

MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

**Tuesday, October 25, 2022
7:00 PM**

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: September 27, 2022
 - 2.2. Approval of Financial Reports and Invoices for September
 - 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. Sidewalks/Parking Lot
 - 5.1.2. Slow Door Closers
 - 5.2. Contract for Director
 - 5.3. Memorial for Judy Clemens
6. New Business
 - 6.1. Health Benefits Renewal for 2023
 - 6.2. Treasurer for Board
 - 6.3. Giving Tree Proposal from Stephen Jackman, Adult Services Librarian
 - 6.4. Website RFP
 - 6.5. Open Forum
7. Communications
 - 7.1. Randal Busick, Thank you card, 09/28/2022
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 September 27, 2022 7:00 P.M.

Members Present: President Janet Keef, Vice President Barbara Harris, Secretary Marianne McMunn, Trustee Donna Gramlich and Trustee Megan Weeks. Also present were Library Director Tina Hatch and Administrative Assistant Mary VanDerworp to record the minutes.

1. **Call to Order:** President Janet Keef called the meeting to order at 7:00 P.M..
2. **Consent Agenda:** A motion to approve the Consent Agenda was made by Marianne McMunn and seconded by Megan Weeks. All were in favor, the motion carried.
3. **Approval of Agenda:** A motion to approve the Amended Agenda was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, the motion carried.
4. **Call to the Public:** Mira Stakhiv, applicant for the open seat on the Library Board spoke of her interest in serving on the board, as well as her qualifications.
5. **Unfinished Business:**
 - 5.1 **Facility Improvements**
 - 5.1.1 **Sidewalks/Parking Lot:** There were no updates regarding this matter.
 - 5.1.2 **Slow Door Closers:** this matter is still pending.
 - 5.2 **Contract for Director:** This matter is still pending.
 - 5.3 **Memorial for Judy Clemens:** Megan Weeks shared some pamphlets from the artist Rachelle Ashley of "The Wire Forest". Ms Ashley had a display at this year's Milford Memories. It was agreed that Ms. Ashley, would be asked to visit the library to help determine the best size and color and design for the memorial.
6. **New Business:**
 - 6.1. **Consider Appointment of Trustee to complete term:** The board members held an open discussion about the background and qualifications they thought would best add another dimension to the board. There were 4 applications filed for the empty seat, and the board discussed the merits of each applicant. A motion was made by Barbara Harris to approve the appointment of Kimberly Gutierrez, an elementary school teacher with children enrolled in Huron Valley Schools. The motion was seconded by Megan Weeks. All were in favor, the motion carried.
 - 6.2. **Budget Adjustment #1 and #2 of 2022:** Having taken in more revenue than projected in the areas of taxes, state aid, and local stabilization the Library budget required an adjustment. The adjustment requires board approval. In

addition, the Library's budget required adjusting to comport with the new Chart of Accounts issued by the State of Michigan (account numbers only). A motion to approve the budget adjustment #1 was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, the motion carried. A motion to approve changing the internal accounts to comport with the new Chart of Accounts was made by Marianne McMunn and seconded by Barbara Harris. All were in favor, the motion carried.

- 6.3. **Emergency Purchase related to lightning strike damage:** Director Hatch went on to share details of a power outage that was the result of a lightning strike the previous week and the library equipment that suffered damage. One item, the frequency drivers, needed immediate repair. Director Hatch received a quote to repair the frequency drivers. The quote must be ratified by the Library Board. A motion to ratify the quote was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, motion carried.

- 6.4. **Open Forum:** none

7. **Communications:** None

8. **Adjournment:** A motion to adjourn was made by Barbara Harris and seconded by Marianne McMunn. All were in favor, the motion carried. At 7:45 P.M. the meeting was adjourned to October 25, 2022 at 7:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary

12:11 PM

10/14/22

Accrual Basis

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

	Sep 30, 22	Sep 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
001 • Cash-Checking	314,249.08	116,754.44	197,494.64
003 • Certificates of deposit	192,079.10	397,172.82	-205,093.72
004 • Impress Cash	605.00	534.46	70.54
008 • Cash-Money market (HVSb)	206,545.56	206,133.71	411.85
017 • Investments (S/T)	1,405,623.56	992,156.77	413,466.79
Total Checking/Savings	2,119,102.30	1,712,752.20	406,350.10
Other Current Assets			
123 • Prepaid Expenses	47,740.48	35,466.70	12,273.78
Total Other Current Assets	47,740.48	35,466.70	12,273.78
Total Current Assets	2,166,842.78	1,748,218.90	418,623.88
TOTAL ASSETS	2,166,842.78	1,748,218.90	418,623.88
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
202 • Accounts Payable*	27,070.49	29,125.75	-2,055.26
Total Accounts Payable	27,070.49	29,125.75	-2,055.26
Other Current Liabilities			
228 • Due to State of MI	1,837.72	1,577.00	260.72
229 • Due to Federal Government	5,534.23	4,761.67	772.56
231 • Payroll deductions payable	314.46	335.19	-20.73
257 • Accrued Payroll	6,510.36	6,860.88	-350.52
Total Other Current Liabilities	14,196.77	13,534.74	662.03
Total Current Liabilities	41,267.26	42,660.49	-1,393.23
Total Liabilities	41,267.26	42,660.49	-1,393.23
Equity			
370 • FB - Nonspendable prepaids	47,740.48	35,466.70	12,273.78
375 • FB - Restricted-Nonexpendable	192,079.10	192,079.10	0.00
385 • FB - Assigned	803,000.00	387,177.00	415,823.00
390 • Fund Balance-Unassigned	387,556.81	391,052.73	-3,495.92
Net Income	695,199.13	699,782.88	-4,583.75
Total Equity	2,125,575.52	1,705,558.41	420,017.11
TOTAL LIABILITIES & EQUITY	2,166,842.78	1,748,218.90	418,623.88

Milford Public Library

Fund Balance

September 30, 2022

	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>8/31/2022</u>	<u>9/30/2022</u>	<u>YTD Variance</u>
General Fund:						
Fund balance-Non spendable	\$ 35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 54,106.54	\$ 47,740.48	\$ 1,754.49
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	803,000.00	803,000.00	\$ 415,823.00
Unassigned	491,837.33	584,131.39	380,533.44	381,190.75	387,556.81	\$ 7,023.37
YTD income (loss)	93,813.21	116,757.41	424,600.86	797,761.52	695,199.13	270,598.27

Fund Balance (Modified Accrual)	\$ 889,018.12	\$ 1,005,775.53	\$ 1,430,376.39	2,228,137.91	2,125,575.52	\$ 695,199.13
Modified accrual fund balance growth	12.2%	13.5%	42.6%	83.7%	64.8%	

General Fixed Assets Account Group

(GFAAG):

Beginning Balance	548,921.17	539,457.11	662,439.49	672,380.67	672,380.67	\$ 9,941.18
YTD Additions	89,702.27	223,034.38	112,120.30	126,645.54	139,123.96	\$ 27,003.66
YTD Dispositions (NBV)	-	-	-	-	-	\$ -
Depreciation	(99,166.33)	(100,052.00)	(102,179.12)	(65,211.33)	(73,362.75)	\$ 28,816.37
Ending Balance	539,457.11	662,439.49	672,380.67	733,814.88	738,141.88	\$ 65,761.21
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	\$ 2,085,674.56	\$ 2,944,870.29	\$ 2,846,634.90	\$ 760,960.34
Full accrual fund balance growth	7.0%	8.2%	19.8%	61.8%	48.6%	

Milford Public Library

Fund Balance

September 30, 2022

	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>8/31/2022</u>	<u>9/30/2022</u>	<u>YTD Variance</u>
<u>Non-Spendable:</u>						
Prepaid Expenses	35,999.48	37,518.63	45,985.99	54,106.54	47,740.48	\$ 1,754.49
Other	-	-	-	-	-	\$ -
\$	\$ 35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 54,106.54	\$ 47,740.48	\$ 1,754.49

<u>Restricted-Non expendable:</u>						
Endowment Fund-Alta Tripp	27,579.25	27,579.25	27,579.25	27,579.25	27,579.25	\$ -
Endowment Fund-Carlton Tripp	164,499.85	164,499.85	164,499.85	164,499.85	164,499.85	\$ -
Other	-	-	-	-	-	\$ -
\$	\$ 192,079.10	\$ 192,079.10	\$ 192,079.10	\$ 192,079.10	\$ 192,079.10	\$ -

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

<u>Full Accrual Adjustments:</u>						
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	\$ -

<u>General Fixed Assets Account Group (GFAAG):</u>						
YTD Additions- Bldg/Land Improvements	10,485.38	136,692.44	13,708.48	70,878.16	70,878.16	\$ 57,169.68
YTD Additions-Furn & Fixtures	10,630.00	15,996.00	930.00	819.00	819.00	\$ (111.00)
YTD Additions-Equipment	7,131.86	6,424.38	20,943.89	1,835.84	1,835.84	\$ (19,108.05)
YTD Additions-Collections	61,455.03	63,921.56	78,790.06	53,112.54	65,590.96	\$ (13,199.10)
Total YTD Additions	\$ 89,702.27	\$ 223,034.38	\$ 114,372.43	\$ 126,645.54	\$ 139,123.96	\$ 24,751.53

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Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

Accrual Basis

General Fund

	Sep 22	Jan - Sep 22	% YTD
Income			
400 • Revenue			
401 • Taxes revenue			
402 • Current real property taxes	0.00	1,522,146.64	0.0%
410 • Current personal property tax	0.00	12,545.58	0.0%
437 • Industrial Facilities Tax	0.00	7,300.50	0.0%
Total 401 • Taxes revenue	0.00	1,541,992.72	0.0%
539 • State grants			
540 • State Penal Fines	0.00	25,537.02	0.0%
569 • State Grants-other	0.00	16,796.48	0.0%
573 • Local stabilization share	0.00	92,497.32	0.0%
Total 539 • State grants	0.00	134,830.82	0.0%
600 • Charges for services			
626 • Services Rendered	12.00	114.00	10.5%
642 • Services-Sales	219.40	1,674.70	13.1%
Total 600 • Charges for services	231.40	1,788.70	12.9%
655 • Fines & forfeits			
655.01 • Fines/Fees/Lost Books/Cards	245.60	1,903.88	12.9%
Total 655 • Fines & forfeits	245.60	1,903.88	12.9%
664 • Investment income/rents			
665 • Interest Income	405.40	5,854.72	6.9%
667 • Rents	300.00	300.00	100.0%
Total 664 • Investment Income/rents	705.40	6,154.72	11.5%
672 • Other revenue-general			
674 • Private contributions/donations	1.19	2,202.26	0.1%
689 • Cash over/short	1.10	0.97	113.4%
672 • Other revenue-general - Other	0.00	253.81	0.0%
Total 672 • Other revenue-general	2.29	2,457.04	0.1%
Total 400 • Revenue	1,184.69	1,689,127.88	0.1%
Total Income	1,184.69	1,689,127.88	0.1%
Expense			
700 • Expenditures/expenses			
701 • Personnel services			
702 • Salaries	33,980.23	298,011.35	11.4%
703 • Wages-part time employees	15,747.46	145,744.81	10.8%
709 • Employer's Social Security	3,718.88	33,203.86	11.2%
716 • Defined contrib plan expense	0.00	-14.59	0.0%
718 • Health/dental insurance expense	5,084.15	47,321.92	10.7%
725 • Insurance-Workers Comp	0.00	821.00	0.0%
Total 701 • Personnel services	58,530.72	525,088.35	11.1%
726 • Supplies			
727 • Supplies-Office/general	866.26	11,237.78	7.7%
729 • Covid-19 response supplies	135.45	1,033.45	13.1%
730 • Collections Maintenance	501.74	3,763.40	13.3%
Total 726 • Supplies	1,503.45	16,034.63	9.4%
800 • Other services & charges			
801 • Professional Services	3,387.90	24,242.98	14.0%
804 • Automation			
804.1 • Electronic content delivery	2,852.40	22,773.34	12.5%
804 • Automation - Other	587.07	38,318.47	1.5%
Total 804 • Automation	3,439.47	61,091.81	5.6%
805 • TLN Central Services	291.25	3,080.05	9.5%
815 • Computer services	1,219.45	8,568.04	14.2%
820 • Waste & rubbish disposal	95.08	841.10	11.4%
850 • Communications	235.29	2,433.35	9.7%
861 • Transportation-mileage reimb	0.00	84.87	0.0%
880 • Community promotion			
881 • Adv. & Promotion	2,652.00	10,133.66	26.2%
Total 880 • Community promotion	2,652.00	10,133.66	26.2%
901 • Postage	2.60	2,512.02	0.1%
920 • Utilities			
921 • Utilities-Sewage	248.01	925.15	26.8%
922 • Utilities-Water	1,428.04	2,218.83	64.4%
923 • Utilities-Electric	6,783.14	64,718.47	10.5%
924 • Utilities-Natural gas	462.36	11,730.86	3.9%
Total 920 • Utilities	8,921.55	79,593.31	11.2%
930 • Land & building repair services	6,349.20	90,354.50	7.0%
955 • Miscellaneous	0.00	3.38	0.0%
960 • Property/ liability insurance	1,176.00	8,803.10	13.4%
965 • Professional development			

Figures presented on modified accrual basis of accounting.

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10/14/22

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Sep 22	Jan - Sep 22	% YTD
965.01 • Conferences	245.33	520.33	47.1%
965.02 • Travel	0.00	644.12	0.0%
965.03 • Memberships & dues	0.00	1,122.99	0.0%
965 • Professional development - Ot...	145.45	145.45	100.0%
Total 965 • Professional development	390.78	2,432.89	16.1%
967 • Project costs (programming_			
967-A • Programming - Adult	1,033.85	5,111.38	20.2%
967-O • Other Misc Communications	772.85	5,021.64	15.4%
967-YA • Programming - Teens	720.42	2,560.28	28.1%
967-YS • Programming - Youth Svcs.	546.27	6,822.45	8.0%
Total 967 • Project costs (programming_	3,073.39	19,515.75	15.7%
Total 800 • Other services & charges	31,234.94	313,681.81	10.0%
970 • Capital Outlay			
975 • Buildings & Improvements	0.00	70,878.16	0.0%
980 • Office furniture & fixtures	0.00	819.00	0.0%
981 • Office equipment	0.00	1,835.84	0.0%
982-A • Books - Adult	3,515.40	24,610.10	14.3%
982-YA • Books - Teens	630.69	4,286.64	14.7%
982-YS • Books - Youth Services	6,241.00	19,955.36	31.3%
985-A • Audio Visual - Adult	553.57	4,974.19	11.1%
985-YA • Audio Visual - Teens	52.35	902.00	5.8%
985-YS • Audio Visual - Youth Services	301.13	4,967.21	6.1%
986 • Periodicals	640.94	5,895.46	10.9%
Total 970 • Capital Outlay	11,935.08	139,123.96	8.6%
Total 700 • Expenditures/expenses	103,204.19	993,928.75	10.4%
Total Expense	103,204.19	993,928.75	10.4%
Net Income	-102,019.50	695,199.13	-14.7%

Figures presented on modified accrual basis of accounting.

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10/14/22

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-Prior Yr Comp

General Fund

	Jan - Sep 22	Jan - Sep 21	\$ Change	% Change
Income				
400 · Revenue				
401 · Taxes revenue				
402 · Current real property taxes	1,522,146.64	1,485,394.55	36,752.09	2.5%
410 · Current personal property tax	12,545.58	0.00	12,545.58	100.0%
437 · Industrial Facilities Tax	7,300.50	7,129.05	171.45	2.4%
Total 401 · Taxes revenue	1,541,992.72	1,492,523.60	49,469.12	3.3%
539 · State grants				
540 · State Penal Fines	25,537.02	27,785.65	-2,248.63	-8.1%
569 · State Grants-other	16,796.48	13,647.81	3,148.67	23.1%
573 · Local stablization share	92,497.32	23,109.54	69,387.78	300.3%
539 · State grants - Other	0.00	3,358.13	-3,358.13	-100.0%
Total 539 · State grants	134,830.82	67,901.13	66,929.69	98.6%
600 · Charges for services				
626 · Services Rendered	114.00	21.00	93.00	442.9%
642 · Services-Sales	1,674.70	434.35	1,240.35	285.6%
Total 600 · Charges for services	1,788.70	455.35	1,333.35	292.8%
655 · Fines & forfeits				
655.01 · Fines/Fees/Lost Books/Cards	1,903.88	1,184.59	719.29	60.7%
Total 655 · Fines & forfeits	1,903.88	1,184.59	719.29	60.7%
664 · Investment income/rents				
665 · Interest Income	5,854.72	6,988.10	-1,133.38	-16.2%
667 · Rents	300.00	0.00	300.00	100.0%
Total 664 · Investment income/rents	6,154.72	6,988.10	-833.38	-11.9%
672 · Other revenue-general				
674 · Private contributions/donations	2,202.26	1,066.64	1,135.62	106.5%
689 · Cash over/short	0.97	1.56	-0.59	-37.8%
672 · Other revenue-general - Other	253.81	555.85	-302.04	-54.3%
Total 672 · Other revenue-general	2,457.04	1,624.05	832.99	51.3%
Total 400 · Revenue	1,689,127.88	1,570,676.82	118,451.06	7.5%
Total Income	1,689,127.88	1,570,676.82	118,451.06	7.5%
Expense				
700 · Expenditures/expenses				
701 · Personnel services				
702 · Salaries	298,011.35	295,444.14	2,567.21	0.9%
703 · Wages-part time employees	145,744.81	109,144.08	36,600.73	33.5%
708 · State unemployment taxes	0.00	0.00	0.00	0.0%
709 · Employer's Social Security	33,203.86	30,885.78	2,318.08	7.5%
716 · Defined cont ret plan expense	-14.59	0.00	-14.59	-100.0%
718 · Health/dental insurance expense	47,321.92	51,053.19	-3,731.27	-7.3%
725 · Insurance-Workers Comp	821.00	817.00	4.00	0.5%
Total 701 · Personnel services	525,088.35	487,344.19	37,744.16	7.7%
726 · Supplies				
727 · Supplies-Office/general	11,237.78	9,522.09	1,715.69	18.0%
729 · Covid-19 response supplies	1,033.45	3,148.89	-2,115.44	-67.2%
730 · Collections Maintenance	3,763.40	4,814.85	-1,051.45	-21.8%
Total 726 · Supplies	16,034.63	17,485.83	-1,451.20	-8.3%
800 · Other services & charges				
801 · Professional Services	24,242.98	19,280.84	4,962.14	25.7%
804 · Automation				
804.1 · Electronic content delivery	22,773.34	16,269.00	6,504.34	40.0%

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10/14/22

Accrual Basis

Milford Public Library

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

	Jan - Sep 22	Jan - Sep 21	\$ Change	% Change
804 · Automation - Other	38,318.47	34,000.74	4,317.73	12.7%
Total 804 · Automation	61,091.81	50,269.74	10,822.07	21.5%
805 · TLN Central Services	3,080.05	3,997.65	-917.60	-23.0%
815 · Computer services	8,559.04	7,476.68	1,082.36	14.5%
820 · Waste & rubbish disposal	841.10	674.16	166.94	24.8%
850 · Communications	2,433.35	2,637.54	-204.19	-7.7%
861 · Transportation-mileage reimbs	84.87	53.92	30.95	57.4%
880 · Community promotion				
881 · Adv. & Promotion	10,133.66	11,151.12	-1,017.46	-9.1%
Total 880 · Community promotion	10,133.66	11,151.12	-1,017.46	-9.1%
901 · Postage	2,512.02	1,772.90	739.12	41.7%
920 · Utilities				
921 · Utilities-Sewage	925.15	650.59	274.56	42.2%
922 · Utilities-Water	2,218.83	1,605.84	612.99	38.2%
923 · Utilities-Electric	64,718.47	66,625.19	-1,906.72	-2.9%
924 · Utilities-Natural gas	11,730.86	7,472.65	4,258.21	57.0%
Total 920 · Utilities	79,593.31	76,354.27	3,239.04	4.2%
930 · Land & building repair services	90,354.50	79,039.20	11,315.30	14.3%
955 · Miscellaneous	3.38	54.46	-51.08	-93.8%
960 · Property/ liability insurance	8,803.10	9,392.26	-589.16	-6.3%
965 · Professional development				
965.01 · Conferences	520.33	0.00	520.33	100.0%
965.02 · Travel	644.12	0.00	644.12	100.0%
965.03 · Memberships & dues	1,122.99	1,830.26	-707.27	-38.6%
965 · Professional development - Other	145.45	173.00	-27.55	-15.9%
Total 965 · Professional development	2,432.89	2,003.26	429.63	21.5%
967 · Project costs (programming_				
967-A · Programming - Adult	5,111.38	3,432.02	1,679.36	48.9%
967-O · Other Misc Communications	5,021.64	3,403.14	1,618.50	47.6%
967-YA · Programming - Teens	2,560.28	1,380.56	1,179.72	85.5%
967-YS · Programming - Youth Svcs.	6,822.45	4,886.14	1,936.31	39.6%
Total 967 · Project costs (programming_	19,515.75	13,101.86	6,413.89	49.0%
Total 800 · Other services & charges	313,681.81	277,259.86	36,421.95	13.1%
970 · Capital Outlay				
975 · Buildings & improvements	70,878.16	10,336.48	60,541.68	585.7%
980 · Office furniture & fixtures	819.00	930.00	-111.00	-11.9%
981 · Office equipment	1,835.84	19,839.86	-18,004.02	-90.8%
982-A · Books - Adult	24,610.10	24,875.80	-265.70	-1.1%
982-YA · Books - Teens	4,286.64	3,672.21	614.43	16.7%
982-YS · Books - Youth Services	19,955.36	14,702.05	5,253.31	35.7%
985-A · Audio Visual - Adult	4,974.19	4,584.80	389.39	8.5%
985-YA · Audio Visual - Teens	902.00	486.52	415.48	85.4%
985-YS · Audio Visual - Youth Services	4,967.21	3,661.51	1,305.70	35.7%
986 · Periodicals	5,895.46	5,714.83	180.63	3.2%
Total 970 · Capital Outlay	139,123.96	88,804.06	50,319.90	56.7%
Total 700 · Expenditures/expenses	993,928.75	870,893.94	123,034.81	14.1%
Total Expense	993,928.75	870,893.94	123,034.81	14.1%
Net Income	695,199.13	699,782.88	-4,583.75	-0.7%

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Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
400 • Revenue				
401 • Taxes revenue				
402 • Current real property taxes	1,522,146.64	1,493,000.00	29,146.64	102.0%
410 • Current personal property tax	12,545.58			
437 • Industrial Facilities Tax	7,300.50	5,000.00	2,300.50	146.0%
Total 401 • Taxes revenue	1,541,992.72	1,498,000.00	43,992.72	102.9%
539 • State grants				
540 • State Penal Fines	25,537.02	25,000.00	537.02	102.1%
569 • State Grants-other	16,796.48	12,000.00	4,796.48	140.0%
573 • Local stablization share	92,497.32	15,000.00	77,497.32	616.6%
Total 539 • State grants	134,830.82	52,000.00	82,830.82	259.3%
600 • Charges for services				
626 • Services Rendered	114.00	100.00	14.00	114.0%
642 • Services-Sales	1,674.70	1,000.00	674.70	167.5%
Total 600 • Charges for services	1,788.70	1,100.00	688.70	162.6%
655 • Fines & forfeits				
655.01 • Fines/Fees/Lost Books/Cards	1,903.88	1,000.00	903.88	190.4%
Total 655 • Fines & forfeits	1,903.88	1,000.00	903.88	190.4%
664 • Investment income/rents				
665 • Interest Income	5,854.72	12,000.00	-6,145.28	48.8%
667 • Rents	300.00	600.00	-300.00	50.0%
Total 664 • Investment income/rents	6,154.72	12,600.00	-6,445.28	48.8%
672 • Other revenue-general				
674 • Private contributions/donations	2,202.26	5,500.00	-3,297.74	40.0%
689 • Cash over/short	0.97	0.00	0.97	100.0%
672 • Other revenue-general - Other	253.81	3,000.00	-2,746.19	8.5%
Total 672 • Other revenue-general	2,457.04	8,500.00	-6,042.96	28.9%
Total 400 • Revenue	1,689,127.88	1,573,200.00	115,927.88	107.4%
Total Income	1,689,127.88	1,573,200.00	115,927.88	107.4%
Expense				
700 • Expenditures/expenses				
701 • Personnel services				
702 • Salaries	298,011.35	490,600.00	-192,588.65	60.7%
703 • Wages-part time employees	145,744.81	176,000.00	-30,255.19	82.8%
709 • Employer's Social Security	33,203.86	51,000.00	-17,796.14	65.1%
716 • Defined cont ret plan expense	-14.59	15,000.00	-15,014.59	-0.1%
718 • Health/dental insurance expense	47,321.92	81,960.00	-34,638.08	57.7%
725 • Insurance-Workers Comp	821.00	1,300.00	-479.00	63.2%
Total 701 • Personnel services	525,088.35	815,860.00	-290,771.65	64.4%
726 • Supplies				
727 • Supplies-Office/general	11,237.78	17,000.00	-5,762.22	66.1%
729 • Covid-19 response supplies	1,033.45	5,000.00	-3,966.55	20.7%
730 • Collections Maintenance	3,763.40	10,000.00	-6,236.60	37.6%
Total 726 • Supplies	16,034.63	32,000.00	-15,965.37	50.1%
800 • Other services & charges				
801 • Professional Services	24,242.98	46,350.00	-22,107.02	52.3%
804 • Automation				
804.1 • Electronic content delivery	22,773.34	52,000.00	-29,226.66	43.8%
804 • Automation - Other	38,318.47	52,500.00	-14,181.53	73.0%
Total 804 • Automation	61,091.81	104,500.00	-43,408.19	58.5%

Figures presented on modified accrual basis.

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Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
805 · TLN Central Services	3,080.05	7,200.00	-4,119.95	42.8%
815 · Computer services	8,559.04	15,000.00	-6,440.96	57.1%
820 · Waste & rubbish disposal	841.10	1,500.00	-658.90	56.1%
850 · Communications	2,433.35	3,640.00	-1,206.65	66.9%
861 · Transportation-mileage reimb	84.87	2,000.00	-1,915.13	4.2%
880 · Community promotion				
881 · Adv. & Promotion	10,133.66	15,050.00	-4,916.34	67.3%
Total 880 · Community promotion	10,133.66	15,050.00	-4,916.34	67.3%
901 · Postage	2,512.02	4,200.00	-1,687.98	59.8%
920 · Utilities				
921 · Utilities-Sewage	925.15	2,000.00	-1,074.85	46.3%
922 · Utilities-Water	2,218.83	3,000.00	-781.17	74.0%
923 · Utilities-Electric	64,718.47	87,000.00	-22,281.53	74.4%
924 · Utilities-Natural gas	11,730.86	12,000.00	-269.14	97.8%
Total 920 · Utilities	79,593.31	104,000.00	-24,406.69	76.5%
930 · Land & building repair services	90,354.50	128,100.00	-37,745.50	70.5%
940 · Rent	0.00	10.00	-10.00	0.0%
955 · Miscellaneous	3.38	240.00	-236.62	1.4%
960 · Property/ liability insurance	8,803.10	15,000.00	-6,196.90	58.7%
964 · Refunds & Rebates	0.00	150.00	-150.00	0.0%
965 · Professional development				
965.01 · Conferences	520.33	2,000.00	-1,479.67	26.0%
965.02 · Travel	644.12	2,000.00	-1,355.88	32.2%
965.03 · Memberships & dues	1,122.99	3,000.00	-1,877.01	37.4%
965 · Professional development - Other	145.45	2,800.00	-2,654.55	5.2%
Total 965 · Professional development	2,432.89	9,800.00	-7,367.11	24.8%
967 · Project costs (programming_				
967-A · Programming - Adult	5,111.38	8,000.00	-2,888.62	63.9%
967-O · Other Misc Communications	5,021.64	7,200.00	-2,178.36	69.7%
967-YA · Programming - Teens	2,560.28	3,000.00	-439.72	85.3%
967-YS · Programming - Youth Svcs.	6,822.45	9,000.00	-2,177.55	75.8%
Total 967 · Project costs (programming_	19,515.75	27,200.00	-7,684.25	71.7%
Total 800 · Other services & charges	313,681.81	483,940.00	-170,258.19	64.8%
970 · Capital Outlay				
974 · Land improvements	0.00	10,000.00	-10,000.00	0.0%
975 · Buildings & improvements	70,878.16	100,000.00	-29,121.84	70.9%
980 · Office furniture & fixtures	819.00	12,000.00	-11,181.00	6.8%
981 · Office equipment	1,835.84	14,500.00	-12,664.16	12.7%
982-A · Books - Adult	24,610.10	40,000.00	-15,389.90	61.5%
982-YA · Books - Teens	4,286.64	5,000.00	-713.36	85.7%
982-YS · Books - Youth Services	19,955.36	30,000.00	-10,044.64	66.5%
985-A · Audio Visual - Adult	4,974.19	8,000.00	-3,025.81	62.2%
985-YA · Audio Visual - Teens	902.00	1,300.00	-398.00	69.4%
985-YS · Audio Visual - Youth Services	4,967.21	11,600.00	-6,632.79	42.8%
986 · Periodicals	5,895.46	9,000.00	-3,104.54	65.5%
Total 970 · Capital Outlay	139,123.96	241,400.00	-102,276.04	57.6%
Total 700 · Expenditures/expenses	993,928.75	1,573,200.00	-579,271.25	63.2%
Total Expense	993,928.75	1,573,200.00	-579,271.25	63.2%
Net Income	695,199.13	0.00	695,199.13	100.0%

Figures presented on modified accrual basis.

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Milford Public Library
Check Detail
September 15 through October 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14629	09/22/2022	*Karen Dobson	001.01 - Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14630	09/22/2022	AFLAC	001.01 - Cash-Checking (Flagstar)		-264.11
Bill	879810	09/12/2022		231 - Payroll deductions payable	-264.11	264.11
TOTAL					-264.11	264.11
Bill Pmt -Check	14631	09/22/2022	Applied Innovation	001.01 - Cash-Checking (Flagstar)		-121.11
Bill	2040885	09/12/2022		727 - Supplies-Office/general	-121.11	121.11
TOTAL					-121.11	121.11
Bill Pmt -Check	14632	09/22/2022	Baker & Taylor Books	001.01 - Cash-Checking (Flagstar)		-1,072.54
Bill	2036953964	08/19/2022		982-YS - Books - Youth Services	-43.34	43.34
Bill	2036953965	08/19/2022		982-YA - Books - Teens	-22.62	22.62
Bill	2036953966	08/19/2022		982-YA - Books - Teens	-5.99	5.99
Bill	2036953967	08/19/2022		982-YA - Books - Teens	-45.64	45.64
Bill	2036953968	08/19/2022		982-YS - Books - Youth Services	-8.69	8.69
Bill	2036953969	08/19/2022		982-YS - Books - Youth Services	-11.35	11.35
Bill	2036953970	08/19/2022		982-YS - Books - Youth Services	-15.83	15.83
Bill	2036954695	08/25/2022		982-YA - Books - Teens	-187.96	187.96
Bill	2036964354	08/26/2022		982-YA - Books - Teens	-41.47	41.47
Bill	2036964351	08/26/2022		982-YS - Books - Youth Services	-58.60	58.60
Bill	2036964352	08/26/2022		982-YA - Books - Teens	-11.04	11.04
Bill	2036964353	08/26/2022		982-YA - Books - Teens	-32.58	32.58
Bill	2036964355	08/26/2022		982-YS - Books - Youth Services	-28.31	28.31
Bill	2036976785	09/01/2022		982-YS - Books - Youth Services	-53.15	53.15
Bill	2036976786	09/01/2022		982-YS - Books - Youth Services	-4.79	4.79
Bill	2036976783	09/01/2022		982-YS - Books - Youth Services	-56.96	56.96
Bill	2036976784	09/01/2022		982-YA - Books - Teens	-7.79	7.79
Bill	2036985602	09/02/2022		982-A - Books - Adult	-42.57	42.57
Bill	2036986926	09/07/2022		982-YS - Books - Youth Services	-4.79	4.79
Bill	2036986923	09/07/2022		982-YS - Books - Youth Services	-45.86	45.86
Bill	2036986925	09/07/2022		982-YS - Books - Youth Services	-21.00	21.00
Bill	2036986924	09/07/2022		982-YS - Books - Youth Services	-5.99	5.99
Bill	2036993212	09/09/2022		982-YS - Books - Youth Services	-20.34	20.34
Bill	2036993213	09/09/2022		982-YA - Books - Teens	-295.88	295.88
TOTAL					-1,072.54	1,072.54
Bill Pmt -Check	14633	09/22/2022	Bellwether	001.01 - Cash-Checking (Flagstar)		-18.95
Bill	161002	08/29/2022		982-YS - Books - Youth Services	-18.95	18.95
TOTAL					-18.95	18.95
Bill Pmt -Check	14634	09/22/2022	Delta Dental Plan of Michigan	001.01 - Cash-Checking (Flagstar)		-777.60
Bill	???	09/01/2022		231 - Payroll deductions payable	-388.80	388.80
Bill	RIS0004421...	10/01/2022		231 - Payroll deductions payable	-388.80	388.80
TOTAL					-777.60	777.60
Bill Pmt -Check	14635	09/22/2022	Ingram Library Services	001.01 - Cash-Checking (Flagstar)		-322.10
Bill	71341185	09/02/2022		982-A - Books - Adult	-235.76	235.76
Bill	71397591	09/07/2022		982-A - Books - Adult	-86.34	86.34
TOTAL					-322.10	322.10
Bill Pmt -Check	14636	09/22/2022	MicroTech Systems, Inc.	001.01 - Cash-Checking (Flagstar)		-261.12
Bill	100195799	09/12/2022		815 - Computer services	-261.12	261.12
TOTAL					-261.12	261.12
Bill Pmt -Check	14637	09/22/2022	World Book, Inc.	001.01 - Cash-Checking (Flagstar)		-463.94
Bill	0001641421	08/18/2022		982-YS - Books - Youth Services	-64.00	64.00
Bill	0001641408	08/18/2022		982-YS - Books - Youth Services	-69.99	69.99
Bill	0001641425	08/18/2022		982-YS - Books - Youth Services	-329.95	329.95
TOTAL					-463.94	463.94
Bill Pmt -Check	14638	09/22/2022	Synergy Electric LLC	001.01 - Cash-Checking (Flagstar)		-150.00
Bill	3822	09/21/2022		930 - Land & building repair services	-150.00	150.00

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Milford Public Library
Check Detail
September 15 through October 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-150.00	150.00
Bill Pmt -Check	14639	09/28/2022	Amberrose Hammond	001.01 - Cash-Checking (Flagstar)		-175.00
Bill	Prog100422	03/24/2022		967-A - Programming - Adult	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	14640	09/28/2022	Blackstone Publishing	001.01 - Cash-Checking (Flagstar)		-287.97
Bill	2061501	09/06/2022		985-A - Audio Visual - Adult	-32.00	32.00
Bill	2061884	09/07/2022		985-A - Audio Visual - Adult	-255.97	255.97
TOTAL					-287.97	287.97
Bill Pmt -Check	14641	09/28/2022	Edward S. Balian	001.01 - Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14642	09/28/2022	Gale/Cengage Learning	001.01 - Cash-Checking (Flagstar)		-110.96
Bill	78945311	09/06/2022		982-A - Books - Adult	-110.96	110.96
TOTAL					-110.96	110.96
Bill Pmt -Check	14643	09/28/2022	GFL Environmental	001.01 - Cash-Checking (Flagstar)		-96.06
Bill	0057398589	09/14/2022		820 - Waste & rubbish disposal	-96.06	96.06
TOTAL					-96.06	96.06
Bill Pmt -Check	14644	09/28/2022	Goyette Mechanical	001.01 - Cash-Checking (Flagstar)		-460.87
Bill	910124991	09/19/2022		930 - Land & building repair services	-460.87	460.87
TOTAL					-460.87	460.87
Bill Pmt -Check	14645	09/28/2022	Ingram Library Services	001.01 - Cash-Checking (Flagstar)		-571.69
Bill	71425861	09/08/2022		982-A - Books - Adult	-9.27	9.27
Bill	71425860	09/08/2022		982-YS - Books - Youth Services	-5.57	5.57
Bill	71425862	09/08/2022		982-A - Books - Adult	-30.00	30.00
Bill	71422345	09/08/2022		982-A - Books - Adult	-153.68	153.68
Bill	71467711	09/11/2022		982-A - Books - Adult	-59.36	59.36
Bill	71479471	09/12/2022		982-A - Books - Adult	-92.43	92.43
Bill	71479472	09/12/2022		982-A - Books - Adult	-93.24	93.24
Bill	71501831	09/13/2022		982-A - Books - Adult	-37.00	37.00
Bill	71501830	09/13/2022		982-YS - Books - Youth Services	-10.33	10.33
Bill	71526554	09/14/2022		982-A - Books - Adult	-66.62	66.62
Bill	71526553	09/14/2022		982-A - Books - Adult	-14.19	14.19
TOTAL					-571.69	571.69
Bill Pmt -Check	14646	09/28/2022	Lawson Printers	001.01 - Cash-Checking (Flagstar)		-2,264.60
Bill	98468	09/13/2022		901 - Postage	-2.60	2.60
				881 - Adv. & Promotion	-2,262.00	2,262.00
TOTAL					-2,264.60	2,264.60
Bill Pmt -Check	14647	09/28/2022	Quill Corporation	001.01 - Cash-Checking (Flagstar)		-162.78
Bill	27533168	09/07/2022		727 - Supplies-Office/general	-162.78	162.78
TOTAL					-162.78	162.78
Bill Pmt -Check	14648	09/28/2022	Redhen Design	001.01 - Cash-Checking (Flagstar)		-1,282.50
Bill	2053	09/09/2022		801 - Professional Services	-142.50	142.50
				801 - Professional Services	-1,140.00	1,140.00
TOTAL					-1,282.50	1,282.50
Bill Pmt -Check	14649	09/28/2022	Technology Solutions, LLC	001.01 - Cash-Checking (Flagstar)		-600.00
Bill	24113	10/01/2022		930 - Land & building repair services	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	14650	10/05/2022	*Karen Dobson	001.01 - Cash-Checking (Flagstar)		-368.76
Bill	090222	09/02/2022		967-YA - Programming - Teens	-65.78	65.78

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Milford Public Library
Check Detail
September 15 through October 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				967-YS - Programming - Youth Svcs.	-302.97	302.97
TOTAL					-368.75	368.75
Bill Pmt -Check	14651	10/05/2022	Blackstone Publishing	001.01 - Cash-Checking (Flagstar)		-107.95
Bill	2063303	09/14/2022		985-A - Audio Visual - Adult	-7.95	7.95
Bill	2063747	09/16/2022		985-A - Audio Visual - Adult	-64.00	64.00
Bill	2065557	09/26/2022		985-A - Audio Visual - Adult	-36.00	36.00
TOTAL					-107.95	107.95
Bill Pmt -Check	14652	10/05/2022	Clearfly	001.01 - Cash-Checking (Flagstar)		-129.24
Bill	INV457254	10/01/2022		850 - Communications	-129.24	129.24
TOTAL					-129.24	129.24
Bill Pmt -Check	14653	10/05/2022	DTE Energy	001.01 - Cash-Checking (Flagstar)		-7,245.50
Bill	Sep22	09/19/2022		923 - Utilities-Electric	-6,783.14	6,783.14
				924 - Utilities-Natural gas	-462.36	462.36
TOTAL					-7,245.50	7,245.50
Bill Pmt -Check	14654	10/05/2022	Edward S. Balian	001.01 - Cash-Checking (Flagstar)		-200.00
Bill	Prog101222	04/08/2022		967-A - Programming - Adult	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	14655	10/05/2022	Flagstar	001.01 - Cash-Checking (Flagstar)		-1,376.74
Bill	Sep22	09/22/2022		727 - Supplies-Office/general	-148.06	148.06
				730 - Collections Maintenance	-35.04	35.04
				729 - Covid-19 response supplies	-10.65	10.65
				804 - Automation	-139.74	139.74
				967-A - Programming - Adult	-23.85	23.85
				967-YA - Programming - Teens	-174.64	174.64
				967-YS - Programming - Youth Svcs.	-68.33	68.33
				982-YS - Books - Youth Services	-19.97	19.97
				985-A - Audio Visual - Adult	-157.65	157.65
				985-YA - Audio Visual - Teens	-52.35	52.35
				985-YS - Audio Visual - Youth Services	-301.13	301.13
				965.01 - Conferences	-245.33	245.33
TOTAL					-1,376.74	1,376.74
Bill Pmt -Check	14656	10/05/2022	Foster Swift Collins & Smith PC	001.01 - Cash-Checking (Flagstar)		-607.50
Bill	841792	09/26/2022		801 - Professional Services	-607.50	607.50
TOTAL					-607.50	607.50
Bill Pmt -Check	14657	10/05/2022	Frontier	001.01 - Cash-Checking (Flagstar)		-104.82
Bill	Sep22	09/19/2022		850 - Communications	-104.82	104.82
TOTAL					-104.82	104.82
Bill Pmt -Check	14658	10/05/2022	Gale/Cengage Learning	001.01 - Cash-Checking (Flagstar)		-105.71
Bill	79275468	09/21/2022		982-A - Books - Adult	-105.71	105.71
TOTAL					-105.71	105.71
Bill Pmt -Check	14659	10/05/2022	Ingram Library Services	001.01 - Cash-Checking (Flagstar)		-3,139.55
Bill	71479470	09/12/2022		982-A - Books - Adult	-8.03	8.03
Bill	71553669	09/15/2022		982-A - Books - Adult	-15.83	15.83
Bill	71553670	09/15/2022		982-A - Books - Adult	-68.81	68.81
Bill	71576684	09/16/2022		982-YS - Books - Youth Services	-10.88	10.88
Bill	71576685	09/16/2022		982-YS - Books - Youth Services	-154.25	154.25
Bill	71605285	09/19/2022		982-A - Books - Adult	-53.55	53.55
Bill	71630815	09/20/2022		982-YS - Books - Youth Services	-525.52	525.52
Bill	71630816	09/20/2022		982-A - Books - Adult	-22.69	22.69
Bill	71638436	09/20/2022		982-A - Books - Adult	-16.36	16.36
Bill	71638437	09/20/2022		982-A - Books - Adult	-15.83	15.83
Bill	71651844	09/21/2022		982-YS - Books - Youth Services	-11.43	11.43
Bill	71651845	09/21/2022		982-A - Books - Adult	-38.32	38.32
Bill	71680019	09/22/2022		982-A - Books - Adult	-15.84	15.84
Bill	71706100	09/23/2022		982-A - Books - Adult	-72.97	72.97
Bill	71725992	09/25/2022		982-YS - Books - Youth Services	-61.43	61.43
Bill	71725994	09/25/2022		982-A - Books - Adult	-19.76	19.76

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10/14/22

Milford Public Library
Check Detail
September 15 through October 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	71725993	09/25/2022		982-YS - Books - Youth Services	-4.39	4.39
Bill	71737529	09/26/2022		982-A - Books - Adult	-31.68	31.68
Bill	71764809	09/27/2022		982-A - Books - Adult	-15.92	15.92
Bill	71764807	09/27/2022		982-YS - Books - Youth Services	-12.41	12.41
Bill	71764808	09/27/2022		982-A - Books - Adult	-18.14	18.14
Bill	71787868	09/28/2022		982-A - Books - Adult	-30.80	30.80
Bill	71787866	09/28/2022		982-A - Books - Adult	-1,368.29	1,368.29
Bill	71787867	09/28/2022		982-YS - Books - Youth Services	-546.42	546.42
TOTAL					-3,139.55	3,139.55
Bill Pmt -Check	14660	10/05/2022	J.E. Strauss Consulting/CPA, LLC	001.01 - Cash-Checking (Flagstar)		-1,497.90
Bill	2386	09/30/2022		801 - Professional Services	-1,032.00	1,032.00
				801 - Professional Services	-335.90	335.90
				801 - Professional Services	-130.00	130.00
TOTAL					-1,497.90	1,497.90
Bill Pmt -Check	14661	10/05/2022	Kelli Brendel	001.01 - Cash-Checking (Flagstar)		-56.16
Bill	092622	09/26/2022		967-YS - Programming - Youth Svcs.	-56.16	56.16
TOTAL					-56.16	56.16
Bill Pmt -Check	14662	10/05/2022	Library Network	001.01 - Cash-Checking (Flagstar)		-60.00
Bill	70412	07/26/2022		982-A - Books - Adult	-60.00	60.00
TOTAL					-60.00	60.00
Bill Pmt -Check	14663	10/05/2022	Milford Water Dept.	001.01 - Cash-Checking (Flagstar)		-1,676.05
Bill	093022	09/30/2022		921 - Utilities-Sewage	-248.01	248.01
				922 - Utilities-Water	-130.40	130.40
Bill	093022(2)	09/30/2022		922 - Utilities-Water	-1,297.64	1,297.64
TOTAL					-1,676.05	1,676.05
Bill Pmt -Check	14664	10/05/2022	Oriental Trading Company, Inc.	001.01 - Cash-Checking (Flagstar)		-102.30
Bill	719225135-01	09/20/2022		967-YS - Programming - Youth Svcs.	-31.16	31.16
Bill	719389879-01	09/28/2022		967-YS - Programming - Youth Svcs.	-71.14	71.14
TOTAL					-102.30	102.30
Bill Pmt -Check	14665	10/05/2022	Overdrive	001.01 - Cash-Checking (Flagstar)		-844.82
Bill	01578CO22...	09/28/2022		804.1 - Electronic content delivery	-844.82	844.82
TOTAL					-844.82	844.82
Bill Pmt -Check	14666	10/05/2022	T-Mobile	001.01 - Cash-Checking (Flagstar)		-772.85
Bill	Sep22	09/25/2022		967-O - Other Misc Communications	-772.85	772.85
TOTAL					-772.85	772.85
Bill Pmt -Check	14667	10/05/2022	Whitney Schillack	001.01 - Cash-Checking (Flagstar)		-11.02
Bill	092422	09/24/2022		967-YS - Programming - Youth Svcs.	-11.02	11.02
TOTAL					-11.02	11.02
Bill Pmt -Check	14669	10/12/2022	BookPage	001.01 - Cash-Checking (Flagstar)		-390.00
Bill	S61848	09/25/2022		881 - Adv. & Promotion	-390.00	390.00
TOTAL					-390.00	390.00
Bill Pmt -Check	14670	10/12/2022	Maxon's Tree Service	001.01 - Cash-Checking (Flagstar)		-6,200.00
Bill	100422	10/04/2022		930 - Land & building repair services	-2,400.00	2,400.00
Bill	100522	10/05/2022		930 - Land & building repair services	-3,800.00	3,800.00
TOTAL					-6,200.00	6,200.00
Bill Pmt -Check	14671	10/12/2022	Midwest Tape	001.01 - Cash-Checking (Flagstar)		-762.28
Bill	502756705	09/30/2022		804.1 - Electronic content delivery	-762.28	762.28
TOTAL					-762.28	762.28

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10/14/22

Milford Public Library
Check Detail
September 15 through October 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14672	10/12/2022	National Time & Signal Corporation	001.01 - Cash-Checking (Flagstar)		-175.00
Bill	150974	09/28/2022		930 - Land & building repair services	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	14673	10/12/2022	Quill Corporation	001.01 - Cash-Checking (Flagstar)		-137.81
Bill	27737594	09/15/2022		727 - Supplies-Office/general	-85.69	85.69
				730 - Collections Maintenance	-52.12	52.12
TOTAL					-137.81	137.81

Milford Public Library
Check Detail
September 15 through October 18, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14668	10/05/2022	Nationwide	001.01 - Cash-Checking (Flagstar)		-300.00
				231 - Payroll deductions payable	-100.00	100.00
				231 - Payroll deductions payable	-200.00	200.00
TOTAL					-300.00	300.00

LIBRARY DIRECTOR'S REPORT

October 2022

SUGGESTION BOX AND RANDOM COMMENTS

None

STAFF UPDATES

I will be at the MLA Conference in Port Huron from October 19-21. Grace Bur, incoming Head of Youth and Teen Services, will be in charge during this time.

Meg Bruce, our new Teen Librarian, will be making a presentation at the Conference on Wednesday on "Digital Collection Developments in the Mitten."

STAFF ANNIVERSARIES: October

Dawn Chlebo, Circulation Services Coordinator, 24 years

STAFF ANNIVERSARIES: November

Kelli Brendel, Youth Services Program Assistant, 6 years

Kristin Denman, Circulation Services Clerk, 4 years

STAFF ANNIVERSARIES: December

David Stokes, Adult Services Librarian, 15 years

BUILDING UPDATES

Due to some issues with a burning smell (and reported sparks), hand dryers in the main restrooms were replaced by Goyette.

We are still awaiting arrival and installation of the Variable Frequency Drives which needed replacement after the lightning strikes.

TLN UPDATES

TLN Members have adopted a new Plan of Service (no major changes).

FRIENDS OF THE LIBRARY UPDATE

The FOL are working on revising their bylaws. The next meeting is November 15 at 1:00pm.

INCIDENT REPORTS

See attached report regarding gunshot incident.

Adult Department Report

September 2022

September began the start of our fall programming season, including our monthly book discussions. The fall book discussion series "Road Trips: Classic Edition" began with a discussion of *Around the World in 80 Days* by Jules Verne. Six people attended the discussion on September 12.

In conjunction with the Milford Garden Club, we held the program *How to Attract Pollinators to Your Garden*. Advanced Master Gardener Cheryl English discussed how to provide a haven for butterflies, moths, bees, and other helpful species. 40 people attended this program on September 8.

Journalist and author Micheline Maynard presented a program on her book *Satisfaction Guaranteed: How Zingerman's Built a Global Food Community* about the inception, growth, future and the unique management style of the Ann Arbor food store. 13 people attended this program on September 19.

In keeping with the Michigan-based food theme, we also hosted Lisa Ludwinski owner of Sister Pie in Detroit. Lisa talked about her cookbook *Sister Pie: The Recipes & Stories of a Big-Hearted Bakery in Detroit*, which was featured as one of the Best Fall Cookbooks by the New York Times and as a Michigan Notable Book. 47 people attended this program on September 29.

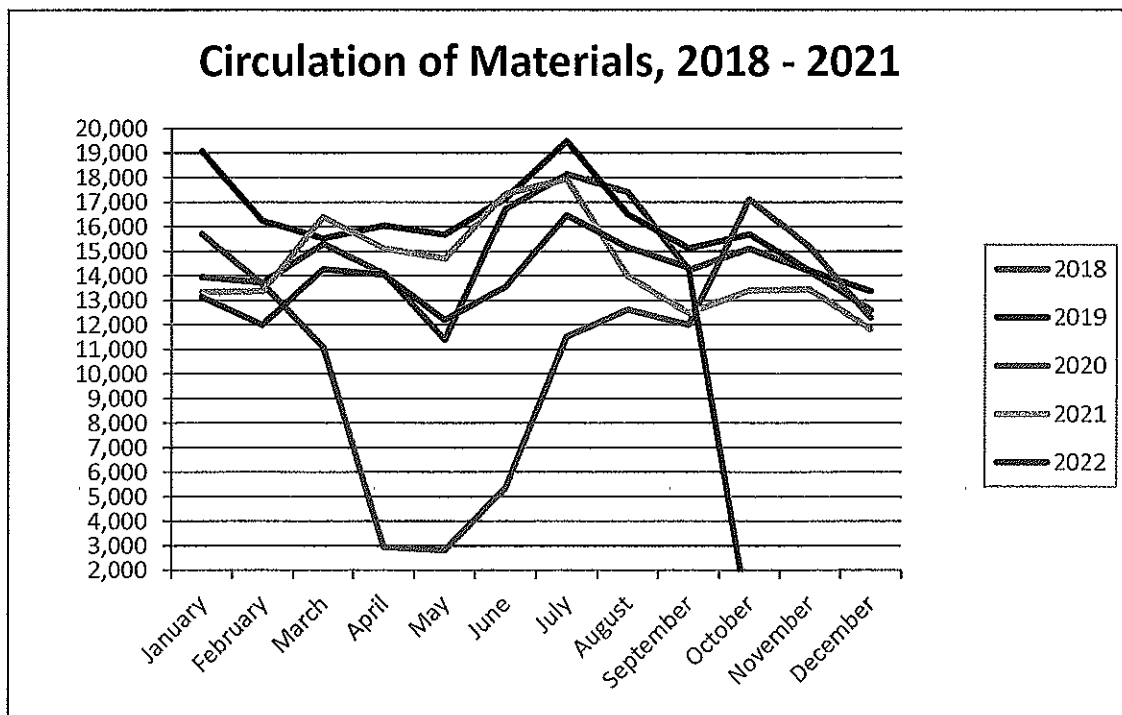
Respectfully submitted.

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	13,540
July	18,140	19,491	11,520	17,951	16,465
August	17,396	16,499	12,615	13,971	15,158
September	14,230	15,115	11,998	12,477	14,326
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
TOTAL	176,875	194,109	132,244	173,318	125,141



**Wilford Public Library
Monthly Statistics**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Number of Items Circulated 2022													
All Items	13,142	12,005	14,264	14,043	12,198	13,540	16,465	15,158	14,326	0	0	0	125,141
Circulation to Wilford Residents	8,751	8,176	9,662	9,601	8,162	9,545	11,603	10,404	9,331	0	0	0	85,235
Circulation to Commerce Residents	674	349	563	522	475	404	532	633	545	0	0	0	4,697
Circulation to Highland Residents	452	600	891	823	690	554	743	524	612	0	0	0	5,889
Circulation to All Others	893	700	769	876	652	569	845	810	842	0	0	0	6,956
Ebook Circulation	1,173	993	1,092	1,027	1,036	1,128	1,274	1,257	1,154	0	0	0	10,134
Emergazines	153	154	190	155	142	165	145	130	175	0	0	0	1,409
Databases	242	383	369	0	23	94	82	151	447	0	0	0	1,791
Media Circulation	3,105	2,604	3,321	3,138	2,671	2,904	3,539	3,343	3,019	0	0	0	27,644
Adult Material Circulation	4513	3901	4760	4906	3922	4481	4951	5005	4493	0	0	0	40,932
Teen Material Circulation	516	395	500	617	578	720	961	806	571	0	0	0	5,664
Youth Material Circulation	5792	5618	6678	6317	5500	5909	7862	6647	6337	0	0	0	56,660
Self Checkout Circulation	1241	1142	1580	1159	1119	1623	2141	1091	1598	0	0	0	12,694

Number of Items Circulated 2021													
All Items	13,330	13,373	16,398	15,113	14,692	17,337	17,951	13,971	12,477	13,396	13,436	11,844	173,318
Circulation to Wilford 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	206	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
Emergazines	474	494	505	96	100	166	152	107	176	139	180	159	2,808
Databases													
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	3994	38,411
Teen Material Circulation	219	266	266	353	340	442	756	831	683	489	468	562	5,675
Youth Material Circulation	1931	2323	3312	3012	3021	4880	7217	6636	5244	6108	5679	5333	54,696
Self Checkout Circulation	212	585	752	929	719	1694	887	1241	1049	1029	1077	1091	11,265

Computer Use													
Home Page Hits	9,844	8,404	9,788	10,392	8,262	10,370	10,600	10,459	9,904	0	0	0	88,023
Public Computer Sessions	398	312	455	464	395	414	403	424	382	0	0	0	3,647
Wireless Sessions	154	134	150	158	133	148	150	129	0	0	0	0	1,156
Guest Passes Issued	3	12	24	19	18	6	16	7	12	0	0	0	117
													2021 Totals
													95,828
													2,928
													1,278
													52

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

**Milford Public Library
Monthly Statistics**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
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Building Use													
Visits	4,283	3,793	4,948	4,769	4,271	4,914	5,598	6,657	4,798	0	0	0	44,031
Room Bookings	13	15	15	13	17	12	17	14	18	0	0	0	134
													2021 Totals
													38,383
													66

New Patrons and Accounts													
New Cards Issued	55	39	63	54	42	63	92	66	66	0	0	0	523
Library Card Holders	6,399	6,430	6,476	6,494	6,279	6,266	6,351	6,288	6,222	0	0	0	6,492
Library Card Holders Percentage	37.44%	37.62%	37.89%	38.00%	36.74%	36.66%	37.16%	36.79%	36.41%	0.00%	0.00%	0.00%	41.26%
													2021 Totals
													523
													6,492
													41.26%

Reference Questions													
Adult Department	748	646	936	784	566	769	782	947	750	0	0	0	6,928
Youth and Teen Department	510	387	579	572	412	774	1,107	787	330	0	0	0	5,458
Total	1,258	1,033	1,515	1,356	978	1,543	1,889	1,734	1,080	0	0	0	12,386
													2021 Totals
													9,149
													5,087
													14,236

Programs													
Adult Programs Held	4	4	4	4	4	2	3	3	6	0	0	0	34
Adult Programs Attendance	67	61	29	83	68	31	49	13	112	0	0	0	513
Teen Programs Held	0	0	0	1	1	2	3	1	1	0	0	0	9
Teen Programs Attendance	0	0	0	1	5	22	8	1	4	0	0	0	41
Youth Programs Held	1	2	3	4	3	4	9	8	24	0	0	0	58
Youth Programs Attendance	36	44	78	152	209	136	284	344	200	0	0	0	1,483
General Programs Held	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
													2021 Totals
													30
													181
													1
													9
													45
													1,157
													0
													0

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

Collection													
Book Collection	366	321	302	83	2	-658	268	15	-141	0	0	0	68,354
Audio Collection	5	14	8	-54	-32	-144	0	8	24	0	0	0	3,076
Video Collection	6	321	302	83	2	-658	268	15	-141	0	0	0	6,074
Music Collection	0	14	0	-54	-32	-144	0	8	24	0	0	0	2,082
Electronic Format	0	0	2	10	5	20	7	23	7	0	0	0	-173
Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	195
Net Acquisitions	377	670	614	68	-55	-1,584	543	69	-227	0	0	0	79,608
													2021 Totals
													68,904
													3,317
													6,670
													2,163
													-143
													195
													81,106

Monthly Numbers are Net Acquisitions

Milford Public Library

☐ Accident Report

☐ Emergency Report

☒ Incident Report

Reported by Tina Hatch

Date 10/6/2022

Date & time of occurrence 10/4/2022 approx. 11:00 AM Location Outside, trail off South parking lot

Staff members present or involved Tina Hatch

Dawn Chlebo (identified patron)

Library patrons present or involved, including witnesses (include contact information if possible)

Tree Crew from Maxon's Tree Service

Describe the incident in detail (continue on other side if necessary)

See attached

Was an outside agency or individual called (check all that apply)?

☒ Police

☐ Fire

☐ Ambulance

☐ Family member

Describe the incident in detail (continued)

Administrative Report

Action Taken

Police contacted. They asked for statements from Dawn & I, as well as the Tree Crew. Dawn & I were shown driver's license photo of suspect and we confirmed that was the person.

Patron's 2 weapons were removed from his home by the Police.



MILFORD POLICE DEPARTMENT

STATEMENT FORM

DATE

10/4/2022

INCIDENT #

NAME

Tina Hatch

ADDRESS

Milford Public Library 330 Family Drive Milford MI 48381

DATE OF BIRTH

TELEPHONE #

248 684 0845 x101

I make the below statement voluntarily. This account is true to the best of my knowledge and belief, and represents my observations in the case currently under investigation. I understand that making false statements or reports pursuant to a police investigation is a criminal offense under MCL 750.411a.

NARRATIVE

I was outside and behind the Library discussing tree removal w/ staff from Maxon's Tree Service. We saw a person heading down a trail on library property. Many people use that trail. While talking w/ Maxon's, we heard a gunshot go off nearby. We saw the person come out of the woods with something wrapped up in a cloth or plastic bag. He explained that it was a new gun and wanted to try it out. I explained that it was not appropriate to be firing a gun on our property. I started to head back inside the library and the person put the gun back into his car and followed to talk to me. He asked me to not call the Police and I explained that there were people outside the library and using the trail all the time. I came inside and asked Dawn Chlebowski if she could identify the patron. She came to the South side windows and identified him immediately. The man left and I called the Non-emergency PD #.

SIGNATURE

WITNESS SIGNATURE



MILFORD POLICE DEPARTMENT

STATEMENT FORM

DATE

Oct 4.22

INCIDENT #

NAME

Dawn Erlebo

ADDRESS

[REDACTED] Milford MI 48381

DATE OF BIRTH

[REDACTED]

TELEPHONE #

[REDACTED]

I make the below statement voluntarily. This account is true to the best of my knowledge and belief, and represents my observations in the case currently under investigation. I understand that making false statements or reports pursuant to a police investigation is a criminal offense under MCL 750.411a.

NARRATIVE

My director asked me to help with an ID of a patrol that was in the area of the library who was walking to his car.

I saw that it was [REDACTED]

Dawn Erlebo

SIGNATURE

WITNESS SIGNATURE



Memo

To: Board of Trustees
From: Tina Hatch, Director
Date: October 13, 2022
Re: Health Benefits

We have received renewal information for our health insurance plan. Our plan has gone from \$4,695.35 per month to \$4,883.47 per month, an increase of 4.01%. Averaged cost per employee annually is \$7,325.21, which is BELOW the State of Michigan's "hard cap" for public employees for 2023 (\$7,399.47). Current deductible for employees is \$1,500. Despite the increase, the renewal is below the budgeted amount for 2023.

There will be no increase in our Delta Dental premiums for 2023.

At this time, we have 2 employees waiving coverage because they have coverage through a spouse or parent. In addition, we have one full-time employee who will become eligible for coverage on January 1st after completing their probationary period.

Recommendations:

Approve renewal of Simply Blue PPO plan, with a \$1,500 deductible and staff option to contribute to a Health Savings Account (HSA) through payroll deductions. Also, renew Delta Dental plan, with no increase, for 2023.

Giving Tree Board Proposal

Milford Public Library
330 Family Dr.
Milford, MI 48381

Dear Board of Trustees,

I would like to propose the library put up a giving tree for the holiday season. A giving tree, for those unfamiliar, is a typically artificial tree put up near the entrance of a business or organization inviting employees and patrons to make a gift of something for charity. In my experience the typical gifts are winter hats and mittens to be given to the needy for the coming winter. People come with their contributions; hang them on the tree, and at the end of season they are bundled up and donated.

It is my understanding the library had a giving tree once years back, but it has not been up in my four years here. The tree is still in storage, so there wouldn't be any cost to our budget.

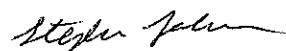
I know one concern may be the library's position as a secular institution. We can try with all our might, but a giving tree can't help reminding people of one particular holiday and religion. However, the tree would not have any explicit religious iconography and I believe the spirit of giving is felt in everyone regardless of religious affiliation or lack thereof.

I've reached out to the Community Sharing Outreach Center in Highland to confirm their interest in such a donation. They're specifically interested in receiving children's waterproof gloves and mittens, which we could highlight when announcing the giving tree and with signage. According to the Community Sharing manager they run out of them like hot cakes, so there's certainly a demand. I also confirmed that the center is not affiliated with any religious group or organization, so there wouldn't be any conflict there.

An additional benefit I believe this would have is strengthening our ties to the community. We offer so much to our patrons and, unlike the boy in Shel Silverstein's *Giving Tree*, our community appreciates that and gives back in kind, like when they passed our millage two years ago. But the public library is very similar to that tree. We are in the business of giving and giving until we're just a stump because that's what we do. With this charity, though, we won't have to give away our apples or cut down our branches to do something good. All we have to do is put up a tree.

Thank you all for your time and consideration.

Sincerely,



Stephen Jackman

Adult Services Librarian