



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, June 22, 2021 at 7:00pm Eastern

Join Zoom Meeting

<https://us02web.zoom.us/j/86058602172?pwd=TmdBa09QWDYrdS9MSTMyVlhEM1loUT09>

Meeting ID: 860 5860 2172

Passcode: 285984

One tap mobile

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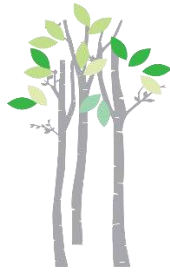
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Any citizen requesting accommodation to attend these meetings, please contact the Library Director, 248-684-0845, at least 2 business days prior to the meeting.



MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, June 22, 2021
7:00 PM

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: April 27, 2021
 - 2.2. Approval of Financial Reports and Invoices for April and May
 - 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
 - 5.2. Investments and Milford Township
6. New Business
 - 6.1. Policy 218 – Sick Leave
 - 6.2. What Happens When (Informational only)
 - 6.3. Wish List
 - 6.4. Building and Liability Insurance Renewal
 - 6.5. Budget Adjustment #5 of 2020
 - 6.6. Open Forum
7. Communications
 - 7.1. Sean Lynch, Reconsideration of book "Skating with Heather Grace" by Thomas Lynch
 - 7.2. IRS, Change to credits claimed on Form 941, Employer's Quarterly Tax Return
8. Adjournment

Policy: 704
Subject: Board Meeting Public Participation Policy
Reviewed: 08/26/2020
Approved: 10/29/2020
Revised:

1. The Board respects the rights of citizens to participate in the public meetings and asks that everyone adhere to the following Public Participation Guidelines:
 - a. Members of the public are permitted to address a meeting of the Board of Trustees upon recognition by the President of the Board.
 - b. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes.
 - c. Agenda item 4 allows for Citizens' Comments on any non-agenda item.
 - d. Where the Agenda provides Public Hearing comment, each person addressing the Board shall be limited to five (5) minutes regarding the specific Public Hearing item.
 - e. The President of the Board may allow additional time at his/her discretion.
2. All remarks shall be addressed to the Board as a body, and not to any member.
 - a. The Board will not respond to comments made during the public comment period unless it becomes necessary to ask a clarifying question, correct a factual error, or provide specific factual information.
 - b. Issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.
3. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Board, may be requested to leave the meeting.
4. Interested parties, or their authorized representatives, may address the Board by written communication in regard to any matter concerning the Library by direct mail or by addressing the Library Director, and copies will be distributed to Trustees.

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, April 27, 2021 7:00 p.m.
Via Zoom

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

1. **Call to Order:** President Keef called the meeting to order at 7:02.
2. **Consent Agenda:** Gramlich moved to approve the Consent Agenda, McMunn seconded. Harris – Yes, Weeks – Yes, Gramlich – Yes, McMunn – Yes. Motion carried.
3. **Approval of Agenda:** Harris moved to approve the Agenda, as amended, Weeks seconded. Harris – Yes, Weeks – Yes, Gramlich – Yes, McMunn – Yes. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Reopening Status: Director Hatch shared the status of our library and neighboring libraries. Director Hatch also mentioned we are following all the rules, social distancing, masks, cleaning; and we are providing curbside service. Director Hatch added, currently visits to the library remain low in number and are of short duration. We remain open at stage 5.

6. New Business:

- 6.1. Policies – Paid Leave: Director Hatch provided a memo regarding the proposed changes to policies 217, 218 and 219, and explained issues and financial implications with the changes. Weeks moved to approve proposed changes to policies 217, 218 and 219, McMunn seconded. Harris – Yes, Weeks – Yes, Gramlich – Yes, McMunn – Yes. Motion carried.
- 6.2. State Aid: Director Hatch shared the first State Aid payment has been received.
- 6.3. Budget Adjustment #1 2021: Director Hatch explained adjustments. McMunn moved to approve budget adjustment #1 of 2021, Harris seconded. Harris – Yes, Weeks – Yes, Gramlich – Yes, McMunn – Yes. Motion carried.
- 6.4. What Happens When (Information only): Tabled until next meeting.
- 6.5. Investments and Milford Township: Director Hatch provided a memo and explained issues and her research into how other libraries handle investments. Director Hatch also asked for direction regarding the issues. Following discussion board asked Director Hatch to start with a conversation with the Library's attorney.
- 6.6. Work From Home Policy: Director Hatch provided a new policy 211.1 Telework Policy. Director Hatch explained the new policy and the necessity per MI OSHA requirements. Board discussed policy and how it would work within the library. Gramlich moved to approve policy 211.1 Telework Policy, Weeks seconded. Harris – Yes, Weeks – Yes, Gramlich – Yes, McMunn – Yes. Motion carried.
- 6.7. Policy 509 Hotspot Lending: Director Hatch explained this is only a revision to the current policy to enable lending to work with the Automation system. Harris moved to amend current policy as presented, McMunn seconded.

Harris – Yes, Weeks – Yes, Gramlich – Yes, McMunn – Yes. Motion carried.

- 6.8. Personnel Changes: Director Hatch shared the library's current Web person has resigned, and has posted for the position. Director Hatch further shared issues with dwindling supply of substitute librarians, and difficulty staffing desks during vacations and other time off issues. Director Hatch explained a possible solution of moving a current part time staff member to full time, working as needed in both departments. Discussion regarding the suggestion was positive.
- 6.9. Open Forum: Director Hatch thanked board members for their support and working so well together. Board responded in kind to Director Hatch. Gramlich mentioned how well received the craft bags are from the youth department. Her Grandchildren love them.

7. Communications:

- 7.1. None

- 8. Adjournment:** Harris moved to adjourn, weeks seconded. Harris – Yes, Weeks – Yes, Gramlich – Yes, McMunn – Yes. Motion carried. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Milford Public Library
Governmental Fund Balance Sheet-General Fund
 As of April 30, 2021

	Apr 30, 21	Apr 30, 20
ASSETS		
Current Assets		
Checking/Savings		
001 · Cash-Checking (Flagstar)	1,148,820.98	76,789.14
003 · Certificates of deposit	192,079.10	192,079.10
004 · Cash in register (circulation)	400.00	400.00
005 · Cash-Public copier	14.60	5.00
006 · Petty Cash	110.17	28.97
008 · Cash-Money market (HVSB)	206,083.77	205,700.68
017 · Investments	544,845.19	1,137,068.54
Total Checking/Savings	2,092,333.81	1,612,071.41
Other Current Assets		
123 · Prepaid Expenses	43,336.06	39,463.61
Total Other Current Assets	43,336.06	39,463.61
Total Current Assets	2,135,669.87	1,651,535.02
TOTAL ASSETS	2,135,669.87	1,651,535.02
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 · Accounts Payable*	25,596.70	25,123.79
Total Accounts Payable	25,596.70	25,123.79
Other Current Liabilities		
228 · State W/H Taxes Payable	1,585.80	1,551.76
229 · Fed W/H Taxes Payable	4,969.84	4,905.44
231 · Payroll deductions payable	381.59	300.95
257 · Accrued Payroll	6,860.88	6,473.18
Total Other Current Liabilities	13,798.11	13,231.33
Total Current Liabilities	39,394.81	38,355.12
Total Liabilities	39,394.81	38,355.12
Equity		
370 · FB - Nonspendable prepaids	43,336.06	39,463.61
375 · FB - Restricted-Nonexpendable	192,079.10	192,079.10
385 · FB - Assigned	75,289.00	75,289.00
390 · Fund Balance-Unassigned	695,071.37	582,186.41
Net Income	1,090,499.53	724,161.78
Total Equity	2,096,275.06	1,613,179.90
TOTAL LIABILITIES & EQUITY	2,135,669.87	1,651,535.02

Milford Public Library

Fund Balance
April 30, 2021

	12/31/2018	12/31/2019	12/31/2020	3/31/2021	4/30/2021	YTD Variance
General Fund:						
Fund balance-Non spendable	\$ 32,884.47	\$ 35,999.48	\$ 37,518.63	\$ 22,624.27	\$ 43,336.06	\$ 5,817.43
Restricted-Non spendable	192,079.10	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	75,289.00	\$ -
Unassigned	378,540.81	491,837.33	584,131.39	715,783.16	695,071.37	\$ 110,939.98
YTD income (loss)	116,411.53	93,813.21	116,757.41	1,182,176.03	1,090,499.53	\$ 973,742.12
Fund Balance (Modified Accrual)	795,204.91	889,018.12	1,005,775.53	2,187,951.56	2,096,275.06	1,090,499.53
Modified Accrual Fund Balance Growth	11.1%	10.2%	13.5%	11.75%	108.4%	

General Fixed Assets Account Group

(GFAAG):

Beginning Balance	560,300.11	548,921.17	539,457.11	539,457.11	539,457.11	\$ -
YTD Additions	91,913.87	89,702.27	92,631.95	32,747.82	39,640.08	\$ (52,991.87)
YTD Dispositions (NBV)	-	-	-	-	-	\$ -
Depreciation	(103,292.81)	(99,166.33)	(93,201.00)	(23,300.25)	(31,067.00)	\$ 62,134.00
Ending Balance	548,921.17	539,457.11	538,888.06	548,904.68	548,030.19	9,142.13
Full Accrual Adjustments	(13,099.83)	(14,016.00)	(17,360.11)	(17,360.11)	(17,360.11)	\$ -

Fund Balance (Full Accrual)	\$ 1,331,026.25	\$ 1,414,459.23	\$ 1,530,432.00	\$ 2,719,496.13	\$ 2,626,945.14	\$ 1,099,641.66
Full Accrual Fund Balance Growth	8.6%	7.0%	8.2%	89.5%	85.7%	

Milford Public Library

Fund Balance
April 30, 2021

	12/31/2018	12/31/2019	Preliminary 12/31/2020	3/31/2021	4/30/2021	YTD Variance
Non-Spendable:						
Prepaid Expenses	32,884.47	35,999.48	37,518.63	22,624.27	43,336.06	\$ 5,817.43
Other	-	-	-	-	-	\$ -
	<u>32,540.47</u>	<u>35,999.48</u>	<u>37,518.63</u>	<u>22,624.27</u>	<u>43,336.06</u>	<u>5,817.43</u>
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	-	-	-	-	-	\$ -
	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>-</u>
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	7,138.64	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	-	-	-	-	-	\$ -
Adult Programming-Ann Croy Memorial	2,131.50	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>75,289.00</u>	<u>-</u>
Full Accrual Adjustments:						
Accrued unemployment	-	-	-	-	-	\$ -
Accrued sick pay	13,099.83	14,016.00	17,360.11	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>17,360.11</u>	<u>-</u>
General Fixed Assets Account Group (GFAAG):						
YTD Additions-Bldg/Land Improvement	8,965.48	10,485.38	6,314.00	9,049.12	9,049.12	\$ 2,735.12
YTD Additions-Furn & Fixtures	3,150.00	10,630.00	15,996.00	930.00	930.00	\$ (15,066.00)
YTD Additions-Equipment	16,960.91	7,131.86	6,424.38	5,780.34	5,780.34	\$ (644.04)
YTD Additions-Collections	65,899.29	61,455.03	63,897.57	16,988.36	23,880.62	\$ (40,016.95)
	<u>94,975.68</u>	<u>89,702.27</u>	<u>92,631.95</u>	<u>32,747.82</u>	<u>39,640.08</u>	<u>(52,991.87)</u>

