



MILFORD PUBLIC LIBRARY

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Milford, MI 48381

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PUBLIC NOTICE OF ELECTRONIC MEETING OF THE MILFORD PUBLIC LIBRARY BOARD OF TRUSTEES

The Milford Public Library Board of Trustees is meeting electronically as a result of the Covid-19 virus and to protect the health, safety, and welfare of the citizens of Milford, Michigan of such virus, pursuant to current law.

You are invited to the Milford Public Library Board of Trustees Regular Meeting being conducted live on Zoom.

When: Tuesday, February 23, 2021 at 7:00pm Eastern

Join Zoom Meeting

<https://us02web.zoom.us/j/86058602172?pwd=TmdBa09QWDYrdS9MSTMtMyVlhEM1loUT09>

Meeting ID: 860 5860 2172

Passcode: 285984

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Find your local number: <https://us02web.zoom.us/j/86058602172?pwd=TmdBa09QWDYrdS9MSTMtMyVlhEM1loUT09>

Any citizen requesting accommodation to attend these meetings, please contact the Library Director, 248-684-0845, at least 2 business days prior to the meeting.



MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 23, 2021

7:00 PM

AGENDA

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: January 26, 2021
 - 2.2. Approval of Financial Reports and Invoices for January
 - 2.3. Director's Report
 - 2.3.1. Snapshot of Statistical Indicators
 - 2.3.2. Suggestion Box
 - 2.3.3. Staff Updates
 - 2.3.4. Building Updates
 - 2.3.5. TLN Update
 - 2.3.6. Friends of the Library Update
 - 2.3.7. Incident Reports
3. Approval of Agenda
4. Call to the Public
5. Unfinished Business
 - 5.1. Reopening Status
6. New Business
 - 6.1. Annual Report
 - 6.2. Employee Assistance Program (EAP)
 - 6.3. Open Forum
7. Communications
8. Adjournment

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, January 26, 2021 7:00 p.m.
Via Zoom

Members Present: Keef, Harris, Clemens, Gramlich, Weeks, and McMunn. Also present, Director Hatch. Board member roll call with location of remote access: Jan Keef - Milford, Barbara Harris - Milford, Judy Clemens - Milford, Donna Gramlich - Milford, Megan Weeks - Milford, Marianne McMunn - Milford.

1. **Call to Order:** President Keef called the meeting to order at 7:00 p.m.
2. **Consent Agenda:** Clemens moved to approve the Consent Agenda, Gramlich seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.
3. **Approval of Agenda:** McMunn moved to approve the Agenda. Harris seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.
4. **Call to Public:** None
5. **Unfinished Business:**

5.1 Reopening Status: Director Tina Hatch shared re-opening status is at Stage 5 presently. Patrons are invited to browse Library 30 minutes or less, 4 computers are open in order to keep social distance for 30 minute usage. With a 30% occupancy limit now, the Library is not close to this capacity. Most area Libraries are similar.

Staff continues to receive compliments from patrons on programming available during the pandemic.

TLN offers a spreadsheet that updates Libraries in the system as to status and activities which provides helpful comparisons.

One staff member has been quarantining after a potential exposure to Covid-19. Rapid test was negative and now awaiting the results of a regular test.

Director Hatch explained that the Coronavirus Family Leave Act that provided a full time employee with 80 hours of paid leave or a part time employee with 2 weeks of normal hours paid sick leave has expired. The Board discussed the possibility of a policy to give staff paid sick leave. Director Hatch will speak with Library attorney about creating a policy for 80 hours of paid sick leave which the

Board will discuss further at a later meeting.

6. New Business:

6.1 Annual Meeting:

Clemens made a motion to accept Annual Meeting business 6.1.1, 6.1.2, 6.1.3. Harris seconded. This includes approving the current slate of officers for 2021, approving the 2021 schedule of meetings and approving the 2021 schedule of closed dates. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6.2 Budget Adjustment 4 of 2020:

Director Hatch presented budget adjustment #4 for fiscal year ending December 2020. Harris made a motion to accept budget adjustment #4 for fiscal year ending December 2020. Seconded by Weeks. Motion discussed and voted upon. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6.3 Vacation Carry Over:

Director Hatch explained how the circumstances of Covid have made an impact on staff taking planned vacation days during 2020. Clemens moved that we make adjustments so that staff may carry over up to 10 unused vacation days from 2020 into 2021. McMunn seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6.4 Open Forum:

Director Hatch expressed gratitude from staff for the Board's support during Covid-19 pandemic.

7. Communications: None.

8. Adjournment: Harris moved to adjourn. Clemens seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

2:55 PM
02/13/21
Accrual Basis

Milford Public Library
Governmental Fund Balance Sheet-General Fund
As of January 31, 2021

