MILFORD
PUBLIC LIBRARY

BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, January 10, 2023
7:00 PM

1. Call to Order

2. Consent Agenda
    2.1. Approval of Minutes
        2.1.1. Regular Meeting: December 6, 2022
    2.2. Approval of Financial Reports and Invoices for November
    2.3. Director's Report
        2.3.1. Snapshot of Statistical Indicators
        2.3.2. Suggestion Box
        2.3.3. Staff Updates
        2.3.4. Building Updates
        2.3.5. TLN Update
        2.3.6. Friends of the Library Update
        2.3.7. Incident Reports

3. Approval of Agenda

4. Call to the Public

5. Unfinished Business
    5.1. Facility Improvements
        5.1.1. Sidewalks/Parking Lot
        5.1.2. Slow Door Closers
    5.2. Contract for Director
    5.3. Memorial for Judy Clemens
    5.4. Website Design RFP

6. New Business
    6.1. Annual Meeting
        6.1.1. Election of Officers
        6.1.2. Schedule of Meetings
        6.1.3. Schedule of Closed Dates 2023
        6.1.4. Annual Report
    6.2. Policy Revisions
    6.3. SenSource Visitor Count Proposal
    6.4. WiFi Access Point
    6.5. Open Forum

7. Communications

8. Adjournment

Policy: 704
Subject: Board Meeting Public Participation Policy
Reviewed: 08/26/2020
Approved: 10/29/2020
Revised:

1. The Board respects the rights of citizens to participate in the public meetings and asks that everyone adhere to the following Public Participation Guidelines:
   a. Members of the public are permitted to address a meeting of the Board of Trustees upon recognition by the President of the Board.
   b. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes.
   c. Agenda item 4 allows for Citizens' Comments on any non-agenda item.
   d. Where the Agenda provides Public Hearing comment, each person addressing the Board shall be limited to five (5) minutes regarding the specific Public Hearing item.
   e. The President of the Board may allow additional time at his/her discretion.
2. All remarks shall be addressed to the Board as a body, and not to any member.
   a. The Board will not respond to comments made during the public comment period unless it becomes necessary to ask a clarifying question, correct a factual error, or provide specific factual information.
   b. Issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.
3. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Board, may be requested to leave the meeting.
4. Interested parties, or their authorized representatives, may address the Board by written communication in regard to any matter concerning the Library by direct mail or by addressing the Library Director, and copies will be distributed to Trustees.

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday December 6, 2022 7:00 P.M.

Members Present: President Janet Keef, Vice President Barbara Harris, Trustee Megan Weeks and Acting Secretary Kimberly Gutierrez. Treasurer Donna Gramlich and Secretary Marianne McMunn were absent. 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 Barbara Harris. 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:** Director Hatch is in receipt of a proposal from the contractor, OHM. The proposal was received with insufficient time to provide a copy to the Library Board in advance of the meeting. This evening, the Board was presented a copy of the proposal for review. The contact at OHM has suggested meeting with the board himself, either at the next regular meeting, or at a special meeting, to explain the process after the board has had time to review the proposal. The Board agreed to move the January meeting to Tuesday, January 10, 2023 at 7:00 PM at which time the proposal will be discussed. Motion to change the January meeting date to 1/10/23 was made by Barbara Harris and seconded by Kimberly Gutierrez.
   5.1.2 **Slow Door Closers:** This matter is still pending.
   5.2 **Contract for Director:** Library Attorney, Mike Blum, has prepared a "sample" contract for Director Hatch. At this point, any further communication regarding a contract should take place between a Board member and the attorney.
   5.3 **Memorial for Judy Clemens:** Trustee Megan Weeks plans to contact the artist regarding the memorial.
   5.4 **Website Design RFP:** Numerous proposals, in a very wide range of costs, for a new website design have been received. Director Hatch has reviewed the proposals and feels that two of the proposals deserve serious consideration.

6. **New Business**:
  6.1. **MLA Conference 2022 Report**: Director Hatch attended the MLA Conference in October. She provided the Board a summary of the conference and the sessions that she attended there.
  6.2 **Budget Adjustment #2 of 2022**: Director Hatch explained the proposed Budget Adjustment. Some proceeds came in higher than expected. Some expenditures were increased, and Director Hatch explained which areas showed an increase and why. A motion was made by Megan Weeks to approve Budget Adjustment #2. The motion was seconded by Barbara Harris. All were in favor, the motion carried.
  6.3 **Employee Timesheets**: There have been continuing problems with "Quickbooks" the online timesheet/payroll provider. The Library Accountant, Joe Strauss, has suggested considering making a change to "On the Clock", a Michigan-based timesheet website that which would likely cost less than Quickbooks. Director Hatch has requested permission to change timekeeping companies should problems continue to occur with Quickbooks. A motion was made by Barbara Harris stating that if problems with Quickbooks are not resolved the library may move to "On The Clock", as recommended by the accountant. The motion was seconded by Kimberly Gutierrez. All were in favor, motion carried.
  6.4 **Policy 510 Playaway Launchpad Lending**: Policy 510 has been revised to extend the loan time on Playaway Launch Pads. The loan time will be extended from 1 week to 3 weeks.
  6.5 **Minimum Wage Increase January 2023**: A minimum wage increase for Shelvers has been budgeted for 2023, but the wage scale wasn't increased. Director Hatch requested that a pay scale be adopted to reflect a minimum wage of $10.10 and a maximum of $10.75. Megan Weeks moved to set a pay scale for Shelvers of $10.10 to $10.75. Barbara Harris seconded the motion. All were in favor. The motion carried.
  6.6 **Open Forum**: None

7. **Communications**: Information was provided by Director Hatch with regard to The Library of Michigan and membership in United for Libraries which offers educational opportunities for both library staff and board members. Kimberly Gutierrrez brought up recent challenge to books at the Salem/South Lyon Library. Current MPL policies were discussed. The Library attorney is currently reviewing policies. Some policy changes may be considered at the next meeting.

8. **Adjournment:** A motion to adjourn was made by Barbara Harris and seconded by Megan Weeks. All were in favor, the motion carried. At 7:50 P.M. the meeting was adjourned to January 10, 2023 at 7:00 p.m.

Respectfully submitted,

Kimberly Gutierrez   Mary VanDerworp
Acting Secretary   Recording Secretary

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

	Nov 30, 22	Nov 30, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
001 · Cash-Checking	108,783.32	164,603.18	-55,819.86
003 · Certificates of deposit	192,079.10	397,324.53	-205,245.43
004 · Impress Cash	593.05	755.41	-162.36
008 · Cash-Money market (HVSB)	206,635.56	206,184.61	450.95
017 · Investments (S/T)	1,406,623.56	743,225.26	663,398.30
Total Checking/Savings	1,914,714.59	1,512,092.99	402,621.60
Other Current Assets			
123 · Prepaid Expenses	46,773.16	53,016.75	-6,243.59
Total Other Current Assets	46,773.16	53,016.75	-6,243.59
Total Current Assets	1,961,487.75	1,565,109.74	396,378.01
TOTAL ASSETS	**1,961,487.75**	**1,565,109.74**	**396,378.01**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
202 · Accounts Payable*	8,493.95	28,780.96	-20,287.01
Total Accounts Payable	8,493.95	28,780.96	-20,287.01
Other Current Liabilities			
228 · Due to State of MI	1,857.48	1,628.78	228.70
229 · Due to Federal Government	5,836.38	5,106.94	729.44
231 · Payroll deductions payable	654.68	171.56	483.12
257 · Accrued Payroll	5,866.71	6,860.88	-994.17
Total Other Current Liabilities	14,215.25	13,768.16	447.09
Total Current Liabilities	22,709.20	42,549.12	-19,839.92
Total Liabilities	22,709.20	42,549.12	-19,839.92
Equity			
370 · FB - Nonspendable prepaids	46,773.16	53,016.75	-6,243.59
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	388,524.13	373,502.68	15,021.45
Net Income	508,402.16	516,785.09	-8,382.93
Total Equity	1,938,778.55	1,522,560.62	416,217.93
TOTAL LIABILITIES & EQUITY	**1,961,487.75**	**1,565,109.74**	**396,378.01**

Milford Public Library

Fund Balance
November 30, 2022

	12/31/2019	12/31/2020	12/31/2021	10/31/2022	11/30/2022	YTD Variance
General Fund:						
Fund balance-Non spendable	$ 35,999.48	$ 37,518.63	45,985.99	$ 44,386.44	46,773.16	$ 787.17
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	390,910.85	388,524.13	$ 7,990.69
YTD income (loss)	93,813.21	116,757.41	424,600.86	606,237.29	508,402.16	$ 83,801.30
Fund Balance (Modified Accrual)	$ 889,018.12	$ 1,005,775.53	1,430,376.39	2,036,613.68	1,938,778.55	$ 508,402.16
Modified accrual fund balance growth	12.2%	13.5%	42.6%	50.9%	38.8%	
General Fixed Assets Account Group (GFAAG):						
Beginning Balance	548,921.17	539,457.11	662,439.49	672,380.67	672,380.67	$ 9,941.18
YTD Additions	89,702.27	223,034.38	112,120.30	149,709.88	162,825.46	$ 50,705.16
YTD Dispositions (NBV)	-	-	-	-	-	$ -
Depreciation	(99,166.33)	(100,052.00)	(102,179.12)	(81,514.17)	(89,665.58)	$ 12,513.54
Ending Balance	539,457.11	662,439.49	672,380.67	740,576.38	745,540.55	$ 73,159.88
Full Accrual Adjustments	(14,016.00)	(17,360.11)	(17,082.50)	(17,082.50)	(17,082.50)	-
Fund Balance (Full Accrual)	$ 1,414,459.23	$ 1,650,854.91	$ 2,085,674.56	$ 2,760,107.56	$ 2,667,236.60	$ 581,562.04
Full accrual fund balance growth	7.0%	8.2%	19.8%	38.8%	30.4%	

