

BS/Board/Library Board Meetings/Lib Board Packets: (02/2011)



## Library Board of Trustees Meeting Agenda

### CANTON PUBLIC LIBRARY BOARD OF TRUSTEES – GENERAL MEETING August 19, 2021

<b>7:30 p.m.</b>	<ul style="list-style-type: none"> <li>• Call the Meeting to Order</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> </ul>	
Unanimous Consent	<ul style="list-style-type: none"> <li>• Approval of Agenda</li> </ul>	
Unanimous Consent	<ul style="list-style-type: none"> <li>• Approval of General Meeting Minutes</li> </ul>	
<b>Administrative Reports</b>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Report of the Library Director</li> <li>• Trustee Comments</li> </ul>	
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Unfinished Business &amp; General Orders</b> Discussion Item Discussion Item	<ul style="list-style-type: none"> <li>• Masking for Employees</li> <li>• 2<sup>nd</sup> Draft of 2022 Budget and 2023-2024 Projections</li> </ul>	
<b>New Business</b> Action Item 21/8-19-1 Discussion Item	<ul style="list-style-type: none"> <li>• Approve September 1 Library Closure for HVAC Replacement (with September 2 as backup date)</li> <li>• Discuss Options for MERS Overfunding</li> </ul>	
	<ul style="list-style-type: none"> <li>• Call to Audience (5 min. maximum)</li> <li>• Adjourn</li> </ul>	



## Canton Public Library Board of Trustees General Meeting Minutes

**July 15, 2021 – 7:30 PM**

The Chairperson, Nancy Eggenberger, called the meeting to order at 7:39 PM.

Present: N. Eggenberger, A. Iqbal, J. Lee, C. Spas, A. Watts, M. Farell (joined meeting at 7:43 PM)

Absent: None

Also Present: E. Davis, K. Gladden

**CALL TO AUDIENCE** (L. Golden, H. MacAfee, D. McHugh, K. Minshall, M. Nicholson, R. Noble) – None

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were accepted by unanimous consent.

**COMMUNICATIONS** — None

### **DIRECTOR'S REPORT**

The library is 50% of the way through fiscal 2021 as of June 30th. The usual Expense suspects (Insurance, Capital Outlay) will fall into line as the year progresses; the second quarter budget amendment later in the meeting will pull the revenues into alignment.

**TRUSTEE COMMENTS** — None

**COMMITTEE REPORTS** — None

### **UNFINISHED BUSINESS & GENERAL ORDERS**

***Masking for Employees & Volunteers*** — Trustee Claire Spas asked if the Michigan Occupational Safety and Health Administration (MIOSHA) will ever change its rules re: COVID-19. Director Eva Davis explained that MIOSHA had rescinded its emergency rules to align with the Federal OSHA Emergency Temporary Standard, and now recommends that non-healthcare settings follow CDC and OSHA guidelines re: COVID-19. OSHA has classified COVID-19 as a known workplace hazard, which could render the library liable for short- or long-term disability claims or even a MIOSHA lawsuit, should the library rescind the mask mandate for employees and volunteers who then contract COVID-19. Not all employees have been/intend to be vaccinated, although the Friends of the Library have informed Davis that 100% of their volunteers have received the vaccine. The board directed Davis to allow volunteers to dispense with masks while in the bookstore and its sorting area, but to require masking when they are in the staff area. They will also need to provide the library with proof of vaccination. Employees will continue to mask while indoors in the library.

## **NEW BUSINESS**

***Social Media Analysis*** — Communications Specialist Kaitlyn Minshall delivered a presentation on the library's engagement over the past 18 months across the main social media platforms (Facebook, Twitter and Instagram).

The board was generally complimentary, and expressed a desire to see the library partner more with Canton Township across social media platforms, perhaps including TikTok.

***Rescind July 29, 2021 closure*** — A. Watts moved and A. Iqbal supported a motion to rescind the July 29, 2021 closure.

**The motion passed unanimously 21/7-15-1**

***Approve 2<sup>nd</sup> Quarter Budget Amendment*** — J. Lee moved and A. Watts supported a motion to approve the 2<sup>nd</sup> Quarter Budget Amendment as proposed.

**The motion passed unanimously 21/7-15-2**

### ***2022 Budget Discussion — 1<sup>st</sup> Draft of 2022 Budget and 2023-2024 Projections***

- **2022 Salaries and Fringes** — Davis told the board that the first draft was a balanced budget and achieved everything that the board had been discussing over the past months. Chair N. Eggenberger thanked the department heads for making it work, while the rest of the trustees expressed their support for converting one of the part-time Building Monitor positions to full-time.

The board also supported the proposed increases to the Salaries budget as recommended in the Salaries & Wages Budget Update.

- **Municipal Employees' Retirement System (MERS) Contribution** — Based on the most recent valuation (and mainly due to MERS' changes in its assumptions), the library is falling short in its objective of reaching a funded ratio of 120%. Davis presented three options, recommending Option 3 to cover current unfunded accrual liability and get back on track to achieve the desired funded ratio by FY2027. The board agreed to this plan in theory, and will re-visit the issue next month to discuss details.

**CALL TO AUDIENCE** — None

## **ADJOURN**

The meeting was adjourned at 9:06 PM.

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Amy Watts, Secretary-Treasurer

10:59 AM  
08/04/21  
Accrual Basis

Canton Public Library  
**Balance Sheet**  
As of July 31, 2021

	<u>Jun 30, 21</u>	<u>Jul 31, 21</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
000-004 · Chase - Checking	7,146,610.75	6,739,523.54
000-013 · JPMorgan Chase- Credit Card	6,814.59	6,139.00
000-014 · Medical Reimbsmt (BasicFlex)	11,935.90	13,330.72
000-016 · Chase - High Yield Savings	997,735.63	997,743.98
Total Checking/Savings	<u>8,163,096.87</u>	<u>7,756,737.24</u>
Total Current Assets	<u>8,163,096.87</u>	<u>7,756,737.24</u>
<b>TOTAL ASSETS</b>	<u><u>8,163,096.87</u></u>	<u><u>7,756,737.24</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 · Accounts Payable	69,057.20	15,360.79
Total Accounts Payable	<u>69,057.20</u>	<u>15,360.79</u>
Credit Cards		
000-208 · Chase - Visa 3651	3,168.97	3,087.05
000-209 · Home Depot Credit Card	159.73	49.99
Total Credit Cards	<u>3,328.70</u>	<u>3,137.04</u>
Other Current Liabilities		
000-229 · Grants/Donations-Restricted Use		
229d · Friends Donation-Social Cmmte	7,314.01	6,892.07
229e · Misc. Grants & Donations	1,858.71	1,858.71
Total 000-229 · Grants/Donations-Restricted Use	<u>9,172.72</u>	<u>8,750.78</u>
000-237 · Medical Saving Deduction MedFSA	3,608.50	5,003.32
Total Other Current Liabilities	<u>12,781.22</u>	<u>13,754.10</u>
Total Current Liabilities	<u>85,167.12</u>	<u>32,251.93</u>
Total Liabilities	<u>85,167.12</u>	<u>32,251.93</u>
Equity		
000-390 · General Fund Balance	4,337,699.10	4,337,699.10
Net Income	3,740,230.65	3,386,786.21
Total Equity	<u>8,077,929.75</u>	<u>7,724,485.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>8,163,096.87</u></u>	<u><u>7,756,737.24</u></u>

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of July 31, 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,439,140.65	6,439,140.00	0.65	100.00%
738-566 · State Aid to Libraries	38,773.12	48,750.00	-9,976.88	79.54%
738-613 · Photocopy Fees	10,089.10	16,000.00	-5,910.90	63.06%
738-615 · Replacement - Books/ AV	4,151.21	6,000.00	-1,848.79	69.19%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	12,015.65	18,000.00	-5,984.35	66.75%
738-670 · Misc & Contributions	18,035.01	12,600.00	5,435.01	143.14%
738-671 · Interest Income	89.48	130.00	-40.52	68.83%
738-676 · Vending Commission	1,353.94	6,000.00	-4,646.06	22.57%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
Total Income	<u>6,523,648.16</u>	<u>6,592,870.00</u>	<u>-69,221.84</u>	<u>98.95%</u>
Gross Profit	6,523,648.16	6,592,870.00	-69,221.84	98.95%
Expense				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.00%
738-702 · Salaries & Wages	1,487,124.33	2,975,000.00	-1,487,875.67	49.99%
738-715 · Fringe Benefits	393,482.54	626,500.00	-233,017.46	62.81%
738-722 · Supplies	23,357.89	162,450.00	-139,092.11	14.38%
738-740 · Library Materials	495,734.83	951,144.00	-455,409.17	52.12%
738-801 · Professional & Contractual	257,181.55	416,430.00	-159,248.45	61.76%
738-850 · Communications	12,726.09	32,700.00	-19,973.91	38.92%
738-860 · Travel	4,340.00	41,650.00	-37,310.00	10.42%
738-880 · Community Promotion	3,795.46	26,200.00	-22,404.54	14.49%
738-900 · Printing	28,992.75	52,900.00	-23,907.25	54.81%
738-910 · Insurance	59,516.00	62,479.00	-2,963.00	95.26%
738-920 · Utilities	80,968.57	203,000.00	-122,031.43	39.89%
738-930 · Maintenance & Repairs	105,839.02	242,950.00	-137,110.98	43.56%
738-940 · Rentals/Leases	3,723.37	17,400.00	-13,676.63	21.40%
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.00%
738-977 · Capital Outlay	178,792.20	1,504,600.00	-1,325,807.80	11.88%
738-996 · Property Tax Refunds	1,137.35	2,500.00	-1,362.65	45.49%
Total Expense	<u>3,136,861.95</u>	<u>7,326,903.00</u>	<u>-4,190,041.05</u>	<u>42.81%</u>
Net Income	<u><u>3,386,786.21</u></u>	<u><u>-734,033.00</u></u>	<u><u>4,120,819.21</u></u>	<u><u>-461.39%</u></u>

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of July 31, 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
Income				
738-403 · Property Taxes	6,439,140.65	6,439,140.00	0.65	100.00%
738-566 · State Aid to Libraries	38,773.12	48,750.00	-9,976.88	79.54%
738-613 · Photocopy Fees	10,089.10	16,000.00	-5,910.90	63.06%
738-615 · Replacement - Books/ AV	4,151.21	6,000.00	-1,848.79	69.19%
738-656 · Penal Fines	0.00	45,750.00	-45,750.00	0.00%
738-664 · Overdue Fines	12,015.65	18,000.00	-5,984.35	66.75%
738-670 · Misc & Contributions	18,035.01	12,600.00	5,435.01	143.14%
738-671 · Interest Income				
671g · Interest Income General	89.48	130.00	-40.52	68.83%
Total 738-671 · Interest Income	89.48	130.00	-40.52	68.83%
738-676 · Vending Commission	1,353.94	6,000.00	-4,646.06	22.57%
738-677 · Meeting Room Rental	0.00	500.00	-500.00	0.00%
Total Income	6,523,648.16	6,592,870.00	-69,221.84	98.95%
Gross Profit	6,523,648.16	6,592,870.00	-69,221.84	98.95%
Expense				
738-693 · Endowment Transfers	150.00	500.00	-350.00	30.00%
738-702 · Salaries & Wages	1,487,124.33	2,975,000.00	-1,487,875.67	49.99%
738-715 · Fringe Benefits				
715a · Health Savings Account FSA	1,255.67	2,000.00	-744.33	62.78%
715b · Unemployment Reimbursement	0.00	1,000.00	-1,000.00	0.00%
738-716 · Medical/Dental				
716b · Medical Buy Outs	0.00	3,600.00	-3,600.00	0.00%
716d · Dental	11,262.80	21,400.00	-10,137.20	52.63%
716m · Medical (BCN)	115,361.69	195,000.00	-79,638.31	59.16%
Total 738-716 · Medical/Dental	126,624.49	220,000.00	-93,375.51	57.56%
738-717 · Life Ins / Disability	9,433.07	15,500.00	-6,066.93	60.86%
738-718 · Retirement Pension (MERS)	125,000.00	125,000.00	0.00	100.00%
738-719 · Optical	1,788.00	7,000.00	-5,212.00	25.54%
738-720 · FICA / MC Taxes	116,355.84	228,000.00	-111,644.16	51.03%
738-721 · Retirement DC Plan (401a)	13,025.47	28,000.00	-14,974.53	46.52%
Total 738-715 · Fringe Benefits	393,482.54	626,500.00	-233,017.46	62.81%
738-722 · Supplies				
722t · Technology Supplies	4,554.79	23,200.00	-18,645.21	19.63%
738-727 · Office Supplies				
727a · General Office Supplies	2,652.57	8,500.00	-5,847.43	31.21%
727b · Printing & Copying Supplies	843.88	4,000.00	-3,156.12	21.10%
Total 738-727 · Office Supplies	3,496.45	12,500.00	-9,003.55	27.97%
738-728 · Library Supplies- General				
738-724 · Information Services Supplies	86.46	6,000.00	-5,913.54	1.44%
738-725 · Proc Library Supplies				
725a · Circulation Services Supplies	2,356.04	15,015.00	-12,658.96	15.69%
725b · Tech Processing Supplies	3,071.78	20,000.00	-16,928.22	15.36%
Total 738-725 · Proc Library Supplies	5,427.82	35,015.00	-29,587.18	15.50%
738-726 · Community Relations Supplies	345.72	1,000.00	-654.28	34.57%
738-729 · Building Supplies	4,760.19	21,000.00	-16,239.81	22.67%
738-728 · Library Supplies- General - Other	1,600.72	12,000.00	-10,399.28	13.34%
Total 738-728 · Library Supplies- General	12,220.91	75,015.00	-62,794.09	16.29%
738-730 · Postage				
730b · Postage - Info Services	1,048.57	5,000.00	-3,951.43	20.97%
730c · Postage - Circulation Services	11.53	150.00	-138.47	7.69%
730j · Postage - Business Services	-932.98	2,825.00	-3,757.98	-33.03%
730m · Postage - Community Relations	284.15	29,260.00	-28,975.85	0.97%
Total 738-730 · Postage	411.27	37,235.00	-36,823.73	1.11%
738-732 · Janitorial Supplies	2,674.47	14,500.00	-11,825.53	18.45%
Total 738-722 · Supplies	23,357.89	162,450.00	-139,092.11	14.38%
738-740 · Library Materials				
738-741 · Books	109,782.30	237,314.00	-127,531.70	46.26%

Canton Public Library  
Profit & Loss Budget vs. Actual  
as of July 31, 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
738-744 · AV (Media)	55,037.08	111,000.00	-55,962.92	49.58%
738-747 · Services, Subscrip & Pre-proc	330,915.45	602,830.00	-271,914.55	54.89%
Total 738-740 · Library Materials	495,734.83	951,144.00	-455,409.17	52.12%
738-801 · Professional & Contractual				
738-731 · Credit Card Fees	550.08	5,000.00	-4,449.92	11.00%
738-733 · Bank Fees				
733g · Bank Fees General	0.00	1,000.00	-1,000.00	0.00%
Total 738-733 · Bank Fees	0.00	1,000.00	-1,000.00	0.00%
738-804 · Audit	12,675.00	12,675.00	0.00	100.00%
738-808 · Information Technology				
808t · Online Information-Technology	162,437.16	198,000.00	-35,562.84	82.04%
808tp · Online Info - Tech Processing	16,041.26	30,800.00	-14,758.74	52.08%
Total 738-808 · Information Technology	178,478.42	228,800.00	-50,321.58	78.01%
738-809 · Programming-Community Relations				
809d · Community Programming	13,385.18	32,000.00	-18,614.82	41.83%
Total 738-809 · Programming-Community Relations	13,385.18	32,000.00	-18,614.82	41.83%
738-810 · Other Professional Services				
810a · Payroll	7,763.83	15,000.00	-7,236.17	51.76%
810b · Professional Services-Circ Srv	89.70	9,250.00	-9,160.30	0.97%
810j · Professional Services - Bus Srv	2,494.98	12,050.00	-9,555.02	20.71%
810m · Professional Services - Com Rel	17,800.00	42,900.00	-25,100.00	41.49%
Total 738-810 · Other Professional Services	28,148.51	79,200.00	-51,051.49	35.54%
738-812 · Legal	4,578.00	15,000.00	-10,422.00	30.52%
738-814 · Membership Dues				
814a · Membership Dues - Director	295.00	1,500.00	-1,205.00	19.67%
814b · Membership Dues - Info Services	1,515.87	2,400.00	-884.13	63.16%
814c · Membership Dues - Circ Services	841.42	1,000.00	-158.58	84.14%
814e · Membership Dues - Info Tech	189.00	1,400.00	-1,211.00	13.50%
814j · Membership Dues - Business Srv	485.00	1,500.00	-1,015.00	32.33%
814k · Membership Dues - Miscellaneous	8,884.32	9,900.00	-1,015.68	89.74%
814m · Membership Dues - Community Rel	191.25	930.00	-738.75	20.57%
Total 738-814 · Membership Dues	12,401.86	18,630.00	-6,228.14	66.57%
738-815 · Staff Inservice				
815a · Staff Inservice/Training	100.00	10,000.00	-9,900.00	1.00%
815b · Staff Longevity Awards	1,800.00	3,275.00	-1,475.00	54.96%
815c · Staff Development/Training	0.00	5,050.00	-5,050.00	0.00%
815t · Online Training Services - IT	5,064.50	5,800.00	-735.50	87.32%
Total 738-815 · Staff Inservice	6,964.50	24,125.00	-17,160.50	28.87%
Total 738-801 · Professional & Contractual	257,181.55	416,430.00	-159,248.45	61.76%
738-850 · Communications	12,726.09	32,700.00	-19,973.91	38.92%
738-860 · Travel				
738-861 · Conferences (Incl.Registration)				
861a · Conferences - Director	0.00	3,000.00	-3,000.00	0.00%
861b · Conferences - Info. Services	828.00	6,200.00	-5,372.00	13.36%
861d · Conferences - Circ Serv.	1,142.00	4,500.00	-3,358.00	25.38%
861f · Conferences - Trustees	0.00	1,000.00	-1,000.00	0.00%
861g · Leadership Canton	0.00	1,600.00	-1,600.00	0.00%
861h · Conferences - Info. Technology	315.00	8,400.00	-8,085.00	3.75%
861j · Conferences - Business Services	600.00	4,000.00	-3,400.00	15.00%
861m · Conferences-Community Relations	1,427.00	3,000.00	-1,573.00	47.57%
Total 738-861 · Conferences (Incl.Registration)	4,312.00	31,700.00	-27,388.00	13.60%
738-865 · Mileage / Misc.				
865a · Mileage - Director	0.00	2,500.00	-2,500.00	0.00%
865b · Mileage - Information Services	0.00	2,250.00	-2,250.00	0.00%
865c · Mileage - Circ. Services	7.84	1,000.00	-992.16	0.78%
865e · Mileage- Information Technology	0.00	1,300.00	-1,300.00	0.00%
865f · Mileage - Business Services	0.00	2,000.00	-2,000.00	0.00%
865m · Mileage - Community Relations	20.16	900.00	-879.84	2.24%



Canton Public Library  
Profit & Loss Budget vs. Actual  
as of July 31, 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
Total 738-865 · Mileage / Misc.	28.00	9,950.00	-9,922.00	0.28%
Total 738-860 · Travel	4,340.00	41,650.00	-37,310.00	10.42%
738-880 · Community Promotion				
880a · Marketing	3,795.46	23,800.00	-20,004.54	15.95%
880b · Volunteer	0.00	2,400.00	-2,400.00	0.00%
Total 738-880 · Community Promotion	3,795.46	26,200.00	-22,404.54	14.49%
738-900 · Printing				
738-901 · Printing & Publishing				
901c · Com Rel Printing & Publishing	28,721.75	51,200.00	-22,478.25	56.10%
901e · Misc. Printing & Publishing	271.00	1,200.00	-929.00	22.58%
Total 738-901 · Printing & Publishing	28,992.75	52,400.00	-23,407.25	55.33%
738-903 · Legal Notices & Ads	0.00	500.00	-500.00	0.00%
Total 738-900 · Printing	28,992.75	52,900.00	-23,907.25	54.81%
738-910 · Insurance				
738-911 · Liability Ins	43,465.00	43,479.00	-14.00	99.97%
738-912 · Worker's Comp	4,128.00	6,500.00	-2,372.00	63.51%
738-915 · E&O/D&O/EPL	3,746.00	3,750.00	-4.00	99.89%
738-916 · Fiduciary/Fidelity	8,177.00	8,750.00	-573.00	93.45%
Total 738-910 · Insurance	59,516.00	62,479.00	-2,963.00	95.26%
738-920 · Utilities				
738-921 · Electricity	74,950.08	150,000.00	-75,049.92	49.97%
738-922 · Gas	5,056.46	33,000.00	-27,943.54	15.32%
738-923 · Water	962.03	20,000.00	-19,037.97	4.81%
Total 738-920 · Utilities	80,968.57	203,000.00	-122,031.43	39.89%
738-930 · Maintenance & Repairs				
738-931 · Cleaning/Janitorial Services	40,492.34	92,000.00	-51,507.66	44.01%
738-932 · Lawn & Grounds Maintenance				
932a · Snow Removal	27,758.30	41,500.00	-13,741.70	66.89%
932b · Lawn & Grounds Maintenance	17,853.46	41,450.00	-23,596.54	43.07%
Total 738-932 · Lawn & Grounds Maintenance	45,611.76	82,950.00	-37,338.24	54.99%
738-933 · Building Security	3,846.96	6,700.00	-2,853.04	57.42%
738-934 · Library Equip & Misc Contracts				
934b · Aquarium	1,157.39	3,000.00	-1,842.61	38.58%
934c · Misc. Contracts & Inspections	8,812.25	12,900.00	-4,087.75	68.31%
934g · HVAC Maintenance Contracts	721.00	16,500.00	-15,779.00	4.37%
Total 738-934 · Library Equip & Misc Contracts	10,690.64	32,400.00	-21,709.36	33.00%
738-935 · Office Equip Maint Contracts	720.69	900.00	-179.31	80.08%
738-936 · Building Repairs	1,561.63	12,000.00	-10,438.37	13.01%
738-937 · Equipment Repairs	2,915.00	16,000.00	-13,085.00	18.22%
Total 738-930 · Maintenance & Repairs	105,839.02	242,950.00	-137,110.98	43.56%
738-940 · Rentals/Leases				
942 · Postage Meter - Pitney Bowes				
942b · Copy Machine Lease	2,843.47	15,400.00	-12,556.53	18.46%
942 · Postage Meter - Pitney Bowes - Other	879.90	2,000.00	-1,120.10	44.00%
Total 942 · Postage Meter - Pitney Bowes	3,723.37	17,400.00	-13,676.63	21.40%
Total 738-940 · Rentals/Leases	3,723.37	17,400.00	-13,676.63	21.40%
738-976 · Building Improvements	0.00	8,500.00	-8,500.00	0.00%
738-977 · Capital Outlay				
977g · Capital Outlay - General	113,782.20	1,089,500.00	-975,717.80	10.44%
977t · Capital Outlay - Technology	65,010.00	415,100.00	-350,090.00	15.66%
Total 738-977 · Capital Outlay	178,792.20	1,504,600.00	-1,325,807.80	11.88%
738-996 · Property Tax Refunds	1,137.35	2,500.00	-1,362.65	45.49%
Total Expense	3,136,861.95	7,326,903.00	-4,190,041.05	42.81%
Net Income	3,386,786.21	-734,033.00	4,120,819.21	-461.39%

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Canton Public Library  
Transactions by Account  
As of July 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
000-004 - Chase - Checking						7,146,610.75
Check	07/01/2021	52058	Home Depot	June Statement	-109.74	7,146,501.01
Bill Pmt -Check	07/01/2021	52059	AmazonBusiness	A265GG3U5ZD0HS	-1,224.29	7,145,276.72
Bill Pmt -Check	07/01/2021	52060	Baker & Taylor (510)	L417510	-6,411.39	7,138,865.33
Bill Pmt -Check	07/01/2021	52061	Baker & Taylor (520)	L417520	-1,697.45	7,137,167.88
Bill Pmt -Check	07/01/2021	52062	Baker & Taylor (530)	L417530	-2,156.15	7,135,011.73
Bill Pmt -Check	07/01/2021	52063	Baker & Taylor (583)	L521583	-95.98	7,134,915.75
Bill Pmt -Check	07/01/2021	52064	Baker & Taylor (671)	L546671	-2,039.00	7,132,876.75
Bill Pmt -Check	07/01/2021	52065	bibliotheca, LLC.		-6,722.78	7,126,153.97
Bill Pmt -Check	07/01/2021	52066	CDW-G	3280777	-1,528.80	7,124,625.17
Bill Pmt -Check	07/01/2021	52067	Central Business Systems, Inc.	Service call on ITC 1500 card readers in C	-120.00	7,124,505.17
Bill Pmt -Check	07/01/2021	52068	CFRA	Outlook Print subscription	-210.00	7,124,295.17
Bill Pmt -Check	07/01/2021	52069	Fish Doctors	Maintenance fee...Malawi cichlid buffer	-96.49	7,124,198.68
Bill Pmt -Check	07/01/2021	52070	Foster, Swift, Collins & Smith	Review & respond RE: MDHHS orders & M	-315.00	7,123,883.68
Bill Pmt -Check	07/01/2021	52071	Cengage Learning Inc / Gale	149473	-256.71	7,123,626.97
Bill Pmt -Check	07/01/2021	52072	Midwest Collaborative for Library Service	MCLS annual membership fee 07/01/202	-250.00	7,123,376.97
Bill Pmt -Check	07/01/2021	52073	Midwest Tape		-3,709.65	7,119,667.32
Bill Pmt -Check	07/01/2021	52074	Miscellaneous Vendor-Programming	Bookie Woogie Kid program 07/13/2021	-350.00	7,119,317.32
Bill Pmt -Check	07/01/2021	52075	NorthStar Mat Service	Contractual mat service	-57.48	7,119,259.84
Bill Pmt -Check	07/01/2021	52076	Office Depot	31909112	-82.09	7,119,177.75
Bill Pmt -Check	07/01/2021	52077	OverDrive, Inc.	0721-1001	-3,191.54	7,115,986.21
Bill Pmt -Check	07/01/2021	52078	Skrzynski, Elaine	Longevity Award - 30 Year	-300.00	7,115,686.21
Bill Pmt -Check	07/01/2021	52079	Sportswear Specialties, Inc.	62 Days staff t-shirts (100)	-1,552.00	7,114,134.21
Bill Pmt -Check	07/01/2021	52080	The Library Network	Quarterly circuit cost 04/01/2021 - 06/30	-2,069.94	7,112,064.27
Bill Pmt -Check	07/01/2021	52081	The New York Times	911186310	-2,090.40	7,109,973.87
Bill Pmt -Check	07/01/2021	52082	Uline	Bubble mailers: #2 8.5x12, #5 10.5x16, #1	-106.01	7,109,867.86
Bill Pmt -Check	07/01/2021	52083	Miscellaneous Vendor-ILL/MEL	Thomas Township Library: Stranger in the	-36.99	7,109,830.87
Bill Pmt -Check	07/01/2021	52084	Miscellaneous Vendor-ILL/MEL	Caroline Kennedy Library: Atomic Habits	-14.99	7,109,815.88
Bill Pmt -Check	07/01/2021	52085	AFLAC	BCJ39	-73.68	7,109,742.20
Bill Pmt -Check	07/01/2021	52086	Ewick, David	Vision claim reimbursment: D. Ewick	-200.00	7,109,542.20
General Journal	07/07/2021	1801	Paylocity Direct Deposits	Direct Deposits	-81,472.57	7,028,069.63
General Journal	07/07/2021	1801	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-30,500.88	6,997,568.75
Check	07/07/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 07/	-237.90	6,997,330.85
Transfer	07/07/2021			Funds Transfer - Payroll Date 07/07/2021	-1,059.22	6,996,271.63
Check	07/07/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,207.00	6,991,064.63
Check	07/07/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payrol	-125.00	6,990,939.63
Check	07/07/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-975.85	6,989,963.78
Bill Pmt -Check	07/08/2021	52087	Dunn Rite Maintenance	Janitorial service for June	-4,800.00	6,985,163.78

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Canton Public Library  
Transactions by Account  
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Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/13/2021			Deposit	1,134.09	6,986,297.87
Transfer	07/13/2021			Funds Transfer - excess of \$5,000	2,500.00	6,988,797.87
Bill Pmt -Check	07/15/2021	52088	Miscellaneous Vendor-Programming	Andrew Nowicki: Backyard Wildlife progr	-100.00	6,988,697.87
Bill Pmt -Check	07/15/2021	52089	Miscellaneous Vendor-Programming	Danielle Shepherd: Roll a Picasso program	-350.00	6,988,347.87
Bill Pmt -Check	07/15/2021	52090	Miscellaneous Vendor-Programming	Bayan Founas: Poets in the Parking Lot 07	-500.00	6,987,847.87
Bill Pmt -Check	07/15/2021	52091	Miscellaneous Vendor-Programming	Christiana Castillo: Poets in the Parking L	-300.00	6,987,547.87
Bill Pmt -Check	07/15/2021	52092	Miscellaneous Vendor-Programming	High Definition Genealogy, LLC: You Can I	-100.00	6,987,447.87
Check	07/15/2021	52093	Chase Visa	Visa statement 7/02/2021	-3,209.02	6,984,238.85
Bill Pmt -Check	07/15/2021	52094	AmazonBusiness	A265GG3U5ZD0HS	-2,569.66	6,981,669.19
Bill Pmt -Check	07/15/2021	52095	Ann Arbor News, The	Annual subscription 07/01/2021 through	-265.49	6,981,403.70
Bill Pmt -Check	07/15/2021	52096	Arbor Inspection Services, LLC	Annual backflow testing on fire sprinkler	-200.00	6,981,203.70
Bill Pmt -Check	07/15/2021	52097	Baker & Taylor (165)	L350165	-174.60	6,981,029.10
Bill Pmt -Check	07/15/2021	52098	Baker & Taylor (493)	L420493 2	-75.19	6,980,953.91
Bill Pmt -Check	07/15/2021	52099	Baker & Taylor (510)	L417510	-5,655.61	6,975,298.30
Bill Pmt -Check	07/15/2021	52100	Baker & Taylor (530)	L417530	-1,608.57	6,973,689.73
Bill Pmt -Check	07/15/2021	52101	Baker & Taylor (583)	L521583	-81.39	6,973,608.34
Bill Pmt -Check	07/15/2021	52102	bibliotheca, LLC.		-8,026.79	6,965,581.55
Bill Pmt -Check	07/15/2021	52103	Blackstone Publishing	101001	-344.74	6,965,236.81
Bill Pmt -Check	07/15/2021	52104	Brown Industries, Inc.	Smoky Topaz star award pins...Amethyst	-905.49	6,964,331.32
Bill Pmt -Check	07/15/2021	52105	Clear Rate Communications	4893421	-694.75	6,963,636.57
Bill Pmt -Check	07/15/2021	52106	Crimson Multimedia Distribution, Inc.		-2,373.30	6,961,263.27
Bill Pmt -Check	07/15/2021	52107	Demco, Inc.	Book carts 1 each: 4 slope teal, single-sid	-1,281.08	6,959,982.19
Bill Pmt -Check	07/15/2021	52108	Ehrlich	14383673	-229.00	6,959,753.19
Bill Pmt -Check	07/15/2021	52109	Fawcett, Laura	Vision claim & program supplies reimbur	-266.53	6,959,486.66
Bill Pmt -Check	07/15/2021	52110	Cengage Learning Inc / Gale	149473	-131.95	6,959,354.71
Bill Pmt -Check	07/15/2021	52111	ICLE	42499	-138.50	6,959,216.21
Bill Pmt -Check	07/15/2021	52112	Konica Minolta Business Solutions		-399.46	6,958,816.75
Bill Pmt -Check	07/15/2021	52113	Metro Net Library Consortium, Inc.	FY22 annual dues 07/01/2021 - 06/30/20	-4,500.00	6,954,316.75
Bill Pmt -Check	07/15/2021	52114	Midwest Tape		-2,086.22	6,952,230.53
Bill Pmt -Check	07/15/2021	52115	Modernistic II, LLC	Carpet cleaning: furniture	-2,004.00	6,950,226.53
Bill Pmt -Check	07/15/2021	52116	NorthStar Mat Service	Contractual mat service	-57.48	6,950,169.05
Bill Pmt -Check	07/15/2021	52117	Office Depot	31909112	-131.85	6,950,037.20
Bill Pmt -Check	07/15/2021	52118	OverDrive, Inc.	0721-1001	-7,296.46	6,942,740.74
Bill Pmt -Check	07/15/2021	52119	Pro Quest LLC	Syndetics Unbound Upgrade 07/01/2021	-7,253.50	6,935,487.24
Bill Pmt -Check	07/15/2021	52120	Pro Skate	Puppet sanitizing - 2 bags	-190.00	6,935,297.24
Bill Pmt -Check	07/15/2021	52121	Staples Business Advantage	1002673	-52.27	6,935,244.97
Bill Pmt -Check	07/15/2021	52122	T-Mobile	Mobile internet charges 05/21/2021 - 06	-92.73	6,935,152.24
Bill Pmt -Check	07/15/2021	52123	Weiss Ratings Inc.	Financial Ratings Series Online Database :	-1,528.85	6,933,623.39

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Canton Public Library  
Transactions by Account  
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Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/15/2021	52124	West Group Payment Center	West Complete Library Sub 07/01/2021 -	-138.00	6,933,485.39
Bill Pmt -Check	07/15/2021	52125	Quill Corporation	C3178452	-15.52	6,933,469.87
Bill Pmt -Check	07/15/2021	52126	DTE Energy	1893-232-0001-5	-13,667.00	6,919,802.87
Bill Pmt -Check	07/15/2021	52127	Sun Life Assurance Company of Canada	Monthly charges - August	-1,391.90	6,918,410.97
General Journal	07/21/2021	1803	Paylocity Direct Deposits	Direct Deposits	-79,156.07	6,839,254.90
General Journal	07/21/2021	1803	Paylocity Taxes	Total Tax Liability Taken from PR Bank Ac	-29,208.72	6,810,046.18
Check	07/21/2021	EFT	Paylocity	Payroll Processing Fees - Payroll Date 07/	-838.34	6,809,207.84
Transfer	07/21/2021			Funds Transfer - Payroll Date 07/21/2021	-1,059.22	6,808,148.62
Check	07/21/2021	EFT	Nationwide Retirement Solutions	457b Employee Contributions for Payroll	-5,207.00	6,802,941.62
Check	07/21/2021	EFT	Nationwide Retirement Solutions	457br Employee Contributions for Payroll	-125.00	6,802,816.62
Check	07/21/2021	EFT	Nationwide Retirement Solutions	401A Employer Contributions for Payroll	-975.85	6,801,840.77
Bill Pmt -Check	07/21/2021	52128	AT&T Mobility (Cingular Wireless)	831922095	-189.69	6,801,651.08
Bill Pmt -Check	07/21/2021	52129	Blue Care Network	Coverage 08/01/2021 - 08/31/2021	-19,406.53	6,782,244.55
Check	07/21/2021	EFT	Paylocity	Q3 2020 FFCRA Tax Credit Amended	-1,301.65	6,780,942.90
Check	07/21/2021	EFT	Paylocity	Q4 2020 FFCRA Tax Credit Amended	-2,965.49	6,777,977.41
Check	07/21/2021	EFT	Paylocity	Q1 2021 FFCRA Tax Credit Amended	-2,729.10	6,775,248.31
Deposit	07/26/2021			Deposit	6,422.79	6,781,671.10
Bill Pmt -Check	07/29/2021	52130	A.M. Best Company, Inc.	008178300	-205.25	6,781,465.85
Bill Pmt -Check	07/29/2021	52131	AmazonBusiness	A265GG3U5ZD0HS	-1,421.39	6,780,044.46
Bill Pmt -Check	07/29/2021	52132	Baker & Taylor (180)	L438180	-19.65	6,780,024.81
Bill Pmt -Check	07/29/2021	52133	Baker & Taylor (510)	L417510	-6,289.95	6,773,734.86
Bill Pmt -Check	07/29/2021	52134	Baker & Taylor (520)	L417520	-2,004.43	6,771,730.43
Bill Pmt -Check	07/29/2021	52135	Baker & Taylor (530)	L417530	-6,066.30	6,765,664.13
Bill Pmt -Check	07/29/2021	52136	Baker & Taylor (583)	L521583	-148.91	6,765,515.22
Bill Pmt -Check	07/29/2021	52137	Baker & Taylor (787)	L4247872	-9.99	6,765,505.23
Bill Pmt -Check	07/29/2021	52138	Baker & Taylor (854)	L517854	-119.68	6,765,385.55
Bill Pmt -Check	07/29/2021	52139	Bryant, Perry	Snack bags for CPL staff: Quaker Rice Cris	-41.94	6,765,343.61
Bill Pmt -Check	07/29/2021	52140	Comic City	Comics: 19 teen 11 juvenile	-135.70	6,765,207.91
Bill Pmt -Check	07/29/2021	52141	Crimson Multimedia Distribution, Inc.		-1,169.30	6,764,038.61
Bill Pmt -Check	07/29/2021	52142	Dow Jones & Company Inc.	WSJ online access 06/01/2021 - 05/31/20	-1,200.00	6,762,838.61
Bill Pmt -Check	07/29/2021	52143	Dunn Rite Maintenance	Janitorial service for July	-5,200.00	6,757,638.61
Bill Pmt -Check	07/29/2021	52144	Fish Doctors		-188.49	6,757,450.12
Bill Pmt -Check	07/29/2021	52145	Cengage Learning Inc / Gale	149473	-54.38	6,757,395.74
Bill Pmt -Check	07/29/2021	52146	Golden, Laurie	Vision claim reimbursements	-400.00	6,756,995.74
Bill Pmt -Check	07/29/2021	52147	Grainger	V-belts for exhaust fans	-4.78	6,756,990.96
Bill Pmt -Check	07/29/2021	52148	Metro Net Library Consortium, Inc.	Ancestry.com & Creative Bug renewals	-5,718.69	6,751,272.27
Bill Pmt -Check	07/29/2021	52149	Midwest Tape		-1,021.11	6,750,251.16
Bill Pmt -Check	07/29/2021	52150	Miscellaneous Vendor-ILL/MEL	Lawrence Tech. Univ. - repl. "Bouts de Bo	-18.50	6,750,232.66

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Canton Public Library  
Transactions by Account  
As of July 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/29/2021	52151	NorthStar Mat Service	Contractual mat service	-57.48	6,750,175.18
Bill Pmt -Check	07/29/2021	52152	OverDrive, Inc.	0721-1001	-1,410.92	6,748,764.26
Bill Pmt -Check	07/29/2021	52153	Petty Cash	Stellar Staff Awards replenishment	-1,035.00	6,747,729.26
Bill Pmt -Check	07/29/2021	52154	Progressive Printing	Business cards (250 each): D. Ewick, E. Da	-202.00	6,747,527.26
Bill Pmt -Check	07/29/2021	52155	Reliable Landscaping, Inc.	Weekly lawn care...bed care	-1,060.00	6,746,467.26
Bill Pmt -Check	07/29/2021	52156	ShredCorp	Scheduled shredding	-55.00	6,746,412.26
Bill Pmt -Check	07/29/2021	52157	Staples Business Advantage	1002673	-64.93	6,746,347.33
Bill Pmt -Check	07/29/2021	52158	Swanberg, C	Vision claim reimbursement: C. Swanberg	-200.00	6,746,147.33
Bill Pmt -Check	07/29/2021	52159	Tsai Fong Books, Inc.		-2,339.41	6,743,807.92
Bill Pmt -Check	07/29/2021	52160	AFLAC	BCJ39	-73.68	6,743,734.24
Check	07/31/2021	EFT	MERS - Pension	Employee Pension Deductions for the mc	-4,210.70	6,739,523.54
Total 000-004 · Chase - Checking					-407,087.21	6,739,523.54
TOTAL					-407,087.21	6,739,523.54

**Director's Report**  
**August 2021**

1. The library is pretty much back to pre-pandemic operations. We have received the results of air quality testing in the smaller group and single-user study rooms. There is adequate air exchange in the small study rooms (1-6) and they have reopened for public use. The four-person group study rooms (D-F) in the Teen Space do not meet ASHRAE pandemic air quality standards and remain closed; our planned HVAC project will resolve this issue, so as the parts come in and the HVAC crew is able to upgrade the systems in that area, we will reopen Group Study Rooms D, E, and F. Also, meeting room rentals will begin after Labor Day.
2. In the fall, we will resume some indoor programming, and will continue to offer outdoor programming as long as the weather holds, as well as virtual programming options. The Community Relations and Information Services departments have spent considerable time reviewing the results of the survey of families in our community to gauge their comfort level with indoor programming for children under 12, since they are not yet eligible for vaccines. As in society generally, families' comfort levels varied greatly. The librarians have developed a plan that includes some separate storytime sessions for "masks required" and "masks recommended" to satisfy both ends of the spectrum.
3. On your agenda this month is your further discussion of mask requirements for employees in the library. Masks are not required for the public per the rescission of the MDHHS Gatherings and Face Masks order as of June 22. MIOSHA covers workplace safety, and the agency still regards COVID as a "known workplace hazard." Per the state's Occupational Safety and Health Act, an employer is required to mitigate known hazards to the health and safety of our workers. Given the liability if an employee were to contract COVID through their library work (general liability, worker's compensation claims, and/or fines if MIOSHA determines that we did not appropriately protect our coworkers from infection), we recommend that the board continue to require masks of all employees inside the library, with a narrow exception for program presenters.

Please see the document included in the packet, which was prepared by Youth Manager Jack Visnaw and Program Librarian Nichole Welz, with input from all of the Information Services Librarians. This proposal provides for vaccinated presenters to present their programs unmasked, with specific criteria and protocols to be followed to ensure the safety of the public and mitigate the library's liability. I thank Jack and Nichole for spearheading this proposal and taking the time to gather feedback from our families and librarians and providing solutions that address as many of their concerns as possible. I continue to recommend that the board revisit the employee masking discussion monthly.

4. The 2<sup>nd</sup> draft of the 2022 budget and 2023-2024 projections is in your packet. There are some minor adjustments based on new data, but otherwise this second draft is substantially similar to the first draft budget you saw last month. We look forward to your discussion and questions, and I thank Accountant Debbie McHugh and Business Services Department Head Marian Nicholson for their work on this.
5. I ask that the board approve the closure of the library on Wednesday, September 1, with a backup date of Thursday, September 2, so that we can have a crane on-site to remove four rooftop HVAC units and place

four new rooftop units. This project was intended to be completed by now; you may recall that some components for the HVAC system are on back order, victim of the supply chain woes being seen worldwide. Some of the components have arrived, and the crew has been working inside the library to make the necessary upgrades to controls, conduits, and ductwork to accept the new HVAC units, which will help us get back up and running as quickly as possible after the crane work is completed. For safety, the building must be unoccupied while the crane is lifting the units.

6. Lastly, you'll continue the discussion about our MERS overfunding plan, to eventually reach 120% funding by paying more than the Annual Required Contribution (ARC). Marian Nicholson and I are proposing a revised plan, to take place over several years, to more aggressively approach the 120% threshold. My thanks to Marian, as always, for preparing this analysis. We do not require a vote at this time; we'd like you to discuss it and give us your feedback, and we can make refinements for next month.
7. In personnel news, since your July meeting we said "farewell" to Julia Bhuiyan, who started out with us as a volunteer before becoming an On-Call Page in Circulation Services. Julia has graduated high school and will soon be on her way to Harvard University. We welcomed many new faces—some of whom I failed to mention in last month's report. Part-time Youth Librarian Lisa Boyd accepted a promotion to full-time, and Substitute Librarian Stacey Spencer accepted a promotion to fill the part-time vacancy. New employees include: Gina Thibault, Circulation Assistant, and Pages Zainab Hakim, Amber Moran, and Link Behrens.
8. Our migration from QuickBooks to our new financial software, BS&A, is going well. Our data was successfully copied to BS&A, and for the remainder of the fiscal year, Debbie McHugh will be entering data in both systems—this ensures a complete fiscal year in QuickBooks to facilitate our annual audit, gives us continuity in the transition to BS&A, gives all of us time to be trained and get used to the new system, and brings us into alignment with the new Chart of Accounts requirement from the State of Michigan. While it creates duplicative work for Debbie in the short-term, I very much appreciate her conservative approach to this system migration.
9. The Michigan Library Association Annual Conference will be virtual again this year, October 13 and 14, and MLA is once again selling a group pass to attend. Please let me know by August 30 if you would like to be included in our group pass, so that we can buy the correct size for our group. It's okay if you are only able to attend partial days; the discounted rate for a large group makes this a bargain.
10. The behind-the-scenes work on our new bibliocommons website and public catalog continues. Courtney Luketich, our web developer, has gone on maternity leave (due soon!) and turned over project management to Circulation Services Department Head Kat Bounds—thank you, Kat!—who is working closely with Rudie Noble, Dave Ewick, and Laurie Golden in particular, as well as with the entire committee. This next phase of development is focused on the user experience and making sure that we have relevant and easy-to-find content that also looks good. We plan to have a demo for the board and a public sneak peek in the fall. We remain on-track to launch the new website and web catalog on November 29.

Respectfully submitted,  
Eva Davis

## **2022 Budget Highlights**

August 2021

### **Revenues**

#### **2022 Revenues**

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 1.4590 (eroded from 2.0 due to Headlee, with a 2021 millage reduction fraction of 0.9914), and assume a 99% collection rate, which is conservative based on historical property tax revenue data over the last five-plus years.

State Aid, Photocopy Fees and Penal Fines were increased to reflect return to post-pandemic collections. Replacement – Books/AV and Overdue Fines have been reduced to reflect the auto-renewal service implemented May 1, 2019 and the updated replacement fee schedule implemented during 2021. Interest revenue remains low to reflect lower interest rates caused by the 2020 COVID-19 Pandemic. Other revenues, (commissions and rentals) reflect historical averages.

#### **2023-2024 Revenues**

Property taxes for 2023 and 2024 assume a Headlee reduction fraction of 0.9914 per annum (resulting in millage rates of 1.4465 and 1.4341 respectively), a 99% collection rate and a modest 3% growth in taxable values per the Canton Township Assessor's projection.

### **Expenditures**

Items of note:

- **702 – Salaries:** Increase based on converting 1 part-time Building Monitor to full-time, market analysis to bring fully functioning employees to the fully functioning salary range as well as annually scheduled increases to Michigan's minimum wage rates and the ripple effect throughout the salary schedule.
- **715 – Fringe Benefits:** Overall increase from 2021 reflects an increase in FICA tax obligation (7.65% of salaries), an increase in health care costs (continuing with 80/20 cost sharing) and contributions to the Retirement DC Plan (401a) due to adding 2 additional full-time staff members and over-funding MERS at \$280,000 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 2021. Demographic assumptions changes impact employer minimum required contribution beginning 2022. The Board accepted our previous recommendation of \$150,000 MERS contribution, but due to the above, it is reflected as \$280,000 in this draft.*



- **722 – Supplies:** Slight decrease for 2022; 2023/2024 include nominal price increases.
- **740 – 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. Per direction from the library board, we increased the budget to 15% of operating revenues, allocating a larger portion of the Library Materials budget to electronic formats.
- **801 – Professional & Contractual:** Increase due to new subscription costs for Catalog-Discovery Layer and Patron Portal/Website installed during 2021, and slight increases for current subscriptions (Syndetics and TLC databases).
- **850 – Communications:** Decreased for 2022 due to lower costs achieved through 2020 mid-year contract negotiations. 2023-2024 reflect nominal increases
- **860 – Travel:** Increase in 2022 and 2024 for biennial Public Library Association Conference year.
- **880 – Community Promotion:** Slight decrease for 2022 with nominal increases for 2023-2024.
- **900 – Printing:** Increase in 2022 for summer reading materials with nominal increases for 2023-2024.
- **910 – Insurance:** Nominal increase due to annual plan increases. 2023 includes a higher increase to account for the tri-annual pollution insurance renewal.
- **920 – Utilities:** Nominal increases.
- **930 – Maintenance & Repairs:** Slight increase due to increased costs in cleaning/janitorial services and lawn & grounds maintenance.
- **940 – Rentals/Leases:** Decrease as remaining copy machine lease contract expired in 2021. Leased machines have been replaced with purchased machines.
- **976 – Building Improvements:** Increase due to delay of Capital Outlay projects; smaller non-capital projects will be carried out under Building Improvement.
- **977 – Capital Outlay:** As the library building approaches 35 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.*

- Capital Outlay for 2022-2024 are estimates 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 and currently includes the replacement of furniture, upgrades to the Community Room and replacing the sorting system conveyor and related equipment.
- **996 – Property Tax Refunds:** Remains steady as the Michigan Tax Tribunal continues to clear backlogged cases.

# Canton Public Library

## 2022 Proposed Budget (Motion 21/9-16-1-BH)

	99% Collection 1.4851 Millage	96% Collection 1.4717 Millage 2nd Qtr	99% Collection 1.4590 Millage	99% Collection 1.4454 Millage	99% Collection 1.4324 Millage
	Final 2020 Budget	Amendment Approved 2021 Budget	Proposed 2022 Budget	Proposed 2023 Budget	Proposed 2024 Budget
<b>Income</b>					
738-403 · Property Taxes	\$ 6,205,270	\$ 6,439,140	\$ 6,502,500	\$ 6,635,000	\$ 6,776,000
738-566 · State Aid to Libraries	72,191	48,750	70,000	70,000	70,000
738-613 · Photocopy Fees	14,900	16,000	40,000	40,000	40,000
738-615 · Replacement - Books/ AV	6,250	6,000	5,000	5,000	5,000
738-656 · Penal Fines	55,900	45,750	61,000	61,000	61,000
738-664 · Overdue Fines	15,100	18,000	15,000	15,000	15,000
738-670 · Misc & Contributions	15,777	12,600	1,000	1,000	1,000
738-671 · Interest Income	7,135	130	200	200	200
738-676 · Vending Commission	1,900	6,000	6,000	6,000	6,000
738-677 · Meeting Room Rental	100	500	200	500	500
<b>Total Income</b>	<b>\$ 6,394,523</b>	<b>\$ 6,592,870</b>	<b>\$ 6,700,900</b>	<b>\$ 6,833,700</b>	<b>\$ 6,974,700</b>
<b>Expense</b>					
738-693 · Endowment Transfers	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
738-702 · Salaries & Wages	2,944,000	2,975,000	3,163,000	3,260,000	3,360,000
738-715 · Fringe Benefits	597,600	626,500	850,500	887,300	922,900
738-722 · Supplies	89,320	162,450	157,453	157,449	159,954
738-740 · Library Materials	954,810	951,144	1,004,000	1,026,000	1,047,000
738-749 · Staff Book Account	-	-	-	-	-
738-801 · Professional & Contractual	288,405	416,430	437,134	450,936	440,841
738-850 · Communications	22,000	32,700	28,500	29,300	29,400
738-860 · Travel	28,300	41,650	64,850	43,550	64,950
738-880 · Community Promotion	4,560	26,200	25,658	25,850	26,000
738-900 · Printing	21,450	52,900	61,900	62,900	61,900
738-910 · Insurance	57,355	62,479	64,600	76,500	67,400
738-920 · Utilities	166,200	203,000	213,000	218,000	223,000
738-930 · Maintenance & Repairs	154,565	242,950	246,650	250,550	251,550
738-940 · Rentals/Leases	12,000	17,400	16,300	16,300	16,300
738-976 · Building Improvements	4,000	8,500	15,000	15,000	15,000
738-977 · Capital Outlay	533,500	1,504,600	963,000	448,000	462,000
738-996 · Property Tax Refunds	1,500	2,500	2,500	2,500	2,500
<b>Total Expense</b>	<b>\$ 5,880,065</b>	<b>\$ 7,326,903</b>	<b>\$ 7,314,545</b>	<b>\$ 6,970,635</b>	<b>\$ 7,151,195</b>
<b>Net Change in Fund Balance</b>	<b>\$ 514,458</b>	<b>\$ (734,033)</b>	<b>\$ (613,645)</b>	<b>\$ (136,935)</b>	<b>\$ (176,495)</b>
<b>Fund Balance - Beginning of year</b>	<b>\$ 3,425,895</b>	<b>\$ 4,337,698</b>	<b>\$ 3,603,665</b>	<b>\$ 2,990,020</b>	<b>\$ 2,853,085</b>
<b>Fund Balance - End of year</b>	<b>\$ 3,940,353</b>	<b>\$ 3,603,665</b>	<b>\$ 2,990,020</b>	<b>\$ 2,853,085</b>	<b>\$ 2,676,590</b>
<b>Fund Balance Presentation</b>		<b>Contribute</b>	<b>Contribute</b>	<b>Contribute</b>	<b>Contribute</b>
Nonspendable	\$ 242,623	\$ 770,567	\$ 349,355	\$ 311,065	\$ 285,505
Assigned - Capital and Contingencies	\$ 2,582,500				
Unassigned	\$ 1,512,575				
<b>Fund Balance - End of year</b>	<b>\$ 4,337,698</b>				

Canton Public Library

2022 Proposed Budget (Motion 21/9-16-1-BH)

	2020		2021		2022		2023		2024	
	Final 2020 Budget	Sub Account Detail	2nd Qtr Amendment Approved 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail	Proposed 2024 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
<b>INCOME</b>										
738-403 · Property Taxes	\$ 6,205,270		\$ 6,439,140		\$ 6,502,500		\$ 6,635,000		\$ 6,776,000	
738-566 · State Aid to Libraries	72,191		48,750		70,000		70,000		70,000	
738-613 · Photocopy Fees	14,900		16,000		40,000		40,000		40,000	
738-615 · Replacement - Books/ AV	6,250		6,000		5,000		5,000		5,000	
738-656 · Penal Fines	55,900		45,750		61,000		61,000		61,000	
738-664 · Overdue Fines	15,100		18,000		15,000		15,000		15,000	
738-670 · Misc & Contributions	15,777		12,600		1,000		1,000		1,000	
670 · Misc & Contributions		15,777		12,600		1,000		1,000		1,000
670a · Programming Grants & Support		-		-		-		-		-
738-671 · Interest Income	7,135		130		200		200		200	
671g · Interest Income General		7,135		130		200		200		200
738-676 · Vending Commission-Social Space	1,900		6,000		6,000		6,000		6,000	
738-677 · Meeting Room Rental	100		500		200		500		500	
<b>TOTAL INCOME</b>	<u>\$ 6,394,523</u>		<u>\$ 6,592,870</u>		<u>\$ 6,700,900</u>		<u>\$ 6,833,700</u>		<u>\$ 6,974,700</u>	

## Canton Public Library

2022 Proposed Budget (Motion 21/9-16-1-BH)

	2020		2021		2022		2023		2024	
	Final 2020 Budget	Sub Account Detail	2nd Qtr Amendment Approved 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail	Proposed 2024 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
<b>EXPENSE</b>										
<b>738-693 · Endowment Transfers</b>	\$ 500		\$ 500		\$ 500		\$ 500		\$ 500	
<b>Total 738-693 · Endowment Transfers</b>	\$ 500		\$ 500		\$ 500		\$ 500		\$ 500	
<b>738-702 · Salaries &amp; Wages</b>	\$ 2,944,000		\$ 2,975,000		\$ 3,163,000		\$ 3,260,000		\$ 3,360,000	
<b>738-702 · Salaries &amp; Wages</b>	2,944,000		2,975,000		3,163,000		3,260,000		3,360,000	
Administration		522,700		525,100		551,000		570,000		588,000
Business Services		233,800		245,100		271,200		279,500		288,000
IT - Information Technology		163,100		145,600		153,600		158,500		164,000
Community Relations		177,100		173,700		190,700		196,900		203,000
Information Services		1,117,300		1,113,600		1,166,300		1,201,300		1,237,500
Circulation Services		674,000		705,900		768,700		791,500		816,000
Staff Incentive		6,000		16,000		12,000		12,300		13,500
Accrual Allowance		20,000		20,000		20,000		20,000		20,000
Payroll Contingency		30,000		30,000		29,500		30,000		30,000
<b>Total 738-702 · Salaries &amp; Wages</b>	\$ 2,944,000		\$ 2,975,000		\$ 3,163,000		\$ 3,260,000		\$ 3,360,000	
<b>738-715 · Fringe Benefits</b>	\$ 597,600		\$ 626,500		\$ 850,500		\$ 887,300		\$ 922,900	
<b>738-715 · Fringes</b>	3,000		3,000		3,000		3,000		3,000	
715a · Health Savings Account FSA		2,000		2,000		2,000		2,000		2,000
715b · Unemployment Reimbursement		1,000		1,000		1,000		1,000		1,000
<b>738-716 · Medical/Dental</b>	209,600		220,000		261,500		286,800		311,800	
716b · Medical Buy Outs		3,600		3,600		4,800		4,800		4,800
716d · Dental		16,000		21,400		21,700		22,000		22,000
716m · Medical (BCN)		190,000		195,000		235,000		260,000		285,000
<b>738-717 · Life Ins / Disability</b>	14,600		15,500		18,000		19,000		20,000	
<b>738-718 · Retirement DB Plan (MERS)</b>	125,000	Plan closed	125,000	Plan closed	280,000	Plan closed	280,000	Plan closed	280,000	Plan closed
<b>738-719 · Optical</b>	3,900		7,000		7,000		7,000		7,000	
<b>738-720 · FICA / MC Taxes (7.65% of Salaries)</b>	226,000	7.65% of salaries	228,000	7.65% of salaries	241,000	7.65% of salaries	249,500	7.65% of salaries	257,100	7.65% of salaries
<b>738-721 · Retirement DC Plan (401[a])</b>	15,500	5% Cap (new FT)	28,000	5% Cap (new FT)	40,000	5% Cap (new FT)	42,000	5% Cap	44,000	5% Cap
<b>Total 738-715 · Fringe Benefits</b>	\$ 597,600		\$ 626,500		\$ 850,500		\$ 887,300		\$ 922,900	
<b>738-722 · Supplies</b>	\$ 89,320		\$ 162,450		\$ 157,453		\$ 157,449		\$ 159,954	
<b>722T · Technology Supplies</b>	8,200		23,200		23,000		23,600		24,400	
<b>738-727 · Office Supplies</b>	7,500		12,500		12,500		12,500		12,500	
727a · General Office Supplies		4,500		8,500		8,500		8,500		8,500
727b · Printing & Copying Supplies		3,000		4,000		4,000		4,000		4,000
<b>738-724 · Information Services Supplies</b>	2,750		6,000		4,500		5,000		5,500	
<b>738-725 · Process Library Supplies</b>	22,700		35,015		32,608		33,304		33,304	
725a · Circulation Services Supplies		9,700		15,015		10,608		11,304		11,304
725b · Tech Processing Supplies		13,000		20,000		22,000		22,000		22,000
<b>738-726 · Community Relations Supplies</b>	450		1,000		1,000		1,000		1,000	
<b>738-729 · Building Supplies</b>	14,700		21,000		23,500		20,500		25,200	
<b>738-728 · Library Supplies - General (Other)</b>	15,500		12,000		12,000		12,500		9,000	
<b>738-730 · Postage</b>	10,020		37,235		33,845		34,545		34,550	
730b · Postage - Information Services (books by mail)		2,000		5,000		3,500		4,000		4,000
730c · Postage - Circulation Services (interloan)		50		150		150		150		150
730j · Postage - Business Services		2,725		2,825		2,825		2,825		2,825
730m · Postage - Community Relations (mass mailings)		5,245		29,260		27,370		27,570		27,575

## Canton Public Library

2022 Proposed Budget (Motion 21/9-16-1-BH)

	2020		2021		2022		2023		2024	
	Final 2020 Budget	Sub Account Detail	2nd Qtr Amendment Approved 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail	Proposed 2024 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
738-732 · Janitorial Supplies	7,500		14,500		14,500		14,500		14,500	
Total 738-722 · Supplies	\$ 89,320		\$ 162,450		\$ 157,453		\$ 157,449		\$ 159,954	
738-740 · Library Materials	\$ 954,810	13.8% of income	\$ 951,144	15% of income	\$ 1,004,000	15% of income	\$ 1,026,000	15% of income	\$ 1,047,000	15% of income
738-741 · Books	212,380		237,314		242,000		242,000		240,000	
738-744 · AV (Media)	109,800		111,000		109,000		107,000		100,000	
738-747 · Services, Subscriptions & Pre-proc	632,630		602,830		653,000		677,000		707,000	
Total 738-740 · Library Materials	\$ 954,810		\$ 951,144	-	\$ 1,004,000	-	\$ 1,026,000	-	\$ 1,047,000	-
738-749 · Staff Book Account	\$ -		\$ -		\$ -		\$ -		\$ -	
Total 738-749 · Staff Book Account (wash account)	\$ -		\$ -		\$ -		\$ -		\$ -	
738-801 · Professional & Contractual	\$ 288,405		\$ 416,430		\$ 437,134		\$ 450,936		\$ 440,841	
738-731 · Credit Card Fees	1,500		5,000		5,000		5,000		5,000	
738-733 · Bank Fees	3,000		1,000		1,000		1,000		1,000	
733g · Bank Fees General		3,000		1,000		1,000		1,000		1,000
738-804 · Audit	12,675	Contract Ends	12,675		13,050		13,450		13,850	
738-808 · Information Technology	160,200		228,800		238,084		266,186		257,891	
808t · Online Information-Technology (IT)		135,600		198,000		213,000		240,900		232,400
808tp · Online Information - Tech Processing (TPW)		24,600		30,800		25,084		25,286		25,491
738-809 · Programming-Community Relations	20,500		32,000		30,000		32,000		35,000	
809d · Community Programming (CPL)		20,500		32,000		30,000		32,000		35,000
738-810 · Other Professional Services	65,575		79,200		99,750		79,850		76,850	
810a · Payroll		15,000		15,000		15,500		15,500		15,500
810b · Professional - Circulation Services		6,750		9,250		9,250		9,250		9,250
810j · Professional - Business Services		3,925		12,050		12,100		12,200		12,200
810m · Professional - Community Relations		39,900		42,900		62,900		42,900		39,900
738-812 · Legal	7,000		15,000		15,000		15,000		15,000	
738-814 · Membership Dues	13,205		18,630		18,700		18,850		19,250	
814a · Membership Dues - Director		610		1,500		1,500		1,500		1,500
814b · Membership Dues - Information Services		765		2,400		2,500		2,600		2,700
814c · Membership Dues - Circulation		800		1,000		1,000		1,000		1,000
814e · Membership Dues - Info Tech		200		1,400		1,025		1,050		1,100
814j · Membership Dues - Business Services		950		1,500		1,525		1,525		1,525
814k · Membership Dues - Misc.		9,400		9,900		10,150		10,150		10,400
814m · Membership Dues - Community Relations		480		930		1,000		1,025		1,025
738-815 · Staff Inservice	4,750		24,125		16,550		19,600		17,000	
815a · Staff Inservice/Training		-		10,000		5,000		5,000		5,000
815b · Staff Longevity Awards		1,700		2,825		1,450		4,275		1,450
815c · Staff Development/Training		750		5,500		5,500		5,500		5,500
815t · Online Training Services (IT)		2,300		5,800		4,600		4,825		5,050
Total 738-801 · Professional & Contractual	\$ 288,405		\$ 416,430		\$ 437,134		\$ 450,936		\$ 440,841	
738-850 · Communications	\$ 22,000		\$ 32,700		\$ 28,500		\$ 29,300		\$ 29,400	
Total 738-850 · Communications	\$ 22,000		\$ 32,700		\$ 28,500		\$ 29,300		\$ 29,400	
738-860 · Travel	\$ 28,300		\$ 41,650		\$ 64,850		\$ 43,550		\$ 64,950	
738-861 · Conferences	26,400		31,700		55,100		33,500		54,900	
861a · Conferences - Director		1,900		3,000		5,500		3,000		5,500

## Canton Public Library

2022 Proposed Budget (Motion 21/9-16-1-BH)

	2020		2021		2022		2023		2024	
	Final 2020 Budget	Sub Account Detail	2nd Qtr Amendment Approved 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail	Proposed 2024 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
861b · Conferences - Information Services		6,405		6,200		15,000		7,000		15,000
861d · Conferences - Circulation Services		6,295		4,500		9,500		4,500		9,500
861f · Conferences - Trustees		1,800		1,000		4,000		1,000		4,000
861g · Leadership Canton (\$400 per attendee)		-		1,600		1,200		1,200		1,200
861h · Conferences - Information Technology		2,200		8,400		8,300		8,400		8,700
861j · Conferences - Business Services		2,900		4,000		6,600		3,400		6,000
861m · Conferences - Community Relations		4,900		3,000		5,000		5,000		5,000
<b>738-865 · Mileage / Misc.</b>	1,900		9,950		9,750		10,050		10,050	
865a · Mileage - Director		500		2,500		2,500		2,500		2,500
865b · Mileage - Information Services		300		2,250		2,250		2,500		2,500
865c · Mileage - Circulation Services		100		1,000		1,000		1,000		1,000
865e · Mileage - Information Technology		200		1,300		1,100		1,150		1,150
865f · Mileage - Business Services		500		2,000		2,000		2,000		2,000
865m · Mileage - Community Relations		300		900		900		900		900
<b>Total 738-860 · Travel</b>	<b>\$ 28,300</b>		<b>\$ 41,650</b>		<b>\$ 64,850</b>		<b>\$ 43,550</b>		<b>\$ 64,950</b>	
<b>738-880 · Community Promotion</b>	<b>\$ 4,560</b>		<b>\$ 26,200</b>		<b>\$ 25,658</b>		<b>\$ 25,850</b>		<b>\$ 26,000</b>	
<b>738-880 · Community Promotion</b>	4,560		26,200		25,658		25,850		26,000	
880a · Marketing		4,300		23,800		23,258		23,450		23,600
880b · Volunteer		260		2,400		2,400		2,400		2,400
<b>Total 738-880 · Community Promotion</b>	<b>\$ 4,560</b>		<b>\$ 26,200</b>		<b>\$ 25,658</b>		<b>\$ 25,850</b>		<b>\$ 26,000</b>	
<b>738-900 · Printing</b>	<b>\$ 21,450</b>		<b>\$ 52,900</b>		<b>\$ 61,900</b>		<b>\$ 62,900</b>		<b>\$ 61,900</b>	
<b>738-901 · Printing &amp; Publishing</b>	21,400		52,400		61,400		62,400		61,400	
901c · Community Relations Mailings		21,400		51,200		60,200		61,200		60,200
901e · Misc. Printing & Publishing		-		1,200		1,200		1,200		1,200
<b>738-903 · Legal Notices &amp; Ads</b>	50		500		500		500		500	
<b>Total 738-900 · Printing</b>	<b>\$ 21,450</b>		<b>\$ 52,900</b>		<b>\$ 61,900</b>		<b>\$ 62,900</b>		<b>\$ 61,900</b>	
<b>738-910 · Insurance</b>	<b>\$ 57,355</b>		<b>\$ 62,479</b>		<b>\$ 64,600</b>		<b>\$ 76,500</b>		<b>\$ 67,400</b>	
<b>738-911 · Liability Insurance</b>	42,355		43,479		45,100		56,300		46,500	
<b>738-912 · Worker's Compensation</b>	4,200		6,500		6,500		6,700		6,900	
<b>738-915 · E&amp;O/D&amp;O/EPL</b>	3,250		3,750		4,000		4,000		4,000	
<b>738-916 · Fiduciary/Fidelity</b>	7,550		8,750		9,000		9,500		10,000	
<b>Total 738-910 · Insurance</b>	<b>\$ 57,355</b>		<b>\$ 62,479</b>		<b>\$ 64,600</b>		<b>\$ 76,500</b>		<b>\$ 67,400</b>	
<b>738-920 · Utilities</b>	<b>\$ 166,200</b>		<b>\$ 203,000</b>		<b>\$ 213,000</b>		<b>\$ 218,000</b>		<b>\$ 223,000</b>	
<b>738-921 · Electricity</b>	126,000		150,000		160,000		165,000		170,000	
<b>738-922 · Gas</b>	21,000		33,000		33,000		33,000		33,000	
<b>738-923 · Water</b>	19,200		20,000		20,000		20,000		20,000	
<b>Total 738-920 · Utilities</b>	<b>\$ 166,200</b>		<b>\$ 203,000</b>		<b>\$ 213,000</b>		<b>\$ 218,000</b>		<b>\$ 223,000</b>	
<b>738-930 · Maintenance &amp; Repairs</b>	<b>\$ 154,565</b>		<b>\$ 242,950</b>		<b>\$ 246,650</b>		<b>\$ 250,550</b>		<b>\$ 251,550</b>	
<b>738-931 · Cleaning/Janitorial Services</b>	61,000		92,000		92,000		94,000		94,000	
<b>738-932 · Lawn &amp; Grounds Maintenance</b>	60,350		82,950		77,850		78,850		78,850	
932a · Snow Removal		35,000		41,500		37,000		38,000		38,000
932b · Lawn & Grounds Maintenance		25,350		41,450		40,850		40,850		40,850
<b>738-933 · Building Security (Equipment)</b>	6,400		6,700		6,200		6,400		6,500	
<b>738-934 · Library Equip &amp; Misc Contracts</b>	15,555		32,400		29,600		30,300		31,200	
934b · Aquarium (combined with 934c)		1,610		3,000		-		-		-

## Canton Public Library

2022 Proposed Budget (Motion 21/9-16-1-BH)

	2020		2021		2022		2023		2024	
	Final 2020 Budget	Sub Account Detail	2nd Qtr Amendment Approved 2021 Budget	Sub Account Detail	Proposed 2022 Budget	Sub Account Detail	Proposed 2023 Budget	Sub Account Detail	Proposed 2024 Budget	Sub Account Detail
Green Font = Import from Budget Summary										
934c · Misc. Contracts & Inspections		6,400		12,900		12,200		12,300		12,300
934g · HVAC Maintenance Contracts		7,545		16,500		17,400		18,000		18,900
<b>738-935 · Office Equip Maint Contracts</b>	260		900		1,000		1,000		1,000	
<b>738-936 · Building Repairs</b>	8,000		12,000		20,000		20,000		20,000	
<b>738-937 · Equipment Repairs</b>	3,000		16,000		20,000		20,000		20,000	
<b>Total 738-930 · Maintenance &amp; Repairs</b>	<u>\$ 154,565</u>		<u>\$ 242,950</u>		<u>\$ 246,650</u>		<u>\$ 250,550</u>		<u>\$ 251,550</u>	
<b>738-940 · Rentals/Leases</b>	<u>\$ 12,000</u>		<u>\$ 17,400</u>		<u>\$ 16,300</u>		<u>\$ 16,300</u>		<u>\$ 16,300</u>	
942 · Postage Meter - Pitney Bowes	12,000		17,400		16,300		16,300		16,300	
942b · Copy Machine Lease		10,000		15,400		13,800		13,800		13,800
942 · Postage Meter - Pitney Bowes - Other		2,000		2,000		2,500		2,500		2,500
<b>Total 738-940 · Rentals/Leases</b>	<u>\$ 12,000</u>		<u>\$ 17,400</u>		<u>\$ 16,300</u>		<u>\$ 16,300</u>		<u>\$ 16,300</u>	
<b>738-976 · Building Improvements</b>	<u>\$ 4,000</u>		<u>\$ 8,500</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>	
<b>Total 738-976 · Building Improvements</b>	<u>\$ 4,000</u>		<u>\$ 8,500</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>		<u>\$ 15,000</u>	
<b>738-977 · Capital Outlay</b>	<u>\$ 533,500</u>		<u>\$ 1,504,600</u>		<u>\$ 963,000</u>		<u>\$ 448,000</u>		<u>\$ 462,000</u>	
977 · Capital Outlay	533,500		1,504,600		963,000		448,000		462,000	
977a · Capital Outlay - Info Services		-		-		-		-		-
977g · Capital Outlay - General		33,500		1,089,500		348,000		217,000		65,000
977t · Capital Outlay - Technology		500,000		415,100		615,000		231,000		397,000
<b>Total 738-977 · Capital Outlay</b>	<u>\$ 533,500</u>		<u>\$ 1,504,600</u>		<u>\$ 963,000</u>		<u>\$ 448,000</u>		<u>\$ 462,000</u>	
<b>738-996 · Property Tax Refunds</b>	<u>\$ 1,500</u>		<u>\$ 2,500</u>		<u>\$ 2,500</u>		<u>\$ 2,500</u>		<u>\$ 2,500</u>	
<b>Total 738-996 · Property Tax Refunds</b>	<u>\$ 1,500</u>		<u>\$ 2,500</u>		<u>\$ 2,500</u>		<u>\$ 2,500</u>		<u>\$ 2,500</u>	
<b>TOTAL EXPENSE</b>	<u>\$ 5,880,065</u>		<u>\$ 7,326,903</u>		<u>\$ 7,314,545</u>		<u>\$ 6,970,635</u>		<u>\$ 7,151,195</u>	
<b>NET CHANGE IN FUND BALANCE</b>	514,458		(734,033)		(613,645)		(136,935)		(176,495)	
<b>Grand Total Allocated Budget</b>	<u>\$ 5,880,065</u>		<u>\$ 7,326,903</u>		<u>\$ 7,314,545</u>		<u>\$ 6,970,635</u>		<u>\$ 7,151,195</u>	
Proposed less Allocated (over)/under	0		0		0		0		0	



## Canton Public Library

## Capital Replacement Schedule

						This Year	NEXT 5 YEARS					
FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	2021	2022	2023	2024	2025	2026
Buildings, Fixtures and Improvements												
	Storm Drainage/Catch Basin/Manholes	40	30	\$ 55,367	1989							
	Storm Sewer/Catch Basin		5 year service	\$ 12,575	2015			15,000				
	Irrigation (sprinkler heads & lines)	822	15	\$ 140,000	2001/2019	*annual maintenance G/L 932b						
	Paving											
	Asphalt Paving / End of Life Replacement	824	15	\$ 479,831	1989/2019	\$100k/2017 and \$190k/2019						
	Concrete Paving - Sidewalks & Curbs	43	30	\$ 89,480	1989/2019	\$40k/2019	6,500					
	Asphalt Maintenance (periodic seal & stripe)					*annual maintenance G/L 932b					19,000	
	Paver walkway (connect CPL to Canton Ctr Rd.)		10	\$ 12,000	2018							
	Paver walkway & landscape in RHC Courtyard (Land Improvement)							13,000				
	Electrical Vehicle (EV) charging station (public lot, \$28,000)											
	Interior Lighting											
	Upgrade light fixtures to LED										130,000	
	Signs											
	Site Signage (in building)	79	15	\$ 17,265	2001							
	Main Entry Signage	21	25	\$ 4,893	2012							
	Main Entry Signage - Replacement		12	\$ 4,893	2012					10,000		
	BUILDING											
	RTU1 (Trane Intellipac 30 Ton, last 2001, EOF 15-20yrs)(Engle-M2A)		15-20 Years	\$ 139,750								
	RTU2 (Trane Intellipak 25 Ton, last 2001, EOF 15-20yrs)(Engle-M2A)		15-20 Years	\$ 100,000			725,000					
	RTU3 (Trane Intellipak 40 Ton, last 2001, EOF 15-20yrs)(Engle-M2A)		15-20 Years	\$ 146,500								
	Air Handler (Trane, Roof, last 2001, EOF 20yrs, rebuild)(Engle-M2A)		20 Years	\$ 73,500								
	Ballasted Roof - EPDM Roofing	92	15	\$ 128,696	2001	20 of 53,000 sq. ft.	350,000					
	Sheet Metal	64		\$ 3,180	1989							
	Rubber Membrane	65		\$ 45,662	1989							
	Roof - New Copper Seam											
	Roof - Partial Replacement, Johns Manville	1290	20 years	\$ 169,504	2008	33 of 53,000 sq. ft.						
	Aluminum Downspouts & gutters		15-20		1989/2001					75,000		
	Wood Soffit (Bldg/Canopies)		30		1989/2001							
	Sprinkler Backflow Replacement						8,000					
	Windows / Skylights											
	Skylights (Tree, Nook, 4-section Teen)	93	15	\$ 28,500	2001/2016	inspected/serviced				20,000		
	Skylight-Pyramid (FAR, Child Seating)	93	15	\$ 13,200	1989/2016	reseal approx \$5K				10,000		
	Skylight-Pyramid (Entrance, International)	93	15	\$ 31,400	1989/2016	reseal + caps/gaskets \$10K				20,000		
	Insulating Glass (piano window, nook, etc.)	67	25	\$ 42,955	1989/2001							80,000
	Renovations											
	PSIP IV - Friend's Bookstore			\$ 133,000	2017							
	PSIP IV - Teen Space			\$ 649,000	2017							
	PSIP IV - Tutor Area (GSR 1-6)			\$ 55,800	2017	reused G, H & I in Tutor Area						
	Trendwall - Group Study Rooms D, E & F (Teen)		15	\$ 35,000	2013	G, H & I relocated in 2017						
	Staff Area Renovation - General Construction			\$ 872,000	2018	Estimated @ \$1,550,000						
	Staff Area Renovation - Restroom Alcove			\$ 8,400	2018							
	Floor Covering - Carpet/Resilient Floor Staff Area	104	10	\$ 240,000	2001/2018	staff area only \$78k in 2018						
	Friends' Donation/Sorting Area (canopy, donation shelving, concrete)			\$ 53,400	2019							
	Sorter Room Renovation (cabinets, work stations)			\$ 26,600	2019	Cabinets, lighting, workstations						
	Floor Covering - Carpet I-Lab		15/warranty		2012	Replacement 2022				7,000		
	Floor Covering - Lobby walk-off carpet installed		10	\$ 12,000	2019	replaced Pedigrid system						
	Floor Covering - Luxury Vinyl Tile PSIP I Project		10	\$ 47,477	2014							50,000
	Floor Covering - Carpet - Public Area of PSIP I & II		10	\$ 75,752	2014/2015							80,000
	Floor Covering - Carpet Public Areas Replaced	105	10	\$ 250,000	2015	Replacement 2025						275,000
	Wall Covering - Lobby & New Book Area (PSIP I)	103	5-10	\$ 24,125	2012				15,000		30,000	
	Wall Covering - Quiet Study Room (PSIP I)		10	\$ 3,159	2013				4,000		6,000	
	Ceiling Tiles			\$ 89,314	2001							
Furniture and Equipment												
	General Public Area											
	CD Bins (Adult Collection)		10	\$ 31,936	2015	may eliminate						35,000
	Shelving - tip-out shelves		10					7,000				
	Soft seating w/power (2-seat, 1-table unit at entrance)											
	Chairs - 12 upholstered side chairs (Teen Study Rooms)		10	\$ 3,300	2018	reupholster only, lifetime frame						
	Chairs - 48 upholstered side chairs (Study Rooms/Carrells)		10	\$ 19,000	2019	reupholster only, lifetime frame						
	Chairs - 22 hi-back task chairs (Quiet Study Room)		10	\$ 9,841	2015							12,000
	Chairs - Agati Task Chairs (public area)		15	\$ 45,000	2006							
	Adult Aisle booths							70,000		60,000		

FAC	Description	Asset No.	Estimated Life Expectancy (Depreciation)	Original Cost	Original Installation/ Last Service Date	Notes	2021	2022	2023	2024	2025	2026
	Seating Pods (ILab foyer)							60,000				
	Help Desk - Childrens		15	\$ 12,290	2016							
	Tables - Carrell Tables (6-S/E Study Area)		20	\$ 15,764	2015	one moved to quiet study 2017						
	Table Maintenance - Refinish Maple Edges			\$ 12,000	2013	Replace/refinish periodically						
	Tables w/electrical spheres (single study rms)		10	\$ 4,359	2013				6,000			
	ART											
	Tree Sculpture (Children's Library)		20	\$ 32,000	2008							
	Friends' Activity Room											
	5' flip top tables (6)		10	\$ 8,327	2016							
	Chela stacking chairs (40) & trolley (2)		10	\$ 7,447	2016							
	Cabinetry/Sink - Friends' Activity Room		15+	\$ 5,325	2016							
	Community Room											
	Wall Covering - Community Room (whisper wall)		15	\$ 36,990	2013			20,000				
	Lighting update (LED)							62,000				
NEW	Under carpet power/USB ports							46,000				
	Community Room Shades & controls		10	\$ 1,936	2006			5,000				
	4' Tables (16) and table trucks (2)		10	\$ 1,989	2011			20,000				
	Stacking Chairs (Community Room)		10	\$ 23,000	2005			30,000				
	Cabinetry/Sink - Community Room Kitchen		15+	\$ 13,865	2013							
	The Lab											
	Cabinetry (same as IS area)	91		\$ 151,568	2001							
	Projection Screen			\$ 5,874	2003							
	Hardware											
	See IT Capital											
	Software											
	See IT Capital											
	Library Materials											
	See P&L 740 accounts											

Sub-Total - BUILDING REPLACEMENT ESTIMATE	\$ 1,089,500	\$ 348,000	\$ 217,000	\$ 65,000	\$ 587,000	\$ 80,000
Sub-Total - IT CAPITAL REPLACEMENT ESTIMATE	\$ 415,100	\$ 615,000	\$ 231,000	\$ 397,000	\$ 430,200	\$ 225,500
GRAND TOTAL BUILDING & IT CAPITAL REPLACEMENT	\$ 1,504,600	\$ 963,000	\$ 448,000	\$ 462,000	\$ 1,017,200	\$ 305,500
Planned Annual Contribution:	\$ 770,570	\$ 493,000	\$ 482,000	\$ 476,000	\$ 400,000	\$ 400,000
Projected Ending Fund Balance:	4,337,700	\$ 3,603,670	\$ 3,133,670	\$ 3,167,670	\$ 3,181,670	\$ 2,564,470
					\$ 2,564,470	\$ 2,658,970

		Annual Inflation Factor --> 1.032	2021	2022	2023	2024	2025	2026
		Proposed Budget -->						
9777	Technology Long Term Capital Outlay Projections		\$ 577,100	\$ 446,300	\$ 351,600	\$ 351,600		
	HVAC SYSTEMS SUBTOTALS		\$ 5,811	\$ 5,811	\$ 25,844	\$ 26,748	\$ 299,603	\$ -
	INFORMATION TECHNOLOGY SUBTOTALS		\$ 384,281	\$ 583,757	\$ 179,676	\$ 345,064	\$ 105,603	\$ 241,302
	TECHNOLOGY CAPITAL OUTLAY CONTINGENCY		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	CAPITAL OUTLAY (TECHNOLOGY)		\$ 415,092	\$ 614,568	\$ 230,520	\$ 396,812	\$ 430,206	\$ 266,302
	TOTAL IT CAPITAL BUDGET REQUESTED		\$ 415,100	\$ 615,000	\$ 231,000	\$ 397,000	\$ 430,200	\$ 225,500

	HVAC SYSTEMS SUBTOTALS	QTY	Last Price	\$ 5,811	\$ 5,811	\$ 25,844	\$ 26,748	\$ 299,603	\$ -
9777	RTU1 (Trane Intellipac 30 Ton)(2001, EOF 15-20yrs)(Engie-M2A-202	1	\$ 139,750						
9777	RTU2 (Trane Intellipac 25 Ton)(2001, EOF 15-20yrs)(Engie-M2A-202	1	\$ 100,000						
9777	RTU3 (Trane Intellipac 40 Ton)(2001, EOF 15-20yrs)(Engie-M2A-202	1	\$ 146,500						
9777	Air Handler (Trane, Roof)(2001, EOF 20yrs)(rebuild Engie-M2A-202	1	\$ 73,500						
9777	RTU4 (Main Trane AC, 90 Ton, last 2008, EOL 15-20yrs)	1	\$ 110,000						
9777	IT-AC APC rack mount, Server Rm (2008, EOL 5-10yrs)(2019 compr	1	\$ 6,800		\$ 10,569				
9777	IT-AC Daikin miniSplit, Server Rm/Roof (2012, EOL 5-10yrs)	1	\$ 10,802		\$ 15,275				
9777	IT-AC Daikin miniSplit, Wire Rm/Roof (2015, EOL 5-10yrs)	1	\$ 6,250			\$ 8,298			
9777	AC - Community Rm (Trane 10 Ton, last 2008, EOL 2026)	1							
9777	Air Compressor, Quincy (1989, EOL 30yrs) (DDCs will end need of it)	1	\$ 10,000						
9777	Humidifier Dri Steam (last 2001, EOL 15yrs)(Engie-M3-2020)	1	\$ 14,000						
9777	VAV Controls & Thermostats DDC replace Pneumatics (Engie-C2-20	1	\$ 70,000						
9777	Building Control System Upgrade (4yr app updates)(Engie-C1-2021	1	\$ 14,050			\$ 18,450			
9777	Boiler Backup (2 Bryan units) (1989 EOL 20yrs, extended by low use	1	\$ 96,400				\$ 299,603		
9777	Circulation Pump #3 (2014 EOL 20yrs)	1	\$ 3,095						
9777	Circulation Pump #4 (2001 EOL 20yrs) differed from 2021	1	\$ 3,095	\$ 5,811	\$ 5,811				
9777	Boiler Main Lochinvar (last 2001, EOL 20yrs)(Engie-M1-2020)	1	\$ -						
9777	Convert primary pumps to Variable Frequency Drive (Engie-C3-2020	1							
9777	Circulation Pump #1 Large (2001 EOL 20yrs)(Engie-M1-2020)	1	\$ 7,000						
9777	Circulation Pump #2 Large (2001 EOL 20yrs)(Engie-M1-2020)	1	\$ 7,000						

	INFORMATION TECHNOLOGY SUBTOTALS		\$ 384,281	\$ 583,757	\$ 179,676	\$ 345,064	\$ 105,603	\$ 241,302
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	Cabling and Multimedia for specific Library Areas							
9777	A/V Media Upgrades - The-Lab	1	\$ 7,577			\$ 9,748		
9777	A/V Media Upgrades - Friends Room	1	\$ 15,324		\$ 19,104			
9777	A/V Media Upgrades - Community Room	1	\$ 15,780	\$ 28,594				
9777	A/V Media Upgrades - Large & Medium Conference Rooms	1	\$ 10,000					\$ 12,866

	Computer Workstations - Hardware							
9777	Desktop PCs: 30 Public (Childrens) now 3070s	30	\$ 890			\$ 30,285		
9777	Desktop PCs: Public (Webx) now 3060s	42	\$ 890	\$ 42,399				
9777	Desktop PCs: Public (Teens) now 3070s	12	\$ 890		\$ 12,114			
9777	Desktop PCs Public (iLab) now 3060s --> Laptops	12	\$ 1,650		\$ 21,762			
9777	Desktop PCs: 20 IS Staff, 9 Circ & Ref Desks, 6 IT now 3020s	35	\$ 890	\$ 39,811				\$ 36,463
9777	Desktop PCs: Staff now 3070s last qty 42					\$ 65,425		
9777	Dell Laptop (5 Shared, 7 staff) Latitude (last qty 7)	12	\$ 1,650	\$ 21,762				\$ 24,684
9777	Dell Laptop (7 staff) Latitude (move from PC to lap	7	\$ 1,650	\$ 18,000			\$ 20,417	
9777	Dell Laptop (6 shared) Inspiron --> Latitude	6	\$ 1,650				\$ 11,229	
9777	OPAC (2009-Wyse) / (2016-Chrome Base) differed from 2021	13	\$ 500	\$ 7,609	\$ 7,852			
9777	Touchscreens (5 print release) (was deferred from 2019 to 2021)	5	\$ 750	\$ 4,979				
9777	iMAC mini and iMAC for CR/Digital-Studio and IT iPad Mgmt	2	\$ 2,864		\$ 7,099			
9777	iPad Air2 - Children's Sail (4), CR (2), IS (4)	10	\$ 679	\$ 7,463			\$ 8,203	
9777	Early Literacy Stations + ELF site license (5 YR Exp 3/21/21) Differ '2	4	\$ 3,899	\$ 18,256	\$ 18,840			\$ 21,370

	OS, System, and Applications Software							
9777	Windows PC OS Upgrade (Windows Pro)	225	\$ 49		\$ 18,304			
9777	Microsoft System Center Config Mgr 2016 (250 Managed Devices)	1	\$ 10,047	\$ 11,760				\$ 13,767
9777	Microsoft Server - Data Center (3) and CALs (150)	1	\$ 6,162		\$ 7,615			
9777	Microsoft Exchange Server and CALs (220)	1				\$ 7,500		
9777	Microsoft SQL Server and CALs (110)	110	\$ 39				\$ 5,487	
9777	Microsoft OfficePro 2019 (75 Staff & 96 Public Users)	1	\$ 11,784			\$ 15,116		
9777	Microsoft SharePoint 2019 Server and CALs (122 Staff Users)	1	\$ 5,636				\$ 7,188	
9777	Accounting: migration to new platform, away from Quickbooks	1		\$ 25,000				
9777	PC Mgmt; Remote Control, Remote Access, Scheduling, Sessions	125	\$ 179					
9777	Catalog; discovery layer - implementation costs (differed to 2021)	1		\$ 24,300				
9777	Catalog; patron web portal - implementation costs (differed to 2021)	1		\$ 43,300				\$ 85,218

	Networking; Wireless APs, Firewall, Switches							
9777	Catalyst 2960 48 Port Poe- IDF1 2016	4	\$ 1,915	\$ 8,965				
9777	Catalyst 3850 24 Port Poe 1GB - Township (2)	2	\$ 3,985				\$ 10,164	
9777	Catalyst 3850 24 Port Poe 1GB - IDF2 (2)	2	\$ 4,034					\$ 11,023
9777	Catalyst 3850 48 Port PoE - MDF CAB2	2	\$ 5,765	\$ 14,036				

		Annual Inflation Factor --> 1.032		2021	2022	2023	2024	2025	2026
		Proposed Budget -->							
977T	Technology Long Term Capital Outlay Projections			\$ 577,100	\$ 446,300	\$ 351,600	\$ 351,600		
977T	Catalyst 3850 48 Port PoE - MDF	2	\$ 6,235					\$ 15,904	
977T	Catalyst 3850 48 Port PoE - MDF	2	\$ 6,235						\$ 17,037
977T	Catalyst 24 Port - IDF02	2	\$ 4,300				\$ 10,628		
977T	Catalyst 2960 48 Port - IDF1 2016	1	\$ 2,400				\$ 2,966		
977T	Security - Firewall (Corporate)	1	\$ 8,000			\$ 9,887			
977T	Security - Firewall (Public)	1	\$ 8,000			\$ 9,915			
977T	Cisco 2921 Router (Acquired from TLN 2014)	2	\$ 1,895	\$ 4,578					
977T	Wireless Access Points	10	\$ 1,600			\$ 16,000			
Servers and Storage									
977T	EqualLogic P56200E 96tb Storage 2017 7yr (Library & Township)	2	\$ 38,634				\$ 100,182		
977T	EqualLogic P56100E (4/2015 5yr exp 2020)	1	\$ 23,483	\$ 31,611					
977T	EqualLogic P56100X VM-SAN SvrRm (4/2013 7yr exp 2020)(defer)	1	\$ 46,791		\$ 60,201				
977T	Overland Storage Tape Library LT03 EOL 2017 ->LT04 2017	2	\$ 3,366					\$ 8,586	
977T	Power Edge R720 Active Directory Server (virtualized in 2021)	1	\$ 6,800						
977T	Power Edge R720 Data Protect Mgr 5 YR Exp 2018 (deferred to 2022)	2	\$ 9,712		\$ 12,495			\$ 18,425	
977T	Dell Power Edge R810 VM-Ware Servers 5 YR Exp 2019	3	\$ 12,450				\$ 56,318		
977T	Dell Power Edge R540 Physical Server - Security Cameras	1	\$ 9,712				\$ 11,369		
Security									
977T	Security Gates	3	\$ 4,500		\$ 18,498				
977T	Security Cameras, new and/or upgrades	1	\$ 7,500		\$ 7,740	\$ 7,988			
977T	Sonitrol System (including Air Phone camera 2014)	5	\$ 5,934			\$ 39,392			
977T	People Counter (upgraded in 2020)	1	\$ 2,500						
Specialized Hardware (including PBX / Printers / Copiers / UPS)									
977T	HP Design Jet T520 ePrinter (deferred to 2022)	1	\$ 2,871		\$ 3,693				
977T	Zebra CD/DVD Label Printer (set 1) (deferred to 2023)	1	\$ 2,600	\$ 2,924		\$ 3,346			
977T	Zebra CD/DVD Label Printer (set 2)	1	\$ 2,600						\$ 3,423
977T	The Lab, Curbside, Patron App, DR and/or Covid Enhancements				\$ 9,000				
977T	Staff RFID Stations: Antenna/Reader (+4 for IS) (defer to 2022)	10	\$ 1,060	\$ 15,465	\$ -				
977T	Selfcheck Stations: Antenna/Reader/Display (defer to 2021)	8	\$ 1,980	\$ 18,487	\$ -				
977T	Selfcheck Stations - Software (defer to 2021)	8	\$ 2,970	\$ 27,731	\$ -				
977T	Sorting System Conveyor	1	\$ 145,000		\$ 205,043				
977T	Sorter Book Chutes & their PCs (external and internal)	1	\$ 14,000		\$ 19,797				
977T	Sorting Bins	13	\$ 1,600		\$ 29,413				
977T	Battery Backup Cabinets (APC 3000/RT8000) Library & Twp	4	\$ 3,300			\$ 19,263			
977T	ITC 1580U-80-4-D Card Loader w/Credit Card unit (deferred to 2022)	1	\$ 7,100		\$ 7,100				
977T	ITC Cash Card Readers (1 per public copier) (deferred to 2022)	5	\$ 1,100		\$ 5,500				
977T	PBX (deferred to 2022)	1	\$ 50,000	\$ 62,334	\$ 64,329				
977T	KM Copier Lease Set 2015/2019 Replacement	5	\$ 4,000				\$ 23,411		
977T	KM Copier Lease Set 2017/2021 Replacement	3	\$ 4,400	\$ 19,170					\$ 15,452



## 2021 MERS Overfunding Proposal

**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 the participation in the Municipal Employees' Retirement System of Michigan (MERS), which was closed to new hires in 2017.

Canton Public Library contributes in excess of the minimum requirements and elects to apply the excess contribution to unfunded accrued liability and lower the amortization payments throughout the remaining amortization period.

Our goal has been to reach a funded ratio of 120%, at which time, in theory, the earnings self-fund the annual payments and relieve the library of most administrative costs.

**MERS Annual Valuation 12/31/2020:** The most recent report presents the results of the Annual Actuarial Valuation, prepared for Canton Pub Lib (8232) as of December 31, 2020.

12/31/2020 Valuation Results	Lower Future Annual Returns	Lower Future Annual Returns	Valuation Assumptions
Investment Return Assumption	5.35%	6.35%	7.35%
Accrued Liability	\$ 6,672,412	\$ 6,023,912	\$ 5,474,148
Valuation Assets <sup>1</sup>	\$ 4,951,288	\$ 4,951,288	\$ 4,951,288
Unfunded Accrued Liability	\$ 1,721,124	\$ 1,072,624	\$ 522,860
<b>Funded Ratio</b>	74%	82%	90%
Monthly Normal Cost	\$ 7,678	\$ 5,640	\$ 4,039
Monthly Amortization Payment	\$ 17,141	\$ 11,262	\$ 5,761
<b>Total Employer Contribution<sup>2</sup></b>	\$ 24,819	\$ 16,902	\$ 9,800

Using the best-case scenario, in which MERS achieves a 7.35% return on investment, CPL is currently 90% funded, with \$522,860 in unfunded accrued liability.

**Proposal:** In July, the board reviewed three scenarios for reaching our goal of 120% funded ratio. The board favored an immediate lump sum transfer of \$525,000 from Fund Balance to offset the current unfunded liability of ~\$523,000, coupled with aggressive annual contributions from the operating budget to achieve a 120% funded ratio no later than FY2027; *assuming MERS realizes the valuation assumption of 7.35%.*

In conjunction with our auditors, the library has set a target of \$2,000,000 in fund balance, which is roughly one-third of our annual budget. This ensures that the library has adequate “rainy day funds” if needed. The board asked that we provide details at this month’s meeting of how the pension overfunding could be accomplished in 3-5 years, and what the impact of that would be on the library’s fund balance.

All three of the scenarios presented take us below that fund balance target for a period of time. We suggest that the board focus the discussion on your tolerance for a smaller fund balance over the next five to seven years in order to achieve the overfunding of the pension in the next three to five years.

*Each scenario assumes a transfer of \$525,000 from fund balance to MERS before the end of the 2021 fiscal year.*

1. **5-year plan: Increase annual payment from the operating budget to \$280,000** (a cost of \$1,395,000 over five years). This plan will put CPL on target to achieve a 120% funded ratio in FY2027. This will reduce our annual contribution to Fund Balance to ~\$315,000 over the next 5 years and result in a projected balance of \$1,500,000 by end of year 2026. With this plan, we anticipate a return to an average \$2,000,000 Fund Balance by end of year 2027.
2. **4-year plan: Increase annual payments from the operating budget to \$334,000** (a cost of \$1,336,000 over four years). This plan will put CPL on target to achieve a 120% funded ratio in FY2026. This will reduce our annual contribution to Fund Balance to ~\$261,000 over the next 4 years and result in a projected balance of \$1,327,000 by end of year 2026. With this plan, we anticipate a return to an average \$2,000,000 Fund Balance by end of year 2028.
3. **3-year plan: Increase annual payment from the operating budget to \$425,000** (cost of \$1,275,000 over three years). This plan places CPL on target to achieve a 120% funded ratio in FY2025. This will reduce our annual contribution to Fund Balance to ~\$170,000 over the next 3 years and result in a projected balance of \$1,200,000 by end of year 2026. With this plan, we do not anticipate a return to an average \$2,000,000 Fund Balance until end of year 2029.

**Recommendation:** Our recommendation is option 1, immediately contribute \$525,000 through a fund balance transfer in order to satisfy the MERS unfunded accrued liability, then aggressively contribute over the next 5 years (~\$280,000 per annum out of the operating budget) to ensure we are on track to reach a 120% funded ratio by FY2027 without overly compromising our target fund balance.