	Jan 31, 21	Jan 31, 20
ASSETS		
Current Assets		
Checking/Savings		
001 - Cash-Checking (Flagstar)	784,812.66	889,747.31
003 - Certificates of deposit	192,079.10	192,079.10
004 - Cash in register (circulation)	452.00	400.00
005 - Cash-Public copier	5.00	5.00
006 - Petty Cash	174.96	144.39
008 - Cash-Money market (HVSB)	205,966.51	205,565.33
017 - Investments	544,666.67	235,447.12
Total Checking/Savings	1,728,156.90	1,523,388.25
Other Current Assets		
018 - Receivables	0.00	64.33
123 - Prepaid Expenses	31,943.18	31,765.32
Total Other Current Assets	31,943.18	31,829.65
Total Current Assets	1,760,100.08	1,555,217.90
TOTAL ASSETS	1,760,100.08	1,555,217.90
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 - Accounts Payable*	15,705.71	29,942.33
Total Accounts Payable	15,705.71	29,942.33
Other Current Liabilities		
228 - State W/H Taxes Payable	1,590.39	1,513.63
229 - Fed W/H Taxes Payable	5,034.87	4,862.90
231 - Payroll deductions payable	381.56	300.89
257 - Accrued Payroll	6,860.88	6,473.18
Total Other Current Liabilities	13,867.70	13,150.60
Total Current Liabilities	29,573.41	43,092.93
Total Liabilities	29,573.41	43,092.93
Equity		
370 - FB - Nonspendable prepaids	31,943.18	31,765.32
375 - FB - Restricted-Nonexpendable	192,079.10	192,079.10
385 - FB - Assigned	75,289.00	75,289.00
390 - Fund Balance-Unassigned	707,318.78	589,884.70
Net Income	723,896.61	623,106.85
Total Equity	1,730,526.67	1,512,124.97
TOTAL LIABILITIES & EQUITY	1,760,100.08	1,555,217.90

Milford Public Library

Fund Balance

December 31, 2020

	12/31/2018	12/31/2019	Preliminary 12/31/2020	1/31/2021	YTD Variance
General Fund:					
Fund balance-Non spendable	\$ 32,884.47	\$ 35,999.48	\$ 37,518.63	\$ 31,943.18	\$ (5,575.45)
Restricted-Non spendable	192,079.10	192,079.10	192,079.10	192,079.10	-
Assigned	75,289.00	75,289.00	75,289.00	75,289.00	-
Unassigned	378,540.81	491,837.33	584,131.39	707,318.78	\$ 123,187.39
YTD income (loss)	116,411.53	93,813.21	117,611.94	723,896.61	\$ 606,284.67

Fund Balance (Modified Accrual)	795,204.91	889,018.12	1,006,630.06	1,730,526.67	723,896.61
Modified accrual fund balance growth	17.1%	12.2%	13.5%	71.3%	

General Fixed Assets Account Group

(GFAAG):

Beginning Balance	560,300.11	548,921.17	539,457.11	538,888.06	\$ (569.05)
YTD Additions	91,913.87	89,702.27	92,631.95	5,591.22	\$ (87,040.73)
YTD Dispositions (NBV)	-	-	-	-	\$ -
Depreciation	(103,292.81)	(99,166.33)	(93,201.00)	(7,766.75)	\$ 85,434.25
Ending Balance	548,921.17	539,457.11	538,888.06	536,712.53	(2,175.53)
Full Accrual Adjustments	(13,099.83)	(14,016.00)	(17,360.11)	(17,360.11)	\$ -

Fund Balance (Full Accrual)	\$ 1,931,026.25	\$ 1,414,459.23	\$ 1,530,432.90	\$ 2,249,379.09	\$ 721,721.08
Full accrual fund balance growth	8.5%	7.0%	8.2%	47.3%	

Milford Public Library

Fund Balance

December 31, 2020

	<u>12/31/2018</u>	<u>12/31/2019</u>	<u>Preliminary 12/31/2020</u>	<u>1/31/2021</u>	<u>YTD Variance</u>
<u>Non-Spendable:</u>					
Prepaid Expenses	32,884.47	35,999.48	37,518.63	31,943.18	\$ (5,575.45)
Other	-	-	-	-	\$ -
	<u>32,540.47</u>	<u>35,999.48</u>	<u>37,518.63</u>	<u>31,943.18</u>	<u>(5,575.45)</u>
<u>Restricted-Non expendable:</u>					
Endowment Fund-Alta Tripp	27,579.25	27,579.25	27,579.25	27,579.25	\$ -
Endowment Fund-Carlton Tripp	164,499.85	164,499.85	164,499.85	164,499.85	\$ -
Other	-	-	-	-	\$ -
	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>-</u>
<u>Assigned:</u>					
Tax appeals	5,000.00	5,000.00	5,000.00	5,000.00	\$ -
Art sculpture	2,000.00	2,000.00	2,000.00	2,000.00	\$ -
Building improvements	49,018.86	49,018.86	49,018.86	49,018.86	\$ -
Technology improvements	7,138.64	7,138.64	7,138.64	7,138.64	\$ -
Collections development	5,000.00	5,000.00	5,000.00	5,000.00	\$ -
Staff development	5,000.00	5,000.00	5,000.00	5,000.00	\$ -
Special youth projects	-	-	-	-	\$ -
Adult Programming-Ann Croy Memorial	2,131.50	2,131.50	2,131.50	2,131.50	\$ -
Other	-	-	-	-	\$ -
	<u>75,289.00</u>	<u>75,289.00</u>	<u>75,289.00</u>	<u>75,289.00</u>	<u>-</u>
<u>Full Accrual Adjustments:</u>					
Accrued unemployment	-	-	-	-	\$ -
Accrued sick pay	13,099.83	14,016.00	17,360.11	17,360.11	\$ -
Other	-	-	-	-	\$ -
	<u>13,099.83</u>	<u>14,420.00</u>	<u>17,360.11</u>	<u>17,360.11</u>	<u>-</u>
<u>General Fixed Assets Account Group (GFAAG):</u>					
YTD Additions- Bldg/Land Improvements	8,965.48	10,485.38	6,314.00	-	\$ (6,314.00)
YTD Additions-Furn & Fixtures	3,150.00	10,630.00	15,996.00	-	\$ (15,996.00)
YTD Additions-Equipment	16,960.91	7,131.86	6,424.38	200.00	\$ (6,224.38)
YTD Additions-Collections	65,899.29	61,455.03	63,897.57	5,391.22	\$ (58,506.35)
Total YTD Additions	<u>94,975.68</u>	<u>89,702.27</u>	<u>92,631.95</u>	<u>5,591.22</u>	<u>(87,040.73)</u>

