

# MILFORD PUBLIC LIBRARY

## BOARD OF TRUSTEES REGULAR MEETING

**Tuesday, June 27, 2023  
7:00 PM**

1. Call to Order
2. Consent Agenda
  - 2.1. Approval of Minutes
    - 2.1.1. Regular Meeting: May 23, 2023
  - 2.2. Approval of Financial Reports and Invoices for May
  - 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
  - 5.2. Contract for Director
  - 5.3. Memorial for Judy Clemens
6. New Business
  - 6.1. Audit
  - 6.2. Grounds and Snow Removal Contract
  - 6.3. Staff Development Day Keynote Program Proposal
  - 6.4. Salary and Wage Scale Revision for Fiscal Year 2024
  - 6.5. Board Member Comments
7. Communications
8. Adjournment

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

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday May 23, 2023 7:00 P.M.**

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

**1. Call to Order:** Janet Keef called the meeting to order at 7:00 PM.

**2. Consent Agenda:** A motion to approve the Consent Agenda was made by Donna Gramlich and seconded by Barbara Harris. All were in favor, the motion carried.

**3. Approval of Agenda:** A motion to approve the Agenda was made by Barbara Harris and seconded by Donna Gramlich. 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:** OHM is working on the project's scheduling as well as preparing documents that will be submitted to the library attorney for review.

**5.2. Contract for Director:** Director Hatch shared updated language for the Board to consider in the proposed contract.

**5.3 Memorial for Judy Clemens:** The plaque has been scheduled for engraving.

**5.4 Community Room Sound System Upgrades:** Director Hatch explained the two proposals made by Metro Detroit Integrated Systems. A motion to approve Option 2, at a cost of \$8785.60 and improve the sound and video system for the Community Room was made by Barbara Harris and seconded by Donna Gramlich. All were in favor, the motion carried.

**6. New Business**

**6.1 Board Vacancy:** After some discussion by the Board, a motion to approve the appointment of Jill Mondrush to fill the vacancy on the Library Board was

made by Kimberly Gutierrez and seconded by Barbara Harris. All were in favor, the motion carried.

**6.2 Request to Close Friday, October 13 for Staff Development Day:** Director Hatch made a request to close the library on October 13, 2023 for Staff Development Day. A motion was made by Barbara Harris to close on October 13, 2023 for staff development. The motion was seconded by Kimberly Gutierrez. All were in favor, the motion carried.

**6.3 February 2024 Election Date and Board Meeting:** The February 2024 election will be held on the same date as the Library Board meeting. Since the library is a polling station, the potential for spacial conflict and possible need to change the date of the board meeting was discussed, however, a decision on the matter was tabled.

**6.4 Property Insurance Renewal:** The property and liability insurance policy is up for renewal. Director Hatch made a recommendation to approve the policy as is and consider adding Non-Monetary Suit Defense Costs. A motion was made by Kimberly Gutierrez to renew the policy as is and add Non-Monetary Suit Defense Costs. The motion was seconded by Donna Gramlich. All were in favor, the motion carried.

**6.5 Public Feminine Hygiene Supply Service (Funded by Friends):** Director Hatch made the board aware of this new service, which is being funded by Friends and overseen by the Adult Services Department.

**6.6 Board Member Comments:** None

**7. Communications:** None

**8. Adjournment:** A motion to adjourn was made by Donna Gramlich and seconded by Barbara Harris. All were in favor, the motion carried. At 7:57 the meeting was adjourned to Tuesday June 27, 2023 at 7:00 PM.

Respectfully submitted,

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Kimberly Gutierrez  
Secretary

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Mary VanDerworp  
Recording Secretary

1:54 PM

05/11/23

Accrual Basis

**Milford Public Library**  
**Governmental Fund Balance Sheet-General Fund**  
**As of April 30, 2023**

	Apr 30, 23	Apr 30, 22	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
001 - Cash-Checking/Sweep	1,365,701.62	1,164,970.48	200,731.14
003 - Certificates of deposit			
003.01 - C/D - Alta M. Tripp Endowment	27,579.25	27,579.25	0.00
003.02 - C/D-Carlton Tripp Endowment	164,499.85	164,499.85	0.00
003.03 - CD-Level One Bk	0.00	205,245.43	-205,245.43
Total 003 - Certificates of deposit	192,079.10	397,324.53	-205,245.43
004 - Imprest Cash	667.70	605.00	62.70
008 - Cash-Money market (HVSb)	209,049.89	206,277.64	2,772.25
017 - Investments (S/T)	1,167,496.87	743,708.95	423,787.92
Total Checking/Savings	2,934,995.18	2,512,886.60	422,108.58
Other Current Assets			
123 - Prepaid Expenses	47,892.05	47,435.54	456.51
Total Other Current Assets	47,892.05	47,435.54	456.51
Total Current Assets	2,982,887.23	2,560,322.14	422,565.09
<b>TOTAL ASSETS</b>	<b>2,982,887.23</b>	<b>2,560,322.14</b>	<b>422,565.09</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
202 - Accounts Payable*	28,951.06	23,363.55	5,587.51
Total Accounts Payable	28,951.06	23,363.55	5,587.51
Other Current Liabilities			
228 - Due to State of MI	1,861.67	1,843.56	18.11
229 - Due to Federal Government	5,602.27	5,512.02	90.25
231 - Payroll deductions payable	104.69	417.21	-312.52
257 - Accrued Payroll	7,013.37	5,298.34	1,715.03
Total Other Current Liabilities	14,582.00	13,071.13	1,510.87
Total Current Liabilities	43,533.06	36,434.68	7,098.38
Total Liabilities	43,533.06	36,434.68	7,098.38
Equity			
370 - FB - Nonspendable prepaids	47,892.05	47,435.54	456.51
375 - FB - Restricted-Nonexpendable	192,079.10	192,079.10	0.00
385 - FB - Assigned	802,650.00	387,177.00	415,473.00
390 - Fund Balance-Unassigned	759,698.11	803,684.75	-43,986.64
Net Income	1,137,034.91	1,093,511.07	43,523.84
Total Equity	2,939,354.17	2,523,887.46	415,466.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,982,887.23</b>	<b>2,560,322.14</b>	<b>422,565.09</b>

# Milford Public Library

Fund Balance  
April 30, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>12/31/2022</u>	<u>3/31/2023</u>	<u>4/30/2023</u>	<u>YTD Variance</u>
<b>General Fund:</b>						
Fund balance-Non spendable	\$ 37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 27,181.07	\$ 47,892.05	\$ 6,098.06
Restricted-Non spendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	\$ -
Assigned	75,289.00	387,177.00	803,000.00	802,650.00	802,650.00	\$ (350.00)
Unassigned	584,131.39	380,533.44	393,503.30	780,409.09	759,698.11	\$ 366,194.81
YTD income (loss)	116,757.41	424,600.86	371,942.87	1,241,962.29	1,137,034.91	\$ 765,092.04

Fund Balance (Modified Accrual)	\$ 1,005,775.53	\$ 1,430,376.39	\$ 1,802,319.26	\$ 3,044,281.55	\$ 2,939,354.17	\$ 1,241,962.29
Modified accrual fund balance growth	13.5%	42.6%	26.0%	275.6%	189.3%	

## General Fixed Assets Account Group

### (GFAAG):

Beginning Balance	539,457.11	662,439.49	672,380.67	770,102.18	770,102.18	\$ 97,721.51
YTD Additions	223,034.38	112,120.30	202,673.37	40,756.48	52,607.81	\$ (150,065.56)
YTD Dispositions (NBV)	-	-	-	-	-	\$ -
Depreciation	(100,052.00)	(102,179.12)	(104,951.86)	(26,750.00)	(35,666.67)	\$ 69,285.19
Ending Balance	662,439.49	672,380.67	770,102.18	784,108.66	787,043.32	\$ 16,941.14
Full Accrual Adjustments	(17,360.11)	(17,082.50)	(20,634.81)	(20,634.81)	(20,634.81)	-

Fund Balance (Full Accrual)	\$ 1,650,854.91	\$ 2,085,674.56	\$ 2,553,844.56	\$ 3,807,755.40	\$ 3,705,762.68	\$ 1,258,903.43
Full accrual fund balance growth	8.2%	19.8%	22.4%	196.4%	135.3%	

### Non-Spendable:

Prepaid Expenses	37,518.63	45,985.99	41,793.99	27,181.07	47,892.05	\$ 6,098.06
Other	-	-	-	-	-	\$ -
	\$ 37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 27,181.07	\$ 47,892.05	\$ 6,098.06