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Apr 21	Jan - Apr 21	% YTD
Income			
401 - Taxes revenue			
402 - Current real property taxes	10.00	1,451,495.91	0.0%
437 - Industrial Facilities Tax	0.00	7,129.05	0.0%
Total 401 - Taxes revenue	10.00	1,458,624.96	0.0%
539 - State grants			
573 - Local stablization share	0.00	10,399.32	0.0%
539 - State grants - Other	7,125.37	8,191.61	87.0%
Total 539 - State grants	7,125.37	18,590.93	38.3%
600 - Charges for services			
642 - Services-Sales	44.40	171.55	25.9%
Total 600 - Charges for services	44.40	171.55	25.9%
655 - Fines/Fees/Lost Books/Cards	76.44	451.56	16.9%
664 - Investment income/rents			
665 - Interest Income	586.38	4,387.58	13.4%
Total 664 - Investment income/rents	586.38	4,387.58	13.4%
671 - Other revenue-general			
674 - Private contributions/donations	0.00	405.00	0.0%
Total 671 - Other revenue-general	0.00	405.00	0.0%
Total Income	7,842.59	1,462,631.58	0.5%
Expense			
701 - Personal services			
703 - Salaries	32,922.18	131,864.18	25.0%
704 - Wages-part time employees	12,551.44	48,388.17	25.9%
709 - Employer's Social Security	3,397.64	13,483.42	25.2%
718 - Health/dental insurance expense	5,580.54	22,843.59	24.4%
730 - Insurance-Workers Comp	0.00	617.00	0.0%
Total 701 - Personal services	54,451.80	217,356.34	25.1%
750 - Supplies			
751 - Adv. & Promotion	89.00	3,452.00	2.8%
752 - Supplies-Office/general	647.81	3,372.39	19.2%
756 - Collections Maintenance	454.49	1,884.79	24.4%
755 - Covid-19 response supplies	294.87	2,084.62	14.1%
Total 750 - Supplies	1,486.17	10,773.80	13.6%
800 - Other services & charges			
801 - Professional Services	1,652.25	6,784.09	24.4%
804 - Automation			
804.1 - Electronic content delivery	2,261.57	7,706.60	29.3%
804 - Automation - Other	8,427.97	19,736.73	42.7%
Total 804 - Automation	10,889.54	27,443.33	39.0%
806 - TLN Central Services	750.05	2,082.60	36.0%
850 - Communications	293.64	1,171.05	25.1%
851 - Postage	81.35	826.43	8.8%
852 - Other Misc Communications	373.10	1,537.64	24.3%
861 - Transportation-mileage reimbs	0.00	4.54	0.0%
910 - Professional development	35.00	35.00	100.0%
915 - Memberships & dues	81.53	1,314.23	6.2%
917 - Utilities-Sewage	0.00	304.50	0.0%
918 - Utilities-Water	0.00	-27.14	0.0%
919 - Waste & rubbish disposal	74.27	297.08	25.0%
920 - Utilities-Electric	6,892.01	28,278.63	24.4%
921 - Utilities-Natural gas	726.99	5,953.61	12.2%
930 - Land & building repairs	11,013.42	34,925.80	31.5%
935 - Property liability insurance	1,032.83	4,131.32	25.0%
948 - Computer services	1,362.33	3,911.22	34.8%
955 - Miscellaneous	0.00	35.00	0.0%
967-A - Programming - Adult	775.00	1,990.48	38.9%
967-YA - Programming - Teens	82.33	630.23	13.1%
967-YS - Programming - Youth Svcs.	773.22	2,632.19	29.4%
Total 800 - Other services & charges	36,688.86	124,361.03	29.5%
970 - Capital Outlay			
975 - Buildings & Improvements	0.00	9,049.12	0.0%
980.01 - Office furniture & fixtures	0.00	930.00	0.0%

Figures presented on modified accrual basis of accounting.

12:39 PM

05/18/21

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Apr 21	Jan - Apr 21	% YTD
980-02 · Office equipment	0.00	5,780.34	0.0%
982-A · Books - Adult	2,969.04	11,058.17	26.9%
982-YA · Books - Teens	205.80	1,260.07	16.3%
982-YS · Books - Youth Services	2,216.69	6,614.43	33.5%
985-A · Audio Visual - Adult	738.96	1,706.41	43.4%
985-YA · Audio Visual - Teens	121.11	232.32	52.1%
985-YS · Audio Visual - Youth Services	0.00	633.54	0.0%
986 · Periodicals	619.42	2,477.68	25.0%
Total 970 · Capital Outlay	6,872.02	39,640.08	17.3%
Total Expense	99,498.85	392,132.05	25.4%
Net Income	-91,656.26	1,090,499.53	-8.4%

Figures presented on modified accrual basis of accounting.

12:40 PM

05/18/21

Accrual Basis

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through April 2021

	Jan - Apr 21	Budget	\$ Over Budget	% of Budget
Income				
401 - Taxes revenue				
402 - Current real property taxes	1,451,495.91	1,478,000.00	-26,504.09	98.2%
437 - Industrial Facilities Tax	7,129.05	5,000.00	2,129.05	142.6%
Total 401 - Taxes revenue	1,458,624.96	1,483,000.00	-24,375.04	98.4%
539 - State grants				
540 - State Penal Fines	0.00	17,000.00	-17,000.00	0.0%
573 - Local stabilization share	10,399.32	20,000.00	-9,600.68	52.0%
539 - State grants - Other	8,191.61	6,000.00	2,191.61	136.5%
Total 539 - State grants	18,590.93	43,000.00	-24,409.07	43.2%
600 - Charges for services				
626 - Services Rendered	0.00	300.00	-300.00	0.0%
642 - Services-Sales	171.55	4,000.00	-3,828.45	4.3%
Total 600 - Charges for services	171.55	4,300.00	-4,128.45	4.0%
655 - Fines/Fees/Lost Books/Cards	451.56	2,500.00	-2,048.44	18.1%
664 - Investment income/rents				
665 - Interest Income	4,387.58	14,000.00	-9,612.42	31.3%
Total 664 - Investment income/rents	4,387.58	14,000.00	-9,612.42	31.3%
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	1,482,631.58	1,553,300.00	-70,668.42	95.5%
Expense				
701 - Personal services				
703 - Salaries	131,864.16	398,000.00	-266,135.84	33.1%
704 - Wages-part time employees	48,368.17	203,800.00	-155,431.83	23.7%
709 - Employer's Social Security	13,463.42	46,040.00	-32,576.58	29.2%
716 - Defined cont ret plan expense	0.00	13,000.00	-13,000.00	0.0%
718 - Health/dental Insurance expense	22,843.59	62,840.00	-39,996.41	36.5%
730 - Insurance-Workers Comp	817.00	1,300.00	-483.00	62.8%
Total 701 - Personal services	217,366.34	724,780.00	-507,423.66	30.0%
750 - Supplies				
751 - Adv. & Promotion	3,452.00	13,050.00	-9,598.00	26.5%
752 - Supplies-Office/general	3,372.39	18,000.00	-14,627.61	18.7%
755 - Collections Maintenance	1,864.79	10,000.00	-8,135.21	18.6%
756 - Covid-19 response supplies	2,084.62	5,000.00	-2,915.38	41.7%
Total 750 - Supplies	10,773.80	46,050.00	-35,276.20	23.4%
800 - Other services & charges				
801 - Professional Services	6,784.09	31,800.00	-25,015.91	21.3%
804 - Automation				
804.1 - Electronic content delivery	7,706.60	47,300.00	-39,593.40	16.3%
804 - Automation - Other	19,736.73	47,400.00	-27,663.27	41.6%
Total 804 - Automation	27,443.33	94,700.00	-67,256.67	29.0%
805 - TLN Central Services	2,082.60	6,200.00	-4,117.40	33.6%
850 - Communications	1,171.05	2,850.00	-1,678.95	41.1%
851 - Postage	926.43	4,200.00	-3,273.57	22.1%
852 - Other Misc Communications	1,537.64	5,000.00	-3,462.36	30.8%
861 - Transportation-mileage remlbs	4.54	2,000.00	-1,995.46	0.2%
910 - Professional development	35.00	2,800.00	-2,765.00	1.3%
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	1,314.23	2,930.00	-1,615.77	44.9%

Figures presented on modified accrual basis.

12:40 PM

05/18/21

Accrual Basis

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through April 2021

	Jan - Apr 21	Budget	\$ Over Budget	% of Budget
917 · Utilities-Sewage	304.50	2,000.00	-1,695.50	15.2%
918 · Utilities-Water	-27.14	3,000.00	-3,027.14	-0.9%
919 · Waste & rubbish disposal	297.08	2,500.00	-2,202.92	11.9%
920 · Utilities-Electric	28,278.63	80,000.00	-51,721.37	35.3%
921 · Utilities-Natural gas	5,953.61	12,000.00	-6,046.39	49.6%
930 · Land & building repairs	34,925.80	128,000.00	-93,074.20	27.3%
935 · Property liability insurance	4,131.32	13,500.00	-9,368.68	30.6%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	3,911.22	15,000.00	-11,088.78	26.1%
955 · Miscellaneous	35.00	100.00	-65.00	35.0%
964 · Refunds & Rebates	0.00	50.00	-50.00	0.0%
967-A · Programming - Adult	1,990.48	5,000.00	-3,009.52	39.8%
967-YA · Programming - Teens	630.23	3,000.00	-2,369.77	21.0%
967-YS · Programming - Youth Svcs.	2,632.19	9,000.00	-6,367.81	29.2%
Total 800 · Other services & charges	124,361.83	429,640.00	-305,278.17	28.9%
970 · Capital Outlay				
974 · Land improvements	0.00	25,000.00	-25,000.00	0.0%
975 · Buildings & improvements	9,049.12	210,000.00	-200,950.88	4.3%
980.01 · Office furniture & fixtures	930.00	15,000.00	-14,070.00	6.2%
980.02 · Office equipment	5,780.34	11,000.00	-5,219.66	52.5%
982-A · Books - Adult	11,056.17	37,000.00	-25,943.83	29.9%
982-YA · Books - Teens	1,260.07	5,000.00	-3,739.93	25.2%
982-YS · Books - Youth Services	6,814.43	27,000.00	-20,385.57	24.5%
985-A · Audio Visual - Adult	1,706.41	8,000.00	-6,293.59	21.3%
985-YA · Audio Visual - Teens	232.32	1,300.00	-1,067.68	17.9%
985-YS · Audio Visual - Youth Services	533.54	9,600.00	-9,066.46	5.6%
986 · Periodicals	2,477.68	9,000.00	-6,522.32	27.5%
Total 970 · Capital Outlay	39,640.08	357,900.00	-318,259.92	11.1%
Total Expense	392,132.05	1,558,370.00	-1,166,237.95	25.2%
Net Income	1,090,499.53	-5,070.00	1,095,569.53	-21,508.9%

Figures presented on modified accrual basis.

