



# MILFORD PUBLIC LIBRARY

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 28, 2023  
7:00 PM

1. Call to Order
2. Consent Agenda
  - 2.1. Approval of Minutes
    - 2.1.1. Regular Meeting: January 10, 2023
  - 2.2. Approval of Financial Reports and Invoices for December and January
  - 2.3. Director's Report
    - 2.3.1. Snapshot of Statistical Indicators
    - 2.3.2. Suggestion Box
    - 2.3.3. Staff Updates
    - 2.3.4. Building Updates
    - 2.3.5. TLN Update
    - 2.3.6. Friends of the Library Update
    - 2.3.7. Incident Reports
3. Approval of Agenda
4. Call to the Public
5. Unfinished Business
  - 5.1. Facility Improvements
    - 5.1.1. Sidewalks/Parking Lot
    - 5.1.2. Slow Door Closers
  - 5.2. Contract for Director
  - 5.3. Memorial for Judy Clemens
6. New Business
  - 6.1. Annual Meeting
    - 6.1.1. Annual Report
  - 6.2. Budget Adjustment #3 of 2022
  - 6.3. Budget Adjustment #1 of 2023
  - 6.4. Policy 207.1 Emergency Closings
  - 6.5. Policy 425 Public Computer Usage
  - 6.6. Open Forum
7. Communications
  - 7.1. Foster Swift, Court of Appeals Ruling, January 27, 2023
8. Adjournment

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday January 10, 2023 7:00 P.M.**

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

1. **Call to Order:** President Janet Keef called the meeting to order at 7:00 PM.
2. **Consent Agenda:** A motion to approve the Consent Agenda was made by Megan Weeks and seconded by Marianne McMunn. All were in favor, the motion carried.
3. **Approval of Agenda:** A motion to approve the Amended Agenda was made by Megan Weeks and seconded by Barbara Harris. All were in favor, the motion carried.
4. **Call to the Public:** None.
5. **Unfinished Business:**
  - 5.1 Facility Improvements
    - 5.1.1 **Sidewalks/Parking Lot:** Austin Downey of OHM Engineering appeared before the Board to clarify OHM's proposal for sidewalk and parking lot repairs and improvements. He offered an aerial photo of the Library property which highlighted the areas that will require attention. He also explained the expected timeline of the project. A motion to move forward with OHM's Pre-design project was made by Megan Weeks and seconded by Kimberly Gutierrez. All were in favor, the motion carried.
    - 5.1.2 **Slow Door Closers:** This matter is still pending.
  - 5.2 **Contract for Director:** Board President Janet Keef had discussions with the attorney regarding the proposed contract for the Library Director. The attorney mentioned the possibility of adding a clause regarding severance pay. The Board discussed various options ranging from zero severance pay to a severance package with varying amounts of pay, from 6 weeks to 3 months pay, or more. Megan Weeks suggested that the Board draft a policy regarding severance with an amount payable based on the Director's length of service to the Library. Director Hatch will attend the upcoming statewide director's meeting and will then inquire as to other Director's severance agreements.
  - 5.3 **Memorial for Judy Clemens:** Trustee Megan Weeks has been in contact with the chosen artist for a metal on wood piece of artwork to be displayed in memory of Trustee Judy Clemens. The board agreed on a design that would fit nicely in the library foyer. Some further input may be requested from the artist as to the framing of the piece as well as the size and colors. It was agreed that the piece should be in the price range of around \$400.00.

**5.4 Website Design RFP:** Five proposals were received, with the 3 highest being far in excess of the budget. The Library's website team reviewed the two remaining proposals and has unanimously recommended a company called "Revize". Director Hatch explained the reasoning behind the team's decision. Some standout benefits included 24/7 support, ADA compliance and Revize's experience in Library websites. Marianne McMunn moved to approve Revize as vendor of choice for re-design and implementation of a new website with a 5 year annual fee agreement. Megan weeks seconded, all were in favor, the motion carried.

**6. New Business:**

**6.1. Annual Meeting:**

**6.1.1 Election of Officers:** A motion to re-elect the existing officers was made by Donna Gramlich and seconded by Megan Weeks. All were in favor, the motion carried.

**6.1.2 Schedule of Meetings:** A motion to approved the schedule of Board meetings for 2023 was made by Marianne McMunn and seconded by Donna Gramlich. All were in favor, the motion carried.

**6.1.3 Closed Dates:** This matter has already been addressed and the dates have been set.

**6.1.4 Annual Report:** The report has not been prepared.

**6.2 Policy Revisions:** The Library Attorney has reviewed Policy 401 regarding Materials Selection and has suggested that this policy be merged with a revised version of policy 401.1 which covers patron's complaints/concerns over library material. Megan Weeks moved to approve Policy 401 and revised Form 401.1, and further revoke prior policy 401.1. Donna Gramlich seconded the motion, all were in favor, the motion carried.

**6.3 Sensusource Visitor Count Proposal:** Director Hatch explained the need for an accurate visitor count system in maintaining library statistics. Director Hatch recommends that the Board consider installing the SenSource system. Installation would be provided by Microtech and the cost deducted from the Library's support contract. Marianne McMunn moved to approve the purchase of SenSource equipment and annual reporting system with installation to be provided by Microtech Systems. Donna Gramlich seconded the motion. All were in favor, motion carried.

**6.4 WiFi Access Point:** It has been determined that the library does not have sufficient WiFi range in the north parking lot. TLN has provided a quote to add an outdoor Wi-Fi access point to increase access outside the building. Barbara Harris moved to approve the TLN quote for outdoor rated access point, including antenna, 3-year license and installation by TLN staff. Megan Weeks seconded the motion. All were in favor, the motion carried.

**6.5 Open Forum:** Donna Gramlich shared a newspaper clipping from Houghton MI that showed the expanded services being offered by the Houghton Library, including items such as cake pans and power tools.

Director Hatch requested a salary differential to allow for an increased hourly rate of pay for a certain library employee who will be taking on additional tasks in the event that another library employee might miss work due to upcoming medical treatment. A motion to approve the salary differential was made by Megan Weeks and seconded by Kimberly Gutierrez. All were in favor. The motion carried.

7. **Communications:** None

8. **Adjournment:** A motion to adjourn was made by Barbara Harris and seconded by Megan Weeks. All were in favor, the motion carried. At 9:04 P.M. the meeting was adjourned to February 28, 2023 at 7:00 p.m.

Respectfully submitted,

Marianne McMunn  
Secretary

Mary VanDerworp  
Recording Secretary

6:43 PM

01/16/23

Accrual Basis

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

	Dec 31, 22	Dec 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings	261,046.84	75,521.86	185,525.08
001 · Cash-Checking			
003 · Certificates of deposit	27,579.25	27,579.25	0.00
003.01 · C/D - Alta M. Tripp Endowment	164,499.85	164,499.85	0.00
003.02 · C/D-Cariton Tripp Endowment	0.00	205,245.43	-205,245.43
003.03 · CD-Level One Bk			
Total 003 · Certificates of deposit	192,079.10	397,324.53	-205,245.43
004 · Impress Cash	636.50	583.37	53.13
008 · Cash-Money market (HVSB)	207,340.47	206,202.13	1,138.34
017 · Investments (S/T)	1,160,787.42	743,308.95	417,478.47
017.01 · Investments-Oakland County Pool			
Total 017 · Investments (S/T)	1,160,787.42	743,308.95	417,478.47
Total Checking/Savings	1,821,890.43	1,422,940.84	398,949.59
<b>Other Current Assets</b>			
018 · Receivables	344,335.13	766,348.17	-422,013.04
020 · Taxes receiv-Real prop-Cur Levy			
Total 018 · Receivables	344,335.13	766,348.17	-422,013.04
123 · Prepaid Expenses	41,793.99	45,985.99	-4,192.00
Total Other Current Assets	386,129.12	812,334.16	-426,205.04
Total Current Assets	2,208,019.55	2,235,275.00	-27,255.45
<b>TOTAL ASSETS</b>	<b>2,208,019.55</b>	<b>2,235,275.00</b>	<b>-27,255.45</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	39,903.52	26,449.27	13,454.25
202 · Accounts Payable*			
Total Accounts Payable	39,903.52	26,449.27	13,454.25
<b>Other Current Liabilities</b>			
209 · Accrued expenses	950.00	0.00	950.00
228 · Due to State of MI	1,845.07	1,596.71	248.36
229 · Due to Federal Government	5,938.06	5,083.15	854.91
231 · Payroll deductions payable	314.49	122.87	191.62
257 · Accrued Payroll	4,913.56	5,298.34	-384.78
360 · Deferred Inflows	344,335.13	766,348.17	-422,013.04
Total Other Current Liabilities	358,286.31	778,449.34	-420,163.03
Total Current Liabilities	398,199.83	804,898.61	-406,698.78
Total Liabilities	398,199.83	804,898.61	-406,698.78
<b>Equity</b>			
370 · FB - Nonspendable prepaids	41,793.99	45,985.99	-4,192.00
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	393,503.30	380,533.44	12,969.86
Net Income	379,443.33	424,600.86	-45,157.53
Total Equity	1,809,819.72	1,430,376.39	379,443.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,208,019.55</b>	<b>2,235,275.00</b>	<b>-27,255.45</b>

**Milford Public Library**

Fund Balance

December 31, 2022

	12/31/2019	12/31/2020	12/31/2021	11/30/2022	Preliminary 12/31/2022	YTD Variance
<b>General Fund:</b>						
Fund balance-Non spendable	\$ 35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 46,773.16	\$ 41,793.99	\$ (4,192.00)
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	\$ -
Assigned	75,289.00	75,289.00	387,177.00	803,000.00	803,000.00	\$ 415,823.00
Unassigned	491,837.33	584,131.39	380,533.44	388,524.13	393,503.30	\$ 12,969.86
YTD income (loss)	93,813.21	116,757.41	424,600.86	508,402.16	379,443.33	\$ (45,157.53)

Fund Balance (Modified Accrual)	\$ 889,018.17	\$ 1,005,775.53	\$ 1,430,376.39	\$ 1,938,778.55	\$ 1,809,819.72	\$ 379,443.33
Modified Assets (Fund Balance)	12,225.00	12,225.00	12,225.00	12,225.00	12,225.00	\$ -

**General Fixed Assets Account Group**

<b>(GFAAG):</b>						
Beginning Balance	548,921.17	539,457.11	662,439.49	672,380.67	672,380.67	\$ 9,941.18
YTD Additions	89,702.27	223,034.38	112,120.30	162,825.46	201,998.81	\$ 89,878.51
YTD Dispositions (NBV)	(99,166.33)	(100,052.00)	(102,179.12)	(89,665.58)	(107,696.22)	\$ (5,517.10)
Depreciation	539,457.11	662,439.49	672,380.67	745,540.55	766,683.26	\$ 94,302.59
Ending Balance	(14,016.00)	(17,360.11)	(17,082.50)	(17,082.50)	(20,634.81)	(3,552.31)

Full Accrual Adjustments						
Fund Balance (Full Accrual)	\$ 1,444,459.23	\$ 1,550,829.91	\$ 2,085,674.56	\$ 2,667,236.60	\$ 2,555,868.17	\$ 470,193.61
Full Accrual Assets (Fund Balance)	12,225.00	12,225.00	12,225.00	12,225.00	12,225.00	\$ -

**Milford Public Library**

Fund Balance

December 31, 2022

	12/31/2019	12/31/2020	12/31/2021	11/30/2022	Preliminary 12/31/2022	YTD Variance
<b>Non-Spendable:</b>						
Prepaid Expenses	35,999.48	37,518.63	45,985.99	46,773.16	41,793.99	(4,192.00)
Other	\$ 35,999.48	\$ 37,518.63	\$ 45,985.99	\$ 46,773.16	\$ 41,793.99	\$ (4,192.00)

**Restricted-Non expendable:**

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

**Assigned:**

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

**Full Accrual Adjustments:**

Accrued unemployment	14,016.00	17,360.11	17,082.50	17,082.50	20,634.81	3,552.31
Accrued sick pay	-	-	-	-	-	-
Other	\$ 14,420.00	\$ 17,360.11	\$ 17,082.50	\$ 17,082.50	\$ 20,634.81	\$ 3,552.31

**General Fixed Assets Account Group (GFAAGI):**

YTD Additions- Bldg/Land Improvement:	10,485.38	136,692.44	13,708.48	73,283.16	105,995.43	92,286.95
YTD Additions-Furn & Fixtures	10,630.00	15,996.00	930.00	819.00	819.00	(111.00)
YTD Additions-Equipment	7,131.86	6,424.38	20,943.89	3,962.28	5,341.28	(15,602.61)
YTD Additions-Collections	61,455.03	63,921.56	78,790.06	84,761.02	89,843.10	11,053.04
Total YTD Additions	\$ 89,702.27	\$ 223,034.38	\$ 114,372.43	\$ 162,825.46	\$ 201,998.81	\$ 87,626.38

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01/18/23

Accrual Basis

## Milford Public Library

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

## General Fund

	Dec 22	Jan - Dec 22	% YTD
<b>Income</b>			
400 - Revenue			
401 - Taxes revenue			0.0%
402 - Current real property taxes	198.95	1,522,430.50	0.0%
410 - Current personal property tax	0.00	12,545.58	0.0%
412 - Delinquent personal prop tax	0.00	74.15	0.0%
437 - Industrial Facilities Tax	0.00	7,300.50	0.0%
<b>Total 401 - Taxes revenue</b>	<b>198.95</b>	<b>1,542,350.73</b>	<b>0.0%</b>
539 - State grants	0.00	25,537.02	0.0%
540 - State Penal Fines	0.00	18,511.68	0.0%
569 - State Grants-other	0.00	92,497.32	0.0%
673 - Local stabilization share			0.0%
<b>Total 539 - State grants</b>	<b>0.00</b>	<b>136,546.02</b>	<b>0.0%</b>
600 - Charges for services	4.00	143.00	2.8%
626 - Services Rendered	203.95	2,245.65	9.1%
642 - Services-Sales			8.7%
<b>Total 600 - Charges for services</b>	<b>207.95</b>	<b>2,389.65</b>	<b>8.7%</b>
655 - Fines & forfeits	38.39	3,184.79	1.2%
656.01 - Fines/Fees/Lost Books/Cards			1.2%
<b>Total 655 - Fines &amp; forfeits</b>	<b>38.39</b>	<b>3,184.79</b>	<b>1.2%</b>
664 - Investment income/rents	5,004.13	12,217.78	41.0%
665 - Interest Income	0.00	600.00	0.0%
667 - Rents			39.0%
<b>Total 664 - Investment income/rents</b>	<b>5,004.13</b>	<b>12,817.78</b>	<b>39.0%</b>
672 - Other revenue-general	103.16	2,306.46	4.5%
674 - Private contributions/donations	0.00	0.99	0.0%
689 - Cash over/short	1,405.15	34,418.98	4.1%
672 - Other revenue-general - Other			4.1%
<b>Total 672 - Other revenue-general</b>	<b>1,508.31</b>	<b>36,726.42</b>	<b>4.1%</b>
<b>Total 400 - Revenue</b>	<b>6,957.73</b>	<b>1,733,995.39</b>	<b>0.4%</b>
<b>Total Income</b>	<b>6,957.73</b>	<b>1,733,995.39</b>	<b>0.4%</b>
<b>Expense</b>			
700 - Expenditures/expenses			
701 - Personnel services			8.5%
702 - Salaries	34,271.80	405,485.59	8.2%
703 - Wages-part time employees	15,855.63	193,678.82	8.4%
709 - Employer's Social Security	3,788.61	44,865.82	90.8%
716 - Defined cont ret plan expense	11,785.41	12,980.97	7.9%
743 - Health/dental insurance expense	4,830.26	60,871.04	0.0%
726 - Insurance-Workers Comp	0.00	621.00	9.8%
<b>Total 701 - Personnel services</b>	<b>70,511.71</b>	<b>718,583.24</b>	<b>9.8%</b>
726 - Supplies	1,019.11	16,554.41	6.2%
727 - Supplies-Office/general	0.00	1,072.19	0.0%
729 - Covid-19 response supplies	671.05	6,906.10	9.7%
730 - Collections Maintenance			6.9%
<b>Total 726 - Supplies</b>	<b>1,690.16</b>	<b>24,532.70</b>	<b>6.9%</b>
800 - Other services & charges	1,844.40	30,147.03	8.1%
801 - Professional Services			11.0%
804 - Automation	3,517.66	32,013.11	0.9%
804.1 - Electronic content delivery	447.33	51,149.58	4.8%
804 - Automation - Other			6.8%
<b>Total 804 - Automation</b>	<b>3,964.99</b>	<b>83,162.69</b>	<b>6.8%</b>
805 - TLN Central Services	291.25	4,412.60	-8.5%
816 - Computer services	-833.45	9,767.25	11.8%
820 - Waste & rubbish disposal	139.49	1,180.15	7.4%
860 - Communications	233.06	3,132.53	0.0%
861 - Transportation-mileage reImbs	0.00	99.87	10.2%
860 - Community promotion	1,165.00	11,288.66	10.2%
881 - Adv. & Promotion			21.9%
<b>Total 800 - Community promotion</b>	<b>1,165.00</b>	<b>11,288.66</b>	<b>21.9%</b>
901 - Postage	740.00	3,383.97	7.4%
920 - Utilities	247.10	1,172.25	13.6%
921 - Utilities-Sewage	349.45	2,568.26	6.9%
922 - Utilities-Water	4,771.66	80,454.26	12.8%
923 - Utilities-Electric	1,937.08	15,133.98	7.4%
924 - Utilities-Natural gas			6.7%
<b>Total 920 - Utilities</b>	<b>7,305.29</b>	<b>99,328.77</b>	<b>6.7%</b>
930 - Land & building repair services	8,281.33	123,981.67	0.0%
965 - Miscellaneous	0.00	3.38	9.5%
960 - Property/liability insurance	1,176.00	12,331.10	

Figures presented on modified accrual basis of accounting.



