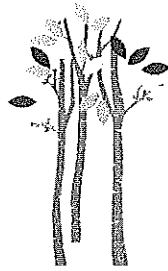


MILFORD PUBLIC LIBRARY

**BOARD OF TRUSTEES
Budget Hearing**

**Tuesday, August 23, 2022
6:45 PM**

1. Call to Order
2. Approval of Agenda
3. Call to the Public
4. Budget Review
5. Adjournment



MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, August 23, 2022
7:00 PM

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: July 26, 2022
 - 2.2. Approval of Financial Reports and Invoices for July
 - 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. Facility Improvements
 - 5.1.1. Sidewalks/Parking Lot
 - 5.1.2. Slow Door Closers
 - 5.2. Contract for Director
 - 5.3. Personnel Policy Revisions
6. New Business
 - 6.1. Budget Approval for Fiscal Year 2023
 - 6.2. Library Schedule 2023
 - 6.3. Penal Fines and State Aid Received
 - 6.4. Appointment Process for Board
 - 6.5. Memorial for Judy Clemens
 - 6.6. Entrance Doors
 - 6.7. Open Forum
7. Communications
8. Adjournment

12:35 PM

08/15/22

Accrual Basis

Milford Public Library
Governmental Fund Balance Sheet-General Fund
As of July 31, 2022

	Jul 31, 22	Jul 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
001 • Cash-Checking (Flagstar)	279,707.48	256,765.46	22,942.02
003 • Certificates of deposit	192,079.10	192,079.10	0.00
004 • Cash in register (circulation)	496.94	400.00	96.94
005 • Cash-Public copier	5.00	5.00	0.00
006 • Petty Cash	200.00	131.70	68.30
008 • Cash-Money market (HVSb)	206,321.73	206,113.77	207.96
017 • Investments			
017.01 • Investments-Oakland County Pool	1,405,023.56	992,144.71	412,878.85
017.02 • Investment-Level One Bk (CD)	205,245.43	205,093.72	151.71
Total 017 • Investments	1,610,268.99	1,197,238.43	413,030.56
Total Checking/Savings	2,289,079.24	1,852,733.46	436,345.78
Other Current Assets			
018 • Receivables	0.00	0.00	0.00
123 • Prepaid Expenses	55,435.31	41,800.04	13,635.27
Total Other Current Assets	55,435.31	41,800.04	13,635.27
Total Current Assets	2,344,514.55	1,894,533.50	449,981.05
TOTAL ASSETS	2,344,514.55	1,894,533.50	449,981.05
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
202 • Accounts Payable*	33,099.48	17,801.28	15,298.20
Total Accounts Payable	33,099.48	17,801.28	15,298.20
Other Current Liabilities			
228 • State W/H Taxes Payable	1,812.04	1,630.49	181.55
229 • Fed W/H Taxes Payable	5,540.35	5,088.35	452.00
231 • Payroll deductions payable	514.44	381.62	132.82
257 • Accrued Payroll	5,298.34	6,860.88	-1,562.54
Total Other Current Liabilities	13,165.17	13,961.34	-796.17
Total Current Liabilities	46,264.65	31,762.62	14,502.03
Total Liabilities	46,264.65	31,762.62	14,502.03
Equity			
370 • FB - Nonspendable prepaids	55,435.31	41,800.04	13,635.27
375 • FB - Restricted-Nonexpendable	192,079.10	192,079.10	0.00
385 • FB - Assigned	803,000.00	75,289.00	727,711.00
390 • Fund Balance-Unassigned	379,861.98	696,607.39	-316,745.41
Net Income	867,873.51	856,995.35	10,878.16
Total Equity	2,298,249.90	1,862,770.88	435,479.02
TOTAL LIABILITIES & EQUITY	2,344,514.55	1,894,533.50	449,981.05

Milford Public Library

Fund Balance

July 31, 2022

	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>6/30/2022</u>	<u>7/31/2022</u>	<u>YTD Variance</u>
General Fund:						
Fund balance-Non spendable	\$ 35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 61,188.88	\$ 55,435.31	\$ 9,449.32
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	387,177.00	803,000.00	803,000.00	\$ 415,823.00
Unassigned	491,837.33	584,131.39	380,533.44	374,108.41	379,861.98	\$ (671.46)
YTD income (loss)	93,813.21	116,757.41	424,600.86	980,364.27	867,873.51	\$ 443,272.65
Fund Balance (Modified Accrual)	\$ 889,018.12	\$ 1,005,775.53	\$ 1,430,376.39	2,410,740.66	2,298,249.90	\$ 867,873.51
Modified accrual fund balance growth	12.2%	13.5%	42.6%	137.1%	104.0%	
General Fixed Assets Account Group						
[GFAAG]:						
Beginning Balance	548,921.17	539,457.11	662,439.49	672,380.67	672,380.67	\$ 9,941.18
YTD Additions	89,702.27	223,034.38	112,120.30	80,580.47	112,503.08	\$ 382.78
YTD Dispositions (NBV)	-	-	-	-	-	\$ -
Depreciation	(99,166.33)	(100,052.00)	(102,179.12)	(48,908.50)	(57,059.92)	\$ 45,119.20
Ending Balance	539,457.11	662,439.49	672,380.67	704,052.64	727,823.83	\$ 55,443.16
Full Accrual Adjustments	(14,016.00)	(17,360.11)	(17,082.50)	(17,082.50)	(17,082.50)	\$ -
Fund Balance (Full Accrual)	\$ 1,414,459.23	\$ 1,650,854.91	\$ 2,085,674.56	\$ 3,097,710.80	\$ 3,008,991.23	\$ 923,316.67
Full accrual fund balance growth	7.0%	8.2%	19.8%	97.0%	75.9%	

Milford Public Library

Fund Balance

July 31, 2022

	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>6/30/2022</u>	<u>7/31/2022</u>	<u>YTD Variance</u>
Non-Spendable:						
Prepaid Expenses	35,999.48	37,518.63	45,985.99	61,188.88	55,435.31	\$ 9,449.32
Other	-	-	-	-	-	\$ -
\$	35,999.48	37,518.63	45,985.99	61,188.88	55,435.31	\$ 9,449.32

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	1,000.00	1,000.00	1,000.00	\$ -
Art sculpture	2,000.00	2,000.00	6,000.00	6,000.00	6,000.00	\$ -
Building improvements	49,018.86	49,018.86	343,045.00	771,000.00	771,000.00	\$ 427,955.00
Technology improvements	7,138.64	7,138.64	25,000.00	25,000.00	25,000.00	\$ -
Collections development	5,000.00	5,000.00	5,000.00	-	-	\$ (5,000.00)
Staff development	5,000.00	5,000.00	5,000.00	-	-	\$ (5,000.00)
Special youth projects	-	-	-	-	-	\$ -
Adult Programming-Ann Groy Memorial	2,131.50	2,131.50	2,132.00	-	-	\$ (2,132.00)
Other	-	-	-	-	-	\$ -
\$	75,289.00	75,289.00	387,177.00	803,000.00	803,000.00	\$ 415,823.00