11:18 AM
05/18/21

Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check		05/06/2021	Library Network	001 - Cash-Checking (Flagstar)		0.00
Bill	68077	05/06/2021	Library Network	202 - Accounts Payable*	0.00	-331.20
TOTAL					0.00	-331.20
Bill Pmt -Check	13719	04/21/2021	Assabet Interactive LLC	001 - Cash-Checking (Flagstar)		-1,250.00
Bill	21023	04/14/2021		123 - Prepaid Expenses	-1,250.00	1,250.00
TOTAL					-1,250.00	1,250.00
Bill Pmt -Check	13720	04/21/2021	Blackstone Publishing	001 - Cash-Checking (Flagstar)		-175.45
Bill	1214671	04/01/2021		985-A - Audio Visual - Adult	-175.45	175.45
TOTAL					-175.45	175.45
Bill Pmt -Check	13721	04/21/2021	Ellison Educational Equipment Inc.	001 - Cash-Checking (Flagstar)		-31.00
Bill	S1074265	03/16/2021		967-Y5 - Programming - Youth Svcs.	-31.00	31.00
TOTAL					-31.00	31.00
Bill Pmt -Check	13722	04/21/2021	Ingram Library Services	001 - Cash-Checking (Flagstar)		-736.72
Bill	51968409	03/18/2021		982-A - Books - Adult	-307.52	307.52
Bill	52215412	04/01/2021		982-A - Books - Adult	-429.20	429.20
TOTAL					-736.72	736.72
Bill Pmt -Check	13723	04/21/2021	MLA	001 - Cash-Checking (Flagstar)		-988.11
Bill	9131	03/26/2021		915 - Memberships & dues	-988.11	988.11
TOTAL					-988.11	988.11
Bill Pmt -Check	13724	04/21/2021	National Time & Signal Corporation	001 - Cash-Checking (Flagstar)		-194.51
Bill	143970	04/06/2021		930 - Land & building repairs	-194.51	194.51
TOTAL					-194.51	194.51

Milford Public Library
Check Detail
 April 21 through May 19, 2021

11:18 AM
 05/18/21

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13725	04/21/2021	Overdrive	001 - Cash-Checking (Flagstar)	-733.89	-733.89
Bill	01576CO21...	03/22/2021		804.1 - Electronic content delivery	-733.89	733.89
TOTAL					-733.89	733.89
Bill Pmt -Check	13726	04/21/2021	Quill Corporation	001 - Cash-Checking (Flagstar)	-82.18	-82.18
Bill	15820046	04/06/2021		752 - Supplies-Office/general	-82.18	82.18
TOTAL					-82.18	82.18
Bill Pmt -Check	13727	04/21/2021	World Book, Inc.	001 - Cash-Checking (Flagstar)	-750.00	-750.00
Bill	1622715	04/01/2021		982-YS - Books - Youth Services	-750.00	750.00
TOTAL					-750.00	750.00
Bill Pmt -Check	13728	04/28/2021	AFLAC	001 - Cash-Checking (Flagstar)	-224.69	-224.69
Bill	301065	04/12/2021		231 - Payroll deductions payable	-224.69	224.69
TOTAL					-224.69	224.69
Bill Pmt -Check	13729	04/28/2021	Applied Imaging	001 - Cash-Checking (Flagstar)	-147.09	-147.09
Bill	1724819	04/16/2021		752 - Supplies-Office/general	-147.09	147.09
TOTAL					-147.09	147.09
Bill Pmt -Check	13730	04/28/2021	ASCAP	001 - Cash-Checking (Flagstar)	-261.00	-261.00
Bill	122000062...	04/22/2021		801 - Professional Services	-261.00	261.00
TOTAL					-261.00	261.00
Bill Pmt -Check	13731	04/28/2021	Baker & Taylor Books	001 - Cash-Checking (Flagstar)	-601.37	-601.37
Bill	2035860888	03/27/2021		982-YS - Books - Youth Services	-676	876
Bill	2035860889	03/27/2021		982-YA - Books - Teens	-33.57	33.57
Bill	2035860890	03/27/2021		985-YA - Audio Visual - Teens	-24.52	24.52
Bill	2035860891	03/27/2021		982-YS - Books - Youth Services	-48.74	48.74
Bill	2035860892	03/27/2021		982-YS - Books - Youth Services	-33.63	33.63
Bill	2035860893	03/27/2021		982-YS - Books - Youth Services	-452.15	452.15

11:18 AM
05/18/21

Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-801.37	801.37
Bill Pmt -Check	13732	04/28/2021	CJ Signs & Lighting, LLC	001 - Cash-Checking (Flagstar)		-300.00
Bill	06674	04/19/2021		980 - Land & building repairs	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	13733	04/28/2021	Countryside Plumbing	001 - Cash-Checking (Flagstar)		-525.00
Bill	041221	04/12/2021		980 - Land & building repairs	-525.00	525.00
TOTAL					-525.00	525.00
Bill Pmt -Check	13734	04/28/2021	Delta Dental Plan of Michigan	001 - Cash-Checking (Flagstar)		-437.40
Bill	R15000342...	05/01/2021		231 - Payroll deductions payable	-437.40	437.40
TOTAL					-437.40	437.40
Bill Pmt -Check	13735	04/28/2021	Gale/Cengage Learning	001 - Cash-Checking (Flagstar)		-82.47
Bill	74117671	04/07/2021		982-A - Books - Adult	-82.47	82.47
TOTAL					-82.47	82.47
Bill Pmt -Check	13736	04/28/2021	Ingram Library Services	001 - Cash-Checking (Flagstar)		-427.92
Bill	52331329	04/08/2021		982-A - Books - Adult	-427.92	427.92
TOTAL					-427.92	427.92
Bill Pmt -Check	13737	04/28/2021	Library Network	001 - Cash-Checking (Flagstar)		-8,349.90
Bill	67952	04/07/2021		804 - Automation	-7,891.10	7,891.10
Bill	67916	04/08/2021		805 - TLN Central Services	-458.80	458.80
TOTAL					-8,349.90	8,349.90
Bill Pmt -Check	13738	04/28/2021	Midwest Tape	001 - Cash-Checking (Flagstar)		-20.24
Bill	98710868	01/01/2021		985-A - Audio Visual - Adult	-20.24	20.24

11:18 AM
05/18/21

Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-20.24	20.24
Bill Pmt -Check	13739	04/28/2021	MLA	001 - Cash-Checking (Flagstar)		-35.00
Bill	9827	04/26/2021		910 - Professional development	-35.00	35.00
TOTAL					-35.00	35.00
Bill Pmt -Check	13740	04/28/2021	Precision Data Products	001 - Cash-Checking (Flagstar)		-185.00
Bill	1000568100	04/07/2021		752 - Supplies-Office/general	-185.00	185.00
TOTAL					-185.00	185.00
Bill Pmt -Check	13743	05/05/2021	Absopure Water Company	001 - Cash-Checking (Flagstar)		-47.50
Bill	87912616	04/14/2021		752 - Supplies-Office/general	-47.50	47.50
TOTAL					-47.50	47.50
Bill Pmt -Check	13744	05/05/2021	Blackstone Publishing	001 - Cash-Checking (Flagstar)		-266.76
Bill	1216692	04/12/2021		985-A - Audio Visual - Adult	-119.77	119.77
Bill	1219246	04/22/2021		985-A - Audio Visual - Adult	-146.99	146.99
TOTAL					-266.76	266.76
Bill Pmt -Check	13745	05/05/2021	Clearfly	001 - Cash-Checking (Flagstar)		-130.00
Bill	INV348106	05/01/2021		850 - Communications	-130.00	130.00
TOTAL					-130.00	130.00
Bill Pmt -Check	13746	05/05/2021	Countryside Plumbing	001 - Cash-Checking (Flagstar)		-529.00
Bill	042621	04/26/2021		930 - Land & building repairs	-529.00	529.00
TOTAL					-529.00	529.00
Bill Pmt -Check	13747	05/05/2021	David M. Stokes	001 - Cash-Checking (Flagstar)		-51.46
Bill	May21	05/03/2021		861 - Transportation-mileage reimb	-1.46	1.46
				987-A - Programming - Adult	-50.00	50.00

Milford Public Library
Check Detail
 April 21 through May 19, 2021

11:18 AM
 05/18/21

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-51.46	51.46
Bill Pmt -Check	13748	05/05/2021	Ellison Educational Equipment Inc.	001 · Cash-Checking (Flagstar)		-107.96
Bill	S1078502	04/13/2021		967-YS · Programming - Youth Svcs.	-107.96	107.96
TOTAL					-107.96	107.96
Bill Pmt -Check	13749	05/05/2021	Foster Swift Collins & Smith PC	001 · Cash-Checking (Flagstar)		-42.00
Bill	807475	04/26/2021		801 · Professional Services	-42.00	42.00
TOTAL					-42.00	42.00
Bill Pmt -Check	13750	05/05/2021	Frontier	001 · Cash-Checking (Flagstar)		-126.50
Bill	Apr21	04/19/2021		850 · Communications	-126.50	126.50
TOTAL					-126.50	126.50
Bill Pmt -Check	13751	05/05/2021	GFL Environmental	001 · Cash-Checking (Flagstar)		-74.27
Bill	0049193681	04/14/2021		919 · Waste & rubbish disposal	-74.27	74.27
TOTAL					-74.27	74.27
Bill Pmt -Check	13752	05/05/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-1,539.82
Bill	52449194	04/15/2021		982-A · Books - Adult	-195.39	195.39
Bill	52449195	04/15/2021		982-A · Books - Adult	-28.29	28.29
Bill	52565012	04/22/2021		982-A · Books - Adult	-162.79	162.79
Bill	52613829	04/26/2021		982-A · Books - Adult	-9.27	9.27
Bill	52613830	04/26/2021		982-A · Books - Adult	-1,073.65	1,073.65
Bill	52661055	04/28/2021		982-A · Books - Adult	-70.43	70.43
TOTAL					-1,539.82	1,539.82
Bill Pmt -Check	13753	05/05/2021	Library Network	001 · Cash-Checking (Flagstar)		-1,855.14
Bill	67994	04/14/2021		202 · Accounts Payable*	0.00	-334.00
Bill	68039	04/15/2021		123 · Prepaid Expenses	-1,855.14	1,855.14
TOTAL					-1,855.14	1,521.14

11:18 AM
05/18/21

Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13754	05/05/2021	Overdrive	001 - Cash-Checking (Flagstar)		-555.49
Bill	01576CO21...	04/27/2021		804.1 - Electronic content delivery	-555.49	555.49
TOTAL					-555.49	555.49
Bill Pmt -Check	13755	05/05/2021	Quill Corporation	001 - Cash-Checking (Flagstar)		-82.55
Bill	15960938	04/12/2021		752 - Supplies-Office/general 755 - Collections /Maintenance	-33.39 -49.16	33.39 49.16
TOTAL					-82.55	82.55
Bill Pmt -Check	13756	05/05/2021	Technology Solutions, LLC	001 - Cash-Checking (Flagstar)		-600.00
Bill	22878	05/01/2021		850 - Communications	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	13757	05/12/2021	Baker & Taylor Books	001 - Cash-Checking (Flagstar)		-260.30
Bill	2035878445	04/07/2021		982-YS - Books - Youth Services	-28.29	28.29
Bill	2035878447	04/07/2021		982-YS - Books - Youth Services	-232.01	232.01
TOTAL					-260.30	260.30
Bill Pmt -Check	13758	05/12/2021	Brien's Services, Inc.	001 - Cash-Checking (Flagstar)		-2,630.50
Bill	39767	05/10/2021		930 - Land & building repairs	-2,630.50	2,630.50
TOTAL					-2,630.50	2,630.50
Bill Pmt -Check	13759	05/12/2021	DTE Energy	001 - Cash-Checking (Flagstar)		-7,619.00
Bill	Apr21	04/30/2021		920 - Utilities-Electric 921 - Utilities-Natural gas	-6,892.01 -726.99	6,892.01 726.99
TOTAL					-7,619.00	7,619.00
Bill Pmt -Check	13760	05/12/2021	Flagstar	001 - Cash-Checking (Flagstar)		-2,187.01
Bill	Apr21	04/22/2021		804 - Automation 756 - Covid-19 response supplies 967-YA - Programming - Teens	-480.29 -70.43 -82.33	480.29 70.43 82.33