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02/13/21

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Jan 21	Jan 21	% YTD
Income			
401 • Taxes revenue			
402 • Current real property taxes	821,187.58	821,187.58	100.0%
Total 401 • Taxes revenue	821,187.58	821,187.58	100.0%
600 • Charges for services			
642 • Services-Sales	73.65	73.65	100.0%
Total 600 • Charges for services	73.65	73.65	100.0%
655 • Fines/Fees/Lost Books/Cards	2.00	2.00	100.0%
664 • Investment income/rents			
665 • Interest Income	58.56	58.56	100.0%
Total 664 • Investment income/rents	58.56	58.56	100.0%
671 • Other revenue-general			
674 • Private contributions/donations	405.00	405.00	100.0%
Total 671 • Other revenue-general	405.00	405.00	100.0%
Total Income	821,726.79	821,726.79	100.0%
Expense			
701 • Personal services			
703 • Salaries	33,097.62	33,097.62	100.0%
704 • Wages-part time employees	12,430.69	12,430.69	100.0%
709 • Employer's Social Security	3,401.83	3,401.83	100.0%
718 • Health/dental insurance expense	6,321.22	6,321.22	100.0%
730 • Insurance-Workers Comp	982.00	982.00	100.0%
Total 701 • Personal services	56,233.36	56,233.36	100.0%
750 • Supplies			
752 • Supplies-Office/general	1,097.20	1,097.20	100.0%
755 • Collections Maintenance	446.49	446.49	100.0%
756 • Covid-19 response supplies	765.56	765.56	100.0%
Total 750 • Supplies	2,309.25	2,309.25	100.0%
800 • Other services & charges			
801 • Professional Services	1,899.25	1,899.25	100.0%
804 • Automation			
804.1 • Electronic content delivery	1,562.28	1,562.28	100.0%
804 • Automation - Other	8,853.24	8,853.24	100.0%
Total 804 • Automation	10,415.52	10,415.52	100.0%
805 • TLN Central Services	750.05	750.05	100.0%
850 • Communications	292.42	292.42	100.0%
851 • Postage	39.75	39.75	100.0%
861 • Transportation-mileage reimbs	4.54	4.54	100.0%
915 • Memberships & dues	81.53	81.53	100.0%
919 • Waste & rubbish disposal	74.27	74.27	100.0%
920 • Utilities-Electric	7,381.69	7,381.69	100.0%
921 • Utilities-Natural gas	1,831.45	1,831.45	100.0%
930 • Land & building repairs	7,326.94	7,326.94	100.0%
935 • Property liability insurance	1,032.83	1,032.83	100.0%
948 • Computer services	593.88	593.88	100.0%
955 • Miscellaneous	35.00	35.00	100.0%
967-A • Programmlng - Adult	32.97	32.97	100.0%
967-YA • Programming - Teens	272.40	272.40	100.0%
967-YS • Programming - Youth Svcs.	701.86	701.86	100.0%
Total 800 • Other services & charges	32,766.35	32,766.35	100.0%
970 • Capital Outlay			
980.02 • Office equipment	200.00	200.00	100.0%
982-A • Books - Adult	3,305.78	3,305.78	100.0%
982-YA • Books - Teens	355.26	355.26	100.0%

Figures presented on modified accrual basis of accounting.

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02/13/21

Accrual Basis

Milford Public Library**Stmnt of Governmental Revenues & Expenditures-YTD Comparison****General Fund**

	Jan 21	Jan 21	% YTD
982-YS • Books - Youth Services	887.77	887.77	100.0%
985-A • Audio Visual - Adult	136.59	136.59	100.0%
985-YA • Audio Visual - Teens	21.79	21.79	100.0%
985-YS • Audio Visual - Youth Services	64.61	64.61	100.0%
986 • Periodicals	619.42	619.42	100.0%
Total 970 • Capital Outlay	5,591.22	5,591.22	100.0%
999 • Extraordinary Items	930.00	930.00	100.0%
Total Expense	97,830.18	97,830.18	100.0%
Net Income	723,896.61	723,896.61	100.0%

Figures presented on modified accrual basis of accounting.