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01/16/23

Accrual Basis

## Milford Public Library

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

## General Fund

	Dec 22	Jan - Dec 22	% YTD
965 - Professional development		956.99	0.0%
965.01 - Conferences	0.00	644.12	0.0%
965.02 - Travel	0.00	1,408.89	0.0%
965.03 - Memberships & dues	0.00	180.45	0.0%
965 - Professional development - Ot..	0.00		
<b>Total 965 - Professional development</b>	<b>0.00</b>	<b>3,189.55</b>	<b>0.0%</b>
967 - Project costs (programming_		5,432.04	0.2%
967-A - Programming - Adult	11.00	7,435.86	11.0%
967-O - Other Misc Communications	820.68	3,016.03	5.1%
967-YA - Programming - Teens	153.70	8,144.11	2.4%
967-YS - Programming - Youth Svcs.	194.24		
<b>Total 967 - Project costs (programming_</b>	<b>1,179.62</b>	<b>24,028.04</b>	<b>4.9%</b>
<b>Total 960 - Other services &amp; charges</b>	<b>25,476.98</b>	<b>409,437.31</b>	<b>6.2%</b>
970 - Capital Outlay		2,649.50	41.9%
974 - Land improvements	1,109.50	103,345.93	28.1%
975 - Buildings & Improvements	29,087.15	819.00	0.0%
980 - Office furniture & fixtures	0.00	5,341.28	25.8%
981 - Office equipment	1,379.00	33,069.89	4.8%
982-A - Books - Adult	1,594.80	4,996.55	1.5%
982-YA - Books - Teens	73.60	26,863.81	5.4%
982-YS - Books - Youth Services	1,438.74	7,136.43	12.2%
985-A - Audio Visual - Adult	873.05	1,276.17	23.5%
985-YA - Audio Visual - Teens	269.83	8,704.10	2.0%
985-YS - Audio Visual - Youth Services	171.37	7,797.15	8.1%
986 - Periodicals	830.39		
<b>Total 970 - Capital Outlay</b>	<b>36,857.73</b>	<b>201,996.81</b>	<b>18.1%</b>
<b>Total 700 - Expenditures/expenses</b>	<b>134,336.68</b>	<b>1,354,552.06</b>	<b>9.9%</b>
<b>Total Expense</b>	<b>134,336.68</b>	<b>1,354,552.06</b>	<b>9.9%</b>
<b>Net Income</b>	<b>-127,378.85</b>	<b>379,443.33</b>	<b>-33.6%</b>

Figures presented on modified accrual basis of accounting.

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01/16/23

Accrual Basis

# Milford Public Library

## Stmnt of Governmental Revenues & Expenditures-Prior Yr Comp

### General Fund

	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
<b>Income</b>				
400 · Revenue				
401 · Taxes revenue				
402 · Current real property taxes	1,522,430.50	1,486,246.80	36,183.70	2.4%
410 · Current personal property tax	12,545.58	0.00	12,545.58	100.0%
412 · Delinquent personal prop tax	74.15	0.00	74.15	100.0%
437 · Industrial Facilities Tax	7,300.50	7,129.05	171.45	2.4%
<b>Total 401 · Taxes revenue</b>	<b>1,542,350.73</b>	<b>1,493,375.85</b>	<b>48,974.88</b>	<b>3.3%</b>
539 · State grants				
540 · State Penal Fines	25,537.02	27,785.65	-2,248.63	-8.1%
569 · State Grants-other	18,511.68	13,647.81	4,863.87	35.6%
573 · Local stablization share	92,497.32	23,109.54	69,387.78	300.3%
539 · State grants - Other	0.00	3,358.13	-3,358.13	-100.0%
<b>Total 539 · State grants</b>	<b>136,546.02</b>	<b>67,901.13</b>	<b>68,644.89</b>	<b>101.1%</b>
600 · Charges for services				
626 · Services Rendered	143.00	58.00	85.00	146.6%
642 · Services-Sales	2,246.65	1,026.45	1,220.20	118.9%
<b>Total 600 · Charges for services</b>	<b>2,389.65</b>	<b>1,084.45</b>	<b>1,305.20</b>	<b>120.4%</b>
655 · Fines & forfeits				
655.01 · Fines/Fees/Lost Books/Cards	3,164.79	1,886.21	1,278.58	67.8%
<b>Total 655 · Fines &amp; forfeits</b>	<b>3,164.79</b>	<b>1,886.21</b>	<b>1,278.58</b>	<b>67.8%</b>
664 · Investment Income/rents				
665 · Interest Income	12,217.78	8,504.36	3,713.42	43.7%
667 · Rents	600.00	300.00	300.00	100.0%
<b>Total 664 · Investment income/rents</b>	<b>12,817.78</b>	<b>8,804.36</b>	<b>4,013.42</b>	<b>45.6%</b>
672 · Other revenue-general				
674 · Private contributions/donations	2,306.46	9,585.40	-7,278.94	-75.9%
689 · Cash over/short	0.98	1.88	-0.90	-47.9%
672 · Other revenue-general - Other	34,418.98	4,167.94	30,251.04	725.8%
<b>Total 672 · Other revenue-general</b>	<b>36,726.42</b>	<b>13,755.22</b>	<b>22,971.20</b>	<b>167.0%</b>
<b>Total 400 · Revenue</b>	<b>1,733,995.39</b>	<b>1,586,807.22</b>	<b>147,188.17</b>	<b>9.3%</b>
<b>Total Income</b>	<b>1,733,995.39</b>	<b>1,586,807.22</b>	<b>147,188.17</b>	<b>9.3%</b>
<b>Expense</b>				
700 · Expenditures/expenses				
701 · Personnel services				
702 · Salaries	405,465.59	388,447.76	17,017.83	4.4%
703 · Wages-part time employees	193,578.82	146,463.41	47,115.41	32.2%
708 · State unemployment taxes	0.00	0.00	0.00	0.0%
709 · Employer's Social Security	44,865.82	40,646.64	4,219.18	10.4%
716 · Defined cont ret plan expense	12,980.97	12,540.25	440.72	3.5%
718 · Health/dental Insurance expense	60,871.04	68,126.25	-7,255.21	-10.7%
725 · Insurance-Workers Comp	821.00	817.00	4.00	0.5%
<b>Total 701 · Personnel services</b>	<b>718,583.24</b>	<b>657,041.31</b>	<b>61,541.93</b>	<b>9.4%</b>
726 · Supplies				
727 · Supplies-Office/general	16,554.41	13,529.43	3,024.98	22.4%
729 · Covid-19 response supplies	1,072.19	3,163.84	-2,091.65	-66.1%
730 · Collections Maintenance	8,906.10	5,506.74	1,399.36	25.4%
<b>Total 726 · Supplies</b>	<b>24,532.70</b>	<b>22,200.01</b>	<b>2,332.69</b>	<b>10.5%</b>
800 · Other services & charges				
801 · Professional Services	30,147.08	24,113.84	6,033.24	25.0%
804 · Automation				
804.1 · Electronic content delivery	32,013.11	24,181.98	7,831.13	32.4%

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Accrual Basis

# Milford Public Library

## Stmt of Governmental Revenues & Expenditures-Prior Yr Comp

### General Fund

	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
804 · Automation - Other	51,149.58	47,088.37	4,061.21	8.6%
<b>Total 804 · Automation</b>	<b>83,162.69</b>	<b>71,270.35</b>	<b>11,892.34</b>	<b>16.7%</b>
805 · TLN Central Services	4,412.60	5,330.20	-917.60	-17.2%
815 · Computer services	9,767.25	11,440.97	-1,673.72	-14.6%
820 · Waste & rubbish disposal	1,180.15	919.05	261.10	28.4%
850 · Communications	3,132.53	3,512.01	-379.48	-10.8%
861 · Transportation-mileage reimb	99.87	85.12	14.75	17.3%
880 · Community promotion	11,288.66	14,373.62	-3,084.96	-21.5%
881 · Adv. & Promotion	11,288.66	14,373.62	-3,084.96	-21.5%
<b>Total 880 · Community promotion</b>	<b>3,383.97</b>	<b>2,661.58</b>	<b>722.39</b>	<b>27.1%</b>
901 · Postage	1,172.25	874.17	298.08	34.1%
920 · Utilities	2,568.28	2,214.65	353.63	16.0%
921 · Utilities-Sewage	80,454.26	84,268.89	-3,814.43	-4.5%
922 · Utilities-Water	15,133.98	11,778.66	3,355.32	28.5%
923 · Utilities-Electric	99,328.77	99,136.17	192.60	0.2%
924 · Utilities-Natural gas	123,981.67	102,851.78	21,129.89	20.5%
<b>Total 920 · Utilities</b>	<b>3,383.97</b>	<b>54.46</b>	<b>-51.08</b>	<b>-93.8%</b>
930 · Land & building repair services	12,331.10	12,575.60	-244.40	-1.9%
955 · Miscellaneous	955.99	390.00	565.99	145.1%
960 · Property/ liability insurance	844.12	0.00	844.12	100.0%
965 · Professional development	1,408.99	1,905.26	-496.27	-28.1%
965.01 · Conferences	180.45	173.00	7.45	4.3%
965.02 · Travel	3,189.55	2,468.26	721.29	29.2%
965.03 · Memberships & dues	5,432.04	3,600.51	1,831.53	50.9%
965 · Professional development - Other	7,435.86	4,522.44	2,913.42	64.4%
<b>Total 965 · Professional development</b>	<b>3,016.03</b>	<b>1,989.05</b>	<b>1,026.98</b>	<b>51.6%</b>
967 · Project costs (programming_	8,144.11	7,687.70	456.41	5.9%
967-A · Programming - Adult	24,028.04	17,799.70	6,228.34	35.0%
967-O · Other Misc Communications	409,437.31	368,592.61	40,844.70	11.1%
967-YA · Programming - Teens	2,649.50	0.00	2,649.50	100.0%
967-YS · Programming - Youth Svcs.	103,345.93	13,708.48	89,637.45	653.9%
<b>Total 967 · Project costs (programming_</b>	<b>819.00</b>	<b>930.00</b>	<b>-111.00</b>	<b>-11.9%</b>
<b>Total 800 · Other services &amp; charges</b>	<b>5,341.28</b>	<b>20,943.89</b>	<b>-15,602.61</b>	<b>-74.5%</b>
970 · Capital Outlay	33,069.89	30,300.47	2,769.42	9.1%
974 · Land improvements	4,996.55	5,365.63	-369.08	-6.9%
975 · Buildings & improvements	26,863.81	22,163.26	4,700.55	21.2%
980 · Office furniture & fixtures	7,135.43	6,822.52	312.91	4.6%
981 · Office equipment	1,276.17	759.61	516.56	68.0%
982-A · Books - Adult	8,704.10	5,762.42	2,941.68	51.1%
982-YA · Books - Teens	7,797.15	7,616.15	181.00	2.4%
982-YS · Books - Youth Services	201,998.81	114,372.43	87,626.38	76.6%
985-A · Audio Visual - Adult	1,354,552.06	1,162,208.36	192,345.70	16.6%
985-YA · Audio Visual - Teens	1,354,552.06	1,162,208.36	192,345.70	16.6%
985-YS · Audio Visual - Youth Services	379,443.33	424,608.86	-45,157.53	-10.6%
986 · Periodicals	379,443.33	424,608.86	-45,157.53	-10.6%
<b>Total 970 · Capital Outlay</b>	<b>1,354,552.06</b>	<b>1,162,208.36</b>	<b>192,345.70</b>	<b>16.6%</b>
<b>Total 700 · Expenditures/expenses</b>	<b>1,354,552.06</b>	<b>1,162,208.36</b>	<b>192,345.70</b>	<b>16.6%</b>
<b>Total Expense</b>	<b>379,443.33</b>	<b>424,608.86</b>	<b>-45,157.53</b>	<b>-10.6%</b>
<b>Net Income</b>	<b>379,443.33</b>	<b>424,608.86</b>	<b>-45,157.53</b>	<b>-10.6%</b>

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Accrual Basis

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>400 - Revenue</b>				
<b>401 - Taxes revenue</b>				
402 - Current real property taxes	1,522,430.50	1,521,000.00	1,430.50	100.1%
410 - Current personal property tax	12,545.58	12,000.00	545.58	104.5%
412 - Delinquent personal prop tax	74.15			
437 - Industrial Facilities Tax	7,300.50	7,000.00	300.50	104.3%
<b>Total 401 - Taxes revenue</b>	<b>1,542,350.73</b>	<b>1,540,000.00</b>	<b>2,350.73</b>	<b>100.2%</b>
<b>539 - State grants</b>				
540 - State Penal Fines	25,537.02	25,000.00	537.02	102.1%
569 - State Grants-other	18,511.68	16,500.00	2,011.68	112.2%
573 - Local stabilization share	92,497.32	92,000.00	497.32	100.5%
<b>Total 539 - State grants</b>	<b>136,546.02</b>	<b>133,500.00</b>	<b>3,046.02</b>	<b>102.3%</b>
<b>600 - Charges for services</b>				
626 - Services Rendered	143.00	100.00	43.00	143.0%
642 - Services-Sales	2,246.65	1,800.00	446.65	124.8%
<b>Total 600 - Charges for services</b>	<b>2,389.65</b>	<b>1,900.00</b>	<b>489.65</b>	<b>125.8%</b>
<b>655 - Fines &amp; forfeits</b>				
655.01 - Fines/Fees/Lost Books/Cards	3,164.79	2,900.00	264.79	109.1%
<b>Total 655 - Fines &amp; forfeits</b>	<b>3,164.79</b>	<b>2,900.00</b>	<b>264.79</b>	<b>109.1%</b>
<b>664 - Investment income/rents</b>				
665 - Interest Income	12,217.78	6,500.00	5,717.78	188.0%
667 - Rents	600.00	600.00	0.00	100.0%
<b>Total 664 - Investment income/rents</b>	<b>12,817.78</b>	<b>7,100.00</b>	<b>5,717.78</b>	<b>180.5%</b>
<b>672 - Other revenue-general</b>				
674 - Private contributions/donations	2,306.46	2,200.00	106.46	104.8%
689 - Cash over/short	0.98	0.00	0.98	100.0%
672 - Other revenue-general - Other	34,418.98	28,000.00	6,418.98	122.9%
<b>Total 672 - Other revenue-general</b>	<b>36,726.42</b>	<b>30,200.00</b>	<b>6,526.42</b>	<b>121.6%</b>
<b>Total 400 - Revenue</b>	<b>1,733,995.39</b>	<b>1,715,600.00</b>	<b>18,395.39</b>	<b>101.1%</b>
<b>Total Income</b>	<b>1,733,995.39</b>	<b>1,715,600.00</b>	<b>18,395.39</b>	<b>101.1%</b>
<b>Expense</b>				
<b>700 - Expenditures/expenses</b>				
<b>701 - Personnel services</b>				
702 - Salaries	405,465.59	490,600.00	-85,134.41	82.6%
703 - Wages-part time employees	193,578.82	221,000.00	-27,421.18	87.6%
709 - Employer's Social Security	44,865.82	56,000.00	-11,134.18	80.1%
716 - Defined cont ret plan expense	12,980.97	15,000.00	-2,019.03	86.5%
718 - Health/dental insurance expense	60,871.04	81,960.00	-21,088.96	74.3%
725 - Insurance-Workers Comp	821.00	1,300.00	-479.00	63.2%
<b>Total 701 - Personnel services</b>	<b>718,583.24</b>	<b>865,860.00</b>	<b>-147,276.76</b>	<b>83.0%</b>
<b>726 - Supplies</b>				
727 - Supplies-Office/general	16,554.41	22,000.00	-5,445.59	75.2%
729 - Covid-19 response supplies	1,072.19	5,000.00	-3,927.81	21.4%
730 - Collections Maintenance	6,906.10	10,000.00	-3,093.90	69.1%
<b>Total 726 - Supplies</b>	<b>24,532.70</b>	<b>37,000.00</b>	<b>-12,467.30</b>	<b>66.3%</b>
<b>800 - Other services &amp; charges</b>				
801 - Professional Services	30,147.08	46,350.00	-16,202.92	65.0%
804 - Automation				
804.1 - Electronic content delivery	32,013.11	52,000.00	-19,986.89	61.6%
804 - Automation - Other	51,149.58	59,500.00	-8,350.42	86.0%

Figures presented on modified accrual basis.

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Accrual Basis

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Total 804 - Automation</b>	<b>83,162.69</b>	<b>111,500.00</b>	<b>-28,337.31</b>	<b>74.6%</b>
805 - TLN Central Services	4,412.80	7,200.00	-2,787.40	61.3%
815 - Computer services	9,767.25	15,000.00	-5,232.75	65.1%
820 - Waste & rubbish disposal	1,180.15	1,600.00	-319.85	78.7%
850 - Communications	3,132.53	4,640.00	-1,507.47	67.5%
861 - Transportation-mileage reimbs	99.87	2,000.00	-1,900.13	5.0%
880 - Community promotion				
881 - Adv. & Promotion	11,288.66	15,050.00	-3,761.34	75.0%
<b>Total 880 - Community promotion</b>	<b>11,288.66</b>	<b>15,050.00</b>	<b>-3,761.34</b>	<b>75.0%</b>
901 - Postage	3,383.97	4,200.00	-816.03	80.6%
920 - Utilities				
921 - Utilities-Sewage	1,172.25	2,000.00	-827.75	58.6%
922 - Utilities-Water	2,568.28	3,000.00	-431.72	85.6%
923 - Utilities-Electric	80,454.26	95,000.00	-14,545.74	84.7%
924 - Utilities-Natural gas	15,133.98	18,000.00	-2,866.02	84.1%
<b>Total 920 - Utilities</b>	<b>99,328.77</b>	<b>118,000.00</b>	<b>-18,671.23</b>	<b>84.2%</b>
930 - Land & building repair services	123,981.67	128,100.00	-4,118.33	96.8%
940 - Rent	0.00	10.00	-10.00	0.0%
955 - Miscellaneous	3.38	240.00	-236.62	1.4%
960 - Property/ liability insurance	12,331.10	15,000.00	-2,668.90	82.2%
964 - Refunds & Rebates	0.00	150.00	-150.00	0.0%
965 - Professional development				
965.01 - Conferences	955.99	2,000.00	-1,044.01	47.8%
965.02 - Travel	644.12	2,000.00	-1,355.88	32.2%
965.03 - Memberships & dues	1,408.99	3,000.00	-1,591.01	47.0%
965 - Professional development - Other	180.45	2,800.00	-2,619.55	6.4%
<b>Total 965 - Professional development</b>	<b>3,189.55</b>	<b>9,800.00</b>	<b>-6,610.45</b>	<b>32.5%</b>
967 - Project costs (programming_				
967-A - Programming - Adult	5,432.04	8,000.00	-2,567.96	67.9%
967-O - Other Misc Communications	7,435.86	8,200.00	-764.14	90.7%
967-YA - Programming - Teens	3,016.03	3,500.00	-483.97	86.2%
967-YS - Programming - Youth Svcs.	8,144.11	9,000.00	-855.89	90.5%
<b>Total 967 - Project costs (programming_</b>	<b>24,028.04</b>	<b>28,700.00</b>	<b>-4,671.96</b>	<b>83.7%</b>
<b>Total 800 - Other services &amp; charges</b>	<b>408,437.31</b>	<b>507,440.00</b>	<b>-98,002.69</b>	<b>80.7%</b>
970 - Capital Outlay				
974 - Land Improvements	2,649.50	10,000.00	-7,350.50	26.5%
975 - Buildings & improvements	103,345.93	105,000.00	-1,654.07	98.4%
980 - Office furniture & fixtures	819.00	12,000.00	-11,181.00	6.8%
981 - Office equipment	5,341.28	14,500.00	-9,158.72	36.8%
982-A - Books - Adult	33,069.89	40,000.00	-6,930.11	82.7%
982-YA - Books - Teens	4,996.55	5,500.00	-503.45	90.8%
982-YS - Books - Youth Services	26,863.81	30,000.00	-3,136.19	89.5%
985-A - Audio Visual - Adult	7,135.43	8,000.00	-864.57	89.2%
985-YA - Audio Visual - Teens	1,276.17	1,500.00	-223.83	85.1%
985-YS - Audio Visual - Youth Services	8,704.10	11,600.00	-2,895.90	75.0%
986 - Periodicals	7,797.15	9,000.00	-1,202.85	86.6%
<b>Total 970 - Capital Outlay</b>	<b>201,998.81</b>	<b>247,100.00</b>	<b>-45,101.19</b>	<b>81.7%</b>
<b>Total 700 - Expenditures/expenses</b>	<b>1,354,552.06</b>	<b>1,657,400.00</b>	<b>-302,847.94</b>	<b>81.7%</b>
<b>Total Expense</b>	<b>1,354,552.06</b>	<b>1,657,400.00</b>	<b>-302,847.94</b>	<b>81.7%</b>
<b>Net Income</b>	<b>378,443.33</b>	<b>58,200.00</b>	<b>321,243.33</b>	<b>552.0%</b>

Figures presented on modified accrual basis.

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# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14788	12/21/2022	AFLAC	001.01 - Cash-Checking (Flagstar)	-264.11	-264.11
Bill	989327	12/12/2022		231 - Payroll deductions payable	-264.11	264.11
TOTAL					-284.11	264.11
Bill Pmt -Check	14789	12/21/2022	Applied Innovation	001.01 - Cash-Checking (Flagstar)	-209.10	-209.10
Bill	2099554	12/06/2022		727 - Supplies-Office/general	-66.40	66.40
Bill	2108671	12/12/2022		727 - Supplies-Office/general	-142.70	142.70
TOTAL					-209.10	209.10
Bill Pmt -Check	14790	12/21/2022	Baker & Taylor Books	001.01 - Cash-Checking (Flagstar)	-1,185.84	-1,185.84
Bill	2037157082	11/16/2022		982-YA - Books - Youth Services	-56.51	56.51
Bill	2037157081	11/16/2022		982-YA - Books - Youth Services	-10.48	10.48
Bill	2037157080	11/16/2022		982-YA - Books - Youth Services	-28.67	28.67
Bill	2037157079	11/16/2022		982-YA - Books - Youth Services	-19.53	19.53
Bill	2037157078	11/16/2022		982-YA - Books - Youth Services	-4.19	4.19
Bill	2037157077	11/16/2022		982-YA - Books - Youth Services	-11.58	11.58
Bill	2037160731	11/29/2022		982-YA - Books - Youth Services	-63.58	63.58
Bill	2037175294	12/01/2022		982-YA - Books - Youth Services	-25.13	25.13
Bill	2037175295	12/01/2022		982-YA - Books - Youth Services	-2.99	2.99
Bill	2037175296	12/01/2022		982-YA - Books - Youth Services	-17.99	17.99
Bill	2037175297	12/01/2022		982-YA - Books - Youth Services	-15.90	15.90
Bill	2037187496	12/02/2022		982-YA - Books - Adult	-72.53	72.53
Bill	2037186984	12/05/2022		985-YA - Audip Visual - Teens	-44.68	44.68
Bill	2037186983	12/05/2022		982-YA - Books - Youth Services	-34.47	34.47
Bill	2037186985	12/05/2022		982-YA - Books - Youth Services	-4.79	4.79
Bill	2037186988	12/05/2022		982-YA - Books - Youth Services	-241.73	241.73
Bill	2037186989	12/05/2022		982-YA - Books - Youth Services	-62.85	62.85
Bill	2037186986	12/05/2022		982-YA - Books - Youth Services	-10.79	10.79
Bill	2037186987	12/05/2022		982-YA - Books - Youth Services	-2.99	2.99
Bill	2037177850	12/06/2022		982-YA - Books - Teens	-73.80	73.80
Bill	2037201782	12/13/2022		982-YA - Books - Youth Services	-8.98	8.98
Bill	2037201783	12/13/2022		982-YA - Books - Youth Services	-6.59	6.59
Bill	2037201784	12/13/2022		982-YA - Books - Youth Services	-9.49	9.49
Bill	2037201781	12/13/2022		982-YA - Books - Youth Services	-35.82	35.82
Bill	2037207290	12/15/2022		982-YA - Books - Youth Services	-181.67	181.67
Bill	2037207289	12/15/2022		982-YA - Books - Youth Services	-17.09	17.09
Bill	2037207288	12/15/2022		982-YA - Books - Youth Services	-121.02	121.02
TOTAL					-1,185.84	1,185.84

# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

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01/14/23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2077125	12/09/2022		985-A · Audio Visual - Adult	-33.59	33.59
TOTAL					-33.59	33.59
Bill Pmt -Check	14792	12/21/2022	Findaway World LLC	001.01 · Cash-Checking (Flagstar)	-209.97	-209.97
Bill	415034	12/13/2022		804.1 · Electronic content delivery	-209.97	209.97
TOTAL					-209.97	209.97
Bill Pmt -Check	14793	12/21/2022	Foster Swift Collins & Smith PC	001.01 · Cash-Checking (Flagstar)	-405.00	-405.00
Bill	847824	12/01/2022		801 · Professional Services	-405.00	405.00
TOTAL					-405.00	405.00
Bill Pmt -Check	14794	12/21/2022	Gale/Cengage Learning	001.01 · Cash-Checking (Flagstar)	-25.49	-53.98
Bill	79735111	12/06/2022		982-A · Books - Adult	-25.49	25.49
Bill	79735417	12/06/2022		982-A · Books - Adult	-28.49	28.49
TOTAL					-53.98	53.98
Bill Pmt -Check	14795	12/21/2022	Ingram Library Services	001.01 · Cash-Checking (Flagstar)	-2,354.10	-2,354.10
Bill	72847282	11/25/2022		982-YA · Books - Youth Services	-9.33	9.33
Bill	72847280	11/25/2022		982-YA · Books - Youth Services	-5.11	5.11
Bill	72847281	11/25/2022		982-A · Books - Adult	-66.66	66.66
Bill	72862458	11/27/2022		982-YA · Books - Youth Services	-11.66	11.66
Bill	72862457	11/27/2022		982-YA · Books - Youth Services	-12.34	12.34
Bill	72875417	11/28/2022		982-A · Books - Adult	-1,072.09	1,072.09
Bill	72875418	11/28/2022		982-YA · Books - Youth Services	-41.21	41.21
Bill	72875420	11/28/2022		982-A · Books - Adult	-16.09	16.09
Bill	72875419	11/28/2022		982-YA · Books - Youth Services	-16.16	16.16
Bill	72909740	11/29/2022		982-YA · Books - Youth Services	-258.69	258.69
Bill	72909741	11/29/2022		982-A · Books - Adult	-9.90	9.90
Bill	72909738	11/29/2022		982-YA · Books - Youth Services	-43.93	43.93
Bill	72909739	11/29/2022		982-A · Books - Adult	-15.56	15.56
Bill	72954539	11/30/2022		982-YA · Books - Youth Services	-15.56	15.56
Bill	72978989	12/01/2022		982-A · Books - Adult	-52.28	52.28
Bill	73010015	12/02/2022		982-YA · Books - Youth Services	-74.89	74.89
Bill	73010016	12/02/2022		982-A · Books - Adult	-21.77	21.77
Bill	73018750	12/02/2022		982-YA · Books - Youth Services	-474.98	474.98
Bill	73018751	12/02/2022		982-A · Books - Adult	-41.34	41.34
Bill	73018752	12/02/2022		982-YA · Books - Youth Services	-8.51	8.51

# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

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01/14/23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	73018753	12/02/2022		982-YS - Books - Youth Services	-6.17	6.17
Bill	73018754	12/02/2022		982-A - Books - Adult	-12.38	12.38
Bill	73045871	12/05/2022		982-A - Books - Adult	-15.54	15.54
Bill	73045872	12/05/2022		982-YS - Books - Youth Services	-11.16	11.16
Bill	73086479	12/06/2022		982-A - Books - Adult	-39.77	39.77
TOTAL					-2,354.10	2,354.10
Bill Pmt -Check	14796	12/21/2022	Meg Bruce*	001.01 - Cash-Checking (Flagstar)	-90.85	-90.85
Bill	121222	12/12/2022		967-YA - Programming - Teens	-90.85	90.85
TOTAL					-90.85	90.85
Bill Pmt -Check	14797	12/21/2022	Oriental Trading Company, Inc.	001.01 - Cash-Checking (Flagstar)	-39.98	-39.98
Bill	718554546...	09/15/2022		967-YS - Programming - Youth Svcs.	-39.98	39.98
TOTAL					-39.98	39.98
Bill Pmt -Check	14798	12/21/2022	Overdrive	001.01 - Cash-Checking (Flagstar)	-1,352.21	-1,352.21
Bill	01576CO22...	12/09/2022		804.1 - Electronic content delivery	-1,352.21	1,352.21
TOTAL					-1,352.21	1,352.21
Bill Pmt -Check	14799	12/21/2022	Quill Corporation	001.01 - Cash-Checking (Flagstar)	-208.64	-208.64
Bill	29206907	11/28/2022		727 - Supplies-Office/general	-156.78	156.78
Bill	29367124	12/05/2022		727 - Supplies-Office/general	-51.86	51.86
TOTAL					-208.64	208.64
Bill Pmt -Check	14800	12/21/2022	Redhen Design	001.01 - Cash-Checking (Flagstar)	-1,155.00	-1,155.00
Bill	2073	12/09/2022		881 - Adv. & Promotion	-1,155.00	1,155.00
TOTAL					-1,155.00	1,155.00
Bill Pmt -Check	14801	12/21/2022	Rose Pest Solutions	001.01 - Cash-Checking (Flagstar)	-81.00	-81.00
Bill	31051805	12/05/2022		930 - Land & building repair services	-81.00	81.00
TOTAL					-81.00	81.00



# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

5:53 PM  
01/14/23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14802	12/21/2022	Brien's Services, Inc.	001.01 - Cash-Checking (Flagstar)	-1,540.00	-1,540.00
Bill	44172	10/31/2022		974 - Land improvements	-1,540.00	1,540.00
TOTAL					-1,540.00	1,540.00
Bill Pmt -Check	14803	12/21/2022	Delta Dental Plan of Michigan	001.01 - Cash-Checking (Flagstar)	-388.80	-388.80
Bill	RIS000460...	01/01/2023		231 - Payroll deductions payable	-388.80	388.80
TOTAL					-388.80	388.80
Bill Pmt -Check	14804	12/28/2022	DTE Energy	001.01 - Cash-Checking (Flagstar)	-6,708.74	-6,708.74
Bill	Dec	12/19/2022		923 - Utilities-Electric	-4,771.66	4,771.66
				924 - Utilities-Natural gas	-1,937.08	1,937.08
TOTAL					-6,708.74	6,708.74
Bill Pmt -Check	14805	12/28/2022	GFL Environmental	001.01 - Cash-Checking (Flagstar)	-139.49	-139.49
Bill	0058813887	12/14/2022		820 - Waste & rubbish disposal	-139.49	139.49
TOTAL					-139.49	139.49
Bill Pmt -Check	14806	12/28/2022	Ingram Library Services	001.01 - Cash-Checking (Flagstar)	-98.13	-98.13
Bill	73209103	12/12/2022		982-A - Books - Adult	-27.74	27.74
Bill	73252508	12/13/2022		982-YS - Books - Youth Services	-8.33	8.33
Bill	73252509	12/13/2022		982-A - Books - Adult	-51.07	51.07
Bill	73252510	12/13/2022		982-YS - Books - Youth Services	-10.99	10.99
TOTAL					-98.13	98.13
Bill Pmt -Check	14807	12/28/2022	Nationwide	001.01 - Cash-Checking (Flagstar)	-11,785.41	-11,785.41
Bill	2022	12/31/2022		716 - Defined cont ret plan expense	-11,785.41	11,785.41
TOTAL					-11,785.41	11,785.41
Bill Pmt -Check	14808	12/28/2022	Synergy Electric LLC	001.01 - Cash-Checking (Flagstar)	-1,109.50	-1,109.50
Bill	4034	12/20/2022		974 - Land improvements	-1,109.50	1,109.50

# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,109.50	1,109.50
Bill Pmt -Check	14809	01/04/2023	Alpha & Omega Services	001.01 - Cash-Checking (Flagstar)		-942.62
Bill	18149882	01/03/2023		975 - Buildings & improvements 930 - Land & building repair services	-770.63 -171.99	1568.24 350.00
TOTAL					-942.62	1,918.24
Bill Pmt -Check	14810	01/04/2023	ASCAP	001.01 - Cash-Checking (Flagstar)		-11.00
Bill	10006044...	12/29/2022		967-A - Programming - Adult	-11.00	11.00
TOTAL					-11.00	11.00
Bill Pmt -Check	14811	01/04/2023	Clearly	001.01 - Cash-Checking (Flagstar)		-129.32
Bill	INV476968	01/01/2023		850 - Communications	-129.32	129.32
TOTAL					-129.32	129.32
Bill Pmt -Check	14812	01/04/2023	Demco, Inc.	001.01 - Cash-Checking (Flagstar)		-235.83
Bill	7235739	12/21/2022		730 - Collections Maintenance	-135.36	135.36
Bill	7236969	12/28/2022		730 - Collections Maintenance	-100.47	100.47
TOTAL					-235.83	235.83
Bill Pmt -Check	14813	01/04/2023	Flagstar	001.01 - Cash-Checking (Flagstar)		-1,097.57
Bill	Dec22	12/22/2022		727 - Supplies-Office/general 730 - Collections Maintenance 815 - Computer services 930 - Land & building repair services 967-YS - Programming - Youth Svcs. 985-A - Audio Visual - Adult 985-YA - Audio Visual - Teens 985-YS - Audio Visual - Youth Services	-141.00 -20.94 -163.20 -105.00 -194.24 -159.85 -255.25 -58.39	141.00 20.94 163.20 105.00 194.24 159.85 255.25 58.39
TOTAL					-1,097.57	1,097.57
Bill Pmt -Check	14814	01/04/2023	Frontier	001.01 - Cash-Checking (Flagstar)		-103.82

# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Dec22	12/19/2022		850 - Communications	-103.82	103.82
TOTAL					-103.82	103.82
Bill Pmt -Check	14815	01/04/2023	Gale/Cengage Learning	001.01 - Cash-Checking (Flagstar)	-77.22	-77.22
Bill	79788811	12/20/2022		982-A - Books - Adult	-77.22	77.22
TOTAL					-77.22	77.22
Bill Pmt -Check	14816	01/04/2023	Goyette Mechanical	001.01 - Cash-Checking (Flagstar)	-29,087.15	-29,087.15
Bill	910135401	12/19/2022		975 - Buildings & Improvements	-18,387.00	18,387.00
Bill	910135412	12/19/2022		975 - Buildings & Improvements	-10,700.15	10,700.15
TOTAL					-29,087.15	29,087.15
Bill Pmt -Check	14817	01/04/2023	Ingram Library Services	001.01 - Cash-Checking (Flagstar)	-883.16	-883.16
Bill	73295999	12/15/2022		982-A - Books - Adult	-540.94	540.94
Bill	73295998	12/15/2022		982-A - Books - Adult	-12.37	12.37
Bill	73295997	12/15/2022		982-Ys - Books - Youth Services	-10.06	10.06
Bill	73295996	12/15/2022		982-A - Books - Adult	-26.65	26.65
Bill	73385997	12/20/2022		982-Ys - Books - Youth Services	-8.41	8.41
Bill	73395996	12/20/2022		982-A - Books - Adult	-35.30	35.30
Bill	73462337	12/22/2022		982-Ys - Books - Youth Services	-168.17	168.17
Bill	73475166	12/22/2022		982-Ys - Books - Youth Services	-9.29	9.29
Bill	73497245	12/23/2022		982-Ys - Books - Youth Services	-8.44	8.44
Bill	73497244	12/27/2022		982-Ys - Books - Youth Services	-10.44	10.44
Bill	73522712	12/27/2022		982-A - Books - Adult	-21.59	21.59
Bill		12/28/2022		982-Ys - Books - Youth Services	-31.50	31.50
TOTAL					-883.16	883.16
Bill Pmt -Check	14818	01/04/2023	J.E. Strauss Consulting/CPA, LLC	001.01 - Cash-Checking (Flagstar)	-1,416.90	-1,416.90
Bill	2427	12/31/2022		801 - Professional Services	-1,032.00	1,032.00
TOTAL					-384.90	384.90
Bill Pmt -Check	14819	01/04/2023	Milford Water Dept.	001.01 - Cash-Checking (Flagstar)	-596.55	-596.55
Bill	4thQtr22	12/31/2022		922 - Utilities-Water	-227.40	227.40
Bill	4thQtr22 (2)	12/31/2022		921 - Utilities-Sewage	-247.10	247.10

# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

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01/14/23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				922 · Utilities-Water	-122.05	122.05
Bill Pmt -Check	14820	01/04/2023	Quill Corporation	001.01 · Cash-Checking (Flagstar)	-596.55	596.55
Bill	29523244	12/12/2022		727 · Supplies-Office/general	-228.15	228.15
Bill	29534587	12/12/2022		727 · Supplies-Office/general	-20.49	20.49
TOTAL					-248.64	248.64
Bill Pmt -Check	14821	01/04/2023	Rosen Publishing	001.01 · Cash-Checking (Flagstar)		-61.35
Bill	RSL1764001	12/13/2022		982-YS · Books - Youth Services	-61.35	61.35
TOTAL					-61.35	61.35
Bill Pmt -Check	14822	01/04/2023	T-Mobile	001.01 · Cash-Checking (Flagstar)		-820.68
Bill	Dec22	12/25/2022		967-O · Other Misc Communications	-820.68	820.68
TOTAL					-820.68	820.68
Bill Pmt -Check	14824	01/11/2023	Brien's Services, Inc.	001.01 · Cash-Checking (Flagstar)		-875.00
Bill	44458	12/01/2022		930 · Land & building repair services	-875.00	875.00
TOTAL					-875.00	875.00
Bill Pmt -Check	14825	01/11/2023	Goyette Mechanical	001.01 · Cash-Checking (Flagstar)		-950.00
Bill	910136684	01/03/2023		209 · Accrued expenses	-950.00	950.00
TOTAL					-950.00	950.00
Bill Pmt -Check	14826	01/11/2023	Jani-King of Michigan, Inc.	001.01 · Cash-Checking (Flagstar)		-3,480.61
Bill	DET012300...	01/01/2023		930 · Land & building repair services	-3,480.61	3,480.61
TOTAL					-3,480.61	3,480.61
Bill Pmt -Check	14827	01/11/2023	Kanopy, Inc.	001.01 · Cash-Checking (Flagstar)		-41.65

# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	329138	12/31/2022		804.1 · Electronic content delivery	-41.65	41.65
TOTAL					-41.65	41.65
Bill Pmt -Check	14828	01/11/2023	Midwest Tape	001.01 · Cash-Checking (Flagstar)	-698.86	-698.86
Bill	503175929	12/31/2022		804.1 · Electronic content delivery	-698.86	698.86
TOTAL					-698.86	698.86
Bill Pmt -Check	14829	01/11/2023	Technology Solutions, LLC	001.01 · Cash-Checking (Flagstar)	-1,193.88	-1,193.88
Bill	24224	01/01/2023		930 · Land & building repair services	-600.00	600.00
Bill	24236	01/01/2023		930 · Land & building repair services	-593.88	593.88
TOTAL					-1,193.88	1,193.88
Bill Pmt -Check	14830	01/11/2023	Travelers	001.01 · Cash-Checking (Flagstar)	-981.00	-981.00
Bill	2023	01/03/2023		960 · Property/ liability insurance	-981.00	981.00
TOTAL					-981.00	981.00
Bill Pmt -Check	14831	01/11/2023	Absopure Water Company	001.01 · Cash-Checking (Flagstar)	-63.60	-63.60
Bill	88653007	12/14/2022		727 · Supplies-Office/general	-45.50	45.50
Bill	59802208	12/31/2022		727 · Supplies-Office/general	-18.00	18.00
TOTAL					-63.50	63.60
Bill Pmt -Check	14832	01/11/2023	Ingram Library Services	001.01 · Cash-Checking (Flagstar)	-252.16	-252.16
Bill	73587163	12/30/2022		982-YS · Books - Youth Services	-4.57	10.06
Bill	73587162	12/30/2022		982-A · Books - Adult	-5.57	5.57
Bill	73587164	12/30/2022		982-YS · Books - Youth Services	-4.33	4.33
Bill	73608563	01/03/2023		982-A · Books - Adult	-40.29	40.29
Bill	73608564	01/03/2023		982-YS · Books - Youth Services	-5.57	5.57
Bill	73636864	01/04/2023		982-YS · Books - Youth Services	-191.83	191.83
TOTAL					-252.16	257.65
Bill Pmt -Check	14833	01/11/2023	Quill Corporation	001.01 · Cash-Checking (Flagstar)	-112.54	-112.54
Bill	29795798	12/28/2022		727 · Supplies-Office/general	-75.30	100.82

# Milford Public Library

## Check Detail

December 16, 2022 through January 17, 2023

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	29803743	12/28/2022		727 · Supplies-Office/general	-37.24	37.24
TOTAL					-112.54	138.06
Bill Pmt-Check	14834	01/11/2023	Rosen Publishing	001.01 · Cash-Checking (Flagstar)	-184.05	-184.05
Bill	RSL1787601	12/21/2022		982-YS · Books - Youth Services	-184.05	184.05
TOTAL					-184.05	184.05
Bill Pmt-Check	14835	01/11/2023	Synergy Electric LLC	001.01 · Cash-Checking (Flagstar)	-526.00	-526.00
Bill	4056	01/06/2023		930 · Land & building repair services	-526.00	526.00
TOTAL					-526.00	526.00

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 02/14/23  
 Accrual Basis

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

	Jan 31, 23	Jan 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
001 - Cash-Checking	1,016,426.50	853,617.90	162,808.60
003 - Certificates of deposit	192,079.10	397,324.53	-205,245.43
004 - Impress Cash	605.00	685.35	-80.35
008 - Cash-Money market (HVSB)	207,675.47	206,219.64	1,455.83
017 - Investments (S/T)			
017.01 - Investments-Oakland County Pool	1,160,787.42	743,408.95	417,378.47
<b>Total 017 - Investments (S/T)</b>	<u>1,160,787.42</u>	<u>743,408.95</u>	<u>417,378.47</u>
<b>Total Checking/Savings</b>	<u>2,577,573.49</u>	<u>2,201,256.37</u>	<u>376,317.12</u>
<b>Other Current Assets</b>			
123 - Prepaid Expenses	38,459.81	39,730.04	-1,270.23
<b>Total Other Current Assets</b>	<u>38,459.81</u>	<u>39,730.04</u>	<u>-1,270.23</u>
<b>Total Current Assets</b>	<u>2,616,033.30</u>	<u>2,240,986.41</u>	<u>375,046.89</u>
<b>TOTAL ASSETS</b>	<u><u>2,616,033.30</u></u>	<u><u>2,240,986.41</u></u>	<u><u>375,046.89</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
202 - Accounts Payable*	22,915.12	35,056.67	-12,141.55
<b>Total Accounts Payable</b>	<u>22,915.12</u>	<u>35,056.67</u>	<u>-12,141.55</u>
<b>Other Current Liabilities</b>			
228 - Due to State of MI	1,797.76	1,744.30	53.46
229 - Due to Federal Government	5,658.80	5,514.13	144.67
231 - Payroll deductions payable	265.90	430.08	-164.18
257 - Accrued Payroll	5,861.31	5,298.34	562.97
<b>Total Other Current Liabilities</b>	<u>13,583.77</u>	<u>12,986.85</u>	<u>596.92</u>
<b>Total Current Liabilities</b>	<u>36,498.89</u>	<u>48,043.52</u>	<u>-11,544.63</u>
<b>Total Liabilities</b>	<u>36,498.89</u>	<u>48,043.52</u>	<u>-11,544.63</u>
<b>Equity</b>			
370 - FB - Nonspendable prepaids	38,459.81	39,730.04	-1,270.23
373 - Fund balance-Nonspendable-Other	374,113.33	0.00	374,113.33
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	396,837.48	811,390.25	-414,552.77
Net Income	775,044.69	762,566.50	12,478.19
<b>Total Equity</b>	<u>2,579,534.41</u>	<u>2,192,942.89</u>	<u>386,591.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,616,033.30</u></u>	<u><u>2,240,986.41</u></u>	<u><u>375,046.89</u></u>

Millford Public Library  
Fund Balance  
January 31, 2023

	12/31/2020	12/31/2021	Preliminary 12/31/2022	1/31/2023	YTD Variance
<b>General Fund:</b>					
Fund balance-Non spendable	\$ 37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 38,459.81	\$ (3,334.18)
Restricted-Non spendable	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	-
Unassigned	584,131.39	380,533.44	393,503.30	770,950.81	\$ 377,447.51
YTD income (loss)	116,757.41	424,600.86	374,113.33	775,044.69	\$ 400,931.36

Fund Balance (Modified Accrual)	\$ 1,005,775.53	\$ 1,430,376.39	\$ 1,804,489.72	\$ 2,579,534.41	\$ 775,044.69
Modified Accrual Balance (Total)	1,005,775.53	1,430,376.39	1,804,489.72	2,579,534.41	775,044.69

**General Fixed Assets Account Group**

<b>(GFAAG):</b>					
Beginning Balance	539,457.11	662,439.49	672,380.67	766,683.26	\$ 94,302.59
YTD Additions	223,034.38	112,120.30	201,998.81	22,970.13	\$ (179,028.68)
YTD Dispositions (NBV)	(100,052.00)	(102,179.12)	(107,696.22)	(8,916.67)	\$ 98,779.55
Depreciation	662,439.49	672,380.67	766,683.26	780,736.72	\$ 14,053.46
Ending Balance	(17,360.11)	(17,082.50)	(20,634.81)	(20,634.81)	-

Full Accrual Adjustments					
Fund Balance (Full Accrual)	\$ 650,854.91	\$ 2,085,674.56	\$ 2,550,538.17	\$ 3,339,636.32	\$ 789,098.15
Full Accrual Balance (Total)	650,854.91	2,085,674.56	2,550,538.17	3,339,636.32	789,098.15

**Non-Spendable:**

Prepaid Expenses	37,518.63	45,985.99	41,793.99	38,459.81	\$ (3,334.18)
Other	-	-	-	-	\$ -
	\$ 37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 38,459.81	\$ (3,334.18)



Milford Public Library  
Fund Balance  
January 31, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>Preliminary 12/31/2022</u>	<u>1/31/2023</u>	<u>YTD Variance</u>
<b>Restricted-Non expendable:</b>					
Endowment Fund-Alta Tripp	27,579.25	27,579.25	27,579.25	27,579.25	\$ -
Endowment Fund-Carleton Tripp	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	\$ -
<b>Assigned:</b>					
Tax appeals	5,000.00	1,000.00	1,000.00	1,000.00	\$ -
Art sculpture	2,000.00	6,000.00	6,000.00	6,000.00	\$ -
Building improvements	49,018.86	343,045.00	771,000.00	771,000.00	\$ -
Technology improvements	7,138.64	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	\$ -
<b>Full Accrual Adjustments:</b>					
Accrued unemployment	-	-	-	-	\$ -
Accrued sick pay	17,360.11	17,082.50	20,634.81	20,634.81	\$ -
Other	-	-	-	-	\$ -
	\$ 17,360.11	\$ 17,082.50	\$ 20,634.81	\$ 20,634.81	\$ -
<b>General Fixed Assets Account Group (GFAAG):</b>					
YTD Additions- Bldg/Land Improvements	136,692.44	13,708.48	105,995.43	1,644.82	\$ (104,350.61)
YTD Additions- Software/Website Dev	-	-	-	12,600.00	\$ 12,600.00
YTD Additions-Furn & Fixtures	15,996.00	930.00	819.00	-	\$ (819.00)
YTD Additions-Equipment	6,424.38	20,943.89	5,341.28	2,031.33	\$ (3,309.95)
YTD Additions-Collections	63,921.56	78,790.06	89,843.10	6,693.98	\$ (83,149.12)
Total YTD Additions	\$ 223,034.38	\$ 114,372.43	\$ 201,998.81	\$ 22,970.13	\$ (179,028.68)

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02/15/23

Accrual Basis

## Milford Public Library

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

## General Fund

	Jan 23	Jan 23	% YTD
<b>Income</b>			
400 - Revenue			
401 - Taxes revenue		895,586.70	100.0%
402 - Current real property taxes	895,586.70	895,586.70	100.0%
<b>Total 401 - Taxes revenue</b>	<b>895,586.70</b>	<b>895,586.70</b>	<b>100.0%</b>
600 - Charges for services			
628 - Services Rendered	10.00	10.00	100.0%
642 - Services-Sales	150.65	150.65	100.0%
<b>Total 600 - Charges for services</b>	<b>160.65</b>	<b>160.65</b>	<b>100.0%</b>
655 - Fines & forfeits			
655,01 - Fines/Fees/Lost Books/Cards	159.49	159.49	100.0%
<b>Total 655 - Fines &amp; forfeits</b>	<b>159.49</b>	<b>159.49</b>	<b>100.0%</b>
664 - Investment Income/rents			
665 - Interest Income	851.90	851.90	100.0%
<b>Total 664 - Investment Income/rents</b>	<b>851.90</b>	<b>851.90</b>	<b>100.0%</b>
672 - Other revenue-general			
674 - Private contributions/donations	1.14	1.14	100.0%
<b>Total 672 - Other revenue-general</b>	<b>1.14</b>	<b>1.14</b>	<b>100.0%</b>
<b>Total 400 - Revenue</b>	<b>896,759.88</b>	<b>896,759.88</b>	<b>100.0%</b>
<b>Total Income</b>	<b>896,759.88</b>	<b>896,759.88</b>	<b>100.0%</b>
<b>Expense</b>			
700 - Expenditures/expenses			
701 - Personnel services			
701 - Personnel services			
702 - Salaries	34,420.85	34,420.85	100.0%
703 - Wages-part time employees	15,974.69	15,974.69	100.0%
709 - Employer's Social Security	3,789.06	3,789.06	100.0%
718 - Health/dental insurance expense	4,819.48	4,819.48	100.0%
<b>Total 701 - Personnel services</b>	<b>59,003.98</b>	<b>59,003.98</b>	<b>100.0%</b>
726 - Supplies			
727 - Supplies-Office/general	1,794.75	1,794.75	100.0%
730 - Collections Maintenance	559.44	559.44	100.0%
<b>Total 726 - Supplies</b>	<b>2,354.19</b>	<b>2,354.19</b>	<b>100.0%</b>
800 - Other services & charges			
801 - Professional Services	2,111.38	2,111.38	100.0%
804 - Automation			
804.1 - Electronic content delivery	2,636.82	2,636.82	100.0%
804 - Automation - Other	9,112.13	9,112.13	100.0%
<b>Total 804 - Automation</b>	<b>11,647.95</b>	<b>11,647.95</b>	<b>100.0%</b>
805 - TLN Central Services	750.05	750.05	100.0%
815 - Computer services	1,120.33	1,120.33	100.0%
820 - Waste & rubbish disposal	108.24	108.24	100.0%
850 - Communications	234.54	234.54	100.0%
881 - Transportation-mileage reimba	29.21	29.21	100.0%
901 - Postage	120.00	120.00	100.0%
920 - Utilities			
923 - Utilities-Electric	4,789.00	4,789.00	100.0%
924 - Utilities-Natural gas	1,908.82	1,908.82	100.0%
<b>Total 920 - Utilities</b>	<b>6,697.82</b>	<b>6,697.82</b>	<b>100.0%</b>
930 - Land & building repair services	10,186.82	10,186.82	100.0%
960 - Property/liability insurance	2,157.00	2,157.00	100.0%
967 - Project costs (programming_			
967-A - Programming - Adult	1,107.59	1,107.59	100.0%
967-D - Other Misc Communications	807.00	807.00	100.0%
967-YA - Programming - Teens	15.85	15.85	100.0%
967-YS - Programming - Youth Svcs.	293.11	293.11	100.0%
<b>Total 967 - Project costs (programming_</b>	<b>2,223.55</b>	<b>2,223.55</b>	<b>100.0%</b>
<b>Total 800 - Other services &amp; charges</b>	<b>37,386.89</b>	<b>37,386.89</b>	<b>100.0%</b>
870 - Capital Outlay			
874 - Land Improvements	1,052.20	1,052.20	100.0%
876 - Buildings & Improvements	592.62	592.62	100.0%
878 - Software/Website development	12,600.00	12,600.00	100.0%
881 - Office equipment	2,031.33	2,031.33	100.0%
882 - A - Books - Adult	3,622.00	3,622.00	100.0%
882-YA - Books - Teens	448.87	448.87	100.0%
882-YS - Books - Youth Services	1,393.04	1,393.04	100.0%
885 - A - Audio Visual - Adult	511.41	511.41	100.0%
885-YA - Audio Visual - Teens	78.97	78.97	100.0%
885-YS - Audio Visual - Youth Services	109.30	109.30	100.0%
906 - Periodicals	630.39	630.39	100.0%

Figures presented on modified accrual basis of accounting.

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02/15/23

Accrual Basis

### Milford Public Library

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

#### General Fund

	Jan 23	Jan 23	% YTD
Total 970 - Capital Outlay	22,970.13	22,970.13	100.0%
Total 700 - Expenditures/expenses	121,715.19	121,715.19	100.0%
Total Expense	121,715.19	121,715.19	100.0%
Net Income	775,044.89	775,044.89	100.0%

Figures presented on modified accrual basis of accounting.