Full Accrual Adjustments:						
Accrued unemployment	-	-	-	-	-	\$ -
Accrued sick pay	14,016.00	17,360.11	17,082.50	17,082.50	17,082.50	\$ -
Other	-	-	-	-	-	\$ -
\$	14,420.00	17,360.11	17,082.50	17,082.50	17,082.50	\$ -

General Fixed Assets Account Group (GFAAG):						
YTD Additions- Bldg/Land Improvements	10,485.38	136,692.44	13,708.48	36,965.00	64,146.00	\$ 50,437.52
YTD Additions-Furn & Fixtures	10,630.00	15,996.00	930.00	819.00	819.00	\$ (111.00)
YTD Additions-Equipment	7,131.86	6,424.38	20,943.89	1,835.84	1,835.84	\$ (19,108.05)
YTD Additions-Collections	61,455.03	63,921.56	78,790.06	40,960.63	45,702.24	\$ (33,087.82)
Total YTD Additions	\$ 89,702.27	\$ 223,034.38	\$ 114,372.43	\$ 80,580.47	\$ 112,503.08	\$ (1,869.35)

2:27 PM

08/15/22

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Jul 22	Jan - Jul 22	% YTD
Income			
401 • Taxes revenue			
402 • Current real property taxes	2,208.20	1,522,146.64	0.1%
403 • Personal property tax	12,545.58	12,545.58	100.0%
437 • Industrial Facilities Tax	0.00	7,300.50	0.0%
Total 401 • Taxes revenue	14,753.78	1,541,992.72	1.0%
539 • State grants			
569 • State Grants-other	0.00	8,339.56	0.0%
573 • Local stabilization share	0.00	92,497.32	0.0%
Total 539 • State grants	0.00	100,836.88	0.0%
600 • Charges for services			
626 • Services Rendered	16.00	96.00	16.7%
642 • Services-Sales	214.80	1,313.70	16.4%
Total 600 • Charges for services	230.80	1,409.70	16.4%
655 • Fines/Fees/Lost Books/Cards	232.74	1,486.34	15.7%
664 • Investment income/rents			
665 • Interest Income	713.69	4,674.45	15.3%
Total 664 • Investment income/rents	713.69	4,674.45	15.3%
671 • Other revenue-general			
674 • Private contributions/donations	0.86	2,045.95	0.0%
689 • Cash over/short	0.00	-0.13	0.0%
671 • Other revenue-general - Other	0.00	253.81	0.0%
Total 671 • Other revenue-general	0.86	2,299.63	0.0%
Total Income	15,931.87	1,652,699.72	1.0%
Expense			
701 • Personal services			
703 • Salaries	32,938.56	231,092.56	14.3%
704 • Wages-part time employees	16,520.63	110,242.87	15.0%
709 • Employer's Social Security	3,698.36	25,539.24	14.5%
716 • Defined cont ret plan expense	175.80	-14.59	-1,204.9%
718 • Health/dental insurance expense	5,084.15	37,153.62	13.7%
730 • Insurance-Workers Comp	0.00	821.00	0.0%
Total 701 • Personal services	58,417.50	404,834.70	14.4%
750 • Supplies			
751 • Adv. & Promotion	0.00	7,364.54	0.0%
752 • Supplies-Office/general	625.12	9,273.95	6.7%
755 • Collections Maintenance	556.38	2,432.97	22.9%
756 • Covid-19 response supplies	0.00	751.91	0.0%
Total 750 • Supplies	1,181.50	19,823.37	6.0%
800 • Other services & charges			
801 • Professional Services	3,392.90	19,227.90	17.6%
804 • Automation			
804.1 • Electronic content delivery	1,902.28	17,246.77	11.0%
804 • Automation - Other	9,465.52	37,132.73	25.5%
Total 804 • Automation	11,367.80	54,379.50	20.9%
805 • TLN Central Services	291.25	2,497.55	11.7%
850 • Communications	235.14	1,962.77	12.0%
851 • Postage	4.52	1,699.53	0.3%
852 • Other Misc Communications	773.52	3,475.94	22.3%
861 • Transportation-mileage reimb	0.00	66.42	0.0%
911 • Conferences	275.00	275.00	100.0%
913 • Travel	0.00	644.12	0.0%
915 • Memberships & dues	0.00	1,122.99	0.0%
917 • Utilities-Sewage	0.00	677.14	0.0%
918 • Utilities-Water	0.00	790.79	0.0%
919 • Waste & rubbish disposal	98.93	646.11	15.3%
920 • Utilities-Electric	7,012.64	50,538.94	13.9%
921 • Utilities-Natural gas	1,290.81	10,488.96	12.3%
930 • Land & building repairs	8,368.83	75,296.47	11.1%
935 • Property liability insurance	1,176.00	6,451.10	18.2%
948 • Computer services	958.33	6,381.26	15.0%
955 • Miscellaneous	0.00	3.38	0.0%
967-A • Programming - Adult	393.84	4,008.55	9.8%
967-YA • Programming - Teens	171.33	1,822.86	9.4%

Figures presented on modified accrual basis of accounting.

2:27 PM

08/15/22

Accrual Basis

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

	Jul 22	Jan - Jul 22	% YTD
967-YS • Programming - Youth Svcs.	1,090.18	5,207.78	20.9%
Total 800 • Other services & charges	36,901.02	247,665.06	14.9%
970 • Capital Outlay			
975 • Buildings & improvements	27,181.00	64,146.00	42.4%
980.01 • Office furniture & fixtures	0.00	819.00	0.0%
980.02 • Office equipment	0.00	1,835.84	0.0%
982-A • Books - Adult	1,487.72	17,704.52	8.4%
982-YA • Books - Teens	310.28	3,089.09	10.0%
982-YS • Books - Youth Services	1,759.39	11,867.02	14.8%
985-A • Audio Visual - Adult	184.17	3,117.76	5.9%
985-YA • Audio Visual - Teens	19.96	791.71	2.5%
985-YS • Audio Visual - Youth Services	339.15	4,518.56	7.5%
986 • Periodicals	640.94	4,613.58	13.9%
Total 970 • Capital Outlay	31,922.61	112,503.08	28.4%
Total Expense	128,422.63	784,826.21	16.4%
Net Income	-112,490.76	867,873.51	-13.0%

Figures presented on modified accrual basis of accounting.