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02/13/21

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
Income				
401 • Taxes revenue				
402 • Current real property taxes	821,187.58	1,478,000.00	-656,812.42	55.6%
437 • Industrial Facilities Tax	0.00	5,000.00	-5,000.00	0.0%
Total 401 • Taxes revenue	821,187.58	1,483,000.00	-661,812.42	55.4%
539 • State grants				
540 • State Penal Fines	0.00	17,000.00	-17,000.00	0.0%
573 • Local stabilization share	0.00	20,000.00	-20,000.00	0.0%
539 • State grants - Other	0.00	6,000.00	-6,000.00	0.0%
Total 539 • State grants	0.00	43,000.00	-43,000.00	0.0%
600 • Charges for services				
626 • Services Rendered	0.00	300.00	-300.00	0.0%
642 • Services-Sales	73.65	4,000.00	-3,926.35	1.8%
Total 600 • Charges for services	73.65	4,300.00	-4,226.35	1.7%
655 • Fines/Fees/Lost Books/Cards	2.00	2,500.00	-2,498.00	0.1%
664 • Investment Income/rents				
665 • Interest Income	58.56	14,000.00	-13,941.44	0.4%
Total 664 • Investment income/rents	58.56	14,000.00	-13,941.44	0.4%
671 • Other revenue-general				
674 • Private contributions/donations	405.00	5,500.00	-5,095.00	7.4%
671 • Other revenue-general - Other	0.00	1,000.00	-1,000.00	0.0%
Total 671 • Other revenue-general	405.00	6,500.00	-6,095.00	6.2%
Total Income	821,726.79	1,553,300.00	-731,573.21	52.9%
Expense				
701 • Personal services				
703 • Salaries	33,097.62	398,000.00	-364,902.38	8.3%
704 • Wages-part time employees	12,430.69	203,800.00	-191,369.31	6.1%
709 • Employer's Social Security	3,401.83	46,040.00	-42,638.17	7.4%
716 • Defined cont ret plan expense	0.00	13,000.00	-13,000.00	0.0%
718 • Health/dental insurance expense	6,321.22	62,640.00	-56,318.78	10.1%
730 • Insurance-Workers Comp	982.00	1,300.00	-318.00	75.5%
Total 701 • Personal services	56,233.36	724,780.00	-668,546.64	7.8%
750 • Supplies				
751 • Adv. & Promotion	0.00	13,050.00	-13,050.00	0.0%
752 • Supplies-Office/general	1,097.20	18,000.00	-16,902.80	6.1%
755 • Collections Maintenance	446.49	10,000.00	-9,553.51	4.5%
756 • Covid-19 response supplies	765.56	5,000.00	-4,234.44	15.3%
Total 750 • Supplies	2,309.25	46,050.00	-43,740.75	5.0%
800 • Other services & charges				
801 • Professional Services	1,899.25	31,800.00	-29,900.75	6.0%
804 • Automation				
804.1 • Electronic content delivery	1,562.28	47,300.00	-45,737.72	3.3%
804 • Automation - Other	8,853.24	47,400.00	-38,546.76	18.7%
Total 804 • Automation	10,415.52	94,700.00	-84,284.48	11.0%
805 • TLN Central Services	750.05	6,200.00	-5,449.95	12.1%
850 • Communications	292.42	2,850.00	-2,557.58	10.3%
851 • Postage	39.75	4,200.00	-4,160.25	0.9%
861 • Transportation-mileage reimbs	4.54	2,000.00	-1,995.46	0.2%
910 • Professional development	0.00	2,800.00	-2,800.00	0.0%
911 • Conferences	0.00	2,000.00	-2,000.00	0.0%
913 • Travel	0.00	2,000.00	-2,000.00	0.0%
915 • Memberships & dues	81.53	2,930.00	-2,848.47	2.8%
917 • Utilities-Sewage	0.00	2,000.00	-2,000.00	0.0%

Figures presented on modified accrual basis.

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02/13/21

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
918 · Utilities-Water	0.00	3,000.00	-3,000.00	0.0%
919 · Waste & rubbish disposal	74.27	2,500.00	-2,425.73	3.0%
920 · Utilities-Electric	7,381.69	80,000.00	-72,618.31	9.2%
921 · Utilities-Natural gas	1,831.45	12,000.00	-10,168.55	15.3%
930 · Land & building repairs	7,326.94	128,000.00	-120,673.06	5.7%
935 · Property liability insurance	1,032.83	13,500.00	-12,467.17	7.7%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	593.88	15,000.00	-14,406.12	4.0%
955 · Miscellaneous	35.00	30.00	5.00	116.7%
964 · Refunds & Rebates	0.00	50.00	-50.00	0.0%
967-A · Programming - Adult	32.97	5,000.00	-4,967.03	0.7%
967-YA · Programming - Teens	272.40	3,000.00	-2,727.60	9.1%
967-YS · Programming - Youth Svcs.	701.86	9,000.00	-8,298.14	7.8%
Total 800 · Other services & charges	32,766.35	424,570.00	-391,803.65	7.7%
970 · Capital Outlay				
974 · Land improvements	0.00	25,000.00	-25,000.00	0.0%
975 · Buildings & improvements	0.00	210,000.00	-210,000.00	0.0%
980.01 · Office furniture & fixtures	0.00	15,000.00	-15,000.00	0.0%
980.02 · Office equipment	200.00	11,000.00	-10,800.00	1.8%
982-A · Books - Adult	3,305.78	37,000.00	-33,694.22	8.9%
982-YA · Books - Teens	355.26	5,000.00	-4,644.74	7.1%
982-YS · Books - Youth Services	887.77	27,000.00	-26,112.23	3.3%
985-A · Audio Visual - Adult	136.59	8,000.00	-7,863.41	1.7%
985-YA · Audio Visual - Teens	21.79	1,300.00	-1,278.21	1.7%
985-YS · Audio Visual - Youth Services	64.61	9,600.00	-9,535.39	0.7%
986 · Periodicals	619.42	9,000.00	-8,380.58	6.9%
Total 970 · Capital Outlay	5,591.22	357,900.00	-352,308.78	1.6%
999 · Extraordinary Items	930.00	0.00	930.00	100.0%
Total Expense	97,830.18	1,553,300.00	-1,455,469.82	6.3%
Net Income	723,896.61	0.00	723,896.61	100.0%

Figures presented on modified accrual basis.

