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 a Zoom webinar.

When: Tuesday, January 26, 2021 at 7:00pm Eastern

Topic: MPL Board Meeting
Time: Jan 26, 2021 07:00 PM Eastern Time (US and Canada)

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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, January 26, 2021
7:00 PM

AGENDA

1. Call to Order

2. Consent Agenda
   2.1. Approval of Minutes
      2.1.1. Regular Meeting: December 1, 2020
   2.2. Approval of Financial Reports and Invoices for November and December
   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 Meeting
      6.1.1. Election of Officers
      6.1.2. Schedule of Meetings
      6.1.3. Schedule of Closed Dates 2021
      6.1.4. Annual Report
   6.2. Budget Adjustment 4 of 2020
   6.3. Vacation Carry Over
   6.4. Open Forum

7. Communications

8. Adjournment

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, December 1, 2020 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:** Weeks moved to approve the Consent Agenda, Gramlich seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

3. **Approval of Agenda:** Clemens moved to approve the Agenda as amended. 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 including governmental/health department issues. Library continues to follow recommended guidelines. There is a COVID Manager in the Library at all times when staff are scheduled. At present, all of our neighboring libraries are curbside only. We continue to watch the Covid stats in order to make recommendations following the Governor's 3 Week Pause ending on December 8, 2020. Milford Library curbside only service is steady at times and slow at times. One staff member tested positive for Covid after being flagged on MI Symptoms app. Fortunately the staff person had not been to work for a week prior to testing positive. No other staff were sent home since no one had been in close proximity with the staff person, as defined by the CDC. The building was sanitized by BioCare - a 5 hour job. Department heads will meet with Director this week to determine how to meet MIOSHA rules in regard to "any work that can be done remotely must be done remotely" with the objective to avoid a full closure of the Library. Currently Director is working on a remote work policy to be put in place for during the pandemic. Updates will be sent to the Board via e-mail after meeting with the Department heads.

5.2 Health Insurance Renewal: Director Hatch explained the options that had been sent to Board Members in a Memo. After discussion, Clemens moved that we approve Option 1, Simply Blue PPO plan with a $1,500 deductible and staff option to contribute to a Health Savings Account (HSA) through payroll deductions. Also, to renew Delta Dental plan, pending rate announcements with increase of no more than 10%. Gramlich seconded the motion. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6. **New Business:**

6.1 Electronic Participation Procedures (Required by Open Meetings Act): Director Hatch provided document of Electronic Participation Procedure that the Library Attorney has submitted. This procedure is to accommodate virtual meetings through December 31, 2020. This procedure will be placed in Policies and on the Website.

6.2 Year-End Budget Adjustment: Director Hatch explained that there will be adjustments needed per usual at year-end. Weeks made a motion that Director Tina Hatch be allowed to make year-end budget adjustments as needed. Harris seconded the motion. Gramlich - yes, Harris - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6.3 Open Forum: Keef shared positive comments in regard to the attendance at the virtual story times in October. Gramlich family participated in the storytime activities.

7. **Communications:**

7.1 None

8. **Adjournment:** Harris moved to adjourn. Gramlich 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

Milford Public Library
Governmental Fund Balance Sheet-General Fund
As of November 30, 2020

	Nov 30, 20	Nov 30, 19
ASSETS		
Current Assets		
Checking/Savings		
001 · Cash-Checking (Flagstar)	150,285.94	91,296.74
003 · Certificates of deposit	192,079.10	192,079.10
004 · Cash in register (circulation)	400.00	400.00
005 · Cash-Public copier	5.00	5.00
006 · Petty Cash	220.00	200.00
008 · Cash-Money market (HVSB)	205,911.12	205,425.75
017 · Investments	544,246.67	484,107.77
Total Checking/Savings	1,093,147.83	973,514.36
Other Current Assets		
123 · Prepaid Expenses	41,385.91	35,815.35
Total Other Current Assets	41,385.91	35,815.35
Total Current Assets	1,134,533.74	1,009,329.71
TOTAL ASSETS	**1,134,533.74**	**1,009,329.71**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 · Accounts Payable*	32,723.10	19,743.28
Total Accounts Payable	32,723.10	19,743.28
Other Current Liabilities		
228 · State W/H Taxes Payable	1,556.66	1,547.00
229 · Fed W/H Taxes Payable	4,958.09	4,896.23
231 · Payroll deductions payable	425.38	301.89
257 · Accrued Payroll	6,763.13	4,843.01
Total Other Current Liabilities	13,703.26	11,588.13
Total Current Liabilities	46,426.36	31,331.41
Total Liabilities	46,426.36	31,331.41
Equity		
370 · FB - Nonspendable prepaids	41,385.91	35,815.35
375 · FB - Restricted-Nonexpendable	192,079.10	192,079.10
385 · FB - Assigned	75,289.00	75,289.00
390 · Fund Balance-Unassigned	580,264.11	492,021.46
Net Income	199,089.26	182,793.39
Total Equity	1,088,107.38	977,998.30
TOTAL LIABILITIES & EQUITY	**1,134,533.74**	**1,009,329.71**

Milford Public Library

Fund Balance

November 30, 2020

	12/31/2017	12/31/2018	12/31/2019	10/31/2020	11/30/2020	YTD Variance
General Fund:						
Fund balance-Non spendable	$ 24,716.61	$ 32,884.47	$ 35,999.48	$ 39,587.82	$ 41,385.91	$ 5,386.43
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	$ -
Assigned	86,090.64	75,289.00	75,289.00	75,289.00	75,289.00	$ -
Unassigned	247,487.02	378,540.81	491,837.33	582,062.20	580,264.11	$ 88,426.78
YTD income (loss)	128,420.01	116,411.53	93,813.21	261,549.79	199,089.26	$ 105,276.05
Fund Balance (Modified Accrual)	678,793.38	795,204.91	889,018.12	1,150,567.91	1,088,107.38	199,089.26
Modifed accrual fund balance growth	23.3%	17.1%	12.2%	29.4%	22.4%	
General Fixed Assets Account Group (GFAAG):						
Beginning Balance	588,242.09	560,300.11	548,921.17	539,457.11	539,457.11	$ (9,464.06)
YTD Additions	81,099.02	91,913.87	89,702.27	75,688.27	86,774.29	$ (2,927.98)
YTD Dispositions (NBV)	-	-	-	-	-	$ -
Depreciation	(109,041.00)	(103,292.81)	(99,166.33)	(77,667.50)	(85,434.25)	$ 13,732.08
Ending Balance	560,300.11	548,921.17	539,457.11	537,477.88	540,797.15	1,340.04
Full Accrual Adjustments	(13,187.51)	(13,099.83)	(14,016.00)	(14,016.00)	(14,016.00)	$ -
Fund Balance (Full Accrual)	$ 1,225,905.98	$ 1,331,026.25	$ 1,414,459.23	$ 1,674,029.79	$ 1,614,888.53	$ 200,429.30
Full accrual fund balance growth	9.1%	8.6%	7.0%	18.4%	14.2%	

Milford Public Library
Fund Balance
November 30, 2020

	12/31/2017	12/31/2018	12/31/2019	10/31/2020	11/30/2020	YTD Variance
Non-Spendable:						
Prepaid Expenses	24,716.61	32,884.47	35,999.48	39,587.82	41,385.91	$ 5,386.43
Other	-	-	-	-	-	$ -
	24,716.61	32,540.47	35,999.48	39,587.82	41,385.91	5,386.43
Restricted-Non expendable:						
Endowment Fund-Alta Tripp	27,579.25	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	164,499.85	$ -
Other	-	-	-	-	-	$ -
	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	-
Assigned:						
Tax appeals	5,000.00	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	2,000.00	$ -
Building improvements	49,018.86	49,018.86	49,018.86	49,018.86	49,018.86	$ -
Technology improvements	13,367.28	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	5,000.00	$ -
Staff development	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	$ -
Special youth projects	4,152.00	-	-	-	-	$ -
Adult Programming-Ann Croy Memorial	2,552.50	2,131.50	2,131.50	2,131.50	2,131.50	$ -
Other	-	-	-	-	-	$ -
	86,090.64	75,289.00	75,289.00	75,289.00	75,289.00	-
Full Accrual Adjustments:						
Accrued unemployment	-	-	-	-	-	$ -
Accrued sick pay	13,187.51	13,099.83	14,016.00	14,016.00	14,016.00	$ -
Other						$ -
	13,187.51	13,099.83	14,420.00	14,016.00	14,016.00	-
General Fixed Assets Account Group (GFAAG):						
YTD Additions- Bldg/Land Improvements	4,103.00	8,965.48	10,485.38	3,485.00	6,314.00	$ (4,171.38)
YTD Additions-Furn & Fixtures	-	3,150.00	10,630.00	11,857.00	15,996.00	$ 5,366.00
YTD Additions-Equipment	2,162.96	16,960.91	7,131.86	6,424.38	6,424.38	$ (707.48)
YTD Additions-Collections	74,833.06	65,899.29	61,455.03	53,921.89	58,039.91	$ (3,415.12)
Total YTD Additions	81,099.02	94,975.68	89,702.27	75,688.27	86,774.29	(2,927.98)

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Nov 20	Jan - Nov 20	% YTD
Income			
401 · Taxes revenue			
402 · Current real property taxes	57.37	1,093,517.20	0.0%
437 · Industrial Facilities Tax	0.00	5,376.41	0.0%
Total 401 · Taxes revenue	57.37	1,098,893.61	0.0%
539 · State grants			
540 · State Penal Fines	0.00	27,100.71	0.0%
573 · Local stablization share	0.00	31,633.25	0.0%
539 · State grants - Other	140.87	16,338.95	0.9%
Total 539 · State grants	140.87	75,072.91	0.2%
600 · Charges for services			
626 · Services Rendered	0.00	133.00	0.0%
642 · Services-Sales	0.00	987.80	0.0%
Total 600 · Charges for services	0.00	1,120.80	0.0%
655 · Fines/Fees/Lost Books/Cards	0.00	1,452.18	0.0%
664 · Investment income/rents			
665 · Interest Income	1,091.95	15,527.33	7.0%
667 · Rents	300.00	900.00	33.3%
Total 664 · Investment income/rents	1,391.95	16,427.33	8.5%
671 · Other revenue-general			
674 · Private contributions/donations	0.00	995.99	0.0%
689 · Cash over/short	0.00	-0.89	0.0%
671 · Other revenue-general - Other	3,600.00	4,773.51	75.4%
Total 671 · Other revenue-general	3,600.00	5,768.61	62.4%
Total Income	5,190.19	1,198,735.44	0.4%
Expense			
701 · Personal services			
703 · Salaries	32,159.18	353,750.98	9.1%
704 · Wages-part time employees	12,740.39	133,565.75	9.5%
709 · Employer's Social Security	3,350.37	36,358.78	9.2%
716 · Defined cont ret plan expense	0.00	10,828.37	0.0%
718 · Health/dental insurance expense	4,680.05	49,755.69	9.4%
730 · Insurance-Workers Comp	81.83	719.13	11.4%
Total 701 · Personal services	53,011.82	584,978.70	9.1%
750 · Supplies			
751 · Adv. & Promotion	0.00	5,848.38	0.0%
752 · Supplies-Office/general	922.53	13,070.11	7.1%
755 · Collections Maintenance	563.47	2,807.95	20.1%
756 · Covid-19 response supplies	2,868.23	10,387.46	27.6%
Total 750 · Supplies	4,354.23	32,113.90	13.6%
800 · Other services & charges			
801 · Professional Services	1,571.00	23,195.75	6.8%
804 · Automation			
804.1 · Electronic content delivery	1,575.86	23,482.25	6.7%
804 · Automation - Other	222.18	43,179.95	0.5%
Total 804 · Automation	1,798.04	66,662.20	2.7%
805 · TLN Central Services	291.25	5,238.95	5.6%
850 · Communications	164.46	3,169.13	5.2%
851 · Postage	110.00	2,025.94	5.4%
852 · Other Misc Communications	0.00	525.28	0.0%
861 · Transportation-mileage reimbs	0.00	177.05	0.0%
910 · Professional development	0.00	25.00	0.0%
911 · Conferences	0.00	1,720.00	0.0%
913 · Travel	0.00	1,301.60	0.0%
915 · Memberships & dues	81.53	1,386.97	5.9%
917 · Utilities-Sewage	0.00	735.90	0.0%
918 · Utilities-Water	0.00	1,014.89	0.0%
919 · Waste & rubbish disposal	60.58	727.79	8.3%
920 · Utilities-Electric	7,136.83	73,576.88	9.7%
921 · Utilities-Natural gas	1,055.69	7,091.08	14.9%
930 · Land & building repairs	6,609.94	89,349.52	7.4%
935 · Property liability insurance	1,032.83	11,361.17	9.1%
948 · Computer services	638.89	6,698.29	9.5%
955 · Miscellaneous	35.00	100.99	34.7%

