MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, May 24, 2022
7:00 PM

1. Call to Order

2. Consent Agenda
    2.1. Approval of Minutes
        2.1.1. Regular Meeting: April 26, 2022
    2.2. Approval of Financial Reports and Invoices for April
    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. Annual Report

6. New Business
    6.1. Policy 207 Working Conditions
    6.2. Demonstration of myLIBRO App
    6.3. Fund Balance Analysis
    6.4. Open Forum

7. Communications
    7.1. Al Raddi, Huron Valley Numismatic Society, April 21, 2022

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, April 26, 2022 7:00 p.m.

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

1. **Call to Order:** President Keef called the meeting to order at 7:04.

2. **Consent Agenda:** Trustee Clemens moved to approve the Consent Agenda, Trustee Weeks seconded. Motion carried.

3. **Approval of Agenda:** Trustee McMunn moved to approve the Agenda, Trustee Harris seconded. Motion carried.

4. **Call to the Public**: None

5. **Unfinished Business:**
   - 5.1. Reopening Status: Director Hatch reported that with the exception of one tutorial room that is still being used for storage, all spaces/meeting rooms have reopened, and have been well received by the public.
   - 5.2. Facility Improvements
     - 5.2.1. LED Lighting: Director Hatch reported that the project is moving forward. A contract has been signed with Interactive Energies Group. The work will begin soon, and will be completed with as little disruption to library patrons as possible.
     - 5.2.2. Sidewalks/Parking Lot: This project will be tabled until an engineering firm can evaluate the sidewalk to determine the cause of the repeated damage, so as to avoid reoccurrence.
     - 5.2.3. Restroom Handicapped Assist Doors: Director Hatch shared that auto-openers have been ordered. The electrical component of this project will move forward after the installation of the fixtures has been completed.
     - 5.2.4. Slow Door Closers: Will be addressed after the other projects been completed.

5.3 Annual report – tabled until next month.

6. **New Business**:
   6.1. Launchpad Lending: A written policy regarding the lending of Launchpads will now be included with each Launchpad case, and the lending period will be reduced to one week. Trustee weeks moved to approve the Launchpad lending policy, Trustee Harris seconded. Motion carried.
   6.2. Proposal to purchase additional hotspots: Current hotspots are continually checked out or are on hold. Director Hatch requests to purchase add 10 additional hotspots once the Emergency Connectivity Funding has been released. If the Emergency Connectivity Funding is not available, Director Hatch would like the Library to purchase the hotspots. Director Hatch will also request that the Friends of the Library purchase 5 additional hotspots to be circulated with Chromebooks. Trustee Harris moved to apply Emergency Connectivity Funding or otherwise purchase additional hotspots, Trustee McMunn seconded. Motion carried.
   6.3. Sunday work hour's proposal from Staff: Previously when the library was open on Sundays, staff was paid at a rate of time and a half, thereby making the 5 hours worked on Sunday count as a "full day" of work. A staff member has proposed that the library return to this policy to help with scheduling. This proposal also included that the library be closed on Sunday July 3 giving staff the opportunity to enjoy the holiday weekend with their families. Motion to approve proposal for Sunday hours was made by Trustee Weeks, Vice President Harris seconded. Motion carried. Trustee Clemens motioned for the closure of the Library on Sunday, July 3, Trustee weeks seconded. Motion carried.
   6.4. Open Forum: President Keef congratulated Director Hatch on her 30 year anniversary with the Library. President Keef also shared her enthusiasm for the departmental reports that were submitted to the board. Trustee Clemens expressed frustration with the library's online catalog. Director Hatch suggested using the myLIBRO app to access the online catalog from a smartphone. Director Hatch will demo the app at the next board meeting.

      Director Hatch met with Christian Wirth from the village regarding the potential need to access village-owned wells on located on Family Drive in the future. A portion of one well falls within the southwest parking lot. Mr. Wirth was concerned that if the library building was ever expanded in the future the expansion might impact the well. After a review of the area, it was determined that this was not cause for concern.

Plans are being made for this year's Staff Development day, the date as yet TBD. Staff Development Day will include training in using the library's defibrillating machine. Training will be conducted by the Milford Fire Department.

Finally, Director Hatch has suggested moving the library's website host.

6.5 Closed Session: Trustee Weeks moved for a closed session to discuss attorney/client information regarding a personnel matter, Trustee McMunn seconded. Motion carried.

Vice President Harris moved to return to open session, Trustee Weeks seconded. Motion carried.

7. **Communications:** None

8. **Adjournment:** Trustee Weeks moved to adjourn, Trustee Clemens seconded. Motion carried. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary

12:11 PM
05/16/22
Accrual Basis

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

	Apr 30, 22	Apr 30, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
001 · Cash-Checking (Flagstar)	1,164,970.48	1,148,820.98	16,149.50
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	14.60	-9.60
006 · Petty Cash	200.00	110.17	89.83
008 · Cash-Money market (HVSB)	206,277.64	206,063.77	213.87
017 · Investments	948,954.38	544,845.19	404,109.19
Total Checking/Savings	2,512,886.60	2,092,333.81	420,552.79
Other Current Assets			
018 · Receivables	0.00	0.00	0.00
123 · Prepaid Expenses	47,435.54	43,336.06	4,099.48
Total Other Current Assets	47,435.54	43,336.06	4,099.48
Total Current Assets	2,560,322.14	2,135,669.87	424,652.27
TOTAL ASSETS	**2,560,322.14**	**2,135,669.87**	**424,652.27**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
202 · Accounts Payable*	23,285.87	26,199.18	-2,913.31
Total Accounts Payable	23,285.87	26,199.18	-2,913.31
Other Current Liabilities			
228 · State W/H Taxes Payable	1,843.56	1,585.80	257.76
229 · Fed W/H Taxes Payable	5,512.02	4,969.84	542.18
231 · Payroll deductions payable	417.21	381.59	35.62
257 · Accrued Payroll	5,298.34	6,860.88	-1,562.54
Total Other Current Liabilities	13,071.13	13,798.11	-726.98
Total Current Liabilities	36,357.00	39,997.29	-3,640.29
Total Liabilities	36,357.00	39,997.29	-3,640.29
Equity			
370 · FB - Nonspendable prepaids	47,435.54	43,336.06	4,099.48
375 · FB - Restricted-Nonexpendable	192,079.10	192,079.10	0.00
385 · FB - Assigned	361,934.00	75,289.00	286,645.00
390 · Fund Balance-Unassigned	828,927.75	695,071.37	133,856.38
Net Income	1,093,588.75	1,089,897.05	3,691.70
Total Equity	2,523,965.14	2,095,672.58	428,292.56
TOTAL LIABILITIES & EQUITY	**2,560,322.14**	**2,135,669.87**	**424,652.27**

Milford Public Library

Fund Balance

April 30, 2022

	12/31/2019	12/31/2020	Preliminary 12/31/2021	3/31/2022	4/30/2022	YTD Variance
General Fund:						
Fund balance-Non spendable	$ 35,999.48	$ 37,518.63	$ 45,985.99	$ 32,803.71	$ 47,435.54	$ 1,449.55
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	$ -
Assigned	75,289.00	75,289.00	387,177.00	387,177.00	361,934.00	$ (25,243.00)
Unassigned	491,837.33	584,131.39	380,533.44	818,316.58	828,927.75	$ 448,394.31
YTD income (loss)	93,813.21	116,757.41	424,600.86	1,174,136.39	1,093,588.75	668,987.89
Fund Balance (Modified Accrual)	**889,018.12**	**1,005,775.53**	**1,430,376.39**	**2,604,512.78**	**2,523,965.14**	**1,093,588.75**
Modifed accrual fund balance growth	12.2%	13.5%	42.6%	328.3%	229.4%	
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	26,370.90	59,151.08	$ (55,221.35)
YTD Dispositions (NBV)	-	-	(205.00)	-	-	$ 205.00
Depreciation	(99,166.33)	(100,052.00)	(93,201.00)	(24,454.25)	(32,605.67)	$ 60,595.33
Ending Balance	539,457.11	662,439.49	560,423.54	562,340.19	586,968.95	26,545.41
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	$ 3,149,770.47	$ 3,093,851.59	$ 1,120,134.16
Full accrual fund balance growth	7.0%	8.2%	19.8%	237.1%	169.3%	

Milford Public Library
Fund Balance
April 30, 2022

	12/31/2019	12/31/2020	Preliminary 12/31/2021	3/31/2022	4/30/2022	YTD Variance
Non-Spendable:						
Prepaid Expenses	35,999.48	37,518.63	45,985.99	32,803.71	47,435.54	$ 1,449.55
Other	-	-	-	-	-	$ -
	35,999.48	37,518.63	45,985.99	32,803.71	47,435.54	1,449.55
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	343,045.00	317,802.00	$ (25,243.00)
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	361,934.00	(25,243.00)
Full Accrual Adjustments:						
Accrued unemployment	-	-	-	-	-	$ -
Accrued sick pay	14,016.00	17,360.11	17,082.50	17,082.50	17,082.50	$ -
Other						$ -
	14,420.00	17,360.11	17,082.50	17,082.50	17,082.50	-
General Fixed Assets Account Group (GFAAG):						
YTD Additions- Bldg/Land Improvements	10,485.38	136,692.44	13,708.48	5,210.31	30,453.31	$ 16,744.83
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	19,324.75	26,861.93	$ (51,928.13)
Total YTD Additions	89,702.27	223,034.38	114,372.43	26,370.90	59,151.08	(55,221.35)

12:00 PM
05/16/22
Accrual Basis

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

	Apr 22	Jan - Apr 22	% YTD
Income			
401 · Taxes revenue			
402 · Current real property taxes	21,036.81	1,493,504.51	1.4%
Total 401 · Taxes revenue	21,036.81	1,493,504.51	1.4%
539 · State grants			
569 · State Grants-other	0.00	8,339.56	0.0%
573 · Local stablization share	34,780.75	34,780.75	100.0%
Total 539 · State grants	34,780.75	43,120.31	80.7%
600 · Charges for services			
626 · Services Rendered	19.00	52.00	36.5%
642 · Services-Sales	234.80	774.05	30.3%
Total 600 · Charges for services	253.80	826.05	30.7%
655 · Fines/Fees/Lost Books/Cards	65.18	442.76	14.7%
664 · Investment income/rents			
665 · Interest Income	270.38	1,414.87	19.1%
Total 664 · Investment income/rents	270.38	1,414.87	19.1%
671 · Other revenue-general			
674 · Private contributions/donations	101.50	117.48	86.4%
689 · Cash over/short	-0.01	0.37	-2.7%
671 · Other revenue-general - Other	0.00	253.81	0.0%
Total 671 · Other revenue-general	101.49	371.66	27.3%
Total Income	56,508.41	1,539,680.16	3.7%
Expense			
701 · Personal services			
703 · Salaries	32,938.56	132,276.88	24.9%
704 · Wages-part time employees	17,910.57	61,726.39	29.0%
709 · Employer's Social Security	3,804.70	14,524.17	26.2%
718 · Health/dental insurance expense	3,542.43	21,569.97	16.4%
730 · Insurance-Workers Comp	0.00	980.00	0.0%
Total 701 · Personal services	58,196.26	231,077.41	25.2%
750 · Supplies			
751 · Adv. & Promotion	1,154.00	3,720.54	31.0%
752 · Supplies-Office/general	1,380.79	6,308.74	21.9%
755 · Collections Maintenance	389.62	1,054.98	36.9%
756 · Covid-19 response supplies	177.34	428.66	41.4%
Total 750 · Supplies	3,101.75	11,512.92	26.9%
800 · Other services & charges			
801 · Professional Services	1,526.00	6,662.00	22.9%
804 · Automation			
804.1 · Electronic content delivery	2,284.12	9,968.51	22.9%
804 · Automation - Other	10,459.18	22,572.22	46.3%
Total 804 · Automation	12,743.30	32,540.73	39.2%
805 · TLN Central Services	291.25	1,623.80	17.9%
850 · Communications	287.72	1,154.28	24.9%
851 · Postage	68.55	854.38	8.0%
852 · Other Misc Communications	336.88	1,435.82	23.5%
861 · Transportation-mileage reimbs	14.04	27.11	51.8%
913 · Travel	644.12	644.12	100.0%
915 · Memberships & dues	997.99	997.99	100.0%
917 · Utilities-Sewage	0.00	312.80	0.0%
918 · Utilities-Water	0.00	289.85	0.0%
919 · Waste & rubbish disposal	91.43	352.27	26.0%
920 · Utilities-Electric	8,080.27	29,096.71	27.8%
921 · Utilities-Natural gas	2,130.09	9,198.15	23.2%
930 · Land & building repairs	11,574.15	44,489.52	26.0%
935 · Property liability insurance	1,059.73	4,238.92	25.0%
948 · Computer services	958.33	4,709.35	20.3%
955 · Miscellaneous	3.38	3.38	100.0%
967-A · Programming - Adult	402.17	2,911.11	13.8%
967-YA · Programming - Teens	376.22	982.62	38.3%
967-YS · Programming - Youth Svcs.	665.20	1,825.09	36.4%
Total 800 · Other services & charges	42,250.82	144,350.00	29.3%
970 · Capital Outlay			

Figures presented on modified accrual basis of accounting.

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Apr 22	Jan - Apr 22	% YTD
975 · Buildings & improvements	25,243.00	30,453.31	82.9%
980.02 · Office equipment	0.00	1,835.84	0.0%
982-A · Books - Adult	2,658.92	10,542.05	25.2%
982-YA · Books - Teens	658.17	1,979.12	33.3%
982-YS · Books - Youth Services	1,615.09	6,745.70	23.9%
985-A · Audio Visual - Adult	312.86	2,048.09	15.3%
985-YA · Audio Visual - Teens	651.99	1,341.97	48.6%
985-YS · Audio Visual - Youth Services	932.21	1,514.24	61.6%
986 · Periodicals	707.94	2,690.76	26.3%
Total 970 · Capital Outlay	32,780.18	59,151.08	55.4%
Total Expense	136,329.01	446,091.41	30.6%
Net Income	-79,820.60	1,093,588.75	-7.3%

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through April 2022

	Jan - Apr 22	Budget	$ Over Budget	% of Budget
Income				
401 · Taxes revenue				
402 · Current real property taxes	1,493,504.51	1,493,000.00	504.51	100.0%
437 · Industrial Facilities Tax	0.00	5,000.00	-5,000.00	0.0%
Total 401 · Taxes revenue	1,493,504.51	1,498,000.00	-4,495.49	99.7%
539 · State grants				
540 · State Penal Fines	0.00	25,000.00	-25,000.00	0.0%
569 · State Grants-other	8,339.56	12,000.00	-3,660.44	69.5%
573 · Local stablization share	34,780.75	15,000.00	19,780.75	231.9%
Total 539 · State grants	43,120.31	52,000.00	-8,879.69	82.9%
600 · Charges for services				
626 · Services Rendered	52.00	100.00	-48.00	52.0%
642 · Services-Sales	774.05	1,000.00	-225.95	77.4%
Total 600 · Charges for services	826.05	1,100.00	-273.95	75.1%
655 · Fines/Fees/Lost Books/Cards	442.76	1,000.00	-557.24	44.3%
664 · Investment income/rents				
665 · Interest Income	1,414.87	12,000.00	-10,585.13	11.8%
667 · Rents	0.00	600.00	-600.00	0.0%
Total 664 · Investment income/rents	1,414.87	12,600.00	-11,185.13	11.2%
671 · Other revenue-general				
674 · Private contributions/donations	117.48	5,500.00	-5,382.52	2.1%
689 · Cash over/short	0.37	0.00	0.37	100.0%
671 · Other revenue-general - Other	253.81	3,000.00	-2,746.19	8.5%
Total 671 · Other revenue-general	371.66	8,500.00	-8,128.34	4.4%
Total Income	1,539,680.16	1,573,200.00	-33,519.84	97.9%
Expense				
701 · Personal services				
703 · Salaries	132,276.88	490,600.00	-358,323.12	27.0%
704 · Wages-part time employees	61,726.39	176,000.00	-114,273.61	35.1%
709 · Employer's Social Security	14,524.17	51,000.00	-36,475.83	28.5%
716 · Defined cont ret plan expense	0.00	15,000.00	-15,000.00	0.0%
718 · Health/dental insurance expense	21,569.97	81,960.00	-60,390.03	26.3%
730 · Insurance-Workers Comp	980.00	1,300.00	-320.00	75.4%
Total 701 · Personal services	231,077.41	815,860.00	-584,782.59	28.3%
750 · Supplies				
751 · Adv. & Promotion	3,720.54	15,050.00	-11,329.46	24.7%
752 · Supplies-Office/general	6,308.74	17,000.00	-10,691.26	37.1%
755 · Collections Maintenance	1,054.98	10,000.00	-8,945.02	10.5%
756 · Covid-19 response supplies	428.66	5,000.00	-4,571.34	8.6%
Total 750 · Supplies	11,512.92	47,050.00	-35,537.08	24.5%
800 · Other services & charges				
801 · Professional Services	6,662.00	46,350.00	-39,688.00	14.4%
804 · Automation				
804.1 · Electronic content delivery	9,968.51	52,000.00	-42,031.49	19.2%
804 · Automation - Other	22,572.22	52,500.00	-29,927.78	43.0%
Total 804 · Automation	32,540.73	104,500.00	-71,959.27	31.1%
805 · TLN Central Services	1,623.80	7,200.00	-5,576.20	22.6%
850 · Communications	1,154.28	3,640.00	-2,485.72	31.7%
851 · Postage	854.38	4,200.00	-3,345.62	20.3%
852 · Other Misc Communications	1,435.82	7,200.00	-5,764.18	19.9%
861 · Transportation-mileage reimbs	27.11	2,000.00	-1,972.89	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%

12:10 PM
05/16/22
Accrual Basis

Milford Public Library
Revenues & Expenditures-Budget vs. Actual
January through April 2022

	Jan - Apr 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	352.27	1,500.00	-1,147.73	23.5%
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	44,489.52	128,100.00	-83,610.48	34.7%
935 · Property liability insurance	4,238.92	15,000.00	-10,761.08	28.3%
940 · Rent	0.00	10.00	-10.00	0.0%
948 · Computer services	4,709.35	15,000.00	-10,290.65	31.4%
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	2,911.11	8,000.00	-5,088.89	36.4%
967-YA · Programming - Teens	982.62	3,000.00	-2,017.38	32.8%
967-YS · Programming - Youth Svcs.	1,825.09	9,000.00	-7,174.91	20.3%
Total 800 · Other services & charges	144,350.00	468,890.00	-324,540.00	30.8%
970 · Capital Outlay				
974 · Land improvements	0.00	10,000.00	-10,000.00	0.0%
975 · Buildings & improvements	30,453.31	100,000.00	-69,546.69	30.5%
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	10,542.05	40,000.00	-29,457.95	26.4%
982-YA · Books - Teens	1,979.12	5,000.00	-3,020.88	39.6%
982-YS · Books - Youth Services	6,745.70	30,000.00	-23,254.30	22.5%
985-A · Audio Visual - Adult	2,048.09	8,000.00	-5,951.91	25.6%
985-YA · Audio Visual - Teens	1,341.97	1,300.00	41.97	103.2%
985-YS · Audio Visual - Youth Services	1,514.24	11,600.00	-10,085.76	13.1%
986 · Periodicals	2,690.76	9,000.00	-6,309.24	29.9%
Total 970 · Capital Outlay	59,151.08	241,400.00	-182,248.92	24.5%
Total Expense	446,091.41	1,573,200.00	-1,127,108.59	28.4%
Net Income	**1,093,588.75**	**0.00**	**1,093,588.75**	**100.0%**

Figures presented on modified accrual basis.

Milford Public Library
Check Detail
April 20 through May 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**14348**	**04/20/2022**	***Karen Dobson**	**001 · Cash-Checking (Flagstar)**		**-705.81**
Bill	041322	04/13/2022		913 · Travel	-191.30	191.30
				913 · Travel	-452.82	452.82
				967-YS · Programming - Youth Svcs.	-61.69	61.69
TOTAL					-705.81	705.81
Bill Pmt -Check	**14349**	**04/20/2022**	**Applied Imaging**	**001 · Cash-Checking (Flagstar)**		**-253.11**
Bill	1940482	04/11/2022		752 · Supplies-Office/general	-160.55	160.55
Bill	1940483	04/11/2022		752 · Supplies-Office/general	-92.56	92.56
TOTAL					-253.11	253.11
Bill Pmt -Check	**14350**	**04/20/2022**	**Baker & Taylor Books**	**001 · Cash-Checking (Flagstar)**		**-1,038.11**
Bill	2036600298	03/19/2022		982-YS · Books - Youth Services	-7.49	7.49
Bill	2036600299	03/19/2022		982-YS · Books - Youth Services	-168.03	168.03
Bill	2036600294	03/19/2022		982-YS · Books - Youth Services	-3.59	3.59
Bill	2036600295	03/19/2022		982-YA · Books - Teens	-10.40	10.40
Bill	2036600296	03/19/2022		982-YA · Books - Teens	-11.58	11.58
Bill	2036600297	03/19/2022		982-YA · Books - Teens	-43.73	43.73
Bill	2036618303	03/25/2022		982-YA · Books - Teens	-11.04	11.04
Bill	2036618304	03/25/2022		982-YA · Books - Teens	-85.48	85.48
Bill	2036618302	03/25/2022		982-YS · Books - Youth Services	-35.65	35.65
Bill	2036618305	03/25/2022		982-YS · Books - Youth Services	-54.69	54.69
Bill	2036648243	04/06/2022		982-YA · Books - Teens	-6.59	6.59
Bill	2036648241	04/06/2022		982-YA · Books - Teens	-28.88	28.88
Bill	2036648242	04/06/2022		982-YA · Books - Teens	-11.04	11.04
Bill	2036648244	04/06/2022		982-YA · Books - Teens	-270.48	270.48
Bill	2036651793	04/06/2022		982-YA · Books - Teens	-8.99	8.99
Bill	2036648245	04/06/2022		982-YS · Books - Youth Services	-25.60	25.60
Bill	2036648240	04/06/2022		982-YS · Books - Youth Services	-38.29	38.29
Bill	2036651794	04/06/2022		982-YS · Books - Youth Services	-216.56	216.56
TOTAL					-1,038.11	1,038.11
Bill Pmt -Check	**14351**	**04/20/2022**	**Delta Dental Plan of Michigan**	**001 · Cash-Checking (Flagstar)**		**-437.40**
Bill	RIS000411...	05/01/2022		231 · Payroll deductions payable	-437.40	437.40
TOTAL					-437.40	437.40
Bill Pmt -Check	**14352**	**04/20/2022**	**Demco, Inc.**	**001 · Cash-Checking (Flagstar)**		**0.00**

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					0.00	0.00
Bill Pmt -Check	**14353**	**04/20/2022**	**Foster Swift Collins & Smith PC**	**001 · Cash-Checking (Flagstar)**		**-270.00**
Bill	830975	04/14/2022		801 · Professional Services	-270.00	270.00
TOTAL					-270.00	270.00
Bill Pmt -Check	**14354**	**04/20/2022**	**Goyette Mechanical**	**001 · Cash-Checking (Flagstar)**		**-19,616.82**
Bill	910109035	04/08/2022		123 · Prepaid Expenses	-18,168.00	18,168.00
Bill	117655	04/08/2022		930 · Land & building repairs	-509.50	509.50
Bill	910108881	04/08/2022		930 · Land & building repairs	-939.32	939.32
TOTAL					-19,616.82	19,616.82
Bill Pmt -Check	**14355**	**04/20/2022**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-1,609.34**
Bill	58741044	04/01/2022		982-A · Books - Adult	-65.03	65.03
Bill	58761190	04/03/2022		982-A · Books - Adult	-9.91	9.91
Bill	58773080	04/04/2022		982-A · Books - Adult	-13.92	13.92
Bill	58773081	04/04/2022		982-A · Books - Adult	-163.23	163.23
Bill	58794199	04/05/2022		982-A · Books - Adult	-79.26	79.26
Bill	58824295	04/06/2022		982-A · Books - Adult	-27.72	27.72
Bill	58824296	04/06/2022		982-A · Books - Adult	-40.47	40.47
Bill	58853880	04/07/2022		982-YS · Books - Youth Services	-154.87	154.87
Bill	58845409	04/07/2022		982-A · Books - Adult	-78.05	78.05
Bill	58845405	04/07/2022		982-A · Books - Adult	-52.19	52.19
Bill	58845408	04/07/2022		982-YS · Books - Youth Services	-504.73	504.73
Bill	58845406	04/07/2022		982-A · Books - Adult	-15.94	15.94
Bill	58845407	04/07/2022		982-YS · Books - Youth Services	-11.16	11.16
Bill	58904275	04/11/2022		982-A · Books - Adult	-307.95	307.95
Bill	58904274	04/11/2022		982-YS · Books - Youth Services	-10.06	10.06
Bill	58928228	04/12/2022		982-A · Books - Adult	-63.71	63.71
Bill	58928227	04/12/2022		982-YS · Books - Youth Services	-11.14	11.14
TOTAL					-1,609.34	1,609.34
Bill Pmt -Check	**14356**	**04/20/2022**	**Interactive Energies Group**	**001 · Cash-Checking (Flagstar)**		**-25,243.00**
Bill	INV20211323	04/13/2022		975 · Buildings & improvements	-12,621.50	25,243.00
				385 · FB - Assigned	-12,621.50	25,243.00
TOTAL					-25,243.00	50,486.00

Milford Public Library
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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**14357**	**04/20/2022**	**Mary VanDerworp**	**001 · Cash-Checking (Flagstar)**		**-24.59**
Bill	041422	04/14/2022		861 · Transportation-mileage reimbs	-14.04	14.04
				851 · Postage	-10.55	10.55
TOTAL					-24.59	24.59
Bill Pmt -Check	**14358**	**04/20/2022**	**National Time & Signal Corporation**	**001 · Cash-Checking (Flagstar)**		**-420.00**
Bill	148616	04/04/2022		930 · Land & building repairs	-420.00	420.00
TOTAL					-420.00	420.00
Bill Pmt -Check	**14359**	**04/20/2022**	**Oriental Trading Company, Inc.**	**001 · Cash-Checking (Flagstar)**		**-171.07**
Bill	715963685-...	04/01/2022		967-YS · Programming - Youth Svcs.	-72.71	72.71
Bill	716054360-...	04/05/2022		967-YS · Programming - Youth Svcs.	-50.81	50.81
Bill	716167423-...	04/13/2022		967-YS · Programming - Youth Svcs.	-47.55	47.55
TOTAL					-171.07	171.07
Bill Pmt -Check	**14360**	**04/20/2022**	**Overdrive**	**001 · Cash-Checking (Flagstar)**		**-502.04**
Bill	01576CO22...	04/11/2022		804.1 · Electronic content delivery	-502.04	502.04
TOTAL					-502.04	502.04
Bill Pmt -Check	**14361**	**04/20/2022**	**Proquest LLC**	**001 · Cash-Checking (Flagstar)**		**-1,300.00**
Bill	70726263	04/01/2022		123 · Prepaid Expenses	-1,300.00	1,300.00
TOTAL					-1,300.00	1,300.00
Bill Pmt -Check	**14362**	**04/20/2022**	**Windstream (formly PAETEC)**	**001 · Cash-Checking (Flagstar)**		**-36.07**
Bill	Apr22	04/05/2022		850 · Communications	-36.07	36.07
TOTAL					-36.07	36.07
Bill Pmt -Check	**14363**	**04/20/2022**	**Demco, Inc.**	**001 · Cash-Checking (Flagstar)**		**-75.12**
Bill	7111304	04/11/2022		755 · Collections Maintenance	-75.12	100.30

Milford Public Library
Check Detail
April 20 through May 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-75.12	100.30
Bill Pmt -Check	**14364**	**04/27/2022**	**AFLAC**	**001 · Cash-Checking (Flagstar)**		**-264.11**
Bill	002534	04/12/2022		231 · Payroll deductions payable	-264.11	264.11
TOTAL					-264.11	264.11
Bill Pmt -Check	**14365**	**04/27/2022**	**ASCAP**	**001 · Cash-Checking (Flagstar)**		**-254.00**
Bill	122000070...	04/21/2022		751 · Adv. & Promotion	-254.00	254.00
TOTAL					-254.00	254.00
Bill Pmt -Check	**14366**	**04/27/2022**	**Demco, Inc.**	**001 · Cash-Checking (Flagstar)**		**-190.67**
Bill	7114452	04/15/2022		755 · Collections Maintenance	-190.67	190.67
TOTAL					-190.67	190.67
Bill Pmt -Check	**14367**	**04/27/2022**	**GFL Environmental**	**001 · Cash-Checking (Flagstar)**		**-91.43**
Bill	0054950545	04/15/2022		919 · Waste & rubbish disposal	-91.43	91.43
TOTAL					-91.43	91.43
Bill Pmt -Check	**14368**	**04/27/2022**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-452.59**
Bill	59001287	04/15/2022		982-YS · Books - Youth Services	-21.22	21.22
Bill	59001288	04/15/2022		982-A · Books - Adult	-16.66	16.66
Bill	59001289	04/15/2022		982-A · Books - Adult	-222.30	222.30
Bill	59022401	04/17/2022		982-YS · Books - Youth Services	-31.35	31.35
Bill	59022402	04/17/2022		982-A · Books - Adult	-67.27	67.27
Bill	59053526	04/19/2022		982-A · Books - Adult	-20.19	20.19
Bill	59053527	04/19/2022		982-A · Books - Adult	-52.55	52.55
Bill	59080940	04/20/2022		982-YS · Books - Youth Services	-21.05	21.05
TOTAL					-452.59	452.59
Bill Pmt -Check	**14369**	**04/27/2022**	**Karen Dybis**	**001 · Cash-Checking (Flagstar)**		**-150.00**
Bill	Prog051522	11/01/2021		123.01 · Prepaid programing expenses	-150.00	150.00
TOTAL					-150.00	150.00

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Check Detail
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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**14370**	**04/27/2022**	**Library Design Associates, Inc.**	**001 · Cash-Checking (Flagstar)**		**-485.00**
Bill	22-145-01	04/12/2022		930 · Land & building repairs	-485.00	485.00
TOTAL					-485.00	485.00
Bill Pmt -Check	**14371**	**04/27/2022**	**Library Network**	**001 · Cash-Checking (Flagstar)**		**-9,497.99**
Bill	69938	04/08/2022		804 · Automation	-8,285.89	8,285.89
Bill	69975	04/12/2022		804 · Automation	-458.80	458.80
Bill	70042	04/21/2022		985-YS · Audio Visual - Youth Services	-626.30	626.30
				986 · Periodicals	-67.00	67.00
				982-A · Books - Adult	-60.00	60.00
TOTAL					-9,497.99	9,497.99
Bill Pmt -Check	**14372**	**04/27/2022**	**Oriental Trading Company, Inc.**	**001 · Cash-Checking (Flagstar)**		**-311.76**
Bill	716273781-...	04/14/2022		967-YS · Programming - Youth Svcs.	-100.06	100.06
Bill	716286722-...	04/15/2022		967-YS · Programming - Youth Svcs.	-83.08	83.08
Bill	716291427....	04/18/2022		967-YS · Programming - Youth Svcs.	-128.62	128.62
TOTAL					-311.76	311.76
Bill Pmt -Check	**14373**	**04/27/2022**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-421.12**
Bill	24299097	04/06/2022		752 · Supplies-Office/general	-360.55	360.55
Bill	24489893	04/14/2022		752 · Supplies-Office/general	-60.57	60.57
TOTAL					-421.12	421.12
Bill Pmt -Check	**14374**	**04/27/2022**	**Redhen Design**	**001 · Cash-Checking (Flagstar)**		**-900.00**
Bill	2016	04/15/2022		751 · Adv. & Promotion	-900.00	900.00
TOTAL					-900.00	900.00
Bill Pmt -Check	**14375**	**04/27/2022**	**Rose Pest Solutions**	**001 · Cash-Checking (Flagstar)**		**-81.00**
Bill	31009235	04/04/2022		930 · Land & building repairs	-81.00	81.00
TOTAL					-81.00	81.00

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**14376**	**04/27/2022**	**Stanley Access Tech LLC**	**001 · Cash-Checking (Flagstar)**		**-680.00**
Bill	906493635	04/11/2022		930 · Land & building repairs	-680.00	680.00
TOTAL					-680.00	680.00
Bill Pmt -Check	**14378**	**05/04/2022**	**Blackstone Publishing**	**001 · Cash-Checking (Flagstar)**		**-137.59**
Bill	2038932	04/18/2022		985-A · Audio Visual - Adult	-72.00	72.00
Bill	2039465	04/20/2022		985-A · Audio Visual - Adult	-65.59	65.59
TOTAL					-137.59	137.59
Bill Pmt -Check	**14379**	**05/04/2022**	**Clearfly**	**001 · Cash-Checking (Flagstar)**		**-127.08**
Bill	INV422739	05/01/2022		850 · Communications	-127.08	127.08
TOTAL					-127.08	127.08
Bill Pmt -Check	**14380**	**05/04/2022**	**DTE Energy**	**001 · Cash-Checking (Flagstar)**		**-10,210.36**
Bill	Apr22	04/19/2022		920 · Utilities-Electric	-8,080.27	8,080.27
				921 · Utilities-Natural gas	-2,130.09	2,130.09
TOTAL					-10,210.36	10,210.36
Bill Pmt -Check	**14381**	**05/04/2022**	**Findaway World LLC**	**001 · Cash-Checking (Flagstar)**		**-614.07**
Bill	386505	04/22/2022		985-YA · Audio Visual - Teens	-464.10	464.10
Bill	386513	04/22/2022		985-YA · Audio Visual - Teens	-149.97	149.97
TOTAL					-614.07	614.07
Bill Pmt -Check	**14382**	**05/04/2022**	**Flagstar**	**001 · Cash-Checking (Flagstar)**		**-2,318.37**
Bill	Apr22	04/21/2022		804 · Automation	-1,308.30	1,308.30
				756 · Covid-19 response supplies	-177.34	177.34
				850 · Communications	-127.08	127.08
				967-YA · Programming - Teens	-324.71	324.71
				967-YS · Programming - Youth Svcs.	-79.95	79.95
				985-A · Audio Visual - Adult	-113.71	113.71
				985-YA · Audio Visual - Teens	-37.92	37.92
				985-YS · Audio Visual - Youth Services	-41.91	41.91
				967-A · Programming - Adult	-102.17	102.17

Milford Public Library
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Type	Num	Date	Name	Account	Paid Amount	Original Amount
				982-YS · Books - Youth Services	-5.28	5.28
TOTAL					-2,318.37	2,318.37
Bill Pmt -Check	**14383**	**05/04/2022**	**Frontier**	**001 · Cash-Checking (Flagstar)**		**-124.57**
Bill	Apr22	04/19/2022		850 · Communications	-124.57	124.57
TOTAL					-124.57	124.57
Bill Pmt -Check	**14384**	**05/04/2022**	**Gale/Cengage Learning**	**001 · Cash-Checking (Flagstar)**		**-84.72**
Bill	77627723	04/18/2022		982-A · Books - Adult	-84.72	84.72
TOTAL					-84.72	84.72
Bill Pmt -Check	**14385**	**05/04/2022**	**Heather Wittrup***	**001 · Cash-Checking (Flagstar)**		**-27.48**
Bill	042722	04/27/2022		967-YS · Programming - Youth Svcs.	-27.48	27.48
TOTAL					-27.48	27.48
Bill Pmt -Check	**14386**	**05/04/2022**	**Jani-King of Michigan, Inc.**	**001 · Cash-Checking (Flagstar)**		**-897.00**
Bill	DET042203...	04/25/2022		930 · Land & building repairs	-897.00	897.00
TOTAL					-897.00	897.00
Bill Pmt -Check	**14387**	**05/04/2022**	**Jeff Fletcher**	**001 · Cash-Checking (Flagstar)**		**-300.00**
Bill	Prog051622	09/24/2021		123.01 · Prepaid programing expenses	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	**14388**	**05/04/2022**	**Petty Cash***	**001 · Cash-Checking (Flagstar)**		**-81.52**
Bill	042422	04/24/2022		006 · Petty Cash	-81.52	81.52
TOTAL					-81.52	81.52
Bill Pmt -Check	**14389**	**05/04/2022**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-371.06**
Bill	24603999	04/20/2022		752 · Supplies-Office/general	-371.06	371.06

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-371.06	371.06
Bill Pmt -Check	**14390**	**05/04/2022**	**Synergy Electric LLC**	**001 · Cash-Checking (Flagstar)**		**-346.50**
Bill	3536	04/18/2022		930 · Land & building repairs	-346.50	346.50
TOTAL					-346.50	346.50
Bill Pmt -Check	**14391**	**05/04/2022**	**Technology Solutions, LLC**	**001 · Cash-Checking (Flagstar)**		**-600.00**
Bill	23738	05/01/2022		930 · Land & building repairs	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	**14392**	**05/11/2022**	**Absopure Water Company**	**001 · Cash-Checking (Flagstar)**		**-89.60**
Bill	88330915	04/06/2022		752 · Supplies-Office/general	-71.60	71.60
Bill	59334240	04/30/2022		752 · Supplies-Office/general	-18.00	18.00
TOTAL					-89.60	89.60
Bill Pmt -Check	**14393**	**05/11/2022**	**Baker & Taylor Books**	**001 · Cash-Checking (Flagstar)**		**-172.85**
Bill	2036673426	04/14/2022		982-YS · Books - Youth Services	-39.84	39.84
Bill	2036673423	04/14/2022		982-YA · Books - Teens	-17.03	17.03
Bill	2036673424	04/14/2022		982-YA · Books - Teens	-99.61	99.61
Bill	2036673422	04/14/2022		982-YS · Books - Youth Services	-4.79	4.79
Bill	2036673425	04/14/2022		982-YS · Books - Youth Services	-11.58	11.58
TOTAL					-172.85	172.85
Bill Pmt -Check	**14394**	**05/11/2022**	**Blackstone Publishing**	**001 · Cash-Checking (Flagstar)**		**-61.56**
Bill	2041185	04/29/2022		985-A · Audio Visual - Adult	-61.56	61.56
TOTAL					-61.56	61.56
Bill Pmt -Check	**14395**	**05/11/2022**	**Brodart Co.**	**001 · Cash-Checking (Flagstar)**		**-264.00**
Bill	601766	04/26/2022		985-YS · Audio Visual - Youth Services	-264.00	264.00
TOTAL					-264.00	264.00
Bill Pmt -Check	**14396**	**05/11/2022**	**Demco, Inc.**	**001 · Cash-Checking (Flagstar)**		**-123.83**

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	7118660	04/25/2022		755 · Collections Maintenance	-123.83	123.83
TOTAL					-123.83	123.83
Bill Pmt -Check	**14397**	**05/11/2022**	**Gale/Cengage Learning**	**001 · Cash-Checking (Flagstar)**		**-26.99**
Bill	77678028	04/27/2022		982-A · Books - Adult	-26.99	26.99
TOTAL					-26.99	26.99
Bill Pmt -Check	**14398**	**05/11/2022**	**Ingram Library Services**	**001 · Cash-Checking (Flagstar)**		**-1,347.21**
Bill	59128110	04/22/2022		982-YS · Books - Youth Services	-21.15	21.15
Bill	59128111	04/22/2022		982-A · Books - Adult	-11.75	11.75
Bill	59156433	04/25/2022		982-YS · Books - Youth Services	-11.69	11.69
Bill	59156434	04/25/2022		982-A · Books - Adult	-13.72	13.72
Bill	59252189	04/29/2022		982-A · Books - Adult	-1,141.23	1,141.23
Bill	59252188	04/29/2022		982-YS · Books - Youth Services	-28.24	28.24
Bill	59252187	04/29/2022		982-YS · Books - Youth Services	-11.43	11.43
Bill	59272664	04/30/2022		982-A · Books - Adult	-9.89	9.89
Bill	59272663	04/30/2022		982-YS · Books - Youth Services	-98.11	98.11
TOTAL					-1,347.21	1,347.21
Bill Pmt -Check	**14399**	**05/11/2022**	**J.E. Strauss Consulting/CPA, LLC**	**001 · Cash-Checking (Flagstar)**		**-1,256.00**
Bill	2314	04/30/2022		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-224.00	224.00
TOTAL					-1,256.00	1,256.00
Bill Pmt -Check	**14400**	**05/11/2022**	**Jani-King of Michigan, Inc.**	**001 · Cash-Checking (Flagstar)**		**-3,081.00**
Bill	DET052201...	05/01/2022		930 · Land & building repairs	-3,081.00	3,081.00
TOTAL					-3,081.00	3,081.00
Bill Pmt -Check	**14401**	**05/11/2022**	**Kanopy, Inc.**	**001 · Cash-Checking (Flagstar)**		**-40.50**
Bill	295911	04/30/2022		804.1 · Electronic content delivery	-40.50	40.50
TOTAL					-40.50	40.50

Milford Public Library
Check Detail
April 20 through May 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**14402**	**05/11/2022**	**Karin Boughey***	**001 · Cash-Checking (Flagstar)**		**-50.00**
Bill	050922	05/09/2022		967-A · Programming - Adult	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	**14403**	**05/11/2022**	**Midwest Tape**	**001 · Cash-Checking (Flagstar)**		**-1,440.22**
Bill	501912183	03/31/2022		804.1 · Electronic content delivery	-727.04	727.04
Bill	502048687	04/30/2022		804.1 · Electronic content delivery	-713.18	713.18
TOTAL					-1,440.22	1,440.22
Bill Pmt -Check	**14404**	**05/11/2022**	**Quill Corporation**	**001 · Cash-Checking (Flagstar)**		**-187.69**
Bill	24759069	04/27/2022		752 · Supplies-Office/general	-187.69	187.69
TOTAL					-187.69	187.69
Bill Pmt -Check	**14405**	**05/11/2022**	**T-Mobile**	**001 · Cash-Checking (Flagstar)**		**-336.88**
Bill	Apr22	04/25/2022		852 · Other Misc Communications	-336.88	336.88
TOTAL					-336.88	336.88
Bill Pmt -Check	**14406**	**05/11/2022**	**Windstream (formly PAETEC)**	**001 · Cash-Checking (Flagstar)**		**-36.07**
Bill	May22	05/04/2022		850 · Communications	-36.07	36.07
TOTAL					-36.07	36.07

12:17 PM
05/16/22

Milford Public Library
Check Detail
April 20 through May 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	**14377**	**05/01/2022**	**Nationwide**	**001 · Cash-Checking (Flagstar)**		**-500.00**
				231 · Payroll deductions payable	-100.00	100.00
				231 · Payroll deductions payable	-400.00	400.00
TOTAL					-500.00	500.00

LIBRARY DIRECTOR'S REPORT
May 2022

SUGGESTION BOX AND RANDOM COMMENTS

From Kristin Denman, Circulation Services, received in person: The Youth Department got a great compliment this morning when a patron from White Lake came in to check out books. As she was leaving, she shared that she LOVES the book bundles on different subjects that we do and comes here specifically to get them. She said she wishes her library did the same, but is happy to come and use ours, since the bundles are always fabulous. Great job!

STAFF UPDATES

I will be on vacation in rural Ohio (and without wifi and possibly cell service!) from May 30 through June 2. Karen Dobson will be in charge during my absence.

The now open full-time position in the Circulation Department was posted internally and a couple of staff members indicated interest in the position. We will interview internal candidates soon.

STAFF ANNIVERSARIES: May

Tina Hatch, Library Director, 30 years (plus another 5 years prior to a break in service)
Heather Wittrup, Youth Services Librarian, 19 years
Tina Wilson, Shelver, 4 years
Brian Elkins, Substitute Librarian, 4 years

STAFF ANNIVERSARIES: June

Grace Bur, Teen Services Librarian, 5 years

BUILDING UPDATES

The annual Fire Alarm System inspection was completed on 05/05/2022. All devices worked as expected.

During the LED lighting project, a bit of stealth censorship was discovered when Electrician Jeremy found a couple of Trump related books on top of the stacks. Also discovered during the project, a pack of cigarettes and lots of dust!

I will be meeting with Bob Rockafeller to discuss occasional Handyman type jobs on Monday, May 16.

TLN UPDATES

None

FRIENDS OF THE LIBRARY UPDATE

The FOL has funded the service fees, for one year, for mobile hotspots that will be paired with the 5 Chromebooks for circulation. They also provided funding for hotspot cases.

INCIDENT REPORTS

Report of a patron who fell in the parking lot. Fall was witnessed by a staff member, who helped the patron get up. Assistance beyond that was refused by the patron who would not give their name or phone number.

Meetings, Webinars, Etc. Attended by Director

April 27, 2022	Misinformation and Your Library
April 28, 2022	Shared Automation System User's Group (SASUG)
April 29, 2022	Public Library Financial Policies – Library of Michigan
May 5, 2022	Emergency Connectivity Fund (ECF) Filing Window 3 Webinar (recorded version)
May 10, 2022	Libraries Build Business – Support from Boards, Friends, and Foundations
May 11, 2022	TLN Director's Meeting
May 11, 2022	First Amendment Audits
May 13, 2022	Statewide Director's Meeting

Adult Department Report

April 2022

The monthly book discussion series continued with a discussion of *The Colorado Kid* by Stephen King. The winter/spring book discussion theme is A Hard Case of Crime: Pulp Fiction by Popular Authors. Nine people attended this discussion.

The program Drawing Out Crime featured Michigan State Police Lieutenant Sarah Krebs in an overview of her 20 year career as a forensic artist. Fifty people attended this program on April 7.

Automobile historian Russell Dore presented a program on Electric Cars: Past Present and Future. Dore discussed the early history of electric vehicles and provided some insight into the future of electric automobiles. Twenty people attended this program on April 19.

The Milford Public Library hosted a Coin Assessment Night with the Huron Valley Numismatic Society. This is the first assessment night we have hosted since 2019.

David Stokes conducted one outreach visit in April.

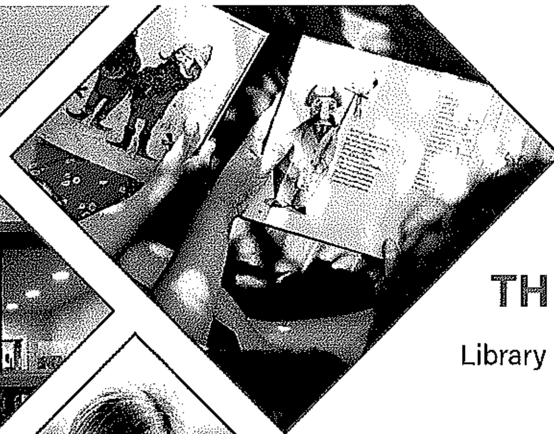
David Stokes attended a meeting of the TLN Outreach Services Committee.

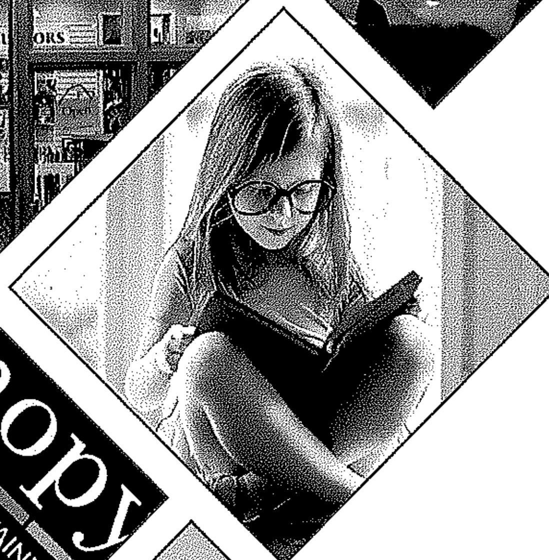
The adult services department proctored one test in April.

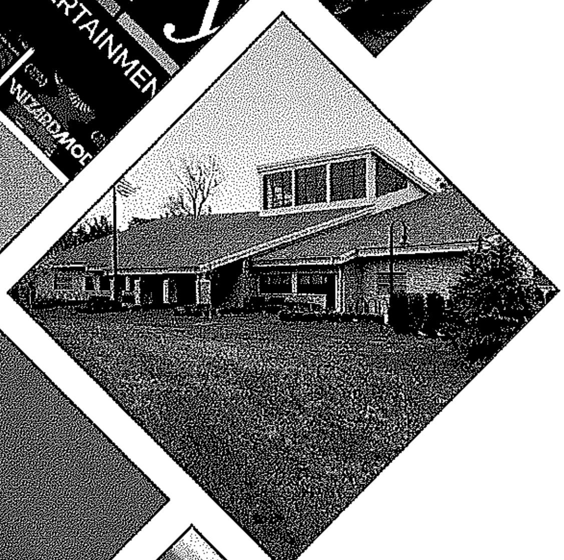
Respectfully submitted.

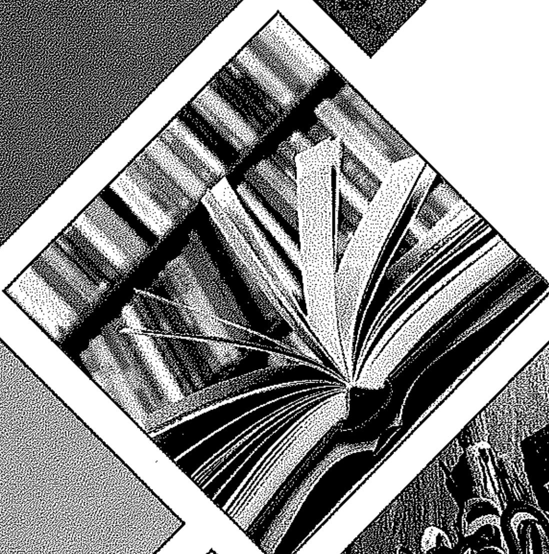
Karin Boughey

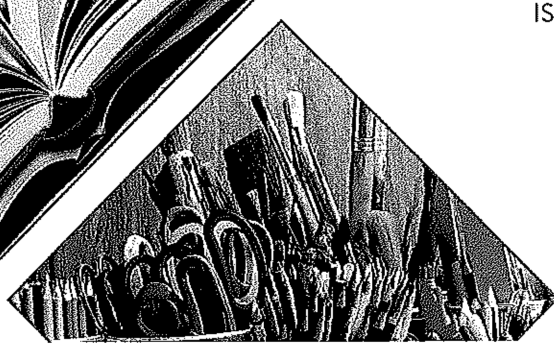
Head of Adult Services











2021
THE YEAR IN REVIEW:

Library usage continued to rebound, but still impacted by the pandemic

Public Group Study and Tutorial rooms reopened

Additional digital services available, including Kanopy, Infobase All Access Videos and Just for Kids Video

Bottle Fillers added to drinking fountains

Workforce Development Starter Collection from the Library of Michigan added to library resources

New Microfilm Reader added to available devices, thanks to The Friends of the Library

In Person and virtual programming continue, as do the ever popular Youth and Teen Activity Bags

173,318 CHECKOUTS	1,347 PROGRAM ATTENDANCE
14,236 REERENCE QUESTIONS	2,928 COMPUTER SESSIONS
38,383 LIBRARY VISITS	66 MEETING ROOMS USAGE
523 NEW LIBRARY CARDS ISSUED	79,108 ITEMS IN COLLECTION (NOT INCLUDING E-CONTENT)

*All statistics impacted by Covid-19

MILFORD PUBLIC LIBRARY

330 Family Drive, Milford, MI 48381
248-684-0845 • www.milfordlibrary.info

Policy: 207
Subject: Working Conditions
Reviewed: 04/05/2010, 09/24/2012, 05/10/2022
Approved: 01/01/1995
Revised: 10/23/2012

1. The normal full-time work week is thirty-seven and one-half (37.5) hours per week, divided among five days. The Library retains the right to establish the number of hours worked each week.
2. For persons working a full day (8 hours scheduled), an unpaid one-half hour lunch or dinner period is also scheduled. Each employee may take a fifteen minute relief period for each three and three quarter (3.75) hours worked.
3. Persons working a Sunday are eligible for a 50% premium above their scheduled hours (i.e. Persons working 5 hours on Sunday will be paid for 7.5 hours, Persons working 4.5 hours on Sunday will be paid for 6.75 hours).
4. Because of the Library's open hours, an employee's weekly work schedule may vary.
    a) Schedules, including lunch and dinner periods and relief periods, are developed as to ensure continuous service to the public.
    b) Employees are regularly expected to work some weekends and evenings.
    c) As much as possible, schedules will be adapted to classes or other personal needs.

Milford Public Library

Memo

To: Board of Trustees

From: Tina Hatch, Library Director

CC:

Date: 5/4/2022

Re: Fund Balance Assignments

Following is a suggested re-allocation of the library's fund balance:

Current:

Explanation	Amount
Fund balance at end of FY2021 (Unaudited)	$1,430,376
Nonspendable (Endowment)	-$192,079
Nonspendable (Prepaid Expense)	-$45,986
Anticipated usage of fund balance for FY2022	$0
Fund Balance	**$1,192,311**

Fund Balance includes the following assignments (Assignments can be changed):	
Tax Appeals	$1,000
Art Sculpture	$6,000
Building Improvements	$343,045
Technology Improvements	$25,000
Collections Development	$5,000
Staff Development	$5,000
Special Youth Projects	$2,132
Total Assigned	**$387,177**
Unassigned	**$805,134**

The Library's Fund Balance Policy states: The Library's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than three months of general fund operating expenditures, or 25 percent of General Fund expenditures.

Based upon our policy, we should have about $389,000 in our unassigned fund balance (25% of our budget of $1,573,200). This leaves about $411,834 that could be assigned. I am suggesting the following assignments

Recommended Assignments	
Tax Appeals	$1,000
Art Sculpture	$6,000
Building Improvements	$771,000
Technology Improvements	$25,000
Collections Development	$0
Staff Development	$0
Adult Programming	$0
Total Assigned	**$803,000**
Unassigned	**$389,311**

Adult Programming, Staff Development, and Collections Development all have better budget line items than when those amounts were assigned and I think it prudent to move additional funds into Building Improvements (see attached information from Goyette regarding expected life of HVAC Equipment).

Recommendation: Approve fund balance assignments as presented.