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02/13/21

Milford Public Library

Check Detail

January 21 through February 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13573	01/27/2021	*Karen Dobson	001 - Cash-Checking (Flagstar)		-300.39
Bill	Jan21	01/25/2021		967-YA - Programming - Youth Svcs.	-150.20	150.20
				967-YA - Programming - Teens	-150.19	150.19
TOTAL					-300.39	300.39
Bill Pmt -Check	13574	01/27/2021	Absopure Water Company	001 - Cash-Checking (Flagstar)		-15.90
Bill	87809758	01/13/2021		752 - Supplies-Office/general	-15.90	15.90
TOTAL					-15.90	15.90
Bill Pmt -Check	13575	01/27/2021	AFLAC	001 - Cash-Checking (Flagstar)		-300.87
Bill	068060	01/12/2021		231 - Payroll deductions payable	-300.87	300.87
TOTAL					-300.87	300.87
Bill Pmt -Check	13576	01/27/2021	Baker & Taylor Books	001 - Cash-Checking (Flagstar)		-1,194.99
Bill	5016636539	12/22/2020		982-A - Books - Adult	-166.95	166.95
Bill	2035684980	12/22/2020		982-YA - Books - Youth Services	-64.79	64.79
Bill	2035684981	12/22/2020		982-YA - Books - Youth Services	-20.19	20.19
Bill	2035684982	12/22/2020		982-YA - Books - Youth Services	-11.68	11.68
Bill	2035684983	12/22/2020		982-YA - Books - Youth Services	-18.66	18.66
Bill	2035703135	01/05/2021		982-YA - Books - Youth Services	-32.13	32.13
Bill	2035703136	01/05/2021		982-YA - Books - Youth Services	-40.53	40.53
Bill	2035703137	01/05/2021		982-YA - Books - Teens	-27.29	27.29
Bill	2035703138	01/05/2021		982-YA - Audio Visual - Youth Services	-9.74	9.74
Bill	2035703139	01/05/2021		982-YA - Books - Youth Services	-17.07	17.07
Bill	2035703140	01/05/2021		982-YA - Books - Youth Services	-6.59	6.59
Bill	2035711642	01/12/2021		982-YA - Books - Youth Services	-5.99	5.99
Bill	2035711640	01/12/2021		982-YA - Books - Teens	-236.02	236.02
Bill	2035711641	01/12/2021		982-YA - Audio Visual - Teens	-21.79	21.79
Bill	2035720113	01/14/2021		982-YA - Books - Youth Services	-26.99	26.99
Bill	2035720114	01/14/2021		982-YA - Books - Teens	-24.54	24.54
Bill	2035720115	01/14/2021		982-YA - Books - Youth Services	-426.58	426.58
Bill	2035720116	01/14/2021		982-YA - Books - Youth Services	-13.38	13.38
Bill	2035720117	01/14/2021		982-YA - Books - Youth Services	-3.59	3.59
Bill	2035720118	01/14/2021		982-YA - Books - Youth Services	-20.49	20.49
TOTAL					-1,194.99	1,194.99
Bill Pmt -Check	13577	01/27/2021	Blackstone Publishing	001 - Cash-Checking (Flagstar)		-136.59

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Milford Public Library

Check Detail

January 21 through February 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	1198856	01/08/2021		985-A · Audio Visual - Adult	-136.59	136.59
TOTAL					-136.59	136.59
Bill Pmt -Check	13578	01/27/2021	Delta Dental Plan of Michigan	001 · Cash-Checking (Flagstar)		-218.15
Bill	RIS000327...	02/01/2021		231 · Payroll deductions payable	-218.15	437.40
TOTAL					-218.15	437.40
Bill Pmt -Check	13579	01/27/2021	Direct Paper Supply	001 · Cash-Checking (Flagstar)		-149.80
Bill	296239A	01/13/2021		752 · Supplies-Office/general	-149.80	149.80
TOTAL					-149.80	149.80
Bill Pmt -Check	13580	01/27/2021	Foster Swift Collins & Smith PC	001 · Cash-Checking (Flagstar)		-42.00
Bill	801060	01/21/2021		801 · Professional Services	-42.00	42.00
TOTAL					-42.00	42.00
Bill Pmt -Check	13581	01/27/2021	Gale/Cengage Learning	001 · Cash-Checking (Flagstar)		-245.16
Bill	72832817	01/06/2021		982-A · Books - Adult	-141.70	141.70
Bill	73089533	01/19/2021		982-A · Books - Adult	-28.49	28.49
Bill	73135544	01/20/2021		982-A · Books - Adult	-74.97	74.97
TOTAL					-245.16	245.16
Bill Pmt -Check	13582	01/27/2021	GFL Environmental	001 · Cash-Checking (Flagstar)		-74.27
Bill	0047867622	01/13/2021		919 · Waste & rubbish disposal	-74.27	74.27
TOTAL					-74.27	74.27
Bill Pmt -Check	13583	01/27/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-1,792.57
Bill	50542264	01/06/2021		982-A · Books - Adult	-1,276.50	1,276.50
Bill	50542265	01/06/2021		982-A · Books - Adult	-9.89	9.89
Bill	50542266	01/06/2021		982-A · Books - Adult	-15.40	15.40
Bill	50583614	01/07/2021		982-A · Books - Adult	-36.00	36.00
Bill	50583613	01/07/2021		982-A · Books - Adult	-53.66	53.66

