

MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, July 26, 2022
7:00 PM

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: June 28, 2022
 - 2.2. Approval of Financial Reports and Invoices for June
 - 2.3. Director's Report
 - 2.3.1. Snapshot of Statistical Indicators
 - 2.3.2. Suggestion Box
 - 2.3.3. Staff Updates
 - 2.3.4. Building Updates
 - 2.3.5. TLN Update
 - 2.3.6. Friends of the Library Update
 - 2.3.7. Incident Reports
3. Approval of Agenda
4. Call to the Public
5. Unfinished Business
 - 5.1. Facility Improvements
 - 5.1.1. LED Lighting
 - 5.1.2. Sidewalks/Parking Lot
 - 5.1.3. Slow Door Closers
 - 5.2. Contract for Director (request to table)
 - 5.3. Personnel Policy Revisions (request to table)
6. New Business
 - 6.1. Set Budget Hearing (Suggestion: August 22, 2022, 6:45pm)
 - 6.2. Open Forum
7. Communications
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, June 28, 2022 7:00 p.m.
In Person

Members Present: Keef, Harris, Clemens, Weeks, Gramlich. Secretary McMunn was absent. Also present, Director Hatch and Mary VanDerworp to record the minutes.

1. **Call to Order:** President Keef called the meeting to order at 7:00.
2. **Consent Agenda:** Trustee Clemens moved to approve the Consent Agenda, Trustee Weeks seconded. Motion carried.
3. **Approval of Agenda:** President Keef moved to approve the Agenda, Trustee Weeks seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1 Facility Improvements
 - 5.1.1 LED Lighting: Director Hatch reported that the LED lighting project is almost complete, with the exception of issues in a few areas that still require some attention. Those issues are being addressed by the contractor.
 - 5.1.2 Sidewalks/Parking Lot: Director Hatch has reached out to additional civil engineering firms but as of the meeting time had not received a response.
 - 5.1.3 Restroom Handicapped Assist openers: This project has been completed.
 - 5.1.4 Slow Door Closers: this matter is still pending
 - 5.1.5 Annual Report: Director Hatch stated that the annual report has been completed. A copy of the report was made available to the board members.
 - 5.2 Demonstration of myLIBRO App: Director Hatch gave a presentation of the features of the myLIBRO app which began as a curbside scheduling app. The app now includes access to additional library information, including circulation and programs.

5.3 Contract for Director: Director Hatch contacted the labor attorney at Foster Swift regarding language for a contract for the Director position but hasn't received a response yet.

6. New Business:

- 6.1. Audit for Fiscal Year 2021: the audit has been completed and it went well.
- 6.2. Closure for Staff Development Day: Request for closure of the library for Staff Development Day. The date has been set for August 26, 2022. The Milford Fire Department will give a presentation on the use of a defibrillator. Vice President Harris moved to close the library on August 22, 2022 for staff development, Trustee Gramlich seconded. Motion carried.
- 6.3. Email Migration: Migration to Google Workspace has begun. Cloudasta, a Google certified partner, is handling the migration.
- 6.4. Personnel Policy Revisions: this matter was tabled until next month.
- 6.5. Library Board Facts About: Book and Materials Challenges: This information was shared with the Board of Trustees.
- 6.6. Staff Member Leave of Absence: Director Hatch reported that a member of the circulation staff has requested a leave of absence. The library has posted a part time opening for the circulation desk.
- 6.7. Open forum: None

7. Communications

7.1 Michigan Library Association, Statement of Principle – Guns in Libraries was shared with the Board of Trustees.

8. Adjournment: Trustee Weeks moved to adjourn, Trustee Harris seconded. Motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary

1:57 PM
 07/14/22
 Accrual Basis

Milford Public Library
Governmental Fund Balance Sheet-General Fund
As of June 30, 2022