11:18 AM
05/18/21

Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				967-YS - Programming - Youth Svcs.	-560.58	560.58
				982-YS - Books - Youth Services	-5.76	5.76
				985-A - Audio Visual - Adult	-143.07	143.07
				985-YA - Audio Visual - Teens	-121.11	121.11
				948 - Computer services	-723.44	723.44
TOTAL					-2,187.01	2,187.01
Bill Pmt -Check	13761	05/12/2021	Gale/Cengage Learning	001 - Cash-Checking (Flagstar)		-188.18
Bill	74175218	04/20/2021		985-A - Audio Visual - Adult	-76.47	76.47
Bill	74173409	04/20/2021		985-A - Audio Visual - Adult	-26.49	26.49
Bill	74233944	05/04/2021		982-A - Books - Adult	-83.22	83.22
TOTAL					-188.18	188.18
Bill Pmt -Check	13762	05/12/2021	J.E. Strauss Consulting/CPA, LLC	001 - Cash-Checking (Flagstar)		-1,349.25
Bill	2028	04/30/2021		801 - Professional Services	-1,032.00	1,032.00
				801 - Professional Services	-317.25	317.25
TOTAL					-1,349.25	1,349.25
Bill Pmt -Check	13763	05/12/2021	Oriental Trading Company, Inc.	001 - Cash-Checking (Flagstar)		-63.31
Bill	709366898...	04/23/2021		967-YS - Programming - Youth Svcs.	-63.31	63.31
TOTAL					-63.31	63.31
Bill Pmt -Check	13764	05/12/2021	Quill Corporation	001 - Cash-Checking (Flagstar)		-172.90
Bill	16200393	04/21/2021		752 - Supplies-Office/general	-75.63	75.63
				755 - Collections Maintenance	-26.06	26.06
Bill	16331616	04/27/2021		752 - Supplies-Office/general	-59.02	59.02
				755 - Collections Maintenance	-12.19	12.19
TOTAL					-172.90	172.90
Bill Pmt -Check	13765	05/12/2021	Stanley Access Tech LLC	001 - Cash-Checking (Flagstar)		-680.00
Bill	0906209916	04/12/2021		930 - Land & building repairs	-680.00	680.00
TOTAL					-680.00	680.00
Bill Pmt -Check	13766	05/12/2021	Stephen Jackman	001 - Cash-Checking (Flagstar)		-150.00

Milford Public Library
Check Detail
 April 21 through May 19, 2021

11:18 AM
 05/18/21

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	May21	05/04/2021		967-A · Programming - Adult	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	13767	05/19/2021	Absopure Water Company	001 · Cash-Checking (Flagstar)	-18.00	-18.00
Bill	58678274	04/30/2021		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	13768	05/19/2021	Applied Imaging	001 · Cash-Checking (Flagstar)	-128.83	-128.83
Bill	1738614	05/11/2021		752 · Supplies-Office/general	-128.83	128.83
TOTAL					-128.83	128.83
Bill Pmt -Check	13769	05/19/2021	Baker & Taylor Books	001 · Cash-Checking (Flagstar)	-1,488.41	-1,488.41
Bill	2035874579	04/13/2021		982-YA · Books - Youth Services	-31.47	31.47
Bill	2035874580	04/13/2021		982-YA · Books - Teens	-11.99	11.99
Bill	2035874581	04/13/2021		982-YA · Books - Youth Services	-14.16	14.16
Bill	2035874582	04/13/2021		982-YA · Books - Youth Services	-8.99	8.99
Bill	2035874583	04/13/2021		982-YA · Books - Youth Services	-24.79	24.79
Bill	2035874584	04/13/2021		982-YA · Books - Youth Services	-58.14	58.14
Bill	2035874585	04/13/2021		967-YA · Programming - Youth Svcs.	-32.89	32.89
Bill	2035849503	04/13/2021		982-YA · Books - Youth Services	-16.16	16.16
Bill	2035849504	04/13/2021		982-YA · Books - Teens	-53.52	53.52
Bill	2035849505	04/13/2021		982-YA · Books - Youth Services	-4.19	4.19
Bill	2035849506	04/13/2021		982-YA · Books - Youth Services	-38.08	38.08
Bill	2035849507	04/13/2021		982-YA · Books - Youth Services	-54.34	54.34
Bill	2035820219	04/14/2021		982-YA · Books - Youth Services	-3.59	3.59
Bill	2035820220	04/14/2021		982-YA · Books - Teens	-22.92	22.92
Bill	2035820221	04/14/2021		982-YA · Books - Teens	-21.84	21.84
Bill	2035820223	04/14/2021		982-YA · Books - Youth Services	-13.41	13.41
Bill	2035835053	04/15/2021		982-YA · Books - Teens	-10.92	10.92
Bill	2035835054	04/15/2021		982-YA · Books - Youth Services	-35.04	35.04
Bill	2035835055	04/15/2021		982-YA · Books - Youth Services	-458.19	458.19
Bill	2035905169	04/19/2021		982-YA · Books - Youth Services	-10.77	10.77
Bill	2035905170	04/19/2021		982-YA · Books - Teens	-84.61	84.61
Bill	2035905171	04/19/2021		982-YA · Books - Youth Services	-14.16	14.16
Bill	2035905172	04/19/2021		982-YA · Books - Youth Services	-39.54	39.54
Bill	2035905173	04/19/2021		982-YA · Books - Youth Services	-23.25	23.25
Bill	2035905174	04/19/2021		982-YA · Books - Youth Services	-142.09	142.09
Bill	2035931820	04/26/2021		982-YA · Books - Youth Services	-14.73	14.73
Bill	5016822455	04/28/2021		982-A · Books - Adult	-244.63	244.63

11:18 AM
05/18/21

Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,488.41	1,488.41
Bill Pmt -Check	13779	05/19/2021	Bibliotheca, LLC/3M	001 - Cash-Checking (Flagstar)		-3,946.00
Bill	INV-US42799	04/29/2021		123 - Prepaid Expenses	-1,499.00	1,499.00
				123 - Prepaid Expenses	-1,949.00	1,949.00
				930 - Land & building repairs	-498.00	498.00
TOTAL					-3,946.00	3,946.00
Bill Pmt -Check	13771	05/19/2021	Blue Cross Blue Shield of Michigan	001 - Cash-Checking (Flagstar)		-5,143.14
Bill	Jun21	05/06/2021		718 - Health/dental insurance expense	-5,143.14	5,143.14
TOTAL					-5,143.14	5,143.14
Bill Pmt -Check	13772	05/19/2021	Cavendish Square Publishing	001 - Cash-Checking (Flagstar)		-195.54
Bill	CAL3303111	04/29/2021		982-YS - Books - Youth Services	-195.54	195.54
TOTAL					-195.54	195.54
Bill Pmt -Check	13773	05/19/2021	David M. Stokes	001 - Cash-Checking (Flagstar)		-51.51
Bill	May21	05/17/2021		861 - Transportation-mileage reimbs	-1.51	1.51
				967-A - Programming - Adult	-50.00	50.00
TOTAL					-51.51	51.51
Bill Pmt -Check	13774	05/19/2021	Jani-King of Michigan, Inc.	001 - Cash-Checking (Flagstar)		-2,103.12
Bill	DET052101...	05/01/2021		930 - Land & building repairs	-2,103.12	2,184.00
TOTAL					-2,103.12	2,184.00
Bill Pmt -Check	13775	05/19/2021	Karin Boughey*	001 - Cash-Checking (Flagstar)		-100.00
Bill	May21	05/17/2021		967-A - Programming - Adult	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	13776	05/19/2021	Midwest Tape	001 - Cash-Checking (Flagstar)		-779.74
Bill	500362543	04/27/2021		985-A - Audio Visual - Adult	-21.74	21.74

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Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	500362544	04/27/2021		985-A · Audio Visual - Adult	-27.98	27.98
Bill	500378828	04/30/2021		804.1 · Electronic content delivery	-695.04	695.04
Bill	500430186	05/12/2021		985-A · Audio Visual - Adult	-34.98	34.98
TOTAL					-779.74	779.74
Bill Pmt -Check	13777	05/19/2021	National Time & Signal Corporation	001 · Cash-Checking (Flagstar)		-420.00
Bill	144192	04/26/2021		930 · Land & building repairs	-420.00	420.00
TOTAL					-420.00	420.00
Bill Pmt -Check	13778	05/19/2021	Synergy Electric LLC	001 · Cash-Checking (Flagstar)		-79.00
Bill	2914	04/28/2021		930 · Land & building repairs	-79.00	79.00
TOTAL					-79.00	79.00
Bill Pmt -Check	13779	05/19/2021	T-Mobile	001 · Cash-Checking (Flagstar)		-373.10
Bill	Apr21	04/25/2021		852 · Other Misc Communications	-373.10	373.10
TOTAL					-373.10	373.10
Bill Pmt -Check	13780	05/19/2021	Windstream (formerly PAIETEC)	001 · Cash-Checking (Flagstar)		-37.15
Bill	May21	05/05/2021		850 · Communications	-37.15	37.15
TOTAL					-37.15	37.15

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Milford Public Library
Check Detail
April 21 through May 19, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	13741	05/01/2021	Natronwide	001 - Cash-Checking (Flagstar)	-100.00	-100.00
TOTAL				231 - Payroll deductions payable	-100.00	100.00
					-100.00	100.00
Check	13742	05/05/2021	Tina Hatch for Petty Cash	001 - Cash-Checking (Flagstar)	-89.83	-89.83
TOTAL				006 - Petty Cash	-89.83	89.83
					-89.83	89.83

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

	May 31, 21	May 31, 20
ASSETS		
Current Assets		
Checking/Savings		
001 · Cash-Checking (Flagstar)	192,221.57	215,388.46
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	200.00	200.00
008 · Cash-Money market (HVSB)	206,063.77	205,743.94
017 · Investments		
017.01 · Investments-Oakland County Pool	1,240,144.71	735,191.58
017.02 · Investment-Level One Bk (CD)	205,093.72	204,340.83
Total 017 · Investments	1,445,238.43	939,532.41
Total Checking/Savings	2,036,207.87	1,553,348.91
Other Current Assets		
123 · Prepaid Expenses	52,773.77	35,063.01
Total Other Current Assets	52,773.77	35,063.01
Total Current Assets	2,088,981.64	1,588,411.92
TOTAL ASSETS	2,088,981.64	1,588,411.92
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 · Accounts Payable*	35,853.79	23,488.50
Total Accounts Payable	35,853.79	23,488.50
Other Current Liabilities		
228 · State W/H Taxes Payable	1,678.58	1,492.38
229 · Fed W/H Taxes Payable	5,136.48	4,709.92
231 · Payroll deductions payable	381.60	300.97
257 · Accrued Payroll	6,860.88	6,473.18
Total Other Current Liabilities	14,057.54	12,976.45
Total Current Liabilities	49,911.33	36,464.95
Total Liabilities	49,911.33	36,464.95
Equity		
370 · FB - Nonspendable prepaids	52,773.77	35,063.01
375 · FB - Restricted-Nonexpendable	192,079.10	192,079.10
385 · FB - Assigned	75,289.00	75,289.00
390 · Fund Balance-Unassigned	685,633.66	586,587.01
Net Income	1,033,294.78	662,928.85
Total Equity	2,039,070.31	1,551,946.97
TOTAL LIABILITIES & EQUITY	2,088,981.64	1,588,411.92

