

MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 22, 2022
7:00 PM

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: December 7, 2021
 - 2.2. Approval of Financial Reports and Invoices for November and December and January
 - 2.3. Director's Report
 - 2.3.1. Snapshot of Statistical Indicators
 - 2.3.2. Suggestion Box
 - 2.3.3. Staff Updates
 - 2.3.4. Building Updates
 - 2.3.5. TLN Update
 - 2.3.6. Friends of the Library Update
 - 2.3.7. Incident Reports
3. Approval of Agenda
4. Call to the Public
5. Unfinished Business
 - 5.1. Reopening Status
 - 5.2. Wish List Priority Updates
 - 5.2.1. LED Lighting
 - 5.2.2. Sidewalks/Parking Lot
 - 5.2.3. Restroom Handicapped Assist openers
 - 5.2.4. Slow Door Closers
6. New Business
 - 6.1. Annual Meeting
 - 6.1.1. Election of Officers
 - 6.1.2. Schedule of Meetings
 - 6.1.3. Schedule of Closed Dates 2021
 - 6.1.4. Annual Report
 - 6.2. Policy 301 Administrative Assistant
 - 6.3. Budget Adjustment #3 of 2021
 - 6.4. Open Forum
7. Communications
 - 7.1. Anne Seurnyck, Attorney, Letter regarding rate increase
 - 7.2. Thank you notes from Staff
8. Adjournment

MILFORD TOWNSHIP LIBRARY BOARD

Minutes of Regular Meeting

Tuesday, December 7, 2021 7:00 p.m.

In Person

Members Present: Keef, Harris, Clemens, Weeks and Gramlich. Also present, Director Hatch and Jeanne Brown to record the minutes. Trustee McMunn was absent.

1. **Call to Order:** President Keef called the meeting to order at 7:01.
2. **Consent Agenda:** Weeks moved to approve the Consent Agenda, Harris seconded. Motion carried.
3. **Approval of Agenda:** Weeks moved to approve the Agenda, Gramlich seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Reopening Status: Director Hatch shared the situation remains the same. Director Hatch also shared a slowdown in patrons coming into the Library, whether it is from holidays or concerns of illness is not clear. Director Hatch mentioned an increase in mask requirements from some libraries.
 - 5.2. Wish List Priority Updates
 - 5.2.1. LED Lighting: Director Hatch shared quotes from 3 companies. Director Hatch suggested not using the highest bid but also needs clarification from both of the other two quotes which may change bid amounts. Director Hatch requested direction for moving forward with project. Board discussed quotes and questions for companies. Clemens moved to allow Director Hatch to move forward with LED lighting project and to accept best bid upon receipt of information, current quotes, and references, Gramlich seconded. Motion carried.
 - 5.2.2. Sidewalks/Parking Lot: Director Hatch shared a proposal from PEA Group, and mentioned this was the only firm to respond to requests. Board discussed the proposal, however asked Director Hatch to pursue additional engineering firms.

5.2.3. Restroom Handicapped Assist Doors: Director Hatch shared no responses or quotes have been received as of this time.

5.2.4. Slow Door Closers: Director Hatch shared again, no responses or quotes for this project have been received.

6. New Business:

6.1. PLA Conference Attendance Proposal: Director Hatch shared a proposal from Karen Dobson to attend PLA conference in 2022.

Weeks moved to approve proposal for Karen Dobson to attend PLA conference in 2022, Harris seconded. Motion carried.

6.2. Budget Adjustment #2 of 2021: Director Hatch provided information regarding Budget Adjustment #2 for 2021, and asked for approval to make necessary budget adjustments to balance budget for 2021.

Clemens moved to approve budget adjustment #2, Gramlich seconded. Motion carried. Weeks moved to allow Director Hatch to make necessary budget adjustments to balance 2021 budget, Gramlich seconded. Motion carried.

6.3. Open Forum: Director Hatch shared information from Library of Michigan regarding book challenges, censorship and a checklist for handling material reconsideration, challenges and censorship for Michigan Public Libraries. Director Hatch also shared there has been a 65% increase in challenges, mostly in school libraries. Director Hatch plans to review our current policy and forms for book challenges and to revise policies and forms. Director Hatch also mentioned letters regarding salaries for 2022 went into mailboxes this week.

7. Communications: None

8. Adjournment: Weeks moved to adjourn, Clemens seconded. Motion carried. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Donna Gramlich
Acting Secretary

Jeanne Brown
Recording Secretary

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

	Dec 31, 21	Dec 31, 20
ASSETS		
Current Assets		
Checking/Savings		
001 • Cash-Checking (Flagstar)	75,521.86	61,000.95
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	178.37	220.00
008 • Cash-Money market (HVSF)	206,202.13	205,962.74
017 • Investments		
017.01 • Investments-Oakland County Pool	743,308.95	338,974.73
017.02 • Investment-Level One Bk (CD)	205,245.43	204,841.18
Total 017 • Investments	948,554.38	543,815.91
Total Checking/Savings	1,422,940.84	1,003,483.70
Other Current Assets		
018 • Receivables		
019 • Taxes receivable	766,348.17	768,435.02
Total 018 • Receivables	766,348.17	768,435.02
123 • Prepaid Expenses	45,985.99	37,518.63
Total Other Current Assets	812,334.16	805,953.65
Total Current Assets	2,235,275.00	1,809,437.35
TOTAL ASSETS	2,235,275.00	1,809,437.35
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 • Accounts Payable*	22,469.77	21,746.72
Total Accounts Payable	22,469.77	21,746.72
Other Current Liabilities		
228 • State W/H Taxes Payable	1,596.71	1,558.88
229 • Fed W/H Taxes Payable	5,083.15	4,634.92
231 • Payroll deductions payable	122.97	425.40
257 • Accrued Payroll	5,298.34	6,860.88
360 • Deferred inflows-Property taxes	766,348.17	768,435.02
Total Other Current Liabilities	778,449.34	781,915.10
Total Current Liabilities	800,919.11	803,661.82
Total Liabilities	800,919.11	803,661.82
Equity		
370 • FB - Nonspendable prepaids	45,985.99	37,518.63
375 • FB - Restricted-Nonexpendable	192,079.10	192,079.10
385 • FB - Assigned	387,177.00	75,289.00
390 • Fund Balance-Unassigned	380,533.44	584,131.39
Net Income	428,580.36	116,757.41
Total Equity	1,434,355.89	1,005,775.53
TOTAL LIABILITIES & EQUITY	2,235,275.00	1,809,437.35

Milford Public Library

Fund Balance

December 31, 2021

	12/31/2018	12/31/2019	12/31/2020	11/30/2021	Preliminary 12/31/2021	YTD Variance
General Fund:						
Fund balance-Non spendable	\$ 32,884.47	\$ 35,999.48	\$ 37,518.63	\$ 53,016.75	\$ 45,985.99	\$ 8,467.36
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	387,177.00	387,177.00	\$ 311,888.00
Unassigned	378,540.81	491,837.33	584,131.39	373,502.68	380,533.44	\$ (203,597.95)
YTD income (loss)	116,411.53	93,813.21	116,757.41	516,785.09	428,580.36	311,822.95

Fund Balance (Modified Accrual)	795,204.91	889,018.12	1,005,775.53	1,522,560.62	1,434,355.89	428,580.36
Modified accrual fund balance growth	17.1%	12.2%	13.5%	56.1%	42.6%	

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	108,127.77	114,372.43	\$ (108,661.95)
YTD Dispositions (NBV)	-	-	-	(205.00)	(205.00)	\$ (205.00)
Depreciation	(103,292.81)	(99,166.33)	(100,052.00)	(85,434.25)	(93,201.00)	\$ 6,851.00
Ending Balance	548,921.17	539,457.11	662,439.49	561,945.63	560,423.54	(102,015.95)
Full Accrual Adjustments	(13,099.83)	(14,016.00)	(17,360.11)	(17,360.11)	(17,082.50)	277.61

Fund Balance (Full Accrual)	\$ 1,331,026.25	\$ 1,414,459.23	\$ 1,650,854.91	\$ 2,067,146.14	\$ 1,977,696.93	\$ 326,842.02
Full accrual fund balance growth	8.6%	7.0%	8.2%	27.5%	19.8%	

Milford Public Library

Fund Balance

December 31, 2021

	<u>12/31/2018</u>	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>11/30/2021</u>	Preliminary <u>12/31/2021</u>	<u>YTD Variance</u>
<u>Non-Spendable:</u>						
Prepaid Expenses	32,884.47	35,999.48	37,518.63	53,016.75	45,985.99	\$ 8,467.36
Other	-	-	-	-	-	\$ -
	<u>32,540.47</u>	<u>35,999.48</u>	<u>37,518.63</u>	<u>53,016.75</u>	<u>45,985.99</u>	<u>8,467.36</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	1,000.00	1,000.00	\$ (4,000.00)
Art sculpture	2,000.00	2,000.00	2,000.00	6,000.00	6,000.00	\$ 4,000.00
Building improvements	49,018.86	49,018.86	49,018.86	343,045.00	343,045.00	\$ 294,026.14
Technology improvements	7,138.64	7,138.64	7,138.64	25,000.00	25,000.00	\$ 17,861.36
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	2,132.00	2,132.00	\$ 0.50
Other	-	-	-	-	-	\$ -
	<u>75,289.00</u>	<u>75,289.00</u>	<u>75,289.00</u>	<u>387,177.00</u>	<u>387,177.00</u>	<u>311,888.00</u>
<u>Full Accrual Adjustments:</u>						
Accrued unemployment	-	-	-	-	-	\$ -
Accrued sick pay	13,099.83	14,016.00	17,360.11	17,360.11	17,082.50	\$ -
Other	-	-	-	-	-	\$ -
	<u>13,099.83</u>	<u>14,420.00</u>	<u>17,360.11</u>	<u>17,360.11</u>	<u>17,082.50</u>	<u>-</u>
<u>General Fixed Assets Account Group (GFAAG):</u>						
YTD Additions- Bldg/Land Improvements:	8,965.48	10,485.38	136,692.44	13,708.48	13,708.48	\$ (122,983.96)
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	20,943.89	20,943.89	\$ 13,415.48
YTD Additions-Collections	65,899.29	61,455.03	63,921.56	72,545.40	78,790.06	\$ 540.74
Total YTD Additions	<u>94,975.68</u>	<u>89,702.27</u>	<u>223,034.38</u>	<u>108,127.77</u>	<u>114,372.43</u>	<u>(124,093.74)</u>

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01/13/22

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Dec 21	Jan - Dec 21	% YTD
Income			
401 • Taxes revenue			
402 • Current real property taxes	364.84	1,486,246.80	0.0%
437 • Industrial Facilities Tax	0.00	7,129.05	0.0%
Total 401 • Taxes revenue	364.84	1,493,375.85	0.0%
539 • State grants			
540 • State Penal Fines	0.00	27,785.65	0.0%
573 • Local stabilization share	0.00	23,109.54	0.0%
539 • State grants - Other	0.00	17,005.94	0.0%
Total 539 • State grants	0.00	67,901.13	0.0%
600 • Charges for services			
626 • Services Rendered	9.00	58.00	15.5%
642 • Services-Sales	178.05	1,026.45	17.3%
Total 600 • Charges for services	187.05	1,084.45	17.2%
655 • Fines/Fees/Lost Books/Cards	104.14	1,886.21	5.5%
664 • Investment income/rents			
665 • Interest Income	195.09	8,504.36	2.3%
667 • Rents	0.00	300.00	0.0%
Total 664 • Investment income/rents	195.09	8,804.36	2.2%
671 • Other revenue-general			
674 • Private contributions/donations	250.07	9,585.40	2.6%
689 • Cash over/short	0.00	1.88	0.0%
671 • Other revenue-general - Other	0.00	4,167.94	0.0%
Total 671 • Other revenue-general	250.07	13,755.22	1.8%
Total Income	1,101.19	1,586,807.22	0.1%
Expense			
701 • Personal services			
703 • Salaries	31,282.94	388,447.76	8.1%
704 • Wages-part time employees	11,174.85	146,463.41	7.6%
709 • Employer's Social Security	3,178.41	40,646.64	7.8%
716 • Defined cont ret plan expense	0.00	12,540.25	0.0%
718 • Health/dental insurance expense	6,009.18	68,126.25	8.8%
730 • Insurance-Workers Comp	0.00	817.00	0.0%
Total 701 • Personal services	51,645.38	657,041.31	7.9%
750 • Supplies			
751 • Adv. & Promotion	3,222.50	14,373.62	22.4%
752 • Supplies-Office/general	755.81	13,433.93	5.6%
755 • Collections Maintenance	136.67	5,506.74	2.5%
756 • Covid-19 response supplies	0.00	3,163.84	0.0%
Total 750 • Supplies	4,114.98	36,478.13	11.3%
800 • Other services & charges			
801 • Professional Services	1,618.00	24,113.84	6.7%
804 • Automation			
804.1 • Electronic content delivery	3,581.44	24,181.98	14.8%
804 • Automation - Other	3,027.95	47,088.37	6.4%
Total 804 • Automation	6,609.39	71,270.35	9.3%
805 • TLN Central Services	291.25	5,330.20	5.5%
850 • Communications	291.30	3,512.01	8.3%
851 • Postage	830.68	2,661.58	31.2%
852 • Other Misc Communications	373.10	4,522.44	8.2%
861 • Transportation-mileage reimbs	10.90	85.12	12.8%
910 • Professional development	0.00	173.00	0.0%
911 • Conferences	390.00	390.00	100.0%
915 • Memberships & dues	0.00	1,905.26	0.0%
917 • Utilities-Sewage	223.58	874.17	25.6%
918 • Utilities-Water	608.81	2,214.65	27.5%
919 • Waste & rubbish disposal	86.29	919.05	9.4%
920 • Utilities-Electric	5,271.59	84,268.69	6.3%
921 • Utilities-Natural gas	1,970.02	11,778.66	16.7%
930 • Land & building repairs	4,169.42	98,967.78	4.2%
935 • Property liability insurance	1,061.08	12,575.50	8.4%
948 • Computer services	1,408.75	11,440.97	12.3%
955 • Miscellaneous	0.00	54.46	0.0%
967-A • Programming - Adult	0.00	3,600.51	0.0%

Figures presented on modified accrual basis of accounting.

3:05 PM

Milford Public Library

01/13/22

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

Accrual Basis

General Fund

	Dec 21	Jan - Dec 21	% YTD
967-YA • Programming - Teens	317.16	1,989.05	15.9%
967-YS • Programming - Youth Svcs.	1,769.58	7,687.70	23.0%
Total 800 • Other services & charges	27,300.90	350,334.99	7.8%
970 • Capital Outlay			
975 • Buildings & improvements	0.00	13,708.48	0.0%
980.01 • Office furniture & fixtures	0.00	930.00	0.0%
980.02 • Office equipment	0.00	20,943.89	0.0%
982-A • Books - Adult	495.83	30,300.47	1.6%
982-YA • Books - Teens	674.23	5,365.63	12.6%
982-YS • Books - Youth Services	3,101.76	22,163.26	14.0%
985-A • Audio Visual - Adult	333.47	6,822.52	4.9%
985-YA • Audio Visual - Teens	61.36	759.61	8.1%
985-YS • Audio Visual - Youth Services	937.07	5,762.42	16.3%
986 • Periodicals	640.94	7,616.15	8.4%
Total 970 • Capital Outlay	6,244.66	114,372.43	5.5%
Total Expense	89,305.92	1,158,226.86	7.7%
Net Income	-88,204.73	428,580.36	-20.6%

Figures presented on modified accrual basis of accounting.

3:14 PM

01/13/22

Accrual Basis

Milford Public Library

Stmnt of Governmentat Revenues & Expenditures-Prior Yr Comp

General Fund

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
Income				
401 • Taxes revenue				
402 • Current real property taxes	1,486,246.80	1,093,517.20	392,729.60	35.9%
437 • Industrial Facilities Tax	7,129.05	5,376.41	1,752.64	32.6%
Total 401 • Taxes revenue	1,493,375.85	1,098,893.61	394,482.24	35.9%
501 • Federal grants	0.00	9,651.50	-9,651.50	-100.0%
539 • State grants				
540 • State Penal Fines	27,785.65	27,100.71	684.94	2.5%
573 • Local stablization share	23,109.54	31,633.25	-8,523.71	-27.0%
539 • State grants - Other	17,005.94	16,338.95	666.99	4.1%
Total 539 • State grants	67,901.13	75,072.91	-7,171.78	-9.6%
600 • Charges for services				
626 • Services Rendered	58.00	133.00	-75.00	-56.4%
642 • Services-Sales	1,026.45	987.80	38.65	3.9%
Total 600 • Charges for services	1,084.45	1,120.80	-36.35	-3.2%
655 • Fines/Fees/Lost Books/Cards	1,886.21	1,494.03	392.18	26.3%
664 • Investment income/rents				
665 • Interest Income	8,504.36	15,163.27	-6,658.91	-43.9%
667 • Rents	300.00	900.00	-600.00	-66.7%
Total 664 • Investment income/rents	8,804.36	16,063.27	-7,258.91	-45.2%
671 • Other revenue-general				
674 • Private contributions/donations	9,585.40	1,195.99	8,389.41	701.5%
689 • Cash over/short	1.88	-0.89	2.77	311.2%
671 • Other revenue-general - Other	4,167.94	4,773.51	-605.57	-12.7%
Total 671 • Other revenue-general	13,755.22	5,968.61	7,786.61	130.5%
Total Income	1,586,807.22	1,208,264.73	378,542.49	31.3%
Expense				
701 • Personal services				
703 • Salaries	388,447.76	385,910.16	2,537.60	0.7%
704 • Wages-part time employees	146,463.41	146,502.76	-39.35	0.0%
708 • State unemployment taxes	0.00	0.00	0.00	0.0%
709 • Employer's Social Security	40,646.64	39,025.09	1,621.55	4.2%
716 • Defined cont ret plan expense	12,540.25	10,828.37	1,711.88	15.8%
718 • Health/dental insurance expense	68,126.25	54,595.55	13,530.70	24.8%
730 • Insurance-Workers Comp	817.00	801.00	16.00	2.0%
Total 701 • Personal services	657,041.31	637,662.93	19,378.38	3.0%
750 • Supplies				
751 • Adv. & Promotion	14,373.62	5,848.38	8,525.24	145.8%
752 • Supplies-Office/general	13,433.93	14,381.31	-947.38	-6.6%
755 • Collections Maintenance	5,506.74	4,188.55	1,318.19	31.5%
756 • Covid-19 response supplies	3,163.84	11,014.75	-7,850.91	-71.3%
Total 750 • Supplies	36,478.13	35,432.99	1,045.14	3.0%
800 • Other services & charges				
801 • Professional Services	24,113.84	24,658.00	-544.16	-2.2%
804 • Automation				
804.1 • Electronic content delivery	24,181.98	26,389.98	-2,208.00	-8.4%
804 • Automation - Other	47,088.37	45,202.13	1,886.24	4.2%
Total 804 • Automation	71,270.35	71,592.11	-321.76	-0.5%
805 • TLN Central Services	5,330.20	5,530.20	-200.00	-3.6%
850 • Communications	3,512.01	3,593.78	-81.77	-2.3%
851 • Postage	2,661.58	2,090.94	570.64	27.3%
852 • Other Misc Communications	4,522.44	1,066.24	3,456.20	324.2%
861 • Transportation-mileage reimbs	85.12	193.40	-108.28	-56.0%

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01/13/22

Accrual Basis

Milford Public Library

Stmnt of Governmentat Revenues & Expenditures-Prior Yr Comp

General Fund

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
910 • Professional development	173.00	25.00	148.00	592.0%
911 • Conferences	390.00	1,720.00	-1,330.00	-77.3%
913 • Travel	0.00	1,301.60	-1,301.60	-100.0%
915 • Memberships & dues	1,905.26	1,468.50	436.76	29.7%
917 • Utilities-Sewage	874.17	956.40	-82.23	-8.6%
918 • Utilities-Water	2,214.65	1,326.27	888.38	67.0%
919 • Waste & rubbish disposal	919.05	791.27	127.78	16.2%
920 • Utilities-Electric	84,268.69	80,039.89	4,228.80	5.3%
921 • Utilities-Natural gas	11,778.66	8,661.25	3,117.41	36.0%
930 • Land & building repairs	98,967.78	99,942.25	-974.47	-1.0%
935 • Property liability insurance	12,575.50	12,394.00	181.50	1.5%
948 • Computer services	11,440.97	7,337.18	4,103.79	55.9%
955 • Miscellaneous	54.46	135.99	-81.53	-60.0%
967-A • Programming - Adult	3,600.51	675.00	2,925.51	433.4%
967-YA • Programming - Teens	1,989.05	1,344.10	644.95	48.0%
967-YS • Programming - Youth Svcs.	7,687.70	6,706.79	980.91	14.6%
Total 800 • Other services & charges	350,334.99	333,550.16	16,784.83	5.0%
970 • Capital Outlay				
975 • Buildings & improvements	13,708.48	136,692.44	-122,983.96	-90.0%
980.01 • Office furniture & fixtures	930.00	15,996.00	-15,066.00	-94.2%
980.02 • Office equipment	20,943.89	6,424.38	14,519.51	226.0%
982-A • Books - Adult	30,300.47	23,293.05	7,007.42	30.1%
982-YA • Books - Teens	5,365.63	3,622.34	1,743.29	48.1%
982-YS • Books - Youth Services	22,163.26	16,100.91	6,062.35	37.7%
985-A • Audio Visual - Adult	6,822.52	5,837.33	985.19	16.9%
985-YA • Audio Visual - Teens	759.61	633.87	125.74	19.8%
985-YS • Audio Visual - Youth Services	5,762.42	7,104.56	-1,342.14	-18.9%
986 • Periodicals	7,616.15	7,329.50	286.65	3.9%
Total 970 • Capital Outlay	114,372.43	223,034.38	-108,661.95	-48.7%
999 • Extraordinary items	0.00	-138,173.14	138,173.14	100.0%
Total Expense	1,158,226.86	1,091,507.32	66,719.54	6.1%
Net Income	428,580.36	116,757.41	311,822.95	267.1%

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Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
401 • Taxes revenue				
402 • Current real property taxes	1,486,246.80	1,485,000.00	1,246.80	100.1%
437 • Industrial Facilities Tax	7,129.05	7,000.00	129.05	101.8%
Total 401 • Taxes revenue	1,493,375.85	1,492,000.00	1,375.85	100.1%
539 • State grants				
540 • State Penal Fines	27,785.65	27,000.00	785.65	102.9%
573 • Local stabilization share	23,109.54	23,000.00	109.54	100.5%
539 • State grants - Other	17,005.94	17,000.00	5.94	100.0%
Total 539 • State grants	67,901.13	67,000.00	901.13	101.3%
600 • Charges for services				
626 • Services Rendered	58.00	40.00	18.00	145.0%
642 • Services-Sales	1,026.45	600.00	426.45	171.1%
Total 600 • Charges for services	1,084.45	640.00	444.45	169.4%
655 • Fines/Fees/Lost Books/Cards	1,886.21	1,700.00	186.21	111.0%
664 • Investment income/rents				
665 • Interest Income	8,504.36	7,000.00	1,504.36	121.5%
667 • Rents	300.00	300.00	0.00	100.0%
Total 664 • Investment income/rents	8,804.36	7,300.00	1,504.36	120.6%
671 • Other revenue-general				
674 • Private contributions/donations	9,585.40	9,200.00	385.40	104.2%
689 • Cash over/short	1.88	0.00	1.88	100.0%
671 • Other revenue-general - Other	4,167.94	4,000.00	167.94	104.2%
Total 671 • Other revenue-general	13,755.22	13,200.00	555.22	104.2%
Total Income	1,586,807.22	1,581,840.00	4,967.22	100.3%
Expense				
701 • Personal services				
703 • Salaries	388,447.76	398,000.00	-9,552.24	97.6%
704 • Wages-part time employees	146,463.41	203,800.00	-57,336.59	71.9%
709 • Employer's Social Security	40,646.64	46,040.00	-5,393.36	88.3%
716 • Defined cont ret plan expense	12,540.25	13,000.00	-459.75	96.5%
718 • Health/dental insurance expense	68,126.25	68,640.00	-513.75	99.3%
730 • Insurance-Workers Comp	817.00	1,300.00	-483.00	62.8%
Total 701 • Personal services	657,041.31	730,780.00	-73,738.69	89.9%
750 • Supplies				
751 • Adv. & Promotion	14,373.62	15,050.00	-676.38	95.5%
752 • Supplies-Office/general	13,433.93	15,570.00	-2,136.07	86.3%
755 • Collections Maintenance	5,506.74	10,000.00	-4,493.26	55.1%
756 • Covid-19 response supplies	3,163.84	5,000.00	-1,836.16	63.3%
Total 750 • Supplies	36,478.13	45,620.00	-9,141.87	80.0%
800 • Other services & charges				
801 • Professional Services	24,113.84	31,800.00	-7,686.16	75.8%
804 • Automation				
804.1 • Electronic content delivery	24,181.98	47,300.00	-23,118.02	51.1%
804 • Automation - Other	47,088.37	47,400.00	-311.63	99.3%
Total 804 • Automation	71,270.35	94,700.00	-23,429.65	75.3%
805 • TLN Central Services	5,330.20	6,200.00	-869.80	86.0%
850 • Communications	3,512.01	3,850.00	-337.99	91.2%
851 • Postage	2,661.58	4,200.00	-1,538.42	63.4%
852 • Other Misc Communications	4,522.44	5,000.00	-477.56	90.4%
861 • Transportation-mileage reimbs	85.12	500.00	-414.88	17.0%
910 • Professional development	173.00	800.00	-627.00	21.6%
911 • Conferences	390.00	500.00	-110.00	78.0%

Figures presented on modified accrual basis.

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Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
913 · Travel	0.00	1,400.00	-1,400.00	0.0%
915 · Memberships & dues	1,905.26	2,930.00	-1,024.74	65.0%
917 · Utilities-Sewage	874.17	2,000.00	-1,125.83	43.7%
918 · Utilities-Water	2,214.65	3,000.00	-785.35	73.8%
919 · Waste & rubbish disposal	919.05	2,500.00	-1,580.95	36.8%
920 · Utilities-Electric	84,268.69	90,000.00	-5,731.31	93.6%
921 · Utilities-Natural gas	11,778.66	12,000.00	-221.34	98.2%
930 · Land & building repairs	98,967.78	128,000.00	-29,032.22	77.3%
935 · Property liability insurance	12,575.50	13,500.00	-924.50	93.2%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	11,440.97	15,000.00	-3,559.03	76.3%
955 · Miscellaneous	54.46	100.00	-45.54	54.5%
964 · Refunds & Rebates	0.00	50.00	-50.00	0.0%
967-A · Programming - Adult	3,600.51	5,000.00	-1,399.49	72.0%
967-YA · Programming - Teens	1,989.05	3,000.00	-1,010.95	66.3%
967-YS · Programming - Youth Svcs.	7,687.70	9,000.00	-1,312.30	85.4%
Total 800 · Other services & charges	350,334.99	435,040.00	-84,705.01	80.5%
970 · Capital Outlay				
974 · Land improvements	0.00	25,000.00	-25,000.00	0.0%
975 · Buildings & Improvements	13,708.48	210,000.00	-196,291.52	6.5%
980.01 · Office furniture & fixtures	930.00	15,000.00	-14,070.00	6.2%
980.02 · Office equipment	20,943.89	23,000.00	-2,056.11	91.1%
982-A · Books - Adult	30,300.47	37,000.00	-6,699.53	81.9%
982-YA · Books - Teens	5,365.63	5,500.00	-134.37	97.6%
982-YS · Books - Youth Services	22,163.26	27,000.00	-4,836.74	82.1%
985-A · Audio Visual - Adult	6,822.52	8,000.00	-1,177.48	85.3%
985-YA · Audio Visual - Teens	759.61	1,300.00	-540.39	58.4%
985-YS · Audio Visual - Youth Services	5,762.42	9,600.00	-3,837.58	60.0%
986 · Periodicals	7,616.15	9,000.00	-1,383.85	84.6%
Total 970 · Capital Outlay	114,372.43	370,400.00	-256,027.57	30.9%
Total Expense	1,158,226.86	1,581,840.00	-423,613.14	73.2%
Net Income	428,580.36	0.00	428,580.36	100.0%

Figures presented on modified accrual basis.

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Milford Public Library
Check Detail
November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14083	11/17/2021	Absopure Water Company	001 - Cash-Checking (Flagstar)		-63.60
Bill	88129607	10/23/2021		752 - Supplies-Office/general	-63.60	63.60
TOTAL					-63.60	63.60
Bill Pmt -Check	14084	11/17/2021	Applied Imaging	001 - Cash-Checking (Flagstar)		-165.89
Bill	1845367	11/11/2021		752 - Supplies-Office/general	-165.89	165.89
TOTAL					-165.89	165.89
Bill Pmt -Check	14085	11/17/2021	Blackstone Publishing	001 - Cash-Checking (Flagstar)		-15.90
Bill	INV2006944	11/05/2021		985-A - Audio Visual - Adult	-15.90	15.90
TOTAL					-15.90	15.90
Bill Pmt -Check	14086	11/17/2021	Blue Cross Blue Shield of Michigan	001 - Cash-Checking (Flagstar)		-5,143.14
Bill	Dec21	11/07/2021		718 - Health/dental insurance expense	-5,143.14	5,143.14
TOTAL					-5,143.14	5,143.14
Bill Pmt -Check	14087	11/17/2021	Demco, Inc.	001 - Cash-Checking (Flagstar)		-398.94
Bill	7034393	11/01/2021		755 - Collections Maintenance	-308.74	308.74
Bill	7034403	11/01/2021		755 - Collections Maintenance	-90.20	90.20
TOTAL					-398.94	398.94
Bill Pmt -Check	14088	11/17/2021	Gale/Cengage Learning	001 - Cash-Checking (Flagstar)		-139.45
Bill	76132458	11/02/2021		982-A - Books - Adult	-139.45	139.45
TOTAL					-139.45	139.45
Bill Pmt -Check	14089	11/17/2021	GFL Environmental	001 - Cash-Checking (Flagstar)		-76.18
Bill	0052037379	10/31/2021		919 - Waste & rubbish disposal	-76.18	76.18
TOTAL					-76.18	76.18

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Milford Public Library
Check Detail
November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14090	11/17/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-20.09
Bill	014017	10/18/2021		671 · Other revenue-general	-20.09	20.09
TOTAL					-20.09	20.09
Bill Pmt -Check	14091	11/17/2021	Proquest LLC	001 · Cash-Checking (Flagstar)		-1,467.73
Bill	70700543	11/01/2021		123 · Prepaid Expenses	-1,467.73	1,467.73
TOTAL					-1,467.73	1,467.73
Bill Pmt -Check	14092	11/17/2021	Quill Corporation	001 · Cash-Checking (Flagstar)		-140.81
Bill	20781560	11/05/2021		752 · Supplies-Office/general	-115.65	115.65
				755 · Collections Maintenance	-25.16	25.16
TOTAL					-140.81	140.81
Bill Pmt -Check	14093	11/24/2021	Absopure Water Company	001 · Cash-Checking (Flagstar)		-18.00
Bill	58999513	10/31/2021		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	14094	11/24/2021	AFLAC	001 · Cash-Checking (Flagstar)		-219.49
Bill	079665	11/12/2021		231 · Payroll deductions payable	-219.49	219.49
TOTAL					-219.49	219.49
Bill Pmt -Check	14095	11/24/2021	CJ Signs & Lighting, LLC	001 · Cash-Checking (Flagstar)		-525.00
Bill	06727	11/12/2021		930 · Land & building repairs	-525.00	525.00
TOTAL					-525.00	525.00
Bill Pmt -Check	14096	11/24/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-327.43
Bill	55684912	11/04/2021		982-A · Books - Adult	-317.54	317.54
Bill	55684913	11/04/2021		982-A · Books - Adult	-9.89	9.89
TOTAL					-327.43	327.43

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Milford Public Library
Check Detail
November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14097	11/24/2021	Oriental Trading Company, Inc.	001 · Cash-Checking (Flagstar)	-224.09	-224.09
Bill	712929400-...	11/06/2021		967-YS · Programming - Youth Svcs.	-224.09	224.09
TOTAL					-224.09	224.09
Bill Pmt -Check	14098	11/24/2021	Rose Pest Solutions	001 · Cash-Checking (Flagstar)	-75.00	-75.00
Bill	30943229	11/01/2021		930 · Land & building repairs	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	14099	11/24/2021	Rosen Publishing	001 · Cash-Checking (Flagstar)	-122.70	-122.70
Bill	RSL1663091	10/12/2021		982-YS · Books - Youth Services	-122.70	122.70
TOTAL					-122.70	122.70
Bill Pmt -Check	14100	11/24/2021	Kenneth Murphy	001 · Cash-Checking (Flagstar)	-600.00	-600.00
Bill	Prog120921	09/21/2021		967-A · Programming - Adult	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	14101	11/24/2021	Midwest Tape	001 · Cash-Checking (Flagstar)	-50.98	-50.98
Bill	501257275	11/10/2021		985-A · Audio Visual - Adult	-50.98	50.98
TOTAL					-50.98	50.98
Bill Pmt -Check	14102	11/24/2021	Precision Data Products	001 · Cash-Checking (Flagstar)	-218.50	-218.50
Bill	10000578183	11/10/2021		752 · Supplies-Office/general	-218.50	218.50
TOTAL					-218.50	218.50
Bill Pmt -Check	14103	12/01/2021	Delta Dental Plan of Michigan	001 · Cash-Checking (Flagstar)	-437.40	-437.40
Bill	RIS000038...	12/01/2021		231 · Payroll deductions payable	-437.40	437.40
TOTAL					-437.40	437.40
Bill Pmt -Check	14104	12/01/2021	Frontier	001 · Cash-Checking (Flagstar)	-125.87	-125.87

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Milford Public Library

Check Detail

November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Nov21	11/19/2021		850 · Communications	-125.87	125.87
TOTAL					-125.87	125.87
Bill Pmt -Check	14105	12/01/2021	GFL Environmental	001 · Cash-Checking (Flagstar)		-82.42
Bill	0052555454	11/15/2021		919 · Waste & rubbish disposal	-82.42	82.42
TOTAL					-82.42	82.42
Bill Pmt -Check	14106	12/01/2021	Heather Wittrup*	001 · Cash-Checking (Flagstar)		-36.38
Bill	Nov21	11/22/2021		967-YS · Programming - Youth Svcs.	-36.38	36.38
TOTAL					-36.38	36.38
Bill Pmt -Check	14107	12/01/2021	Ingram Library Services	001 · Cash-Checking (Flagstar)		-600.21
Bill	55815100	11/11/2021		982-A · Books - Adult	-245.71	245.71
Bill	55815101	11/11/2021		982-A · Books - Adult	-40.02	40.02
Bill	12.60	11/14/2021		982-A · Books - Adult	-12.60	12.60
Bill	55860264	11/14/2021		982-A · Books - Adult	-13.72	13.72
Bill	55871435	11/15/2021		982-A · Books - Adult	-277.63	277.63
Bill	55871436	11/15/2021		982-A · Books - Adult	-10.53	10.53
TOTAL					-600.21	600.21
Bill Pmt -Check	14108	12/01/2021	Library Network	001 · Cash-Checking (Flagstar)		-8,795.28
Bill	69319	11/11/2021		980.02 · Office equipment	-1,104.03	1,104.03
Bill	69345	11/12/2021		123 · Prepaid Expenses	-7,691.25	7,691.25
TOTAL					-8,795.28	8,795.28
Bill Pmt -Check	14109	12/01/2021	Synergy Electric LLC	001 · Cash-Checking (Flagstar)		-1,024.50
Bill	3262	11/04/2021		930 · Land & building repairs	-925.50	925.50
Bill	3277	11/16/2021		930 · Land & building repairs	-99.00	99.00
TOTAL					-1,024.50	1,024.50
Bill Pmt -Check	14112	12/08/2021	Absopure Water Company	001 · Cash-Checking (Flagstar)		-51.80
Bill	88150032	11/10/2021		752 · Supplies-Office/general	-33.80	33.80

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Milford Public Library
Check Detail
November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	59051613	11/30/2021		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-51.80	51.80
Bill Pmt -Check	14113	12/08/2021	Baker & Taylor Books	001 · Cash-Checking (Flagstar)		-958.32
Bill	2036297708	11/01/2021		982-YA · Books - Youth Services	-16.17	16.17
Bill	2036297709	11/01/2021		982-YA · Books - Teens	-142.29	142.29
Bill	2036297710	11/01/2021		982-YA · Books - Teens	-32.97	32.97
Bill	2036297711	11/01/2021		982-YA · Books - Youth Services	-9.74	9.74
Bill	2036297712	11/01/2021		982-YA · Books - Youth Services	-23.52	23.52
Bill	2036297713	11/01/2021		982-YA · Books - Youth Services	-26.97	26.97
Bill	2036297714	11/01/2021		982-YA · Books - Youth Services	-5.39	5.39
Bill	2036297715	11/01/2021		982-YA · Books - Youth Services	-7.75	7.75
Bill	2036297716	11/01/2021		982-YA · Books - Youth Services	-43.95	43.95
Bill	2036293982	11/03/2021		982-YA · Books - Teens	-6.59	6.59
Bill	2036293983	11/03/2021		982-YA · Books - Youth Services	-316.98	316.98
Bill	2036314810	11/09/2021		982-YA · Books - Youth Services	-17.03	17.03
Bill	2036314811	11/09/2021		982-YA · Books - Teens	-16.16	16.16
Bill	2036314812	11/09/2021		982-YA · Books - Youth Services	-25.97	25.97
Bill	2036314813	11/09/2021		982-YA · Books - Youth Services	-47.68	47.68
Bill	2036314814	11/09/2021		982-YA · Books - Youth Services	-14.23	14.23
Bill	2036314815	11/09/2021		982-YA · Books - Youth Services	-9.91	9.91
Bill	2036314816	11/09/2021		982-YA · Books - Youth Services	-117.31	117.31
Bill	2036314817	11/09/2021		982-YA · Books - Youth Services	-77.71	77.71
TOTAL					-958.32	958.32
Bill Pmt -Check	14114	12/08/2021	Blackstone Publishing	001 · Cash-Checking (Flagstar)		-628.21
Bill	INV2009007	11/16/2021		985-A · Audio Visual - Adult	-335.52	335.52
Bill	INV2010251	11/23/2021		985-A · Audio Visual - Adult	-91.97	91.97
Bill	INV2011333	11/30/2021		985-A · Audio Visual - Adult	-200.72	200.72
TOTAL					-628.21	628.21
Bill Pmt -Check	14115	12/08/2021	Clearfly	001 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14116	12/08/2021	DTE Energy	001 · Cash-Checking (Flagstar)		-7,499.80
Bill	Nov21	11/30/2021		920 · Utilities-Electric	-5,700.91	5,700.91
				921 · Utilities-Natural gas	-1,798.89	1,798.89

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Milford Public Library

Check Detail

November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-7,499.80	7,499.80
Bill Pmt -Check	14117	12/08/2021	Findaway World LLC	001 - Cash-Checking (Flagstar)		-589.06
Bill	369625	11/19/2021		985-YS - Audio Visual - Youth Services	-9.99	9.99
Bill	370230	11/29/2021		985-YS - Audio Visual - Youth Services	-579.07	579.07
TOTAL					-589.06	589.06
Bill Pmt -Check	14118	12/08/2021	Flagstar	001 - Cash-Checking (Flagstar)		-2,069.09
Bill	Nov21	11/22/2021		804 - Automation	-172.50	172.50
				752 - Supplies-Office/general	-130.24	130.24
				967-YA - Programming - Teens	-154.20	154.20
				967-YS - Programming - Youth Svcs.	-264.98	264.98
				982-YS - Books - Youth Services	-386.35	386.35
				985-A - Audio Visual - Adult	-530.49	530.49
				985-YS - Audio Visual - Youth Services	-248.55	248.55
				985-YA - Audio Visual - Teens	-181.78	181.78
TOTAL					-2,069.09	2,069.09
Bill Pmt -Check	14119	12/08/2021	Gale/Cengage Learning	001 - Cash-Checking (Flagstar)		-75.72
Bill	76193153	11/17/2021		982-A - Books - Adult	-75.72	75.72
TOTAL					-75.72	75.72
Bill Pmt -Check	14120	12/08/2021	J.E. Strauss Consulting/CPA, LLC	001 - Cash-Checking (Flagstar)		-1,387.00
Bill	2191	11/30/2021		801 - Professional Services	-1,032.00	1,032.00
				801 - Professional Services	-355.00	355.00
TOTAL					-1,387.00	1,387.00
Bill Pmt -Check	14121	12/08/2021	Quill Corporation	001 - Cash-Checking (Flagstar)		-149.85
Bill	21122323	11/19/2021		752 - Supplies-Office/general	-110.76	110.76
				755 - Collections Maintenance	-39.09	39.09
TOTAL					-149.85	149.85
Bill Pmt -Check	14122	12/08/2021	T-Mobile	001 - Cash-Checking (Flagstar)		-373.10

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Milford Public Library

Check Detail

November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Nov21	11/25/2021		852 · Other Misc Communications	-373.10	373.10
TOTAL					-373.10	373.10
Bill Pmt -Check	14123	12/08/2021	Technology Solutions, LLC	001 · Cash-Checking (Flagstar)		-600.00
Bill	23419	12/01/2021		930 · Land & building repairs	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	14124	12/15/2021	Applied Imaging	001 · Cash-Checking (Flagstar)		-82.50
Bill	1861018	12/08/2021		752 · Supplies-Office/general	-82.50	82.50
TOTAL					-82.50	82.50
Bill Pmt -Check	14125	12/15/2021	Blue Cross Blue Shield of Michigan	001 · Cash-Checking (Flagstar)		-5,620.38
Bill	Jan22	12/07/2021		718 · Health/dental insurance expense	-5,620.38	5,620.38
TOTAL					-5,620.38	5,620.38
Bill Pmt -Check	14126	12/15/2021	Collaborative Summer Library Program	001 · Cash-Checking (Flagstar)		-489.23
Bill	18584	12/03/2021		967-YS · Programming - Youth Svcs.	-489.23	489.23
TOTAL					-489.23	489.23
Bill Pmt -Check	14127	12/15/2021	Foster Swift Collins & Smith PC	001 · Cash-Checking (Flagstar)		-231.00
Bill	823277	12/04/2021		801 · Professional Services	-231.00	231.00
TOTAL					-231.00	231.00
Bill Pmt -Check	14128	12/15/2021	Gale/Cengage Learning	001 · Cash-Checking (Flagstar)		-29.24
Bill	76258814	12/03/2021		982-A · Books - Adult	-29.24	29.24
TOTAL					-29.24	29.24
Bill Pmt -Check	14129	12/15/2021	Grace Bur	001 · Cash-Checking (Flagstar)		-67.06
Bill	Dec21	12/10/2021		967-YA · Programming - Teens	-67.06	67.06

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-67.06	67.06
Bill Pmt -Check	14130	12/15/2021	Ingram Library Services	001 - Cash-Checking (Flagstar)		-1,112.20
Bill	56108562	11/26/2021		982-A - Books - Adult	-283.89	283.89
Bill	56108563	11/26/2021		982-A - Books - Adult	-32.51	32.51
Bill	56152990	11/29/2021		982-A - Books - Adult	-47.82	47.82
Bill	56152991	11/29/2021		982-A - Books - Adult	-645.17	645.17
Bill	56192213	11/30/2021		982-A - Books - Adult	-102.81	102.81
TOTAL					-1,112.20	1,112.20
Bill Pmt -Check	14131	12/15/2021	Kanopy, Inc.	001 - Cash-Checking (Flagstar)		-45.90
Bill	274136	11/30/2021		804.1 - Electronic content delivery	-45.90	45.90
TOTAL					-45.90	45.90
Bill Pmt -Check	14132	12/15/2021	Lawson Printers	001 - Cash-Checking (Flagstar)		-740.00
Bill	97276	12/09/2021		851 - Postage	-740.00	740.00
TOTAL					-740.00	740.00
Bill Pmt -Check	14133	12/15/2021	Midwest Tape	001 - Cash-Checking (Flagstar)		-651.44
Bill	501353997	11/30/2021		804.1 - Electronic content delivery	-651.44	651.44
TOTAL					-651.44	651.44
Bill Pmt -Check	14134	12/15/2021	Oriental Trading Company, Inc.	001 - Cash-Checking (Flagstar)		-479.53
Bill	713722816-...	12/02/2021		967-YS - Programming - Youth Svcs.	-55.34	55.34
Bill	713723093-...	12/02/2021		967-YA - Programming - Teens	-28.28	28.28
Bill	713766564-...	12/03/2021		967-YS - Programming - Youth Svcs.	-90.20	90.20
Bill	713765539-...	12/03/2021		967-YS - Programming - Youth Svcs.	-82.31	82.31
Bill	713773916-...	12/03/2021		967-YS - Programming - Youth Svcs.	-88.29	88.29
TOTAL					-479.53	479.53
Bill Pmt -Check	14135	12/15/2021	Windstream (formerly PAETEC)	001 - Cash-Checking (Flagstar)		-36.72

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Dec21	12/03/2021		850 · Communications	-36.72	36.72
TOTAL					-36.72	36.72
Bill Pmt -Check	14136	12/22/2021	*Karen Dobson	001 · Cash-Checking (Flagstar)		-44.28
Bill	Nov21	12/14/2021		967-YS · Programming - Youth Svcs.	-44.28	44.28
TOTAL					-44.28	44.28
Bill Pmt -Check	14137	12/22/2021	Blackstone Publishing	001 · Cash-Checking (Flagstar)		-100.00
Bill	INV2012018	12/07/2021		985-A · Audio Visual - Adult	-68.00	68.00
Bill	INV2012293	12/08/2021		985-A · Audio Visual - Adult	-32.00	32.00
TOTAL					-100.00	100.00
Bill Pmt -Check	14138	12/22/2021	Brien's Services, Inc.	001 · Cash-Checking (Flagstar)		-1,450.00
Bill	41575	12/17/2021		930 · Land & building repairs	-1,450.00	1,450.00
TOTAL					-1,450.00	1,450.00
Bill Pmt -Check	14139	12/22/2021	Clearly	001 · Cash-Checking (Flagstar)		-128.71
Bill	INV390410	12/01/2021		850 · Communications	-128.71	128.71
TOTAL					-128.71	128.71
Bill Pmt -Check	14140	12/22/2021	Overdrive	001 · Cash-Checking (Flagstar)		-1,432.85
Bill	01576CO21...	12/14/2021		804.1 · Electronic content delivery	-1,432.85	1,432.85
TOTAL					-1,432.85	1,432.85
Bill Pmt -Check	14141	12/22/2021	VegMichigan	001 · Cash-Checking (Flagstar)		-150.00
Bill	Prog021722	12/16/2021		123 · Prepaid Expenses	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	14142	12/29/2021	AFLAC	001 · Cash-Checking (Flagstar)		-219.49

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	467573	12/12/2021		231 - Payroll deductions payable	-219.49	219.49
TOTAL					-219.49	219.49
Bill Pmt -Check	14143	12/29/2021	Baker & Taylor (AV)	001 - Cash-Checking (Flagstar)		-61.36
Bill	H58891510	12/14/2021		985-YA - Audio Visual - Teens	-61.36	61.36
TOTAL					-61.36	61.36
Bill Pmt -Check	14144	12/29/2021	Baker & Taylor Books	001 - Cash-Checking (Flagstar)		-2,176.34
Bill	2036359876	11/24/2021		982-YA - Books - Teens	-11.53	11.53
Bill	2036359877	11/24/2021		982-YA - Books - Teens	-21.78	21.78
Bill	2036359878	11/24/2021		982-YA - Books - Youth Services	-28.46	28.46
Bill	2036359879	11/24/2021		982-YA - Books - Youth Services	-27.72	27.72
Bill	2036359880	11/24/2021		982-YA - Books - Youth Services	-30.39	30.39
Bill	2036359881	11/24/2021		982-YA - Books - Youth Services	-68.82	68.82
Bill	5017409480	11/29/2021		982-A - Books - Adult	-162.17	162.17
Bill	2036367889	11/29/2021		982-YA - Books - Youth Services	-4.79	4.79
Bill	2036367890	11/29/2021		982-YA - Books - Teens	-25.02	25.02
Bill	2036367891	11/29/2021		982-YA - Books - Teens	-13.74	13.74
Bill	2036367892	11/29/2021		982-YA - Books - Youth Services	-89.84	89.84
Bill	2036367893	11/29/2021		982-YA - Books - Youth Services	-3.59	3.59
Bill	2036367894	11/29/2021		982-YA - Books - Youth Services	-39.61	39.61
Bill	2036367895	11/29/2021		982-YA - Books - Youth Services	-473.73	473.73
Bill	2036290450	11/30/2021		982-YA - Books - Teens	-21.44	21.44
Bill	2036290451	11/30/2021		982-YA - Books - Youth Services	-17.84	17.84
Bill	2036290452	11/30/2021		982-YA - Books - Youth Services	-434.34	434.34
Bill	2036324917	12/04/2021		982-YA - Books - Teens	-10.99	10.99
Bill	2036324918	12/04/2021		982-YA - Books - Youth Services	-8.99	8.99
Bill	2036324919	12/04/2021		982-YA - Books - Youth Services	-15.29	15.29
Bill	2036324920	12/04/2021		982-YA - Books - Youth Services	-480.83	480.83
Bill	2036321688	12/04/2021		982-YA - Books - Teens	-21.12	21.12
Bill	2036321689	12/04/2021		982-YA - Books - Teens	-7.79	7.79
Bill	2036321690	12/04/2021		982-YA - Books - Youth Services	-19.62	19.62
Bill	2036321691	12/04/2021		982-YA - Books - Youth Services	-12.07	12.07
Bill	2036321692	12/04/2021		982-YA - Books - Youth Services	-5.99	5.99
Bill	2036321693	12/04/2021		982-YA - Books - Youth Services	-47.08	47.08
Bill	2036321694	12/04/2021		967-YA - Programming - Youth Svcs.	-71.76	71.76
TOTAL					-2,176.34	2,176.34
Bill Pmt -Check	14145	12/29/2021	Delta Dental Plan of Michigan	001 - Cash-Checking (Flagstar)		-437.40
Bill	RIS000387...	01/01/2022		231 - Payroll deductions payable	-437.40	437.40

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-437.40	437.40
Bill Pmt -Check	14146	12/29/2021	Findaway World LLC	001 - Cash-Checking (Flagstar)		-356.94
Bill	371624	12/09/2021		985-YS - Audio Visual - Youth Services	-356.94	356.94
TOTAL					-356.94	356.94
Bill Pmt -Check	14147	12/29/2021	Frontier	001 - Cash-Checking (Flagstar)		-125.87
Bill	Dec21	12/19/2021		850 - Communications	-125.87	125.87
TOTAL					-125.87	125.87
Bill Pmt -Check	14148	12/29/2021	GFL Environmental	001 - Cash-Checking (Flagstar)		-86.29
Bill	0053114297	12/15/2021		919 - Waste & rubbish disposal	-86.29	86.29
TOTAL					-86.29	86.29
Bill Pmt -Check	14149	12/29/2021	Ingram Library Services	001 - Cash-Checking (Flagstar)		-76.44
Bill	56409822	12/09/2021		982-A - Books - Adult	-76.44	76.44
TOTAL					-76.44	76.44
Bill Pmt -Check	14150	12/29/2021	Quill Corporation	001 - Cash-Checking (Flagstar)		-193.93
Bill	21493307	12/08/2021		752 - Supplies-Office/general	-193.93	193.93
TOTAL					-193.93	193.93
Bill Pmt -Check	14151	12/29/2021	Redhen Design	001 - Cash-Checking (Flagstar)		-1,012.50
Bill	2010	12/16/2021		751 - Adv. & Promotion	-1,012.50	1,012.50
TOTAL					-1,012.50	1,012.50
Bill Pmt -Check	14152	12/29/2021	Rose Pest Solutions	001 - Cash-Checking (Flagstar)		-75.00
Bill	30945964	12/06/2021		930 - Land & building repairs	-75.00	75.00
TOTAL					-75.00	75.00

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14155	01/05/2022	American Library Association	001 - Cash-Checking (Flagstar)		-390.00
Bill	5007	12/27/2021		911 - Conferences	-390.00	390.00
TOTAL					-390.00	390.00
Bill Pmt -Check	14156	01/05/2022	Blackstone Publishing	001 - Cash-Checking (Flagstar)		-63.99
Bill	INV2014386	12/17/2021		985-A - Audio Visual - Adult	-32.00	32.00
Bill	INV2014827	12/21/2021		985-A - Audio Visual - Adult	-31.99	31.99
TOTAL					-63.99	63.99
Bill Pmt -Check	14157	01/05/2022	Electronic Technologies	001 - Cash-Checking (Flagstar)		-150.00
Bill	Prog012022	11/16/2021		123.01 - Prepaid programing expenses	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	14158	01/05/2022	Findaway World LLC	001 - Cash-Checking (Flagstar)		-62.99
Bill	373105	12/21/2021		985-YS - Audio Visual - Youth Services	-62.99	62.99
TOTAL					-62.99	62.99
Bill Pmt -Check	14159	01/05/2022	Gale/Cengage Learning	001 - Cash-Checking (Flagstar)		-48.73
Bill	76323445	12/22/2021		985-A - Audio Visual - Adult	-48.73	48.73
TOTAL					-48.73	48.73
Bill Pmt -Check	14160	01/05/2022	Kelli Brendel	001 - Cash-Checking (Flagstar)		-27.82
Bill	Dec21	12/28/2021		967-YS - Programming - Youth Svcs.	-27.82	27.82
TOTAL					-27.82	27.82
Bill Pmt -Check	14161	01/05/2022	Lawson Printers	001 - Cash-Checking (Flagstar)		-2,184.48
Bill	97339	12/22/2021		751 - Adv. & Promotion	-2,184.48	2,210.00
TOTAL					-2,184.48	2,210.00

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14162	01/05/2022	Library Network	001 · Cash-Checking (Flagstar)		-27.95
Bill	69406	12/22/2021		982-A · Books - Adult	-27.95	27.95
TOTAL					-27.95	27.95
Bill Pmt -Check	14163	01/05/2022	T-Mobile	001 · Cash-Checking (Flagstar)		-373.10
Bill	Dec21	12/24/2021		852 · Other Misc Communications	-373.10	373.10
TOTAL					-373.10	373.10
Bill Pmt -Check	14164	01/12/2022	Baker & Taylor Books	001 · Cash-Checking (Flagstar)		-2,435.34
Bill	2036341466	12/08/2021		982-YA · Books - Youth Services	-54.75	54.75
Bill	2036341465	12/08/2021		982-YA · Books - Teens	-10.99	10.99
Bill	2036341468	12/08/2021		982-YA · Books - Youth Services	-4.19	4.19
Bill	2036341470	12/08/2021		982-YA · Books - Youth Services	-16.44	16.44
Bill	2036341469	12/08/2021		982-YA · Books - Youth Services	-8.09	8.09
Bill	2036341467	12/08/2021		982-YA · Books - Youth Services	-18.57	18.57
Bill	2036341471	12/08/2021		982-YA · Books - Youth Services	-141.51	141.51
Bill	2036341472	12/08/2021		982-YA · Books - Youth Services	-48.29	48.29
Bill	2036381477	12/15/2021		982-YA · Books - Youth Services	-21.20	21.20
Bill	2036381478	12/15/2021		982-YA · Books - Teens	-14.23	14.23
Bill	2036381479	12/15/2021		982-YA · Books - Teens	-20.96	20.96
Bill	2036381480	12/15/2021		982-YA · Books - Teens	-10.50	10.50
Bill	2036381481	12/15/2021		982-YA · Books - Youth Services	-5.99	5.99
Bill	2036381482	12/15/2021		982-YA · Books - Youth Services	-25.66	25.66
Bill	2036381483	12/15/2021		982-YA · Books - Youth Services	-14.23	14.23
Bill	2036381484	12/15/2021		982-YA · Books - Youth Services	-14.98	14.98
Bill	2036381485	12/15/2021		982-YA · Books - Youth Services	-11.18	11.18
Bill	2036381486	12/15/2021		982-YA · Books - Youth Services	-60.37	60.37
Bill	2036381487	12/15/2021		982-YA · Books - Youth Services	-9.96	9.96
Bill	2036396232	12/17/2021		982-YA · Books - Youth Services	-51.88	51.88
Bill	2036396233	12/17/2021		982-YA · Books - Youth Services	-10.77	10.77
Bill	2036396234	12/17/2021		982-YA · Books - Teens	-174.58	174.58
Bill	2036396235	12/17/2021		982-YA · Books - Teens	-11.04	11.04
Bill	2036396236	12/17/2021		982-YA · Books - Youth Services	-11.96	11.96
Bill	2036396237	12/17/2021		982-YA · Books - Youth Services	-23.95	23.95
Bill	2036396238	12/17/2021		982-YA · Books - Youth Services	-23.16	23.16
Bill	2036396239	12/17/2021		982-YA · Books - Youth Services	-5.93	5.93
Bill	2036396240	12/17/2021		982-YA · Books - Youth Services	-14.23	14.23
Bill	2036396241	12/17/2021		982-YA · Books - Youth Services	-91.70	91.70
Bill	2036396242	12/17/2021		982-YA · Books - Youth Services	-72.89	72.89
Bill	2036396243	12/17/2021		982-YA · Books - Youth Services	-456.50	456.50
Bill	2036404617	12/20/2021		982-YA · Books - Youth Services	-6.58	6.58
Bill	2036404618	12/20/2021		982-YA · Books - Teens	-193.16	193.16

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2036404619	12/20/2021		982-YA · Books - Teens	-10.50	10.50
Bill	2036404620	12/20/2021		982-YA · Books - Youth Services	-20.21	20.21
Bill	2036404621	12/20/2021		982-YA · Books - Youth Services	-15.99	15.99
Bill	2036404622	12/20/2021		982-YA · Books - Youth Services	-50.78	50.78
Bill	2036404623	12/20/2021		982-YA · Books - Youth Services	-20.73	20.73
Bill	2036404624	12/20/2021		982-YA · Books - Youth Services	-46.59	46.59
Bill	2036419412	12/22/2021		982-YA · Books - Youth Services	-109.41	109.41
Bill	2036419413	12/22/2021		982-YA · Books - Teens	-30.88	30.88
Bill	2036419414	12/22/2021		982-YA · Books - Teens	-10.19	10.19
Bill	2036419415	12/22/2021		982-YA · Books - Teens	-11.58	11.58
Bill	2036419416	12/22/2021		982-YA · Books - Youth Services	-24.10	24.10
Bill	2036419417	12/22/2021		982-YA · Books - Youth Services	-14.28	14.28
Bill	2036419418	12/22/2021		982-YA · Books - Youth Services	-75.39	75.39
Bill	2036419419	12/22/2021		982-YA · Books - Youth Services	-85.76	85.76
Bill	5017466211	12/28/2021		982-A · Books - Adult	-83.90	83.90
Bill	2036432446	12/30/2021		982-YA · Books - Youth Services	-27.95	27.95
Bill	2036432447	12/30/2021		982-YA · Books - Teens	-40.72	40.72
Bill	2036432448	12/30/2021		982-YA · Books - Youth Services	-7.79	7.79
Bill	2036432449	12/30/2021		982-YA · Books - Youth Services	-7.01	7.01
Bill	2036432450	12/30/2021		982-YA · Books - Youth Services	-12.78	12.78
Bill	2036432451	12/30/2021		982-YA · Books - Youth Services	-18.04	18.04
Bill	2036432452	12/30/2021		982-YA · Books - Youth Services	-50.34	50.34
TOTAL					-2,435.34	2,435.34
Bill Pmt -Check	14165	01/12/2022	Cavendish Square Publishing	001 · Cash-Checking (Flagstar)		-195.54
Bill	CAL3352801	12/22/2021		982-YA · Books - Youth Services	-195.54	195.54
TOTAL					-195.54	195.54
Bill Pmt -Check	14166	01/12/2022	Central Michigan Paper	001 · Cash-Checking (Flagstar)		-310.50
Bill	463907-00	12/23/2021		752 · Supplies-Office/general	-310.50	310.50
TOTAL					-310.50	310.50
Bill Pmt -Check	14167	01/12/2022	Clearly	001 · Cash-Checking (Flagstar)		-127.49
Bill	INV396707	01/01/2022		850 · Communications	-127.49	127.49
TOTAL					-127.49	127.49
Bill Pmt -Check	14168	01/12/2022	Culligan	001 · Cash-Checking (Flagstar)		-153.09

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	708862	12/31/2021		930 · Land & building repairs	-153.09	153.09
TOTAL					-153.09	153.09
Bill Pmt -Check	14169	01/12/2022	Flagstar	001 · Cash-Checking (Flagstar)		-2,358.42
Bill	Dec21	12/23/2021		804 · Automation	-172.50	172.50
				752 · Supplies-Office/general	-52.36	52.36
				755 · Collections Maintenance	-98.46	98.46
				967-YA · Programming - Teens	-221.82	221.82
				967-YS · Programming - Youth Svcs.	-460.15	460.15
				985-A · Audio Visual - Adult	-120.75	120.75
				982-YS · Books - Youth Services	-515.01	515.01
				982-YA · Books - Teens	-84.23	84.23
				851 · Postage	-116.00	116.00
				985-YS · Audio Visual - Youth Services	-517.14	517.14
TOTAL					-2,358.42	2,358.42
Bill Pmt -Check	14170	01/12/2022	Ingram Library Services	001 · Cash-Checking (Flagstar)		-278.30
Bill	56585714	12/16/2021		982-A · Books - Adult	-62.24	62.24
Bill	56647297	12/19/2021		982-A · Books - Adult	-69.26	69.26
Bill	56751129	12/23/2021		982-A · Books - Adult	-146.80	146.80
TOTAL					-278.30	278.30
Bill Pmt -Check	14171	01/12/2022	J.E. Strauss Consulting/CPA, LLC	001 · Cash-Checking (Flagstar)		-1,387.00
Bill	2199	12/31/2021		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-355.00	355.00
TOTAL					-1,387.00	1,387.00
Bill Pmt -Check	14172	01/12/2022	Jani-King of Michigan, Inc.	001 · Cash-Checking (Flagstar)		-2,184.00
Bill	DET1220097	01/01/2022		930 · Land & building repairs	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00
Bill Pmt -Check	14173	01/12/2022	Library Network	001 · Cash-Checking (Flagstar)		-11,193.95
Bill	69442	12/30/2021		804 · Automation	-391.30	391.30
Bill	69579	12/31/2021		804 · Automation	-2,057.96	2,057.96
Bill	69500	01/03/2022		804 · Automation	-8,285.89	8,285.89

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Check Detail
November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	69537	01/04/2022		805 · TLN Central Services	-458.80	458.80
TOTAL					-11,193.95	11,193.95
Bill Pmt -Check	14174	01/12/2022	Midwest Tape	001 · Cash-Checking (Flagstar)		-577.37
Bill	501492547	12/31/2021		804.1 · Electronic content delivery	-577.37	577.37
TOTAL					-577.37	577.37
Bill Pmt -Check	14175	01/12/2022	Milford Water Dept.	001 · Cash-Checking (Flagstar)		-832.39
Bill	4thQtr21	12/31/2021		917 · Utilities-Sewage	-223.58	223.58
Bill	4thQtr21-2	12/31/2021		918 · Utilities-Water	-116.36	116.36
TOTAL				918 · Utilities-Water	-492.45	492.45
					-832.39	832.39
Bill Pmt -Check	14176	01/12/2022	Oriental Trading Company, Inc.	001 · Cash-Checking (Flagstar)		-198.66
Bill	714284496-...	12/27/2021		967-YS · Programming - Youth Svcs.	-198.66	198.66
TOTAL					-198.66	198.66
Bill Pmt -Check	14177	01/12/2022	Quill Corporation	001 · Cash-Checking (Flagstar)		-154.73
Bill	21739842	12/17/2021		752 · Supplies-Office/general	-111.53	115.44
Bill	21824171	12/22/2021		755 · Collections Maintenance	-36.91	38.21
TOTAL				752 · Supplies-Office/general	-6.29	6.29
					-154.73	159.94
Bill Pmt -Check	14178	01/12/2022	Technology Solutions, LLC	001 · Cash-Checking (Flagstar)		-1,193.88
Bill	23482	01/01/2022		930 · Land & building repairs	-600.00	600.00
Bill	23493	01/01/2022		948 · Computer services	-593.88	593.88
TOTAL					-1,193.88	1,193.88
Bill Pmt -Check	14179	01/12/2022	Travelers	001 · Cash-Checking (Flagstar)		-980.00
Bill	2022	01/03/2022		730 · Insurance-Workers Comp	-980.00	980.00
TOTAL					-980.00	980.00

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01/13/22

Milford Public Library
Check Detail
November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14180	01/12/2022	Whitney Schillack	001 - Cash-Checking (Flagstar)		-15.90
Bill	Dec21	12/31/2021		967-YS - Programming - Youth Svcs.	-15.90	15.90
TOTAL					-15.90	15.90

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01/13/22

Milford Public Library
Check Detail
November 13, 2021 through January 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14110	12/01/2021	Nationwide	001 · Cash-Checking (Flagstar)	-100.00	-100.00
TOTAL				231 · Payroll deductions payable	-100.00	100.00
					-100.00	100.00
Check	14111	12/08/2021	Tina Hatch for Petty Cash	001 · Cash-Checking (Flagstar)	-19.44	-19.44
TOTAL				006 · Petty Cash	-19.44	19.44
					-19.44	19.44
Check	14153	01/01/2022	Nationwide	001 · Cash-Checking (Flagstar)	-100.00	-100.00
TOTAL				231 · Payroll deductions payable	-100.00	100.00
					-100.00	100.00
Check	14154	01/05/2022	Tina Hatch for Petty Cash	001 · Cash-Checking (Flagstar)	-21.63	-21.63
TOTAL				006 · Petty Cash	-21.63	21.63
					-21.63	21.63

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

	Jan 31, 22	Jan 31, 21
ASSETS		
Current Assets		
Checking/Savings		
001 · Cash-Checking (Flagstar)	853,617.90	784,812.66
003 · Certificates of deposit	192,079.10	192,079.10
004 · Cash in register (circulation)	480.35	452.00
005 · Cash-Public copier	5.00	5.00
006 · Petty Cash	200.00	174.96
008 · Cash-Money market (HVSF)	206,219.64	205,988.98
017 · Investments	948,654.38	543,815.91
Total Checking/Savings	2,201,256.37	1,727,328.61
Other Current Assets		
018 · Receivables	0.00	0.00
123 · Prepaid Expenses	39,730.04	31,943.18
Total Other Current Assets	39,730.04	31,943.18
Total Current Assets	2,240,986.41	1,759,271.79
TOTAL ASSETS	2,240,986.41	1,759,271.79
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202 · Accounts Payable*	35,056.67	19,247.64
Total Accounts Payable	35,056.67	19,247.64
Other Current Liabilities		
228 · State W/H Taxes Payable	1,744.30	1,590.39
229 · Fed W/H Taxes Payable	5,514.13	5,034.87
231 · Payroll deductions payable	430.08	381.56
257 · Accrued Payroll	5,298.34	6,860.88
Total Other Current Liabilities	12,986.85	13,867.70
Total Current Liabilities	48,043.52	33,115.34
Total Liabilities	48,043.52	33,115.34
Equity		
370 · FB - Nonspendable prepaids	39,730.04	31,593.18
375 · FB - Restricted-Nonexpendable	192,079.10	192,079.10
385 · FB - Assigned	387,177.00	75,289.00
390 · Fund Balance-Unassigned	811,390.25	706,814.25
Net Income	762,566.50	720,380.92
Total Equity	2,192,942.89	1,726,156.45
TOTAL LIABILITIES & EQUITY	2,240,986.41	1,759,271.79

Milford Public Library

Fund Balance

January 31, 2022

	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>Preliminary 12/31/2021</u>	<u>1/31/2022</u>	<u>YTD Variance</u>
<u>General Fund:</u>					
Fund balance-Non spendable	\$ 35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 39,730.04	\$ (6,255.95)
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	-
Assigned	75,289.00	75,289.00	387,177.00	387,177.00	-
Unassigned	491,837.33	584,131.39	380,533.44	811,390.25	430,856.81
YTD income (loss)	93,813.21	116,757.41	424,600.86	762,566.50	337,965.64
Fund Balance (Modified Accrual)	889,018.12	1,005,775.53	1,430,376.39	2,192,942.89	762,566.50
Modified accrual fund balance growth	12.2%	13.5%	42.6%	909.8%	
<u>General Fixed Assets Account Group</u>					
<u>(GFAAG):</u>					
Beginning Balance	548,921.17	539,457.11	539,457.11	560,423.54	20,966.43
YTD Additions	89,702.27	223,034.38	114,372.43	7,838.26	(106,534.17)
YTD Dispositions (NBV)	-	-	(205.00)	-	205.00
Depreciation	(99,166.33)	(100,052.00)	(93,201.00)	(7,766.75)	85,434.25
Ending Balance	539,457.11	662,439.49	560,423.54	560,495.05	71.51
Full Accrual Adjustments	(14,016.00)	(17,360.11)	(17,082.50)	(17,082.50)	-
Fund Balance (Full Accrual)	\$ 1,414,459.23	\$ 1,650,854.91	\$ 1,977,696.93	\$ 2,736,355.44	\$ 762,638.01
Full accrual fund balance growth	7.0%	8.2%	19.8%	551.5%	

Milford Public Library

Fund Balance

January 31, 2022

	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>Preliminary 12/31/2021</u>	<u>1/31/2022</u>	<u>YTD Variance</u>
<u>Non-Spendable:</u>					
Prepaid Expenses	35,999.48	37,518.63	45,985.99	39,730.04	\$ (6,255.95)
Other	-	-	-	-	\$ -
	<u>35,999.48</u>	<u>37,518.63</u>	<u>45,985.99</u>	<u>39,730.04</u>	<u>(6,255.95)</u>
<u>Restricted-Non expendable:</u>					
Endowment Fund-Alta Tripp	27,579.25	27,579.25	27,579.25	27,579.25	\$ -
Endowment Fund-Carlton Tripp	164,499.85	164,499.85	164,499.85	164,499.85	\$ -
Other	-	-	-	-	\$ -
	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>-</u>
<u>Assigned:</u>					
Tax appeals	5,000.00	5,000.00	1,000.00	1,000.00	\$ -
Art sculpture	2,000.00	2,000.00	6,000.00	6,000.00	\$ -
Building improvements	49,018.86	49,018.86	343,045.00	343,045.00	\$ -
Technology improvements	7,138.64	7,138.64	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 Croy Memorial	2,131.50	2,131.50	2,132.00	2,132.00	\$ -
Other	-	-	-	-	\$ -
	<u>75,289.00</u>	<u>75,289.00</u>	<u>387,177.00</u>	<u>387,177.00</u>	<u>-</u>
<u>Full Accrual Adjustments:</u>					
Accrued unemployment	-	-	-	-	\$ -
Accrued sick pay	14,016.00	17,360.11	17,082.50	17,082.50	\$ -
Other	-	-	-	-	\$ -
	<u>14,420.00</u>	<u>17,360.11</u>	<u>17,082.50</u>	<u>17,082.50</u>	<u>-</u>
<u>General Fixed Assets Account Group (GFAAG):</u>					
YTD Additions- Bldg/Land Improvements	10,485.38	136,692.44	13,708.48	-	\$ (13,708.48)
YTD Additions-Furn & Fixtures	10,630.00	15,996.00	930.00	-	\$ (930.00)
YTD Additions-Equipment	7,131.86	6,424.38	20,943.89	-	\$ (20,943.89)
YTD Additions-Collections	61,455.03	63,921.56	78,790.06	7,838.26	\$ (70,951.80)
Total YTD Additions	<u>89,702.27</u>	<u>223,034.38</u>	<u>114,372.43</u>	<u>7,838.26</u>	<u>(106,534.17)</u>

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Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison
General Fund

	Jan 22	Jan 22	% YTD
Income			
401 - Taxes revenue			
402 - Current real property taxes	868,787.68	868,787.68	100.0%
Total 401 - Taxes revenue	868,787.68	868,787.68	100.0%
600 - Charges for services			
626 - Services Rendered	3.00	3.00	100.0%
642 - Services-Sales	159.95	159.95	100.0%
Total 600 - Charges for services	162.95	162.95	100.0%
655 - Fines/Fees/Lost Books/Cards	156.70	156.70	100.0%
664 - Investment income/rents			
665 - Interest Income	193.92	193.92	100.0%
Total 664 - Investment income/rents	193.92	193.92	100.0%
671 - Other revenue-general			
674 - Private contributions/donations	7.91	7.91	100.0%
689 - Cash over/short	0.31	0.31	100.0%
671 - Other revenue-general - Other	226.30	226.30	100.0%
Total 671 - Other revenue-general	234.52	234.52	100.0%
Total Income	869,535.77	869,535.77	100.0%
Expense			
701 - Personal services			
703 - Salaries	32,938.56	32,938.56	100.0%
704 - Wages-part time employees	14,308.96	14,308.96	100.0%
709 - Employer's Social Security	3,537.15	3,537.15	100.0%
718 - Health/dental insurance expense	6,009.18	6,009.18	100.0%
730 - Insurance-Workers Comp	980.00	980.00	100.0%
Total 701 - Personal services	57,773.85	57,773.85	100.0%
750 - Supplies			
751 - Adv. & Promotion	304.54	304.54	100.0%
752 - Supplies-Office/general	1,523.94	1,523.94	100.0%
755 - Collections Maintenance	381.51	381.51	100.0%
756 - Covid-19 response supplies	387.74	387.74	100.0%
Total 750 - Supplies	2,597.73	2,597.73	100.0%
800 - Other services & charges			
801 - Professional Services	1,887.00	1,887.00	100.0%
804 - Automation			
804.1 - Electronic content delivery	2,251.55	2,251.55	100.0%
804 - Automation - Other	8,876.93	8,876.93	100.0%
Total 804 - Automation	11,128.48	11,128.48	100.0%
805 - TLN Central Services	750.05	750.05	100.0%
850 - Communications	288.67	288.67	100.0%
852 - Other Misc Communications	373.10	373.10	100.0%
919 - Waste & rubbish disposal	86.27	86.27	100.0%
920 - Utilities-Electric	7,763.94	7,763.94	100.0%
921 - Utilities-Natural gas	2,708.05	2,708.05	100.0%
930 - Land & building repairs	10,364.63	10,364.63	100.0%
935 - Property liability insurance	1,059.73	1,059.73	100.0%
948 - Computer services	1,552.21	1,552.21	100.0%
967-A - Programming - Adult	158.94	158.94	100.0%
967-YA - Programming - Teens	237.34	237.34	100.0%
967-YS - Programming - Youth Svcs.	401.02	401.02	100.0%
Total 800 - Other services & charges	38,759.43	38,759.43	100.0%
970 - Capital Outlay			
982-A - Books - Adult	1,502.85	1,502.85	100.0%
982-YA - Books - Teens	782.45	782.45	100.0%

Figures presented on modified accrual basis of accounting.

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Accrual Basis

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

	Jan 22	Jan 22	% YTD
982-YS • Books - Youth Services	2,607.37	2,607.37	100.0%
985-A • Audio Visual - Adult	2,035.13	2,035.13	100.0%
985-YS • Audio Visual - Youth Services	209.52	209.52	100.0%
986 • Periodicals	700.94	700.94	100.0%
Total 970 • Capital Outlay	7,838.26	7,838.26	100.0%
Total Expense	106,969.27	106,969.27	100.0%
Net Income	762,566.50	762,566.50	100.0%

Figures presented on modified accrual basis of accounting.

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02/15/22

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
Income				
401 · Taxes revenue				
402 · Current real property taxes	868,787.68	1,493,000.00	-624,212.32	58.2%
437 · Industrial Facilities Tax	0.00	5,000.00	-5,000.00	0.0%
Total 401 · Taxes revenue	868,787.68	1,498,000.00	-629,212.32	58.0%
539 · State grants				
540 · State Penal Fines	0.00	25,000.00	-25,000.00	0.0%
569 · State Grants-other	0.00	12,000.00	-12,000.00	0.0%
573 · Local stablization share	0.00	15,000.00	-15,000.00	0.0%
Total 539 · State grants	0.00	52,000.00	-52,000.00	0.0%
600 · Charges for services				
626 · Services Rendered	3.00	100.00	-97.00	3.0%
642 · Services-Sales	159.95	1,000.00	-840.05	16.0%
Total 600 · Charges for services	162.95	1,100.00	-937.05	14.8%
655 · Fines/Fees/Lost Books/Cards	156.70	1,000.00	-843.30	15.7%
664 · Investment Income/rents				
665 · Interest Income	193.92	12,000.00	-11,806.08	1.6%
667 · Rents	0.00	600.00	-600.00	0.0%
Total 664 · Investment income/rents	193.92	12,600.00	-12,406.08	1.5%
671 · Other revenue-general				
674 · Private contributions/donations	7.91	5,500.00	-5,492.09	0.1%
689 · Cash over/short	0.31	0.00	0.31	100.0%
671 · Other revenue-general - Other	226.30	3,000.00	-2,773.70	7.5%
Total 671 · Other revenue-general	234.52	8,500.00	-8,265.48	2.8%
Total Income	869,535.77	1,573,200.00	-703,664.23	55.3%
Expense				
701 · Personal services				
703 · Salaries	32,938.56	490,600.00	-457,661.44	6.7%
704 · Wages-part time employees	14,308.96	176,000.00	-161,691.04	8.1%
709 · Employer's Social Security	3,537.15	51,000.00	-47,462.85	6.9%
716 · Defined cont ret plan expense	0.00	15,000.00	-15,000.00	0.0%
718 · Health/dental insurance expense	6,009.18	81,960.00	-75,950.82	7.3%
730 · Insurance-Workers Comp	980.00	1,300.00	-320.00	75.4%
Total 701 · Personal services	57,773.85	815,860.00	-758,086.15	7.1%
750 · Supplies				
751 · Adv. & Promotion	304.54	15,050.00	-14,745.46	2.0%
752 · Supplies-Office/general	1,523.94	17,000.00	-15,476.06	9.0%
755 · Collections Maintenance	381.51	10,000.00	-9,618.49	3.8%
756 · Covid-19 response supplies	387.74	5,000.00	-4,612.26	7.8%
Total 750 · Supplies	2,597.73	47,050.00	-44,452.27	5.5%
800 · Other services & charges				
801 · Professional Services	1,887.00	46,350.00	-44,463.00	4.1%
804 · Automation				
804.1 · Electronic content delivery	2,251.55	52,000.00	-49,748.45	4.3%
804 · Automation - Other	8,876.93	52,500.00	-43,623.07	16.9%
Total 804 · Automation	11,128.48	104,500.00	-93,371.52	10.6%
805 · TLN Central Services	750.05	7,200.00	-6,449.95	10.4%
850 · Communications	288.67	3,640.00	-3,351.33	7.9%
851 · Postage	0.00	4,200.00	-4,200.00	0.0%
852 · Other Misc Communications	373.10	7,200.00	-6,826.90	5.2%
861 · Transportation-mileage reimb	0.00	2,000.00	-2,000.00	0.0%
910 · Professional development	0.00	2,800.00	-2,800.00	0.0%
911 · Conferences	0.00	2,000.00	-2,000.00	0.0%

Figures presented on modified accrual basis.

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02/15/22

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
913 · Travel	0.00	2,000.00	-2,000.00	0.0%
915 · Memberships & dues	0.00	3,000.00	-3,000.00	0.0%
917 · Utilities-Sewage	0.00	2,000.00	-2,000.00	0.0%
918 · Utilities-Water	0.00	3,000.00	-3,000.00	0.0%
919 · Waste & rubbish disposal	86.27	1,500.00	-1,413.73	5.8%
920 · Utilities-Electric	7,763.94	87,000.00	-79,236.06	8.9%
921 · Utilities-Natural gas	2,708.05	12,000.00	-9,291.95	22.6%
930 · Land & building repairs	10,364.63	128,100.00	-117,735.37	8.1%
935 · Property liability insurance	1,059.73	15,000.00	-13,940.27	7.1%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	1,552.21	15,000.00	-13,447.79	10.3%
955 · Miscellaneous	0.00	240.00	-240.00	0.0%
964 · Refunds & Rebates	0.00	150.00	-150.00	0.0%
967-A · Programming - Adult	158.94	8,000.00	-7,841.06	2.0%
967-YA · Programming - Teens	237.34	3,000.00	-2,762.66	7.9%
967-YS · Programming - Youth Svcs.	401.02	9,000.00	-8,598.98	4.5%
Total 800 · Other services & charges	38,759.43	468,890.00	-430,130.57	8.3%
970 · Capital Outlay				
974 · Land improvements	0.00	10,000.00	-10,000.00	0.0%
975 · Buildings & improvements	0.00	100,000.00	-100,000.00	0.0%
980.01 · Office furniture & fixtures	0.00	12,000.00	-12,000.00	0.0%
980.02 · Office equipment	0.00	14,500.00	-14,500.00	0.0%
982-A · Books - Adult	1,502.85	40,000.00	-38,497.15	3.8%
982-YA · Books - Teens	782.45	5,000.00	-4,217.55	15.6%
982-YS · Books - Youth Services	2,607.37	30,000.00	-27,392.63	8.7%
985-A · Audio Visual - Adult	2,035.13	8,000.00	-5,964.87	25.4%
985-YA · Audio Visual - Teens	0.00	1,300.00	-1,300.00	0.0%
985-YS · Audio Visual - Youth Services	209.52	11,600.00	-11,390.48	1.8%
986 · Periodicals	700.94	9,000.00	-8,299.06	7.8%
Total 970 · Capital Outlay	7,838.26	241,400.00	-233,561.74	3.2%
Total Expense	106,969.27	1,573,200.00	-1,466,230.73	6.8%
Net Income	762,566.50	0.00	762,566.50	100.0%

Figures presented on modified accrual basis.

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Milford Public Library
Check Detail
January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14181	01/19/2022	Applied Imaging	001 - Cash-Checking (Flagstar)		-344.56
Bill	1881249	01/13/2022		752 - Supplies-Office/general	-344.56	344.56
TOTAL					-344.56	344.56
Bill Pmt -Check	14182	01/19/2022	ASCAP	001 - Cash-Checking (Flagstar)		-10.00
Bill	10005833...	01/21/2022		751 - Adv. & Promotion	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	14183	01/19/2022	Bellwether	001 - Cash-Checking (Flagstar)		-1,378.50
Bill	155596	01/10/2022		982-YS - Books - Youth Services	-1,378.50	1,378.50
TOTAL					-1,378.50	1,378.50
Bill Pmt -Check	14184	01/19/2022	Blackstone Publishing	001 - Cash-Checking (Flagstar)		-127.93
Bill	2016938	01/07/2022		985-A - Audio Visual - Adult	-127.93	127.93
TOTAL					-127.93	127.93
Bill Pmt -Check	14185	01/19/2022	Brien's Services, Inc.	001 - Cash-Checking (Flagstar)		-1,525.00
Bill	41713	12/31/2021		930 - Land & building repairs	-1,525.00	1,525.00
TOTAL					-1,525.00	1,525.00
Bill Pmt -Check	14186	01/19/2022	Burnham & Flower Agency, Inc.	001 - Cash-Checking (Flagstar)		-500.00
Bill	16082	01/10/2022		801 - Professional Services	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	14187	01/19/2022	DTE Energy	001 - Cash-Checking (Flagstar)		-7,241.61
Bill	Dec21	12/29/2021		920 - Utilities-Electric	-5,271.59	5,271.59
				921 - Utilities-Natural gas	-1,970.02	1,970.02
TOTAL					-7,241.61	7,241.61

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Milford Public Library
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January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14188	01/19/2022	Ingram Library Services	001 · Cash-Checking (Flagstar)		-50.60
Bill	56897917	01/03/2022		982-A · Books - Adult	-15.94	15.94
Bill	56947209	01/05/2022		982-A · Books - Adult	-34.66	34.66
TOTAL					-50.60	50.60
Bill Pmt -Check	14189	01/19/2022	Lakeside Fire Service, Inc.	001 · Cash-Checking (Flagstar)		-90.00
Bill	61110	12/28/2021		930 · Land & building repairs	-90.00	90.00
TOTAL					-90.00	90.00
Bill Pmt -Check	14190	01/19/2022	Library Network	001 · Cash-Checking (Flagstar)		-103.95
Bill	69657	01/13/2022		986 · Periodicals	-60.00	60.00
				985-YS · Audio Visual - Youth Services	-43.95	43.95
TOTAL					-103.95	103.95
Bill Pmt -Check	14191	01/19/2022	Quill Corporation	001 · Cash-Checking (Flagstar)		-81.50
Bill	22060236	01/05/2022		752 · Supplies-Office/general	-81.50	81.50
TOTAL					-81.50	81.50
Bill Pmt -Check	14192	01/19/2022	Synergy Electric LLC	001 · Cash-Checking (Flagstar)		-905.90
Bill	3389	01/12/2022		930 · Land & building repairs	-905.90	905.90
TOTAL					-905.90	905.90
Bill Pmt -Check	14193	01/26/2022	Overdrive	001 · Cash-Checking (Flagstar)		-610.49
Bill	01576CO22...	01/17/2022		804.1 · Electronic content delivery	-610.49	610.49
TOTAL					-610.49	610.49
Bill Pmt -Check	14194	01/26/2022	Technology Solutions, LLC	001 · Cash-Checking (Flagstar)		-600.00
Bill	23549	02/01/2022		930 · Land & building repairs	-600.00	600.00
TOTAL					-600.00	600.00

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Milford Public Library
Check Detail
January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14195	01/26/2022	Windstream (formly PAETEC)	001 · Cash-Checking (Flagstar)		-36.25
Bill		01/05/2022		850 · Communications	-36.25	36.25
TOTAL					-36.25	36.25
Bill Pmt -Check	14197	02/02/2022	Absopure Water Company	001 · Cash-Checking (Flagstar)		-95.50
Bill	88201103	12/22/2021		752 · Supplies-Office/general	-77.50	77.50
Bill	59110199	12/31/2021		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-95.50	95.50
Bill Pmt -Check	14198	02/02/2022	Applied Imaging	001 · Cash-Checking (Flagstar)		-206.13
Bill	1880215	01/11/2022		752 · Supplies-Office/general	-206.13	206.13
TOTAL					-206.13	206.13
Bill Pmt -Check	14199	02/02/2022	Blackstone Publishing	001 · Cash-Checking (Flagstar)		-255.96
Bill	2017905	01/12/2022		985-A · Audio Visual - Adult	-96.00	96.00
Bill	2017820	01/12/2022		985-A · Audio Visual - Adult	-36.00	36.00
Bill	2019121	01/18/2022		985-A · Audio Visual - Adult	-123.96	123.96
TOTAL					-255.96	255.96
Bill Pmt -Check	14200	02/02/2022	Blue Cross Blue Shield of Michigan	001 · Cash-Checking (Flagstar)		-5,620.38
Bill	Feb22	01/06/2022		718 · Health/dental insurance expense	-5,620.38	5,620.38
TOTAL					-5,620.38	5,620.38
Bill Pmt -Check	14201	02/02/2022	Brien's Services, Inc.	001 · Cash-Checking (Flagstar)		-3,070.00
Bill	41714	01/16/2022		930 · Land & building repairs	-1,675.00	1,675.00
Bill	41922	01/26/2022		930 · Land & building repairs	-1,395.00	1,395.00
TOTAL					-3,070.00	3,070.00
Bill Pmt -Check	14202	02/02/2022	Clearfly	001 · Cash-Checking (Flagstar)		-127.49
Bill	INV403089	02/01/2022		850 · Communications	-127.49	127.49

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Check Detail

January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-127.49	127.49
Bill Pmt -Check	14203	02/02/2022	Countryside Plumbing	001 - Cash-Checking (Flagstar)		-245.00
Bill	011522	01/15/2022		930 - Land & building repairs	-245.00	245.00
TOTAL					-245.00	245.00
Bill Pmt -Check	14204	02/02/2022	Demco, Inc.	001 - Cash-Checking (Flagstar)		-240.92
Bill	7064026	01/11/2022		755 - Collections Maintenance	-166.68	166.68
				751 - Adv. & Promotion	-74.24	74.24
TOTAL					-240.92	240.92
Bill Pmt -Check	14205	02/02/2022	Frontier	001 - Cash-Checking (Flagstar)		-124.93
Bill	Jan22	01/19/2022		850 - Communications	-124.93	124.93
TOTAL					-124.93	124.93
Bill Pmt -Check	14206	02/02/2022	GFL Environmental	001 - Cash-Checking (Flagstar)		-86.27
Bill	53528130	01/14/2022		919 - Waste & rubbish disposal	-86.27	86.27
TOTAL					-86.27	86.27
Bill Pmt -Check	14207	02/02/2022	Heather Wittrup*	001 - Cash-Checking (Flagstar)		-16.98
Bill	Jan22	01/21/2022		967-YS - Programming - Youth Svcs.	-16.98	16.98
TOTAL					-16.98	16.98
Bill Pmt -Check	14208	02/02/2022	Ingram Library Services	001 - Cash-Checking (Flagstar)		-1,827.00
Bill	56947210	01/05/2022		202 - Accounts Payable*	18.46	-18.46
Bill	57054549	01/11/2022		985-A - Audio Visual - Adult	-1,288.90	1,288.90
Bill	57096681	01/12/2022		982-YS - Books - Youth Services	-131.33	131.33
Bill	57123165	01/13/2022		982-YS - Books - Youth Services	-10.61	10.61
Bill	57123166	01/13/2022		982-A - Books - Adult	-236.99	236.99
Bill	57173451	01/16/2022		982-YS - Books - Youth Services	-10.61	10.61
Bill	57173451	01/16/2022		982-A - Books - Adult	-58.22	58.22
Bill	57173452	01/16/2022		982-YS - Books - Youth Services	-103.86	103.86

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Milford Public Library

Check Detail

January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	57206909	01/19/2022		982-YS · Books - Youth Services	-4.94	4.94
TOTAL					-1,827.00	1,827.00
Bill Pmt -Check	14209	02/02/2022	Metcom	001 · Cash-Checking (Flagstar)		-387.74
Bill	120197	01/24/2022		756 · Covid-19 response supplies	-387.74	387.74
TOTAL					-387.74	387.74
Bill Pmt -Check	14210	02/02/2022	Quill Corporation	001 · Cash-Checking (Flagstar)		-167.98
Bill	22137643	01/07/2022		752 · Supplies-Office/general	-119.16	119.16
Bill	22188916	01/10/2022		752 · Supplies-Office/general	-13.40	13.40
Bill	22289044	01/13/2022		752 · Supplies-Office/general	-35.42	35.42
TOTAL					-167.98	167.98
Bill Pmt -Check	14211	02/02/2022	Rose Pest Solutions	001 · Cash-Checking (Flagstar)		-75.00
Bill	30950400	01/03/2022		930 · Land & building repairs	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	14212	02/02/2022	T-Mobile	001 · Cash-Checking (Flagstar)		-373.10
Bill	Jan22	01/25/2022		852 · Other Misc Communications	-373.10	373.10
TOTAL					-373.10	373.10
Bill Pmt -Check	14213	02/02/2022	The Grate Fireplace Shop	001 · Cash-Checking (Flagstar)		-175.00
Bill	60910	12/27/2021		930 · Land & building repairs	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	14214	02/02/2022	Delta Dental Plan of Michigan	001 · Cash-Checking (Flagstar)		-437.40
Bill	RIS000393...	02/01/2022		231 · Payroll deductions payable	-437.40	437.40
TOTAL					-437.40	437.40
Bill Pmt -Check	14215	02/09/2022	AFLAC	001 · Cash-Checking (Flagstar)		-219.49

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Milford Public Library
Check Detail
January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	834345	01/12/2022		231 - Payroll deductions payable	-219.49	219.49
TOTAL					-219.49	219.49
Bill Pmt -Check	14216	02/09/2022	Baker & Taylor Books	001 - Cash-Checking (Flagstar)		-1,071.21
Bill	2036448726	01/07/2022		982-YA - Books - Youth Services	-29.75	29.75
Bill	2036448727	01/07/2022		982-YA - Books - Teens	-152.94	152.94
Bill	2036448728	01/07/2022		982-YA - Books - Teens	-22.08	22.08
Bill	2036448729	01/07/2022		982-YA - Books - Teens	-10.50	10.50
Bill	2036448730	01/07/2022		982-YA - Books - Youth Services	-14.37	14.37
Bill	2036448731	01/07/2022		982-YA - Books - Youth Services	-14.23	14.23
Bill	2036448732	01/07/2022		982-YA - Books - Youth Services	-7.01	7.01
Bill	2036448733	01/07/2022		982-YA - Books - Youth Services	-54.70	54.70
Bill	2036465324	01/13/2022		982-YA - Books - Teens	-14.28	14.28
Bill	2036465323	01/13/2022		982-YA - Books - Teens	-10.17	10.17
Bill	2036465320	01/13/2022		982-YA - Books - Youth Services	-69.34	69.34
Bill	2036465325	01/13/2022		982-YA - Books - Youth Services	-9.49	9.49
Bill	2036465321	01/13/2022		982-YA - Books - Teens	-10.99	10.99
Bill	2036465319	01/13/2022		982-YA - Books - Youth Services	-60.51	60.51
Bill	2036471637	01/18/2022		982-YA - Books - Teens	-36.90	36.90
Bill	2036478454	01/20/2022		982-YA - Books - Youth Services	-9.96	9.96
Bill	2036478455	01/20/2022		982-YA - Books - Teens	-11.04	11.04
Bill	2036478456	01/20/2022		982-YA - Books - Teens	-11.58	11.58
Bill	2036478457	01/20/2022		982-YA - Books - Youth Services	-288.61	288.61
Bill	2036478458	01/20/2022		982-YA - Books - Youth Services	-14.28	14.28
Bill	5017519022	01/25/2022		982-A - Books - Adult	-29.98	29.98
Bill	2036497210	01/28/2022		982-YA - Books - Youth Services	-13.16	13.16
Bill	2036497211	01/28/2022		982-YA - Books - Teens	-11.04	11.04
Bill	2036497212	01/28/2022		982-YA - Books - Teens	-11.58	11.58
Bill	2036497213	01/28/2022		982-YA - Books - Teens	-102.71	102.71
Bill	2036497214	01/28/2022		982-YA - Books - Teens	-7.79	7.79
Bill	2036497215	01/28/2022		982-YA - Books - Youth Services	-36.23	36.23
TOTAL					-1,071.21	1,071.21
Bill Pmt -Check	14217	02/09/2022	Blackstone Publishing	001 - Cash-Checking (Flagstar)		-197.55
Bill	2019117	01/18/2022		985-A - Audio Visual - Adult	-143.95	143.95
Bill	2019784	01/20/2022		985-A - Audio Visual - Adult	-28.00	28.00
Bill	2019647	01/20/2022		985-A - Audio Visual - Adult	-25.60	25.60
TOTAL					-197.55	197.55
Bill Pmt -Check	14218	02/09/2022	Collaborative Summer Library Program	001 - Cash-Checking (Flagstar)		-220.30

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Milford Public Library

Check Detail

January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	19356	01/19/2022		751 · Adv. & Promotion	-220.30	220.30
TOTAL					-220.30	220.30
Bill Pmt -Check	14219	02/09/2022	DTE Energy	001 · Cash-Checking (Flagstar)		-10,471.99
Bill	Jan22	01/28/2022		920 · Utilities-Electric	-7,763.94	7,763.94
				921 · Utilities-Natural gas	-2,708.05	2,708.05
TOTAL					-10,471.99	10,471.99
Bill Pmt -Check	14220	02/09/2022	Flagstar	001 · Cash-Checking (Flagstar)		-1,343.43
Bill	Jan22	01/24/2022		804 · Automation	-184.85	184.85
				752 · Supplies-Office/general	-482.72	482.72
				967-YA · Programming - Teens	-237.34	237.34
				967-YA · Programming - Youth Svcs.	-58.45	58.45
				985-A · Audio Visual - Adult	-100.79	100.79
				982-YA · Books - Youth Services	-9.31	9.31
				982-YA · Books - Teens	-95.46	95.46
				985-YA · Audio Visual - Youth Services	-165.57	165.57
				967-A · Programming - Adult	-8.94	8.94
TOTAL					-1,343.43	1,343.43
Bill Pmt -Check	14221	02/09/2022	Gale/Cengage Learning	001 · Cash-Checking (Flagstar)		-83.97
Bill	76696598	01/19/2022		982-A · Books - Adult	-83.97	83.97
TOTAL					-83.97	83.97
Bill Pmt -Check	14222	02/09/2022	Ingram Library Services	001 · Cash-Checking (Flagstar)		-530.90
Bill	56987976	01/06/2022		982-A · Books - Adult	-65.02	65.02
Bill	57250682	01/20/2022		982-A · Books - Adult	-220.32	220.32
Bill	57283930	01/21/2022		982-YA · Books - Youth Services	-24.90	24.90
Bill	57308171	01/23/2022		982-A · Books - Adult	-38.25	38.25
Bill	57343498	01/25/2022		982-YA · Books - Youth Services	-10.61	10.61
Bill	57385046	01/26/2022		982-YA · Books - Youth Services	-9.89	9.89
Bill	57385045	01/26/2022		982-YA · Books - Youth Services	-161.91	161.91
TOTAL					-530.90	530.90
Bill Pmt -Check	14223	02/09/2022	J.E. Strauss Consulting/CPA, LLC	001 · Cash-Checking (Flagstar)		-1,387.00

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Milford Public Library**Check Detail**

January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2224	01/31/2022		801 · Professional Services 801 · Professional Services	-1,032.00 -355.00	1,032.00 355.00
TOTAL					-1,387.00	1,387.00
Bill Pmt -Check	14224	02/09/2022	Jani-King of Michigan, Inc.	001 · Cash-Checking (Flagstar)		-2,184.00
Bill	DET022200...	02/01/2022		930 · Land & building repairs	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00
Bill Pmt -Check	14225	02/09/2022	Oriental Trading Company, Inc.	001 · Cash-Checking (Flagstar)		-325.59
Bill	714678756-...	01/26/2022		967-YS · Programming - Youth Svcs.	-325.59	325.59
TOTAL					-325.59	325.59
Bill Pmt -Check	14226	02/16/2022	Absopure Water Company	001 · Cash-Checking (Flagstar)		-18.00
Bill	59164079	01/31/2022		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	14227	02/16/2022	Applied Imaging	001 · Cash-Checking (Flagstar)		-124.48
Bill	1898170	02/09/2022		752 · Supplies-Office/general	-124.48	124.48
TOTAL					-124.48	124.48
Bill Pmt -Check	14228	02/16/2022	Blackstone Publishing	001 · Cash-Checking (Flagstar)		-144.00
Bill	2021729	01/28/2022		985-A · Audio Visual - Adult	-64.00	64.00
Bill	2022246	02/01/2022		985-A · Audio Visual - Adult	-80.00	80.00
TOTAL					-144.00	144.00
Bill Pmt -Check	14229	02/16/2022	Blue Cross Blue Shield of Michigan	001 · Cash-Checking (Flagstar)		-5,620.38
Bill	Mar22	02/08/2022		718 · Health/dental insurance expense	-5,620.38	5,620.38
TOTAL					-5,620.38	5,620.38
Bill Pmt -Check	14230	02/16/2022	Brien's Services, Inc.	001 · Cash-Checking (Flagstar)		-1,620.00

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Milford Public Library
Check Detail
January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	41943	02/11/2022		930 - Land & building repairs	-1,620.00	1,620.00
TOTAL					-1,620.00	1,620.00
Bill Pmt -Check	14231	02/16/2022	Demco, Inc.	001 - Cash-Checking (Flagstar)		-193.29
Bill	7072752	01/28/2022		755 - Collections Maintenance	-193.29	193.29
TOTAL					-193.29	193.29
Bill Pmt -Check	14232	02/16/2022	Ingram Library Services	001 - Cash-Checking (Flagstar)		-918.10
Bill	57414362	01/27/2022		982-A - Books - Adult	-68.37	68.37
Bill	57414363	01/27/2022		982-A - Books - Adult	-532.36	532.36
Bill	57414364	01/27/2022		982-YS - Books - Youth Services	-12.09	12.09
Bill	57452219	01/28/2022		982-YS - Books - Youth Services	-103.77	103.77
Bill	57452220	01/28/2022		982-YS - Books - Youth Services	-14.86	14.86
Bill	57471047	01/30/2022		982-A - Books - Adult	-34.99	34.99
Bill	57471048	01/30/2022		982-A - Books - Adult	-83.78	83.78
Bill	57481301	01/31/2022		982-YS - Books - Youth Services	-27.43	27.43
Bill	57481302	01/31/2022		982-YS - Books - Youth Services	-40.45	40.45
TOTAL					-918.10	918.10
Bill Pmt -Check	14233	02/16/2022	Jani-King of Michigan, Inc.	001 - Cash-Checking (Flagstar)		-2,184.00
Bill	DET122100...	12/01/2021		930 - Land & building repairs	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00
Bill Pmt -Check	14234	02/16/2022	Kanopy, Inc.	001 - Cash-Checking (Flagstar)		-49.50
Bill	282938	01/31/2022		804.1 - Electronic content delivery	-49.50	49.50
TOTAL					-49.50	49.50
Bill Pmt -Check	14235	02/16/2022	MicroTech Systems, Inc.	001 - Cash-Checking (Flagstar)		-1,835.84
Bill	100193148	02/01/2022		980.02 - Office equipment	-1,835.84	1,835.84
TOTAL					-1,835.84	1,835.84
Bill Pmt -Check	14236	02/16/2022	Midwest Tape	001 - Cash-Checking (Flagstar)		-643.38

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Milford Public Library

Check Detail

January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	501630186	01/31/2022		804.1 · Electronic content delivery	-643.38	643.38
TOTAL					-643.38	643.38
Bill Pmt -Check	14237	02/16/2022	Quill Corporation	001 · Cash-Checking (Flagstar)		-167.16
Bill	22620363	01/26/2022		752 · Supplies-Office/general	-66.58	66.58
Bill	22657274	01/27/2022		755 · Collections Maintenance	-21.54	21.54
				752 · Supplies-Office/general	-79.04	79.04
TOTAL					-167.16	167.16
Bill Pmt -Check	14238	02/16/2022	Russell Dore	001 · Cash-Checking (Flagstar)		-200.00
Bill	Prog041922	02/07/2022		967-A · Programming - Adult	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	14239	02/16/2022	ServPro of NovilCommerce South and...	001 · Cash-Checking (Flagstar)		-1,483.40
Bill	3947	01/31/2022		930 · Land & building repairs	-1,483.40	1,483.40
TOTAL					-1,483.40	1,483.40
Bill Pmt -Check	14240	02/16/2022	Windstream (formerly PAETEC)	001 · Cash-Checking (Flagstar)		-36.80
Bill	Feb22	02/03/2022		850 · Communications	-36.80	36.80
TOTAL					-36.80	36.80

Milford Public Library
Check Detail
January 19 through February 22, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14196	02/01/2022	Nationwide	001 · Cash-Checking (Flagstar)	-500.00	
				231 · Payroll deductions payable	-100.00	100.00
				231 · Payroll deductions payable	-400.00	400.00
TOTAL					-500.00	500.00

LIBRARY DIRECTOR'S REPORT

January and February 2022

SUGGESTION BOX AND RANDOM COMMENTS

From David Stokes, Adult Services Librarian, received via email from a Commerce resident: I just went to Wixom library yesterday with my granddaughter who is 4 years old. NO MASKS for her class. The library is holding weekly classes for all ages without the mask requirement. I don't understand your library. I haven't gone in there for awhile because I prefer Commerce (no mask) and Wixom library. What is wrong with Milford? What are they afraid of? See you when Milford lifts their mask policy. *Note: this latest email from this patron appears to have been triggered by an email about programs going virtual at least through February. She has been informed that masks are recommended, but not required. With Covid positivity over 30%, I felt like we needed to go back to virtual programs until the numbers cool down a bit. The numbers are starting to see improvement, however, after the coil leak that impacted the storage and Community rooms, we had to move some items from storage into the Community room. We are starting to get that cleaned up now.*

From Tina Hatch, Director, received via email from same Commerce resident: Upon entering your library today I was shocked to see a poster (about 5' high x 3 or 4' wide with a list of CDC requirements. Is this to intimidate me to wear a mask inside the library? If so, you failed because I only wear a mask inside medical facilities. Who are you to impose this on library patrons? I asked the clerk at the front desk if I was required to wear a mask and she said no but it was recommended. Well, it's recommended at some public places but not like this 'IN YOUR FACE' manner. Who made this incredibly stupid decision? Are you aware that Commerce Twp. Library has inside library groups, unlike yours which is on zoom? My grandchild attends all these reading groups WITHOUT A MASK and I don't wear one either. After two years I expected more intelligence from those running our Milford Library....sorry to say, I'm disappointed. Also, Novi library does not require a mask for any of their in person programs. How sad that because of your unfounded fears that you have to spread this to the public. The blue states are removing mask mandates for schools...since we are under the same political designation, you should be happy to remove that ridiculous sign in front and joint Commerce and Novi library. Stop promoting more fear...it's unfounded and unnecessary. By the way, don't worry, I don't expect a response. *I responded to the patron and explained that, back at the beginning of the pandemic, we were required to post a lot of notices. Notices on our doors are not really that visible, because the doors slide open as you approach them and then the signs can't be read. That is why we used our large whiteboard to provide the necessary notices to patrons. I agreed that now that we don't have as much required, we can certainly reduce the signage. As for live programs, we're hoping to return to in-person programs at the end of the month. Covid numbers are down significantly and we should be finished with cleaning up the Community Room by that point.*

STAFF UPDATES

Circulation Staff member remains on medical leave through January 18th. Due to this leave, Dawn Chlebo was not able to take the last 3 days of her vacation time. I made an executive decision, due to circumstances, that those days could be carried over into 2022. This is an issue that we ran into last year due to COVID (although more staff were impacted). Some libraries do, as a matter of policy, allow the carryover of a small amount of vacation days and I may suggest a policy revision to allow this. A second Circulation Clerk is now on medical

leave through this month. We have offered extra hours to part-time Circulation staff on a temporary basis so that we can stay open our regular schedule of hours.

Administrative Assistant Jeanne Brown has announced her retirement effective February 11 (later changed to February 18 (thank goodness!). Former Circulation Desk Clerk Mary VanDerworp has been hired as the new Administrative Assistant with a start date to be determined. Mary worked at the library from 1998 to 2002 and then worked in the court system as a para-legal. We're very happy to have Mary re-join the team.

Karen Sparks joined the staff earlier this month as an Adult Services Assistant. Karen is a former history teacher!

STAFF ANNIVERSARIES: January

Cathy Huff, Circulation Services Clerk, 21 years

STAFF ANNIVERSARIES: February

Karin Boughey, Head of Adult Services, 21 years

Laurel McGlew, Circulation Services, 6 years

Debbie Whalley, Circulation Services, 5 years

STAFF ANNIVERSARIES: March

Joan Kelly, Shelves, 9 years

Karen Zelony-Fogliatti, 15 years

BUILDING UPDATES

I cleaned up a substantial amount of glass in the South parking lot, luckily on a day that wasn't horribly cold!

The Library experienced a power outage at about 2:55pm on December 6th. Outage was reported to DTE and I watched the outage map for about 30 minutes to see if there was an estimate for when power would be restored. When no estimate was provided, we closed the library at about 3:30pm. Power was restored sometime after 5pm.

The Library experienced another power outage at about 4:45pm on December 16th. I had left for the day, but staff notified me of the outage (I also receive a message from our wifi connected leak detectors that they are down when power goes out). Again, the outage was reported. Because it was later in the day and quite dark in the building, staff cleared the building of patrons. DTE was estimating power restoration by 10pm and based upon that estimation, the library was closed and staff left. Power was restored at about 7:10pm.

On December 22, we received a warning from the Village of Milford regarding the sidewalk along Commerce not being cleared within 48 hours of snowfall. Brien's Services were contacted and they came out that day to spread ice melt and came back the next morning to get down to the asphalt. I had to again remind Brien's that the sidewalk along Commerce and the sidewalk from the corner to our North driveway need to be cleaned.

The Library was closed on February 2 and 3 for Winter Storm "Landon."

On January 26, we experienced a significant leak from Air Handler #3. It appears that the coil froze and burst. Our WiFi leak detector did not alarm to alert us to the leak. The storage room and Community Room were impacted by the leak. Goyette repaired the leak and Serv-Pro was contacted and arrived that day to set up fans and dehumidifiers in both rooms. The units were on site through Saturday morning.

On January 26, we noticed that the water heater for the South side of the building was draining constantly. Goyette found the unit rusted out and the unit has been replaced.

On February 14, Air Handler #3 was showing a FreezeStat alarm and water could be heard rushing through the system, but no leak outside of the unit. I shut off the water to that unit and contacted Goyette. No frozen coil this time. However, after spending about an hour and a half with the Goyette Service Technician and the Controls person monitoring the system, there was no solution as to why the mechanical room was so cold as to trigger a FreezeStat alarm. I happened to mention that while I was shutting off the water to that unit that the unit fan in the room did not appear to be running, even though the switch showed it should be on. After some more troubleshooting, the Service Technician found that the unit had been turned off at the circuit breaker (by whom, we do not know). The unit heater is now working.

TLN UPDATES

TLN has obtained a grant through the American Rescue Plan ARPA that will be used statewide to provide the following: Computing Technology Kits for public use, as well as Online Programming Kits, and Outdoor Programming Kits. Kits include items such as laptops, Chromebooks, digital cameras, microphones, portable speaker systems, and more. Libraries were required to fill out a survey indicating which equipment they wanted and the priorities in the event demand exceeded the grant capability. I requested all three kits, with the first priority being the Computing Technology Kits (notebook computers and possible additional hotspots). We have received word that we will receive the Computing Technology Kit and the Outdoor Programming Kit with an estimated value of \$2,191.18.

Additional libraries within TLN have gone fine-free: Highland Library and Brighton Library join the fine-free movement!

FRIENDS OF THE LIBRARY UPDATE

The FOL Board will meet January 18 and February 15 at 3:15pm.

INCIDENT REPORTS

On the morning of February 10, we found a pad of paper, taped to several old pictures and images, along with a couple of pages of written statements (such as "The library saved my life when I was young" and "I've been appointed chief of Milford by God"). There was a name on the documents. We made a non-emergency call to the Police Department because we were concerned that a member of the community was having a mental health crisis and an Officer came by to pick up the materials. The officer indicated that this person is known to them and that this happens frequently. His partner was currently downtown to take a report from a business that encountered the same information outside their door.

Adult Department Report

November 2021

Book discussion continued in November with a discussion of *Crazy Brave* by Joy Harjo. Two people attended this discussion.

Michigan author Abra Behrens did a program about her books *Ruffage: A Practical Guide to Vegetables* and *Grist: A Practical Guide to Cooking Grains, Beans, Seeds, and Legumes*. Behrens is a chef and former farmer, and her book *Grist* was a 2020 Michigan Notable Book. Seven people attended this program.

Karin Boughey attended a Board meeting of the Oakland County Historical Resources Group on November 9.

Karin Boughey attended a webinar from Niche Academy about Library Dementia Services on November 10. Presenter Timothy J. Dickey provided an overview of the spectrum disease known as Alzheimer's dementia, and a basic understanding of how librarians can meet the information needs of persons with dementia and their caregivers. Mr. Dickey explored best practices, guidelines, and concrete ideas for librarians: dementia-friendly customer service, targeted reference resources, appropriate collection development, and a wide variety of programming ideas.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Adult Department Report

December 2021

The fall book discussion series "Voices from Native America" concluded with a discussion of *House Made of Dawn* by N. Scott Momaday on December 13. Four people attended the discussion. The winter book discussion series "A Hard Case of Crime: Pulp Fiction by Popular Authors" begins in February 2022 with a discussion of *Easy Go* by Michael Crichton writing as John Lange.

The Blue Cat Band performed live on December 9 for our first in-person program for adults since March 2020. The Band played a popular mix of rock and roll and blues classics including some holiday tunes. We limited the registrations to 40 people to maintain some social distancing and had 36 people attend this program.

David Stokes conducted an outreach program on December 22 at Suncrest Assisted Living. 6 people attended this outreach session.

Stephen Jackman attended the TLN Adult Services Committee Meeting on December 6.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Adult Department Report

January 2022

The adult services department welcomed a new staff member Karen Sparks to the team on January 3. Karen has a background in education and is also a professional photographer. Karen will be working in the adult department at the reference desk and doing some adult programming on a part-time basis. Karen is fitting in very well with the team and learning all about working in a public library setting.

We had two Medicare programs in January 2022. What's New to Medicare and Medicare 101 were conducted by Julie Cohen, a Milford resident and volunteer with the Medicare and Medicaid Assistance Program through the Area Agency on Aging 1B. The What's New to Medicare program was on January 12 and had 7 participants. Medicare 101 was on January 26 and had 13 participants. Both of these programs took place online via zoom.

We had a very popular Cord Cutting 101 program with Chuck Eglinton and Chris Edwards from Cord Cutters Plus. This program gave an overview of the number of streaming services now available, and how patrons can get both regular television channels and streaming services without a cable subscription. This program took place on January 31st and had 42 participants.

David Stokes conducted an outreach program on January 19 at Suncrest Assisted Living. 5 people attended this outreach session.

Karin Boughey attended the quarterly Board meeting of the Oakland County Historical Resources group on January 11.

David Stokes attended the TLN Outreach Services Committee meeting on January 19.

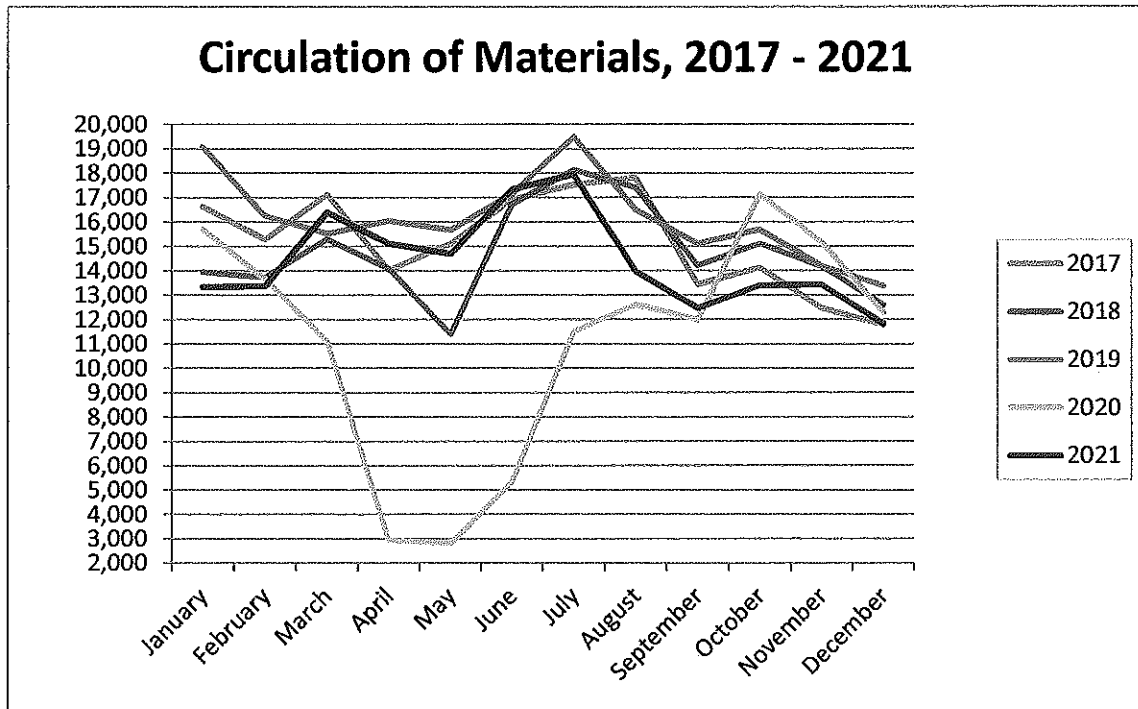
Respectfully submitted.

Karin Boughey

Head of Adult Services

**MILFORD PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

	2017	2018	2019	2020	2021
January	16,630	13,956	19,073	15,703	13,330
February	15,285	13,728	16,245	13,657	13,373
March	17,122	15,301	15,523	11,088	16,398
April	14,030	14,098	16,049	2,942	15,113
May	15,112	11,406	15,677	2,803	14,692
June	16,920	16,720	17,149	5,329	17,337
July	17,532	18,140	19,491	11,520	17,951
August	17,803	17,396	16,499	12,615	13,971
September	13,447	14,230	15,115	11,998	12,477
October	14,129	15,111	15,693	17,123	13,396
November	12,477	14,184	14,218	15,179	13,436
December	11,787	12,605	13,377	12,287	11,844
TOTAL	182,274	176,875	194,109	132,244	173,318



**Milford Public Library
Monthly Statistics**

Building Use														2020 Totals
	January	February	March	April	May	June	July	August	September	October	November	December	Total	
Visits	754	2,252	2,636	2,582	2,524	3,800	4,193	4,334	3,519	4,163	3,949	3,677	38,383	26,841
Room Bookings	0	0	0	0	0	21	2	3	7	8	11	14	66	68

New Patrons and Accounts

New 7-10 and 11-12 Year Olds														2020 Totals
New Cards Issued	14	27	31	27	27	63	65	57	50	59	58	45	523	376
Library Card Holders	6,664	6,689	6,717	6,751	6,777	6,841	6,506	6,338	6,339	6,395	6,454	6,492		6,654
Library Card Holders Percentage	42.35%	42.51%	42.69%	42.90%	43.07%	43.47%	41.34%	40.28%	40.28%	40.64%	41.01%	41.26%		42.29%

Reference Questions

Adult Department	679	659	856	832	687	859	768	858	719	777	735	710	9,149	7,607
Youth and Teen Department	243	254	308	310	276	787	709	577	307	487	463	366	5,087	3,739
Total	922	913	1,174	1,142	963	1,646	1,477	1,435	1,026	1,264	1,198	1,076	14,236	11,346

Programs

Adult Programs Held	0	3	3	3	10	0	0	1	4	3	1	2	30	20
Adult Programs Attendance	0	29	24	41	1	0	0	5	18	16	7	40	181	191
Teen Programs Held	0	0	0	0	0	0	0	1	0	0	0	0	1	6
Teen Programs Attendance	0	0	0	0	0	0	0	9	0	0	0	0	9	17
Youth Programs Held	4	3	4	3	4	3	5	2	3	6	4	4	45	67
Youth Programs Attendance	118	93	109	72	84	89	130	102	54	117	84	105	1,157	8236
General Programs Held	0	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	0

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

Collection

Book Collection	-45	-408	-54	252	91	455	-457	120	-239	-68	-691	6	63,100	68,904
Audio Collection	4	6	-2	-39	10	13	2	-99	12	28	-113	22	3,109	3,317
Video Collection	5	-12	-132	8	8	4	21	2	22	1	-395	-182	5,788	6,670
Music Collection	1	-4	0	-1	2	3	5	-93	7	1	3	0	2,023	2,163
Electronic Format	0	2	1	4	0	0	0	-1	0	0	0	0	-183	-182
Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	195	195
Net Acquisitions	-35	-416	-187	224	111	475	-429	-71	-198	-38	-1196	-154	74,032	81,067

Monthly Numbers are Net Acquisitions

Milford Public Library
Monthly Statistics

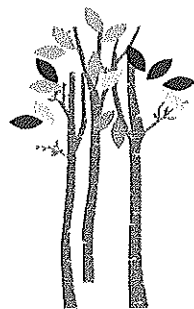
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Number of Items Circulated 2021													
All Items	13,330	13,373	16,398	15,113	14,692	17,337	17,951	13,971	12,477	13,396	13,436	11,844	173,318
Circulation to Milford Residents	3,499	3,710	5,074	5,095	4,754	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	4,856
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	1,769	2,002	2,524	2,471	2,283	2,619	4,456	4,349	3,916	4,036	4,052	3,934	38,411
Teen Material Circulation	219	266	266	353	340	442	756	831	683	489	468	562	5,675
Youth Material Circulation	1,931	2,323	3,312	3,012	3,021	4,880	7,217	6,636	5,244	6,108	5,679	5,333	54,696
Self Checkout Circulation	212	585	752	929	719	1,694	887	1,241	1,049	1,029	1,077	1,091	11,265

Number of Items Circulated 2020													
All Items	15,703	13,657	11,088	2,942	2,803	5,329	11,520	12,615	11,998	17,123	15,179	12,287	132,244
Circulation to Milford Residents	6,797	6,591	4,562	15	0	1,125	2,829	3,631	3,928	4,877	3,432	2,588	40,475
Circulation to Commerce Residents	425	637	377	0	0	87	137	210	219	272	341	96	2,801
Circulation to Highland Residents	717	576	328	0	0	46	65	138	209	292	140	63	2,574
Circulation to All Others	701	624	416	3	0	43	167	193	209	296	247	113	3,012
Ebook Circulation	576	514	912	1,322	1,277	815	710	668	607	655	968	748	9,772
Emagazines	255	550	396	470	539	475	505	547	503	632	533	485	5,890
Media Circulation	3,286	2,981	1,836	953	978	1,516	1,949	2,195	2,052	2,368	1,639	1,655	23,408
Adult Material Circulation	4,179	3,697	2,942	3	0	662	1,614	2,001	2,137	2,429	1,806	1,474	22,344
Teen Material Circulation	372	422	396	0	0	563	162	230	199	256	192	127	2,919
Youth Material Circulation	4,093	4,297	2,971	15	0	76	1,424	1,943	2,257	3,096	2,143	1,377	23,692
Self Checkout Circulation	1,302	1,490	1,066	12	0	0	29	202	292	613	451	8	5,465

2020 Totals

Computer Use													
Home Page Hits	8,352	6,986	8,718	7,876	6,730	9,624	8,566	7,771	8,277	7,828	7,793	7,307	95,828
Public Computer Sessions	37	144	193	162	129	253	281	351	308	356	393	321	2,928
Wireless Sessions	28	49	62	55	64	126	172	139	131	179	153	120	1,278
Guest Passes Issued	0	0	0	0	0	0	0	0	17	19	4	9	49
Ancestry.com	421	131	272	348	37	162	278	90	271	212	965	1,554	4,741
383													

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



MILFORD PUBLIC LIBRARY

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

PUBLIC MEETING NOTICE

MILFORD TOWNSHIP PUBLIC LIBRARY
County of Oakland, Michigan

NOTICE OF REGULAR MEETINGS FOR FISCAL YEAR 2022

PLEASE TAKE NOTICE that the Board of Trustees of the Milford Township Public Library, Oakland County, Michigan, will hold regular meetings for fiscal year 2022 on the fourth Tuesday of each month, except for November and December, in the Milford Township Public Library, 330 Family Drive, Milford, MI. All interested citizens are encouraged to attend.

SCHEDULE OF LIBRARY BOARD MEETINGS FISCAL YEAR 2022

Annual Meeting:	Tuesday, January 25, 2022	7:00 p.m.
	Tuesday, February 22, 2022	7:00 p.m.
	Tuesday, March 22, 2022	7:00 p.m.
	Tuesday, April 26, 2022	7:00 p.m.
	Tuesday, May 24, 2022	7:00 p.m.
	Tuesday, June 28, 2022	7:00 p.m.
	Tuesday, July 26, 2022	7:00 p.m.
	Tuesday, August 23, 2022	7:00 p.m.
	Tuesday, September 27, 2022	7:00 p.m.
	Tuesday, October 25, 2022	7:00 p.m.
	Tuesday, December 6, 2022	7:00 p.m.

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

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

Approved:



MILFORD PUBLIC LIBRARY

330 Family Drive

Milford, MI 48381

p: 248.684.0845 f: 248.684.2923

2022 Schedule of Library Closings

New Year's Day	Saturday, January 1, 2022
Easter	Sunday, April 17, 2022
Mother's Day	Sunday, May 8, 2022
Memorial Day Weekend	Saturday, May 28, 2022 - Monday, May 30, 2022
Father's Day	Sunday, June 19, 2022
Independence Day	Monday, July 4, 2022
Labor Day Weekend	Saturday, September 3, 2022 - Monday, September 5, 2022
Day before Thanksgiving (close at 5PM)	Wednesday, November 23, 2022
Thanksgiving Day	Thursday, November 24, 2022
Christmas Holiday	Saturday, December 24, 2022 – Monday, December 26, 2022
New Year's Eve	Saturday, December 31, 2022

Policy: 301
Subject: Administrative Assistant
Reviewed: 10/12/2009, 01/07/2022
Approved: 08/19/1996
Revised: 10/27/2009

Classification: Administrative Assistant
Department: Administration
Reports To: Library Director

Nature of Work:

Under the direction of the Library Director, the Administrative Assistant performs a variety of administrative, clerical, and secretarial tasks in support of the Library Director and general administrative functions.

The Administrative Assistant is responsible for maintaining library records and files. He/she works independently within the guidelines set by the Library Director and library policies. An employee in this classification frequently deals directly with staff, board members, Friends of the Library, outside governmental agencies, civic, and community groups. Because of the nature of the materials handled in this position, the Administrative Assistant maintains the confidentiality of library records. He/she may also assist in performing clerical and operational duties that facilitate the orderly flow of library materials and services.

Essential Duties and Responsibilities:

Accounting and Financial:

1. Prepares library invoices for payment and maintains files of invoices.

Office Administration:

1. Maintains and coordinates library files and records.
2. Maintains library contribution and community interest lists.
3. ~~Prepares~~ Assists with preparing packets for library board meetings.
4. Processes correspondence for memorial contributions.
5. Records donations for memorial requests and maintains record of purchases.
6. Performs as recording secretary for the Board of Trustees.
7. Performs as secretary for staff meetings and distributes minutes to all staff.
8. Sorts and delivers library mail; checks in periodicals and newspapers.
9. Performs basic secretarial duties including word processing, photocopying, and faxing.
10. Orders supplies and arranges for repair and maintenance of library office equipment.

Personnel:

1. ~~Prepares and submits library payroll to outside contractor. Verifies and maintains all payroll records. Approves employee time sheets in absence of Director.~~
2. Maintains employee benefit records.
3. Maintains library personnel files according to legal requirements.

Additional Responsibilities:

1. Runs local errands for library-related purchases, orders, and repairs.
2. Performs various custodial and maintenance duties necessary to maintain the library's appearance and safety of the public.
3. Other duties as assigned.

Minimum Qualifications:

1. High school diploma, or equivalent, and additional training and/or experience in secretarial duties.
2. Minimum of two years related work experience.

Knowledge, Skills, and Abilities:

- ~~2-1.~~ Ability to establish and maintain effective working relationships with staff, supervisor, and public.
- ~~3-2.~~ Demonstrated ability to work independently, organize work and set priorities.
- ~~4-3.~~ Accuracy and skill in typing, (50 wpm), spelling, English grammar, and arithmetic.
- ~~5-4.~~ Excellent clerical skills including the use of a telephone, computer (including word processing and spreadsheet software), typewriter, copier, and standard office equipment.
- ~~6-5.~~ Knowledge of general office procedures, library principles, and general records management.
- ~~7-6.~~ Ability to communicate effectively both orally and in writing with public and staff.
- ~~8-7.~~ Ability to maintain confidentiality of library records and administrative matters.
- ~~9-8.~~ Ability to be flexible and work on multiple tasks as needed.
- ~~10-9.~~ Positive public service attitude.

Physical Requirements:

1. Talking - constantly required while communicating with staff and vendors directly and on the telephone.
2. Hearing - constantly required while communicating with staff and vendors directly and on the telephone.
3. Sight - constantly required while performing library duties.
4. Lifting and carrying up to 30 pounds.
5. Pushing and pulling loaded book carts.
6. Stooping, bending, reaching overhead and horizontally to retrieve mail, supplies, and library materials.

7. Moving throughout the library while distributing mail, supplies, and library materials.

Working Conditions:

1. Generally daytime shift, however, occasional weekend and evening work shifts may be required.
2. Ability to work in a fast-paced environment on multiple tasks.