2:30 PM

08/15/22

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget	% of Budget
Income				
401 • Taxes revenue				
402 • Current real property taxes	1,522,146.64	1,493,000.00	29,146.64	102.0%
403 • Personal property tax	12,545.58			
437 • Industrial Facilities Tax	7,300.50	5,000.00	2,300.50	146.0%
Total 401 • Taxes revenue	1,541,992.72	1,498,000.00	43,992.72	102.9%
539 • State grants				
540 • State Penal Fines	0.00	25,000.00	-25,000.00	0.0%
569 • State Grants-other	8,339.56	12,000.00	-3,660.44	69.5%
573 • Local stablization share	92,497.32	15,000.00	77,497.32	616.6%
Total 539 • State grants	100,836.88	52,000.00	48,836.88	193.9%
600 • Charges for services				
626 • Services Rendered	96.00	100.00	-4.00	96.0%
642 • Services-Sales	1,313.70	1,000.00	313.70	131.4%
Total 600 • Charges for services	1,409.70	1,100.00	309.70	128.2%
655 • Fines/Fees/Lost Books/Cards	1,486.34	1,000.00	486.34	148.6%
664 • Investment income/rents				
665 • Interest Income	4,674.45	12,000.00	-7,325.55	39.0%
667 • Rents	0.00	600.00	-600.00	0.0%
Total 664 • Investment income/rents	4,674.45	12,600.00	-7,925.55	37.1%
671 • Other revenue-general				
674 • Private contributions/donations	2,045.95	5,500.00	-3,454.05	37.2%
689 • Cash over/short	-0.13	0.00	-0.13	100.0%
671 • Other revenue-general - Other	253.81	3,000.00	-2,746.19	8.5%
Total 671 • Other revenue-general	2,299.63	8,500.00	-6,200.37	27.1%
Total Income	1,652,699.72	1,573,200.00	79,499.72	105.1%
Expense				
701 • Personal services				
703 • Salaries	231,092.56	490,600.00	-259,507.44	47.1%
704 • Wages-part time employees	110,242.87	176,000.00	-65,757.13	62.6%
709 • Employer's Social Security	25,539.24	51,000.00	-25,460.76	50.1%
716 • Defined cont ret plan expense	-14.59	15,000.00	-15,014.59	-0.1%
718 • Health/dental insurance expense	37,153.62	81,960.00	-44,806.38	45.3%
730 • Insurance-Workers Comp	821.00	1,300.00	-479.00	63.2%
Total 701 • Personal services	404,834.70	815,860.00	-411,025.30	49.6%
750 • Supplies				
751 • Adv. & Promotion	7,364.54	15,050.00	-7,685.46	48.9%
752 • Supplies-Office/general	9,273.95	17,000.00	-7,726.05	54.6%
755 • Collections Maintenance	2,432.97	10,000.00	-7,567.03	24.3%
756 • Covid-19 response supplies	751.91	5,000.00	-4,248.09	15.0%
Total 750 • Supplies	19,823.37	47,050.00	-27,226.63	42.1%
800 • Other services & charges				
801 • Professional Services	19,227.90	46,350.00	-27,122.10	41.5%
804 • Automation				
804.1 • Electronic content delivery	17,246.77	52,000.00	-34,753.23	33.2%
804 • Automation - Other	37,132.73	52,500.00	-15,367.27	70.7%
Total 804 • Automation	54,379.50	104,500.00	-50,120.50	52.0%
805 • TLN Central Services	2,497.55	7,200.00	-4,702.45	34.7%
850 • Communications	1,962.77	3,640.00	-1,677.23	53.9%
851 • Postage	1,699.53	4,200.00	-2,500.47	40.5%
852 • Other Misc Communications	3,475.94	7,200.00	-3,724.06	48.3%
861 • Transportation-mileage relimbs	66.42	2,000.00	-1,933.58	3.3%
910 • Professional development	0.00	2,800.00	-2,800.00	0.0%

Figures presented on modified accrual basis.

2:30 PM

08/15/22

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget	% of Budget
911 • Conferences	275.00	2,000.00	-1,725.00	13.8%
913 • Travel	644.12	2,000.00	-1,355.88	32.2%
915 • Memberships & dues	1,122.99	3,000.00	-1,877.01	37.4%
917 • Utilities-Sewage	677.14	2,000.00	-1,322.86	33.9%
918 • Utilities-Water	790.79	3,000.00	-2,209.21	26.4%
919 • Waste & rubbish disposal	646.11	1,500.00	-853.89	43.1%
920 • Utilities-Electric	50,538.94	87,000.00	-36,461.06	58.1%
921 • Utilities-Natural gas	10,488.96	12,000.00	-1,511.04	87.4%
930 • Land & building repairs	75,296.47	128,100.00	-52,803.53	58.8%
935 • Property liability insurance	6,451.10	15,000.00	-8,548.90	43.0%
940 • Rent	0.00	10.00	-10.00	0.0%
948 • Computer services	6,381.26	15,000.00	-8,618.74	42.5%
955 • Miscellaneous	3.38	240.00	-236.62	1.4%
964 • Refunds & Rebates	0.00	150.00	-150.00	0.0%
967-A • Programming - Adult	4,008.55	8,000.00	-3,991.45	50.1%
967-YA • Programming - Teens	1,822.86	3,000.00	-1,177.14	60.8%
967-YS • Programming - Youth Svcs.	5,207.78	9,000.00	-3,792.22	57.9%
Total 800 • Other services & charges	247,665.06	468,890.00	-221,224.94	52.8%
970 • Capital Outlay				
974 • Land improvements	0.00	10,000.00	-10,000.00	0.0%
975 • Buildings & improvements	64,146.00	100,000.00	-35,854.00	64.1%
980.01 • Office furniture & fixtures	819.00	12,000.00	-11,181.00	6.8%
980.02 • Office equipment	1,835.84	14,500.00	-12,664.16	12.7%
982-A • Books - Adult	17,704.52	40,000.00	-22,295.48	44.3%
982-YA • Books - Teens	3,089.09	5,000.00	-1,910.91	61.8%
982-YS • Books - Youth Services	11,867.02	30,000.00	-18,132.98	39.6%
985-A • Audio Visual - Adult	3,117.76	8,000.00	-4,882.24	39.0%
985-YA • Audio Visual - Teens	791.71	1,300.00	-508.29	60.9%
985-YS • Audio Visual - Youth Services	4,518.56	11,600.00	-7,081.44	39.0%
986 • Periodicals	4,613.58	9,000.00	-4,386.42	51.3%
Total 970 • Capital Outlay	112,503.08	241,400.00	-128,896.92	46.6%
Total Expense	784,826.21	1,573,200.00	-788,373.79	49.9%
Net Income	867,873.51	0.00	867,873.51	100.0%

Figures presented on modified accrual basis.

