



# MILFORD PUBLIC LIBRARY

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, January 25, 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
  - 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. Open Forum
7. Communications
  - 7.1. Anne Seurnyck, Attorney, Letter regarding rate increase
  - 7.2. Thank you notes from Staff
8. Adjournment

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

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

## **MILFORD TOWNSHIP LIBRARY BOARD**

### **Minutes of Regular Meeting**

**Tuesday, 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          |
|------------------------------------------|---------------------|---------------------|
| <b>ASSETS</b>                            |                     |                     |
| <b>Current Assets</b>                    |                     |                     |
| <b>Checking/Savings</b>                  |                     |                     |
| 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          |
| <b>Total 017 • Investments</b>           | 948,554.38          | 543,815.91          |
| <b>Total Checking/Savings</b>            | 1,422,940.84        | 1,003,483.70        |
| <b>Other Current Assets</b>              |                     |                     |
| 018 • Receivables                        |                     |                     |
| 019 • Taxes receivable                   | 766,348.17          | 768,435.02          |
| <b>Total 018 • Receivables</b>           | 766,348.17          | 768,435.02          |
| 123 • Prepaid Expenses                   | 45,985.99           | 37,518.63           |
| <b>Total Other Current Assets</b>        | 812,334.16          | 805,953.65          |
| <b>Total Current Assets</b>              | 2,235,275.00        | 1,809,437.35        |
| <b>TOTAL ASSETS</b>                      | <b>2,235,275.00</b> | <b>1,809,437.35</b> |
| <b>LIABILITIES &amp; EQUITY</b>          |                     |                     |
| <b>Liabilities</b>                       |                     |                     |
| <b>Current Liabilities</b>               |                     |                     |
| <b>Accounts Payable</b>                  |                     |                     |
| 202 • Accounts Payable*                  | 22,469.77           | 21,746.72           |
| <b>Total Accounts Payable</b>            | 22,469.77           | 21,746.72           |
| <b>Other Current Liabilities</b>         |                     |                     |
| 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          |
| <b>Total Other Current Liabilities</b>   | 778,449.34          | 781,915.10          |
| <b>Total Current Liabilities</b>         | 800,919.11          | 803,661.82          |
| <b>Total Liabilities</b>                 | 800,919.11          | 803,661.82          |
| <b>Equity</b>                            |                     |                     |
| 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          |
| <b>Total Equity</b>                      | 1,434,355.89        | 1,005,775.53        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>    | <b>2,235,275.00</b> | <b>1,809,437.35</b> |

# Milford Public Library

Fund Balance

December 31, 2021

|                            | 12/31/2018   | 12/31/2019   | 12/31/2020   | 11/30/2021   | Preliminary<br>12/31/2021 | YTD Variance |
|----------------------------|--------------|--------------|--------------|--------------|---------------------------|--------------|
| <b>General Fund:</b>       |              |              |              |              |                           |              |
| 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<br><u>12/31/2021</u> | YTD Variance        |
|-----------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------|---------------------|
| <b><u>Non-Spendable:</u></b>                              |                   |                   |                   |                   |                                  |                     |
| 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>     |
| <b><u>Restricted-Non expendable:</u></b>                  |                   |                   |                   |                   |                                  |                     |
| 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>            |
| <b><u>Assigned:</u></b>                                   |                   |                   |                   |                   |                                  |                     |
| 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>   |
| <b><u>Full Accrual Adjustments:</u></b>                   |                   |                   |                   |                   |                                  |                     |
| 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>            |
| <b><u>General Fixed Assets Account Group (GFAAG):</u></b> |                   |                   |                   |                   |                                  |                     |
| 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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## Milford Public Library

## Stmnt of Governmental Revenues &amp; Expenditures-YTD Comparison

Accrual Basis

## General Fund

|                                       | Dec 21    | Jan - Dec 21 | % YTD  |
|---------------------------------------|-----------|--------------|--------|
| <b>Income</b>                         |           |              |        |
| 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%   |
| <b>Expense</b>                        |           |              |        |
| 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 reimb    | 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.