Milford Public Library

Fund Balance
November 30, 2022

	12/31/2019	12/31/2020	12/31/2021	10/31/2022	11/30/2022	YTD Variance
Non-Spendable:						
Prepaid Expenses	35,999.48	37,518.63	45,985.99	44,386.44	46,773.16	787.17
Other	-	-	-	-	-	-
	$ 35,999.48	$ 37,518.63	$ 45,985.99	44,386.44	46,773.16	$ 787.17
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 Croy Memorial	2,131.50	2,131.50	2,132.00	-	-	(2,132.00)
Other	-	-	-	-	-	-
	$ 75,289.00	$ 75,289.00	$ 387,177.00	803,000.00	803,000.00	$ 415,823.00
Full Accrual Adjustments:						
Accrued unemployment	-	-	-	-	-	-
Accrued sick pay	14,016.00	17,360.11	17,082.50	17,082.50	17,082.50	-
Other	-	-	-	-	-	-
	$ 14,420.00	$ 17,360.11	$ 17,082.50	17,082.50	17,082.50	$ -
General Fixed Assets Account Group (GFAAG):						
YTD Additions- Bldg/Land Improvements	10,485.38	136,692.44	13,708.48	70,878.16	73,283.16	59,574.68
YTD Additions-Furn & Fixtures	10,630.00	15,996.00	930.00	819.00	819.00	(111.00)
YTD Additions-Equipment	7,131.86	6,424.38	20,943.89	3,551.04	3,962.28	(16,981.61)
YTD Additions-Collections	61,455.03	63,921.56	78,790.06	74,461.68	84,761.02	5,970.96
Total YTD Additions	$ 89,702.27	$ 223,034.38	$ 114,372.43	149,709.88	162,825.46	$ 48,453.03

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Nov 22		Jan - Nov 22	% YTD	
Income					
400 · Revenue					
401 · Taxes revenue					
402 · Current real property taxes	0.00		1,522,231.55	0.0%	
410 · Current personal property tax	0.00		12,545.58	0.0%	
412 · Delinquent personal prop tax	74.15		74.15	100.0%	
437 · Industrial Facilities Tax	0.00		7,300.50	0.0%	
Total 401 · Taxes revenue		74.15	1,542,151.78	0.0%	
539 · State grants					
540 · State Penal Fines	0.00		25,537.02	0.0%	
569 · State Grants-other	0.00		18,511.68	0.0%	
573 · Local stabilization share	0.00		92,497.32	0.0%	
Total 539 · State grants		0.00	136,546.02	0.0%	
600 · Charges for services					
626 · Services Rendered	9.00		139.00	6.5%	
642 · Services-Sales	178.45		2,042.70	8.7%	
Total 600 · Charges for services		187.45	2,181.70	8.6%	
655 · Fines & forfiets					
655.01 · Fines/Fees/Lost Books/Cards	130.89		3,126.40	4.2%	
Total 655 · Fines & forfiets		130.89	3,126.40	4.2%	
664 · Investment income/rents					
665 · Interest Income	660.56		7,213.65	9.2%	
667 · Rents	300.00		600.00	50.0%	
Total 664 · Investment income/rents		960.56	7,813.65	12.3%	
672 · Other revenue-general					
674 · Private contributions/donations	0.91		2,203.30	0.0%	
689 · Cash over/short	-1.00		0.98	-102.0%	
672 · Other revenue-general - Other	0.00		28,975.81	0.0%	
Total 672 · Other revenue-general		-0.09	31,180.09	-0.0%	
Total 400 · Revenue		1,352.96	1,722,999.64		0.1%
Total Income		1,352.96	1,722,999.64		0.1%
Expense					
700 · Expenditures/expenses					
701 · Personnel services					
702 · Salaries	30,609.11		363,771.67	8.4%	
703 · Wages-part time employees	20,258.17		185,154.51	10.9%	
709 · Employer's Social Security	3,825.14		41,088.01	9.3%	
716 · Defined cont ret plan expense	1,210.15		1,195.56	101.2%	
718 · Health/dental insurance expense	3,634.71		56,040.78	6.5%	
725 · Insurance-Workers Comp	0.00		821.00	0.0%	
Total 701 · Personnel services		59,537.28	648,071.53	9.2%	
726 · Supplies					
727 · Supplies-Office/general	1,743.66		15,535.30	11.2%	
729 · Covid-19 response supplies	38.74		1,072.19	3.6%	
730 · Collections Maintenance	2,009.44		6,235.05	32.2%	
Total 726 · Supplies		3,791.84	22,842.54	16.6%	
800 · Other services & charges					
801 · Professional Services	2,685.00		28,302.68	9.5%	
804 · Automation					
804.1 · Electronic content delivery	3,560.37		28,495.45	12.5%	
804 · Automation - Other	447.33		50,702.25	0.9%	
Total 804 · Automation		4,007.70	79,197.70	5.1%	
805 · TLN Central Services	-3,746.77		83.33	-4,496.3%	
815 · Computer services	958.33		10,600.70	9.0%	
820 · Waste & rubbish disposal	115.06		1,040.66	11.1%	
850 · Communications	233.06		2,899.47	8.0%	
861 · Transportation-mileage reimbs	15.00		99.87	15.0%	
880 · Community promotion					
881 · Adv. & Promotion	0.00		10,133.66	0.0%	
Total 880 · Community promotion		0.00	10,133.66	0.0%	
901 · Postage	120.00		2,643.97	4.5%	
920 · Utilities					
921 · Utilities-Sewage	0.00		925.15	0.0%	
922 · Utilities-Water	0.00		2,218.83	0.0%	
923 · Utilities-Electric	4,858.11		75,717.60	6.4%	
924 · Utilities-Natural gas	928.65		13,196.90	7.0%	
920 · Utilities - Other	-35.00		-35.00	100.0%	
Total 920 · Utilities		5,751.76	92,023.48	6.3%	
930 · Land & building repair services	9,669.35		116,675.96	8.3%	
955 · Miscellaneous	0.00		3.38	0.0%	

Figures presented on modified accrual basis of accounting.

Milford Public Library

Stmt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Nov 22	Jan - Nov 22	% YTD	
960 · Property/ liability insurance	1,176.00	11,155.10	10.5%	
965 · Professional development				
965.01 · Conferences	0.00	955.99	0.0%	
965.02 · Travel	0.00	644.12	0.0%	
965.03 · Memberships & dues	0.00	1,408.99	0.0%	
965 · Professional development - Ot...	35.00	180.45	19.4%	
Total 965 · Professional development	35.00	3,189.55	1.1%	
967 · Project costs (programming_				
967-A · Programming - Adult	9.66	5,421.04	0.2%	
967-O · Other Misc Communications	801.00	6,615.18	12.1%	
967-YA · Programming - Teens	201.45	2,862.33	7.0%	
967-YS · Programming - Youth Svcs.	699.84	7,909.89	8.8%	
Total 967 · Project costs (programming_	1,711.95	22,808.44	7.5%	
Total 800 · Other services & charges	22,731.44	380,857.95		6.0%
970 · Capital Outlay				
975 · Buildings & improvements	0.00	73,283.16	0.0%	
980 · Office furniture & fixtures	0.00	819.00	0.0%	
981 · Office equipment	411.24	3,962.28	10.4%	
982-A · Books - Adult	2,978.42	31,475.09	9.5%	
982-YA · Books - Teens	306.02	4,955.13	6.2%	
982-YS · Books - Youth Services	2,324.70	25,392.69	9.2%	
985-A · Audio Visual - Adult	352.21	6,262.38	5.6%	
985-YA · Audio Visual - Teens	74.24	976.24	7.6%	
985-YS · Audio Visual - Youth Services	3,430.76	8,532.73	40.2%	
986 · Periodicals	630.39	7,166.76	8.8%	
Total 970 · Capital Outlay	10,507.98	162,825.46		6.5%
Total 700 · Expenditures/expenses	96,568.54	1,214,597.48		8.0%
Total Expense	96,568.54	1,214,597.48		8.0%
Net Income	-95,215.58	508,402.16		-18.7%

Figures presented on modified accrual basis of accounting.

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

	Jan - Nov 22	Budget	$ Over Budget	% of Budget
Income				
400 · Revenue				
401 · Taxes revenue				
402 · Current real property taxes	1,522,231.55	1,521,000.00	1,231.55	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%
Total 401 · Taxes revenue	1,542,151.78	1,540,000.00	2,151.78	100.1%
539 · State grants				
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 stablization share	92,497.32	92,000.00	497.32	100.5%
Total 539 · State grants	136,546.02	133,500.00	3,046.02	102.3%
600 · Charges for services				
626 · Services Rendered	139.00	100.00	39.00	139.0%
642 · Services-Sales	2,042.70	1,000.00	1,042.70	204.3%
Total 600 · Charges for services	2,181.70	1,100.00	1,081.70	198.3%
655 · Fines & forfiets				
655.01 · Fines/Fees/Lost Books/Cards	3,126.40	1,000.00	2,126.40	312.6%
Total 655 · Fines & forfiets	3,126.40	1,000.00	2,126.40	312.6%
664 · Investment income/rents				
665 · Interest Income	7,213.65	12,000.00	-4,786.35	60.1%
667 · Rents	600.00	600.00	0.00	100.0%
Total 664 · Investment income/rents	7,813.65	12,600.00	-4,786.35	62.0%
672 · Other revenue-general				
674 · Private contributions/donations	2,203.30	5,500.00	-3,296.70	40.1%
689 · Cash over/short	0.98	0.00	0.98	100.0%
672 · Other revenue-general - Other	28,975.81	3,000.00	25,975.81	965.9%
Total 672 · Other revenue-general	31,180.09	8,500.00	22,680.09	366.8%
Total 400 · Revenue	1,722,999.64	1,696,700.00	26,299.64	101.6%
Total Income	1,722,999.64	1,696,700.00	26,299.64	101.6%
Expense				
700 · Expenditures/expenses				
701 · Personnel services				
702 · Salaries	363,771.67	490,600.00	-126,828.33	74.1%
703 · Wages-part time employees	185,154.51	176,000.00	9,154.51	105.2%
709 · Employer's Social Security	41,088.01	51,000.00	-9,911.99	80.6%
716 · Defined cont ret plan expense	1,195.56	15,000.00	-13,804.44	8.0%
718 · Health/dental insurance expense	56,040.78	81,960.00	-25,919.22	68.4%
725 · Insurance-Workers Comp	821.00	1,300.00	-479.00	63.2%
Total 701 · Personnel services	648,071.53	815,860.00	-167,788.47	79.4%
726 · Supplies				
727 · Supplies-Office/general	15,535.30	17,000.00	-1,464.70	91.4%
729 · Covid-19 response supplies	1,072.19	5,000.00	-3,927.81	21.4%
730 · Collections Maintenance	6,235.05	10,000.00	-3,764.95	62.4%
Total 726 · Supplies	22,842.54	32,000.00	-9,157.46	71.4%
800 · Other services & charges				
801 · Professional Services	28,302.68	46,350.00	-18,047.32	61.1%
804 · Automation				
804.1 · Electronic content delivery	28,495.45	52,000.00	-23,504.55	54.8%
804 · Automation - Other	50,702.25	52,500.00	-1,797.75	96.6%

Figures presented on modified accrual basis.

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

	Jan - Nov 22	Budget	$ Over Budget	% of Budget
Total 804 · Automation	79,197.70	104,500.00	-25,302.30	75.8%
805 · TLN Central Services	83.33	7,200.00	-7,116.67	1.2%
815 · Computer services	10,600.70	15,000.00	-4,399.30	70.7%
820 · Waste & rubbish disposal	1,040.66	1,500.00	-459.34	69.4%
850 · Communications	2,899.47	3,640.00	-740.53	79.7%
861 · Transportation-mileage reimbs	99.87	2,000.00	-1,900.13	5.0%
880 · Community promotion				
881 · Adv. & Promotion	10,133.66	15,050.00	-4,916.34	67.3%
Total 880 · Community promotion	10,133.66	15,050.00	-4,916.34	67.3%
901 · Postage	2,643.97	4,200.00	-1,556.03	63.0%
920 · Utilities				
921 · Utilities-Sewage	925.15	2,000.00	-1,074.85	46.3%
922 · Utilities-Water	2,218.83	3,000.00	-781.17	74.0%
923 · Utilities-Electric	75,717.60	87,000.00	-11,282.40	87.0%
924 · Utilities-Natural gas	13,196.90	12,000.00	1,196.90	110.0%
920 · Utilities - Other	-35.00			
Total 920 · Utilities	92,023.48	104,000.00	-11,976.52	88.5%
930 · Land & building repair services	116,675.96	128,100.00	-11,424.04	91.1%
940 · Rent	0.00	10.00	-10.00	0.0%
955 · Miscellaneous	3.38	240.00	-236.62	1.4%
960 · Property/ liability insurance	11,155.10	15,000.00	-3,844.90	74.4%
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%
Total 965 · Professional development	3,189.55	9,800.00	-6,610.45	32.5%
967 · Project costs (programming_				
967-A · Programming - Adult	5,421.04	8,000.00	-2,578.96	67.8%
967-O · Other Misc Communications	6,615.18	7,200.00	-584.82	91.9%
967-YA · Programming - Teens	2,862.33	3,000.00	-137.67	95.4%
967-YS · Programming - Youth Svcs.	7,909.89	9,000.00	-1,090.11	87.9%
Total 967 · Project costs (programming_	22,808.44	27,200.00	-4,391.56	83.9%
Total 800 · Other services & charges	380,857.95	483,940.00	-103,082.05	78.7%
970 · Capital Outlay				
974 · Land improvements	0.00	10,000.00	-10,000.00	0.0%
975 · Buildings & improvements	73,283.16	100,000.00	-26,716.84	73.3%
980 · Office furniture & fixtures	819.00	12,000.00	-11,181.00	6.8%
981 · Office equipment	3,962.28	14,500.00	-10,537.72	27.3%
982-A · Books - Adult	31,475.09	40,000.00	-8,524.91	78.7%
982-YA · Books - Teens	4,955.13	5,000.00	-44.87	99.1%
982-YS · Books - Youth Services	25,392.69	30,000.00	-4,607.31	84.6%
985-A · Audio Visual - Adult	6,262.38	8,000.00	-1,737.62	78.3%
985-YA · Audio Visual - Teens	976.24	1,300.00	-323.76	75.1%
985-YS · Audio Visual - Youth Services	8,532.73	11,600.00	-3,067.27	73.6%
986 · Periodicals	7,166.76	9,000.00	-1,833.24	79.6%
Total 970 · Capital Outlay	162,825.46	241,400.00	-78,574.54	67.5%
Total 700 · Expenditures/expenses	1,214,597.48	1,573,200.00	-358,602.52	77.2%
Total Expense	1,214,597.48	1,573,200.00	-358,602.52	77.2%
Net Income	508,402.16	123,500.00	384,902.16	411.7%

Figures presented on modified accrual basis.

Milford Public Library
Check Detail
November 30 through December 15, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**14740**	**11/30/2022**	**AFLAC**	**001.01 · Cash-Checking (Flagstar)**		**-264.11**
Bill	621979	11/12/2022		231 · Payroll deductions payable	-264.11	264.11
TOTAL					**-264.11**	**264.11**
Bill Pmt -Check	**14741**	**11/30/2022**	**Delta Dental Plan of Michigan**	**001.01 · Cash-Checking (Flagstar)**		**-680.40**
Bill	RIS000454...	12/01/2022		231 · Payroll deductions payable	-362.88	388.80
				231 · Payroll deductions payable	-317.52	340.20
TOTAL					**-680.40**	**729.00**
Bill Pmt -Check	**14742**	**11/30/2022**	**Demco, Inc.**	**001.01 · Cash-Checking (Flagstar)**		**-407.11**
Bill	7221783	11/18/2022		730 · Collections Maintenance	-407.11	407.11
TOTAL					**-407.11**	**407.11**
Bill Pmt -Check	**14743**	**11/30/2022**	**DTE Energy**	**001.01 · Cash-Checking (Flagstar)**		**-5,751.76**
Bill	Nov22	11/18/2022		923 · Utilities-Electric	-4,828.73	4,858.11
				924 · Utilities-Natural gas	-923.03	928.65
TOTAL					**-5,751.76**	**5,786.76**
Bill Pmt -Check	**14744**	**11/30/2022**	**Erik Wittrup**	**001.01 · Cash-Checking (Flagstar)**		**-360.00**
Bill	Prog121422	09/19/2022		967-A · Programming - Adult	-360.00	360.00
TOTAL					**-360.00**	**360.00**
Bill Pmt -Check	**14745**	**11/30/2022**	**Findaway World LLC**	**001.01 · Cash-Checking (Flagstar)**		**-4,497.55**
Bill	411864	11/15/2022		730 · Collections Maintenance	-77.94	77.94
Bill	412272	11/17/2022		730 · Collections Maintenance	-1,109.81	1,109.81
Bill	412430	11/21/2022		985-YS · Audio Visual - Youth Services	-3,309.80	3,309.80
TOTAL					**-4,497.55**	**4,497.55**
Bill Pmt -Check	**14746**	**11/30/2022**	**Frontier**	**001.01 · Cash-Checking (Flagstar)**		**-103.82**
Bill	Nov22	11/19/2022		850 · Communications	-103.82	103.82

Milford Public Library
Check Detail
November 30 through December 15, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-103.82	103.82
Bill Pmt -Check	14747	11/30/2022	GFL Environmental	001.01 · Cash-Checking (Flagstar)		-115.06
Bill	0058254515	11/14/2022		820 · Waste & rubbish disposal	-115.06	115.06
TOTAL					-115.06	115.06
Bill Pmt -Check	14748	11/30/2022	Ingram Library Services	001.01 · Cash-Checking (Flagstar)		-544.96
Bill	72559200	11/10/2022		982-YS · Books - Youth Services	-197.21	197.21
Bill	72559199	11/10/2022		982-YS · Books - Youth Services	-6.17	6.17
Bill	72575741	11/11/2022		982-YS · Books - Youth Services	-10.44	10.44
Bill	72575740	11/11/2022		982-A · Books - Adult	-118.67	118.67
Bill	72575739	11/11/2022		982-YS · Books - Youth Services	-10.04	10.04
Bill	72604751	11/14/2022		982-YS · Books - Youth Services	-17.88	17.88
Bill	72604750	11/14/2022		982-A · Books - Adult	-11.13	11.13
Bill	72629502	11/15/2022		982-YS · Books - Youth Services	-11.69	11.69
Bill	72629501	11/15/2022		982-A · Books - Adult	-82.23	82.23
Bill	72668275	11/16/2022		982-A · Books - Adult	-79.50	79.50
TOTAL					-544.96	544.96
Bill Pmt -Check	14749	11/30/2022	Nationwide	001.01 · Cash-Checking (Flagstar)		-1,210.15
Bill	Dobson22	11/29/2022		716 · Defined cont ret plan expense	-1,210.15	1,210.15
TOTAL					-1,210.15	1,210.15
Bill Pmt -Check	14750	11/30/2022	Quill Corporation	001.01 · Cash-Checking (Flagstar)		-393.13
Bill	29008611	11/15/2022		727 · Supplies-Office/general	-297.75	392.09
Bill	29098764	11/18/2022		727 · Supplies-Office/general	-95.38	95.38
TOTAL					-393.13	487.47
Bill Pmt -Check	14751	11/30/2022	Rose Pest Solutions	001.01 · Cash-Checking (Flagstar)		-81.00
Bill	31046477	11/15/2022		930 · Land & building repair services	-81.00	81.00
TOTAL					-81.00	81.00
Bill Pmt -Check	14752	11/30/2022	Rosen Publishing	001.01 · Cash-Checking (Flagstar)		-20.45

Milford Public Library
Check Detail
November 30 through December 15, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	RSL1774551	11/09/2022		982-YS · Books - Youth Services	-20.45	20.45
TOTAL					-20.45	20.45
Bill Pmt -Check	14753	11/30/2022	Technology Solutions, LLC	001.01 · Cash-Checking (Flagstar)	-600.00	-600.00
Bill	24191	12/01/2022		930 · Land & building repair services	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	14754	11/30/2022	Flagstar	001.01 · Cash-Checking (Flagstar)	-2,975.74	-2,975.74
Bill	Nov22	11/24/2022		727 · Supplies-Office/general	-238.01	238.01
				804.1 · Electronic content delivery	-150.00	150.00
				967-YA · Programming - Teens	-201.45	201.45
				967-YS · Programming - Youth Svcs.	-667.00	667.00
				982-A · Books - Adult	-299.49	299.49
				985-A · Audio Visual - Adult	-280.21	280.21
				985-YA · Audio Visual - Teens	-74.24	74.24
				985-YS · Audio Visual - Youth Services	-15.98	15.98
				729 · Covid-19 response supplies	-38.74	38.74
				930 · Land & building repair services	-975.62	975.62
				965 · Professional development	-35.00	35.00
TOTAL					-2,975.74	2,975.74
Bill Pmt -Check	14755	12/07/2022	Clearfly	001.01 · Cash-Checking (Flagstar)	-129.24	-129.24
Bill	INV471663	12/01/2022		850 · Communications	-129.24	129.24
TOTAL					-129.24	129.24
Bill Pmt -Check	14756	12/07/2022	Gale/Cengage Learning	001.01 · Cash-Checking (Flagstar)	-52.48	-52.48
Bill	79688630	11/23/2022		982-A · Books - Adult	-52.48	52.48
TOTAL					-52.48	52.48
Bill Pmt -Check	14757	12/07/2022	Goyette Mechanical	001.01 · Cash-Checking (Flagstar)	-2,405.00	-2,405.00
Bill	9101027729	10/12/2022		975 · Buildings & improvements	-2,405.00	2,405.00
TOTAL					-2,405.00	2,405.00
Bill Pmt -Check	14758	12/07/2022	Ingram Library Services	001.01 · Cash-Checking (Flagstar)		-189.65

Milford Public Library
Check Detail
November 30 through December 15, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	72708415	11/18/2022		982-A · Books - Adult	-16.96	16.96
Bill	72708416	11/18/2022		982-YS · Books - Youth Services	-38.42	38.42
Bill	72708417	11/18/2022		982-YS · Books - Youth Services	-50.67	50.67
Bill	72744035	11/21/2022		982-YS · Books - Youth Services	-5.49	5.49
Bill	72744034	11/21/2022		982-A · Books - Adult	-11.15	11.15
Bill	72744033	11/21/2022		982-YS · Books - Youth Services	-34.75	34.75
Bill	72811240	11/23/2022		982-YS · Books - Youth Services	-22.32	22.32
Bill	72811241	11/23/2022		982-YS · Books - Youth Services	-9.89	9.89
TOTAL					-189.65	189.65
Bill Pmt -Check	14759	12/07/2022	J.E. Strauss Consulting/CPA, LLC	001.01 · Cash-Checking (Flagstar)		-1,163.00
Bill	2413	11/30/2022		801 · Professional Services	-1,032.00	1,032.00
Bill				801 · Professional Services	-131.00	131.00
TOTAL					-1,163.00	1,163.00
Bill Pmt -Check	14760	12/07/2022	Kanopy, Inc.	001.01 · Cash-Checking (Flagstar)		-73.35
Bill	277772	11/30/2022		804.1 · Electronic content delivery	-42.75	42.75
Bill	325377	11/30/2022		804.1 · Electronic content delivery	-30.60	30.60
TOTAL					-73.35	73.35
Bill Pmt -Check	14761	12/07/2022	Mary VanDerworp	001.01 · Cash-Checking (Flagstar)		-135.00
Bill	110922	11/09/2022		861 · Transportation-mileage reimbs	-15.00	15.00
				901 · Postage	-120.00	120.00
TOTAL					-135.00	135.00
Bill Pmt -Check	14762	12/07/2022	Petty Cash*	001.01 · Cash-Checking (Flagstar)		-9.66
Bill	112722	11/27/2022		004.01 · Petty Cash	-9.66	9.66
TOTAL					-9.66	9.66
Bill Pmt -Check	14763	12/07/2022	Quill Corporation	001.01 · Cash-Checking (Flagstar)		-483.76
Bill	29099039	11/18/2022		727 · Supplies-Office/general	-72.52	72.52
Bill	29094540	11/18/2022		981 · Office equipment	-411.24	411.24
TOTAL					-483.76	483.76

Milford Public Library
Check Detail
November 30 through December 15, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	**14764**	**12/07/2022**	**T-Mobile**	**001.01 · Cash-Checking (Flagstar)**		**-801.00**
Bill	Nov22	11/25/2022		967-O · Other Misc Communications	-801.00	801.00
TOTAL					-801.00	801.00
Bill Pmt -Check	**14765**	**12/07/2022**	**Lawson Printers**	**001.01 · Cash-Checking (Flagstar)**		**-740.00**
Bill	98886	12/06/2022		901 · Postage	-740.00	740.00
TOTAL					-740.00	740.00
Bill Pmt -Check	**14766**	**12/14/2022**	**Absopure Water Company**	**001.01 · Cash-Checking (Flagstar)**		**-23.90**
Bill	88620124	11/17/2022		727 · Supplies-Office/general	-5.90	5.90
Bill	59748067	11/30/2022		727 · Supplies-Office/general	-18.00	18.00
TOTAL					-23.90	23.90
Bill Pmt -Check	**14767**	**12/14/2022**	**Blackstone Publishing**	**001.01 · Cash-Checking (Flagstar)**		**-679.61**
Bill	2075965	12/01/2022		985-A · Audio Visual - Adult	-378.13	378.13
Bill	2076002	12/01/2022		985-A · Audio Visual - Adult	-301.48	301.48
TOTAL					-679.61	679.61
Bill Pmt -Check	**14768**	**12/14/2022**	**Blue Cross Blue Shield of Michigan**	**001.01 · Cash-Checking (Flagstar)**		**-4,490.06**
Bill	153079656	12/07/2022		718 · Health/dental insurance expense	-4,479.28	4,479.28
				718 · Health/dental insurance expense	-10.78	10.78
TOTAL					-4,490.06	4,490.06
Bill Pmt -Check	**14769**	**12/14/2022**	**Clearfly**	**001.01 · Cash-Checking (Flagstar)**		**0.00**
TOTAL					0.00	0.00
Bill Pmt -Check	**14770**	**12/14/2022**	**Culligan**	**001.01 · Cash-Checking (Flagstar)**		**-154.09**
Bill	781713	11/30/2022		930 · Land & building repair services	-154.09	154.09
TOTAL					-154.09	154.09

Milford Public Library
Check Detail
November 30 through December 15, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14771	12/14/2022	Findaway World LLC	001.01 · Cash-Checking (Flagstar)		-217.96
Bill	413651	11/30/2022		985-YS · Audio Visual - Youth Services	-104.98	104.98
Bill	413957	12/01/2022		985-YS · Audio Visual - Youth Services	-112.98	112.98
TOTAL					-217.96	217.96
Bill Pmt -Check	14772	12/14/2022	Foster Swift Collins & Smith PC	001.01 · Cash-Checking (Flagstar)		-22.50
Bill	848378	12/02/2022		801 · Professional Services	-22.50	22.50
TOTAL					-22.50	22.50
Bill Pmt -Check	14773	12/14/2022	Gale/Cengage Learning	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14774	12/14/2022	Goyette Mechanical	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14775	12/14/2022	Ingram Library Services	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14776	12/14/2022	J.E. Strauss Consulting/CPA, LLC	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14777	12/14/2022	Jani-King of Michigan, Inc.	001.01 · Cash-Checking (Flagstar)		-3,081.00
Bill	DET122201...	12/01/2022		930 · Land & building repair services	-3,081.00	3,081.00
TOTAL					-3,081.00	3,081.00
Bill Pmt -Check	14778	12/14/2022	Kanopy, Inc.	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14779	12/14/2022	Mary VanDerworp	001.01 · Cash-Checking (Flagstar)		0.00

Milford Public Library
Check Detail
November 30 through December 15, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					0.00	0.00
Bill Pmt -Check	14780	12/14/2022	Midwest Tape	001.01 · Cash-Checking (Flagstar)		-736.79
Bill	503039732	11/30/2022		804.1 · Electronic content delivery	-736.79	736.79
TOTAL					-736.79	736.79
Bill Pmt -Check	14781	12/14/2022	Petty Cash*	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	
Bill Pmt -Check	14782	12/14/2022	Quill Corporation	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	
Bill Pmt -Check	14783	12/14/2022	Redhen Design	001.01 · Cash-Checking (Flagstar)		-82.00
Bill	2062	11/28/2022		801 · Professional Services	-82.00	82.00
TOTAL					-82.00	82.00
Bill Pmt -Check	14784	12/14/2022	T-Mobile	001.01 · Cash-Checking (Flagstar)		0.00
TOTAL					0.00	
Bill Pmt -Check	14785	12/14/2022	Petty Cash*	001.01 · Cash-Checking (Flagstar)		-11.95
Bill	103022	12/08/2022		004.01 · Petty Cash	-11.95	11.95
TOTAL					-11.95	11.95
Bill Pmt -Check	14786	12/14/2022	Blackstone Publishing	001.01 · Cash-Checking (Flagstar)		-202.60
Bill	2054216	07/22/2022		985-A · Audio Visual - Adult	-130.61	182.37
Bill	2057049	08/09/2022		985-A · Audio Visual - Adult	-71.99	71.99
TOTAL					-202.60	254.36

SUGGESTION BOX AND RANDOM COMMENTS

From Dawn Chlebo, Circulation Services Coordinator, received in person: a "warning" from a patron about another patron (Ron) who appears to be unhoused using the library. Patron says if we are welcoming to the unhoused, they will tell all their buddies to come here and then all our "regular" patrons will not come in. *This patron was not an issue (other than one incident of him storing some food in one of the Tutorial Rooms – he was asked not to and it ceased being an issue). On Tuesday, December 27, this patron was found deceased on the property of the YMCA, having likely succumbed to the elements. The Police Department offered help to Ron often, but he would not accept it.*

STAFF UPDATES

STAFF ANNIVERSARIES: January
Karen Sparks, Adult Services Assistant, 1 year

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

BUILDING UPDATES

On 12/15, we experienced two roof leaks (one in adult area, one in youth area) after a night of rain. Pre-pandemic, we used to contact Tallon Roofing for any roof repairs. It appears that they are out of business. Utilizing a statewide database (No Reservations Recommendations) compiled by Library Directors, I identified CEI Roofing as a company to contact in the general area. They come out same day to try and find where the leaks are coming from (this is difficult with our sloped roof).

On 12/14, I contacted Synergy Electric about a bollard light that is not working and another one that is flashing. In addition, they will check out flagpole lights which are not working (this is a common issue as they lights fill with water). Our flag is not currently in place since we need to replace the counterweight, which is on order.

TLN UPDATES
None

FRIENDS OF THE LIBRARY UPDATE
The FOL Board will next meet in January.

INCIDENT REPORTS
None

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

November 30   Spotlight on Safety: Addressing Threats in Public Libraries

December 1   What is HealthiestYou?

December 5   Onside meeting with Robin Daniels from Senator Gary Peter's Office

December 9   Statewide Directors' Meeting

December 14   TLN Directors' Meeting

December 14   A Shark and A Unicorn Walk into a Library: Tips & Tricks to Boost Staff Morale

Adult Department Report

November 2022

Our monthly book discussion series continued with *Travels with Charley: In Search of America* by John Steinbeck. Ten people attended the discussion on November 21.

Author and historian John Wukovits discussed his book *Dogfight Over Tokyo* which tells the story of Air Group 88's pilots and crew through their eyes. 17 people attended this program on November 2.

Michigan true crime author Tobin Buhk returned to the library for a program on his latest book *Cold Case Michigan* about some of the most vexing unsolved cold cases in Michigan. 25 people attended this program on November 9.

Former U.S. Army Captain Walter Pheeney was here to talk about his experiences during the Vietnam War. A small but covert top secret intelligence gathering team was sent to surveil the remote jungles of Southeast Asia. What was uncovered became known as the Ho Chi Minh Trail. 43 people attended this program on November 15.

A representative from Area Agency on Aging 1B was here on October 20 to talk about Medicare. What's New to Medicare discussed the changes to Medicare and its various components in 2023. Nineteen people attended this program on November 16.

David Stokes conducted three outreach visits in November.

Karin Boughey attended the Huron Valley Family Resource Night with teen librarian Meg Bruce on November 3. Various agencies within the Huron Valley Schools service area had a table to promote their services to families in the school district.

Adult staff proctored one exam in November.

Respectfully submitted.

Karin Boughey

Head of Adult Services

Youth Services Report November 2022

Kelli started off the month of November by finishing up a session of Read, Rhyme, and Romp. She then did some redecorating in the youth department, replacing the Halloween decorations with fall/Thanksgiving items.

There was a week break between storytime sessions, so Kelli took this time to plan out the next three-week session of Read, Rhyme, and Romp. The themes for each storytime were; the farm, turkey time, and cookies! The kids enjoyed meeting some new animal puppets each week, especially Tom Turkey. It was a full session and each week averaged over 20 people in attendance.

Kelli spent some time planning out future programs for the upcoming newsletter. Together with Heather, Whitney, and Grace, they finalized dates and programs for January-March.

Kelli worked with Heather to complete the Thanksgiving Activity bags that went out on November 14. She and Heather also began planning the Holiday Activity bags for December for 12 toddlers, 24 preschoolers, and 24 1st-3rd graders. They purchased crafts and found printables for each age group. They also put together the scavenger hunt for December.

Kelli began making crafts for the Holiday Sensory Fun program she and Heather will be doing on December 8. This program is for children 6 months-5 years, so Kelli found some simple crafts for even the youngest ones to do. They also discussed what activities they will be putting out for the kids to play with, such as sensory bins and play-dough.

After the Thanksgiving holiday, Kelli started getting the Youth Department ready for Christmas. She hung some bulb cut-outs on the walls and changed the scene above the Know and Grow to a gingerbread house. She also started gathering items for new display cases.

Heather weeded the Youth music CDs, the Youth and Tween books on CD, the Halloween books, and the Jewish holiday books. Replacements were suggested for some worn items in the Halloween and Jewish holiday collections.

Heather also chose books for 13 tween book boxes and put together many activities for them. She placed a large Launchpad order focused on Launchpads for kids 8 and older since we did not have any.

She placed a Wonderbook order focused on chapter books and added singalong Christmas titles. With Meg, she helped plan the Mini Zen Gardens for tweens and teens.

Early in the month of November, Whitney finalized her plans for the three sessions of Preschool Storytime that occurred in November. 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 Thankful PJ Storytime and hosted the event.

Whitney started planning for the Break-In Bags that will go out in December for fourth through sixth graders. The bags will have a holiday 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 also weeded books from the JER section and refilled the book displays as the books were checked out and the shelves began to empty. Lastly, Whitney continued to monitor the 1,000 Books Before Kindergarten Program.

Grace started cleaning and organizing the youth department's back closet to make it easier to navigate. When the project is done it will give us a better idea of what supplies we have. She also organized the front cabinet that contains all of our storage bags and laminating supplies.

Grace updated a portion of the youth section of the website. She went through the homework help section and updated or removed broken links. She also removed links with outdated information.

The youth department worked together to brainstorm a storage solution for the launchpads. Kelli had a great idea that we should use the old magazine holders. Grace worked on cleaning them and creating labels for them. When this project is complete, the launchpad boxes will be out on the shelf, while the tablets will be stored behind the desk in the magazine holders. We hope that this will increase circulation.

Grace worked on updating the board game flip book. Our collection has grown significantly since the flip book was first created, and it is no longer feasible to include a description of every game. The newly finished flipbook will contain a picture of the item, the title, age range, playing time, number of players, and shelf location. Grace plans to update the other flipbooks once she's done with the board games. This includes the STEAM kits, early learning backpacks, and edu games.

Grace started getting ready for the preschool open house that will be taking place in February. She created an invitation/ informational flier that will be mailed to the area preschools. She also started collecting contact information for the area preschools. The invitations will be mailed in mid-December.

Date	Program	Attendance Totals
11/1/2022	Halloween Scavenger Hunt	73
11/1/2022	Read, Rhyme & Romp	24
11/2/2022	Preschool Storytime	19
11/12/2022	DINOvember Storytime	21
11/15/2022	Read, Rhyme & Romp	31
11/16/2022	Preschool Storytime	20
11/17/2022	Thankful PJ Storytime	14
11/22/2022	Read, Rhyme & Romp	26
11/23/2022	Preschool Storytime	14
11/25/2022	Harvest Scavenger Hunt	59
11/29/2022	Read, Rhyme & Romp	22
11/30/2022	Preschool Storytime	12

Respectfully Submitted by the Youth Department

Teen Services Report November 2022

There were four 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, an introduction letter from the new Teen Services Librarian, a fall coloring sheet, a logic puzzle, and a pumpkin thanksgiving centerpiece craft. The Teen Take & Make: Mini Zen Garden had 16 participants. Each participant was given supplies to make a mini zen garden, including sand, rocks, a small rake, and metal container. The Teen STEAM Night program was held in person with 6 attendees. During this program teens experimented with a selection of STEAM related toys/items including 3D pens, snap circuits, robots and makey makeys. Finally, the Teen Leadership Team Fall Meeting was held in person with 3 attendees. During this program teens learned about the Teen Leadership Team, signed-up to join, and discussed their interests as well as their ideas for teen collections and future programs.

Our Teen Leadership Team volunteering program continued this month. In November, we had 4 new teens join the Teen Leadership Team and 5 of our 8 registered volunteers came into the library to volunteer. They volunteered for a combined total of 15 hours and 30 minutes. They worked on projects like creating book displays, putting together take & make kits and activity bags, shifting teen fiction, decorating the teen bulletin board, and sorting and organizing craft supplies.

Also in November, I spent time creating flyers and social media graphics for upcoming Teen programs. I placed two B&T orders for books. I ordered a teen audiobook, teen TV series, and a board game from Amazon. I ordered programming and craft supplies from Amazon. I prepared the December Take & Make kits and instructions. I prepared the December Teen Book Boxes. I planned volunteer tasks for November teen volunteers, created a December volunteer schedule sign-up, communicated with Teen Leadership Team volunteers to sign up for hours in December, and started to plan volunteer tasks for December. I tested all the Teen STEAM Night supplies to ensure they were in working order and that I understood how each functioned. Finally, I moved the New Teen Fiction section to the location of the old CD-ROM game collection and created a new sign.

Displays:
Cozy Mysteries
Native American Heritage Month
Dark Academia

Respectfully submitted by Meg Bruce

MILFORD
PUBLIC LIBRARY

Memo

To: Board of Trustees

From: Tina Hatch, Director

Date: December 19, 2022

Re: Website Redesign RFP

At the end of October, our Website Redesign RFP was released to our website as well as being sent to a number of vendors in SE Michigan. Five proposals were received by the deadline of December 5th at 1pm. The Website RFP team (including myself, Karin Boughey, Stephen Jackman, Grace Bur, and Laurel McGlew) independently reviewed the proposals from AccuNet and Revize (both attached). Proposals from ModInteractive, Galvanized Creative, and Keystone were not reviewed by the team due to costs significantly higher than the 2 proposals that were reviewed ($35,700 and up).

Overwhelmingly, the team feels that Revize is the best solution for our website redesign and implementation. Costs are $16,100, with an additional $3,500 for support annually after the first year. If a 5-year locked-in rate agreement is approved, there would be a free website refresh in Year 4 of service.

I realize the annual fee seems high, however, this fee includes: unlimited tech support, Content Management System (CMS) updates, security software updates, user training, and website health checks. All of these are things we don't really have with our current website after the death of Eric Hayes and moving the website to A2 Hosting, through TLN. We do not have the technical expertise for these backend updates and changes. For instance, our current website needs a PHP update. I'm hesitant to complete this update, since it can "break" the website.

Some of the comments from the Team regarding the Revize proposal:

- One concept presented with 3 rounds of changes
- 24/7 access to support
- Included examples of library websites they had designed (They did not mention that they also do the websites for the Village of Milford and Milford Township)
- Timeline is about 16 weeks
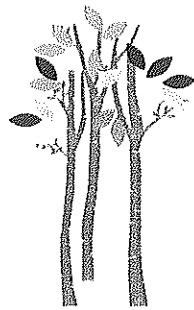
MILFORD
PUBLIC LIBRARY

330 Family Drive
Milford, MI 48381
p: 248.684.0845   f: 248.684.2923

PUBLIC MEETING NOTICE

MILFORD TOWNSHIP PUBLIC LIBRARY
County of Oakland, Michigan

NOTICE OF REGULAR MEETINGS FOR FISCAL YEAR 2023

PLEASE TAKE NOTICE that the Board of Trustees of the Milford Township
Public Library, Oakland County, Michigan, will hold regular meetings for fiscal
year 2023 on the fourth Tuesday of each month, except for January, November
and December, in the Milford Township Public Library, 330 Family Drive, Milford,
MI. All interested citizens are encouraged to attend.

SCHEDULE OF LIBRARY BOARD MEETINGS
FISCAL YEAR 2023

Annual Meeting:	Tuesday, January 10, 2023	7:00 p.m.
	Tuesday, February 28, 2023	7:00 p.m.
	Tuesday, March 28, 2023	7:00 p.m.
	Tuesday, April 25, 2023	7:00 p.m.
	Tuesday, May 23, 2023	7:00 p.m.
	Tuesday, June 27, 2023	7:00 p.m.
	Tuesday, July 25, 2023	7:00 p.m.
	Tuesday, August 22, 2023	7:00 p.m.
	Tuesday, September 26, 2023	7:00 p.m.
	Tuesday, October 24, 2023	7:00 p.m.
	Tuesday, December 5, 2023	7:00 p.m.

Any citizen requesting accommodation to attend these meetings, please contact
the Library Director, 248-684-0845, at least five business days prior to the
meeting.

Contact: Tina Hatch, Library Director, 248-684-0845

Approved:

MILFORD
PUBLIC LIBRARY
330 Family Drive
Milford, MI 48381
p: 248.684.0845   f: 248.684.2923

2023 Schedule of Library Closings

New Year's Day	Sunday, January 1, 2023
Easter	Sunday, April 9, 2023
Mother's Day	Sunday, May 14, 2023
Memorial Day Weekend	Saturday, May 27, 2023 - Monday, May 29, 2023
Father's Day	Sunday, June 18, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day Weekend	Saturday, September 2, 2023 - Monday, September 4, 2023
Day before Thanksgiving (close at 5PM)	Wednesday, November 22, 2023
Thanksgiving Day	Thursday, November 23, 2023
Christmas Holiday	Saturday, December 23, 2023 – Monday, December 25, 2023
New Year's Eve	Sunday, December 31, 2023

Approved: August 23, 2022

Policy: 401
Subject: Materials Selection
Reviewed: 12/15/2022
Approved: 03/08/2000
Revised:

Statement of Purpose

The purpose of this policy is to:

- Inform staff, members of the Library Board, and the public of the scope and character of existing collections and the plans for their continued development.
- Guide the development of print and non-print materials collections and electronics resources
- Assist staff with day-to-day selection and weeding activities

The Milford Public Library acquires and makes available materials which inform, educate, entertain, and enrich persons as individuals and as members of society. The Library provides, within its financial and space limitations, a general collection of materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics, evidence of areas of interest and selected library roles. Equal consideration is given to reference and circulation materials for adults and young people.

Mission Statement

The Milford Public Library, a dynamic community resource dedicated to knowledge, a love of reading, and lifelong learning, meets the educational, informational, recreational, and cultural needs of Milford area residents of all ages and abilities through quality materials in a variety of formats, innovative programs and service, and community outreach.

Definitions

The term "Library Materials", means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, teen, and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

Goals of Materials Selection

A. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
C. To support the democratic process by providing materials for the education and enlightenment of the community.
D. To assist individuals in their pursuit of occupational activity and practical affairs.
E. To provide diverse recreational experience for individuals and groups.
F. To assist institutions of formal education with services that will assist individual study.
G. To maintain Michigan and local history collections.

Responsibility for Selection

All full and part-time professional staff members in areas of service to children, teens, and adults participate in the selection and purchase of materials following the Materials Selection Policy.

Department Heads ensure that choices reflect the Materials Selection Policy and oversee/coordinate the selection process according to budget allocations.

Ultimate responsibility for materials selection rests with the Director who operates within the framework of the policies determined by the Library Board of Trustees.

Criteria for Selection

In considering which materials to place in the library, an attempt will be made to provide a diversity of viewpoints in all areas, including political, social, and religious. Items will not automatically be included or excluded based solely on any of the following criteria:

- Race, religion, nationality, sexual orientation or gender identity or political views of the author
- Frankness or coarseness of language
- Controversial nature of the item
- Endorsement or disapproval of an item by any individual or organization in the community.

Items will be judged on the basis of overall content and style, not on the basis of any isolated or random portion.

Ideally, all publications in all media should be available to everyone. Because all libraries are limited by budget and physical space, it is necessary to establish qualitative and quantitative standards to assist in the evaluation of materials to be purchased or accepted as donations. Librarians consult a variety of sources to determine the value of an item to the collection. The following current reviewing aids are consulted as appropriate: Booklist, Library Journal, School Library Journal, Publisher's Weekly, etc. Recommendations and reviews in subject-oriented journals will also be consulted, along with recommendations by other library or subject-area professionals.

The Library has the sole discretion to determine where any Library Material is located within the collection and may determine to move any Library Material by its own determination at any time.

Some criteria for selection of materials may include:

A. General
- Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which the Library subscribes.
- Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.
- Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.
- The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.
- Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other items will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

B. Subject
- Authority, skill, competence, reputation, and significance of author in the subject field
- Importance of the resource when compared with others that cover the subject
- Availability of other resources in the area
- Importance of the subject matter or point of view to the collection
- Current adequacy of subject representation in the collection

C. Style, accuracy, critical evaluation
- Artistic or literary merit
- Accuracy, clarity, objectivity, accessibility
- Responsibility and authority for the opinions expressed
- Reputation, standards, and authority of the publisher or producer
- Date of the resource or information and frequency of updating
- Attention of recognized, authoritative critics and reviewers
- Inclusion in professionally recognized bibliographies
- Recommendations of reviews from professional journals or publications of national repute

D. Accessibility / availability
- Existence and effectiveness of internal and external indexing, cross-linking, and

other methods of getting to the information
- Ability of the Library to make the resource available to its expected customer audience when they need it and in a way they find acceptable
- Availability of the information through other agencies or sites
- Degree of potential loss of the resource due to theft, misplacement, or physical quality of the item or associated hardware or software
- Speed and reliability of electronic access

E. Format / medium
- Appropriateness and effectiveness of the medium or format to the content
- Degree to which the format is in general use in the community

F. Electronic Resources
- Ease of access
- Hardware requirements
- Comparison of content with other available formats
- Licensing requirements
- Networking capabilities
- Staff training and customer assistance requirements

G. Other
- Price
- Quality and suitability of physical format to the content and to the Library
- Durability

H. Self-Published Works
- Milford Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection including positive professional reviews and are in particularly high demand.

Criteria for Replacement

Non-repairable damaged items, missing items (those 6 months or more overdue), and items lost and paid for by patrons should be evaluated for possible replacement, based upon the criteria for selection listed above.

Collection Maintenance

Milford Public Library strives to maintain a relevant and useful collection. To do this, materials must periodically be removed from the collection. The Library uses CREW as a guideline for deselection. The reasons an item may be removed from the collection are:
- It contains dateed, obsolete, or incorrect information
- It is damaged or worn beyond repair
- It has not circulated or been used in-house for 3 years
- It is one of multiple copies of a previously popular title
- A newer, revised edition has been released

Items may also be removed based upon space available in shelving.

Items that have been removed from the collection will be discarded in one of the following ways:
- Sold
- Thrown away or recycled

- Donated

Donation of Materials

Gifts of books, compact discs and other materials are accepted on a conditional basis. Materials should be clean, undamaged, and free of odors and mildew. Donors do not receive any compensation for these gifts, though a receipt may be given to the donor for tax purposes. No appraisal of value is provided for material gifts. If the item is thought to be rare or of historical value, the donor should have the item independently appraised before donation. Patrons should be aware that the donated materials will not automatically be added to the collection. Donated materials are evaluated by library staff and are subject to the same selection criteria as those that are purchased. The Library reserves the right to refuse any gift donated with specific conditions or restrictions, or which are not in accordance with the Library's objectives and policies. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

The Library does not accept donations of textbooks, periodical back issues, newspapers, Reader's Digest condensed books, records, 8-track tapes, videocassette tapes, or music cassettes.

Challenges to Materials

No material shall be removed from the Library's collection until all steps in the following process have been completed.

A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will by notified in writing by the Library Director that the material will be retained.
F. A written appeal of the Library Director's decision may be made the Requester to the President of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal. The Library Board may issue an additional extension if necessary, in order to fully evaluate the material.

G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library materials.

Revision of this Policy

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

Policy: 401
Subject: Materials Selection
Reviewed:
Approved: 03/08/2000
Revised:

Statement of Purpose

The purpose of this policy is to:

- Inform staff, members of the Library Board and the public of the scope and character of existing collections and the plans for their continued development.
- Guide the development of print and non-print materials collections and electronic resources
- Assist staff with day to day selection and weeding activities

The Milford Township Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. The Library provides, within its financial and space limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics, evidence of areas of interest and selected library roles. Equal consideration is given to reference and circulating materials for adults and young people.

Mission Statement

The Milford Township Library has re-defined its Mission Statement and roles.

Mission:
> *The Milford Township Library, a dynamic community resource dedicated to knowledge, a love of reading, and lifelong learning, meets the educational, informational, recreational, and cultural needs of Milford area residents of all ages and abilities through quality materials in a variety of formats, innovative programs and service, and community outreach.*

Roles:

- *Popular Materials Library:* current, high-demand, high interest materials in a variety of formats for persons of all ages
- *Preschooler's Door to Learning:* the Library encourages young children to develop an interest in reading and learning through services to children and for parents and children together.

- *Reference Library:* the Library actively provides timely, accurate, and useful information for community residents.
- *Community Information Center:* the Library is a clearinghouse for current information on community organizations, issues, and services.

Clientele Served

The Milford Township Library serves the Village and Township of Milford in Oakland County, Michigan, a northwestern suburb of the metro Detroit area. A portion of residents from Commerce Township is served under the terms of a contract shared with two other neighboring libraries. In 1999, the total population served was 15,081. Items interloaned to other libraries and residents of communities served by TLN indicate the larger population served by the Milford Township Library.

The Village of Milford includes a downtown business community with many shops and restaurants. The largest employers in the area include: GM Proving Ground, Kensington MetroPark, AB Heller, EDS, and Clarafin Corp.

The Library provides service to Huron Valley Schools students at: Baker, Country Oaks, Heritage, Johnson and Kurtz Elementary Schools; Muir and Oak Valley Middle Schools and Milford High School. A growing number of children are enrolled in area preschool and in-home daycare programs. Friends Preschool, Little Cottage I and II, Milford Country Day, and Milford Nursery School represent the preschool programs.

The Library strives to meet demands for materials and service to user groups in these general categories:

ADULTS: Adults comprise the largest single group of public library users and the availability of informational, self-educational library materials to this group is of major importance to the Library. Special attention is given to the needs of the business community, older citizens, and to the economically or educationally disadvantaged. Outreach services are offered to the homebound and residents of adult care and retirement facilities.

PRESCHOOLERS AND THEIR CAREGIVERS: The Library has traditionally maintained a high level of responsibility for preschool services, programming and materials. The Library continues to target this age group in the interest of encouraging children to develop an appreciation of the Library's resources during their formative years. The Library recognizes that the most effective way to reach preschool children is through their caregivers and therefore provides services for this group as well.

ELEMENTARY/SECONDARY SCHOOL STUDENTS: The Library attempts to supplement the information and services provided by the media centers of the

school districts within its service area. The Library also makes every attempt to respond to students' broad informational, recreational and cultural needs and encourages continuous use of the Library by collecting general materials which are of interest to these age groups.

COLLEGE/UNIVERSITY STUDENTS: The Library tries to meet the noncurricular needs of this student population. The Library places low priority upon the curricular needs of college and university students, as there are area academic libraries which exist to address these concerns.

Responsibility For Selection

All full and part-time professional staff members in areas of service to children, young adults and adults participate in the selection and purchase of materials following the Materials Selection Policy.

Department Heads ensure that choices reflect the Materials Selection Policy and oversee/coordinate the selection process according to budget allocations.

Ultimate responsibility for materials selection rests with the Director who operates within the framework of the policies determined by the Library Board of Trustees.

Local Resources

As a member of The Library Network, the Milford Township Library provides library users the opportunity to borrow materials from member libraries and other state resources. The shared catalog enables library users to place holds directly, and interlibrary loan offers supplementary service.

Electronic Resources

- Library Online Catalog
- General Reference Center Gold
- Health Reference Center
- SIRS Researcher
- FirstSearch
- NoveList Readers' Advisory
- MOODY'S Company Data
- Detroit Free Press Archives
- MOIS
- World Book
- SIRS Discoverer
- Electronic Library, Elementary
- Infotrac Kids (Primary TOM)
- The Internet
- Variety of educational youth software programs

Adult Materials

- Reference
  - General Reference
  - Business Reference
  - Genealogy Reference
  - Art Geyer Civil War Collection
- Circulating
  - Fiction
    - Mystery
    - Science Fiction
  - Non-Fiction
    - Biographies
    - Genealogy
    - Autism
  - Large Print Collection
  - Literacy
  - Audio-Visual Materials:
    - Books on Tape
    - Compact Discs (Music)
    - Videocassettes
  - Periodicals
    - Magazines
    - Newspapers

Youth Materials

- Board Books
- Toy Books
- Picture Books
- Readers
- Juvenile Fiction
- Juvenile Non-Fiction
- Biography
- Holiday Books
- Juvenile Reference
- Audio-Visual Materials
  - Books on tape
  - Media Kits
  - Compact Discs (Music)
  - Videocassettes

Young Adult Materials

- Fiction
  - Hardcover
  - Paperback
- Non-Fiction
- Magazines
- Audio-Visual
  - Books on Tape
  - Videocassettes
- Cliffs Notes/Study Guides

Criteria for Selection

In considering which materials to place in the library, an attempt will be made to provide a diversity of viewpoints in all areas, including political, social, and religious. Items will not automatically be included or excluded based solely on any of the following criteria:

- Race, religion, nationality, or political views of the author
- Frankness or coarseness of language
- Controversial nature of the item
- Endorsement or disapproval of an item by any individual or organization in the community

Items will be judged on the basis of overall content and style, not on the basis of any isolated or random portion.

Ideally, all publications in all media should be available to everyone. Because all libraries are limited by budget and physical space, it is necessary to establish qualitative and quantitative standards to assist in the evaluation of materials to be purchased or accepted as donations. Librarians consult a variety of sources to determine the value of an item to the collection. The following selection guides are examples of those used: Children's Catalog, Fiction Catalog, and Public Library Catalog. In addition, the following current reviewing aids will be consulted as appropriate: Booklist, Library Journal, School Library Journal, Publisher's Weekly, etc. Recommendations and reviews in subject-oriented journals will also be consulted, along with recommendations by other library or subject-area professionals.

Some criteria for selection of materials may include:

A. General
   - Degree of expressed, perceived, or anticipated community interest
   - Collection development guidelines which may be established for subjects, formats, and special collections

B. Subject
  - Authority, skill, competence, reputation, and significance of author in the subject field
  - Importance of the resource when compared with others that cover the subject
  - Availability of other resources in the area
  - Importance of the subject matter or point of view to the collection
  - Current adequacy of subject representation in the collection
C. Style, accuracy, critical evaluation
  - Artistic or literary merit
  - Accuracy, clarity, objectivity, accessibility
  - Responsibility and authority for the opinions expressed
  - Reputation, standards, and authority of the publisher or producer
  - Date of the resource or information and frequency of updating
  - Attention of recognized, authoritative critics and reviewers
  - Inclusion in professionally recognized bibliographies
D. Accessibility / availability
  - Existence and effectiveness of internal and external indexing, cross-linking, and other methods of getting to the information
  - Ability of the Library to make the resource available to its expected customer audience when they need it and in a way they find acceptable
  - Availability of the information through other agencies or sites
  - Degree of potential loss of the resource due to theft, misplacement, or physical quality of the item or associated hardware or software
  - Speed and reliability of electronic access
E. Format / medium
  - Appropriateness and effectiveness of the medium or format to the content
  - Degree to which the format is in general use in the community
F. Electronic Resources
  - Ease of access
  - Hardware requirements
  - Comparison of content with other available formats
  - Licensing requirements
  - Networking capabilities
  - Staff training and customer assistance requirements
G. Other
  - Price
  - Quality and suitability of physical format to the content and to the Library
  - Durability

Criteria for Replacement

Non-repairable damaged items, missing items (those 6 months or more overdue), and items lost and paid for by patrons should be evaluated for possible replacement, based upon the factors listed below:

- Currency
- Need for material in the subject area
- Popularity of item
- Status as a classic on standard lists

Collection Maintenance

Milford Township Library strives to maintain a relevant and useful collection. To do this, materials must periodically be removed from the collection. The Library uses CREW as a guideline for deselection. The reasons an item may be removed from the collection are:

- It contains dated or incorrect information
- It is damaged or worn beyond repair
- It has not circulated or been used in-house for 3 years
- It is one of multiple copies of a previously popular title
- A newer, revised edition has been released

Items that are removed because of damage or wear may be replaced if there is still an interest or need. Items with outdated or incorrect information should be replaced with updated editions of the same item or a different item on the same topic.

Items that have been removed from the collection will be discarded in one of the following ways:

- Sold
- Thrown away or recycled
- Donated

Gifts to the Library

Milford Township Library accepts monetary gifts and donations of other materials that are in good condition. Donors do not receive any compensation for these gifts, though a receipt may be given to the donor for tax purposes. No appraisal of value is provided for material gifts. If the item is thought to be rare or of historical value, the donor should have the item independently appraised before donation. The Library reserves the right to refuse any gift donated with specific conditions or restrictions, or which are not in accordance with the Library's objectives and policies.

Monetary Donations

Cash gifts are generally used for the purchase of new library materials. The donor may ask that specific titles, subjects or formats be purchased, and the Library will make every attempt to comply with these requests. However, materials purchased with gifts are subject to the same selection criteria that are used for any other purchase, and the final determination will be made by the Library. Letters of acknowledgement are sent to donors when materials are purchased, and gift or memorial plates may be placed in these items at the request of the donor.

Donation of Materials

Gifts of books, cassettes, compact discs and other materials are accepted on a conditional basis. Materials should be clean, undamaged, and free of odors and mildew. Patrons should be aware that the donated materials will not automatically be added to the collection. Donated materials are evaluated by library staff, and are subject to the same selection criteria as those that are purchased.

Items that are found to be unsuitable for the collection will be handled in one of the following ways:

- Items in good condition that are not added to the collection may be put in the Library's ongoing book sale or the Friends of the Library book sales. Proceeds from this sale go to the library general fund.
- Items that are not added to the book sale may be discarded or recycled or donated to other organizations.
- Generally, the donor will not be informed of the final disposition of the materials, and unwanted items will not be returned.

All donations of computers, printers, or other equipment are handled by the Library Director or Assistant Director.

The library does not accept donations of textbooks, periodical back issues, newspapers, Reader's Digest condensed books, records, 8-track tapes or music cassettes.

Form 401.1
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Library Board of Trustees has delegated the responsibility for selection and evaluation of collection materials to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return a completed form c/o the Library Director, Milford Public Library 330 Family Drive, Milford, MI 48381. All decisions of the Board are final.

Name:_____ Date: _____

Signature:_____

Address: _____

City: _____ State:_____Zip:_____

Phone: _____ email: _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

   a. Book_____Video/DVD____Magazine_____
      Audio Recording_____Program _____ Other: _____
   b. Title:_____
   c. Author/Producer:_____

2. How did you come to select this material?

   _____
   _____

3. Did you read, view, or listen to the entire work? _____

   a. If not, why not?:_____
      _____

4. What concerns you about the resource? Please be specific by citing pages or passages (use other side or additional pages if necessary).

   _____
   _____

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?_____

6. What action are you requesting from the Library?_____

   _____
   _____

MILFORD PUBLIC LIBRARY

Form 401.1
Citizens Statement of Concern
If you wish to recommend the re-evaluation of material in the library's collection, please answer the following questions:

1) Author: _____

2) Title: _____

3) How was the item brought to your attention? _____

_____

4) Do you know what literary critics and reviewers think about this item?

   ☐ Yes   ☐ No

5) Have you read, viewed, or listened to the entire item?

   ☐ Yes   ☐ No

6) What, in your opinion, is the theme of the material in question? _____

_____

7) Are you objecting to the entire item?

   ☐ Yes   ☐ No

8) What is your objection to the item? Please be specific. Cite pages or sections. ____

_____

_____

9) In what section of the library is the item shelved?

   ☐ Adult   ☐ Teen☐ Youth

10) What do you feel might be the result of reading, viewing, or listening to this material?

_____

_____

_____

_____

Signature   _____

Address   _____

City   _____State _____ Zip Code _____

Telephone   _____

MILFORD
PUBLIC LIBRARY

Memo

To: Board of Trustees

From: Tina Hatch, Director

Date: December 19, 2022

Re: SenSource Visitor Count Proposal

A number of years ago, our very non-sophisticated visitor counter failed. At the time, I indicated we would use the counter on our security gates going forth, especially as there were reports available showing visitors by day of week and time of day. In the meantime, we've had numerous occasions where the reports failed. Bibliotheca support was able to get our statistics back, but they would be attributed to whichever day of the week the issue was solved. This issue would impact our reports to the point that we cannot use them for staffing decisions.

At the MLA Conference, I met with representatives from SenSource, providers of a sophisticated visitor counter. After discussions with Mike from Microtech Systems, I obtained a quote from SenSource for their equipment and their reporting system. Installation in the vestibule (on the ceiling) would be completed by Mike, as he has installed this system in other libraries. Highland Library installed this same system in 2020 or 2021 and find the reports useful.

Cost of equipment and reporting system: $1,214.95

Annual cost of reporting system (1st year included in above quote): $180

Recommendation: Approve purchase of SenSource equipment and annual reporting system. Installation to be provided by Microtech Systems (deducted from support contract).

Memo

To: Board of Trustees

From: Tina Hatch, Director

Date: December 19, 2022

Re: Public WiFi Access Point

Our new Meraki access points are in place and working well. Unfortunately, we found that we do not have sufficient range in the North parking lot. This was a problem with our previous Wi-Fi system as well. In the South parking lot, I can nearly get to the far end of the parking lot before losing access to the Wi-Fi signal.

Based upon this, TLN has provided a quote to add an outdoor Wi-Fi access point in order to increase access outside the building. Outdoor access points are built to withstand the elements and are tested for dust, shock, vibration, and moisture intrusion.

TLN Quote for Meraki Outdoor Access Point and Antenna, 3-year license and installation by TLN staff = $2,683.63

Recommendation: Approve TLN quote for outdoor rated access point, including antenna, 3-year license, and installation by TLN staff.