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Nov 20	Jan - Nov 20	% YTD
967-A · Programming - Adult	0.00	675.00	0.0%
967-YA · Programming - Teens	168.79	1,202.39	14.0%
967-YS · Programming - Youth Svcs.	534.31	5,612.22	9.5%
Total 800 · Other services & charges	21,289.14	303,573.99	7.0%
970 · Capital Outlay			
975 · Buildings & improvements	2,829.00	6,314.00	44.8%
980.01 · Office furniture & fixtures	4,139.00	15,996.00	25.9%
980.02 · Office equipment	0.00	6,424.38	0.0%
982-A · Books - Adult	1,315.55	21,095.86	6.2%
982-YA · Books - Teens	131.10	3,419.48	3.8%
982-YS · Books - Youth Services	1,000.89	14,587.72	6.9%
985-A · Audio Visual - Adult	625.85	5,626.83	11.1%
985-YA · Audio Visual - Teens	192.65	583.87	33.0%
985-YS · Audio Visual - Youth Services	232.56	6,016.07	3.9%
986 · Periodicals	619.42	6,710.08	9.2%
Total 970 · Capital Outlay	11,086.02	86,774.29	12.8%
999 · Extraordinary items	-22,090.49	-7,794.70	283.4%
Total Expense	67,650.72	999,646.18	6.8%
Net Income	-62,460.53	199,089.26	-31.4%

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through November 2020

	Jan - Nov 20	Budget	$ Over Budget	% of Budget
Income				
401 · Taxes revenue				
402 · Current real property taxes	1,093,517.20	1,093,000.00	517.20	100.0%
437 · Industrial Facilities Tax	5,376.41	5,000.00	376.41	107.5%
Total 401 · Taxes revenue	1,098,893.61	1,098,000.00	893.61	100.1%
539 · State grants				
540 · State Penal Fines	27,100.71	27,000.00	100.71	100.4%
573 · Local stablization share	31,633.25	31,000.00	633.25	102.0%
539 · State grants - Other	16,338.95	16,000.00	338.95	102.1%
Total 539 · State grants	75,072.91	74,000.00	1,072.91	101.4%
600 · Charges for services				
626 · Services Rendered	133.00	300.00	-167.00	44.3%
642 · Services-Sales	987.80	1,000.00	-12.20	98.8%
Total 600 · Charges for services	1,120.80	1,300.00	-179.20	86.2%
655 · Fines/Fees/Lost Books/Cards	1,452.18	1,000.00	452.18	145.2%
664 · Investment income/rents				
665 · Interest Income	15,527.33	13,500.00	2,027.33	115.0%
667 · Rents	900.00	600.00	300.00	150.0%
Total 664 · Investment income/rents	16,427.33	14,100.00	2,327.33	116.5%
671 · Other revenue-general				
674 · Private contributions/donations	995.99	1,000.00	-4.01	99.6%
689 · Cash over/short	-0.89			
671 · Other revenue-general - Other	4,773.51	1,000.00	3,773.51	477.4%
Total 671 · Other revenue-general	5,768.61	2,000.00	3,768.61	288.4%
Total Income	1,198,735.44	1,190,400.00	8,335.44	100.7%
Expense				
701 · Personal services				
703 · Salaries	353,750.98	387,500.00	-33,749.02	91.3%
704 · Wages-part time employees	133,565.75	163,000.00	-29,434.25	81.9%
709 · Employer's Social Security	36,358.78	42,120.00	-5,761.22	86.3%
716 · Defined cont ret plan expense	10,828.37	12,000.00	-1,171.63	90.2%
718 · Health/dental insurance expense	49,755.69	56,480.00	-6,724.31	88.1%
730 · Insurance-Workers Comp	719.13	1,000.00	-280.87	71.9%
Total 701 · Personal services	584,978.70	662,100.00	-77,121.30	88.4%
750 · Supplies				
751 · Adv. & Promotion	5,848.38	12,100.00	-6,251.62	48.3%
752 · Supplies-Office/general	13,070.11	15,000.00	-1,929.89	87.1%
755 · Collections Maintenance	2,807.95	10,000.00	-7,192.05	28.1%
756 · Covid-19 response supplies	10,387.46	10,000.00	387.46	103.9%
Total 750 · Supplies	32,113.90	47,100.00	-14,986.10	68.2%
800 · Other services & charges				
801 · Professional Services	23,195.75	31,100.00	-7,904.25	74.6%
804 · Automation				
804.1 · Electronic content delivery	23,482.25	29,800.00	-6,317.75	78.8%
804 · Automation - Other	43,179.95	48,000.00	-4,820.05	90.0%
Total 804 · Automation	66,662.20	77,800.00	-11,137.80	85.7%
805 · TLN Central Services	5,238.95	6,200.00	-961.05	84.5%
850 · Communications	3,169.13	3,850.00	-680.87	82.3%
851 · Postage	2,025.94	3,200.00	-1,174.06	63.3%
852 · Other Misc Communications	525.28			
861 · Transportation-mileage reimbs	177.05	800.00	-622.95	22.1%
910 · Professional development	25.00	1,300.00	-1,275.00	1.9%
911 · Conferences	1,720.00	2,000.00	-280.00	86.0%

Figures presented on modified accrual basis.

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through November 2020

	Jan - Nov 20	Budget	$ Over Budget	% of Budget
913 · Travel	1,301.60	1,500.00	-198.40	86.8%
915 · Memberships & dues	1,386.97	2,930.00	-1,543.03	47.3%
917 · Utilities-Sewage	735.90	1,000.00	-264.10	73.6%
918 · Utilities-Water	1,014.89	6,800.00	-5,785.11	14.9%
919 · Waste & rubbish disposal	727.79	2,000.00	-1,272.21	36.4%
920 · Utilities-Electric	73,576.88	70,000.00	3,576.88	105.1%
921 · Utilities-Natural gas	7,091.08	12,000.00	-4,908.92	59.1%
930 · Land & building repairs	89,349.52	108,100.00	-18,750.48	82.7%
935 · Property liability insurance	11,361.17	13,500.00	-2,138.83	84.2%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	6,698.29	14,200.00	-7,501.71	47.2%
955 · Miscellaneous	100.99	100.00	0.99	101.0%
964 · Refunds & Rebates	0.00	100.00	-100.00	0.0%
967-A · Programming - Adult	675.00	2,780.00	-2,105.00	24.3%
967-YA · Programming - Teens	1,202.39	2,500.00	-1,297.61	48.1%
967-YS · Programming - Youth Svcs.	5,612.22	8,500.00	-2,887.78	66.0%
Total 800 · Other services & charges	303,573.99	372,270.00	-68,696.01	81.5%
970 · Capital Outlay				
975 · Buildings & improvements	6,314.00	5,000.00	1,314.00	126.3%
980.01 · Office furniture & fixtures	15,996.00	13,000.00	2,996.00	123.0%
980.02 · Office equipment	6,424.38	8,000.00	-1,575.62	80.3%
982-A · Books - Adult	21,095.86	28,100.00	-7,004.14	75.1%
982-YA · Books - Teens	3,419.48	4,000.00	-580.52	85.5%
982-YS · Books - Youth Services	14,587.72	20,000.00	-5,412.28	72.9%
985-A · Audio Visual - Adult	5,626.83	7,500.00	-1,873.17	75.0%
985-YA · Audio Visual - Teens	583.87	1,200.00	-616.13	48.7%
985-YS · Audio Visual - Youth Services	6,016.07	11,130.00	-5,113.93	54.1%
986 · Periodicals	6,710.08	8,500.00	-1,789.92	78.9%
Total 970 · Capital Outlay	86,774.29	106,430.00	-19,655.71	81.5%
999 · Extraordinary items	-7,794.70			
Total Expense	999,646.18	1,187,900.00	-188,253.82	84.2%
Net Income	199,089.26	2,500.00	196,589.26	7,963.6%

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13460**	**11/18/2020**	**AFLAC**	**001 · Cash-Checking (Flagstar)**		**-300.87**
Bill	264898	11/12/2020		231 · Payroll deductions payable	-300.87	300.87
TOTAL					-300.87	300.87
Bill Pmt -Check	**13461**	**11/18/2020**	**Blue Cross Blue Shield of Michigan**	**001 · Cash-Checking (Flagstar)**		**-4,242.65**
Bill	Dec20	11/08/2020		718 · Health/dental insurance expense	-4,242.65	4,242.65
TOTAL					-4,242.65	4,242.65
Bill Pmt -Check	**13462**	**11/18/2020**	**Demco, Inc.**	**001 · Cash-Checking (Flagstar)**		**-176.59**
Bill	6867646	11/03/2020		755 · Collections Maintenance	-62.09	89.25
				756 · Covid-19 response supplies	-114.50	164.56
TOTAL					-176.59	253.81
Bill Pmt -Check	**13463**	**11/18/2020**	**Findaway World LLC**	**001 · Cash-Checking (Flagstar)**		**-799.95**
Bill	332056	10/26/2020		985-YS · Audio Visual - Youth Services	-799.95	799.95
TOTAL					-799.95	799.95
Bill Pmt -Check	**13464**	**11/18/2020**	**Foster Swift Collins & Smith PC**	**001 · Cash-Checking (Flagstar)**		**-210.00**
Bill	797503	11/13/2020		801 · Professional Services	-210.00	210.00
TOTAL					-210.00	210.00
Bill Pmt -Check	**13465**	**11/18/2020**	**H.V. Burton Company**	**001 · Cash-Checking (Flagstar)**		**-395.00**
Bill	34307	10/28/2020		930 · Land & building repairs	-395.00	395.00
TOTAL					-395.00	395.00
Bill Pmt -Check	**13466**	**11/18/2020**	**Jani-King of Michigan, Inc.**	**001 · Cash-Checking (Flagstar)**		**-2,184.00**
Bill	DET112001...	11/01/2020		930 · Land & building repairs	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13467**	**11/18/2020**	**Midwest Tape**	**001 · Cash-Checking (Flagstar)**		**-603.69**
Bill	99580422	10/31/2020		804.1 · Electronic content delivery	-603.69	603.69
TOTAL					-603.69	603.69
Bill Pmt -Check	**13468**	**11/18/2020**	**Precision Data Products**	**001 · Cash-Checking (Flagstar)**		**-813.33**
Bill	I0000559809	10/28/2020		752 · Supplies-Office/general	-150.01	150.01
Bill	I0000560004	10/30/2020		752 · Supplies-Office/general	-663.32	663.32
TOTAL					-813.33	813.33
Bill Pmt -Check	**13469**	**11/18/2020**	**Rosen Publishing**	**001 · Cash-Checking (Flagstar)**		**-408.45**
Bill	RSL1525761	10/30/2020		982-YS · Books - Youth Services	-408.45	408.45
TOTAL					-408.45	408.45
Bill Pmt -Check	**13471**	**11/25/2020**	**Baker & Taylor (AV)**	**001 · Cash-Checking (Flagstar)**		**-20.93**
Bill	H51907140	11/10/2020		985-YA · Audio Visual - Teens	-20.93	20.93
TOTAL					-20.93	20.93
Bill Pmt -Check	**13472**	**11/25/2020**	**Baker & Taylor Books**	**001 · Cash-Checking (Flagstar)**		**-1,606.24**
Bill	2035572755	10/23/2020		982-YS · Books - Youth Services	-69.23	69.23
Bill	2035572756	10/23/2020		982-YA · Books - Teens	-21.84	21.84
Bill	2035572757	10/23/2020		985-YA · Audio Visual - Teens	-19.07	19.07
Bill	2035572758	10/23/2020		982-YS · Books - Youth Services	-40.72	40.72
Bill	2035572759	10/23/2020		982-YS · Books - Youth Services	-8.61	8.61
Bill	2035572760	10/23/2020		982-YS · Books - Youth Services	-4.77	4.77
Bill	2035542883	10/26/2020		982-YS · Books - Youth Services	-2.99	2.99
Bill	2035542884	10/26/2020		982-YA · Books - Teens	-43.14	43.14
Bill	2035542885	10/26/2020		982-YS · Books - Youth Services	-447.90	447.90
Bill	2035542886	10/26/2020		982-YS · Books - Youth Services	-14.16	14.16
Bill	2035560563	10/29/2020		982-YS · Books - Youth Services	-11.98	11.98
Bill	2035560564	10/29/2020		982-YA · Books - Teens	-25.92	25.92
Bill	2035560565	10/29/2020		982-YS · Books - Youth Services	-677.77	677.77
Bill	2035560566	10/29/2020		982-YS · Books - Youth Services	-43.01	43.01
Bill	2035560567	10/29/2020		982-YS · Books - Youth Services	-9.59	9.59
Bill	2035560568	10/29/2020		982-YS · Books - Youth Services	-20.61	20.61
Bill	2035563290	10/30/2020		982-YA · Books - Teens	-125.58	125.58
Bill	2035563291	10/30/2020		982-YS · Books - Youth Services	-19.35	19.35

