

MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

**Tuesday, April 25, 2023
7:00 PM**

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: February 28, 2023
 - 2.2. Approval of Financial Reports and Invoices for February and March
 - 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
 - 5.4. Annual Meeting
 - 5.4.1. Annual Report
6. New Business
 - 6.1. Fund Balance Analysis
 - 6.2. Fire Alarm and Clock Upgrades
 - 6.3. Community Room Sound System Upgrades
 - 6.4. Board Vacancy
 - 6.5. Board Member Comments
7. Communications
8. Adjournment

The Library has adopted a Public Comment Policy. As part of that policy, comments are limited to three minutes. The full policy is available upon request.

MILFORD TOWNSHIP LIBRARY BOARD

Minutes of Regular Meeting

Tuesday, February 28, 2023 7:00 P.M.

Members Present: Vice President Barbara Harris, Secretary Marianne McMunn, Trustee Mega Weeks, Trustee Donna Gramlich, and Trustee Kimberly Gutierrez. President Keef was absent. Also present, Library Director Tina Hatch.

1. **Call to Order:** Vice President Barbara Harris called the meeting to order at 7:00 p.m.
2. **Consent Agenda:** Megan Weeks moved to approve the Consent Agenda, seconded by Donna Gramlich. All were in favor. Motion carried.
3. **Approval of Agenda:** Donna Gramlich moved to approve the Agenda, seconded by Megan Weeks. All were in favor. Motion carried.
4. **Call to the Public:** None.
5. **Unfinished Business:**

5.1 Facility Improvements Update

5.1.1 **Sidewalks/Parking Lot.** Director Hatch had Zoom meeting with OHM. They have almost completed the first part of the work agreed upon and will advise as to next decision point. They will be presenting options for each project related to the sidewalks and parking lots. We may need to schedule a special meeting to review this.

5.1.2 **Slow Door Closers.** Director Hatch will contact LaForce for closers.

5.2 **Contract for Director:** Board reviewed 2 examples that Director Hatch received upon request. Discussion about next steps and ideas for progression of severance pay. Tina will work with these and present at the next meeting.

5.3 **Memorial for Judy Clemens:** Art piece commissioned by the Library Board of Trustees is complete per Megan Weeks' leadership. All Board members expressed their pleasure at the end result and Director Hatch will research a plaque.

6. New Business:

6.1 **Annual Report:** is not complete.

6.2 **Budget Adjustment #3 of 2022:** Presented by Director Hatch. Megan Weeks made a motion to "Accept Budget Adjustment #3 of 2022." Donna Gramlich seconded, all were in favor, and the motion carried.

6.3 **Budget Adjustment #1 of 2023:** Presented by Director Hatch. Donna Gramlich made a motion to "Accept Budget Adjustment #1 of 2023." Kim Gutierrez seconded the motion, all were in favor and motion carried.

6.4 Policy 207.1 Emergency Closings: The Board reviewed Policy 207.1 revisions presented by Director Hatch. Megan Weeks made a motion to “accept Policy 207.1 as amended.” The motion was seconded by Donna Gramlich, all were in favor, and the motion carried.

6.5 Policy 425 Public Computer Usage: Revisions to this policy were discussed as presented by Director Hatch. Megan Weeks moved to “accept Policy 425 as amended.” The motion was seconded by Kim Gutierrez. The motion carried.

6.6 Staff Mass Texting Service: Director Hatch presented options for mass texting services that would improve quick communication with staff in situations such as emergency closings. She is currently requesting demonstrations from providers. Donna Gramlich made a motion that, “Director Hatch proceed with texting service best suited to the Library Staff’s needs, not to exceed \$500 per year.” Motion was seconded by Marianne McMunn. All approved and the motion was carried.

6.7 Consider move to Assurity for Voluntary Benefits: Director Hatch reported that she is doing research in this regard and will bring information at a later date.

6.8 Open Forum: Preview of new Milford Public Library Website. Consensus that it is visually pleasing and easy to understand and access options.

7. Communications:

7.1 Foster Swift Court of Appeals Ruling January 27, 2023: This communication was in regard to minimum wage requirements. Discussed among Board members. No action necessary.

8. Adjournment: Marianne McMunn moved to adjourn the meeting. Seconded by Kim Gutierrez and motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

5:30 PM

03/19/23

Accrual Basis

Milford Public Library
Governmental Fund Balance Sheet-General Fund
As of February 28, 2023

	Feb 28, 23	Feb 28, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
001 · Cash-Checking	1,558,903.45	1,347,695.11	211,208.34
003 · Certificates of deposit			
003.01 · C/D - Alta M. Tripp Endowment	27,579.25	27,579.25	0.00
003.02 · C/D-Carlton Tripp Endowment	164,499.85	164,499.85	0.00
003.03 · CD-Level One Bk	0.00	205,245.43	-205,245.43
Total 003 · Certificates of deposit	192,079.10	397,324.53	-205,245.43
004 · Impress Cash	688.45	554.97	133.48
008 · Cash-Money market (HVSb)	208,180.71	206,237.64	1,943.07
017 · Investments (S/T)			
017.01 · Investments-Oakland County Pool	1,162,117.44	743,508.95	418,608.49
Total 017 · Investments (S/T)	1,162,117.44	743,508.95	418,608.49
Total Checking/Savings	3,121,969.15	2,695,321.20	426,647.95
Other Current Assets			
123 · Prepaid Expenses	34,781.96	37,922.09	-3,140.13
Total Other Current Assets	34,781.96	37,922.09	-3,140.13
Total Current Assets	3,156,751.11	2,733,243.29	423,507.82
TOTAL ASSETS	3,156,751.11	2,733,243.29	423,507.82
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
202 · Accounts Payable*	21,652.33	25,989.11	-4,336.78
Total Accounts Payable	21,652.33	25,989.11	-4,336.78
Other Current Liabilities			
228 · Due to State of MI	1,881.11	1,773.05	108.06
229 · Due to Federal Government	5,827.75	5,398.38	429.37
231 · Payroll deductions payable	606.11	337.19	268.92
257 · Accrued Payroll	6,734.09	5,298.34	1,435.75
Total Other Current Liabilities	15,049.06	12,806.96	2,242.10
Total Current Liabilities	36,701.39	38,796.07	-2,094.68
Total Liabilities	36,701.39	38,796.07	-2,094.68
Equity			
370 · FB - Nonspendable prepaids	34,781.96	37,922.09	-3,140.13
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	774,516.16	813,198.20	-38,682.04
Net Income	1,315,672.50	1,264,070.83	51,601.67
Total Equity	3,120,049.72	2,694,447.22	425,602.50
TOTAL LIABILITIES & EQUITY	3,156,751.11	2,733,243.29	423,507.82

Milford Public Library

Fund Balance

February 28, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>Preliminary 12/31/2022</u>	<u>1/31/2023</u>	<u>2/28/2023</u>	<u>YTD Variance</u>
General Fund:						
Fund balance-Non spendable	\$ 37,518.63 \$	45,985.99 \$	41,793.99 \$	38,459.81 \$	34,781.96 \$	(7,012.03)
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	-
Assigned	75,289.00	387,177.00	803,000.00	803,000.00	803,000.00	-
Unassigned	584,131.39	380,533.44	393,503.30	770,838.31	774,516.16	381,012.86
YTD income (loss)	116,757.41	424,600.86	374,000.83	775,044.69	1,315,672.50	941,671.67
Fund Balance (Modified Accrual)	\$ 1,005,775.53 \$	1,430,376.39 \$	1,804,377.22 \$	2,579,421.91 \$	3,120,049.72 \$	775,044.69
Modified accrual fund balance growth	13.5%	42.6%	26.5%	650.2%	784.9%	
General Fixed Assets Account Group (GFAAG):						
Beginning Balance	539,457.11	662,439.49	672,380.67	770,102.18	770,102.18	97,721.51
YTD Additions	223,034.38	112,120.30	202,673.37	22,970.13	30,988.22	(171,685.15)
YTD Dispositions (NBV)	-	-	-	-	-	-
Depreciation	(100,052.00)	(102,179.12)	(104,951.86)	(8,916.67)	(17,833.33)	87,118.53
Ending Balance	662,439.49	672,380.67	770,102.18	784,155.64	783,257.07	13,154.89
Full Accrual Adjustments	(17,360.11)	(17,082.50)	(20,634.81)	(20,634.81)	(20,634.81)	-
Fund Balance (Full Accrual)	\$ 1,650,854.91 \$	2,085,674.56 \$	2,553,844.56 \$	3,342,942.74 \$	3,882,671.98 \$	788,199.58
Full accrual fund balance growth	8.2%	19.8%	22.5%	454.0%	312.2%	
Non-Spendable:						
Prepaid Expenses	37,518.63	45,985.99	41,793.99	38,459.81	34,781.96	(7,012.03)
Other	-	-	-	-	-	-
\$	37,518.63 \$	45,985.99 \$	41,793.99 \$	38,459.81 \$	34,781.96 \$	(7,012.03)

Milford Public Library

Fund Balance

February 28, 2023

	12/31/2020	12/31/2021	Preliminary 12/31/2022	1/31/2023	2/28/2023	YTD Variance
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	1,000.00	1,000.00	1,000.00	1,000.00	\$ -
Art sculpture	2,000.00	6,000.00	6,000.00	6,000.00	6,000.00	\$ -
Building improvements	49,018.86	343,045.00	771,000.00	771,000.00	771,000.00	\$ -
Technology improvements	7,138.64	25,000.00	25,000.00	25,000.00	25,000.00	\$ -
Collections development	5,000.00	5,000.00	-	-	-	\$ -
Staff development	5,000.00	5,000.00	-	-	-	\$ -
Special youth projects	-	-	-	-	-	\$ -
Adult Programming-Ann Croy Memorial	2,131.50	2,132.00	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
\$	75,289.00	387,177.00	803,000.00	803,000.00	803,000.00	\$ -

Full Accrual Adjustments:						
Accrued unemployment	-	-	-	-	-	\$ -
Accrued sick pay	17,360.11	17,082.50	20,634.81	20,634.81	20,634.81	\$ -
Other	-	-	-	-	-	\$ -
\$	17,360.11	17,082.50	20,634.81	20,634.81	20,634.81	\$ -

General Fixed Assets Account Group (GFAAG):						
YTD Additions- Bldg/Land Improvement:	136,692.44	13,708.48	105,995.43	1,644.82	1,644.82	\$ (104,350.61)
YTD Additions- Software/Website Dev	-	-	-	12,600.00	12,600.00	\$ 12,600.00
YTD Additions-Furn & Fixtures	15,996.00	930.00	819.00	-	350.00	\$ (469.00)
YTD Additions-Equipment	6,424.38	20,943.89	6,015.84	2,031.33	3,409.63	\$ (2,606.21)
YTD Additions-Collections	63,921.56	78,790.06	89,843.10	6,693.98	12,983.77	\$ (76,859.33)
Total YTD Additions	\$ 223,034.38	\$ 114,372.43	\$ 202,673.37	\$ 22,970.13	\$ 30,988.22	\$ (171,685.15)

5:33 PM

03/19/23

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

Accrual Basis

General Fund

	Feb 23	Jan - Feb 23	% YTD
Income			
400 • Revenue			
401 • Taxes revenue			
402 • Current real property taxes	635,938.10	1,531,524.80	41.5%
Total 401 • Taxes revenue	635,938.10	1,531,524.80	41.5%
600 • Charges for services			
626 • Services Rendered	6.00	16.00	37.5%
642 • Services-Sales	184.80	335.45	55.1%
Total 600 • Charges for services	190.80	351.45	54.3%
655 • Fines & forfeits			
655.01 • Fines/Fees/Lost Books/Cards	123.32	282.81	43.6%
Total 655 • Fines & forfeits	123.32	282.81	43.6%
664 • Investment income/rents			
665 • Interest Income	3,065.09	3,916.99	78.3%
Total 664 • Investment Income/rents	3,065.09	3,916.99	78.3%
672 • Other revenue-general			
674 • Private contributions/donations	0.86	2.00	43.0%
689 • Cash over/short	0.05	0.05	100.0%
Total 672 • Other revenue-general	0.91	2.05	44.4%
Total 400 • Revenue	639,318.22	1,536,078.10	41.6%
Total Income	639,318.22	1,536,078.10	41.6%
Expense			
700 • Expenditures/expenses			
701 • Personnel services			
702 • Salaries	36,110.73	70,531.58	51.2%
703 • Wages-part time employees	16,792.83	32,767.42	51.2%
709 • Employer's Social Security	3,974.89	7,763.95	51.2%
718 • Health/dental insurance expense	4,819.48	9,638.96	50.0%
Total 701 • Personnel services	61,697.93	120,701.91	51.1%
726 • Supplies			
727 • Supplies-Office/general	1,184.26	2,979.01	39.8%
730 • Collections Maintenance	783.36	1,493.02	52.5%
Total 726 • Supplies	1,967.62	4,472.03	44.0%
800 • Other services & charges			
801 • Professional Services	1,300.34	3,411.72	38.1%
804 • Automation			
804.1 • Electronic content delivery	2,228.06	4,763.88	46.8%
804 • Automation - Other	899.07	10,011.20	9.0%
Total 804 • Automation	3,127.13	14,775.08	21.2%
805 • TLN Central Services	291.25	1,041.30	28.0%
815 • Computer services	1,250.00	2,370.33	52.7%
820 • Waste & rubbish disposal	116.53	224.77	51.8%
850 • Communications	234.54	469.08	50.0%
861 • Transportation-mileage reimb	0.00	29.21	0.0%
901 • Postage	0.00	120.00	0.0%
920 • Utilities			
923 • Utilities-Electric	4,791.29	9,580.29	50.0%
924 • Utilities-Natural gas	2,081.78	3,990.60	52.2%
Total 920 • Utilities	6,873.07	13,570.89	50.6%
930 • Land & building repair services	10,015.94	20,202.76	49.6%
980 • Property/ liability insurance	1,176.00	3,333.00	35.3%
967 • Project costs (programming_			
967-A • Programming - Adult	627.43	1,735.02	36.2%
967-O • Other Misc Communications	819.31	1,626.31	50.4%
967-YA • Programming - Teens	204.06	219.91	92.8%
967-YS • Programming - Youth Svcs.	820.95	1,114.06	73.7%
Total 967 • Project costs (programmi...	2,471.75	4,695.30	52.6%
Total 800 • Other services & charges	26,856.55	64,243.44	41.8%
970 • Capital Outlay			
974 • Land Improvements	0.00	1,052.20	0.0%
975 • Buildings & improvements	0.00	592.62	0.0%
978 • Software/Website development	0.00	12,600.00	0.0%
980 • Office furniture & fixtures	350.00	350.00	100.0%
981 • Office equipment	1,378.30	3,409.63	40.4%
982-A • Books - Adult	3,097.03	6,619.03	46.8%
982-YA • Books - Teens	522.38	971.25	53.8%
982-YS • Books - Youth Services	1,502.72	2,895.76	51.9%
985-A • Audio Visual - Adult	497.46	1,008.87	49.3%
985-YA • Audio Visual - Teens	27.24	106.21	25.6%
985-YS • Audio Visual - Youth Services	12.57	121.87	10.3%

Figures presented on modified accrual basis of accounting.

5:33 PM

03/19/23

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

Accrual Basis

General Fund

	Feb 23	Jan - Feb 23	% YTD
986 • Periodicals	630.39	1,260.78	50.0%
Total 970 • Capital Outlay	8,018.09	30,988.22	25.9%
Total 700 • Expenditures/expenses	98,540.19	220,405.60	44.7%
Total Expense	98,540.19	220,405.60	44.7%
Net Income	540,778.03	1,315,672.50	41.1%

Figures presented on modified accrual basis of accounting.

5:35 PM

03/19/23

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through February 2023

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
Income				
400 · Revenue				
401 · Taxes revenue				
402 · Current real property taxes	1,531,524.80	1,556,000.00	-24,475.20	98.4%
437 · Industrial Facilities Tax	0.00	5,000.00	-5,000.00	0.0%
Total 401 · Taxes revenue	1,531,524.80	1,561,000.00	-29,475.20	98.1%
539 · State grants				
540 · State Penal Fines	0.00	25,000.00	-25,000.00	0.0%
569 · State Grants-other	0.00	16,000.00	-16,000.00	0.0%
573 · Local stablization share	0.00	35,000.00	-35,000.00	0.0%
Total 539 · State grants	0.00	76,000.00	-76,000.00	0.0%
600 · Charges for services				
626 · Services Rendered	16.00	50.00	-34.00	32.0%
642 · Services-Sales	335.45	1,000.00	-664.55	33.5%
Total 600 · Charges for services	351.45	1,050.00	-698.55	33.5%
655 · Fines & forfeits				
655.01 · Fines/Fees/Lost Books/Cards	282.81	1,000.00	-717.19	28.3%
Total 655 · Fines & forfeits	282.81	1,000.00	-717.19	28.3%
664 · Investment income/rents				
665 · Interest Income	3,916.99	6,000.00	-2,083.01	65.3%
Total 664 · Investment income/rents	3,916.99	6,000.00	-2,083.01	65.3%
672 · Other revenue-general				
674 · Private contributions/donations	2.00	5,500.00	-5,498.00	0.0%
689 · Cash over/short	0.05			
672 · Other revenue-general - Other	0.00	3,000.00	-3,000.00	0.0%
Total 672 · Other revenue-general	2.05	8,500.00	-8,497.95	0.0%
Total 400 · Revenue	1,536,078.10	1,653,550.00	-117,471.90	92.9%
Total Income	1,536,078.10	1,653,550.00	-117,471.90	92.9%
Expense				
700 · Expenditures/expenses				
701 · Personnel services				
702 · Salaries	70,531.58	474,600.00	-404,068.42	14.9%
703 · Wages-part time employees	32,767.42	192,500.00	-159,732.58	17.0%
709 · Employer's Social Security	7,763.95	51,040.00	-43,276.05	15.2%
716 · Defined cont ret plan expense	0.00	15,000.00	-15,000.00	0.0%
718 · Health/dental insurance expense	9,638.96	84,000.00	-74,361.04	11.5%
725 · Insurance-Workers Comp	0.00	1,300.00	-1,300.00	0.0%
Total 701 · Personnel services	120,701.91	818,440.00	-697,738.09	14.7%
726 · Supplies				
727 · Supplies-Office/general	2,979.01	18,500.00	-15,520.99	16.1%
729 · Covid-19 response supplies	0.00	5,000.00	-5,000.00	0.0%
730 · Collections Maintenance	1,493.02	10,000.00	-8,506.98	14.9%
Total 726 · Supplies	4,472.03	33,500.00	-29,027.97	13.3%
800 · Other services & charges				
801 · Professional Services	3,411.72	48,850.00	-45,438.28	7.0%
804 · Automation				
804.1 · Electronic content delivery	4,763.88	56,000.00	-51,236.12	8.5%
804 · Automation - Other	10,011.20	54,050.00	-44,038.80	18.5%
Total 804 · Automation	14,775.08	110,050.00	-95,274.92	13.4%
805 · TLN Central Services	1,041.30	7,000.00	-5,958.70	14.9%
815 · Computer services	2,370.33	24,700.00	-22,329.67	9.6%

Figures presented on modified accrual basis.

5:35 PM

03/19/23

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through February 2023

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
820 · Waste & rubbish disposal	224.77	1,500.00	-1,275.23	15.0%
850 · Communications	469.08	4,600.00	-4,130.92	10.2%
861 · Transportation-mileage reimbs	29.21	2,000.00	-1,970.79	1.5%
880 · Community promotion				
881 · Adv. & Promotion	0.00	15,100.00	-15,100.00	0.0%
Total 880 · Community promotion	0.00	15,100.00	-15,100.00	0.0%
901 · Postage	120.00	4,500.00	-4,380.00	2.7%
920 · Utilities				
921 · Utilities-Sewage	0.00	2,000.00	-2,000.00	0.0%
922 · Utilities-Water	0.00	4,000.00	-4,000.00	0.0%
923 · Utilities-Electric	9,580.29	90,000.00	-80,419.71	10.6%
924 · Utilities-Natural gas	3,990.60	15,000.00	-11,009.40	26.6%
Total 920 · Utilities	13,570.89	111,000.00	-97,429.11	12.2%
930 · Land & building repair services	20,202.76	146,400.00	-126,197.24	13.8%
940 · Rent	0.00	10.00	-10.00	0.0%
955 · Miscellaneous	0.00	250.00	-250.00	0.0%
960 · Property/ liability insurance	3,333.00	16,000.00	-12,667.00	20.8%
964 · Refunds & Rebates	0.00	150.00	-150.00	0.0%
965 · Professional development				
965.01 · Conferences	0.00	2,000.00	-2,000.00	0.0%
965.02 · Travel	0.00	2,000.00	-2,000.00	0.0%
965.03 · Memberships & dues	0.00	3,000.00	-3,000.00	0.0%
965 · Professional development - Other	0.00	2,800.00	-2,800.00	0.0%
Total 965 · Professional development	0.00	9,800.00	-9,800.00	0.0%
967 · Project costs (programming_				
967-A · Programming - Adult	1,735.02	8,000.00	-6,264.98	21.7%
967-O · Other Misc Communications	1,626.31	10,800.00	-9,173.69	15.1%
967-YA · Programming - Teens	219.91	3,000.00	-2,780.09	7.3%
967-YS · Programming - Youth Svcs.	1,114.06	9,000.00	-7,885.94	12.4%
Total 967 · Project costs (programming_	4,695.30	30,800.00	-26,104.70	15.2%
Total 800 · Other services & charges	64,243.44	532,710.00	-468,466.56	12.1%
970 · Capital Outlay				
974 · Land improvements	1,052.20	14,500.00	-13,447.80	7.3%
975 · Buildings & improvements	592.62	100,000.00	-99,407.38	0.6%
978 · Software/Website development	12,600.00	20,000.00	-7,400.00	63.0%
980 · Office furniture & fixtures	350.00	10,000.00	-9,650.00	3.5%
981 · Office equipment	3,409.63	15,000.00	-11,590.37	22.7%
982-A · Books - Adult	6,619.03	42,000.00	-35,380.97	15.8%
982-YA · Books - Teens	971.25	5,500.00	-4,528.75	17.7%
982-YS · Books - Youth Services	2,895.76	32,000.00	-29,104.24	9.0%
985-A · Audio Visual - Adult	1,008.87	8,000.00	-6,991.13	12.6%
985-YA · Audio Visual - Teens	106.21	1,300.00	-1,193.79	8.2%
985-YS · Audio Visual - Youth Services	121.87	11,600.00	-11,478.13	1.1%
986 · Periodicals	1,260.78	9,000.00	-7,739.22	14.0%
Total 970 · Capital Outlay	30,988.22	268,900.00	-237,911.78	11.5%
Total 700 · Expenditures/expenses	220,405.60	1,653,550.00	-1,433,144.40	13.3%
Total Expense	220,405.60	1,653,550.00	-1,433,144.40	13.3%
Net Income	1,315,672.50	0.00	1,315,672.50	100.0%

Figures presented on modified accrual basis.

5:37 PM
03/19/23

Milford Public Library
Check Detail
February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check		02/28/2023	Eleanor Hucker	001.01 · Cash-Checking (Flagstar)		0.00
Bill	Prog040323	09/28/2022	Eleanor Hucker	202 · Accounts Payable*	0.00	-100.00
TOTAL					0.00	-100.00
Bill Pmt -Check	14889	02/22/2023	AFLAC	001.01 · Cash-Checking (Flagstar)		-264.11
Bill	720858	02/12/2023		231 · Payroll deductions payable	-264.11	264.11
TOTAL					-264.11	264.11
Bill Pmt -Check	14890	02/22/2023	Baker & Taylor Books	001.01 · Cash-Checking (Flagstar)		-1,328.38
Bill	2037272700	01/20/2023		982-YA · Books - Youth Services	-34.69	34.69
Bill	2037272701	01/20/2023		982-YA · Books - Teens	-126.07	126.07
Bill	2037272702	01/20/2023		982-YA · Books - Youth Services	-5.99	5.99
Bill	2037272703	01/20/2023		982-YA · Books - Youth Services	-35.57	35.57
Bill	2037272704	01/20/2023		982-YA · Books - Youth Services	-93.80	93.80
Bill	2037272705	01/20/2023		982-YA · Books - Youth Services	-30.70	30.70
Bill	2037272706	01/20/2023		982-YA · Books - Youth Services	-11.04	11.04
Bill	2037272707	01/20/2023		982-YA · Books - Youth Services	-228.19	228.19
Bill	2037272708	01/20/2023		982-YA · Books - Youth Services	-24.58	24.58
Bill	2037272709	01/20/2023		982-YA · Books - Youth Services	-58.35	58.35
Bill	2037272710	01/20/2023		982-YA · Books - Youth Services	-2.99	2.99
Bill	2037272711	01/20/2023		982-YA · Books - Youth Services	-31.80	31.80
Bill	2037272712	01/20/2023		982-YA · Books - Youth Services	-3.59	3.59
Bill	2037272713	01/20/2023		982-YA · Books - Youth Services	-10.50	10.50
Bill	2037272714	01/20/2023		982-YA · Books - Youth Services	-11.04	11.04
Bill	2037272715	01/20/2023		982-YA · Books - Youth Services	-20.46	20.46
Bill	2037272716	01/20/2023		982-YA · Books - Youth Services	-0.79	0.79
Bill	2037272717	01/20/2023		982-YA · Books - Youth Services	-12.57	12.57
Bill	2037272718	01/20/2023		982-YA · Books - Youth Services	-285.59	285.59
Bill	2037272719	01/20/2023		982-YA · Books - Youth Services	-32.80	32.80
Bill	2037272720	01/20/2023		982-YA · Books - Youth Services	-35.54	35.54
Bill	2037272721	01/20/2023		982-YA · Books - Youth Services	-71.85	71.85
Bill	2037272722	01/20/2023		982-YA · Books - Youth Services	-13.48	13.48
Bill	2037272723	01/20/2023		982-YA · Books - Youth Services	-50.61	50.61
Bill	2037272724	01/20/2023		982-YA · Books - Youth Services	-85.25	85.25
Bill	2037272725	01/20/2023		982-YA · Books - Youth Services	-10.54	10.54
TOTAL					-1,328.38	1,328.38
Bill Pmt -Check	14891	02/22/2023	Bibliotheca, LLC/3M	001.01 · Cash-Checking (Flagstar)		-3,946.00
Bill	INV-US61888	02/06/2023		123 · Prepaid Expenses	-1,499.00	1,499.00

5:37 PM
03/19/23

Milford Public Library
Check Detail
February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				123 · Prepaid Expenses 930 · Land & building repair services	-1,949.00 -498.00	1,949.00 498.00
					-3,946.00	3,946.00
Bill Pmt -Check	14892	02/22/2023	Blackstone Publishing	001.01 · Cash-Checking (Flagstar)		-367.74
Bill	2085689	02/08/2023		985-A · Audio Visual - Adult	-31.99	31.99
Bill	2086899	02/15/2023		985-A · Audio Visual - Adult	-295.75	295.75
Bill	2087022	02/16/2023		985-A · Audio Visual - Adult	-40.00	40.00
TOTAL					-367.74	367.74
Bill Pmt -Check	14893	02/22/2023	Delta Dental Plan of Michigan	001.01 · Cash-Checking (Flagstar)		-777.12
Bill	RIS000473...	03/01/2023		231 · Payroll deductions payable 231 · Payroll deductions payable	-388.48 -388.64	388.48 388.64
TOTAL					-777.12	777.12
Bill Pmt -Check	14894	02/22/2023	Demco, Inc.	001.01 · Cash-Checking (Flagstar)		-368.78
Bill	7256219	02/07/2023		730 · Collections Maintenance	-111.09	111.09
Bill	7256584	02/07/2023		730 · Collections Maintenance	-257.69	257.69
TOTAL					-368.78	368.78
Bill Pmt -Check	14895	02/22/2023	Foster Swift Collins & Smith PC	001.01 · Cash-Checking (Flagstar)		-112.50
Bill	851574	02/13/2023		209 · Accrued expenses	-112.50	112.50
TOTAL					-112.50	112.50
Bill Pmt -Check	14896	02/22/2023	Gale/Cengage Learning	001.01 · Cash-Checking (Flagstar)		-161.19
Bill	80612174	02/06/2023		982-A · Books - Adult	-83.22	83.22
Bill	80710918	02/14/2023		982-A · Books - Adult	-77.97	77.97
TOTAL					-161.19	161.19
Bill Pmt -Check	14897	02/22/2023	Library Network	001.01 · Cash-Checking (Flagstar)		-395.04
Bill	71613	02/06/2023		804 · Automation	-395.04	395.04

5:37 PM
03/19/23

Milford Public Library
Check Detail
February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-395.04	395.04
Bill Pmt -Check	14898	02/22/2023	Rose Pest Solutions	001.01 • Cash-Checking (Flagstar)		-81.00
Bill	31059065	02/06/2023		930 • Land & building repair services	-81.00	81.00
TOTAL					-81.00	81.00
Bill Pmt -Check	14899	02/22/2023	Sarah Hatter	001.01 • Cash-Checking (Flagstar)		-175.00
Bill	Prog030623	01/11/2023		967-A • Programming - Adult	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	14900	03/01/2023	Detroit Historical Society	001.01 • Cash-Checking (Flagstar)		-275.00
Bill	Prog031523	09/01/2022		123.01 • Prepaid programming expenses	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	14901	03/01/2023	Detroit History Tours	001.01 • Cash-Checking (Flagstar)		-200.00
Bill	Prog032023	09/29/2022		123.01 • Prepaid programming expenses	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	14902	03/01/2023	DTE Energy	001.01 • Cash-Checking (Flagstar)		-6,873.07
Bill	Feb23	02/20/2023		923 • Utilities-Electric	-4,791.29	4,791.29
				924 • Utilities-Natural gas	-2,081.78	2,081.78
TOTAL					-6,873.07	6,873.07
Bill Pmt -Check	14903	03/01/2023	GFL Environmental	001.01 • Cash-Checking (Flagstar)		-116.53
Bill	0059652624	02/13/2023		820 • Waste & rubbish disposal	-116.53	116.53
TOTAL					-116.53	116.53
Bill Pmt -Check	14904	03/01/2023	Ingram Library Services	001.01 • Cash-Checking (Flagstar)		-645.66
Bill	74361682	02/09/2023		982-A • Books - Adult	-99.59	99.59
Bill	74361679	02/09/2023		982-YS • Books - Youth Services	-19.02	19.02
Bill	74361680	02/09/2023		982-YS • Books - Youth Services	-22.39	22.39

5:37 PM
03/19/23

Milford Public Library
Check Detail
February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	74361681	02/09/2023		982-YS · Books - Youth Services	-10.61	10.61
Bill	74386894	02/10/2023		982-A · Books - Adult	-104.60	104.60
Bill	74386892	02/10/2023		982-A · Books - Adult	-23.18	23.18
Bill	74386893	02/10/2023		982-YS · Books - Youth Services	-10.59	10.59
Bill	74386891	02/10/2023		982-YS · Books - Youth Services	-35.68	35.68
Bill	74407897	02/12/2023		982-YS · Books - Youth Services	-24.17	24.17
Bill	74407898	02/12/2023		982-YS · Books - Youth Services	-10.06	10.06
Bill	74407899	02/12/2023		982-YS · Books - Youth Services	-13.96	13.96
Bill	74407900	02/12/2023		982-A · Books - Adult	-36.73	36.73
Bill	74422469	02/13/2023		982-YS · Books - Youth Services	-25.00	25.00
Bill	74422470	02/13/2023		982-YS · Books - Youth Services	-5.66	5.66
Bill	74422471	02/13/2023		982-YS · Books - Youth Services	-11.71	11.71
Bill	74422472	02/13/2023		982-A · Books - Adult	-30.78	30.78
Bill	74467698	02/15/2023		982-YS · Books - Youth Services	-55.25	55.25
Bill	74467699	02/15/2023		982-A · Books - Adult	-106.68	106.68
TOTAL					-645.66	645.66
Bill Pmt -Check	14905	03/01/2023	Library Network	001.01 · Cash-Checking (Flagstar)	-1,378.30	-1,378.30
Bill	71690	02/14/2023		981 · Office equipment	-1,378.30	1,378.30
TOTAL					-1,378.30	1,378.30
Bill Pmt -Check	14906	03/01/2023	Meg Bruce*	001.01 · Cash-Checking (Flagstar)	-25.06	-25.06
Bill	022423	02/24/2023		967-YA · Programming - Teens	-25.06	25.06
TOTAL					-25.06	25.06
Bill Pmt -Check	14907	03/01/2023	National Time & Signal Corporation	001.01 · Cash-Checking (Flagstar)	-245.00	-245.00
Bill	152896	02/21/2023		930 · Land & building repair services	-245.00	245.00
TOTAL					-245.00	245.00
Bill Pmt -Check	14909	03/08/2023	Bevin Cohen	001.01 · Cash-Checking (Flagstar)	-242.79	-242.79
Bill	Prog040323	02/27/2023		967-A · Programming - Adult	-242.79	242.79
TOTAL					-242.79	242.79
Bill Pmt -Check	14910	03/08/2023	Clearly	001.01 · Cash-Checking (Flagstar)	-129.32	-129.32

5:37 PM
03/19/23

Milford Public Library
Check Detail
February 22 through March 21, 2023

Type	Nm	Date	Name	Account	Paid Amount	Original Amount
Bill	INV493751	03/01/2023		850 · Communications	-129.32	129.32
TOTAL					-129.32	129.32
Bill Pmt -Check	14911	03/08/2023	Comstar Technologies fka Technology...	001.01 · Cash-Checking (Flagstar)		-1,193.98
Bill	CW170087	03/01/2023		930 · Land & building repair services	-600.00	600.00
Bill	CW170474	03/03/2023		930 · Land & building repair services	-593.98	593.98
TOTAL					-1,193.98	1,193.98
Bill Pmt -Check	14912	03/08/2023	Flagstar	001.01 · Cash-Checking (Flagstar)		-1,534.39
Bill	Feb23	02/22/2023		727 · Supplies-Office/general	-183.45	183.45
				804 · Automation	-56.70	56.70
				804.1 · Electronic content delivery	-162.00	162.00
				967-A · Programming - Adult	-97.10	97.10
				967-YS · Programming - Youth Svcs.	-798.42	798.42
				985-A · Audio Visual - Adult	-57.72	57.72
				967-YA · Programming - Teens	-179.00	179.00
TOTAL					-1,534.39	1,534.39
Bill Pmt -Check	14913	03/08/2023	Frontier	001.01 · Cash-Checking (Flagstar)		-105.22
Bill	Feb23	02/19/2023		850 · Communications	-105.22	105.22
TOTAL					-105.22	105.22
Bill Pmt -Check	14914	03/08/2023	Ingram Library Services	001.01 · Cash-Checking (Flagstar)		-2,049.86
Bill	74539645	02/20/2023		982-YS · Books - Youth Services	-4.56	4.56
Bill	74539646	02/20/2023		982-YS · Books - Youth Services	-11.16	11.16
Bill	74539647	02/20/2023		982-A · Books - Adult	-79.32	79.32
Bill	74588883	02/22/2023		982-YS · Books - Youth Services	-60.91	60.91
Bill	74588884	02/22/2023		982-YS · Books - Youth Services	-21.20	21.20
Bill	74588885	02/22/2023		982-A · Books - Adult	-9.27	9.27
Bill	74674435	02/28/2023		982-A · Books - Adult	-1,373.67	1,373.67
Bill	74703117	03/01/2023		982-A · Books - Adult	-95.51	95.51
Bill	74703118	03/01/2023		982-YS · Books - Youth Services	-394.26	394.26
TOTAL					-2,049.86	2,049.86
Bill Pmt -Check	14915	03/08/2023	J.E. Strauss Consulting/CPA, LLC	001.01 · Cash-Checking (Flagstar)		-1,300.34

5:37 PM
03/19/23

Milford Public Library
Check Detail
February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2465	02/28/2023		801 · Professional Services 801 · Professional Services	-1,032.00 -268.34	1,032.00 268.34
TOTAL					-1,300.34	1,300.34
Bill Pmt -Check	14916	03/08/2023	Kanopy, Inc.	001.01 · Cash-Checking (Flagstar)		-44.20
Bill	338862	02/28/2023		804.1 · Electronic content delivery	-44.20	44.20
TOTAL					-44.20	44.20
Bill Pmt -Check	14917	03/08/2023	Lawson Printers Inc.	001.01 · Cash-Checking (Flagstar)		-3,006.01
Bill	99235	03/04/2023		901 · Postage 881 · Adv. & Promotion	-4.01 -2,262.00	4.01 2,262.00
Bill	99237	03/06/2023		901 · Postage	-740.00	740.00
TOTAL					-3,006.01	3,006.01
Bill Pmt -Check	14918	03/08/2023	Midwest Tape	001.01 · Cash-Checking (Flagstar)		-906.89
Bill	503440993	02/28/2023		804.1 · Electronic content delivery	-906.89	906.89
TOTAL					-906.89	906.89
Bill Pmt -Check	14919	03/08/2023	Petty Cash*	001.01 · Cash-Checking (Flagstar)		-12.54
Bill	022623	02/26/2023		967-A · Programming - Adult	-12.54	12.54
TOTAL					-12.54	12.54
Bill Pmt -Check	14920	03/08/2023	Quill Corporation	001.01 · Cash-Checking (Flagstar)		-337.81
Bill	30887569	02/17/2023		727 · Supplies-Office/general	-337.81	337.81
TOTAL					-337.81	337.81
Bill Pmt -Check	14921	03/08/2023	Rockafellow Properties	001.01 · Cash-Checking (Flagstar)		-130.00
Bill	942158	02/27/2023		930 · Land & building repair services	-130.00	130.00
TOTAL					-130.00	130.00
Bill Pmt -Check	14922	03/08/2023	Quill Corporation	001.01 · Cash-Checking (Flagstar)		-194.67

5:37 PM
03/19/23

Milford Public Library
Check Detail
February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	30906597	02/20/2023		727 · Supplies-Office/general	-194.67	194.67
TOTAL					-194.67	194.67
Bill Pmt -Check	14923	03/15/2023	Absopure Water Company	001.01 · Cash-Checking (Flagstar)		-63.50
Bill	88722806	02/08/2023		727 · Supplies-Office/general	-45.50	45.50
Bill	59911895	02/28/2023		727 · Supplies-Office/general	-18.00	18.00
TOTAL					-63.50	63.50
Bill Pmt -Check	14924	03/15/2023	Blackstone Publishing	001.01 · Cash-Checking (Flagstar)		-72.00
Bill	2087693	02/20/2023		985-A · Audio Visual - Adult	-72.00	72.00
TOTAL					-72.00	72.00
Bill Pmt -Check	14925	03/15/2023	Blue Cross Blue Shield of Michigan	001.01 · Cash-Checking (Flagstar)		-4,479.28
Bill	159598631	03/07/2023		718 · Health/dental insurance expense	-4,479.28	4,479.28
TOTAL					-4,479.28	4,479.28
Bill Pmt -Check	14926	03/15/2023	Brien's Services, Inc.	001.01 · Cash-Checking (Flagstar)		-2,420.00
Bill	44910	02/28/2023		930 · Land & building repair services	-2,420.00	2,420.00
TOTAL					-2,420.00	2,420.00
Bill Pmt -Check	14927	03/15/2023	CEI Michigan, LLC	001.01 · Cash-Checking (Flagstar)		-760.00
Bill	774889	02/28/2023		930 · Land & building repair services	-760.00	760.00
TOTAL					-760.00	760.00
Bill Pmt -Check	14928	03/15/2023	Foster Swift Collins & Smith PC	001.01 · Cash-Checking (Flagstar)		-470.00
Bill	853638	03/08/2023		801 · Professional Services	-470.00	470.00
TOTAL					-470.00	470.00
Bill Pmt -Check	14929	03/15/2023	Highland Township Library	001.01 · Cash-Checking (Flagstar)		-6.99

5:37 PM
03/19/23

Milford Public Library

Check Detail

February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	112	03/02/2023		655.01 · Fines/Fees/Lost Books/Cards	-6.99	6.99
TOTAL					-6.99	6.99
Bill Pmt -Check	14930	03/15/2023	Jani-King of Michigan, Inc.	001.01 · Cash-Checking (Flagstar)		-3,480.61
Bill	DET032300...	03/01/2023		930 · Land & building repair services	-3,480.61	3,480.61
TOTAL					-3,480.61	3,480.61
Bill Pmt -Check	14931	03/15/2023	Metcom	001.01 · Cash-Checking (Flagstar)		-150.22
Bill	152197	01/12/2023		730 · Collections Maintenance	-150.22	150.22
TOTAL					-150.22	150.22
Bill Pmt -Check	14932	03/15/2023	T-Mobile	001.01 · Cash-Checking (Flagstar)		-819.31
Bill	Feb23	02/25/2023		987-O · Other Misc Communications	-819.31	819.31
TOTAL					-819.31	819.31
Bill Pmt -Check	14933	03/15/2023	Applied Innovation	001.01 · Cash-Checking (Flagstar)		-271.90
Bill	2168169	03/10/2023		727 · Supplies-Office/general	-31.20	31.20
Bill	2168168	03/10/2023		727 · Supplies-Office/general	-142.00	142.00
Bill	2169461	03/13/2023		727 · Supplies-Office/general	-98.70	98.70
TOTAL					-271.90	271.90
Bill Pmt -Check	14934	03/15/2023	Rose Pest Solutions	001.01 · Cash-Checking (Flagstar)		-81.00
Bill	31062770	03/06/2023		930 · Land & building repair services	-81.00	81.00
TOTAL					-81.00	81.00

Milford Public Library

Check Detail

February 22 through March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14908	03/01/2023	Nationwide	001.01 · Cash-Checking (Flagstar)		-300.00
				231 · Payroll deductions payable	-100.00	100.00
				231 · Payroll deductions payable	-200.00	200.00
					-300.00	300.00

TOTAL

11:41 AM

04/16/23

Accrual Basis

Milford Public Library
Governmental Fund Balance Sheet-General Fund
As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
001 - Cash-Checking/Sweep	1,494,468.61	1,249,846.12	244,622.49
003 - Certificates of deposit			
003.01 - C/D - Alta M. Tripp Endowment	27,579.25	27,579.25	0.00
003.02 - C/D-Carlton Tripp Endowment	164,499.85	164,499.85	0.00
003.03 - CD-Level One Bk	0.00	205,245.43	-205,245.43
Total 003 - Certificates of deposit	192,079.10	397,324.53	-205,245.43
004 - Imprest Cash	605.00	605.00	0.00
008 - Cash-Money market (HVSF)	208,580.71	206,257.64	2,323.07
017 - Investments (S/T)			
017.01 - Investments-Oakland County Pool	1,162,767.44	743,608.95	419,158.49
Total 017 - Investments (S/T)	1,162,767.44	743,608.95	419,158.49
Total Checking/Savings	3,058,500.86	2,597,642.24	460,858.62
Other Current Assets			
123 - Prepaid Expenses	27,181.07	32,803.71	-5,622.64
Total Other Current Assets	27,181.07	32,803.71	-5,622.64
Total Current Assets	3,085,681.93	2,630,445.95	455,235.98
TOTAL ASSETS	3,085,681.93	2,630,445.95	455,235.98
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
202 - Accounts Payable*	24,494.30	13,631.37	10,862.93
Total Accounts Payable	24,494.30	13,631.37	10,862.93
Other Current Liabilities			
228 - Due to State of MI	1,813.06	1,716.06	97.00
229 - Due to Federal Government	5,965.42	5,559.20	406.22
231 - Payroll deductions payable	153.12	465.80	-312.68
257 - Accrued Payroll	6,916.52	5,298.34	1,618.18
Total Other Current Liabilities	14,848.12	13,039.40	1,808.72
Total Current Liabilities	39,342.42	26,670.77	12,671.65
Total Liabilities	39,342.42	26,670.77	12,671.65
Equity			
370 - FB - Nonspendable prepaids	27,181.07	32,803.71	-5,622.64
375 - FB - Restricted-Nonexpendable	192,079.10	192,079.10	0.00
385 - FB - Assigned	802,650.00	387,177.00	415,473.00
390 - Fund Balance-Unassigned	782,467.05	818,316.58	-35,849.53
Net Income	1,241,962.29	1,173,398.79	68,563.50
Total Equity	3,046,339.51	2,603,775.18	442,564.33
TOTAL LIABILITIES & EQUITY	3,085,681.93	2,630,445.95	455,235.98

Milford Public Library

Fund Balance
March 31, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>Preliminary</u> <u>12/31/2022</u>	<u>2/28/2023</u>	<u>3/31/2023</u>	<u>YTD Variance</u>
General Fund:						
Fund balance-Non spendable	\$ 37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 34,781.96	\$ 27,181.07	\$ (14,612.92)
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	\$ -
Assigned	75,289.00	387,177.00	803,000.00	802,650.00	802,650.00	\$ (350.00)
Unassigned	584,131.39	380,533.44	393,503.30	774,866.16	782,467.05	\$ 388,963.75
YTD income (loss)	116,757.41	424,600.86	374,000.83	1,315,672.50	1,241,962.29	\$ 867,961.46

Fund Balance (Modified Accrual)	\$ 1,005,775.53	\$ 1,430,376.39	\$ 1,804,377.22	\$ 3,120,049.72	\$ 3,046,339.51	\$ 1,241,962.29
Modified accrual fund balance growth	13.5%	42.6%	26.1%	437.5%	275.3%	

General Fixed Assets Account Group

(GFAAG):

Beginning Balance	539,457.11	662,439.49	672,380.67	770,102.18	770,102.18	\$ 97,721.51
YTD Additions	223,034.38	112,120.30	202,673.37	30,988.22	40,756.48	\$ (161,916.89)
YTD Dispositions (NBV)	-	-	-	-	-	\$ -
Depreciation	(100,052.00)	(102,179.12)	(104,951.86)	(17,833.33)	(26,750.00)	\$ 78,201.86
Ending Balance	662,439.49	672,380.67	770,102.18	783,257.07	784,108.66	\$ 14,006.48
Full Accrual Adjustments	(17,360.11)	(17,082.50)	(20,634.81)	(20,634.81)	(20,634.81)	\$ -

Fund Balance (Full Accrual)	\$ 1,650,854.91	\$ 2,085,674.56	\$ 2,553,844.56	\$ 3,882,671.98	\$ 3,809,813.36	\$ 1,255,968.77
Full accrual fund balance growth	8.2%	19.3%	22.4%	312.2%	196.7%	

Non-Spendable:

Prepaid Expenses	37,518.63	45,985.99	41,793.99	34,781.96	27,181.07	\$ (14,612.92)
Other	-	-	-	-	-	\$ -
	\$ 37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 34,781.96	\$ 27,181.07	\$ (14,612.92)

Milford Public Library

Fund Balance

March 31, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>Preliminary 12/31/2022</u>	<u>2/28/2023</u>	<u>3/31/2023</u>	<u>YTD Variance</u>
<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	1,000.00	1,000.00	1,000.00	1,000.00	-
Art sculpture	2,000.00	6,000.00	6,000.00	5,650.00	5,650.00	(350.00)
Building improvements	49,018.86	343,045.00	771,090.00	771,000.00	771,000.00	-
Technology improvements	7,138.64	25,000.00	25,000.00	25,000.00	25,000.00	-
Collections development	5,000.00	5,000.00	-	-	-	-
Staff development	5,000.00	5,000.00	-	-	-	-
Special youth projects	-	-	-	-	-	-
Adult Programming-Ann Croy Memorial	2,131.50	2,132.00	-	-	-	-
Other	-	-	-	-	-	-
\$	75,289.00	387,177.00	803,000.00	802,650.00	802,650.00	\$ (350.00)

<u>Full Accrual Adjustments:</u>						
Accrued unemployment	-	-	-	-	-	-
Accrued sick pay	17,360.11	17,082.50	20,634.81	20,634.81	20,634.81	-
Other	-	-	-	-	-	-
\$	17,360.11	17,082.50	20,634.81	20,634.81	20,634.81	\$

<u>General Fixed Assets Account Group (GFAAG):</u>						
YTD Additions- Bldg/Land Improvements	136,692.44	13,708.48	105,995.43	1,644.82	1,644.82	(104,350.61)
YTD Additions- Software/Website Dev	-	-	-	12,600.00	12,600.00	12,600.00
YTD Additions-Furn & Fixtures	15,996.00	930.00	819.00	350.00	350.00	(469.00)
YTD Additions-Equipment	6,424.38	20,943.89	6,015.84	3,409.63	3,409.63	(2,606.21)
YTD Additions-Collections	63,921.56	78,790.06	89,843.10	12,983.77	22,752.03	(67,091.07)
Total YTD Additions	\$ 223,034.38	\$ 114,372.43	\$ 202,673.37	\$ 30,988.22	\$ 40,756.48	\$ (161,916.89)

11:45 AM

Milford Public Library

04/16/23

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

Accrual Basis

General Fund

	Mar 23	Jan - Mar 23	% YTD
Income			
400 • Revenue			
401 • Taxes revenue			
402 • Current real property taxes	25,447.55	1,556,972.35	1.6%
437 • Industrial Facilities Tax	7,423.20	7,423.20	100.0%
Total 401 • Taxes revenue	32,870.75	1,564,395.55	2.1%
539 • State grants			
569 • State Grants-other	8,604.42	8,604.42	100.0%
Total 539 • State grants	8,604.42	8,604.42	100.0%
600 • Charges for services			
626 • Services Rendered	3.00	19.00	15.8%
642 • Services-Sales	239.25	574.70	41.6%
Total 600 • Charges for services	242.25	593.70	40.8%
655 • Fines & forfeits			
655.01 • Fines/Fees/Lost Books/Cards	103.33	386.14	26.8%
Total 655 • Fines & forfeits	103.33	386.14	26.8%
664 • Investment Income/rents			
665 • Interest Income	3,073.32	6,990.31	44.0%
Total 664 • Investment Income/rents	3,073.32	6,990.31	44.0%
672 • Other revenue-general			
674 • Private contributions/donations	21.93	23.93	91.6%
689 • Cash over/short	0.06	0.11	54.5%
672 • Other revenue-general - Other	433.31	433.31	100.0%
Total 672 • Other revenue-general	455.30	457.35	99.6%
Total 400 • Revenue	45,349.37	1,581,427.47	2.9%
Total Income	45,349.37	1,581,427.47	2.9%
Expense			
700 • Expenditures/expenses			
701 • Personnel services			
702 • Salaries	35,300.00	104,140.42	33.9%
703 • Wages-part time employees	16,042.52	50,501.10	31.8%
709 • Employer's Social Security	3,855.39	11,619.34	33.2%
718 • Health/dental Insurance expense	4,819.48	14,458.44	33.3%
Total 701 • Personnel services	60,017.39	180,719.30	33.2%
726 • Supplies			
727 • Supplies-Office/general	1,067.82	4,046.83	26.4%
729 • Covid-19 response supplies	172.80	172.80	100.0%
730 • Collections Maintenance	744.41	2,237.43	33.3%
Total 726 • Supplies	1,985.03	6,457.06	30.7%
800 • Other services & charges			
801 • Professional Services	4,864.50	13,901.22	35.0%
804 • Automation			
804.1 • Electronic content delivery	2,825.83	7,589.71	37.2%
804 • Automation - Other	2,505.29	12,516.49	20.0%
Total 804 • Automation	5,331.12	20,106.20	26.5%
805 • TLN Central Services	291.25	1,332.55	21.9%
815 • Computer services	1,750.00	4,120.33	42.5%
820 • Waste & rubbish disposal	115.19	339.96	33.9%
850 • Communications	234.54	703.62	33.3%
861 • Transportation-mileage relmbs	0.00	29.21	0.0%
880 • Community promotion			
881 • Adv. & Promotion	4,583.95	4,583.95	100.0%
Total 880 • Community promotion	4,583.95	4,583.95	100.0%
901 • Postage	761.61	881.61	86.4%
920 • Utilities			
921 • Utilities-Sewage	476.20	476.20	100.0%
922 • Utilities-Water	354.85	354.85	100.0%
923 • Utilities-Electric	5,037.41	14,617.70	34.5%
924 • Utilities-Natural gas	1,553.52	5,544.12	28.0%
Total 920 • Utilities	7,421.98	20,992.87	35.4%
930 • Land & building repair services	12,392.98	32,595.74	38.0%
960 • Property/ liability insurance	1,176.00	4,509.00	26.1%
965 • Professional development			
965.01 • Conferences	25.00	25.00	100.0%
965.02 • Travel	10.48	10.48	100.0%
Total 965 • Professional development	35.48	35.48	100.0%
967 • Project costs (programming_			
967-A • Programming - Adult	1,369.19	3,104.21	44.1%

Figures presented on modified accrual basis of accounting.

11:45 AM

Milford Public Library

04/16/23

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

Accrual Basis

General Fund

	Mar 23	Jan - Mar 23	% YTD
967-O • Other Misc Communications	827.65	2,453.96	33.7%
967-YA • Programming - Teens	0.00	219.91	0.0%
967-YS • Programming - Youth Svcs.	508.46	1,622.52	31.3%
Total 967 • Project costs (programmi...	2,705.30	7,400.60	36.6%
Total 800 • Other services & charges	41,663.90	111,532.34	37.4%
970 • Capital Outlay			
974 • Land Improvements	0.00	1,052.20	0.0%
975 • Buildings & Improvements	0.00	592.62	0.0%
978 • Software/Website development	0.00	12,600.00	0.0%
980 • Office furniture & fixtures	0.00	350.00	0.0%
981 • Office equipment	0.00	3,409.63	0.0%
982-A • Books - Adult	3,040.08	9,659.11	31.5%
982-YA • Books - Teens	425.95	1,397.20	30.5%
982-YS • Books - Youth Services	1,309.70	4,205.46	31.1%
985-A • Audio Visual - Adult	401.71	1,410.58	28.5%
985-YA • Audio Visual - Teens	55.35	161.56	34.3%
985-YS • Audio Visual - Youth Services	3,905.08	4,026.95	97.0%
986 • Periodicals	630.39	1,891.17	33.3%
Total 970 • Capital Outlay	9,768.26	40,756.48	24.0%
Total 700 • Expenditures/expenses	113,434.58	339,465.16	33.4%
Total Expense	113,434.58	339,465.16	33.4%
Net Income	-68,085.21	1,241,962.29	-5.5%

Figures presented on modified accrual basis of accounting.

12:03 PM

Milford Public Library

04/16/23

Stmnt of Governmental Revenues & Expenditures-Prior Yr Comp

Accrual Basis

General Fund

	Jan - Mar 23	Jan - Mar 22	\$ Change	% Change
Income				
400 • Revenue				
401 • Taxes revenue				
402 • Current real property taxes	1,556,972.35	1,465,167.20	91,805.15	6.3%
437 • Industrial Facilities Tax	7,423.20	7,300.50	122.70	1.7%
Total 401 • Taxes revenue	1,564,395.55	1,472,467.70	91,927.85	6.2%
539 • State grants				
569 • State Grants-other	8,604.42	10,054.76	-1,450.34	-14.4%
Total 539 • State grants	8,604.42	10,054.76	-1,450.34	-14.4%
600 • Charges for services				
626 • Services Rendered	19.00	33.00	-14.00	-42.4%
642 • Services-Sales	574.70	539.25	35.45	6.6%
Total 600 • Charges for services	593.70	572.25	21.45	3.8%
655 • Fines & forfeits				
655.01 • Fines/Fees/Lost Books/Cards	386.14	377.58	8.56	2.3%
Total 655 • Fines & forfeits	386.14	377.58	8.56	2.3%
664 • Investment income/rents				
665 • Interest Income	6,990.31	1,144.49	5,845.82	510.8%
667 • Rents	0.00	0.00	0.00	0.0%
Total 664 • Investment income/rents	6,990.31	1,144.49	5,845.82	510.8%
672 • Other revenue-general				
674 • Private contributions/donations	23.93	15.98	7.95	49.8%
689 • Cash over/short	0.11	0.38	-0.27	-71.1%
672 • Other revenue-general - Other	433.31	253.81	179.50	70.7%
Total 672 • Other revenue-general	457.35	270.17	187.18	69.3%
Total 400 • Revenue	1,581,427.47	1,484,886.95	96,540.52	6.5%
Total Income	1,581,427.47	1,484,886.95	96,540.52	6.5%
Expense				
700 • Expenditures/expenses				
701 • Personnel services				
702 • Salaries	104,140.42	99,338.32	4,802.10	4.8%
703 • Wages-part time employees	50,501.10	43,815.82	6,685.28	15.3%
708 • State unemployment taxes	0.00	0.00	0.00	0.0%
709 • Employer's Social Security	11,619.34	10,719.47	899.87	8.4%
718 • Health/dental insurance expense	14,458.44	18,027.54	-3,569.10	-19.8%
725 • Insurance-Workers Comp	0.00	980.00	-980.00	-100.0%
Total 701 • Personnel services	180,719.30	172,881.15	7,838.15	4.5%
726 • Supplies				
727 • Supplies-Office/general	4,046.83	4,938.51	-891.68	-18.1%
729 • Covid-19 response supplies	172.80	251.32	-78.52	-31.2%
730 • Collections Maintenance	2,237.43	665.36	1,572.07	236.3%
Total 726 • Supplies	6,457.06	5,855.19	601.87	10.3%
800 • Other services & charges				
801 • Professional Services	13,901.22	5,136.00	8,765.22	170.7%
804 • Automation				
804.1 • Electronic content delivery	7,589.71	7,684.39	-94.68	-1.2%
804 • Automation - Other	12,516.49	12,113.04	403.45	3.3%
Total 804 • Automation	20,106.20	19,797.43	308.77	1.6%
805 • TLN Central Services	1,332.55	1,332.55	0.00	0.0%
815 • Computer services	4,120.33	3,751.02	369.31	9.9%

12:03 PM

04/16/23

Accrual Basis

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

	Jan - Mar 23	Jan - Mar 22	\$ Change	% Change
820 · Waste & rubbish disposal	339.96	260.84	79.12	30.3%
850 · Communications	703.62	866.56	-162.94	-18.8%
861 · Transportation-mileage reimbs	29.21	13.07	16.14	123.5%
880 · Community promotion				
881 · Adv. & Promotion	4,583.95	2,566.54	2,017.41	78.6%
Total 880 · Community promotion	4,583.95	2,566.54	2,017.41	78.6%
901 · Postage	881.61	785.83	95.78	12.2%
920 · Utilities				
921 · Utilities-Sewage	476.20	312.80	163.40	52.2%
922 · Utilities-Water	354.85	289.85	65.00	22.4%
923 · Utilities-Electric	14,617.70	21,016.44	-6,398.74	-30.5%
924 · Utilities-Natural gas	5,544.12	7,068.06	-1,523.94	-21.6%
Total 920 · Utilities	20,992.87	28,687.15	-7,694.28	-26.8%
930 · Land & building repair services	32,595.74	33,532.27	-936.53	-2.8%
960 · Property/ liability insurance	4,509.00	3,179.19	1,329.81	41.8%
965 · Professional development				
965.01 · Conferences	25.00	0.00	25.00	100.0%
965.02 · Travel	10.48	0.00	10.48	100.0%
Total 965 · Professional development	35.48	0.00	35.48	100.0%
967 · Project costs (programming_				
967-A · Programming - Adult	3,104.21	1,858.94	1,245.27	67.0%
967-O · Other Misc Communications	2,453.96	1,098.94	1,355.02	123.3%
967-YA · Programming - Teens	219.91	606.40	-386.49	-63.7%
967-YS · Programming - Youth Svcs.	1,622.52	1,809.89	-187.37	-10.4%
Total 967 · Project costs (programming_	7,400.60	5,374.17	2,026.43	37.7%
Total 800 · Other services & charges	111,532.34	105,282.62	6,249.72	5.9%
970 · Capital Outlay				
974 · Land improvements	1,052.20	0.00	1,052.20	100.0%
975 · Buildings & improvements	592.62	4,593.41	-4,000.79	-87.1%
978 · Software/Website development	12,600.00	0.00	12,600.00	100.0%
980 · Office furniture & fixtures	350.00	0.00	350.00	100.0%
981 · Office equipment	3,409.63	3,551.04	-141.41	-4.0%
982-A · Books - Adult	9,659.11	7,883.13	1,775.98	22.5%
982-YA · Books - Teens	1,397.20	1,320.95	76.25	5.8%
982-YS · Books - Youth Services	4,205.46	5,130.61	-925.15	-18.0%
985-A · Audio Visual - Adult	1,410.58	1,735.23	-324.65	-18.7%
985-YA · Audio Visual - Teens	161.56	704.98	-543.42	-77.1%
985-YS · Audio Visual - Youth Services	4,026.95	567.03	3,459.92	610.2%
986 · Periodicals	1,891.17	1,982.82	-91.65	-4.6%
Total 970 · Capital Outlay	40,756.48	27,469.20	13,287.28	48.4%
Total 700 · Expenditures/expenses	339,465.18	311,488.16	27,977.02	9.0%
Total Expense	339,465.18	311,488.16	27,977.02	9.0%
Net Income	1,241,962.29	1,173,398.79	68,563.50	5.8%

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14935	03/22/2023	AFLAC	001.01 · Cash-Checking/Sweep (Flags...		-264.11
Bill	079571	03/12/2023		231 · Payroll deductions payable	-264.11	264.11
TOTAL					-264.11	264.11
Bill Pmt -Check	14936	03/22/2023	Brien's Services, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-2,630.50
Bill	45002	03/17/2023		930 · Land & building repair services	-2,630.50	2,630.50
TOTAL					-2,630.50	2,630.50
Bill Pmt -Check	14937	03/22/2023	Delta Dental Plan of Michigan	001.01 · Cash-Checking/Sweep (Flags...		-388.64
Bill	RIS000479...	04/01/2023		231 · Payroll deductions payable	-388.64	388.64
TOTAL					-388.64	388.64
Bill Pmt -Check	14938	03/22/2023	Gale/Cengage Learning	001.01 · Cash-Checking/Sweep (Flags...		-139.45
Bill	80848395	03/07/2023		982-A · Books - Adult	-139.45	139.45
TOTAL					-139.45	139.45
Bill Pmt -Check	14939	03/22/2023	Ingram Library Services	001.01 · Cash-Checking/Sweep (Flags...		-1,196.78
Bill	74724714	03/02/2023		982-Ys · Books - Youth Services	-12.07	12.07
Bill	74724712	03/02/2023		982-Ys · Books - Youth Services	-11.16	11.16
Bill	74728650	03/02/2023		982-A · Books - Adult	-120.62	120.62
Bill	74728649	03/02/2023		982-A · Books - Adult	-27.68	27.68
Bill	74724713	03/02/2023		982-A · Books - Adult	-135.53	135.53
Bill	74752737	03/03/2023		982-A · Books - Adult	-82.24	82.24
Bill	74752738	03/03/2023		982-Ys · Books - Youth Services	-21.77	21.77
Bill	74784552	03/05/2023		982-Ys · Books - Youth Services	-125.24	125.24
Bill	74802631	03/06/2023		982-A · Books - Adult	-32.24	32.24
Bill	74802632	03/06/2023		982-Ys · Books - Youth Services	-68.06	68.06
Bill	74888544	03/08/2023		982-Ys · Books - Youth Services	-23.95	23.95
Bill	74888545	03/08/2023		982-Ys · Books - Youth Services	-43.88	43.88
Bill	74888546	03/08/2023		982-Ys · Books - Youth Services	-9.89	9.89
Bill	74914914	03/09/2023		982-A · Books - Adult	-328.43	328.43
Bill	74914915	03/09/2023		982-Ys · Books - Youth Services	-11.71	11.71
Bill	74963745	03/13/2023		982-A · Books - Adult	-73.45	73.45
Bill	74963746	03/13/2023		982-Ys · Books - Youth Services	-30.32	30.32
Bill	74986990	03/14/2023		982-Ys · Books - Youth Services	-15.00	15.00

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	74986989	03/14/2023		982-A · Books - Adult	-23.54	23.54
TOTAL					-1,196.78	1,196.78
Bill Pmt -Check	14940	03/22/2023	Kelli Brendel	001.01 · Cash-Checking/Sweep (Flags...		-35.49
Bill	Mar23	03/20/2023		967-YS · Programming - Youth Svcs.	-35.49	35.49
TOTAL					-35.49	35.49
Bill Pmt -Check	14941	03/22/2023	Kelly McDermott	001.01 · Cash-Checking/Sweep (Flags...		-750.00
Bill	Prog041323	01/10/2023		967-A · Programming - Adult	-750.00	750.00
TOTAL					-750.00	750.00
Bill Pmt -Check	14942	03/22/2023	Korean Spirit & Culture Promotion Pro...	001.01 · Cash-Checking/Sweep (Flags...		-192.00
Bill	Prog051123	10/28/2022		123.01 · Prepaid programing expenses	-192.00	192.00
TOTAL					-192.00	192.00
Bill Pmt -Check	14943	03/22/2023	OnSolve LLC	001.01 · Cash-Checking/Sweep (Flags...		-500.00
Bill	15277947	03/08/2023		815 · Computer services	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	14944	03/22/2023	Quill Corporation	001.01 · Cash-Checking/Sweep (Flags...		-271.39
Bill	31262504	03/09/2023		727 · Supplies-Office/general	-271.39	316.37
TOTAL					-271.39	316.37
Bill Pmt -Check	14945	03/22/2023	Woodlands Library Cooperative	001.01 · Cash-Checking/Sweep (Flags...		-27.00
Bill	9087	03/06/2023		727 · Supplies-Office/general	-27.00	27.00
TOTAL					-27.00	27.00
Bill Pmt -Check	14946	03/29/2023	Baker & Taylor Books	001.01 · Cash-Checking/Sweep (Flags...		-1,580.50
Bill	2037332300	02/22/2023		982-YS · Books - Youth Services	-324.64	324.64
Bill	2037332299	02/22/2023		982-YS · Books - Youth Services	-46.24	46.24

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2037332297	02/22/2023		982-YA · Books - Teens	-56.82	56.82
Bill	2037332298	02/22/2023		982-YA · Books - Youth Services	-4.79	4.79
Bill	2037345266	02/28/2023		985-YA · Audio Visual - Teens	-27.24	27.24
Bill	2037345265	02/28/2023		982-YA · Books - Youth Services	-75.12	75.12
Bill	2037345269	02/28/2023		982-YA · Books - Youth Services	-70.27	70.27
Bill	2037345267	02/28/2023		982-YA · Books - Teens	-11.04	11.04
Bill	2037345268	02/28/2023		982-YA · Books - Youth Services	-14.24	14.24
Bill	2037366844	03/06/2023		982-A · Books - Adult	-89.33	89.33
Bill	2037357649	03/06/2023		982-YA · Books - Youth Services	-11.37	11.37
Bill	2037357650	03/06/2023		982-YA · Books - Teens	-10.50	10.50
Bill	2037357652	03/06/2023		982-YA · Books - Youth Services	-12.30	12.30
Bill	2037357651	03/06/2023		982-YA · Books - Youth Services	-7.79	7.79
Bill	2037357653	03/06/2023		982-YA · Books - Youth Services	-131.49	131.49
Bill	2037370835	03/13/2023		982-YA · Books - Youth Services	-3.59	3.59
Bill	2037370836	03/13/2023		982-YA · Books - Youth Services	-5.39	5.39
Bill	2037370837	03/13/2023		982-YA · Books - Youth Services	-23.15	23.15
Bill	2037370838	03/13/2023		982-YA · Books - Youth Services	-76.85	76.85
Bill	2037373741	03/14/2023		982-YA · Books - Youth Services	-12.86	12.86
Bill	2037373740	03/14/2023		982-YA · Books - Teens	-313.35	313.35
Bill	2037388339	03/17/2023		982-YA · Books - Teens	-44.74	44.74
Bill	2037388338	03/17/2023		982-YA · Books - Youth Services	-22.16	22.16
Bill	2037388340	03/17/2023		982-YA · Books - Youth Services	-55.20	55.20
Bill	2037400233	03/22/2023		982-YA · Books - Teens	-57.36	57.36
Bill	2037400232	03/22/2023		982-YA · Books - Youth Services	-32.52	32.52
Bill	2037400234	03/22/2023		982-YA · Books - Youth Services	-32.86	32.86
Bill	2037400235	03/22/2023		982-YA · Books - Youth Services	-7.49	7.49
TOTAL					-1,580.50	1,580.50
Bill	14947	03/29/2023	DTE Energy	001.01 · Cash-Checking/Sweep (Flags...	-6,590.93	-6,590.93
Bill	Mar23	03/20/2023		923 · Utilities-Electric	-5,037.41	5,037.41
TOTAL				924 · Utilities-Natural gas	-1,553.52	1,553.52
Bill	14948	03/29/2023	Frontier	001.01 · Cash-Checking/Sweep (Flags...	-6,590.93	-6,590.93
Bill	Mar23	03/19/2023		850 · Communications	-105.22	105.22
TOTAL					-105.22	105.22
Bill	14949	03/29/2023	Gale/Cengage Learning	001.01 · Cash-Checking/Sweep (Flags...	-107.21	-107.21
Bill	80889849	03/15/2023		982-A · Books - Adult	-29.24	29.24
Bill	80898860	03/16/2023		982-A · Books - Adult	-77.97	77.97

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-107.21	107.21
Bill Pmt -Check	14950	03/29/2023	GFL Environmental	001.01 - Cash-Checking/Sweep (Flags...		-115.19
Bill	0060186869	03/15/2023		820 - Waste & rubbish disposal	-115.19	115.19
TOTAL					-115.19	115.19
Bill Pmt -Check	14951	03/29/2023	Ingram Library Services	001.01 - Cash-Checking/Sweep (Flags...		-85.66
Bill	75005796	03/15/2023		982-A - Books - Adult	-74.50	74.50
Bill	75005797	03/15/2023		982-YS - Books - Youth Services	-11.16	11.16
TOTAL					-85.66	85.66
Bill Pmt -Check	14952	03/29/2023	Overdrive	001.01 - Cash-Checking/Sweep (Flags...		-523.00
Bill	01576CO23...	03/20/2023		804.1 - Electronic content delivery	-523.00	523.00
TOTAL					-523.00	523.00
Bill Pmt -Check	14953	03/29/2023	Playaway Products LLC	001.01 - Cash-Checking/Sweep (Flags...		-3,260.18
Bill	423113	03/15/2023		985-YS - Audio Visual - Youth Services	-269.98	269.98
Bill	423114	03/15/2023		985-YS - Audio Visual - Youth Services	-2,990.20	2,990.20
TOTAL					-3,260.18	3,260.18
Bill Pmt -Check	14954	03/29/2023	Redhen Design	001.01 - Cash-Checking/Sweep (Flags...		-1,231.25
Bill	2088	03/06/2023		801 - Professional Services	-1,140.00	1,140.00
TOTAL					-91.25	91.25
Bill Pmt -Check	14955	03/29/2023	Terence O'Leary	001.01 - Cash-Checking/Sweep (Flags...		-100.00
Bill	Prog041823	10/25/2022		123.01 - Prepaid programing expenses	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	14956	03/29/2023	Whitney Schillack	001.01 - Cash-Checking/Sweep (Flags...		-10.88

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Mar23	03/22/2023		967-YS · Programming - Youth Svcs.	-10.88	10.88
TOTAL					-10.88	10.88
Bill Pmt -Check	14958	04/05/2023	Brien's Services, Inc.	001.01 · Cash-Checking/Sweep (Flags...	-2,375.00	-2,375.00
Bill	45119	03/30/2023		930 · Land & building repair services	-2,375.00	2,375.00
TOTAL					-2,375.00	2,375.00
Bill Pmt -Check	14959	04/05/2023	Demco, Inc.	001.01 · Cash-Checking/Sweep (Flags...	-329.83	-329.83
Bill	7279961	03/21/2023		730 · Collections Maintenance	-64.08	64.08
Bill	7285004	03/29/2023		730 · Collections Maintenance	-265.75	265.75
TOTAL					-329.83	329.83
Bill Pmt -Check	14960	04/05/2023	Flagstar	001.01 · Cash-Checking/Sweep (Flags...	-1,612.05	-1,612.05
Bill	Mar23	03/22/2023		727 · Supplies-Office/general	-431.08	431.08
				967-YS · Programming - Youth Svcs.	-402.09	402.09
				985-A · Audio Visual - Adult	-162.78	162.78
				985-YA · Audio Visual - Teens	-55.35	55.35
				985-YS · Audio Visual - Youth Services	-141.00	141.00
				881 · Adv. & Promotion	-59.95	59.95
				965.01 · Conferences	-25.00	25.00
				729 · Covid-19 response supplies	-172.80	172.80
				804.1 · Electronic content delivery	-162.00	162.00
TOTAL					-1,612.05	1,612.05
Bill Pmt -Check	14961	04/05/2023	Gale/Cengage Learning	001.01 · Cash-Checking/Sweep (Flags...	-28.49	-28.49
Bill	80937040	03/23/2023		982-A · Books - Adult	-28.49	28.49
TOTAL					-28.49	28.49
Bill Pmt -Check	14962	04/05/2023	Goyette Mechanical	001.01 · Cash-Checking/Sweep (Flags...	-830.56	-830.56
Bill	910143925	03/24/2023		930 · Land & building repair services	-830.56	830.56
TOTAL					-830.56	830.56
Bill Pmt -Check	14963	04/05/2023	J.E. Strauss Consulting/CPA, LLC	001.01 · Cash-Checking/Sweep (Flags...	-1,288.25	-1,288.25

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2504	03/31/2023		801 · Professional Services 801 · Professional Services	-1,032.00 -256.25	1,032.00 256.25
TOTAL					-1,288.25	1,288.25
Bill Pmt -Check	14964	04/05/2023	Lawson Printers Inc.	001.01 · Cash-Checking/Sweep (Flags...		-2,275.25
Bill	99276	03/20/2023		901 · Postage 881 · Adv. & Promotion	-13.25 -2,262.00	13.25 2,262.00
TOTAL					-2,275.25	2,275.25
Bill Pmt -Check	14965	04/05/2023	Milford Water Dept.	001.01 · Cash-Checking/Sweep (Flags...		-831.05
Bill	1stQtr23	03/31/2023		922 · Utilities-Water	-69.00	69.00
Bill	1stQtr23(2)	03/31/2023		921 · Utilities-Sewage 922 · Utilities-Water	-476.20 -285.85	476.20 285.85
TOTAL					-831.05	831.05
Bill Pmt -Check	14966	04/05/2023	Petty Cash*	001.01 · Cash-Checking/Sweep (Flags...		-34.02
Bill	Mar23	03/26/2023		004.01 · Petty Cash	-34.02	34.02
TOTAL					-34.02	34.02
Bill Pmt -Check	14967	04/05/2023	Whitney Schillack	001.01 · Cash-Checking/Sweep (Flags...		-60.00
Bill	Mar23	03/30/2023		967-YS · Programming - Youth Svcs.	-60.00	60.00
TOTAL					-60.00	60.00
Bill Pmt -Check	14968	04/12/2023	Absopure Water Company	001.01 · Cash-Checking/Sweep (Flags...		-66.45
Bill	88758453	03/08/2023		727 · Supplies-Office/general	-48.45	48.45
Bill	59972268	03/31/2023		727 · Supplies-Office/general	-18.00	18.00
TOTAL					-66.45	66.45
Bill Pmt -Check	14969	04/12/2023	Applied Innovation	001.01 · Cash-Checking/Sweep (Flags...		-158.61
Bill	2191025	04/10/2023		727 · Supplies-Office/general	-127.41	127.41
Bill	2191026	04/10/2023		727 · Supplies-Office/general	-31.20	31.20

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-158.61	158.61
Bill Pmt -Check	14970	04/12/2023	Assabet Interactive LLC	001.01 - Cash-Checking/Sweep (Flags...		-1,350.00
Bill	23026	04/04/2023		123 - Prepaid Expenses	-1,350.00	1,350.00
TOTAL					-1,350.00	1,350.00
Bill Pmt -Check	14971	04/12/2023	Clearfly	001.01 - Cash-Checking/Sweep (Flags...		-128.33
Bill	INV501254	04/01/2023		850 - Communications	-128.33	128.33
TOTAL					-128.33	128.33
Bill Pmt -Check	14972	04/12/2023	Comstar Technologies fka Technology...	001.01 - Cash-Checking/Sweep (Flags...		-600.00
Bill	CW171052	04/01/2023		930 - Land & building repair services	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	14973	04/12/2023	Howell Conference and Nature Center	001.01 - Cash-Checking/Sweep (Flags...		-50.00
Bill	Prog080823	04/04/2023		967-Y.S. - Programming - Youth Svcs. 967-Y.S. - Programming - Youth Svcs.	-6.60 -43.40	50.00 328.80
TOTAL					-50.00	378.80
Bill Pmt -Check	14974	04/12/2023	Ingram Library Services	001.01 - Cash-Checking/Sweep (Flags...		-2,594.22
Bill	75027252	03/16/2023		982-A - Books - Adult	-80.50	80.50
Bill	75027253	03/16/2023		982-Y.S. - Books - Youth Services	-22.87	22.87
Bill	75047722	03/17/2023		982-A - Books - Adult	-59.95	59.95
Bill	75076625	03/20/2023		982-A - Books - Adult	-65.56	65.56
Bill	75097886	03/21/2023		982-A - Books - Adult	-15.57	15.57
Bill	75121376	03/22/2023		982-A - Books - Adult	-70.11	70.11
Bill	75145657	03/23/2023		982-Y.S. - Books - Youth Services	-22.32	22.32
Bill	75165328	03/24/2023		982-A - Books - Adult	-71.73	71.73
Bill	75165329	03/24/2023		982-Y.S. - Books - Youth Services	-26.71	26.71
Bill	75195735	03/27/2023		982-A - Books - Adult	-73.76	73.76
Bill	75195736	03/27/2023		982-Y.S. - Books - Youth Services	-10.44	10.44
Bill	75218435	03/28/2023		982-Y.S. - Books - Youth Services	-8.96	8.96
Bill	75241992	03/29/2023		982-A - Books - Adult	-1,006.09	1,006.09
Bill	75261323	03/30/2023		982-A - Books - Adult	-24.12	24.12
Bill	75261322	03/30/2023		982-Y.S. - Books - Youth Services	-5.11	5.11
Bill	75288727	03/31/2023		982-A - Books - Adult	-214.47	214.47

11:54 AM
04/16/23

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	75309603	04/03/2023		982-A · Books - Adult	-66.66	66.66
Bill	75309604	04/03/2023		982-A · Books - Adult	-11.15	11.15
Bill	75356616	04/05/2023		982-A · Books - Adult	-24.15	24.15
Bill	75356615	04/05/2023		982-A · Books - Adult	-145.46	145.46
Bill	75356617	04/05/2023		982-YS · Books - Youth Services	-557.37	557.37
Bill	75356614	04/05/2023		982-YS · Books - Youth Services	-11.16	11.16
TOTAL					-2,594.22	2,594.22
Bill Pmt -Check	14975	04/12/2023	Irene Miller	001.01 · Cash-Checking/Sweep (Flags...		-244.46
Bill	Prog042623	11/28/2022		123.01 · Prepaid programing expenses	-244.46	244.46
TOTAL					-244.46	244.46
Bill Pmt -Check	14976	04/12/2023	Lance Red	001.01 · Cash-Checking/Sweep (Flags...		-350.00
Bill	Prog042423	04/03/2023		967-YA · Programming - Teens	-350.00	350.00
TOTAL					-350.00	350.00
Bill Pmt -Check	14977	04/12/2023	OHM Advisors	001.01 · Cash-Checking/Sweep (Flags...		-7,500.00
Bill	59580	02/07/2023		801 · Professional Services	-5,625.00	5,625.00
Bill	60591	03/07/2023		801 · Professional Services	-1,875.00	1,875.00
TOTAL					-7,500.00	7,500.00
Bill Pmt -Check	14978	04/12/2023	Playaway Products LLC	001.01 · Cash-Checking/Sweep (Flags...		-503.90
Bill	424047	03/26/2023		985-YS · Audio Visual - Youth Services	-503.90	503.90
TOTAL					-503.90	503.90
Bill Pmt -Check	14979	04/12/2023	T-Mobile	001.01 · Cash-Checking/Sweep (Flags...		-827.65
Bill	Mar23	03/25/2023		967-O · Other Misc Communications	-827.65	827.65
TOTAL					-827.65	827.65

Milford Public Library
Check Detail
March 22 through April 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14957	04/01/2023	Nationwide	001.01 • Cash-Checking/Sweep (Flagstar)		-300.00
				231 • Payroll deductions payable	-100.00	100.00
				231 • Payroll deductions payable	-200.00	200.00
					-300.00	300.00
TOTAL						

LIBRARY DIRECTOR'S REPORT

March and April 2023

SUGGESTION BOX AND RANDOM COMMENTS

Debbie Whalley, Circulation Desk Clerk, received in person: Patron upset that his tax dollars were being used to hire a security guard for the library. Debbie explained that we don't have a security guard. Patron insisted and then approached a patron, who happened to have a security guard vest on, to ask if they were a security guard for the library. Patron said no, they work in security at the Proving Ground.

Stephen Jackman, Adult Services Librarian, via phone (and voicemail to me): Patron upset that we were having a Dance, Wiggle & Shake storytime for ages 2.5-5 years old. Complained that this was "sexualizing" little girls. *I contacted the patron and explained about the storytime having movement and stories, because the age group can't often sit still for an entire storytime. These are popular storytimes and will likely be at capacity once registration starts. The patron thanked me for the clarification.*

From David Stokes, Adult Services Librarian, received via phone: a patron called to sign up for the Irish Potato Famine program, and she wanted to let us know that we're doing a "great job with the speakers" we've been having come do programs. She said she's really been enjoying them.

From Milford Matters Facebook group: A big shout out to the staff at the Milford Library. They are so helpful and considerate.

STAFF UPDATES

Staff are signing up to bring treats on Tuesday, April 25 which is National Library Worker's Day.

I will potentially be fulfilling my civic duty by serving on a jury for 3 weeks starting May 15. My plan, if seated on a jury, is to work at home after the jury day is done, so as not to fall behind in my duties.

STAFF ANNIVERSARIES: April

none

STAFF ANNIVERSARIES: May

Tina Hatch, Director	31 years
Heather Wittrup, Youth Services Librarian	20 years
Tina Wilson, Shelver	5 years
Brian Elkins, Substitute Librarian	5 years

BUILDING UPDATES

Both water meters for the building have finally been replaced as required by the Village of Milford. The valves on the main meter had to be replaced. In addition, plumbing for the irrigation meter had to be done (and redone – due to inaccurate information provided to the library).

For many weeks now, we've been dealing with lights that don't work in one of the Staff Restrooms. The problem is not the bulbs. The lights would not turn on from the occupancy sensor or the light switch. Synergy Electric came and took a look and thought the problem was the sensor. The sensors are obsolete (as is our lighting control panel) and I have not been able to find any of these sensors using a variety of sources. The lights would work here and there at seemingly random times. After doing research, I discovered there was a way to bypass the sensor which would mean that lights would need to be turned on and off at the switch. Synergy came back and set the sensor for bypass. However, that did not solve the issue. Our next step is to take a rarely used, but known to be working, switch from the basement and swap it out to see if the lights will now work. In the meantime, we have a camping lamp and a night light in the restroom. Synergy has declined to troubleshoot this issue any further. I will be contacting Goyette Electrical next.

The outdoor wifi access point has been installed and is operating.

TLN UPDATES

None

FRIENDS OF THE LIBRARY UPDATE

The FOL will next meet on May 9 at 1:30pm. The Friends' Volunteer Luncheon will be held May 19 at Noon, followed by their Annual Meeting at 1pm.

INCIDENT REPORTS

None

Meetings, Webinars, Etc. Attended/To be Attended by Director

February 22	Update from OHM
February 24	Advantage Group (Voluntary Benefits)
February 28	Friends of the Library Board
March 8	TLN Directors Meeting
March 10	Statewide Directors Meeting
March 14	MLA Connect: Mental Health and Well-Being: Dealing with Difficult Patrons
March 16	MLA Connect: Advocacy Hour
March 17	Spotlight on Safety: Addressing Threats in Public Libraries (recording from November)
March 20	When Misinformation Shows Up at Your Door: Pink Slime Journalism, Manipulative Algorithms, and Your Library (recording from February)
April 6	Friends of Michigan Libraries Annual Meeting
April 11	CARL Mobile App Demo
April 11	Friends of Milford Library Board Meeting
April 12	TLN Directors Meeting
April 14	Statewide Directors Meeting
April 18	Alex Bade, OHM, Parking Lot Project

Youth Services Report February 2023

A new three-week session of storytime began on Monday, February 6. Kelli once again did Read, Rhyme, and Romp on Mondays and Thursdays. Registration for both groups was full at 18 participants. The themes for each week were, ABCs/123's, Shapes, and Silly Fun (Miss Kelli's favorites).

Kelli and Heather worked together on the Preschool Valentine's party that was held on Valentine's Day. They each put together a craft for the kids to do and worked on other fun activities, like bean bag toss, sensory bins, and letter matching activities. Kelli also made some Valentine-themed activities for the activity table in the Youth Department.

Kelli and Heather also discussed programs for the week of Spring Break. They decided on doing a Giant Games program and a Jungle Sand Art program.

Toward the end of the month, Kelli did some redecorating. She took down the winter decor and put up Dr. Seuss-themed posters. She also made a "Can You Find???" display case that was color themed. Meg and Kelli put up the Dr. Seuss scavenger hunt, all 26 letters of the alphabet! Kelli made two games for the Dr. Seuss Happy Birthday event; a Seuss-themed ring toss and a "Green" egg toss. Heather helped decorate the Youth Department for Dr. Seuss's Birthday and she decorated for St. Patrick's Day.

Kelli has two storytimes planned for March that she worked on. Colors, Colors, Everywhere Storytime and Play is first and she finished the plans for that. Kelli purchased some items and began putting together activities for the Exploration Storytime: On the Construction Site.

Heather chose books and put together boxes for 20 tweens, including 3 new tweens. Together with Meg, she chose and purchased items for the next 6 months of book boxes.

Heather put on the Saturday Valentine's Day Cards and Crafts program attended by 22 kids and adults. They all loved the crafts and the variety of items available to create cards with.

Heather put together the 48 Dr. Seuss activity bags that go out in March. There are two groups now to streamline the bag registration and distribution--toddler to preschool and Kindergarten to 3rd grade. She also pulled together activities for the evening of Dr. Seuss's Birthday Party and bought packaged cupcakes to hand out as a treat to take home.

Heather began putting together activities to go with the Spring Science Book Bag that will be going out in May. She also began planning her Saturday Big Cats, Little Cats storytime that is coming up at the end of April.

She put on the Build It Up Preschool event with lots of building toys during an off week of Preschool Storytime.

Heather continues to add series numbers and genre labels to the books in J Fiction and Tween Fiction.

Whitney finalized plans for the three sessions of Preschool Storytime that will occur in February. After the three-week session of Preschool Storytime concluded, she washed all of the scarves and disinfected all of the shaker eggs so that they were ready for the next group of children. Whitney also finalized her plans for Penguin PJ Storytime which was held in February and St. Patrick's Day PJ Storytime which will be happening in March.

In addition, Whitney filled the Break-In Bags that will go out in March for fourth through sixth graders. The bags have a St. Patrick's Day theme. For each bag, she made sure to have three different puzzles to solve that had numbers for their answers. Whitney also picked out and ordered the prizes for the bags. She filled the bags and reset all of the combination locks with the new three-digit code.

Whitney finished weeding books from the JER section and refilled the book displays as the books were checked out and the shelves began to empty. Lastly, Whitney continued to monitor the 1,000 Books Before Kindergarten Program.

Grace started the month of February with two field trips from a local preschool. Kelli and Whitney both read a few stories and sang songs to the students during the field trip. After the stories, Grace gave everyone a tour of the youth department. The children also made a few crafts and had the opportunity to receive a library card. The field trips occurred over two days, and in total there were 104 attendees.

Grace hosted the Puzzle Palooza program. She set up a variety of puzzles around the community room and also had a puzzle decorating station where she had blank puzzles and markers for decorating. The program was a success with 33 participants.

Grace coordinated the Reader's Rally field trips that will be held in March. This year we will be having six second-grade classrooms visit us for the field trip. Grace sent home letters to the parents that included information about the field trip and information about the library. Each letter also included a library card application. In total, we have had around 90 students apply for a library card. During the field trip, the students will hear a story, receive a tour, receive their library cards, and have an opportunity to check out a few books.

Grace started researching and contacting performers for the Summer Reading Program.

Near the end of the month, Grace hosted the Preschool Open House. We had seven area preschools come to the library to provide information about their services to families. Even though there was a winter storm the day before and many people in the area were without power, we still had a decent turnout of 52 attendees.

Grace continued to work on weeding the picture book section.

The Youth Department worked together to finish planning all of the programs for April-June.

Date	Program	Attendance
2/1/2023	Friends Preschool Visit	51
2/2/2023	Friends Preschool Visit	53
2/6/2023	Read, Rhyme & Romp	24
2/7/2023	Puzzle Palooza!	33
2/8/2023	Preschool Storytime	21
2/9/2023	Read, Rhyme & Romp	31
2/11/2023	Valentine's Day Cards and Crafts	22
2/13/2023	Read, Rhyme & Romp	18
2/14/2023	Preschool Valentine's Day Party	25

2/15/2023	Preschool Storytime	16
2/16/2023	Read, Rhyme & Romp	28
2/16/2023	Penguin PJ Storytime	13
2/20/2023	Read, Rhyme & Romp	28
2/21/2023	Create, Make & Build	6
2/22/2023	Build It Up! Preschool	16
2/23/2023	Read, Rhyme & Romp	cancelled due to weather
2/23/2023	Tween Minute to Win It	cancelled due to weather
2/25/2023	Preschool Open House	52
Total		437

Respectfully Submitted by the Youth Department

Teen Services Report February 2023

There were three teen programs this month. The teen book box had 12 participants. Each teen was given a library book based on their responses to the book box questionnaire, stickers, candy, a Valentine's coloring sheet, logic puzzle, velvet coloring page, instructions and supplies for a Valentine's marble magnet craft, and a fidget toy from the Huron Valley Community Coalition. The Teen Take & Make: Penguin Bead Keychain had 10 participants. Each participant was given supplies to make a beaded penguin keychain including black, white and orange pony beads, satin cord, a carabiner, and key ring. Finally, the Teen Leadership Team Winter Meeting was held in person with 5 attendees. During this program our teen volunteers discussed their interests as well as their ideas for teen collections and future programs.

Our Teen Leadership Team volunteering program continued this month. In January, 7 of our 10 registered volunteers came into the library to volunteer. They volunteered for a combined total of 23 hours and 36 minutes. They worked on projects like creating book displays, preparing take & make craft kits, writing a list of teen fiction items without genre labels, decorating the teen and youth bulletin boards, pulling teen fiction books with old number labels to remove in preparation for new series stickers, creating lists of their favorite books and DVD selections for future displays and programs, and writing book reviews.

Also in February, I continued promoting Teen events through Facebook and Instagram. I placed one B&T order for books, one B&T order for two audiobooks, one Amazon order for a DVD, CD and board game, and one Amazon order for future Book Box supplies. I planned volunteer tasks for February teen volunteers, created a March volunteer schedule sign-up, communicated with Teen Leadership Team volunteers to sign up for hours in March, and started to plan volunteer tasks for March. I collaborated with the Huron Valley Community Coalition to plan a new "Be Kind to Your Mind" summer program for teens at the library. I prepared the March Teen Book Boxes. I finished planning and submitted all Teen programs for the April-June 2023 Newsletter. Finally, I continued going through the Teen Fiction collection—adding genre labels and new series stickers to each book when necessary.

Displays:

Black History Month

Romance

Blind Date with a Book

YA Reimaginings and Retellings

Respectfully Submitted by Meg Bruce

Adult Department Report

February 2023

Our winter book discussion series began with *The Unlikely Pilgrimage of Harold Fry* by Rachel Joyce. The winter/spring 2023 book discussion series is called "This Old Man" featuring books about men in their golden years. 8 people attended the discussion on February 13.

Nikki Thompson Frazier of Sweet Encounter Bakery and Café in Lansing conducted an online workshop on making heart-shaped sandwich cookies. 15 people attended this program on February 8.

Former Milford librarian Sarah Hatter conducted an Introduction to Ancestry program on February 20. 20 people attended this program.

Karin Boughey attended the TLN e-Content user's group on February 2.

David Stokes conducted two outreach visits in February.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Adult Department Report

March 2023

Our winter book discussion series continued with *The Curious Charms of Arthur Pepper* by Phaedra Patrick. The winter/spring 2023 book discussion series is called "This Old Man" featuring books about men in their golden years. 12 people attended the discussion on March 13.

Former Milford adult librarian Sarah Hatter returned with program called Genealogy Research: Beyond the Basics where she highlighted some overlooked resources for conducting genealogical research. 24 people attended this program on March 6.

Catherine Waldecker did a presentation on Detroit's Legendary Ladies focusing on the lives of 12 trailblazing women who lived and worked in Detroit. 30 people attended this program on March 15.

Bailey Sisoy-Moore author of *Rosie: A Detroit Herstory* presented a program on Rosie the Riveter. 31 people attended this program on March 20.

We had a DIY craft program in March where patrons could create an Irish themed coffee mug. All supplies were provided by the library for this take-home craft. We had 24 people sign up for this program.

David Stokes conducted two outreach visits in March.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Youth Services Report March 2023

To help celebrate Dr. Seuss' birthday, the Youth Department had a party on the evening of Thursday, March 2. Kelli, Heather and Whitney gathered all the activities and set up the room for the event, while Heather and Whitney ran the event together. The families told us they had a wonderful time and were so happy we have evening programs for working parents.

The Colors, Colors, Everywhere Storytime and Play was held on Monday, March 6. There were 41 people in attendance. Kelli sang color songs and read color stories. The kids really enjoyed one of our new picture books, "Mister Kitty is Lost!" Along with pulling out toys after the storytime, Kelli also put together a rainbow craft and a couple of color-sorting activities.

Exploration Storytime: On the Construction Site was held on March 16. There were 24 people in attendance. Kelli gave each child a yellow "hard" hat with their name on it when they arrived. She then read books about construction workers and about working on the construction site. Kids did a lot of action songs, pretending to hammer nails and stack bricks. After the storytime portion, parents and kids moved around the room to different learning stations, all construction themed. Among the activities they could do were; make a blueprint picture, match nuts and bolts, build towers with Lego, and play in the sensory bins with construction vehicles. Each child also left with a little construction bag and coloring book.

Kelli and Heather conducted the Stuffed Animal Sleepover. Nine children ages 2-5 brought in a stuffed animal to spend the night at the library. Kelli and Heather created some fun things for the stuffed animals to do during their stay and took a lot of pictures. Upon pick-up of their stuffed friend, each child received a packet of the pictures.

Heather chose books and put together boxes for 20 tweens, including 3 new tweens. She finished purchasing and finding activities to go with the Spring Science Book Bag that will be going out in May. The theme is weather, so everything in the bag is about weather--a craft weather wheel to show what the weather is like, a dry-erase sheet to record the weather details each day, a booklet about cloud shapes, and much more.

Heather also put on a Yummy Stories and Crafts storytime where the kids stamped with paint and vegetables and made other crafts after the storytime portion was finished. The kids had a great time and she got a lot of compliments on the fun theme.

Heather placed an order for Launchpad tablets, including some for social-emotional learning, math, and foreign language. Many parents have been interested in those topics recently. She also ordered more talking Wonderbooks, including ones that are bilingual or in Spanish.

Heather finished planning her Saturday Big Cats, Little Cats storytime that is coming up at the end of April, including the three crafts.

She decorated the department for early spring with chicks and bunnies.

The last week of March was Spring Break, and Kelli decorated the Youth Department with a jungle theme. She was very excited to hang up and show off the animals that Meg and the teen volunteers crafted for us. She also made the jungle-themed scavenger hunt and the animal cracker guessing jar. (There were 233 animal crackers in the jar and the winning guess was 230!) These were special activities just done for the week. Kelli got all the crafts ready for the Spring Break craft program. Together, Kelli and Heather set up and monitored this program, helping kids when needed. Along with what we had here, Kelli brought in some of her "giant games" from home for the Giant Game program that was also held during spring break. Again, she and Heather set up/monitored this program. Kelli really enjoyed teaching the kids how to play Yahtzee.

Whitney started her plans for the four sessions of Alphabet Adventures Storytime that will occur in April and the beginning of May. Whitney also finalized her plans for St. Patrick's Day PJ Storytime and Jungle Storytime which were both held in March. Whitney decided which activities would be included in the Homeschool STEAM program that will occur in April. She selected the crafts for the Spring Family Craft Night that will be held in April.

Whitney began planning the three puzzles that will be included in the Break-In Bags that will go out in May for fourth through sixth graders. When the Break-In Bags for March were returned, she read all of the feedback that was included for each of the puzzles to ensure that they were at the correct level for fourth through sixth graders. Whitney picked out and ordered the prizes for the May Break-In Bags. Whitney continued to monitor the 1,000 Books Before Kindergarten Program which included making more folders that explain the program, completing the Parent Raffle Drawing, and picking up more Chamber Bucks from the Chamber of Commerce.

We had three second-grade classrooms come to the library for a Reader's Rally field trip in March. Grace coordinated the field trips and led the students on a tour of the library. She also assembled bags for the kids to take home that included library information, a bookmark, a pencil, and a few erasers. Kelli and Whitney read stories during the field trips and helped Grace distribute library cards to the students who applied for one. The entire youth department worked together to answer reference questions and help the students find books. Those who had library cards were able to check out two books on the day of the field trip.

Grace worked with a local preschool to coordinate an outreach storytime that will occur in April. A total of four storytimes will take place over the course of two days. Whitney will be leading the storytimes.

Grace finished the board game flipbook. This flipbook includes the title of the game, recommended age range, playing time, number of players, and shelf location of the game. This book will make it easier for patrons to browse our board game offerings.

We've added more launchpads to the collection and a few of them have very similar names, so Grace created a new organizational system for the tablets that are kept behind the desk. Previously they were stored in alphabetical order. Now they are stored based on their item identification number. Grace made new labels for the storage boxes and reorganized the tablets into their new spaces.

Grace applied for solar eclipse glasses to distribute to patrons during the upcoming eclipses. We were approved and we've received a total of 500 pairs of glasses. Finally, she continued to work on plans for the summer reading program.

Date	Program	Attendance
3/1/2023	Preschool Storytime	18
3/2/2023	Happy Birthday, Dr. Seuss!	31
3/6/2023	Colors, Colors Everywhere Storytime	41
3/5/2023	Dr. Seuss Scavenger Hunt	107
3/7/2023	Reader's Rally Johnson Elementary	65
3/8/2023	Yummy Stories & Crafts	34
3/10/2023	Reader's Rally Kurtz Elementary	Snow day- Rescheduled for April
3/14/2023	Create, Make & Build	7
3/16/2023	Construction Exploration Storytime	24
3/16/2023	St. Patrick's PJ Storytime	32
3/20/2023	Stuffed Animal Sleepover	9
3/22/2023	Jungle Storytime	24
3/28/2023	Spring Break Crafts	33
3/30/2023	Giant Games	15
Total		440

Respectfully Submitted by the Youth Department

Teen Services Report March 2023

There were three teen programs this month. The teen book box had 13 participants. Each teen was given a library book based on their responses to the book box questionnaire, stickers, candy, a Pi Day coloring sheet, a St. Patrick's Day coloring sheet, instructions and supplies for a Pie Day Geometric Art craft, a fine liner pen, and a silly straw. The Teen Take & Make: Paper Tea Light had 9 participants. Each participant was given supplies to make a paper tea light including a selection of colored cardstock and two battery-powered tea lights. Finally, Teen Game Night was held in person with 5 attendees. During this program teens enjoyed snacking on pizza and pop, kindly provided by the Milford Village Elves, and played a selection of board games and Wii video games.

Our Teen Leadership Team volunteering program continued this month. In March, 5 of our 7 registered volunteers came into the library to volunteer. They volunteered for a combined total of 15 hours and 6 minutes. They worked on projects like creating book displays, preparing take & make craft kits, decorating jungle animal wall decor for our Spring Break jungle-themed youth programs, researching and compiling book display lists for future displays, writing a list of teen fiction items without genre labels, and creating lists of their favorite books and DVD selections for future displays and programs.

Also in March, I continued promoting Teen events through Facebook and Instagram. I placed one B&T order for books and one Amazon order for 4 DVDs and one board game. I planned volunteer tasks for March teen volunteers and supervised those volunteers, created an April volunteer schedule sign-up, communicated with Teen Leadership Team volunteers to sign up for hours in April, and started to plan volunteer tasks for April. I prepared the April Teen Book Boxes and Friendship Bracelet Take & Makes. I began a Teen Readers' Advisory list on Goodreads, using the website to compile lists of the teen books the library owns in each genre (fantasy, fiction, graphic novels, historical fiction, horror, manga, mystery, paranormal, romance, science fiction, superheroes, and thriller). Finally, I continued going through the Teen Fiction collection—adding genre labels and new series stickers to each book when necessary.

Displays:

Green Books

It's Your Lucky Day

Women's History Month

Sports Books

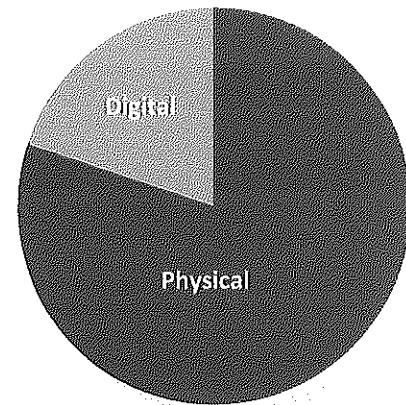
Respectfully Submitted by Meg Bruce

Stats At-A-Glance

CIRCULATION

Physical Items: 10,704

Digital Items: 2,660



SERVICES

Questions Asked & Answered Adult: 748 Youth & Teen: 573	Library Visits: 4,892
Room Bookings: 28	Computer Sessions: 428
Website Visits: 9,609	Wi-Fi Sessions: 583
Library Cards Issued: 90	Total Library Cards: 6,180

PROGRAMS

Youth	Teen	Adult
Events: 16	Events: 1	Events: 5
Attendance: 437	Attendance: 5	Attendance: 66

MILFORD PUBLIC LIBRARY
STATISTICS February 2023

CIRCULATION	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
PHYSICAL ITEMS				
Books	9,129	18,583	17,392	6.8%
Video	1,252	2,563	2,743	-6.6%
Audiobooks	184	396	397	-0.3%
Music	137	317	203	56.2%
Other	2	2	0	0.0%
Total	10,704	21,861	20,735	5.4%

CIRCULATION	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
DIGITAL ITEMS				
E-books	1,170	2,434	2,166	12.4%
E-audiobooks	1,056	2,160	1,784	21.1%
E-music	7	28	17	64.7%
E-video	97	208	147	41.5%
E-magazines	151	311	307	1.3%
Databases	172	275	625	-56.0%
MI Activity Pass	7	9	4	125.0%
Total	2,660	5,425	5,050	7.4%
Total Circulation	13,364	27,286	25,785	5.8%

SERVICES	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
Visits	4,892	10,488	8,076	29.9%
Questions	1,321	2,603	2,291	13.6%
Room Bookings	28	55	28	96.4%
Computer Sessions	428	926	710	30.4%
Library Cards Issued	90	178	94	89.4%
Total Library Cards	6180	6180	6,430	-3.9%
Website Visits	9,609	19,697	18,248	7.9%
WiFi Sessions	583	926	710	30.4%

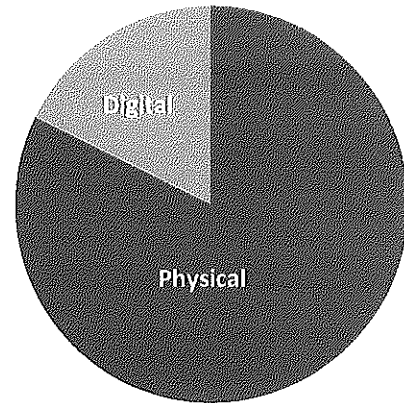
PROGRAMS	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
Adult Programs	5	6	8	-25.0%
Attendance	66	71	128	-44.5%
Youth Programs	16	31	3	933.3%
Attendance	437	874	80	992.5%
Teen Programs	1	2	0	100.0%
Attendance	5	7	0	100.0%
Total Programs	22	39	11	254.5%
Total Attendance	508	952	208	357.7%

Stats At-A-Glance

CIRCULATION

Physical Items: 12,869

Digital Items: 2,771



SERVICES

Questions Asked & Answered Adult: 917 Youth & Teen: 742	Library Visits: 5,678
Room Bookings: 32	Computer Sessions: 533
Website Visits: 10,321	Wi-Fi Sessions: 577
Library Cards Issued: 114	Total Library Cards: 6,283

PROGRAMS

Youth Events: 13 Attendance: 440	Teen Events: 1 Attendance: 5	Adult Events: 5 Attendance: 80
--	------------------------------------	--------------------------------------

MILFORD PUBLIC LIBRARY
STATISTICS March 2023

CIRCULATION	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
PHYSICAL ITEMS				
Books	10,909	29,492	27,324	7.9%
Video	1,621	4,184	4,335	-3.5%
Audiobooks	199	595	621	-4.2%
Music	140	457	393	16.3%
Other	0	2	0	0.0%
Total	12,869	34,730	32,673	6.3%

CIRCULATION	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
DIGITAL ITEMS				
E-books	1,205	3,639	3,262	11.6%
E-audiobooks	1,214	3,374	2,714	24.3%
E-music	11	39	31	25.8%
E-video	112	320	245	30.6%
E-magazines	126	437	497	-12.1%
Databases	103	378	994	-62.0%
MI Activity Pass	0	9	6	50.0%
Total	2,771	8,196	7,749	5.8%
Total Circulation	15,640	42,926	40,422	6.2%

SERVICES	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
Visits	5,678	16,166	13,024	24.1%
Questions	1,659	4,262	3,806	12.0%
Room Bookings	32	87	43	102.3%
Computer Sessions	533	1,459	1,165	25.2%
Library Cards Issued	114	292	157	86.0%
Total Library Cards	6,283	6,283	6,476	-3.0%
Website Visits	10,321	30,018	28,036	7.1%
WiFi Sessions	577	1,601	1,165	37.4%

PROGRAMS	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
Adult Programs	5	11	12	-8.3%
Attendance	80	151	157	-3.8%
Youth Programs	13	44	6	633.3%
Attendance	440	1,314	158	731.6%
Teen Programs	1	3	0	100.0%
Attendance	5	12	0	100.0%
Total Programs	19	58	18	222.2%
Total Attendance	525	1,477	315	368.9%

Date: March 22, 2023

To: Tina Hatch, Library Director
Milford Public Library

From: Alex Bade, PE – Project Manager
Tavio Palazzolo, PE – Project Engineer

Re: Milford Public Library
Site Condition Report

Encl: Appendix A - Existing Conditions Mark-Up Map (3 pages)
Appendix B - Proposed Improvements Mark-Up Map (3 pages)

INTRODUCTION

OHM Advisors (OHM) was tasked with performing a site assessment at Milford Public Library related to the improvement of the existing site infrastructure (parking lots, sidewalk, landscaping, etc.). The purpose of this memo is to summarize existing site conditions and provide a recommendation for next steps.

BACKGROUND

The project site is located at 330 Family Drive, Milford, Michigan 48381, just south of W Commerce Street. There are multiple parking lots adjacent to the building – one to the north of the building and one to the south, each with an entrance off Family Drive. There is also a sidewalk that runs from W Commerce St to the East end of the South Parking Lot adjacent to the front of the building. Figure 1 below gives a layout to the existing site. The following background section presents snippets of known historical information related to the areas of concern and documents current/existing site characteristics based on a combination of field observations.



Figure 1: Milford Public Library Site Aerial



Previous Improvements/Historical Information

OHM has been made aware of previous improvements to the infrastructure that could have an impact on design decisions. This information is entirely sourced from Milford Public Library and is not all-encompassing, and OHM was not involved in these improvements.

The walkway adjacent to the front of the library (main entrance) was originally constructed in 2003 and was replaced in 2008 with a colored concrete design. There was some minor rehabilitation to this region of sidewalk in 2015. Currently, the colored concrete is showing signs of major spalling at the joints. See image below.



Colored Concrete Sidewalk Spalling in Front of Library

In conjunction with the front of the building sidewalk, there were some other miscellaneous sidewalk repairs conducted in 2015. Specifically, it appears as if these repairs have subsided and there is additional spalling to the concrete. See Figure 2 below for location and images of the existing pavement conditions in these areas.

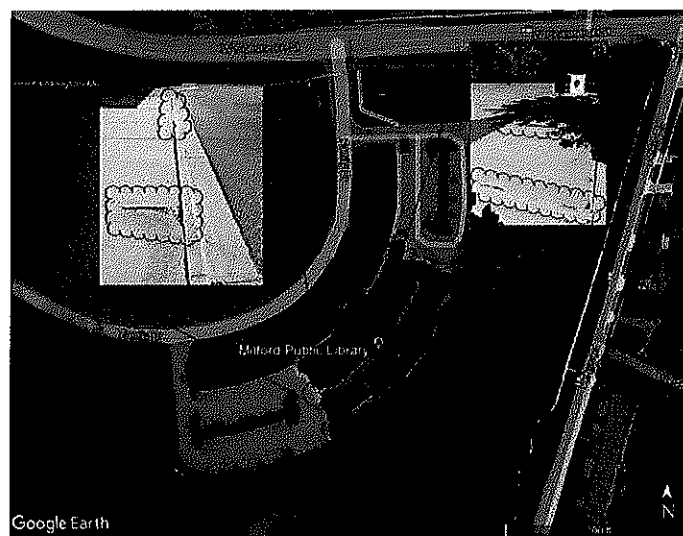


Figure 2: Additional Spalling at Locations of 2015 Repairs



Current/Existing Conditions

The following sections outline the current/existing conditions of the site, including the visual field observations from the site visits completed on 8/31/22 and 9/26/2022. A summarized version and location map of the Existing Conditions can be found in Appendix A.

Asphalt Parking Lots

The existing condition of the asphalt (aka “black-top”) in both the north and south parking lots is very similar. There are portions of both lots with little to no cracking and regions with more concentrated/severe cracking. Generally, the parking stalls appear to be in better condition than the drive aisles. See images on the next page for a better perspective.



North Lot (Looking S)

South Lot (Looking SW)

Concrete Sidewalks

There are regions of sidewalk on the site that are observed to have spalling at the joints. An overview of these regions is shown in the Existing Conditions Plan in Appendix A. Specific regions of spalling include the colored concrete slabs in front of the building (not under bldg. overhang), some sidewalk on the NE corner of South Lot, sidewalk in front of the N bench close to the building entrance, and a sidewalk slab near the mailbox on the N side of the library. Images of the condition of each are shown below.



Colored Concrete Spalling



Spalling NE Corner of South Lot



Cracking/Spalling Near N Bench Bldg. Entrance



Spalling Sidewalk N of Bldg.



There was also observed to be some edge cracking of the sidewalk ramp on the North end of the North Lot as well as a minor sidewalk trip hazard at the SE corner of the North Lot.



Sidewalk Cracking North End of North Lot



Minor Trip Hazard SE Corner of North Lot

Finally, the sidewalk ramp adjacent to the South Lot was verified to not be ADA-compliant.

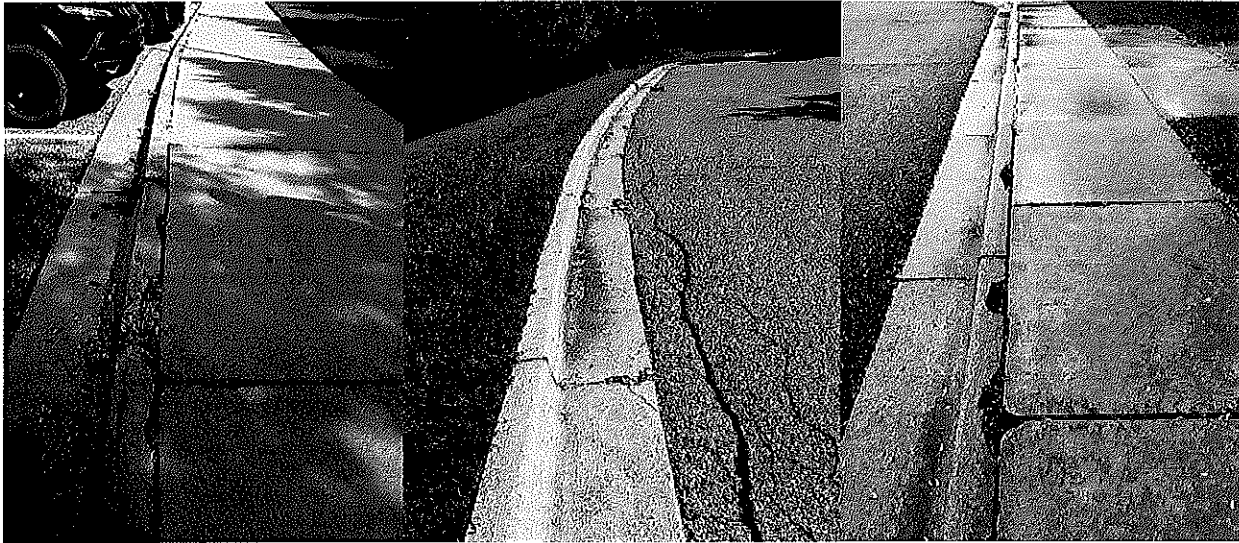


Sidewalk Ramp Adjacent to South Lot



Curb

There are multiple areas where the concrete curb along the parking lot is breaking down and/or cracking. These locations are the west side of the north lot adjacent to the sidewalk, the east side of the north lot at the south end, and the north end of the south lot adjacent to the sidewalk. See photos below for examples of each, and Appendix A for the extent of the damage.



Broken Curb West of North Lot

Cracking in Curb SE of North Lot

Broken Curb North of South Lot

Dumpster Pad

There was observed to be spalling at the joints of the concrete dumpster pad outside of the gate. There is some spalling of the curb in the area as well. See image below.



Concrete Spalling at Dumpster Pad



Appurtenances

The bike hoops located in the colored concrete region are beginning to rust; however, they are still structurally sound.



Bike Hoops Adjacent to the Building

The ADA parking signposts are fully rusted. There are 6 total ADA signs/spots between the North and South lots.



Rusted ADA Signs



Stormwater Management System

The inlet filters at the catch basins in the South Lot have not been removed from a previous project (3).



Inlet Filter Remaining in Catch Basin

The furthest SE catch basin in the north lot has settled and is not flush with the back of the curb. The surrounding asphalt is in poor condition and does not allow for proper surface drainage to the catch basin.



Settled Catch Basin in North Lot



Landscaping

The islands within the parking lot are in good condition, specifically from a landscaping perspective.



Landscaping in Island on South Lot

There are three dead shrubs in front of the library and two dead trees along the path near W Commerce St.

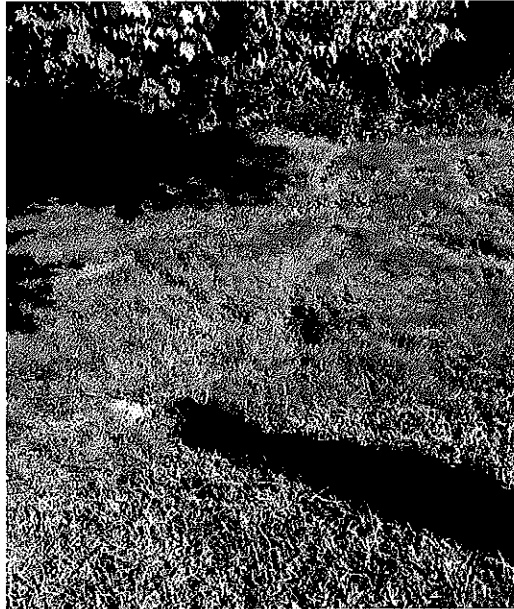


Three (3) Dead Shrubs in front of Library

Two (2) Dead Trees along Asphalt Pathway



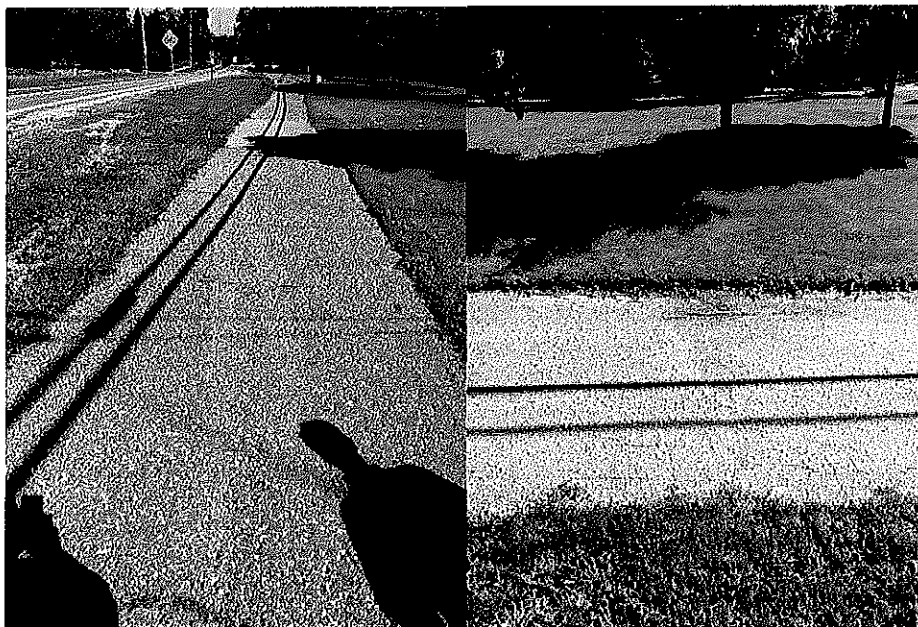
There is an underdrain/landscaping outlet just south of the dumpster that is not flowing correctly. See photo below.



Landscaping Outlet with Minimal Flow

Asphalt Pathway (off W Commerce St.)

There is a low point on the public asphalt path just west of the fire hydrant that can potentially create a standing water situation. This is evidenced by an existing sand/sediment build-up in the low region. Also, the path is cracking in some points. See images below.



View of Low Point and Some Cracking

Sediment Build-Up at Low Point



RECOMMENDED IMPROVEMENTS

A visual summary of specific proposed improvements is found in Appendix B. The primary focus of these improvements is the parking lot and sidewalks/adjacent curb. For the parking lot(s), there are five (5) options to conduct improvements, in increasing impact, longevity, and cost. Project cost ranges shown below are inclusive of contingency budget, engineering design, pavement cores/shallow soil borings, construction engineering (field observation of contractor for compliance), and the cost of this study.

1. Sealcoating of entire lot (\$145,000 to \$230,000)

- a. Involves filling larger cracks with a structural slurry to close and strengthen. Also involves placing a thin layer of sealcoat (black tar) on the existing asphalt surface which adds some topical strength, seals smaller cracks, and presents an aesthetic “reset” by recoloring the parking lot black. Restriping is performed after sealcoating.
- b. Final appearance: new blacktop and striping in parking lots. Patches and sealed cracks would be minimally visible. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 2-4 year extension.



2. HMA Patchwork only on concentrated areas of cracking and/or drive aisles – (\$230,000 – \$360,000)

- a. Mill 2” top layer of existing asphalt in specific areas (currently assuming 50% of lot) and replace with 2” Hot-Mix Asphalt (HMA). Perform crack sealing over the less severe areas. Cover the entire site with a sealcoat and restripe.
- b. Final appearance: new blacktop and striping in parking lots. Patches and sealed cracks would be minimally visible. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 4-5 years



3. Mill & HMA Overlay (\$220,000 – \$350,000)

- a. Mill 2" top layer of existing asphalt and replace with 2" HMA (entire lot). No surface cracks would remain at the conclusion.
- b. Final appearance: new blacktop and striping in parking lots. Blacktop surface would be "roller blade smooth" and consistent. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 5-10 years. Deeper cracks will begin to reappear on the surface in a few years, this is known as reflective cracking.



4. Parking Lot Reconstruction (\$460,000 – \$725,000)

- a. Full Depth Removal of all asphalt pavement up to curb and replacement. Preserve and condition the stone base, spot replacements of stone where needed.
- b. Final appearance: new blacktop and striping in parking lots. Blacktop surface would be "roller blade smooth" and consistent. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 10-20 years, depending on maintenance program.



5. Full Hardscape Replacement (\$860,000 - \$1,300,000)

- a. Full Depth parking lot reconstruction and replacement of all concrete.
- b. Lifetime (parking) = 10-20 years, depending on maintenance program.
- c. Final appearance: new blacktop and striping in parking lots. Blacktop surface would be "roller blade smooth" and consistent. The curb and sidewalk would appear consistent and new (whitish-gray new concrete).





Additional Recommendations

OHM has completed a full assessment of both parking lots and concludes that immediate repairs could be completed with at least patchwork or sealcoating. However, long-term maintenance costs could be significantly reduced if Mill & Overlay or a Full Depth Replacement is chosen, depending on the Library's budget. We recommend that construction documents (drawings and/or maps and specifications) be prepared for a public bidding process, without the need for a detailed topographic survey and grading plan.

OHM recommends that all replaced sidewalk is traditional concrete (non-colored), unless it is the Library's preference to maintain the current colored concrete design in front of the building. Colored concrete could have an increased risk for spalling when exposed to weathering, as evidenced by the difference in condition of the colored concrete under the building overhang and not. It is also more costly and requires specialized installers.

OHM strongly advises that the sidewalk ramp adjacent to the south lot be replaced to meet ADA compliance. All spalled/cracked concrete slabs should be removed and replaced, as a continuation of this spalling will create future drainage and pavement damage. For the trip hazard on the south lot (yellow paint-marked), it is recommended that the two adjacent slabs are removed and replaced, allowing for regrading of each. This would be a continuation of other concrete sidewalk repairs and proper drainage would be satisfied.

As indicated in Appendix B, there are sidewalk areas that have been included as an alternate. These areas were not observed to be deficient but have been included as an option to create visual continuity with the other recommended sidewalk repairs in the area. The cost of these additional sidewalk repairs would be roughly \$5,000.

OHM recommends that all curb and gutter that is cracking shall be replaced. See Appendix B for the location of these recommended replacements.

All ADA-accessible parking signposts that are rusted should be replaced. New signs are recommended.

The concrete dumpster pad is spalling and could certainly use replacement, if desired. This could be coordinated with the concrete sidewalk repairs. Dumpster pads are traditionally thicker than sidewalk (to accommodate the load capacity), so the cost for such would likely be proportional to the difference in thickness.

OHM recommends that the three inlet filters are removed from the catch basins in the south lot. These are only for temporary sediment control during construction. Also, the casting for the settled catch basin in the north lot should be reset and the top of the structure rebuilt, if necessary. Additional inspection of the structure would be necessary to determine the best method of repair. Adjacent to this structure, a asphalt patch is recommended to allow for proper drainage to the catch basin. The landscaping drain south of the dumpster pad could also be improved by creating a proper flow path to the east.

Finally, minor landscaping improvements can be done to visually improve the site. The two dead trees between the north lot and the asphalt path are recommended to be removed, as well as a removal and replacement of the three dead shrubs in front of the building.

Special Items:

There are two miscellaneous items that are recommended for site improvement, but the work is not typical of paving contractors and is likely of lower dollar amount. If procurement policies allow, we would advise sole sourcing these improvements to a qualified signage / site appurtenances contractor and excluding from the pavement bidding process.

1. The mailbox in the north lot was observed to be leaning slightly; OHM recommends that this is corrected to stand fully vertical.



2. A new wayfinding sign directing drivers on Family Drive to the south lot was discussed as a preference to the Library. This could be written as “Additional Parking Lot Ahead” (or similar) and should be installed before drivers heading southbound make the turn into the north lot. Encouraging equal use of both lots is the goal for installation of this sign.

NEXT STEPS

Taking all of the observations and recommendations into account, the Library is advised to take the following actions:

1. Review this report and determine the preferred method (and extent) of the improvements.
2. Select an option and internally allocate the related project costs to the site improvements budget.
3. Authorize OHM for additional professional services to prepare construction documents and conduct bidding.
 - a. The scope would include drone survey for aerial background and rough topography, preparation of construction maps, technical specifications, and front end contract documents – a full biddable package.
4. Continue to participate in regular check-ins with OHM as the project sponsor to ensure that the scope meets the library’s expectations.
5. Once bidding is completed, award a contract to the selected bidder and authorize OHM to perform construction engineering services for construction quality assurance.
6. After construction, research and implement an asphalt pavement maintenance program to prolong the lifespan of the selected remedial action.

CONCLUSION

Please let us know if you have any questions regarding any of the above items. OHM Advisors looks forward to continuing to support the Milford Public Library’s management of its infrastructure and assets.

Alex Bade, PE – Project Manager - Alex.Bade@ohm-advisors.com – 734-466-4503

Tavio Palazzolo, PE – Project Engineer - Tavio.Palazzolo@ohm-advisors.com – 734-466-4406



APPENDIX A

EXISTING CONDITIONS MARK-UP PLAN





100 ft

N

Family Dr

Google Earth

St

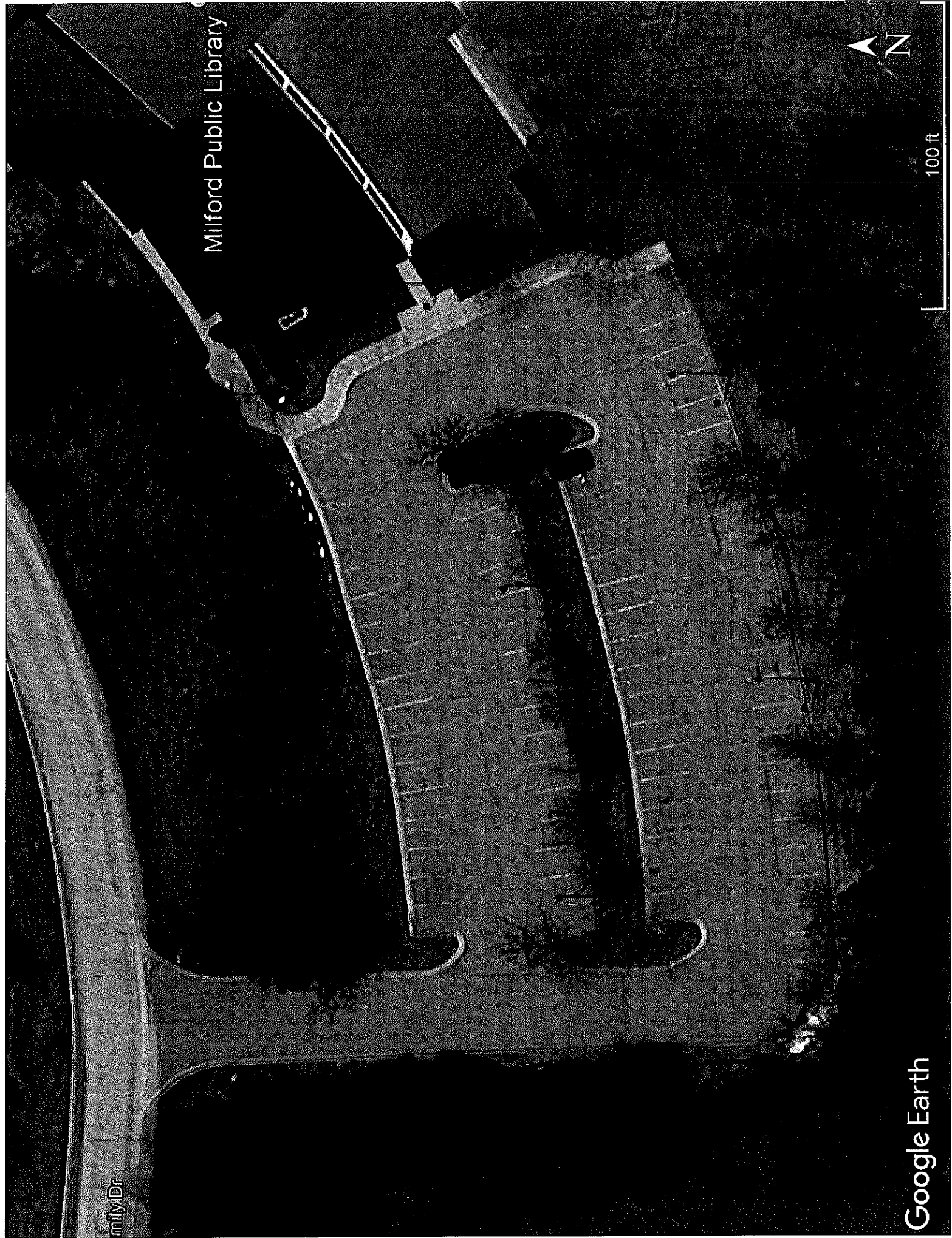
Family Dr

Milford Public Library



100 ft

Google Earth



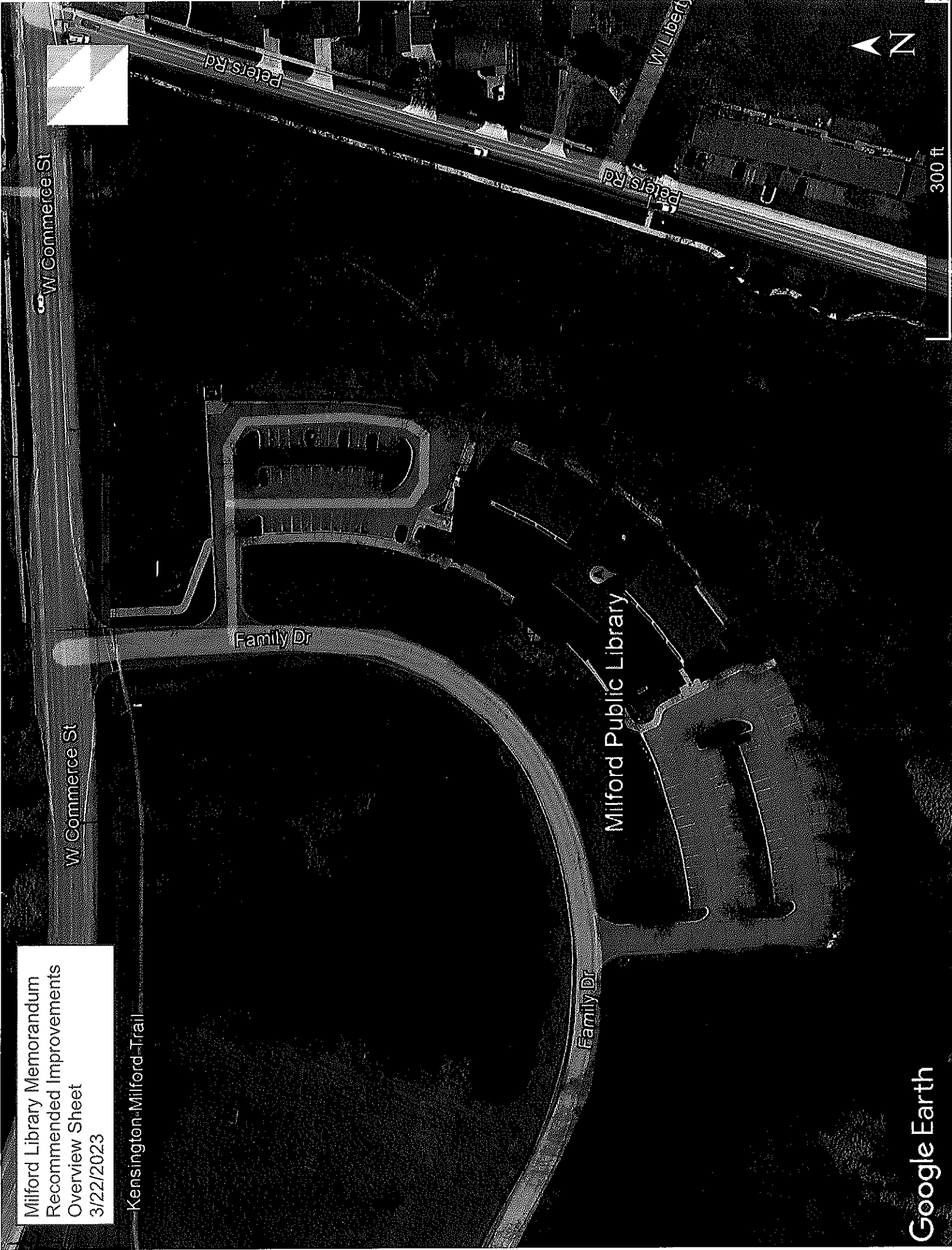


APPENDIX B

RECOMMENDED IMPROVEMENTS MARK-UP PLAN

Milford Library Memorandum
Recommended Improvements
Overview Sheet
3/22/2023

Kensington-Milford Trail



Date: March 22, 2023

To: Tina Hatch, Library Director
Milford Public Library

From: Alex Bade, PE – Project Manager
Tavio Palazzolo, PE – Project Engineer

Re: Milford Public Library
Site Condition Report

Encl: Appendix A - Existing Conditions Mark-Up Map (3 pages)
Appendix B - Proposed Improvements Mark-Up Map (3 pages)

INTRODUCTION

OHM Advisors (OHM) was tasked with performing a site assessment at Milford Public Library related to the improvement of the existing site infrastructure (parking lots, sidewalk, landscaping, etc.). The purpose of this memo is to summarize existing site conditions and provide a recommendation for next steps.

BACKGROUND

The project site is located at 330 Family Drive, Milford, Michigan 48381, just south of W Commerce Street. There are multiple parking lots adjacent to the building – one to the north of the building and one to the south, each with an entrance off Family Drive. There is also a sidewalk that runs from W Commerce St to the East end of the South Parking Lot adjacent to the front of the building. Figure 1 below gives a layout to the existing site. The following background section presents snippets of known historical information related to the areas of concern and documents current/existing site characteristics based on a combination of field observations.

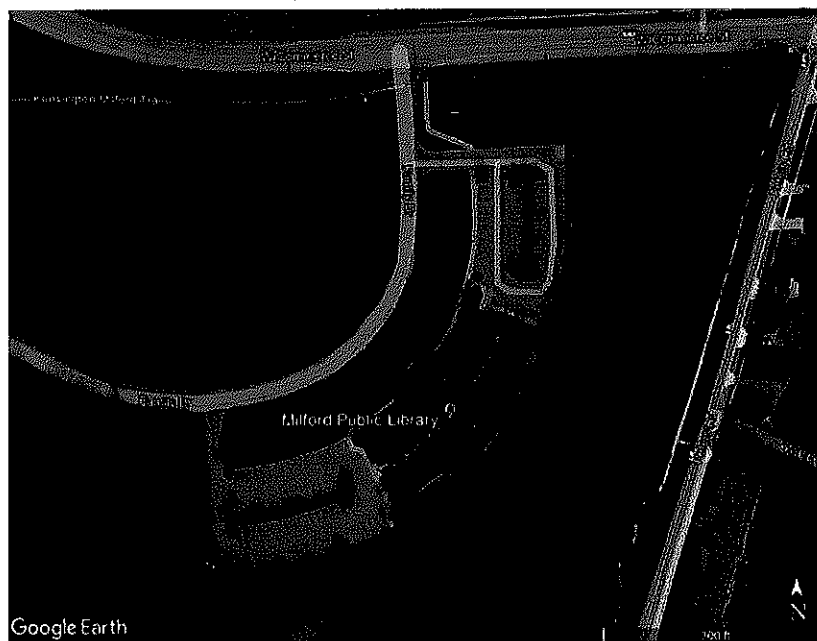


Figure 1: Milford Public Library Site Aerial



Previous Improvements/Historical Information

OHM has been made aware of previous improvements to the infrastructure that could have an impact on design decisions. This information is entirely sourced from Milford Public Library and is not all-encompassing, and OHM was not involved in these improvements.

The walkway adjacent to the front of the library (main entrance) was originally constructed in 2003 and was replaced in 2008 with a colored concrete design. There was some minor rehabilitation to this region of sidewalk in 2015. Currently, the colored concrete is showing signs of major spalling at the joints. See image below.



Colored Concrete Sidewalk Spalling in Front of Library

In conjunction with the front of the building sidewalk, there were some other miscellaneous sidewalk repairs conducted in 2015. Specifically, it appears as if these repairs have subsided and there is additional spalling to the concrete. See Figure 2 below for location and images of the existing pavement conditions in these areas.

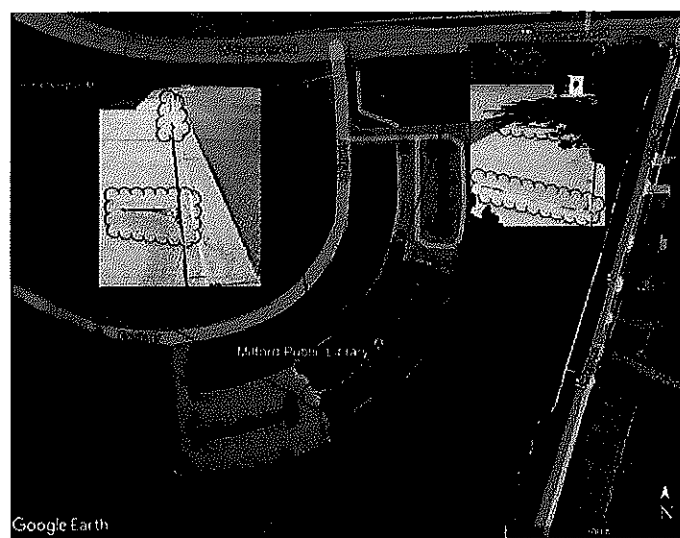


Figure 2: Additional Spalling at Locations of 2015 Repairs



Current/Existing Conditions

The following sections outline the current/existing conditions of the site, including the visual field observations from the site visits completed on 8/31/22 and 9/26/2022. A summarized version and location map of the Existing Conditions can be found in Appendix A.

Asphalt Parking Lots

The existing condition of the asphalt (aka “black-top”) in both the north and south parking lots is very similar. There are portions of both lots with little to no cracking and regions with more concentrated/severe cracking. Generally, the parking stalls appear to be in better condition than the drive aisles. See images on the next page for a better perspective.



North Lot (Looking S)

South Lot (Looking SW)

Concrete Sidewalks

There are regions of sidewalk on the site that are observed to have spalling at the joints. An overview of these regions is shown in the Existing Conditions Plan in Appendix A. Specific regions of spalling include the colored concrete slabs in front of the building (not under bldg. overhang), some sidewalk on the NE corner of South Lot, sidewalk in front of the N bench close to the building entrance, and a sidewalk slab near the mailbox on the N side of the library. Images of the condition of each are shown below.



Colored Concrete Spalling



Spalling NE Corner of South Lot



Cracking/Spalling Near N Bench Bldg. Entrance



Spalling Sidewalk N of Bldg.



There was also observed to be some edge cracking of the sidewalk ramp on the North end of the North Lot as well as a minor sidewalk trip hazard at the SE corner of the North Lot.



Sidewalk Cracking North End of North Lot



Minor Trip Hazard SE Corner of North Lot

Finally, the sidewalk ramp adjacent to the South Lot was verified to not be ADA-compliant.

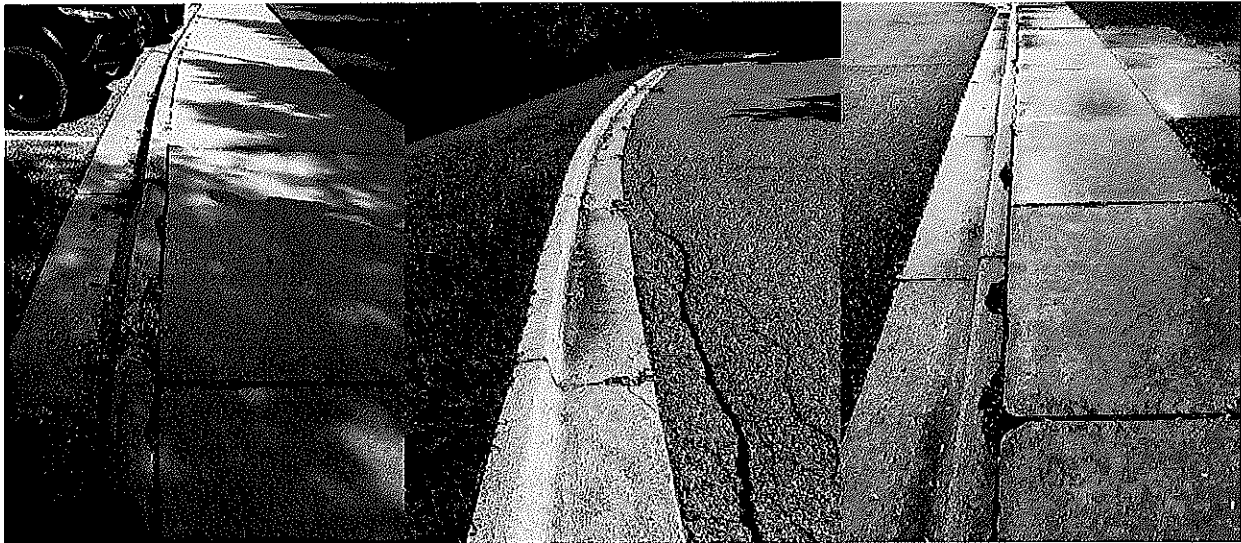


Sidewalk Ramp Adjacent to South Lot



Curb

There are multiple areas where the concrete curb along the parking lot is breaking down and/or cracking. These locations are the west side of the north lot adjacent to the sidewalk, the east side of the north lot at the south end, and the north end of the south lot adjacent to the sidewalk. See photos below for examples of each, and Appendix A for the extent of the damage.



Broken Curb West of North Lot

Cracking in Curb SE of North Lot

Broken Curb North of South Lot

Dumpster Pad

There was observed to be spalling at the joints of the concrete dumpster pad outside of the gate. There is some spalling of the curb in the area as well. See image below.



Concrete Spalling at Dumpster Pad



Appurtenances

The bike hoops located in the colored concrete region are beginning to rust; however, they are still structurally sound.



Bike Hoops Adjacent to the Building

The ADA parking signposts are fully rusted. There are 6 total ADA signs/spots between the North and South lots.



Rusted ADA Signs



Stormwater Management System

The inlet filters at the catch basins in the South Lot have not been removed from a previous project (3).



Inlet Filter Remaining in Catch Basin

The furthest SE catch basin in the north lot has settled and is not flush with the back of the curb. The surrounding asphalt is in poor condition and does not allow for proper surface drainage to the catch basin.



Settled Catch Basin in North Lot



Landscaping

The islands within the parking lot are in good condition, specifically from a landscaping perspective.



Landscaping in Island on South Lot

There are three dead shrubs in front of the library and two dead trees along the path near W Commerce St.



Three (3) Dead Shrubs in front of Library



Two (2) Dead Trees along Asphalt Pathway



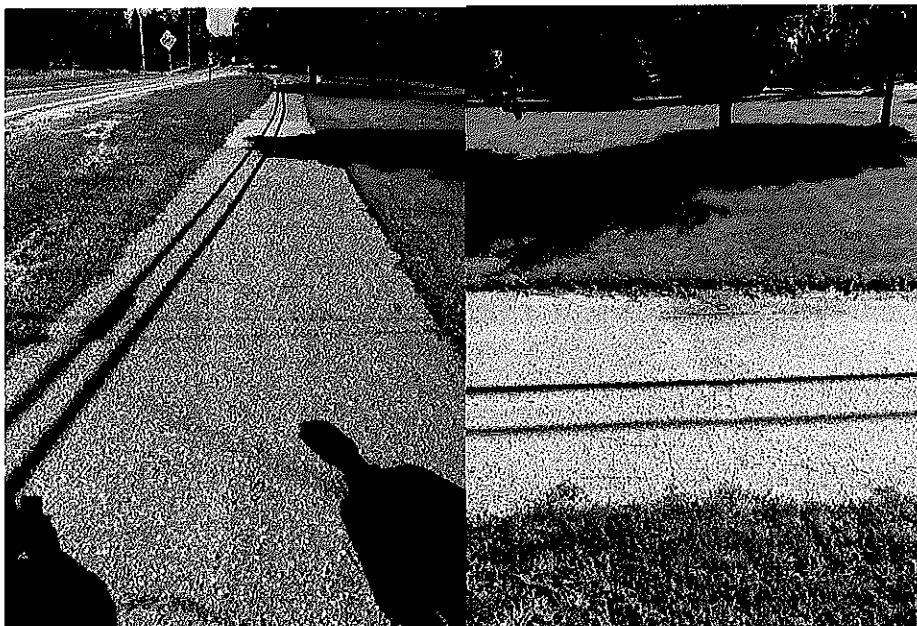
There is an underdrain/landscaping outlet just south of the dumpster that is not flowing correctly. See photo below.



Landscaping Outlet with Minimal Flow

Asphalt Pathway (off W Commerce St.)

There is a low point on the public asphalt path just west of the fire hydrant that can potentially create a standing water situation. This is evidenced by an existing sand/sediment build-up in the low region. Also, the path is cracking in some points. See images below.



View of Low Point and Some Cracking

Sediment Build-Up at Low Point



RECOMMENDED IMPROVEMENTS

A visual summary of specific proposed improvements is found in Appendix B. The primary focus of these improvements is the parking lot and sidewalks/adjacent curb. For the parking lot(s), there are five (5) options to conduct improvements, in increasing impact, longevity, and cost. Project cost ranges shown below are inclusive of contingency budget, engineering design, pavement cores/shallow soil borings, construction engineering (field observation of contractor for compliance), and the cost of this study.

1. Sealcoating of entire lot (**\$145,000 to \$230,000**)

- a. Involves filling larger cracks with a structural slurry to close and strengthen. Also involves placing a thin layer of sealcoat (black tar) on the existing asphalt surface which adds some topical strength, seals smaller cracks, and presents an aesthetic “reset” by recoloring the parking lot black. Restriping is performed after sealcoating.
- b. Final appearance: new blacktop and striping in parking lots. Patches and sealed cracks would be minimally visible. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 2-4 year extension.



2. HMA Patchwork only on concentrated areas of cracking and/or drive aisles – (**\$230,000 – \$360,000**)

- a. Mill 2” top layer of existing asphalt in specific areas (currently assuming 50% of lot) and replace with 2” Hot-Mix Asphalt (HMA). Perform crack sealing over the less severe areas. Cover the entire site with a sealcoat and restripe.
- b. Final appearance: new blacktop and striping in parking lots. Patches and sealed cracks would be minimally visible. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 4-5 years



3. Mill & HMA Overlay (**\$220,000 – \$350,000**)

- a. Mill 2" top layer of existing asphalt and replace with 2" HMA (entire lot). No surface cracks would remain at the conclusion.
- b. Final appearance: new blacktop and striping in parking lots. Blacktop surface would be "roller blade smooth" and consistent. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 5-10 years. Deeper cracks will begin to reappear on the surface in a few years, this is known as reflective cracking.



4. Parking Lot Reconstruction (**\$460,000 – \$725,000**)

- a. Full Depth Removal of all asphalt pavement up to curb and replacement. Preserve and condition the stone base, spot replacements of stone where needed.
- b. Final appearance: new blacktop and striping in parking lots. Blacktop surface would be "roller blade smooth" and consistent. The curb and sidewalk will be a mix of new and old with concrete color difference.
- c. Lifetime = 10-20 years, depending on maintenance program.



5. Full Hardscape Replacement (**\$860,000 - \$1,300,000**)

- a. Full Depth parking lot reconstruction and replacement of all concrete.
- b. Lifetime (parking) = 10-20 years, depending on maintenance program.
- c. Final appearance: new blacktop and striping in parking lots. Blacktop surface would be "roller blade smooth" and consistent. The curb and sidewalk would appear consistent and new (whitish-gray new concrete).





Additional Recommendations

OHM has completed a full assessment of both parking lots and concludes that immediate repairs could be completed with at least patchwork or sealcoating. However, long-term maintenance costs could be significantly reduced if Mill & Overlay or a Full Depth Replacement is chosen, depending on the Library's budget. We recommend that construction documents (drawings and/or maps and specifications) be prepared for a public bidding process, without the need for a detailed topographic survey and grading plan.

OHM recommends that all replaced sidewalk is traditional concrete (non-colored), unless it is the Library's preference to maintain the current colored concrete design in front of the building. Colored concrete could have an increased risk for spalling when exposed to weathering, as evidenced by the difference in condition of the colored concrete under the building overhang and not. It is also more costly and requires specialized installers.

OHM strongly advises that the sidewalk ramp adjacent to the south lot be replaced to meet ADA compliance. All spalled/cracked concrete slabs should be removed and replaced, as a continuation of this spalling will create future drainage and pavement damage. For the trip hazard on the south lot (yellow paint-marked), it is recommended that the two adjacent slabs are removed and replaced, allowing for regrading of each. This would be a continuation of other concrete sidewalk repairs and proper drainage would be satisfied.

As indicated in Appendix B, there are sidewalk areas that have been included as an alternate. These areas were not observed to be deficient but have been included as an option to create visual continuity with the other recommended sidewalk repairs in the area. The cost of these additional sidewalk repairs would be roughly \$5,000.

OHM recommends that all curb and gutter that is cracking shall be replaced. See Appendix B for the location of these recommended replacements.

All ADA-accessible parking signposts that are rusted should be replaced. New signs are recommended.

The concrete dumpster pad is spalling and could certainly use replacement, if desired. This could be coordinated with the concrete sidewalk repairs. Dumpster pads are traditionally thicker than sidewalk (to accommodate the load capacity), so the cost for such would likely be proportional to the difference in thickness.

OHM recommends that the three inlet filters are removed from the catch basins in the south lot. These are only for temporary sediment control during construction. Also, the casting for the settled catch basin in the north lot should be reset and the top of the structure rebuilt, if necessary. Additional inspection of the structure would be necessary to determine the best method of repair. Adjacent to this structure, a asphalt patch is recommended to allow for proper drainage to the catch basin. The landscaping drain south of the dumpster pad could also be improved by creating a proper flow path to the east.

Finally, minor landscaping improvements can be done to visually improve the site. The two dead trees between the north lot and the asphalt path are recommended to be removed, as well as a removal and replacement of the three dead shrubs in front of the building.

Special Items:

There are two miscellaneous items that are recommended for site improvement, but the work is not typical of paving contractors and is likely of lower dollar amount. If procurement policies allow, we would advise sole sourcing these improvements to a qualified signage / site appurtenances contractor and excluding from the pavement bidding process.

1. The mailbox in the north lot was observed to be leaning slightly; OHM recommends that this is corrected to stand fully vertical.



2. A new wayfinding sign directing drivers on Family Drive to the south lot was discussed as a preference to the Library. This could be written as “Additional Parking Lot Ahead” (or similar) and should be installed before drivers heading southbound make the turn into the north lot. Encouraging equal use of both lots is the goal for installation of this sign.

NEXT STEPS

Taking all of the observations and recommendations into account, the Library is advised to take the following actions:

1. Review this report and determine the preferred method (and extent) of the improvements.
2. Select an option and internally allocate the related project costs to the site improvements budget.
3. Authorize OHM for additional professional services to prepare construction documents and conduct bidding.
 - a. The scope would include drone survey for aerial background and rough topography, preparation of construction maps, technical specifications, and front end contract documents – a full biddable package.
4. Continue to participate in regular check-ins with OHM as the project sponsor to ensure that the scope meets the library’s expectations.
5. Once bidding is completed, award a contract to the selected bidder and authorize OHM to perform construction engineering services for construction quality assurance.
6. After construction, research and implement an asphalt pavement maintenance program to prolong the lifespan of the selected remedial action.

CONCLUSION

Please let us know if you have any questions regarding any of the above items. OHM Advisors looks forward to continuing to support the Milford Public Library’s management of its infrastructure and assets.

Alex Bade, PE – Project Manager - Alex.Bade@ohm-advisors.com – 734-466-4503

Tavio Palazzolo, PE – Project Engineer - Tavio.Palazzolo@ohm-advisors.com – 734-466-4406



APPENDIX A

EXISTING CONDITIONS MARK-UP PLAN



300 ft

W Commerce St

Peters Rd

Peters Rd

W Liberty

W Commerce St

Family Dr

Milford Public Library

Family Dr

Kensington-Milford Trail

Google Earth



100 ft

N

Family Dr

Google Earth

St

Emily Dr

Milford Public Library

Google Earth



100 ft





APPENDIX B

RECOMMENDED IMPROVEMENTS MARK-UP PLAN

Milford Library Memorandum
Recommended Improvements
Overview Sheet
3/22/2023

Kensington-Milford Trail

W Commerce St

W Commerce St

Family Dr

Family Dr

Milford Public Library

Peters Rd

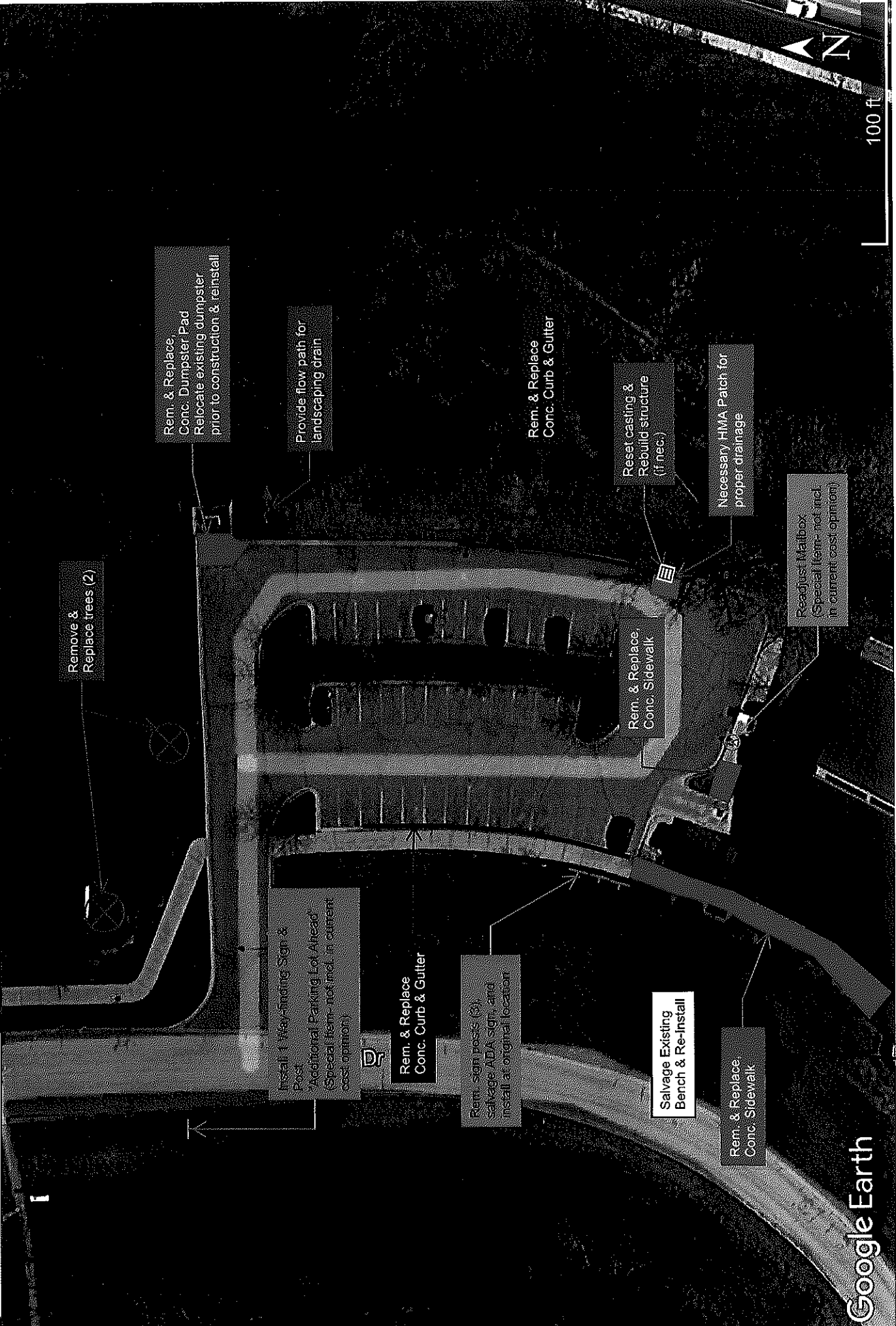
W Liberty

Google Earth

300 ft



NOTE: PARKING LOT
IMPROVEMENT
OPTIONS NOT SHOWN
ON THIS PLAN



Remove &
Replace trees (2)

Rem. & Replace,
Conc. Dumpster Pad
Relocate existing dumpster
prior to construction & reinstall

Provide flow path for
landscaping drain

Rem. & Replace
Conc. Curb & Gutter

Reset casing &
Rebuild structure
(if nec.)

Necessary HMA Patch for
proper drainage

Readjust Mailbox
(Special item- not incl.
in current cost option)

Rem. & Replace,
Conc. Sidewalk

Install 1 Way-finding Sign &
Post
"Additional Parking Lot Ahead"
(Special item- not incl. in current
cost option)

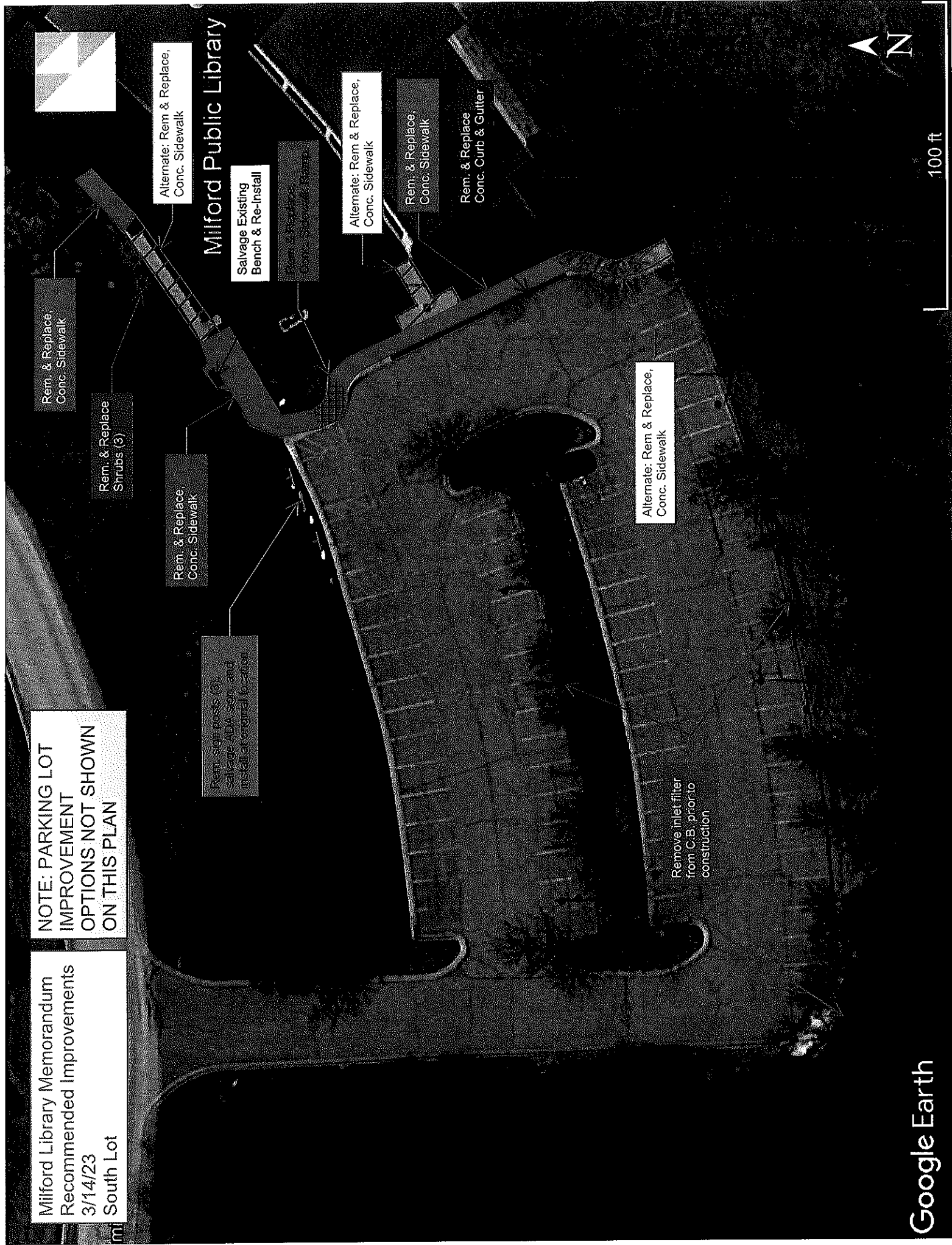
Rem. & Replace
Conc. Curb & Gutter

Rem. sign posts (3),
salvage ADA sign, and
install at original location

Salvage Existing
Bench & Re-Install

Rem. & Replace,
Conc. Sidewalk

NOTE: PARKING LOT
IMPROVEMENT
OPTIONS NOT SHOWN
ON THIS PLAN



Rem. & Replace,
Conc. Sidewalk

Rem. & Replace
Shrubs (3)

Rem. & Replace,
Conc. Sidewalk

Rem. Sign posts (3)
Salvage All Sign and
install at original location

Salvage Existing
Bench & Re-Install

Rem. & Replace
Conc. Sidewalk Ramp

Alternate: Rem & Replace,
Conc. Sidewalk

Rem. & Replace,
Conc. Sidewalk

Rem. & Replace
Conc. Curb & Gutter

Alternate: Rem & Replace,
Conc. Sidewalk

Remove inlet filter
from C.B. prior to
construction

Milford Public Library



ARCHITECTS. ENGINEERS. PLANNERS.

April 17, 2023

Milford Public Library

330 Family Drive
Milford, Michigan 48381

Attention: **Ms. Tina Hatch**
Library Director

Regarding: Professional Services by OHM Advisors for the 2023 Site Improvements Project

Phase: Final Design, Bidding, and Construction

Director Hatch:

After completing the site condition report (dated March 22, 2023) and discussing the available options with you, OHM Advisors (OHM) is pleased to submit this Proposal for Professional Services to continue supporting the 2023 Site Improvements Project. We have prepared this proposal based on the information provided and previous discussions with you. The attached proposal represents our understanding of the project, work plan, schedule, and cost of services. Additionally, we are enclosing one-page summaries of the three options we previously agreed were the most likely choices to proceed, including recommended actions for each choice.

To facilitate your review, our Proposal is organized as follows:

- ▲ Statement of Understanding
- ▲ Scope of Services / Work Plan
- ▲ Schedule
- ▲ Compensation
- ▲ Scope Clarification and Assumptions
- ▲ Authorization and Acceptance

We thank you for this opportunity and are excited to continue working with Milford Public Library to provide professional services associated with the 2023 Site Improvements Project. Should you find our proposal acceptable, please sign the attached and provide a full copy to us for our files. Should you have any questions or comments, please contact me directly at 734-466-4503 and alex.bade@ohm-advisors.com.

Sincerely,
OHM Advisors

DIGITALLY SIGNED Alex.Bade@OHM-Advisors.com

2023.04.17 16:10:06-04'00'

Alexander M. Bade, PE - Project Manager

Encl: Proposal for Professional Services
One-page summaries for site improvement Options 2, 3, and 4

cc: Matt Parks, Principal in Charge, OHM Advisors;

PROPOSAL FOR PROFESSIONAL SERVICES



Milford Public Library

April 17, 2023

STATEMENT OF UNDERSTANDING

Site infrastructure such as pavements, hardscapes, and walks at the Milford Public Library (330 Family Drive Milford, Michigan) are in disrepair. It is understood that the library wishes to address existing deficiencies in the infrastructure in an economical and lasting way, utilizing a traditional design-bid-build approach.

The previously scoped condition report (dated March 22, 2023) has been reviewed by the Library director and board and a prepared option for addressing the site conditions has been selected. The Library wishes to retain OHM Advisors to perform professional design services suitable to bid and construct the selected option.

► Project Authorities

The assumed regulatory requirements for the civil and site scope and authorities having jurisdiction (AHJs) for this project are as follows:

1. Building / excavation (Village of Milford Building Department)
2. Soil erosion plan approval (Oakland County Water Resources Commissioner)

► Project Roles

The known project roles and responsibilities are as follows:

Organization	Point of Contact	Project Role(s)	Responsibility Area(s)
Milford Public Library	Tina Hatch, Director	Owner, client	User coordination
Village of Milford	(various)	Regulator	Building Department, excavation permit
OHM Advisors (OHM)	Alex Bade, Project Manager	Engineer	Design and construction oversight of site infrastructure improvements and
[TBD]	(tbd)	Contractor	Construction of proposed site improvements.

SCOPE OF SERVICES / WORK PLAN

OHM's proposed role on this project is as the civil engineering design professional. Our professional scope of services will include design of the following project elements associated with the project site:

1. Temporary and permanent soil erosion and sedimentation control measures
2. Hardscapes (pavements, drives, and pedestrian paths)
3. Landscapes (existing and proposed turfs, grasses, plantings, and trees)
4. Earthwork and grading
5. Regulatory coordination as required by authorities having jurisdiction (AHJ) for the above items 1 - 4.



► **Project Management and Communication**

The OHM Project Manager will facilitate weekly client updates consisting of 30-minute calls or video meetings between OHM and Director Hatch. These updates will focus on overall project management, schedule, and deliverables and are provided for the Client's convenience.

► **Work Plan**

OHM's proposed scope performed in service of Milford Public Library will be delivered via the following work plan. Included tasks and deliverables are as follows:

► **Task 1 – Pre-Design / Site Condition Report – COMPLETED UNDER PREVIOUS AGREEMENT**

► **Task 2 –Final Design Engineering**

During final engineering, OHM Advisors will work closely with the client to advance beyond the concept in order to finalize plans and specifications to a level of detail suitable for bidding, award, and construction. OHM will:

1. Identify applicable construction rules, regulations, reviews, and permitting procedures pertaining to the approved project.
2. Perform an on-site aerial drone survey of the site to collect high-resolution imagery and basic planimetric for the production of construction maps.
3. Perform pavement cores and hand-augered soil borings (5-ft max) for pavement design.
4. Develop detailed design plan drawings (site layout, demolition, paving, striping/restoration, and SESC plans and details) suitable for refinement and finalization of the scope for owner approval. Plans will utilize the aerial imagery as a base map.
5. Review a 50% plan set with the client for final scope approval.
6. Coordinate with the client to submit for the approvals listed in the section "Project Authorities and Approvals" utilizing maps developed during this task. Note: application packages for these approvals will be comprised of select design plans and specifications, as applicable, submitted at the appropriate level of detail depending on each AHJ's requirements.
7. Review 95% plans and specifications with owner for final comments.
8. Prepare project-specific construction contract front end documents (utilizing industry standard templates) to include: bidding requirements, invitations, general conditions, agreement, site safety, impact coordination, and general contractual requirements.

Task 2 Meetings

For this task, we assumed OHM participation in the following meetings when preparing our scope and fee:

- Two (2) meetings with AHJ's
- Two (2) project meetings with the client.

Task 2 Deliverables

- Aerial image-based map of site
- Pavement core report
- One (1) 50% progress drawing package



- One draft contract/bid book for Library legal review.
- One (1) 95% Construction Documents Owner Review submittal
- One (1) Issued for Bid (100%) Package

► **Task 3 – Bidding Assistance**

During the bidding stage, OHM will assist the Library to provide equal knowledge about project requirements to all prospective bidders. OHM will:

1. Assist the library to develop a list of possible bidders and transmit invitations to bid.
2. Post the bid documents to a public bidding site utilized by other public entities (cities, villages, schools, etc)
3. Coordinate the pre-bid meeting with all bidders and bid clarification meeting or bid interview with the apparent low bidder.
4. Issue bid addendum in response to bidder's questions, to convey reasonable design clarifications which affect construction of the approved scope.
5. Perform a reference check (standard phone interview form) of up to three (3) references for each of the three (3) lowest bidders, at the client's request.
6. Bid documents and all addenda shall be hosted by BidNet.

Task 3 Meetings

- One (1) pre-bid meeting
- One (1) bid clarification / interview meeting

Task 3 Deliverables

- Bid summary letter.

► **Task 4 – Contract Administration**

1. Four (4) site visits by design engineer or designated representative.
2. Review and written response to Requests for Information (RFIs) to clarify construction documents prepared by OHM.
3. Submittal review and response (assumes 1 initial review and review of 1 resubmittal for approximately half of all submittals described in the contract documents, the remaining submittals are assumed to be acceptable on initial review)
4. Field Orders / Supplemental Instructions as needed to modify the construction documents, without cost or time changes, in order to complete the work in accordance with the design intent as bid.
5. Review and recommendation on WCDs/CCDs for changes in the scope as determined by field conditions.
6. Includes these services for the duration noted in SCHEDULE.



► **Task 5 – Construction Engineering**

During construction, OHM will perform on-site observation of construction activities by one experienced engineering technician in order to evaluate the contractor's progress and effectiveness.

1. Coordination of weekly progress meetings to be hosted at the job site.
2. Construction daily report and photos to document field conditions, work performed, construction methods/equipment, personnel on-site, sketches as deemed necessary by the observer or the Engineer.
3. Field technician will observe construction for conformance with plans and specifications and make interpretations and minor adjustments as necessary to accommodate unforeseen conditions.
4. Field observer will engage the design engineer and/or Owner's Representative for clarification and direction as needed.
5. Technician will take approximate measurements in the field for progress / payment application only. Detailed measurement and redlines remain the contractor's responsibility.
6. Includes senior level oversight and spot checks of field staff by a licensed Professional Engineer
7. Includes part-time observation (20 hours per week of technician labor) for the duration noted in SCHEDULE.
8. Part-time construction engineering: assumes 24 hours per week of effort, for the duration indicated in the fee table.
 - a. Observer will note and advise on general conformance with plans and specifications.
 - b. Observer will engage contractor on site and clarify plans, specifications, and Owner requirements as necessary.
 - c. Daily Site Visit report shall include features of work in progress and observations made while on site.
 - d. Half-day site visits by the engineering technician will be limited to the scheduled trip for that day, regardless of contractor's tasks. Reasonable efforts will be made to overlap site visits with the more critical construction scope.
9. Full-time construction engineering: assumes 50 hours per week of effort, for the duration indicated in the fee table.
 - a. Technician will be present on site during substantial construction activities.
 - b. Field observer will engage the design engineer and/or Owner's Representative for clarification and direction as needed.

Task 5 Deliverables

- Daily reports for each site visit including photos.
- Sketches as necessary to clarify reports.

► **Engineering Contingency**

OHM recommends inclusion of this budget which can be used for expedited authorization of additional design or construction engineering services or coordination during the project. A limited degree of the iterative design process was accounted for in our Work Plan, but to keep the budget impacts to a minimum and to proceed through the alternative evaluation as efficiently as possible, we propose this contingency, which can be used to evaluate design



alternatives, design other Client-directed revisions, perform additional services, or added construction engineering time during the project. **Expenditure of contingencies requires written Client approval.**

► **Standard of care**

- Existing conditions presented in the deliverables and utilized for design shall be a combination of:
 - Aerial drone survey
 - Publicly available topographic data, such as County LIDAR
 - Supplemental field measurements (as determined by the engineer)
 - Existing utility maps via MISSDIG (one-call) design ticket
 - MISSDIG utility markings as observed during related field work.
- Utilities depicted in OHM's final plans have a quality and reliability of Utility Quality Level D per ASCE C- I 38-02, *Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data*.
 - Utility quality level D: Information derived from existing records or oral recollections.
- Pre-design site assessment will be limited to visual observation of existing assets as described above. No excavation, camera inspection, confined space entry, or testing is included in our scope.
- Opinions of probable [construction] cost will be prepared utilizing OHM's best judgement as a design professional familiar with the industry. OHM may subcontract an estimator to produce cost opinions, though no guarantee of accuracy is implied. Cost opinion accuracy confidence (class) at each deliverable will relate directly to level of project definition (maturity) as in AACE Recommended Practice 56R-08 as follows:
 - Pre-Design / Condition Report: Class 5 (rough order of magnitude)
 - Final Design / Bid Documents: Class 2 (engineer's opinion of construction cost)
- Data collection and background information search does not include detailed or thorough review of all of the acquired information; our research will focus on pertinent and applicable information only.

► **SCHEDULE**

OHM proposes to accomplish the described work plan according to the following schedule. The basis of this schedule is OHM's availability; contractor availability may vary and affect the duration of Tasks 4 and 5.

Task		Task Duration
Task 1	Pre-Design	COMPLETE
Task 2	Final Engineering	April – May 2023
Task 3	Bidding Assistance	June 2023
Task 4/5	Contract Administration / Construction Engineering	September – October 2023



Potential schedule related items out of our control which may impact task durations are as follows:

- Client review times
- Permit/plan/regulator review times
- Public engagement (if applicable)
- Contractor and subconsultant availability, weather delays, and/or global supply / labor issues

We are prepared to commence work on this project upon receipt of your written authorization to proceed.

❖ **COMPENSATION**

OHM Advisors will provide the above-outlined professional services in accordance with the following fee table. Design engineering and contract administration shall be performed on a lump sum / fixed fee basis, invoiced monthly based on percent complete. Construction Engineering shall be performed on an hourly basis, with budgets as indicated below, also invoiced monthly.

Task		Fee
Tasks 2, 3, & 4	Final Engineering, Bidding, Contract Admin.	\$ 52,000 (lump sum)
	Engineering Contingency	\$ 10,000
Task 5.A	Construction Engineering, 4-6 weeks, part-time	\$ 18,000 (T&E budget)
Task 5.B	Construction Engineering, 8-10 weeks, part-time	\$ 30,000 (T&E budget)
Task 5.C	Construction Engineering, 8-10 weeks, full-time	\$ 63,000 (T&E budget)
<i>(initial one)</i>	Select Task 5.A _____ (initials) Total:	\$ 80,000
	Select Task 5.B _____ (initials) Total:	\$ 92,000
	Select Task 5.C _____ (initials) Total:	\$ 125,000

Notes:

1. Fees were determined based on the noted assumptions. Acceptance of this proposal confirms those assumptions.
2. Items under the Additional Services will only be performed upon receiving written authorization from the Client.
3. The cost associated with tasks 5.A, 5.B, and 5.C assume acceptance of tasks 2, 3 and 4.
4. OHM's effort and fee for Contract Administration and Construction Engineering are dependent on typical and reasonable schedules and work rates by the selected contractor. OHM is not responsible for contractor means and methods, pace, or schedule. OHM's scope and fees during construction are subject to review and revision, in coordination with the Client, if the contractor's operations require additional OHM time



and effort. Additional observation and/or administration time due to contractor delays, shutdowns, weather, conflicts, rework, public health situations, or other cause is not included in this proposal.

SCOPE CLARIFICATIONS AND ASSUMPTIONS

Our work plan, calculated fee, and project schedule for professional services assumes the following.

► **General Assumptions**

- Permitting / regulator scope assumes one (1) initial submittal and one (1) final submittal for each permit / approval included in this scope. Additional revisions, whether client or regulator requested are not included.
- Building, mechanical, structural, electrical, and fire protection design, drawings, and specifications are excluded.
- Construction schedule assumed to be Monday through Friday, 10-hour work days.

► **Client Responsibilities**

- The Client will provide a single point of contact to OHM Advisors who is knowledgeable about the project needs and desired outcomes. At this point in the scope, that contact is assumed to be Tina Hatch, Director.
- Permit, plan review, inspection, and other regulator fees shall be the Client's responsibility as well as building and site user coordination, public engagement, and impact notification.

► **Construction Contractor Responsibilities**

- Site safety and security 24 hours per day, 7 days per week throughout the construction period.
- Providing and maintaining site, trench, and staging area access and parking for inspectors, construction observers, design team members, and owner representatives at all times.
- Redlines of design drawings and field measurement for record drawings.
- Submittal of conforming shop drawings, product data, test reports, cut sheets, and samples as required by the construction documents, applicable regulators, and/or as requested by the Owner.
- Advance notice of work requiring observation and/or inspection coordination
- Timely and frequent overall schedule updates and two-week lookaheads (at least weekly) for project planning purposes and resource scheduling.
- Finalization of permit and inspection requirements, including fees, with all applicable regulators
- Pre- and post-construction site condition documentation (photo and video)
- RFI and Submittal logs
- Dewatering plan
- Concrete joint layout plan
- SESC plan revisions and inspector coordination
- Traffic control and ROW permit finalization.
- Architectural, lighted, or wayfinding signage design



► **Additional Services**

- If additional labor effort, meetings, tasks, deliverables, or change in schedule is required or requested beyond that which is described herein, OHM Advisors will utilize the design contingency and/or negotiate an amendment with the Client.

The following services are not included in our compensation but may be desired. Fees for these services can be negotiated later if deemed necessary. Additional services that may be needed are as follows:

- Traffic control design or memorandum, impact studies, and/or traffic analysis.
- Sewer televising
- Field topographic survey, boundary survey, wetland delineation.
- Buried utility location services (SUE Quality A or B).
- Electrical design work (e.g. site lighting design, photometric analysis, and lighting plans)
- Schedule extension or re-design work (e.g. re-bidding, bid extension, expanded construction duration, additional design plans and details, additional specifications, and scope change after 50% owner review)
- Environmental testing, borings and/or abatement
- Environmental Site Assessments (Phase I/II) and/or sampling
- Additional meetings or coordination (billed hourly)
- GIS data collection, interpretation, modification, and/or delivery
- Threatened and Endangered species studies and requirements.
- Detailed utility plans and profiles.



AUTHORIZATION AND ACCEPTANCE

If this proposal is acceptable to you, your signature on this letter with a copy returned to me will serve as your approval and our authorization to proceed.

Upon acceptance, this document, the Terms and Conditions, and all other attachments will constitute the entire Agreement between Milford Public Library and OHM Advisors as the design professional. This agreement shall not be amended, altered, or changed, except by written authorization executed by both parties. This proposal is valid for 21 days from date of submittal and upon expiration, OHM Advisors reserves the right to modify the proposal.

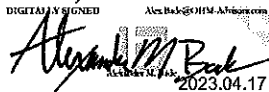
Thank you for giving us the opportunity to be of service! We look forward to working with you on this project. If you have any questions or comments, please contact me at Alex.Bade@OHM-Advisors.com or 734.466.4503.

Proposal for Professional Services

2023 Site Improvements, Final Design, Bidding, and Construction Phases

Submitted:

OHM ADVISORS
(CONSULTANT)

DIGITALLY SIGNED
Alex.Bade@OHM-Advisors.com

2023.04.17 16:11:34-04'00'

Alexander M. Bade, PE -- Project Manager

April 17, 2023

Accepted:

MILFORD PUBLIC LIBRARY
(CLIENT)

(signature)

(Name – title)

(date)

Attachments: Terms and Conditions (2 pages)

TERMS & CONDITIONS



1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. GOVERNING LAW. The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.
13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM

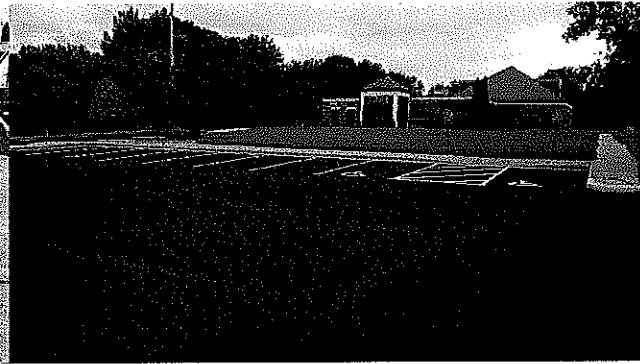
ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.

22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

MILFORD PUBLIC LIBRARY – 2023 Site Improvements – Option 2



Asphalt Patching and Crack Sealing Example



Sealcoating and Restriping Example

Summary: As-needed sidewalk repairs and asphalt patching.

Construction scope (Contractor-TBD):

1. Milling (grinding off) the top 2" of existing asphalt for severe areas; replace (patch) with new hot-mix asphalt.
2. Crack sealing over the less severe areas; covering the entire lot with a pavement sealcoat (approx. 5580 Sq. Yd.)
3. Restriping (painting) all parking spaces.
4. Approx 2,250 square feet of spalled and cracked sidewalk be replaced with a new concrete.
5. New sidewalk ramp to south parking lot for code compliance.
6. Remove and replace 260 linear feet of concrete curb to address cracking and other aging.
7. Reset the damaged catch basin (drainage structure) casting in the north lot.
8. Replace all 6 ADA signs with new placards and posts, to current standard.
9. Remove and replace the two dead trees and three dead shrubs in front of the building.
10. Replacement of the concrete dumpster pad.
11. Legal disposal offsite, of all debris, excavated soil, demolished materials, etc.

Site impacts:

1. Impacts to parking during patching operations (contract would require partial closure only)
2. Singular pedestrian access path during sidewalk work (contract would require compliance with code)
3. Temporary dumpster relocation and then resetting at current location.

Final appearance:

- Parking lot: new blacktop, with patches and sealed cracks minimally visible.
- Sidewalk: mix of new and existing concrete slabs (squares).
- Concrete curb: mix of existing and new sections (for several; years, newer concrete looks brighter).

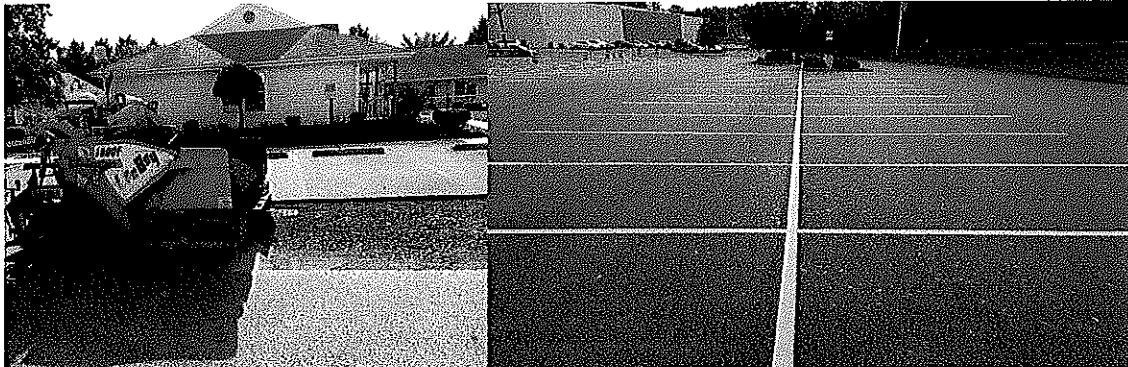
Engineering (OHM Advisors):

1. Construction plans and details showing patching and replacement areas utilizing aerial drone survey base map.
2. Preparation of contract documents with requirements for coordination with the Library, public and contractor safety, compliance with applicable laws, payment procedures, warranty period, and quality control.
3. Construction specifications (requirements) for concrete, asphalt, earthwork, and other features of the work.
4. Local engineering permit coordination (Village).
5. Coordinate, post, collect, and review bids from prospective contractors.
6. Field engineering: on-site OHM representative during construction.

Recommended action:

- ☐ Accept OHM Advisors' engineering proposal, selecting 8-10 weeks part time observation (Task 5.B)
- ☐ Approval to move forward with bidding process (final contract approval would be presented to the Board).
- ☐ Set project budget and allocate funds in the amount of **\$360,000**.

MILFORD PUBLIC LIBRARY – 2023 Site Improvements – Option 3



Asphalt Milling Example

Finished Hot-Mix Asphalt and Striping Example

Summary: As-needed sidewalk repairs and full parking lot mill & overlay.

Construction scope (Contractor-TBD):

1. Milling (grinding off) the top 2" of existing asphalt for entire lot; replace with new hot-mix asphalt.
2. Restriping (painting) all parking spaces.
3. Approx 2,250 square feet of spalled and cracked sidewalk be replaced with a new concrete.
4. New sidewalk ramp to south parking lot for code compliance.
5. Remove and replace 260 linear feet of concrete curb to address cracking and other aging.
6. Reset the damaged catch basin (drainage structure) casting in the north lot.
7. Replace all 6 ADA signs with new placards and posts, to current standard.
8. Remove and replace the two dead trees and three dead shrubs in front of the building.
9. Replacement of the concrete dumpster pad.
10. Legal disposal offsite, of all debris, excavated soil, demolished materials, etc.

Site impacts:

1. Impacts to parking during removal/paving operations (contract would require partial closure only).
2. Singular pedestrian access path during sidewalk work (contract would require compliance with code).
3. Temporary dumpster relocation and then resetting at current location.

Final appearance:

- Parking lot: new blacktop that is "roller blade smooth" and consistent.
- Sidewalk: mix of new and existing concrete slabs (squares).
- Concrete curb: mix of existing and new sections (for several years after install, newer concrete looks brighter).

Engineering (OHM Advisors):

1. Construction plans and details showing replacement areas utilizing aerial drone survey base map.
2. Preparation of contract documents with requirements for coordination with the Library, public and contractor safety, compliance with applicable laws, payment procedures, warranty period, and quality control.
3. Construction specifications (requirements) for concrete, asphalt, earthwork, and other features of the work.
4. Local engineering permit coordination (Village).
5. Coordinate, post, collect, and review bids from prospective contractors.
6. Field engineering: on-site OHM representative during construction.

Recommended action:

- ☐ Accept OHM Advisors' engineering proposal, selecting 8-10 weeks part time observation (Task 5.B)
- ☐ Approval to move forward with bidding process (final contract approval would be presented to the Board).
- ☐ Set project budget and allocate funds in the amount of \$360,000.

MILFORD PUBLIC LIBRARY – 2023 Site Improvements – Option 4



Example of Dozer Removing Asphalt



Finished Hot-Mix Asphalt and Striping Example

Summary: As-needed sidewalk repairs and full-depth parking lot repaving.

Construction scope (Contractor-TBD):

1. Full Depth Removal of all asphalt pavement up to curb; replace with new hot-mix asphalt.
2. Preserve and condition the stone base layer, spot replacements of stone where needed.
3. Restriping (painting) all parking spaces.
4. Approx 2,250 square feet of spalled and cracked sidewalk be replaced with a new concrete.
5. New sidewalk ramp to south parking lot for code compliance.
6. Remove and replace 260 linear feet of concrete curb to address cracking and other aging.
7. Reset the damaged catch basin (drainage structure) casting in the north lot.
8. Replace all 6 ADA signs with new placards and posts, to current standard.
9. Remove and replace the two dead trees and three dead shrubs in front of the building.
10. Replacement of the concrete dumpster pad.
11. Legal disposal offsite, of all debris, excavated soil, demolished materials, etc.

Site impacts:

1. Impacts to parking during removal/paving operations (contract would require partial closure only)
2. Singular pedestrian access path during sidewalk work (contract would require compliance with code)
3. Temporary dumpster relocation and then resetting at current location.

Final appearance:

- Parking lot: new blacktop that is “roller blade smooth” and consistent.
- Sidewalk: mix of new and existing concrete slabs (squares).
- Concrete curb: mix of existing and new sections (for several years after install, newer concrete looks brighter).

Engineering (OHM Advisors):

1. Construction plans and details showing replacement areas utilizing aerial drone survey base map.
2. Preparation of contract documents with requirements for coordination with the Library, public and contractor safety, compliance with applicable laws, payment procedures, warranty period, and quality control.
3. Construction specifications (requirements) for concrete, asphalt, earthwork, and other features of the work.
4. Local engineering permit coordination (Village).
5. Coordinate, post, collect, and review bids from prospective contractors.
6. Field engineering: on-site OHM representative during construction.

Recommended action:

- ☐ Accept OHM Advisors’ engineering proposal, selecting 8-10 weeks full-time observation (Task 5.C)
- ☐ Approval to move forward with bidding process (final contract approval would be presented to the Board).
- ☐ Set project budget and allocate funds in the amount of **\$725,000**.

2022

THE YEAR IN REVIEW:

- Added Chromebooks for circulation via a statewide grant
- Funding provided by Friends of the Library for hotspots to pair with circulating Chromebooks
- Added additional hotspots to collection to meet demand
- Upgraded patron WiFi access points
- Increased in-person programming
- Converted lighting to energy efficient LED
- Installed Automatic Openers for main restroom doors
- Subscribed to Fold3 as a new digital offering
- Replaced various building equipment due to a lightning strike in September
- Issued a Request for Proposal for Website Design (now in progress)
- Collected more than 80 pairs of gloves from the Giving Tree Initiative (all gloves donated to Community Sharing)

STATISTICS

164,385
CHECKOUTS

3,051
PROGRAM ATTENDANCE

15,952
REFERENCE QUESTIONS

4,821
COMPUTER SESSIONS

59,071
LIBRARY VISITS

191
MEETING ROOMS USAGE

705
NEW LIBRARY CARDS
ISSUED

79,393
ITEMS IN COLLECTION
(NOT INCLUDING
E-CONTENT)



MILFORD
PUBLIC LIBRARY

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





Memo

To: Board of Trustees
From: Tina Hatch, Director
Date: April 6, 2023
Re: Fund Balance Analysis

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

Current:

Explanation	Amount
Fund balance at end of FY2022 (Unaudited)	\$1,804,377
Nonspendable (Endowment)	-\$192,079
Nonspendable (Prepaid Expense)	-\$41,793
Anticipated usage of fund balance for FY2023	\$0
Fund Balance	\$1,570,505

Fund Balance includes the following assignments (Assignments can be changed):	
Tax Appeals	\$1,000
Art Sculpture	\$6,000
Building Improvements	\$771,000
Technology Improvements	\$25,000
Collections Development	\$0
Staff Development	\$0
Special Youth Projects	\$0
Total Assigned	\$803,000
Unassigned	\$767,505

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.

April 13, 2023

To Milford Public Library Board of Trustees:

Please accept my resignation from the Milford Public Library Board of Trustees, effective immediately.

I have enjoyed my time as a member of the Board of Trustees of this beautiful library. I have learned so much about the "behind the scenes" work that makes a library such an asset to its community. I feel very fortunate to have served alongside you all, such an excellent Board, Library Director and Library Staff. Thank you for this wonderful opportunity.

As of July 1, 2023, I will no longer be a resident of the Milford community, thus am giving you my letter of resignation.

Doug and I have received a new appointment to Howell, Michigan, First United Methodist Church and will be moving there.

Thank you for all the many ways you make our Library the wonderful place that it is!

Sincerely,

Marianne McMunn, Board of Trustees Member

GOVERNMENT

Proposed bill would place 'sexually explicit' library books in restricted areas in Michigan



Annie Doyle

The Petoskey News-Review

Published 5:08 a.m. ET March 9, 2023

CHARLEVOIX — State Rep. Neil Friske (R-Charlevoix) has proposed a bill that would require libraries to keep books with “obscene” or “sexually explicit” materials in a section separate from the general collection.

More: Millage fails for Michigan library defunded over LGBTQ books

More: 'It must be stopped': ACLU issues warning on book bans in Michigan schools

House Bill 4136 restricts items deemed sexually explicit or obscene, and would move them to an adults-only section of public libraries that would be inaccessible to anyone under the age of 18. The bill acts as an amendment to the Library Privacy Act and uses the definitions of “sexually explicit matter” and “obscene” in MCLs 722.673 and 752.362, respectively, according to Friske.

“My office has received an outpouring of calls from constituents who are angered at the content found in the children’s sections of their local libraries,” Friske said. “This is a genuine concern for folks in my district, and my bill aims to keep children across the state safe.

“This bill does not ban libraries from having specific books or genres of books, nor does it discriminate against any individuals. The bill simply places content

containing things like pornographic images to an area of the library reserved specifically for adults. This is common sense legislation. It is crucial that the children of Michigan be protected everywhere they go — obscenity in front of minors is traumatic and should never be permitted.”

However, according to Northland Library Cooperative Director Linda Adams, public libraries already don’t contain obscene materials, according to the specific definition of obscene in the Michigan Obscene Materials Act of 1984.

“We can’t buy obscene materials. They don’t exist in public libraries,” Adams said.

The cooperative is a resource sharing network of 24 public libraries in northern Michigan.

“Public libraries serve the public and we buy materials for the whole of the public,” Adams said. “We have materials that some people would find objectionable but would help other people.”

Adams said each public library has a “materials challenge policy” that enables members of the public to notify the library if they have a problem with one of the books in their collection.

"Anybody can object to anything," Adams said. "That's free speech."

One book that Friske takes issue with is called “Let’s Talk About It: The Teen’s Guide to Sex, Relationships and Being a Human” by Erica Moen. Amazon describes the graphic novel as a “go-to handbook for every teen” that “covers relationships, friendships, gender, sexuality, anatomy, body image, safe sex, sexting, jealousy, rejection, sex education and more.”

"There are going to be things in my collection that you might not like, but you don’t have to check that out," said Val Meyerson, director of the Petoskey District Library.

"If a parent is concerned about what a kid is reading, they shouldn’t let them go to the library by themselves. They should go with them and help them select books.

It's all about parental control and parental rights."

Friske is proposing that parents accompany minors into the restricted areas to check out the material and rejects criticism the bill infringes on First Amendment rights.

"I'm not advocating to remove a single book from the library or take it out of circulation. I'm just asking it to be confined to an area where kids don't have access to it because right now they do," he said.

Both Adams and Meyerson emphasized the importance of communication.

"If you get complaints about something in our library, I'd like to know about it so we can address it directly," Meyerson said.

Subscribe: Get all your breaking news and unlimited access to our local coverage

Before the bill was introduced, Adams scheduled a meeting with Friske to discuss what the cooperative does. She hopes there'll be an opportunity to discuss the proposed legislation.

Friske said taxpayers have a right to take an interest in the region's library collections, referring to several conservative township boards in his district that have expressed concern over the issue.

"Our tax dollars are helping fund those libraries," he said.

— *Contact reporter Annie Doyle at (231) 675-0099 or adoyle@charlevoixcourier.com*