Milford Public Library

Fund Balance

May 31, 2021

	<u>12/31/2018</u>	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>4/30/2021</u>	<u>5/31/2021</u>	<u>YTD Variance</u>
General Fund:						
Fund balance-Non spendable	\$ 32,884.47	\$ 35,999.48	\$ 37,518.63	\$ 43,336.06	\$ 52,773.77	\$ 15,255.14
Restricted-Non expendable	192,079.10	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	75,289.00	\$ -
Unassigned	378,540.81	491,837.33	584,131.39	695,071.37	685,633.66	\$ 101,502.27
YTD income (loss)	116,411.53	93,813.21	116,757.41	1,090,499.53	1,033,294.78	\$ 916,537.37
Fund Balance (Modified Accrual)	795,204.91	889,018.12	1,005,775.53	2,096,275.06	2,039,070.31	1,033,294.78
Modified accrual fund balance growth	17.1%	12.2%	13.5%	108.4%	102.7%	

General Fixed Assets Account Group

(GFAAG):

Beginning Balance	560,300.11	548,921.17	539,457.11	539,457.11	539,457.11	\$ -
YTD Additions	91,913.87	89,702.27	223,034.38	39,640.08	46,940.43	\$ (176,093.95)
YTD Dispositions (NBV)	-	-	-	-	-	\$ -
Depreciation	(103,292.81)	(99,166.33)	(100,052.00)	(31,067.00)	(38,833.75)	\$ 61,218.25
Ending Balance	548,921.17	539,457.11	662,439.49	548,030.19	547,563.79	(114,875.70)
Full Accrual Adjustments	(13,099.83)	(14,016.00)	(17,360.11)	(17,360.11)	(17,360.11)	\$ -
Fund Balance (Full Accrual)	\$ 1,331,026.25	\$ 1,414,459.23	\$ 1,650,854.91	\$ 2,626,945.14	\$ 2,569,273.99	\$ 918,419.08
Full accrual fund balance growth	8.6%	7.0%	8.2%	85.7%	81.6%	

Milford Public Library

Fund Balance

May 31, 2021

	<u>12/31/2018</u>	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>4/30/2021</u>	<u>5/31/2021</u>	<u>YTD Variance</u>
<u>Non-Spendable:</u>						
Prepaid Expenses	32,884.47	35,999.48	37,518.63	43,336.06	52,773.77	\$ 15,255.14
Other	-	-	-	-	-	\$ -
	<u>32,540.47</u>	<u>35,999.48</u>	<u>37,518.63</u>	<u>43,336.06</u>	<u>52,773.77</u>	<u>15,255.14</u>
<u>Restricted-Non expendable:</u>						
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	-	-	-	-	-	\$ -
	<u>192,079.10</u>	<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	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	7,138.64	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	-	-	-	-	-	\$ -
Adult Programming-Ann Croy Memorial	2,131.50	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>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	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>17,360.11</u>	<u>-</u>
<u>General Fixed Assets Account Group (GFAAG):</u>						
YTD Additions- Bldg/Land Improvement:	8,965.48	10,485.38	136,692.44	9,049.12	10,336.48	\$ (126,355.96)
YTD Additions-Furn & Fixtures	3,150.00	10,630.00	15,996.00	930.00	930.00	\$ (15,066.00)
YTD Additions-Equipment	16,960.91	7,131.86	6,424.38	5,780.34	6,349.34	\$ (75.04)
YTD Additions-Collections	65,899.29	61,455.03	63,921.56	23,880.62	29,324.61	\$ (34,596.95)
Total YTD Additions	<u>94,975.68</u>	<u>89,702.27</u>	<u>223,034.38</u>	<u>39,640.08</u>	<u>46,940.43</u>	<u>(176,093.95)</u>

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	May 21	Jan - May 21	% YTD	
Income				
401 · Taxes revenue				
402 · Current real property taxes	31,417.05	1,482,912.96	2.1%	
437 · Industrial Facilities Tax	0.00	7,129.05	0.0%	
Total 401 · Taxes revenue	31,417.05	1,490,042.01		2.1%
539 · State grants				
569 · State Grants-other	1,164.54	1,164.54	100.0%	
573 · Local stablization share	0.00	10,399.32	0.0%	
539 · State grants - Other	0.00	8,191.61	0.0%	
Total 539 · State grants	1,164.54	19,755.47		5.9%
600 · Charges for services				
626 · Services Rendered	1.00	1.00	100.0%	
642 · Services-Sales	11.20	182.75	6.1%	
Total 600 · Charges for services	12.20	183.75		6.6%
655 · Fines/Fees/Lost Books/Cards	11.00	462.56	2.4%	
664 · Investment income/rents				
665 · Interest Income	430.43	4,818.01	8.9%	
Total 664 · Investment income/rents	430.43	4,818.01		8.9%
671 · Other revenue-general				
674 · Private contributions/donations	0.00	405.00	0.0%	
671 · Other revenue-general - Other	500.00	500.00	100.0%	
Total 671 · Other revenue-general	500.00	905.00		55.2%
Total Income	33,535.22	1,516,166.80		2.2%
Expense				
701 · Personal services				
703 · Salaries	32,922.18	164,786.34	20.0%	
704 · Wages-part time employees	14,207.39	62,575.56	22.7%	
709 · Employer's Social Security	3,524.33	16,987.75	20.7%	
718 · Health/dental insurance expense	5,911.74	28,755.33	20.6%	
730 · Insurance-Workers Comp	0.00	817.00	0.0%	
Total 701 · Personal services	56,565.64	273,921.98		20.7%
750 · Supplies				
751 · Adv. & Promotion	0.00	3,452.00	0.0%	
752 · Supplies-Office/general	1,786.77	5,159.16	34.6%	
755 · Collections Maintenance	634.27	2,499.06	25.4%	
756 · Covid-19 response supplies	673.86	2,758.48	24.4%	
Total 750 · Supplies	3,094.90	13,868.70		22.3%
800 · Other services & charges				
801 · Professional Services	1,349.25	8,133.34	16.6%	
804 · Automation				
804.1 · Electronic content delivery	1,143.38	8,849.98	12.9%	
804 · Automation - Other	442.65	20,179.38	2.2%	
Total 804 · Automation	1,586.03	29,029.36		5.5%
805 · TLN Central Services	291.25	2,373.85	12.3%	
850 · Communications	293.65	1,464.70	20.0%	
851 · Postage	740.00	1,666.43	44.4%	
852 · Other Misc Communications	373.10	1,910.74	19.5%	
861 · Transportation-mileage reimbs	2.97	7.51	39.5%	
910 · Professional development	43.00	78.00	55.1%	
915 · Memberships & dues	81.53	1,395.76	5.8%	
917 · Utilities-Sewage	0.00	304.50	0.0%	
918 · Utilities-Water	0.00	-27.14	0.0%	
919 · Waste & rubbish disposal	74.27	371.35	20.0%	
920 · Utilities-Electric	7,220.09	35,498.72	20.3%	
921 · Utilities-Natural gas	459.41	6,413.02	7.2%	
930 · Land & building repairs	8,226.60	43,152.40	19.1%	
935 · Property liability insurance	1,032.87	5,164.19	20.0%	
948 · Computer services	752.86	4,664.08	16.1%	
955 · Miscellaneous	0.00	35.00	0.0%	
967-A · Programming - Adult	350.00	2,340.48	15.0%	
967-YA · Programming - Teens	309.07	939.30	32.9%	
967-YS · Programming - Youth Svcs.	593.13	3,225.32	18.4%	
Total 800 · Other services & charges	23,779.08	148,140.91		16.1%

Figures presented on modified accrual basis of accounting.

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06/15/21

Accrual Basis

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

	May 21	Jan - May 21	% YTD
970 · Capital Outlay			
975 · Buildings & improvements	1,287.36	10,336.48	12.5%
980.01 · Office furniture & fixtures	0.00	930.00	0.0%
980.02 · Office equipment	0.00	6,349.34	0.0%
982-A · Books - Adult	2,407.45	13,463.62	17.9%
982-YA · Books - Teens	284.38	1,544.45	18.4%
982-YS · Books - Youth Services	1,008.48	7,622.91	13.2%
985-A · Audio Visual - Adult	271.36	1,977.77	13.7%
985-YA · Audio Visual - Teens	31.60	263.92	12.0%
985-YS · Audio Visual - Youth Services	861.25	1,394.79	61.7%
986 · Periodicals	579.47	3,057.15	19.0%
Total 970 · Capital Outlay	6,731.35	46,940.43	14.3%
Total Expense	90,170.97	482,872.02	18.7%
Net Income	-56,635.75	1,033,294.78	-5.5%

Figures presented on modified accrual basis of accounting.

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through May 2021

	Jan - May 21	Budget	\$ Over Budget	% of Budget
Income				
401 · Taxes revenue				
402 · Current real property taxes	1,482,912.96	1,478,000.00	4,912.96	100.3%
437 · Industrial Facilities Tax	7,129.05	5,000.00	2,129.05	142.6%
Total 401 · Taxes revenue	1,490,042.01	1,483,000.00	7,042.01	100.5%
539 · State grants				
540 · State Penal Fines	0.00	17,000.00	-17,000.00	0.0%
573 · Local stabilization share	10,399.32	20,000.00	-9,600.68	52.0%
539 · State grants - Other	9,356.15	6,000.00	3,356.15	155.9%
Total 539 · State grants	19,755.47	43,000.00	-23,244.53	45.9%
600 · Charges for services				
626 · Services Rendered	1.00	300.00	-299.00	0.3%
642 · Services-Sales	182.75	4,000.00	-3,817.25	4.6%
Total 600 · Charges for services	183.75	4,300.00	-4,116.25	4.3%
655 · Fines/Fees/Lost Books/Cards	462.56	2,500.00	-2,037.44	18.5%
664 · Investment income/rents				
665 · Interest Income	4,818.01	14,000.00	-9,181.99	34.4%
Total 664 · Investment income/rents	4,818.01	14,000.00	-9,181.99	34.4%
671 · Other revenue-general				
674 · Private contributions/donations	405.00	5,500.00	-5,095.00	7.4%
671 · Other revenue-general - Other	500.00	1,000.00	-500.00	50.0%
Total 671 · Other revenue-general	905.00	6,500.00	-5,595.00	13.9%
Total Income	1,516,166.80	1,553,300.00	-37,133.20	97.6%
Expense				
701 · Personal services				
703 · Salaries	164,786.34	398,000.00	-233,213.66	41.4%
704 · Wages-part time employees	62,575.56	203,800.00	-141,224.44	30.7%
709 · Employer's Social Security	16,987.75	46,040.00	-29,052.25	36.9%
716 · Defined cont ret plan expense	0.00	13,000.00	-13,000.00	0.0%
718 · Health/dental insurance expense	28,755.33	62,640.00	-33,884.67	45.9%
730 · Insurance-Workers Comp	817.00	1,300.00	-483.00	62.8%
Total 701 · Personal services	273,921.98	724,780.00	-450,858.02	37.8%
750 · Supplies				
751 · Adv. & Promotion	3,452.00	13,050.00	-9,598.00	26.5%
752 · Supplies-Office/general	5,159.16	18,000.00	-12,840.84	28.7%
755 · Collections Maintenance	2,499.06	10,000.00	-7,500.94	25.0%
756 · Covid-19 response supplies	2,758.48	5,000.00	-2,241.52	55.2%
Total 750 · Supplies	13,868.70	46,050.00	-32,181.30	30.1%
800 · Other services & charges				
801 · Professional Services	8,133.34	31,800.00	-23,666.66	25.6%
804 · Automation				
804.1 · Electronic content delivery	8,849.98	47,300.00	-38,450.02	18.7%
804 · Automation - Other	20,179.38	47,400.00	-27,220.62	42.6%
Total 804 · Automation	29,029.36	94,700.00	-65,670.64	30.7%
805 · TLN Central Services	2,373.85	6,200.00	-3,826.15	38.3%
850 · Communications	1,464.70	2,850.00	-1,385.30	51.4%
851 · Postage	1,666.43	4,200.00	-2,533.57	39.7%
852 · Other Misc Communications	1,910.74	5,000.00	-3,089.26	38.2%
861 · Transportation-mileage reimb	7.51	2,000.00	-1,992.49	0.4%
910 · Professional development	78.00	2,800.00	-2,722.00	2.8%
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	1,395.76	2,930.00	-1,534.24	47.6%

Figures presented on modified accrual basis.