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,606.24	1,606.24
Bill Pmt -Check	**13473**	**11/25/2020**	**Blackstone Publishing**	**001 · Cash-Checking (Flagstar)**		**-38.95**
Bill	1189570	11/06/2020		985-A · Audio Visual - Adult	-38.95	38.95
TOTAL					-38.95	38.95
Bill Pmt -Check	**13474**	**11/25/2020**	**Delta Dental Plan of Michigan**	**001 · Cash-Checking (Flagstar)**		**-481.25**
Bill	RIS000318...	12/01/2020		231 · Payroll deductions payable	-481.25	481.25
TOTAL					-481.25	481.25
Bill Pmt -Check	**13475**	**11/25/2020**	**Gale/Cengage Learning**	**001 · Cash-Checking (Flagstar)**		**-139.45**
Bill	72591773	11/04/2020		982-A · Books - Adult	-139.45	139.45
TOTAL					-139.45	139.45
Bill Pmt -Check	**13476**	**11/25/2020**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-984.94**
Bill	49243282	11/05/2020		982-A · Books - Adult	-494.43	494.43
Bill	49338415	11/11/2020		982-A · Books - Adult	-49.50	49.50
Bill	49366872	11/12/2020		982-A · Books - Adult	-391.35	391.35
Bill	49366871	11/12/2020		982-A · Books - Adult	-22.00	22.00
Bill	49410206	11/15/2020		982-A · Books - Adult	-27.66	27.66
TOTAL					-984.94	984.94
Bill Pmt -Check	**13477**	**11/25/2020**	**Jani-King of Michigan, Inc.**	**001 · Cash-Checking (Flagstar)**		**-667.65**
Bill	DET112003...	11/18/2020		930 · Land & building repairs	-667.65	667.65
TOTAL					-667.65	667.65
Bill Pmt -Check	**13478**	**11/25/2020**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-343.69**
Bill	11888733	11/03/2020		752 · Supplies-Office/general	-115.56	115.56
Bill	12124947	11/11/2020		752 · Supplies-Office/general	-71.09	71.09
				755 · Collections Maintenance	-107.14	107.14
				756 · Covid-19 response supplies	-49.90	49.90
TOTAL					-343.69	343.69

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13480**	**12/02/2020**	***Tina Hatch**	**001 · Cash-Checking (Flagstar)**		**-9.67**
Bill	Oct20-3	11/27/2020		756 · Covid-19 response supplies	-9.67	9.67
TOTAL					-9.67	9.67
Bill Pmt -Check	**13481**	**12/02/2020**	**Clearfly**	**001 · Cash-Checking (Flagstar)**		**-128.11**
Bill	Dec20	12/01/2020		850 · Communications	-128.11	128.11
TOTAL					-128.11	128.11
Bill Pmt -Check	**13482**	**12/02/2020**	**GFL Environmental**	**001 · Cash-Checking (Flagstar)**		**-60.58**
Bill	0047043874	11/13/2020		919 · Waste & rubbish disposal	-60.58	60.58
TOTAL					-60.58	60.58
Bill Pmt -Check	**13483**	**12/02/2020**	**Oriental Trading Company, Inc.**	**001 · Cash-Checking (Flagstar)**		**-9.99**
Bill	706297995-...	11/13/2020		967-YA · Programming - Teens	-9.99	9.99
TOTAL					-9.99	9.99
Bill Pmt -Check	**13484**	**12/02/2020**	**Overdrive**	**001 · Cash-Checking (Flagstar)**		**-578.17**
Bill	01576CO20...	11/23/2020		804.1 · Electronic content delivery	-578.17	578.17
TOTAL					-578.17	578.17
Bill Pmt -Check	**13485**	**12/02/2020**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-183.62**
Bill	12246623	11/16/2020		752 · Supplies-Office/general	-183.62	183.62
TOTAL					-183.62	183.62
Bill Pmt -Check	**13486**	**12/02/2020**	**Technology Solutions, LLC**	**001 · Cash-Checking (Flagstar)**		**-600.00**
Bill	22573	12/01/2020		930 · Land & building repairs	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	**13487**	**12/02/2020**	**USA Bio Care**	**001 · Cash-Checking (Flagstar)**		**-1,277.00**

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	4-112720-D	11/27/2020		756 · Covid-19 response supplies	-1,277.00	1,277.00
TOTAL					-1,277.00	1,277.00
Bill Pmt -Check	**13489**	**12/09/2020**	**Absopure Water Company**	**001 · Cash-Checking (Flagstar)**		**-70.65**
Bill	87753634	11/18/2020		752 · Supplies-Office/general	-44.85	44.85
Bill	58397135	11/18/2020		752 · Supplies-Office/general	-7.80	7.80
Bill	58418556	11/30/2020		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-70.65	70.65
Bill Pmt -Check	**13490**	**12/09/2020**	**Baker & Taylor Books**	**001 · Cash-Checking (Flagstar)**		**-326.91**
Bill	2035589960	11/05/2020		982-YS · Books - Youth Services	-12.56	12.56
Bill	2035589961	11/05/2020		982-YA · Books - Teens	-87.66	87.66
Bill	2035589962	11/05/2020		985-YA · Audio Visual - Teens	-21.79	21.79
Bill	2035589963	11/05/2020		982-YS · Books - Youth Services	-201.31	201.31
Bill	2035589964	11/05/2020		982-YS · Books - Youth Services	-3.59	3.59
TOTAL					-326.91	326.91
Bill Pmt -Check	**13491**	**12/09/2020**	**Flagstar**	**001 · Cash-Checking (Flagstar)**		**-1,099.50**
Bill	Nov20	11/23/2020		804 · Automation	-165.60	165.60
				756 · Covid-19 response supplies	-760.16	760.16
				752 · Supplies-Office/general	-63.74	63.74
				851 · Postage	-110.00	110.00
TOTAL					-1,099.50	1,099.50
Bill Pmt -Check	**13492**	**12/09/2020**	**Foster Swift Collins & Smith PC**	**001 · Cash-Checking (Flagstar)**		**-105.00**
Bill	798844	12/03/2020		801 · Professional Services	-105.00	105.00
TOTAL					-105.00	105.00
Bill Pmt -Check	**13493**	**12/09/2020**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-173.19**
Bill	49499438	11/19/2020		982-A · Books - Adult	-173.19	173.19
TOTAL					-173.19	173.19

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13494**	**12/09/2020**	**Library Design Associates, Inc.**	**001 · Cash-Checking (Flagstar)**		**-6,968.00**
Bill	20-306-01	11/17/2020		980.01 · Office furniture & fixtures	-4,139.00	4,139.00
Bill	20-310-01	11/17/2020		975 · Buildings & improvements	-2,829.00	2,829.00
TOTAL					-6,968.00	6,968.00
Bill Pmt -Check	**13495**	**12/09/2020**	**Library Network**	**001 · Cash-Checking (Flagstar)**		**-7,433.06**
Bill	67349	11/17/2020		123 · Prepaid Expenses	-7,433.06	7,433.06
TOTAL					-7,433.06	7,433.06
Bill Pmt -Check	**13496**	**12/09/2020**	**Oriental Trading Company, Inc.**	**001 · Cash-Checking (Flagstar)**		**-83.96**
Bill	706412565-...	11/18/2020		967-YA · Programming - Teens	-83.96	83.96
TOTAL					-83.96	83.96
Bill Pmt -Check	**13497**	**12/09/2020**	**Synchrony Bank/Amazon**	**001 · Cash-Checking (Flagstar)**		**-1,783.46**
Bill	Dec20	11/20/2020		752 · Supplies-Office/general	-324.12	326.69
				756 · Covid-19 response supplies	-300.12	302.50
				967-YS · Programming - Youth Svcs.	-530.11	534.31
				967-YA · Programming - Teens	-74.25	74.84
				985-YS · Audio Visual - Youth Services	-230.73	232.56
				985-YA · Audio Visual - Teens	-79.77	80.40
				985-A · Audio Visual - Adult	-209.64	211.30
				955 · Miscellaneous	-34.72	35.00
TOTAL					-1,783.46	1,797.60
Bill Pmt -Check	**13498**	**12/09/2020**	**T-Mobile**	**001 · Cash-Checking (Flagstar)**		**-238.88**
Bill	Dec20	12/06/2020		852 · Other Misc Communications	-238.88	238.88
TOTAL					-238.88	238.88
Bill Pmt -Check	**13500**	**12/16/2020**	**Applied Imaging**	**001 · Cash-Checking (Flagstar)**		**-65.43**
Bill	1650102	12/07/2020		752 · Supplies-Office/general	-65.43	65.43
TOTAL					-65.43	65.43

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13501**	**12/16/2020**	**Blackstone Publishing**	**001 · Cash-Checking (Flagstar)**		**-305.70**
Bill	1193071	11/30/2020		985-A · Audio Visual - Adult	-305.70	305.70
TOTAL					-305.70	305.70
Bill Pmt -Check	**13502**	**12/16/2020**	**Blue Cross Blue Shield of Michigan**	**001 · Cash-Checking (Flagstar)**		**-4,402.46**
Bill	Jan21	12/08/2020		718 · Health/dental insurance expense	-4,402.46	4,402.46
TOTAL					-4,402.46	4,402.46
Bill Pmt -Check	**13503**	**12/16/2020**	**Brien's Services, Inc.**	**001 · Cash-Checking (Flagstar)**		**-390.00**
Bill	38854	12/08/2020		930 · Land & building repairs	-390.00	390.00
TOTAL					-390.00	390.00
Bill Pmt -Check	**13504**	**12/16/2020**	**Brown, Jeanne**	**001 · Cash-Checking (Flagstar)**		**-18.83**
Bill	Dec20	12/15/2020		752 · Supplies-Office/general	-13.77	13.77
				861 · Transportation-mileage reimbs	-5.06	5.06
TOTAL					-18.83	18.83
Bill Pmt -Check	**13505**	**12/16/2020**	**DTE Energy**	**001 · Cash-Checking (Flagstar)**		**-8,192.52**
Bill	Nov20	11/30/2020		920 · Utilities-Electric	-7,136.83	7,136.83
				921 · Utilities-Natural gas	-1,055.69	1,055.69
TOTAL					-8,192.52	8,192.52
Bill Pmt -Check	**13506**	**12/16/2020**	**Goyette Mechanical**	**001 · Cash-Checking (Flagstar)**		**-973.00**
Bill	910062648	11/30/2020		930 · Land & building repairs	-584.50	584.50
Bill	910062640	11/30/2020		930 · Land & building repairs	-388.50	388.50
TOTAL					-973.00	973.00
Bill Pmt -Check	**13507**	**12/16/2020**	**J.E. Strauss Consulting/CPA, LLC**	**001 · Cash-Checking (Flagstar)**		**-1,361.00**
Bill	1895	11/30/2020		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-329.00	329.00

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,361.00	1,361.00
Bill Pmt -Check	**13508**	**12/16/2020**	**Jani-King of Michigan, Inc.**	**001 · Cash-Checking (Flagstar)**		**-2,184.00**
Bill	DET122000...	12/01/2020		930 · Land & building repairs	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00
Bill Pmt -Check	**13509**	**12/16/2020**	**Kelli Brendel**	**001 · Cash-Checking (Flagstar)**		**-15.00**
Bill	Dec20	12/10/2020		967-YS · Programming - Youth Svcs.	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	**13510**	**12/16/2020**	**Midwest Tape**	**001 · Cash-Checking (Flagstar)**		**-535.86**
Bill	99707843	11/30/2020		804.1 · Electronic content delivery	-535.86	535.86
TOTAL					-535.86	535.86
Bill Pmt -Check	**13511**	**12/16/2020**	**Rose Pest Solutions**	**001 · Cash-Checking (Flagstar)**		**-75.00**
Bill	30896602	11/20/2020		930 · Land & building repairs	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**13512**	**12/16/2020**	**Sarah Hatter**	**001 · Cash-Checking (Flagstar)**		**-100.00**
Bill	Prog021621	12/07/2020		123.01 · Prepaid programing expenses	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	**13513**	**12/16/2020**	**Synergy Electric LLC**	**001 · Cash-Checking (Flagstar)**		**-396.00**
Bill	2699	12/01/2020		930 · Land & building repairs	-396.00	396.00
TOTAL					-396.00	396.00
Bill Pmt -Check	**13514**	**12/16/2020**	**Tom's Timesaver**	**001 · Cash-Checking (Flagstar)**		**-40.00**
Bill	121020	12/10/2020		930 · Land & building repairs	-40.00	40.00
TOTAL					-40.00	40.00

Milford Public Library
Check Detail
November 17 through December 16, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13515**	**12/16/2020**	**Windstream (formly PAETEC)**	**001 · Cash-Checking (Flagstar)**		**-36.35**
Bill	Dec20	12/03/2020		850 · Communications	-36.35	36.35
TOTAL					-36.35	36.35

9:42 AM
01/19/21
Accrual Basis

Milford Public Library
Governmental Fund Balance Sheet-General Fund
As of December 31, 2020

	Dec 31, 20	Dec 31, 19
ASSETS		
Current Assets		
Checking/Savings		
001 · Cash-Checking (Flagstar)	60,900.95	260,165.33
003 · Certificates of deposit	192,079.10	192,079.10
004 · Cash in register (circulation)	400.00	519.75
005 · Cash-Public copier	5.00	5.00
006 · Petty Cash	220.00	114.77
008 · Cash-Money market (HVSB)	205,966.51	205,495.54
017 · Investments	544,666.67	234,879.84
Total Checking/Savings	1,004,238.23	893,259.33
Other Current Assets		
018 · Receivables	772,163.68	560,752.46
123 · Prepaid Expenses	37,518.63	35,999.48
Total Other Current Assets	809,682.31	596,751.94
Total Current Assets	1,813,920.54	1,490,011.27
TOTAL ASSETS	**1,813,920.54**	**1,490,011.27**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 · Accounts Payable*	19,372.73	24,198.87
Total Accounts Payable	19,372.73	24,198.87
Other Current Liabilities		
209 · Accrued expenses	0.00	2,875.59
228 · State W/H Taxes Payable	1,558.88	1,532.35
229 · Fed W/H Taxes Payable	4,634.92	4,924.16
231 · Payroll deductions payable	425.40	300.87
257 · Accrued Payroll	6,860.88	6,473.18
360 · Deferred inflows-Property taxes	772,163.68	560,688.13
Total Other Current Liabilities	785,643.76	576,794.28
Total Current Liabilities	805,016.49	600,993.15
Total Liabilities	805,016.49	600,993.15
Equity		
370 · FB - Nonspendable prepaids	37,518.63	35,999.48
375 · FB - Restricted-Nonexpendable	192,079.10	192,079.10
385 · FB - Assigned	75,289.00	75,289.00
390 · Fund Balance-Unassigned	584,131.39	491,837.33
Net Income	119,885.93	93,813.21
Total Equity	1,008,904.05	889,018.12
TOTAL LIABILITIES & EQUITY	**1,813,920.54**	**1,490,011.27**