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Milford Public Library

Check Detail

January 21 through February 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	50575069	01/07/2021		982-A · Books - Adult	-14.84	14.84
Bill	50717365	01/14/2021		982-A · Books - Adult	-305.83	305.83
Bill	50767577	01/17/2021		982-A · Books - Adult	-80.45	80.45
TOTAL					-1,792.57	1,792.57
Bill Pmt -Check	13584	01/27/2021	Library Design Associates, Inc.	001 · Cash-Checking (Flagstar)		-930.00
Bill	2035801	01/08/2021		999 · Extraordinary Items	-930.00	930.00
TOTAL					-930.00	930.00
Bill Pmt -Check	13585	01/27/2021	Oriental Trading Company, Inc.	001 · Cash-Checking (Flagstar)		-72.24
Bill	707703141-...	01/19/2021		967-YA · Programming - Teens	-29.96	29.96
				967-YS · Programming - Youth Svcs.	-42.28	42.28
TOTAL					-72.24	72.24
Bill Pmt -Check	13586	01/27/2021	Overdrive	001 · Cash-Checking (Flagstar)		-55.00
Bill	01576DA21-...	01/19/2021		804.1 · Electronic content delivery	-55.00	55.00
TOTAL					-55.00	55.00
Bill Pmt -Check	13587	01/27/2021	Quill Corporation	001 · Cash-Checking (Flagstar)		-287.90
Bill	13575991	01/07/2021		756 · Covid-19 response supplies	-9.84	9.84
Bill	13679161	01/11/2021		752 · Supplies-Office/general	-27.00	27.00
				755 · Collections Maintenance	-70.44	70.44
Bill	13710641	01/12/2021		752 · Supplies-Office/general	-72.76	72.76
Bill	13712907	01/12/2021		752 · Supplies-Office/general	-7.67	7.67
Bill	13784371	01/13/2021		752 · Supplies-Office/general	-14.44	14.44
Bill	13768671	01/13/2021		752 · Supplies-Office/general	-26.26	26.26
				756 · Covid-19 response supplies	-59.49	59.49
TOTAL					-287.90	287.90
Bill Pmt -Check	13588	01/27/2021	Synchrony Bank/Amazon	001 · Cash-Checking (Flagstar)		-885.81
Bill	Jan21	01/20/2021		752 · Supplies-Office/general	-109.98	109.98
				756 · Covid-19 response supplies	-471.79	471.79
				967-YA · Programming - Teens	-67.25	67.25
				967-YS · Programming - Youth Svcs.	-113.95	113.95
				967-A · Programming - Adult	-32.97	32.97

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Milford Public Library

Check Detail

January 21 through February 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				985-YS · Audio Visual - Youth Services 955 · Miscellaneous	-54.87 -35.00 -885.81	54.87 35.00 885.81
Bill Pmt -Check	13589	01/27/2021	Synergy Electric LLC	001 · Cash-Checking (Flagstar)		-436.00
Bill	2762	01/11/2021		930 · Land & building repairs	-436.00	436.00
TOTAL					-436.00	436.00
Bill Pmt -Check	13591	02/03/2021	Burnham & Flower Agency, Inc.	001 · Cash-Checking (Flagstar)		-500.00
Bill	13993	01/28/2021		801 · Professional Services	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	13592	02/03/2021	Clearfly	001 · Cash-Checking (Flagstar)		-129.52
Bill	INV331000	02/01/2021		850 · Communications	-129.52	129.52
TOTAL					-129.52	129.52
Bill Pmt -Check	13593	02/03/2021	Flagstar	001 · Cash-Checking (Flagstar)		-453.87
Bill	Jan21	01/22/2021		804 · Automation 752 · Supplies-Office/general 967-YS · Programming - Youth Svcs. 967-YA · Programming - Teens 851 · Postage 982-YS · Books - Youth Services	-162.50 -158.34 -84.94 -25.00 -13.40 -9.69	162.50 158.34 84.94 25.00 13.40 9.69
TOTAL					-453.87	453.87
Bill Pmt -Check	13594	02/03/2021	Frontier	001 · Cash-Checking (Flagstar)		-125.97
Bill	Jan21	01/19/2021		850 · Communications	-125.97	125.97
TOTAL					-125.97	125.97
Bill Pmt -Check	13595	02/03/2021	J.E. Strauss Consulting/CPA, LLC	001 · Cash-Checking (Flagstar)		-1,357.25
Bill	1945	01/31/2021		801 · Professional Services 801 · Professional Services	-1,032.00 -325.25	1,032.00 325.25

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Milford Public Library

Check Detail

January 21 through February 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,357.25	1,357.25
Bill Pmt -Check	13596	02/03/2021	Jani-King of Michigan, Inc.	001 - Cash-Checking (Flagstar)		-667.65
Bill	DET012103...	01/20/2021		930 - Land & building repairs	-667.65	667.65
TOTAL					-667.65	667.65
Bill Pmt -Check	13597	02/03/2021	Midwest Tape	001 - Cash-Checking (Flagstar)		-23.99
Bill	99684945	11/25/2020		985-A - Audio Visual - Adult	-23.99	23.99
TOTAL					-23.99	23.99
Bill Pmt -Check	13598	02/03/2021	Oriental Trading Company, Inc.	001 - Cash-Checking (Flagstar)		-223.70
Bill	707744387...	01/21/2021		967-YS - Programming - Youth Svcs.	-223.70	223.70
TOTAL					-223.70	223.70
Bill Pmt -Check	13599	02/03/2021	Quill Corporation	001 - Cash-Checking (Flagstar)		-65.83
Bill	13893075	01/19/2021		752 - Supplies-Office/general 755 - Collections Maintenance	-56.86 -8.97	56.86 8.97
TOTAL					-65.83	65.83
Bill Pmt -Check	13600	02/03/2021	Technology Solutions, LLC	001 - Cash-Checking (Flagstar)		-600.00
Bill	22700	02/01/2021		850 - Communications	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	13602	02/10/2021	DTE Energy	001 - Cash-Checking (Flagstar)		-9,213.14
Bill	Jan21	01/29/2021		920 - Utilities-Electric 921 - Utilities-Natural gas	-7,381.69 -1,831.45	7,381.69 1,831.45
TOTAL					-9,213.14	9,213.14
Bill Pmt -Check	13603	02/10/2021	Grace Bur	001 - Cash-Checking (Flagstar)		-19.96
Bill	Feb21	02/05/2021		967-YA - Programming - Teens	-19.96	19.96

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Milford Public Library
Check Detail
January 21 through February 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-19.96	19.96
Bill Pmt -Check	13604	02/10/2021	Heather Wittrup*	001 - Cash-Checking (Flagstar)		-17.50
Bill	Jan21	02/02/2021		967-YS - Programming - Youth Svcs.	-17.50	17.50
TOTAL					-17.50	17.50
Bill Pmt -Check	13605	02/10/2021	Ingram Library Services	001 - Cash-Checking (Flagstar)		-1,268.05
Bill	50852285	01/21/2021		982-A - Books - Adult	-260.42	260.42
Bill	50938690	01/26/2021		982-A - Books - Adult	-747.28	747.28
Bill	50938691	01/26/2021		982-A - Books - Adult	-54.52	54.52
Bill	50981356	01/27/2021		982-A - Books - Adult	-51.43	51.43
Bill	50981357	01/27/2021		982-A - Books - Adult	-35.00	35.00
Bill	50981358	01/27/2021		982-A - Books - Adult	-9.89	9.89
Bill	51000086	01/28/2021		982-A - Books - Adult	-70.45	70.45
Bill	51000088	01/28/2021		982-A - Books - Adult	-22.00	22.00
Bill	51000087	01/28/2021		982-A - Books - Adult	-17.06	17.06
TOTAL					-1,268.05	1,268.05
Bill Pmt -Check	13606	02/10/2021	Sarah Hatter	001 - Cash-Checking (Flagstar)		-100.00
Bill	Prog021621	12/07/2020		123.01 - Prepaid programming expenses	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	13607	02/10/2021	Stephen Jackman	001 - Cash-Checking (Flagstar)		-24.48
Bill	Jan21	02/03/2021		967-A - Programming - Adult	-24.48	24.48
TOTAL					-24.48	24.48

LIBRARY DIRECTOR'S REPORT

SUGGESTION BOX AND RANDOM COMMENTS

From Heather Wittrup, Youth Services Librarian, received in person: A patron just stopped by the desk to RAVE about the activity bags for youth and teens and to also tell me how excited she was about the upcoming adult activity bag. It's so nice to hear that people like what we are doing.

Various comments received via cards: images on next page.

From Laurel McGlew, Circulation Services, received in person: I wanted to let you know that a patron came up to the circulation desk and gave positive feedback on the performance of the Adult Department (and specifically mentioned David) in helping him solve his tax form-related problem, saying that they "were very helpful". I was unable to catch the patron's name as he was in a hurry, but he said he appreciated the work that the Adult Department puts in to solving patrons' problems.

STAFF UPDATES

STAFF ANNIVERSARIES (including past months since regular meetings were cancelled)

February:	Karin Boughey, Head of Adult Services, 20 years
	Laurel McGlew, Circulation Services, 5 years
	Debbie Whalley, Circulation Services, 4 years
March:	Joan Kelly, Shelver, 8 years
	Karen Zelony-Fogliatti, Circulation Services, 14 years
	Jeanne Brown, Administrative Assistant, 20 years

BUILDING UPDATES

None

TLN UPDATES

TLN Delivery is overwhelmed with number of items moving between libraries and are asking for patience as patrons are having to wait a bit longer for items to be available to them.

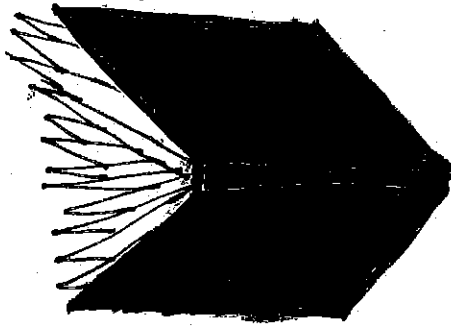
FRIENDS OF THE LIBRARY UPDATE

Now that we are open again to patrons, the bookstore manager is coming in to replenish the honor book carts in the lobby. The FOL Store remains closed at this time.

Dear Milford Public Librarians,

Thank you so much for giving out the amazing crafts. I really liked making the pillow and the string figure/doll.

You've also been picking out amazing books on tables. Thanks so much for being so awesome!



From,
Romy Gutierrez,
6th grader



Hi, my name is Enzo Gutierrez and thank you for all the fun STEM projects and art bags. I really liked the candy ~~bag~~ cane experiment. Thank you for making all the fun stuff for everyone.

be safe!

from: ENZO
Gutierrez

Dear Karen, Grace, and
other friends,

Thank you for your dedication
to our community - especially
during this challenging time.

I am incredibly grateful
for the weekly work you do
for my home schooling family
and it has been such a joy to
see Theo grow in his reading
levels. The days we get our
new books all 3 kids will sit
on the couch for 30-60 min
just paging through each one.
I can see them developing a
love and value of reading! →

Thank
you!

I appreciate
you all so much!

Debra Muller

Adult Department Report

January 2021

We did our first craft-related program in January 2021. Adult librarian Stephen Jackman created activity bags for adult that contained all the supplies required to make a Valentine's Day themed chocolate box. Activity bags included a cardboard box, construction paper with instructions for making decorative roses and some chocolates. I've included a picture on the following page.

Karin Boughey attended the Oakland County Historical Resources Board Meeting on January 12.

Respectfully submitted.

Karin Boughey

Head of Adult Services





MILFORD
PUBLIC LIBRARY

ANNUAL REPORT

2020: THE YEAR IN REVIEW:

The global pandemic had a dramatic impact on library services in 2020. Due to executive orders requiring the closure of places of public accommodation, the library was closed entirely from March 16 through June 8. During the closure, library administration developed a multiple stage reopening plan and pandemic response plan with the ultimate goal of providing as much library service as possible while keeping staff and the public safe.

On June 15, the library reopened by providing curbside pickup of materials (Stage 3 of our Reopening Plan). After that date, the library moved through Stage 4 (limited browsing) and on to Stage 5 (browsing of entire collection), with curbside pickup continuing. Unfortunately, in November, the number of Covid cases in our community necessitated a return to Curbside Service only, where we would stay through the end of the year.

- ◆ **Voters approve new millage for 10 years in August with 61% of the voters showing support for the additional operating revenue.**
- ◆ **Sunday hours expand to year round.**
- ◆ **Library programming shifts to virtual only during pandemic.**
- ◆ **\$9,652 received from the Oakland Together Local Government Support Fund to reimburse for necessary expenditures related to the Covid-19 Pandemic.**
- ◆ **\$500 grant awarded from the Library of Michigan administered CARES Act for PPE Expenditures related to the Covid-19 Pandemic.**
- ◆ **\$2,999 grant awarded from the Library of Michigan administered CARES Act for Digital Inclusion, allowing the library to offer Mobile Hotspots for check out.**
- ◆ **\$2,000 grant awarded from the Library of Michigan LSTA grant program, allowing the Youth Department to offer Launchpads (pre-loaded tablets for kids) for check out.**





BY THE NUMBERS

132,244
CHECKOUTS

11,345
REFERENCE QUESTIONS

26,841
LIBRARY VISITS

376
NEW LIBRARY CARDS ISSUED

8,444
PROGRAM ATTENDANCE

3,052
COMPUTER SESSIONS

68
MEETING ROOMS USAGE

81,067
ITEMS IN COLLECTION
(NOT INCLUDING E-CONTENT)

*All statistics impacted by Covid-19

MILFORD PUBLIC LIBRARY

330 Family Drive

Milford, MI 48381

248-684-0845

www.milfordlibrary.info

Memo

To: Board of Trustees

From: Tina Hatch, Director

cc:

Date: February 9, 2021

Re: Employee Assistance Program (EAP)

There has been a lot of discussion at Director's Zoom Meetings (both TLN and Statewide) about Employee Assistance Programs (EAP). These programs offer a variety of support for employees (and often their families) regarding mental health, basic legal/financial support, life coaching, work/life balance webinars, etc. An EAP can also provide critical incident support services as well (such as an employee death, work disaster, etc.). This would be a benefit to the entire staff, not just full-time employees.

I have obtained three proposals for offering an EAP for our staff. They are very different in terms of cost and any limitations on services.

1. Ulliance: offered by several TLN members. Ulliance uses a "Resolution" model. A person can get unlimited support visits until the situation is resolved. Because of this, Ulliance is the most costly option. We would be grouped in the 250 or fewer employee's price range, when we have less than 25 employees. Cost would be \$6,500 annually. Critical incident support is included in the price. They also offer pricing based on 1-5 visits or 1-3 visits, but it does not really improve the pricing compared to the other quotes. I like that Ulliance is located in Southeastern Michigan and is based on a resolution model, however, the price is unfair to a small group like us.

2. All One Health (AOH): This quote was obtained by The Library Network and the price is based on 725 employees (that's if everyone who expressed interest from among the TLN member libraries decides to join). Oakland County government uses AOH (they switched from Ulliance. This is a limited plan of up to 5 sessions per issue. Cost would be \$360 annually. Critical incident support would be \$325 per hour, if and when needed. AOH is located in Grand Rapids.

3. HelpNet: Obtained from Burnham and Flower, who are the agents for our health benefits, property insurance, and retirement plan. Limited to 1-8 sessions per issue. Cost would be \$798 annually. 2 hours of critical incident support is included in this price (additional is \$200/hr + travel). Located in Battle Creek.

Recommendation: Approve 1 year contract for All One Health EAP via TLN, providing that costs remain similar to those quoted and that webinar scheduled for after this document goes to print does not raise any red flags.