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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         |
|-------------------------------------------------|-------------------|---------------------|---------------|
| 967-YA • Programming - Teens                    | 317.16            | 1,989.05            | 15.9%         |
| 967-YS • Programming - Youth Svcs.              | 1,769.58          | 7,687.70            | 23.0%         |
| <b>Total 800 • Other services &amp; charges</b> | <b>27,300.90</b>  | <b>350,334.99</b>   | <b>7.8%</b>   |
| <b>970 • Capital Outlay</b>                     |                   |                     |               |
| 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%          |
| <b>Total 970 • Capital Outlay</b>               | <b>6,244.66</b>   | <b>114,372.43</b>   | <b>5.5%</b>   |
| <b>Total Expense</b>                            | <b>89,305.92</b>  | <b>1,158,226.86</b> | <b>7.7%</b>   |
| <b>Net Income</b>                               | <b>-88,204.73</b> | <b>428,580.36</b>   | <b>-20.6%</b> |

Figures presented on modified accrual basis of accounting.

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Accrual Basis

## Milford Public Library

# **Stmnt of Governmental Revenues & Expenditures-Prior Yr Comp** **General Fund**

|                                            | Jan - Dec 21        | Jan - Dec 20        | \$ Change         | % Change      |
|--------------------------------------------|---------------------|---------------------|-------------------|---------------|
| <b>Income</b>                              |                     |                     |                   |               |
| 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%         |
| <b>Total 401 • Taxes revenue</b>           | <b>1,493,375.85</b> | <b>1,098,893.61</b> | <b>394,482.24</b> | <b>35.9%</b>  |
| 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%          |
| <b>Total 539 • State grants</b>            | <b>67,901.13</b>    | <b>75,072.91</b>    | <b>-7,171.78</b>  | <b>-9.6%</b>  |
| 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%          |
| <b>Total 600 • Charges for services</b>    | <b>1,084.45</b>     | <b>1,120.80</b>     | <b>-36.35</b>     | <b>-3.2%</b>  |
| 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%        |
| <b>Total 664 • Investment Income/rents</b> | <b>8,804.36</b>     | <b>16,063.27</b>    | <b>-7,258.91</b>  | <b>-45.2%</b> |
| 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%        |
| <b>Total 671 • Other revenue-general</b>   | <b>13,755.22</b>    | <b>5,968.61</b>     | <b>7,786.61</b>   | <b>130.5%</b> |
| <b>Total Income</b>                        | <b>1,586,807.22</b> | <b>1,208,264.73</b> | <b>378,542.49</b> | <b>31.3%</b>  |
| <b>Expense</b>                             |                     |                     |                   |               |
| 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%          |
| <b>Total 701 • Personal services</b>       | <b>657,041.31</b>   | <b>637,662.93</b>   | <b>19,378.38</b>  | <b>3.0%</b>   |
| 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%        |
| <b>Total 750 • Supplies</b>                | <b>36,478.13</b>    | <b>35,432.99</b>    | <b>1,045.14</b>   | <b>3.0%</b>   |
| 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%          |
| <b>Total 804 • Automation</b>              | <b>71,270.35</b>    | <b>71,592.11</b>    | <b>-321.76</b>    | <b>-0.5%</b>  |
| 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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Accrual Basis

**Milford Public Library****Stmnt of Governmental 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%         |
| <b>Total 800 • Other services &amp; charges</b> | <b>350,334.99</b>   | <b>333,550.16</b>   | <b>16,784.83</b>   | <b>5.0%</b>   |
| <b>970 • Capital Outlay</b>                     |                     |                     |                    |               |
| 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%          |
| <b>Total 970 • Capital Outlay</b>               | <b>114,372.43</b>   | <b>223,034.38</b>   | <b>-108,661.95</b> | <b>-48.7%</b> |
| <b>999 • Extraordinary items</b>                | <b>0.00</b>         | <b>-138,173.14</b>  | <b>138,173.14</b>  | <b>100.0%</b> |
| <b>Total Expense</b>                            | <b>1,158,226.86</b> | <b>1,091,507.32</b> | <b>66,719.54</b>   | <b>6.1%</b>   |
| <b>Net Income</b>                               | <b>428,580.36</b>   | <b>116,757.41</b>   | <b>311,822.95</b>  | <b>267.1%</b> |

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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   |
|--------------------------------------------|---------------------|---------------------|-------------------|---------------|
| <b>Income</b>                              |                     |                     |                   |               |
| 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%        |
| <b>Total 401 · Taxes revenue</b>           | <b>1,493,375.85</b> | <b>1,492,000.00</b> | <b>1,375.85</b>   | <b>100.1%</b> |
| 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%        |
| <b>Total 539 · State grants</b>            | <b>67,901.13</b>    | <b>67,000.00</b>    | <b>901.13</b>     | <b>101.3%</b> |
| 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%        |
| <b>Total 600 · Charges for services</b>    | <b>1,084.45</b>     | <b>640.00</b>       | <b>444.45</b>     | <b>169.4%</b> |
| 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%        |
| <b>Total 664 · Investment income/rents</b> | <b>8,804.36</b>     | <b>7,300.00</b>     | <b>1,504.36</b>   | <b>120.6%</b> |
| 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%        |
| <b>Total 671 · Other revenue-general</b>   | <b>13,755.22</b>    | <b>13,200.00</b>    | <b>555.22</b>     | <b>104.2%</b> |
| <b>Total Income</b>                        | <b>1,586,807.22</b> | <b>1,581,840.00</b> | <b>4,967.22</b>   | <b>100.3%</b> |
| <b>Expense</b>                             |                     |                     |                   |               |
| 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%         |
| <b>Total 701 · Personal services</b>       | <b>657,041.31</b>   | <b>730,780.00</b>   | <b>-73,738.69</b> | <b>89.9%</b>  |
| 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%         |
| <b>Total 750 · Supplies</b>                | <b>36,478.13</b>    | <b>45,620.00</b>    | <b>-9,141.87</b>  | <b>80.0%</b>  |
| 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%         |
| <b>Total 804 · Automation</b>              | <b>71,270.35</b>    | <b>94,700.00</b>    | <b>-23,429.65</b> | <b>75.3%</b>  |
| 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 relmbs        | 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%         |
| <b>Total 800 · Other services &amp; charges</b> | <b>350,334.99</b>   | <b>435,040.00</b>   | <b>-84,705.01</b>  | <b>80.5%</b>  |
| 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%         |
| <b>Total 970 · Capital Outlay</b>               | <b>114,372.43</b>   | <b>370,400.00</b>   | <b>-256,027.57</b> | <b>30.9%</b>  |
| <b>Total Expense</b>                            | <b>1,158,226.86</b> | <b>1,581,840.00</b> | <b>-423,613.14</b> | <b>73.2%</b>  |
| <b>Net Income</b>                               | <b>428,580.36</b>   | <b>0.00</b>         | <b>428,580.36</b>  | <b>100.0%</b> |

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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**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<br>755 · Collections Maintenance | -115.65<br>-25.16 | 115.65<br>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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**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         |
| 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          |
| 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         |
| 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         |
| 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          |
| 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         |
| 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         |
| 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         |

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**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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| Type  | Num        | Date       | Name       | Account                         | Paid Amount                    | Original Amount |
|-------|------------|------------|------------|---------------------------------|--------------------------------|-----------------|
| Bill  | 59051613   | 11/30/2021 |            | 752 - Supplies-Office/general   | -18.00                         | 18.00           |
| TOTAL |            |            |            |                                 | -81.80                         | 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  |            | 2036299382 | 11/03/2021 | 982-YA - Books - Teens          | -6.59                          | 6.59            |
| Bill  |            | 2036299383 | 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 | Clearly                         | 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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| 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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| 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-YA - 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-YA - Programming - Youth Svcs.  | -90.20      | 90.20           |
| Bill            | 713765539-... | 12/03/2021 |                                | 967-YA - Programming - Youth Svcs.  | -82.31      | 82.31           |
| Bill            | 713773916-... | 12/03/2021 |                                | 967-YA - Programming - Youth Svcs.  | -88.29      | 88.29           |
| TOTAL           |               |            |                                |                                     | -479.53     | 479.53          |
| Bill Pmt -Check | 14135         | 12/15/2021 | Windstream (formly 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 | Brient'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  | 14143        | 12/29/2021 | Baker & Taylor (AV)           | 001 · Cash-Checking (Flagstar)     | -61.36      | -61.36          |
| Bill  | H58891510    | 12/14/2021 |                               | 985-YA · Audio Visual - Teens      | -61.36      | 61.36           |
| TOTAL |              |            |                               |                                    | -61.36      | 61.36           |
| Bill  | 14144        | 12/29/2021 | Baker & Taylor Books          | 001 · Cash-Checking (Flagstar)     | -2,176.34   | -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  | 14145        | 12/29/2021 | Delta Dental Plan of Michigan | 001 · Cash-Checking (Flagstar)     | -437.40     | -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 | Library Network      | Account                         | Paid Amount | Original Amount |
|-------|------------|------------|------|----------------------|---------------------------------|-------------|-----------------|
| Bill  | 14162      | 01/05/2022 |      |                      | 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  | 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  | 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 - Teens          | -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 | -6.93       | 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 - Teens          | -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   | -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     | -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   | -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   | -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  | -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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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                   | 69637         | 01/04/2022        |                                       | 805 · TLN Central Services            | -458.80     | 458.80           |
| TOTAL                  |               |                   |                                       |                                       | -11,193.95  | 11,193.95        |
| <b>Bill Pmt -Check</b> | <b>14174</b>  | <b>01/12/2022</b> | <b>Midwest Tape</b>                   | <b>001 · Cash-Checking (Flagstar)</b> |             | <b>-577.37</b>   |
| Bill                   | 501492547     | 12/31/2021        |                                       | 804.1 · Electronic content delivery   | -577.37     | 577.37           |
| TOTAL                  |               |                   |                                       |                                       | -577.37     | 577.37           |
| <b>Bill Pmt -Check</b> | <b>14175</b>  | <b>01/12/2022</b> | <b>Milford Water Dept.</b>            | <b>001 · Cash-Checking (Flagstar)</b> |             | <b>-832.39</b>   |
| 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           |
| <b>Bill Pmt -Check</b> | <b>14176</b>  | <b>01/12/2022</b> | <b>Oriental Trading Company, Inc.</b> | <b>001 · Cash-Checking (Flagstar)</b> |             | <b>-198.66</b>   |
| Bill                   | 714284496-... | 12/27/2021        |                                       | 967-YS · Programming - Youth Svcs.    | -198.66     | 198.66           |
| TOTAL                  |               |                   |                                       |                                       | -198.66     | 198.66           |
| <b>Bill Pmt -Check</b> | <b>14177</b>  | <b>01/12/2022</b> | <b>Quill Corporation</b>              | <b>001 · Cash-Checking (Flagstar)</b> |             | <b>-154.73</b>   |
| Bill                   | 21739842      | 12/17/2021        |                                       | 752 · Supplies-Office/general         | -111.53     | 115.44           |
| Bill                   | 21824171      | 12/22/2021        |                                       | 755 · Collections Maintenance         | -36.21      | 38.21            |
| TOTAL                  |               |                   |                                       | 752 · Supplies-Office/general         | -6.29       | 6.29             |
|                        |               |                   |                                       |                                       | -154.73     | 159.94           |
| <b>Bill Pmt -Check</b> | <b>14178</b>  | <b>01/12/2022</b> | <b>Technology Solutions, LLC</b>      | <b>001 · Cash-Checking (Flagstar)</b> |             | <b>-1,193.88</b> |
| 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         |
| <b>Bill Pmt -Check</b> | <b>14179</b>  | <b>01/12/2022</b> | <b>Travelers</b>                      | <b>001 · Cash-Checking (Flagstar)</b> |             | <b>-980.00</b>   |
| Bill                   | 2022          | 01/03/2022        |                                       | 730 · Insurance-Workers Comp          | -980.00     | 980.00           |
| TOTAL                  |               |                   |                                       |                                       | -980.00     | 980.00           |

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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 | 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           |

2:56 PM  
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         |
|       |       |            |                           | 231 • Payroll deductions payable | -100.00     | 100.00          |
| TOTAL |       |            |                           |                                  | -100.00     | 100.00          |
| Check | 14111 | 12/08/2021 | Tina Hatch for Petty Cash | 001 • Cash-Checking (Flagstar)   | -19.44      | -19.44          |
|       |       |            |                           | 006 • Petty Cash                 | -19.44      | 19.44           |
| TOTAL |       |            |                           |                                  | -19.44      | 19.44           |
| Check | 14153 | 01/01/2022 | Nationwide                | 001 • Cash-Checking (Flagstar)   | -100.00     | -100.00         |
|       |       |            |                           | 231 • Payroll deductions payable | -100.00     | 100.00          |
| TOTAL |       |            |                           |                                  | -100.00     | 100.00          |
| Check | 14154 | 01/05/2022 | Tina Hatch for Petty Cash | 001 • Cash-Checking (Flagstar)   | -21.63      | -21.63          |
|       |       |            |                           | 006 • Petty Cash                 | -21.63      | 21.63           |
| TOTAL |       |            |                           |                                  | -21.63      | 21.63           |

## **LIBRARY DIRECTOR'S REPORT**

**January 2022**

### **SUGGESTION BOX AND RANDOM COMMENTS**

#### **STAFF UPDATES**

Circulation Staff member remains on medical leave through January 18<sup>th</sup>. 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.

Administrative Assistant Jeanne Brown has announced her retirement effective February 11. [insert very sad face here]. The position has been posted.

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

#### **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 6<sup>th</sup>. 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 16<sup>th</sup>. 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.

#### **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 at 3:15pm.

#### **INCIDENT REPORTS**

None

## 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.

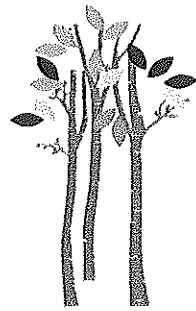
David Stokes conducted an outreach program on December 22 at Suncrest Assisted Living. 6 people attended this outreach session.

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

Respectfully submitted.

Karin Boughey

Head of Adult Services



# 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 -<br>Monday, May 30, 2022           |
| Father's Day                           | Sunday, June 19, 2022                                      |
| Independence Day                       | Monday, July 4, 2022                                       |
| Labor Day Weekend                      | Saturday, September 3, 2022 -<br>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 –<br>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.

**Anne M. Seurnyck**  
ASeurnyck@fosterswift.com  
P: 616.726.2240 F: 517.367.719

Suite 200  
1700 East Beltline, NE  
Grand Rapids, MI 49525

December 9, 2021

Tina Hatch  
Library Director  
Milford Public Library  
330 Family Drive  
Milford, MI 48381

Re: Hourly Rate

Dear Tina:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Milford Public Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

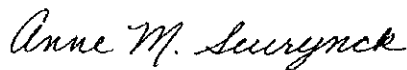
As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Milford Public Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Milford Public Library and other libraries throughout Michigan.

We value our client relationship with Milford Public Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

Milford Public Library

By: \_\_\_\_\_  
*Signature*

Title: \_\_\_\_\_  
*Please print title*

Name: \_\_\_\_\_  
*Please print name*

Date: \_\_\_\_\_, 202\_\_