| | Jun 30, 22 | Jun 30, 21 | \$ Change |
|--|---------------------|---------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 001 · Cash-Checking (Flagstar) | 131,745.71 | 98,186.34 | 33,559.37 |
| 003 · Certificates of deposit | 192,079.10 | 192,079.10 | 0.00 |
| 004 · Cash in register (circulation) | 400.00 | 400.00 | 0.00 |
| 005 · Cash-Public copier | 5.00 | 25.40 | -20.40 |
| 006 · Petty Cash | 200.00 | 143.87 | 56.13 |
| 008 · Cash-Money market (HVSF) | 206,304.73 | 206,113.77 | 190.96 |
| 017 · Investments | | | |
| 017.01 · Investments-Oakland County Pool | 1,654,373.56 | 1,242,144.71 | 412,228.85 |
| 017.02 · Investment-Level One Bk (CD) | 205,245.43 | 205,093.72 | 151.71 |
| Total 017 · Investments | 1,859,618.99 | 1,447,238.43 | 412,380.56 |
| Total Checking/Savings | 2,390,353.53 | 1,944,186.91 | 446,166.62 |
| Other Current Assets | | | |
| 018 · Receivables | 0.00 | 0.00 | 0.00 |
| 123 · Prepaid Expenses | 61,188.88 | 47,562.28 | 13,626.60 |
| Total Other Current Assets | 61,188.88 | 47,562.28 | 13,626.60 |
| Total Current Assets | 2,451,542.41 | 1,991,749.19 | 459,793.22 |
| TOTAL ASSETS | 2,451,542.41 | 1,991,749.19 | 459,793.22 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 202 · Accounts Payable* | 27,690.26 | 21,389.49 | 6,300.77 |
| Total Accounts Payable | 27,690.26 | 21,389.49 | 6,300.77 |
| Other Current Liabilities | | | |
| 228 · State W/H Taxes Payable | 1,784.47 | 1,588.22 | 196.25 |
| 229 · Fed W/H Taxes Payable | 5,514.25 | 5,125.75 | 388.50 |
| 231 · Payroll deductions payable | 514.43 | 381.61 | 132.82 |
| 257 · Accrued Payroll | 5,298.34 | 6,860.88 | -1,562.54 |
| Total Other Current Liabilities | 13,111.49 | 13,956.46 | -844.97 |
| Total Current Liabilities | 40,801.75 | 35,345.95 | 5,455.80 |
| Total Liabilities | 40,801.75 | 35,345.95 | 5,455.80 |
| Equity | | | |
| 370 · FB - Nonspendable prepaids | 61,188.88 | 47,383.53 | 13,805.35 |
| 375 · FB - Restricted-Nonexpendable | 192,079.10 | 192,079.10 | 0.00 |
| 385 · FB - Assigned | 803,000.00 | 75,289.00 | 727,711.00 |
| 390 · Fund Balance-Unassigned | 374,108.41 | 691,023.90 | -316,915.49 |
| Net Income | 980,364.27 | 950,627.71 | 29,736.56 |
| Total Equity | 2,410,740.66 | 1,956,403.24 | 454,337.42 |
| TOTAL LIABILITIES & EQUITY | 2,451,542.41 | 1,991,749.19 | 459,793.22 |

Milford Public Library

Fund Balance
June 30, 2022

| | <u>12/31/2019</u> | <u>12/31/2020</u> | <u>12/31/2021</u> | <u>5/31/2022</u> | <u>6/30/2022</u> | <u>YTD Variance</u> |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Non-Spendable: | | | | | | |
| Prepaid Expenses | 35,999.48 | 37,518.63 | 45,985.99 | 58,396.58 | 61,188.88 | \$ 15,202.89 |
| Other | - | - | - | - | - | \$ - |
| \$ | \$ 35,999.48 | \$ 37,518.63 | \$ 45,985.99 | \$ 58,396.58 | \$ 61,188.88 | \$ 15,202.89 |

Restricted-Non expendable:

| | | | | | | |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------|
| Endowment Fund-Alta Tripp | 27,579.25 | 27,579.25 | 27,579.25 | 27,579.25 | 27,579.25 | \$ - |
| Endowment Fund-Carlton Tripp | 164,499.85 | 164,499.85 | 164,499.85 | 164,499.85 | 164,499.85 | \$ - |
| Other | - | - | - | - | - | \$ - |
| \$ | \$ 192,079.10 | \$ 192,079.10 | \$ 192,079.10 | \$ 192,079.10 | \$ 192,079.10 | \$ - |

Assigned:

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

Full Accrual Adjustments:

| | | | | | | |
|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| Accrued unemployment | - | - | - | - | - | \$ - |
| Accrued sick pay | 14,016.00 | 17,360.11 | 17,082.50 | 17,082.50 | 17,082.50 | \$ - |
| Other | - | - | - | - | - | \$ - |
| \$ | \$ 14,420.00 | \$ 17,360.11 | \$ 17,082.50 | \$ 17,082.50 | \$ 17,082.50 | \$ - |

General Fixed Assets Account Group (GFAAG):

| | | | | | | |
|---------------------------------------|---------------------|----------------------|----------------------|---------------------|---------------------|-----------------------|
| YTD Additions- Bidg/Land Improvement: | 10,485.38 | 136,692.44 | 13,708.48 | 29,836.41 | 36,965.00 | \$ 23,256.52 |
| YTD Additions-Furn & Fixtures | 10,630.00 | 15,996.00 | 930.00 | - | 819.00 | \$ (111.00) |
| YTD Additions-Equipment | 7,131.86 | 6,424.38 | 20,943.89 | 1,835.84 | 1,835.84 | \$ (19,108.05) |
| YTD Additions-Collections | 61,455.03 | 63,921.56 | 78,790.06 | 32,605.40 | 40,960.63 | \$ (37,829.43) |
| Total YTD Additions | \$ 89,702.27 | \$ 223,034.38 | \$ 114,372.43 | \$ 64,277.65 | \$ 80,580.47 | \$ (33,791.96) |

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07/14/22

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

| | Jun 22 | Jan - Jun 22 | % YTD |
|--|------------|--------------|--------|
| Total 800 · Other services & charges | 38,132.82 | 210,764.04 | 18.1% |
| 970 · Capital Outlay | | | |
| 975 · Buildings & improvements | 7,128.59 | 36,965.00 | 19.3% |
| 980.01 · Office furniture & fixtures | 819.00 | 819.00 | 100.0% |
| 980.02 · Office equipment | 0.00 | 1,835.84 | 0.0% |
| 982-A · Books - Adult | 3,887.30 | 16,216.80 | 24.0% |
| 982-YA · Books - Teens | 466.84 | 2,778.81 | 16.8% |
| 982-YS · Books - Youth Services | 2,493.71 | 10,107.63 | 24.7% |
| 985-A · Audio Visual - Adult | 545.97 | 2,933.59 | 18.6% |
| 985-YA · Audio Visual - Teens | 0.00 | 771.75 | 0.0% |
| 985-YS · Audio Visual - Youth Services | 320.47 | 4,179.41 | 7.7% |
| 986 · Periodicals | 640.94 | 3,972.64 | 16.1% |
| Total 970 · Capital Outlay | 16,302.82 | 80,580.47 | 20.2% |
| Total Expense | 117,931.96 | 656,403.58 | 18.0% |
| Net Income | -22,940.53 | 980,364.27 | -2.3% |

Figures presented on modified accrual basis of accounting.

Milford Public Library

Stmt of Governmental Revenues & Expenditures-Prior Yr Comp

General Fund

| | Jan - Jun 22 | Jan - Jun 21 | \$ Change | % Change |
|---|-------------------|-------------------|------------------|--------------|
| 913 · Travel | 644.12 | 0.00 | 644.12 | 100.0% |
| 915 · Memberships & dues | 1,122.99 | 1,602.26 | -479.27 | -29.9% |
| 917 · Utilities-Sewage | 677.14 | 525.00 | 152.14 | 29.0% |
| 918 · Utilities-Water | 790.79 | 131.10 | 659.69 | 503.2% |
| 919 · Waste & rubbish disposal | 547.18 | 445.62 | 101.56 | 22.8% |
| 920 · Utilities-Electric | 43,526.30 | 43,199.18 | 327.12 | 0.8% |
| 921 · Utilities-Natural gas | 9,198.15 | 6,674.79 | 2,523.36 | 37.8% |
| 930 · Land & building repairs | 66,927.64 | 53,031.92 | 13,895.72 | 26.2% |
| 935 · Property liability insurance | 5,275.10 | 6,209.02 | -933.92 | -15.0% |
| 948 · Computer services | 5,422.93 | 5,302.97 | 119.96 | 2.3% |
| 955 · Miscellaneous | 3.38 | 42.55 | -39.17 | -92.1% |
| 967-A · Programming - Adult | 3,614.71 | 2,301.08 | 1,313.63 | 57.1% |
| 967-YA · Programming - Teens | 1,651.53 | 1,066.49 | 585.04 | 54.9% |
| 967-YS · Programming - Youth Svcs. | 4,117.60 | 3,365.16 | 752.44 | 22.4% |
| Total 800 · Other services & charges | 210,764.04 | 180,497.80 | 30,266.24 | 16.8% |
| 970 · Capital Outlay | | | | |
| 975 · Buildings & improvements | 36,965.00 | 10,336.48 | 26,628.52 | 257.6% |
| 980.01 · Office furniture & fixtures | 819.00 | 930.00 | -111.00 | -11.9% |
| 980.02 · Office equipment | 1,835.84 | 6,349.34 | -4,513.50 | -71.1% |
| 982-A · Books - Adult | 16,216.80 | 16,390.72 | -173.92 | -1.1% |
| 982-YA · Books - Teens | 2,778.81 | 2,464.35 | 314.46 | 12.8% |
| 982-YS · Books - Youth Services | 10,107.63 | 9,834.89 | 272.74 | 2.8% |
| 985-A · Audio Visual - Adult | 2,933.59 | 2,525.32 | 408.27 | 16.2% |
| 985-YA · Audio Visual - Teens | 771.75 | 386.75 | 385.00 | 99.6% |
| 985-YS · Audio Visual - Youth Services | 4,179.41 | 1,432.33 | 2,747.08 | 191.8% |
| 986 · Periodicals | 3,972.64 | 3,676.57 | 296.07 | 8.1% |
| Total 970 · Capital Outlay | 80,580.47 | 54,326.75 | 26,253.72 | 48.3% |
| Total Expense | 656,403.58 | 580,877.26 | 75,526.32 | 13.0% |
| Net Income | 980,364.27 | 950,627.71 | 29,736.56 | 3.1% |

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 07/14/22
 Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through June 2022

| | Jan - Jun 22 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|---------------------|--------------------|---------------|
| 913 · Travel | 644.12 | 2,000.00 | -1,355.88 | 32.2% |
| 915 · Memberships & dues | 1,122.99 | 3,000.00 | -1,877.01 | 37.4% |
| 917 · Utilities-Sewage | 677.14 | 2,000.00 | -1,322.86 | 33.9% |
| 918 · Utilities-Water | 790.79 | 3,000.00 | -2,209.21 | 26.4% |
| 919 · Waste & rubbish disposal | 547.18 | 1,500.00 | -952.82 | 36.5% |
| 920 · Utilities-Electric | 43,526.30 | 87,000.00 | -43,473.70 | 50.0% |
| 921 · Utilities-Natural gas | 9,198.15 | 12,000.00 | -2,801.85 | 76.7% |
| 930 · Land & building repairs | 66,927.64 | 128,100.00 | -61,172.36 | 52.2% |
| 935 · Property liability insurance | 5,275.10 | 15,000.00 | -9,724.90 | 35.2% |
| 940 · Rent | 0.00 | 10.00 | -10.00 | 0.0% |
| 948 · Computer services | 5,422.93 | 15,000.00 | -9,577.07 | 36.2% |
| 955 · Miscellaneous | 3.38 | 240.00 | -236.62 | 1.4% |
| 964 · Refunds & Rebates | 0.00 | 150.00 | -150.00 | 0.0% |
| 967-A · Programming - Adult | 3,614.71 | 8,000.00 | -4,385.29 | 45.2% |
| 967-YA · Programming - Teens | 1,651.53 | 3,000.00 | -1,348.47 | 55.1% |
| 967-YS · Programming - Youth Svcs. | 4,117.60 | 9,000.00 | -4,882.40 | 45.8% |
| Total 800 · Other services & charges | 210,764.04 | 468,890.00 | -258,125.96 | 44.9% |
| 970 · Capital Outlay | | | | |
| 974 · Land improvements | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 975 · Buildings & improvements | 36,965.00 | 100,000.00 | -63,035.00 | 37.0% |
| 980.01 · Office furniture & fixtures | 819.00 | 12,000.00 | -11,181.00 | 6.8% |
| 980.02 · Office equipment | 1,835.84 | 14,500.00 | -12,664.16 | 12.7% |
| 982-A · Books - Adult | 16,216.80 | 40,000.00 | -23,783.20 | 40.5% |
| 982-YA · Books - Teens | 2,778.81 | 5,000.00 | -2,221.19 | 55.6% |
| 982-YS · Books - Youth Services | 10,107.63 | 30,000.00 | -19,892.37 | 33.7% |
| 985-A · Audio Visual - Adult | 2,933.59 | 8,000.00 | -5,066.41 | 36.7% |
| 985-YA · Audio Visual - Teens | 771.75 | 1,300.00 | -528.25 | 59.4% |
| 985-YS · Audio Visual - Youth Services | 4,179.41 | 11,600.00 | -7,420.59 | 36.0% |
| 986 · Periodicals | 3,972.64 | 9,000.00 | -5,027.36 | 44.1% |
| Total 970 · Capital Outlay | 80,580.47 | 241,400.00 | -160,819.53 | 33.4% |
| Total Expense | 656,403.58 | 1,573,200.00 | -916,796.42 | 41.7% |
| Net Income | 980,364.27 | 0.00 | 980,364.27 | 100.0% |

Figures presented on modified accrual basis.

Milford Public Library
Check Detail
 June 15 through July 19, 2022

2:08 PM
 07/14/22

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|------------------------|--------------|-------------------|--------------------------------|---------------------------------------|-------------|------------------|
| TOTAL | | | | | -209.97 | 209.97 |
| Bill Pmt -Check | 14461 | 06/15/2022 | Gale/Cengage Learning | 001 · Cash-Checking (Flagstar) | | -131.20 |
| Bill | 77837206 | 05/27/2022 | | 982-A · Books - Adult | -28.49 | 28.49 |
| Bill | 77836370 | 05/27/2022 | | 982-A · Books - Adult | -50.98 | 50.98 |
| Bill | 77913269 | 06/06/2022 | | 982-A · Books - Adult | -27.74 | 27.74 |
| Bill | 77914157 | 06/06/2022 | | 982-A · Books - Adult | -23.99 | 23.99 |
| TOTAL | | | | | -131.20 | 131.20 |
| Bill Pmt -Check | 14462 | 06/15/2022 | Ingram Library Services | 001 · Cash-Checking (Flagstar) | | -773.07 |
| Bill | 59793465 | 06/01/2022 | | 982-A · Books - Adult | -22.99 | 22.99 |
| Bill | 59793467 | 06/01/2022 | | 982-YS · Books - Youth Services | -739.20 | 739.20 |
| Bill | 59793466 | 06/01/2022 | | 982-YS · Books - Youth Services | -10.88 | 10.88 |
| TOTAL | | | | | -773.07 | 773.07 |
| Bill Pmt -Check | 14463 | 06/15/2022 | JRS Enterprises, Inc. | 001 · Cash-Checking (Flagstar) | | -94.35 |
| Bill | 40 | 06/01/2022 | | 967-YS · Programming - Youth Svcs. | -69.75 | 69.75 |
| | | | | 967-YA · Programming - Teens | -24.60 | 24.60 |
| TOTAL | | | | | -94.35 | 94.35 |
| Bill Pmt -Check | 14464 | 06/15/2022 | Karen Sparks | 001 · Cash-Checking (Flagstar) | | -50.00 |
| Bill | 061322 | 06/13/2022 | | 967-A · Programming - Adult | -50.00 | 50.00 |
| TOTAL | | | | | -50.00 | 50.00 |
| Bill Pmt -Check | 14465 | 06/15/2022 | Karin Boughey* | 001 · Cash-Checking (Flagstar) | | -50.00 |
| Bill | 060922 | 06/09/2022 | | 967-A · Programming - Adult | -50.00 | 50.00 |
| TOTAL | | | | | -50.00 | 50.00 |
| Bill Pmt -Check | 14466 | 06/15/2022 | Lawson Printers | 001 · Cash-Checking (Flagstar) | | -2,237.68 |
| Bill | 98036 | 06/07/2022 | | 751 · Adv. & Promotion | -2,237.68 | 2,262.00 |
| TOTAL | | | | | -2,237.68 | 2,262.00 |

Milford Public Library
Check Detail
 June 15 through July 19, 2022

2:08 PM
 07/14/22

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-----------------|-----------|------------|------------------------------------|---------------------------------------|-------------|-----------------|
| Bill Pmt -Check | 14474 | 06/22/2022 | Applied Imaging | 001 - Cash-Checking (Flagstar) | | -149.57 |
| Bill | 1981692 | 06/13/2022 | | 752 - Supplies-Office/general | -149.57 | 149.57 |
| TOTAL | | | | | -149.57 | 149.57 |
| Bill Pmt -Check | 14475 | 06/22/2022 | Blackstone Publishing | 001 - Cash-Checking (Flagstar) | | -338.31 |
| Bill | 2047877 | 06/10/2022 | | 985-A - Audio Visual - Adult | -338.31 | 338.31 |
| TOTAL | | | | | -338.31 | 338.31 |
| Bill Pmt -Check | 14476 | 06/22/2022 | Blue Cross Blue Shield of Michigan | 001 - Cash-Checking (Flagstar) | | -4,695.35 |
| Bill | Jul22 | 06/08/2022 | | 718 - Health/dental insurance expense | -4,695.35 | 4,695.35 |
| TOTAL | | | | | -4,695.35 | 4,695.35 |
| Bill Pmt -Check | 14477 | 06/22/2022 | Brien's Services, Inc. | 001 - Cash-Checking (Flagstar) | | -2,630.50 |
| Bill | 42642 | 06/15/2022 | | 930 - Land & building repairs | -2,630.50 | 2,630.50 |
| TOTAL | | | | | -2,630.50 | 2,630.50 |
| Bill Pmt -Check | 14478 | 06/22/2022 | Goyette Mechanical | 001 - Cash-Checking (Flagstar) | | -1,049.00 |
| Bill | 910115347 | 06/14/2022 | | 930 - Land & building repairs | -1,049.00 | 1,049.00 |
| TOTAL | | | | | -1,049.00 | 1,049.00 |
| Bill Pmt -Check | 14479 | 06/22/2022 | Ingram Library Services | 001 - Cash-Checking (Flagstar) | | -195.41 |
| Bill | 59875323 | 06/06/2022 | | 982-YS - Books - Youth Services | -22.31 | 22.31 |
| Bill | 59875322 | 06/06/2022 | | 982-A - Books - Adult | -24.26 | 24.26 |
| Bill | 59894917 | 06/07/2022 | | 982-YS - Books - Youth Services | -9.23 | 9.23 |
| Bill | 59894918 | 06/07/2022 | | 982-YS - Books - Youth Services | -9.89 | 9.89 |
| Bill | 59852883 | 06/03/2022 | | 982-YS - Books - Youth Services | -126.72 | 126.72 |
| Bill | 59940315 | 06/09/2022 | | 982-A - Books - Adult | -3.00 | 1,298.58 |
| TOTAL | | | | | -195.41 | 1,490.99 |
| Bill Pmt -Check | 14480 | 06/22/2022 | Library Design Associates, Inc. | 001 - Cash-Checking (Flagstar) | | -819.00 |
| Bill | 22-178-01 | 06/17/2022 | | 980.01 - Office furniture & fixtures | -819.00 | 819.00 |

Milford Public Library
Check Detail
 June 15 through July 19, 2022

2:08 PM
 07/14/22

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|------------------------|--------------|-------------------|---------------------------------|---------------------------------------|----------------|-----------------|
| Bill | 0055977027 | 06/15/2022 | | 919 · Waste & rubbish disposal | -99.41 | 99.41 |
| TOTAL | | | | | -99.41 | 99.41 |
| Bill Pmt -Check | 14488 | 06/29/2022 | Ingram Library Services | 001 · Cash-Checking (Flagstar) | 0.00 | 0.00 |
| TOTAL | | | | | 0.00 | 0.00 |
| Bill Pmt -Check | 14489 | 06/29/2022 | Overdrive | 001 · Cash-Checking (Flagstar) | -254.26 | -254.26 |
| Bill | 01576CO22... | 06/17/2022 | | 804.1 · Electronic content delivery | -254.26 | 254.26 |
| TOTAL | | | | | -254.26 | 254.26 |
| Bill Pmt -Check | 14490 | 06/29/2022 | Quill Corporation | 001 · Cash-Checking (Flagstar) | -105.10 | -105.10 |
| Bill | 25657245 | 06/09/2022 | | 755 · Collections Maintenance | -105.10 | 105.10 |
| TOTAL | | | | | -105.10 | 105.10 |
| Bill Pmt -Check | 14491 | 06/29/2022 | Redhen Design | 001 · Cash-Checking (Flagstar) | -390.50 | -390.50 |
| Bill | 2031 | 06/16/2022 | | 801 · Professional Services | -104.40 | 142.50 |
| | | | | 801 · Professional Services | -286.10 | 390.50 |
| TOTAL | | | | | -390.50 | 533.00 |
| Bill Pmt -Check | 14492 | 06/29/2022 | Rose Pest Solutions | 001 · Cash-Checking (Flagstar) | -81.00 | -81.00 |
| Bill | 31020680 | 06/06/2022 | | 930 · Land & building repairs | -81.00 | 81.00 |
| TOTAL | | | | | -81.00 | 81.00 |
| Bill Pmt -Check | 14493 | 07/06/2022 | Baker & Taylor Books | 001 · Cash-Checking (Flagstar) | -575.85 | -575.85 |
| Bill | 2036797740 | 06/10/2022 | | 982-YS · Books - Youth Services | -15.40 | 15.40 |
| Bill | 2036797741 | 06/10/2022 | | 982-YA · Books - Teens | -14.48 | 14.48 |
| Bill | 2036797742 | 06/10/2022 | | 982-YA · Books - Teens | -75.24 | 75.24 |
| Bill | 2036797743 | 06/10/2022 | | 982-YS · Books - Youth Services | -12.41 | 12.41 |
| Bill | 2036815273 | 06/16/2022 | | 982-YS · Books - Youth Services | -50.85 | 50.85 |
| Bill | 2036815274 | 06/16/2022 | | 982-YA · Books - Teens | -10.19 | 10.19 |
| Bill | 2036815275 | 06/16/2022 | | 982-YA · Books - Teens | -5.99 | 5.99 |
| Bill | 2036815276 | 06/16/2022 | | 982-YA · Books - Teens | -43.62 | 43.62 |
| Bill | 036815277 | 06/16/2022 | | 982-YS · Books - Youth Services | -13.00 | 13.00 |

Milford Public Library
Check Detail
 June 15 through July 19, 2022

2:08 PM
 07/14/22

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|------------------------|--------------|-------------------|---|---------------------------------------|-------------|------------------|
| Bill | Jul22 | 06/19/2022 | | 850 · Communications | -123.61 | 123.61 |
| TOTAL | | | | | -123.61 | 123.61 |
| Bill Pmt -Check | 14499 | 07/06/2022 | Ingram Library Services | 001 · Cash-Checking (Flagstar) | | -2,157.02 |
| Bill | 59940315 | 06/09/2022 | | 982-A · Books - Adult | -1,295.58 | 1,295.58 |
| Bill | 59940313 | 06/09/2022 | | 982-A · Books - Adult | -14.26 | 14.26 |
| Bill | 59940314 | 06/09/2022 | | 982-YS · Books - Youth Services | -10.88 | 10.88 |
| Bill | 59963418 | 06/10/2022 | | 982-A · Books - Adult | -84.13 | 84.13 |
| Bill | 59981208 | 06/12/2022 | | 982-YS · Books - Youth Services | -15.32 | 15.32 |
| Bill | 59981207 | 06/12/2022 | | 982-A · Books - Adult | -168.90 | 168.90 |
| Bill | 59990463 | 06/13/2022 | | 982-A · Books - Adult | -77.66 | 77.66 |
| Bill | 70007749 | 06/14/2022 | | 982-A · Books - Adult | -49.13 | 49.13 |
| Bill | 70029646 | 06/15/2022 | | 982-A · Books - Adult | -15.28 | 15.28 |
| Bill | 70029645 | 06/15/2022 | | 982-A · Books - Adult | -15.29 | 15.29 |
| Bill | 70029644 | 06/15/2022 | | 982-A · Books - Adult | -143.55 | 143.55 |
| Bill | 70088487 | 06/19/2022 | | 982-A · Books - Adult | -17.46 | 17.46 |
| Bill | 70088486 | 06/19/2022 | | 982-A · Books - Adult | -46.16 | 46.16 |
| Bill | 70114872 | 06/21/2022 | | 982-YS · Books - Youth Services | -4.94 | 4.94 |
| Bill | 70114871 | 06/21/2022 | | 982-A · Books - Adult | -198.48 | 198.48 |
| TOTAL | | | | | -2,157.02 | 2,160.02 |
| Bill Pmt -Check | 14500 | 07/06/2022 | J.E. Strauss Consulting/CPA, LLC | 001 · Cash-Checking (Flagstar) | | -1,595.00 |
| Bill | 2338 | 06/30/2022 | | 801 · Professional Services | -1,032.00 | 1,032.00 |
| | | | | 801 · Professional Services | -371.00 | 371.00 |
| | | | | 801 · Professional Services | -192.00 | 192.00 |
| TOTAL | | | | | -1,595.00 | 1,595.00 |
| Bill Pmt -Check | 14501 | 07/06/2022 | Jani-King of Michigan, Inc. | 001 · Cash-Checking (Flagstar) | | -3,081.00 |
| Bill | DET072201... | 07/01/2022 | | 930 · Land & building repairs | -3,081.00 | 3,081.00 |
| TOTAL | | | | | -3,081.00 | 3,081.00 |
| Bill Pmt -Check | 14502 | 07/06/2022 | Kanopy, Inc. | 001 · Cash-Checking (Flagstar) | | -28.05 |
| Bill | 303177 | 06/30/2022 | | 804.1 · Electronic content delivery | -28.05 | 28.05 |
| TOTAL | | | | | -28.05 | 28.05 |
| Bill Pmt -Check | 14503 | 07/06/2022 | Metcom | 001 · Cash-Checking (Flagstar) | | 0.00 |

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07/14/22

Milford Public Library
Check Detail
June 15 through July 19, 2022

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-----------------|-----------|------------|---------------------------|----------------------------------|-------------|-----------------|
| Bill | 70278713 | 06/30/2022 | | 982-Y.S · Books - Youth Services | -9.89 | 9.89 |
| TOTAL | | | | | -1,481.15 | 1,481.15 |
| Bill Pmt -Check | 14511 | 07/06/2022 | Quill Corporation | 001 · Cash-Checking (Flagstar) | | -114.46 |
| Bill | 25953056 | 06/23/2022 | | 752 · Supplies-Office/general | -103.44 | 103.44 |
| Bill | 25960340 | 06/23/2022 | | 752 · Supplies-Office/general | -11.02 | 11.02 |
| TOTAL | | | | | -114.46 | 114.46 |
| Bill Pmt -Check | 14512 | 07/06/2022 | T-Mobile | 001 · Cash-Checking (Flagstar) | | -754.40 |
| Bill | Jun22 | 06/25/2022 | | 852 · Other Misc Communications | -754.40 | 754.40 |
| TOTAL | | | | | -754.40 | 754.40 |
| Bill Pmt -Check | 14513 | 07/06/2022 | Gale/Cengage Learning | 001 · Cash-Checking (Flagstar) | | -86.22 |
| Bill | 78028857 | 06/23/2022 | | 982-A · Books - Adult | -86.22 | 86.22 |
| TOTAL | | | | | -86.22 | 86.22 |
| Bill Pmt -Check | 14514 | 07/06/2022 | Library Network | 001 · Cash-Checking (Flagstar) | | -2,182.76 |
| Bill | 200000023 | 06/27/2022 | | 756 · Covid-19 response supplies | -124.80 | 124.80 |
| Bill | 70176 | 06/29/2022 | | 804 · Automation | -2,057.96 | 2,057.96 |
| TOTAL | | | | | -2,182.76 | 2,182.76 |
| Bill Pmt -Check | 14515 | 07/06/2022 | Metcom | 001 · Cash-Checking (Flagstar) | | -4,975.00 |
| Bill | 121456 | 06/21/2022 | | 123 · Prepaid Expenses | -4,975.00 | 4,975.00 |
| TOTAL | | | | | -4,975.00 | 4,975.00 |
| Bill Pmt -Check | 14516 | 07/06/2022 | Quill Corporation | 001 · Cash-Checking (Flagstar) | | -106.97 |
| Bill | 25810107 | 06/16/2022 | | 752 · Supplies-Office/general | -106.97 | 106.97 |
| TOTAL | | | | | -106.97 | 106.97 |
| Bill Pmt -Check | 14517 | 07/06/2022 | Technology Solutions, LLC | 001 · Cash-Checking (Flagstar) | | -600.00 |

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07/14/22

Milford Public Library

Check Detail

June 15 through July 19, 2022

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-------|-------|------------|------------|----------------------------------|----------------|-----------------|
| Check | 14508 | 07/06/2022 | Nationwide | 001 - Cash-Checking (Flagstar) | | -500.00 |
| | | | | 231 - Payroll deductions payable | -100.00 | 100.00 |
| | | | | 231 - Payroll deductions payable | -400.00 | 400.00 |
| | | | | | <u>-500.00</u> | <u>500.00</u> |

TOTAL

LIBRARY DIRECTOR'S REPORT

July 2022

SUGGESTION BOX AND RANDOM COMMENTS

From Heather Witttrup, Youth Services Librarian, received in person: I just had a mom and her two kids (one tween, one teen) rave about how cool the book boxes were. They just registered for the first time for July's book boxes. They will sign up again! It's so nice to know what we do is appreciated!

STAFF UPDATES

Cathy Huff, Circulation Services Clerk, has determined that she will be unable to return to work due to health reasons. The open part time position was posted last month.

STAFF ANNIVERSARIES: July

Stephen Jackman, Adult Services Librarian, 4 years

Latonia Phillips, Substitute Librarian, 3 years

STAFF ANNIVERSARIES: August

Jamie Frisbie, Circulation Services Clerk, 3 years

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

Whitney Schillack, Youth Services Librarian, 5 years

BUILDING UPDATES

The old Microfilm Reader Printer has finally left the building. I've been trying to give it away since we received the new one (Milford Historical Society took a look, but declined due to space limitations). Finally, there was an inquiry on the Michlib-L discussion list asking about microfilm readers that might be available for the Troy Historic Village. I replied and sent pictures and it was picked up the very next day! Bonus: with the removal of the unit, we've gained a study carrel!

Except for 4 exit lamps (with emergency lighting), the LED Project is finished! A change order, adding \$4,785 to the project cost was approved due to issues with stack lighting and emergency lamps. Based upon the findings of the electricians, the previous emergency lights likely NEVER worked as expected (and I honestly can't remember, although I would have expected the Fire Marshall to test those prior to occupancy certificates). Emergency lights have been added to several columns and exit lamps without emergency lights will be replaced. In addition, emergency lighting was added to all restrooms to eliminate "flashing" can lights.

TLN UPDATES

TLN has reported that the WiFi Access Points, which were ordered late in 2021, are delayed until the end of October. This is due to supply chain issues with computer chips.

FRIENDS OF THE LIBRARY UPDATE

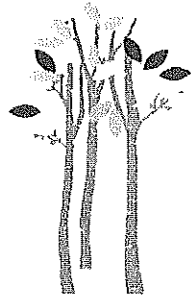
The FOL Board usually does not meet during the summer. They are planning for an annual meeting (the first since the 2019 due to the Pandemic) in September.

INCIDENT REPORTS

None reported

Meetings, Webinars, Etc. Attended by Director

| | |
|---------------------------|--|
| July 8, 2022 | Statewide Director's Meeting - virtual |
| July 13, 2022 | TLN Director's Meeting – virtual |
| July 20, 2022 | OHM Advisors (sidewalks) - virtual |
| July 22, 2022 (scheduled) | Cloudasta – Email Migration Closeout Meeting |



MILFORD PUBLIC LIBRARY

NOTICE OF PUBLIC HEARING
MILFORD TOWNSHIP PUBLIC LIBRARY
County of Oakland, Michigan

ON THE ADOPTION OF THE BUDGET FOR THE FISCAL YEAR 2023

TO ALL INTERESTED PERSONS IN THE TOWNSHIP OF MILFORD:

PLEASE TAKE NOTICE that the Board of Trustees of the Milford Township Public Library, Oakland County, Michigan, will hold a public hearing on Tuesday, August 23, 2022, at 6:45 p.m. in the Milford Township Public Library, 330 Family Drive, Milford, Michigan, to consider the approval and adoption of an operating budget of the Milford Township Public Library for the fiscal year 2023.

A copy of the proposed budget is on file with the Library Director at the Milford Township Public Library, 330 Family Drive, Milford, Michigan, for inspection during regular library hours. The proposed budget is also available online at www.milfordlibrary.info. At the public hearing, all citizens, taxpayers, and property owners of the Township of Milford shall be afforded an opportunity to be heard in regard to the approval of the budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

This notice is given by order of the Board of Trustees of the Milford Township Public Library, Oakland County, Michigan.

Marianne McMunn, Secretary

Any citizen requesting accommodation to attend this meeting, please contact Tina Hatch, Library Director, at (248) 684-0845.

To obtain this notice in alternate formats, please contact Tina Hatch, Library Director, at (248) 684-0845.