1:26 PM

06/15/21

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through May 2021

	Jan - May 21	Budget	\$ Over Budget	% of Budget
917 · Utilities-Sewage	304.50	2,000.00	-1,695.50	15.2%
918 · Utilities-Water	-27.14	3,000.00	-3,027.14	-0.9%
919 · Waste & rubbish disposal	371.35	2,500.00	-2,128.65	14.9%
920 · Utilities-Electric	35,498.72	80,000.00	-44,501.28	44.4%
921 · Utilities-Natural gas	6,413.02	12,000.00	-5,586.98	53.4%
930 · Land & building repairs	43,152.40	128,000.00	-84,847.60	33.7%
935 · Property liability insurance	5,164.19	13,500.00	-8,335.81	38.3%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	4,664.08	15,000.00	-10,335.92	31.1%
955 · Miscellaneous	35.00	100.00	-65.00	35.0%
964 · Refunds & Rebates	0.00	50.00	-50.00	0.0%
967-A · Programming - Adult	2,340.48	5,000.00	-2,659.52	46.8%
967-YA · Programming - Teens	939.30	3,000.00	-2,060.70	31.3%
967-YS · Programming - Youth Svcs.	3,225.32	9,000.00	-5,774.68	35.8%
Total 800 · Other services & charges	148,140.91	429,640.00	-281,499.09	34.5%
970 · Capital Outlay				
974 · Land improvements	0.00	25,000.00	-25,000.00	0.0%
975 · Buildings & improvements	10,336.48	210,000.00	-199,663.52	4.9%
980.01 · Office furniture & fixtures	930.00	15,000.00	-14,070.00	6.2%
980.02 · Office equipment	6,349.34	11,000.00	-4,650.66	57.7%
982-A · Books - Adult	13,463.62	37,000.00	-23,536.38	36.4%
982-YA · Books - Teens	1,544.45	5,000.00	-3,455.55	30.9%
982-YS · Books - Youth Services	7,622.91	27,000.00	-19,377.09	28.2%
985-A · Audio Visual - Adult	1,977.77	8,000.00	-6,022.23	24.7%
985-YA · Audio Visual - Teens	263.92	1,300.00	-1,036.08	20.3%
985-YS · Audio Visual - Youth Services	1,394.79	9,600.00	-8,205.21	14.5%
986 · Periodicals	3,057.15	9,000.00	-5,942.85	34.0%
Total 970 · Capital Outlay	46,940.43	357,900.00	-310,959.57	13.1%
Total Expense	482,872.02	1,558,370.00	-1,075,497.98	31.0%
Net Income	1,033,294.78	-5,070.00	1,038,364.78	-20,380.6%

Figures presented on modified accrual basis.

1:42 PM
06/15/21

Milford Public Library
Check Detail
May 20 through June 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	13781	05/26/2021	Blackstone Publishing	001 · Cash-Checking (Flagstar)		-143.78
Bill	1221258	05/05/2021		985-A · Audio Visual - Adult	-143.78	143.78
TOTAL					-143.78	143.78
Bill Pmt -Check	13782	05/26/2021	Quill Corporation	001 · Cash-Checking (Flagstar)		-42.37
Bill	16599214	05/07/2021		752 · Supplies-Office/general	-42.37	42.37
TOTAL					-42.37	42.37
Bill Pmt -Check	13783	05/26/2021	S&S Worldwide	001 · Cash-Checking (Flagstar)		-329.46
Bill	IN100751744	05/04/2021		967-YS · Programming - Youth Svcs.	-19.73	19.73
Bill	IN100754824	05/07/2021		967-YA · Programming - Teens	-39.20	39.20
Bill	IN100755767	05/10/2021		967-YS · Programming - Youth Svcs.	-40.26	40.26
				967-YS · Programming - Youth Svcs.	-172.71	172.71
				967-YA · Programming - Teens	-57.56	57.56
TOTAL					-329.46	329.46
Bill Pmt -Check	13784	05/26/2021	Library Network	001 · Cash-Checking (Flagstar)		-531.35
Bill	68126	05/11/2021		985-YS · Audio Visual - Youth Services	-531.35	571.30
TOTAL					-531.35	571.30
Bill Pmt -Check	13785	05/26/2021	Delta Dental Plan of Michigan	001 · Cash-Checking (Flagstar)		-437.40
Bill	RIS000347...	06/01/2021		231 · Payroll deductions payable	-437.40	437.40
TOTAL					-437.40	437.40
Bill Pmt -Check	13786	05/26/2021	Fish Window Cleaning	001 · Cash-Checking (Flagstar)		-500.00
Bill	2475-36031	05/19/2021		930 · Land & building repairs	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	13787	05/26/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-579.38
Bill	52792582	05/06/2021		982-A · Books - Adult	-52.02	52.02

1:42 PM
06/15/21

Milford Public Library
Check Detail
May 20 through June 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	52792583	05/06/2021		982-A · Books - Adult	-480.19	480.19
Bill	52829354	05/09/2021		982-A · Books - Adult	-47.17	47.17
TOTAL					-579.38	579.38
Bill Pmt -Check	13788	05/26/2021	Lawson Printers	001 · Cash-Checking (Flagstar)		-740.00
Bill	96464	05/24/2021		851 · Postage	-740.00	740.00
TOTAL					-740.00	740.00
Bill Pmt -Check	13790	06/02/2021	Blackstone Publishing	001 · Cash-Checking (Flagstar)		-7.95
Bill	1223437	05/14/2021		985-A · Audio Visual - Adult	-7.95	7.95
TOTAL					-7.95	7.95
Bill Pmt -Check	13791	06/02/2021	Burnham & Flower Agency, Inc.	001 · Cash-Checking (Flagstar)		-12,538.00
Bill	2021-22	05/27/2021		123 · Prepaid Expenses	-12,538.00	12,538.00
TOTAL					-12,538.00	12,538.00
Bill Pmt -Check	13792	06/02/2021	Frontier	001 · Cash-Checking (Flagstar)		-126.50
Bill	May21	05/19/2021		850 · Communications	-126.50	126.50
TOTAL					-126.50	126.50
Bill Pmt -Check	13793	06/02/2021	GFL Environmental	001 · Cash-Checking (Flagstar)		-74.27
Bill	0049669024	05/14/2021		919 · Waste & rubbish disposal	-74.27	74.27
TOTAL					-74.27	74.27
Bill Pmt -Check	13794	06/02/2021	Goyette Mechanical	001 · Cash-Checking (Flagstar)		-457.79
Bill	910076538	05/14/2021		930 · Land & building repairs	-457.79	457.79
TOTAL					-457.79	457.79
Bill Pmt -Check	13795	06/02/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-249.65
Bill	52902928	05/13/2021		982-A · Books - Adult	-24.75	24.75

1:42 PM
06/15/21

Milford Public Library
Check Detail
May 20 through June 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	52902929	05/13/2021		982-A · Books - Adult	-224.90	224.90
TOTAL					-249.65	249.65
Bill Pmt -Check	13796	06/02/2021	J.E. Strauss Consulting/CPA, LLC	001 · Cash-Checking (Flagstar)		-1,349.25
Bill	2054	05/31/2021		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-317.25	317.25
TOTAL					-1,349.25	1,349.25
Bill Pmt -Check	13797	06/02/2021	Oriental Trading Company, Inc.	001 · Cash-Checking (Flagstar)		-5.98
Bill	709716114-...	05/13/2021		967-YS · Programming - Youth Svcs.	-5.98	5.98
TOTAL					-5.98	5.98
Bill Pmt -Check	13798	06/02/2021	Technology Solutions, LLC	001 · Cash-Checking (Flagstar)		-600.00
Bill	22965	06/01/2021		930 · Land & building repairs	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	13799	06/09/2021	Absopure Water Company	001 · Cash-Checking (Flagstar)		-69.90
Bill	87934281	05/04/2021		752 · Supplies-Office/general	-69.90	69.90
TOTAL					-69.90	69.90
Bill Pmt -Check	13800	06/09/2021	AFLAC	001 · Cash-Checking (Flagstar)		-219.49
Bill	679007	05/12/2021		231 · Payroll deductions payable	-219.49	219.49
TOTAL					-219.49	219.49
Bill Pmt -Check	13801	06/09/2021	Baker & Taylor Books	001 · Cash-Checking (Flagstar)		-292.52
Bill	2035941171	05/04/2021		982-YS · Books - Youth Services	-20.22	20.22
Bill	2035941172	05/04/2021		982-YS · Books - Youth Services	-272.30	272.30
TOTAL					-292.52	292.52
Bill Pmt -Check	13802	06/09/2021	Central Michigan Paper	001 · Cash-Checking (Flagstar)		-268.50

1:42 PM
06/15/21

Milford Public Library
Check Detail
May 20 through June 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	442510-00	05/19/2021		752 · Supplies-Office/general	-268.50	268.50
TOTAL					-268.50	268.50
Bill Pmt -Check	13803	06/09/2021	Clearlyfly	001 · Cash-Checking (Flagstar)		-130.00
Bill	INV353951	06/01/2021		850 · Communications	-130.00	130.00
TOTAL					-130.00	130.00
Bill Pmt -Check	13804	06/09/2021	Demco, Inc.	001 · Cash-Checking (Flagstar)		-202.04
Bill	6954671	05/18/2021		755 · Collections Maintenance	-202.04	202.04
TOTAL					-202.04	202.04
Bill Pmt -Check	13805	06/09/2021	DTE Energy	001 · Cash-Checking (Flagstar)		-7,679.50
Bill	May21	05/31/2021		920 · Utilities-Electric	-7,220.09	7,220.09
				921 · Utilities-Natural gas	-459.41	459.41
TOTAL					-7,679.50	7,679.50
Bill Pmt -Check	13806	06/09/2021	Flagstar	001 · Cash-Checking (Flagstar)		-1,906.81
Bill	May21	05/24/2021		804 · Automation	-281.90	281.90
				756 · Covid-19 response supplies	-449.42	449.42
				967-YA · Programming - Teens	-212.31	212.31
				967-YS · Programming - Youth Svcs.	-344.22	344.22
				982-YS · Books - Youth Services	-8.22	8.22
				985-YS · Audio Visual - Youth Services	-289.95	289.95
				985-A · Audio Visual - Adult	-35.92	35.92
				948 · Computer services	-113.97	113.97
				910 · Professional development	-43.00	43.00
				752 · Supplies-Office/general	-127.90	127.90
TOTAL					-1,906.81	1,906.81
Bill Pmt -Check	13807	06/09/2021	Gale/Cengage Learning	001 · Cash-Checking (Flagstar)		-48.73
Bill	74304019	05/18/2021		985-A · Audio Visual - Adult	-48.73	48.73
TOTAL					-48.73	48.73
Bill Pmt -Check	13808	06/09/2021	Kelli Brendel	001 · Cash-Checking (Flagstar)		-10.23

1:42 PM
06/15/21

Milford Public Library
Check Detail
May 20 through June 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	May21	05/27/2021		967-YS · Programming - Youth Svcs.	-10.23	10.23
TOTAL					-10.23	10.23
Bill Pmt -Check	13809	06/09/2021	Midwest Collaborative for Library Serv...	001 · Cash-Checking (Flagstar)		-2,693.25
Bill	354413	05/18/2021		123 · Prepaid Expenses	-2,693.25	2,693.25
TOTAL					-2,693.25	2,693.25
Bill Pmt -Check	13810	06/09/2021	Precision Data Products	001 · Cash-Checking (Flagstar)		-1,039.50
Bill	I0000570229	05/18/2021		752 · Supplies-Office/general	-1,039.50	1,039.50
TOTAL					-1,039.50	1,039.50
Bill Pmt -Check	13811	06/09/2021	Quill Corporation	001 · Cash-Checking (Flagstar)		-156.92
Bill	16853086	05/19/2021		752 · Supplies-Office/general	-91.77	91.77
				755 · Collections Maintenance	-65.15	65.15
TOTAL					-156.92	156.92
Bill Pmt -Check	13812	06/09/2021	Sehi Computer Products, Inc.	001 · Cash-Checking (Flagstar)		-569.00
Bill	I00212496	04/02/2021		980.02 · Office equipment	-569.00	569.00
TOTAL					-569.00	569.00
Bill Pmt -Check	13813	06/09/2021	T-Mobile	001 · Cash-Checking (Flagstar)		-373.10
Bill	May21	05/25/2021		852 · Other Misc Communications	-373.10	373.10
TOTAL					-373.10	373.10
Bill Pmt -Check	13814	06/16/2021	Blue Cross Blue Shield of Michigan	001 · Cash-Checking (Flagstar)		-5,143.14
Bill	Jul21	06/06/2021		718 · Health/dental insurance expense	-5,143.14	5,143.14
TOTAL					-5,143.14	5,143.14
Bill Pmt -Check	13815	06/16/2021	David M. Stokes	001 · Cash-Checking (Flagstar)		-50.67

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06/15/21

Milford Public Library
Check Detail
May 20 through June 16, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Jun21	06/08/2021		913 · Travel 967-A · Programming - Adult	-0.67 -50.00	0.67 50.00
TOTAL					-50.67	50.67
Bill Pmt -Check	13816	06/16/2021	Goyette Mechanical	001 · Cash-Checking (Flagstar)		-1,287.36
Bill	910077732	05/28/2021		975 · Buildings & improvements	-1,287.36	1,287.36
TOTAL					-1,287.36	1,287.36
Bill Pmt -Check	13817	06/16/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-2,053.11
Bill	53012220	05/20/2021		982-A · Books - Adult	-261.45	261.45
Bill	53100778	05/26/2021		982-A · Books - Adult	-1,069.05	1,069.05
Bill	53100779	05/26/2021		982-A · Books - Adult	-45.22	45.22
Bill	53127324	05/27/2021		982-A · Books - Adult	-71.53	71.53
Bill	53220799	06/03/2021		982-A · Books - Adult	-15.94	15.94
Bill	53220800	06/03/2021		982-A · Books - Adult	-13.72	13.72
Bill	53220801	06/03/2021		982-A · Books - Adult	-538.57	538.57
Bill	53220802	06/03/2021		982-A · Books - Adult	-37.63	37.63
TOTAL					-2,053.11	2,053.11
Bill Pmt -Check	13818	06/16/2021	Overdrive	001 · Cash-Checking (Flagstar)		-712.43
Bill	01576CO21...	06/06/2021		804.1 · Electronic content delivery	-712.43	712.43
TOTAL					-712.43	712.43
Bill Pmt -Check	13819	06/16/2021	Rose Pest Solutions	001 · Cash-Checking (Flagstar)		-75.00
Bill	30916932	05/25/2021		930 · Land & building repairs	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	13820	06/16/2021	Windstream (formly PAETEC)	001 · Cash-Checking (Flagstar)		-37.15
Bill	Jun21	06/03/2021		850 · Communications	-37.15	37.15
TOTAL					-37.15	37.15

1:45 PM
06/15/21

Milford Public Library
Check Detail
June 1, 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	13789	06/01/2021	Nationwide	001 · Cash-Checking (Flagstar)		-100.00
				231 · Payroll deductions payable	-100.00	100.00
TOTAL					-100.00	100.00

LIBRARY DIRECTOR'S REPORT

May and June 2021

SUGGESTION BOX AND RANDOM COMMENTS

From Whitney Schillack, Youth Services Librarian, received in person: We got a really nice compliment today from a patron who was coming to pick up an activity bag. She told me that she absolutely loves these bags because she can be "that mom" without actually having to be that mom. She also mentioned really enjoying Preschool Storytime. It is always nice to hear that our bags are appreciated.

From Heather Wittrup, Youth Services Librarian, received in person: I ran into one of our parents today in the library. She said that her boys have just loved the activity bags and they have so much fun with them. It's so nice to hear, no matter how many times we hear it!

From Laurel McGlew, Circulation Services, received in person: A patron was in a hurry leaving but he asked that I pass this compliment along to you: He thought that the adult reference desk is doing a marvelous job and that Stephen in particular was a great help today with helping walk the patron through all the steps for printing and scanning documents on the library's copy machine.

From Karen Dobson, Head of Youth and Teen Services, received via email: Thank you, Ms. Whitney! [name of child] has really been enjoying storytime with you! Thought this would give you a laugh...When I have him get ready for storytime, I say "[name of child], it's time for storytime...Ms. Whitney wants to see you." He replies "Oh yeah..." "Mess-With-Me" wants to see me!" So funny that he thinks "Ms. Whitney" sounds like "Mess with me". He says it each time now, so it's just kind of become a thing...Thought I'd share in case we ever see you in person again, so you'll know what he is talking about-LOL!

From Grace Bur, Teen Services Librarian, received in person: We received a compliment from Patron today when she picked up the Father's Day bags. She said her boys always love the craft bags!

From Grace Bur, Teen Services Librarian, received in person: Everyone is so happy today! We just received another compliment-- this time for the early learning backpacks. A patron came in to pick one up and said that she previously checked out the doctor one and her kids loved it and played with it all day.

From Heather Wittrup, Youth Services Librarian, received via email: Thank you! We will pick up bags on Monday. The girls have sure enjoyed the bags you have been making. They have taken advantage of Launch Pads and the HotSpot, which was a big help during long road trip. Keep up the great work!

From Tina Hatch, Director, received via email: A very close friend of mine was relating an incident that happened at the front desk of the Milford Library in the past week. She mentioned as her books were being checked out that she had to go to the bank to exchange two one-dollar bills on which someone had written in ink "Trump won". The clerk said in return "He did win. And I know in Milford there were over 200 illegal ballots." My friend did not challenge her statement and ended the conversation. Perhaps the subject of the dollar bills should not have been mentioned, even as a passing remark. However, I feel the clerk was wrong with making a political statement that is incorrect and challenges our democracy. A person has a right to make a political statement to their friends, or in the grocery Store, or at the ball park. But I feel it was not an

appropriate statement to make from the public desk of a public library. As a former board member I felt I needed to speak out. My friend named the individual, but I choose not to. But I didn't want the matter to go un-noticed. *(Because the staff member was not named, I sent a reminder to all staff that political discussion is not appropriate).*

STAFF UPDATES

Mary Lou Klecha, Adult Services Librarian, resigned her position to take a job at the Oakland Talking Book Service. The position was posted. 2 interviews were completed. One candidate withdrew after obtaining a job at another library. Kimberly Swejkoski has accepted the position.

I plan to take a vacation from June 24 through July 9th. Karin Boughey will be in charge in my absence.

STAFF ANNIVERSARIES: May

Tina Hatch, Director, 29 years

Heather Wittrup, Youth Services Librarian, 18 years

Dawn Brabant, Circulation Services, 18 years

Tina Wilson, Shelver, 3 years

STAFF ANNIVERSARIES: June

Grace Bur, Teen Librarian, 4 years

STAFF ANNIVERSARIES: July

Stephen Jackman, Adult Services Librarian, 3 years

Latonia Phillips, Substitute Librarian, 2 years

BUILDING UPDATES

I have obtained a quote from MDTH Services for cleaning the gutters out and power washing the siding on the front of the building, along with the siding around my office. These areas are showing some discoloration.

TLN UPDATES

Employees now have the ability to sign up for our EAP. Several have done so.

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 honor carts continue to be popular and are bringing in more funds than expected. The FOL Store remains closed at this time. The FOL Manager is talking to volunteers about undergoing the training and downloading the MI Symptoms App so that the store can be open at least when a volunteer is available.

INCIDENT REPORTS

One incident of a patron refusing to wear a mask "because he is a surgeon and masks make people sick." Staff explained to him that MIOSHA rules still require our staff and patrons to be masked. He finally left after arguing with a couple of staff members.

Adult Department Report

April 2021

Our book discussion series "Hooray for Hollywood: The Golden Age of Cinema" concluded with a discussion of *The Only Woman in the Room* by Marie Benedict. 6 people attended book discussion on April 12.

Former Milford librarian Sarah Hatter presented her third of three programs on genealogy research. Using FamilySearch was presented on April 13 and had 10 attendees.

We presented a program on the Orphan Train with authors Al and David Eicher. They discussed the migration of approximately 12,500 "orphans" from the New York Children's Aid Society on trains to Michigan between 1854 and 1927. This program took place on April 20 and had 25 attendees.

Stephen Jackman attended the TLN Adult Services Committee Meeting on April 5.

David Stokes attended the TLN Outreach Services Committee Meeting on April 21.

The Huron Valley Numismatic Society created a display for Coin Week featuring the Eisenhower dollar.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Policy: 218
Subject: Sick Leave
Reviewed: 07/15/2010, 03/15/2021, 05/11/2021
Approved: 01/01/1995
Revised: 07/27/2010, 04/27/2021

- 1) Sick leave is a means of insuring that an employee will not suffer loss of income in the event of personal illness or illness in the immediate family.
 - a) It should be used only as needed.
 - b) It may be used for doctor and dental appointments.
 - c) To receive compensation while absent on sick leave, the employee must notify the library by 7:30 a.m. on the scheduled report day or present an excuse acceptable for not doing so.
 - d) The Library may require medical proof of illness from the employee's physician whenever sick leave exceeds five (5) consecutive days' absence or ten (10) days absence in aggregate in any one year or when it is suspected that sick leave is being abused.
- 2) Regular full-time employees are credited for ½ paid sick day per pay period or twelve (12) paid sick leave days per year.
- 3) Regular part-time employees, working 20 or more hours per week on a regular and recurring basis, are credited with ¼ paid sick day per pay period or six (6) paid sick leave days per year.
- 4) Sick leave shall be taken in increments of no less than one quarter hour.
- 5) Any unused sick leave may be accumulated up to and including sixty (60) days.
- 6) Upon termination of employment, employees shall be paid for one-half of their accumulated sick leave to a maximum of thirty (30) working days.
 - a) Employees discharged for conduct set out in Section 1 in the Library's Employee Conduct and Work Rules (Policy #211) forfeit their sick leave bank.
 - b) Employees laid off under provisions in the Library's Separation From Service Policy shall be paid for one-half of their accumulated sick leave to a maximum of thirty (30) working days within thirty (30) days of being removed from the recall list either by voluntary action of the employee or by failure to respond to a recall notice or one year after the employee was laid off. Employees may elect to receive their sick leave payment at the time of the lay-off.
- 7) A permanent record of each employee's sick leave will be retained in the library's time sheet application.

Regular Part-time employees working less than 20 hours per week, student assistants, substitutes and temporary employees are not eligible for sick leave.

What Happens When

January

- Fiscal year begins
- Annual Report
- Audit Preparation
- Retirement Reconciliation
- State Aid Report due 1/31 (usually completed the previous October)
- Annual Meeting
 - Includes: Officer Election, Scheduling of Meetings and schedule of library closed dates
- Property Taxes received from Township

February

- Audit Field Work (To be scheduled) —
- Property Taxes received from Township (continues)

March

- Audit Field Work (To be scheduled, if not completed)
- First State Aid payment
- April – June newsletter published
- Property Taxes received from Township (continues)
- Local Community Stabilization Funds received from Township

April

- Audit Field Work (To be scheduled, if not completed)
- Friends of the Library Volunteer Luncheon

May

- Budget Preparation
- Audit Presentation

June

- Budget Preparation
- July – September newsletter published

July

- Penal Fines received
- Budget Preparation
- Second State Aid Payment

August

- Budget Hearing
- Millage Renewal (every 10 years, next up 2030)

September

- October – December newsletter published

October

- State Aid Report begins 10/1
- Retirement Contribution Payment, estimated

November

- State Aid Report continues (if not completed)
- Board Election (every 4 years, next up is 2024)

December

- January – March newsletter published
- Fiscal Year ends

Memo

To: Board of Trustees
From: Tina Hatch, Director
cc:
Date: May 13, 2021
Re: Wish List Priorities Update

Below is previous information about priorities as it relates to our Wish List. Note that items highlighted in Yellow have been completed. Items highlighted in Grey are partially completed. The complete Wish List is attached.

A couple of items we might consider adding to the Wish List:

- Exterior Hold Pickup Lockers
- Painting – should be done at same time as Carpet is replaced
- Replace/Repair Interior Doors
- Replace Sign Holders and add additional sign holders at front entrance
- Replace driveway signage
- Others?

Recommendations:

1. Consider if any of the above items (or other items not listed) should be added to the Wish List.
2. Consider how items should be prioritized.

PREVIOUS MEMO from 2019: At the September meeting, Board members voted on prioritization of Wish List items. Here are the results:

1. Replacement of Materials Return Book Carts (\$1,962 each, 2 are needed) – 4 votes
2. Lounge Furniture Repair/Replacement (\$12,000 – \$22,000) – 4 votes
3. ~~Exterior Electronic Signs (\$7,500 not including power) – 3 votes – Not possible, due to our zoning~~
4. Grounds Improvements (various) – 2 votes
5. Digital Information Display (\$6,000) – 2 votes
6. ~~Replace book carts (\$350 each) – 1 vote – Two carts replaced in February 2020~~
7. ~~Replace Visitor Counter (\$2,000) – 1 vote – Visitor count is being accomplished using our RFID Security Gates~~
8. Purchase WiFi Hotspots for Circulation (\$0-80 for device, \$50 per month fees) – 1 vote
9. Door Closers for Study Rooms (\$1,800) – 1 vote
10. Purchase Adjustable Height Tables for Youth Programs (\$250) – 1 vote
11. Remaining items had zero votes

Staff will be voting at the October 25th All Staff Meeting and results will be shared at the next Library Board Meeting.

UPDATE: Staff voting went as follows:

1. Lounge Furniture Repair/Replacement (14 votes)
2. Purchase WiFi Hotspots for Circulation (11 votes)
3. Automatic Door Openers for Restrooms (8 votes)
4. ~~Replace book carts (8 votes)~~
5. Replacement of Materials Return Book Carts (7 votes)
6. Additional Lighting (6 votes)
7. Digitalization of Milford Times (6 votes)
8. ~~Tablets for Mobile Circulation and Reference (5 votes) – Tablets purchased for use by Circulation in 2020 – Still need tablets for Adult and Youth/Teen~~
9. Door Closers for Study Rooms (1 vote)
10. Additional Display Areas (1 vote)
11. Digital Information Display (1 vote)
12. Remaining items had zero votes



Grounds Improvements

- Resurfacing of parking lots **(\$8,000-\$12,000)**
Last quote in 2015, but work was deferred.
- Repair of sidewalks and curbs as needed **(\$18,000-\$35,000)**. Could be done in phases to maintain public access. Needs to be coordinated with Resurfacing of Parking Lots.
- Replacement of dead vegetation and vegetation removed after building damaged **(\$\$\$\$)**
- **WE NEED TO HIRE A CONSULTANT TO HELP WITH THE TOP 2 ITEMS ON THIS LIST**

Digital Information Display

- 1 requested, 2 would be nice
- Exploring options that do not require a monthly fee

**\$6,000/per unit
including
installation
and cabinet**

Replace Microfilm/Reader
Printer

\$11,000

Purchase Adjustable Height Tables for Youth Programs

- 4 requested
- Youth Department needs to solve issue of where these tables will be stored when not in use

\$250

Digitalization of Milford Times

- Images on portable hard drive – approximately **\$12,000**
- Images available on web – unknown at this time
- Potential shared project with Highland Library

Additional Display Areas

- Must be lockable
- Must be stable
- \$500 - \$2,000 each (depending on whether custom or off the shelf)

\$500-\$2,000

Replace Carpet

- Quote from Library Design Associates, for budgetary purposes only
 - Includes moving all furniture and shelving
 - Removal of old carpet
 - Preparation of Floor
 - Replacement with carpet squares
 - Does not include electrical work (most pieces of furniture are hard-wired and will require an electrician on site to disconnect and reconnect)
 - Does not include repairs to sub-floor (at least one small area is in need of being repaired)
 - Single carpet pattern (any inserts or custom variation will incur a cost increase)
- Will require closure of the facility during recarpeting as it will be unsafe for patrons.

**\$300,000
estimated**

Door Closers

• For Study Rooms

\$1,800

Automatic Door Openers for
Restrooms

**\$4,500 +
electrical work**

Potential Add: Hold Pickup Lockers

- Ability for public to pick up holds on their time, regardless of library hours
- Would likely require some electrical work and surveillance cameras in the area

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Potential Add: Painting

- Should be done at same time as carpet is replaced to limit disruption to services
- Would like to add chair rails in Group Study, Community Room, and at periodical area

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Potential Add: Replace Driveway Signage

- Replace driveway signage
 - Additional space for information
 - Hours changeable if open hours change
 - More secure closure to keep out elements
 - Includes parts that keep door open as letters are being changed out
 - Include new logo

\$9,000 – \$12,000

Potential Add: Replace Sign Holders and Vinyl lettering at Front Entrance

- Replace two 11x17 sign holders with new sign holders
- Remove vinyl lettering for hours open and replace with two additional 11x17 sign holders (hours change over time – so sign holder would be better solution)
- NOTE: original sign holder is damaged, but still "works"
- NOTE: vinyl lettering that specified Sept-May for Sunday hours has been removed

\$1,500

Potential Add: Repair/Replace Interior Doors

- Laminate on sides of doors has degraded over time.

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In Process: Tablets for Mobile Circulation and Reference

- Tablet \$600 (larger screen)
 - 2 tablets purchased at start of Pandemic
- Receipt Printer (Bluetooth and Battery Operated) \$500
- Protective Case for Tablet \$50-\$100
 - 2 protective case purchased

\$1,200 - \$1,500

IN PROCESS: Conversion to LED Lighting

- Lights in FOL Store replaced
- High up front cost
- Costs of replacing ballasts eliminated
- Some lights converted as ballasts fail
- Most column lights have now been converted to LED
- Parking Lot Lights are being converted as bulbs fail

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IN PROCESS: Additional Electronic Resources

- Ongoing costs
- Hoopla - Started in 2019
- Overdrive Advantage Collection - Continuing
- Infobase Videos and Videos for Kids - Started 2021
- Tumblebooks Math - Started 2021
- Languages?

**Depends on
resource**

IN PROCESS: Additional Lighting

- Teen area
- Fireplace area
- Local History area
- Friendly Finds Store – Lights replaced
- Staff Entrance – Lights replaced
- Front Walkway – Lights repaired

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IN PROCESS: Replacement Enclosures for On-Demand Water Heaters in Public Restrooms

- Easier access to water shutoff

<\$500

Partially Completed: Replace book carts

- Inside book carts used to move materials around the facility
- 2 carts replaced in February 2020

\$350 each

COMPLETED: Replacement of Materials Return Book Carts

- Used inside the materials return
- 2 needed
 - Insert that holds the items is damaged and is holding on with duct tape
 - Inserts no longer made by the manufacturer

\$1,962 each

COMPLETED: Lounge Furniture

- Repair(\$12,000)
- Replace and Dispose of Damaged Furniture(\$13,000 - \$22,000)

COMPLETED: Purchase WiFi Hotspots for Circulation

- Part of Strategic Plan
- 2 requested
- Ongoing costs

\$0-80 for device
\$50 per month
fees

COMPLETED: Purchase STEAM
Kits

- Science, Technology, Engineering, Arts, and Math

\$2,500

COMPLETED: Computer Chairs

- Public (16)

\$550 - \$1,000 each

Completed: Repair of Drywall and
Installation of Tile around floor sinks
(2)

- Wall heavily damaged in one Mechanical room
due to spray from Water Softener

\$1,500

COMPLETED: Replace circa
2008-2009 computers

- 10 to replace

\$6,700

COMPLETED: Library
Newsletter

- Mailed to all residents

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COMPLETED: Additional AWE
Workstation

- 1 requested

\$2,700

COMPLETED: Replace 14-15
inch monitors

- 15 to replace

\$2,000

COMPLETED: Replace Meeting
Room Projector

**\$1,000, plus
installation to
ceiling
mount**

COMPLETED: Shopping Baskets for Patrons

- Ask FOL to fund? Funding of \$100 by FOL approved.

\$190-\$480

Completed: Replace Visitor Counter

- With software to analyze customer traffic
- Part of Strategic Plan (Hours and Days open)

\$2,000

Completed: Develop
Parenting Packs

- Part of Strategic Plan

\$2,000

REMOVED DUE TO LOCAL
ORDINANCE: Exterior
Electronic Signs

- Village of Milford restrictions
- Obtaining quotes (some for a new sign, some for removing the bottom portion of the sign and installation of an electronic portion.
- Electrical costs
 - Installation
 - Ongoing

**\$7500 + (not
including
power)**

Memo

To: Board of Trustees
From: Tina Hatch, Library Director
CC:
Date: 5/17/2021
Re: Property and Liability Insurance Renewal

Our property and liability insurance renewal is due by June 20, 2021. Renewal at the current level of coverage will be \$12,538 (2020 cost was \$12,394). The budgeted amount for 2021 is \$13,500. We are also offered the following options:

- A. Add Non-Monetary Suit Defense Costs @50,000/\$100,000 \$350
This would cover legal costs in the event a suit is brought against the library that seeks no monetary damages, but instead seeks a change in policy. This was offered in the past and declined by the Board
- B. Add Casualty and Property Terrorism Coverage \$227
Required to offer this coverage. This was also offered in the past and declined by the Board.

Recommendation: Renew policy as is for a total of \$12,538.