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02/15/23

Accrual Basis

**Milford Public Library**  
**Revenues & Expenditures-Budget vs. Actual**  
**January 2023**

	Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>400 - Revenue</b>				
401 - Taxes revenue				
401 - Taxes revenue	895,586.70	1,556,000.00	-660,413.30	57.6%
402 - Current real property taxes	0.00	5,000.00	-5,000.00	0.0%
437 - Industrial Facilities Tax				
<b>Total 401 - Taxes revenue</b>	<b>895,586.70</b>	<b>1,561,000.00</b>	<b>-665,413.30</b>	<b>57.4%</b>
<b>539 - State grants</b>				
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 stabilization share	0.00	35,000.00	-35,000.00	0.0%
<b>Total 539 - State grants</b>	<b>0.00</b>	<b>76,000.00</b>	<b>-76,000.00</b>	<b>0.0%</b>
<b>600 - Charges for services</b>				
626 - Services Rendered	10.00	50.00	-40.00	20.0%
642 - Services-Sales	150.65	1,000.00	-849.35	15.1%
<b>Total 600 - Charges for services</b>	<b>160.65</b>	<b>1,050.00</b>	<b>-889.35</b>	<b>15.3%</b>
<b>655 - Fines &amp; forfeits</b>				
655.01 - Fines/Fees/Lost Books/Cards	159.49	1,000.00	-840.51	15.9%
<b>Total 655 - Fines &amp; forfeits</b>	<b>159.49</b>	<b>1,000.00</b>	<b>-840.51</b>	<b>15.9%</b>
<b>664 - Investment income/rents</b>				
665 - Interest Income	851.90	6,000.00	-5,148.10	14.2%
<b>Total 664 - Investment income/rents</b>	<b>851.90</b>	<b>6,000.00</b>	<b>-5,148.10</b>	<b>14.2%</b>
<b>672 - Other revenue-general</b>				
674 - Private contributions/donations	1.14	5,500.00	-5,498.86	0.0%
672 - Other revenue-general - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 672 - Other revenue-general</b>	<b>1.14</b>	<b>8,500.00</b>	<b>-8,498.86</b>	<b>0.0%</b>
<b>Total 400 - Revenue</b>	<b>896,759.88</b>	<b>1,653,550.00</b>	<b>-756,790.12</b>	<b>54.2%</b>
<b>Total Income</b>	<b>896,759.88</b>	<b>1,653,550.00</b>	<b>-756,790.12</b>	<b>54.2%</b>
<b>Expense</b>				
<b>700 - Expenditures/expenses</b>				
<b>701 - Personnel services</b>				
701 - Personnel services				
702 - Salaries	34,420.85	474,600.00	-440,179.15	7.3%
703 - Wages-part time employees	15,974.59	192,500.00	-176,525.41	8.3%
709 - Employer's Social Security	3,789.06	51,040.00	-47,250.94	7.4%
716 - Defined cont ret plan expense	0.00	15,000.00	-15,000.00	0.0%
718 - Health/dental insurance expense	4,819.48	84,000.00	-79,180.52	5.7%
725 - Insurance-Workers Comp	0.00	1,300.00	-1,300.00	0.0%
<b>Total 701 - Personnel services</b>	<b>59,003.98</b>	<b>818,440.00</b>	<b>-759,436.02</b>	<b>7.2%</b>
<b>726 - Supplies</b>				
727 - Supplies-Office/general	1,794.75	18,500.00	-16,705.25	9.7%
729 - Covid-19 response supplies	0.00	5,000.00	-5,000.00	0.0%
730 - Collections Maintenance	559.44	10,000.00	-9,440.56	5.6%
<b>Total 726 - Supplies</b>	<b>2,354.19</b>	<b>33,500.00</b>	<b>-31,145.81</b>	<b>7.0%</b>
<b>800 - Other services &amp; charges</b>				
801 - Professional Services	2,111.38	48,850.00	-46,738.62	4.3%
804 - Automation				
804.1 - Electronic content delivery	2,535.82	56,000.00	-53,464.18	4.5%
804 - Automation - Other	9,112.13	54,050.00	-44,937.87	16.9%
<b>Total 804 - Automation</b>	<b>11,647.95</b>	<b>110,050.00</b>	<b>-98,402.05</b>	<b>10.6%</b>
805 - TLN Central Services	750.05	7,000.00	-6,249.95	10.7%
815 - Computer services	1,120.33	24,700.00	-23,579.67	4.5%
820 - Waste & rubbish disposal	108.24	1,500.00	-1,391.76	7.2%

Figures presented on modified accrual basis.

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02/15/23

Accrual Basis

**Milford Public Library**  
**Revenues & Expenditures-Budget vs. Actual**  
**January 2023**

	Jan 23	Budget	\$ Over Budget	% of Budget
850 · Communications	234.54	4,600.00	-4,365.46	5.1%
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%
<b>Total 880 · Community promotion</b>	<b>0.00</b>	<b>15,100.00</b>	<b>-15,100.00</b>	<b>0.0%</b>
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	4,789.00	90,000.00	-85,211.00	5.3%
924 · Utilities-Natural gas	1,908.82	15,000.00	-13,091.18	12.7%
<b>Total 920 · Utilities</b>	<b>6,697.82</b>	<b>111,000.00</b>	<b>-104,302.18</b>	<b>6.0%</b>
930 · Land & building repair services	10,186.82	146,400.00	-136,213.18	7.0%
940 · Rent	0.00	10.00	-10.00	0.0%
955 · Miscellaneous	0.00	250.00	-250.00	0.0%
960 · Property/ liability insurance	2,157.00	16,000.00	-13,843.00	13.5%
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%
<b>Total 965 · Professional development</b>	<b>0.00</b>	<b>9,800.00</b>	<b>-9,800.00</b>	<b>0.0%</b>
967 · Project costs (programming_				
967-A · Programming - Adult	1,107.59	8,000.00	-6,892.41	13.8%
967-O · Other Misc Communications	807.00	10,800.00	-9,993.00	7.5%
967-YA · Programming - Teens	15.85	3,000.00	-2,984.15	0.5%
967-YS · Programming - Youth Svcs.	283.11	9,000.00	-8,706.89	3.3%
<b>Total 967 · Project costs (programming_</b>	<b>2,223.55</b>	<b>30,800.00</b>	<b>-28,576.45</b>	<b>7.2%</b>
<b>Total 800 · Other services &amp; charges</b>	<b>37,386.89</b>	<b>532,710.00</b>	<b>-495,323.11</b>	<b>7.0%</b>
970 · Capital Outlay				
974 · Land Improvements	1,052.20	14,500.00	-13,447.80	7.3%
975 · Buildings & Improvemants	592.62	100,000.00	-99,407.38	0.6%
978 · Software/Website development	12,600.00			
980 · Office furniture & fixtures	0.00	20,000.00	-20,000.00	0.0%
981 · Office equipment	2,031.33	25,000.00	-22,968.67	8.1%
982-A · Books - Adult	3,522.00	42,000.00	-38,478.00	8.4%
982-YA · Books - Teens	448.87	5,500.00	-5,051.13	8.2%
982-YS · Books - Youth Services	1,393.04	32,000.00	-30,606.96	4.4%
985-A · Audio Visual - Adult	511.41	8,000.00	-7,488.59	6.4%
985-YA · Audio Visual - Teens	78.97	1,300.00	-1,221.03	6.1%
985-YS · Audio Visual - Youth Services	109.30	11,600.00	-11,490.70	0.9%
986 · Periodicals	630.39	9,000.00	-8,369.61	7.0%
<b>Total 970 · Capital Outlay</b>	<b>22,970.13</b>	<b>268,900.00</b>	<b>-245,929.87</b>	<b>8.5%</b>
<b>Total 700 · Expenditures/expenses</b>	<b>121,715.19</b>	<b>1,653,550.00</b>	<b>-1,531,834.81</b>	<b>7.4%</b>
<b>Total Expense</b>	<b>121,715.19</b>	<b>1,653,550.00</b>	<b>-1,531,834.81</b>	<b>7.4%</b>
<b>Net Income</b>	<b>775,044.69</b>	<b>0.00</b>	<b>775,044.69</b>	<b>100.0%</b>

Figures presented on modified accrual basis.

# Milford Public Library

## Check Detail

January 18 through February 21, 2023

5:32 PM

02/14/23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14836	01/18/2023	Applied Innovation	001.01 - Cash-Checking (Flagstar)		-1,244.61
Bill	715812-0	01/04/2023		981 - Office equipment	-996.38	996.38
Bill	2124387	01/12/2023		727 - Supplies-Office/general	-193.51	193.51
Bill	2124121	01/12/2023		727 - Supplies-Office/general	-31.20	31.20
Bill	2124120	01/12/2023		727 - Supplies-Office/general	-23.00	23.00
				727 - Supplies-Office/general	-60.52	60.52
TOTAL					-1,244.61	1,244.61
Bill Pmt -Check	14837	01/18/2023	Baker & Taylor Books	001.01 - Cash-Checking (Flagstar)		-827.07
Bill	2037228390	12/28/2022		982-YS - Books - Youth Services	-35.88	35.88
Bill	2037228391	12/28/2022		982-YS - Books - Youth Services	-5.99	5.99
Bill	2037228392	12/28/2022		982-YS - Books - Youth Services	-17.42	17.42
Bill	2037228393	12/28/2022		982-YS - Books - Youth Services	-32.33	32.33
Bill	2037238630	01/03/2023		982-YS - Books - Youth Services	-75.53	75.53
Bill	2037238920	01/04/2023		982-A - Books - Adult	-5.98	5.98
Bill	2037239922	01/04/2023		982-YS - Books - Youth Services	-68.32	68.32
Bill	2037239921	01/04/2023		982-YS - Books - Youth Services	-132.74	132.74
Bill	2037253075	01/11/2023		982-YS - Books - Youth Services	-48.57	48.57
Bill	2037253074	01/11/2023		982-YS - Books - Youth Services	-10.50	10.50
Bill	2037253072	01/11/2023		982-YS - Books - Youth Services	-322.80	322.80
Bill	2037253073	01/11/2023		982-YS - Books - Youth Services	-59.84	59.84
Bill	2037253071	01/11/2023		982-YS - Books - Youth Services	-11.37	11.37
TOTAL					-827.07	827.07
Bill Pmt -Check	14838	01/18/2023	Blue Cross Blue Shield of Michigan	001.01 - Cash-Checking (Flagstar)		-4,479.28
Bill	156152791	01/10/2023		716 - Health/dental insurance expense	-4,479.28	4,479.28
TOTAL					-4,479.28	4,479.28
Bill Pmt -Check	14839	01/18/2023	Burnham & Flower Agency, Inc.	001.01 - Cash-Checking (Flagstar)		-500.00
Bill	18103	01/06/2023		801 - Professional Services	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	14840	01/18/2023	CEI Michigan, LLC	001.01 - Cash-Checking (Flagstar)		-788.00
Bill	774660	12/30/2022		930 - Land & building repair services	-788.00	788.00

# Milford Public Library

## Check Detail

January 18 through February 21, 2023

5:32 PM

02/14/23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-788.00	788.00
Bill Pmt -Check	14841	01/18/2023	Direct Paper Supply	001.01 - Cash-Checking (Flagstar)		-192.50
Bill	1653628	12/12/2022		727 - Supplies-Office/general	-192.50	192.50
TOTAL					-192.50	192.50
Bill Pmt -Check	14842	01/18/2023	Gale/Cengage Learning	001.01 - Cash-Checking (Flagstar)	-56.23	-56.23
Bill	79959759	01/11/2023		982-A - Books - Adult	-56.23	56.23
TOTAL					-56.23	56.23
Bill Pmt -Check	14843	01/18/2023	Ingram Library Services	001.01 - Cash-Checking (Flagstar)		-1,835.30
Bill	73669208	01/05/2023		982-YS - Books - Youth Services	-11.16	11.16
Bill	73669209	01/05/2023		982-A - Books - Adult	-1,827.55	1,827.55
Bill	73669210	01/05/2023		982-A - Books - Adult	-21.58	21.58
Bill	73669211	01/05/2023		982-A - Books - Adult	-41.04	41.04
Bill	73697522	01/06/2023		982-A - Books - Adult	-27.75	27.75
Bill	73730325	01/09/2023		982-A - Books - Adult	-41.00	41.00
Bill	73730324	01/09/2023		982-YS - Books - Youth Services	-14.87	14.87
Bill	73754098	01/10/2023		982-A - Books - Adult	-60.35	50.35
TOTAL					-1,835.30	1,835.30
Bill Pmt -Check	14844	01/18/2023	Library Network	001.01 - Cash-Checking (Flagstar)		-1,837.80
Bill	71400	12/28/2022		981 - Office equipment	-1,379.00	1,379.00
Bill	71451	01/10/2023		805 - TLN Central Services	-458.80	458.80
TOTAL					-1,837.80	1,837.80
Bill Pmt -Check	14845	01/18/2023	Revize LLC	001.01 - Cash-Checking (Flagstar)		-16,100.00
Bill	15041	01/13/2023		123 - Prepaid Expenses	-3,500.00	3,500.00
TOTAL					-16,100.00	16,100.00
Bill Pmt -Check	14846	01/18/2023	SenSource Inc.	001.01 - Cash-Checking (Flagstar)		-1,214.95
Bill	55149	01/12/2023		981 - Office equipment	-1,034.95	1,034.95

# Milford Public Library

## Check Detail

January 18 through February 21, 2023

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02/14/23

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				727 - Supplies-Office/general	-1,214.95	1,214.95
Bill Pmt -Check	14847	01/25/2023	Ingram Library Services	001.01 - Cash-Checking (Flagstar)		-615.28
Bill	73813757	01/12/2023		982-A - Books - Adult	-79.76	79.76
Bill	73822546	01/12/2023		982-YS - Books - Youth Services	-30.46	30.46
Bill	73822545	01/12/2023		982-YS - Books - Youth Services	-47.79	47.79
Bill	73840921	01/13/2023		982-A - Books - Adult	-113.56	113.56
Bill	73867625	01/15/2023		982-A - Books - Adult	-213.46	213.46
Bill	73879599	01/17/2023		982-A - Books - Adult	-59.60	59.60
Bill	73879598	01/17/2023		982-YS - Books - Youth Services	-10.61	10.61
Bill	73915527	01/18/2023		982-YS - Books - Youth Services	-11.16	11.16
Bill	73915526	01/18/2023		982-YS - Books - Youth Services	-48.88	48.88
TOTAL					-615.28	615.28
Bill Pmt -Check	14848	01/25/2023	Library Network	001.01 - Cash-Checking (Flagstar)		-3,620.00
Bill	71306	11/07/2022		981 - Office equipment	-3,088.00	3,088.00
				981 - Office equipment	-532.00	532.00
TOTAL					-3,620.00	3,620.00
Bill Pmt -Check	14849	01/27/2023	AFLAC	001.01 - Cash-Checking (Flagstar)		-264.11
Bill	335786	01/12/2023		231 - Payroll deductions payable	-264.11	264.11
TOTAL					-264.11	264.11
Bill Pmt -Check	14850	01/27/2023	Brien's Services, Inc.	001.01 - Cash-Checking (Flagstar)		-1,710.00
Bill	44539	12/31/2022		930 - Land & building repair services	-1,710.00	1,710.00
TOTAL					-1,710.00	1,710.00
Bill Pmt -Check	14851	01/27/2023	DTE Energy	001.01 - Cash-Checking (Flagstar)		-6,697.82
Bill	Jan23	01/18/2023		923 - Utilities-Electric	-4,789.00	4,789.00
				924 - Utilities-Natural gas	-1,908.82	1,908.82
TOTAL					-6,697.82	6,697.82
Bill Pmt -Check	14852	01/27/2023	GFL Environmental	001.01 - Cash-Checking (Flagstar)		-106.24



# Milford Public Library

## Check Detail

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	0059211488	01/13/2023		820 · Waste & rubbish disposal	-108.24	108.24
TOTAL					-108.24	108.24
Bill Pmt -Check	14853	01/27/2023	Overdrive	001.01 · Cash-Checking (Flagstar)	0.00	0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14854	01/27/2023	Quill Corporation	001.01 · Cash-Checking (Flagstar)	-534.37	-534.37
Bill	29944902	01/05/2023		727 · Supplies-Office/general	-388.19	388.19
Bill	30128086	01/12/2023		727 · Supplies-Office/general	-39.40	39.40
Bill	30122570	01/12/2023		727 · Supplies-Office/general	-106.78	106.78
TOTAL					-534.37	534.37
Bill Pmt -Check	14855	01/27/2023	Rose Pest Solutions	001.01 · Cash-Checking (Flagstar)	-81.00	-81.00
Bill	31056045	01/13/2023		930 · Land & building repair services	-81.00	81.00
TOTAL					-81.00	81.00
Bill Pmt -Check	14856	02/01/2023	Demco, Inc.	001.01 · Cash-Checking (Flagstar)	-144.86	-144.86
Bill	7246867	01/19/2023		730 · Collections Maintenance	-144.86	144.86
TOTAL					-144.86	144.86
Bill Pmt -Check	14857	02/01/2023	Flagstar	001.01 · Cash-Checking (Flagstar)	-1,268.72	-1,268.72
Bill	Jan23	01/23/2023		727 · Supplies-Office/general	-334.65	334.65
				815 · Computer services	-162.00	162.00
				987-Y5 · Programming - Youth Svcs.	-293.11	293.11
				985-A · Audio Visual - Adult	-290.69	290.69
				985-YA · Audio Visual - Teens	-78.97	78.97
				985-Y5 · Audio Visual - Youth Services	-109.30	109.30
TOTAL					-1,268.72	1,268.72
Bill Pmt -Check	14858	02/01/2023	Frontier	001.01 · Cash-Checking (Flagstar)	-105.22	-105.22
Bill	Jan23	01/19/2023		850 · Communications	-105.22	105.22

# Milford Public Library

## Check Detail

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-105.22	105.22
Bill Pmt -Check	14859	02/01/2023	Gale/Cengage Learning	001.01 - Cash-Checking (Flagstar)	-78.72	-78.72
Bill	80178126	01/19/2023		982-A - Books - Adult	-78.72	78.72
TOTAL					-78.72	78.72
Bill Pmt -Check	14860	02/01/2023	Ingram Library Services	001.01 - Cash-Checking (Flagstar)	-394.85	-394.85
Bill	73840920	01/13/2023		982-YS - Books - Youth Services	-16.99	26.88
Bill	73940879	01/19/2023		982-A - Books - Adult	-82.23	82.23
Bill	73970102	01/20/2023		982-A - Books - Adult	-29.05	28.05
Bill	73970103	01/20/2023		982-YS - Books - Youth Services	-89.34	89.34
Bill	74047606	01/24/2023		982-A - Books - Adult	-49.61	49.61
Bill	74047607	01/24/2023		982-YS - Books - Youth Services	-7.14	7.14
Bill	74047608	01/24/2023		982-YS - Books - Youth Services	-8.33	8.33
Bill	74047609	01/24/2023		982-YS - Books - Youth Services	-14.95	14.95
Bill	74072482	01/25/2023		982-YS - Books - Youth Services	-32.93	32.93
Bill	74072483	01/25/2023		982-A - Books - Adult	-42.68	42.68
Bill	74072484	01/25/2023		982-YS - Books - Youth Services	-21.60	21.60
TOTAL					-394.85	404.74
Bill Pmt -Check	14861	02/01/2023	Library Network	001.01 - Cash-Checking (Flagstar)	-8,664.80	-8,664.80
Bill	71574	01/20/2023		805 - TLN Central Services	-8,664.80	8,664.80
TOTAL					-8,664.80	8,664.80
Bill Pmt -Check	14862	02/01/2023	Mary VanDerworp	001.01 - Cash-Checking (Flagstar)	-130.48	-130.48
Bill	012523	01/25/2023		861 - Transportation-mileage reimb	-10.48	10.48
TOTAL					-120.00	120.00
Bill Pmt -Check	14863	02/01/2023	Meg Bruce*	001.01 - Cash-Checking (Flagstar)	-34.58	-34.58
Bill	012723	01/27/2023		967-YA - Programming - Teens	-15.85	15.85
TOTAL					-18.73	18.73
TOTAL					-34.58	34.58

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02/14/23

**Milford Public Library**  
Check Detail  
January 18 through February 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14864	02/01/2023	Overdrive	001.01 - Cash-Checking (Flagstar)	-512.69	-512.69
Bill	01576CD23...	01/19/2023		804.1 - Electronic content delivery	-512.69	512.69
TOTAL					-512.69	512.69
Bill Pmt -Check	14865	02/01/2023	Petty Cash*	001.01 - Cash-Checking (Flagstar)	-7.59	-7.59
Bill	012323	01/29/2023		004.01 - Petty Cash	-7.59	7.59
TOTAL					-7.59	7.59
Bill Pmt -Check	14866	02/01/2023	Quill Corporation	001.01 - Cash-Checking (Flagstar)	-202.45	-202.45
Bill	30187176	01/17/2023		727 - Supplies-Office/general	-102.58	102.58
Bill	30338343	01/23/2023		727 - Supplies-Office/general	-99.87	99.87
TOTAL					-202.45	202.45
Bill Pmt -Check	14867	02/01/2023	Synergy Electric LLC	001.01 - Cash-Checking (Flagstar)	-129.00	-129.00
Bill	4093	01/30/2023		930 - Land & building repair services	-129.00	129.00
TOTAL					-129.00	129.00
Bill Pmt -Check	14869	02/08/2023	Absopure Water Company	001.01 - Cash-Checking (Flagstar)	-105.50	-105.50
Bill	88694565	01/18/2023		727 - Supplies-Office/general	-87.50	87.50
Bill	59857835	01/31/2023		727 - Supplies-Office/general	-18.00	18.00
TOTAL					-105.50	105.50
Bill Pmt -Check	14870	02/08/2023	Blackstone Publishing	001.01 - Cash-Checking (Flagstar)	-220.72	-220.72
Bill	2083970	01/25/2023		985-A - Audio Visual - Adult	-220.72	220.72
TOTAL					-220.72	220.72
Bill Pmt -Check	14871	02/08/2023	Brien's Services, Inc.	001.01 - Cash-Checking (Flagstar)	-2,625.00	-2,625.00
Bill	44540	01/31/2023		930 - Land & building repair services	-2,625.00	2,625.00
TOTAL					-2,625.00	2,625.00

# Milford Public Library

## Check Detail

January 18 through February 21, 2023

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14872	02/08/2023	Clearly	001.01 - Cash-Checking (Flagstar)	-129.32	-129.32
Bill	INV466336	02/01/2023		850 - Communications	-129.32	129.32
TOTAL					-129.32	129.32
Bill Pmt -Check	14873	02/08/2023	Comstar Technologies fka Technology...	001.01 - Cash-Checking (Flagstar)	-600.00	-600.00
Bill	CW169478	02/07/2023		930 - Land & building repair services	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	14874	02/08/2023	Foster Swift Collins & Smith PC	001.01 - Cash-Checking (Flagstar)	-180.00	-180.00
Bill	850262	01/30/2023		801 - Professional Services	-180.00	180.00
TOTAL					-180.00	180.00
Bill Pmt -Check	14875	02/08/2023	Goyette Mechanical	001.01 - Cash-Checking (Flagstar)	-1,052.20	-1,052.20
Bill	910139432	01/27/2023		974 - Land improvements	-1,052.20	1,052.20
TOTAL					-1,052.20	1,052.20
Bill Pmt -Check	14876	02/08/2023	J.E. Strauss Consulting/CPA, LLC	001.01 - Cash-Checking (Flagstar)	-1,431.38	-1,431.38
Bill	2440	01/31/2023		801 - Professional Services 801 - Professional Services	-1,032.00 -399.38	1,032.00 399.38
TOTAL					-1,431.38	1,431.38
Bill Pmt -Check	14877	02/08/2023	Kelli Brendel	001.01 - Cash-Checking (Flagstar)	-22.53	-22.53
Bill	020223	02/02/2023		967-YS - Programming - Youth Svcs.	-22.53	22.53
TOTAL					-22.53	22.53
Bill Pmt -Check	14878	02/08/2023	The Wire Forest	001.01 - Cash-Checking (Flagstar)	-350.00	-350.00
Bill	0639	02/05/2023		980 - Office furniture & fixtures	-350.00	350.00
TOTAL					-350.00	350.00
Bill Pmt -Check	14879	02/15/2023	Applied Innovation	001.01 - Cash-Checking (Flagstar)	-266.13	-266.13

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Milford Public Library  
Check Detail  
January 18 through February 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2146584	02/08/2023		727 - Supplies-Office/general	-30.00	30.00
Bill	2146583	02/09/2023		727 - Supplies-Office/general	-5.59	5.59
Bill	2148729	02/13/2023		727 - Supplies-Office/general	-23.00	23.00
				727 - Supplies-Office/general	-81.50	81.50
TOTAL					-126.04	126.04
					-266.13	266.13
Bill Pmt -Check	14880	02/15/2023	Blue Cross Blue Shield of Michigan	001.01 - Cash-Checking (Flagstar)	-4,479.28	-4,479.28
Bill	Mar23	02/07/2023		718 - Health/dental insurance expense	-4,479.28	4,479.28
TOTAL					-4,479.28	4,479.28
Bill Pmt -Check	14881	02/15/2023	Ingram Library Services	001.01 - Cash-Checking (Flagstar)		-2,246.41
Bill	74095646	01/26/2023	Ingram Library Services	202 - Accounts Payable*	0.00	-11.16
Bill	74095647	01/26/2023		982-A - Books - Adult	-6.67	11.14
Bill	74095648	01/26/2023		982-A - Books - Adult	-13.72	13.72
Bill	74137278	01/29/2023		982-YS - Books - Youth Services	-12.37	12.37
Bill	74137279	01/29/2023		982-YS - Books - Youth Services	-17.99	17.99
Bill	74137277	01/29/2023		982-A - Books - Adult	-12.39	12.39
Bill	74146769	01/30/2023		982-YS - Books - Youth Services	-10.61	10.61
Bill	74146770	01/30/2023		982-A - Books - Adult	-722.55	722.55
Bill	74171117	01/31/2023		982-A - Books - Adult	-16.12	16.12
Bill	74171118	01/31/2023		982-A - Books - Adult	-16.09	16.09
Bill	74199137	02/01/2023		982-A - Books - Adult	-127.26	127.26
Bill	74222877	02/02/2023		982-A - Books - Adult	-214.67	214.67
Bill	74230914	02/02/2023		982-YS - Books - Youth Services	-25.16	25.16
Bill	74222876	02/02/2023		982-YS - Books - Youth Services	-11.16	11.16
Bill	74222875	02/02/2023		982-YS - Books - Youth Services	-301.28	301.28
Bill	74246803	02/03/2023		982-A - Books - Adult	-26.60	26.60
Bill	74246804	02/03/2023		982-A - Books - Adult	-27.72	27.72
Bill	74246805	02/03/2023		982-A - Books - Adult	-159.61	159.61
Bill	74266760	02/05/2023		982-A - Books - Adult	-144.27	144.27
Bill	74266758	02/05/2023		982-A - Books - Adult	-9.29	9.29
Bill	74266759	02/05/2023		982-YS - Books - Youth Services	-10.54	10.54
Bill	74266757	02/05/2023		982-YS - Books - Youth Services	-11.16	11.16
Bill	74281369	02/06/2023		982-A - Books - Adult	-106.26	106.26
Bill	74281368	02/06/2023		982-YS - Books - Youth Services	-11.16	11.16
Bill	74331491	02/08/2023		982-A - Books - Adult	-221.15	221.15
Bill	74331490	02/08/2023		982-A - Books - Adult	-10.61	10.61
TOTAL					-2,246.41	2,239.72
Bill Pmt -Check	14882	02/15/2023	Jani-King of Michigan, Inc.	001.01 - Cash-Checking (Flagstar)		-3,480.61

# Milford Public Library

## Check Detail

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	DET022300...	02/01/2023		930 · Land & building repair services	-3,480.61	3,480.61
TOTAL					-3,480.61	3,480.61
Bill Pmt -Check	14883	02/15/2023	Kanopy, Inc.	001.01 · Cash-Checking (Flagstar)	-66.30	-66.30
Bill	334159	01/31/2023		804.1 · Electronic content delivery	-66.30	66.30
TOTAL					-66.30	66.30
Bill Pmt -Check	14884	02/15/2023	Midwest Tape	001.01 · Cash-Checking (Flagstar)	-841.86	-841.86
Bill	503311860	01/31/2023		804.1 · Electronic content delivery	-841.86	841.86
TOTAL					-841.86	841.86
Bill Pmt -Check	14885	02/15/2023	Quill Corporation	001.01 · Cash-Checking (Flagstar)	-328.25	-328.25
Bill	30519690	01/31/2023		727 · Supplies-Office/general	-189.55	189.55
Bill	30605727	02/03/2023		727 · Supplies-Office/general	-138.70	138.70
TOTAL					-328.25	328.25
Bill Pmt -Check	14886	02/15/2023	Sarah Hatter	001.01 · Cash-Checking (Flagstar)	-175.00	-175.00
Bill	Prog022023	01/11/2023		967-A · Programming - Adult	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	14887	02/15/2023	Sweet Encounter Bakery LLC	001.01 · Cash-Checking (Flagstar)	-375.00	-375.00
Bill	Prog020823	02/08/2023		967-A · Programming - Adult	-375.00	375.00
TOTAL					-375.00	375.00
Bill Pmt -Check	14888	02/15/2023	T-Mobile	001.01 · Cash-Checking (Flagstar)	-807.00	-807.00
Bill	Jan23	01/25/2023		967-O · Other Misc Communications	-807.00	807.00
TOTAL					-807.00	807.00

# Milford Public Library

## Check Detail

January 18 through February 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	14866	02/01/2023	Nationwide	001.01 • Cash-Checking (Flagstar)		-300.00
				231 • Payroll deductions payable	-100.00	100.00
				231 • Payroll deductions payable	-200.00	200.00
					<u>-300.00</u>	<u>300.00</u>

TOTAL

## LIBRARY DIRECTOR'S REPORT

February 2023

### SUGGESTION BOX AND RANDOM COMMENTS

Received in Online Suggestion Box: Most libraries offer homeschool events. Milford has a LARGE homeschool community. I would love to see homeschool events offered - here is an example from Hartland although I know South Lyon etc also offers such things as well. I would be happy to lead this up (I taught in Hartland schools for ten years 3rd & 4th grade & have my masters degree in elementary literacy and undergrad in Language Arts & Science) I would appreciate some sort of feedback. Thank you!

<https://cromaine.evanced.info/signup/EventDetails?EventId=19301&backTo=Calendar&startDate=2023/01/21>

*Grace Bur, Head of Youth & Teen Services has contacted this person twice (once in the fall and again after I received the online suggestion). That person has not replied to date.*

From Grace Bur, Head of Youth & Teen Services, received via email: I am so pleased with our recent visit to the library! Students, parents and staff all had wonderful things to say about our first field trip to the library. Many parents responded that they did not know all that the library had to offer and that is exactly why I wanted to bring our families. I hope you and your staff see many return visits from our families and I look forward to coming back again next year! Please let me know when it will fit into your schedule. Again, thank you to you and your wonderful staff for letting us come visit. (Friends Preschool).

From Whitney Schillack, Youth Services Librarian: We got a nice compliment today about the Teen Book Boxes. A patron said that her daughter absolutely loved her box for this month and that she couldn't wait to get her box again next month. Way to go, Meg!

### STAFF UPDATES

#### STAFF ANNIVERSARIES: February

Karin Boughey, Head of Adult Services, 22 years

Laurel McGlew, Circulation Services, 7 years

Debbie Whalley, Circulation Services, 6 years

Mary VanDerworp, Administrative Assistant, 1 year

#### STAFF ANNIVERSARIES: March

Joan Kelly, Shelver, 10 years

Karen Zelony, Circulation Services, 16 years

#### STAFF ANNIVERSARIES: April

none

### BUILDING UPDATES

AHU#4 continues to give us trouble, with the supply fan shutting down to an overvoltage situation repeatedly the first week of February. I have asked Goyette for next steps to get this unit running on a regular basis. It is likely that the Supply Fan motor will need to be replaced (20 years old). Goyette has replaced the supply fan motor and we have not experienced any issues since (hope saying this hasn't jinxed it!).



On February 7, we encountered multiple roof leaks due to an ice dam. Ice melt pellets had been tossed onto the roof, but with it being very cold, they were not effective. As the weather got warmer, leaks started to occur in the Circulation workroom and office. CEI Roofing was contacted and will be sending somebody out to investigate. Several nail pops on shingles were repaired. CEI will be sending a proposal for additional work in an effort to prevent future leaks.

The SenSource visitor counter was installed on Sunday, February 5 before opening. Pulling ethernet cable from the lobby to the server room was a time consuming project that involved a lot of going up ladders and going down ladders. Holes needed to be cut in drywall above the men's restroom and near the server room. Drywall has been patched and FireStop sprayed around any holes as required. The counter was commissioned on Monday mid-morning. Tuesday, February 7 was our first full day of counts.

#### **TLN UPDATES**

None

#### **FRIENDS OF THE LIBRARY UPDATE**

The FOL will meet on February 28 at 1:30pm.

#### **INCIDENT REPORTS**

Posted on Milford Matters Facebook Page: Heads up. STRANGER ALERT! My teenage daughter and her friend were at the Milford library this afternoon around 3pm. They were **doing** homework in a study room when they realized there were two men (one was white, and the other was black) in their 50's watching them. The men were "looking" at books in the teen section, and then would walk away, and then back to that section (where they could stare at the girls). The men decided to sit at a table outside of the room the girls were in. Both the girls were very nervous and began texting whoever they could think of to come and help them. They literally felt trapped in that room. Eventually the men moved to the children's section, and my daughter and her friend ran out to their car. I will definitely call the Milford library and the Milford police tomorrow morning. I just want everyone in the area to be aware. *I asked Adult and Youth/Teen staff to walk through the public areas on a more regular basis to watch for anybody or anything suspicious. It would have been helpful if this situation would have been reported to library staff at the time. Staff believe that they know who these men were, based on description only, and reported that interactions were positive (getting a library card, helping find material, etc). I did talk with the mother who reported the incident on Facebook. I also discussed the issue with an Officer from the Police Department. Officer said that somebody could sit and stare at another person all day long and no crime has been committed. Officer stated if there is a situation which makes us or patrons nervous, we should not hesitate to call 911.*

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

January 11	TLN Directors' Meeting
January 13	Statewide Director's Meeting
January 17	Friends of the Library Board Meeting (In Person)
January 19	MLA Connect Advocacy Hour
January 20	DSLRT
January 30	When Misinformation Shows Up at Your Door: Pink Slime Journalism, Manipulative Algorithms, and your Library
February 3	Common Questions of OnTheClock
February 7 Michigan University	Intellectual Freedom and the Rise of Banned Books: A Lecture by Emily Knox at Western
February 8 Leave ruling)	Second Wednesday with Foster Swift (provided update on Minimum Wage and Paid Sick
February 8	VEA Cloud Overview (Sensource traffic counter)
February 15	Website Sitemap review with Revize
February 16	Book Bans: You are Not Alone

## Adult Department Report

December 2022

Our book discussion series concluded for 2022 with a discussion of *Murder on the Orient Express* by Agatha Christie. Six people attended the discussion on December 19.

The Blue Cat Band returned for the second year in a row for a concert on December 8. The Blue Cat Band played blues and rock classics, with some Christmas songs as well. 45 people attended this program.

We had a craft program on December 14. Patrons joined Eric Wittrup in making a DIY leather bookmark. 17 people attended this program.

David Stokes conducted two outreach visits in November.

Adult staff proctored two exams in December.

Respectfully submitted.

Karin Boughey

Head of Adult Services

## **Adult Department Report**

**January 2023**

**It was a quiet month in the adult department in January. Book discussion will resume in February 2023. Adult Department programming will also resume in February.**

**David Stokes attended the TLN Outreach Services Committee Meeting on January 18**

**David Stokes conducted one outreach visits in January.**

**Adult staff proctored one exam in January**

**Respectfully submitted.**

**Karin Boughey**

**Head of Adult Services**

## Youth Services Report December 2022

Kelli took some time at the beginning of December to decorate the Youth Department for the Christmas holiday. She decorated one display case in the holiday theme and did her yearly gingerbread man/baking display in another display case. She also made the outside of the Know and Grow area look like a gingerbread house.

Kelli and Heather finished putting together the Holiday Activity Bags that went out the week of December 12. Each was filled with a few holiday crafts, small toys, songs, and activity pages.

Holiday Sensory Fun and Crafts was an in-person program for ages 6 months-5 years that Kelli and Heather worked on together. Some of the activities they created were; various sensory bins, stacking gift boxes, snowball toss into the snowman bin, Christmas tree ball toss, Christmas tree craft, and ornament craft. Twenty five people attended and each child left with some holiday bubbles.

Kelli's last storytime for 2022 was Reindeer Fun! She read a few stories, sang some reindeer songs and the kids played with the parachute before a holiday/reindeer-themed playtime. Kelli also had two different reindeer crafts for participants to do and each child left with a goodie bag that included a reindeer finger puppet and some reindeer food to sprinkle on the lawn for Christmas eve.

Kelli began prepping for January activities. She worked on collecting rubber ducks for the Rubber Duck Scavenger Hunt that will take place the week of January 16 and creating the search sheet. Kelli also started gathering books and songs for Read, Rhyme, and Romp which will begin on January 9.

After the Christmas holiday was over, Kelli and Heather took down the decorations. Kelli redecorated the Youth Department, Know and Grow, and some display cases in a winter/snow/snowman theme.

Heather's big projects this month were finishing adding genre labels to the tween fiction collection and beginning the same project with J Fiction. While doing this, she is also weeding for wear and non-circulation. Heather is also checking to be sure the library owns all the books in the more recent series and making a list of books that need replacing/purchasing in 2023.

Heather separated the Hanukkah books from the Jewish holidays section and had the circulation department relink and relabel those books as Hanukkah with new Hanukkah stickers. She took the other Jewish holidays (such as Passover, Purim, Yom Kippur, etc.) that have been under Jewish holidays and had the circulation department relink and relabel them as general holiday books.

She put on the Evening Family Holiday Craft night, which was popular and families seemed to enjoy themselves.

Whitney finalized her plans for the three sessions of Preschool Storytime that are beginning in January. This included initial planning for each forty-five-minute storytime, gathering materials, assembling the materials so the participants can make crafts, and making letter packets for the children to take home. She also finalized her plans for Gingerbread PJ Storytime and hosted the event.

Whitney assembled the Break-In Bags that were distributed in December for fourth through sixth graders. She also worked on her JER weeding project. Lastly, Whitney continued to monitor the 1,000 Books Before Kindergarten Program.

Grace put new turquoise labels over the call numbers on all of the edugames. This will help shelvees and patrons differentiate between the board games and the edugames. She also created signage requesting patrons please check out edugames before playing them in the library. This should help us keep better tabs on the pieces.

Grace printed copies of the new launchpad policy and placed one in each of the launchpad cases. She also finished the launchpad relocation project. The cases are now located on the shelf across from the youth desk, with the tablets being held in the old magazine holders behind the desk. She created signage directing patrons to collect the tablet at the youth desk after making their selection.

Grace worked with the Director of a local preschool to coordinate a field trip that will be taking place over two days in early February. The preschoolers will hear a few stories, take a tour of the youth department, make a craft, and have the opportunity to receive library cards. To prepare for the field trip, Grace selected a few books for the story portion, discussed options for the craft with the rest of the youth staff, and created a letter to send to parents along with the library card applications. The letter welcomes families to the library, explains what will happen on the day of the field trip, and provides instructions for completing the library card application.

She assembled and mailed the invitations for the preschool open house in February.

Grace and Meg worked together to select the comics for free comic book day in May. Then Grace completed and returned the order form at the end of the month.

Finally, Grace spent time working on her cleaning project. She organized the drawers at the youth desk, got rid of some old, broken items from the closet, and went through the three big boxes of plushies and discarded any that were dirty, stained, or torn.

<b>Date</b>	<b>Program</b>	<b>Attendance Totals</b>
12/8/2022	Holiday Sensory Fun & Crafts	25
12/13/2022	Evening Family Craft Night	16
12/15/2022	Gingerbread PJ Storytime	12
12/20/2022	Reindeer Fun Storytime	24
12/22/2022	Holiday Scavenger Hunt	48

Respectfully submitted by the Youth Department

## Teen Services Report December 2022

There were three teen programs this month. The teen book box had 8 participants. Each teen was given a library book based on their responses to the book box questionnaire, stickers, candy, a holiday squishy, a holiday pen, a happy holidays coloring sheet, a logic puzzle, a Snowman DIY kit, and a magic scratch paper ornament craft. The Teen Take & Make: Holiday Card Making had 7 participants. Each participant was given supplies to make 3 different holiday cards, including cardstock, adhesive gems, buttons, yarn, ribbon, and glue. The Cookie Decorating Party was held in person with 9 attendees. During this program, teens decorated a selection of holiday cookies using colored frosting and an assortment of sprinkles while sipping on hot chocolate.

Our Teen Leadership Team volunteering program continued this month. In December, we had 1 new teen join the Teen Leadership Team and 6 of our 9 registered volunteers came into the library to volunteer. They volunteered for a combined total of 17 hours and 46 minutes. They worked on projects like creating book displays, putting together take & make kits and activity bags, assisting with in-person programs, shifting teen fiction, pulling damaged materials to be reviewed by a librarian, decorating the youth and teen bulletin boards, and sorting and organizing craft supplies.

Also in December, I spent time creating flyers and social media graphics for upcoming Teen programs and started to market January programs by creating Facebook events. I made one B&T order for audiobooks and ordered an audiobook, TV series, movie, and 4 board games from Amazon. I prepared the January Take & Make kits and instructions. I planned volunteer tasks for December teen volunteers, created a January volunteer schedule sign-up, communicated with Teen Leadership Team volunteers to sign up for hours in January, and started to plan volunteer tasks for January. I weeded the Teen Music CDs, allowing us to shift the New Teen Fiction section another shelf over—gaining enough space for the beginning of Teen Fiction so that books no longer need to be shelved on top of the bookcase in front of tutorial room 2. Finally, I began weeding teen nonfiction for overly damaged materials and for items with outdated content.

Displays:

Fairy Tales

Dark Academia

Cozy Holiday Reads

Respectfully submitted by Meg Bruce

## Youth Services Report January 2023

Kelli finished her storytime plans for the January session. She went with a winter theme, reading books and singing songs about snow, snowmen, and arctic animals. The kids enjoyed dancing like snowflakes around the room with their scarves and shaking snowballs on the parachute. For this three-week session of storytime, Read, Rhyme, and Romp was held twice a week. Patrons were asked to register for either Monday or Thursday. The storytime was the same on both days and each had 18 children registered.

Kelli put the finishing touches on the Rubber Duck Scavenger Hunt, finding hiding spots for all ten rubber ducks throughout the youth department and getting prizes together. The ducks were all different sizes and colors, one was even sparkly. Knowing that the kids would be tempted to play with them, Kelli had to figure out places to hide them that were high and out of reach or where the kids just wouldn't be able to touch them, like in a display case. We had 102 kids participate during the two weeks it was out.

Kelli and Heather discussed plans and picked out crafts for the Preschool Valentine's Day Party. They also discussed plans/crafts/activities for when the schools are on spring break. They have decided it will be a jungle theme that week.

Kelli started working on Valentine's Day-themed decorations to put up in the Youth Department in February. She also made a few more book bundle tags with some new themes.

In January, Heather's big project was finishing adding genre labels and series numbers to the Juvenile fiction collection and weeding for wear and non-circulation. Heather is finishing up her list of books that need replacing and books we need to purchase to complete more recent popular series.

She also put together the Winter Science Book Bags for Kindergarten to Third Graders. The theme for this bag was dinosaurs and their tracks. The bags include a copy of a nonfiction paperback book, many printed activity ideas for them to do at home, a list of e-books about dinosaurs they can access with the library databases, a sand art project, and small dinosaur squishy toys.

Heather had 18 tween book boxes to put together in January, which includes three new kids. She pulled books based on their interests and reading level and put activities, crafts, snacks, and more in the boxes.

She put on the Evening Family Winter Craft night, which was just as popular as the Halloween and Holiday ones.

Heather also put on a Build It Up program for ages 3-12 with lots of building toys and games during Winter Break.

The following week, she also did an Amazing Animals Storytime for preschoolers.

Heather purchased crafts for her Valentine's Day Cards and Crafts program in February and started to put together the other supplies.

Early in January, Whitney finalized plans for the three sessions of Preschool Storytime that will occur in January. She also started working on plans for Preschool Storytime 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 Winter Sports PJ Storytime and hosted the event.

In addition, Whitney started planning for the Break-In Bags that will go out at the end of February for fourth through sixth graders. The bags will 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. In addition, Whitney continued to weed books from the JER section. She also created a



book display for Tween Mystery Books. Lastly, Whitney continued to monitor the 1,000 Books Before Kindergarten Program.

Grace hosted three programs in January. She led her first storytime, hosted Create, Make & Build for the elementary students, and led the Perler Bead craft program.

Grace worked on preparing for the preschool field trip that is taking place during the first week of February. She put together letters and library card applications to send home with the preschoolers. She also purchased crafts, planned the tour, and coordinated the storytime portion with Whitney and Kelli.

She began coordinating the reader's rally, which will take place in early March this year. She prepared letters for the second-grade teachers at the local elementary schools and delivered those letters near the end of the month. She drafted letters to the parents that she will send with the library card applications in February.

She prepared for puzzle palooza by purchasing a few new puzzles for the library and purchasing blank puzzles for the children to decorate.

Grace spent time working on the STEAM kit flipbook and the Board Games flipbook. She worked on weeding the picture book collection.

Finally, the youth department worked together to finalize our plans for April-June. As a team we discussed what programs would be offered, and we each contributed content to our newsletter document.

<b>Date</b>	<b>Program</b>	<b>Attendance Totals</b>
1/3/2023	Build It Up!	29
1/9/2023	Read, Rhyme & Romp	25
1/10/2023	Amazing Animals Storytime	26
1/11/2023	Preschool Storytime	23
1/12/2023	Read, Rhyme & Romp	27
1/16/2023	Read, Rhyme & Romp	36
1/18/2023	Preschool Storytime	20
1/19/2023	Read, Rhyme & Romp	24
1/19/2023	Winter Sports PJ Storytime	20
1/23/2023	Read, Rhyme & Romp	24
1/26/2023	Read, Rhyme & Romp	18
1/26/2023	Create, Make & Build	15
1/31/2023	Evening Family Winter Craft Night	19
	Rubber Duck Scavenger Hunt	102

## Teen Services Report January 2023

There were two teen programs this month. The Teen Take & Make: New Year's Lucky Star Jar had 12 participants. Each participant was given supplies to make a jar full of origami lucky stars including strips of origami paper in various colors and a decorative glass jar. The Bullet Journaling 101 program was held in person with 2 attendees. During this program teens were given a blank journal, which, after a brief introduction into Bullet Journaling and how it works, they were able to set up and decorate to function as their own personalized planner with a selection of supplies including stencils, washi tape, markers, stickers, and more.

Our Teen Leadership Team volunteering program continued this month. In January, we had 1 new teen join the Teen Leadership Team and 6 of our 10 registered volunteers came into the library to volunteer. They volunteered for a combined total of 17 hours. They worked on projects like creating book displays, preparing storytime crafts, writing a list of teen fiction items without genre labels, pulling damaged materials to be reviewed by a librarian, and cutting bookmarks and processing slips.

Also in January, I continued promoting Teen events through Facebook and Instagram. I placed one B&T order for books and one Amazon order for two board games and two DVDs. I wrote up a new set of guidelines for the Teen Leadership Team to help with the influx of new volunteers and interest we have been receiving. I planned volunteer tasks for January teen volunteers, created a February volunteer schedule sign-up, communicated with Teen Leadership Team volunteers to sign up for hours in February, and started to plan volunteer tasks for February. I collaborated with the Huron Valley Community Coalition to create our new Teen Art Cart for the Teen Space. I prepared the February Teen Book Boxes. I began planning Teen programs for the April-June 2023 Newsletter. I finished weeding teen nonfiction for severely damaged materials or for those items with outdated content. Finally, I began going through the Teen Fiction collection—adding genre labels and new series stickers to each book when necessary.

Displays:

#BookTok

YA Graphic Novels You Need to Read

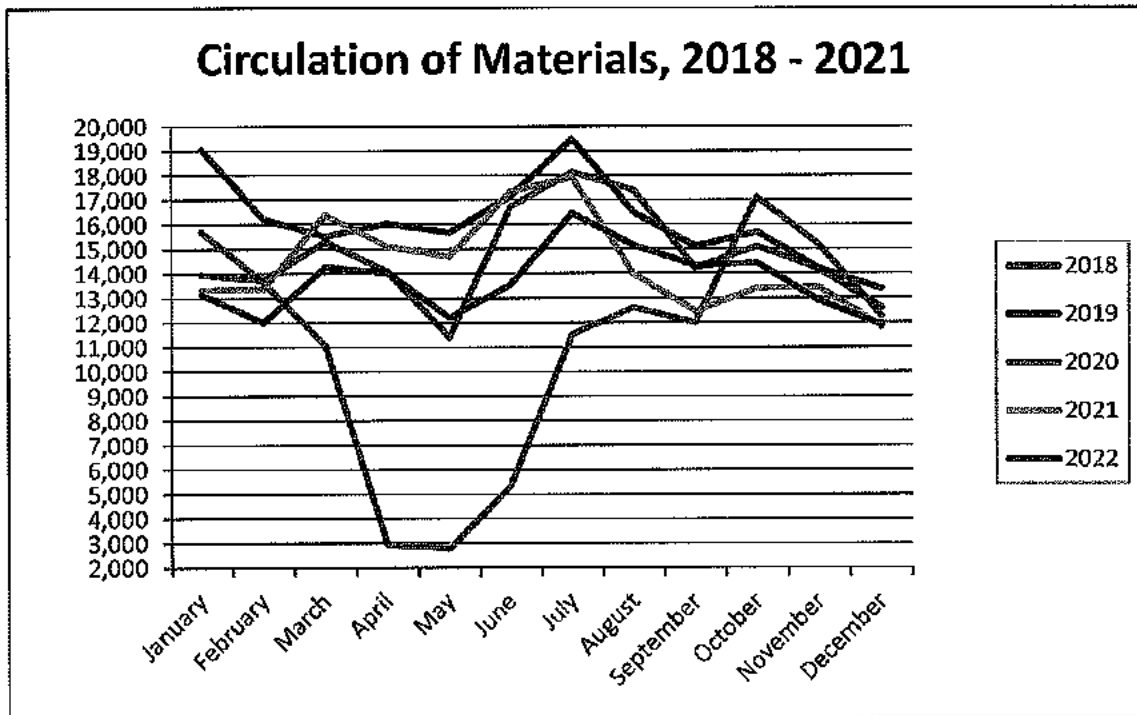
Goodreads Choice Awards 2022

School Library Journal Best Young Adult Books 2022

Respectfully Submitted by Meg Bruce

**MILFORD PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

	2018	2019	2020	2021	2022
January	13,956	19,073	15,703	13,330	13,142
February	13,728	16,245	13,657	13,373	12,005
March	15,301	15,523	11,088	16,398	14,264
April	14,098	16,049	2,942	15,113	14,043
May	11,406	15,677	2,803	14,692	12,198
June	16,720	17,149	5,329	17,337	13,540
July	18,140	19,491	11,520	17,951	16,465
August	17,396	16,499	12,615	13,971	15,158
September	14,230	15,115	11,998	12,477	14,326
October	15,111	15,693	17,123	13,396	14,440
November	14,184	14,218	15,179	13,436	12,892
December	12,605	13,377	12,287	11,844	11,912
<b>TOTAL</b>	<b>176,875</b>	<b>194,109</b>	<b>132,244</b>	<b>173,318</b>	<b>164,385</b>



Milford Public Library  
Monthly Statistics

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Number of Items Circulated 2022</b>													
All Items	13,442	12,005	14,264	14,043	12,198	13,540	16,485	15,158	14,326	14,440	12,892	11,912	164,385
Circulation to Milford Residents	8,751	8,176	9,562	9,601	8,162	9,545	11,603	10,404	9,331	10,018	8,653	8,751	112,657
Circulation to Commerce Residents	674	349	563	522	475	404	532	633	545	403	494	674	6,268
Circulation to Highland Residents	452	600	891	823	690	554	743	524	612	643	688	452	7,672
Circulation to All Others	893	700	769	876	652	569	845	842	842	672	568	893	9,089
Ebook Circulation	1,173	993	1,092	1,027	1,036	1,128	1,274	1,257	1,154	1,077	1,007	1,021	13,219
Magazines	153	134	190	155	142	165	145	130	175	169	140	149	1,867
Databases	242	383	369	0	23	94	82	151	447	183	152	100	2,232
Media Circulation	3,105	2,604	3,221	3,138	2,671	2,904	3,539	3,343	3,019	3,211	3,068	3,327	37,250
Adult Material Circulation	4513	3901	4750	4906	3922	4481	4951	5005	4493	4564	4099	4156	53,751
Teen Material Circulation	516	395	500	617	578	720	961	806	571	546	441	472	7,123
Youth Material Circulation	5792	5618	6678	6317	5500	5909	7862	6647	6337	6665	5883	4922	74,130
Self Checkout Circulation	1241	1142	1580	1159	1119	1623	2141	1091	1598	1459	1196	899	16,248

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Number of Items Circulated 2021</b>													
All Items	13,330	13,373	15,398	15,113	14,692	17,337	17,951	13,971	12,477	13,396	13,436	11,844	173,318
Circulation to Milford Residents	3,499	3,740	5,074	5,095	4,754	6,610	10,416	10,133	8,373	8,846	8,583	8,130	83,223
Circulation to Commerce Residents	129	169	311	176	305	433	629	591	496	565	551	511	4,866
Circulation to Highland Residents	89	240	315	200	232	338	504	484	459	538	343	387	4,129
Circulation to All Others	167	324	385	355	329	534	778	563	487	613	671	686	5,892
Ebook Circulation	819	1,049	1,084	961	967	1,019	1,058	1,089	1,031	1,050	1,014	927	12,048
Magazines	474	494	505	96	100	166	152	107	176	299	180	159	2,808
Databases	2,634	1,630	1,944	1,993	1,852	2,058	3,178	2,954	2,911	2,925	2,761	2,732	29,572
Media Circulation	1769	2002	2524	2471	2283	2619	4456	4349	3915	4036	4052	3934	38,411
Adult Material Circulation	219	266	266	353	340	442	756	831	683	489	468	562	5,673
Teen Material Circulation	1931	2323	3312	3012	3021	4880	7217	6636	5244	6108	5679	5333	54,696
Youth Material Circulation	212	585	752	929	719	1694	887	1241	1049	1029	1077	1091	11,265
Self Checkout Circulation													

	2021 Totals	2021 Totals	2021 Totals
<b>Computer Use</b>			
Home Page Hits	9,844	8,404	9,788
Public Computer Sessions	398	312	455
Wireless Sessions	154	134	150
Guest Passes Issued	3	12	24
2021 Totals	11,493	9,906	11,467
<b>Building Use</b>			
Visits	4,283	3,793	4,948
Room Bookings	13	15	15
2021 Totals	4,296	3,808	4,963

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

	2021 Totals	2021 Totals	2021 Totals
<b>New Patrons and Accounts</b>			
New Cards Issued	55	39	63
Library Card Holders	6,399	6,480	6,475
Library Card Holders Percentage	37.44%	37.62%	37.89%
2021 Totals	6,454	6,519	6,538

	2021 Totals	2021 Totals	2021 Totals
<b>Reference Questions</b>			
Reference Questions	55	54	54
Reference Questions Percentage	37.44%	37.62%	37.89%
2021 Totals	55	54	54

Milford Public Library  
Monthly Statistics

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Adult Department	748	646	936	784	566	769	782	947	750	771	665	603	8,967
Youth and Teen Department	510	387	579	572	412	774	1,107	787	330	505	555	467	6,985
Total	1,258	1,033	1,515	1,356	978	1,543	1,889	1,734	1,080	1,276	1,220	1,070	15,952

2021 Totals

Programs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Adult Programs Held	4	4	4	4	4	2	3	3	3	5	8	5	52
Adult Programs Attendance	67	61	29	83	68	31	49	13	112	70	128	84	795
Teen Programs Held	0	0	0	1	1	2	3	1	1	1	2	1	13
Teen Programs Attendance	0	0	0	1	5	22	8	1	4	9	9	9	68
Youth Programs Held	1	2	3	4	3	4	9	8	24	10	12	4	84
Youth Programs Attendance	36	44	78	152	209	136	284	344	200	270	335	100	2188
General Programs Held	0	0	0	0	0	0	0	0	0	0	0	0	0
General Program Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0

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

2021 Totals

Collection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Book Collection	366	321	302	83	2	-658	268	15	-141	565	-67	-535	68,317
Audio Collection	5	14	8	-54	-32	-144	0	8	24	10	-48	20	3,058
Video Collection	6	321	302	83	2	-658	268	15	-141	565	-67	-535	6,112
Music Collection	0	14	0	-54	-32	-144	0	8	24	10	-48	20	1,931
Electronic Format	0	0	2	10	5	20	7	23	7	21	11	6	-220
Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	195
Net Acquisitions	377	670	614	68	-55	-1584	543	69	-227	1171	-219	-1024	79,393
													81,106

Monthly Numbers are Net Acquisitions



# Memo

**To:** Board of Trustees  
**From:** Tina Hatch, Director  
**Date:** February 3, 2023  
**Re:** New Statistical Format

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Attached please find two newly designed Statistical Reports:

1. **Stats At-A-Glance:** hopefully, a more visually appealing look at our basic statistics.
2. **Statistics:** a condensed version of past monthly statistics reports, with the addition of showing the Year-to-Date Percentage Change.

There were some statistics reported to the Board in the past, that I did not include on the new reports. Those are:

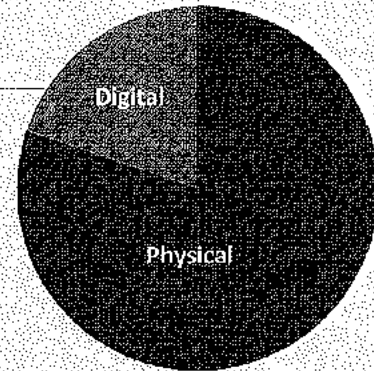
1. **Circulation by Residency:** Milford residents in 2022 accounted for 83% of our circulation. Based on reports provided by DSLRT, this seems to be similar for other TLN Libraries. While I will still collect this information, I'm not sure its useful to the Board unless there is suddenly a huge variance.
2. **Circulation by Department:** Because of the way that CARL (and our previous automation system) count by department, the numbers would never match our total circulation (especially with digital content). I do have to report these numbers on the State Aid Report, so will continue to collect the information.
3. **Guest Passes Issued:** We are no longer collecting this information, since we generally do not issue that many guest passes.
4. **Self-Checkout Circulation:** Self-Checkout accounted for only 9% of our total circulation in 2022. We have people who always use the self-checkout and those who never will. I don't believe it's worth reporting the numbers.

If you feel stronger about any of the above, I can certainly add them to the new reports. I hope you find the new reports easier to read and more visually appealing. Let me know what you think!

# Stats At-A-Glance

## CIRCULATION

Physical Items: 11,157  
Digital Items: 2,765



## SERVICES

<p>Questions Asked &amp; Answered Adult: 796 Youth &amp; Teen: 492</p>	<p>Library Visits: 5,596</p>
<p>Room Bookings: 27</p>	<p>Computer Sessions: 498</p>
<p>Website Visits: 10,088</p>	<p>Wi-Fi Sessions: 441</p>
<p>Library Cards Issued: 88</p>	<p>Total Library Cards: 6,134</p>

## PROGRAMS

Youth	Teen	Adult
<p>Events: 16 Attendance: 439</p>	<p>Events: 1 Attendance: 2</p>	<p>Events: 1 Attendance: 5</p>

MILFORD PUBLIC LIBRARY

STATISTICS

January 2023

CIRCULATION	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
<b>PHYSICAL ITEMS</b>				
Books	9,454	9,454	8,911	6.1%
Video	1,311	1,311	1,551	-15.5%
Audiobooks	212	212	242	-12.4%
Music	180	180	117	53.8%
Other	0	0	0	0.0%
<b>Total</b>	<b>11,157</b>	<b>11,157</b>	<b>10,821</b>	<b>3.1%</b>

CIRCULATION				
<b>DIGITAL ITEMS</b>				
E-books	1,264	1,264	1,173	7.8%
E-audiobooks	1,104	1,104	911	21.2%
E-music	21	21	10	110.0%
E-video	111	111	73	52.1%
E-magazines	160	160	153	4.6%
Databases	103	103	242	-57.4%
Mi Activity Pass	2	2	1	100.0%
<b>Total</b>	<b>2,765</b>	<b>2,765</b>	<b>2,563</b>	<b>7.9%</b>
<b>Total Circulation</b>	<b>13,922</b>	<b>13,922</b>	<b>13,384</b>	<b>4.0%</b>

SERVICES				
Visits	5,596	5,596	4,283	30.7%
Questions	1,282	1,282	1,258	1.9%
Room Bookings	27	27	13	107.7%
Computer Sessions	498	498	398	25.1%
Library Cards Issued	88	88	55	60.0%
Total Library Cards	6134	6134	6,399	-4.1%
Website Visits	10,088	10,088	9,844	2.5%
WiFi Sessions	441	441	154	186.4%

PROGRAMS				
Adult Programs	1	1	4	-75.0%
Attendance	5	5	67	-92.5%
Youth Programs	15	15	1	1400.0%
Attendance	437	437	36	1113.9%
Teen Programs	1	1	0	100.0%
Attendance	2	2	0	100.0%
<b>Total Programs</b>	<b>17</b>	<b>17</b>	<b>5</b>	<b>240.0%</b>
<b>Total Attendance</b>	<b>444</b>	<b>444</b>	<b>103</b>	<b>331.1%</b>



For Fiscal Year Ending December 31, 2022

Adjustment #3

Date Approved by Board:

**Charter Township of Milford**

**Public Library**

**Budget Adjustments**

Account #	Account Name	Original Budget	Previous Amendments	This Amendment	Revised Budget
<b>REVENUE</b>					
<b>EXPENDITURES</b>					
703	Wages - Part Time Employees	\$176,000.00	\$15,000.00	\$30,000.00	\$221,000.00
709	Employer's Social Security	\$51,000.00	\$0.00	\$5,000.00	\$56,000.00
850	Communications	\$3,640.00	\$0.00	\$1,000.00	\$4,640.00
923	Utilities - Electric	\$87,000.00	\$0.00	\$8,000.00	\$95,000.00
924	Utilities - Natural Gas	\$12,000.00	\$3,000.00	\$3,000.00	\$18,000.00
967-O	Other Misc. Communications	\$7,200.00	\$0.00	\$1,000.00	\$8,200.00
967-YA	Programmning - Teens	\$3,000.00	\$0.00	\$500.00	\$3,500.00
975	Building Improvements	\$100,000.00	\$0.00	\$5,000.00	\$105,000.00
982- YA	Books - Teens	\$5,000.00	\$0.00	\$500.00	\$5,500.00
985-YA	Audio Visual - Teens	\$1,300.00	\$0.00	\$200.00	\$1,500.00



Policy: 207.1  
Subject: Emergency Closings  
Reviewed: 2/24/2004, 04/05/2010, 02/12/2019, 06/12/2022, 01/30/2023  
Approved: 2/24/2004  
Revised: 05/26/2010, 02/26/2019, 08/23/2022

1) Tornadoes

- a) Notice of tornado watches or warnings are received via the Oakland County Weather Warning System.
- b) In the case of tornado watches, business will proceed as usual.
- c) If a tornado warning is issued, the Library will be closed until an all-clear alert is received.
  - i) Library patrons in the building will be allowed to remain until the all-clear is sounded.
  - ii) Unattended minors will be asked to stay in the building until a parent or legal guardian picks them up or until the all-clear is sounded.

2) Adverse Weather / Equipment Failure

- a) The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g. HVAC malfunction in extreme temperatures, no water in the building, no electricity, etc.) or when there is a general emergency within Milford Township. The decision to close the Library will be based upon:
  - i) General condition of roads in Milford Township.
  - ii) Availability of staff to open and operate the Library. Minimal staffing levels are defined as a minimum of at least one librarian and two additional staff members. The Library can operate with a reduced staff when the number of patrons is expected to be abnormally low.
  - iii) Condition of the building's equipment and/or parking lots.
  - iv) Requests for closure by local, county or state law enforcement agencies.
- b) The Library will not automatically close, or delay opening, based on any other institution's actions. Once the decision to close or to open late is made, supervisory staff will notify remaining staff.

3) Compensation

- a) Employees may be requested to report to work or remain at work even if the library is closed to the general public.
- b) If the Library remains open to the public during inclement weather, employees are expected to work their regular hours. Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time.
  - i) When employees report late or do not report due to bad weather, the time should be taken from the employee's accumulated benefit time (personal business leave or vacation).
  - ii) If there is no accumulated time, the time missed will be unpaid.
- c) If the Library is closed due to emergency conditions, full-time employees will be paid for their scheduled hours. Part-time employees scheduled to work on a day when the library is closed due to emergency conditions ~~who begin their shift before closing or finish their shift after a delayed opening~~ will be paid for their complete shift.

- d) If the Library is closed two or more days due to fire, tornado or other unplanned lengthy closings, full-time employees will continue to receive pay for two weeks. An improvised interim work schedule may be developed to handle existent work needs. Job descriptions or duties may be temporarily altered or reassigned, based upon unusual need. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

Policy: 425  
Subject: Public Computer Usage Policy  
Reviewed: 08/28/2007, 10/13/2009, 10/26/2010, 12/13/2013, 06/30/2015,  
01/11/2016, 08/08/2016, 02/03/2023  
Approved: 03/17/1997  
Revised: 03/16/1999, 02/14/2007, 08/28/2007, 12/14/2010, 01/28/2014,  
01/26/2016, 08/23/2016

- 1) The Milford Public Library provides public use computers for patrons to access commonly used software. Computers are offered on a first come, first served basis.
- 2) Patrons must save files to a USB drive or to a cloud account. CD drives may be read-only, and files cannot be saved to a CD-ROM. Any items saved to the hard drive will be deleted.
- 3) Patrons may not install their own software.
- 4) The Milford Public Library provides access to Internet resources as an extension of the library's commitment to meeting the community's informational, recreational and cultural needs.
- 5) The staff of the Milford Public Library has developed a variety of Web pages with recommended links in order to facilitate public use of the Internet. Users should recognize, however, that the library is not responsible for changes to the content of linked sites, nor for the content of sources accessed through subsequent links. Staff will provide assistance to Internet users to the extent that time and customer demands allow. The Library encourages area residents to take advantage of a variety of technology classes conducted by the Reference staff (A schedule of classes is available at the Reference Desk).
- 6) Internet resources accessible through the library are provided equally to all library patrons.
- 7) The Internet offers access to many valuable local, national, and international sources of information. Not all sources on the Internet provide accurate, complete, or current information. The Internet is a worldwide community with a highly diverse user population and it is the patron's responsibility to use this resource wisely. Library staff can help patrons access online information but patrons are responsible for interpreting the information and determining its appropriate use.
- 8) Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. The Milford Public Library encourages parents to accompany their children when using the library's computers.**
- 9) Workstations must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. Any changes to computer and Internet settings are temporary and will not be saved. The workstations cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, Michigan or local laws. Library computers are filtered for content, and library staff may monitor computer usage. The Milford Public Library complies with Michigan Public Act 212. The library reserves the right to block sites that use a significant portion of the library's bandwidth.

- 10) Patrons should be aware that the material on the Internet and the World Wide Web may be copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Web-Internet and information databases and to respect the copyright laws of the United States.
- 11) The Library does not condone the use of library equipment to access material that can be classified as obscene, child pornography, or harmful to minors. The Milford Public Library is committed to providing an environment free from sexual and other forms of harassment and hate. Patrons are asked not to display on screens and/or print materials that may be objectionable.
- 12) Internet access may not be available due to technical problems or system upgrades.
- 13) Public workstation sign up is self-serve. Patrons are strongly encouraged to obtain and use their own library cards; ~~there will be a \$1.00 charge per day for a visitor pass.~~ Guest passes are available.
- 14) Workstation use is limited. The Library reserves the right to adjust the length of sessions and the number of sessions per day. Extension of the current session is granted only under the following conditions: a) patron is taking a test, b) patron is filling out a form that cannot be saved and returned to during a new session, c) by discretion of a librarian. Library card holders may continue their current session when there is no waiting list.
- 15) Printing is pre-paid by applying funds to your account at the Circulation Desk. There is a \$10.00 limit per library card. Funds applied to a library card remain on the card until expended. Funds cannot be applied to a visitor-guest pass. **Refunds are only given in the case of printing problems as determined by a librarian.** Printing prices are outlined in Library Policy 423.
- 16) Library staff are authorized to terminate any user's Internet access for 1 day if the user has failed to comply with the library's Public Computer Usage Policy and/or rules as addressed in the library's Patron Behavior Policy (copy available at the Reference Desk). The library director may impose longer or permanent restrictions for violations of the library's Public Computer Usage Policy or Patron Behavior Policy. An Internet user whose access session has been terminated or prohibited may request the decision be reviewed by the Board of Trustees.
- 17) Wireless and wired Internet access is available for patrons using personal devices.
  - a) Wireless and wired Internet access may not be available due to technical problems or system upgrades.
  - b) Patrons accessing the Internet via the library's wireless or wired connections using personal devices must abide by the library's Public Computer Usage Policy.
  - c) Compatibility of the library's wireless or wired connections with all personal devices is not guaranteed.
  - d) The library is not responsible for changes made to a patron's personal device in order to connect to the library's wireless or wired connections.
- 18) Group use of computers cannot be accommodated due to the limited number of computers the library can provide.

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## Court Ruling Halts Minimum Wage Increase

1 message

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Labor & Employment Law News <employerservicesgroup@fosterswift.com>

Fri, Jan 27, 2023 at 11:54 AM

Reply-To: employerservicesgroup@fosterswift.com

To: Tina Hatch <thatch@milfordlibrary.info>

To view a web version of this email please click here.



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Labor & Employment Law News

## Court of Appeals Ruling Halts Pending Minimum Wage Increase and New Earned Sick Time Act – For Now

January 27, 2023



In a decision handed down January 26, 2023, the Michigan Court of Appeals (COA) overturned a lower court ruling that would have raised the state's minimum wage to \$13.03 per hour and increased the tipped minimum wage to \$11.73 per hour. See the full Court's full opinion here.

The court's ruling also halts enactment of the Earned Sick Time Act (ESTA), which would have replaced the current Paid Medical Leave Act and required nearly all Michigan employers to allow employees to accrue

and use paid sick time.

The minimum wage increase and ESTA were set to become effective when a court stay expired on February 19, 2023. Now both measures are on hold, which is a relief to restaurants and other businesses.

The relief may only be temporary, however, as it's likely that the COA's ruling will be appealed to the Michigan Supreme Court. If the state's high court decides to hear the case, it's unlikely that a ruling will be handed down until sometime next year.

### What Does This Mean for Michigan Employers?

- The minimum wage stays at \$10.10 per hour.
- The minimum wage for tipped employees stays at \$3.84 per hour.
- The Paid Medical Leave Act, which became effective in 2019, also remains in effect. This law requires employers with 50 or more workers to provide 40 hours per year of paid sick time for eligible employees.
- Employers are advised not to abandon plans for implementing an increase in minimum wage or adopting ESTA, as a Supreme Court decision or legislative action may revive both measures.

Foster Swift's employment law team will continue to monitor the progress of both critical issues and provide you with additional updates: