

# MILFORD PUBLIC LIBRARY

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, June 28, 2022  
7:00 PM

1. Call to Order
2. Consent Agenda
  - 2.1. Approval of Minutes
    - 2.1.1. Closed Session: April 26, 2022
    - 2.1.2. Regular Meeting: May 24, 2022
  - 2.2. Approval of Financial Reports and Invoices for May
  - 2.3. Director's Report
    - 2.3.1. Snapshot of Statistical Indicators
    - 2.3.2. Suggestion Box
    - 2.3.3. Staff Updates
    - 2.3.4. Building Updates
    - 2.3.5. TLN Update
    - 2.3.6. Friends of the Library Update
    - 2.3.7. Incident Reports
3. Approval of Agenda
4. Call to the Public
5. Unfinished Business
  - 5.1. Facility Improvements
    - 5.1.1. LED Lighting
    - 5.1.2. Sidewalks/Parking Lot
    - 5.1.3. Restroom Handicapped Assist openers
    - 5.1.4. Slow Door Closers
  - 5.2. Demonstration of myLIBRO App
  - 5.3. Contract for Director
6. New Business
  - 6.1. Audit for Fiscal Year 2021
  - 6.2. Request closure on Friday, August 26, 2022 for Staff Development Day
  - 6.3. Email Migration to Google Workspace
  - 6.4. Personnel Policy Revisions
  - 6.5. Library Board Facts About: Book and Materials Challenges
  - 6.6. Open Forum
7. Communications
8. Adjournment

## **MILFORD TOWNSHIP LIBRARY BOARD**

### **Minutes of Regular Meeting**

**Tuesday, May 24, 2022 7:00 p.m.**

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

1. **Call to Order:** President Keef called the meeting to order at 7:02.
2. **Consent Agenda:** Trustee Weeks moved to approve the Consent Agenda, Trustee Harris seconded. Motion carried.
3. **Approval of Agenda:** Trustee Clemens moved to approve the Agenda, Trustee Gramlich 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. All of the lighting that could be reached with a ladder has been finished. The work crew will return next week to complete any work that requires a lift. The emergency lighting was put to the test during a recent power outage and worked well.
    - 5.1.2 Sidewalks/Parking Lot: This will be addressed after an engineer can review the problems with current sidewalks and parking lots.
    - 5.1.3 Restroom Handicapped Assist openers: Auto openers scheduled for installation, with electricity to be connected later.
    - 5.1.4 Slow Door Closers: will be addressed after the other projects have been completed.
    - 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.
6. **New Business:**
  - 6.1. Policy 207 Working conditions: At last month's meeting the Board approved a staff proposal, which addressed the Sunday pay rate for library employees. Policy 207 addresses that decision. Motion to

approved Policy 207 was made by Trustee Harris and seconded by Trustee Weeks. Motion carried.

6.2. Demonstration of “myLIBRO” App was tabled until next month.

6.3. Fund Balance Analysis: Director Hatch provided a table of recommended property improvements that may be needed in the future, and the expected costs. Director Hatch recommends assigning any excess funds to Building Improvements. Motion to approve the fund balance recommendation was made by Trustee Weeks, seconded by Trustee McMunn. Motion carried

6.4. Property Insurance Renewal: The renewal notice for the Library’s property insurance was just recently received. Director Hatch recommends approving the renewal, barring any “red flags” that may become apparent after closer review. Motion to renew property insurance as is, pending Director’s complete review of the policy was made by Trustee McMunn, seconded by Trustee Gramlich. Motion carried.

6.5. Work from Home: Director Hatch has on a rare occasion, needed to work from home. She may find herself in this situation again in the near future. Director Hatch requests board approval for these infrequent occasions. The board unanimously agreed to grant Director Hatch’s request.

6.6. Contract for Director: Director Hatch questioned the board’s interest in providing an employment contract for the director position. President Keef stated that such a contract could protect the board as well as the director. Director Hatch will consult with the attorney and start the process of drafting a contract.

6.7. Open forum: Director Hatch shared information with regard to the library’s current email provider. The current email provider, Rackspace, will be making some undesirable changes to their system. Director Hatch proposes migrating to Google workspace, once costs have been evaluated.

Director Hatch has received requests for an online language learning data base. Director Hatch has found that many of our neighboring libraries offer such databases. Also, there is funding available through the “Electric Content Delivery” budget to cover such a purchase. Director Hatch has asked TLN for a quote. The board agreed.

## **7. Communications**

7.1 Al Raddi, Huron Valley Numismatic Society sent a “Thank You” to the library for hosting a Coin Appraisal night. 55 People attended

the program and brought in coins for evaluation. Attendees were quite pleased to have estimates on the worth of their coins.

8. **Adjournment:** Trustee Gramlich moved to adjourn, Trustee Harris seconded. Motion carried. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Marianne McMunn  
Secretary

Mary VanDerworp  
Recording Secretary

1:35 PM

06/13/22

Accrual Basis

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

	May 31, 22	May 31, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
001 · Cash-Checking (Flagstar)	149,947.58	192,221.57	-42,273.99
003 · Certificates of deposit	192,079.10	192,079.10	0.00
004 · Cash in register (circulation)	456.80	400.00	56.80
005 · Cash-Public copier	18.10	5.00	13.10
006 · Petty Cash	200.00	165.22	34.78
008 · Cash-Money market (HVSF)	206,287.73	206,088.77	198.96
017 · Investments			
017.01 · Investments-Oakland County Pool	1,653,573.56	1,241,144.71	412,428.85
017.02 · Investment-Level One Bk (CD)	205,245.43	205,093.72	151.71
Total 017 · Investments	1,858,818.99	1,446,238.43	412,580.56
Total Checking/Savings	2,407,808.30	2,037,198.09	370,610.21
Other Current Assets			
018 · Receivables	0.00	0.00	0.00
123 · Prepaid Expenses	58,396.58	52,923.77	5,472.81
Total Other Current Assets	58,396.58	52,923.77	5,472.81
Total Current Assets	2,466,204.88	2,090,121.86	376,083.02
<b>TOTAL ASSETS</b>	<b>2,466,204.88</b>	<b>2,090,121.86</b>	<b>376,083.02</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
202 · Accounts Payable*	14,187.73	41,337.27	-27,149.54
Total Accounts Payable	14,187.73	41,337.27	-27,149.54
Other Current Liabilities			
228 · State W/H Taxes Payable	1,748.11	1,678.58	69.53
229 · Fed W/H Taxes Payable	5,470.89	5,136.48	334.41
231 · Payroll deductions payable	368.62	381.60	-12.98
257 · Accrued Payroll	5,298.34	6,860.88	-1,562.54
Total Other Current Liabilities	12,885.96	14,057.54	-1,171.58
Total Current Liabilities	27,073.69	55,394.81	-28,321.12
Total Liabilities	27,073.69	55,394.81	-28,321.12
Equity			
370 · FB - Nonspendable prepaids	58,396.58	52,773.77	5,622.81
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	376,900.71	685,633.66	-308,732.95
Net Income	1,008,754.80	1,028,951.52	-20,196.72
Total Equity	2,439,131.19	2,034,727.05	404,404.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,466,204.88</b>	<b>2,090,121.86</b>	<b>376,083.02</b>

# Milford Public Library

Fund Balance  
May 31, 2022

## General Fund:

Fund balance-Non spendable  
Restricted-Non expendable  
Assigned  
Unassigned  
YTD income (loss)

	12/31/2019	12/31/2020	Preliminary 12/31/2021	4/30/2022	5/31/2022	YTD Variance
\$	35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 47,435.54	\$ 58,396.58	\$ 12,410.59
	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	\$ -
	75,289.00	75,289.00	387,177.00	387,177.00	803,000.00	\$ 415,823.00
	491,837.33	584,131.39	380,533.44	803,684.75	376,900.71	\$ (3,632.73)
	93,813.21	116,757.41	424,600.86	1,093,588.75	1,008,754.80	\$ 584,153.94

Fund Balance (Modified Accrual)	\$ 889,018.12	\$ 1,005,775.53	\$ 1,430,376.39	\$ 2,523,965.14	\$ 2,439,131.19	\$ 1,008,754.80
Modified accrual fund balance growth	12.2%	13.5%	42.6%	229.4%	169.3%	

## General Fixed Assets Account Group

### (GFAAG):

Beginning Balance	548,921.17	539,457.11	539,457.11	560,423.54	560,423.54	\$ 20,966.43
YTD Additions	89,702.27	223,034.38	114,372.43	59,151.08	64,277.65	\$ (50,094.78)
YTD Dispositions (NBV)	-	-	(205.00)	-	-	\$ 205.00
Depreciation	(99,166.33)	(100,052.00)	(93,201.00)	(32,605.67)	(40,757.08)	\$ 52,443.92
Ending Balance	539,457.11	662,439.49	560,423.54	586,968.95	583,944.11	\$ 23,520.57

## Full Accrual Adjustments

	(14,016.00)	(17,360.11)	(17,082.50)	(17,082.50)	(17,082.50)	-
Fund Balance (Full Accrual)	\$ 1,414,459.23	\$ 1,650,854.91	\$ 1,977,696.93	\$ 3,093,851.59	\$ 3,005,992.80	\$ 1,032,275.37
Full accrual fund balance growth	7.0%	8.2%	19.8%	169.3%	124.8%	

# Milford Public Library

Fund Balance  
May 31, 2022

	12/31/2019	12/31/2020	Preliminary 12/31/2021	4/30/2022	5/31/2022	YTD Variance
<b>Non-Spendable:</b>						
Prepaid Expenses	35,999.48	37,518.63	45,985.99	47,435.54	58,396.58	12,410.59
Other	-	-	-	-	-	-
	\$ 35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 47,435.54	\$ 58,396.58	\$ 12,410.59

<b>Restricted-Non expendable:</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	-	-	-	-	-	-
	\$ 192,079.10	\$ 192,079.10	\$ 192,079.10	\$ 192,079.10	\$ 192,079.10	-

<b>Assigned:</b>						
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	343,045.00	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	-	(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	2,132.00	2,132.00	-	(2,132.00)
Other	-	-	-	-	-	-
	\$ 75,289.00	\$ 75,289.00	\$ 387,177.00	\$ 387,177.00	\$ 803,000.00	\$ 415,823.00

<b>Full Accrual Adjustments:</b>						
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	-

<b>General Fixed Assets Account Group (GFAAG):</b>						
YTD Additions- Bldg/Land Improvements:	10,485.38	136,692.44	13,708.48	30,453.31	29,836.41	16,127.93
YTD Additions-Furn & Fixtures	10,630.00	15,996.00	930.00	-	-	(930.00)
YTD Additions-Equipment	7,131.86	6,424.38	20,943.89	1,835.84	1,835.84	(19,108.05)
YTD Additions-Collections	61,455.03	63,921.56	78,790.06	26,861.93	32,605.40	(46,184.66)
Total YTD Additions	\$ 89,702.27	\$ 223,034.38	\$ 114,372.43	\$ 59,151.08	\$ 64,277.65	\$ (50,094.78)

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Accrual Basis

## Milford Public Library

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

## General Fund

	May 22	Jan - May 22	% YTD
<b>Income</b>			
401 • Taxes revenue			
402 • Current real property taxes	13.51	1,486,217.52	0.0%
437 • Industrial Facilities Tax	0.00	7,300.50	0.0%
<b>Total 401 • Taxes revenue</b>	<b>13.51</b>	<b>1,493,518.02</b>	<b>0.0%</b>
539 • State grants			
569 • State Grants-other	0.00	8,339.56	0.0%
573 • Local stablization share	0.00	34,780.75	0.0%
<b>Total 539 • State grants</b>	<b>0.00</b>	<b>43,120.31</b>	<b>0.0%</b>
600 • Charges for services			
626 • Services Rendered	21.00	73.00	28.8%
642 • Services-Sales	202.50	976.55	20.7%
<b>Total 600 • Charges for services</b>	<b>223.50</b>	<b>1,049.55</b>	<b>21.3%</b>
655 • Fines/Fees/Lost Books/Cards	111.29	554.05	20.1%
664 • Investment income/rents			
665 • Interest Income	1,699.81	3,114.68	54.6%
<b>Total 664 • Investment income/rents</b>	<b>1,699.81</b>	<b>3,114.68</b>	<b>54.6%</b>
671 • Other revenue-general			
674 • Private contributions/donations	48.40	165.88	29.2%
689 • Cash over/short	-0.25	0.12	-208.3%
671 • Other revenue-general - Other	0.00	253.81	0.0%
<b>Total 671 • Other revenue-general</b>	<b>48.15</b>	<b>419.81</b>	<b>11.5%</b>
<b>Total Income</b>	<b>2,096.26</b>	<b>1,541,776.42</b>	<b>0.1%</b>
<b>Expense</b>			
701 • Personal services			
703 • Salaries	32,938.56	165,215.44	19.9%
704 • Wages-part time employees	15,616.46	77,342.85	20.2%
709 • Employer's Social Security	3,629.14	18,153.31	20.0%
716 • Defined cont ret plan expense	-190.39	-190.39	100.0%
718 • Health/dental insurance expense	5,084.15	26,654.12	19.1%
730 • Insurance-Workers Comp	-159.00	821.00	-19.4%
<b>Total 701 • Personal services</b>	<b>56,918.92</b>	<b>287,996.33</b>	<b>19.8%</b>
750 • Supplies			
751 • Adv. & Promotion	242.00	3,962.54	6.1%
752 • Supplies-Office/general	1,059.42	7,368.16	14.4%
755 • Collections Maintenance	553.63	1,608.61	34.4%
756 • Covid-19 response supplies	198.45	627.11	31.6%
<b>Total 750 • Supplies</b>	<b>2,053.50</b>	<b>13,566.42</b>	<b>15.1%</b>
800 • Other services & charges			
801 • Professional Services	1,595.00	8,257.00	19.3%
804 • Automation			
804.1 • Electronic content delivery	2,142.85	12,111.36	17.7%
804 • Automation - Other	720.34	23,292.56	3.1%
<b>Total 804 • Automation</b>	<b>2,863.19</b>	<b>35,403.92</b>	<b>8.1%</b>
805 • TLN Central Services	291.25	1,915.05	15.2%
850 • Communications	286.76	1,441.04	19.9%
851 • Postage	748.95	1,603.33	46.7%
852 • Other Misc Communications	512.20	1,948.02	26.3%
861 • Transportation-mileage reimbs	1.52	28.63	5.3%
913 • Travel	0.00	644.12	0.0%
915 • Memberships & dues	0.00	997.99	0.0%
917 • Utilities-Sewage	0.00	312.80	0.0%
918 • Utilities-Water	0.00	289.85	0.0%
919 • Waste & rubbish disposal	95.50	447.77	21.3%
920 • Utilities-Electric	0.00	29,096.71	0.0%
921 • Utilities-Natural gas	0.00	9,198.15	0.0%
930 • Land & building repairs	12,081.06	57,187.48	21.1%
935 • Property liability insurance	637.41	4,876.33	13.1%
948 • Computer services	1,077.73	5,787.08	18.6%
955 • Miscellaneous	0.00	3.38	0.0%
967-A • Programming - Adult	925.00	3,186.11	29.0%
967-YA • Programming - Teens	146.99	1,129.61	13.0%
967-YS • Programming - Youth Svcs.	951.76	3,426.85	27.8%

Figures presented on modified accrual basis of accounting.



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Accrual Basis

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

	May 22	Jan - May 22	% YTD
<b>Total 800 - Other services &amp; charges</b>	<b>22,214.32</b>	<b>167,181.22</b>	<b>13.3%</b>
<b>970 - Capital Outlay</b>			
975 - Buildings & improvements	0.00	29,836.41	0.0%
980.02 - Office equipment	0.00	1,835.84	0.0%
982-A - Books - Adult	1,720.33	12,329.50	14.0%
982-YA - Books - Teens	332.85	2,311.97	14.4%
982-YS - Books - Youth Services	868.22	7,613.92	11.4%
985-A - Audio Visual - Adult	339.53	2,387.62	14.2%
985-YA - Audio Visual - Teens	28.85	1,370.82	2.1%
985-YS - Audio Visual - Youth Services	1,745.63	3,259.87	53.5%
986 - Periodicals	640.94	3,331.70	19.2%
<b>Total 970 - Capital Outlay</b>	<b>5,676.35</b>	<b>64,277.65</b>	<b>8.8%</b>
<b>Total Expense</b>	<b>86,863.09</b>	<b>533,021.62</b>	<b>16.3%</b>
<b>Net Income</b>	<b>-84,766.83</b>	<b>1,008,754.80</b>	<b>-8.4%</b>

Figures presented on modified accrual basis of accounting.

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Accrual Basis

# Milford Public Library

## Revenues & Expenditures-Budget vs. Actual

### January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
401 · Taxes revenue				
402 · Current real property taxes	1,486,217.52	1,493,000.00	-6,782.48	99.5%
437 · Industrial Facilities Tax	7,300.50	5,000.00	2,300.50	146.0%
<b>Total 401 · Taxes revenue</b>	<b>1,493,518.02</b>	<b>1,498,000.00</b>	<b>-4,481.98</b>	<b>99.7%</b>
<b>539 · State grants</b>				
540 · State Penal Fines	0.00	25,000.00	-25,000.00	0.0%
569 · State Grants-other	8,339.56	12,000.00	-3,660.44	69.5%
573 · Local stablization share	34,780.75	15,000.00	19,780.75	231.9%
<b>Total 539 · State grants</b>	<b>43,120.31</b>	<b>52,000.00</b>	<b>-8,879.69</b>	<b>82.9%</b>
<b>600 · Charges for services</b>				
626 · Services Rendered	73.00	100.00	-27.00	73.0%
642 · Services-Sales	976.55	1,000.00	-23.45	97.7%
<b>Total 600 · Charges for services</b>	<b>1,049.55</b>	<b>1,100.00</b>	<b>-50.45</b>	<b>95.4%</b>
655 · Fines/Fees/Lost Books/Cards	554.05	1,000.00	-445.95	55.4%
<b>664 · Investment income/rents</b>				
665 · Interest Income	3,114.68	12,000.00	-8,885.32	26.0%
667 · Rents	0.00	600.00	-600.00	0.0%
<b>Total 664 · Investment income/rents</b>	<b>3,114.68</b>	<b>12,600.00</b>	<b>-9,485.32</b>	<b>24.7%</b>
<b>671 · Other revenue-general</b>				
674 · Private contributions/donations	165.88	5,500.00	-5,334.12	3.0%
689 · Cash over/short	0.12	0.00	0.12	100.0%
671 · Other revenue-general - Other	253.81	3,000.00	-2,746.19	8.5%
<b>Total 671 · Other revenue-general</b>	<b>419.81</b>	<b>8,500.00</b>	<b>-8,080.19</b>	<b>4.9%</b>
<b>Total Income</b>	<b>1,541,776.42</b>	<b>1,573,200.00</b>	<b>-31,423.58</b>	<b>98.0%</b>
<b>Expense</b>				
<b>701 · Personal services</b>				
703 · Salaries	165,215.44	490,600.00	-325,384.56	33.7%
704 · Wages-part time employees	77,342.85	176,000.00	-98,657.15	43.9%
709 · Employer's Social Security	18,153.31	51,000.00	-32,846.69	35.6%
716 · Defined cont ret plan expense	-190.39	15,000.00	-15,190.39	-1.3%
718 · Health/dental insurance expense	26,654.12	81,960.00	-55,305.88	32.5%
730 · Insurance-Workers Comp	821.00	1,300.00	-479.00	63.2%
<b>Total 701 · Personal services</b>	<b>287,996.33</b>	<b>815,860.00</b>	<b>-527,863.67</b>	<b>35.3%</b>
<b>750 · Supplies</b>				
751 · Adv. & Promotion	3,962.54	15,050.00	-11,087.46	26.3%
752 · Supplies-Office/general	7,368.16	17,000.00	-9,631.84	43.3%
755 · Collections Maintenance	1,608.61	10,000.00	-8,391.39	16.1%
756 · Covid-19 response supplies	627.11	5,000.00	-4,372.89	12.5%
<b>Total 750 · Supplies</b>	<b>13,566.42</b>	<b>47,050.00</b>	<b>-33,483.58</b>	<b>28.8%</b>
<b>800 · Other services &amp; charges</b>				
801 · Professional Services	8,257.00	46,350.00	-38,093.00	17.8%
<b>804 · Automation</b>				
804.1 · Electronic content delivery	12,111.36	52,000.00	-39,888.64	23.3%
804 · Automation - Other	23,292.56	52,500.00	-29,207.44	44.4%
<b>Total 804 · Automation</b>	<b>35,403.92</b>	<b>104,500.00</b>	<b>-69,096.08</b>	<b>33.9%</b>
805 · TLN Central Services	1,915.05	7,200.00	-5,284.95	26.6%
850 · Communications	1,441.04	3,640.00	-2,198.96	39.6%
851 · Postage	1,603.33	4,200.00	-2,596.67	38.2%
852 · Other Misc Communications	1,948.02	7,200.00	-5,251.98	27.1%
861 · Transportation-mileage reimbs	28.63	2,000.00	-1,971.37	1.4%
910 · Professional development	0.00	2,800.00	-2,800.00	0.0%
911 · Conferences	0.00	2,000.00	-2,000.00	0.0%

Figures presented on modified accrual basis.

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Accrual Basis

# Milford Public Library

## Revenues & Expenditures-Budget vs. Actual

### January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
913 • Travel	644.12	2,000.00	-1,355.88	32.2%
915 • Memberships & dues	997.99	3,000.00	-2,002.01	33.3%
917 • Utilities-Sewage	312.80	2,000.00	-1,687.20	15.6%
918 • Utilities-Water	289.85	3,000.00	-2,710.15	9.7%
919 • Waste & rubbish disposal	447.77	1,500.00	-1,052.23	29.9%
920 • Utilities-Electric	29,096.71	87,000.00	-57,903.29	33.4%
921 • Utilities-Natural gas	9,198.15	12,000.00	-2,801.85	76.7%
930 • Land & building repairs	57,187.48	128,100.00	-70,912.52	44.6%
935 • Property liability insurance	4,876.33	15,000.00	-10,123.67	32.5%
940 • Rent	0.00	10.00	-10.00	0.0%
948 • Computer services	5,787.08	15,000.00	-9,212.92	38.6%
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	3,186.11	8,000.00	-4,813.89	39.8%
967-YA • Programming - Teens	1,129.61	3,000.00	-1,870.39	37.7%
967-YS • Programming - Youth Svcs.	3,426.85	9,000.00	-5,573.15	38.1%
<b>Total 800 • Other services &amp; charges</b>	<b>167,181.22</b>	<b>468,890.00</b>	<b>-301,708.78</b>	<b>35.7%</b>
<b>970 • Capital Outlay</b>				
974 • Land improvements	0.00	10,000.00	-10,000.00	0.0%
975 • Buildings & improvements	29,836.41	100,000.00	-70,163.59	29.8%
980.01 • Office furniture & fixtures	0.00	12,000.00	-12,000.00	0.0%
980.02 • Office equipment	1,835.84	14,500.00	-12,664.16	12.7%
982-A • Books - Adult	12,329.50	40,000.00	-27,670.50	30.8%
982-YA • Books - Teens	2,311.97	5,000.00	-2,688.03	46.2%
982-YS • Books - Youth Services	7,613.92	30,000.00	-22,386.08	25.4%
985-A • Audio Visual - Adult	2,387.62	8,000.00	-5,612.38	29.8%
985-YA • Audio Visual - Teens	1,370.82	1,300.00	70.82	105.4%
985-YS • Audio Visual - Youth Services	3,259.87	11,600.00	-8,340.13	28.1%
986 • Periodicals	3,331.70	9,000.00	-5,668.30	37.0%
<b>Total 970 • Capital Outlay</b>	<b>64,277.65</b>	<b>241,400.00</b>	<b>-177,122.35</b>	<b>26.6%</b>
<b>Total Expense</b>	<b>533,021.62</b>	<b>1,573,200.00</b>	<b>-1,040,178.38</b>	<b>33.9%</b>
<b>Net Income</b>	<b>1,008,754.80</b>	<b>0.00</b>	<b>1,008,754.80</b>	<b>100.0%</b>

Figures presented on modified accrual basis.

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**Milford Public Library**  
**Check Detail**  
May 17 through June 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14407	05/18/2022	Applied Imaging	001 - Cash-Checking (Flagstar)		-216.28
Bill	1962416	05/13/2022		752 - Supplies-Office/general	-126.10	126.10
Bill	1962417	05/13/2022		752 - Supplies-Office/general	-90.18	90.18
TOTAL					-216.28	216.28
Bill Pmt -Check	14408	05/18/2022	Blue Cross Blue Shield of Michigan	001 - Cash-Checking (Flagstar)		-4,695.35
Bill	Jun22	05/08/2022		718 - Health/dental insurance expense	-4,695.35	4,695.35
TOTAL					-4,695.35	4,695.35
Bill Pmt -Check	14409	05/18/2022	David M. Stokes	001 - Cash-Checking (Flagstar)		-51.52
Bill	May22	05/13/2022		861 - Transportation-mileage reimb	-1.52	1.52
TOTAL				967-A - Programming - Adult	-50.00	50.00
					-51.52	51.52
Bill Pmt -Check	14410	05/18/2022	Findaway World LLC	001 - Cash-Checking (Flagstar)		-1,634.28
Bill	388061	05/05/2022		985-YS - Audio Visual - Youth Services	-109.98	109.98
Bill	388068	05/05/2022		985-YS - Audio Visual - Youth Services	-54.99	54.99
Bill	388741	05/11/2022		985-YS - Audio Visual - Youth Services	-1,469.31	1,469.31
TOTAL					-1,634.28	1,634.28
Bill Pmt -Check	14411	05/18/2022	Foster Swift Collins & Smith PC	001 - Cash-Checking (Flagstar)		-225.00
Bill	832726	05/11/2022		801 - Professional Services	-225.00	225.00
TOTAL					-225.00	225.00
Bill Pmt -Check	14412	05/18/2022	Heather Wittrup*	001 - Cash-Checking (Flagstar)		-60.00
Bill	May22	05/11/2022		967-YS - Programming - Youth Svcs.	-60.00	60.00
TOTAL					-60.00	60.00
Bill Pmt -Check	14413	05/18/2022	Ingram Library Services	001 - Cash-Checking (Flagstar)		-1,438.06
Bill	59252190	04/29/2022		982-A - Books - Adult	-1.46	14.27

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**Milford Public Library**  
**Check Detail**  
May 17 through June 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	59272662	04/30/2022		982-YS · Books - Youth Services	-4.95	4.95
Bill	59283952	05/02/2022		982-YS · Books - Youth Services	-548.29	548.29
Bill	59283951	05/02/2022		982-A · Books - Adult	-69.24	69.24
Bill	59310731	05/03/2022		982-YS · Books - Youth Services	-10.51	10.51
Bill	59310732	05/03/2022		982-A · Books - Adult	-226.51	226.51
Bill	59310733	05/03/2022		982-A · Books - Adult	-24.29	24.29
Bill	59303680	05/03/2022		982-A · Books - Adult	-112.64	112.64
Bill	59333070	05/04/2022		982-A · Books - Adult	-65.50	65.50
Bill	59355911	05/05/2022		982-A · Books - Adult	-96.13	96.13
Bill	59381529	05/06/2022		982-A · Books - Adult	-49.15	49.15
Bill	59412226	05/09/2022		982-A · Books - Adult	-144.34	144.34
Bill	59431224	05/10/2022		982-YS · Books - Youth Services	-9.23	9.23
Bill	59431225	05/10/2022		982-A · Books - Adult	-49.10	49.10
Bill	59459877	05/11/2022		982-A · Books - Adult	-15.84	15.84
Bill	59459878	05/11/2022		982-YS · Books - Youth Services	-10.88	10.88
TOTAL					-1,438.06	1,450.87
Bill Pmt -Check	14414	05/18/2022	Oriental Trading Company, Inc.	001 · Cash-Checking (Flagstar)		-277.05
Bill	716549595-...	05/03/2022		967-YS · Programming - Youth Svcs.	-277.05	277.05
TOTAL					-277.05	277.05
Bill Pmt -Check	14415	05/18/2022	Quill Corporation	001 · Cash-Checking (Flagstar)		-47.94
Bill	24812900	04/29/2022		752 · Supplies-Office/general	-47.94	47.94
TOTAL					-47.94	47.94
Bill Pmt -Check	14416	05/25/2022	AFLAC	001 · Cash-Checking (Flagstar)		-264.11
Bill	360731	05/12/2022		231 · Payroll deductions payable	-264.11	264.11
TOTAL					-264.11	264.11
Bill Pmt -Check	14417	05/25/2022	Baker & Taylor Books	001 · Cash-Checking (Flagstar)		-929.53
Bill	5017671031	04/07/2022		982-A · Books - Adult	-67.12	67.12
Bill	2036695278	04/21/2022		982-YS · Books - Youth Services	-32.11	32.11
Bill	2036695276	04/21/2022		982-YA · Books - Teens	-8.99	8.99
Bill	2036695277	04/21/2022		982-YA · Books - Teens	-25.04	25.04
Bill	2036695274	04/21/2022		982-YS · Books - Youth Services	-81.66	81.66
Bill	2036695275	04/21/2022		982-YA · Books - Teens	-5.99	5.99
Bill	2036708673	04/28/2022		982-YA · Books - Teens	-119.57	119.57
Bill	2036708674	04/28/2022		982-YS · Books - Youth Services	-27.20	27.20

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**Milford Public Library**  
**Check Detail**  
**May 17 through June 14, 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2036708872	04/28/2022		982-YA · Books - Teens	-28.78	28.78
Bill	2036708871	04/28/2022		982-YA · Books - Teens	-27.18	27.18
Bill	2036708870	04/28/2022		982-YA · Books - Youth Services	-22.68	22.68
Bill	2036715661	04/29/2022		982-YA · Books - Youth Services	-165.45	165.45
Bill	2036715660	04/29/2022		982-YA · Books - Youth Services	-3.59	3.59
Bill	2036715662	04/29/2022		982-YA · Books - Youth Services	-12.12	12.12
Bill	2036741671	05/09/2022		982-A · Books - Adult	-39.68	39.68
Bill	2036737727	05/10/2022		982-YA · Books - Youth Services	-24.59	24.59
Bill	2036737728	05/10/2022		985-YA · Audio Visual - Teens	-10.89	10.89
Bill	2036737729	05/10/2022		982-YA · Books - Teens	-6.59	6.59
Bill	2036737730	05/10/2022		982-YA · Books - Teens	-11.58	11.58
Bill	2036737731	05/10/2022		982-YA · Books - Teens	-32.04	32.04
Bill	2036737733	05/10/2022		982-YA · Books - Youth Services	-8.34	8.34
Bill	2036737732	05/10/2022		982-YA · Books - Youth Services	-63.94	63.94
Bill	2036755135	05/17/2022		982-YA · Books - Youth Services	-21.85	21.85
Bill	2036755136	05/17/2022		982-YA · Books - Teens	-54.41	54.41
Bill	2036755137	05/17/2022		982-YA · Books - Youth Services	-22.75	22.75
Bill	2036755138	05/17/2022		982-YA · Books - Youth Services	-5.39	5.39
TOTAL					-929.53	929.53
Bill Pmt -Check	14418	05/25/2022	Brien's Services, Inc.	001 · Cash-Checking (Flagstar)		-2,630.50
Bill	42517	05/01/2022		930 · Land & building repairs	-2,630.50	2,630.50
TOTAL					-2,630.50	2,630.50
Bill Pmt -Check	14419	05/25/2022	Gale/Cengage Learning	001 · Cash-Checking (Flagstar)		-23.99
Bill	77730028	05/11/2022		982-A · Books - Adult	-23.99	23.99
TOTAL					-23.99	23.99
Bill Pmt -Check	14420	05/25/2022	GFL Environmental	001 · Cash-Checking (Flagstar)		-95.50
Bill	0055393386	05/16/2022		919 · Waste & rubbish disposal	-95.50	95.50
TOTAL					-95.50	95.50
Bill Pmt -Check	14421	05/25/2022	Ingram Library Services	001 · Cash-Checking (Flagstar)		-285.56
Bill	59533712	05/16/2022		982-YA · Books - Youth Services	-10.88	10.88
Bill	59533714	05/16/2022		982-YA · Books - Youth Services	-7.14	7.14
Bill	59533713	05/16/2022		982-A · Books - Adult	-152.96	152.96
Bill	59559860	05/17/2022		982-YA · Books - Youth Services	-41.89	41.89
Bill	59559859	05/17/2022		982-A · Books - Adult	-61.81	61.81

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**Milford Public Library**  
**Check Detail**  
**May 17 through June 14, 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	59559858	05/17/2022		982-YS · Books - Youth Services	-10.88	10.88
TOTAL					-285.56	285.56
Bill Pmt -Check	14422	05/25/2022	James N. Craft	001 · Cash-Checking (Flagstar)		-100.00
Bill	Prog060622	03/30/2022		967-A · Programming - Adult	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	14423	05/25/2022	Library Network	001 · Cash-Checking (Flagstar)		-93.60
Bill	200600021	05/13/2022		756 · Covid-19 response supplies	-93.60	93.60
TOTAL					-93.60	93.60
Bill Pmt -Check	14424	05/25/2022	Midwest Collaborative for Library Serv...	001 · Cash-Checking (Flagstar)		-3,339.00
Bill	358267	05/17/2022		123 · Prepaid Expenses	-3,339.00	3,339.00
TOTAL					-3,339.00	3,339.00
Bill Pmt -Check	14425	05/25/2022	National Time & Signal Corporation	001 · Cash-Checking (Flagstar)		-492.00
Bill	149043	05/06/2022		930 · Land & building repairs	-492.00	492.00
TOTAL					-492.00	492.00
Bill Pmt -Check	14426	05/25/2022	Rose Pest Solutions	001 · Cash-Checking (Flagstar)		-81.00
Bill	31016002	05/02/2022		930 · Land & building repairs	-81.00	81.00
TOTAL					-81.00	81.00
Bill Pmt -Check	14427	05/25/2022	Showcases	001 · Cash-Checking (Flagstar)		-42.66
Bill	323546	05/13/2022		755 · Collections Maintenance	-13.23	13.23
Bill	323547	05/13/2022		755 · Collections Maintenance	-29.43	29.43
TOTAL					-42.66	42.66
Bill Pmt -Check	14429	05/25/2022	Burnham & Flower Agency, Inc.	001 · Cash-Checking (Flagstar)		-14,112.00

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# Milford Public Library

## Check Detail

May 17 through June 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2022-23	05/25/2022		123 · Prepaid Expenses	-14,112.00	14,112.00
TOTAL					-14,112.00	14,112.00
Bill Pmt -Check	14430	06/01/2022	Fish Window Cleaning	001 · Cash-Checking (Flagstar)		-750.00
Bill	052522	05/25/2022		930 · Land & building repairs	-750.00	750.00
TOTAL					-750.00	750.00
Bill Pmt -Check	14431	06/01/2022	Gale/Cengage Learning	001 · Cash-Checking (Flagstar)		-25.49
Bill	77818043	05/25/2022		982-A · Books - Adult	-25.49	25.49
TOTAL					-25.49	25.49
Bill Pmt -Check	14432	06/01/2022	Lawson Printers	001 · Cash-Checking (Flagstar)		-740.00
Bill	98013	05/27/2022		851 · Postage	-740.00	740.00
TOTAL					-740.00	740.00
Bill Pmt -Check	14433	06/01/2022	MLA	001 · Cash-Checking (Flagstar)		-997.99
Bill	12088	04/19/2022		915 · Memberships & dues	-997.99	997.99
TOTAL					-997.99	997.99
Bill Pmt -Check	14434	06/01/2022	Showcases	001 · Cash-Checking (Flagstar)		-14.51
Bill	323630	05/23/2022		755 · Collections Maintenance	-14.51	14.51
TOTAL					-14.51	14.51
Bill Pmt -Check	14436	06/08/2022	Blackstone Publishing	001 · Cash-Checking (Flagstar)		-203.98
Bill	2044763	05/20/2022		985-A · Audio Visual - Adult	-203.98	203.98
TOTAL					-203.98	203.98
Bill Pmt -Check	14437	06/08/2022	Brien's Services, Inc.	001 · Cash-Checking (Flagstar)		-2,630.50
Bill	42555	05/26/2022		930 · Land & building repairs	-2,630.50	2,630.50



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**Milford Public Library**  
**Check Detail**  
May 17 through June 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-2,630.50	2,630.50
Bill Pmt -Check	14438	06/08/2022	David M. Stokes	001 - Cash-Checking (Flagstar)		-51.52
Bill	060122	06/01/2022		861 - Transportation-mileage reimb 967-A - Programming - Adult	-1.52 -50.00	1.52 50.00
TOTAL					-51.52	51.52
Bill Pmt -Check	14439	06/08/2022	Delta Dental Plan of Michigan	001 - Cash-Checking (Flagstar)		-243.00
Bill	RIS000419...	06/01/2022		231 - Payroll deductions payable	-243.00	388.80
TOTAL					-243.00	388.80
Bill Pmt -Check	14440	06/08/2022	Frontier	001 - Cash-Checking (Flagstar)		-123.61
Bill	Jun22	05/19/2022		850 - Communications	-123.61	123.61
TOTAL					-123.61	123.61
Bill Pmt -Check	14441	06/08/2022	Gale/Cengage Learning	001 - Cash-Checking (Flagstar)		-111.71
Bill	77818388	05/25/2022		982-A - Books - Adult	-111.71	111.71
TOTAL					-111.71	111.71
Bill Pmt -Check	14442	06/08/2022	Howell Conference and Nature Center	001 - Cash-Checking (Flagstar)		-50.00
Bill	Prog081122	05/31/2022		967-YS - Programming - Youth Svcs. 967-YS - Programming - Youth Svcs.	-6.50 -43.50	50.00 334.80
TOTAL					-50.00	384.80
Bill Pmt -Check	14443	06/08/2022	Ingram Library Services	001 - Cash-Checking (Flagstar)		-331.08
Bill	59623386	05/20/2022		982-YS - Books - Youth Services	-10.33	10.33
Bill	59623387	05/20/2022		982-A - Books - Adult	-232.60	232.60
Bill	59698098	05/25/2022		982-YS - Books - Youth Services	-9.87	9.87
Bill	59698097	05/25/2022		982-A - Books - Adult	-78.28	78.28
TOTAL					-331.08	331.08
Bill Pmt -Check	14444	06/08/2022	J.E. Strauss Consulting/CPA, LLC	001 - Cash-Checking (Flagstar)		-1,370.00

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**Milford Public Library**  
**Check Detail**  
May 17 through June 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2326	05/31/2022		801 · Professional Services 801 · Professional Services	-1,032.00 -338.00	1,032.00 338.00
TOTAL					-1,370.00	1,370.00
Bill Pmt -Check	14445	06/08/2022	Jani-King of Michigan, Inc.	001 · Cash-Checking (Flagstar)		-3,081.00
Bill	DET062201...	06/01/2022		930 · Land & building repairs	-3,081.00	3,081.00
TOTAL					-3,081.00	3,081.00
Bill Pmt -Check	14446	06/08/2022	Kanopy, Inc.	001 · Cash-Checking (Flagstar)		-46.80
Bill	299707	05/31/2022		804.1 · Electronic content delivery	-46.80	46.80
TOTAL					-46.80	46.80
Bill Pmt -Check	14447	06/08/2022	Library Network	001 · Cash-Checking (Flagstar)		-242.00
Bill	70073	05/31/2022		751 · Adv. & Promotion	-242.00	242.00
TOTAL					-242.00	242.00
Bill Pmt -Check	14448	06/08/2022	Midwest Tape	001 · Cash-Checking (Flagstar)		-628.49
Bill	502192712	05/31/2022		804.1 · Electronic content delivery	-628.49	628.49
TOTAL					-628.49	628.49
Bill Pmt -Check	14449	06/08/2022	Quill Corporation	001 · Cash-Checking (Flagstar)		-457.63
Bill	25153216	05/16/2022		752 · Supplies-Office/general	-133.79	133.79
Bill	25219523	05/18/2022		752 · Supplies-Office/general	-218.99	218.99
				756 · Covid-19 response supplies	-104.85	104.85
TOTAL					-457.63	457.63
Bill Pmt -Check	14450	06/08/2022	Technology Solutions, LLC	001 · Cash-Checking (Flagstar)		-600.00
Bill	23774	06/01/2022		930 · Land & building repairs	-600.00	600.00
TOTAL					-600.00	600.00

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# Milford Public Library

## Check Detail

May 17 through June 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14451	06/08/2022	Flagstar	001 - Cash-Checking (Flagstar)		-2,171.36
Bill	May22	05/24/2022		755 - Collections Maintenance	-496.46	496.46
				804 - Automation	-305.82	305.82
				804.1 - Electronic content delivery	-593.70	593.70
				851 - Postage	-8.95	8.95
				930 - Land & building repairs	-14.73	14.73
				967-YA - Programming - Teens	-146.99	146.99
				967-YS - Programming - Youth Svcs.	-229.91	229.91
				985-A - Audio Visual - Adult	-93.60	93.60
				985-YA - Audio Visual - Teens	-17.96	17.96
				985-YS - Audio Visual - Youth Services	-111.35	111.35
				752 - Supplies-Office/general	-32.49	32.49
				948 - Computer services	-119.40	119.40
TOTAL					-2,171.36	2,171.36
Bill Pmt -Check	14452	06/08/2022	Laforce	001 - Cash-Checking (Flagstar)		-5,677.00
Bill	1193603	06/02/2022		975 - Buildings & improvements	-5,677.00	5,677.00
TOTAL					-5,677.00	5,677.00
Bill Pmt -Check	14453	06/08/2022	Mary VanDerworp	001 - Cash-Checking (Flagstar)		-37.98
Bill	060622	06/06/2022		861 - Transportation-mileage reimb	-14.04	14.04
				752 - Supplies-Office/general	-23.94	23.94
TOTAL					-37.98	37.98
Bill Pmt -Check	14454	06/08/2022	T-Mobile	001 - Cash-Checking (Flagstar)		-512.20
Bill	May22	05/25/2022		852 - Other Misc Communications	-512.20	512.20
TOTAL					-512.20	512.20

3:01 PM  
06/13/22

# Milford Public Library

## Check Detail

May 17 through June 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14428	05/25/2022	Nationwide	001 · Cash-Checking (Flagstar)	-51.67	-51.67
TOTAL					51.67	51.67
Check	14435	06/01/2022	Nationwide	001 · Cash-Checking (Flagstar)	-500.00	-500.00
TOTAL					100.00	100.00
					400.00	400.00
					-500.00	500.00

## **LIBRARY DIRECTOR'S REPORT**

**June 2022**

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

From Grace Bur, Teen Services Librarian, received in person: This evening a patron approached the desk with a stack of picture books she had just taken off the new shelf and said that she really loves how many books with diverse characters we've been adding to the collection recently. Great job everyone!

From Stephen Jackman, Adult Services Librarian, received in person: A patron approached Stephen with an envelope for the Director. Patron informed Stephen that the letter should not be read inside the library. I admit that I did read the information inside the library. It was an odd letter about a "hacker" working at Verizon who had hacked into phones and the library cameras. Since we do not have cameras, I'm not sure of which library the person is talking about. The letter goes on to talk about a hacking "gang" and human trafficking.

### **STAFF UPDATES**

Substitute Circulation Clerk Jamie Frisbie has accepted the offer to become a Full-Time Circulation Clerk. She will start full time hours July 1.

Head of Youth and Teen Services Karen Dobson has announced her retirement, effective end of October 2022. The position will be posted soon with the intention of some overlap between Karen and the new person.

#### **STAFF ANNIVERSARIES: June**

Grace Bur, Teen Services Librarian, 5 years

#### **STAFF ANNIVERSARIES: July**

Stephen Jackman, Adult Services Librarian, 4 years

Latonia Phillips, Substitute Librarian, 3 years

### **BUILDING UPDATES**

Bob Rockafeller and I discussed our needs for a handyman on an occasional basis. I'm currently putting together a list for him and then we'll schedule him to come in sometime in June. Current list includes: work on several loose door knobs, replace wood slats on dumpster enclosure gates, under sink cover in women's restroom.

Bottom rollers on the front entrance doors had to be replaced. Doors were making a very loud grinding noise when opening or closing. We cleaned out the track but could also see a part of the door that didn't look right. Stanley Access Technologies accessed the situation and ordered parts. The door was repaired and now seems to be moving smoothly.

### **TLN UPDATES**

As part of the MI-83 Grant, we've received a sound system and a canopy for outdoor programming.

## **FRIENDS OF THE LIBRARY UPDATE**

The FOL Board will be meeting on June 15 at 3:15pm. The bookstore brought in an average of \$430 per month in 2021 (average increases toward end of year, as library was more completely open). The next FOL Board meeting will be in August and their Annual Meeting will be in September (tentative).

## **INCIDENT REPORTS**

None reported

### **Meetings, Webinars, Etc. Attended by Director**

May 20, 2022	Detroit Suburban Librarian Roundtable (DSLRT) – virtual
May 24, 2022	Friends of the Library Board Meeting – in person
May 25, 2022	Cloudasta: Google Partner for Email Migration – video call
June 7, 2022	Cloudasta: Kickoff for Email Migration – video call
June 8, 2022	TLN Director's Meeting – virtual
June 10, 2022	Statewide Director's Meeting

## Adult Department Report

May 2022

Our spring book discussion series concluded with a discussion of *The Last Stand* by Mickey Spillane. The theme of the winter/spring book discussion series was "Pulp Fiction by Popular Authors". The discussion took place on May 9 with 3 people attending.

Secret Detroit with Karen Dybis discussed the unique and hidden details about Detroit, including the nuclear missiles that were once stored at Brush Park, the graffiti at Dequindre Cut and a Quonset hut community. The program Secret Detroit was on Sunday May 15 and had 25 attendees.

The History of Tiger Stadium featured Michigan author Doc Fletcher with stories from his latest book of the same name *The History of Tiger Stadium: A Love Letter to Baseball and Michigan & Trumbull*. Doc Fletcher discussed some of the characters both on and off the field, the broadcasters who brought the game to life, and the neighborhoods surrounding the ballpark itself. The program was on Monday May 16 and had 39 attendees.

David Stokes conducted one outreach visit in May.

Karin Boughey attended a board meeting for Oakland County Historical Resources.

The adult services department proctored one test in May.

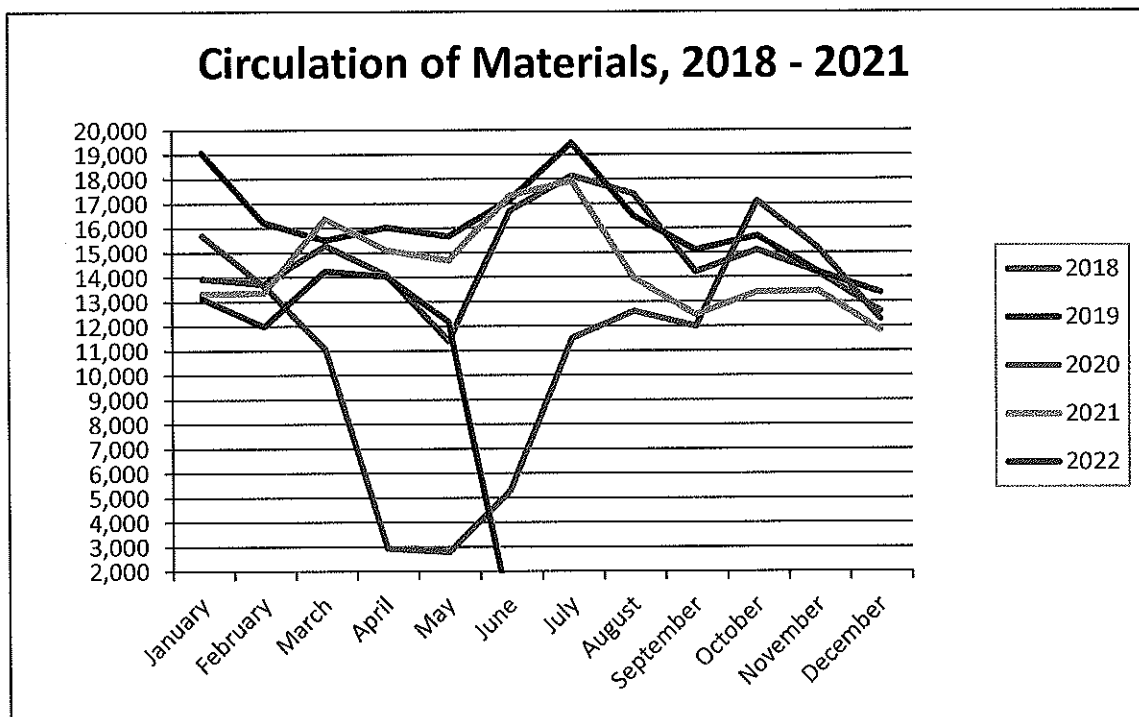
Respectfully submitted.

Karin Boughey

Head of Adult Services

**MILFORD PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

	2018	2019	2020	2021	2022
January	13,956	19,073	15,703	13,330	13,142
February	13,728	16,245	13,657	13,373	12,005
March	15,301	15,523	11,088	16,398	14,264
April	14,098	16,049	2,942	15,113	14,043
May	11,406	15,677	2,803	14,692	12,198
June	16,720	17,149	5,329	17,337	0
July	18,140	19,491	11,520	17,951	0
August	17,396	16,499	12,615	13,971	0
September	14,230	15,115	11,998	12,477	0
October	15,111	15,693	17,123	13,396	0
November	14,184	14,218	15,179	13,436	0
December	12,605	13,377	12,287	11,844	0
<b>TOTAL</b>	<b>176,875</b>	<b>194,109</b>	<b>132,244</b>	<b>173,318</b>	<b>65,652</b>





**Milford Public Library**  
**Monthly Statistics**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Number of Items Circulated 2022</b>													
All Items	13,142	12,005	14,264	14,043	12,198	0	0	0	0	0	0	0	65,652
Circulation to Milford Residents	8,751	8,176	9,662	9,601	8,662	0	0	0	0	0	0	0	44,352
Circulation to Commerce Residents	674	349	563	522	475	0	0	0	0	0	0	0	2,583
Circulation to Highland Residents	452	600	891	823	690	0	0	0	0	0	0	0	3,456
Circulation to All Others	893	700	769	876	652	0	0	0	0	0	0	0	3,890
Ebook Circulation	1,173	993	1,092	1,027	1,036	0	0	0	0	0	0	0	5,321
Emagazines	153	154	190	155	142	0	0	0	0	0	0	0	794
Media Circulation	3,105	2,604	3,321	3,138	2,662	0	0	0	0	0	0	0	14,830
Adult Material Circulation	4513	3901	4760	4906	3922	0	0	0	0	0	0	0	22,002
Teen Material Circulation	516	395	500	617	578	0	0	0	0	0	0	0	2,606
Youth Material Circulation	5792	5618	6678	6317	5500	0	0	0	0	0	0	0	29,905
Self Checkout Circulation	1241	1142	1580	1159	1119	0	0	0	0	0	0	0	6,241

<b>Number of Items Circulated 2021</b>													
All Items	13,330	13,373	16,398	15,113	14,692	17,337	17,951	13,971	12,477	13,396	13,436	11,844	173,318
Circulation to Milford Residents	3,499	3,710	5,074	5,095	4,754	6,610	10,416	10,133	8,373	8,846	8,583	8,130	83,223
Circulation to Commerce Residents	129	169	311	176	305	433	629	591	496	565	551	511	4,866
Circulation to Highland Residents	89	240	315	200	232	338	504	484	459	538	343	387	4,129
Circulation to All Others	167	324	385	355	329	534	778	563	487	613	671	676	5,882
Ebook Circulation	819	1,049	1,084	961	967	1,019	1,058	1,089	1,031	1,030	1,014	927	12,048
Emagazines	474	494	505	96	100	166	152	107	176	199	180	159	2,808
Media Circulation	2,634	1,630	1,944	1,993	1,852	2,058	3,178	2,954	2,911	2,925	2,761	2,732	29,572
Adult Material Circulation	1769	2002	2524	2471	2283	2619	4456	4349	3916	4036	4052	3934	38,411
Youth Material Circulation	219	266	266	353	340	442	756	831	683	489	468	562	5,675
Self Checkout Circulation	1931	2323	3312	3012	3021	4880	7217	6636	5244	6108	5679	5333	54,696
	212	585	752	929	719	1694	887	1241	1049	1029	1077	1091	11,265

<b>Computer Use</b>													
Home Page Hits	9,844	8,404	9,788	10,392	8,262	0	0	0	0	0	0	0	46,690
Public Computer Sessions	398	312	455	464	0	0	0	0	0	0	0	0	1,629
Wireless Sessions	154	134	150	158	133	0	0	0	0	0	0	0	729
Guest Passes Issued	3	12	24	19	18	1	0	0	0	0	0	0	77
Ancestry.com	242	383	369	0	23	0	0	0	0	0	0	0	1,017
													4,741

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

2021 Totals

Milford Public Library  
Monthly Statistics

Building Use	January	February	March	April	May	June	July	August	September	October	November	December	Total	2021 Totals
Visits	4,283	3,793	4,948	4,769	4,271	0	0	0	0	0	0	0	22,064	38,383
Room Bookings	13	15	15	13	17	0	0	0	0	0	0	0	73	66

New Patrons and Accounts	January	February	March	April	May	June	July	August	September	October	November	December	Total	2021 Totals
New Cards Issued	55	39	63	54	42	0	0	0	0	0	0	0	253	523
Library Card Holders	6,399	6,430	6,476	6,494	6,279	0	0	0	0	0	0	0	6,492	6,492
Library Card Holders Percentage	37.44%	37.62%	37.89%	38.00%	36.74%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	41.26%	41.26%

Reference Questions	January	February	March	April	May	June	July	August	September	October	November	December	Total	2021 Totals
Adult Department	748	646	936	784	566	0	0	0	0	0	0	0	3,680	9,149
Youth and Teen Department	510	387	579	572	412	0	0	0	0	0	0	0	2,460	5,087
Total	1,258	1,033	1,515	1,356	978	0	0	0	0	0	0	0	6,140	14,236

Programs	January	February	March	April	May	June	July	August	September	October	November	December	Total	2021 Totals
Adult Programs Held	4	4	4	4	4	0	0	0	0	0	0	0	20	30
Adult Programs Attendance	67	61	29	83	68	0	0	0	0	0	0	0	308	181
Teen Programs Held	0	0	0	1	1	0	0	0	0	0	0	0	2	1
Teen Programs Attendance	0	0	0	1	5	0	0	0	0	0	0	0	6	9
Youth Programs Held	1	2	3	4	3	0	0	0	0	0	0	0	13	45
Youth Programs Attendance	36	44	78	152	209	0	0	0	0	0	0	0	519	1157
General Programs Held	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Program Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

Collection	January	February	March	April	May	June	July	August	September	October	November	December	Total	2021 Totals
Book Collection	366	321	302	83	2	0	0	0	0	0	0	0	68,870	68,904
Audio Collection	5	14	8	-54	-32	0	0	0	0	0	0	0	3,188	3,317
Video Collection	6	321	302	83	2	0	0	0	0	0	0	0	6,017	6,670
Music Collection	0	14	0	-54	-32	0	0	0	0	0	0	0	2,066	2,163
Electronic Format	0	0	2	10	5	0	0	0	0	0	0	0	-172	-143
Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	195	195
Net Acquisitions	377	670	614	68	-55	0	0	0	0	0	0	0	80,164	81,106

Monthly Numbers are Net Acquisitions



# LIBRARY BOARD FACTS ABOUT:

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This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

## BOOK AND MATERIALS CHALLENGES

- **Materials Challenge or Materials Reconsideration** are the terms used by libraries, publishers, and authors to describe a question or complaint about an item, program, or publication's presence in the collection of a public, school, academic or any other library.
- **Censorship** is the term used when materials are removed from a library due to the subject matter, author, language, or viewpoint of the item. Materials can also be considered censored when access to them is restricted (because of their subject matter, author, language, viewpoint, etc.) with the intent to make the materials difficult to access. This situation can be very contentious.
- **The First Amendment of the United States Constitution guarantees all people the RIGHT to receive information of their choosing.** *Martin v. City of Struthers Ohio*, 319 U.S. 141, (1943), clarified the Supreme Court's interpretation of this right:  
*"The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, and necessarily protects the right to receive it."*
- **The First Amendment prohibits the restriction of access to information on the basis of viewpoint or topic.** *"The State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge."* *Griswold v. Connecticut*, 381 U.S. 479, 482, (1965).
- There are FIVE (5) types of speech NOT protected by the First Amendment: **Defamation, Fighting Words, Incitement, True Threats, and Obscenity.** (For more information, see pgs. 2-6 of Book Challenges, Censorship, and Michigan Public Libraries).
- Obscenity is not a label that is based on an individual or group opinion informed by personal beliefs. **Obscenity is a label applied to information by a court of law using a specific set of criteria.** *Miller v. California*, 413 US 15
- **Pornography is not the same as obscenity.** Obscenity is illegal under federal law, 18 USC 1465. If a library can purchase a book or material in the legal mainstream marketplace (via a publisher or Amazon, for example), it is presumably not obscene – even if they depict sexual themes.

- **Pornography that is not obscene is protected under the First Amendment** (Miller v. California) "*Sexual expression which is indecent but not obscene is protected by the First Amendment.*" Sable Comm. Of Calif. V. FCC, (1989).
- Individual states may impose restrictions on the exposure of children to materials that contain sexual themes. **Michigan's law explicitly exempts Library staff and teachers from prosecution for this, MCL 722.676.** This exemption is evidence that the state considers public libraries not responsible for supervising minors' choices of reading material. These laws are also not intended for age-appropriate materials that depict controversial themes.
- Michigan public libraries are required to implement mechanisms such as filtering software or privacy screens to limit minors' exposure to explicit sexual content via the Internet while still permitting adults to have access to such content if requested, MCL 397.606
- **Uphold your Oath. Municipal officials – INCLUDING library trustees, take oaths of office.** Michigan's constitutionally prescribed oath pledges that the trustee will support both the Michigan and the US Constitutions. The text of this oath, listed in Art. XI, Section 1 is:  

*"All officers, legislative, executive, and judicial, before entering upon the duties of their respective offices, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that **I will support the Constitution of the United States and the constitution of this state**, and that I will faithfully discharge the duties of the office of ..... according to the best of my ability."*
- **Board members have no power or authority to act unilaterally.** Library board powers and authority are authorized and granted by the legislature to the board as a **WHOLE** entity- NOT to individual board members. Board members acting individually are acting outside the scope of their authority See, OAG, 1977–1978, No 5286, p 403, 404 (March 31, 1978) (City council members acting individually have no authority to conduct city business). County of Saginaw v Kent, 209 Mich 160, 167, (individual county board member cannot bind the county by their acts).
- **Members of a governing board have a 'Fiduciary Duty' to always act in the best interests of the library-** NOT the bests interests of a personal agenda, political view, religious view, or local municipal government view. **Board members who use their decisions to impose personal, religious, political, or other beliefs onto library users are not acting in the best interests of the library as an entity.** The library belongs to and serves an entire **COMMUNITY** and trustees are in place to maintain and protect the library **for the entire community** - not just the groups and demographics board members identify with. This is particularly true in matters where Library assets or funds are affected (or where actions could invite a lawsuit).
- **No Community is Homogenous.** The 2020 census has illustrated that the United States is more diverse in almost every metric. Michigan reflects this trend. Approximately 7% of Michigan's population is LGBTQ+. The likelihood that the board (or library staff) alone fully represent every segment of their community is increasingly unlikely. This means that, in order to fulfill its mission and purpose and its responsibility as a resource for the exercise of the constitutional right to information (including information on controversial and uncomfortable topics), a public library may not restrict its collection

only to items deemed “appropriate” by a few based on the personal viewpoints, religion, politics and morals of those few.

- **70% of the American public are against limits or bans on library materials.** Another poll suggests that a minority of people are the ones likely to initiate complaints and censorship behavior.
- **At no time should a board member (while representing themselves as a board member or while on duty as a board member) participate in or advocate for the illegal removal of materials, programs, items, etc., from the library.** This action is not only a likely constitutional violation, but a violation of their oath of office, an arguable breach of fiduciary duty and an arguable misuse of library assets and money (irresponsibly discarding useable materials paid for by library funds). Challenges to Materials and Programs: The Role of Library Trustees & Board Members (3/31/22)
- Trustees’ failure to uphold their oath, protect constitutional rights, comply with their fiduciary duty, and adhere to the laws and regulations applicable to Michigan libraries and government organizations could result in hefty fines and expensive lawsuits for a library. **Lawsuits can and are happening:** Texas public library board in Llano County is sued over book bans | The Texas Tribune
- **Only parents have the responsibility and the right to dictate what their children can or cannot read/view/check out of the library.** Public libraries do not have the same legal responsibilities or duties towards children as schools do. Public libraries are NOT “in Loco Parentis” like public schools are.
- **A public library is not a childcare facility. It is not a school.** It is a government service in a public building. For example, the Post Office expects parents to monitor their children, and so does the public library.
- **Public library trustees, like any public official (even a school board) have no authority or right to assert their personal viewpoints and beliefs as the preferred or designated beliefs of an entire community.** The public library, as an entity uniquely situated to facilitate people’s exercise of their First Amendment right to information, has a responsibility and a duty to nurture a collection that represents a variety of beliefs and viewpoints.  
  
*“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion .... If there are any circumstances which permit an exception, they do not now occur to us.” West Virginia Board of Education v. Barnette, 319 U.S., at 642, quoted by.” Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853, (1982).*
- **Know your library’s Collection Development Policy.** Collection Development Policies define a library’s design for its collections and is a library’s template for how they purchase items for the community to borrow and utilize.

- **Know your library's Materials Reconsideration Policy** that describes the procedure and criteria for removing material from the collection.
- **Know your library's Patron Behavior Policy** which addresses problematic patron behavior – including “First Amendment” issues that are really behavior issues (viewing or reading pornography is protected by the First Amendment- engaging in inappropriate behavior or lewd actions while viewing pornography is not protected). Behavior policies should include robust consequences and an appeals process.
- **Know your library's Public Relations, Crisis Communication, or Media Contact Policies.** These policies will determine which library employee or official is authorized to be an official spokesperson for the library in the event of a public incident or crisis.

## RESOURCES

Pornography & Obscenity, by David L. Hudson Jr., First Amendment Center, Updated July 2009

Libraries and Intellectual Freedom, The First Amendment Encyclopedia, The Free Speech Center, Middle Tennessee State University visited 5/20/2022

CBS News Poll – Big Majorities Reject Book Bans, February 2022

Handling Materials Reconsideration, Challenges and Censorship, A Checklist, Library of Michigan, 2020

Book Challenges, Censorship, and Michigan Public Libraries, Library of Michigan, December 2021

Terms and Definitions Related to Intellectual Freedom and Censorship United for Libraries, February 2022

Materials Challenges – Key Library Policies to Review and Revise, United for Libraries, February 2022

Clare Membiela, MLS JD  
Library Law Consultant  
Library of Michigan

5/2022

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