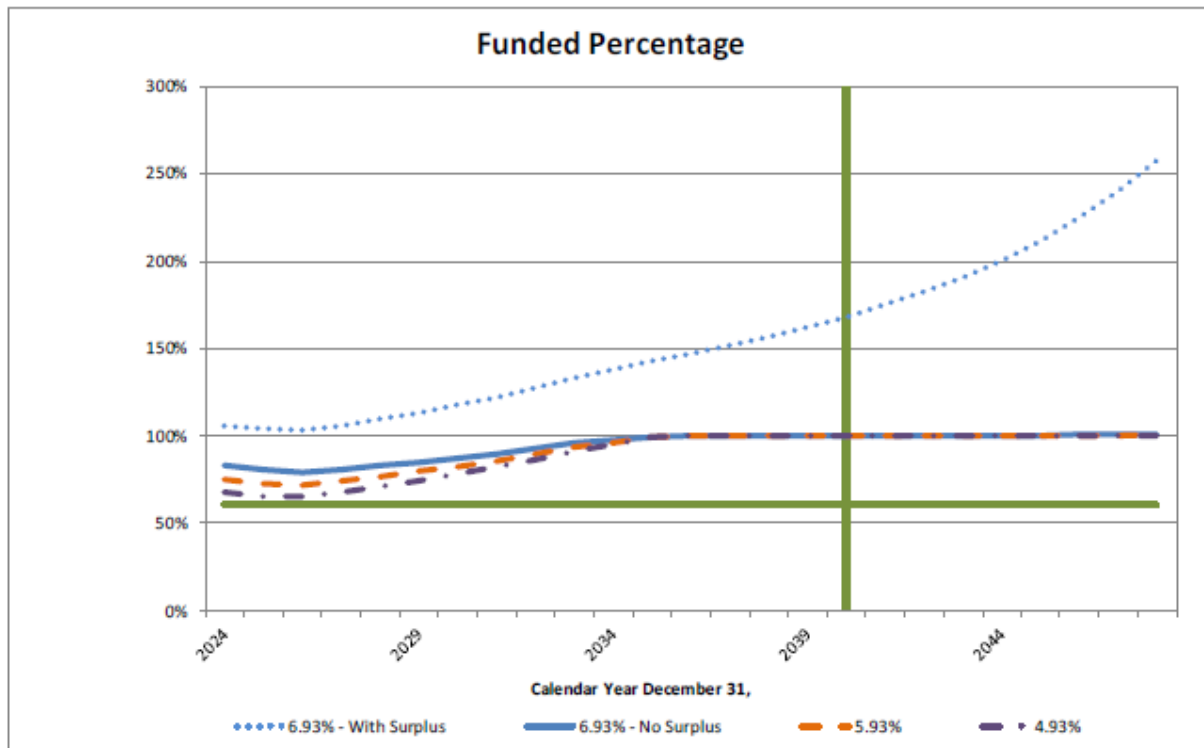
Using the best-case scenario, in which MERS achieves a 6.93% return on investment, MERS predicts that by contributing **the minimum requirement** over the next five years, **we will achieve a funded ratio of only 85%** on January 1, 2031.

Valuation Year Ending 12/31	Fiscal Year Beginning 1/1	Actuarial Accrued Liability	Valuation Assets ²	Funded Percentage	Estimated Annual Employer Contribution
6.93% ¹					
2024	2026	\$ 6,168,442	\$ 5,111,221	83%	\$ 192,816
2025	2027	\$ 6,200,000	\$ 5,010,000	81%	\$ 216,000
2026	2028	\$ 6,270,000	\$ 4,960,000	79%	\$ 241,000
2027	2029	\$ 6,320,000	\$ 5,090,000	81%	\$ 243,000
2028	2030	\$ 6,360,000	\$ 5,250,000	83%	\$ 246,000
2029	2031	\$ 6,400,000	\$ 5,420,000	85%	\$ 250,000

By establishing the Surplus Division and committing to employer contributions above the minimum requirement, we have maintained a funding level of over 100% for the past four years.

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2020	5,474,148	4,951,288	90%	522,860
2021	5,760,596	6,090,409	106%	(329,813)
2022	5,876,138	6,130,482	104%	(254,344)
2023	6,012,991	6,347,750	106%	(334,759)
2024	6,168,442	6,496,887	105%	(328,445)

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019, 2020, 2021, 2023, and 2024 actuarial valuations.

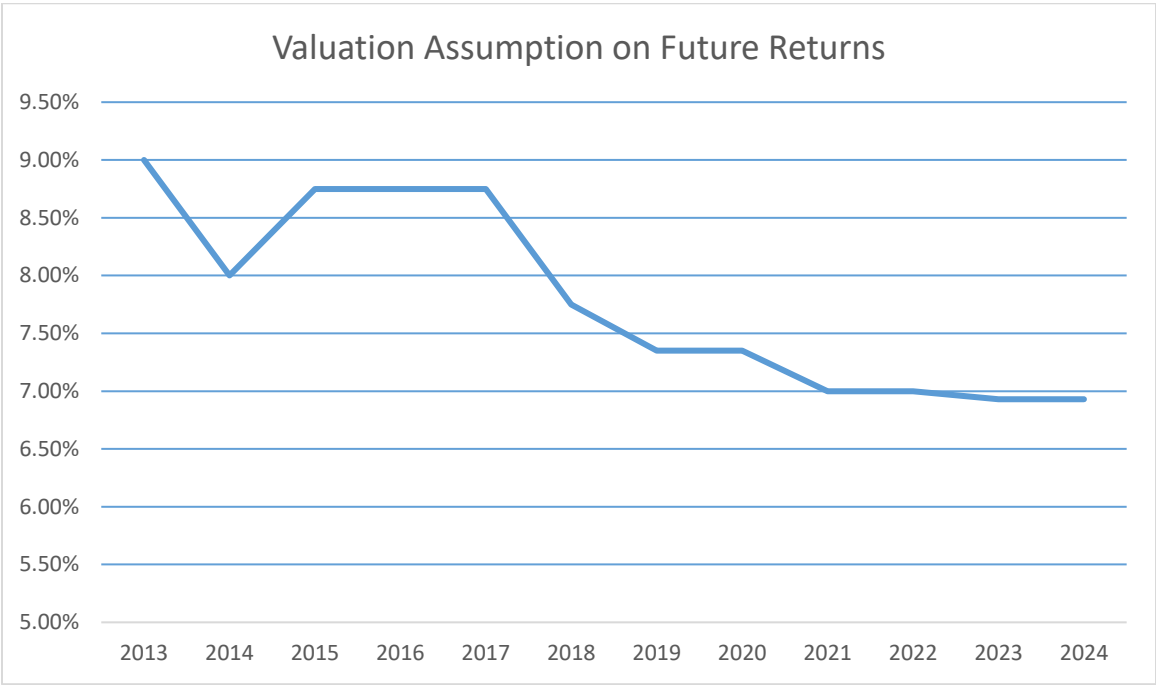


Notes: For PA 202 purposes, the green indicator lines have been added at 60% funded and 16 years following the valuation date.

Proposal: Modify our 5-year plan (in the fifth year) by allocating \$330,000 (increased from \$280,000) from the annual operating budget to MERS. The minimum requirement will be deposited to Employer Contributions, and the excess will be directed to the Surplus division. Barring any adverse economic conditions, this plan will keep us on track to achieve our goal of a 120% funding ratio as early as 2030, as illustrated by the MERS chart above.

Recommendation: Implement a \$330,000 contribution in 2026 and reevaluate if the market drastically changes or if MERS further lowers the predicted rate of return.

Below is a chart of MERS investment assumptions over the past decade.



2026 Budget Highlights

August 2025

Revenues

2026 Revenues

As discussed at the June library board meeting, property tax revenues reflect the most recent information from Canton Township, including property taxes and Personal Property Tax exemptions. As directed by the library board, property tax collections are at the maximum millage rate of 1.4202 (eroded from 2.0 due to Headlee, with a 2025 millage reduction fraction of 0.9915), and assume a 99% collection rate, which is conservative based on historical property tax revenue data over the last five-plus years.

The Local Community Stabilization Share is required to be recorded in a separate account per Michigan's Uniform Chart of Accounts. CPL began compliance late in 2021 when we converted to the current uniform chart of accounts. We are budgeted slightly higher than what was received in 2025 as we continue to adjust to this newer account. Penal Fines remain unchanged due to the recent discovery of underpayments over the last decade, and no true indicator of what the recalculated amounts will be. Interest revenue remains conservative due to the uncertainty of the current economy. Other Revenues (State aid, photocopy fees, replacement-library materials, commission, and meeting room rental) reflect historical averages and are conservative estimates.

2027-2028 Revenues

Property taxes for 2027 and 2028 assume a Headlee reduction fraction of 0.9915 per annum (resulting in millage rates of 1.4081 and 1.3961, respectively), a 99% collection rate and a modest 3% growth in taxable values per the Canton Township Assessor's projection.

Expenditures

Items of note:

- **Salaries & Wages:** As discussed at the April library board meeting, the salary increase is based on a market analysis and equity adjustments to bring fully functioning employees in pay grades 1 through 16 into the full salary range. The market analysis reflects the scheduled increase to Michigan's minimum wage rates for 2026.
- **Fringe Benefits:** Annual increases for 2026-2028 are due to an increase in FICA tax obligation (7.65% of salaries), an increase in health care costs and approved over-funding of MERS at \$330,000 rather than the MERS *recommended minimum employer contribution.

**MERS reduced the following assumptions effective with the 2019 valuation: 1.) investment assumption from 7.75% to 7.35%; 2.) wage inflation from 3.75% to 3.00%. These changes affected our employer minimum required contribution beginning in 2021. A Dedicated Gains Policy became effective with the 2021 valuation, which combines recognition of asset gains and*

the lowering of investment returns. Demographic assumption changes impacted the employer minimum required contribution beginning in 2022.

- **Supplies:** Increase for 2026-2028 to reflect nominal price changes, cyclical purchases and adjusting to the increased minimum cost for capital expenditure purchases.
- **Library Materials:** The minimum standard for our Enhanced Certification from the Library of Michigan's Quality Services Audit Checklist (QSAC) is 12% of operating revenues. As discussed at the March library board meeting, we budgeted 15% of operating revenues, allocating a larger portion of the Library Materials budget to electronic formats.
- **Professional & Contractual:** This increase is due to increases for current subscriptions (Syndetics and TLC databases) and annual contract price increases.
- **Communications:** Moved to VOIP 2024.
- **Printing:** Decreases for 2026-2028.
- **Utilities:** Increase 2026-2028.
- **Maintenance & Repairs:** Decreases for 2026 and 2027 with a nominal increase for 2028.
- **Building Improvements:** Remains at previously budgeted amounts to account for unscheduled building improvements.
- **Insurance:** 2026-2028 reflects increased costs in insurance policies.
- **Capital Outlay:** As the library building approaches 40 years of age, we continue to evaluate the need to replace outdated equipment, fixtures, and furnishings to keep the library relevant to our community. Capital Outlay traditionally includes a transfer from the Assigned Capital Replacement fund balance to cover all capital improvements. *As in the past, additional operating revenues and unspent expenses will apply to Capital Outlay before requesting approval of a fund balance transfer.*
 - As discussed at the June library board meeting, the Capital Outlay for 2026-2028 is estimated based on our Capital Replacement Schedule, which plots the estimated useful life expectancies and estimated replacement costs of furnishings, fixtures, and equipment over a 20-year period. It currently includes the replacement of furniture, exterior grounds and building upgrades, including an EV charging station and replacing equipment.
- **Property Tax Refunds:** Remains steady as the Michigan Tax Tribunal continues to clear backlogged cases.

- **Community Promotion:** Nominal increases for 2026-2028.
- **Travel:** Increased in 2026 and 2028 for the biennial Public Library Association Conference year.
- **Rentals/Leases:** Decreased to account for lower copy machine charges with the current contract.

Canton Public Library

2026 Budget Proposed (Motion 25/9-18-BH)

	99% Collection 1.4396 Millage 2024 FINAL APPROVED BUDGET	99% Collection 1.4396 Millage 2025 AMENDED BUDGET	99% Collection 1.4202 Millage 2026 PROPOSED BUDGET	99% Collection 1.4081 Millage 2027 PROPOSED BUDGET	99% Collection 1.3961 Millage 2028 PROPOSED BUDGET
DESCRIPTION					
Fund 101 - GENERAL FUND					
Revenues					
INCOME					
PROPERTY TAXES	7,427,256	7,875,896	8,175,000	8,350,000	8,600,000
STATE AID TO LIBRARIES	100,687	107,185	95,000	95,000	95,000
LOCAL COMMUNITY STABILIZATION SHARE	66,091	57,588	60,000	60,000	60,000
PHOTOCOPY FEES	35,000	40,000	40,000	40,000	40,000
REPLACEMENT-LIBRARY MATERIALS	15,500	10,000	7,000	7,000	7,000
MEETING ROOM RENTAL	1,550	1,700	500	500	500
PENAL FINES	87,806	315,507	61,000	61,000	61,000
INTEREST INCOME	170,000	150,000	150,000	150,000	150,000
COMMISSION	9,994	10,000	7,000	7,000	7,000
OTHER REVENUE	40,100	14,000	1,000	1,000	1,000
Net INCOME	7,953,984	8,581,876	8,596,500	8,771,500	9,021,500
TOTAL REVENUES	7,953,984	8,581,876	8,596,500	8,771,500	9,021,500
Expenditures					
EXPENSES					
SALARIES & WAGES	3,630,000	3,790,000	3,960,000	4,096,500	4,238,500
FRINGE BENEFITS	890,300	989,400	1,086,900	1,129,200	1,161,200
SUPPLIES	118,657	169,000	152,730	159,940	164,180
LIBRARY MATERIALS	1,154,128	1,288,000	1,300,000	1,325,000	1,355,000
PROFESSIONAL & CONTRACTUAL	442,175	580,120	599,710	627,900	632,000
COMMUNICATIONS	37,000	40,000	39,000	40,000	44,000
PRINTING	17,800	51,800	41,800	41,800	41,800
UTILITIES	160,000	200,000	206,000	206,500	212,000
MAINTENANCE & REPAIRS	233,100	324,000	287,100	283,300	290,300
BUILDING IMPROVEMENTS	25,000	20,000	25,000	25,000	25,000
INSURANCE	62,500	73,500	74,000	74,000	74,000
CAPITAL OUTLAY	894,000	1,172,400	1,318,000	1,048,000	1,360,000
PROPERTY TAX REFUNDS	3,700	2,000	2,000	2,000	2,000
COMMUNITY PROMOTION	20,000	26,200	26,200	31,200	31,200
TRAVEL	48,550	57,930	75,330	56,060	77,740
RENTALS/LEASES	12,300	12,500	10,500	11,500	11,500
Net EXPENSES	7,749,210	8,796,850	9,204,270	9,157,900	9,720,420
TOTAL EXPENDITURES	7,749,210	8,796,850	9,204,270	9,157,900	9,720,420
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	7,953,984	8,581,876	8,596,500	8,771,500	9,021,500
TOTAL EXPENDITURES	7,749,210	8,796,850	9,204,270	9,157,900	9,720,420
NET OF REVENUES & EXPENDITURES	204,774	(214,974)	(607,770)	(386,400)	(698,920)
NET CHANGE IN FUND BALANCE		(214,974)	(607,770)	(386,400)	(698,920)
BEGINNING FUND BALANCE - GENERAL FUND		6,962,702	6,747,728	6,139,958	5,753,558
ENDING FUND BALANCE - GENERAL FUND		6,747,728	6,139,958	5,753,558	5,054,638

Canton Public Library

2026 Budget Proposed (Motion 25/9-18-BH)

GL NUMBER	DESCRIPTION	2024 FINAL APPROVED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET	2027 PROPOSED BUDGET	2028 PROPOSED BUDGET
Fund 101 - GENERAL FUND						
Revenues						
INCOME						
101-000.00-401.00	PROPERTY TAXES	7,427,256	7,875,896	8,175,000	8,350,000	8,600,000
101-000.00-539.00	STATE AID TO LIBRARIES	100,687	107,185	95,000	95,000	95,000
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	66,091	57,588	60,000	60,000	60,000
101-000.00-602.00	PHOTOCOPY FEES	35,000	40,000	40,000	40,000	40,000
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	15,500	10,000	7,000	7,000	7,000
101-000.00-651.00	MEETING ROOM RENTAL	1,550	1,700	500	500	500
101-000.00-656.00	PENAL FINES	87,806	315,507	61,000	61,000	61,000
101-000.00-665.00	INTEREST INCOME	170,000	150,000	150,000	150,000	150,000
101-000.00-668.00	COMMISSION	9,994	10,000	7,000	7,000	7,000
101-000.00-675.00	OTHER REVENUE	40,100	14,000	1,000	1,000	1,000
Net INCOME		7,953,984	8,581,876	8,596,500	8,771,500	9,021,500
TOTAL REVENUES		7,953,984	8,581,876	8,596,500	8,771,500	9,021,500
Expenditures						
EXPENSES						
	SALARIES & WAGES	3,630,000	3,790,000	3,960,000	4,096,500	4,238,500
101-790.00-702.00	SALARIES & WAGES	3,630,000	3,790,000	3,960,000	4,096,500	4,238,500
	FRINGE BENEFITS	890,300	989,400	1,086,900	1,129,200	1,161,200
101-790.00-716.01	TAXES-FICA/MC	277,700	290,000	303,000	312,200	312,200
101-790.00-716.02	DENTAL	18,000	23,000	24,000	25,000	25,000
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	1,000	1,020	1,100	1,200	1,200
101-790.00-716.04	LIFE INSURANCE/DISABILITY	14,500	16,000	16,000	16,000	16,000
101-790.00-716.05	MEDICAL INSURANCE	240,000	308,580	340,000	370,000	400,000
101-790.00-716.06	MEDICAL BUY OUTS	2,400	4,800	4,800	4,800	4,800
101-790.00-716.07	OPTICAL	7,500	7,500	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	5,000	5,000	7,000	7,000	7,000
101-790.00-717.01	RETIREMENT DC PLAN (401A)	43,200	52,500	52,500	54,500	56,500
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000	280,000	330,000	330,000	330,000
	SUPPLIES	118,657	169,000	152,730	159,940	164,180
101-790.00-727.01	SUPPLIES-LIBRARY	10,500	18,000	10,000	14,000	10,000

GL NUMBER	DESCRIPTION	2024 FINAL APPROVED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET	2027 PROPOSED BUDGET	2028 PROPOSED BUDGET
101-790.00-729.00	STAFF BOOK ACCOUNT	-	-	-	-	-
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500	12,500	13,000	13,000	13,000
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	14,000	30,500	25,500	26,000	28,000
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,000	14,500	16,900	16,900	16,900
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800	2,800	2,800	2,800	2,800
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,400	4,000	5,500	5,610	5,750
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	2,100	5,500	5,200	5,300	5,400
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000	20,000	20,400	20,900	20,900
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	250	300	180	180	180
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,200	1,300	1,500	1,500	1,500
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	6,907	25,000	20,000	20,000	25,000
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	3,300	2,600	2,750	2,750	2,750
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	1,700	2,000	1,000	-	-
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	25,000	30,000	28,000	31,000	32,000
	LIBRARY MATERIALS	1,154,128	1,288,000	1,300,000	1,325,000	1,355,000
101-790.00-730.01	BOOKS	255,868	300,940	263,000	280,000	285,000
101-790.00-730.02	AV (MEDIA)	97,270	96,560	89,800	95,000	95,000
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	800,990	890,500	947,200	950,000	975,000
	PROFESSIONAL & CONTRACTUAL	442,175	580,120	599,710	627,900	632,000
101-790.00-802.00	LEGAL	11,000	25,000	15,000	15,000	15,000
101-790.00-803.00	AUDIT	13,850	19,000	25,000	30,000	32,000
101-790.00-804.01	BANK FEES-GENERAL	1,000	500	500	500	500
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200	1,200	1,200	1,200	1,200
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200	1,200	1,200	1,200	1,200
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300	300	300	300	300
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,800	16,500	16,500	16,500	16,500
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	6,750	12,600	12,600	13,000	13,000
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,650	1,975	1,675	1,675	1,675
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,975	10,725	10,725	10,725	10,725
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	10,000	10,000	5,000	5,000	5,000
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	1,800	2,950	4,700	3,600	5,800
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	1,500	5,000	5,000	5,000	5,000
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	22,000	23,000	23,460	24,000	24,000
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	12,400	47,520	54,000	55,100	56,000
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,150	1,650	1,650	1,700	1,700
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000	40,000	40,000	45,000	45,000
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	25,000	35,000	35,000	35,000	35,000
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000	1,000	1,000	1,200	1,200
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	1,700	2,500	2,200	2,200	2,200

GL NUMBER	DESCRIPTION	2024	2025	2026	2027	2028
		FINAL APPROVED BUDGET	AMENDED BUDGET	PROPOSED BUDGET	PROPOSED BUDGET	PROPOSED BUDGET
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	252,000	310,000	330,000	346,000	345,000
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500	1,500	2,000	2,000	2,000
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	7,400	11,000	11,000	12,000	12,000
101-790.00-850.00	COMMUNICATIONS	37,000	40,000	39,000	40,000	44,000
	COMMUNICATIONS	37,000	40,000	39,000	40,000	44,000
101-790.00-902.00	PRINTING	17,800	51,800	41,800	41,800	41,800
	LEGAL NOTICES & ADS	500	500	500	500	500
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300	1,300	1,300	1,300	1,300
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	16,000	50,000	40,000	40,000	40,000
101-790.00-921.00	UTILITIES	160,000	200,000	206,000	206,500	212,000
	ELECTRICITY	135,000	160,000	170,000	170,000	175,000
101-790.00-922.00	GAS	10,000	20,000	20,000	20,500	21,000
101-790.00-923.00	WATER	15,000	20,000	16,000	16,000	16,000
101-790.00-931.00	MAINTENANCE & REPAIRS	233,100	324,000	287,100	283,300	290,300
	CLEANING/JANITORIAL SERVICES	83,500	98,000	100,500	100,500	100,500
101-790.00-932.01	LAWN & GROUNDS	37,800	58,800	56,000	50,000	56,000
101-790.00-932.02	SNOW & ICE	34,000	38,000	38,000	38,000	38,000
101-790.00-933.00	BUILDING SECURITY	7,800	7,500	8,000	8,000	8,000
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800	800	600	600	600
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	15,200	57,900	19,000	19,200	19,200
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	11,000	23,000	20,000	22,000	23,000
101-790.00-935.00	BUILDING REPAIRS	10,000	20,000	25,000	25,000	25,000
101-790.00-936.00	EQUIPMENT REPAIRS	33,000	20,000	20,000	20,000	20,000
101-790.00-965.00	BUILDING IMPROVEMENTS	25,000	20,000	25,000	25,000	25,000
	BUILDING IMPROVEMENTS	25,000	20,000	25,000	25,000	25,000
101-790.00-969.00	INSURANCE	62,500	73,500	74,000	74,000	74,000
	INSURANCE	62,500	73,500	74,000	74,000	74,000
101-790.00-973.00	CAPITAL OUTLAY	894,000	1,172,400	1,318,000	1,048,000	1,360,000
	LAND IMPROVEMENTS-DEPRECIATING	-	50,000	-	35,000	20,000
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	467,000	530,000	535,000	680,000	1,133,000
101-790.00-975.00	FURNITURE AND EQUIPMENT	170,000	288,400	500,000	-	30,000
101-790.00-976.00	LIBRARY MATERIALS	-	-	-	-	-
101-790.00-978.00	HARDWARE	248,000	270,000	209,000	304,000	164,000
101-790.00-979.00	SOFTWARE	9,000	34,000	74,000	29,000	13,000

GL NUMBER	DESCRIPTION	2024 FINAL APPROVED BUDGET	2025 AMENDED BUDGET	2026 PROPOSED BUDGET	2027 PROPOSED BUDGET	2028 PROPOSED BUDGET
	PROPERTY TAX REFUNDS	3,700	2,000	2,000	2,000	2,000
101-790.00-998.00	PROPERTY TAX REFUNDS	3,700	2,000	2,000	2,000	2,000
	COMMUNITY PROMOTION	20,000	26,200	26,200	31,200	31,200
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	-	1,200	1,200	1,200	1,200
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	20,000	25,000	25,000	30,000	30,000
	TRAVEL	48,550	57,930	75,330	56,060	77,740
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	6,000	3,000	6,000	3,000	6,000
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	4,000	1,000	4,000	1,000	4,000
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300	2,300	2,300	2,300	2,300
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200	200	200	200	200
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	2,050	5,150	10,500	5,500	10,500
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	1,000	2,000	2,000	2,000	2,000
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	3,600	6,680	7,000	7,140	7,300
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	200	2,800	600	620	640
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	5,000	4,000	8,000	3,000	8,000
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	900	1,200	1,200	1,200	1,200
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	15,400	16,000	20,000	16,500	21,000
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	2,300	1,500	1,530	1,600	1,600
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	4,500	11,000	11,000	11,000	12,000
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100	1,100	1,000	1,000	1,000
	RENTALS/LEASES	12,300	12,500	10,500	11,500	11,500
101-790.00-941.00	COPY MACHINE CHARGES	9,800	10,000	8,000	9,000	9,000
101-790.00-942.00	POSTAGE METER CHARGES	2,500	2,500	2,500	2,500	2,500
Net EXPENSES		7,749,210	8,796,850	9,204,270	9,157,900	9,720,420
TOTAL EXPENDITURES		7,749,210	8,796,850	9,204,270	9,157,900	9,720,420
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,953,984	8,581,876	8,596,500	8,771,500	9,021,500
TOTAL EXPENDITURES		7,749,210	8,796,850	9,204,270	9,157,900	9,720,420
NET OF REVENUES & EXPENDITURES		204,774	(214,974)	(607,770)	(386,400)	(698,920)
NET CHANGE IN FUND BALANCE			(214,974)	(607,770)	(386,400)	(698,920)
BEGINNING FUND BALANCE - GENERAL FUND			6,962,702	6,747,728	6,139,958	5,753,558
ENDING FUND BALANCE - GENERAL FUND			6,747,728	6,139,958	5,753,558	5,054,638

Canton Public Library

Capital Replacement Schedule

			Last Year	This Year	Proposed		
FAC	Description	Notes	2024	2025	2026	2027	2028
Land							
	Land	Bond paid off in 2015					
Land Improvements - Depreciating							
973	Storm Drainage/Catch Basin/Manholes						
973	Underground	repairs only					
973	Above ground	repairs only					
973	Storm Sewer/Catch Basin					15,000	
973	Irrigation (sprinkler heads & lines)	*annual maintenance G/L 932b					
973	Landscape / Hardscape						
973	RHC Courtyard - hardscape (walkway) & landscape						
973	Backyard/Frontyard - landscape			20,000			
973	Backyard Pergola (walkway, shelter, table, swing)						
973	Parking Lot						
973	Asphalt Maintenance (periodic seal & stripe)	*annual maintenance <5,000				20,000	
973	Asphalt Paving / End of Life Replacement	\$100k/2017, \$190k/2019					
973	Concrete Paving - Sidewalks & Curbs	\$40k update in2019					
973	Paver walkway (connect CPL to Canton Ctr Rd.)						20,000
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						
	Signs						
974	Site Signage (in building)	updated in sections					
974	Main Entrance Signage		10,000				
	BUILDING						
974	Masonry, Cast Concrete, Flatwork & Finish	repairs only					
974	Brick, Stone & Ceramic Tile	repairs only					
974	Wiring						
974	RTU1 (Trane Intelli Pac 30 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)						
974	RTU2 (Trane Intelli Pak 25 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)						
974	RTU3 (Trane Intelli Pak 40 Ton, last 2001, EOF 15-20yrs)(Engie-M2A)						

FAC	Description	Notes	2024	2025	2026	2027	2028
974	Air Handler (Trane, Roof, last 2001, EOF 20yrs, rebuild)(Engie-M2A)						
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.					375,000
974	Aluminum downspouts & gutters						
974	Wood soffit (Bldg/Canopies)						
974	Fire Suppression-Sprinkler Backflow Replacement	Fixture Repair budget					
974	Windows / Skylights / Doors						
974	Windows-Aluminum/Wood						
974	Curved, insulating Glass (piano window, nook, etc.)						250,000
974	Skylight - All (inspect, reseal and caulk)	Building Repair budget					
974	Skylights (Tree, Nook, 4-section Teen)	reseal approx \$5K					
974	Skylight-Pyramid (FAR, Child Seating)	+ caps/gaskets \$10K					
974	Skylight-Pyramid (Entrance, New Arrivals)						
974	Doors-Aluminum						40,000
974	Doors - Steel Exterior						
974	Doors - Automatic (Front Entry/Lobby)						
974	Double door and case work (Co-Lab)		30,000				
974	Floor and Wall Covering						
974	Floor Covering - Luxury Vinyl Tile (WebExpress, Self-Service, Check Out)						
974	Floor Covering - Carpet - Public Areas						
974	Floor Covering - Teen, CmRm, Friends						
974	Floor Covering - Staff Area, Carpet/Resilient Floor						100,000
974	Floor Covering - Co-Lab		10,500				
974	Wall Covering - Graphic Mural (Co-Lab)		9,500				
974	Wall Covering - Co-Lab Paint & Magrite Installation L&M		20,000				
974	Wall Covering - Lobby & New Book Area		_____				
974	Wall Covering - Quiet Study Room						
974	Wall Covering - whisper wall and paint (Community Room)						
974	Ceiling Tiles						
974	Renovations						
974	Public Restrooms (Lobby)						
974	Social Space (Café) / Lobby						
974	Teen Space					500,000	
974	Group Study Rooms-Trendwall (D, E, F, G, H & I)	G, H & I relocated in 2017					
974	Group Study Rooms-Trendwall (Tutor Rooms 1-6)	G, H & I parts used					
974	East Wall KI (pod) Study Rooms (Pergola, G, H, I, J & 7)	Six pods in total	190,000				
NEW	Adult Fiction Area			500,000			
NEW	Children's Library				500,000		
974	Children's Space				-		
974	Children's Restrooms				-		
974	Friend's Bookstore Renovation						
974	Friends' Donation Area (canopy, donation shelving, concrete)						

FAC	Description	Notes	2024	2025	2026	2027	2028
974	Staff Area Renovation - General Construction	Estimated @ \$1,550,000					
974	Staff Area Renovation - Restroom Alcove						
974	Lencore sound masking - Staff Area						
974	Community Room Refresh						
974	Lighting - upgrade hanging fixture to LED						
974	Power in floor (5 flush brass outlets)						
974	Blackout shades & remote control						
NEW	The Lab Renovation - convert to flex space (Co-Lab)		150,000				
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		47,000	30,000	35,000	180,000	368,000
	Furniture and Equipment						
975	Custom Millwork (cabinets)						
975	Furniture - Open spaces (desks, file cabinets, etc.)	Renovation 2018/19					
975	Cabinetry/Sink - Community Room Kitchen						30,000
975	Cabinetry/Sink - Friends' Activity Room						
975	Storage cabinets (Sort Room alcove)						
975	Cabinets, Custom Millwork (Staff Area)						
974	Cabinetry/Custom work stations (Sorter Room)						
	General Staff Area						
975	Staff Lounge Furniture (Tables/Chairs)	reupholstered in 2018		26,700			
975	Dunhill upholstered banquette seating 19' long (Staff Lounge)						
975	Additional under-cabinet lights for IS						
975	Furniture - Enclosed Offices (desks, file cabinets, etc.)						
975	Lencore sound masking system (33 speakers/6 controls)						
975	IS office reconfiguration						
	General Public Area						
975	Self Check curved counter/charging station & stools						
975	CD Bins (Adult Collection)	half eliminated 2023					
	Tables						
975	Table Maintenance - Refinish Maple Edges	Replace/refinish					
975	Tables w/electrical spheres (single study rms)						
975	Tables - Laptop Tables (8-Fireplace Area)						
975	Tables - Carrell Tables (6-S/E Study Area)	1 to quiet study 2017					
975	Tables - 5' flip top nesting (6-Friends' Activity Room)						
975	Tables - 4' flip top nesting (16-Community Room) and table trucks (2)						

FAC	Description	Notes	2024	2025	2026	2027	2028
975	Tables - Study (4-Adult Aisle, 2-Lab Foyer)						
975	Tables - 3Branch Maker Tables (2 in Co-Lab)						
975	Tables - Ashler laptop tables (4-Co-Lab)						
975	Tables - Ashler laptop tables (2-Pod Study Rooms)						
975	Tables - Alcott w/power-USB (4-Pod Study Rooms)						
975	Tables - Orbit tables (3-Staff Lounge)						
975	Tables - 10-station computer tables (2-WebExpress)			60,000			
	Chairs						
975	Chairs - Agati Task Chairs (33 remaining in public area)	Dispose in 2025					
975	Chairs - Maple Meeting Chairs (6 in Med.Conf.Room)						
975	Chairs - Executive Task Chairs (staff)						
975	Chairs - 22 Hi-back task chairs (Quiet Study Room)			22,000			
975	Chairs - 40 Chela stacking chairs & 2 trolleys (Friends Activity Room)						
975	Chairs - 12 upholstered Focus side chairs (Teen Study Rooms)	lifetime frame					
975	Chairs - 48 upholstered Focus side chairs (Study Rooms/Carrells)	lifetime frame					
975	Chairs - 28 upholstered Focus side chairs (Adult Aisle, Co-Lab foyer)	lifetime frame					
975	Chairs - 20 upholstered Focus side chairs (WebExpress)						
975	Chairs - 6 upholstered Focus side chairs & 4 stool backs (Staff Lounge)						
975	Chairs - 92 Acton Stacking Chairs & 5 Trolleys (Community Room)						
975	Chairs - 2 wingback chairs (DVD area)						
975	Chairs - 2 wingback chairs (New Arrivals area)						
975	Lab Reno Seating (Tables/Chairs/Soft Seating)		100,000	56,400			
975	True Patch panel room dividers (5 in Co-Lab)						
975	Chairs - 12 SitOnIT Movi nesting chairs (Co-Lab)						
975	Chairs - Moto modular seating (one 5-piece, one 6-piece, 2-ottomans in Co-Lab))						
975	Chairs - 4 Arca upholstered rocking chairs (Co-Lab)						
975	Chairs - 4 Arca mid-back stationary chairs (Co-Lab)						
975	Chairs - 2 Lyra parlor chairs (book return area)						
975	East Aisle Pod Study Room Furniture		40,000				
975	Chairs - 18 Focus side chairs and 9 counter-height stools (Pod Study Rooms)						
975	Chairs - 2 Joel swivel lounge chairs (Pod Study Pergola)						
975	South Seating Area Furnishings		30,000				
975	Chairs - 3 Joel swivel lounge chairs (South Seating Area)						
975	Soft seating whistler armless lounge chairs w/corner table (South Seating Area)						
975	Soft seating Whistler upholstered ottoman w/power (South Seating Area)						
975	Connectrac underwire raceway (under-carpet power for South Seating Area)						
975	Soft seating w/power (2-seat,1-table unit at entrance)						
975	Adult Fiction Alcove Study Room & Foyer Furnishings			123,300			
975	Children's Library Furniture				500,000		
975	Help Desk - Children's						
975	Children's-Upholster booth seats, reading nook mattress, sailboat table benches	Upholstery only 2023					
	ART						
975	Tree Sculpture (Children's Library)						Replace Youth

FAC	Description	Notes	2024	2025	2026	2027	2028
	Hardware						
	See IT Capital		248,000	270,000	209,000	304,000	164,000
	Software						
	See IT Capital		9,000	34,000	74,000	29,000	13,000
	Library Materials						
	See P&L 730 accounts						

Sub-Total - Land Improvements-Depreciating	\$	-	\$	50,000	\$	-	\$	35,000	\$	20,000
Sub-Total - Buildings, Fixtures & Improvements (Includes IT HVAC Systems)	\$	467,000	\$	530,000	\$	535,000	\$	680,000	\$	1,133,000
Sub-Total - Furniture and Equipment	\$	170,000	\$	288,400	\$	500,000	\$	-	\$	30,000
Sub-Total - Hardware (see IT Capital)	\$	248,000	\$	270,000	\$	209,000	\$	304,000	\$	164,000
Sub-Total - Software (see IT Capital)	\$	9,000	\$	34,000	\$	74,000	\$	29,000	\$	13,000
GRAND TOTAL BUILDING & IT CAPITAL REPLACEMENT	\$	894,000	\$	1,172,400	\$	1,318,000	\$	1,048,000	\$	1,360,000

Canton Public Library

Capital Replacement Schedule Information Technology

			Last Year	This Year	Proposed		
FAC	Description	Notes	2024	2025	2026	2027	2028
Buildings, Fixtures and Improvements-HVAC Systems (PHYSICAL UNITS)							
974	RTU1 (Trane Intellipac 30 Ton)(2001, EOF 15-20yrs)(Engie-M2A-2021)						
974	RTU2 (Trane Intellipak 25 Ton)(2001, EOF 15-20yrs)(Engie-M2A-2021)						
974	RTU3 (Trane Intellipak 40 Ton)(2001, EOF 15-20yrs)(Engie-M2A-2021)						
974	Air Handler (Trane, Roof)(2001, EOF 20yrs)(rebuild Engie-M2A-2021)						
974	RTU4 (Main Trane AC, 90 Ton, last 2008, EOL 15-20yrs)						\$ 321,000
974	IT-AC APC rack mount, Server Rm (2008, EOL 5-10yrs)(2019 compressor)						
974	IT-AC Daikin miniSplit, Server Rm/Roof (2012, EOL 5-10yrs)		16,000	16,880	16,000		
974	IT-AC Daikin miniSplit, Wire Rm/Roof (2015, EOL 5-10yrs)		8,500	8,968	16,000		
974	AC - Community Rm (Trane 10 Ton, last 2008, EOL 2026)					165,000	
974	Air Compressor, Quincy (1989, EOL 30yrs) (DDCs will end need of it)						
974	Humidifier Dri Steam (last 2001, EOL 15yrs)(Engie-M3-2020)						
974	VAV Controls & Thermostats DDC replace Pneumatics (Engie-C2-2021)						
974	Building Control System Upgrade (4yr app updates)(Engie-C1-2021)		18,500				\$ 17,000
974	Boiler Backup (2 Bryan units) (1989 EOL 20yrs, extended by low use)						
974	Circulation Pump #3 (2014 EOL 20yrs)						
974	Circulation Pump #4 (2001 EOL 20yrs) differed from 2021						
974	Boiler Main Lochinvar (last 2001, EOL 20yrs)(Engie-M1-2020)						
974	Convert primary pumps to Variable Frequency Drive (Engie-C3-2020)						
974	Circulation Pump #1 Large (2001 EOL 20yrs)(Engie-M1-2020)						
974	Circulation Pump #2 Large (2001 EOL 20yrs)(Engie-M1-2020)						
	Contingency-Buildings, Fixtures and Improvements-HVAC Systems		4,000	4,152	3,000	15,000	\$ 30,000
Hardware - Information Technology Facilities							
Cabling and Multimedia for specific Library Areas							
978	A/V Media Upgrades - The-Lab		24,000				
978	A/V Media Upgrades - Friends Room						\$ 26,000
978	A/V Media Upgrades - Community Room						\$ 18,000
978	A/V Media Upgrades - Large & Medium Conference Rooms						\$ 10,000
Security							
978	Security Gates						
978	Security Cameras, new and/or upgrades		10,000				
978	Sonitrol System (including Air Phone camera 2014)						
978	People Counter (upgraded in 2020)						\$ 3,000
Specialized							
978	Disaster Recovery and Prepardness						
978	The Lab						

FAC	Description	Notes	Last Year	This Year	Proposed		
			2024	2025	2026	2027	2028
Hardware - Information Technology							
Computer Workstations - Hardware							
978	Desktop PCs: PUBLIC - CWEB		30,500				
978	Desktop PCs: PUBLIC - WEBEXPRESS				32,000		
978	Desktop PCs: PUBLIC - TEENS		12,500				
978	Desktop PCs: PUBLIC - PRINTRELEASE			-	6,000		
978	Desktop PCs: PUBLIC-SELF CHECK			9,600			
978	Desktop PCs: STAFF			19,800	22,000	23,000	\$ 24,000
978	Laptop/Docking: STAFF			14,200	15,000	16,000	\$ 17,000
978	Communal Laptops - Group 1			6,000			
978	Communal Laptops - Group 2						\$ 8,000
	<i>Desktop PCs: Staff now 3070s last qty 42</i>		19,000				
	<i>Dell Laptop (7 staff) Latitude (move from PC to laptop)</i>			20,500			
	<i>Dell Laptop (6 shared) Inspiron --> Latitude</i>			11,500			
978	CHROMEBOX - PUBLIC-OPAC						\$ 13,000
978	Touchscreens (5 print release) (was deferred from 2019 to 2021)					9,000	
978	iPad Air2 - Children's Sail (4), CR (2), IS (4)		-	-	9,000		
978	AWE STATIONS / 5 YEAR SUPPORT					27,000	
Networking; Wireless APs, Firewall, Switches							
978	EAST CLOSET DIST/ACCESS SWITCHES			7,658			
978	TWP SWITCH			11,000			
978	SERVER ROOM CORE SWITCHES			40,000			
978	WIRERM DR SWITCHES		-	-		23,000	
978	WIRERM ACCESS SWITCHES				38,000		
978	SAN-SWITCH		_____				
978	WIREROOM DIST SWITCHES		_____				
978	Security - Firewall (STAFF)						\$ 10,000
978	Security - Firewall (Public)						\$ 10,000
978	Router (Acquired from TLN 2014)					3,000	
978	Wireless Access Points		16,000		16,000		
Servers and Storage							
978	TOWNSHIP STORAGE - DELL POWER PROTECT DD6400		-			101,000	
978	VIRTUALIZATION SHARED STORAGE - DELL UNITY XT					67,000	
978	LTO TAPE LIBRARY - 24 SLOT			9,000			
978	VEEAM BACKUP SERVER - DELL POWEREDGE R720			18,500			
978	VIRTUALIZATION HOST SERVERS - DELL POWEREDGE R660		80,000				
978	SURVEILLANCE CAMERA NVR SERVER DELL POWEREDGE R540		11,500		15,000		
Specialized Hardware (including PBX / Printers / Copiers / UPS)							

FAC	Description	Notes	Last Year	This Year	Proposed		
			2024	2025	2026	2027	2028
978	Staff RFID Stations: Antenna/Reader (+4 for IS) (defer to 2021)						
978	Selfcheck Stations: Antenna/Reader/Display (defer to 2021)						
978	Sorting System Conveyor (deferred to 2023 2024)		————	85,000			
978	Sorter Book Chutes & their PCs (external and internal)						
978	Sorting Bins (2023)						
978	Battery Backup Cabinets (APC 3000/RT8000) Library & Twp						
978	Cash / credit Payments at printer						
978	PUBLIC COPIER/PRINTERS		———23,500		22,000		
978	STAFF COPIER PRINTERS				14,000		
	Contingency-Hardware		21,000	17,242	20,000	35,000	\$ 25,000
Software - Information Technology							
OS, System, and Applications Software							
979	Windows PC OS Upgrade (Windows Pro)					26,000	
979	Microsoft System Center Config Mgr 2016 (250 Managed Devices)						\$ 12,000
979	Microsoft Server - Data Center (3) and CALs (150)						
979	Microsoft SQL Server and CALs (110)			5,500			
979	Microsoft OfficePro 2019 (75 Staff & 96 Public Users)		————		53,000		
979	Microsoft SharePoint 2019 Server and CALs (122 Staff Users)						
979	BS&A Cloud Migration			25,000			
979	PC Mgmt; Remote Control, Remote Access, Scheduling, Sessions						
979	Catalog; discovery layer - implementation costs (differed to 2021)						
979	Catalog; patron web portal - implementation costs (differed to 2021)						
979	Curbside or Patron App, and Covid Enhancements				15,000		
979	Selfcheck Stations - Software (defer to 2021)						
979	Sierra Training System Build		7,000				
	Contingency - Software		\$ ———2,000	\$ 3,500	\$ 6,000	\$ 3,000	\$ 1,000

Sub-Total - Buildings, Fixtures & Improvements (IT) - Included with BSO 974.00 (Non-IT Capital)

Sub-Total - Hardware (IT)

Sub-Total - Software (IT)

TOTAL - IT CAPITAL

\$ 47,000	\$ 30,000	\$ 35,000	\$ 180,000	\$ 368,000
\$ 248,000	\$ 270,000	\$ 209,000	\$ 304,000	\$ 164,000
\$ 9,000	\$ 34,000	\$ 74,000	\$ 29,000	\$ 13,000
\$ 304,000	\$ 334,000	\$ 318,000	\$ 513,000	\$ 545,000



Proposal to Convert Part-Time Communications Specialist Position to Full-Time

Proposal

To convert one of our two current Communications Specialist positions from part-time to full-time status.

Background

There are currently two part-time Communications Specialist positions in Engagement & Design. The Communications Specialist is a key position, initiated nearly a decade ago to assist the E&D Department Head with writing copy, creating print and digital videos and photos, managing the website, managing social media accounts, liaising with freelancers such as graphic designers and photographers, and analyzing website and social media statistics to aid in market targeting. Our current part-time Communications Specialist has been great, and has been essential in improving the library's messaging. Earlier this spring, the library posted the second part-time Communications Specialist position, and recruitment has been difficult because of the part-time unbenefited status. Converting one of the two positions to full-time will provide consistency, stability, and longevity in this key position as well as allow the Department Head to delegate work appropriately.

Rationale

The historical rationale for our predominantly part-time staff was the long-term cost of legacy benefits for full-timers, particularly retirement costs for retiree health care and pension. The termination of the retiree health care plan in 2012 and the closure of the defined-benefit pension plan to new hires in 2017 (shifted all new full-time hires to a defined contribution retirement plan) eliminates these legacy cost concerns as they relate to new full-time positions.

Additionally, the library's opt-out from the Canton Township Downtown Development Authority Tax Capture in 2017 brought approximately \$160,000 annually back into the library's property tax revenues. The library has benefitted from the mindfully curtailed legacy costs by offering full-time status to select key positions, which positively affects recruitment, retention, consistency, and loyalty. A full-time Communications Specialist is one of those key positions.

The majority of the duties to be assigned to the full-time Communications Specialist will be taken off of the Department Head's plate, allowing her to concentrate fully on the management aspects of being a department head—directing people and overseeing projects. The duties to be reassigned include writing copy, preparing simple graphics and visuals for marketing materials, and managing social media (with the part-time Communications Specialist). Here are a few examples:

- Writing six unique email newsletters per month
- Writing, monitoring and updating the three-part New Library Card Holder email campaign

- Planning and creating the four “hero slider cards” as well as the rotating banner on the website every week
- Management of the library’s profile on Google, Yelp, TripAdvisor, etc., which includes monitoring and responding to comments and reviews and updating library hours

The full-time Communications Specialist will have the capacity to complete the tasks listed above as well as work on new initiatives in the Engagement & Design department. The Communications Specialists will also be able to cover for each other during absences. At this time, the Department Head covers Communications Specialist duties during vacations and illness, further pulling the Department Head away from strategy and big-picture tasks.

Budgetary Impact

Due to open positions and unpaid leaves of absence over the course of the year, as well as changes in healthcare plan enrollment, no changes to the 2025 or 2026 Salaries or Fringes budgets are required.

Recommendation

Our recommendation is to approve the conversion of one Communications Specialist position to full-time status effective immediately.

COMMUNICATIONS SPECIALIST

GRADE: 14

POSITION SUMMARY

Under the management of the Engagement & Design Department Head, the Communications Specialist is responsible for developing and creating internal and external communication content for use on the web, media releases, marketing collateral, newsletters, presentations, advertising and marketing campaigns. The Communications Specialist works closely with freelancers as needed and consults with community partners. The nature of the work requires daytime, evening and weekend hours. Employees may be classified as salaried and exempt from overtime under FLSA guidelines. Regular full-time and part-time employees are non-exempt from overtime under FLSA guidelines.

ESSENTIAL FUNCTIONS

- Responsible for translating marketing strategies into innovative, creative promotions.
- Understands key library target audiences and makes strategic use of graphic elements to resonate with library patrons and drive desired results.
- Responsible for planning, developing, designing, writing and editing a variety of assigned communication products.
- Creatively and consistently presents written materials in the most appropriate format.
- Creates marketing materials, adhering to library branding, Style Guide and standard marketing principles.
 - Assists in planning, coordinating, creating, and editing web content.
 - Composes copy for library marketing and communications pieces, including promotions, mailings, annual reports, and press releases.
 - Works with the Department Head to develop and execute email marketing content and evaluate effectiveness.
 - Creates and designs signs, flyers, brochures, advertising and other marketing collateral.
 - Coordinates, takes, and edits photos; organizes photo archive.
 - Creates, films and edits video content.
- Coordinates the development process for each assigned project, from assignment to fulfillment, including required internal reviews and deadlines.
- Executes social media strategy and communication.
 - Maintains editorial calendar and creates social media messaging.
 - Evaluate the effectiveness of communication strategies and messaging tactics.
 - Monitors library social media.
- Promotes the library in the community.
 - Works with colleagues to tailor the library's message and delivery in response to market research.
 - Represents the library at various events, including library functions, community functions and professional functions.
 - Monitors various media daily – print, non-print and emerging media – for library mentions and opportunities for involvement.
- Creates and proposes budget requests to the Department Head and works to stay within the established budget.

- Stays informed of library news and events via review of all forms of library communications: website, email, SharePoint, library newsletter and blog.
- Maintains media contact list and assists with media outreach.
- Maintains public comment card archive.
- Provides support to the Engagement & Design Department Head, coordinates and completes special assignments or duties in support of the library's goals and objectives.
- Serves on workgroups/committees and participates in library initiatives as assigned.
- Enforces library policy using a polite and professional approach.

REQUIRED EDUCATION/KNOWLEDGE

- Bachelor's degree in marketing, communications, public relations, journalism, or a related field, or an equivalent combination of education and experience that encompasses the knowledge and skills typically acquired by pursuing such a degree.
- Demonstrated ability to apply marketing principles.
- Demonstrated high-level verbal and written communication skills; excellent editing and proofreading skills.
- Demonstrated ability to think creatively.
- Communicates clearly and persuasively in positive or negative situations; listens and gets clarification; responds appropriately to questions.
- Adapts to changes in the work environment; manages competing demands and multiple ongoing projects; able to meet deadlines while dealing with frequent change, delays or unexpected events.
- Ability to collaborate in a team environment.
- Demonstrated project support skills.
- Proficiency in Microsoft Office, the internet, social media, common graphic design and publishing programs.

PREFERRED QUALIFICATIONS

- Three or more years' experience in a communications role.
- Photo editing skills.
- Experience in basic video editing.

ESSENTIAL FUNCTIONS

- Ability to lift and carry boxes up to 25 lbs.
- Ability to sit, stand and walk for long periods of time, and the ability to bend, reach, stoop or crouch when assisting patrons.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.



2026 Schedule of Board Meetings and Library Closures

Library Board Meeting Dates

January	15,	2026	May	21,	2026	September	17,	2026
February	19,	2026	June	25,	2026	October	15,	2026
March	19,	2026	July	16,	2026	November	19,	2026
April	16,	2026	August	20,	2026	December	17,	2026

LIBRARY HOLIDAYS & CLOSURES

DAY	MONTH	DATE	YEAR	EVENT	PAID / CLOSED
Wednesday	December	31,	2025	New Year's Eve Day	Paid Holiday
Thursday	January	1,	2026	New Year's Day	Paid Holiday
Sunday	April	5,	2026	Easter Sunday	Library Closed
Sunday	May	24,	2026	Memorial Day Sunday	Library Closed
Monday	May	25,	2026	Memorial Day	Paid Holiday
Thursday	June	18,	2026	Liberty Festival	Paid Holiday
Friday	June	19,	2026	Liberty Festival	Paid Holiday
Saturday	June	20,	2026	Liberty Festival	Paid Holiday
Saturday	July	4,	2026	Independence Day	Paid Holiday
Sunday	September	6,	2026	Labor Day Sunday	Library Closed
Monday	September	7,	2026	Labor Day	Paid Holiday
Friday	September	18,	2026	Staff Inservice Day	Library Closed to Patrons
Wednesday	November	25,	2026	Pre-Thanksgiving	Close at 6:00
Thursday	November	26,	2026	Thanksgiving Day	Paid Holiday
Friday	November	27,	2026	Thanksgiving Friday	Paid Holiday
Thursday	December	24,	2026	Christmas Eve Day	Paid Holiday
Friday	December	25,	2026	Christmas Day	Paid Holiday
Thursday	December	31,	2026	New Year's Eve Day	Paid Holiday
Friday	January	1,	2027	New Year's Day	Paid Holiday