Milford Public Library

Fund Balance

December 31, 2020

	12/31/2017	12/31/2018	12/31/2019	11/30/2020	Preliminary 12/31/2020	YTD Variance
General Fund:						
Fund balance-Non spendable	$ 24,716.61	$ 32,884.47	$ 35,999.48	$ 41,385.91	$ 37,518.63	$ 1,519.15
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	$ -
Assigned	86,090.64	75,289.00	75,289.00	75,289.00	75,289.00	$ -
Unassigned	247,487.02	378,540.81	491,837.33	580,264.11	584,131.39	$ 92,294.06
YTD income (loss)	128,420.01	116,411.53	93,813.21	199,089.26	119,885.93	$ 26,072.72
Fund Balance (Modified Accrual)	**678,793.38**	**795,204.91**	**889,018.12**	**1,088,107.38**	**1,008,904.05**	**119,885.93**
Modifed accrual fund balance growth	23.3%	17.1%	12.2%	22.4%	13.5%	
General Fixed Assets Account Group (GFAAG):						
Beginning Balance	588,242.09	560,300.11	548,921.17	539,457.11	539,457.11	$ (9,464.06)
YTD Additions	81,099.02	91,913.87	89,702.27	86,774.29	92,631.95	$ 2,929.68
YTD Dispositions (NBV)	-	-	-	-	-	$ -
Depreciation	(109,041.00)	(103,292.81)	(99,166.33)	(85,434.25)	(93,201.00)	$ 5,965.33
Ending Balance	560,300.11	548,921.17	539,457.11	540,797.15	538,888.06	(569.05)
Full Accrual Adjustments	(13,187.51)	(13,099.83)	(14,016.00)	(14,016.00)	(14,016.00)	$ -
Fund Balance (Full Accrual)	$ 1,225,905.98	$ 1,331,026.25	$ 1,414,459.23	$ 1,614,888.53	$ 1,533,776.11	$ 119,316.88
Full accrual fund balance growth	9.1%	8.6%	7.0%	14.2%	8.4%	

Milford Public Library
Fund Balance
December 31, 2020

	12/31/2017	12/31/2018	12/31/2019	11/30/2020	Preliminary 12/31/2020		YTD Variance
Non-Spendable:							
Prepaid Expenses	24,716.61	32,884.47	35,999.48	41,385.91	37,518.63	$	1,519.15
Other	-	-	-	-	-	$	-
	24,716.61	32,540.47	35,999.48	41,385.91	37,518.63		1,519.15
Restricted-Non expendable:							
Endowment Fund-Alta Tripp	27,579.25	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	164,499.85	$	-
Other	-	-	-	-	-	$	-
	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10		-
Assigned:							
Tax appeals	5,000.00	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	2,000.00	$	-
Building improvements	49,018.86	49,018.86	49,018.86	49,018.86	49,018.86	$	-
Technology improvements	13,367.28	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	5,000.00	$	-
Staff development	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	$	-
Special youth projects	4,152.00	-	-	-	-	$	-
Adult Programming-Ann Croy Memorial	2,552.50	2,131.50	2,131.50	2,131.50	2,131.50	$	-
Other	-	-	-	-	-	$	-
	86,090.64	75,289.00	75,289.00	75,289.00	75,289.00		-
Full Accrual Adjustments:							
Accrued unemployment	-	-	-	-	-	$	-
Accrued sick pay	13,187.51	13,099.83	14,016.00	14,016.00	14,016.00	$	-
Other						$	-
	13,187.51	13,099.83	14,420.00	14,016.00	14,016.00		-
General Fixed Assets Account Group (GFAAG):							
YTD Additions- Bldg/Land Improvements	4,103.00	8,965.48	10,485.38	6,314.00	6,314.00	$	(4,171.38)
YTD Additions-Furn & Fixtures	-	3,150.00	10,630.00	15,996.00	15,996.00	$	5,366.00
YTD Additions-Equipment	2,162.96	16,960.91	7,131.86	6,424.38	6,424.38	$	(707.48)
YTD Additions-Collections	74,833.06	65,899.29	61,455.03	58,039.91	63,897.57	$	2,442.54
Total YTD Additions	81,099.02	94,975.68	89,702.27	86,774.29	92,631.95		2,929.68

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Accrual Basis

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

	Dec 20	Jan - Dec 20	% YTD
Income			
401 · Taxes revenue			
402 · Current real property taxes	0.00	1,093,517.20	0.0%
437 · Industrial Facilities Tax	0.00	5,376.41	0.0%
Total 401 · Taxes revenue	0.00	1,098,893.61	0.0%
501 · Federal grants	9,651.50	9,651.50	100.0%
539 · State grants			
540 · State Penal Fines	0.00	27,100.71	0.0%
573 · Local stablization share	0.00	31,633.25	0.0%
539 · State grants - Other	0.00	16,338.95	0.0%
Total 539 · State grants	0.00	75,072.91	0.0%
600 · Charges for services			
626 · Services Rendered	0.00	133.00	0.0%
642 · Services-Sales	0.00	987.80	0.0%
Total 600 · Charges for services	0.00	1,120.80	0.0%
655 · Fines/Fees/Lost Books/Cards	41.85	1,494.03	2.8%
664 · Investment income/rents			
665 · Interest Income	465.08	16,017.80	2.9%
667 · Rents	0.00	900.00	0.0%
Total 664 · Investment income/rents	465.08	16,917.80	2.7%
671 · Other revenue-general			
674 · Private contributions/donations	200.00	1,195.99	16.7%
689 · Cash over/short	0.00	-0.89	0.0%
671 · Other revenue-general - Other	0.00	4,773.51	0.0%
Total 671 · Other revenue-general	200.00	5,968.61	3.4%
Total Income	10,358.43	1,209,119.26	0.9%
Expense			
701 · Personal services			
703 · Salaries	32,159.18	385,910.16	8.3%
704 · Wages-part time employees	12,937.01	146,502.76	8.8%
709 · Employer's Social Security	2,666.31	39,025.09	6.8%
716 · Defined cont ret plan expense	0.00	10,828.37	0.0%
718 · Health/dental insurance expense	4,839.86	54,595.55	8.9%
730 · Insurance-Workers Comp	81.87	801.00	10.2%
Total 701 · Personal services	52,684.23	637,662.93	8.3%
750 · Supplies			
751 · Adv. & Promotion	0.00	5,848.38	0.0%
752 · Supplies-Office/general	1,272.59	14,381.31	8.8%
755 · Collections Maintenance	1,380.60	4,188.55	33.0%
756 · Covid-19 response supplies	627.29	11,014.75	5.7%
Total 750 · Supplies	3,280.48	35,432.99	9.3%
800 · Other services & charges			
801 · Professional Services	1,462.25	24,658.00	5.9%
804 · Automation			
804.1 · Electronic content delivery	2,907.73	26,389.98	11.0%
804 · Automation - Other	2,022.18	45,202.13	4.5%
Total 804 · Automation	4,929.91	71,592.11	6.9%
805 · TLN Central Services	291.25	5,530.20	5.3%
850 · Communications	299.84	3,593.78	8.3%
851 · Postage	65.00	2,090.94	3.1%
852 · Other Misc Communications	540.96	1,066.24	50.7%
861 · Transportation-mileage reimbs	16.35	193.40	8.5%
910 · Professional development	0.00	25.00	0.0%
911 · Conferences	0.00	1,720.00	0.0%
913 · Travel	0.00	1,301.60	0.0%
915 · Memberships & dues	81.53	1,468.50	5.6%
917 · Utilities-Sewage	220.50	956.40	23.1%
918 · Utilities-Water	311.38	1,326.27	23.5%
919 · Waste & rubbish disposal	63.48	791.27	8.0%
920 · Utilities-Electric	6,463.01	80,039.89	8.1%
921 · Utilities-Natural gas	1,570.17	8,661.25	18.1%
930 · Land & building repairs	8,342.73	97,692.25	8.5%
935 · Property liability insurance	1,032.83	12,394.00	8.3%
948 · Computer services	638.89	7,337.18	8.7%

Figures presented on modified accrual basis of accounting.

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Dec 20	Jan - Dec 20	% YTD
955 · Miscellaneous	35.00	135.99	25.7%
967-A · Programming - Adult	0.00	675.00	0.0%
967-YA · Programming - Teens	141.71	1,344.10	10.5%
967-YS · Programming - Youth Svcs.	1,029.25	6,706.79	15.3%
Total 800 · Other services & charges	27,536.04	331,300.16	8.3%
970 · Capital Outlay			
975 · Buildings & improvements	0.00	6,314.00	0.0%
980.01 · Office furniture & fixtures	0.00	15,996.00	0.0%
980.02 · Office equipment	0.00	6,424.38	0.0%
982-A · Books - Adult	2,197.19	23,293.05	9.4%
982-YA · Books - Teens	202.86	3,622.34	5.6%
982-YS · Books - Youth Services	1,513.19	16,100.91	9.4%
985-A · Audio Visual - Adult	186.51	5,813.34	3.2%
985-YA · Audio Visual - Teens	50.00	633.87	7.9%
985-YS · Audio Visual - Youth Services	288.54	7,104.56	4.1%
986 · Periodicals	619.42	7,329.50	8.5%
Total 970 · Capital Outlay	5,057.71	92,631.95	5.5%
999 · Extraordinary items	0.00	-7,794.70	0.0%
Total Expense	88,558.46	1,089,233.33	8.1%
Net Income	-78,200.03	119,885.93	-65.2%

Figures presented on modified accrual basis of accounting.

Milford Public Library
Stmt of Governmentat Revenues & Expenditures-Prior Yr Comp
General Fund

	Jan - Dec 20	Jan - Dec 19	$ Change	% Change
Income				
401 · Taxes revenue				
402 · Current real property taxes	1,093,517.20	1,020,028.59	73,488.61	7.2%
437 · Industrial Facilities Tax	5,376.41	4,270.79	1,105.62	25.9%
Total 401 · Taxes revenue	1,098,893.61	1,024,299.38	74,594.23	7.3%
501 · Federal grants	9,651.50	0.00	9,651.50	100.0%
539 · State grants				
540 · State Penal Fines	27,100.71	33,610.97	-6,510.26	-19.4%
573 · Local stablization share	31,633.25	50,273.84	-18,640.59	-37.1%
539 · State grants - Other	16,338.95	12,612.80	3,726.15	29.5%
Total 539 · State grants	75,072.91	96,497.61	-21,424.70	-22.2%
600 · Charges for services				
626 · Services Rendered	133.00	478.00	-345.00	-72.2%
642 · Services-Sales	987.80	4,244.75	-3,256.95	-76.7%
Total 600 · Charges for services	1,120.80	4,722.75	-3,601.95	-76.3%
655 · Fines/Fees/Lost Books/Cards	1,494.03	4,005.98	-2,511.95	-62.7%
664 · Investment income/rents				
665 · Interest Income	16,017.80	19,426.96	-3,409.16	-17.6%
667 · Rents	900.00	375.00	525.00	140.0%
Total 664 · Investment income/rents	16,917.80	19,801.96	-2,884.16	-14.6%
671 · Other revenue-general				
674 · Private contributions/donations	1,195.99	6,878.91	-5,682.92	-82.6%
689 · Cash over/short	-0.89	-18.59	17.70	95.2%
671 · Other revenue-general - Other	4,773.51	5,763.89	-990.38	-17.2%
Total 671 · Other revenue-general	5,968.61	12,624.21	-6,655.60	-52.7%
Total Income	1,209,119.26	1,161,951.89	47,167.37	4.1%
Expense				
701 · Personal services				
703 · Salaries	385,910.16	372,039.65	13,870.51	3.7%
704 · Wages-part time employees	146,502.76	148,444.87	-1,942.11	-1.3%
708 · State unemployment taxes	0.00	0.00	0.00	0.0%
709 · Employer's Social Security	39,025.09	38,866.91	158.18	0.4%
716 · Defined cont ret plan expense	10,828.37	10,976.67	-148.30	-1.4%
718 · Health/dental insurance expense	54,595.55	53,584.40	1,011.15	1.9%
730 · Insurance-Workers Comp	801.00	867.67	-66.67	-7.7%
Total 701 · Personal services	637,662.93	624,780.17	12,882.76	2.1%
750 · Supplies				
751 · Adv. & Promotion	5,848.38	11,192.05	-5,343.67	-47.8%
752 · Supplies-Office/general	14,381.31	12,513.78	1,867.53	14.9%
755 · Collections Maintenance	4,188.55	2,569.76	1,618.79	63.0%
756 · Covid-19 response supplies	11,014.75	0.00	11,014.75	100.0%
Total 750 · Supplies	35,432.99	26,275.59	9,157.40	34.9%
800 · Other services & charges				
801 · Professional Services	24,658.00	27,773.50	-3,115.50	-11.2%
804 · Automation				
804.1 · Electronic content delivery	26,389.98	19,191.09	7,198.89	37.5%
804 · Automation - Other	45,202.13	44,647.22	554.91	1.2%
Total 804 · Automation	71,592.11	63,838.31	7,753.80	12.2%
805 · TLN Central Services	5,530.20	5,303.66	226.54	4.3%
850 · Communications	3,593.78	3,438.00	155.78	4.5%
851 · Postage	2,090.94	3,458.66	-1,367.72	-39.5%
852 · Other Misc Communications	1,066.24	0.00	1,066.24	100.0%
861 · Transportation-mileage reimbs	193.40	937.07	-743.67	-79.4%

Milford Public Library
Stmt of Governmentat Revenues & Expenditures-Prior Yr Comp
General Fund

	Jan - Dec 20	Jan - Dec 19	$ Change	% Change
910 · Professional development	25.00	180.00	-155.00	-86.1%
911 · Conferences	1,720.00	30.00	1,690.00	5,633.3%
913 · Travel	1,301.60	0.00	1,301.60	100.0%
915 · Memberships & dues	1,468.50	1,463.85	4.65	0.3%
917 · Utilities-Sewage	956.40	1,314.45	-358.05	-27.2%
918 · Utilities-Water	1,326.27	1,592.12	-265.85	-16.7%
919 · Waste & rubbish disposal	791.27	1,420.89	-629.62	-44.3%
920 · Utilities-Electric	80,039.89	75,048.85	4,991.04	6.7%
921 · Utilities-Natural gas	8,661.25	9,954.92	-1,293.67	-13.0%
930 · Land & building repairs	97,692.25	95,860.17	1,832.08	1.9%
935 · Property liability insurance	12,394.00	12,285.33	108.67	0.9%
948 · Computer services	7,337.18	8,021.94	-684.76	-8.5%
955 · Miscellaneous	135.99	1.75	134.24	7,670.9%
967-A · Programming - Adult	675.00	2,164.51	-1,489.51	-68.8%
967-YA · Programming - Teens	1,344.10	1,316.06	28.04	2.1%
967-YS · Programming - Youth Svcs.	6,706.79	7,984.72	-1,277.93	-16.0%
Total 800 · Other services & charges	331,300.16	323,388.76	7,911.40	2.5%
970 · Capital Outlay				
974 · Land improvements	0.00	1,357.00	-1,357.00	-100.0%
975 · Buildings & Improvements	6,314.00	9,128.38	-2,814.38	-30.8%
980.01 · Office furniture & fixtures	15,996.00	15,056.51	939.49	6.2%
980.02 · Office equipment	6,424.38	6,697.24	-272.86	-4.1%
982-A · Books - Adult	23,293.05	23,670.53	-377.48	-1.6%
982-YA · Books - Teens	3,622.34	3,933.45	-311.11	-7.9%
982-YS · Books - Youth Services	16,100.91	12,815.65	3,285.26	25.6%
984 · Electronic Resources	0.00	0.00	0.00	0.0%
985-A · Audio Visual - Adult	5,813.34	4,922.51	890.83	18.1%
985-YA · Audio Visual - Teens	633.87	1,462.71	-828.84	-56.7%
985-YS · Audio Visual - Youth Services	7,104.56	8,284.15	-1,179.59	-14.2%
986 · Periodicals	7,329.50	6,366.03	963.47	15.1%
Total 970 · Capital Outlay	92,631.95	93,694.16	-1,062.21	-1.1%
999 · Extraordinary items	-7,794.70	0.00	-7,794.70	-100.0%
Total Expense	1,089,233.33	1,068,138.68	21,094.65	2.0%
Net Income	**119,885.93**	**93,813.21**	**26,072.72**	**27.8%**

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	$ Over Budget	% of Budget
Income				
401 · Taxes revenue				
402 · Current real property taxes	1,093,517.20	1,093,000.00	517.20	100.0%
437 · Industrial Facilities Tax	5,376.41	5,000.00	376.41	107.5%
Total 401 · Taxes revenue	1,098,893.61	1,098,000.00	893.61	100.1%
501 · Federal grants	9,651.50	9,500.00	151.50	101.6%
539 · State grants				
540 · State Penal Fines	27,100.71	27,000.00	100.71	100.4%
573 · Local stablization share	31,633.25	31,000.00	633.25	102.0%
539 · State grants - Other	16,338.95	16,000.00	338.95	102.1%
Total 539 · State grants	75,072.91	74,000.00	1,072.91	101.4%
600 · Charges for services				
626 · Services Rendered	133.00	130.00	3.00	102.3%
642 · Services-Sales	987.80	900.00	87.80	109.8%
Total 600 · Charges for services	1,120.80	1,030.00	90.80	108.8%
655 · Fines/Fees/Lost Books/Cards	1,494.03	1,000.00	494.03	149.4%
664 · Investment income/rents				
665 · Interest Income	16,017.80	15,500.00	517.80	103.3%
667 · Rents	900.00	600.00	300.00	150.0%
Total 664 · Investment income/rents	16,917.80	16,100.00	817.80	105.1%
671 · Other revenue-general				
674 · Private contributions/donations	1,195.99	990.00	205.99	120.8%
689 · Cash over/short	-0.89			
671 · Other revenue-general - Other	4,773.51	4,500.00	273.51	106.1%
Total 671 · Other revenue-general	5,968.61	5,490.00	478.61	108.7%
Total Income	1,209,119.26	1,205,120.00	3,999.26	100.3%
Expense				
701 · Personal services				
703 · Salaries	385,910.16	387,500.00	-1,589.84	99.6%
704 · Wages-part time employees	146,502.76	163,000.00	-16,497.24	89.9%
709 · Employer's Social Security	39,025.09	42,120.00	-3,094.91	92.7%
716 · Defined cont ret plan expense	10,828.37	12,000.00	-1,171.63	90.2%
718 · Health/dental insurance expense	54,595.55	56,480.00	-1,884.45	96.7%
730 · Insurance-Workers Comp	801.00	1,000.00	-199.00	80.1%
Total 701 · Personal services	637,662.93	662,100.00	-24,437.07	96.3%
750 · Supplies				
751 · Adv. & Promotion	5,848.38	7,100.00	-1,251.62	82.4%
752 · Supplies-Office/general	14,381.31	15,000.00	-618.69	95.9%
755 · Collections Maintenance	4,188.55	5,000.00	-811.45	83.8%
756 · Covid-19 response supplies	11,014.75	12,000.00	-985.25	91.8%
Total 750 · Supplies	35,432.99	39,100.00	-3,667.01	90.6%
800 · Other services & charges				
801 · Professional Services	24,658.00	31,100.00	-6,442.00	79.3%
804 · Automation				
804.1 · Electronic content delivery	26,389.98	29,800.00	-3,410.02	88.6%
804 · Automation - Other	45,202.13	48,000.00	-2,797.87	94.2%
Total 804 · Automation	71,592.11	77,800.00	-6,207.89	92.0%
805 · TLN Central Services	5,530.20	6,200.00	-669.80	89.2%
850 · Communications	3,593.78	3,850.00	-256.22	93.3%
851 · Postage	2,090.94	2,200.00	-109.06	95.0%
852 · Other Misc Communications	1,066.24			
861 · Transportation-mileage reimbs	193.40	800.00	-606.60	24.2%
910 · Professional development	25.00	1,300.00	-1,275.00	1.9%

Figures presented on modified accrual basis.

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	$ Over Budget	% of Budget
911 · Conferences	1,720.00	2,000.00	-280.00	86.0%
913 · Travel	1,301.60	1,500.00	-198.40	86.8%
915 · Memberships & dues	1,468.50	2,930.00	-1,461.50	50.1%
917 · Utilities-Sewage	956.40	1,000.00	-43.60	95.6%
918 · Utilities-Water	1,326.27	5,590.00	-4,263.73	23.7%
919 · Waste & rubbish disposal	791.27	2,000.00	-1,208.73	39.6%
920 · Utilities-Electric	80,039.89	81,000.00	-960.11	98.8%
921 · Utilities-Natural gas	8,661.25	12,000.00	-3,338.75	72.2%
930 · Land & building repairs	97,692.25	108,100.00	-10,407.75	90.4%
935 · Property liability insurance	12,394.00	13,500.00	-1,106.00	91.8%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	7,337.18	14,200.00	-6,862.82	51.7%
955 · Miscellaneous	135.99	200.00	-64.01	68.0%
964 · Refunds & Rebates	0.00	100.00	-100.00	0.0%
967-A · Programming - Adult	675.00	2,780.00	-2,105.00	24.3%
967-YA · Programming - Teens	1,344.10	2,500.00	-1,155.90	53.8%
967-YS · Programming - Youth Svcs.	6,706.79	8,500.00	-1,793.21	78.9%
Total 800 · Other services & charges	331,300.16	381,160.00	-49,859.84	86.9%
970 · Capital Outlay				
975 · Buildings & improvements	6,314.00	8,000.00	-1,686.00	78.9%
980.01 · Office furniture & fixtures	15,996.00	18,000.00	-2,004.00	88.9%
980.02 · Office equipment	6,424.38	8,000.00	-1,575.62	80.3%
982-A · Books - Adult	23,293.05	28,100.00	-4,806.95	82.9%
982-YA · Books - Teens	3,622.34	4,000.00	-377.66	90.6%
982-YS · Books - Youth Services	16,100.91	20,000.00	-3,899.09	80.5%
985-A · Audio Visual - Adult	5,813.34	7,500.00	-1,686.66	77.5%
985-YA · Audio Visual - Teens	633.87	1,200.00	-566.13	52.8%
985-YS · Audio Visual - Youth Services	7,104.56	11,130.00	-4,025.44	63.8%
986 · Periodicals	7,329.50	8,500.00	-1,170.50	86.2%
Total 970 · Capital Outlay	92,631.95	114,430.00	-21,798.05	81.0%
999 · Extraordinary items	-7,794.70			
Total Expense	1,089,233.33	1,196,790.00	-107,556.67	91.0%
Net Income	**119,885.93**	**8,330.00**	**111,555.93**	**1,439.2%**

Figures presented on modified accrual basis.

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13516**	**12/23/2020**	***Karen Dobson**	**001 · Cash-Checking (Flagstar)**		**-103.19**
Bill	Dec20	12/21/2020		967-YA · Programming - Teens	-29.72	29.72
Bill	Dec20(2)	12/21/2020		967-YS · Programming - Youth Svcs.	-73.47	73.47
TOTAL					-103.19	103.19
Bill Pmt -Check	**13517**	**12/23/2020**	**Baker & Taylor Books**	**001 · Cash-Checking (Flagstar)**		**-928.51**
Bill	2035627317	11/19/2020		982-YS · Books - Youth Services	-27.90	27.90
Bill	2035627323	11/19/2020		982-YS · Books - Youth Services	-7.01	7.01
Bill	2035627321	11/19/2020		982-YS · Books - Youth Services	-13.41	13.41
Bill	2035627322	11/19/2020		982-YS · Books - Youth Services	-14.16	14.16
Bill	2035627318	11/19/2020		982-YS · Books - Youth Services	-707.56	707.56
Bill	2035627320	11/19/2020		985-YA · Audio Visual - Teens	-69.53	69.53
Bill	2035627319	11/19/2020		982-YA · Books - Teens	-11.46	11.46
Bill	5016578502	11/20/2020		982-A · Books - Adult	-17.97	17.97
Bill	2035601356	11/24/2020		982-YA · Books - Teens	-21.06	21.06
Bill	2035601357	11/24/2020		982-YS · Books - Youth Services	-14.16	14.16
Bill	2035601355	11/24/2020		982-YA · Books - Teens	-10.92	10.92
Bill	2035601354	11/24/2020		982-YS · Books - Youth Services	-13.37	13.37
TOTAL					-928.51	928.51
Bill Pmt -Check	**13518**	**12/23/2020**	**Delta Dental Plan of Michigan**	**001 · Cash-Checking (Flagstar)**		**-481.25**
Bill	RIS000323...	01/01/2021		231 · Payroll deductions payable	-481.25	481.25
TOTAL					-481.25	481.25
Bill Pmt -Check	**13519**	**12/23/2020**	**Demco, Inc.**	**001 · Cash-Checking (Flagstar)**		**-38.61**
Bill	6867646	11/03/2020		755 · Collections Maintenance	-13.58	89.25
				756 · Covid-19 response supplies	-25.03	164.56
TOTAL					-38.61	253.81
Bill Pmt -Check	**13520**	**12/23/2020**	**Findaway World LLC**	**001 · Cash-Checking (Flagstar)**		**-799.95**
Bill	334622	11/23/2020		985-YS · Audio Visual - Youth Services	-799.95	799.95
TOTAL					-799.95	799.95
Bill Pmt -Check	**13521**	**12/23/2020**	**Frontier**	**001 · Cash-Checking (Flagstar)**		**-124.81**

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill		11/19/2020		850 · Communications	-124.81	124.81
TOTAL					-124.81	124.81
Bill Pmt -Check	**13522**	**12/23/2020**	**Gale/Cengage Learning**	**001 · Cash-Checking (Flagstar)**		**-140.95**
Bill	72709931	12/07/2020		982-A · Books - Adult	-140.95	140.95
TOTAL					-140.95	140.95
Bill Pmt -Check	**13523**	**12/23/2020**	**GFL Environmental**	**001 · Cash-Checking (Flagstar)**		**-63.48**
Bill	0047519444	12/13/2020		919 · Waste & rubbish disposal	-63.48	63.48
TOTAL					-63.48	63.48
Bill Pmt -Check	**13524**	**12/23/2020**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-1,303.13**
Bill	49772568	12/02/2020		982-A · Books - Adult	-29.68	29.68
Bill	49772567	12/02/2020		982-A · Books - Adult	-25.52	25.52
Bill	49772569	12/02/2020		982-A · Books - Adult	-1,137.08	1,137.08
Bill	49851193	12/04/2020		982-A · Books - Adult	-110.85	110.85
TOTAL					-1,303.13	1,303.13
Bill Pmt -Check	**13525**	**12/23/2020**	**Jani-King of Michigan, Inc.**	**001 · Cash-Checking (Flagstar)**		**-667.65**
Bill	DET122003...	12/16/2020		930 · Land & building repairs	-667.65	667.65
TOTAL					-667.65	667.65
Bill Pmt -Check	**13526**	**12/23/2020**	**Midwest Tape**	**001 · Cash-Checking (Flagstar)**		**-21.59**
Bill	99743290	12/08/2020		985-A · Audio Visual - Adult	-21.59	21.59
TOTAL					-21.59	21.59
Bill Pmt -Check	**13527**	**12/23/2020**	**Overdrive**	**001 · Cash-Checking (Flagstar)**		**-1,876.30**
Bill	01576CO20...	12/18/2020		804.1 · Electronic content delivery	-1,876.30	1,876.30
TOTAL					-1,876.30	1,876.30

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13528**	**12/23/2020**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-794.04**
Bill	12836475	12/08/2020		752 · Supplies-Office/general	-794.04	794.04
TOTAL					-794.04	794.04
Bill Pmt -Check	**13529**	**12/23/2020**	**Technology Solutions, LLC**	**001 · Cash-Checking (Flagstar)**		**-600.00**
Bill	22630	01/01/2021		930 · Land & building repairs	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	**13530**	**12/30/2020**	**Absopure Water Company**	**001 · Cash-Checking (Flagstar)**		**-7.95**
Bill	87783255	12/16/2020		752 · Supplies-Office/general	-7.95	7.95
TOTAL					-7.95	7.95
Bill Pmt -Check	**13531**	**12/30/2020**	**AFLAC**	**001 · Cash-Checking (Flagstar)**		**-300.87**
Bill	678179	12/12/2020		231 · Payroll deductions payable	-300.87	300.87
TOTAL					-300.87	300.87
Bill Pmt -Check	**13532**	**12/30/2020**	**Baker & Taylor Books**	**001 · Cash-Checking (Flagstar)**		**-1,119.58**
Bill	2035646553	12/01/2020		982-YS · Books - Youth Services	-28.73	28.73
Bill	2035646552	12/01/2020		982-YS · Books - Youth Services	-80.10	80.10
Bill	2035646551	12/01/2020		982-YS · Books - Youth Services	-49.05	49.05
Bill	2035658247	12/08/2020		982-YS · Books - Youth Services	-17.76	17.76
Bill	2035660212	12/08/2020		982-YS · Books - Youth Services	-13.99	13.99
Bill	2035658243	12/08/2020		982-YS · Books - Youth Services	-11.96	11.96
Bill	2035658244	12/08/2020		982-YS · Books - Youth Services	-58.31	58.31
Bill	2035658248	12/08/2020		982-YS · Books - Youth Services	-245.13	245.13
Bill	2035658245	12/08/2020		985-YA · Audio Visual - Teens	-19.05	19.05
Bill	2035658246	12/08/2020		985-YA · Audio Visual - Teens	-19.07	19.07
Bill	2035660213	12/08/2020		982-YA · Books - Teens	-181.56	181.56
Bill	2035670475	12/17/2020		982-YS · Books - Youth Services	-20.52	20.52
Bill	2035670476	12/17/2020		982-YS · Books - Youth Services	-33.77	33.77
Bill	2035670477	12/17/2020		982-YA · Books - Teens	-10.92	10.92
Bill	2035670478	12/17/2020		982-YA · Books - Teens	-10.38	10.38
Bill	2035670479	12/17/2020		985-YS · Audio Visual - Youth Services	-38.84	38.84
Bill	2035670480	12/17/2020		982-YS · Books - Youth Services	-13.49	13.49
Bill	2035670481	12/17/2020		982-YS · Books - Youth Services	-4.79	4.79
Bill	2035670482	12/17/2020		982-YS · Books - Youth Services	-52.33	52.33

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2035670483	12/17/2020		982-YS · Books - Youth Services	-209.83	209.83
TOTAL					-1,119.58	1,119.58
Bill Pmt -Check	**13533**	**12/30/2020**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-169.37**
Bill	49995257	12/10/2020		982-A · Books - Adult	-41.21	41.21
Bill	49995258	12/10/2020		982-A · Books - Adult	-128.16	128.16
TOTAL					-169.37	169.37
Bill Pmt -Check	**13534**	**12/30/2020**	**Library Network**	**001 · Cash-Checking (Flagstar)**		**-40.25**
Bill	67443	12/15/2020		982-A · Books - Adult	-40.25	40.25
TOTAL					-40.25	40.25
Bill Pmt -Check	**13535**	**12/30/2020**	**Oriental Trading Company, Inc.**	**001 · Cash-Checking (Flagstar)**		**-65.32**
Bill	706552125-...	11/23/2020		967-YS · Programming - Youth Svcs.	-65.32	65.32
TOTAL					-65.32	65.32
Bill Pmt -Check	**13536**	**12/30/2020**	**Rose Pest Solutions**	**001 · Cash-Checking (Flagstar)**		**-75.00**
Bill	30900264	12/10/2020		930 · Land & building repairs	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**13537**	**12/30/2020**	**Rosen Publishing**	**001 · Cash-Checking (Flagstar)**		**-400.30**
Bill	1000155561	12/09/2020		982-YS · Books - Youth Services	-400.30	400.30
TOTAL					-400.30	400.30
Bill Pmt -Check	**13538**	**12/30/2020**	**Synergy Electric LLC**	**001 · Cash-Checking (Flagstar)**		**-1,233.17**
Bill	2726	12/18/2020		930 · Land & building repairs	-1,233.17	1,233.17
TOTAL					-1,233.17	1,233.17
Bill Pmt -Check	**13542**	**01/06/2021**	**Clearfly**	**001 · Cash-Checking (Flagstar)**		**-129.52**

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	325451	01/01/2021		850 · Communications	-129.52	129.52
TOTAL					-129.52	129.52
Bill Pmt -Check	**13543**	**01/06/2021**	**Demco, Inc.**	**001 · Cash-Checking (Flagstar)**		**-506.70**
Bill	6887334	12/22/2020		755 · Collections Maintenance	-506.70	506.70
TOTAL					-506.70	506.70
Bill Pmt -Check	**13544**	**01/06/2021**	**Flagstar**	**001 · Cash-Checking (Flagstar)**		**-702.16**
Bill	Dec20	12/21/2020		804 · Automation	-165.60	165.60
				756 · Covid-19 response supplies	-124.95	124.95
				752 · Supplies-Office/general	-99.00	99.00
				967-YS · Programming - Youth Svcs.	-179.94	179.94
				755 · Collections Maintenance	-132.67	132.67
TOTAL					-702.16	702.16
Bill Pmt -Check	**13545**	**01/06/2021**	**Frontier**	**001 · Cash-Checking (Flagstar)**		**-135.38**
Bill	Dec20	12/19/2020		850 · Communications	-135.38	135.38
TOTAL					-135.38	135.38
Bill Pmt -Check	**13546**	**01/06/2021**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-144.78**
Bill	50232465	12/20/2020		982-A · Books - Adult	-144.78	144.78
TOTAL					-144.78	144.78
Bill Pmt -Check	**13547**	**01/06/2021**	**J.E. Strauss Consulting/CPA, LLC**	**001 · Cash-Checking (Flagstar)**		**-1,357.25**
Bill	1927	12/31/2020		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-325.25	325.25
TOTAL					-1,357.25	1,357.25
Bill Pmt -Check	**13548**	**01/06/2021**	**Library Network**	**001 · Cash-Checking (Flagstar)**		**-1,800.00**
Bill	67524	12/23/2020		804 · Automation	-1,800.00	1,800.00
TOTAL					-1,800.00	1,800.00

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13549**	**01/06/2021**	**Milford Water Dept.**	**001 · Cash-Checking (Flagstar)**		**-531.88**
Bill	4thQtr20	12/31/2020		917 · Utilities-Sewage	-220.50	220.50
				918 · Utilities-Water	-105.85	105.85
Bill	4thQtr20-2	12/31/2020		918 · Utilities-Water	-205.53	205.53
TOTAL					-531.88	531.88
Bill Pmt -Check	**13550**	**01/06/2021**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-316.41**
Bill	13136642	12/17/2020		752 · Supplies-Office/general	-141.38	141.38
				755 · Collections Maintenance	-39.09	39.09
				756 · Covid-19 response supplies	-110.45	110.45
Bill	13192859	12/21/2020		755 · Collections Maintenance	-25.49	25.49
TOTAL					-316.41	316.41
Bill Pmt -Check	**13551**	**01/06/2021**	**Showcases**	**001 · Cash-Checking (Flagstar)**		**-89.42**
Bill	318729	12/23/2020		755 · Collections Maintenance	-89.42	89.42
TOTAL					-89.42	89.42
Bill Pmt -Check	**13552**	**01/06/2021**	**Synchrony Bank/Amazon**	**001 · Cash-Checking (Flagstar)**		**-1,778.10**
Bill	Jan21	12/20/2020		752 · Supplies-Office/general	-94.94	94.94
				756 · Covid-19 response supplies	-167.45	167.45
				755 · Collections Maintenance	-23.57	23.57
				967-YA · Programming - Teens	-111.99	111.99
				967-YS · Programming - Youth Svcs.	-760.84	760.84
				982-YS · Books - Youth Services	-157.81	157.81
				985-YS · Audio Visual - Youth Services	-249.70	249.70
				985-YA · Audio Visual - Teens	-11.88	11.88
				955 · Miscellaneous	-35.00	35.00
				985-A · Audio Visual - Adult	-164.92	164.92
TOTAL					-1,778.10	1,778.10
Bill Pmt -Check	**13553**	**01/06/2021**	**T-Mobile**	**001 · Cash-Checking (Flagstar)**		**-302.08**
Bill	Dec20	12/25/2020		852 · Other Misc Communications	-302.08	302.08
TOTAL					-302.08	302.08

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13554**	**01/13/2021**	**Applied Imaging**	**001 · Cash-Checking (Flagstar)**		**-94.04**
Bill	1665749	01/07/2021		752 · Supplies-Office/general	-94.04	94.04
TOTAL					-94.04	94.04
Bill Pmt -Check	**13555**	**01/13/2021**	**DTE Energy**	**001 · Cash-Checking (Flagstar)**		**-8,033.18**
Bill	Dec20	12/30/2020		920 · Utilities-Electric	-6,463.01	6,463.01
				921 · Utilities-Natural gas	-1,570.17	1,570.17
TOTAL					-8,033.18	8,033.18
Bill Pmt -Check	**13556**	**01/13/2021**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-231.76**
Bill	50350852	12/28/2020		982-A · Books - Adult	-22.00	22.00
Bill	50350853	12/28/2020		982-A · Books - Adult	-209.76	209.76
TOTAL					-231.76	231.76
Bill Pmt -Check	**13557**	**01/13/2021**	**Jani-King of Michigan, Inc.**	**001 · Cash-Checking (Flagstar)**		**-2,184.00**
Bill	DET1210098	01/01/2021		930 · Land & building repairs	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00
Bill Pmt -Check	**13558**	**01/13/2021**	**Lakeside Fire Service, Inc.**	**001 · Cash-Checking (Flagstar)**		**-90.00**
Bill	59625	12/22/2020		930 · Land & building repairs	-90.00	90.00
TOTAL					-90.00	90.00
Bill Pmt -Check	**13559**	**01/13/2021**	**Midwest Tape**	**001 · Cash-Checking (Flagstar)**		**-569.60**
Bill	99841384	12/31/2020		804.1 · Electronic content delivery	-569.60	569.60
TOTAL					-569.60	569.60
Bill Pmt -Check	**13560**	**01/13/2021**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-163.23**
Bill	13299751	12/28/2020		752 · Supplies-Office/general	-56.08	56.08
				755 · Collections Maintenance	-107.15	107.15
TOTAL					-163.23	163.23

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

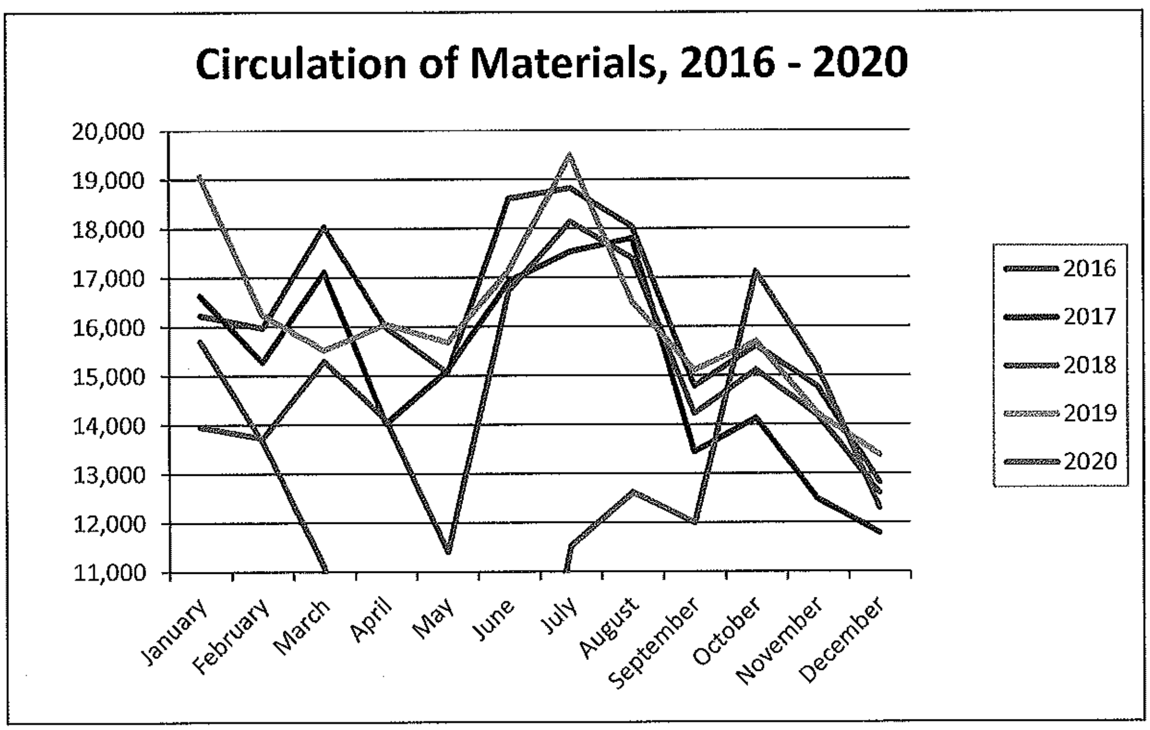
Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**13561**	**01/13/2021**	**Technology Solutions, LLC**	**001 · Cash-Checking (Flagstar)**		**-593.88**
Bill	22637	01/01/2021		948 · Computer services	-593.88	593.88
TOTAL					-593.88	593.88
Bill Pmt -Check	**13562**	**01/13/2021**	**Travelers**	**001 · Cash-Checking (Flagstar)**		**-982.00**
Bill	2021	01/11/2021		730 · Insurance-Workers Comp	-982.00	982.00
TOTAL					-982.00	982.00
Bill Pmt -Check	**13563**	**01/13/2021**	**Windstream (formly PAETEC)**	**001 · Cash-Checking (Flagstar)**		**-36.93**
Bill	Jan21	01/05/2021		850 · Communications	-36.93	36.93
TOTAL					-36.93	36.93
Bill Pmt -Check	**13564**	**01/20/2021**	**Blue Cross Blue Shield of Michigan**	**001 · Cash-Checking (Flagstar)**		**-5,883.82**
Bill	Feb21	01/07/2021		718 · Health/dental insurance expense	-5,143.14	5,143.14
				718 · Health/dental insurance expense	-740.68	740.68
TOTAL					-5,883.82	5,883.82
Bill Pmt -Check	**13565**	**01/20/2021**	**Goyette Mechanical**	**001 · Cash-Checking (Flagstar)**		**-887.62**
Bill	910065544	12/31/2020		930 · Land & building repairs	-887.62	887.62
TOTAL					-887.62	887.62
Bill Pmt -Check	**13566**	**01/20/2021**	**Library Network**	**001 · Cash-Checking (Flagstar)**		**-8,681.90**
Bill	67581	01/04/2021		804 · Automation	-7,891.10	7,891.10
Bill	67540	01/04/2021		805 · TLN Central Services	-458.80	458.80
Bill	67617	01/05/2021		752 · Supplies-Office/general	-332.00	332.00
TOTAL					-8,681.90	8,681.90
Bill Pmt -Check	**13567**	**01/20/2021**	**Marney Rich Keenan**	**001 · Cash-Checking (Flagstar)**		**-250.00**
Bill	Prog021021	10/26/2020		123.01 · Prepaid programing expenses	-250.00	250.00

Milford Public Library
Check Detail
December 17, 2020 through January 20, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-250.00	250.00
Bill Pmt -Check	**13568**	**01/20/2021**	**Overdrive**	**001 · Cash-Checking (Flagstar)**		**-459.84**
Bill	01576CO21...	01/11/2021		804.1 · Electronic content delivery	-459.84	459.84
TOTAL					-459.84	459.84
Bill Pmt -Check	**13569**	**01/20/2021**	**Proquest LLC**	**001 · Cash-Checking (Flagstar)**		**-1,467.73**
Bill	70648695	11/01/2020		123 · Prepaid Expenses	-1,467.73	1,467.73
TOTAL					-1,467.73	1,467.73
Bill Pmt -Check	**13570**	**01/20/2021**	**Showcases**	**001 · Cash-Checking (Flagstar)**		**-89.43**
Bill	318730	12/23/2020		755 · Collections Maintenance	-89.43	89.43
TOTAL					-89.43	89.43

MILFORD PUBLIC LIBRARY
FIVE YEAR CIRCULATION

	2016	2017	2018	2019	2020
January	16,228	16,630	13,956	19,073	15,703
February	15,972	15,285	13,728	16,245	13,657
March	18,041	17,122	15,301	15,523	11,088
April	15,985	14,030	14,098	16,049	2,942
May	15,057	15,112	11,406	15,677	2,803
June	18,609	16,920	16,720	17,149	5,329
July	18,823	17,532	18,140	19,491	11,520
August	18,035	17,803	17,396	16,499	12,615
September	14,788	13,447	14,230	15,115	11,998
October	15,606	14,129	15,111	15,693	17,123
November	14,774	12,477	14,184	14,218	15,179
December	12,814	11,787	12,605	13,377	12,287
TOTAL	194,732	182,274	176,875	194,109	132,244



Milford Public Library
Monthly Statistics

Building Use	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Totals
Visits	7,064	7,036	3,693	0	0	0	124	2,306	2,181	2,638	1,799	0	26,841	128,226
Room Bookings	29	34	5	0	0	0	0	0	0	0	0	0	68	292

New Patrons and Accounts	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Totals
New Cards Issued	74	84	90	43	0	1	3	15	28	26	8	4	376	765
Library Card Holders	6,770	6,747	6,844	6,887	6,887	6,841	6,702	6,720	6,753	6,645	6,652	6,654		6,764
Library Card Holders Percentage	43.02%	42.88%	43.49%	43.77%	43.77%	43.47%	42.59%	42.70%	42.91%	42.23%	42.27%	42.29%		42.98%

Reference Questions	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Totals
Adult Department	1,071	970	443	0	0	405	784	849	960	908	572	645	7,607	13,322
Youth and Teen Department	698	706	526	0	0	45	303	366	430	320	204	141	3,739	10,196
Total	1,769	1,676	969	0	0	450	1,087	1,215	1,390	1,228	776	786	11,346	23,518

Programs	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Totals
Adult Programs Held	6	7	2	0	0	0	0	0	2	2	1	0	20	71
Adult Programs Attendance	39	59	19	0	0	0	0	0	31	31	12	0	191	1106
Teen Programs Held	1	3	2	0	0	0	0	0	0	0	0	0	6	54
Teen Programs Attendance	3	12	2	0	0	0	0	0	0	0	0	0	17	1475
Youth Programs Held	16	21	7	2	1	0	2	4	4	4	4	2	67	176
Youth Programs Attendance	396	554	326	4089	2444	0	47	50	76	121	96	37	8236	5487
General Programs Held	0	0	0	0	0	0	0	0	0	0	0	0	0	8
General Program Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	1216

Numbers appearing for incomplete months are month-to-date numbers

Collection	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Totals
Book Collection	-42	-131	80	0	0	267	-8	391	-537	-136	110	76	68,904	68,834
Audio Collection	-1	1	10	0	0	16	3	6	44	-8	-170	13	3,317	3,403
Video Collection	12	12	7	0	0	25	-7	5	20	-48	10	-10	6,670	6,644
Music Collection	3	4	0	0	0	0	0	4	13	-1	2	8	2,163	2,130
Electronic Format	0	0	0	0	0	0	0	23	8	5	0	3	-182	-182
Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	195	195
Net Acquistions	-28	-114	97	0	0	308	-12	429	-452	-188	-48	90	81,067	81,024

Monthly Numbers are Net Acquisitions

Milford Public Library
Monthly Statistics

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Number of Items Circulated 2020													
All Items	15,703	13,657	11,088	2,942	2,803	5,329	11,520	12,615	11,998	17,123	15,179	12,287	132,244
Circulation to Milford Residents	6,797	6,591	4,562	15	0	1,125	2,829	3,631	3,928	4,877	3,432	2,688	40,475
Circulation to Commerce Residents	425	637	377	0	0	87	137	210	219	272	341	96	2,801
Circulation to Highland Residents	717	576	328	0	0	46	65	138	209	292	140	63	2,574
Circulation to All Others	701	624	416	3	0	43	167	193	209	296	247	113	3,012
Ebook Circulation	576	514	912	1,322	1,277	815	710	668	607	655	968	748	9,772
Emagazines	255	550	396	470	539	475	505	547	503	632	533	485	5,890
Media Circulation	3,286	2,981	1,836	953	978	1,516	1,949	2,195	2,052	2,368	1,639	1,630	23,383
Adult Material Circulation	4179	3697	2342	3	0	662	1614	2001	2137	2429	1806	1474	22,344
Teen Material Circulation	372	422	396	0	0	563	162	230	199	256	192	127	2,919
Youth Material Circulation	4093	4297	2971	15	0	76	1424	1943	2257	3096	2143	1377	23,692
Self Checkout Circulation	1302	1490	1066	12	0	0	29	202	292	613	451	8	5,465
Number of Items Circulated 2019													
All Items	19,073	16,245	15,523	16,049	15,677	17,149	19,491	16,499	15,115	15,693	14,218	13,377	194,109
Circulation to Milford Residents	7,227	6,877	7,490	6,673	6,684	7,834	9,519	7,071	6,497	6,449	5,979	5,435	83,735
Circulation to Commerce Residents	778	587	689	621	621	553	647	486	453	562	399	401	6,797
Circulation to Highland Residents	662	617	758	665	530	747	746	607	454	665	500	420	7,371
Circulation to All Others	719	798	763	835	827	950	825	831	645	780	575	460	9,008
Ebook Circulation	603	554	524	533	527	618	914	596	506	528	498	842	7,243
Emagazines	540	452	618	514	453	482	381	560	476	426	418	245	5,565
Media Circulation	3,484	3,130	3,493	3,232	3,164	3,311	3,508	3,291	3,211	3,227	2,930	2,567	38,548
Adult Material Circulation	4029	3871	4122	3847	3869	3866	4288	3818	3758	3873	3415	3262	46,018
Teen Material Circulation	444	414	601	463	508	655	722	470	471	391	366	309	5,814
Youth Material Circulation	4997	4604	5008	4495	4300	5570	6764	4736	3849	4196	3704	3148	55,371
Self Checkout Circulation	1583	1375	1675	1374	1308	1885	1735	1554	1356	1331	1314	407	16,897

Computer Use	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Totals
Home Page Hits	10,869	10,246	8,548	3,320	3,497	8,855	9,543	8,396	7,708	8,064	7,225	7,058	93,329	123,267
Public Computer Sessions	1058	1068	420	0	0	0	0	85	155	194	72	0	3,052	12,276
Wireless Sessions	686	690	445	8	4	30	5	52	16	83	59	23	2,101	8,192
Guest Passes Issued	57	54	22	0	0	0	0	0	0	0	0	0	133	480
Ancestry.com	0	0	0	0	0	0	0	0	0	38	132	213	383	12,276

Numbers appearing for incomplete months are month-to-date numbers

LIBRARY DIRECTOR'S REPORT

SUGGESTION BOX AND RANDOM COMMENTS

From Heather Wittrup, Youth Services Librarian, received via email: Thank you so much for the bags you put together! The boys love them. We are so grateful for everything the library has provided during this time!

Also from Heather: I got a text from a patron last week saying that her friend picked up the mystery craft bag for her family and was VERY impressed. She's gotten other bags since June and was very pleased with those, too.

From Laurel McGlew, Circulation Services: On December 21, a Milford Library patron gave the circulation desk a phone call to wish everyone here a merry Christmas and a happy and healthy New Years. She thanked the library staff for all the hard work we've been putting in over the past year. She uses the library primarily to check out DVDs and CDs and she was very grateful that we could continue to provide that service.

Also from Laurel: While assisting a Milford patron with setting up a time for their curbside pick, he made sure to say that he was thankful for the library and it's staff for providing the curbside pick-up option, that "it made the pandemic a lot easier to get through". He and his wife regularly check-out DVDs and was glad to have the opportunity to still watch movies together from the library.

From Karen Dobson, Head of Youth and Teen Services, received via email: I have always appreciated you and the youth staff, but you all have been especially so amazing during this pandemic. The activity bags and virtual storytimes have been wonderful and I'm incredibly blown away by all the work and thought that went into the Christmas bags. I just want you all to know that I don't take you for granted and I appreciate you and all you do. Thank you, thank you! I hope you all have a blessed and peaceful Christmas.

STAFF UPDATES

Substitute Brian Elkins has requested an extended leave due to the Covid pandemic. He suggests he might be able to return to substitute status in the fall after vaccination.

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

January:	Cathy Huff, Circulation Services, 20 years
February:	Karin Boughey, Head of Adult Services, 20 years
	Laurel McGlew, Circulation Services, 5 years
	Debbie Whalley, Circulation Services, 4 years

BUILDING UPDATES

The damaged office space is complete with the window coverings finally being installed.

On 1/5/2021, at about 9:15am, we evacuated staff (and Goyette Maintenance Technicians) from the building after the fire alarms sounded after the smoke detector for the duct work on Air Handler 1 was tripped. The Fire Department showed up and checked everything out. We cleared the alarm and reset the system. Cause of alarm was determined to be dust/dirt disturbed during the routine filter changeover and then when that unit was started back up, the fans picked up the dirt and that tripped the alarm.

TLN UPDATES

TLN Director, Steven Bowers, is now conducting every other week Director's Meetings. I've found these helpful for keeping up with other libraries and the quickly changing status of each.

FRIENDS OF THE LIBRARY UPDATE

No updates

Adult Department Report

November 2020

Our book discussion series concluded with an online discussion of Stealing Buddha's Dinner by Bich Minh Nguyen. There were 4 attendees for the discussion on November 16.

Our virtual program for November was Detroit: An Illustrated Timeline. Author Paul Vachon discussed his book of the same name, detailing the multi-layered history of Detroit from Cadillac to the modern day. This program took place on November 9 and had 12 attendees.

Karin Boughey attended the TLN e-Content meeting on November 5.

Adult librarians continue to work on in-building projects like weeding and planning virtual programs for winter/spring 2021.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Adult Department Report

December 2020

No programs were scheduled for December 2020.

Stephen Jackman attended the TLN Adult Services Committee meeting on December 7.

Adult librarians continue to work on in-building projects like weeding and planning virtual programs for winter/spring 2021.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Youth and Teen Services Report
November 2020

Youth Services:

The first week of November those who signed-up for Cookie Monster's Birthday stem bag were able to pick them up. This was then followed by the Dinovember bags and Kelli's Dino storytime was posted for those patrons to view.

Kelli put together and recorded a Turkey/Thanksgiving storytime to go along with the Thanksgiving bags that were made for the toddlers and preschoolers. This was made available for viewing to patrons on November 23. She also finished working on the Gingerbread Man storytime (that will be recorded) and put finishing touches on the activity bags. These will be going out in early December and are for ages 2.5-6 years.

Kelli and Heather began working on activity bags for December, deciding which activities will be included in each bag. There will be three different bags; a holiday themed stem bag for the elementary kids, a holiday bag for preschool/kindergarteners (which will include a recorded storytime with Miss Whitney) and a baby/toddler sensory bag.

Kelli, Heather and Whitney discussed putting together a New Years Eve bag for families. Then after further discussions with Karen it was decided to put together a mystery craft bag for families to possibly do on New Years Eve. As we have been cleaning, we have found many left-over craft items from past programs that we hope to include in the mystery bags.

Heather continued to organize and clean out cabinets and the Youth Storage Closet. She also worked with Kelli to make items for the December activity bags for all three age levels and assemble the bags. Heather also continued to work on adding Emotions labels to picture books and began planning for the Mystery Craft bags for holiday break.

During November, Whitney recorded the first three weeks of Preschool Storytime for the November session. She also continued to collaborate with Heather and Kelli about the items that will be included in the Mystery Craft Bag that will be handed out in late December. Whitney also began to plan a Reindeer Storytime which she will record in December and will be included as part of the Preschool/Kindergarten Holiday Fun Activity Bag. While planning, she spent time choosing a craft to include in the bag as well as creating a tic-tac toe reindeer game. She also sent new copies of DVDs that were donated for the Youth Department down for processing to replace older copies of the same DVDs. Lastly, Whitney pulled books for the Fill List along with her other regular duties.

Assembling virtual stats isn't set on a single day so these are the views of the storytime activities we have posted for patrons to view when they have time.

11/4/2020 – DiNovember Storytime – 18

11/11/2020 – Preschool Storytime – 27

11/18/2020 – Preschool Storytime – 36

11/25/2020 – Preschool Storytime – 15

11/30/2020 – Holiday Pillows (4-6th grade) - 25

Submitted by Youth Staff

Teen Services Report November 2020

In November, I had two teen take and make bags. The DIY Stress relief bag had 17 participants, and for the Holiday pillows we distributed 48 between tween (25) and teens (23). I placed and processed two orders containing books, books on CD, and DVDs.

I started planning for take and makes for December and settled on No-Sew Snowmen and then I also added to the youth mystery craft bags. Additionally, I am always looking for potential programs for when we are able to be in-person again.

I started to work on weeding and cleaning up the Fiction collection.

Before closing on the 18th we had a book display of popular items.

Submitted for Grace Lemon

Youth and Teen Services Report
December 2020

December started off with the Gingerbread Activity Bag. Kelli had pre-recorded the storytime to go with this and it was available to patrons on December 7. This was a very popular activity bag and Kelli did create a few extra bags to meet the demand.

Kelli and Heather finalized the Holiday activity bags. We once again had three different age levels; elementary, preschool and baby/toddler. Kelli worked on candy cane STEM challenges for the elementary bag and each child received a box of candy canes with the challenges. Kelli also made sensory bottles, ribbon pull boards and homemade gingerbread "play-doh" for the baby/toddler bags. Additionally, Kelli helped Heather with the last activity bag of the year, the mystery craft bag. Since we have been cleaning the workroom, we have found many left-over crafts and craft supplies. Heather did an amazing job of sorting everything out. Grace added items for the teens. Families registered for the mystery bag and items were specifically chosen for them based on the number of people and ages of the child(ren). Heather was then off for vacation, so Whitney and Grace helped Kelli put together the rest of the bags. We made bags for 17 families.

Kelli continued to clean the work room and labeled cupboards to easily find items. She also began working on January activity bags and a winter storytime to go along with them.

Heather continued to work on putting the emotions stickers on the picture books and is almost finished labeling them. Heather and Kelli planned the January activity bags for the three age levels, and then created and gathered materials for them. They also started general planning for February and March activity bags. Heather also spent some time organizing and purging items from the storage room.

Whitney decided which letters to focus on for the first three weeks of Preschool Storytime in January. She also planned for these storytimes, got everything ready that the participants needed for the storytimes, and bagged it all up. Afterwards, she started to work on her plans for Preschool Storytime in February. Whitney also finished replacing the old DVDs with the newer copies. In addition, she worked with Kelli and Grace to fill some of the Mystery Craft Bags that were handed out in late December. Lastly, Whitney recorded Reindeer Storytime which was included in the form of a YouTube link as part of the Preschool/Kindergarten Holiday Fun Activity Bag.

Karen worked in collaboration with Oakland County schools to be able to distribute storytime bags to the children that were included in this year's Milford Village Elves program. Each bag contained 3 books with a list and supplies for activities to go with the stories.

December also brought the end of the LSTA grant for Launchpads. We were able to receive feedback from several patrons who checked out these new devices and loved them. I have since added more to our collection and look forward to putting them in the hands of our patrons again in the new year.

Assembling virtual stats isn't set on a single day so these are the views of the storytime activities we have posted for patrons to view when they have time.

12/7/2020 – Gingerbread Storytime – 23

12/14/2020 – Reindeer Storytime – 18

Submitted by Youth Staff

Teen Services Report December 2020

This month I provided three take and make bags: Holiday Tie Pillow Craft, No-Sew Snowman, and the teen portion of the family Mystery Bags. The pillow craft had 48 participants, the no-sew snowman had 12 participants, and the family mystery bag had 7 teen participants.

I spent time planning the take and make bag for next month. I am planning on doing a DIY melt and pour soap making kit. I worked on weeding the teen fiction collection. I placed two B&T orders and added a few more audiobooks to the teen CD book collection.

Submitted by Grace Lemon

MILFORD PUBLIC LIBRARY

330 Family Drive
Milford, MI 48381
p: 248.684.0845 f: 248.684.2923

PUBLIC MEETING NOTICE

MILFORD TOWNSHIP PUBLIC LIBRARY
County of Oakland, Michigan

NOTICE OF REGULAR MEETINGS FOR FISCAL YEAR 2021

PLEASE TAKE NOTICE that the Board of Trustees of the Milford Township Public Library, Oakland County, Michigan, will hold regular meetings for fiscal year 2021 on the fourth Tuesday of each month, except for February, November and December, in the Milford Township Public Library, 330 Family Drive, Milford, MI. All interested citizens are encouraged to attend.

SCHEDULE OF LIBRARY BOARD MEETINGS FISCAL YEAR 2021

Annual Meeting:	Tuesday, January 26, 2021	7:00 p.m.
	Tuesday, February 23, 2021	7:00 p.m.
	Tuesday, March 23, 2021	7:00 p.m.
	Tuesday, April 27, 2021	7:00 p.m.
	Tuesday, May 25, 2021	7:00 p.m.
	Tuesday, June 22, 2021	7:00 p.m.
	Tuesday, July 27, 2021	7:00 p.m.
	Tuesday, August 24, 2021	7:00 p.m.
	Tuesday, September 28, 2021	7:00 p.m.
	Tuesday, October 26, 2021	7:00 p.m.
	Tuesday, December 7, 2021	7:00 p.m.

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

Contact: Tina Hatch, Library Director, 248-684-0845

Approved:

MILFORD
PUBLIC LIBRARY
330 Family Drive
Milford, MI 48381
p: 248.684.0845 f: 248.684.2923

2021 Schedule of Library Closings

New Year's Day	Friday, January 1, 2021
Easter	Sunday, April 4, 2021
Mother's Day	Sunday, May 9, 2021
Memorial Day Weekend	Saturday, May 29, 2021 - Monday, May 31, 2021
Father's Day	Sunday, June 20, 2021
Independence Day	Sunday, July 4, 2021 - Monday, July 5, 2021
Labor Day Weekend	Saturday, September 4, 2021 - Monday, September 6, 2021
Day before Thanksgiving (close at 5PM)	Wednesday, November 24, 2021
Thanksgiving Day	Thursday, November 25, 2021
Christmas Holiday	Friday, December 24, 2021 – Sunday, December 26, 2021
New Year's Eve	Friday, December 31, 2021

Approved: September 29, 2020

For Fiscal Year Ending December 31, 2020
Adjustment #4
Date Approved by Board:

Charter Township of Milford
Public Library
Budget Adjustments

Account #	Account Name	Original Budget	Previous Amendments	This Amendment	Revised Budget
REVENUE					
642	Services - Sales	$4,000.00	-$3,000.00	-$100.00	$900.00
665	Interest Income	$11,500.00	$2,000.00	$2,000.00	$15,500.00
671	Other Revenue - General	$1,000.00	$0.00	$3,500.00	$4,500.00
674	Private Contributions	$3,500.00	-$2,500.00	-$10.00	$990.00
EXPENDITURES					
756	Covid 19 Response Supplies	$0.00	$10,000.00	$2,000.00	$12,000.00
985-YS	Audio Visual - Youth Services	$8,500.00	$0.00	$2,000.00	$10,500.00
920	Utilities - Electric	$70,000.00	$0.00	$10,000.00	$80,000.00
955	Miscellaneous	$100.00	$0.00	$100.00	$200.00
975	Buildings and Improvements	$0.00	$5,000.00	$3,000.00	$8,000.00
980.01	Office Furniture and Fixtures	$8,000.00	$5,000.00	$5,000.00	$18,000.00
750	Advertising and Promotion	$12,100.00	$0.00	-$5,000.00	$7,100.00
755	Collections Maintenance	$10,000.00	$0.00	-$5,000.00	$5,000.00
851	Postage	$4,200.00	-$1,000.00	-$1,000.00	$2,200.00
918	Utilities - Water	$7,800.00	-$1,000.00	-$1,210.00	$5,590.00

Milford Public Library

Memo

To: Board of Trustees

From: Tina Hatch, Director

cc:

Date: December 29, 2020

Re: Vacation Days Carryover

In August, the Board approved the carryover of 5 vacation days into the new year due to the impact of the global pandemic.

Circumstances at the very end of 2020 prevented some staff from taking planned vacation days (need to cover for Covid Supervision and/or on bereavement leave instead of vacation). I made an executive decision to allow up to 10 days of unused vacation to carry over into the new year. I am asking the Board to endorse this decision.

Recommendation: Endorse the ability for staff to carry over up to 10 unused vacation days from 2020 into 2021.