# Milford Public Library

Fund Balance  
April 30, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>Preliminary 12/31/2022</u>	<u>3/31/2023</u>	<u>4/30/2023</u>	<u>YTD Variance</u>
<b><u>Restricted-Non expendable:</u></b>						
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	-	-	-	-	-	-
<b>\$</b>	<b>192,079.10</b>	<b>192,079.10</b>	<b>192,079.10</b>	<b>192,079.10</b>	<b>192,079.10</b>	<b>\$</b>

<b><u>Assigned:</u></b>						
Tax appeals	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	-
Art sculpture	2,000.00	6,000.00	6,000.00	5,650.00	5,650.00	(350.00)
Building improvements	49,018.86	343,045.00	771,000.00	771,000.00	771,000.00	-
Technology improvements	7,138.64	25,000.00	25,000.00	25,000.00	25,000.00	-
Collections development	5,000.00	5,000.00	-	-	-	-
Staff development	5,000.00	5,000.00	-	-	-	-
Special youth projects	-	-	-	-	-	-
Adult Programming-Ann Croy Memorial	2,131.50	2,132.00	-	-	-	-
Other	-	-	-	-	-	-
<b>\$</b>	<b>75,289.00</b>	<b>387,177.00</b>	<b>803,000.00</b>	<b>802,650.00</b>	<b>802,650.00</b>	<b>\$ (350.00)</b>

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

<b><u>General Fixed Assets Account Group (GFAAG):</u></b>						
YTD Additions- Bldg/Land Improvements:	136,692.44	13,708.48	105,995.43	1,644.82	1,644.82	(104,350.61)
YTD Additions- Software/Website Dev	-	-	-	12,600.00	12,600.00	12,600.00
YTD Additions-Furn & Fixtures	15,996.00	930.00	819.00	350.00	350.00	(469.00)
YTD Additions-Equipment	6,424.38	20,943.89	6,015.84	3,409.63	6,627.34	25,369.81
YTD Additions-Collections	63,921.56	78,790.06	89,843.10	22,752.03	31,385.65	(89,843.10)
<b>Total YTD Additions</b>	<b>223,034.38</b>	<b>114,372.43</b>	<b>202,673.37</b>	<b>40,756.48</b>	<b>52,607.81</b>	<b>\$ (156,692.90)</b>

2:01 PM

05/11/23

## Milford Public Library

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

Accrual Basis

General Fund

	Apr 23	Jan - Apr 23	% YTD
<b>Income</b>			
400 • Revenue			
401 • Taxes revenue			
402 • Current real property taxes	0.00	1,556,972.35	0.0%
437 • Industrial Facilities Tax	0.00	7,423.20	0.0%
Total 401 • Taxes revenue	0.00	1,564,395.55	0.0%
539 • State grants			
569 • State Grants-other	0.00	8,604.42	0.0%
Total 539 • State grants	0.00	8,604.42	0.0%
600 • Charges for services			
626 • Services Rendered	0.00	19.00	0.0%
642 • Services-Sales	217.45	792.15	27.5%
Total 600 • Charges for services	217.45	811.15	26.8%
655 • Fines & forfeits			
655.01 • Fines/Fees/Lost Books/Cards	94.70	480.84	19.7%
Total 655 • Fines & forfeits	94.70	480.84	19.7%
664 • Investment income/rents			
665 • Interest Income	8,947.45	15,937.76	56.1%
Total 664 • Investment income/rents	8,947.45	15,937.76	56.1%
672 • Other revenue-general			
674 • Private contributions/donations	85.66	109.59	78.2%
689 • Cash over/short	0.00	0.11	0.0%
672 • Other revenue-general - Other	0.00	433.31	0.0%
Total 672 • Other revenue-general	85.66	543.01	15.8%
Total 400 • Revenue	9,345.26	1,590,772.73	0.6%
Total Income	9,345.26	1,590,772.73	0.6%
<b>Expense</b>			
700 • Expenditures/expenses			
701 • Personnel services			
702 • Salaries	35,300.00	139,440.42	25.3%
703 • Wages-part time employees	16,169.23	66,670.33	24.3%
709 • Employer's Social Security	3,865.16	15,484.50	25.0%
718 • Health/dental insurance expense	4,819.48	19,277.92	25.0%
Total 701 • Personnel services	60,153.87	240,873.17	25.0%
726 • Supplies			
727 • Supplies-Office/general	1,415.36	5,664.42	25.0%
729 • Covid-19 response supplies	31.60	204.40	15.5%
730 • Collections Maintenance	952.70	3,190.13	29.9%
Total 726 • Supplies	2,399.66	9,058.95	26.5%
800 • Other services & charges			
801 • Professional Services	1,351.73	15,252.95	8.9%
804 • Automation			
804.1 • Electronic content delivery	2,969.80	10,559.51	28.1%
804 • Automation - Other	9,429.92	22,125.71	42.6%
Total 804 • Automation	12,399.72	32,685.22	37.9%
805 • TLN Central Services	291.25	1,623.80	17.9%
815 • Computer services	2,049.50	6,169.83	33.2%
820 • Waste & rubbish disposal	123.07	453.03	26.6%
850 • Communications	232.67	936.29	24.9%
861 • Transportation-mileage reimb	0.00	29.21	0.0%
880 • Community promotion			
881 • Adv. & Promotion	269.00	4,852.95	5.5%
Total 880 • Community promotion	269.00	4,852.95	5.5%
901 • Postage	8.70	890.31	1.0%
920 • Utilities			
921 • Utilities-Sewage	0.00	476.20	0.0%
922 • Utilities-Water	0.00	354.85	0.0%
923 • Utilities-Electric	5,846.37	20,464.07	28.6%
924 • Utilities-Natural gas	891.01	6,435.13	13.8%
Total 920 • Utilities	6,737.38	27,730.25	24.3%
930 • Land & building repair services	11,178.85	44,558.59	25.1%
960 • Property/ liability insurance	1,176.00	5,685.00	20.7%
965 • Professional development			
965.01 • Conferences	0.00	25.00	0.0%
965.02 • Travel	0.00	10.48	0.0%
Total 965 • Professional development	0.00	35.48	0.0%
967 • Project costs (programming_			
967-A • Programming - Adult	358.23	3,462.44	10.3%

Figures presented on modified accrual basis of accounting.



2:01 PM

## Milford Public Library

06/11/23

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

Accrual Basis

## General Fund

	Apr 23	Jan - Apr 23	% YTD
967-O • Other Misc Communications	847.32	3,301.28	25.7%
967-YA • Programming - Teens	360.87	580.78	62.1%
967-YS • Programming - Youth Svcs.	1,317.96	2,940.48	44.8%
Total 967 • Project costs (programmi...	2,884.38	10,284.98	28.0%
Total 800 • Other services & charges	38,702.25	151,197.89	25.6%
970 • Capital Outlay			
974 • Land Improvements	0.00	1,052.20	0.0%
975 • Buildings & Improvements	0.00	582.62	0.0%
978 • Software/Website development	0.00	12,600.00	0.0%
980 • Office furniture & fixtures	0.00	350.00	0.0%
981 • Office equipment	3,217.71	6,627.34	48.6%
982-A • Books - Adult	2,416.20	12,075.31	20.0%
982-YA • Books - Teens	499.44	1,896.64	26.3%
982-YS • Books - Youth Services	3,317.56	7,523.02	44.1%
985-A • Audio Visual - Adult	286.73	1,697.31	16.9%
985-YA • Audio Visual - Teens	135.09	296.65	45.5%
985-YS • Audio Visual - Youth Services	911.01	4,937.96	18.4%
986 • Periodicals	1,067.59	2,958.76	36.1%
Total 970 • Capital Outlay	11,851.33	52,607.81	22.5%
Total 700 • Expenditures/expenses	113,107.11	453,737.82	24.9%
Total Expense	113,107.11	453,737.82	24.9%
Net Income	-103,761.85	1,137,034.91	-9.1%

Figures presented on modified accrual basis of accounting.

2:03 PM  
05/11/23  
Accrual Basis

# Milford Public Library

## Revenues & Expenditures-Budget vs. Actual

### January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400 · Revenue				
401 · Taxes revenue				
402 · Current real property taxes	1,556,972.35	1,556,000.00	972.35	100.1%
437 · Industrial Facilities Tax	7,423.20	5,000.00	2,423.20	148.5%
Total 401 · Taxes revenue	1,564,395.55	1,561,000.00	3,395.55	100.2%
539 · State grants				
540 · State Penal Fines	0.00	25,000.00	-25,000.00	0.0%
569 · State Grants-other	8,604.42	16,000.00	-7,395.58	53.8%
573 · Local stablization share	0.00	35,000.00	-35,000.00	0.0%
Total 539 · State grants	8,604.42	76,000.00	-67,395.58	11.3%
600 · Charges for services				
626 · Services Rendered	19.00	50.00	-31.00	38.0%
642 · Services-Sales	792.15	1,000.00	-207.85	79.2%
Total 600 · Charges for services	811.15	1,050.00	-238.85	77.3%
655 · Fines & forfeits				
655.01 · Fines/Fees/Lost Books/Cards	480.84	1,000.00	-519.16	48.1%
Total 655 · Fines & forfeits	480.84	1,000.00	-519.16	48.1%
664 · Investment income/rents				
665 · Interest Income	15,937.76	6,000.00	9,937.76	265.6%
Total 664 · Investment income/rents	15,937.76	6,000.00	9,937.76	265.6%
672 · Other revenue-general				
674 · Private contributions/donations	109.59	5,500.00	-5,390.41	2.0%
689 · Cash over/short	0.11			
672 · Other revenue-general - Other	433.31	3,000.00	-2,566.69	14.4%
Total 672 · Other revenue-general	543.01	8,500.00	-7,956.99	6.4%
Total 400 · Revenue	1,590,772.73	1,653,550.00	-62,777.27	96.2%
Total Income	1,590,772.73	1,653,550.00	-62,777.27	96.2%
<b>Expense</b>				
700 · Expenditures/expenses				
701 · Personnel services				
702 · Salaries	139,440.42	474,600.00	-335,159.58	29.4%
703 · Wages-part time employees	66,670.33	192,500.00	-125,829.67	34.6%
709 · Employer's Social Security	15,484.50	51,040.00	-35,555.50	30.3%
716 · Defined cont ret plan expense	0.00	15,000.00	-15,000.00	0.0%
718 · Health/dental insurance expense	19,277.92	84,000.00	-64,722.08	22.9%
725 · Insurance-Workers Comp	0.00	1,300.00	-1,300.00	0.0%
Total 701 · Personnel services	240,873.17	818,440.00	-577,566.83	29.4%
726 · Supplies				
727 · Supplies-Office/general	5,664.42	18,500.00	-12,835.58	30.6%
729 · Covid-19 response supplies	204.40	5,000.00	-4,795.60	4.1%
730 · Collections Maintenance	3,190.13	10,000.00	-6,809.87	31.9%
Total 726 · Supplies	9,058.95	33,500.00	-24,441.05	27.0%
800 · Other services & charges				
801 · Professional Services	15,252.95	48,850.00	-33,597.05	31.2%
804 · Automation				
804.1 · Electronic content delivery	10,559.51	56,000.00	-45,440.49	18.9%
804 · Automation - Other	22,125.71	54,050.00	-31,924.29	40.9%
Total 804 · Automation	32,685.22	110,050.00	-77,364.78	29.7%
805 · TLN Central Services	1,623.80	7,000.00	-5,376.20	23.2%
815 · Computer services	6,169.83	24,700.00	-18,530.17	25.0%

Figures presented on modified accrual basis.

2:03 PM

05/11/23

Accrual Basis

# Milford Public Library

## Revenues & Expenditures-Budget vs. Actual

### January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
820 · Waste & rubbish disposal	463.03	1,500.00	-1,036.97	30.9%
850 · Communications	936.29	4,600.00	-3,663.71	20.4%
861 · Transportation-mileage reimb	29.21	2,000.00	-1,970.79	1.5%
880 · Community promotion				
881 · Adv. & Promotion	4,852.95	15,100.00	-10,247.05	32.1%
<b>Total 880 · Community promotion</b>	<b>4,852.95</b>	<b>15,100.00</b>	<b>-10,247.05</b>	<b>32.1%</b>
901 · Postage	890.31	4,500.00	-3,609.69	19.8%
920 · Utilities				
921 · Utilities-Sewage	476.20	2,000.00	-1,523.80	23.8%
922 · Utilities-Water	354.85	4,000.00	-3,645.15	8.9%
923 · Utilities-Electric	20,464.07	90,000.00	-69,535.93	22.7%
924 · Utilities-Natural gas	6,435.13	15,000.00	-8,564.87	42.9%
<b>Total 920 · Utilities</b>	<b>27,730.25</b>	<b>111,000.00</b>	<b>-83,269.75</b>	<b>25.0%</b>
930 · Land & building repair services	44,558.59	146,400.00	-101,841.41	30.4%
940 · Rent	0.00	10.00	-10.00	0.0%
955 · Miscellaneous	0.00	250.00	-250.00	0.0%
960 · Property/ liability insurance	5,685.00	16,000.00	-10,315.00	35.5%
964 · Refunds & Rebates	0.00	150.00	-150.00	0.0%
965 · Professional development				
965.01 · Conferences	25.00	2,000.00	-1,975.00	1.3%
965.02 · Travel	10.48	2,000.00	-1,989.52	0.5%
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>35.48</b>	<b>9,800.00</b>	<b>-9,764.52</b>	<b>0.4%</b>
967 · Project costs (programming_				
967-A · Programming - Adult	3,462.44	8,000.00	-4,537.56	43.3%
967-O · Other Misc Communications	3,301.28	10,800.00	-7,498.72	30.6%
967-YA · Programming - Teens	580.78	3,000.00	-2,419.22	19.4%
967-YS · Programming - Youth Svcs.	2,940.48	9,000.00	-6,059.52	32.7%
<b>Total 967 · Project costs (programming_</b>	<b>10,284.98</b>	<b>30,800.00</b>	<b>-20,515.02</b>	<b>33.4%</b>
<b>Total 800 · Other services &amp; charges</b>	<b>151,197.89</b>	<b>532,710.00</b>	<b>-381,512.11</b>	<b>28.4%</b>
970 · Capital Outlay				
974 · Land improvements	1,052.20	14,500.00	-13,447.80	7.3%
975 · Buildings & improvements	592.62	100,000.00	-99,407.38	0.6%
978 · Software/Website development	12,600.00	20,000.00	-7,400.00	63.0%
980 · Office furniture & fixtures	350.00	10,000.00	-9,650.00	3.5%
981 · Office equipment	6,627.34	15,000.00	-8,372.66	44.2%
982-A · Books - Adult	12,075.31	42,000.00	-29,924.69	28.8%
982-YA · Books - Teens	1,896.64	5,500.00	-3,603.36	34.5%
982-YS · Books - Youth Services	7,523.02	32,000.00	-24,476.98	23.5%
985-A · Audio Visual - Adult	1,697.31	8,000.00	-6,302.69	21.2%
985-YA · Audio Visual - Teens	296.65	1,300.00	-1,003.35	22.8%
985-YS · Audio Visual - Youth Services	4,937.96	11,600.00	-6,662.04	42.6%
986 · Periodicals	2,958.76	9,000.00	-6,041.24	32.9%
<b>Total 970 · Capital Outlay</b>	<b>52,607.81</b>	<b>268,900.00</b>	<b>-216,292.19</b>	<b>19.6%</b>
<b>Total 700 · Expenditures/expenses</b>	<b>453,737.82</b>	<b>1,653,550.00</b>	<b>-1,199,812.18</b>	<b>27.4%</b>
<b>Total Expense</b>	<b>453,737.82</b>	<b>1,653,550.00</b>	<b>-1,199,812.18</b>	<b>27.4%</b>
<b>Net Income</b>	<b>1,137,034.91</b>	<b>0.00</b>	<b>1,137,034.91</b>	<b>100.0%</b>

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Figures presented on modified accrual basis.

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**Milford Public Library**  
**Check Detail**  
**April 19 through May 16, 2023**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	14980	04/19/2023	Applied Innovation	001.01 - Cash-Checking/Sweep (Flags...		-105.49
Bill	2192794	04/12/2023		727 - Supplies-Office/general	-105.49	105.49
TOTAL					-105.49	105.49
Bill Pmt -Check	14981	04/19/2023	Blackstone Publishing	001.01 - Cash-Checking/Sweep (Flags...		-238.93
Bill	2095212	03/31/2023		985-A - Audio Visual - Adult	-238.93	238.93
TOTAL					-238.93	238.93
Bill Pmt -Check	14982	04/19/2023	Blue Cross Blue Shield of Michigan	001.01 - Cash-Checking/Sweep (Flags...		-4,479.28
Bill	May23	04/06/2023		718 - Health/dental insurance expense	-4,479.28	4,479.28
TOTAL					-4,479.28	4,479.28
Bill Pmt -Check	14983	04/19/2023	Delta Dental Plan of Michigan	001.01 - Cash-Checking/Sweep (Flags...		-388.64
Bill	RIS000486...	05/01/2023		231 - Payroll deductions payable	-388.64	388.64
TOTAL					-388.64	388.64
Bill Pmt -Check	14984	04/19/2023	Goyette Mechanical	001.01 - Cash-Checking/Sweep (Flags...		-18,518.00
Bill	910144516	04/05/2023		123 - Prepaid Expenses	-18,518.00	18,518.00
TOTAL					-18,518.00	18,518.00
Bill Pmt -Check	14985	04/19/2023	Jani-King of Michigan, Inc.	001.01 - Cash-Checking/Sweep (Flags...		-3,480.61
Bill	DET042300...	04/01/2023		930 - Land & building repair services	-3,480.61	3,480.61
TOTAL					-3,480.61	3,480.61
Bill Pmt -Check	14986	04/19/2023	Jeff Morrison	001.01 - Cash-Checking/Sweep (Flags...		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	14987	04/19/2023	Kanopy, Inc.	001.01 - Cash-Checking/Sweep (Flags...		-50.15

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**Milford Public Library**  
**Check Detail**  
April 19 through May 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	343518	03/31/2023		804.1 · Electronic content delivery	-50.15	50.15
TOTAL					-50.15	50.15
Bill Pmt -Check	14988	04/19/2023	Library Design Associates, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-435.00
Bill	23-148-01	04/07/2023		730 · Collections Maintenance	-435.00	435.00
TOTAL					-435.00	435.00
Bill Pmt -Check	14989	04/19/2023	Library Network	001.01 · Cash-Checking/Sweep (Flags...		-2,237.26
Bill	71711	03/03/2023		804 · Automation	-179.30	179.30
Bill	71804	03/31/2023		804 · Automation	-2,057.96	2,057.96
TOTAL					-2,237.26	2,237.26
Bill Pmt -Check	14990	04/19/2023	Midwest Tape	001.01 · Cash-Checking/Sweep (Flags...		-975.67
Bill	503585267	03/31/2023		804.1 · Electronic content delivery	-975.67	975.67
TOTAL					-975.67	975.67
Bill Pmt -Check	14991	04/19/2023	National Time & Signal Corporation	001.01 · Cash-Checking/Sweep (Flags...		-420.00
Bill	153446	04/03/2023		930 · Land & building repair services	-420.00	420.00
TOTAL					-420.00	420.00
Bill Pmt -Check	14992	04/19/2023	Playaway Products LLC	001.01 · Cash-Checking/Sweep (Flags...		-791.84
Bill	424871	04/05/2023		985-YS · Audio Visual - Youth Services	-791.84	791.84
TOTAL					-791.84	791.84
Bill Pmt -Check	14993	04/19/2023	Proquest LLC	001.01 · Cash-Checking/Sweep (Flags...		-1,345.50
Bill	70760444	04/01/2023		123 · Prepaid Expenses	-1,345.50	1,345.50
TOTAL					-1,345.50	1,345.50
Bill Pmt -Check	14994	04/19/2023	Quill Corporation	001.01 · Cash-Checking/Sweep (Flags...		-202.23
Bill	31649995	03/29/2023		727 · Supplies-Office/general	-71.09	71.09

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**Milford Public Library**  
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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	31638918	03/29/2023		727 · Supplies-Office/general	-119.25	119.25
Bill	31667543	03/30/2023		727 · Supplies-Office/general	-11.89	11.89
TOTAL					-202.23	202.23
Bill Pmt -Check	14995	04/19/2023	Rose Pest Solutions	001.01 · Cash-Checking/Sweep (Flags...		-86.00
Bill	31068509	04/03/2023		930 · Land & building repair services	-86.00	86.00
TOTAL					-86.00	86.00
Bill Pmt -Check	14996	04/19/2023	Deluxe	001.01 · Cash-Checking/Sweep (Flags...		-95.75
Bill	13974085	04/07/2023		727 · Supplies-Office/general	-95.75	95.75
TOTAL					-95.75	95.75
Bill Pmt -Check	14997	04/19/2023	Ingram Library Services	001.01 · Cash-Checking/Sweep (Flags...		-1,052.86
Bill	75398746	04/07/2023		982-Ys · Books - Youth Services	-112.11	129.32
Bill	75398745	04/07/2023		982-A · Books - Adult	-357.56	357.56
Bill	75398744	04/07/2023		982-A · Books - Adult	-16.96	16.96
Bill	75438313	04/11/2023		982-Ys · Books - Youth Services	-10.44	10.44
Bill	75438312	04/11/2023		982-Ys · Books - Youth Services	-14.46	14.46
Bill	75438311	04/11/2023		982-Ys · Books - Youth Services	-22.87	22.87
Bill	75438310	04/11/2023		982-A · Books - Adult	-518.46	518.46
TOTAL					-1,052.86	1,070.07
Bill Pmt -Check	14998	04/26/2023	Allegion Access Tech LLC	001.01 · Cash-Checking/Sweep (Flags...		-680.00
Bill	906824588	04/11/2023		930 · Land & building repair services	-680.00	680.00
TOTAL					-680.00	680.00
Bill Pmt -Check	14999	04/26/2023	CEI Michigan, LLC	001.01 · Cash-Checking/Sweep (Flags...		-784.00
Bill	775063	03/31/2023		930 · Land & building repair services	-784.00	784.00
TOTAL					-784.00	784.00
Bill Pmt -Check	15000	04/26/2023	Demco, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-85.33
Bill	7291181	04/10/2023		730 · Collections Maintenance	-85.33	85.33

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**Milford Public Library**  
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**April 19 through May 16, 2023**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-85.33	85.33
Bill Pmt -Check	15001	04/26/2023	Gale/Cengage Learning	001.01 · Cash-Checking/Sweep (Flags...		-86.97
Bill	81032273	04/11/2023		982-A · Books - Adult	-86.97	86.97
TOTAL					-86.97	86.97
Bill Pmt -Check	15002	04/26/2023	Huron Valley School District	001.01 · Cash-Checking/Sweep (Flags...		-108.00
Bill	109322	04/10/2023		967-YS · Programming - Youth Svcs.	-108.00	108.00
TOTAL					-108.00	108.00
Bill Pmt -Check	15003	04/26/2023	Library Network	001.01 · Cash-Checking/Sweep (Flags...		-4,279.29
Bill	71543	01/17/2023		209 · Accrued expenses	-2,057.96	2,057.96
Bill	71848	04/13/2023		981 · Office equipment	-2,221.33	2,221.33
TOTAL					-4,279.29	4,279.29
Bill Pmt -Check	15004	04/26/2023	Quill Corporation	001.01 · Cash-Checking/Sweep (Flags...		-391.13
Bill	31777026	04/05/2023		727 · Supplies-Office/general	-66.20	66.20
Bill	31780934	04/05/2023		727 · Supplies-Office/general	-134.94	134.94
Bill	31803069	04/06/2023		727 · Supplies-Office/general	-189.99	189.99
TOTAL					-391.13	391.13
Bill Pmt -Check	15005	04/26/2023	AFLAC	001.01 · Cash-Checking/Sweep (Flags...		-231.95
Bill	440943	04/12/2023		231 · Payroll deductions payable	-231.95	231.95
TOTAL					-231.95	231.95
Bill Pmt -Check	15006	04/26/2023	Applied Innovation	001.01 · Cash-Checking/Sweep (Flags...		-996.38
Bill	A154299-00...	04/24/2023		981 · Office equipment	-996.38	996.38
TOTAL					-996.38	996.38
Bill Pmt -Check	15007	04/26/2023	ASCAP	001.01 · Cash-Checking/Sweep (Flags...		-269.00

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**Milford Public Library**  
**Check Detail**  
April 19 through May 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	???	04/21/2023		881 · Adv. & Promotion	-269.00	269.00
TOTAL					-269.00	269.00
Bill Pmt -Check	15008	04/26/2023	Brien's Services, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-2,630.50
Bill	2630.50	04/22/2023		930 · Land & building repair services	-2,630.50	2,630.50
TOTAL					-2,630.50	2,630.50
Bill Pmt -Check	15009	04/26/2023	DTE Energy	001.01 · Cash-Checking/Sweep (Flags...		-6,737.38
Bill	Apr23	04/19/2023		923 · Utilities-Electric 924 · Utilities-Natural gas	-5,846.37 -891.01	5,846.37 891.01
TOTAL					-6,737.38	6,737.38
Bill Pmt -Check	15010	04/26/2023	Frontier	001.01 · Cash-Checking/Sweep (Flags...		-104.34
Bill	Apr23	04/19/2023		850 · Communications	-104.34	104.34
TOTAL					-104.34	104.34
Bill Pmt -Check	15011	04/26/2023	GFL Environmental	001.01 · Cash-Checking/Sweep (Flags...		-123.07
Bill	0060576212	04/14/2023		820 · Waste & rubbish disposal	-123.07	123.07
TOTAL					-123.07	123.07
Bill Pmt -Check	15012	04/26/2023	Ingram Library Services	001.01 · Cash-Checking/Sweep (Flags...		-430.67
Bill	75483337	04/13/2023		982-A · Books - Adult	-164.35	164.35
Bill	75483338	04/13/2023		982-YS · Books - Youth Services	-36.60	36.60
Bill	75502852	04/14/2023		982-A · Books - Adult	-75.59	75.59
Bill	75508658	04/14/2023		982-A · Books - Adult	-15.01	15.01
Bill	75508660	04/14/2023		982-A · Books - Adult	-15.30	15.30
Bill	75502853	04/14/2023		982-YS · Books - Youth Services	-22.32	22.32
Bill	75508659	04/14/2023		982-YS · Books - Youth Services	-24.95	24.95
Bill	75526708	04/17/2023		982-A · Books - Adult	-51.66	51.66
Bill	75526709	04/17/2023		982-YS · Books - Youth Services	-24.89	24.89
TOTAL					-430.67	430.67
Bill Pmt -Check	15013	04/26/2023	Kelli Brendel	001.01 · Cash-Checking/Sweep (Flags...		-48.12



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**Milford Public Library**  
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April 19 through May 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	042523	04/25/2023		967-YS · Programming - Youth Svcs.	-48.12	48.12
TOTAL					-48.12	48.12
Bill Pmt -Check	15014	04/26/2023	Overdrive	001.01 · Cash-Checking/Sweep (Flags...		-519.67
Bill	01576CO23...	04/19/2023		804.1 · Electronic content delivery	-519.67	519.67
TOTAL					-519.67	519.67
Bill Pmt -Check	15015	04/26/2023	Quill Corporation	001.01 · Cash-Checking/Sweep (Flags...		-83.69
Bill	31867805	04/11/2023		727 · Supplies-Office/general	-83.69	83.69
TOTAL					-83.69	83.69
Bill Pmt -Check	15017	05/03/2023	Baker & Taylor Books	001.01 · Cash-Checking/Sweep (Flags...		-2,933.92
Bill	2037412624	04/03/2023		982-YA · Books - Teens	-15.97	23.16
Bill	2037412625	04/03/2023		982-YS · Books - Youth Services	-28.30	28.30
Bill	2037412626	04/03/2023		982-YS · Books - Youth Services	-215.04	215.04
Bill	2037433902	04/03/2023		982-A · Books - Adult	-32.98	32.98
Bill	2037419504	04/10/2023		982-YS · Books - Youth Services	-22.99	22.99
Bill	2037419505	04/10/2023		985-YA · Audio Visual - Teens	-24.53	24.53
Bill	2037419506	04/10/2023		982-YS · Books - Youth Services	-5.39	5.39
Bill	2037419507	04/10/2023		982-YS · Books - Youth Services	-425.47	425.47
Bill	2037433263	04/11/2023		982-YS · Books - Youth Services	-58.15	58.15
Bill	2037433262	04/11/2023		982-YS · Books - Youth Services	-24.55	24.55
Bill	2037433260	04/11/2023		982-YS · Books - Youth Services	-579.13	579.13
Bill	2037433259	04/11/2023		982-YS · Books - Youth Services	-7.18	7.18
Bill	2037433261	04/11/2023		982-YS · Books - Youth Services	-7.19	7.19
Bill	2037433264	04/11/2023		982-YS · Books - Youth Services	-106.69	106.69
Bill	2037463631	04/18/2023		982-YS · Books - Youth Services	-26.54	26.54
Bill	2037463634	04/18/2023		982-YS · Books - Youth Services	-76.74	76.74
Bill	2037463635	04/18/2023		982-YS · Books - Youth Services	-24.11	24.11
Bill	2037463632	04/18/2023		982-YA · Books - Teens	-11.58	11.58
Bill	2037463633	04/18/2023		982-YA · Books - Teens	-31.42	31.42
Bill	2037442127	04/19/2023		982-YS · Books - Youth Services	-4.79	4.79
Bill	2037442128	04/19/2023		982-YA · Books - Teens	-352.24	352.24
Bill	2037442129	04/19/2023		982-YS · Books - Youth Services	-5.39	5.39
Bill	2037442130	04/19/2023		982-YS · Books - Youth Services	-10.18	10.18
Bill	2037442131	04/19/2023		982-YS · Books - Youth Services	-31.50	31.50
Bill	2037442132	04/19/2023		982-YS · Books - Youth Services	-10.19	10.19
Bill	2037459372	04/24/2023		982-YS · Books - Youth Services	-3.59	3.59
Bill	2037459373	04/24/2023		982-YA · Books - Teens	-73.85	73.85
Bill	2037459374	04/24/2023		982-YS · Books - Youth Services	-57.41	57.41

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**Milford Public Library**  
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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2037459375	04/24/2023		982-YS · Books - Youth Services	-12.34	12.34
Bill	2037459376	04/24/2023		982-YS · Books - Youth Services	-51.66	51.66
Bill	2037459377	04/24/2023		982-YS · Books - Youth Services	-27.33	27.33
Bill	2037459378	04/24/2023		982-YS · Books - Youth Services	-10.50	10.50
Bill	2037478479	04/25/2023		982-YS · Books - Youth Services	-23.16	23.16
Bill	2037478475	04/25/2023		982-YS · Books - Youth Services	-23.33	23.33
Bill	2037478476	04/25/2023		982-YA · Books - Teens	-7.19	7.19
Bill	2037478477	04/25/2023		982-YS · Books - Youth Services	-42.04	42.04
Bill	2037478478	04/25/2023		982-YS · Books - Youth Services	-4.19	4.19
Bill	2037486202	04/27/2023		982-YS · Books - Youth Services	-25.98	25.98
Bill	2037486203	04/27/2023		982-YS · Books - Youth Services	-433.11	433.11
TOTAL					-2,933.92	2,941.11
Bill	15018	05/03/2023	Brien's Services, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-850.00
Bill	45363	04/29/2023		930 · Land & building repair services	-850.00	850.00
TOTAL					-850.00	850.00
Bill	15019	05/03/2023	Clearly	001.01 · Cash-Checking/Sweep (Flags...		-128.33
Bill	INV508800	05/01/2023		850 · Communications	-128.33	128.33
TOTAL					-128.33	128.33
Bill	15020	05/03/2023	Comstar Technologies fka Technology...	001.01 · Cash-Checking/Sweep (Flags...		-600.00
Bill	CW172136	05/01/2023		930 · Land & building repair services	-600.00	600.00
TOTAL					-600.00	600.00
Bill	15021	05/03/2023	Flagstar	001.01 · Cash-Checking/Sweep (Flags...		-2,218.26
Bill	Apr23	04/21/2023		727 · Supplies-Office/general	-99.95	99.95
				804 · Automation	-317.79	317.79
				804.1 · Electronic content delivery	-162.00	162.00
				815 · Computer services	-799.50	799.50
				967-YA · Programming - Teens	-10.87	10.87
				982-A · Books - Adult	-111.35	111.35
				985-A · Audio Visual - Adult	-42.02	42.02
				985-YA · Audio Visual - Teens	-110.56	110.56
				985-YS · Audio Visual - Youth Services	-44.18	44.18
				967-YS · Programming - Youth Svcs.	-520.04	520.04

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**Milford Public Library**  
**Check Detail**  
April 19 through May 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-2,218.26	2,218.26
Bill Pmt -Check	15022	05/03/2023	Gale/Cengage Learning	001.01 · Cash-Checking/Sweep (Flags...		-78.72
Bill	81062924	04/18/2023		982-A · Books - Adult	-78.72	78.72
TOTAL					-78.72	78.72
Bill Pmt -Check	15023	05/03/2023	J.E. Strauss Consulting/CPA, LLC	001.01 · Cash-Checking/Sweep (Flags...		-1,351.73
Bill	2541	04/30/2023		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-319.73	319.73
TOTAL					-1,351.73	1,351.73
Bill Pmt -Check	15024	05/03/2023	Mariya Fogarasi	001.01 · Cash-Checking/Sweep (Flags...		-100.00
Bill	Prog051723	09/28/2022		123.01 · Prepaid programming expenses	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	15025	05/03/2023	Petty Cash*	001.01 · Cash-Checking/Sweep (Flags...		-22.47
Bill	042323	04/23/2023		004.01 · Petty Cash	-22.47	22.47
TOTAL					-22.47	22.47
Bill Pmt -Check	15026	05/03/2023	Playaway Products LLC	001.01 · Cash-Checking/Sweep (Flags...		-74.99
Bill	426075	04/18/2023		985-YS · Audio Visual - Youth Services	-74.99	74.99
TOTAL					-74.99	74.99
Bill Pmt -Check	15027	05/03/2023	Quill Corporation	001.01 · Cash-Checking/Sweep (Flags...		-50.71
Bill	3199829	04/18/2023		727 · Supplies-Office/general	-19.11	19.11
				729 · Covid-19 response supplies	-31.60	31.60
TOTAL					-50.71	50.71
Bill Pmt -Check	15028	05/10/2023	Blackstone Publishing	001.01 · Cash-Checking/Sweep (Flags...		-244.71
Bill	2098772	04/25/2023		985-A · Audio Visual - Adult	-244.71	244.71

2:13 PM  
05/11/23

**Milford Public Library**  
**Check Detail**  
April 19 through May 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-244.71	244.71
Bill Pmt -Check	15029	05/10/2023	Demco, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-298.09
Bill	7298033	04/21/2023		730 · Collections Maintenance	-17.79	17.79
Bill	7302806	05/01/2023		730 · Collections Maintenance	-280.30	280.30
TOTAL					-298.09	298.09
Bill Pmt -Check	15030	05/10/2023	Goyette Mechanical	001.01 · Cash-Checking/Sweep (Flags...		-934.99
Bill	910147054	04/27/2023		930 · Land & building repair services	-601.24	601.24
Bill	910147529	05/01/2023		930 · Land & building repair services	-333.75	333.75
TOTAL					-934.99	934.99
Bill Pmt -Check	15031	05/10/2023	Ingram Library Services	001.01 · Cash-Checking/Sweep (Flags...		-2,002.48
Bill	75633729	04/24/2023		982-A · Books - Adult	-106.79	106.79
Bill	75633730	04/24/2023		982-A · Books - Adult	-57.27	57.27
Bill	75677132	04/26/2023		982-A · Books - Adult	-11.77	11.77
Bill	75701563	04/27/2023		982-Ys · Books - Youth Services	-10.06	10.06
Bill	75701564	04/27/2023		982-Ys · Books - Youth Services	-22.87	22.87
Bill	75701565	04/27/2023		982-A · Books - Adult	-174.50	174.50
Bill	75727682	04/28/2023		982-Ys · Books - Youth Services	-8.96	8.96
Bill	75727683	04/28/2023		982-Ys · Books - Youth Services	-37.13	37.13
Bill	75727684	04/28/2023		982-A · Books - Adult	-15.94	15.94
Bill	75747300	05/01/2023		982-Ys · Books - Youth Services	-34.04	34.04
Bill	75765581	05/02/2023		982-A · Books - Adult	-1,236.86	1,236.86
Bill	75787400	05/03/2023		982-A · Books - Adult	-16.09	16.09
Bill	75787401	05/03/2023		982-Ys · Books - Youth Services	-14.44	14.44
Bill	75787402	05/03/2023		982-Ys · Books - Youth Services	-11.16	11.16
Bill	75787403	05/03/2023		982-A · Books - Adult	-80.89	80.89
Bill	75790491	05/03/2023		982-A · Books - Adult	-163.71	163.71
TOTAL					-2,002.48	2,002.48
Bill Pmt -Check	15032	05/10/2023	Jacob Parcha	001.01 · Cash-Checking/Sweep (Flags...		-45.00
Bill	050323	05/03/2023		982-A · Books - Adult	-45.00	45.00
TOTAL					-45.00	45.00
Bill Pmt -Check	15033	05/10/2023	Jani-King of Michigan, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-3,480.61

2:13 PM  
05/11/23

**Milford Public Library**  
**Check Detail**  
**April 19 through May 16, 2023**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	DET052300...	05/01/2023		930 · Land & building repair services	-3,480.61	3,480.61
TOTAL					-3,480.61	3,480.61
Bill Pmt -Check	15034	05/10/2023	Kanopy, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-52.70
Bill	347773	04/30/2023		804.1 · Electronic content delivery	-52.70	52.70
TOTAL					-52.70	52.70
Bill Pmt -Check	15035	05/10/2023	Library Network	001.01 · Cash-Checking/Sweep (Flags...		-10,532.83
Bill	71881	04/21/2023		986 · Periodicals	-30.83	32.00
				123 · Prepaid Expenses	-1,087.47	1,128.83
Bill	71940	04/25/2023		982-A · Books - Adult	-290.93	302.00
Bill	71969	04/27/2023		986 · Periodicals	-458.80	458.80
				804 · Automation	-8,664.80	8,664.80
TOTAL					-10,532.83	10,586.43
Bill Pmt -Check	15036	05/10/2023	Midwest Collaborative for Library Serv...	001.01 · Cash-Checking/Sweep (Flags...		-3,507.00
Bill	362230	04/25/2023		123 · Prepaid Expenses	-3,507.00	3,507.00
TOTAL					-3,507.00	3,507.00
Bill Pmt -Check	15037	05/10/2023	Midwest Tape	001.01 · Cash-Checking/Sweep (Flags...		-1,115.59
Bill	503722397	04/30/2023		804.1 · Electronic content delivery	-1,115.59	1,115.59
TOTAL					-1,115.59	1,115.59
Bill Pmt -Check	15038	05/10/2023	T-Mobile	001.01 · Cash-Checking/Sweep (Flags...		-847.32
Bill	Apr23	04/25/2023		967-O · Other Misc Communications	-847.32	847.32
TOTAL					-847.32	847.32

Milford Public Library  
Check Detail  
April 19 through May 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	15016	05/01/2023	Nationwide	001.01 · Cash-Checking/Sweep (Flagstar)		-300.00
				231 · Payroll deductions payable	-100.00	100.00
				231 · Payroll deductions payable	-200.00	200.00
TOTAL					-300.00	300.00

## LIBRARY DIRECTOR'S REPORT

June 2023

### SUGGESTION BOX AND RANDOM COMMENTS

From Heather Wittrup, Youth Services Librarian: I just got a compliment from a mom of a young child who thinks we have an amazing library and so many good books. She loves the 1,000 Books program and is excited to continue reading to her son! Yay us!

From Heather Wittrup, Youth Services Librarian: Yay Kelli for your creative and bright, happy SRP decorations! I've gotten compliments from patrons of all kinds all week about how much they love them.

From Meg Bruce, Teen Services Librarian: We just got a very kind compliment from a patron returning a Tween Book Box this morning. She said that the book boxes are awesome and thank us for doing them! Good work Heather! :)

From David Stokes, Adult Services Librarian: Email from David to Patron - Please find attached a copy of William Gay Nixon's obituary from the August 1960 Milford Times. Our copies of the Milford Times are currently out of the building being digitized, so we reached out to a neighboring library to fulfill your obituary request. I'm a firm believer in giving credit where it's due, so a special thanks to Mona Geisler of the Highland Twp. Public Library for procuring this obituary and passing it onto us to send to you. Patron's reply: Now there are three women, my dear friends, who lost their father in 1960, and now will know a bit more about him. Many thanks to you and Mona, and hail all librarians and public libraries everywhere! P.S. And dude, that was fast!

### STAFF UPDATES

Part-time Circulation Desk Clerk Holly Holsomback has resigned effective June 20. The open position has been posted.

#### STAFF ANNIVERSARIES: June

Grace Bur, Head of Youth & Teen Services	6 years
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#### STAFF ANNIVERSARIES: July

Stephen Jackman, Adult Services Librarian	5 years
Latonia Phillips, Substitute Librarian	4 years

### BUILDING UPDATES

On May 16, I was washing my hands in the staff restroom when a strange noise occurred. I looked up at the exhaust fan first because I thought maybe something was up with that. Then I felt the water flooding my shoes. A flex pipe had burst under the sink. I got the water key and managed to get the water turned off, while Dawn called Countryside Plumbing and Stephen and Joan helped me mop up. Countryside was here in about 30 minutes and the flex pipe was replaced. I will be checking the condition of all the flex pipe at all sinks. In addition, we have ordered water spill kits from "New Pig." These kits contain absorbent pads and dams that can be used to soak up water faster than mops. We have 2 kits, one for each side of the building.

## **TLN UPDATES**

None

## **FRIENDS OF THE LIBRARY UPDATE**

The next meeting will be the afternoon of June 27.

## **INCIDENT REPORTS**

None

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

May 26	Library Safety and Security: A Holistic Approach (recording)
May 31	Adapting for Resilience: Understanding Developing Trends in Physical Threats and the Ripple Effect of Risks
June 8	Fiscally Ready Communities: Managing Internal Controls
June 9	Statewide Director's Meeting
June 15	MLA Connect Advocacy Hour
June 15	Trauma in the Workplace
June 16	TLN Membership Picnic and Meeting



## Adult Department Report

May 2023

Our winter book discussion series concluded with *The Story of Arthur Trulove* by Elizabeth Berg. The winter/spring 2023 book discussion series is called "This Old Man" featuring books about men in their golden years. 11 people attended the discussion on May 8.

On May 11, we hosted a Lotus Lantern Craft program in conjunction with The Korean Spirit and Culture Promotion Project. 20 people attended this online program.

Mariya Fogarasi conducted a program called From Ancient Amman to the Deserts of Jordan about her experiences travelling in Amman, Petra and other sites in the Middle East. 10 people attended this program on May 17.

David Stokes conducted two outreach visits in May.

Karin Boughey attended the TLN e-Content Users Group Meeting on May 4.

Respectfully submitted.

Karin Boughey  
Head of Adult Services

### **Youth Services Report May 2023**

The spring storytime session ended the first week of May. Kelli finished Dance, Wiggle and Shake! and Bouncing Babies Storytime.

Kelli, Whitney, and Meg put up the Very Hungry Caterpillar Scavenger Hunt that was held May 8-21. Kids were asked to search the Youth Department for all the foods the caterpillar ate in the story.

Kelli then focused on the Spring Sensory Fun program that was held on May 11. This was a play-based program for kids ages 6 months-5 years with activities to do around the room. Kelli put together multiple sensory bins filled with spring items like flowers, insects, ducks, and birds. She made spring theme play-doh mats and put together an easy flower craft using tissue paper. There was a music corner with instruments and flannel board activities too. Heather helped put together activities as well.

Kelli's next program in May was Exploration Storytime: Plants! This was a program designed for kids ages 2-5 years. Kelli started with a storytime about plants and then kids were allowed to explore the different learning stations around the room. There was a science table where kids got to look through the microscope at different seeds and flowers. They used dot markers to design and put together a flower at the craft table. There were alphabet and counting activities. Kids played in sensory bins pretending to plant flowers. They also got the chance to plant sunflower seeds to take home and watch grow.

After finishing with her May programs, Kelli turned her focus to planning her Fun with Bubbles storytime that will be in June. She also worked with Heather on crafts and activities for their Dragon's Love Tacos storytime which will also be in June.

Kelli started working on summer reading decorations for the Youth Department.

In May, Heather chose books and put together boxes for 19 tweens, including 6 new tweens. She also purchased items for and assembled the Mystery Father's Day bags for 49 kids and tweens. She also put together Spring Science Book Bags for 20 kids.

Heather put on one week (of the four-week session that went into May) of Terrific Toddlers Storytime. Heather and Meg put on the Oreo Tasting program for 22 tweens and teens. The kids all had a really good time and enjoyed trying the many flavors of Oreos! She and Meg planned the Spa Day program for tweens and teens together.

Heather put on Family Evening Stories and Crafts on Thursday, May 18th for 25 people. The families had a great time and expressed how much they appreciate having programs that are not during the day for younger kids.

She planned details for summer programs and ordered some crafts and other items for upcoming events.

Heather weeded tween books on CD and nonfiction DVDs.

Early in May, Whitney had her Homeschool STEAM program where the children learned about DNA and then made a DNA model using candy. Afterward, they completed a STEAM challenge to see who could make the longest strip of paper using only one piece of paper and tape. Whitney also had her last Alphabet Adventures Storytime until the Fall. She finalized everything for Beach Storytime including making a sand sensory bin with shells and setting up a small beach ball toss. The event was well attended and the kids enjoyed sitting on their beach towels and wearing their sunglasses. In addition, Whitney refilled the book displays and made more book bundles. She also worked with Heather to figure out which crafts would be included in the Craftapalooza program in July. One of the crafts was a paper flower lei so Whitney made one to use as an example. Whitney also began making 3D mini surfboards for the children to decorate during the program. Lastly, Whitney continued

to monitor the 1,000 Books Before Kindergarten Program which included making more folders that explain the program and completing the Parent Raffle Drawing.

Grace put on the Sticker Party the first week of May. The kids had lots of fun creating their sticker books!

Grace spent time researching the details of a Storywalk. We are hoping to get one started on Main Street later this year. She created a proposal for the Friends of the Library regarding this.

She also created a proposal for the Friends of the Library for t-shirts with the library logo on them for staff. She got quotes for the shirts from a local vendor, surveyed staff regarding sizing needs, selected the color, and placed the order with the vendor when the proposal was approved.

She created fliers for the Summer Reading program. She posted it to PeachJar, which is the online bulletin board that the local schools use. All schools in the Huron Valley School District will have our SRP flyer on their online bulletin board. She also printed a stack for the Johnson Elementary PTA to distribute at their annual book sale.

She created the 8 weekly challenges for the summer reading program, as well as the instructions for patrons and staff. She also ordered all of the prizes.

<b>Date</b>	<b>Program</b>	<b>Attendance</b>
5/1/2023	Dance, Wiggle & Shake	23
5/1/2023	Homeschool STEAM Club	12
5/2/2023	Terrific Toddlers	19
5/2/2023	Sticker Party	28
5/3/2023	Alphabet Adventures	27
5/4/2023	Bouncing Babies	15
5/4/2023	Tween Oreo Tasting	13
5/11/2023	Spring Sensory Fun	26
5/16/2023	Exploration Storytime: Plants	32
5/18/2023	Family Evening Stories and Crafts	25
5/22/2023	Hungry Caterpillar Scavenger Hunt	55
5/22/2023	Create, Make & Build	2
5/24/2023	Beach Storytime	38
<b>Total</b>		<b>315</b>

Respectfully Submitted by the Youth Department

## **Teen Services Report May 2023**

There were five teen programs this month. The teen book box had 13 participants. Each teen was given a library book based on their responses to the book box questionnaire, stickers, candy, a Mother's Day coloring sheet, a logic puzzle, instructions and supplies for a mini origami succulent craft, a sticky notepad, and two fruit-scented highlighters. The Tween/Teen Oreo Tasting was held in person with 22 total attendees (9 of which were teens). During this program participants tasted 14 different Oreo flavors and had to guess which each was, eventually voting on their favorites. The Teen Take & Make: Free Comic Book Day Bag had 8 participants. Each participant was given 4 comic books, several superhero-themed coloring sheets, 4 blank comic book panels, a black fine-liner pen, and supplies to make 3 Avengers Bookmarks, including construction paper, popsicle sticks, and glue. The Lotus Lantern Craft was held in person in conjunction with the adult department and there was one teen attendee. During this program attendees created a traditional Korean Lotus Blossom Paper Lantern while learning about Korean culture. Finally, the Teen Leadership Team Spring Meeting was held in person with 5 attendees. During this program, our teen volunteers discussed their interests as well as their ideas for teen collections and future programs.

Our Teen Leadership Team volunteering program continued this month. In May, 7 of our 8 registered volunteers came into the library to volunteer. They volunteered for a combined total of 19 hours and 39 minutes. They worked on projects like creating book displays, decorating the Teen Bulletin Board, researching and compiling book display lists for future displays, creating lists of books in the teen fiction collection that are part of a series, sorting craft supplies, creating reading lists for the youth department, and coming up with ideas for summer reading raffle prizes.

Also in May, I continued promoting Teen events through Facebook and Instagram. I designed flyers and social media posts for all Teen events. I created an informational brochure for the Teen Summer Reading Challenge as well as the 8 Weekly Challenge forms to be used by participants. I placed one B&T order for books and one Amazon order for three DVDs and one board game. I also ordered 8 Summer Reading Grand Prizes through Amazon, as well as a selection of 15 books from Book Outlet to be used as Summer Reading prizes. I planned volunteer tasks for May teen volunteers and supervised those volunteers, created a June volunteer schedule sign-up, communicated with Teen Leadership Team volunteers to sign up for hours in June, and started to plan volunteer tasks for June. I prepared the June Teen Book Boxes. I continued a Teen Readers' Advisory list on Goodreads, using the website to compile lists of the teen books the library owns in each genre (fantasy, fiction, graphic novels, historical fiction, horror, manga, mystery, paranormal, romance, science fiction, superheroes, and thriller). Finally, I continued going through the Teen Fiction collection—adding new series stickers to each book when necessary.

Displays:  
Books All About Senior Year

Graphic Novels for Fans of Heartstopper

YA Novels in Verse

YA Science Fiction

Asian Pacific American Heritage Month

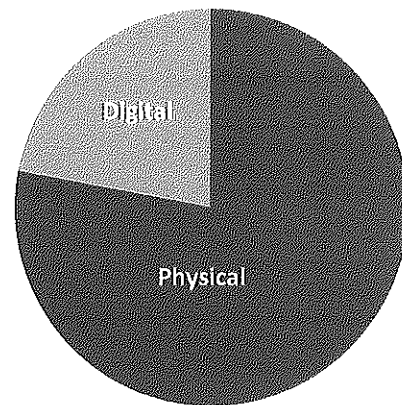
Respectfully Submitted by Meg Bruce

# Stats At-A-Glance

## CIRCULATION

Physical Items: 10,660

Digital Items: 3,022



## SERVICES

Questions Asked & Answered Adult: 631 Youth & Teen: 536	Library Visits: 4,754
Room Bookings: 24	Computer Sessions: 352
Website Visits: 8,578	Wi-Fi Sessions: 589
Library Cards Issued: 39	Total Library Cards: 6,286

## PROGRAMS

Youth Events: 13 Attendance: 315	Teen Events: 3 Attendance: 15	Adult Events: 5 Attendance: 58
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**MILFORD PUBLIC LIBRARY**  
**STATISTICS May 2023**

<b>CIRCULATION</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Year to Date Percentage Change</b>
<b>PHYSICAL ITEMS</b>				
Books	9,220	48,942	45,902	6.6%
Video	1,135	6,698	6,920	-3.2%
Audiobooks	141	931	1,039	-10.4%
Music	164	754	652	15.6%
Other	0	2	0	0.0%
<b>Total</b>	<b>10,660</b>	<b>57,327</b>	<b>54,513</b>	<b>5.2%</b>

<b>CIRCULATION</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Year to Date Percentage Change</b>
<b>DIGITAL ITEMS</b>				
E-books	1,175	5,933	5,356	10.8%
E-audiobooks	1,367	6,022	4,587	31.3%
E-music	12	64	61	4.9%
E-video	77	500	369	35.5%
E-magazines	124	692	794	-12.8%
Databases	257	743	1,017	-26.9%
MI Activity Pass	10	29	20	45.0%
<b>Total</b>	<b>3,022</b>	<b>13,983</b>	<b>12,204</b>	<b>14.6%</b>
<b>Total Circulation</b>	<b>13,682</b>	<b>71,310</b>	<b>66,717</b>	<b>6.9%</b>

<b>SERVICES</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Year to Date Percentage Change</b>
Visits	4,754	26,081	22,064	18.2%
Questions	1,167	6,720	6,140	9.4%
Room Bookings	24	146	73	100.0%
Computer Sessions	352	2,305	2,024	13.9%
Library Cards Issued	39	390	253	54.2%
Total Library Cards	6,286	6,286	6,279	0.1%
Website Visits	8,578	47,791	46,690	2.4%
WiFi Sessions	589	2,771	729	280.1%

<b>PROGRAMS</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Year to Date Percentage Change</b>
Adult Programs	5	25	20	25.0%
Attendance	58	410	308	33.1%
Youth Programs	13	79	13	507.7%
Attendance	315	2,198	519	323.5%
Teen Programs	3	9	2	350.0%
Attendance	15	55	6	816.7%
<b>Total Programs</b>	<b>21</b>	<b>113</b>	<b>35</b>	<b>222.9%</b>
<b>Total Attendance</b>	<b>388</b>	<b>2,663</b>	<b>833</b>	<b>219.7%</b>



# Memo

**To:** Board of Trustees  
**From:** Tina Hatch, Director  
**Date:** 06/15/2023  
**Re:** Grounds Maintenance and Snow Removal

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The contract signed with Brien's Services for snow/ice removal and grounds maintenance will expire at the end of this year. Brien's has provided pricing for a renewal of the 3 year contract. Our initial contract with Brien's was in 2017 for 3 years, then renewed for 3 additional years at the same pricing. As we all know, inflation in the last few years will have an impact on costs.

For Lawn Maintenance, renewal costs are as follows:

1. 2024-2026 - \$17,165 (8.75% increase)

For Snow/Ice Removal Services, renewal costs are as follows:

	1 1/2 - 2"	Over 2 - 4"	Over 4"	Salting & Deicing
2023-2024	\$135	\$135	\$135	\$238
2024-2025	\$141	\$141	\$141	\$238
2025-2026	\$174	\$174	\$174	\$238

There are two options at this point:

1. Renew the contract with Brien's Services.
2. Solicit bids from other companies

Recommendation: Renew the contract with Brien's Services for a three year period.



Name of Contractor: Brien's Services Inc.

Provide complete landscape maintenance work for the Calendar Years 2024, 2025, and 2026	2024	Total Lump Sum \$ 17,165.00
	2025	\$ 17,165.00
	2026	\$ 17,165.00
Submit unit cost for each snow removal 2023-2024	1 ½" - 2" deep	\$ 135.00
	Over 2" – 4" deep	\$ 141.00
	Over 4" deep	\$ 174.00
Submit unit cost for each snow removal 2024-2025	1 ½" - 2" deep	\$ 135.00
	Over 2" – 4" deep	\$ 141.00
	Over 4" deep	\$ 174.00
Submit unit cost for each snow removal 2025-2026	1 ½" - 2" deep	\$ 135.00
	Over 2" – 4" deep	\$ 141.00
	Over 4" deep	\$ 174.00
Submit cost for salt applications (drives and parking lot) 2023-2024	Per Application	\$ 157.00
Submit cost for salt applications (drives and parking lot) 2024-2025	Per Application	\$ 157.00
Submit cost for salt applications (drives and parking lot) 2025-2026	Per Application	\$ 157.00
Submit cost for sidewalks – calcium chloride application 2023-2024	Per Application	\$ 81.00
Submit cost for sidewalks – calcium chloride application 2024-2025	Per Application	\$ 81.00
Submit cost for sidewalks – calcium chloride application 2025-2026	Per Application	\$ 81.00



# Memo

**To:** Board of Trustees  
**From:** Tina Hatch, Director  
**Date:** June 19, 2023  
**Re:** Staff Development Day Keynote Program Proposal

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The Staff Development Day Team (myself, David Stokes, and Meg Bruce) are recommending that we accept a proposal from A-Train Tactical to provide training and procedure development related to active shooters. Active shooter training was the only topic suggested by Staff in a request for topics sent out earlier this year.

Meg had recommended A-Train Tactical (located in New Hudson) after going through the training at Lyon Township Library. I had an on-site meeting with Aaron Witt from A-Train Tactical in May to discuss options and conduct a walk-through of the building.

From Aaron: I believe A-Train Tactical, LLC has the capability to help increase your staff's situational awareness and improve your overall response capabilities during an emergency. Please see below for price quotes:

Security Assessment and Recommendation Report: Identifies best practices and recommendations designed to help improve the library's security posture i.e., training, technology, and physical security. (Cost: \$500)

Emergency Action Plan (EAP): Work with your designated point of contact to create an EAP with important topics including how to respond to an Active Threat. (Cost: \$500)

Active Threat Awareness Training: 1.5-hour staff training that includes a discussion-based tabletop exercise (TTX) using the Milford Public Library as the backdrop for the scenario. (Cost: \$500)

**Recommendation: Approve proposal from A-Train Tactical at a cost of \$1,500 with funding from our Staff Development budget.**