2:39 PM

08/15/22

Milford Public Library

Check Detail

July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check		08/10/2022	Blackstone Publishing	001 · Cash-Checking (Flagstar)		0.00
Bill	2054216	07/22/2022	Blackstone Publishing	202 · Accounts Payable*	0.00	-182.37
TOTAL					0.00	-182.37
Bill Pmt -Check	14520	07/20/2022	Absopure Water Company	001 · Cash-Checking (Flagstar)		-152.50
Bill	88400798	06/01/2022		752 · Supplies-Office/general	-71.60	71.60
Bill	88439700	06/29/2022		752 · Supplies-Office/general	-62.90	62.90
Bill	59449621	06/30/2022		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-152.50	152.50
Bill Pmt -Check	14521	07/20/2022	Baker & Taylor Books	001 · Cash-Checking (Flagstar)		-371.60
Bill	2036818425	06/20/2022		982-YA · Books - Teens	-250.64	250.64
Bill	2036832918	06/30/2022		982-YS · Books - Youth Services	-10.18	10.18
Bill	2036832919	06/30/2022		982-YA · Books - Teens	-22.62	22.62
Bill	2036832920	06/30/2022		982-YA · Books - Teens	-6.59	6.59
Bill	2036832921	06/30/2022		982-YS · Books - Youth Services	-9.74	9.74
Bill	2036832922	06/30/2022		982-YS · Books - Youth Services	-46.59	46.59
Bill	2036832923	06/30/2022		982-YS · Books - Youth Services	-10.25	10.25
Bill	2036863418	07/05/2022		982-YA · Books - Teens	-14.99	14.99
TOTAL					-371.60	371.60
Bill Pmt -Check	14522	07/20/2022	Blue Cross Blue Shield of Michigan	001 · Cash-Checking (Flagstar)		-4,695.35
Bill	Aug22	07/07/2022		718 · Health/dental insurance expense	-4,695.35	4,695.35
TOTAL					-4,695.35	4,695.35
Bill Pmt -Check	14523	07/20/2022	DTE Energy	001 · Cash-Checking (Flagstar)		-1,290.81
Bill	Jul22	07/08/2022		921 · Utilities-Natural gas	-1,290.81	1,290.81
TOTAL					-1,290.81	1,290.81
Bill Pmt -Check	14524	07/20/2022	Foster Swift Collins & Smith PC	001 · Cash-Checking (Flagstar)		-2,025.00
Bill	836610	07/12/2022		801 · Professional Services	-180.00	180.00
Bill	836611	07/12/2022		801 · Professional Services	-1,845.00	1,845.00

2:39 PM
08/15/22

Milford Public Library

Check Detail

July 20 through August 16, 2022

Type	Nm	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-2,025.00	2,025.00
Bill Pmt -Check	14525	07/20/2022	Ingram Library Services	001 - Cash-Checking (Flagstar)		-1,744.50
Bill	70299621	07/01/2022		982-A - Books - Adult	-184.21	184.21
Bill	70299620	07/01/2022		982-YS - Books - Youth Services	-9.23	9.23
Bill	70299619	07/01/2022		982-A - Books - Adult	-9.27	9.27
Bill	70316437	07/03/2022		982-A - Books - Adult	-114.08	114.08
Bill	70346997	07/06/2022		982-A - Books - Adult	-22.96	22.96
Bill	70346996	07/06/2022		982-A - Books - Adult	-59.14	59.14
Bill	70374211	07/07/2022		982-A - Books - Adult	-120.81	120.81
Bill	70395018	07/08/2022		982-A - Books - Adult	-21.49	21.49
Bill	70395019	07/08/2022		982-A - Books - Adult	-65.53	65.53
Bill	70423006	07/11/2022		982-A - Books - Adult	-208.24	208.24
Bill	70438984	07/12/2022		982-A - Books - Adult	-31.59	31.59
Bill	70438982	07/12/2022		982-A - Books - Adult	-46.75	46.75
Bill	70438981	07/12/2022		982-YS - Books - Youth Services	-583.66	583.66
Bill	70438983	07/12/2022		982-A - Books - Adult	-74.63	74.63
Bill	70467020	07/13/2022		982-A - Books - Adult	-84.93	84.93
Bill	70467019	07/13/2022		982-YS - Books - Youth Services	-107.98	107.98
TOTAL					-1,744.50	1,744.50
Bill Pmt -Check	14526	07/20/2022	Karin Boughey*	001 - Cash-Checking (Flagstar)		-100.00
Bill	Jul22	07/15/2022		967-A - Programming - Adult	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	14527	07/20/2022	Mermaid Molly Entertainment LLC	001 - Cash-Checking (Flagstar)		-250.00
Bill	071222	07/14/2022		967-YS - Programming - Youth Svcs.	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	14528	07/20/2022	Oriental Trading Company, Inc.	001 - Cash-Checking (Flagstar)		-54.54
Bill	717718709-...	07/07/2022		967-A - Programming - Adult	-54.54	54.54
TOTAL					-54.54	54.54
Bill Pmt -Check	14529	07/20/2022	Phoenix Freerunning LLC	001 - Cash-Checking (Flagstar)		-350.00
Bill	Prog072322	07/14/2022		967-YS - Programming - Youth Svcs.	-350.00	350.00

2:39 PM
08/15/22

Milford Public Library
Check Detail
July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-350.00	350.00
Bill Pmt -Check	14530	07/20/2022	Quill Corporation	001 - Cash-Checking (Flagstar)		-152.96
Bill	26090655	06/30/2022		752 - Supplies-Office/general	-152.96	152.96
TOTAL					-152.96	152.96
Bill Pmt -Check	14531	07/20/2022	Windstream (formerly PAETEC)	001 - Cash-Checking (Flagstar)		-20.00
Bill	Jul22	07/06/2022		850 - Communications	-20.00	20.00
TOTAL					-20.00	20.00
Bill Pmt -Check	14532	07/20/2022	Delta Dental Plan of Michigan	001 - Cash-Checking (Flagstar)		-388.80
Bill	RIS000429...	08/01/2022		231 - Payroll deductions payable	-388.80	388.80
TOTAL					-388.80	388.80
Bill Pmt -Check	14533	07/27/2022	AFLAC	001 - Cash-Checking (Flagstar)		-264.11
Bill	113802	07/12/2022		231 - Payroll deductions payable	-264.11	264.11
TOTAL					-264.11	264.11
Bill Pmt -Check	14534	07/27/2022	DTE Energy	001 - Cash-Checking (Flagstar)		-7,012.64
Bill	Jul22-E	07/19/2022		920 - Utilities-Electric	-7,012.64	7,012.64
TOTAL					-7,012.64	7,012.64
Bill Pmt -Check	14535	07/27/2022	Gale/Cengage Learning	001 - Cash-Checking (Flagstar)		-110.21
Bill	78138087	07/11/2022		982-A - Books - Adult	-110.21	110.21
TOTAL					-110.21	110.21
Bill Pmt -Check	14536	07/27/2022	GFL Environmental	001 - Cash-Checking (Flagstar)		-98.93
Bill	0056396918	07/15/2022		919 - Waste & rubbish disposal	-98.93	98.93
TOTAL					-98.93	98.93

2:39 PM
08/15/22

Milford Public Library
Check Detail
July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14537	07/27/2022	Goyette Mechanical	001 · Cash-Checking (Flagstar)		-2,684.82
Bill	910117683	07/11/2022		975 · Buildings & improvements	-2,684.82	2,684.82
TOTAL					-2,684.82	2,684.82
Bill Pmt -Check	14538	07/27/2022	Howell Conference and Nature Center	001 · Cash-Checking (Flagstar)		-334.80
Bill	Prog081122	05/31/2022		967-YS · Programming - Youth Svcs. 967-YS · Programming - Youth Svcs.	-43.50 -291.30	50.00 334.80
TOTAL					-334.80	384.80
Bill Pmt -Check	14539	07/27/2022	Interactive Energies Group	001 · Cash-Checking (Flagstar)		-752.00
Bill	INV20211467	07/15/2022		975 · Buildings & improvements	-752.00	752.00
TOTAL					-752.00	752.00
Bill Pmt -Check	14540	07/27/2022	Library Network	001 · Cash-Checking (Flagstar)		-8,744.69
Bill	70321	07/11/2022		804 · Automation	-8,285.89	8,285.89
Bill	70388	07/12/2022		804 · Automation	-458.80	458.80
TOTAL					-8,744.69	8,744.69
Bill Pmt -Check	14541	07/27/2022	National Time & Signal Corporation	001 · Cash-Checking (Flagstar)		-175.00
Bill	149872	07/12/2022		930 · Land & building repairs	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	14542	07/27/2022	Nationwide	001 · Cash-Checking (Flagstar)		-175.80
Bill	Huff	07/25/2022		716 · Defined cont rei plan expense	-175.80	175.80
TOTAL					-175.80	175.80
Bill Pmt -Check	14543	07/27/2022	Paleo Shows, LLC	001 · Cash-Checking (Flagstar)		-400.00
Bill	Prog080422	07/14/2022		967-YS · Programming - Youth Svcs.	-400.00	400.00
TOTAL					-400.00	400.00

2:39 PM
08/15/22

Milford Public Library

Check Detail

July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14545	08/03/2022	Clearfly	001 · Cash-Checking (Flagstar)		-130.47
Bill	INV443156	08/01/2022		850 · Communications	-130.47	130.47
TOTAL					-130.47	130.47
Bill Pmt -Check	14546	08/03/2022	Findaway World LLC	001 · Cash-Checking (Flagstar)		-49.99
Bill	397853	07/20/2022		985-YS · Audio Visual - Youth Services	-49.99	49.99
TOTAL					-49.99	49.99
Bill Pmt -Check	14547	08/03/2022	Flagstar	001 · Cash-Checking (Flagstar)		-1,297.97
Bill	Jul22	07/21/2022		752 · Supplies-Office/general	-22.78	22.78
				755 · Collections Maintenance	-28.56	28.56
				804 · Automation	-273.50	273.50
				967-A · Programming - Adult	-139.30	139.30
				985-YA · Audio Visual - Teens	-19.96	19.96
				967-YA · Programming - Teens	-156.95	156.95
				967-YS · Programming - Youth Svcs.	-70.38	70.38
				982-YS · Books - Youth Services	-70.04	70.04
				985-A · Audio Visual - Adult	-227.34	227.34
				985-YS · Audio Visual - Youth Services	-289.16	289.16
TOTAL					-1,297.97	1,297.97
Bill Pmt -Check	14548	08/03/2022	Frontier	001 · Cash-Checking (Flagstar)		-85.27
Bill	Aug22	07/19/2022		850 · Communications	-85.27	85.27
TOTAL					-85.27	85.27
Bill Pmt -Check	14549	08/03/2022	Gale/Cengage Learning	001 · Cash-Checking (Flagstar)		-77.22
Bill	78188911	07/20/2022		982-A · Books - Adult	-77.22	77.22
TOTAL					-77.22	77.22
Bill Pmt -Check	14550	08/03/2022	Ingram Library Services	001 · Cash-Checking (Flagstar)		-155.39
Bill	70551461	07/19/2022		982-A · Books - Adult	-143.98	143.98
Bill	70551460	07/19/2022		982-YS · Books - Youth Services	-11.41	11.41

2:39 PM
08/15/22

Milford Public Library

Check Detail

July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-155.39	155.39
Bill Pmt -Check	14551	08/03/2022	J.E. Strauss Consulting/CPA, LLC	001 · Cash-Checking (Flagstar)		-1,367.90
Bill	2353	07/31/2022		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-335.90	335.90
TOTAL					-1,367.90	1,367.90
Bill Pmt -Check	14552	08/03/2022	Kelli Brendel	001 · Cash-Checking (Flagstar)		-19.80
Bill	Jul22	07/28/2022		967-YS · Programming - Youth Svcs.	-19.80	19.80
TOTAL					-19.80	19.80
Bill Pmt -Check	14553	08/03/2022	MLA	001 · Cash-Checking (Flagstar)		-275.00
Bill	12948	07/29/2022		911 · Conferences	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	14554	08/03/2022	Petty Cash*	001 · Cash-Checking (Flagstar)		-4.52
Bill	Jul22	07/24/2022		006 · Petty Cash	-4.52	4.52
TOTAL					-4.52	4.52
Bill Pmt -Check	14555	08/03/2022	Ric Mixer	001 · Cash-Checking (Flagstar)		-200.00
Bill	Prog081522	03/21/2022		967-A · Programming - Adult	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	14556	08/03/2022	T-Mobile	001 · Cash-Checking (Flagstar)		-773.52
Bill	Jul22	07/25/2022		852 · Other Misc Communications	-773.52	773.52
TOTAL					-773.52	773.52
Bill Pmt -Check	14557	08/03/2022	Technology Solutions, LLC	001 · Cash-Checking (Flagstar)		-600.00
Bill	23905	08/01/2022		930 · Land & building repairs	-600.00	600.00

2:39 PM
08/15/22

Milford Public Library

Check Detail

July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-600.00	600.00
Bill Pmt -Check	14558	08/03/2022	Transparent Language Inc.	001 - Cash-Checking (Flagstar)		-1,080.00
Bill	33879	07/21/2022		123 - Prepaid Expenses	-1,080.00	1,080.00
TOTAL					-1,080.00	1,080.00
Bill Pmt -Check	14559	08/10/2022	Blue Cross Blue Shield of Michigan	001 - Cash-Checking (Flagstar)		-4,695.35
Bill	Aug22	08/07/2022		718 - Health/dental insurance expense	-4,695.35	4,695.35
TOTAL					-4,695.35	4,695.35
Bill Pmt -Check	14560	08/10/2022	Ingram Library Services	001 - Cash-Checking (Flagstar)		-660.18
Bill	70597170	07/21/2022		982-YS - Books - Youth Services	-9.23	9.23
Bill	70597171	07/21/2022		982-YS - Books - Youth Services	-11.43	11.43
Bill	70597172	07/21/2022		982-A - Books - Adult	-33.87	33.87
Bill	70635546	07/24/2022		982-YS - Books - Youth Services	-3.71	3.71
Bill	70635547	07/24/2022		982-A - Books - Adult	-33.53	33.53
Bill	70635548	07/24/2022		982-YS - Books - Youth Services	-3.71	3.71
Bill	70664734	07/26/2022		982-A - Books - Adult	-11.96	11.96
Bill	70664735	07/26/2022		982-YS - Books - Youth Services	-10.33	10.33
Bill	70664736	07/26/2022		982-A - Books - Adult	-33.32	33.32
Bill	70711998	07/28/2022		982-YS - Books - Youth Services	-90.21	90.21
Bill	70749061	07/31/2022		982-YS - Books - Youth Services	-418.88	418.88
TOTAL					-660.18	660.18
Bill Pmt -Check	14561	08/10/2022	Interactive Energies Group	001 - Cash-Checking (Flagstar)		-29,034.07
Bill	INV20211485	07/25/2022		975 - Buildings & improvements	-23,744.18	23,744.18
Bill	INV20211496	08/02/2022		975 - Buildings & improvements	-5,289.89	5,289.89
TOTAL					-29,034.07	29,034.07
Bill Pmt -Check	14562	08/10/2022	Jani-King of Michigan, Inc.	001 - Cash-Checking (Flagstar)		-3,081.00
Bill	DET082201...	08/01/2022		930 - Land & building repairs	-3,081.00	3,081.00
TOTAL					-3,081.00	3,081.00
Bill Pmt -Check	14563	08/10/2022	Kanopy, Inc.	001 - Cash-Checking (Flagstar)		-28.90

2:39 PM
08/15/22

Milford Public Library

Check Detail

July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	306711	07/31/2022		804.1 · Electronic content delivery	-28.90	28.90
TOTAL					-28.90	28.90
Bill Pmt -Check	14564	08/10/2022	Midwest Tape	001 · Cash-Checking (Flagstar)		-718.15
Bill	052470613	07/31/2022		804.1 · Electronic content delivery	-718.15	769.57
TOTAL					-718.15	769.57
Bill Pmt -Check	14565	08/10/2022	Overdrive	001 · Cash-Checking (Flagstar)		-577.35
Bill	01576CO22...	08/02/2022		804.1 · Electronic content delivery	-577.35	577.35
TOTAL					-577.35	577.35
Bill Pmt -Check	14566	08/10/2022	Quill Corporation	001 · Cash-Checking (Flagstar)		-180.72
Bill	26437458	07/19/2022		752 · Supplies-Office/general	-110.68	180.72
Bill	26501839	07/21/2022		752 · Supplies-Office/general	-70.04	70.04
TOTAL					-180.72	250.76
Bill Pmt -Check	14567	08/10/2022	Rose Pest Solutions	001 · Cash-Checking (Flagstar)		-81.00
Bill	31026782	07/19/2022		930 · Land & building repairs	-81.00	81.00
TOTAL					-81.00	81.00
Bill Pmt -Check	14568	08/10/2022	Showcases	001 · Cash-Checking (Flagstar)		-113.24
Bill	324121	07/27/2022		755 · Collections Maintenance	-113.24	113.24
TOTAL					-113.24	113.24

Milford Public Library
Check Detail
July 20 through August 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14544	08/01/2022	Nationwide	001 · Cash-Checking (Flagstar)		-500.00
				231 · Payroll deductions payable	-100.00	100.00
				231 · Payroll deductions payable	-400.00	400.00
					-500.00	500.00
TOTAL						

LIBRARY DIRECTOR'S REPORT

August 2022

SUGGESTION BOX AND RANDOM COMMENTS

None

STAFF UPDATES

I will be on vacation from August 29-31. Grace Bur, current Teen Librarian and incoming Head of Youth and Teen Services, will be in charge during this brief vacation. This will give her a chance to learn the ropes of being the Person In Charge, while having the backup of the other department heads in case of questions.

I plan on attending the MLA Conference in October in Port Huron (first MLA in-person conference since 2019). I have never been to Port Huron, and I don't ever remember the conference being held there (at least since 1991). It's nice that a morning walk is planned on Thursday and Friday of the conference to a lighthouse (weather permitting and limited to 50 people). I've asked staff to let me know if they are interested in attending the conference as well.

STAFF ANNIVERSARIES: August

Jamie Frisbie, Circulation Services Clerk, 3 years

Karen Dobson, Head of Youth and Teen Services, 6 years

Whitney Schillack, Youth Services Librarian, 5 years

STAFF ANNIVERSARIES: September

None

BUILDING UPDATES

On August 2, the library once again served as a precinct location for the election. Tina and Karen Dobson were here very early in the morning to open the building for the election workers. Karin Boughey and Stephen Jackman stayed late until the election workers were finished. There were no issues reported during the day related to the election.

On August 3, Goyette tested our backflow devices (3). All passed. The report will be sent to the Village as required.

TLN UPDATES

None

FRIENDS OF THE LIBRARY UPDATE

The FOL are working on revising their bylaws. The next meeting is September 20 at 3:15pm.

INCIDENT REPORTS

None reported

Adult Department Report

July 2022

The annual adult summer reading program continued in July. The theme this year is Oceans of Possibilities. As of August 8, we have 44 people registered and 265 books that have been logged. Each week we draw for a \$50 gift certificate from a local Milford business. A \$100 Grand Prize of Huron Valley Chamber Bucks will be drawn at the end of the program.

The library added a new online language learning program Transparent Languages. Transparent includes lessons for 110 different languages and allows patrons to learn listening, speaking and reading comprehension skills. Transparent Languages is available remotely through a PC, laptop or mobile app.

We had a Water Marbling take home craft bag in July. The bag included a terracotta pot and nail polish in a variety of colors, so patrons could create a marbled effect. We had 24 people sign up for the activity bag.

On July 14, adult librarian Stephen Jackman took 50 people on an adventure to the DIA. Stephen arranged for transportation to and from the library and a self-guided tour of the Detroit Institute of Arts.

David Stokes attended the TLN Outreach Services Committee meeting on July 20. David Stokes also conducted one outreach visit in July.

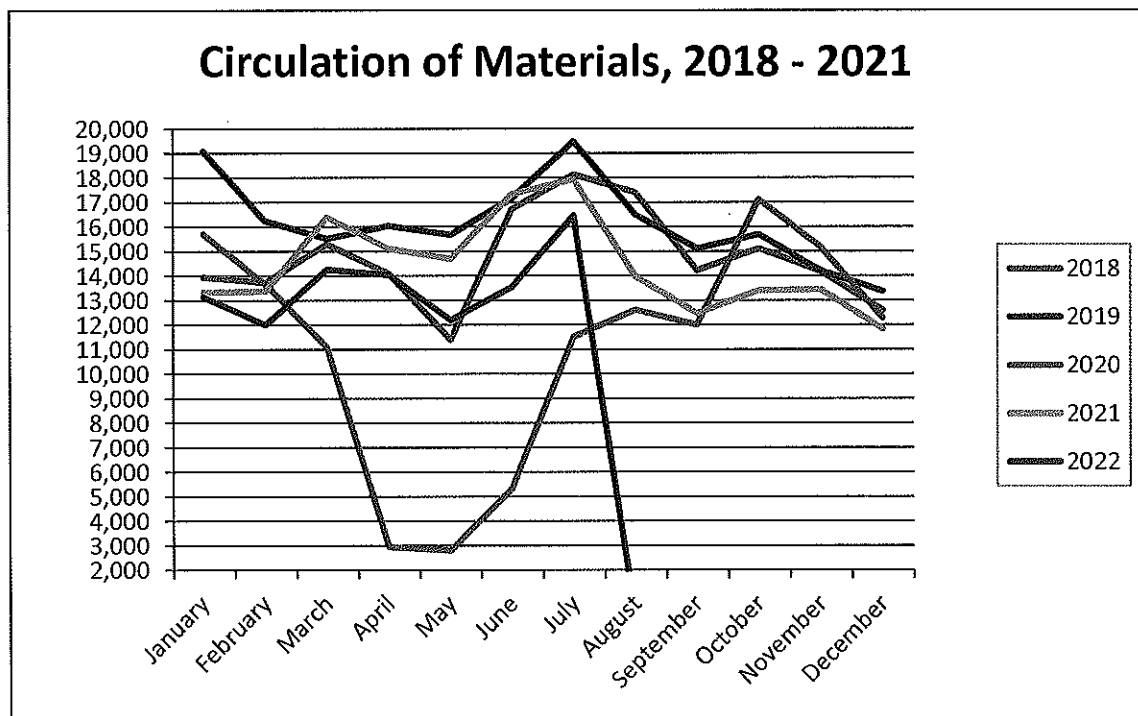
Respectfully submitted.

Karin Boughey

Head of Adult Services

**MILFORD PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

	2018	2019	2020	2021	2022
January	13,956	19,073	15,703	13,330	13,142
February	13,728	16,245	13,657	13,373	12,005
March	15,301	15,523	11,088	16,398	14,264
April	14,098	16,049	2,942	15,113	14,043
May	11,406	15,677	2,803	14,692	12,198
June	16,720	17,149	5,329	17,337	13,540
July	18,140	19,491	11,520	17,951	16,465
August	17,396	16,499	12,615	13,971	0
September	14,230	15,115	11,998	12,477	0
October	15,111	15,693	17,123	13,396	0
November	14,184	14,218	15,179	13,436	0
December	12,605	13,377	12,287	11,844	0
TOTAL	176,875	194,109	132,244	173,318	95,657



**Milford Public Library
Monthly Statistics**

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2021 Totals
Building Use														
Visits	4,283	3,793	4,948	4,769	4,271	4,914	5,598		0	0	0	0	32,576	38,383
Room Bookings	13	15	15	13	17	12	17		0	0	0	0	102	66

New Patrons and Accounts														2021 Totals
New Cards Issued	55	39	63	54	42	63	92		0	0	0	0	408	523
Library Card Holders	6,399	6,430	6,476	6,494	6,279	6,266	6,351		0	0	0	0		6,492
Library Card Holders Percentage	37.44%	37.62%	37.89%	38.00%	36.74%	36.66%	37.16%	0.00%	0.00%	0.00%	0.00%	0.00%		41.26%

Reference Questions														2021 Totals
Adult Department	748	646	936	784	566	769	782		0	0	0	0	5,231	9,149
Youth and Teen Department	510	387	579	572	412	774	1,107		0	0	0	0	4,341	5,087
Total	1,258	1,033	1,515	1,356	978	1,543	1,889		0	0	0	0	9,572	14,236

Programs														2021 Totals
Adult Programs Held	4	4	4	4	4	2	3		0	0	0	0	25	30
Adult Programs Attendance	67	61	29	83	68	31	49		0	0	0	0	388	181
Teen Programs Held	0	0	0	1	1	2	3		0	0	0	0	7	1
Teen Programs Attendance	0	0	0	1	5	22	8		0	0	0	0	36	9
Youth Programs Held	1	2	3	4	3	4	9		0	0	0	0	26	45
Youth Programs Attendance	36	44	78	152	209	136	284		0	0	0	0	939	1,157
General Programs Held	0	0	0	0	0	0	0		0	0	0	0	0	0
General Program Attendance	0	0	0	0	0	0	0		0	0	0	0	0	0

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

Collection														2021 Totals
Book Collection	366	321	302	83	2	-658	7		0	0	0	0	68,219	68,904
Audio Collection	5	14	8	-54	-32	-144	0		0	0	0	0	3,044	3,317
Video Collection	6	321	302	83	2	-658	7		0	0	0	0	6,044	6,670
Music Collection	0	14	0	-54	-32	-144	0		0	0	0	0	2,075	2,163
Electronic Format	0	0	2	10	5	20	7		0	0	0	0	-172	-143
Periodicals	0	0	0	0	0	0	0		0	0	0	0	195	195
Net Acquisitions	377	670	614	68	-55	-1584	21		0	0	0	0	79,405	81,106

Monthly Numbers are Net Acquisitions

**Milford Public Library
Monthly Statistics**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
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Number of Items Circulated 2022

All Items	13,142	12,005	14,264	14,043	12,198	13,540	16,465	0	0	0	0	0	95,657
Circulation to Milford Residents	8,751	8,176	9,662	9,601	8,162	9,545	11,603	0	0	0	0	0	65,500
Circulation to Commerce Residents	674	349	563	522	475	404	532	0	0	0	0	0	3,519
Circulation to Highland Residents	452	600	891	823	690	554	743	0	0	0	0	0	4,753
Circulation to All Others	893	700	769	876	652	569	845	0	0	0	0	0	5,304
Ebook Circulation	1,173	993	1,092	1,027	1,036	1,128	1,274	0	0	0	0	0	7,723
Emagazines	153	154	190	155	142	165	145	0	0	0	0	0	1,104
Media Circulation	3,105	2,604	3,321	3,138	2,671	2,904	3,539	0	0	0	0	0	21,282
Adult Material Circulation	4513	3901	4760	4906	3922	4481	4951	0	0	0	0	0	31,434
Teen Material Circulation	516	395	500	617	578	720	961	0	0	0	0	0	4,287
Youth Material Circulation	5792	5618	6678	6317	5500	5909	7862	0	0	0	0	0	43,676
Self Checkout Circulation	1241	1142	1580	1159	1119	1623	2141	0	0	0	0	0	10,005

Number of Items Circulated 2021

All Items	13,330	13,373	16,398	15,113	14,692	17,337	17,951	13,971	12,477	13,396	13,436	11,844	173,318
Circulation to Milford Residents	3,499	3,710	5,074	5,095	4,754	6,610	10,416	10,133	8,373	8,846	8,583	8,130	83,223
Circulation to Commerce Residents	129	169	311	176	305	433	629	591	496	565	551	511	4,866
Circulation to Highland Residents	89	240	315	200	232	338	504	484	459	538	343	387	4,129
Circulation to All Others	167	324	385	355	329	534	778	563	487	613	671	676	5,882
Ebook Circulation	819	1,049	1,084	961	967	1,019	1,058	1,089	1,031	1,030	1,014	927	12,048
Emagazines	474	494	505	96	100	166	152	107	176	199	180	159	2,808
Media Circulation	2,634	1,630	1,944	1,993	1,852	2,058	3,178	2,954	2,911	2,925	2,761	2,732	29,572
Adult Material Circulation	1769	2002	2524	2471	2283	2619	4456	4349	3916	4036	4052	3934	38,411
Teen Material Circulation	219	266	266	353	340	442	756	831	683	489	468	562	5,675
Youth Material Circulation	1931	2323	3312	3012	3021	4880	7217	6636	5244	6108	5679	5333	54,696
Self Checkout Circulation	212	585	752	929	719	1694	887	1241	1049	1029	1077	1091	11,265

Computer Use

Home Page Hits	9,844	8,404	9,788	10,392	8,262	10,370	10,600	0	0	0	0	0	67,660	95,828
Public Computer Sessions	398	312	455	464	395	414	403	0	0	0	0	0	2,841	2,928
Wireless Sessions	154	134	150	158	133	148	150	0	0	0	0	0	1,027	1,278
Guest Passes Issued	3	12	24	19	18	6	16	0	0	0	0	0	98	52
Ancestry.com	242	383	369	0	23	94	82	0	0	0	0	0	1,193	4,741

2021 Totals

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



Memo

To: Board of Trustees
From: Tina Hatch, Director
cc:
Date: August 10, 2022
Re: Proposed Budget 2023

The proposed 2023 budget was included in a previous Board packet, along with a document entitled "Budget Assumptions." I'm hoping that this additional document will provide useful information to you as to how the budget comes together and what items make up various line items.

The budget hearing notice was scheduled to be published in the Milford Times on 8/11 and the proposed budget has been made available to patrons wishing to view it either online or at the library.

Soon after I finished the proposed budget, the Michigan Court of Claims invalidated the Paid Medical Leave Act. This decision would require an immediate increase of the state minimum wage to \$12.00 per hour and require paid sick leave for part time employees (it is unclear whether or not substitutes or shelvers who work a limited amount of time would be covered under the paid sick leave portion). This decision has since been stayed until at least February. If this is enacted, it will have an impact on our 2023 budget. See articles included.

This subject was the topic of discussion during the TLN Director's Meeting for August. One of the suggested ways to implement this, if necessary, is to increase all part-time staff by \$2.00 per hour. Our minimum wage would become \$12.00 (for shelvers). The minimum and maximum range for other part-time staff would increase by \$2.00 per hour (see attached). This would increase the Part-Time wage line in the budget by \$15,355.

Recommendation: Adopt the proposed budget as presented with the understanding that court rulings may require significant amendments.

A reminder that the Budget Hearing will be held at 6:45pm on Tuesday, August 23 just prior to the regular meeting.

Michigan Court of Claims Invalidates Paid Medical Leave Act

July 25, 2022

On July 19, the Michigan Court of Claims issued a decision that will have a wide-ranging impact on employers in the state.

The decision invalidated the Michigan Paid Medical Leave Act, and reinstituted both the "Improved Workforce Opportunity Wage Act" and the "Earned Sick Time Act." The Acts were originally enacted by the state's legislature in 2018 and covered a range of employment-related matters. This includes laws concerning minimum wage, paid sick leave, and credits for specific tipped employees.

The issue at the heart of this matter involved the amending of these Acts. The laws were adopted by the Legislature without change or amendment. Yet before they became law, the Legislature amended them with a simple majority and also scaled them back. Had these initiatives gone to the general election ballot that year, future amendments would have needed a three-fourths vote of the Legislature—not a simple majority.

According to the Michigan Court of Claims, the 2018 amendments to the Paid Medical Leave Act and the Improved Workforce Opportunity Wage Act were unconstitutional. As a result, the laws had to go back to their original form.

As a result of this decision, Michigan employers are required to pay a minimum wage of \$12 per hour. Additionally, all employers face potential changes as it relates to accrual and use of sick leave. Unlike the Paid Medical Leave Act, which applies to those with 50 or more employees, the Earned Sick Time Act applies to those with one or more employees. Other differences between the Acts concern the definition of an employee, maximum usage, and accrual.

It is important to note that the ruling is expected to be appealed. Additionally, it is possible that a stay could be issued to delay the implementation of the law.

We will continue to monitor updates to this ruling as they unfold. In the meantime, if you have questions or concerns about how this will affect your organization, please contact a member of our [labor & employment law practice](#):

- [Mike Blum](#)... 248.785.4722...mblum@fosterswift.com
- [Karl Butterer](#)... 616.726.2212...kbutterer@fosterswift.com
- [Cliff Hammond](#)... 517.371.8135...chammond@fosterswift.com

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Business Watch

Judge delays Michigan minimum wage increase until at least February

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- *Those changes are now delayed, after the judge considered the ability for businesses and the state to adapt to new laws.*
- *A court fight over the increase could affect Raise the Wage, an ongoing ballot initiative to raise minimum wage to \$15 an hour.*

LANSING — Michiganders likely won't see changes in their minimum wage or paid sick leave until at least February, according to a Friday court ruling over the state Legislature's handling of citizen-backed initiatives in 2018.

More than a week after Court of Claims Judge Douglas Shapiro ordered Michigan businesses to increase minimum wage to \$12 per hour and offer paid sick leave to workers, he delayed implementation of the changes on Friday while the case is under appeal.

#### **Related:**

- **Bridge Michigan's 2022 Voter and Elections Guide**
- **Security 'beefed up 100%' at Detroit absentee counting board after 2020 chaos**
- **Michigan's combined primary ballot confuses voters; may not be going anywhere**

In his initial July 19 opinion, Shapiro — appointed to by former Democratic Gov. Jennifer Granholm — found Michigan lawmakers violated the state Constitution in 2018 when they adopted citizen-driven initiatives on minimum wage and paid sick leave and weakened the language two months after.

The ballot measure would have raised the minimum wage from \$10 in 2019 to \$12 by 2022, but lawmakers changed the law so the minimum wouldn't reach that rate until 2030. They also weakened a paid sick leave initiative that year, exempting small businesses with 50 or fewer workers from requiring paid sick leave.

His July 19 ruling is under appeal, and Shapiro wrote Friday that delaying the enforcement would cause "irreparable harm" to employees who would benefit from higher minimum wage and paid sick leave.

But considering "the ability of employers and the relevant state agencies to immediately accommodate the changes" to the state law, Shapiro halted enforcement for 205 days — the same length of time between the state's adoption of the 2018 initiatives and the day they took effect in 2019.



# Memo

**To:** Board of Trustees  
**From:** Tina Hatch, Director  
**cc:**  
**Date:** August 3, 2022  
**Re:** Library Schedule 2023

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As you know, the Shared Automation System requires us to approve a schedule of library closings in advance. Attached is a proposed schedule for 2023, based upon our holiday policy. Because of the due date, this schedule has already been sent to TLN for input. We can make changes as necessary. I've included a 2023 calendar with closed dates circled.

Consider adding the following closed dates due to holidays falling on the weekend:

1. Monday, January 2, 2023
2. Saturday, December 23, 2023

Recommendation: Approve Schedule of Library Closings for 2023.

Library: *Milford*  
Contact Name: *Tina Hatch*

## 2023 Calendar

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 |    |    |    |    |

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    | 1  | 2  | 3  | 4  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 31 |    |

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| Su  | Mo | Tu | We | Th | Fr | Sa |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 |    |    |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
|      |    |    |    | 1  | 2  | 3  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 |    |

| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   | 31 |    |    |    |    |    |

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | Mo | Tu | We | Th | Fr | Sa |
|        |    | 1  | 2  | 3  | 4  | 5  |
| 6      | 7  | 8  | 9  | 10 | 11 | 12 |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 | 29 | 30 | 31 |    |    |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |